



# Adopted Budget **2013-2014**

As adopted by the Board of Directors on June 27, 2013



# Salem Area Mass Transit District

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FY 2013-14 Budget

**SALEM AREA MASS TRANSIT DISTRICT**  
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# Cherriots

SALEM-KEIZER TRANSIT



NO CONTENT APPEARS  
ON THIS PAGE BY DESIGN





May 16, 2013

**To:** Salem Area Mass Transit District Budget Committee  
**From:** Allan Pollock, General Manager  
**Subject:** **BUDGET MESSAGE, PROPOSED FY 2013-14 BUDGET**

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I am very pleased to present the proposed FY2013-14 budget for your review and consideration. The proposed FY2013-14 budget continues to support the stewardship values we embraced through the economic downturn in recent years of maintaining core services and developing a sustainable financial plan.

The proposed FY2013-14 budget continues our efforts to support the six pillars of the strategic plan. The six pillars are:

- Provide an Exceptional Transportation Experience
- Ensure Organization Viability
- Partner with the Community
- Improve and Promote Environmental Sustainability
- Be an Employer of Choice
- Improve Connectivity

Each pillar comprises several objectives and strategies which help guide our work and measure our accomplishments. The District accomplished many of these objectives and the proposed FY2013-14 budget provides continuing support to achieve desired outcomes. Each year the District establishes a work plan with objectives and strategies within each pillar. Highlights of the FY2013-14 work plan include:



Pillar 1 - *Provide an Exceptional Transportation Experience*. One objective under this goal is to implement targeted outreach campaigns focusing on telling our story and promoting our services. The proposed budget for Community Relations includes resources for a direct mail campaign following a very successful 2013 direct mailing for Earth Day. In preparation for targeted campaigns the District updated its website enhancing the trip planning capabilities for riders.

In addition, the District will also conduct a comprehensive operations analysis of its Cherrlots fixed route service. This includes a line-by-line analysis of each route, identify unmet needs, and service improvements to improve efficiency and effectiveness as well as addressing customer needs.

Pillar 2 – *Ensure Organization Viability*. Objectives include maintaining a balanced responsible budget, implementing electronic fare collection, and creating a data warehouse. The proposed budget supports these objectives. In the spring of 2013 the District began testing electronic fare media, and after a successful trial run, is making plans to more fully deploy the electronic fare media. The Information Technology department has been working on the data warehouse project and is planning on fully implementing it in FY2013-14.

Pillar 3 – *Partner with the Community*. One of the objectives under this goal is to increase involvement in the community. One major initiative is the Cherrlots Connect Committee which is our employee directed community involvement committee. The committee will again focus on giving back to the community with activities such as United Way, litter patrol, and volunteer day. In FY2012-13 the District created the Citizens Advisory Committee to advise the Board on matters from a broad community perspective. The first year of the committee has been focused on member education. As we begin the second year we will begin to better utilize the committee by having the committee provide recommendations on items requested by the Board.

Another program we conduct in support of this pillar is partnering with local non-profits and other agencies with their transportation needs. Each year the Board approves a distribution of “Day Passes” to the United Way. This past year we donated 4,000 passes that the United Way distributes to their member agencies. Also last year we supported the Marion County and Polk County Homeless Connect events and the Veterans Job Fair by providing free rides to attendees of these events.

Pillar 4 – *Improve and Promote Environmental Sustainability*. Objectives include providing environmentally sustainable transportation options and adopting environmentally sustainable business practices. In FY2012-13 the District applied for

and was granted an Energy Incentive Tax Credit that was largely based on providing energy efficient transportation. The District also created a “Green Team” made up of employees to review and recommend environmentally sustainable choices. The committee is focused on obtaining Earthwise Certification for the Del Webb operating facility and establishing the baseline metrics in support of our APTA sustainability commitment approved by the Board in FY2012-13.

*Pillar 5 – Be an Employer of Choice.* One of the objectives under this goal is to support professional development and the proposed budget includes an increase of over \$18,000, about 15 percent, for training and education.

*Pillar 6 – Improve connectivity.* I often talk about the 3C’s structure – circulators, centers and corridors. Circulator routes connect neighborhoods to transit centers. Transit centers are interconnected by high frequency corridor routes. The 3C’s model is responsive to changing land use demands and provides customers with a more practical transportation option. The Grand Opening of the Keizer Transit Center is scheduled for July 1, 2013, the first day of FY2013-14. The site selection process for the South Salem Transit Center began in FY2012-13 and is scheduled to culminate with a recommendation to the Board in March 2014. Improvements to bus stops and shelters are also included in the FY2013-14 budget.

In recent years Courthouse Square has captured much of the staff’s time and attention. After a great deal of consideration a decision to remediate the building was made and in joint effort with Marion County a contract to complete the remediation was entered into with Structural Preservation Systems. The outstanding legal issues regarding the building design and construction were also resolved. The District is looking forward to returning to the Transit Mall and the Courthouse Square facility in May 2014. With the issues of Courthouse Square behind us we can now begin to channel that energy to operating the District.

I believe we have made substantial progress in creating the future for the year 2015 envisioned by the strategic plan. That vision involves strengthening core services, improving the experience of public transportation, expanding access to new areas and new customers, and seeking additional funding for responsible growth.

In the fall of 2012 the District began exploring the possibility of placing a measure for a local option levy on the May 2013 ballot. The Board engaged community leaders in discussions along with the polling of voters. District staff also worked with the Marion and Polk County Assessor’s offices to estimate the Measure 5 compression loss. At the end of the review a decision was reached not to pursue a local option levy on the May 2013 ballot primarily because of the significant



Measure 5 compression loss along with the hope the current property tax laws would be addressed in the 2013 state legislative session.

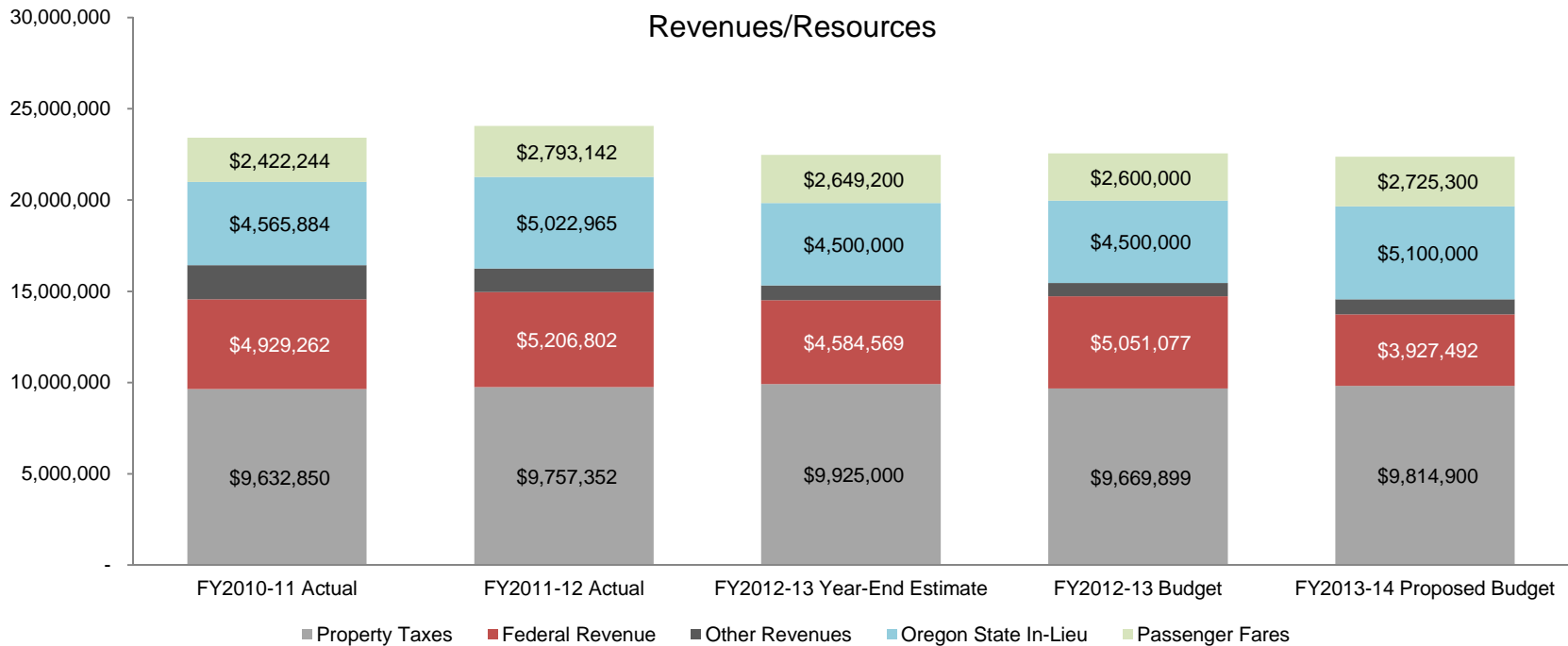
Another noteworthy event was the House of Representatives and the Senate approval of the conference report on Moving Ahead for Progress in the 21st Century (MAP-21). The bill was signed into law by President Obama on July 6, 2012. Under MAP-21 the District's allocation of Urbanized Area Formula Program (5307) funds was just over \$5 million in FY2012-13 and almost \$5.4 million in FY2013-14. MAP-21 also made a significant change to the funding structure by greatly reducing discretionary programs and revising that structure with a program where most funds are apportioned to public transportation agencies through core formula programs. This change made by MAP-21 will require a long-term strategic change for how the District will fund the replacement of its aging fixed route fleet and other major capital programs. A copy of the bus fleet replacement plan is included with the Capital Projects fund.

The proposed FY2013-14 budget is a status quo budget, no small feat given the continuing difficult economic climate. I believe there is much to look forward to in FY2013-14 bookended by the grand opening of the Keizer Transit Center on July 1<sup>st</sup> and the expected move back to the Transit Mall and Courthouse Square in May 2014.

### **General Fund**

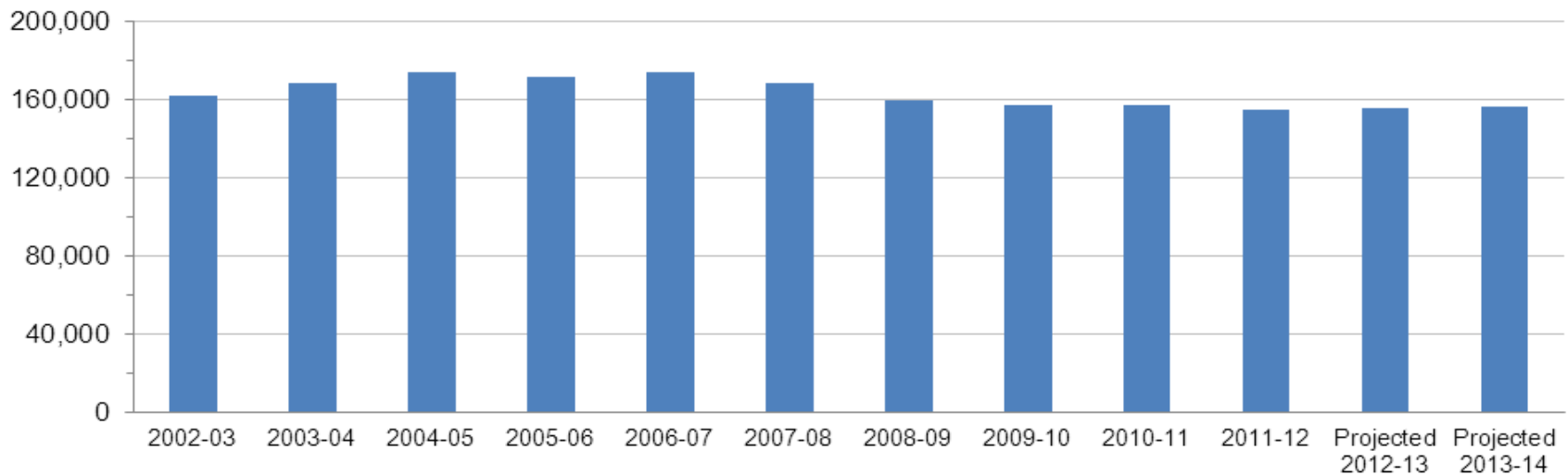
The proposed FY2013-14 budget includes total operating resources of \$22.3 million, a decrease of \$174,000, about a 1 percent decrease overall. Property taxes are the largest source of District revenue and represents 43 percent of operating resources. Property taxes are expected to increase by \$145,000 in FY2013-14, about 1 percent. The second largest source is the Oregon State In-Lieu resource and it represents about 22 percent of operating resources. The Oregon State In-Lieu is expected to increase by 13 percent or \$600,000. The proposed amount is based on the actual amount of \$5 million received in FY2011-12.

In FY2013-14 we expect to receive about \$5.3 million from the Urbanized Area Formula program. Of that amount, \$3.8 million is intended for operations with the remainder going to the capital fund and special transportation fund for CherryLift operations. This source is often referred to as 5307 money. Passenger fares represent about 11 percent of operating resources and the proposed amount is expected to increase by \$125,000, about 5 percent. The FY2013-14 amount is more closely aligned with actual collections from FY2011-12. The following chart shows the operating resources:



The proposed FY2013-14 budget for the General Fund provides for a small service increase of less than 1 percent primarily driven by the opening of the new Keizer Transit Center. This is the fifth year of achieving our commitment to maintain service levels after implementing the service redesign in 2009.

### Annual Vehicle Revenue Hours



Personnel services in the proposed FY2013-14 budget are expected to increase by \$1.5 million, about 10 percent, to almost \$17.3 million. Personnel services include wages, payroll taxes, insurance benefits and retirement benefits. In the proposed budget medical insurance is expected to increase by 12 percent in FY2013-14.

The District provides retirement benefits through two single-employer defined benefit pension plans. The defined benefit plans provide retirement benefits to eligible full-time bargaining and non-bargaining employees. District contributions for retirement are determined from an actuarial study completed every other year. For FY2013-14 the actuarial study recommended the rate for the bargaining employees to increase from 22.3 percent to 22.4 percent an increase of 0.1 percent. There is no increase to the 14.7 percent rate for the non-bargaining defined benefit plan and there is no increase to the 10 percent contribution for the non-bargaining defined contribution plan.

The retiree medical benefit is paid on a pay-as-you-go basis that is the cost of the retiree's medical insurance recognized when it is paid not when it is earned. For employees with at least fifteen years of service the District contributes toward the cost of the medical/vision/prescription insurance program for the retiree until they qualify for Medicare.

The proposed General Fund budget includes a request for a technology specialist to specifically address the technology on board the fixed route buses including the electronic fare boxes, stop annunciation system, DVD recording and reader boards. The growing use of technology improves the riders experience provided by Cherrriots.

The current labor agreement between the District and the Amalgamated Transit Union (ATU) Local 757 ATU is set to expire on June 30, 2013. The District and ATU are in the process of negotiating a new agreement.

Materials and services are expected to increase by about \$150,000 to \$5.15 million in the proposed FY2013-14 budget. This is a 3 percent increase and reflects decreases in some line items such as fuel that are aligned closer to actual results and increases for the comprehensive operations analysis and commissions to broker the credits from the Energy Incentive Program.

The FY2013-14 beginning working capital is expected to be over \$11 million. The difference between operating resources and operating requirements is about \$351,000. The proposed transfers from the General Fund to the Special Transportation Fund and Capital Fund total \$2.9 million. The transfer to the Capital Fund includes \$1.2 million for the remediation of Courthouse Square and associated costs of moving back to the facility. The proposed budget also includes a contingency amount of \$1.75 million and would leave ending working capital of \$6.6 million. The ending working capital equation is show below:

Beginning Working Capital	\$ 11,223,821
Operating Revenues/Resources less Operating Expenditures/Requirements	(31,742)
Transfers to Other Funds	(2,809,747)
Contingency	(1,750,000)
<u>Ending Working Capital</u>	<u>\$ 6,632,332</u>

### **Special Transportation Fund**

The Special Transportation Fund provides for services provided by the District that are outside of the scope of the Cherriots fixed route service. These services include the CherryLift paratransit service, Chemeketa Area Regional Transportation System (CARTS), REDLine, Special Transportation Coordination, Mobility Management, Call Center and DMAP.

The funding sources for these programs include fares and federal and state grants. Overall the proposed Special Transportation Fund resources are expected to increase by 13 percent over FY2012-13. The major drivers behind this increase are an approximate \$738,000 increase in Federal 5307 funds for CherryLift preventative maintenance and an increase of about \$733,000 in DMAP revenue.

In the past the Federal 5307 funds for preventative maintenance were recorded in the General Fund and a transfer was made to CherryLift to cover the expenses. The District is reimbursed 100 percent for DMAP expenses. The increase in DMAP revenue is based on the expected increases in contract expenses. Over the last 3 years contract expenses have average annual increases of roughly \$670,000.

Overall the Special Transportation Fund requirements are expected to increase by 15 percent over the FY2012-13 budget. The largest of these increases is \$1.4 million for Contracted transportation services. The increase is largely based on actual results that more closely aligns the budget to that experience.

The proposed budget for the Special Transportation fund provides for:

- CherryLift - our origin-to-destination transportation service for people whose disability prevents them from being able to use Cherriots.
- CARTS - the Chemeketa Area Regional Transportation System (CARTS) bus system provides weekday service to rural Marion and Polk counties.
- REDLine - a shopper shuttle and dial-a-ride service for seniors and people with disabilities.
- Special Transportation Coordination - coordination and administration of the Federal and State funds for the transportation of the elderly and disabled.

- Mobility Management/Travel Trainer - eligibility determination and coordination of travel training and special transportation options.
- TripLink Call Center - reservation and scheduling center for all CherryLift, REDLine, and DMAP rides.
- DMAP - brokered Non-Emergency Medical Transportation for Medicaid and Oregon Health Plan Plus recipients in Marion, Polk, and Yamhill Counties.

The proposed budget includes two personnel changes, the elimination of the DMAP trainer and a proposed position for travel training that is allocated equally to CherryLift, Mobility Management/Travel Trainer, and DMAP. Prior to FY2012-13 the State contracted with the District for the DMAP Trainer position. This part of the DMAP program was discontinued in FY2012-13. The overall full time employees (FTE) decreased by 0.5 for the Special Transportation Fund primarily as a result of a 2 percent decrease in the maintenance time allocated for CARTS that was based on actual employee time allocations in FY2012-13.

### **Capital Projects Fund**

The District has been fortunate to leverage federal and state funding with local sources to maintain and expand our capital assets. A good example of this is the new Keizer Transit Center where the District was able to combine federal and state funding for construction of an innovative facility. MAP-21 changed the rules for federal funding of capital facilities by eliminating earmarks for major projects and replacing it with a formula based allocation. This will make the replacement of the Cherriots fleet more challenging. For the proposed FY2013-14 budget the District is working with grants that were awarded before MAP-21 was adopted.

The major projects include:

- Remediation and move back to Courthouse Square
- Site selection for the South Salem Transit Center
- Bus Stops and Shelter Improvement Project
- ADA Assessment Center

## **Summary**

The FY2013-14 proposed budget provides the resources to maintain existing service levels, fund critical capital projects, complete the remediation of Courthouse Square, and continue projects and programs in support of the District strategic plan.

I have mentioned it many times over the last several years but I feel compelled to do so once again. When we implemented the 2009 service redesign the District committed to maintain that service level for the next five years. The FY2013-14 proposed budget marks the fifth year of service implemented in 2009.

This is a significant accomplishment, especially when you consider the difficult situations other local governments in the region have gone through during the same period. The stability of this service level is testimony to the commitment of the men and women at the District. They are doing everything they can to provide a cost-effective, efficient, and safe service.

I believe the most significant event in this coming fiscal year will be the return of operations to the transit mall and completing the remediation of Courthouse Square allowing the District to return to some level of normalcy. It will allow us to fully focus on our core mission of connecting people with places through safe, friendly, and reliable public transportation services.

I would like to thank the Finance staff for preparing the budget document, especially Roy Burling and Jared Isaksen. I believe you will find a clear and concise budget document depicting the financial picture of the District.



# Cherriots

SALEM-KEIZER TRANSIT



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**RESOLUTION #13-05**

**ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Salem Area Mass Transit District hereby adopts the budget for the fiscal year 2013-2014 in the total of \$57,604,208 now on file at the District Administration Office, 925 Commercial St., SE, Suite 100, Salem, OR 97302.

**MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2013, and for the purposes shown below are hereby appropriated:

<b>General Fund</b>		<b>Special Transportation Fund</b>	
Personal Services.....	\$17,263,110	Personal Services.....	\$859,707
Materials & Services.....	\$5,153,324	Materials & Services.....	\$12,951,373
Capital Outlay.....	\$0	Capital Outlay.....	\$0
Transfers.....	\$2,809,747	Transfers.....	\$2,000
Contingency.....	\$1,750,000	<b>Total.....</b>	<b>\$13,813,080</b>
<b>Total.....</b>	<b>\$26,976,181</b>		
<b>Capital Project Fund</b>			
Personal Services.....	\$201,815		
Materials & Services.....	\$14,200		
Capital Outlay.....	\$5,921,122		
Transfers.....	\$0		
<b>Total.....</b>	<b>\$6,137,137</b>		
<b>Total Appropriations, All Funds .....</b>		<b>\$46,926,398</b>	
<b>Total Unappropriated and Reserve Amounts, All Funds .....</b>		<b>\$10,677,810</b>	
<b>TOTAL ADOPTED BUDGET .....</b>		<b>\$57,604,208</b>	

**IMPOSING THE TAX**

BE IT RESOLVED that the Board of Directors of the Salem Area Mass Transit District hereby imposes the taxes provided for in the adopted budget at the rate of \$.7609 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2013-2014 upon assessed value of all taxable property within the district as follows:

**CATEGORIZING THE TAX**


**General Government Limitation**

**Excluded from Limitation**

Permanent Rate Tax.....\$.7609/\$1,000

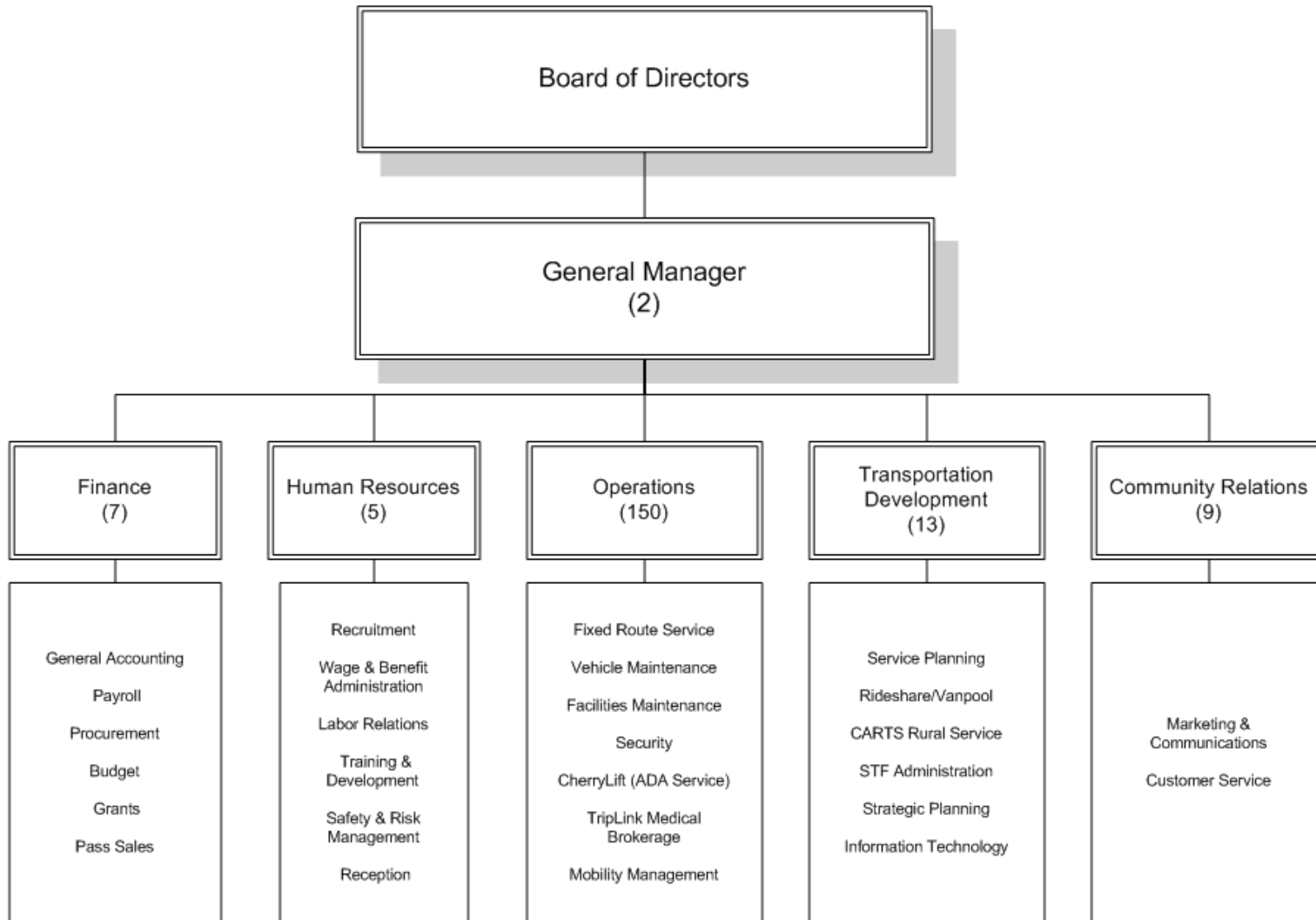
\$0.00

The above resolution statements were approved and declared adopted on this 27th day of June 2013.

x   
\_\_\_\_\_  
President  
Board of Directors

ATTEST:  
x   
\_\_\_\_\_  
Secretary  
Board of Directors

# SALEM AREA MASS TRANSIT DISTRICT DISTRICT-WIDE ORGANIZATIONAL CHART



## Revenues/Resources and Expenses/Requirements - All Funds

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

District Wide Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change
1 Operating Revenues/Resources							
2 Passenger Fares	2,537,306	3,222,785	3,054,972	2,965,200	3,151,150	185,950	6%
3 Federal 5311 Funds	295,787	303,978	331,050	331,050	331,050	-	0%
4 5303-Planning/Section 8 Planning	99,725	94,499	99,725	99,725	98,930	(795)	-1%
5 Federal JARC	254,238	225,000	385,783	1,061,118	24,236	(1,036,882)	-98%
6 Federal New Freedom Funds	-	-	-	-	252,820	252,820	
7 DD53 Revenues	911,283	2,188,072	2,713,153	2,500,000	2,715,655	215,655	9%
8 FTA 5339 Funds	-	-	-	-	100,000	100,000	
9 Federal 5307	4,610,661	4,887,303	5,054,778	5,985,623	5,072,941	(912,682)	-15%
10 JTA	247,859	-	-	-	-	-	
11 FEDERAL OR-90 X144	13,449	71,549	-	-	-	-	
12 Federal STP Funds	3,164,744	1,380,810	-	1,140,000	980,000	(160,000)	-14%
13 DMAP Revenues	4,889,568	5,485,428	6,123,612	5,672,598	6,405,958	733,360	13%
14 Federal ARRA Funds	1,365,224	52,998	2,490,894	2,502,694	50,000	(2,452,694)	-98%
15 Federal 5309 Funds	107,158	196,572	1,992,560	5,435,659	1,056,900	(4,378,759)	-81%
16 Flex Funds	-	-	20,600	1,900,000	1,879,400	(20,600)	-1%
17 DMAP Reimbursement	64,318	635,489	65,000	65,000	65,000	-	0%
18 State Section 5310	1,522,355	1,104,495	1,096,959	1,086,793	1,081,287	(5,506)	-1%
19 State of Oregon, ODOT	-	-	469,256	497,969	-	(497,969)	-100%
20 St of OR - State of Good Repair	-	-	121,180	123,683	-	(123,683)	-100%
21 Connect Oregon Funds	1,507,713	726,420	554,000	3,554,000	-	(3,554,000)	-100%
22 STF Pass Through Funds	-	75,982	75,982	91,732	115,714	23,982	26%
23 State STF Funds	1,160,224	640,990	572,289	528,304	588,026	59,722	11%
24 Rideshare Grant	227,756	255,393	261,146	261,146	260,000	(1,146)	0%
25 State ARRA Funds	191,811	-	-	-	-	-	
26 Advertising	200,000	235,000	240,000	240,000	245,000	5,000	2%
27 Miscellaneous	35,562	53,605	549,131	641,517	55,000	(586,517)	-91%
28 Property Taxes	9,632,850	9,757,352	9,925,000	9,669,899	9,814,900	145,001	1%
29 Oregon State In-Lieu	4,565,884	5,022,965	4,500,000	4,500,000	5,100,000	600,000	13%
30 Interest on Investments	43,405	57,409	50,000	40,000	40,000	-	0%
31 BETC Program Tax Credit	885,958	56,898	-	900,000	-	(900,000)	-100%
32 Energy Tax Credit	401,579	-	150,000	-	150,000	150,000	
33 Transfers In	3,631,566	4,127,617	3,166,003	1,812,028	2,811,747	999,719	55%
34 Operating Revenues/Resources Total	42,567,983	40,858,609	44,063,073	53,605,738	42,445,714	(11,160,024)	-21%

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

District Wide Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
35 Operating Expenses/Requirements								35
36 Personnel services	15,876,658	15,715,507	16,182,374	16,811,057	18,324,632	1,513,575	9%	36
37 Materials and Services								37
38 Software Licensing and Annual Maintenance	-	-	69,298	-	70,000	70,000		38
39 Advertising Fees	88,701	167,532	40,549	91,015	52,500	(38,515)	-42%	39
40 Other Professional & Technical	616,860	498,710	921,840	1,040,904	1,193,760	152,856	15%	40
41 Temporary Help	25,686	8,755	-	-	-	-		41
42 Contract Maintenance Services	182,947	192,249	184,583	225,535	165,030	(60,505)	-27%	42
43 Brokerage Contract	704,625	708,656	718,183	720,000	720,500	500	0%	43
44 Towing & collision repairs	939	270	1,490	1,525	3,500	1,975	130%	44
45 Legal Services	122,025	253,789	192,284	211,500	171,000	(40,500)	-19%	45
46 Radio Charges	-	-	37,000	-	37,000	37,000		46
47 Other Services	137,537	136,300	91,763	88,050	95,692	7,642	9%	47
48 Fuel-Cars & Other	333,550	673,919	781,941	768,888	818,550	49,662	6%	48
49 Fuel-Diesel	569,320	744,593	800,000	968,000	860,000	(108,000)	-11%	49
50 Fuel-CNG	421,863	323,023	330,000	390,000	358,000	(32,000)	-8%	50
51 Lubricant & Coolant	64,044	67,548	133,988	53,000	76,460	23,460	44%	51
52 Tires & tire supplies	124,259	103,633	186,356	140,000	211,420	71,420	51%	52
53 Parts, equipment & tools	549,161	405,641	486,140	583,500	655,185	71,685	12%	53
54 Uniforms	-	-	43,220	-	58,700	58,700		54
55 Cherriots Connect	4	2,834	5,000	5,000	5,000	-	0%	55
56 Training/Incentive	5,430	23,968	21,700	22,000	27,700	5,700	26%	56
57 Safety & Wellness	23,976	21,899	23,000	23,125	32,500	9,375	41%	57
58 Operating Supplies	83,405	71,141	72,310	71,300	83,400	12,100	17%	58
59 Office Supplies	40,419	35,155	30,166	48,950	45,450	(3,500)	-7%	59
60 Other Materials & Supplies	32,250	26,703	25,342	30,550	47,450	16,900	55%	60
61 Utilities	166,918	168,925	169,911	188,059	178,947	(9,112)	-5%	61
62 Condo Assn. Courthouse Square	67,392	187,456	130,000	162,750	140,000	(22,750)	-14%	62
63 Premium for General Liability	197,207	200,358	203,200	205,200	209,500	4,300	2%	63
64 Other Losses & settlements	29,218	17,781	40,700	44,000	42,000	(2,000)	-5%	64
65 STF Pass-through Expense	-	75,982	75,982	91,732	115,714	23,982	26%	65
66 Contract Transportation	7,461,499	8,050,578	8,843,221	7,931,965	9,382,200	1,450,235	18%	66
67 Dues & Subscriptions	46,741	50,691	51,504	55,530	54,500	(1,030)	-2%	67
68 Advertising/Promotion Media	48,286	46,792	66,717	86,500	80,000	(6,500)	-8%	68

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.



Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

District Wide Revenues/Resources and Expenses/Requirements Summary		FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
69	Travel, meetings, training, education	83,987	113,232	137,474	173,960	159,555	(14,405)	-8%	69
70	Guarantee Ride Home	2,034	2,680	3,500	3,500	5,000	1,500	43%	70
71	Vanpool Lease	112,883	141,556	180,000	150,000	175,000	25,000	17%	71
72	Printing	-	60,193	72,813	105,450	122,600	17,150	16%	72
73	Match Expense	282,002	899,173	1,019,060	972,000	1,020,000	48,000	5%	73
74	Passthrough	30,960	31,479	24,500	24,500	24,000	(500)	-2%	74
75	Other Misc. Expenses	88,433	71,871	274,817	67,650	309,084	241,434	357%	75
76	Equipment	-	-	7,500	-	-	-		76
77	Software	-	-	11,953	11,953	4,700	(7,253)	-61%	77
78	Lease-Building	388,413	101,296	88,866	89,112	87,300	(1,812)	-2%	78
79	Commercial St Costs	177,873	122,004	221,381	219,000	220,000	1,000	0%	79
80	<b>Materials and Services Total</b>	<b>13,310,845</b>	<b>14,808,366</b>	<b>16,819,252</b>	<b>16,065,703</b>	<b>18,118,897</b>	<b>2,053,194</b>	<b>13%</b>	<b>80</b>
81	<b>Capital Outlay</b>	<b>8,206,286</b>	<b>2,846,644</b>	<b>7,672,284</b>	<b>14,039,565</b>	<b>5,921,122</b>	<b>(8,118,443)</b>	<b>-58%</b>	<b>81</b>
82	<b>Operating Expenses/Requirements Total</b>	<b>37,393,789</b>	<b>33,370,517</b>	<b>40,673,910</b>	<b>46,916,325</b>	<b>42,364,651</b>	<b>(4,551,674)</b>	<b>-10%</b>	<b>82</b>
83	Operating Revenue/Resources less Operating Expenses/Requirements	5,174,194	7,488,092	3,389,163	6,689,413	81,063	(6,608,350)	-99%	83
84	Transfers to Other Funds								84
85	Transfer Out Miscellaneous	(33,859)	(2,000)	(4,650)	(5,607)	(2,000)	3,607	-64%	85
86	Transfer to Special Transportation Fund	(2,413,819)	(1,656,859)	(1,199,643)	(844,028)	(639,051)	204,977	-24%	86
87	Transfer to Capital Fund	(1,183,888)	(2,468,758)	(1,765,535)	(682,708)	(2,170,696)	(1,487,988)	218%	87
88	<b>Transfers to Other Funds Total</b>	<b>(3,631,566)</b>	<b>(4,127,617)</b>	<b>(2,969,828)</b>	<b>(1,532,343)</b>	<b>(2,811,747)</b>	<b>(1,279,404)</b>	<b>83%</b>	<b>88</b>
89	<b>Net Operating and Transfers to Other Funds</b>	<b>1,542,628</b>	<b>3,360,475</b>	<b>419,335</b>	<b>5,157,070</b>	<b>(2,730,684)</b>	<b>(7,887,754)</b>	<b>-153%</b>	<b>89</b>
90	Other Designations								90
91	Contingency	-	-	-	(1,750,000)	(1,750,000)	-	0%	91
92	Reserved Working Capital	-	-	(1,701,825)	(7,407,070)	(10,677,810)	(3,270,740)	44%	92
93	<b>Other Designations Total</b>	<b>-</b>	<b>-</b>	<b>(1,701,825)</b>	<b>(9,157,070)</b>	<b>(12,427,810)</b>	<b>(3,270,740)</b>	<b>36%</b>	<b>93</b>
94	<b>Net Operating, Transfers to Other Funds and Other Designations Total</b>	<b>1,542,628</b>	<b>3,360,475</b>	<b>(1,282,490)</b>	<b>(4,000,000)</b>	<b>(15,158,494)</b>	<b>(11,158,494)</b>	<b>279%</b>	<b>94</b>
95	<b>Beginning Working Capital</b>	<b>9,836,056</b>	<b>11,378,684</b>	<b>14,739,159</b>	<b>4,000,000</b>	<b>15,158,494</b>	<b>11,158,494</b>	<b>279%</b>	<b>95</b>
96	<b>Ending Working Capital</b>	<b>11,378,684</b>	<b>14,739,159</b>	<b>13,456,669</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>96</b>

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Summary Expense Comparison - All Funds		Personnel Services	Materials & Services	Capital Outlay	Transfers Out	Contingency	Reserve Working Capital	Total	FTE	
1	General Manager/Board of Directors	\$ 298,075	\$ 158,350	\$ -	\$ -	\$ -	\$ -	\$ 456,425	2.0	1
2	Human Resources	642,530	171,836	-	-	-	-	814,366	5.0	2
3	Transportation Development	1,247,360	615,933	-	-	-	-	1,863,293	11.4	3
4	Community Relations	800,600	330,894	-	-	-	-	1,131,494	9.0	4
5	Finance	652,180	93,000	-	-	-	-	745,180	6.6	5
6	Operations	13,547,365	2,861,511	-	-	-	-	16,408,876	143.2	6
7	General Administration	75,000	921,800	-	2,809,747	1,750,000	6,632,332	12,188,879	-	7
8	Total General Fund	17,263,110	5,153,324	-	2,809,747	1,750,000	6,632,332	33,608,513	177.2	8
9										9
10	Special Transportation Fund	859,707	12,951,373	-	2,000	-	763,104	14,576,184	7.8	10
11	Capital Projects Fund	201,815	14,200	5,921,122	-	-	3,282,374	9,419,511	1.0	11
12	District Wide Total	\$18,324,632	\$18,118,897	\$ 5,921,122	\$2,811,747	\$1,750,000	\$10,677,810	\$57,604,208	186.0	12

## General Fund

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Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

General Fund Revenues/Resources and Expenses/Requirements Summary		FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
1	Operating Revenues/Resources								1
2	Passenger Fares	2,156,084	2,487,342	2,399,200	2,350,000	2,475,300	125,300	5%	2
3	5303-Planning/Section 8 Planning	99,725	94,499	99,725	99,725	98,930	(795)	-1%	3
4	Federal JARC	244,783	225,000	368,733	685,241	-	(685,241)	-100%	4
5	Federal 5307	4,584,754	4,887,303	4,116,111	4,266,111	3,828,562	(437,549)	-10%	5
6	DMAP Reimbursement	64,318	635,489	65,000	65,000	65,000	-	0%	6
7	Rideshare Grant	227,756	255,393	261,146	261,146	260,000	(1,146)	0%	7
8	Advertising	200,000	235,000	240,000	240,000	245,000	5,000	2%	8
9	Miscellaneous	35,562	39,576	49,500	45,000	55,000	10,000	22%	9
10	2X Contract Revenue	266,160	305,800	250,000	250,000	250,000	-	0%	10
11	Property Taxes	9,632,850	9,757,352	9,925,000	9,669,899	9,814,900	145,001	1%	11
12	Oregon State In-Lieu	4,565,884	5,022,965	4,500,000	4,500,000	5,100,000	600,000	13%	12
13	Interest on Investments	43,405	57,409	50,000	40,000	40,000	-	0%	13
14	BETC Program Tax Credit	885,958	56,898	-	-	-	-		14
15	Energy Tax Credit	401,579	-	150,000	-	150,000	150,000		15
16	Transfers from Other Funds	2,000	2,000	2,000	86,467	2,000	(84,467)	-98%	16
17	<b>Operating Revenues/Resources Total</b>	<b>23,410,818</b>	<b>24,062,026</b>	<b>22,476,415</b>	<b>22,558,589</b>	<b>22,384,692</b>	<b>(173,897)</b>	<b>-1%</b>	<b>17</b>
18	Operating Expenses/Requirements								18
19	Personnel Services	14,881,937	14,650,485	15,166,870	15,760,065	17,263,110	1,503,045	10%	19
20	Materials and Services								20
21	Advertising Fees	88,419	167,370	37,800	89,515	50,700	(38,815)	-43%	21
22	Other Professional & Technical	598,522	468,358	892,561	973,847	1,138,110	164,263	17%	22
23	Contract Maintenance Services	85,385	93,647	80,805	111,675	77,250	(34,425)	-31%	23
24	Legal Services	111,268	246,701	192,053	189,000	153,500	(35,500)	-19%	24
25	Radio Charges	-	-	37,000	-	37,000	37,000		25
26	Other Services	107,266	119,393	80,415	59,300	75,872	16,572	28%	26
27	Fuel-Cars & Other	18,434	20,276	33,288	18,888	16,500	(2,388)	-13%	27
28	Fuel-Diesel	569,131	744,593	800,000	968,000	860,000	(108,000)	-11%	28
29	Fuel-CNG	421,863	323,023	330,000	390,000	358,000	(32,000)	-8%	29
30	Lubricant & Coolant	57,732	54,972	120,000	40,000	55,000	15,000	38%	30
31	Tires & tire supplies	120,678	99,693	143,000	110,000	133,000	23,000	21%	31
32	Parts, equipment & tools	490,949	367,500	397,767	474,500	510,000	35,500	7%	32

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

General Fund Revenues/Resources and Expenses/Requirements Summary		FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
33	Uniforms	-	-	43,220	-	58,700	58,700		33
34	Cherriots Connect	4	2,834	5,000	5,000	5,000	-	0%	34
35	Training/Incentive	5,430	23,968	21,700	22,000	27,700	5,700	26%	35
36	Safety & Wellness	23,976	21,899	23,000	23,125	32,500	9,375	41%	36
37	Operating Supplies	78,101	63,409	69,111	60,300	72,100	11,800	20%	37
38	Office Supplies	23,775	24,589	19,111	33,350	30,400	(2,950)	-9%	38
39	Other Materials & Supplies	30,064	23,842	22,800	26,050	41,200	15,150	58%	39
40	Utilities	139,049	137,598	135,877	155,463	148,437	(7,026)	-5%	40
41	Condo Assn. Courthouse Square	67,392	187,456	130,000	162,750	140,000	(22,750)	-14%	41
42	Premium for General Liability	197,207	200,358	203,200	205,200	209,500	4,300	2%	42
43	Other Losses & settlements	29,218	17,781	40,700	44,000	42,000	(2,000)	-5%	43
44	Dues & Subscriptions	45,735	49,315	50,840	53,730	53,700	(30)	0%	44
45	Advertising/Promotion Media	48,286	46,792	66,717	86,500	80,000	(6,500)	-8%	45
46	Travel, meetings, training, education	56,423	83,067	113,809	120,080	138,455	18,375	15%	46
47	Guarantee Ride Home	2,034	2,680	3,500	3,500	5,000	1,500	43%	47
48	Vanpool Lease	112,883	141,556	180,000	150,000	175,000	25,000	17%	48
49	Printing	-	53,252	62,735	88,450	102,000	13,550	15%	49
50	Passthrough	30,960	31,479	24,500	24,500	24,000	(500)	-2%	50
51	Other Misc. Expenses	80,701	70,847	66,846	64,650	52,700	(11,950)	-18%	51
52	Equipment	-	-	7,500	-	-	-		52
53	Software	-	-	11,953	11,953	4,700	(7,253)	-61%	53
54	Lease-Building	326,652	39,509	27,070	27,112	25,300	(1,812)	-7%	54
55	Commercial St Costs	177,873	122,004	221,381	219,000	220,000	1,000	0%	55
56	<b>Materials and Services Total</b>	<b>4,145,410</b>	<b>4,049,761</b>	<b>4,695,259</b>	<b>5,011,438</b>	<b>5,153,324</b>	<b>141,886</b>	<b>3%</b>	56
57	<b>Operating Expenses/Requirements Total</b>	<b>19,027,347</b>	<b>18,700,246</b>	<b>19,862,129</b>	<b>20,771,503</b>	<b>22,416,434</b>	<b>1,644,931</b>	<b>8%</b>	57
58	Operating Revenues/Resources less Operating Expenditures/Requirements	4,383,471	5,361,780	2,614,286	1,787,086	(31,742)	(1,818,828)	-102%	58
59	Transfers to Other Funds								59
60	Transfer to Special Transportation Fund	(1,941,600)	(1,656,859)	(1,199,643)	(810,258)	(639,051)	171,207	-21%	60
61	Transfer to Capital Fund	(1,183,888)	(2,468,758)	(1,765,535)	(682,708)	(2,170,696)	(1,487,988)	218%	61
62	<b>Transfers to Other Funds Total</b>	<b>(3,125,488)</b>	<b>(4,125,617)</b>	<b>(2,965,178)</b>	<b>(1,492,966)</b>	<b>(2,809,747)</b>	<b>(1,316,781)</b>	<b>88%</b>	62
63	<b>Net Operating and Transfers to Other Funds Total</b>	<b>1,257,983</b>	<b>1,236,163</b>	<b>(350,892)</b>	<b>294,120</b>	<b>(2,841,489)</b>	<b>(3,135,609)</b>	<b>-1066%</b>	63
64	Other Designations								64

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

General Fund Revenues/Resources and Expenses/Requirements Summary		FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
65	Contingency	-	-	-	(1,750,000)	(1,750,000)	-	0%	65
66	Reserved Working Capital	-	-	-	(1,544,120)	(6,632,332)	(5,088,212)	330%	66
67	<b>Other Designations Total</b>	-	-	-	<b>(3,294,120)</b>	<b>(8,382,332)</b>	<b>(5,088,212)</b>	<b>154%</b>	67
Net Operating, Transfers to Other Funds and									
68	Other Designations Total	1,257,983	1,236,163	(350,892)	(3,000,000)	(11,223,821)	(8,223,821)	274%	68
69	Beginning Working Capital	9,080,567	10,338,550	11,574,713	3,000,000	11,223,821	8,223,821	274%	69
70	<b>Ending Working Capital</b>	<b>10,338,550</b>	<b>11,574,713</b>	<b>11,223,821</b>	<b>-</b>	<b>-</b>	<b>-</b>		70

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
1 General Manager/Board of Directors								1
2 Personnel Services	614,221	306,122	274,040	287,515	298,075	10,560	3.7%	2
3 Materials and Services	107,649	113,204	179,450	212,350	158,350	(54,000)	-25.4%	3
Total	721,870	419,326	453,490	499,865	456,425	(43,440)	-8.7%	
4 Human Resources								4
5 Personnel Services	411,115	541,485	564,780	483,469	642,530	159,061	32.9%	5
6 Materials and Services	109,718	131,520	149,809	221,936	171,836	(50,100)	-22.6%	6
Total	520,833	673,005	714,589	705,405	814,366	108,961	15.4%	7
8 Transportation Development								8
9 Personnel Services	895,554	1,074,254	909,640	1,031,473	1,247,360	215,887	20.9%	9
10 Materials and Services	412,487	576,347	472,760	510,414	615,933	105,519	20.7%	10
Total	1,308,042	1,650,601	1,382,400	1,541,887	1,863,293	321,406	20.8%	11
12 Community Relations								12
13 Personnel Services	433,925	431,958	737,720	757,605	800,600	42,995	5.7%	13
14 Materials and Services	2,564	3,708	265,431	285,718	330,894	45,176	15.8%	14
Total	436,488	435,666	1,003,151	1,043,323	1,131,494	88,171	8.5%	15
16 Finance								16
17 Personnel Services	510,331	459,468	524,520	663,802	652,180	(11,622)	-1.8%	17
18 Materials and Services	89,313	124,414	91,700	91,500	93,000	1,500	1.6%	18
Total	599,643	583,882	616,220	755,302	745,180	(10,122)	-1.3%	19
20 Operations								20
21 Personnel Services	11,761,237	11,741,608	12,038,660	12,473,201	13,547,365	1,074,164	8.6%	21
22 Materials and Services	2,402,320	2,467,980	2,661,999	2,914,717	2,861,511	(53,206)	-1.8%	22
Total	14,163,557	14,209,588	14,700,659	15,387,918	16,408,876	1,020,958	6.6%	23
24 General Administration								24
25 Personnel Services	255,554	95,591	117,510	63,000	75,000	12,000	19.0%	25
26 Materials and Services	1,021,358	632,589	874,110	774,803	921,800	146,997	19.0%	26
Total	1,276,912	728,180	991,620	837,803	996,800	158,997	19.0%	27

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.



# Cherriots

SALEM-KEIZER TRANSIT



NO CONTENT APPEARS  
ON THIS PAGE BY DESIGN



# Board of Directors/General Manager

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The General Manager/Board of Directors Division acts as the catalyst in the agency's pursuit of its vision, mission and goals.

The Board of Directors:

- is the Policy Board acting as a body in making its decisions
- annually adopts the District budget
- annually establishes Board goals

The General Manager's Division functions in both an external and internal role.

- In its external role it oversees all legislative relations at the federal and state level, and coordinates District Board issues.
- In its internal role it acts as the liaison between the Board of Directors and all Divisions, coordinates actions of all Divisions, and ensures all activities are in alignment with and support the District's vision, mission and goals.
- The General Manager directly supervises all division directors and indirectly oversees all district operations.

## Strategic work plan and major initiatives planned for FY2013-14

- Orientation of two new Board of Directors members
- Implementation of organizational development program
- Update strategic plan and revise work plan process

## Materials and Services

### Board of Directors

- Other Professional & Technical – Funding to support activity of accomplishing Board goals

### General Manager Division

- Other Professional & Technical - Supports organizational and management development programs, miscellaneous consultant services, activities to support organizational strategic plan and Board work goals. This was reduced by \$50,000 to align with historical levels.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

General Manager/Board of Directors

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from		
	Actual	Actual	Year-End	FY2012-13	Adopted	FY2012-13	Percent	
			Estimate	Budget	Budget*	Budget	Change	
1 Board								1
2 Materials and Services								2
3 Advertising Fees	-	754	1,000	2,000	1,000	(1,000)	-50%	3
4 Other Professional & Technical	15,376	4,613	20,000	20,000	20,000	-	0%	4
5 Office Supplies	551	22	250	500	500	-	0%	5
6 Dues & Subscriptions	-	300	-	-	-	-		6
7 Travel, meetings, training, education	11,612	12,916	17,000	19,500	17,000	(2,500)	-13%	7
8 Printing	-	181	-	-	-	-		8
9 Other Misc. Expenses	120	-	-	-	-	-		9
10 Materials and Services Total	27,658	18,787	38,250	42,000	38,500	(3,500)	-8%	10
11 Board Total	27,658	18,787	38,250	42,000	38,500	(3,500)	-8%	11
12 General Manager								12
13 Personnel Services	614,221	306,122	274,040	287,515	298,075	10,560	4%	13
14 Materials and Services								14
15 Advertising Fees	-	-	-	1,000	-	(1,000)	-100%	15
16 Other Professional & Technical	57,816	77,509	125,000	150,000	100,000	(50,000)	-33%	16
17 Office Supplies	1,422	332	600	750	750	-	0%	17
18 Utilities	528	1,071	600	600	600	-	0%	18
19 Dues & Subscriptions	4,450	5,380	2,500	5,500	4,000	(1,500)	-27%	19
20 Travel, meetings, training, education	15,738	9,452	12,000	12,000	14,000	2,000	17%	20
21 Other Misc. Expenses	37	674	500	500	500	-	0%	21
22 Materials and Services Total	79,991	94,417	141,200	170,350	119,850	(50,500)	-30%	22
23 General Manager Total	694,212	400,539	415,240	457,865	417,925	(39,940)	-9%	23
24 General Manager/Board of Directors Total	721,870	419,326	453,490	499,865	456,425	(43,440)	-9%	24

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# Human Resources Division

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The Human Resources Division is responsible for the following functions:

- Developing and monitoring the selection process for all District personnel
- Developing and administering employee classification and wage systems
- Developing and administering employee benefit programs
- Developing and administering performance management
- Developing and delivering policy and safety related training programs to employees
- Processing and monitoring worker compensation and liability insurance claims
- Developing and administering employee safety and wellness programs
- Managing the District's labor relations program
- Monitoring employment practices to ensure compliance with local, state and federal employment laws
- Answering the phone and greeting visitors at the reception desk at the Commercial Street office

## Strategic work plan and major initiatives planned for FY2013-14

- Continuation of the Wellness Committee
- Distribution of the Employee Handbook
- Implement Flexible Spending Accounts
- Evaluate options for document archives

## Materials & Services

- Other Professional & Technical – this item was reduced by \$40,000 to align with prior years.
- Legal Services – this line is for employment law services.
- Training/Incentive – this line is for the employee banquet and service awards.
- Safety & Wellness – safety related services, equipment and supplies; includes funding for Wellness Committee.
- Other Losses & Settlements – estimated cost of potential payouts for vehicle accidents.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Human Resources

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
	Actual	Actual	Year-End	FY2012-13	Adopted	FY2012-13	Change	
			Estimate	Budget	Budget*	Budget		
1 Human Resources								1
2 Personnel Services	331,198	438,315	450,470	368,961	522,270	153,309	42%	2
3 Materials and Services								3
4 Advertising Fees	14,090	13,128	6,000	20,000	10,000	(10,000)	-50%	4
5 Other Professional & Technical	4,898	21,325	12,000	50,000	10,000	(40,000)	-80%	5
6 Legal Services	31,198	19,038	25,000	45,000	30,000	(15,000)	-33%	6
7 Other Services	220	363	5,000	5,000	2,000	(3,000)	-60%	7
8 Cherriots Connect	4	2,834	5,000	5,000	5,000	-	0%	8
9 Training/Incentive	5,383	23,364	21,500	21,500	26,500	5,000	23%	9
10 Safety & Wellness	-	35	-	-	-	-	-	10
11 Operating Supplies	-	774	-	-	-	-	-	11
12 Office Supplies	915	445	173	100	1,000	900	900%	12
13 Other Materials & Supplies	-	-	2,400	2,400	2,400	-	0%	13
14 Dues & Subscriptions	1,317	2,365	2,500	2,500	3,000	500	20%	14
15 Travel, meetings, training, education	-	1,619	3,000	3,000	4,500	1,500	50%	15
16 Printing	-	2,991	2,000	2,000	500	(1,500)	-75%	16
17 Other Misc. Expenses	2,220	-	-	-	-	-	-	17
18 Materials and Services Total	60,246	88,279	84,573	156,500	94,900	(61,600)	-39%	18
19 Human Resources Total	391,443	526,594	535,043	525,461	617,170	91,709	17%	19
20 Human Resources Safety								20
21 Personnel Services	79,918	103,170	114,310	114,508	120,260	5,752	5%	21
22 Materials and Services								22
23 Legal Services	22	-	-	-	-	-	-	23
24 Parts, equipment & tools	-	157	-	200	200	-	0%	24
25 Safety & Wellness	23,636	21,284	22,500	22,500	32,500	10,000	44%	25
26 Office Supplies	73	350	-	-	-	-	-	26
27 Utilities	240	324	336	336	336	-	0%	27
28 Other Losses & Settlements	25,501	20,175	40,000	40,000	40,000	-	0%	28
29 Dues & Subscriptions	-	-	900	900	900	-	0%	29
30 Travel, meetings, training, education	-	750	1,250	1,250	3,000	1,750	140%	30
31 Printing	-	-	250	250	-	(250)	-100%	31
32 Other Misc. Expenses	-	200	-	-	-	-	-	32
33 Materials and Services Total	49,472	43,241	65,236	65,436	76,936	11,500	18%	33
34 Human Resources Safety Total	129,390	146,411	179,546	179,944	197,196	17,252	10%	34

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# Transportation Development Division

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The Transportation Development Division includes four departments:

## Rideshare/Vanpool

- Carpool matching services in Marion, Polk, and Yamhill Counties
- Coordination of vanpools in the Willamette Valley
- Provision of alternative modes of transportation information to the public
- Coordination of employer outreach programs

## Planning

- Planning of rural bus service for Marion and Polk Counties
- Administer the Special Transportation program for Marion and Polk Counties
- Integration of public transportation into local and regional development
- Maintaining and updating the Regional Coordinated Transit and Human Services Plan
- Maintaining and updating the District's Title VI Civil Rights Plan
- Maintaining and updating the District's Strategic Operations Plan
- Planning and evaluation of service design

## Capital Projects Management

- Manage design and construction of capital construction projects to ensure project completion
- Monitor adherence to scope, budget, and schedule for capital construction projects
- Maximize coordination opportunities in the development and construction of capital construction projects

- Encourage innovation that improves the overall functionality of capital construction projects

## Strategic Planning & Technology Services

- Coordinates all actions in support of the strategic plan, including performance management and reporting.
- Develops technology based solutions to business problems.
- Provides responsive, consistent support of district information systems and components.

## Strategic work plan and major initiatives planned for FY2013-14

- The completion of a comprehensive operations analysis for service provided by Salem-Keizer Transit. This project is in support of the District Goal to Ensure Organizational Viability.
- Develop a process for online pass sales. This project is in support of the District Goal to Provide Exceptional Transportation Experience.
- Evaluate CARTS routes and service. This project is in support of District Goal to Improve Connectivity.
- Identify service performance standards and Key Performance Indicators (KPI's). This project is in support of District Goal to Ensure Organizational Viability.
- Implement an employee Intranet Portal. This project is in support of District Goal to Be an Employer of Choice.

# Transportation Development Division

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## Materials & Services

### Transportation Development

- Other Professional and Technical - This line item includes funding for a comprehensive operations analysis in the amount of \$97,000 and \$3,000 for maintenance of Open Street Maps data used to support the Open Trip Planner project. The increase in this line item is for the comprehensive operations analysis project and is not a regular annual expense.

### Rideshare

- Advertising Fees - Advertising campaigns that support the mission of the Rideshare program. An example would be corridor marketing campaign or partnership with a regional trip reduction campaign.
- Advertising/Promotion Media - Materials produced to support advertising campaign activities.
- Vanpool Lease: These funds are pass-through funds provided by the state to provide subsidies to the vanpool programs operating in the state. The increase of \$25,000 is directly connected to the increase in the number of vanpools receiving subsidies in the program.

### Information Technology

- Other Professional Technical - These funds are for annual software license and maintenance charges

throughout the district. The change is due to reconfiguring the allocation of software licenses and hardware purchases. Hardware purchases were moved to Parts, equipment & tools.

- Parts, equipment & tools - These funds are for hardware purchases to maintain useful life of IT equipment throughout the district.

## Funding

### Transportation Development

- The Transportation Development Administration department receives a Federal 5303 Planning Work Program grant that is passed through the Mid-Willamette Valley Council of Governments for the development of the District's metropolitan transportation system plan. The grant award in the proposed budget is approximately \$99,000. The match, of approximately \$24,000, comes from the General fund.

### Rideshare

- The Rideshare/Vanpool program is funded by two Federal Highway Administration grants. The approximately \$190,000 Rideshare Grant does not require a match. The approximately \$70,000 Transportation Demand Management Grant has an 89.73/10.27 matching ratio. The approximate \$8,000 in matching funds come from the General fund.



Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Transportation Development

		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
		Actual	Actual	Year-End	Budget	Adopted	FY2012-13	Change	
				Estimate		Budget*	Budget		
1	Transportation Development Administration								1
2	Personnel Services	425,176	523,370	370,590	403,880	491,995	88,115	22%	2
3	Materials and Services								3
4	Advertising Fees	12,372	35,113	917	-	1,000	1,000		4
5	Other Professional & Technical	15,083	19,659	30	26,500	104,320	77,820	294%	5
6	Legal Services	-	1,103	1,200	-	-	-		6
7	Other Services	-	439	-	-	-	-		7
8	Parts, equipment & tools	4,531	355	-	-	-	-		8
9	Operating Supplies	1,814	375	-	-	500	500		9
10	Office Supplies	2,657	1,777	300	500	500	-	0%	10
11	Other Materials & Supplies	52	1,257	-	750	500	(250)	-33%	11
12	Utilities	240	1,633	576	912	1,152	240	26%	12
13	Dues & Subscriptions	794	1,863	400	300	400	100	33%	13
14	Advertising/Promotion Media	20,045	25,359	-	-	-	-		14
15	Travel, meetings, training, education	3,400	8,255	2,710	8,135	11,355	3,220	40%	15
16	Printing	-	48,543	-	-	1,000	1,000		16
17	Other Misc. Expenses	32,909	4,450	-	1,000	1,000	-	0%	17
18	Materials and Services Total	93,894	150,181	6,133	38,097	121,727	83,630	220%	18
19	Transportation Development Administration Total	519,070	673,551	376,723	441,977	613,722	171,745	39%	19

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
	Actual	Actual	Year-End	FY2012-13	Adopted	FY2012-13	Change	
1 Rideshare			Estimate	Budget	Budget*	Budget		Change
2 Personnel Services	123,521	139,540	130,750	174,203	165,685	(8,518)	-5%	2
3 Materials and Services								3
4 Advertising Fees	59,379	112,648	17,148	61,515	30,000	(31,515)	-51%	4
5 Other Professional & Technical	-	-	7,314	947	4,000	3,053	322%	5
6 Legal Services	-	-	1,000	1,000	1,000	-	0%	6
7 Other Services	5,148	-	2,000	2,000	2,000	-	0%	7
8 Parts, equipment & tools	-	-	1,000	1,000	1,000	-	0%	8
9 Operating Supplies	249	992	1,000	1,000	1,000	-	0%	9
10 Office Supplies	177	438	1,500	1,500	1,500	-	0%	10
11 Other Materials & Supplies	274	2,745	1,300	1,300	1,300	-	0%	11
12 Utilities	1,671	2,174	1,263	1,263	2,000	737	58%	12
13 Dues & Subscriptions	945	910	1,500	1,500	2,000	500	33%	13
14 Advertising/Promotion Media	28,241	21,433	13,559	10,000	30,000	20,000	200%	14
15 Travel, meetings, training, education	4,302	6,208	6,000	6,000	6,000	-	0%	15
16 Guarantee Ride Home	2,034	2,680	3,500	3,500	5,000	1,500	43%	16
17 Vanpool Lease	112,883	141,556	180,000	150,000	175,000	25,000	17%	17
18 Printing	-	164	177	-	10,000	10,000		18
19 Other Misc. Expenses	1,188	-	5,264	1,000	-	(1,000)	-100%	19
20 Materials and Services Total	216,492	291,949	243,525	243,525	271,800	28,275	12%	20
21 Rideshare Total	340,013	431,489	374,275	417,728	437,485	19,757	5%	21

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
	Actual	Actual	Year-End	Budget	Adopted	FY2012-13	Change	
			Estimate		Budget*	Budget		
1 Information Technology								1
2 Personnel Services	346,858	411,344	408,300	453,390	589,680	136,290	30%	2
3 Materials and Services								3
4 Other Professional & Technical	8,635	8,839	105,284	156,000	103,850	(52,150)	-33%	4
5 Contract Maintenance Services	-	7,191	13,073	14,675	9,600	(5,075)	-35%	5
6 Legal Services	-	270	-	-	-	-	-	6
7 Other Services	73,001	90,606	58,614	6,300	16,272	9,972	158%	7
8 Parts, equipment & tools	8,781	2,756	-	-	53,500	53,500		8
9 Operating Supplies	2,179	1,398	2,061	4,000	4,000	-	0%	9
10 Office Supplies	214	187	3,078	100	100	-	0%	10
11 Utilities	1,000	2,508	3,328	4,464	3,384	(1,080)	-24%	11
12 Dues & Subscriptions	-	-	100	-	100	100		12
13 Travel, meetings, training, education	5,051	14,685	13,882	18,900	15,000	(3,900)	-21%	13
14 Printing	-	100	64	-	300	300		14
15 Other Misc. Expenses	3,240	5,678	11,665	12,400	11,600	(800)	-6%	15
16 Software	-	-	11,953	11,953	4,700	(7,253)	-61%	16
17 Materials and Services Total	102,101	134,217	223,102	228,792	222,406	(6,386)	-3%	17
18 Information Technology Total	448,959	545,561	631,402	682,182	812,086	129,904	19%	18

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# Cherriots

SALEM-KEIZER TRANSIT



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# Community Relations Division

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The Community Relations Division includes two departments:

## Marketing and Communications

- Implementation of District Marketing and Communications Plan
- Communication with local jurisdictions, civic agencies, and general public
- Design and production of District printed materials of all types
- Message development and management for District communications
- Management of District websites

## Customer Service

- Assistance to customers at Courthouse Square
- Dissemination of schedules and system maps
- Provision of telephone information service to the public
- Sales of bus passes and District materials

## Strategic work plan and major initiatives planned for FY2013-14

- Develop “How to Ride” videos
- Develop talking point fact sheets – time-based and long-term
- Direct a campaign to “Tell Our Story”
- Put in place a text message customer information system

- Develop a community education initiative addressing common misunderstandings about transit
- Develop a Customer Service Improvement Plan
- Compile survey data for integrated analysis of Salem-Keizer Transit community/riders
- Develop an internal communications plan
- Develop a District Marketing and Communications Plan
- South Salem Transit Center Site Selection Process

## Materials & Services

- Other Professional and Technical - Contracted graphic designer, language translation services, MWVCOG GIS services, survey design and administration services (when appropriate, such as cases of phone polling or large scale efforts), and rebranding. A significant reason for the increase from FY2012-13 is rebranding efforts, with an anticipated cost of 30-35K. Continued emphasis on increasing production efficiency in areas of graphic design is anticipated to reduce the cost of these services as well.
- Operating Supplies – As a shift in marketing and communication efforts with the public, we have determined that direct mail campaigns, at a cost similar to the cost of traditional newspaper ad placement and other print advertising, have a

# Community Relations Division

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much higher likelihood of getting our information in the hands of our customer and community.

- Advertising/Promotion Media - In years prior the District has used traditional print advertising to communicate messages to the public. This year greater energy will be directed to online advertising, social media promotions, and direct mail; resulting in a cost decrease.
- Printing - An inclusive category realizing a significant increase in FY2013-14 reflects the anticipated shift from monthly paper passes to 30-day Electronic Fare Cards.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Community Relations

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
	Actual	Actual	Year-End	FY2012-13	Adopted	FY2012-13	Change	
			Estimate	Budget	Budget*	Budget		
1 Community Relations								1
2 Personnel Services	-	5,401	302,300	326,836	328,705	1,869	1%	2
3 Materials and Services								3
4 Advertising Fees	-	881	9,082	2,000	5,000	3,000	150%	4
5 Other Professional & Technical	-	-	108,733	100,200	123,640	23,440	23%	5
6 Legal Services	-	-	135	-	-	-		6
7 Other Services	-	-	7,701	-	40,000	40,000		7
8 Office Supplies	-	800	3,000	3,000	3,000	-	0%	8
9 Utilities	-	-	1,728	1,728	1,728	-	0%	9
10 Dues & Subscriptions	-	-	1,490	1,000	1,500	500	50%	10
11 Advertising/Promotion Media	-	-	53,158	76,500	50,000	(26,500)	-35%	11
12 Travel, meetings, training, education	-	32	16,782	11,990	13,500	1,510	13%	12
13 Printing	-	-	57,715	85,550	82,000	(3,550)	-4%	13
14 Other Misc. Expenses	-	76	1,250	1,250	3,000	1,750	140%	14
15 Materials and Services Total	-	1,790	260,774	283,218	323,368	40,150	14%	15
16 Community Relations Total	-	7,191	563,074	610,054	652,073	42,019	7%	16
17 Customer Service								17
18 Personnel Services	433,925	426,557	435,420	430,769	471,895	41,126	10%	18
19 Materials and Services								19
20 Contract Maintenance Services	439	381	232	-	250	250		20
21 Parts, equipment & tools	391	-	317	-	600	600		21
22 Operating Supplies	43	30	500	500	500	-	0%	22
23 Office Supplies	1,223	801	300	300	300	-	0%	23
24 Utilities	-	3	-	-	576	576		24
25 Travel, meetings, training, education	245	211	2,550	1,400	4,500	3,100	221%	25
26 Other Misc. Expenses	224	493	757	300	800	500	167%	26
27 Materials and Services Total	2,564	1,918	4,656	2,500	7,526	5,026	201%	27
28 Customer Service Total	436,488	428,476	440,076	433,269	479,421	46,152	11%	28

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# Cherriots

SALEM-KEIZER TRANSIT



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# Finance Division

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The Finance Division is responsible for managing financial functions of the District and provides support for other Divisions. The Finance Division is responsible for, but not limited to:

## Accounting Function

- Analyze financial data and prepare reports for management and the Board.
- Prepare the Comprehensive Annual Financial Report
- Manage financial and compliance audits
- Process accounts payable and accounts receivable transactions
- Treasury management including investment of District funds
- Payroll and related tax reporting
- Manage the annual budget process in accordance with Oregon Budget Law
- National Transit Database (NTD) reporting

## Procurement Function

- Plan and execute purchasing procedures and ensure compliance with federal and state regulations
- Assist divisions with invitations for bid and request for proposals for goods and services

## Grant Administration Function

- Administer Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) grants
- Integrate District projects into Statewide Transportation Improvement Program (STIP)

- Prepare monthly, quarterly and annual reports required by relevant agencies

## Strategic work plan and major initiatives planned for FY2013-14

- Review and revise financial policies
- Develop dashboard reporting for grants
- Implement the Accufund Grants module
- Research and select a new financial enterprise system
- Expand the statistical section of the Comprehensive Annual Financial Report
- Design monthly financial and performance reporting dashboards
- Increase the frequency of grant drawdowns
- Complete NTD annual and monthly reporting

## Materials & Services

- Other Professional & Technical – This line item includes the contract for outside auditing services and other filing fees associated with the comprehensive annual financial report. There is no change from the FY2012-13 adopted budget amount.
- Other Misc. Expenses – This line item includes contracted services from Loomis for armored transport services for deposit pickups and processing of cash and coin fare collections. Bank charges for Columbia State Bank and Riverview Community Bank are also included in this line item.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Finance

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
	Actual	Actual	Year-End	Budget	Adopted	FY2012-13	Change	
			Estimate		Budget*	Budget		
1 Finance								1
2 Personnel Services	510,331	459,468	524,520	663,802	652,180	(11,622)	-2%	2
3 Materials and Services								3
4 Advertising Fees	2,578	4,777	3,000	3,000	3,000	-	0%	4
5 Other Professional & Technical	52,840	76,497	42,200	40,000	40,000	-	0%	5
6 Contract Maintenance Services	-	-	500	-	500	500		6
7 Legal Services	-	-	1,000	-	1,500	1,500		7
8 Other Services	-	314	-	1,000	500	(500)	-50%	8
9 Parts, equipment & tools	30	3,334	2,000	3,500	2,000	(1,500)	-43%	9
10 Operating Supplies	-	165	-	-	-	-		10
11 Office Supplies	3,050	1,695	2,500	1,500	2,500	1,000	67%	11
12 Dues & Subscriptions	1,370	1,789	2,000	2,500	2,500	-	0%	12
13 Travel, meetings, training, education	5,056	8,562	8,000	8,000	8,000	-	0%	13
14 Printing	-	109	500	-	500	500		14
15 Other Misc. Expenses	24,388	27,172	30,000	32,000	32,000	-	0%	15
16 Materials and Services Total	89,313	124,414	91,700	91,500	93,000	1,500	2%	16
17 Finance Total	599,643	583,882	616,220	755,302	745,180	(10,122)	-1%	17

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# Operations Division

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## Cherriots Fixed Route Services

- Provide and monitor services of the fixed route system including 25 routes within the urban growth boundary of Salem-Keizer and commuter buses operating to Grand Ronde and Wilsonville
- Cherriots fixed route buses provide over 3 million passengers rides per year

## Vehicle Maintenance

- Responsible for complete maintenance of 64 fixed route buses, 16 CARTS buses, 45 CherryLift vehicles, 5 REDLine vehicles and 16 non-revenue vehicles
- Cleanliness and fueling of all vehicles

## Facility Maintenance

- Responsible for all aspects of maintenance and cleanliness of all District bus stops, shelters, transit centers and facilities, as well as stationary equipment maintenance

## Security

- Responsible for District security measures including transit facilities, buses, security based training and emergency management. Liaison for the District with security managers throughout the region
- Oversight of contracts with the Salem Police Department and G4S private security

## Contracted Transportation Services

- Responsible for oversight of contracts for CherryLift (ADA paratransit service), REDLine (shopper service and dial-a-ride), CARTS (rural transportation service), and TripLink call center (scheduling and brokerage serving DMAP clients)

## Strategic work plan and major initiatives planned for FY2013-14

- Develop a Del Webb facility enhancement plan, evaluating office space, interior features and land use planning for unused land adjacent to the maintenance facility.
- Complete analyses of paratransit service and eligibility standards in support of full implementation of newly adopted paratransit plan.
- Update the continuity of operations plan for system management in the event of an emergency.
- Update new Transit Operator training materials and modules. Provide training for newly appointed instructors.
- Complete update of Transit Operator handbook.
- Host 2013 Washington State Transit Association Operations committee showcasing Keizer Transit Center.

## Materials & Services

### Vehicle Maintenance

- Other Professional & Technical – the decrease is the result of shifting the budget to Other Materials and Supplies.
- Contract Maintenance Services – The \$39,000 decrease is a result of shifting the charges for radios to a new line item Radio Charges.
- Radio Charges – the District contracts with the City of Salem for radio service.
- Operating Supplies – the amounts budgeted in this line in FY2012-13 are now budgeted as Uniforms.

# Operations Division

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- Fuel – the total budget for fuel, including Diesel and CNG, is slightly more than \$1.2 million.
- Fuel Diesel - the proposed amount for diesel is based on approximately 230,000 gallons at price of \$3.73 per gallon. In FY2012-13 the highest price per gallon the District paid was \$3.55, the lowest was \$2.75,34 with the average price around \$3.20.
- Fuel CNG - the proposed amount for CNG is based on 321,632 diesel gallon equivalents (DGE) at a price of \$1.10. In FY2012-13 the highest price per DGE was \$1.08, the lowest was \$.92, with the average price around \$1.02.
- Part, equipment & tools – the proposed budget is based on \$0.20 per mile for 2.1843 million miles. The increase reflects the cost of maintaining an aging fleet.
- Uniforms – the proposed budget reflects uniform services from Aramark, boot allowances for maintenance workers, and raingear.

## Facility Maintenance

- Other Professional & Technical – this line item includes permits, fees and inspections.
- Contract Maintenance Services – the proposed budget includes contracts for landscaping, parking striping, cleaning, and external equipment repairs. The \$7,000 increase is a result of additional services at the Market Street Park and Ride and the opening of the Keizer Transit Center.
- Operating Supplies – includes maintenance for the CNG fueling system, including rebuilding a

compressor for \$15,000. This line item also includes janitorial supplies.

- Other Materials & Supplies – This line item includes shelter glass replacement and supplies. The proposed \$15,000 increase includes \$12,000 for stops and shelters concrete work and \$3,000 for workstations to close the parts room.
- Utilities – this line item includes electricity, water, sewer, natural gas and communications. The \$7,000 decrease from the FY2012-13 budget is based on actual trends.
- Condo Assn Courthouse Square – this line item is Salem-Keizer Transit's share of operating expenses for the Courthouse Square facility. The District jointly owns and operates the facility with Marion County.

## Security

- Other Professional & Technical – Salem-Keizer Transit contracts with the City of Salem and G4S Security. The \$50,500 increase is the result of a slight increase from the City of Salem and the addition of two G4S security officers at the new Keizer Transit Center.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Operations

		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from		
		Actual	Actual	Year-End	FY2012-13	Adopted	FY2012-13	Percent	
				Estimate	Budget	Budget*	Budget	Change	
1	Operations Administration								1
2	Personnel Services	230,980	371,384	465,110	443,613	462,250	18,637	4%	2
3	Materials and Services								3
4	Legal Services	-	23	158	-	200	200		4
5	Training/Incentive	47	75	-	500	500	-	0%	5
6	Office Supplies	924	480	200	400	200	(200)	-50%	6
7	Utilities	380	1,064	1,100	1,152	575	(577)	-50%	7
8	Dues & Subscriptions	100	90	1,000	1,000	750	(250)	-25%	8
9	Travel, meetings, training, education	2,604	7,536	11,700	11,100	14,500	3,400	31%	9
10	Printing	-	77	32	-	100	100		10
11	Other Misc. Expenses	142	-	200	200	300	100	50%	11
12	Materials and Services Total	4,197	9,344	14,390	14,352	17,125	2,773	19%	12
13	Operations Administration Total	235,177	380,729	479,500	457,965	479,375	21,410	5%	13

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
	Actual	Actual	Year-End	Budget	Adopted	FY2012-13	Change	
			Estimate		Budget*	Budget		
1 Vehicle Maintenance								1
2 Personnel Services	2,031,924	1,997,826	1,991,520	2,137,798	2,187,830	50,032	2%	2
3 Materials and Services								3
4 Advertising Fees	-	-	652	-	700	700		4
5 Other Professional & Technical	17,294	14,014	8,000	18,000	4,000	(14,000)	-78%	5
6 Contract Maintenance Services	52,950	46,674	26,000	50,000	11,000	(39,000)	-78%	6
7 Legal Services	-	-	100	-	200	200		7
8 Radio Charges	-	-	37,000	-	37,000	37,000		8
9 Other Services	28,406	27,621	-	32,000	-	(32,000)	-100%	9
10 Fuel-Cars & Other	18,434	20,276	18,000	3,600	3,000	(600)	-17%	10
11 Fuel-Diesel	569,131	744,593	800,000	968,000	860,000	(108,000)	-11%	11
12 Fuel-CNG	421,863	323,023	330,000	390,000	358,000	(32,000)	-8%	12
13 Lubricant & Coolant	57,732	54,972	120,000	40,000	55,000	15,000	38%	13
14 Tires & tire supplies	120,678	99,693	143,000	110,000	133,000	23,000	21%	14
15 Parts, equipment & tools	475,898	359,506	392,100	467,000	448,700	(18,300)	-4%	15
16 Uniforms	-	-	42,000	-	45,000	45,000		16
17 Training/Incentive	-	530	-	-	500	500		17
18 Safety & Wellness	-	143	500	625	-	(625)	-100%	18
19 Operating Supplies	61,420	44,927	42,000	40,000	40,000	-	0%	19
20 Office Supplies	1,932	2,172	1,500	1,500	1,500	-	0%	20
21 Other Materials & Supplies	224	-	-	-	-	-		21
22 Utilities	761	625	800	696	800	104	15%	22
23 Premium for General Liability	94,076	94,190	98,000	100,000	98,000	(2,000)	-2%	23
24 Travel, meetings, training, education	419	7,263	4,000	6,530	8,000	1,470	23%	24
25 Printing	-	515	600	-	6,000	6,000		25
26 Other Misc. Expenses	1,462	7,999	-	-	-	-		26
27 Materials and Services Total	1,922,680	1,848,737	2,064,252	2,227,951	2,110,400	(117,551)	-5%	27
28 Vehicle Maintenance Total	3,954,604	3,846,563	4,055,772	4,365,749	4,298,230	(67,519)	-2%	28

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
	Actual	Actual	Year-End	Budget	Adopted	FY2012-13	Change	
			Estimate		Budget*	Budget		
1 Facility Maintenance								1
2 Personnel Services	428,940	448,985	465,590	458,291	504,550	46,259	10%	2
3 Materials and Services								3
4 Other Professional & Technical	11,883	19,432	25,000	25,000	25,000	-	0%	4
5 Contract Maintenance Services	22,427	30,391	32,000	38,000	45,000	7,000	18%	5
6 Other Services	-	-	7,000	13,000	15,000	2,000	15%	6
7 Fuel-Cars & Other	-	-	15,288	15,288	13,500	(1,788)	-12%	7
8 Parts, equipment & tools	1,073	540	1,250	600	1,500	900	150%	8
9 Uniforms	-	-	1,200	-	1,200	1,200		9
10 Operating Supplies	12,397	13,719	21,000	14,000	23,000	9,000	64%	10
11 Office Supplies	-	28	-	-	-	-		11
12 Other Materials & Supplies	20,970	10,501	9,500	12,000	27,000	15,000	125%	12
13 Utilities	97,084	93,570	90,225	106,600	99,600	(7,000)	-7%	13
14 Condo Assn Courthouse Square	67,392	187,386	130,000	162,750	140,000	(22,750)	-14%	14
15 Other Losses & settlements	3,717	153	700	4,000	2,000	(2,000)	-50%	15
16 Dues & Subscriptions	-	-	100	180	200	20	11%	16
17 Printing	-	209	-	-	-	-		17
18 Other Misc. Expenses	666	1,482	1,400	1,000	-	(1,000)	-100%	18
19 Materials and Services Total	237,609	357,411	334,663	392,418	393,000	582	0%	19
20 Facility Maintenance Total	666,549	806,396	800,253	850,709	897,550	46,841	6%	20

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Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
	Actual	Actual	Year-End	FY2012-13	Adopted	FY2012-13	Change	
			Estimate	Budget	Budget*	Budget		
1 Security								1
2 Personnel Services	83,324	91,426	100,160	92,166	114,220	22,054	24%	2
3 Materials and Services								3
4 Other Professional & Technical	205,652	215,890	200,000	240,000	290,500	50,500	21%	4
5 Legal Services	-	585	360	-	500	500		5
6 Training/Incentive	-	-	-	-	-	-		6
7 Operating Supplies	-	-	550	-	600	600		7
8 Office Supplies	181	246	200	200	500	300	150%	8
9 Utilities	240	168	336	336	336	-	0%	9
10 Dues & Subscriptions	100	100	100	100	100	-	0%	10
11 Travel, meetings, training, education	1,527	1,407	1,275	1,275	1,500	225	18%	11
12 Printing	-	-	97	-	100	100		12
13 Other Misc. Expenses	19	128	1,200	1,500	1,500	-	0%	13
14 Materials and Services Total	207,719	218,524	204,118	243,411	295,636	52,225	21%	14
15 Security Total	291,042	309,949	304,278	335,577	409,856	74,279	22%	15

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Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
	Actual	Actual	Year-End	Budget	Adopted	FY2012-13	Change	
			Estimate		Budget*	Budget		
1 <b>Cherriots Fixed Route Service</b>								1
2 Personnel Services	8,986,070	8,831,987	9,016,280	9,341,333	10,278,515	937,182	10%	2
3 <b>Materials and Services</b>								3
4 Other Professional & Technical	2,117	100	3,000	1,000	1,000	-	0%	4
5 Legal Services	-	720	100	-	100	100		5
6 Other Services	491	-	100	-	100	100		6
7 Parts, equipment & tools	-	853	1,100	2,200	2,500	300	14%	7
8 Uniforms	-	-	20	-	12,500	12,500		8
9 Safety & Wellness	339	438	-	-	-	-		9
10 Operating Supplies	-	368	2,000	800	2,000	1,200	150%	10
11 Office Supplies	4,318	3,865	3,010	3,000	3,050	50	2%	11
12 Utilities	2,654	3,345	3,965	4,435	4,000	(435)	-10%	12
13 Travel, meetings, training, education	6,444	4,171	13,650	11,000	17,600	6,600	60%	13
14 Printing	-	-	650	650	500	(150)	-23%	14
15 Other Misc. Expenses	13,751	20,106	14,600	13,500	2,000	(11,500)	-85%	15
16 Commercial St Costs	-	-	2,381	-	-	-		16
17 <b>Materials and Services Total</b>	30,115	33,964	44,576	36,585	45,350	8,765	24%	17
18 <b>Cherriots Fixed Route Service Total</b>	9,016,185	8,865,950	9,060,856	9,377,918	10,323,865	945,947	10%	18
19 <b>General Administration</b>								19

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# Cherriots

SALEM-KEIZER TRANSIT



NO CONTENT APPEARS  
ON THIS PAGE BY DESIGN



# General Administration

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General Administration is used for expenses that generally apply to the whole district and are not readily identifiable to a specific division. The costs of temporary occupancy during the remediation of Courthouse Square and the Transit Mall are also captured here.

## General Administration

Personnel Services - This line item is for the retiree medical insurance premiums. Medical insurance costs are expected to increase by 12 percent and anticipates an increase in the number of retirees covered.

## Materials and Services

- Other Professional & Technical – This line item includes insurance brokerage services, investment advisors for the District’s pension plans, and fees assessed by the Oregon Department of Energy to review Energy Incentive Program (EIP) applications and broker commissions for the sale of BETC credits and EIP credits.
- Legal Services – The District retains the services of legal counsel for general business matters, negotiations, and employment issues. The decrease in the proposed amount reflects the settlement of Courthouse Square legal issues.

- Utilities – this line includes the cost for the telephone system maintained by Marion County and Comcast charges.
- Premium for General Liability – Premiums for liability policies are expected to increase by 6 percent in FY2013-14. The increase is due in part to the addition of the Keizer Transit Center to the policy and market conditions for property insurance. Overall the District’s experience rating has improved over previous years.
- Dues & Subscriptions – memberships in various organizations include Mid-Willamette Council of Governments, American Public Transportation Association and the Oregon Transit Association.
- Passthrough – this is a payment to the Mid-Willamette Council of Governments as a matching amount for a federal planning grant. The Transportation Development Division provides planning services as required by the grant.

## Temporary Occupancy

## Materials and Services

- Lease-Building – these line items include the lease cost for the temporary drivers rest space and City of Salem parking costs.
- Commercial St Costs – lease cost to house administrative services

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
	Actual	Actual	Year-End	Budget	Adopted	FY2012-13	Change	
			Estimate		Budget*	Budget		
1 <b>General Administration</b>								1
2 Personnel Services	85,269	57,441	60,000	63,000	75,000	12,000	19%	2
3 <b>Materials and Services</b>								3
4 Other Professional & Technical	206,928	10,480	236,000	146,200	311,800	165,600	113%	4
5 Contract Maintenance Services	9,570	9,011	9,000	9,000	10,900	1,900	21%	5
6 Legal Services	80,048	223,330	163,000	143,000	120,000	(23,000)	-16%	6
7 Other Services	-	50	-	-	-	-		7
8 Parts, equipment & tools	245	-	-	-	-	-		8
9 Training/Incentive	-	-	200	-	200	200		9
10 Operating Supplies	-	661	-	-	500	500		10
11 Office Supplies	6,137	10,951	2,500	20,000	15,000	(5,000)	-25%	11
12 Other Materials & Supplies	8,544	9,339	9,600	9,600	10,000	400	4%	12
13 Utilities	34,252	31,051	31,620	32,941	33,350	409	1%	13
14 Condo Assn Courthouse Square	-	70	-	-	-	-		14
15 Premium for General Liability	103,131	106,168	105,200	105,200	111,500	6,300	6%	15
16 Other Losses & settlements	-	(2,548)	-	-	-	-		16
17 Dues & Subscriptions	36,659	36,518	38,250	38,250	38,250	-	0%	17
18 Travel, meetings, training, education	-	-	10	-	-	-		18
19 Printing	-	363	650	-	1,000	1,000		19
20 Passthrough	30,960	31,479	24,500	24,500	24,000	(500)	-2%	20
21 Other Misc. Expenses	335	2,388	10	-	-	-		21
22 Equipment	-	-	7,500	-	-	-		22
23 Lease-Building	3,594	3,648	4,800	4,842	3,000	(1,842)	-38%	23
24 <b>Materials and Services Total</b>	<b>520,402</b>	<b>472,959</b>	<b>632,840</b>	<b>533,533</b>	<b>679,500</b>	<b>145,967</b>	<b>27%</b>	24
25 <b>General Administration Total</b>	<b>605,671</b>	<b>530,400</b>	<b>692,840</b>	<b>596,533</b>	<b>754,500</b>	<b>157,967</b>	<b>26%</b>	25
26 <b>Temporary Occupancy</b>								26
27 Personnel Services	170,285	38,150	57,510	-	-	-		27
28 <b>Materials and Services</b>								28
29 Advertising Fees	-	69	-	-	-	-		29
30 Legal Services	-	1,634	-	-	-	-		30
31 Utilities	-	62	-	-	-	-		31
32 Travel, meetings, training, education	26	-	-	-	-	-		32
33 Lease-Building	323,058	35,861	22,270	22,270	22,300	30	0%	33
34 Commercial St Costs	177,873	122,004	219,000	219,000	220,000	1,000	0%	34
35 <b>Materials and Services Total</b>	<b>500,956</b>	<b>159,630</b>	<b>241,270</b>	<b>241,270</b>	<b>242,300</b>	<b>1,030</b>	<b>0%</b>	35
36 <b>Temporary Occupancy Total</b>	<b>671,242</b>	<b>197,780</b>	<b>298,780</b>	<b>241,270</b>	<b>242,300</b>	<b>1,030</b>	<b>0%</b>	36

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# Special Transportation Fund

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The Special Transportation Fund is used to account for the following seven programs:

## CherryLift

Origin-to-destination transportation service for people whose disability prevents them from being able to use the fixed route bus system (Cherriots)

## CARTS

Deviated and flex-route transportation for rural Marion and Polk Counties

## REDLine

Shopper shuttle and dial-a-ride services for low income seniors and people with disabilities

## Special Transportation Coordination

Coordination and administration of the Federal and State funds for the transportation of the elderly and disabled

## Mobility Management/Travel Trainer

Eligibility determinations for CherryLift services and coordination of travel training and special transportation options

## Trip Link Call Center

Reservation and scheduling center for all Cherrylift, Redline, and DMAP rides

## DMAP

Brokered Non-Emergency Medical Transportation for Medicaid and Oregon Health Plan Plus recipients in Marion, Polk, and Yamhill Counties

## Revenue/Resource Definitions

Passenger Fares – funds collected from passengers

Federal 5311 Funds – Federal Transit Administration Rural Area Formula grant passed through the State

Federal JARC – Federal Job Access Reverse Commute (JARC) funds for transporting individuals to and from a work site

DD53 Revenues – Federal funds passed through the State for transporting individuals with disabilities to and from a work site

Federal 5307 – Federal Transit Administration Urbanized Area Formula Grant used for preventative maintenance and ADA Paratransit activities

JTA – Federal Jobs & Transportation Act funds passed through the State for contracted transportation of CARTS and Mobility Management/Travel Training activities

DMAP Revenues – Federal funds passed through the State of Oregon Department of Human Services for non-emergency medical transportation for Medicaid and Oregon Health Plan Plus recipients

# Special Transportation Fund

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State Section 5310 – Federal funds passed through the State for enhanced mobility of seniors and individuals with disabilities

State of Oregon, ODOT – State funds awarded from ODOT used for a Rural Needs Assessment survey

STF Pass Through Funds – State funds administered by the District and awarded to other agencies

State STF Funds – State grant awarded for Special Transportation programs

State ARRA Funds – Federal ARRA funds awarded to the State, apportioned to the District from the State for CARTS preventative maintenance and Mobility Management/Travel Training activities

Transfers In – Funds transferred from the General fund match grants and to cover expenses not paid for by grants

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Special Transportation Fund Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
1 Operating Revenues/Resources								1
2 Passenger Fares	115,062	441,172	405,403	365,200	425,850	60,650	17%	2
3 Federal 5311 Funds	283,789	303,978	331,050	331,050	331,050	-	0%	3
4 Federal JARC	3,257	-	2,000	83,774	-	(83,774)	-100%	4
5 DD53 Revenues	911,283	2,188,072	2,713,153	2,500,000	2,715,655	215,655	9%	5
6 Federal 5307	-	-	506,054	506,054	1,244,379	738,325	146%	6
7 JTA	247,859	-	-	-	-	-	-	7
8 DMAP Revenues	4,889,568	5,485,428	6,123,612	5,672,598	6,405,958	733,360	13%	8
9 State Section 5310	546,359	1,054,843	1,096,959	1,086,793	1,081,287	(5,506)	-1%	9
10 State of Oregon, ODOT	-	-	22,400	22,400	-	(22,400)	-100%	10
11 STF Pass Through Funds	-	75,982	75,982	91,732	115,714	23,982	26%	11
12 State STF Funds	1,160,224	640,990	572,289	528,304	588,026	59,722	11%	12
13 State ARRA Funds	107,257	-	-	-	-	-	-	13
14 Transfers In	2,445,678	1,656,859	1,199,643	844,028	639,051	(204,977)	-24%	14
15 <b>Operating Revenues/Resources Total</b>	<b>10,710,336</b>	<b>11,847,324</b>	<b>13,048,545</b>	<b>12,031,933</b>	<b>13,546,970</b>	<b>1,515,037</b>	<b>13%</b>	15
16 Operating Expenses/Requirements								16
17 Personnel services	947,969	964,055	843,564	953,197	859,707	(93,490)	-10%	17
18 Materials and Services								18
19 Software Licensing and Annual Maintenance	-	-	69,298	-	70,000	70,000		19
20 Advertising Fees	282	162	2,749	1,500	1,800	300	20%	20
21 Other Professional & Technical	18,337	27,689	29,279	57,057	45,650	(11,407)	-20%	21
22 Temporary Help	25,686	8,755	-	-	-	-	-	22
23 Contract Maintenance Services	97,562	98,602	103,778	113,860	87,780	(26,080)	-23%	23
24 Brokerage Contract	704,625	708,656	718,183	720,000	720,500	500	0%	24
25 Towing & collision repairs	939	270	1,490	1,525	3,500	1,975	130%	25
26 Legal Services	10,757	7,088	231	22,500	17,500	(5,000)	-22%	26
27 Other Services	30,272	16,907	11,348	28,750	19,820	(8,930)	-31%	27
28 Fuel-Cars & Other	315,115	653,644	748,653	750,000	802,050	52,050	7%	28
29 Fuel-Diesel	189	-	-	-	-	-	-	29
30 Lubricant & Coolant	6,312	12,576	13,988	13,000	21,460	8,460	65%	30
31 Tires & tire supplies	3,581	3,940	43,356	30,000	78,420	48,420	161%	31

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Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Special Transportation Fund Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
32 Parts, equipment & tools	57,714	38,141	88,373	109,000	145,185	36,185	33%	32
33 Operating Supplies	5,304	7,732	3,199	11,000	11,300	300	3%	33
34 Office Supplies	16,413	10,520	11,055	15,600	15,050	(550)	-4%	34
35 Other Materials & Supplies	1,989	2,286	1,542	2,500	4,250	1,750	70%	35
36 Utilities	27,869	30,842	33,458	32,020	29,910	(2,110)	-7%	36
37 STF Pass-through Expense	-	75,982	75,982	91,732	115,714	23,982	26%	37
38 Contract Transportation	7,461,499	8,050,578	8,843,221	7,931,965	9,382,200	1,450,235	18%	38
39 Dues & Subscriptions	1,006	1,376	664	1,800	800	(1,000)	-56%	39
40 Travel, meetings, training, education	27,499	29,191	20,664	51,550	19,600	(31,950)	-62%	40
41 Printing	-	6,941	9,978	17,000	20,500	3,500	21%	41
42 Match Expense	282,002	899,173	1,019,060	972,000	1,020,000	48,000	5%	42
43 Other Misc. Expenses	7,520	900	207,971	3,000	256,384	253,384	8446%	43
44 Equipment	-	-	12,857	-	-	-	-	44
45 Lease-Building	61,761	61,787	61,796	62,000	62,000	-	0%	45
46 Call Center Allocation	-	-	-	-	-	-	-	46
47 <b>Materials and Services Total</b>	<b>9,164,232</b>	<b>10,753,737</b>	<b>12,132,174</b>	<b>11,039,359</b>	<b>12,951,373</b>	<b>1,912,014</b>	<b>17%</b>	47
48 <b>Operating Expenses/Requirements Total</b>	<b>10,112,201</b>	<b>11,717,792</b>	<b>12,975,738</b>	<b>11,992,556</b>	<b>13,811,080</b>	<b>1,818,524</b>	<b>15%</b>	48
49 <b>Operating Revenue/Resources less Operating Expenses/Requirements</b>	<b>598,135</b>	<b>129,532</b>	<b>72,807</b>	<b>39,377</b>	<b>(264,110)</b>	<b>(303,487)</b>	<b>-771%</b>	49
50 <b>Transfers to Other Funds</b>								50
51 <b>Transfer Out Miscellaneous</b>	<b>(33,859)</b>	<b>(2,000)</b>	<b>(4,650)</b>	<b>(5,607)</b>	<b>(2,000)</b>	<b>3,607</b>	<b>-64%</b>	51
52 <b>Transfer Out To STS</b>	<b>(472,219)</b>	<b>-</b>	<b>-</b>	<b>(33,770)</b>	<b>-</b>	<b>33,770</b>	<b>-100%</b>	52
53 <b>Transfers to Other Funds Total</b>	<b>(506,078)</b>	<b>(2,000)</b>	<b>(4,650)</b>	<b>(39,377)</b>	<b>(2,000)</b>	<b>37,377</b>	<b>-95%</b>	53
54 <b>Net Operating and Transfers to Other Funds Total</b>	<b>92,057</b>	<b>127,532</b>	<b>68,157</b>	<b>-</b>	<b>(266,110)</b>	<b>(266,110)</b>		54
55 <b>Reserve Working Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(763,104)</b>	<b>(763,104)</b>		55
56 <b>Net Operating, Transfers to Other Funds, and Reserve Working Capital Total</b>	<b>92,057</b>	<b>127,532</b>	<b>68,157</b>	<b>-</b>	<b>(1,029,214)</b>	<b>(1,029,214)</b>		56
57 <b>Beginning Working Capital</b>	<b>741,468</b>	<b>833,525</b>	<b>961,057</b>	<b>-</b>	<b>1,029,214</b>	<b>1,029,214</b>		57
58 <b>Ending Working Capital</b>	<b>833,525</b>	<b>961,057</b>	<b>1,029,214</b>	<b>-</b>	<b>-</b>	<b>-</b>		58

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.



Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
1 Cherrylift								1
2 Personnel services	339,416	285,842	338,707	170,988	323,480	152,492	89%	2
3 Materials and Services	3,022,523	4,099,041	4,575,818	4,011,558	4,804,282	792,724	20%	3
4 Total	3,361,939	4,384,883	4,914,525	4,182,546	5,127,762	945,216	23%	4
5 CARTS								5
6 Personnel services	22,602	132,993	75,903	102,712	80,620	(22,092)	-22%	6
7 Materials and Services	1,207,711	1,163,083	1,345,728	1,291,419	1,532,313	240,894	19%	7
8 Total	1,230,313	1,296,076	1,421,631	1,394,131	1,612,933	218,802	16%	8
9 Redline								9
10 Personnel services	-	-	22,476	-	8,820	8,820		10
11 Materials and Services	316,602	184,315	176,797	205,160	233,099	27,939	14%	11
12 Total	316,602	184,315	199,273	205,160	241,919	36,759	18%	12
13 Special Transportation Coordination								13
14 Personnel services	140,425	100,498	99,314	103,737	91,600	(12,137)	-12%	14
15 Materials and Services	8,505	81,893	80,533	104,518	157,048	52,530	50%	15
16 Total	148,930	182,391	179,847	208,255	248,648	40,393	19%	16
17 Mobility Management/Travel Trainer								17
18 Personnel services	135,850	175,979	133,081	288,494	159,160	(129,334)	-45%	18
19 Materials and Services	29,000	8,720	3,769	41,372	14,700	(26,672)	-64%	19
20 Total	164,850	184,699	136,850	329,866	173,860	(156,006)	-47%	20
21 Trip Link Call Center								21
22 Personnel services	44,991	33,797	19,514	24,733	24,803	70	0%	22
23 Materials and Services	(44,991)	(33,797)	(19,514)	(24,733)	(24,803)	(70)	0%	23
24 Total	-	-	-	-	-	-		24
25 DMAP								25
26 Personnel services	264,685	234,946	154,568	262,533	171,224	(91,309)	-35%	26
27 Materials and Services	4,624,884	5,250,482	5,969,044	5,410,065	6,234,734	824,669	15%	27
28 Total	4,889,569	5,485,428	6,123,612	5,672,598	6,405,958	733,360	13%	28

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# Cherriots

SALEM-KEIZER TRANSIT



NO CONTENT APPEARS  
ON THIS PAGE BY DESIGN



# CherryLift

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Origin-to-destination transportation service for people whose disability prevents them from being able to use the fixed route bus system (Cherriots)

## Revenues/Resources

- Passenger Fares – funds collected from passengers at a rate of \$3 per ride.
- DD53 Revenues – Medicaid grant funds received for transporting passengers qualified to ride Cherrylift under the DD53 requirements. This was increased by approximately \$216,000 to align with the fiscal year 2012-13 projected amount. In November 2011 the District took on an additional 120 DD53 passengers for a total of approximately 225. Now that the District has transported the increased DD53 passengers for more than a year the District can more accurately budget the DD53 Revenues and applicable match.
- Federal 5307 – this is a FTA Urbanized Area Formula Grant that has an 80/20 matching ratio. This means that 80% of the program expenses (\$1,244,379) can be covered by federal funds while the remaining 20% of expenses (\$311,095) have to be covered either by a state grant or local funds. The increase of approximately \$738,000 reflects a reclassification of 5307 preventative maintenance funds in fiscal year 2013-14. In previous years this was accomplished by a transfer from the General fund.
- State Section 5310 – these federal funds, administered through the State of Oregon, have an 89.73/10.27 match ratio (award - \$112,163) and are awarded on a biennium basis. The increase of roughly \$20,000 reflects an increase in the award by the State for the 2013-15 biennium.
- State STF Funds – these funds are a State grant awarded for Special Transportation programs and may be used as a match for federal grants. This grant is awarded on a biennium basis. In the proposed budget \$12,838 of these funds are used as match for the State Section 5310 grant. The increase of approximately \$100,000 reflects an increase in the 2013-15 biennium award.
- Transfers In – these funds are transferred from the General fund for grant match and to cover expenses not paid for by grants. The first \$60,313 of the transfer is to cover the remaining match for the Federal 5307 grant. The remaining \$530,000+ is to cover expenses that the grants do not pay for. The decrease in transfers in is due to the reclassification of Federal 5307 preventative maintenance funds being recorded directly to the Special Transportation fund.

Personnel Services - This line item includes wages, taxes, and benefits for the administration of the program, as well as maintenance of the vehicles. This was

# CherryLift

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increased by approximately \$152,000 to align with historical levels.

## Materials and Services

- Fuel-Cars & Other – This line item is for 146,000 gallons of fuel at an estimated \$3.85 per gallon. The increase of approximately \$62,000 is due to an estimated increase of 150,000 miles for the coming year.
- Tires & tire supplies – The line item is based on a lease rate of \$.00461 per mile, for an estimated 1,050,000 miles per vehicle, and 6 tires per vehicle.
- Parts, equipment & tools – this line includes the cost for replacement parts, three transmission rebuilds, and a wear and tear cost of approximately \$.05 per mile. While the wear and tear per mile rate remains the same in fiscal year 2013-14, the estimated miles increased by 150,000.
- Contract Transportation – this is the contract price for MV Transportation to operate the CherryLift vehicles. The contract with MV Transportation provides for a maximum of approximately 65,026 revenue hours at a rate of \$44.316 per hour. The

proposed fiscal year 2013-14 budget reflects an increase of approximately \$673,000 to the maximum, not-to-exceed, contract amount. The increase in the contract amount is consistent with the increases experienced over the last few years.

- Match Expense – this line is the District’s matching requirement for Medicaid funds used to transport passengers qualified to ride Cherrylift under DD53 requirements. It was increased by \$48,000 to be in line with the current year projected amount.
- Call Center Allocation – the Trip Link Call Center expenses are allocated, based on call volume, to each of the programs that use the call center. 19 percent of the call center is allocated to Cherrylift.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

CherryLift Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13	Percent Change	
1 Operating Revenues/Resources								1
2 Passenger Fares	111,444	219,085	212,278	205,200	220,000	14,800	7%	2
3 Federal JARC	3,257	-	2,000	5,600	-	(5,600)	-100%	3
4 DD53 Revenues	911,283	2,188,072	2,713,153	2,500,000	2,715,655	215,655	9%	4
5 Federal 5307	-	-	506,054	506,054	1,244,379	738,325	146%	5
6 State Section 5310	40,942	91,939	91,940	91,939	112,163	20,224	22%	6
7 State STF Funds	344,184	284,573	214,814	141,722	242,002	100,280	71%	7
8 Transfers In	1,950,829	1,601,214	1,174,286	732,031	593,563	(138,468)	-19%	8
9 <b>Operating Revenues/Resources Total</b>	<b>3,361,939</b>	<b>4,384,883</b>	<b>4,914,525</b>	<b>4,182,546</b>	<b>5,127,762</b>	<b>945,216</b>	<b>23%</b>	9
10 Operating Expenses/Requirements								10
11 Personnel services	339,416	285,842	338,707	170,988	323,480	152,492	89%	11
12 Materials and Services								12
13 Advertising Fees	-	-	1,554	-	1,000	1,000		13
14 Other Professional & Technical	15,396	16,023	13,859	10,600	18,000	7,400	70%	14
15 Temporary Help	340	1,682	-	-	-	-		15
16 Contract Maintenance Services	17,921	15,959	18,804	18,000	17,000	(1,000)	-6%	16
17 Towing & collision repairs	939	-	1,123	625	1,200	575	92%	17
18 Legal Services	2,986	945	-	3,000	3,000	-	0%	18
19 Other Services	4,324	1,343	885	3,500	3,500	-	0%	19
20 Fuel-Cars & Other	315,115	478,679	585,143	500,000	562,100	62,100	12%	20
21 Lubricant & Coolant	6,312	8,075	9,298	8,000	8,500	500	6%	21
22 Tires & tire supplies	3,581	359	20,356	23,000	30,800	7,800	34%	22
23 Parts, equipment & tools	51,506	23,875	52,715	71,500	68,700	(2,800)	-4%	23
24 Operating Supplies	4,993	3,568	2,944	5,000	4,000	(1,000)	-20%	24
25 Office Supplies	1,440	940	41	1,000	900	(100)	-10%	25
26 Other Materials & Supplies	185	-	-	-	-	-		26
27 Utilities	45	183	-	115	-	(115)	-100%	27
28 Contract Transportation	2,238,213	2,472,018	2,670,611	2,208,000	2,881,700	673,700	31%	28

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

CherryLift Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13	Percent Change	
29 Dues & Subscriptions	-	275	-	-	200	200		29
30 Travel, meetings, training, education	264	1,966	562	9,300	5,300	(4,000)	-43%	30
31 Printing	-	3,251	2,593	2,500	4,500	2,000	80%	31
32 Match Expense	181,560	899,173	1,019,060	972,000	1,020,000	48,000	5%	32
33 Other Misc. Expenses	3,184	-	429	500	1,000	500	100%	33
34 Call Center Allocation	174,219	170,728	175,841	174,918	172,882	(2,036)	-1%	34
35 <b>Materials and Services Total</b>	<b>3,022,523</b>	<b>4,099,041</b>	<b>4,575,818</b>	<b>4,011,558</b>	<b>4,804,282</b>	<b>792,724</b>	<b>20%</b>	35
36 <b>Operating Expenses/Requirements Total</b>	<b>3,361,939</b>	<b>4,384,883</b>	<b>4,914,525</b>	<b>4,182,546</b>	<b>5,127,762</b>	<b>945,216</b>	<b>23%</b>	36

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# CARTS

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Deviated and flex-route transportation for rural Marion and Polk Counties

## Revenues/Resources

- Beginning Working Capital – these funds are left over resources from previous years and are used to cover a shortfall of resources in the current year.
- Passenger Fares – funds collected from passengers. This line was increased by approximately \$40,000 to align with historical levels.
- Federal 5311 Funds – this is a FTA Rural Area Formula grant administered through the State of Oregon. The matching ratio is 56.08/43.92 (award - \$331,050).
- State Section 5310 – these federal funds, administered through the State of Oregon, have an 89.73/10.27 match ratio (award - \$577,696). The award is made on a biennium basis; only one year is budgeted.
- State STF Funds – these funds are a State grant awarded for Special Transportation programs. State grants are used as a match for the federal grant funds. \$66,120 of these funds is used as match for the State Section 5310 grant. The remaining is used as match for a portion of

Federal 5311 Funds. This grant is awarded on a biennium basis. The decrease of approximately \$87,000 is due to the Special Transportation Operating (STO) portion of the grant not apportioned yet for the 2013-15 biennium. There is a STO line item in the Oregon Department of Transportation budget that is pending legislative approval. Approval of the STO apportionment is uncertain at this time. The State will make a decision prior to July 1<sup>st</sup>, 2013.

Personnel Services - This line item includes wages, taxes, and benefits for the administration of the program, as well as the maintenance of vehicles. It was reduced by approximately \$22,000 due to a 2% decrease of maintenance time projected for CARTS.

## Materials and Services

- Fuel-Cars & Other – This line item is for approximately 56,000 gallons of fuel at an estimated \$3.85 per gallon.
- Tires & tire supplies – The line item is based on a lease rate of \$.00627 per mile. This was increased approximately \$37,000 due to an increase of the lease rate of approximately \$.0007 per mile and an increase in the estimated miles.

# CARTS

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- Parts, equipment & tools – this line includes the cost for replacement parts, two transmission rebuilds, and wear and tear cost of approximately \$.12 per mile. This was increased approximately \$32,000 due to an aging fleet and an increase of \$.03 per mile for the estimated wear and tear cost.
- Contract Transportation – this is the contract price for MV Transportation to operate the CARTS vehicles. The contract is for up to approximately 1,455 revenue hours per month at \$51.36 per hour. This was reduced by approximately \$66,000 to the maximum, not-to-exceed, contract amount. The fiscal year 2012-13 amount was based on 1,472 revenue hours per month at \$51.926 per hour.
- Other Miscellaneous Expense – this line was increased by approximately \$220,000 and is a place holder to replace the fareboxes on all CARTS buses. The replacement fareboxes will be compatible with electronic fare collection.



Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

CARTS Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change
1 Operating Revenues/Resources							
2     Beginning Working Capital	300,796	264,713	336,134	-	266,110	266,110	
3     Passenger Fares	3,619	222,087	187,499	160,000	199,850	39,850	25%
4     Federal 5311 Funds	283,789	303,978	331,050	331,050	331,050	-	0%
5     JTA	193,038	-	-	-	-	-	
6     State Section 5310	207,105	556,213	577,695	577,695	577,696	1	0%
7     State STF Funds	213,681	285,219	296,279	325,386	238,227	(87,159)	-27%
8     State ARRA Funds	95,257	-	-	-	-	-	
9     Transfers In	229,600	-	-	-	-	-	
10 <b>Operating Revenues/Resources Total</b>	<b>1,526,885</b>	<b>1,632,210</b>	<b>1,728,657</b>	<b>1,394,131</b>	<b>1,612,933</b>	<b>218,802</b>	<b>16%</b>
11 Operating Expenses/Requirements							
12     Personnel Services	22,602	132,993	75,903	102,712	80,620	(22,092)	-22%
13     Materials and Services							
14         Other Professional & Technical	-	11,319	4,330	12,000	17,350	5,350	45%
15         Contract Maintenance Services	9,209	10,719	5,672	15,000	14,780	(220)	-1%
16         Towing & collision repairs	-	270	195	900	1,800	900	100%
17         Legal Services	1,166	1,148	-	2,000	2,000	-	0%
18         Other Services	-	959	41	5,750	4,820	(930)	-16%
19         Fuel-Cars & Other	-	174,965	157,580	220,000	216,000	(4,000)	-2%
20         Lubricant & Coolant	-	4,501	4,098	5,000	11,210	6,210	124%
21         Tires & tire supplies	-	3,581	21,718	7,000	44,120	37,120	530%
22         Parts, equipment & tools	-	12,486	28,614	37,000	69,485	32,485	88%
23         Operating Supplies	-	4,164	251	5,000	6,800	1,800	36%
24         Office Supplies	-	321	-	400	900	500	125%
25         Other Materials & Supplies	-	597	-	500	2,250	1,750	350%
26         Utilities	-	15	-	-	200	200	
27     Contract Transportation	1,197,293	919,323	884,236	963,377	897,000	(66,377)	-7%
28     Travel, meetings, training, education	43	-	-	-	300	300	
29     Printing	-	1,567	746	-	5,000	5,000	

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

CARTS Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change
30 Other Misc. Expenses	-	77	206,879	-	220,100	220,100	
31 Equipment	-	-	12,857	-	-	-	
32 Call Center Allocation	-	17,073	18,510	17,492	18,198	706	4%
33 <b>Materials and Services Total</b>	<b>1,207,711</b>	<b>1,163,083</b>	<b>1,345,728</b>	<b>1,291,419</b>	<b>1,532,313</b>	<b>240,894</b>	<b>19%</b>
34 <b>Operating Expenses/Requirements Total</b>	<b>1,230,313</b>	<b>1,296,076</b>	<b>1,421,631</b>	<b>1,394,131</b>	<b>1,612,933</b>	<b>218,802</b>	<b>16%</b>
Operating Revenue/Resources less							
35 Operating Expenses/Requirements	296,572	336,134	307,026	-	-	-	
36 Transfers to Other Funds	(31,859)	-	-	-	-	-	
37 <b>Funds Total</b>	<b>264,713</b>	<b>336,134</b>	<b>307,026</b>	<b>-</b>	<b>-</b>	<b>-</b>	

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# REDLine

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Shopping shuttle and dial-a-ride services for low income seniors and people with disabilities

## Revenues/Resources

- State Section 5310 – this is a federal grant administered through the State of Oregon, which has an 89.73/10.27 match ratio (award - \$188,882). The grants are awarded on a biennium basis and budgeted annually.
- State STF Funds – these funds are a State grant awarded to special transportation programs and may be used as a match for federal grants.
- Transfers In – In years past a transfer from the General fund was used to match the grant and to cover any additional expenses. Beginning with fiscal year 2013-14 the District will use State STF funds as a matching source.

## Materials and Services

- Fuel-Cars & Other – This line item is for approximately 56,000 gallons of fuel at an estimated \$3.85 per gallon.
- Contract Transportation – this is the contract price for MV Transportation to operate the REDLine vehicles. The contract is for up to approximately 5,040 revenue hours at \$35.15 per hour.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

REDLine Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13	Percent Change
1 Operating Revenues/Resources							
2     Beginning Working Capital	-	-	1,268	-	-	-	
3     Passenger Fares	-	-	5,626	-	6,000	6,000	3%
4     State Section 5310	216,160	185,583	172,622	184,090	188,882	4,792	3%
5     State STF Funds	-	-	-	-	47,037	47,037	
6     Transfers In	100,442	-	19,757	21,070	-	(21,070)	-100%
7 <b>Operating Revenues/Resources Total</b>	<b>316,602</b>	<b>185,583</b>	<b>199,273</b>	<b>205,160</b>	<b>241,919</b>	<b>36,759</b>	<b>18%</b>
8 Operating Expenses/Requirements							
9     Personnel services	-	-	22,476	-	8,820	8,820	
10    Materials and Services							
11     Other Professional & Technical	-	-	9,987	-	6,800	6,800	
12     Towing & collision repairs	-	-	172	-	500	500	
13     Legal Services	-	225	231	-	-	-	
14     Fuel-Cars & Other	-	-	5,930	30,000	23,950	(6,050)	-20%
15     Lubricant & Coolant	-	-	592	-	1,750	1,750	
16     Tires & tire supplies	-	-	1,282	-	3,500	3,500	
17     Parts, equipment & tools	-	-	5,991	-	6,000	6,000	
18     Operating Supplies	-	-	4	-	-	-	
19     Contract Transportation	216,160	184,090	137,276	175,160	177,500	2,340	1%
20     Printing	-	-	5,952	-	4,000	4,000	
21     Match Expense	100,442	-	-	-	-	-	
22     Other Misc. Expenses	-	-	123	-	-	-	
23     Call Center Allocation	-	-	9,255	-	9,099	9,099	
24 <b>Materials and Services Total</b>	<b>316,602</b>	<b>184,315</b>	<b>176,797</b>	<b>205,160</b>	<b>233,099</b>	<b>27,939</b>	<b>14%</b>
25 <b>Operating Expenses/Requirements Total</b>	<b>316,602</b>	<b>184,315</b>	<b>199,273</b>	<b>205,160</b>	<b>241,919</b>	<b>36,759</b>	<b>18%</b>
26 <b>Operating Revenue/Resources less Operating Expenses/Requirements</b>	<b>-</b>	<b>1,268</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# Special Transportation Coordination

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Coordination and administration of Federal and State funds for transportation of the elderly and disabled

## Revenues/Resources

- State Section 5310 – this is a federal grant administered through the State of Oregon, which has an 89.73/10.27 match ratio (award - \$118,948). The grants are awarded on a biennium basis and are budgeted annually.
- STF Pass Through Funds – these funds are administered by the District and awarded to other agencies. This amount was increased by roughly \$24,000 to align with the 2013-2015 biennial appropriation amount. These funds have been awarded to the following agencies:

○ Catholic Community Services	\$38,449
○ West Valley Hospital	\$4,349
○ Woodburn	\$55,575
○ Silverton Trolley	\$17,341
	<hr style="width: 100%; border: 0.5px solid black;"/>
	\$115,714

Personnel Services - This line item includes the wages, taxes, and benefits for the administration and coordination of Federal and State funds for transportation of the elderly and disabled.

## Materials and Services

- STF Pass-through Expense – This line item is for administering the funds awarded to other agencies.
- Other Miscellaneous Expense – this line was increased by approximately \$32,000 for the Comprehensive Operational Analysis of the CARTS system.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Special Transportation Coordination			FY2012-13		FY2013-14	Change from		
Revenues/Resources and Expenses/Requirements	FY2010-11	FY2011-12	Year-End	FY2012-13	Adopted	FY2012-13	Percent	
Summary	Actual	Actual	Estimate	Budget	Budget*	Budget	Change	
1 Operating Revenues/Resources								1
2 State Section 5310	-	137,511	159,144	137,511	118,948	(18,563)	-13%	2
3 STF Pass Through Funds	-	75,982	75,982	91,732	115,714	23,982	26%	3
4 State STF Funds	602,359	25,741	15,739	15,739	15,986	247	2%	4
5 Transfers In	148,930	-	-	-	-	-		5
6 <b>Operating Revenues/Resources Total</b>	<b>751,289</b>	<b>239,234</b>	<b>250,865</b>	<b>244,982</b>	<b>250,648</b>	<b>5,666</b>	<b>2%</b>	6
7 Operating Expenses/Requirements								7
8 Personnel services	140,425	100,498	99,314	103,737	91,600	(12,137)	-12%	8
9 Materials and Services								9
10 Advertising Fees	282	-	1,195	1,500	800	(700)	-47%	10
11 Legal Services	5,038	4,590	-	2,500	2,500	-	0%	11
12 Other Services	911	-	-	-	-	-		12
13 Parts, equipment & tools	814	-	-	-	-	-		13
14 Office Supplies	275	189	371	500	250	(250)	-50%	14
15 Utilities	-	300	603	336	400	64	19%	15
16 STF Pass-through Expense	-	75,982	75,982	91,732	115,714	23,982	26%	16
17 Dues & Subscriptions	536	157	166	200	200	-	0%	17
18 Travel, meetings, training, education	649	85	2,216	1,250	1,500	250	20%	18
19 Printing	-	498	-	4,500	1,000	(3,500)	-78%	19
20 Other Misc. Expenses	-	92	-	2,000	34,684	32,684	1634%	20
21 <b>Materials and Services Total</b>	<b>8,505</b>	<b>81,893</b>	<b>80,533</b>	<b>104,518</b>	<b>157,048</b>	<b>52,530</b>	<b>50%</b>	21
22 <b>Operating Expenses/Requirements Total</b>	<b>148,930</b>	<b>182,391</b>	<b>179,847</b>	<b>208,255</b>	<b>248,648</b>	<b>40,393</b>	<b>19%</b>	22
23 Operating Revenue/Resources less Operating Expenses/Requirements	602,359	56,843	71,018	36,727	2,000	(34,727)	-95%	23
24 Transfers to Other Funds								24
25 Transfer Out Miscellaneous	(2,000)	(2,000)	(2,000)	(2,957)	(2,000)	957	-32%	25
26 Transfer Out To STS	(472,219)	-	-	(33,770)	-	33,770	-100%	26
27 <b>Transfers to Other Funds Total</b>	<b>(474,219)</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>(36,727)</b>	<b>(2,000)</b>	<b>34,727</b>	<b>-95%</b>	27
28 <b>Net Operating and Transfers to Other Funds Total</b>	<b>128,140</b>	<b>54,843</b>	<b>69,018</b>	<b>-</b>	<b>-</b>	<b>-</b>		28

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# Mobility Management/Travel Trainer

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Eligibility and coordination of travel training and special transportation options

\$45,000 mostly due to the completion one project and another determined ineligible.

## Revenues/Resources

- Federal JARC – after the fiscal year 2012-13 budget had been adopted and upon further review of the plan for these grant funds it was determined that the intended activities were ineligible for this grant. It was also determined that these funds were unintentionally misnamed. They are, in fact, New Freedom funds which will be repurposed to eligible activities.
- State Section 5310 – this is a federal grant administered through the State of Oregon, and has an 89.73/10.27 match ratio (award - \$83,598). They are awarded on a biennium basis and budgeted annually.
- State of Oregon, ODOT – these funds were for the volunteer coordinator project that was completed during fiscal year 2012-13.
- State STF Funds – these funds are a State grant awarded to Special Transportation programs and can be used as a match for federal grants.
- Transfers In – these funds are transferred from the General fund to cover expenses not paid for by grants. This line was reduced by approximately

Personnel Services - This line item includes wages, taxes, and benefits for the eligibility determination and coordination of travel training for the elderly and disabled.

## Materials and Services

- Other Professional & Technical – Supports program development, miscellaneous consultant services, and activities to support the program and its goals. This was reduced by \$28,000 to align with historical levels.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Mobility Management/Travel Trainer

Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year- End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
1 Operating Revenues/Resources								1
2 Federal JARC	-	-	-	78,174	-	(78,174)	-100%	2
3 JTA	54,821	-	-	-	-	-	-	3
4 State Section 5310	82,152	83,597	95,558	95,558	83,598	(11,960)	-13%	4
5 State of Oregon, ODOT	-	-	22,400	22,400	-	(22,400)	-100%	5
6 State STF Funds	-	45,457	45,457	45,457	44,774	(683)	-2%	6
7 State ARRA Funds	12,000	-	-	-	-	-	-	7
8 Transfers In	15,877	55,645	5,600	90,927	45,488	(45,439)	-50%	8
9 <b>Operating Revenues/Resources Total</b>	<b>164,850</b>	<b>184,699</b>	<b>169,015</b>	<b>332,516</b>	<b>173,860</b>	<b>(158,656)</b>	<b>-48%</b>	9
10 Operating Expenses/Requirements								10
11 Personnel services	135,850	175,979	133,081	288,494	159,160	(129,334)	-45%	11
12 Materials and Services								12
13 Other Professional & Technical	2,097	-	450	31,000	3,000	(28,000)	-90%	13
14 Temporary Help	17,378	-	-	-	-	-	-	14
15 Legal Services	44	-	-	2,000	2,000	-	0%	15
16 Other Services	291	438	-	500	500	-	0%	16
17 Parts, equipment & tools	3,051	1,247	-	-	-	-	-	17
18 Office Supplies	1,522	2,070	654	2,500	1,500	(1,000)	-40%	18
19 Utilities	360	523	384	772	600	(172)	-22%	19
20 Dues & Subscriptions	-	87	-	100	-	(100)	-100%	20
21 Travel, meetings, training, education	3,608	3,656	1,853	3,500	5,600	2,100	60%	21
22 Printing	-	-	-	1,000	1,000	-	0%	22
23 Other Misc. Expenses	649	699	429	-	500	500		23
24 <b>Materials and Services Total</b>	<b>29,000</b>	<b>8,720</b>	<b>3,769</b>	<b>41,372</b>	<b>14,700</b>	<b>(26,672)</b>	<b>-64%</b>	24
25 <b>Operating Expenses/Requirements Total</b>	<b>164,850</b>	<b>184,699</b>	<b>136,850</b>	<b>329,866</b>	<b>173,860</b>	<b>(156,006)</b>	<b>-47%</b>	25
Operating Revenue/Resources less								
26 Operating Expenses/Requirements	-	-	32,165	2,650	-	(2,650)	-100%	26
27 Transfers to Other Funds	-	-	(2,650)	(2,650)		2,650	-100%	27
Net Operating and Transfers to Other Funds								
28 <b>Total</b>	<b>-</b>	<b>-</b>	<b>29,515</b>	<b>-</b>	<b>-</b>	<b>-</b>		28

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.



# Trip Link Call Center

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Reservation and scheduling center for all CherryLift, REDLine, and Non-Emergency Medical Transportation rides

Personnel Services - This line item includes the wages, taxes, and benefits for the maintenance of the call center contract, hardware, and software.

## Materials and Services

- Software Licensing Annual Maintenance – this line is for Route Match software. The change reflects assigning the software costs to the programs that use it through the call center allocation.
- Contract Maintenance Services – this line includes the cost to maintain the software and phone system used by the call center. The cost was increased by \$55,000 to cover maintenance services. The historical average of approximately \$72,000 is for maintenance of an aged phone system. The budgeted amount was reduced from the historical average in anticipation of the phone system upgrade; and in theory, a decrease in required maintenance to support the phone system.
- Brokerage Contract – this is the contract price for MV Transportation to operate the Trip Link Call

Center. The contract amount is not to exceed approximately \$720,500.

- Utilities – this line includes the cost for the telephone system maintained by Marion County and Comcast charges.
- Call Center Allocation – the Trip Link Call Center expenses are allocated, based on call volume, to each of the projects that use the call center. This was increased by approximately \$116,000 as a result of higher operating costs. The call center is allocated to the following programs:
  - CherryLift – 19 %
  - CARTS – 2 %
  - REDLine – 1 %
  - DMAP – 78 %

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change	Percent	
Trip Link Call Center Expenses/Requirements Summary	Actual	Actual	Year-End Estimate	Budget	Adopted Budget*	from FY2012-13	Change	
1 Operating Expenses/Requirements								1
2 Personnel services	44,991	33,797	19,514	24,733	24,803	70	0%	2
3 Materials and Services								3
4 Software Licensing and Annual Maintenance	-	-	69,298	-	70,000	70,000		4
5 Other Professional & Technical	407	119	-	2,000	-	(2,000)	-100%	5
6 Contract Maintenance Services	69,280	70,761	78,463	-	55,000	55,000		6
7 Brokerage Contract	704,625	708,656	718,183	720,000	720,500	500	0%	7
8 Legal Services	-	23	-	-	-	-		8
9 Other Services	13,030	5,378	-	6,000	-	(6,000)	-100%	9
10 Parts, equipment & tools	822	283	1,053	500	1,000	500	100%	10
11 Operating Supplies	312	-	-	500	500	-	0%	11
12 Office Supplies	10,972	5,743	7,551	10,000	10,000	-	0%	12
13 Utilities	26,291	28,813	31,417	30,000	28,000	(2,000)	-7%	13
14 Contract Transportation	100	-	-	-	-	-		14
15 Travel, meetings, training, education	273	67	-	-	100	100		15
16 Call Center Allocation	(871,101)	(853,639)	(925,479)	(793,733)	(909,903)	(116,170)	15%	16
17 Materials and Services Total	(44,991)	(33,797)	(19,514)	(24,733)	(24,803)	(70)	0%	17
18 Operating Expenses/Requirements Total	-	-	-	-	-	-		18

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# DMAP

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Brokered Non-Emergency Medical Transportation for Oregon Health Plan Plus recipients in Marion, Polk, and Yamhill Counties

## Revenues/Resources

- DMAP Revenues – all DMAP expenses are reimbursed by the State of Oregon Department of Human Services. The increase of approximately \$733,000 is to cover the projected requirements.

Personnel Services - This line item includes wages, taxes, and benefits for the administration and maintenance of the program. This line was reduced by approximately \$91,000 due to the Trainer position being discontinued by the State.

## Materials and Services

- Contract Transportation – this is the approximate contract price for brokers to provide non-emergency medical transportation. The District contracts with 21 brokers to provide rides efficiently, and in a manner that minimizes costs and maximizes value for the State, while meeting clients' needs. The increase of approximately \$840,000 is consistent with the increases experienced over the last few years.

- Travel, meetings, training, education – this line was reduced by approximately \$31,000 as a result of the State discontinuing the Trainer position.
- Lease-Building – leased space for DMAP operations.
- Call Center Allocation – the Trip Link Call Center expenses are allocated, based on call volume, to each of the programs that use the call center. 78 percent of the call center is allocated to DMAP. This increased by approximately \$27,000 due to increased call center costs.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

DMAP Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13	Percent Change	
1 Operating Revenues/Resources								1
2 DMAP Revenues	4,889,569	5,485,428	6,123,612	5,672,598	6,405,958	733,360	13%	2
3 <b>Operating Revenues/Resources Total</b>	<b>4,889,569</b>	<b>5,485,428</b>	<b>6,123,612</b>	<b>5,672,598</b>	<b>6,405,958</b>	<b>733,360</b>	<b>13%</b>	3
4 Operating Expenses/Requirements								4
5 Personnel services	264,685	234,946	154,568	262,533	171,224	(91,310)	-35%	5
6 Materials and Services								6
7 Advertising Fees	-	162	-	-	-	-	-	7
8 Other Professional & Technical	437	228	653	1,457	500	(957)	-66%	8
9 Temporary Help	7,967	7,073	-	-	-	-	-	9
10 Contract Maintenance Services	1,152	1,163	837	-	1,000	1,000		10
11 Legal Services	1,523	158	-	13,000	8,000	(5,000)	-38%	11
12 Other Services	11,716	8,789	10,423	13,000	11,000	(2,000)	-15%	12
13 Fuel-Diesel	189	-	-	-	-	-	-	13
14 Parts, equipment & tools	1,521	250	-	-	-	-	-	14
15 Operating Supplies	-	-	-	500	-	(500)	-100%	15
16 Office Supplies	2,204	1,257	2,438	1,200	1,500	300	25%	16
17 Other Materials & Supplies	1,804	1,689	1,542	2,000	2,000	-	0%	17
18 Utilities	1,173	1,007	1,054	797	710	(87)	-11%	18
19 Contract Transportation	3,809,733	4,475,146	5,151,098	4,585,428	5,426,000	840,572	18%	19
20 Dues & Subscriptions	470	858	498	1,500	400	(1,100)	-73%	20
21 Travel, meetings, training, education	22,664	23,418	16,034	37,500	6,800	(30,700)	-82%	21
22 Printing	-	1,626	687	9,000	5,000	(4,000)	-44%	22
23 Other Misc. Expenses	3,687	32	112	500	100	(400)	-80%	23
24 Lease-Building	61,761	61,787	61,796	62,000	62,000	-	0%	24
25 Call Center Allocation	696,882	665,839	721,874	682,183	709,724	27,541	4%	25
26 <b>Materials and Services Total</b>	<b>4,624,884</b>	<b>5,250,482</b>	<b>5,969,044</b>	<b>5,410,065</b>	<b>6,234,734</b>	<b>824,669</b>	<b>15%</b>	26
27 <b>Operating Expenses/Requirements Total</b>	<b>4,889,569</b>	<b>5,485,428</b>	<b>6,123,612</b>	<b>5,672,598</b>	<b>6,405,958</b>	<b>733,360</b>	<b>13%</b>	27

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

# Capital Projects Fund

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The Capital Projects fund is used to manage funds and expenditures for major capital acquisitions and projects. Funding for capital acquisitions and projects is a combination of federal, state and local sources.

The proposed budget includes amounts that are expected to be spent during FY2013-14 and includes working capital reserves to help identify future requirements for some projects. The expenses/requirements are presented in two forms. First with three lines as it will appear on the Resolution to adopt the budget (Personnel Services, Materials and Services, and Capital Outlay), then by project.

The following is a brief description of the projects included in the proposed FY2013-14 Budget.

**Del Webb Improvements** – The proposed budget includes \$50,000 for a long-range facilities study, \$80,000 to replace garage doors and \$120,000 for the upkeep of building and grounds.

**Shop Equipment** – The proposed budget includes \$125,000 for replacement of a vehicle hoist, \$15,000 to rebuild a CNG compressor, and \$40,000 for shop equipment.

**ADA Assessment Center** – This project is funded with federal grant funds that are designated specifically for ADA improvements. The proposed budget includes

\$298,400 for the design and engineering of an assessment center.

**South Salem Transit Center** – This project is funded with federal sources. The proposed budget includes \$436,000 for the site selection process.

**Bus Stops and Shelters** – This project is funded with federal sources and is expected to continue into FY2014-15. The proposed budget includes over \$900,000 for bus stop and shelter improvements.

**Courthouse Square** – The proposed budget includes almost \$2.9 million for remediation, tenant improvements and furnishings for Courthouse Square. The project is expected to be completed in the Spring of 2014.

Other budgeted projects include \$48,000 for security equipment, \$110,000 for nonrevenue vehicle replacements, \$155,000 for capital projects administration and \$50,000 to complete the business intelligence project.

In addition to the Capital Projects fund budget you will find the District's 10-Year Capital Plan and Vehicle Replacement Schedule.

# Cherriots

SALEM-KEIZER TRANSIT



NO CONTENT APPEARS  
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Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Capital Project Fund Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change
1 Operating Revenues/Resources							
2 Federal 5311 Funds	11,998	-	-	-	-	-	
3 Federal New Freedom Funds	-	-	-	-	252,820	252,820	
4 FTA 5339 Funds	-	-	-	-	100,000	100,000	
5 Federal 5307	25,907	-	432,613	1,213,458	-	(1,213,458)	-100%
6 FEDERAL OR-90 X144	13,449	71,549	-	-	-	-	
7 Federal STP Funds	3,164,744	1,380,810	-	1,140,000	980,000	(160,000)	-14%
8 Federal ARRA Funds	1,365,224	52,998	2,490,894	2,502,694	50,000	(2,452,694)	-98%
9 Federal 5309 Funds	107,158	196,572	1,992,560	5,435,659	1,056,900	(4,378,759)	-81%
10 Federal JARC	6,198	-	15,050	292,103	24,236	(267,867)	-92%
11 Flex Funds	-	-	20,600	1,900,000	1,879,400	(20,600)	-1%
12 State Section 5310	975,996	49,652	-	-	-	-	
13 State of Oregon, ODOT	-	-	446,856	475,569	-	(475,569)	-100%
14 St of OR - State of Good Repair	-	-	121,180	123,683	-	(123,683)	-100%
15 Connect Oregon Funds	1,507,713	726,420	554,000	3,554,000	-	(3,554,000)	-100%
16 State ARRA Funds	84,554	-	-	-	-	-	
17 Miscellaneous	-	2,500	500,000	596,517	-	(596,517)	-100%
18 BETC Program Tax Credit	-	-	-	900,000	-	(900,000)	-100%
19 Transfers In	1,183,888	2,468,758	1,964,360	881,533	2,170,696	1,289,163	146%
20 <b>Operating Revenues/Resources Total</b>	<b>8,446,829</b>	<b>4,949,259</b>	<b>8,538,113</b>	<b>19,015,216</b>	<b>6,514,052</b>	<b>(12,501,164)</b>	<b>-66%</b>
21 Operating Expenses/Requirements							
22 Personnel Services	46,752	100,967	171,940	97,795	201,815	104,020	106%
23 Materials and Services	1,204	4,867	4,676	14,906	14,200	(706)	-5%
24 Capital Outlay	8,206,286	2,846,644	7,659,427	14,039,565	5,921,122	(8,118,443)	-58%
25 <b>Operating Expenses/Requirements Total</b>	<b>8,254,242</b>	<b>2,952,478</b>	<b>7,836,043</b>	<b>14,152,266</b>	<b>6,137,137</b>	<b>(8,015,129)</b>	<b>-57%</b>

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14	Change from	Percent	
Capital Project Fund Revenues/Resources and Expenses/Requirements Summary	Actual	Actual	Year-End Estimate	Budget	Adopted Budget*	FY2012-13 Budget	Change	
Operating Revenue/Resources less								
26 Operating Expenses/Requirements	192,587	1,996,781	702,070	4,862,950	376,915	(4,486,035)	-92%	26
27 Reserved Working Capital	-	-	(1,701,825)	(5,862,950)	(3,282,374)	2,580,576	-44%	27
Net Operating and Reserve Working								
28 Capital Total	192,587	1,996,781	(999,755)	(1,000,000)	(2,905,459)	(1,905,459)	191%	28
29 Beginning Working Capital	14,021	206,608	2,203,389	1,000,000	2,905,459	1,905,459	191%	29
30 Ending Working Capital	206,608	2,203,389	1,203,634	-	-	-		30

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.



Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Capital Projects Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
1 Operating Revenues/Resources								1
2 Federal 5311 Funds	11,998	-	-	-	-	-		2
3 Federal New Freedom Funds	-	-	-	-	252,820	252,820		3
4 FTA 5339 Funds	-	-	-	-	100,000	100,000		4
5 Federal 5307	25,907	-	432,613	1,213,458	-	(1,213,458)	-100%	5
6 FEDERAL OR-90 X144	13,449	71,549	-	-	-	-		6
7 Federal STP Funds	3,164,744	1,380,810	-	1,140,000	980,000	(160,000)	-14%	7
8 Federal ARRA Funds	1,365,224	52,998	2,490,894	2,502,694	50,000	(2,452,694)	-98%	8
9 Federal 5309 Funds	107,158	196,572	1,992,560	5,435,659	1,056,900	(4,378,759)	-81%	9
10 Federal JARC	6,198	-	15,050	292,103	24,236	(267,867)	-92%	10
11 Flex Funds	-	-	20,600	1,900,000	1,879,400	(20,600)	-1%	11
12 State Section 5310	975,996	49,652	-	-	-	-		12
13 State of Oregon, ODOT	-	-	446,856	475,569	-	(475,569)	-100%	13
14 St of OR - State of Good Repair	-	-	121,180	123,683	-	(123,683)	-100%	14
15 Connect Oregon Funds	1,507,713	726,420	554,000	3,554,000	-	(3,554,000)	-100%	15
16 State ARRA Funds	84,554	-	-	-	-	-		16
17 Miscellaneous	-	2,500	500,000	596,517	-	(596,517)	-100%	17
18 BETC Program Tax Credit	-	-	-	900,000	-	(900,000)	-100%	18
19 Transfers In	1,183,888	2,468,758	1,964,360	881,533	2,170,696	1,289,163	146%	19
20 <b>Operating Revenues/Resources Total</b>	<b>8,446,829</b>	<b>4,949,259</b>	<b>8,538,113</b>	<b>19,015,216</b>	<b>6,514,052</b>	<b>(12,501,164)</b>	<b>-66%</b>	20
21 Operating Expenses/Requirements								21
22 Capital Projects								22
23 CNG Station Improvements	-	-	-	495,000	-	(495,000)	-100%	23
24 Del Webb Improvements	592,376	202,942	57,002	25,803	249,945	224,142	869%	24
25 Shop Equipment	14,814	-	-	30,000	180,000	150,000	500%	25
26 ADA Assessment Center	-	-	2,000	-	298,400	298,400		26

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Capital Projects Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
27 Administration Equipment	-	-	17,300	65,772	48,472	(17,300)	-26%	27
28 Cherriots Revenue Vehicles	4,522,256	1,508,173	-	-	-	-		28
29 Cherrylift Revenue Vehicles	1,089,465	55,030	465,000	1,207,000	710,000	(497,000)	-41%	29
30 CARTS Revenue Vehicles	97,098	38,142	146,000	148,016	-	(148,016)	-100%	30
31 Nonrevenue Vehicles	-	61,791	145,000	155,000	110,000	(45,000)	-29%	31
32 Keizer Transit Center	1,860,251	655,114	4,896,225	6,638,257	-	(6,638,257)	-100%	32
33 Rickreall Park & Ride	2,134	308,066	-	-	-	-		33
34 South Salem Transit Center	-	-	276,000	450,000	436,000	(14,000)	-3%	34
35 Bus Stops & Shelters	-	24,024	22,900	577,460	907,830	330,370	57%	35
36 Business Intelligence Project	-	9,038	238,200	250,000	50,000	(200,000)	-80%	36
37 Call Center Phones	-	-	33,000	33,000	-	(33,000)	-100%	37
38 Technology Equipment	27,901	49,393	6,000	31,878	103,650	71,772	225%	38
39 CH2 Remediation	-	1,313	1,512,000	3,932,379	2,887,825	(1,044,554)	-27%	39
40 Capital Projects Total	8,206,295	2,913,026	7,816,627	14,039,565	5,982,122	(8,057,443)	-57%	40
41 Capital Project Administration	47,947	39,452	19,416	112,701	155,015	42,314	38%	41
42 Operating Expenses/Requirements Total	8,254,242	2,952,478	7,836,043	14,152,266	6,137,137	(8,015,129)	-57%	42
Operating Revenue/Resources less								
43 Operating Expenses/Requirements	192,587	1,996,781	702,070	4,862,950	376,915	(4,486,035)	-92%	43
44 Reserved Working Capital	-	-	(1,701,825)	(5,862,950)	(3,282,374)	2,580,576	-44%	44
Net Operating and Reserve Working								
45 Capital Total	192,587	1,996,781	(999,755)	(1,000,000)	(2,905,459)	(1,905,459)	191%	45
46 Beginning Working Capital	14,021	206,608	2,203,389	1,000,000	2,905,459	1,905,459	191%	46
47 Ending Working Capital	206,608	2,203,389	1,203,634	-	-	-		47

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem-Keizer Transit  
10-Year Capital Plan

	FY2013-14	FY2014-15	FY2015-16	FY2016-17	FY2017-18
Shop equipment	180,000	161,000	165,000	250,000	625,000
Del Webb Facility	249,945	335,000	75,000	75,000	75,000
Revenue Vehicles					
Cherriots	-	10,680,000	-	890,000	3,560,000
Cherrylift	710,000	-	-	-	-
Support Vehicles	110,000	80,000	110,000	80,000	110,000
Transit Centers	436,000	3,250,000	3,000,000	3,250,000	3,250,000
Bus Stops & Shelters	907,830	500,000	500,000	750,000	750,000
Intelligent Transportation Systems	-	-	250,000	1,500,000	500,000
Business Intelligence	50,000	-	-	-	-
CH2 Remediation	2,887,825	-	-	-	-
ADA Assessment Center	298,400	-	-	-	-
Technology Equipment	103,650	100,000	100,000	100,000	100,000
Administration	155,015	160,000	160,000	160,000	160,000
Administration Equipment	48,472	25,000	25,000	25,000	25,000
<b>Total</b>	<b>6,137,137</b>	<b>15,291,000</b>	<b>4,385,000</b>	<b>7,080,000</b>	<b>9,155,000</b>
	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23
Shop equipment	100,000	100,000	100,000	100,000	100,000
Del Webb Facility	75,000	75,000	75,000	75,000	75,000
Revenue Vehicles					
Cherriots	-	6,230,000	-	-	-
Cherrylift	-	-	-	-	-
Support Vehicles	80,000	110,000	80,000	110,000	80,000
Transit Centers	3,500,000	3,250,000	3,250,000	3,250,000	-
Bus Stops & Shelters	-	-	-	-	-
Intelligent Transportation Systems	150,000	150,000	150,000	150,000	150,000
Business Intelligence	-	-	-	-	-
CH2 Remediation	-	-	-	-	-
ADA Assessment Center	-	-	-	-	-
Technology Equipment	100,000	100,000	100,000	100,000	100,000
Administration	160,000	160,000	160,000	160,000	160,000
Administration Equipment	25,000	25,000	25,000	25,000	25,000
<b>Total</b>	<b>4,190,000</b>	<b>10,200,000</b>	<b>3,940,000</b>	<b>3,970,000</b>	<b>690,000</b>

# Cherriots

SALEM-KEIZER TRANSIT



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# Capital Improvement- Bus Replacement Plan

## Cherriots



Quantity	Make	Bus Size	Fuel Type	Past Useful Life	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
24	Orion 7	35'	CNG			24									
10	Orion 7	40'	CNG					2	8						
16	Gillig	35'	Bio-Diesel									14			2
12	Gillig	40'	Bio-Diesel												12

## CherryLift

Grants currently secured to replace 17 CherryLift vehicles



Quantity	Make	Bus Size	Fuel Type	Past Useful Life	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
4	Starcraft	26'	Diesel	4											
13	Starcraft	26'	Gas		6	5	2								
21	Startrans	24'	Gas					4	17						

# Capital Improvement- Bus Replacement Plan

## CARTS

1 Freightliner is being retired. Replaced with International Hybrid.



Quantity	Make	Bus Size	Fuel Type	Past Useful Life	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
5	Startrans	25'	Gas				1	2	2						
5	Freightliner	34'	Diesel	3	2										
5	International	36'	Diesel					3				2			
1	International	34'	Hybrid									1			

## REDLine



Quantity	Make	Bus Size	Fuel Type	Past Useful Life	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
3	Startrans	25'	Gas		2		1								
2	Caravan	18'	Gas			2									

# Facilities Maintenance Fund

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The Facilities Maintenance fund was used to accumulate resources for facility improvements. During fiscal year 2012-13, accumulated funds were transferred from the Facilities Maintenance fund to the Capital Projects fund for the Courthouse Square Remediation project. The Facilities Maintenance fund was subsequently closed. In the future resources will be accumulated for facilities maintenance in the Capital Project fund.

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Facilities Maintenance Fund Revenues/Resources and Expenses/Requirements Summary	FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Year-End Estimate	FY2012-13 Budget	FY2013-14 Adopted Budget*	Change from FY2012-13 Budget	Percent Change	
1 Operating Revenues/Resources								1
2     Miscellaneous	899	927	-	-	-	-		2
3 <u>Operating Revenues/Resources Total</u>	<u>899</u>	<u>927</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		3
4 Transfers to Other Funds								4
5     Transfer to Capital Fund	-	-	(198,825)	(198,825)	-	198,825	-100%	5
6 <u>Transfers to Other Funds Total</u>	<u>-</u>	<u>-</u>	<u>(198,825)</u>	<u>(198,825)</u>	<u>-</u>	<u>198,825</u>	<u>-100%</u>	6
Net Operating and Transfers to Other Funds								
7 Total	899	927	(198,825)	(198,825)	-	198,825	-100%	7
8 Beginning Working Capital	197,000	197,899	198,825	198,825	-	(198,825)	-100%	8
9 <u>Ending Working Capital</u>	<u>197,899</u>	<u>198,826</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		9

\* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.



## Department FTE Count – Summary & Detail

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# Cherriots

SALEM-KEIZER TRANSIT



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Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

Department FTE Summary Count		FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Budget	FY2013-14 Adopted Budget	
1	General Manager	1.9	2.0	2.0	2.0	1
2	Human Resources Division					2
3	Human Resources	3.7	3.4	3.5	4.0	3
4	Human Resources Safety	0.5	0.9	1.0	1.0	4
5	Human Resources Division Total	4.2	4.3	4.5	5.0	5
6	Transportation Development Division					6
7	Transportation Development Administration	4.2	4.8	3.7	4.4	7
8	Rideshare	1.1	1.6	2.0	2.0	8
9	Information Technology	2.9	3.8	4.3	5.0	9
10	Transportation Development Division Total	8.2	10.2	10.0	11.4	10
11	Community Relations Division					11
12	Community Relations	-	-	3.0	3.0	12
13	Customer Service	6.0	6.1	6.0	6.0	13
14	Community Relations Division Total	6.0	6.1	9.0	9.0	14
15	Finance	6.3	6.7	7.0	6.6	15
16	Operations Division					16
17	Operations Administration	3.1	3.7	4.0	3.9	17
18	Vehicle Maintenance	24.2	24.1	24.0	26.3	18
19	Facility Maintenance	6.0	6.0	6.0	6.0	19
20	Security	1.0	1.0	1.0	1.0	20
21	Cherriots Fixed Route Service	106.9	106.0	106.0	106.0	21
22	Operations Division Total	141.2	140.8	141.0	143.2	22
23	General Administration	1.8	0.3	-	-	23
24	Total General Fund	169.6	170.4	173.5	177.2	24

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

<u>Department FTE Summary Count</u>		<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted Budget</u>	
1	Special Transportation Fund					1
2	CherryLift	3.4	3.2	2.3	3.0	2
3	CARTS	-	1.5	1.2	0.5	3
4	Special Transportation Coordination	1.1	0.9	1.0	0.8	4
5	Mobility Management/Travel Trainer	2.4	2.2	3.0	1.7	5
6	Trip Link Call Center	0.5	0.4	0.2	-	6
7	DMAP	2.7	2.7	2.5	1.8	7
8	Special Transportation Fund Total	<u>10.1</u>	<u>10.9</u>	<u>10.2</u>	<u>7.8</u>	8
9	Capital Project Fund	<u>0.8</u>	<u>0.7</u>	<u>0.8</u>	<u>1.0</u>	9
10	District Wide	<u><u>180.5</u></u>	<u><u>182.0</u></u>	<u><u>184.5</u></u>	<u><u>186.0</u></u>	10

# Cherriots

SALEM-KEIZER TRANSIT



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Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

<u>Department FTE Detail Count</u>		FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Budget	FY2013-14 Adopted Budget	
1	General Fund					1
2	<u>General Manager</u>					2
3	General Manager	0.9	1.0	1.0	1.0	3
4	Administrative Secretary	1.0	1.0	1.0	1.0	4
5	<u>Human Resources</u>					5
6	Human Resources					6
7	Director of Human Resources	0.9	1.0	1.0	1.0	7
8	Human Resources Specialist	1.0	1.0	1.0	1.0	8
9	Safety & Loss Control Specialist	0.3	-	-	-	9
10	Human Resources Assistant-Reception	1.0	1.0	1.0	1.0	10
11	Receptionist	0.5	0.4	0.5	1.0	11
12	<u>Total Human Resources</u>	<u>3.7</u>	<u>3.4</u>	<u>3.5</u>	<u>4.0</u>	12
13	<u>Human Resources Safety</u>					13
14	Safety & Loss Control Specialist	0.5	0.9	1.0	1.0	14
15	<u>Transportation Development</u>					15
16	Transportation Development Administration					16
17	Director of Transportation Development	0.9	1.0	1.0	1.0	17
18	Strategic Planning & Technology Services Manager	-	-	0.5	-	18
19	Capital Projects Manager	-	0.1	0.2	-	19
20	Planning Analyst	-	-	-	1.0	20
21	Planning and Development Specialist	0.3	0.3	-	0.5	21
22	Marketing & Communication Coordinator	0.9	1.0	-	-	22
23	Marketing & Communication Representative	0.7	0.9	-	-	23
24	Rideshare & Outreach Coordinator	0.1	-	-	-	24
25	Staff Assistant	1.3	1.5	2.0	1.9	25
26	<u>Total Transportation Development Administration</u>	<u>4.2</u>	<u>4.8</u>	<u>3.7</u>	<u>4.4</u>	26

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

<u>Department FTE Detail Count</u>		<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted Budget</u>	
1	Rideshare					1
2	Rideshare & Outreach Coordinator	0.9	1.0	1.0	1.0	2
3	Rideshare Assistant	-	0.5	1.0	1.0	3
4	Marketing & Communication Representative	0.2	0.1	-	-	4
5	<u>Total Rideshare</u>	<u>1.1</u>	<u>1.6</u>	<u>2.0</u>	<u>2.0</u>	5
6	Information Technology					6
7	Strategic Planning & Technology Services Manager	0.9	1.0	0.5	1.0	7
8	Systems Analyst	0.8	0.9	0.9	1.0	8
9	Network Administrator	0.6	0.9	0.9	1.0	9
10	Database Administrator	-	-	1.0	1.0	10
11	Technology Services Support Analyst	0.6	1.0	1.0	1.0	11
12	<u>Total Information Technology</u>	<u>2.9</u>	<u>3.8</u>	<u>4.3</u>	<u>5.0</u>	12
13	<u>Community Relations</u>					13
14	Community Relations					14
15	Director of Community Relations	-	-	1.0	1.0	15
16	Marketing & Communication Coordinator	-	-	1.0	1.0	16
17	Marketing & Communication Representative	-	-	1.0	1.0	17
18	<u>Total Community Relations</u>	<u>-</u>	<u>-</u>	<u>3.0</u>	<u>3.0</u>	18
19	Customer Service					19
20	Customer Service Supervisor	1.0	1.0	1.0	1.0	20
21	Customer Service Representative	5.0	5.0	5.0	5.0	21
22	Receptionist	-	0.1	-	-	22
23	<u>Total Customer Service</u>	<u>6.0</u>	<u>6.1</u>	<u>6.0</u>	<u>6.0</u>	23

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

<u>Department FTE Detail Count</u>		FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Budget	FY2013-14 Adopted Budget	
1	<u>Finance</u>					1
2	Director of Finance	0.9	1.0	1.0	1.0	2
3	Accountant	-	1.0	1.0	1.0	3
4	Grants Administrator/Financial Analyst	0.8	0.9	1.0	0.8	4
5	Contract/Procurement Specialist	0.9	1.0	1.0	1.0	5
6	Fiscal Assistant	3.7	2.8	3.0	2.8	6
7	<u>Total Finance</u>	<u>6.3</u>	<u>6.7</u>	<u>7.0</u>	<u>6.6</u>	7
8	<u>Operations</u>					8
9	Operations Administration					9
10	Director of Operations	0.7	0.8	1.0	0.7	10
11	Fixed Route Operations Manager	0.5	1.0	1.0	1.0	11
12	Operations & Administration Supervisor	-	-	-	1.0	12
13	Contracted Transportation Supervisor	-	-	-	0.2	13
14	Administrative Analyst	1.0	1.0	1.0	-	14
15	Staff Assistant	0.9	0.9	1.0	1.0	15
16	<u>Total Operations Administration</u>	<u>3.1</u>	<u>3.7</u>	<u>4.0</u>	<u>3.9</u>	16
17	<u>Vehicle Maintenance</u>					17
18	Maintenance Manager	0.9	0.9	1.0	1.0	18
19	Vehicle Maintenance Supervisor	1.9	1.8	2.0	1.8	19
20	Maintenance Training Supervisor	0.9	1.0	1.0	0.9	20
21	Staff Assistant	1.0	1.0	1.0	0.9	21
22	Procurement Assistant	1.0	1.0	1.0	0.9	22
23	Facilities - IT Supervisor	-	-	-	1.0	23
24	Journey Mechanic	7.9	7.1	7.6	8.5	24
25	Parts & Supplies Clerk	1.0	1.0	1.0	0.9	25
26	Service Technician	3.6	4.3	4.2	4.7	26
27	Service Worker	6.0	6.0	5.2	5.7	27
28	<u>Total Vehicle Maintenance</u>	<u>24.2</u>	<u>24.1</u>	<u>24.0</u>	<u>26.3</u>	28



Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

<u>Department FTE Detail Count</u>		FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Budget	FY2013-14 Adopted Budget	
1	Facility Maintenance					1
2	Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	2
3	Facilities Maintenance Worker	5.0	5.0	5.0	5.0	3
4	Security					4
5	Security Coordinator	1.0	1.0	1.0	1.0	5
6	Cherriots Fixed Route Service					6
7	Fixed Route Operations Manager	0.5	-	-	-	7
8	Operations Supervisor	8.0	8.0	8.0	8.0	8
9	Technology Services Support Analyst	0.4	-	-	-	9
10	Transit Operator	98.0	98.0	98.0	98.0	10
11	<b>Total Cherriots Fixed Route Service</b>	<b>106.9</b>	<b>106.0</b>	<b>106.0</b>	<b>106.0</b>	<b>11</b>
12	<u>General Administration</u>					12
13	General Manager	0.1	-	-	-	13
14	Director of Operations	0.3	-	-	-	14
15	Director of Transportation Development	0.1	-	-	-	15
16	Director of Human Resources	0.1	-	-	-	16
17	Director of Finance	0.1	-	-	-	17
18	Capital Projects Manager	0.2	0.2	-	-	18
19	Strategic Planning & Technology Services Manager	0.1	-	-	-	19
20	Systems Analyst	0.1	-	-	-	20
21	Network Administrator	0.1	-	-	-	21
22	Safety & Loss Control Specialist	0.2	0.1	-	-	22
23	Marketing & Communication Coordinator	0.1	-	-	-	23
24	Marketing & Communication Representative	0.1	-	-	-	24
25	Contract/Procurement Specialist	0.1	-	-	-	25
26	Staff Assistant	0.1	-	-	-	26
27	<b>Total General Administration</b>	<b>1.8</b>	<b>0.3</b>	<b>-</b>	<b>-</b>	<b>27</b>
28	<b>Total General Fund</b>	<b>169.6</b>	<b>170.4</b>	<b>173.5</b>	<b>177.2</b>	<b>28</b>

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

<u>Department FTE Detail Count</u>		<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>	
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted Budget</u>	
1	Special Transportation Fund					1
2	<u>CherryLift</u>					2
3	Director of Operations	-	0.1	-	0.1	3
4	Maintenance Manager	0.1	0.1	-	-	4
5	Vehicle Maintenance Supervisor	0.1	0.1	-	0.1	5
6	Maintenance Training Supervisor	0.1	-	-	0.1	6
7	Contracted Transportation Manager	0.2	0.1	0.3	-	7
8	Contracted Transportation Supervisor	-	-	-	0.2	8
9	Outreach Representative	0.8	0.8	-	0.5	9
10	Mobility Coordinator	-	-	-	0.2	10
11	Fiscal Assistant	0.1	-	-	0.1	11
12	Procurement Assistant	-	-	-	0.1	12
13	Contracted Transportation Admin Assistant	-	-	-	0.4	13
14	Staff Assistant	0.5	0.4	0.2	0.4	14
15	Journey Mechanic	1.1	1.1	0.8	0.3	15
16	Parts & Supplies Clerk	-	-	-	0.1	16
17	Service Technician	0.4	0.5	0.5	0.2	17
18	Service Worker	-	-	0.5	0.2	18
19	<u>Total CherryLift</u>	<u>3.4</u>	<u>3.2</u>	<u>2.3</u>	<u>3.0</u>	19
20	<u>CARTS</u>					20
21	Vehicle Maintenance Supervisor	-	0.1	-	0.1	21
22	Contracted Transportation Manager	-	0.1	-	-	22
23	Staff Assistant	-	0.3	-	-	23
24	Journey Mechanic	-	0.8	0.6	0.2	24
25	Service Technician	-	0.2	0.3	0.1	25
26	Service Worker	-	-	0.3	0.1	26
27	<u>Total CARTS</u>	<u>-</u>	<u>1.5</u>	<u>1.2</u>	<u>0.5</u>	27

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

<u>Department FTE Detail Count</u>		FY2010-11 Actual	FY2011-12 Actual	FY2012-13 Budget	FY2013-14 Adopted Budget	
1	<u>Special Transportation Coordination</u>					1
2	Planning & Development Specialist	0.7	0.7	1.0	0.5	2
3	Grants Administrator Financial Analyst	0.2	0.1	-	0.2	3
4	Staff Assistant	0.2	0.1	-	0.1	4
5	<u>Total Special Transportation Coordination</u>	1.1	0.9	1.0	0.8	5
6	<u>Mobility Management/Travel Trainer</u>					6
7	Director of Operations	-	-	-	0.1	7
8	Contracted Transportation Manager	0.1	-	-	-	8
9	Outreach Representative	1.2	1.2	2.0	0.5	9
10	Mobility Coordinator	1.0	1.0	1.0	0.8	10
11	Contracted Transportation Admin Assistant	-	-	-	0.3	11
12	Staff Assistant	0.1	-	-	-	12
13	<u>Total Mobility Management/Travel Trainer</u>	2.4	2.2	3.0	1.7	13
14	<u>Trip Link Call Center</u>					14
15	Systems Analyst	0.1	0.1	0.1	-	15
16	Network Administrator	0.3	0.1	0.1	-	16
17	DMAP Trainer	-	0.1	-	-	17
18	Fiscal Assistant	0.1	0.1	-	-	18
19	<u>Total Staff Assistant</u>	0.5	0.4	0.2	-	19
20	<u>DMAP</u>					20
21	Director of Operations	-	0.1	-	0.1	21
22	Contracted Transportation Manager	0.7	0.8	0.7	-	22
23	Contracted Transportation Supervisor	-	-	-	0.6	23
24	DMAP Trainer	1.0	0.9	1.0	-	24
25	Fiscal Assistant	0.1	0.1	-	0.1	25
26	Contracted Transportation Admin Assistant	-	-	-	0.3	26
27	Staff Assistant	0.9	0.8	0.8	0.7	27

Salem Area Mass Transit District  
 Adopted Budget - Fiscal Year 2013-14

<u>Department FTE Detail Count</u>		<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2013-14</u>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted Budget</u>
1	<u>Total DMAP</u>	<u>2.7</u>	<u>2.7</u>	<u>2.5</u>	<u>1.8</u>
2	Total Special Transportation Fund	10.1	10.9	10.2	7.8
3	Capital Project Fund				
4	Capital Projects Manager	<u>0.8</u>	<u>0.7</u>	<u>0.8</u>	<u>1.0</u>
5	District Wide	<u>180.5</u>	<u>182.0</u>	<u>184.5</u>	<u>186.0</u>

## Retirement Contribution Rates

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Salem-Keizer Transit  
Adopted Budget - Fiscal Year 2013-14

Defined Benefit Retirement Plan for Bargaining

<u>Unit Employees</u>	<u>2011 Results</u>
Normal Cost	9.1%
Amortization of UAAL	13.3%
<u>Total Recommended Defined Benefit Plan</u>	
<u>Contribution as Percent of Pay</u>	<u>22.4%</u>

Defined Benefit Retirement Plan for Non-  
Bargaining Unit Employees

<u>Bargaining Unit Employees</u>	<u>2011 Results</u>
Normal Cost	2.1%
Amortization of UAAL	10.5%
<u>Total Recommended Defined Benefit Plan</u>	
<u>Contribution as Percent of Pay</u>	<u>12.6%</u>

Source: July 1, 2011 Actuarial Valuations  
Prepared by Milliman

Defined Contribution Retirement Plan for Non-  
Bargaining Unit Employees

<u>Bargaining Unit Employees</u>	<u>2011 Rate</u>
Normal Cost	10.0%

## Miscellaneous Information

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# Cherriots

SALEM-KEIZER TRANSIT



NO CONTENT APPEARS  
ON THIS PAGE BY DESIGN





## Budget Committee Members

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**BUDGET COMMITTEE**  
**Salem Area Mass Transit District**  
As of May 10, 2013

**BOARD MEMBERS**

**CITIZEN MEMBERS**

**Subdistrict #1**

**STEVE EVANS**  
1936 Orchard Heights Rd  
Salem, OR 97304-2507  
(503) 949-5263 ©  
Email: [evanss@cherriots.org](mailto:evanss@cherriots.org)

Term Expires 06/30/15

**DENNIS KILFOIL**  
1362 Moonbeam Ct NW  
Salem, OR 97304  
(503) 798-4175 (w)  
Email: [dkilfoil@mchaor.org](mailto:dkilfoil@mchaor.org)

Appointed 04/10/08; Reappointed 12/11/08;  
10/27/11; Appointment Expires 06/30/14

**Subdistrict #2**

**RON CHRISTOPHER**  
6630 Craftsman Loop  
Keizer, OR 97303  
(503) 393-7707  
Email: [christopherr@cherriots.org](mailto:christopherr@cherriots.org)

Term Expires 06/30/13

**CRAIG WILLIAMS**  
1069 Parkmeadow Dr NE  
Keizer, OR 97303  
(503) 930-6883  
Email: [wilumsfam@gmail.com](mailto:wilumsfam@gmail.com)

Appointed 10/25/12  
Appointment Expires 06/30/15

**BUDGET COMMITTEE**  
**Salem Area Mass Transit District**  
As of May 10, 2013

**BOARD MEMBERS**

**CITIZEN MEMBERS**

**Subdistrict #3**

**KATE TARTER**  
3217 Northgate Ave NE  
Salem, OR 97303  
(503) 779-4152 (c)  
Email: [tarterk@cherriots.org](mailto:tarterk@cherriots.org)

Term Expires 06/30/15

**TED ANAGNOS**  
7245 Laurelridge Loop NE  
Keizer, OR 97303  
(503) 540-4219 (w) (503)390-2766 (h)  
Email: [tedanagnos@comcast.net](mailto:tedanagnos@comcast.net)

Appointment 08/26/10  
Appointment Expires 06/30/2013

**Subdistrict #4**

**DOUG RODGERS**  
2250 Brown Rd NE  
Salem, OR 97305  
(503) 363-5064  
Email: [rodgersd@cherriots.org](mailto:rodgersd@cherriots.org)

2-Years of 4-Year Term Expires 06/30/13

**BILL HOLMSTROM, CHAIR 2012**  
625 14<sup>th</sup> Street NE  
Salem, OR 97301  
(503) 720-6837  
Email: [bill.holmstrom@state.or.us](mailto:bill.holmstrom@state.or.us)

Appointed 09/27/09; Reappointed 09/27/12  
Appointment Expires 06/30/15

**BUDGET COMMITTEE**  
**Salem Area Mass Transit District**  
As of May 10, 2013

**BOARD MEMBERS**

**CITIZEN MEMBERS**

**Subdistrict #5**

**JERRY THOMPSON**  
4930 State Street  
Salem, OR 97301-5244  
(503) 364-9468  
Email: [thompsonj@cherriots.org](mailto:thompsonj@cherriots.org)

Term Expires 06/30/15

**JOHN HAMMILL**  
4372 Vernon Loop NE  
Salem, OR 97305  
503 393-1866  
Email: [MARASK@ME.com](mailto:MARASK@ME.com)

Appointed 10/27/11;  
Appointment Expires 06/30/14

**Subdistrict #6**

**ROBERT KREBS**  
3435 Bluff Ave SE  
Salem, OR 97302  
(503) 375-2821  
Email: [krebsr@cherriots.org](mailto:krebsr@cherriots.org)

Term Expires 06/30/13

**DALE PENN II**  
4982 Halls Ferry Rd S  
Salem, OR 97302-9719  
(503) 510-2200 (c)  
Email: [dwpenn2@hotmail.com](mailto:dwpenn2@hotmail.com)

Appointed 01/26/06; Reappointed 12/11/08;  
10/27/11; Appointment Expires 06/30/14

**BUDGET COMMITTEE**  
**Salem Area Mass Transit District**  
As of May 10, 2013

**BOARD MEMBERS**

**CITIZEN MEMBERS**

**Subdistrict #7**

**MARCIA KELLEY**  
396 Washington Street S  
Salem, OR 97302-5149  
(503) 581-8384  
Email: [kelleym@cherriots.org](mailto:kelleym@cherriots.org)

Term Expires 06/30/15

**CLAUDIA HOWELLS**  
1045 Cross St SE  
Salem, OR 97302  
(503) 363-6587  
Email: [claudiahowells@msn.com](mailto:claudiahowells@msn.com)

Appointed 11/17/05; Reappointed 12/11/08;  
10/27/11; Appointment Expires 06/30/14

**BUDGET OFFICER**

Allan Pollock, General Manager  
Salem Area Mass Transit District  
925 Commercial St SE, Suite 100  
Salem, OR 97302

Phone: (503) 588-2424  
Fax: (503) 566-3933  
Email: [pollocka@cherriots.org](mailto:pollocka@cherriots.org)  
or [SKT@cherriots.org](mailto:SKT@cherriots.org)

## Public Notices


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AFFIDAVIT OF PUBLICATION  
STATE OF OREGON, COUNTY OF MARION, SS:

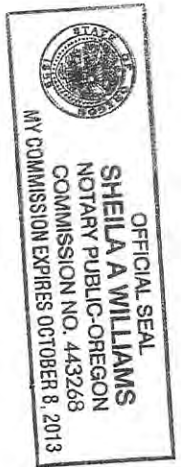
I, Laurie A. Painter, being first duly sworn, depose and say that I am the Legal Clerk of the KeizerTimes, a newspaper of general circulation as defined by Section 58, Oregon Laws, as amended by Chapter 445 General Laws of Oregon, 1929, printed and published in Keizer. In aforesaid county and state, that the Notice of Budget Committee Meeting, of the Salem Area Mass Transit District, Of Marion and Polk Counties to discuss the budget for the fiscal year July 1, 2013 to June 30, 2014. To be held at Mid-Willamette Valley Council of Governments, 100 High St. SE, Suite 200, Salem, OR 97301 beginning at 6:30 pm on May 9<sup>th</sup>, May 16<sup>th</sup>, May 30<sup>th</sup>, June 6<sup>th</sup>, 2013, published in (1) One successive and consecutive issues, April 19, 2013.

Subscribed and Sworn to before me this

22nd day of April, 2013

  
\_\_\_\_\_  
Laurie Painter  
Notary Public for Oregon, Marion County

Oct 8, 2013  
\_\_\_\_\_  
My Commission Expires



**RECEIVED**  
APR 23 2013  
SALEM AREA TRANSIT  
FINANCE

### NOTICE OF BUDGET COMMITTEE MEETINGS

Public meetings of the Budget Committee of the Salem Area Mass Transit District, of Marion and Polk Counties, State of Oregon, to discuss the budget for the fiscal year July 1, 2013 to June 30, 2014, will be held at the Mid-Willamette Valley Council of Governments, large conference room, 100 High St. SE, Suite 200, Salem, OR 97301. The meetings will begin at 6:30 pm on the following dates:

Date	Purpose
May 9th	Budget Committee Orientation
May 16th	Budget Committee Meeting: Elect committee chair, receive public comment, receive budget message, budget deliberation
May 30th	Budget Committee Meeting: Receive public comment, budget deliberation
June 6th (if necessary)	Budget Committee Meeting: Receive public comment, budget deliberation

Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. A copy of the budget document may be inspected or obtained on or after May 16th at the Salem-Keizer Transit Administration Office at 925 Commercial St. SE, Ste. 100, Salem, OR 97302, between the hours of 8:00 am and 5:00 pm. Please visit the District's website at [www.cherriots.org](http://www.cherriots.org) for further notifications for the Budget Committee meeting.



# Affidavit of Publication

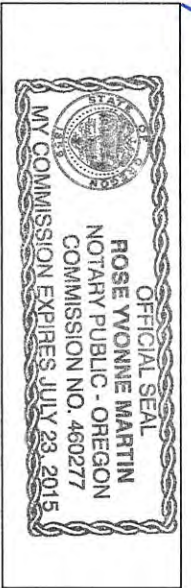
STATE OF OREGON, }  
County of Marion, } ss.

I ... Cherie L Cavallaro... being First duly sworn, dispose and say that I am the principal clerk of the **Statesman Journal**, a newspaper of general circulation as defined by Sections 193.010 to 193.110, Oregon revised Statutes; printed and Published at Salem in the aforesaid county and state; that the **Public Notice for SALEM AREA TRANSIT DISTRICT – NOTICE OF BUDGET COMMITTEE MEETING (Jared Isaksen Ad # 1150108156)** a printed copy of which is hereby annexed, was published in the entire issue of said newspaper for ... **ONE** ... successive and consecutive times in the following issues – **April 17, 2013.**

*Cherie L Cavallaro*

Subscribed and sworn to me this 7th Day of May, 2013

*Rose Yvonne Martin*  
Notary Public for Oregon



## PUBLIC NOTICE

### NOTICE OF BUDGET COMMITTEE MEETINGS

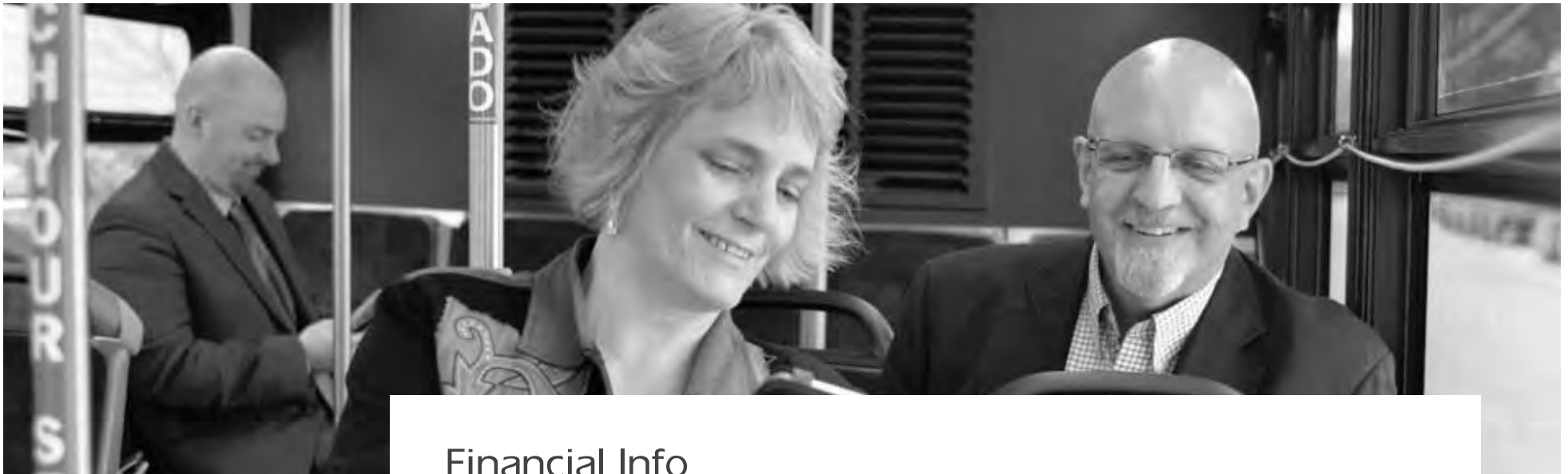
Public meetings of the Budget Committee of the Salem Area Mass Transit District, of Marion and Polk Counties, State of Oregon, to discuss the budget for the fiscal year July 1, 2013 to June 30, 2014, will be held at the Mid-Willamette Valley Council of Governments, large conference room, 100 High St. SE, Suite 200, Salem, OR 97301. The meetings will begin at 6:30 pm on the following dates:

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[Who We Are](#) [Jobs](#) [Procurement](#) [Board of Directors](#) [Financial Info](#) [External Committees](#) [Advertising](#)



## Financial Info

### Annual Report 2010-11

### Budget Planning

Planning for Fiscal Year 2013-14 budget has started. The budget committee will have its first meeting on May 16th. See the [Notice of Budget Committee Meetings](#). You can also check out the budget calendar here.

### 2012-13 Budget

Salem-Keizer Transit's budget for Fiscal Year 2012-13 totals \$58,045,768.

This budget is a solid, no-frills budget. It provides the resources to maintain existing service levels, fund exciting capital projects, begin the remediation of Courthouse Square, and continue

## NOTICE OF BUDGET COMMITTEE MEETINGS

Public meetings of the Budget Committee of the Salem Area Mass Transit District, of Marion and Polk Counties, State of Oregon, to discuss the budget for the fiscal year July 1, 2013 to June 30, 2014, will be held at the Mid-Willamette Valley Council of Governments, large conference room, 100 High St. SE, Suite 200, Salem, OR 97301. The meetings will begin at 6:30 pm on the following dates:

<u>Date</u>	<u>Purpose</u>
May 9th	Budget Committee Orientation
May 16th	Budget Committee Meeting: Elect committee chair, receive public comment, receive budget message, budget deliberation
May 30th	Budget Committee Meeting: Receive public comment, budget deliberation
June 6th (if necessary)	Budget Committee Meeting: Receive public comment, budget deliberation

Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. A copy of the budget document may be inspected or obtained on or after May 16th at the Salem-Keizer Transit Administration Office at 925 Commercial St. SE, Ste. 100, Salem, OR 97302, between the hours of 8:00 am and 5:00 pm. Please visit the District's website at [www.cherriots.org](http://www.cherriots.org) for further notifications for the Budget Committee meeting.

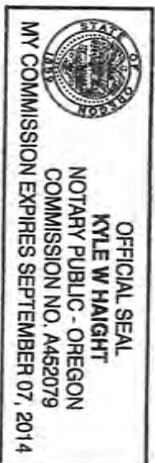
AFFIDAVIT OF PUBLICATION  
STATE OF OREGON, COUNTY OF MARION, SS:

I, Lyndon A. Zaitz, being first duly sworn, depose and say that I am the Publisher of the KeizerTimes, a newspaper of general circulation as defined by Section 58, Oregon Laws, as amended by Chapter 445 General Laws of Oregon, 1929, printed and published in Keizer. In aforesaid county and state, that the Notice of Budget Hearing of the Salem Area Mass Transit District will be held on June 27, 2013 at 6:30 pm at 555 Liberty St. SE, Council Chambers, Salem, OR 97301, to discuss the fiscal year beginning July 1, 2013. Published in (1) One successive and consecutive issues, June 14, 2013.

*Lyndon A. Zaitz*  
Lyndon A. Zaitz

Subscribed and sworn to before me this  
14<sup>th</sup> day of June 2013

*Kyle W. Haight*  
Notary Public for Oregon, Marion County  
*Sept 7<sup>th</sup> 2014*  
My Commission Expires





A public meeting of the Salem Area Mass Transit District, will be held on June 27, 2013 at 6:30 pm at 555 Liberty St. SE, Council Chambers, Salem, OR 97301. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the Salem Area Mass Transit District on 05/29/2013. A copy of the budget is presented below. A copy of the budget may be inspected or obtained at 925 Commercial St. SE, Ste. 100 Salem, OR 97302. The meeting will begin at 6:30 a.m. and end at 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used in the preceding year.

Contact: Jared Iakteen Telephone: 503-588-2424 Email: iakteen@cdherrods.org

TOTAL OF ALL FUNDS	FINANCIAL SUMMARY - RESOURCES		
	Actual Amount 2011-12	Adopted Budget This Year 2012-13	Approved Budget Next Year 2013-14
Beginning Fund Balance/Net Working Capital	11,378,694	4,000,000	16,168,494
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,222,785	2,985,200	3,151,150
Federal State and All Other Grants, Gifts, Allocations and Donations	23,347,843	38,147,094	29,177,817
Revenues from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	4,127,617	1,812,026	2,811,747
All Other Resources Except Property Taxes	402,812	1,011,517	400,000
Property Taxes Estimated to be Received	9,767,362	9,669,699	9,814,600
<b>Total Resources</b>	<b>62,237,293</b>	<b>67,606,738</b>	<b>67,604,208</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION	FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION		
	Actual Amount 2011-12	Adopted Budget This Year 2012-13	Approved Budget Next Year 2013-14
Personnel Services	15,715,507	16,811,057	18,324,632
Materials and Services	14,808,366	16,056,703	19,118,897
Capital Outlay	2,849,644	14,039,565	5,921,122
Debt Service	0	0	0
Interfund Transfers	4,127,617	1,532,343	2,811,747
Contingencies	0	1,750,000	1,750,000
Special Payments	0	7,407,070	10,817,810
Unappropriated Ending Balance and Reserved for Future Expenditure	0	57,606,738	67,604,208
<b>Total Requirements</b>	<b>37,498,134</b>	<b>67,606,738</b>	<b>67,604,208</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *		FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *	
Name of Organizational Unit or Program	FTE for that unit or program	419,326	499,665
General Management	5.80	2.00	2.00
Human Resources	973,006	706,405	814,368
FTE	4.30	4.50	5.00
Transportation Development	1,660,901	1,941,687	1,863,293
FTE	6.40	10.00	11.40
Community Relations	435,667	1,043,323	1,131,464
FTE	6.10	9.00	9.00
Finance	683,802	756,302	746,180
FTE	6.70	7.00	6.60
Operations	14,209,567	15,387,818	16,408,876
FTE	140.60	141.00	143.20
Special Transportation Fund	11,719,792	12,031,933	13,813,080
FTE	10.90	10.20	7.80
Capital Projects Fund	2,992,476	20,016,216	6,419,911
FTE	0.70	0.80	1.00
Facilities Maintenance Fund	0	188,825	0
FTE	0.00	0.00	0.00
Non-Departmental / Non-Program	4,853,766	5,426,064	12,961,963
FTE	0.30	0.00	0.00
<b>Total Requirements</b>	<b>37,498,134</b>	<b>67,606,738</b>	<b>67,604,208</b>
<b>Total FTE</b>	<b>182.00</b>	<b>184.50</b>	<b>186.00</b>

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \*

This Capital Projects fund has two major projects in the budget for fiscal year 2013-14, Courthouse Square Remediation and Bus Stops & Shelters. In fiscal year 2013-14, the Special Transportation fund increased its expenses associated with Cherry/Hill and DMVP operations.

PROPERTY TAX LEVELS			
Permanent Rate Levy (rate limit)	Rate of Amount Imposed	Rate of Amount Imposed	Rate of Amount Approved
	7699	7800	7699

# Affidavit of Publication

STATE OF OREGON, }  
 County of Marion, } ss.

I, Kayla R. Charlton... being First duly sworn, dispose and say that I am the principal clerk of the Statesman Journal, a newspaper of general circulation as defined by Sections 193.010 to 193.110, Oregon revised Statutes; printed and Published at Salem in the aforesaid county and state; that the **Public Notice for SALEM AREA MASS TRANSIT - (Jared Isaksen Ad # 0000326442)** a printed copy of which is hereby annexed, was published in the entire issue of said newspaper for ... **ONE** ... successive and consecutive times in the following issues - **June 7, 2013.**

*[Signature]*  
 Subscribed and sworn to me this 7th Day of June, 2013

*[Signature]*  
 Notary Public for Oregon



## PUBLIC NOTICE NOTICE OF BUDGET HEARING

A public meeting of the Salem Area Mass Transit District will be held on June 27, 2013 at 6:30 p.m. at 555 Liberty St. SE, Council Chambers, Salem, OR 97301. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the Salem Area Mass Transit District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 925 Commercial St SE, Ste. 100, Salem, OR 97302, between the hours of 8 a.m. and 5 p.m. This budget is for an annual period. This budget was prepared on a basis of accounting that is the same as used the preceding year.  
 Contact: Jared Isaksen  
 Telephone: 503-588-2424  
 Email: isaksenj@chertots.org

### FINANCIAL SUMMARY-RESOURCES

TOTAL OF ALL FUNDS	Actual Amount Lst Yr 2011-12	Adopted Budget This Yr 2012-13	Approved Budget Nxt Yr 2013-14
Beginning Fund Balance	11,378,684	4,000,000	15,158,494
Fees, Licenses, Permits, Fines, Assessments & Other Svc Charges	3,222,785	2,965,200	3,151,150
Fed, State & All Other Grants, Gifts Allocations & Donations	23,347,943	38,147,094	26,177,917
Interfund Transfers/Internal Service Reimbursements	4,127,617	1,812,028	2,811,747
All Other Resources Except Prop Taxes	402,912	1,011,517	490,000
Prop Taxes Estimated to be Received	9,757,352	9,669,889	9,814,900
Total Resources	\$2,237,293	\$7,605,738	\$7,604,208

### FINANCIAL SUMMARY- REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	15,715,507	16,811,057	18,324,632
Materials and Services	14,808,366	16,065,703	18,118,897
Capital Outlay	2,846,644	14,039,565	5,921,122
Interfund Transfers	4,127,617	1,532,343	2,811,747
Contingencies	0	1,750,000	2,811,747
Unapp Ending Bal & Res for Future Expend	0	7,407,070	1,750,000
Total Requirements	37,498,134	57,605,738	10,677,810

### FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM\*

General Manager/Board	419,326	499,865	456,425
FTE	5.80	2.00	2.00
Human Resources	673,005	705,405	814,365
FTE	4.30	4.30	5.00
Transportation Development	1,650,601	1,541,887	1,963,293
FTE	6.40	10.00	11.40
Community Relations	435,667	1,043,323	1,131,494
FTE	6.10	9.00	9.00
Finance	583,882	755,302	745,180
FTE	6.70	7.00	6.60
Operations	14,209,587	15,387,918	16,408,876
FTE	140.80	141.00	143.20
Special Transportation Fund	11,719,792	12,031,933	13,813,080
FTE	10.90	10.20	7.80
Capital Projects Fund	2,952,478	20,015,216	9,419,511
FTE	0.70	0.80	1.00
Facilities Maintenance Fund	0	198,825	0
FTE	0.00	0.00	0.00
Non-Departmental / Non-Program	4,853,796	5,426,064	12,951,983
FTE	0.30	0.00	0.00
Total Requirements	37,498,134	57,605,738	57,604,208
Total FTE	182.00	184.50	186.00

### STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The Capital Projects fund has two major projects in the budget for fiscal year 2013-14, Courthouse Square Remediation and Bus Stops & Shelters. In Fiscal Year 2013-14 the Special Transportation fund increased its expenses associated with Cherrylift and DMAP operations.

### PROPERTY TAX LEVIES

Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (Rate Limit per \$1,000)	.7609	.7609

09-00000044

# Cherriots

SALEM-KEIZER TRANSIT



NO CONTENT APPEARS  
ON THIS PAGE BY DESIGN



## Budget Calendar

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Salem Area Mass Transit District  
Budget Calendar  
Fiscal Year 2013-2014

<i>Day</i>	<i>Responsible</i>	<i>Date</i>	<i>Time</i>	<i>Activity</i>
Thursday	Finance	October 25, 2012	6:30 PM	Board adopts budget calendar
Monday	Finance	April 15, 2013		Publish First Notice of Budget Committee Meeting (10-30)
Monday	Finance	April 22, 2013		Publish Second Notice of Budget Committee Meeting (5-30 Days)
Friday	Executive Team	April 26, 2013		Executive Team approves draft budget for Budget Committee consideration.
Thursday	Finance	May 9, 2013	6:30 PM	Training Session/Budget Committee
Thursday	Executive Team	May 16, 2013	6:30 PM	1st Budget Committee meeting - Election of Officers & Budget Message
Thursday	Finance	May 30, 2013	6:30 PM	2nd Budget Committee meeting - deliberation & approval
Thursday	Finance	June 6, 2013	6:30 PM	3rd Budget Committee meeting - deliberation & approval (if necessary)
Monday	Finance	June 10, 2013		Publish Budget Summary and Notice of Budget Hearing (5-30 Days)
Thursday	Budget Committee	June 27, 2013	6:30 PM	Board holds Budget Hearing
Thursday	Board	June 27, 2013	6:30 PM	Board of Directors adopts 2013/2014 Budget, makes appropriation and levies taxes
Friday	Finance	July 12, 2013		Adopted budget and levy certification form due to County Assessors (July 15, 2013)

## Salary Schedule

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**Salem Area Mass Transit District  
Salary Schedule as of January 1, 2013**

<b><u>Bargaining Unit Positions</u></b>	<b><u>Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Service Worker	1B	\$33,737.60	\$40,123.20
Facilities Maintenance Worker	1B	\$33,737.60	\$40,123.20
Parts & Supplies Clerk	2B	\$35,942.40	\$43,014.40
Service Technician	3B	\$38,625.60	\$46,363.20
Transit Operator	4B	\$38,875.20	\$46,633.60
Journey Mechanic	5B	\$46,862.40	\$56,305.60
<b><u>Non-Bargaining Positions</u></b>			
Receptionist/Part Time	3	\$27,560.00	\$35,880.00
Customer Service Representative	5	\$31,408.00	\$40,872.00
Fiscal Assistant	6	\$33,488.00	\$43,638.40
Human Resources Assistant 1	6	\$33,488.00	\$43,638.40
Staff Assistant	7	\$35,796.80	\$46,592.00
Fiscal Assistant-Payroll	7	\$35,796.80	\$46,592.00
Rideshare Assistant	7	\$35,796.80	\$46,592.00
Administrative Secretary	8	\$38,168.00	\$49,732.80
Procurement Assistant	8	\$38,168.00	\$49,732.80
Technology Services Support Technician	11	\$46,483.32	\$60,488.74
Mobility Coordinator	11	\$46,483.32	\$60,488.74
Marketing & Communications Representative	11	\$46,483.32	\$60,488.74
Outreach Representative	11	\$46,483.32	\$60,488.74
Specialized Transportation Trainer	11	\$46,483.32	\$60,488.74
Administrative Analyst	11	\$46,483.32	\$60,488.74
Human Resources Specialist	11	\$46,483.32	\$60,488.74
Contract Transportation Supervisor	12	\$49,612.42	\$64,567.36
Customer Service Supervisor	12	\$49,612.42	\$64,567.36

**Salem Area Mass Transit District  
Salary Schedule as of January 1, 2013**

Security Coordinator	12	\$49,612.42	\$64,567.36
Operations Supervisor	12	\$49,612.42	\$64,567.36
Accountant	13	\$52,957.32	\$68,926.52
Safety & Loss Control Specialist	13	\$52,957.32	\$68,926.52
Grants Administrator/Financial Analyst	13	\$52,957.32	\$68,926.52
Contract/Procurement Specialist	13	\$52,957.32	\$68,926.52
Marketing & Communications Coordinator	13	\$52,957.32	\$68,926.52
Systems Analyst	13	\$52,957.32	\$68,926.52
Planning & Development Specialist	13	\$52,957.32	\$68,926.52
Rideshare & Outreach Coordinator	13	\$52,957.32	\$68,926.52
Planning Analyst	13	\$52,957.32	\$68,926.52
Data Analyst	14	\$56,518.02	\$73,587.80
Facilities Maintenance Supervisor	14	\$56,518.02	\$73,587.80
Maintenance Training Supervisor	14	\$56,518.82	\$73,587.80
Network Administrator	14	\$56,518.82	\$73,587.80
Vehicle Maintenance Supervisor	14	\$56,518.82	\$73,587.80
Capital Projects Manager	16	\$64,394.72	\$83,859.88
Fixed Route Operations Manager	17	\$68,753.88	\$89,513.84
Maintenance Manager	17	\$68,753.88	\$89,513.84
Strategic Planning & Technology Services	17	\$68,753.88	\$89,513.84
Community Relations Director	19	\$78,335.40	\$102,008.66
Finance Director	19	\$78,335.40	\$102,008.66
Human Resources Director	19	\$78,335.40	\$102,008.66
Operations Director	19	\$78,335.40	\$102,008.66
Transportation Development Director	19	\$78,335.40	\$102,008.66

## Meeting Agendas

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**BUDGET COMMITTEE  
~ ORIENTATION ~**

Thursday, May 9, 2013  
6:30 PM

Mid-Willamette Valley Council of Governments Office  
100 High Street, Suite 200, Salem OR 97301

**AGENDA**

- I. Call To Order**
  - a) Introductions
  - b) Review the Agenda
  - c) Ground Rules for the Training Orientation Meeting
- II. The Budget Adoption Process from End to Beginning**
- III. Budget Calendar and Other Resources**
- IV. Overview of the District's Financial Structure**
- V. Adjournment**

**SPECIAL ACCOMMODATIONS:** Those individuals needing special accommodations such as sign or other language interpreters to participate in the Budget Committee meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Board Secretary at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

**NECESIDADES ESPECIALES:** Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Comité Presupuestario, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregon, 711.

**Salem Area Mass Transit District  
Training Session for Budget Committee Members  
March 31, 2011**

**SCHEDULE FOR BUDGET PREPARATION**

- Thursday, May 16, 2013 at 6:30 PM
- Thursday, May 30, 2013 at 6:30 PM
- Thursday, June 6, 2013 at 6:30 PM (if needed)
- Thursday, June 27, 2103 at 6:30 PM: Board of Directors Meeting
  - Budget Hearing and Budget Adoption

All meetings of the Budget Committee will be held at the:  
Mid-Willamette Valley Council of Governments Office, 100 High Street, Suite 200

**Salem Area Mass Transit District**  
**BUDGET COMMITTEE**

**DATE:** Thursday, May 16, 2013  
**TIME:** 6:30 PM  
**PLACE:** Mid-Willamette Valley Council of Governments Office  
100 High Street, Suite 200, Salem OR 97301

**AGENDA**

**A. CALL TO ORDER AND NOTE OF ATTENDANCE**

**B. ELECTION OF OFFICERS**

1. Chairperson
2. Secretary

**C. ANNOUNCEMENTS**

**D. BUDGET MESSAGE**

**E. PUBLIC COMMENT\***

**F. DISCUSSION OF THE PROPOSED BUDGET**

1. Fund Budgets
2. Division Budgets
3. Overall Budget

**G. ACTION**

When the Budget Committee completes their review and discussion of the budget, they will move to approve the Proposed Fiscal Year 2013-2014 Budget.

**H. OTHER BUSINESS**

**I. ADJOURN**



WEBSITE: Go to [www.cherriots.org](http://www.cherriots.org) to examine the Proposed Budget document.

A hard copy is available for review in the Administration Office of Salem-Keizer Transit at 925 Commercial Street SE, Suite 100, Salem Oregon; or if you wish to have your own copy of the budget, please call the Finance Division at (503)588-2424 to place an order.

- Budget documents are \$5.00 each.

**PUBLIC COMMENT\***

This is the time designated on every Budget Committee agenda for questions or statements by persons in the audience. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to five (5) minutes. Written comments may be submitted to Salem-Keizer Transit, 925 Commercial Street SE, Suite 100, Salem Oregon 97302

**SPECIAL ACCOMMODATIONS**

Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Board Secretary at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

## Salem Area Mass Transit District

### BUDGET COMMITTEE

**DATE:** Thursday, May 3, 2012  
**TIME:** 6:30 PM – 8:30 PM  
**PLACE:** Mid-Willamette Valley Council of Governments Office  
100 High Street, Suite 200, Salem OR 97301

#### AGENDA

- A. CALL TO ORDER AND NOTE OF ATTENDANCE**
- B. PUBLIC COMMENT**
- C. CONTINUED DISCUSSION OF THE PROPOSED BUDGET**
  - 1. Fund Budgets
  - 2. Division Budgets
  - 3. Overall Budget
- D. APPROVAL OF THE *PROPOSED* FY 2013/2014 BUDGET**
- E. OTHER BUSINESS**
- F. ADJOURN**

#### PUBLIC COMMENT

This is the time designated on every Budget Committee agenda for questions or statements by persons in the audience. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to five (5) minutes. Written comments may be submitted to Salem-Keizer Transit, 925 Commercial Street SE, Suite 100, Salem Oregon 97302

#### SPECIAL ACCOMMODATIONS

Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Board Secretary at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

Salem-Keizer Transit ~ 925 Commercial Street SE, Suite 100 ~ Salem OR 97302

Phone (503) 588-2424 ~ Email: [skt@cherrriots.org](mailto:skt@cherrriots.org) ~ Website: [www.cherrriots.org](http://www.cherrriots.org)

- The Proposed FY 2013/2014 Budget document can be found on our website at [www.cherriots.org](http://www.cherriots.org).
- A hard copy of the Budget document is available for review at the Administration Office of Salem-Keizer Transit, 925 Commercial Street SE, Suite 100, Salem Oregon. If you wish to have your own copy of the budget, please call the Finance Division at (503)588-2424 to place an order. Budget documents are \$5.00 each.

## LB Documents

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# Cherriots

SALEM-KEIZER TRANSIT



NO CONTENT APPEARS  
ON THIS PAGE BY DESIGN



**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Salem Area Mass Transit District will be held on June 27, 2012 at 6:30 am X pm at 555 Liberty St. SE, Council Chambers, Salem, OR 97301, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the Salem Area Mass Transit District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 925 Commercial St SE, Ste. 100 Salem, OR 97302, between the hours of 8 a.m. and 5 p.m. This budget is for an X annual    biennial budget period. This budget was prepared on a basis of accounting that is X the same as    different than used the preceding year. If different, the major changes and their effect on the budget are:

Contact: Jared Isaksen

Telephone: 503-588-2424

Email: isaksenj@cherriots.org

**FINANCIAL SUMMARY - RESOURCES**

<b>TOTAL OF ALL FUNDS</b>	Actual Amount 2011-12	Adopted Budget This Year 2012-13	Approved Budget Next Year 2013-14
Beginning Fund Balance/Net Working Capital	11,378,684	4,000,000	15,158,494
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,222,785	2,965,200	3,151,150
Federal, State and All Other Grants, Gifts, Allocations and Donations	23,347,943	38,147,094	26,177,917
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	4,127,617	1,812,028	2,811,747
All Other Resources Except Property Taxes	402,912	1,011,517	490,000
Property Taxes Estimated to be Received	9,757,352	9,669,899	9,814,900
<b>Total Resources</b>	<b>52,237,293</b>	<b>57,605,738</b>	<b>57,604,208</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	15,715,507	16,811,057	18,324,632
Materials and Services	14,808,366	16,065,703	18,118,897
Capital Outlay	2,846,644	14,039,565	5,921,122
Debt Service	0	0	0
Interfund Transfers	4,127,617	1,812,028	2,811,747
Contingencies	0	1,750,000	1,750,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	0	7,127,385	10,677,810
<b>Total Requirements</b>	<b>37,498,134</b>	<b>57,605,738</b>	<b>57,604,208</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM \***

<b>Name of Organizational Unit or Program</b>			
<b>FTE for that unit or program</b>			
General Manager/Board	419,326	499,865	456,425
FTE	6.00	2.00	2.00

Finance	583,882	755,302	745,180
FTE	7.00	7.00	7.00
Human Resources	673,005	705,405	814,366
FTE	4.50	4.50	4.50
Community Relations	435,666	1,043,323	1,131,494
FTE	0.00	9.00	9.00
Transportation Development	1,650,601	1,541,887	1,863,293
FTE	13.50	10.25	10.25
Operations	14,209,588	15,387,918	16,408,876
FTE	144.00	144.00	144.00
Capital Projects Fund	2,952,478	20,015,216	9,419,511
FTE	1.00	0.75	0.75
Special Transportation Fund	11,719,792	12,031,933	13,813,080
FTE	6.00	7.00	7.00
Facilities Maintenance Fund	0	198,825	0
FTE	0.00	0.00	0.00
Non-Departmental / Non-Program	4,853,796	5,426,064	12,951,983
FTE	0.00	0.00	0.00
<b>Total Requirements</b>	<b>37,498,134</b>	<b>57,605,738</b>	<b>57,604,208</b>
<b>Total FTE</b>	<b>182.00</b>	<b>184.50</b>	<b>186.00</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

The Capital Projects fund has two major projects in the budget for fiscal year 2014, Courthouse Square Remediation and Bus Stops & Shelters.

In fiscal year 2013 the Special Transportation fund increased its expenses associated with Cherrylift and DMAP operations.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit _____ per \$1,000)	.7609	.7609	.7609

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

# FORM LB-50 2013-2014

To assessor of Polk County

Check here if this is  
an amended form.

- Be sure to read instructions in the current Local Budget Law and Notice of Property Tax Forms and Instruction booklet.

The Salem Area Mass Transit District has the responsibility and authority to place the following property tax, fee, charge or assessment  
District Name  
 on the tax roll of Polk County. The property tax, fee, charge or assessment is categorized as stated by this form.  
County Name

<b>925 Commercial St SE, Ste. 100</b>	<b>Salem</b>	<b>OR</b>	<b>97302-4173</b>
<small>Mailing Address of District</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
<b>Jared Isaksen</b>	<b>Accountant</b>	<b>503-588-2424</b>	<a href="mailto:isaksenj@cherriots.org">isaksenj@cherriots.org</a>
<small>Contact Person</small>	<small>Title</small>	<small>Daytime Telephone</small>	<small>Contact Person E-Mail</small>

**CERTIFICATION** - You **must** check one box if you are subject to Local Budget Law.

- The tax rate of levy amounts certified in Part I are within the tax rate of levy amounts approved by the budget committee.
- The tax rate of levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.435.

**PART I: TOTAL PROPERTY TAX LEVY**

		<b>Subject to General Government Limits</b>		
		Rate -or- Dollar Amount		
1.	Rate/Amount levied (within permanent rate limit) . . . . .	1	0.7609	<b>Excluded from Measure 5 Limits</b> Amount of Bond Levy
2.	Local option operating tax . . . . .	2		
3.	Local option capital project tax . . . . .	3		
4.	Portland Levy for Pension and disability obligations . . . . .	4		
5a.	Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	5a.		
5b.	Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.		



5c. Total levy for bonded indebtedness not subject to Measure 5 of Measure 50 (total of 5a + 5b) . . . . . 5c. 

0
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**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	0.7609
7. Date received voter approval for rate limit if new district . . . . .	7	
8. <b>Estimated</b> permanent rate limit for newly merged/consolidated district . . . . .	8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First year levied	Final year to be levied	Total tax amount -or- rate authorized per year by voters

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES**

Description	Subject to General Gov't. Limitation	Excluded from M5 limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS \_\_\_\_\_ (Must be completed if you have an entry in Part IV)

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

# FORM LB-50 2013-2014

To assessor of Marion County

Check here if this is an amended form.

- Be sure to read instructions in the current Local Budget Law and Notice of Property Tax Forms and Instruction booklet.

The Salem Area Mass Transit District has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Marion County. The property tax, fee, charge or assessment is categorized as stated by this form.

<b>925 Commercial St SE, Ste. 100</b>	<b>Salem</b>	<b>OR</b>	<b>97302-4173</b>
Mailing Address of District	City	State	Zip
<b>Jared Isaksen</b>	<b>Accountant</b>	<b>503-588-2424</b>	<a href="mailto:isaksenj@cherriots.org">isaksenj@cherriots.org</a>
Contact Person	Title	Daytime Telephone	Contact Person E-Mail

**CERTIFICATION** - You **must** check one box if you are subject to Local Budget Law.

- The tax rate of levy amounts certified in Part I are within the tax rate of levy amounts approved by the budget committee.
- The tax rate of levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.435.

**PART I: TOTAL PROPERTY TAX LEVY**

		<b>Subject to General Government Limits</b>		
		Rate -or- Dollar Amount		
1.	Rate/Amount levied (within permanent rate limit) . . . . .	1	0.7609	<b>Excluded from Measure 5 Limits</b> Amount of Bond Levy
2.	Local option operating tax . . . . .	2		
3.	Local option capital project tax . . . . .	3		
4.	Portland Levy for Pension and disability obligations . . . . .	4		
5a.	Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	5a.		
5b.	Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.		

5c. Total levy for bonded indebtedness not subject to Measure 5 of Measure 50 (total of 5a + 5b) . . . . . 5c. 

0
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**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	0.7609
7. Date received voter approval for rate limit if new district . . . . .	7	
8. <b>Estimated</b> permanent rate limit for newly merged/consolidated district . . . . .	8	

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**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES**

Description	Subject to General Gov't. Limitation	Excluded from M5 limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

**The authority for putting these assessments on the roll is ORS \_\_\_\_\_ (Must be completed if you have an entry in Part IV)**