



ADOPTED BUDGET 2018-19

AS ADOPTED BY THE BOARD OF DIRECTORS ON JUNE 28, 2018

JUNE 2018



**SALEM AREA MASS TRANSIT DISTRICT
FY2019 ADOPTED BUDGET**

TABLE OF CONTENTS

1. OVERVIEW	1 - 12
a. Budget Message	
b. Mission, Vision, Values	
c. Organizational Chart	
d. Adopted Budget Overview – District Wide	
e. Resolution Adopting the Budget	
f. Resolution Imposing the Tax	
2. REVENUE and EXPENDITURES – All Funds	15 - 22
a. Revenue/Resource Definitions	
b. District Wide Revenue/Resources	
c. District Wide Requirements	
3. PERSONNEL SERVICES	23 - 28
a. District Wide Personnel Services	
4. GENERAL FUND	29 - 72
a. General Fund Revenues/Resources	
b. General Fund Expenses/Requirements	
c. General Fund Ending Working Capital	
d. General Fund Trends – Resources, Requirements, Vehicle Revenue Hours	
e. General Manager / Board of Directors	
f. Administrative Division	
g. Finance Division	
h. Communication Division	
i. Transportation Development Division	
j. Operations Division	
k. General Administration	

TABLE OF CONTENTS continued

5. TRANSPORTATION PROGRAMS FUND 73 - 112

- a. Transportation Program Fund Annual Budget – Summary
- b. Transportation Program Fund Revenues/Resources
- c. Transportation Program Fund Expenses/Requirements
- d. Cherriots LIFT
- e. Cherriots Shop and Ride
- f. Cherriots Regional
- g. Non-Emergent Medical Transportation (NEMT)
- j. Special Transportation Coordination
- k. Cherriots Trip Choice and Transportation Demand Management (TDM)

6. CAPITAL PROJECTS FUND 113 - 130

- a. Capital Projects Fund Annual Budget – Summary
- b. Capital Projects Fund Revenues/Resources
- c. Capital Projects Fund Expenses/Requirements
- d. Capital Project Detail Listing by Division
- e. Capital Improvement – Bus Replacement Plan

7. DISTRICT WIDE FTE TOTALS 131 - 144

8. RETIREMENT CONTRIBUTION RATES 145 - 148

9. ADDITIONAL INFORMATION 149 - 180

- a. Budget Committee Members
- b. Budget Calendar
- c. Meeting Agendas
- d. LB Documents
 - LB-1
 - LB-50
- e. Public Notices

OVERVIEW







MEMO

To: Salem Area Mass Transit District Budget Committee

From: Allan Pollock, General Manager

Date: May 10, 2018

Subject: FISCAL YEAR 2018-2019 BUDGET MESSAGE

The FY 2018-19 Proposed Budget provides the resources for the District's FY 2018-19 operations and capital plan. It also supports the District's planning efforts to implement the "A Better Cherrriots" service proposal.

With the passage of HB 2017, Keep Oregon Moving, the Oregon Legislature made a significant investment in transportation to help further the things that Oregonians value. This is a historic, once in a generation investment in Oregon's transportation system that will pay dividends for decades to come. Keep Oregon Moving establishes a dedicated source of funding for expanding public transportation service in Oregon. This new funding source is called the Statewide Transportation Improvement Fund (STIF). The STIF becomes effective July 1, 2018.

As with any new start up fund it will take some time for the revenue to be assessed, collected, and distributed. It is our expectation that the first realized revenue will not be until early 2019. As a result this proposed budget does not incorporate this new revenue source. It is my intent that once we receive more refined estimates that we will engage in the budget amendment process to incorporate the revenue as well as associated start-up expenses.

It is the District's intent to implement expanded service as a result of HB 2017 beginning September 2019. In order for a successful implementation major emphasis of the District in FY 2018-19 will focus on the finalizing and implementation of the "A Better Cherriots" service plan.

After the successful passage of HB 2017 the District's senior leadership team spent a good portion of this past year assessing the District's ability to provide enhanced service. We determined it is critical to build on the recent success of the brand refresh where we are unifying our services under one name, modernizing our image and messaging, and truly defining what is "The Cherriots Way." The outcome of that work is the establishment of a brand promise. If our Mission is "what we do" every day and our Values are "how we do it" our brand promise is the "why we do it"....our brand promise is:

Cherriots delivers a world class customer experience

We define this as vastly exceeding customer's expectations and building loyalty to the Cherriots brand. As the District implements the "A Better Cherriots" service plan it will do so under the lens of delivering a world class customer experience.

Fiscal Year 2018-19 Review by Fund

General Fund

The proposed FY 2018-19 general fund budget includes total operating resources of \$26.1 million, an increase of 1.6% from current year adopted budget. It also includes total operating requirements of \$26.0 million, an increase of 4.0% from current year adopted budget.

Personnel services in the proposed budget are expected to increase by \$711,632, about 3.7%, to \$20.2 million. Personnel services include wages, payroll taxes, insurance benefits and retirement benefits. In the proposed budget medical insurance remains at current levels and wages increase by 3% in accordance with the District's collective bargaining agreement with the Amalgamated Transit Union. There are no staffing changes as part of the proposed budget. Any staffing adjustments as part of the service enhancement will be included in a budget amendment.

This proposed budget includes a new education reimbursement benefit program for non-represented employees. During discussions with employees one area we heard was important is a strong professional development program. The District does a good job of providing for training opportunities for employees as part of their current job but did not have a method to help employees hoping to advance their formal education. With this program the District will be able to assist employees prepare themselves to be more competitive for career opportunities while strengthening their value to what they bring to their current role.

Materials and Services in the proposed budget are expected to increase by \$300,657, about 5.5% to approximately \$5.8 million.

The FY 2018-19 proposed budget provides for a 2% (2,774 revenue hours) increase in Cherriots service for a total of approximately 169,000 annual revenue hours. The service increase will provide for improvements to routes serving Chemeketa Community College and improved routing in SE Salem.

Transportation Programs Fund

The Transportation Programs Fund includes services provided by the District that are outside the scope of the Cherriots fixed-route service. These services include the Cherriots paratransit service, regional service, Cherriots Shop and Ride, call center, mobility management, transportation programs coordination, and rideshare and transportation demand management programs.

The funding sources for these programs include fares, federal and state grants. Overall the proposed Transportation Programs Fund resources are expected to decrease by 53% in FY 2018-19 primarily as a result of the ending of the non-emergency medical transportation brokerage services. The Willamette Valley Community Care Organization, who oversees this program, awarded this contract to Logisticare after a request for proposal process. The District did not bid on this program due to its inability to accept risk as part of the project.

The proposed budget for the Transportation Programs Fund provides for:

- Cherriots Lift - origin-to-destination transportation service for people whose disability prevents them from being able to use Cherriots.
- Cherriots Shop and Ride - a shopper shuttle and dial-a-ride service for seniors and people with disabilities.
- Cherriots Regional – the regional bus system provides weekday service to rural Marion and Polk counties as well as commuter service to Wilsonville.
- Cherriots Call Center - reservation and scheduling center for all Cherriots Lift, Cherriots Shop and Ride and the Regional flex route.
- Mobility Management - eligibility determination.
- Special Transportation Coordination - coordination and administration of the Federal and State funds for the transportation of seniors and people with disabilities.
- Cherriots Trip Choice – The District’s transportation demand management program focused on carpools, vanpools, and other modes such as bicycle and pedestrian.

Capital Project Fund

The District leverages federal and state funding with local sources to maintain and expand our capital assets. The proposed FY 2018-19 budget provides for the following major projects:

- \$7,700,000 for (14) Cherriots Revenue Vehicle Replacements (6+8 CNG Buses)
- \$45,555 for CNG Vehicle Tank Replacements
- \$540,000 for (3) Cherriots LIFT Replacement Vehicles
- \$2,443,171 for CAD/AVL Project (Phase 1 \$250,000; Phase 3-APC \$735,000; and Phase 4-ITS \$1,458,171)
- \$1,229,329 for Bus Stop Improvement Program
- \$515,420 for Transit Signal Priority (Phase I)

Summary

The proposed FY 2018-19 budget will provide the resources to implement existing levels of service and do initial preparation for the implementation of the “A Better Cherrlots” service plan in September 2019.

I would like to thank the Board of Directors, Budget Committee, and District staff for the commitment they have made to this community. After years of frustration that Cherrlots has not been able to provide the level of service this community needs we are on the cusp of a new era. This proposed budget begins the process of creating an organization that will deliver a world class customer experience.





MISSION:

Connecting people with places through safe, friendly, and reliable public transportation services.

VISION:

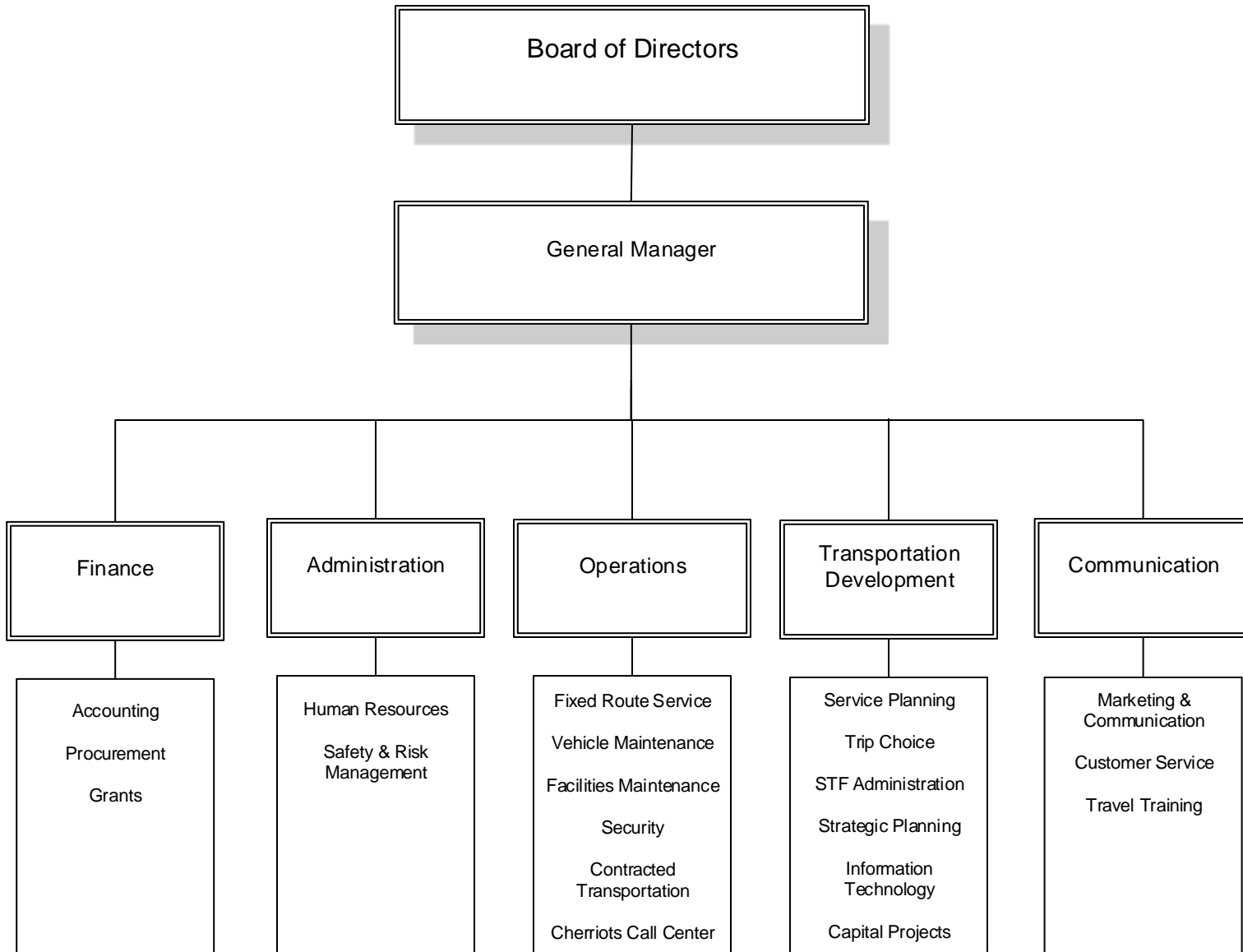
Making a positive difference by enhancing community livability through innovative, sustainable regional transportation options.

VALUES:

- Safety
- Service Excellence
- Communication
- Innovation
- Accountability

SALEM AREA MASS TRANSIT DISTRICT

DISTRICT-WIDE ORGANIZATIONAL CHART



District Wide Overview

FY 2017-18 and FY 2018-19 Adopted Budgets

The SAMTD district wide Adopted Budget consolidates the General Fund, Transportation Programs Fund, and the Capital Projects Fund. The table below provides a comparison of last fiscal year's district wide adopted budget to the FY2018-19 Adopted Budget.

	FY2017-18	FY2018-19	% Change	
1 Resources	Adopted	Adopted		1
2 Beginning Working Capital	\$ 25,518,322	\$ 20,622,413	-19.19%	2
3 General Fund	25,712,443	26,116,001	1.57%	3
4 Transportation Programs Fund	16,738,160	8,206,309	-50.97%	4
5 Capital Project Fund	9,975,335	29,127,114	191.99%	5
6 Total Resources	77,944,260	84,071,837	7.86%	6
7 Requirements				7
8 General Fund	25,712,443	25,971,609	1.01%	8
9 Transportation Programs Fund	18,736,420	8,206,309	-56.20%	9
10 Capital Project Fund	12,159,680	29,127,114	139.54%	10
11 Total Requirements	56,608,543	63,305,032	11.83%	11
12 Contingency	1,500,000	1,500,000	0.00%	12
13 Ending Fund Balance	\$ 19,835,717	\$ 19,266,805	-2.87%	13

RESOLUTION #2018-06

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Salem Area Mass Transit District hereby adopts the budget for fiscal year 2018-2019 in the total amount of \$84,071,837; now on file at the District Administration Office, 555 Court St., NE, Suite 5230, Salem, OR 97301.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below are hereby appropriated:

General Fund		Transportation Programs Fund	
General Manager/Board of Directors	\$ 610,156	Communication	\$ -
Administration	903,837	Transportation Development	699,034
Finance	1,173,797	Operations	7,507,275
Communication	1,670,267	Transfers	-
Transportation Development	2,287,189	Total	\$ 8,206,309
Operations	18,210,909		
Unallocated - General Administration	1,115,454		
Transfers	-		
Contingency	1,500,000		
Total	\$ 27,471,609		
Capital Project Fund			
Administration	\$ 218,200		
Communication	20,000		
Transportation Development	10,134,065		
Operations	18,754,849		
Transfers	-		
Total	\$ 29,127,114		

Total Appropriations, All Funds **\$ 64,805,032**
Total Unappropriated and Reserve Amounts, All Funds **\$ 19,266,805**
TOTAL ADOPTED BUDGET **\$ 84,071,837**

RESOLUTION #2018-06

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 2018-2019 upon assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation

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

Excluded from Limitation

\$0.00

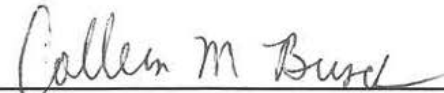
The above resolution statements were approved and declared adopted on this 28th day of June 2018.

ATTEST:

X  _____

President
Board of Directors

ATTEST:

X  _____

Secretary
Board of Directors

REVENUE AND EXPENDITURES - ALL FUNDS





Revenue/Resource Definitions

Passenger Fares – Funds collected from passengers.

Federal STP Funds – The STP is flexible funding through FHWA used for public transportation projects, planning, infrastructure improvements and intercity bus service.

Federal Direct 5310 Funds – Formula funding for public transportation projects and services that enhance the mobility of seniors and individuals with disabilities.

Federal 5310 Funds Through State – Formula funding passed through the State for public transportation projects and services that enhance the mobility of seniors and individuals with disabilities.

Federal 5310 Pass Through Funds – Formula funding through the State for the purpose of assisting private nonprofit groups in meeting transportation needs of the elderly and persons with disabilities.

Federal 5311 Funds – Formula funding passed through the State for funding capital, operating, and administrative expenses for public transportation projects that meet the needs of rural communities.

Federal 5303 Planning Grant – Federal 5303 Planning Work Program grant passed through the Mid-Willamette Valley Council of Governments for the development of the District’s metropolitan transportation system plan.

Federal New Freedom Funds – New Freedom Formula 5317 Funds used for capital and operating expenses for improvements to address the transportation needs of persons with disabilities that go beyond those required by the Americans with Disabilities Act (ADA).

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

Federal 5339 Funds – Formula funding for capital projects to replace, rehabilitate and purchase buses, vans and related equipment, and to construct bus-related facilities.

Federal 5307 Funds – Formula funding used for transit capital and operating assistance in urbanized areas and for transportation related planning.

OHA 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.

Flex Funds – Discretionary Funding for the acquisition of buses for fleet/service expansion and bus related facilities such as maintenance facilities, transfer facilities, terminals, computers, garage equipment, bus rebuilds and passenger shelters.

Federal 5309 Funds – Discretionary Funding for the acquisition of buses for fleet/service expansion and bus related facilities such as maintenance facilities, transfer facilities, terminals, computers, garage equipment, bus rebuilds and passenger shelters.

Rideshare/TDM Grants – Federal Highway Administration grants, allocated to the Metropolitan Planning Organization as Surface Transportation Program-Urban funds, for the promotion of rideshare activities.

OHA Reimbursement – Funds either paid or received from the State of Oregon from an annual cost settlement which determines any overpayment or underpayment of billings associated with the OHA program.

Connect Oregon Funds – Funding authorized through Oregon Legislature lottery-backed bonds for transportation projects. Funded projects included the Rickreall Park & Ride and Keizer Transit Center.

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

State STF Funds – Special Transportation Funds are formula and discretionary funding through the State for support of transportation services for people who are senior and people with disabilities of any age.

Miscellaneous – May include litigation settlements, replacement ID fees, reimbursement of employee time spent on Union duties, etc.

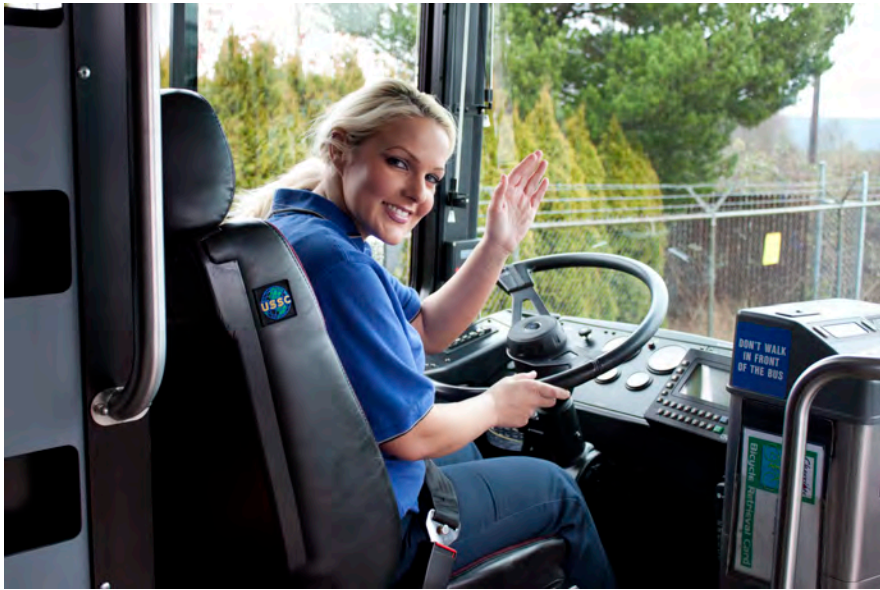
Property Taxes – Funds generated from the District's permanent property tax rate of \$.7609/\$1,000.

Oregon State In-Lieu – Funds received from the State in lieu of the State paying property taxes on State owned property.

Interest on Investments – Interest received from our cash deposits with the Oregon State Treasury's Local Government Investment Pool. As of June 2018 the interest rate is 2.25 percent.

Energy Tax Credit – Funds received from the federal government for using CNG fuel. We receive \$.50 for each Diesel Gallon Equivalent (DGE) that we use.

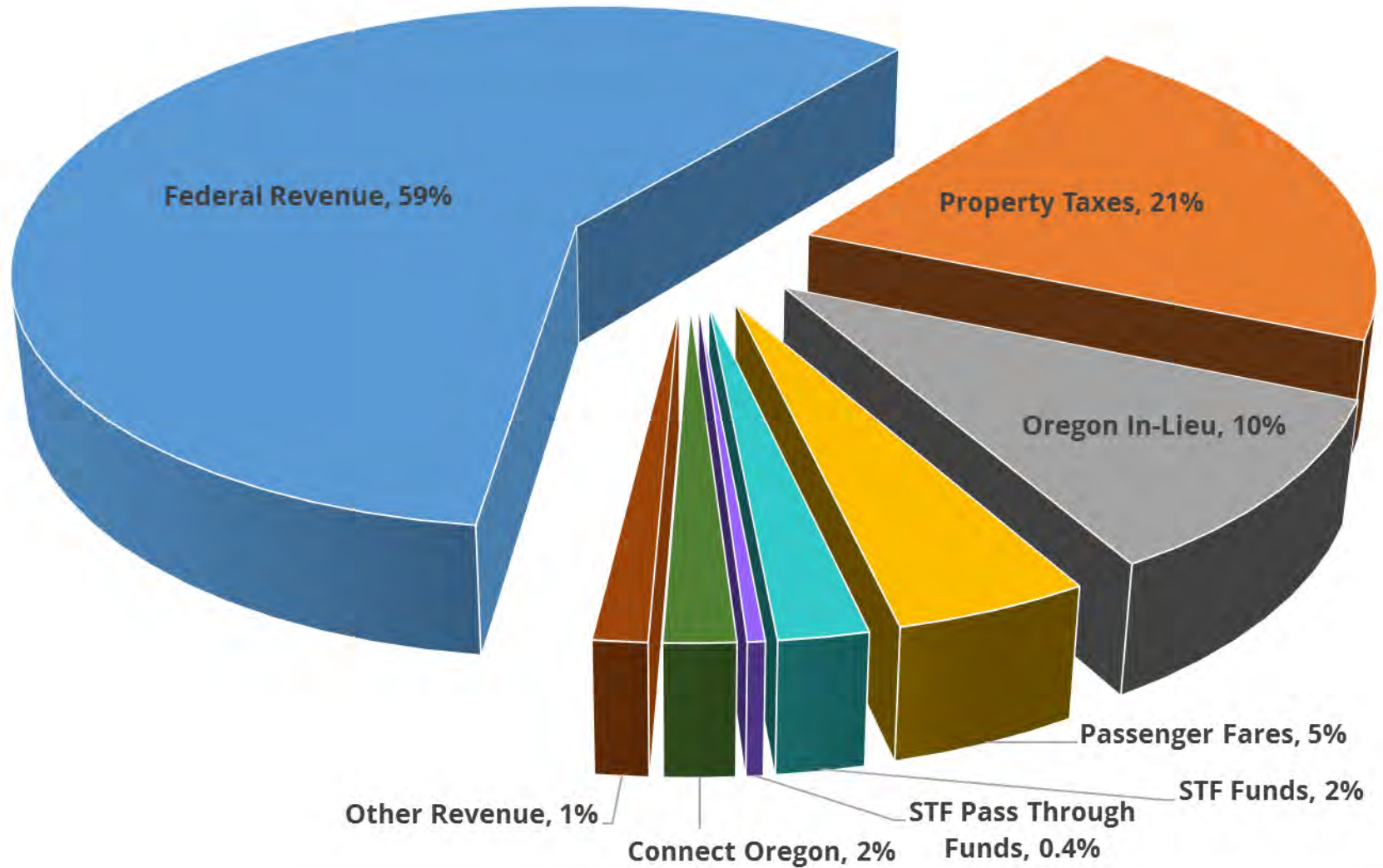
Transfers In – Funds transferred from the General fund match grants and to cover expenses not paid for by grants.



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

District Wide Revenues/Resources and Expenses/Requirements Summary		FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year-End Estimate	FY2017-18	FY2018-19	Change from FY2017-18 Budget	Percent Change
					Adopted Budget	Adopted Budget		
1	Revenues/Resources							
2	Passenger Fares	\$ 2,694,670	\$ 2,551,973	\$ 2,726,200	\$ 2,739,900	\$ 2,716,930	\$ (22,970)	-0.8%
3	Other Fixed Route Services	260,242	238,907	241,390	260,000	-	\$ (260,000)	-100.0%
4	State Employee Bus Pass & Shuttle	-	650,000	-	663,000	-	\$ (663,000)	-100.0%
5	Federal STP Funds	793,895	14,110	3,070	2,077,425	5,896,564	\$ 3,819,139	183.8%
6	Federal Direct 5310 Funds	323,201	256,361	256,771	224,590	421,720	\$ 197,130	87.8%
7	Federal 5310 Funds Through State	908,051	712,951	917,148	1,495,929	1,018,528	\$ (477,401)	-31.9%
9	Federal 5311 Funds	300,958	365,978	217,700	331,050	372,010	\$ 40,960	12.4%
10	Federal 5303 Planning Grant	140,879	121,520	121,520	114,030	113,761	\$ (269)	-0.2%
12	Federal New Freedom Funds	91,403	94,857	62,212	30,866	-	\$ (30,866)	-100.0%
13	DD53 Revenues	2,662,441	2,455,869	2,200,000	2,392,000	2,392,000	\$ -	0.0%
14	FTA 5339 Funds	-	-	-	1,943,530	6,810,199	\$ 4,866,669	250.4%
15	Federal 5307	5,824,856	5,490,469	5,597,633	7,434,854	11,434,217	\$ 3,999,363	53.8%
16	OHA Revenues	10,409,813	9,736,440	7,500,000	9,502,396	-	\$ (9,502,396)	-100.0%
17	Flex Funds	312,624	24,177	51,446	324,890	3,948,120	\$ 3,623,230	1115.2%
18	Federal 5309 Funds	86,387	171,127	82,480	1,387,435	1,537,886	\$ 150,451	10.8%
19	TripChoice Grant	155,240	190,833	129,272	211,199	236,209	\$ 25,010	11.8%
20	TDM Grant	132,241	162,562	110,121	167,341	212,837	\$ 45,496	27.2%
21	OHA Reimbursement	(20,597)	(107,889)	50,000	62,000	-	\$ (62,000)	-100.0%
22	State 5339 Funds	-	152	-	209,520	-	\$ (209,520)	-100.0%
23	Connect Oregon Funds	-	-	-	1,000,000	996,000	\$ (4,000)	-0.4%
24	STF Pass Through Funds	294,000	332,140	328,122	244,000	244,000	\$ -	0.0%
25	State STF Funds	909,104	959,104	931,644	1,022,584	1,253,620	\$ 231,036	22.6%
26	State of Oregon, ODOT	-	-	1,346	41,949	-	\$ (41,949)	-100.0%
27	Advertising	-	-	48,000	-	81,000	\$ 81,000	-
28	Miscellaneous	217,810	313,274	300,583	159,000	160,946	\$ 1,946	1.2%
29	Property Taxes	11,292,522	11,574,433	11,687,320	11,744,225	12,033,794	\$ 289,569	2.5%
30	Oregon State In-Lieu	6,018,744	5,965,065	5,960,000	5,610,000	6,100,000	\$ 490,000	8.7%
31	Interest on Investments	140,579	241,753	287,000	168,695	290,000	\$ 121,305	71.9%
32	Energy Tax Credit	183,311	222,714	200,000	-	225,000	\$ 225,000	-
33	Transfers In	-	-	-	863,530	-	\$ (863,530)	-100.0%
34	Revenues/Resources Total	\$ 44,132,374	\$ 42,738,880	\$ 40,010,978	\$ 52,425,938	\$ 58,495,341	\$ 6,069,403	11.6%

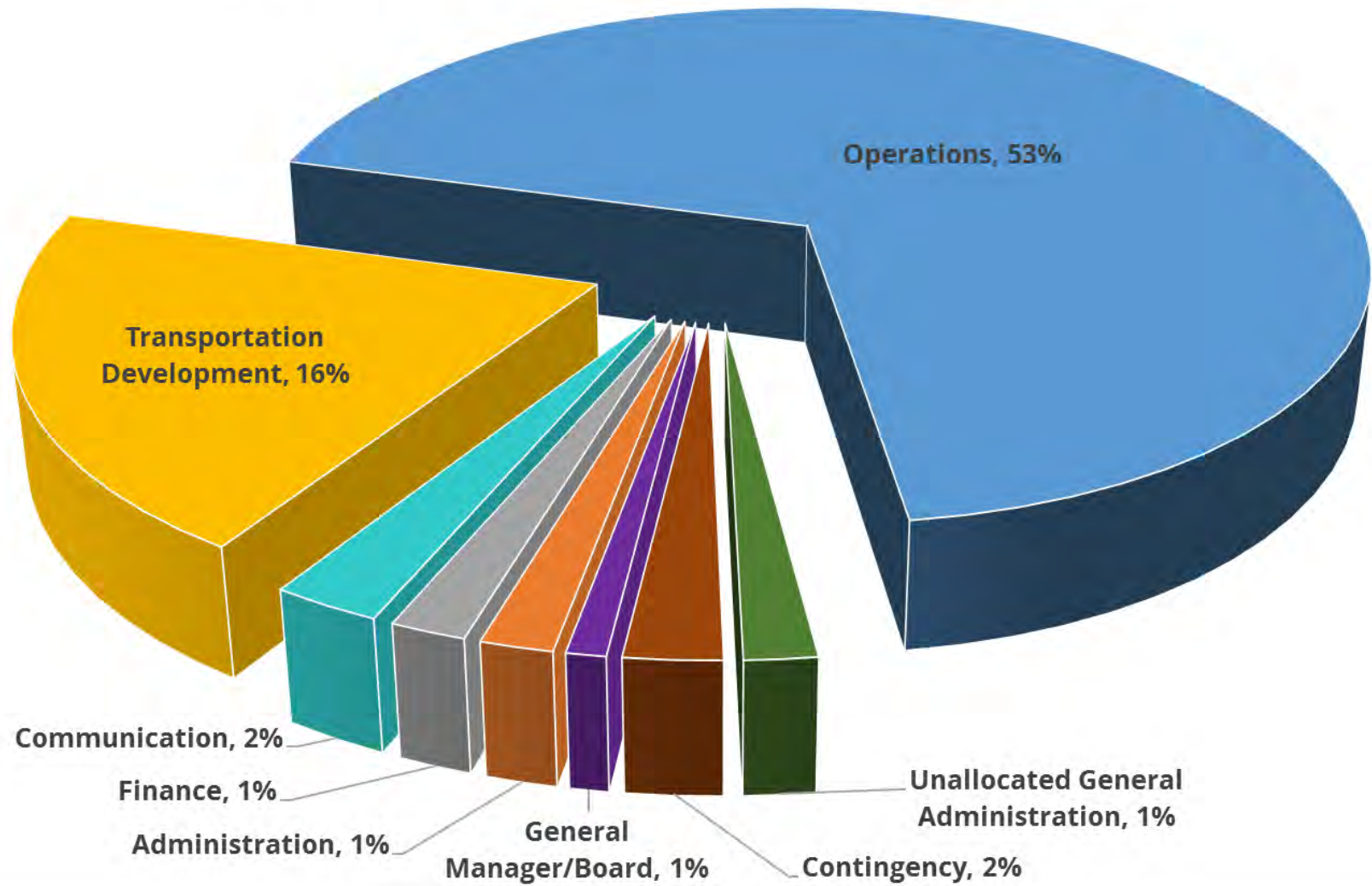
District Wide Revenues/Resources FY 2018-19



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

District Wide Revenues/Resources and Expenses/Requirements Summary	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year-End Estimate	FY2017-18		Change from FY2017-18 Budget	Percent Change
				Adopted Budget	FY2018-19 Adopted Budget		
Expenses/Requirements							
General Manager/Board of Directors	\$ 657,921	\$ 530,536	\$ 615,365	\$ 615,365	\$ 610,156	\$ (5,209)	-0.8%
Administration	1,693,431	1,779,444	2,002,704	2,017,705	1,122,037	\$ (895,668)	-44.4%
Finance	-	-	-	-	1,173,797	\$ 1,173,797	-
Communication	1,407,407	1,359,115	1,638,550	1,752,655	1,690,267	\$ (62,388)	-3.6%
Transportation Development	3,543,985	2,984,451	3,045,655	6,215,145	13,120,288	\$ 6,905,143	111.1%
Operations	32,117,772	34,408,733	31,201,441	44,067,183	44,473,033	\$ 405,850	0.9%
Unallocated General Administration	1,055,150	1,000,824	840,774	1,076,960	1,115,454	\$ 38,494	3.6%
Expenses/Requirements Total	\$ 40,475,666	\$ 42,063,103	\$ 41,131,447	\$ 55,745,013	\$ 63,305,032	\$ 7,560,019	13.6%
Revenue/Resources less							
Expenses/Requirements	3,656,708	675,777	(1,120,469)	(3,319,075)	(4,809,691)	\$ (1,490,616)	44.9%
Transfers to Other Funds							
Transfer Out Miscellaneous	-	-	-	-	\$ -	\$ -	-
Transfer to Transportation Programs Fund	-	-	-	(754,000)	\$ 754,000	\$ 754,000	-100.0%
Transfer to Capital Fund	-	-	-	(109,530)	\$ 109,530	\$ 109,530	-100.0%
Transfers to Other Funds Total	\$ -	\$ -	\$ -	\$ (863,530)	\$ -	\$ 863,530	-100.0%
Net Operating and Transfers to Other Funds							
Total	3,656,708	675,777	(1,120,469)	(4,182,605)	(4,809,691)	(627,086)	15.0%
Other Designations							
Contingency	-	-	-	(1,500,000)	(1,500,000)	\$ -	0.0%
Reserved Working Capital	-	-	-	(19,835,717)	(19,266,805)	\$ 568,912	-2.9%
Other Designations Total	\$ -	\$ -	\$ -	\$ (21,335,717)	\$ (20,766,805)	\$ 568,912	-2.7%
Net Operating, Transfers to Other Funds and							
Other Designations Total	3,656,708	675,777	(1,120,469)	(25,518,322)	(25,576,496)	\$ (58,174)	0.2%
Beginning Working Capital	22,357,775	26,014,483	26,690,260	25,518,322	25,576,496	\$ 58,174	0.2%
Ending Working Capital	\$ 26,014,483	\$ 26,690,260	\$ 25,569,791	\$ -	\$ -	\$ -	-

District Wide Requirements FY 2018-19



PERSONNEL SERVICES





Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

	FY2015-16	FY2016-17	FY2017-18	FY2017-18	FY2018-19	Change from		
Personnel Services Comparison	Actual	Actual	Year-End	Budget	Adopted	FY2017-18	Percent	
			Estimate		Budget	Budget	Change	
1 District Wide								1
2 Wages	\$ 10,947,242	\$ 11,697,902	\$ 10,290,521	\$ 11,540,688	\$ 11,997,812	\$ 457,124	4%	2
3 Medical	4,203,898	4,529,543	4,450,559	5,039,512	4,967,078	\$ (72,434)	-1%	3
4 Retirement	2,388,397	2,819,122	2,576,941	3,025,994	3,150,226	\$ 124,232	4%	4
5 Workers Compensation	253,479	249,506	178,025	255,919	226,036	\$ (29,883)	-12%	5
6 Other	1,002,918	1,060,752	897,274	1,030,652	1,153,174	\$ 122,522	12%	6
7 District Wide Total	\$ 18,795,934	\$ 20,356,825	\$ 18,393,320	\$ 20,892,765	\$ 21,494,326	\$ 601,561	3%	7



Personnel Services Comparison		FY2015-16	FY2016-17	FY2017-18	FY2017-18	FY2018-19	Change from	
		Actual	Actual	Year-End Estimate	Budget	Adopted Budget	FY2017-18 Budget	Percent Change
1	General Fund							
2	General Manager	\$ 343,752	\$ 363,099	\$ 316,316	\$ 345,465	\$ 340,556	\$ (4,909)	-1%
3	Administration							
4	Human Resources	604,645	507,169	465,107	576,987	471,984	\$ (105,003)	-18%
5	Human Resources Safety	85,858	115,076	116,320	117,222	125,466	\$ 8,244	7%
6	Administration Total	\$ 690,503	\$ 622,245	\$ 581,427	\$ 694,209	\$ 597,450	\$ (96,759)	-14%
7	Finance							
8	Accounting	668,639	697,637	463,583	551,921	805,876	253,955	46%
9	Procurement	-	-	-	203,225	186,421	(16,804)	-8%
10	Finance Total	\$ 668,639	\$ 697,637	\$ 463,583	\$ 755,146	\$ 992,297	\$ 237,151	31%
11	Communication							
12	Marketing and Communication	\$ 267,452	\$ 398,650	\$ 423,939	\$ 491,430	\$ 486,060	\$ (5,370)	-1%
13	Travel Trainer	-	-	76,759	120,465	37,484	(82,981)	-69%
14	Customer Service	524,974	555,083	532,326	567,760	579,926	11,298	2%
15	Communication Total	\$ 792,426	\$ 953,733	\$ 1,033,024	\$ 1,179,655	\$ 1,103,470	\$ (77,053)	-7%
16	Transportation Development							
17	Transportation Development Administration	\$ 618,656	\$ 613,968	\$ 692,416	\$ 723,163	\$ 797,240	\$ 74,077	10%
18	Information Technology	498,877	692,330	624,551	660,829	711,464	50,635	8%
19	Rideshare/TDM	-	-	-	-	-	-	
19	Transportation Development Total	\$ 1,117,533	\$ 1,306,298	\$ 1,316,967	\$ 1,383,992	\$ 1,508,704	\$ 124,712	9%
20	Operations							
21	Operations Administration	\$ 427,280	\$ 422,956	\$ 451,225	\$ 424,495	\$ 625,258	\$ 200,763	47%
22	Vehicle Maintenance	2,187,310	2,364,775	2,235,493	2,252,014	2,467,168	215,154	10%
23	Facilities Maintenance	547,170	626,018	574,102	626,496	740,712	114,216	18%
24	Security	126,071	137,388	127,406	148,704	153,997	5,293	4%
25	Cherriots Fixed Route Service	10,360,720	11,305,816	9,982,346	11,320,516	11,311,830	(8,686)	0%
26	State Fair Shuttle Service	-	-	-	-	-	-	
27	West Salem Connector Operations	3,613	686	1,942	-	-	-	
28	West Salem Connector Vehicle Maintenance	21,424	14,719	8,543	13,250	-	(13,250)	-100%
29	Operations Total	\$ 13,673,588	\$ 14,872,358	\$ 13,381,057	\$ 14,785,475	\$ 15,298,965	\$ 513,490	3%
30	Unallocated							
31	General Administration	\$ 119,861	\$ 243,926	\$ 289,454	\$ 330,000	\$ 345,000	\$ 15,000	5%
32	Temporary Occupancy	-	-	-	-	-	-	
32	Unallocated Total	\$ 119,861	\$ 243,926	\$ 289,454	\$ 330,000	\$ 345,000	\$ 15,000	5%
33	General Fund Total	\$ 17,406,302	\$ 19,059,296	\$ 17,392,374	\$ 19,473,942	\$ 20,186,442	\$ 712,500	4%

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

	FY2015-16	FY2016-17	FY2017-18	FY2017-18	FY2018-19	Change from	Percent
Personnel Services Comparison	Actual	Actual	Year-End Estimate	Budget	Adopted Budget	FY2017-18 Budget	Change
34 Transportation Programs Fund							
35 Operations							
36 CherriotsLift	\$ 312,705	\$ 265,638	\$ 263,229	\$ 364,530	\$ 411,409	\$ 148,328	41%
37 Shop & Ride (formerly RED Line)	13,268	14,344	9,978	26,500	63,316	12,777	48%
38 Regional (formerly CARTS)	137,818	153,113	99,330	157,500	164,413	(54,975)	-35%
39 DMAP/WVCH	204,103	280,471	211,675	232,660	-	(232,660)	-100%
40 Call Center (formerly Trip Link)	54,576	43,128	32,241	80,848	82,415	1,567	2%
41 Mobility Management	209,131	197,830	122,447	87,240	190,395	103,155	118%
42 Operations Total	\$ 931,601	\$ 954,524	\$ 738,900	\$ 949,278	\$ 911,948	\$ (21,808)	-2%
43 Transportation Development							
44 Special Transportation Coordination	\$ 18,310	\$ 9,329	\$ 2,913	\$ 18,185	\$ 13,219	\$ (4,966)	-27%
45 Rideshare	122,485	144,748	140,557	155,199	176,802	21,603	14%
46 TDM	104,339	128,457	119,734	121,941	144,656	22,715	19%
47 Rideshare/TDM Special Projects	-	-	-	-	-	-	
48 Transportation Development Total	\$ 245,134	\$ 282,534	\$ 263,204	\$ 295,325	\$ 334,677	\$ 39,352	13%
49 Transportation Programs Fund Total	\$ 1,176,735	\$ 1,237,058	\$ 1,002,104	\$ 1,244,603	\$ 1,246,625	\$ 17,544	1%
50 Capital Projects Fund							
51 Capital Projects Fund Total	\$ 212,897	\$ 60,471	\$ 1,842	\$ 174,220	\$ 46,605	\$ (127,615)	-73%
52 District Wide Total	\$ 18,795,934	\$ 20,356,825	\$ 18,396,320	\$ 20,892,765	\$ 21,479,672	\$ 586,907	3%

GENERAL FUND

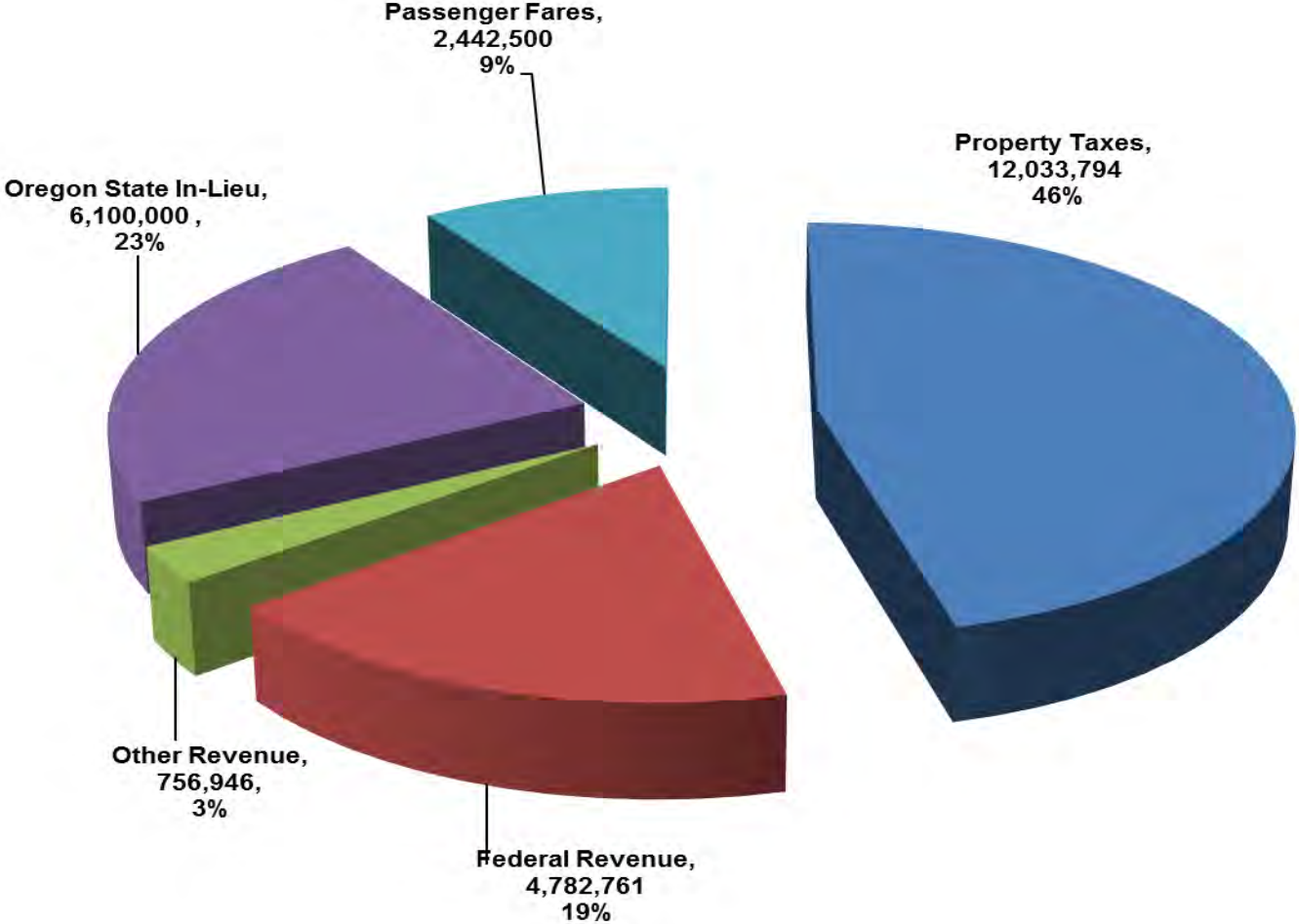




Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

	FY2015-16	FY2016-17	FY2017-18 Year	FY 2017-18	FY 2018-19	Change from	
<u>General Fund Revenues/Resources and Expenses/Requirements Summary</u>	<u>Actual</u>	<u>Actual</u>	<u>End Estimate</u>	<u>Budget</u>	<u>Adopted Budget</u>	<u>FY 2017-18 Budget</u>	<u>Percent Change</u>
1 Operating Revenues/Resources							
2 Passenger Fares	\$ 2,306,861	\$ 2,175,740	\$ 2,366,578	\$ 2,353,000	\$ 2,442,500	\$ 89,500	3.8%
3 Other Fixed Route Services	260,242	238,907	216,895	260,000	-	\$(260,000)	-100.0%
4 State Employee Bus Pass & Shuttle	-	650,000	-	663,000	-	\$(663,000)	-100.0%
5 Federal 5303 Planning Grant	140,879	121,520	86,979	114,030	113,761	\$ (269)	-0.2%
6 Federal 5307	4,950,128	4,389,169	3,728,901	4,578,493	4,669,000	\$ 90,507	2.0%
7 OHA Reimbursement	(20,597)	(107,889)	38,164	62,000	-	\$(62,000)	-100.0%
8 Advertising	-	-	56,000	-	81,000	\$ 81,000	-
9 Miscellaneous	217,810	310,872	127,618	159,000	160,946	\$ 1,946	1.2%
10 Property Taxes	11,292,522	11,606,405	11,870,485	11,744,225	12,033,794	\$ 289,569	2.5%
11 Oregon State In-Lieu	6,018,744	5,965,065	5,646,296	5,610,000	6,100,000	\$ 490,000	8.7%
12 Interest on Investments	140,579	241,753	287,798	168,695	290,000	\$ 121,305	71.9%
13 Energy Tax Credit	183,311	222,714	-	-	225,000	\$ 225,000	-
14 Operating Revenues/Resources Total	\$25,490,479	\$25,814,256	\$24,425,714	\$25,712,443	\$26,116,001	\$ 403,558	1.6%

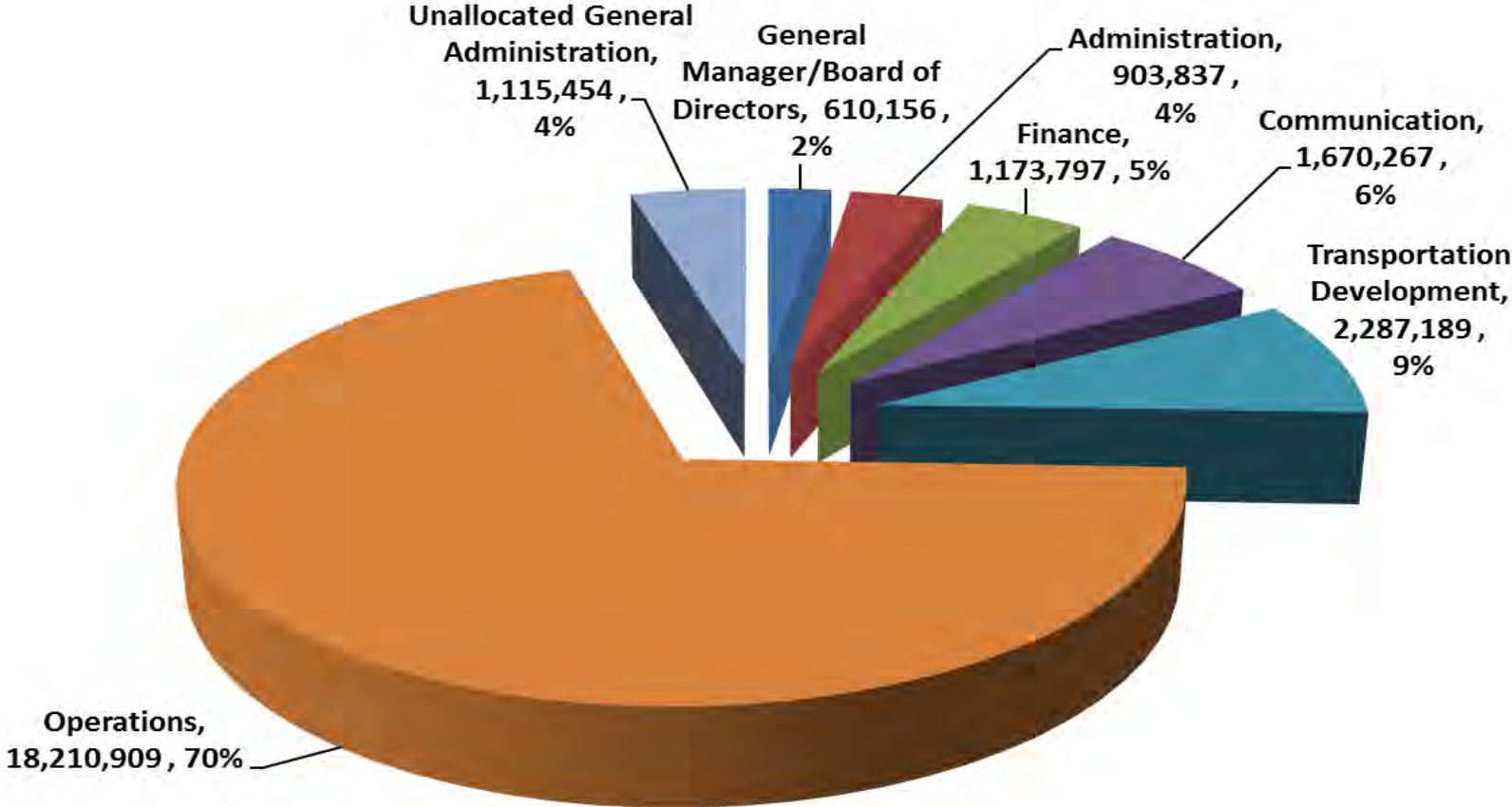
General Fund Revenues by Source FY2018-19



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

	FY2015-16	FY2016-17	FY2017-18	FY 2017-18	FY 2018-19	Change from	
General Fund Revenues/Resources and Expenses/Requirements Summary	Actual	Actual	Year End Estimate	Budget	Adopted Budget	FY 2017-18 Budget	Percent Change
15 Operating Expenses/Requirements							
16 General Manager/Board of Directors	657,921	530,536	604,267	615,365	610,156	\$ (5,209)	-0.8%
17 Administration	868,990	857,325	863,992	889,809	903,837	\$ 14,028	1.6%
18 Finance	823,789	920,634	732,152	911,121	1,173,797	\$ 262,676	28.8%
19 Communication	1,174,068	1,359,115	1,255,150	1,732,655	1,670,267	\$ (62,388)	-3.6%
20 Transportation Development	1,626,635	1,754,742	1,830,551	2,049,130	2,287,189	\$ 238,059	11.6%
21 Operations	16,212,635	17,517,855	17,648,976	17,683,403	18,210,909	\$ 527,506	3.0%
22 Unallocated General Administration	1,055,150	1,000,824	880,583	1,076,960	1,115,454	\$ 38,494	3.6%
23 Operating Expenses/Requirements Total	\$ 22,419,185	\$ 23,941,031	\$ 23,815,671	\$ 24,958,443	\$ 25,971,609	\$ 1,013,166	4.1%
Operating Revenues/Resources less Operating							
24 Expenditures/Requirements	3,071,294	1,873,225	610,043	754,000	144,392	(609,608)	-80.8%
25 Transfers to Other Funds							
26 Transfer to Transportation Programs Fund	-	-	-	(754,000)	-	754,000	-100.0%
27 Transfer to Capital Fund	-	-	-	(109,530)	-	109,530	-100.0%
28 Transfers to Other Funds Total	\$ -	\$ -	\$ -	\$ (863,530)	\$ -	\$ 863,530	-100.0%
Net Operating and Transfers to Other Funds							
29 Total	3,071,294	1,873,225	610,043	(109,530)	144,392	253,922	-231.8%
30 Other Designations							
31 Contingency	-	-	-	(1,500,000)	(1,500,000)	\$ -	0.0%
32 Reserved Working Capital	-	-	-	(19,335,810)	(18,521,240)	\$ 814,570	-4.2%
33 Other Designations Total	\$ -	\$ -	\$ -	\$ (20,835,810)	\$ (20,021,240)	\$ 814,570	-3.9%
Net Operating, Transfers to Other Funds and							
34 Other Designations Total	3,071,294	1,873,225	610,043	(20,945,340)	(19,876,848)	\$ 1,068,492	5.1%
35 Beginning Working Capital	16,644,823	17,393,580	19,266,805	20,945,340	19,876,848	\$(1,068,492)	-5.1%
36 Ending Working Capital	\$ 19,716,117	\$ 19,266,805	\$ 19,876,848	\$ -	\$ -	\$ -	-

General Fund Requirements by Division FY2018-19

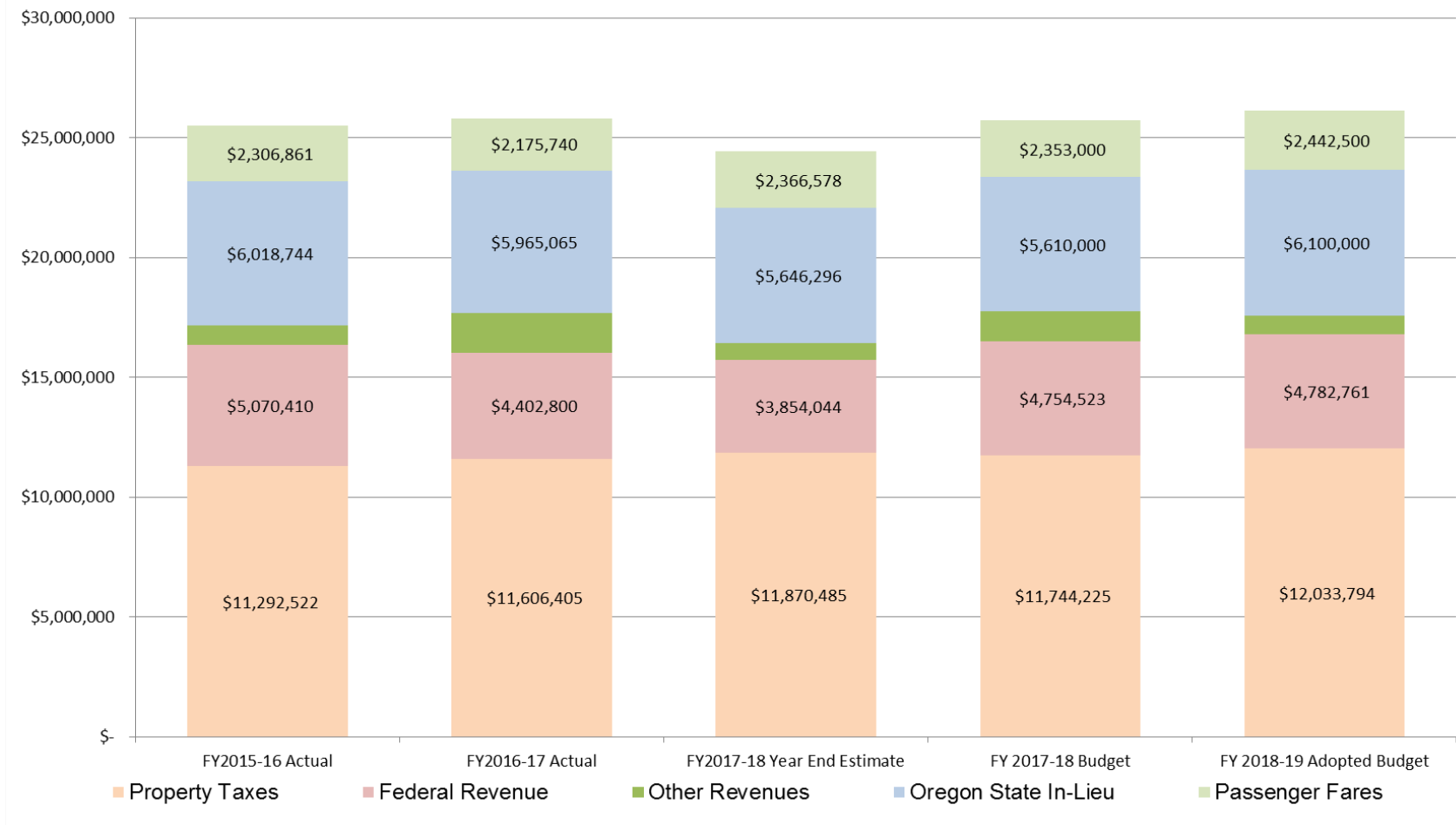


Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

General Fund Expenses/Requirements by Department Summary	FY2015-16 Actual	FY2016-17 Actual	FY2017-18		FY2018-19 Adopted Budget	Change from FY2017-18 Budget	Percent Change
			Year-End Estimate	FY2017-18 Budget			
1 General Manager/Board of Directors							
2 General Manager	\$ 497,452	\$ 516,091	\$ 562,007	\$ 570,865	\$ 565,656	\$ (5,209)	-0.9%
3 Board of Directors	160,469	14,445	42,260	44,500	44,500	-	0.0%
4 Total	<u>\$ 657,921</u>	<u>\$ 530,536</u>	<u>\$ 604,267</u>	<u>\$ 615,365</u>	<u>\$ 610,156</u>	<u>\$ (5,209)</u>	<u>-0.8%</u>
5 Administration							
6 Human Resources	\$ 726,213	\$ 669,180	\$ 631,239	\$ 700,287	\$ 663,367	\$ (36,920)	-5.3%
7 Human Resources Safety	142,777	188,147	232,753	189,522	240,470	50,948	26.9%
8 Total	<u>868,990</u>	<u>857,327</u>	<u>863,992</u>	<u>889,809</u>	<u>903,837</u>	<u>14,028</u>	<u>1.6%</u>
9 Finance							
10 Procurement	-	-	-	221,000	204,521	(16,489)	-7.5%
11 Accounting	823,789	920,634	732,152	690,121	969,276	279,155	40.5%
12 Total	<u>\$ 823,789</u>	<u>\$ 920,634</u>	<u>\$ 732,152</u>	<u>\$ 911,121</u>	<u>\$ 1,173,797</u>	<u>\$ 262,666</u>	<u>28.8%</u>
13 Communication							
14 Marketing and Communication	\$ 628,676	\$ 787,844	\$ 648,614	\$ 1,015,530	\$ 1,020,560	\$ 5,030	0.5%
15 Customer Service	545,392	571,270	530,205	592,260	607,412	15,152	2.6%
16 Travel Trainer	-	-	76,331	124,865	42,295	(82,570)	-66.1%
17 Total	<u>\$ 1,174,068</u>	<u>\$ 1,359,114</u>	<u>\$ 1,255,150</u>	<u>\$ 1,732,655</u>	<u>\$ 1,670,267</u>	<u>\$ (62,388)</u>	<u>-3.6%</u>
18 Transportation Development							
19 Transportation Development Administration	\$ 649,396	\$ 625,642	\$ 700,886	\$ 765,207	\$ 907,417	\$ 142,210	18.6%
20 Information Technology	770,637	951,196	901,327	1,033,932	1,129,772	95,840	9.3%
21 Vanpool Lease	206,602	177,903	228,338	250,000	250,000	-	0.0%
22 Total	<u>\$ 1,626,635</u>	<u>\$ 1,754,741</u>	<u>\$ 1,830,551</u>	<u>\$ 2,049,139</u>	<u>\$ 2,287,189</u>	<u>\$ 238,050</u>	<u>11.6%</u>
23 Operations							
24 Operations Administration	\$ 438,594	\$ 479,803	\$ 468,964	\$ 449,895	\$ 704,358	\$ 254,463	56.6%
25 Vehicle Maintenance	3,881,153	4,146,451	4,293,185	4,205,112	4,454,856	249,744	5.9%
26 Facility Maintenance	769,998	856,822	888,379	877,196	1,011,568	134,372	15.3%
27 Security	474,920	473,206	614,852	616,849	634,397	17,548	2.8%
28 Cherriots Fixed Route Service	10,408,065	11,352,684	11,227,858	11,408,316	11,405,730	(2,586)	0.0%
29 West Salem Connector Operations	203,988	186,507	134,652	101,935	-	(101,935)	-100.0%
30 West Salem Connector Vehicle Maintenance	35,917	28,339	21,086	24,100	-	(24,100)	-100.0%
31 Total	<u>\$ 16,212,635</u>	<u>\$ 17,523,812</u>	<u>\$ 17,648,976</u>	<u>\$ 17,683,403</u>	<u>\$ 18,210,909</u>	<u>\$ 527,506</u>	<u>3.0%</u>
32 Unallocated							
33 General Administration	\$ 1,055,150	\$ 1,000,826	\$ 880,583	\$ 1,076,960	\$ 1,115,454	\$ 38,494	3.6%
34 Contingency	-	-	-	1,500,000	1,500,000	-	0.0%
35 Total	<u>\$ 1,055,150</u>	<u>\$ 1,000,826</u>	<u>\$ 880,583</u>	<u>\$ 2,576,960</u>	<u>\$ 2,615,454</u>	<u>\$ 38,494</u>	<u>3.6%</u>
36 Total General Fund Requirements	\$22,419,188	\$23,946,990	\$ 23,815,671	\$ 26,458,452	\$ 27,471,609	\$ 1,013,147	3.8%

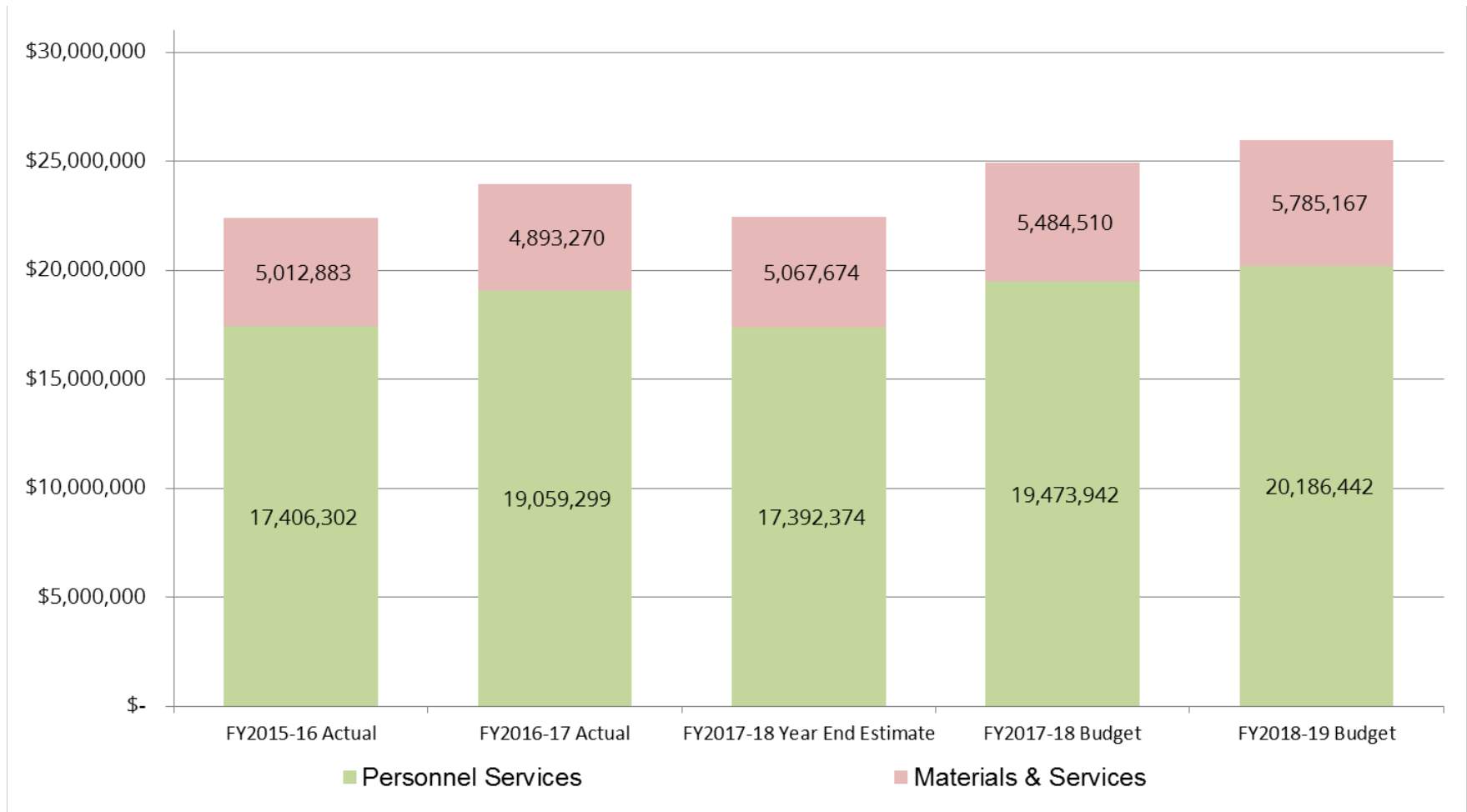
General Fund Revenues by Source FY16 thru FY19

The Adopted Budget for FY2018-19 includes total operating resources for the General Fund of \$26.1 million, an increase of 1.6% from the current year's Adopted Budget. The chart below illustrates how the 5 main streams of revenue for Cherriots have remained very much in proportion for the last four years.



General Fund Requirements FY16 thru FY19

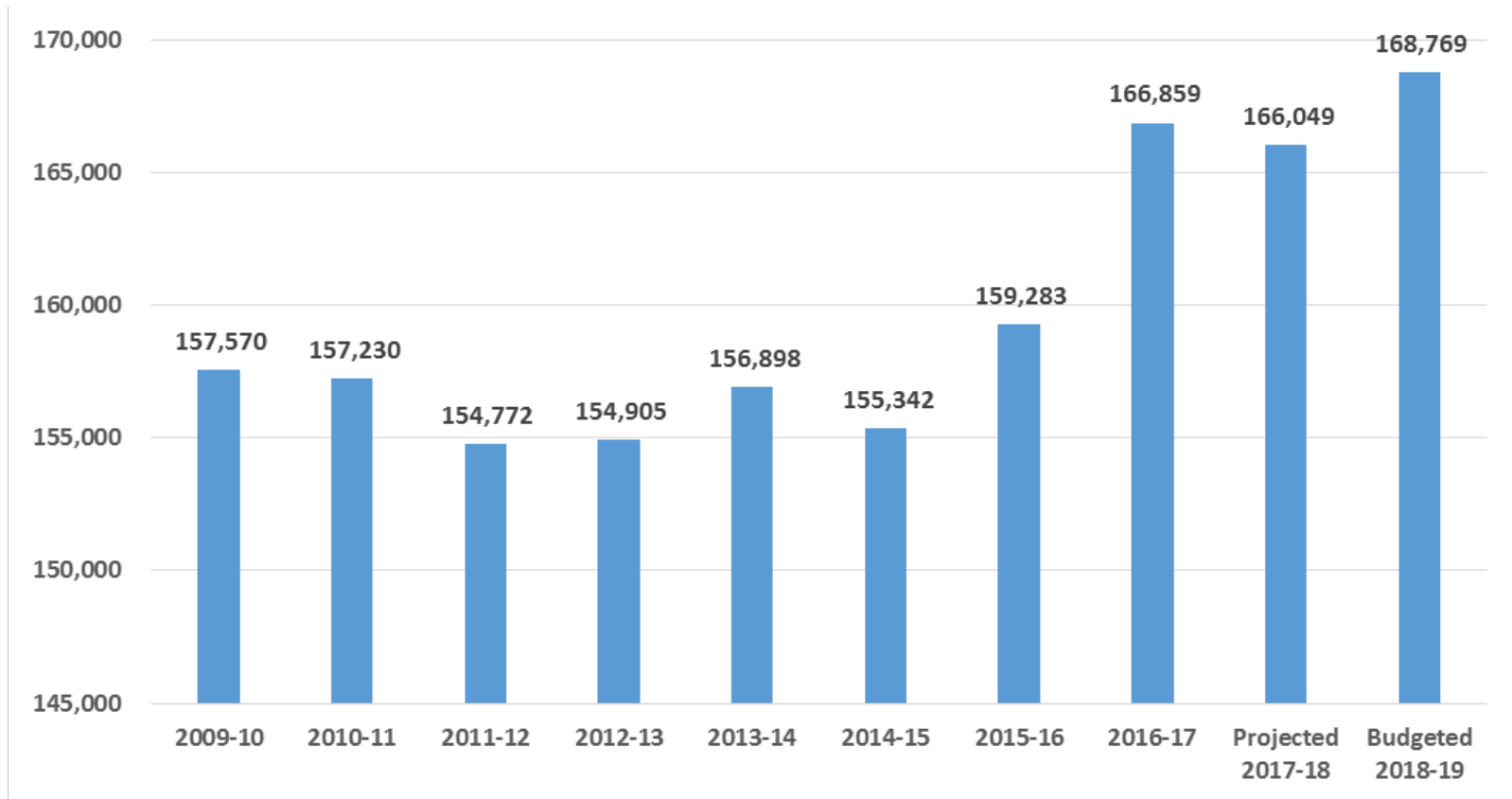
The Adopted Budget for FY2018-19 includes total operating requirements for the General Fund of \$26.0 million, an increase of 4% from the current year's Adopted Budget. The chart below shows the expense trend of the last four years, split into the two major expense classifications of Personnel Services and Materials and Services.



General Fund Annual Vehicle Revenue Hours

FY10 thru FY19

The Adopted Budget for FY2018-19 includes annual vehicle revenue hours in the General Fund of just under 169,000, an increase of 1.6% from the current year's Adopted Budget. The chart below shows the expense trend of the last ten years.



General Manager/Board of Directors

General Manager

The General Manager's Division acts as the catalyst in the agency's pursuit of its vision, mission and goals. It functions in both an external and internal role.

Roles and Responsibilities

- In its external role it oversees all legislative relations at the federal and state level, and coordinates District Board matters.
- 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.

Materials and Services

- Other Professional & Technical - supports legislative advocacy, organizational and management development programs, consultant services, activities to support organizational strategic plan and Board work goals.
- Travel and Meetings, Training and Education – funding for APTA & OTA conferences, miscellaneous local training.

Board of Directors

The Board of Directors Division acts as the policy board and provides direction to the General Manager. The board sets the District's vision, mission and strategic goals.

Roles and Responsibilities

- Guides and approves District policy.
- Adopts the District budget annually.
- Establishes strategic District goals.

Materials and Services

- Advertising Fees – funding for Board elections and legal notifications.
- Other Professional and Technical – funding to support activities for accomplishing Board goals.
- Travel and Meetings, Training and Education – funding for APTA conferences, OMPOC and board training.



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

General Manager/Board of Directors

	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year- End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	Change from FY2017-18 Budget	Percent Change
1 General Manager							
2 Personnel Services	\$ 343,755	\$ 363,099	\$ 308,206	\$ 345,465	\$ 340,556	\$ (4,909)	-1.4%
3 Materials and Services							
4 Other Professional & Technical	133,560	133,100	239,960	200,000	200,000	-	0.0%
5 Parts, equipment & tools	-	389	-	-	-	-	
6 Office Supplies	816	630	2,502	1,000	1,000	-	0.0%
7 Other Materials & Supplies	-	10	-	300	-	(300)	-100.0%
8 Utilities	576	576	384	600	600	-	0.0%
9 Dues & Subscriptions	1,627	1,160	67	500	500	-	0.0%
10 Travel, meetings, training, education	17,118	17,017	10,735	23,000	23,000	-	0.0%
11 Printing	-	-	-	-	-	-	
12 Other Misc. Expenses	-	110	153	-	-	-	
13 Materials and Services Total	\$ 153,697	\$ 152,992	\$ 253,801	\$ 225,400	\$ 225,100	\$ (300)	-0.1%
14 General Manager Total	\$ 497,452	\$ 516,091	\$ 562,007	\$ 570,865	\$ 565,656	\$ (5,209)	-0.9%
15 Board of Directors							
16 Materials and Services							
17 Advertising Fees	\$ 146,029	\$ -	\$ -	\$ 10,000	\$ 4,000	\$ (6,000)	-60.0%
18 Other Professional & Technical	90	70	31,144	10,000	15,000	5,000	50.0%
19 Legal Services				-	4,500	4,500	-
20 Uniforms	245	24	-	1,000	1,500	500	50.0%
21 Office Supplies	213	707	28	1,000	1,000	-	0.0%
22 Dues & Subscriptions	-	-	-	-	-	-	-
23 Travel, meetings, training, education	13,838	13,644	11,037	22,500	18,000	(4,500)	-20.0%
24 Printing	54	-	51	-	500	500	-
25 Other Misc. Expenses	-	-	-	-	-	-	-
26 Board of Directors Total	\$ 160,469	\$ 14,445	\$ 42,260	\$ 44,500	\$ 44,500	\$ -	0.0%
27 General Manager/Board of Directors Total	\$ 657,921	\$ 530,536	\$ 604,267	\$ 615,365	\$ 610,156	\$ (5,209)	-0.8%
28 FTE							
29 General Manager	1.0	1.0	1.0	1.0	1.0	-	
30 Executive Assistant	1.0	1.0	1.0	1.0	1.0	-	



Administration Division

The Administration Division is responsible for human resources and safety and loss control services for the District and provides administrative support for other Divisions. The Administration Division includes the Human Resources and Safety departments.

Human Resources

Functions and Programs

- 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 employee classification and wage systems.
- Developing and administering the employee relations and performance management systems.
- Developing and delivering policy and safety related training programs to employees.
- Processing and monitoring workers' compensation and liability insurance claims.
- Developing and administering employee safety and wellness programs.
- Managing the District's labor relations program.

- Developing the District's EEO plan and 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 Courthouse Square fifth floor offices.

Materials and Services

- Other Professional and Technical – These funds are for Human Resource consulting needs and for COBRA payments.
- Legal Services – These funds are used for employment-related legal costs associated with legal mandates, performance management, and labor negotiations.
- Training/Incentive – These funds are used for the annual banquet, service awards, and other small recognition items.
- Safety and Wellness – Safety related services such as drug and alcohol testing, CDL medical certification exams, physical capacity exams, safety related training or instruction for employees and safety committee members, and safety equipment and supplies.
- Other Losses & Settlements – Funding budgeted for potential payouts for auto liability losses. The District carries a \$10,000 deductible.

Administration

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent	
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Change	
					Budget	Budget		
1 Human Resources								1
2 Personnel Services	\$ 604,645	\$ 507,169	\$ 453,181	\$ 576,987	\$ 471,984	\$ (105,003)	-18.2%	2
3 Materials and Services								3
4 Advertising Fees	15,782	20,833	7,370	20,000	20,304	304	1.5%	4
5 Other Professional & Technical	38,213	44,939	70,664	30,000	79,842	49,842	166.1%	5
6 Temporary Help	-	-	-	-	11,689	11,689	-	6
7 Legal Services	35,187	54,198	53,623	30,000	30,437	437	1.5%	7
8 Parts, equipment & tools	-	-	-	500	-	(500)	-100.0%	8
9 Training/Incentive	21,162	29,553	30,556	32,500	30,173	(2,327)	-7.2%	9
10 Uniforms	458	-	-	500	-	(500)	-100.0%	10
11 Safety & Wellness	160	-	147	-	189	189	-	11
12 Office Supplies	1,371	1,705	4,246	1,500	5,459	3,959	263.9%	12
13 Other Materials & Supplies	117	925	1,609	-	2,065	2,065	-	13
14 Utilities	288	144	-	-	-	-	-	14
15 Dues & Subscriptions	2,860	3,730	3,699	3,300	4,755	1,455	44.1%	15
16 Travel, meetings, training, education	3,107	3,257	3,796	3,500	3,451	(49)	-1.4%	16
17 Printing	2,863	2,560	1,075	1,500	1,382	(118)	-7.9%	17
18 Other Misc. Expenses	-	167	1,273	-	1,637	1,637	-	18
19 Materials and Services Total	\$ 121,568	\$ 162,011	\$ 178,058	\$ 123,300	\$ 191,383	\$ 68,083	55.2%	19
20 Human Resources Total	\$ 726,213	\$ 669,180	\$ 631,239	\$ 700,287	\$ 663,367	\$ (36,920)	-5.3%	20
21 Human Resources Safety								21
22 Personnel Services	\$ 85,858	\$ 115,076	\$ 113,338	\$ 117,222	\$ 125,466	\$ 8,244	7.0%	22
23 Materials and Services								23
24 Software Licensing Annual Maintenance	-	945	-	1,000	3,500	2,500	250.0%	24
25 Safety & Wellness	17,691	26,085	18,921	26,500	27,373	873	3.3%	25
26 Office Supplies	-	111	-	-	-	-	-	26
27 Utilities	240	432	384	600	500	(100)	-16.7%	27
28 Other Losses & settlements	35,042	43,157	94,545	40,000	74,621	34,621	86.6%	28
29 Dues & Subscriptions	850	1,015	900	900	1,157	257	28.6%	29
30 Travel, meetings, training, education	3,041	1,326	4,665	3,000	5,353	2,353	78.4%	30
31 Printing	-	-	-	300	-	(300)	-100.0%	31
32 Other Misc. Expenses	55	-	-	-	2,500	2,500	-	32
33 Materials and Services Total	\$ 56,919	\$ 73,071	\$ 119,415	\$ 72,300	\$ 115,004	\$ 42,704	59.1%	33
34 Human Resources Safety Total	\$ 142,777	\$ 188,147	\$ 232,753	\$ 189,522	\$ 240,470	\$ 50,948	26.9%	34
35 Administration Total	\$ 868,990	\$ 857,327	\$ 863,992	\$ 889,809	\$ 903,837	\$ 14,028	1.6%	35

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Administration

	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year- End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	Change from FY2017-18 Budget	
36 FTE							36
37 Human Resources & HR Safety							37
38 Director of Administration	1.0	1.0	1.0	1.0	1.0	-	38
39 Human Resources Specialist	1.0	1.0	1.0	1.0	1.0	-	39
40 Payroll Specialist	-	0.5	1.0	1.0	-	(1.0) *	40
41 Safety & Loss Control Specialist	1.0	1.0	1.0	1.0	1.0	-	41
42 Human Resources Assistant-Reception	0.9	1.0	1.0	1.0	-	(1.0) +	42
43 Human Resources Administrative Assistant	-	-	-	-	1.0	1.0 +	43
44 Receptionist	1.2	1.2	1.2	1.3	1.8	0.5 ^	44
45 Total Administration FTE	5.1	5.7	6.2	6.3	5.8	(0.5)	45

- * The position was transferred back to Finance beginning FY19.
- + This position was reclassified/renamed during FY18
- ^ The two staff having this title are allocated here and to other programs.



Finance Division

The Finance Division is responsible for safeguarding and managing the District's financial resources, ensuring compliance with federal and state regulations, paying vendors, processing payroll biweekly, administering federal, state, and local grants, and procuring goods and services for the District's use.

Accounting

Functions and Programs

- 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.
- Process all passenger fare revenues.
- Manage investment of District funds.
- Prepare payroll and related tax reporting.
- Manage the annual budget process in accordance with Oregon Budget Law.
- Report financial and operational data to the National Transit Database (NTD).

Procurement and Contracts

Functions and Programs

- 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.

Grants

Functions and Programs

- 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.

Personnel Services

Personnel services increased due to: the hiring of Finance Director/CFO and Procurement Manager in FY18; the addition of an Accounting Supervisor position for FY19; and transfer of the Payroll Specialist from Human Resources to Finance.

Materials and Services

- Other Professional and Technical – These funds are primarily for outside auditing services and temporary help services.
- Other Misc. Expenses – This line item includes contracted services for armored transport of the District's cash fare collections, bank charges for Columbia Bank, and Riverview Community Bank monthly charges for credit card fees.

Finance

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent	
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Change	
					Budget	Budget		
1 Procurement								1
2 Personnel Services	\$ -	\$ -	\$ -	\$ 203,225	\$ 186,421	\$ (16,804)	-8.3%	2
3 Materials and Services								3
4 Other Professional & Technical	-	-	-	500	500	-	0.0%	4
5 Temporary Help	-	-	-	5,000	8,000	3,000	60.0%	5
6 Parts, equipment & tools	-	-	-	3,000	1,500	(1,500)	-50.0%	6
7 Office Supplies	-	-	-	525	600	75	14.3%	7
8 Dues & Subscriptions	-	-	-	760	1,000	240	31.6%	8
9 Travel, meetings, training, education	-	-	-	6,000	5,000	(1,000)	-16.7%	9
10 Other Misc. Expenses	-	-	-	2,000	1,500	(500)	-25.0%	10
11 Materials and Services Total	\$ -	\$ -	\$ -	\$ 17,785	\$ 18,100	\$ 315	1.8%	11
12 Procurement Total	\$ -	\$ -	\$ -	\$ 221,000	\$ 204,521	\$ (16,489)	-7.5%	12
13 Finance								13
14 Personnel Services	\$ 668,639	\$ 697,637	\$ 451,697	\$ 551,921	\$ 805,876	\$ 253,955	46.0%	14
15 Materials and Services								15
16 Advertising Fees	3,389	2,830	-	3,500	-	(3,500)	-100.0%	16
17 Other Professional & Technical	60,356	106,930	20,000	50,000	50,000	-	0.0%	17
18 Temporary Help	41,661	69,208	228,559	36,000	70,000	34,000	94.4%	18
19 Contract Maintenance Services	-	-	-	500	-	(500)	-100.0%	19
20 Legal Services	-	-	-	-	-	-	-	20
21 Other Services	-	-	-	500	-	(500)	-100.0%	21
22 Parts, equipment & tools	3,408	3,209	613	1,500	2,000	500	33.3%	22
23 Operating Supplies	90	-	-	200	-	(200)	-100.0%	23
24 Office Supplies	2,399	4,037	2,426	2,500	2,800	300	12.0%	24
25 Dues & Subscriptions	1,810	1,959	173	2,500	2,500	-	0.0%	25
26 Travel, meetings, training, education	12,178	7,191	4,040	10,000	8,100	(1,900)	-19.0%	26
27 Printing	3,211	1,178	2,715	3,000	3,000	-	0.0%	27
28 Other Misc. Expenses	26,648	26,455	21,929	28,000	25,000	(3,000)	-10.7%	28
29 Materials and Services Total	\$ 155,150	\$ 222,997	\$ 280,455	\$ 138,200	\$ 163,400	\$ 25,200	18.2%	29
30 Finance Total	\$ 823,789	\$ 920,634	\$ 732,152	\$ 690,121	\$ 969,276	\$ 279,155	40.5%	30
31 Finance Division Total	\$ 823,789	\$ 920,634	\$ 732,152	\$ 911,121	\$ 1,173,797	\$ 262,666	28.8%	31

Finance

	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year- End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	Change from FY2017-18 Budget	
37 FTE							37
38 Procurement							38
39 Contracts/Procurement Manager	-	-	-	0.8	0.8	- *	39
40 Contract/Procurement Analyst	-	-	-	0.8	0.8	- *	40
41 Grants Administrator	-	-	-	1.0	-	(1.0) ^	41
42 Total Procurement	-	-	-	2.6	1.6	(1.0)	42
43 Finance							43
44 Director of Finance/CFO	-	-	-	-	1.0	1.0 +	44
45 Finance Manager	1.0	1.0	1.0	1.0	-	(1.0) #	45
46 Accountant	0.9	1.0	1.0	1.0	1.0	-	46
47 Accounting Supervisor	-	-	-	-	1.0	1.0 #	47
48 Grants Administrator	1.0	1.0	1.0	-	1.0	1.0 ^	48
49 Contracts/Procurement Manager	-	1.0	1.0	-	-	-	49
50 Contract/Procurement Specialist	0.7	-	-	-	-	-	50
51 Contract/Procurement Analyst	-	1.0	1.0	-	-	-	51
52 Payroll Specialist	1.0	0.5	0.5	-	1.0	1.0 \$	52
53 Accounting Specialist	0.8	0.7	0.7	0.8	0.9	0.1 *	53
54 Accounting Technician	1.0	1.0	1.0	1.0	1.0	-	54
55 Receptionist	0.3	0.3	0.3	0.2	-	(0.2)	55
56 Total Finance	6.7	7.5	7.5	4.0	6.9	2.9	56
57 Total Finance Division FTE	6.7	7.5	7.5	6.6	8.5	1.9	57

* A portion of this position is allocated to a program/project.

^ This position was moved back to Finance prior to the end of FY18

+ This position was created and hired prior to the end of FY18

The Finance Manager position was reclassified to an Accounting Supervisor for FY19

\$ This position was moved back to Finance beginning with FY19

Communication Division

The Communication Division is responsible for developing and implementing the communication strategy for the District, including all community and stakeholder outreach activities, campaigns and initiatives. The Communication Division includes Marketing, Media and Public Relations, Advertising, Social and Digital Media, Strategic Communication, Customer Service, Travel Training, Transit Ambassador Program and Eligibility Determination.

Marketing

Functions and Programs

- Project manage the Customer Education Campaign
- Enforce and protect the Cherriots brand
- Develop and execute a communication plan for enhanced service
- Manage the vehicle advertising contract
- Serve as the District's storyteller
- Manage the District website, digital content and social media
- Increase community awareness and support through outreach and partnership activities
- Develop, plan and direct advertising to reflect the strategic vision and plan

Materials and Services

- Advertising Fees – The significant decrease is due to communication staff, rather than an agency, placing advertising.
- Other Professional and Technical – The increase is in anticipation of the promotion, information and education needs generated by the expanded services. The budgeted amount does cover services for web maintenance, translation, accessibility testing of website, graphic design and marketing consultation.

- Other Material and Supplies – The increase is in anticipation of the promotion, information and education needs generated by the expanded services.
- Dues and subscriptions – The increase reflects the reassignment of professional dues and subscriptions from other areas of the communication budget. After testing and working with several online tools, many will be eliminated because their functions can be covered with free or inexpensive online resources.
- Training and Education – The additional amount will support the professional development of the communication team. Additional training and education furthers opportunities for the Communication Division to produce the District’s collaterals and other materials in-house.

Customer Service

Functions and programs:

- Assures prompt address and resolution of complaints
- Receives and documents public feedback and input
- Disperses schedules and materials to provide service information to our customers
- Receives informational request calls concerning trip planning, complaints, and general bus route and schedule information
- Manages fare media sales
- Processes reduced fare applications
- Oversees Eligibility Determination Program
- Oversees Travel Training Program
- Oversees Transit Ambassador Program

Materials and Services

Temporary Help - The small increase here is due to an anticipation of staff members on FMLA (Family and Medical Leave Act).

Communication

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent	
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Change	
					Budget	Budget		
1 Marketing and Communication								1
2 Personnel Services	\$ 267,452	\$ 398,650	\$ 413,069	\$ 491,430	\$ 486,060	\$ (5,370)	-1.1%	2
3 Materials and Services								3
4 Advertising Fees	22,341	43,028	25,312	58,000	5,000	(53,000)	-91.4%	4
5 Other Professional & Technical	84,213	92,176	68,758	200,000	250,000	50,000	25.0%	5
6 Other Services	941				-			6
7 Parts, equipment & tools	-	4,888	-	-	1,000	1,000		7
8 Uniforms	83	-	56	200	400	200	100.0%	8
9 Operating Supplies	-	197	-	1,500	1,500	-	0.0%	9
10 Office Supplies	2,004	2,343	2,052	2,000	2,200	200	10.0%	10
11 Other Materials & Supplies	-	-	31	15,000	25,000	10,000	66.7%	11
12 Utilities	1,156	2,016	1,808	1,800	2,200	400	22.2%	12
13 Dues & Subscriptions	518	661	2,899	600	1,200	600	100.0%	13
14 Advertising/Promotion Media	83,016	80,705	1,669	30,000	30,000	-	0.0%	14
15 Travel, meetings, training, education	18,044	20,279	14,356	25,000	26,000	1,000	4.0%	15
16 Printing	148,477	118,376	94,695	140,000	140,000	-	0.0%	16
17 Other Misc. Expenses	431	24,525	23,909	50,000	50,000	-	0.0%	17
18 Materials and Services Total	\$ 361,224	\$ 389,194	\$ 235,545	\$ 524,100	\$ 534,500	\$ 10,400	2.0%	18
19 Marketing and Communication Total	\$ 628,676	\$ 787,844	\$ 648,614	\$ 1,015,530	\$ 1,020,560	\$ 5,030	0.5%	19
20 Customer Service								20
21 Personnel Services	\$ 524,974	\$ 555,083	\$ 518,677	\$ 567,760	\$ 579,926	\$ 12,166	2.1%	21
22 Materials and Services								22
23 Other Professional & Technical	70	-	-	-	-	-	-	23
24 Temporary Help	12,933	8,568	-	6,000	8,000	2,000	33.3%	24
25 Uniforms	946	99	-	1,500	1,500	-	0.0%	25
26 Operating Supplies	2,794	2,173	5,165	4,000	7,000	3,000	75.0%	26
27 Office Supplies	329	571	226	1,000	750	(250)	-25.0%	27
28 Utilities	336	336	224	400	336	(64)	-16.0%	28
29 Advertising/Promotion Media	-	200	(504)	300	300	-	0.0%	29
30 Travel, meetings, training, education	2,450	2,335	4,722	9,500	7,500	(2,000)	-21.1%	30
31 Printing	84	-	-	300	300	-	0.0%	31
32 Other Misc. Expenses	476	1,905	1,695	1,500	1,800	300	20.0%	32
33 Materials and Services Total	\$ 20,418	\$ 16,187	\$ 11,528	\$ 24,500	\$ 27,486	\$ 2,986	12.2%	33
34 Customer Service Total	\$ 545,392	\$ 571,270	\$ 530,205	\$ 592,260	\$ 607,412	\$ 15,152	2.6%	34

Communication (continued)

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Change
					Budget	Budget	
Travel Trainer							
Personnel services	\$ -	\$ -	\$ 74,791	\$ 120,465	\$ 37,484	\$ (82,981)	-68.9%
Materials and Services							
Uniforms					500	500	-
Office Supplies	-	-	-	250	125	(125)	-50.0%
Utilities	-	-	224	400	336	(64)	-16.0%
Advertising/Promotion Media	-	-	-	250	300	50	20.0%
Travel, meetings, training, education	-	-	1,316	3,000	2,750	(250)	-8.3%
Printing	-	-	-	500	300	(200)	-40.0%
Other Misc. Expenses	-	-	-	-	500	500	-
Materials and Services Total	\$ -	\$ -	\$ 1,540	\$ 4,400	\$ 4,811	\$ 411	9.3%
Travel Trainer Total	\$ -	\$ -	\$ 76,331	\$ 124,865	\$ 42,295	\$ (82,570)	-66.1%
Communication Division Total	\$ 1,174,068	\$ 1,359,114	\$ 1,255,150	\$ 1,732,655	\$ 1,670,267	\$ (62,388)	-3.6%
FTE							
Marketing & Communication							
Director of Communication	-	1.0	1.0	1.0	1.0	-	
Community Relations Officer	1.0	-	-	-	-	-	
Marketing Coordinator	1.0	1.0	1.0	1.0	1.0	-	
Digital Marketing Coordinator	1.0	1.0	1.0	1.0	1.0	-	
Marketing Assistant	-	-	1.0	-	1.0	1.0 #	
Total Marketing & Communication	3.0	3.0	4.0	3.0	4.0	1.0	
Customer Service							
Customer Service Manager	0.8	0.8	0.8	0.9	0.9	- *	
Customer Service Representative	5.0	5.0	5.0	5.0	5.0	-	
Total Customer Service	5.8	5.8	5.8	5.9	5.9	-	
Travel Trainer							
Outreach Representative	0.1	-	-	1.0	0.3	(0.7) *	
Total Travel Trainer	0.1	-	-	1.0	0.3	(0.7)	
Total Communication FTE	8.9	8.8	9.8	9.9	10.2	0.3	

This position was added and filled during FY18.

* A portion of this position is allocated to a program/project.

Transportation Development Division

The Transportation Development Division aims to maintain the existing transit system while adding more resources where needed to improve service levels throughout the region. The Division includes four departments:

Planning

- Planning and evaluation of fixed route service design.
- Planning and evaluation of rural bus service for Marion and Polk counties.
- Planning and evaluation of non ADA Dial-a-Ride service.
- 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 Coordinated Plan.
- Maintaining and updating the District's service standards.
- Maintaining and updating the District's Section 5310 Program Management Plan.
- Maintaining and updating the District's Title VI plan.
- Performance analysis and reporting.

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.

Information Technology Services

- Develops technology-driven solutions to solve business problems.
- Provides responsive, consistent support of district information technology and related components.
- Manage District's IT infrastructure and operation of IT systems.
- Manage District's Intelligent Transportation Systems (ITS) integration and development.

Materials and Services

Information Technology

- Software Licensing Annual Maintenance – These funds are for annual software license and maintenance charges throughout the district.
- Contract Maintenance Services – These funds are for network and internet connection services. These services allow all Salem-Keizer Transit facilities to be connected to a single homogenous network. This includes secondary services to provide a backup connectivity.
- Other Services – These funds are for hosted services (Google apps, Google Vault, web presence solutions, etc.)
- Parts, equipment & tools - These funds are for computer hardware and peripheral purchases to ensure IT equipment operates with satisfactory reliability and performance.
- Travel, meetings, training, education – These funds are primarily used for continuing education and training to ensure IT staff remain current in certifications and technical knowledge.

Grant 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 \$113,761. The match of approximately \$17,128 comes from the General Fund.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Transportation Development

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from		
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Percent	
					Budget	Budget	Change	
1 Transportation Development Administration								1
2 Personnel Services	\$ 618,656	\$ 608,390	\$ 635,328	\$ 723,163	\$ 797,240	\$ 74,077	10.2%	2
3 Materials and Services								3
4 Software Licensing Annual Maintenance				-	1,200	1,200	-	4
5 Advertising Fees	6,633	760	1,549	1,500	1,500	-	0.0%	5
6 Other Professional & Technical	6,496	-	48,363	7,000	88,000	81,000	1157.1%	6
7 Temporary Help	2,947	-	-	3,000		(3,000)	-100.0%	7
8 Other Services		0.00	267	10,000	3,000	(7,000)	-70.0%	8
9 Parts, equipment & tools	427	1,942	900	1,000	300	(700)	-70.0%	9
10 Uniforms	45	-	-	500	500	-	0.0%	10
11 Operating Supplies	-	151	14	300	300	-	0.0%	11
12 Office Supplies	181	174	260	300	300	-	0.0%	12
13 Other Materials & Supplies	141	-	-	100	100	-	0.0%	13
14 Utilities (including telephone)	1,728	1,728	2,610	2,900	2,920	20	0.7%	14
15 Dues & Subscriptions	111	195	175	300	300	-	0.0%	15
16 Travel, meetings, training, education	11,573	11,780	10,411	12,144	11,457	(687)	-5.7%	16
17 Printing	27	-	-	1,000	300	(700)	-70.0%	17
18 Other Misc. Expenses	431	522	1,009	2,000	-	(2,000)	-100.0%	18
19 Materials and Services Total	\$ 30,740	\$ 17,252	\$ 65,558	\$ 42,044	\$ 110,177	\$ 68,133	162.1%	19
20 Transportation Development Admin. Total	\$ 649,396	\$ 625,642	\$ 700,886	\$ 765,207	\$ 907,417	\$ 142,210	18.6%	20

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

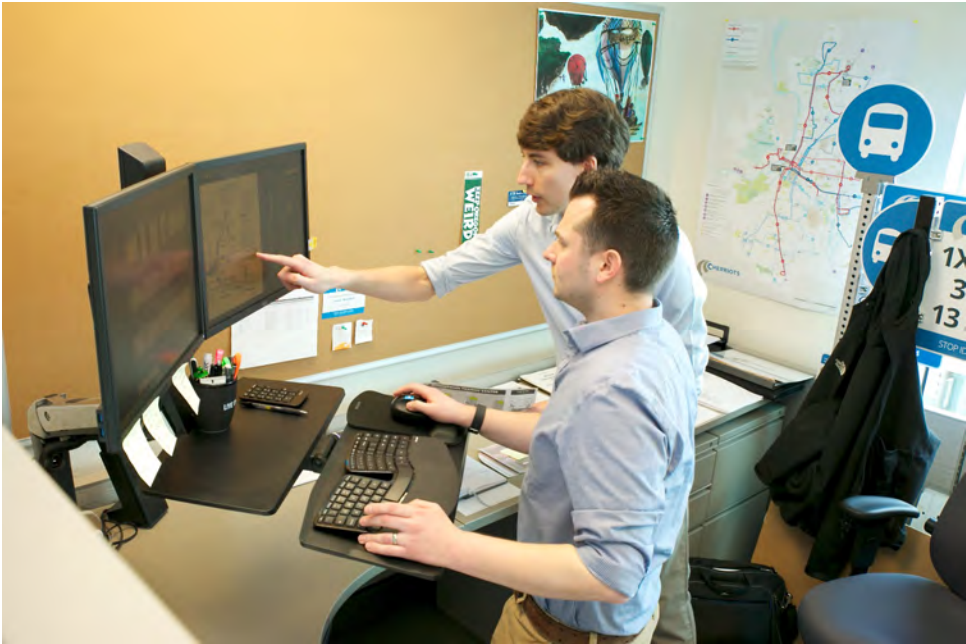
Transportation Development - Continued

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent	
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Change	
					Budget	Budget		
21 Information Technology								21
22 Personnel Services	\$ 498,877	\$ 692,330	\$ 608,537	\$ 660,829	\$ 711,464	\$ 50,635	7.7%	22
23 Materials and Services								23
24 Software Licensing Annual Maintenance	137,776	112,591	149,575	155,900	165,955	10,055	6.4%	24
25 Other Professional & Technical	763	421	2,310	16,400	9,200	(7,200)	-43.9%	25
26 Contract Maintenance Services	14,123	20,346	40,826	62,200	73,969	11,769	18.9%	26
27 Other Services	31,703	31,410	19,902	49,700	55,753	6,053	12.2%	27
28 Parts, equipment & tools	63,572	73,648	61,510	67,603	73,909	6,306	9.3%	28
29 Operating Supplies	2,208	4,234	1,593	2,000	2,000	-	0.0%	29
30 Office Supplies	107	74	63	200	100	(100)	-50.0%	30
31 Utilities (including telephone)	2,627	3,264	2,692	3,500	4,032	532	15.2%	31
32 Dues & Subscriptions	1,195	395	-	200	200	-	0.0%	32
33 Travel, meetings, training, education	17,654	12,401	14,319	15,400	33,190	17,790	115.5%	33
34 Printing	-	27	-	-	-	-	-	34
35 Other Misc. Expenses	32	55	-	-	-	-	-	35
36 Materials and Services Total	\$ 271,760	\$ 258,866	\$ 292,790	\$ 373,103	\$ 418,308	\$ 45,205	12.1%	36
37 Information Technology Total	\$ 770,637	\$ 951,196	\$ 901,327	\$ 1,033,932	\$ 1,129,772	\$ 95,840	9.3%	37
38 Vanpool								38
39 Vanpool Lease	\$ 206,602	\$ 177,903	\$ 228,338	\$ 250,000	\$ 250,000	\$ -	0.0%	39
40 Total Transportation Development	\$ 1,626,635	\$ 1,754,741	\$ 1,830,551	\$ 2,049,139	\$ 2,287,189	\$ 238,050	11.6%	40

Transportation Development - Continued

	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year- End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	Change from FY2017-18 Budget	
41 FTE							41
42 Transportation Development Administration							42
43 Director of Transportation Development	1.0	1.0	1.0	1.0	1.0	-	43
44 Information Technology Manager	-	0.1	-	-	-	-	44
45 Database Administrator	-	0.3	-	0.1	-	-	45
46 Mobility Coordinator	0.1	-	0.1	-	-	-	46
47 Planning Analyst	1.0	0.9	-	-	-	-	47
48 Transit Planner I	-	-	1.0	1.0	1.0	-	48
49 Planning Technician	1.0	0.9	1.0	-	-	-	49
50 Transit Planner II (Scheduler)	-	-	1.0	1.0	1.0	-	50
51 Transit Planner II	-	-	0.6	0.9	0.9	- *	51
52 Senior Planner	0.7	0.9	1.0	1.0	1.0	-	52
53 Long-Range Planning Analyst	-	0.7	-	-	-	-	53
54 Technology Services Support Analyst	-	-	-	0.2	0.2	- *	54
55 Administrative Assistant	0.7	0.8	0.7	1.0	1.0	-	55
56 Total Transportation Development Admin.	4.5	5.6	6.4	6.2	6.1	-	56
57 Information Technology							57
58 Strategic Planning & Technology Services Manager	0.9	-	0.9	-	-	-	58
59 Information Technology Manager	-	0.8	1.0	1.0	1.0	-	59
60 Network Administrator	0.9	0.9	0.9	0.9	0.9	- *	60
61 Intelligent Transportation Systems Administrator	0.5	0.9	0.5	0.9	0.9	- *	61
62 Database Administrator	1.0	0.6	1.0	0.8	0.9	- *	62
63 Technology Services Support Analyst	1.6	1.8	1.6	1.4	1.4	- *	63
64 Total Information Technology	4.9	5.0	5.9	5.0	5.1	-	64
65 Total Transportation Development FTE	9.4	10.6	12.3	11.2	11.2	-	65

* A portion of this position is allocated to a program/project.



Operations Division

The Operations Division is responsible for providing safe, reliable and courteous transit services to our community and a safe service environment for customers and employees.

Vehicle Maintenance

- Responsible for complete maintenance of 64 Cherriots buses, 15 Cherriots Regional (CARTS) buses, 43 Cherriots LIFT (CherryLift) vehicles, 5 Cherriots Shop & Ride (RED Line) vehicles, and 15 non-revenue vehicles.
- Cleanliness and fueling of all fixed-route 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 and Emergency Management

- 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 Allied private security.

Cherriots Transportation (Fixed Route) Services

- Provide and monitor services of the fixed route system including 23 routes within the urban growth boundary of Salem-Keizer and commuter buses operating to Wilsonville.
- Cherriots fixed route buses provide more than three (3) million passenger rides per year.

Contracted Services

Responsible for oversight of contracts for Cherriots LIFT (ADA paratransit service), Cherriots Shop & Ride (shopper service and dial-a-ride), Cherriots Regional (rural transportation service), and Cherriots Call Center (scheduling and brokerage serving Oregon Health Plan clients).

Materials and Services

Vehicle Maintenance

- Fuel Diesel - The amount for diesel is based on approximately 252,000 gallons at price of \$2.18 per gallon.
- Fuel CNG - The amount for CNG is based on 337,000 diesel gallon equivalents (DGE) at a price of \$.89.
- Tires and tire supplies – This line item is based on two lease rates for the different size tires, Orion VII - \$80,000 estimate, and Gillig - \$63,043 estimate.
- Parts, equipment & tools – The budget is based on \$0.27 per mile for 2.4 million miles.

Facility Maintenance

- Contract Maintenance Services – The budget includes contracts for landscaping, parking striping, cleaning and external equipment repairs.
- Utilities – This line item includes electricity, water, sewer, natural gas and communications.

Security

Other Professional and Technical – This amount is for the Intergovernmental Agreement with City of Salem Police department, and a contract with Allied Security Services.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Operations

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent	
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Change	
					Budget	Budget		
1 Operations Administration								1
2 Personnel Services	\$ 427,280	\$ 422,956	\$ 439,656	\$ 424,495	\$ 625,258	\$ 200,763	47.3%	2
3 Materials and Services								3
4 Other Professional & Technical	-	31,892	13,000	10,000	60,000	50,000	500.0%	4
5 Parts, equipment & tools	408	698	500	500	500	-	0.0%	5
6 Training/Incentive	4,125	4,134	6,000	4,000	4,000	-	0.0%	6
7 Office Supplies	537	999	500	500	500	-	0.0%	7
8 Utilities	53	543	600	600	600	-	0.0%	8
9 Dues & Subscriptions	-	-	-	800	2,000	1,200	150.0%	9
10 Travel, meetings, training, education	5,566	12,820	7,000	7,500	10,000	2,500	33.3%	10
11 Printing	54	27	-	-	-	-	-	11
12 Other Misc. Expenses	571	5,734	1,708	1,500	1,500	-	0.0%	12
13 Materials and Services Total	\$ 11,314	\$ 56,847	\$ 29,308	\$ 25,400	\$ 79,100	\$ 53,700	211.4%	13
14 Operations Administration Total	\$ 438,594	\$ 479,803	\$ 468,964	\$ 449,895	\$ 704,358	\$ 254,463	56.6%	14
15 FTE								15
16 Chief Operating Officer	0.7	0.9	0.9	0.9	1.0	0.1		16
17 Fixed Route Operations Manager	1.0	1.0	1.0	1.0	-	(1.0) #		17
18 Transportation Manager					1.0	1.0 #		18
19 Assistant Transportation Manager					1.0	1.0 ^		19
20 Contracted Transportation Manager	0.1	0.2	0.1	0.2	-	(0.2) *		20
21 Medical Transportation Administrator	0.1	-	0.1	-	-	-		21
22 Operations Programs Administrator	-	-	-	-	0.1	0.1 +		22
23 Mobility Coordinator	0.1	-	-	0.1	-	(0.1) *		23
24 Administrative Assistant	1.0	1.0	1.0	1.0	1.0	-		24
25 Total Operations Administration FTE	3.0	3.1	3.1	3.2	4.1	0.9		25

This position was re-titled during FY18
 ^ This position was created and filled during FY18
 + A portion of this position is allocated to a program/project
 * All of this position is now allocated in the Transportation Program Fund

Operations - Continued

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent	
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Change	
					Budget	Budget		
26 Vehicle Maintenance								26
27 Personnel Services	\$ 2,187,310	\$ 2,364,775	\$ 2,498,492	\$ 2,252,014	\$ 2,467,168	\$ 215,154	9.6%	27
28 Materials and Services								28
29 Other Professional & Technical	7,193	15,720	13,099	14,000	10,500	(3,500)	-25.0%	29
30 Contract Maintenance Services	7,940	4,312	3,000	2,000	2,000	-	0.0%	30
31 Towing & collision repairs	6,647	6,631	3,000	15,000	13,500	(1,500)	-10.0%	31
32 Radio Charges	40,433	39,984	40,000	40,000	43,000	3,000	7.5%	32
33 Other Services	1,271	-	-	-	-	-	-	33
34 Fuel-Cars & Other	4,164	13,233	14,141	4,500	4,700	200	4.4%	34
35 Fuel-Diesel	369,041	408,421	530,000	553,500	550,000	(3,500)	-0.6%	35
36 Fuel-CNG	266,951	270,045	280,000	341,000	300,000	(41,000)	-12.0%	36
37 Lubricant & Coolant	44,324	51,212	43,432	48,000	50,000	2,000	4.2%	37
38 Tires & tire supplies	143,930	151,012	151,000	152,200	155,000	2,800	1.8%	38
39 Parts, equipment & tools	713,572	713,808	620,000	663,600	737,000	73,400	11.1%	39
40 Uniforms	53,183	50,542	40,000	50,000	55,000	5,000	10.0%	40
41 Safety & Wellness	1,106	400	193	1,500	1,500	-	0.0%	41
42 Operating Supplies	21,120	39,940	34,394	45,050	40,000	(5,050)	-11.2%	42
43 Office Supplies	1,962	2,254	3,194	2,500	2,500	-	0.0%	43
44 Other Materials & Supplies	-	-	-	-	-	-	-	44
45 Utilities	572	662	431	748	750	2	0.3%	45
46 Travel, meetings, training, education	6,187	9,700	13,000	15,000	14,500	(500)	-3.3%	46
47 Printing	3,704	3,790	5,755	4,500	5,500	1,000	22.2%	47
48 Other Misc. Expenses	-	-	-	-	2,238	2,238	-	48
49 Materials and Services Total	\$ 1,693,300	\$ 1,781,666	\$ 1,794,639	\$ 1,953,098	\$ 1,987,688	\$ 34,590	1.8%	49
50 Vehicle Maintenance Total	\$ 3,880,610	\$ 4,146,441	\$ 4,293,131	\$ 4,205,112	\$ 4,454,856	\$ 249,744	5.9%	50
51 FTE								51
52 Maintenance Manager	1.0	1.0	0.9	1.0	0.9	(0.1) *		52
53 Vehicle Maintenance Supervisor	1.8	1.8	1.8	1.8	1.8	- *		53
54 Maintenance Training Supervisor	1.0	1.0	1.0	1.0	1.0	-		54
55 Administrative Assistant	1.0	1.0	0.9	1.0	0.6	(0.4) *		55
56 Purchasing Agent	1.0	1.0	0.9	1.0	0.9	(0.1) *		56
57 Intelligent Transportation Systems Administrator	1.0	0.5	-	-	-	-		57
58 Journey Mechanic	7.6	7.6	7.7	7.9	7.7	(0.2) *		58
59 Parts & Supplies Clerk	0.8	1.0	0.9	0.9	0.9	- *		59
60 Service Technician	4.1	4.1	4.3	4.4	4.3	(0.1) *		60
61 Service Worker	5.1	5.1	5.2	5.3	5.2	(0.1) *		61
62 Total Vehicle Maintenance FTE	24.4	24.1	23.6	24.3	23.3	(1.0)		62

* A portion of this position is allocated to a program/project.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Operations - Continued

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from		
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Percent	
					Budget	Budget	Change	
63 Facility Maintenance								63
64 Personnel Services	\$ 547,170	\$ 626,018	\$ 641,643	\$ 626,496	\$ 740,712	\$ 114,216	18.2%	64
65 Materials and Services								65
66 Other Professional & Technical	15,626	15,420	11,852	20,000	22,000	2,000	10.0%	66
67 Contract Maintenance Services	63,168	62,808	56,000	55,000	56,000	1,000	1.8%	67
68 Other Services	-	-	81	-	-	-	-	68
69 Fuel-Cars & Other	7,623	-	5,000	9,200	9,200	-	0.0%	69
70 Parts, equipment & tools	2,762	2,481	987	2,400	2,400	-	0.0%	70
71 Uniforms	1,830	756	1,777	2,200	3,000	800	36.4%	71
72 Operating Supplies	19,780	24,531	25,529	22,000	22,500	500	2.3%	72
73 Office Supplies	-	-	139	100	156	56	56.0%	73
74 Other Materials & Supplies	1,905	5,039	2,613	10,000	10,000	-	0.0%	74
75 Utilities	109,596	119,684	142,605	129,200	145,000	15,800	12.2%	75
76 Dues & Subscriptions	-	85	153	200	200	-	0.0%	76
77 Printing	264	-	-	250	250	-	0.0%	77
78 Other Misc. Expenses	274	-	-	150	150	-	0.0%	78
79 Materials and Services Total	\$ 222,828	\$ 230,804	\$ 246,736	\$ 250,700	\$ 270,856	\$ 20,156	8.0%	79
80 Facility Maintenance Total	\$ 769,998	\$ 856,822	\$ 888,379	\$ 877,196	\$ 1,011,568	\$ 134,372	15.3%	80
81 FTE								81
82 Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0	-		82
83 Facilities Maintenance Worker	5.0	5.1	7.0	6.0	7.0	1.0 *		83
84 Total Facilities Maintenance FTE	6.0	6.1	8.0	7.0	8.0	1.0		84

*This position was added in FY18 as a grant-funded position

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Operations - Continued

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent	
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Change	
					Budget	Budget		
84 Security & Emergency Management								84
85 Personnel Services	\$ 126,071	\$ 137,388	\$ 142,395	\$ 148,704	\$ 153,997	\$ 5,293	3.6%	85
86 Materials and Services								86
87 Other Professional & Technical	342,225	322,882	450,000	450,000	460,000	10,000	2.2%	87
88 Temporary Help	-	-	6,434	-	-	-	-	88
89 Other Services	280	4,496	-	1,500	2,000	500	33.3%	89
90 Fuel-Cars & Other	109	-	-	-	-	-	-	90
91 Parts, equipment & tools	158	425	6,000	5,000	6,000	1,000	20.0%	91
92 Operating Supplies	-	59	2,000	2,245	2,000	(245)	-10.9%	92
93 Office Supplies	317	615	664	700	600	(100)	-14.3%	93
94 Utilities	1,573	2,499	1,968	2,200	2,100	(100)	-4.5%	94
95 Dues & Subscriptions	100	100	1,020	500	1,000	500	100.0%	95
96 Travel, meetings, training, education	3,253	3,154	1,527	4,000	4,700	700	17.5%	96
97 Printing	353	600	844	1,000	1,000	-	0.0%	97
98 Other Misc. Expenses	481	988	500	1,000	1,000	-	0.0%	98
99 Materials and Services Total	\$ 348,849	\$ 335,818	\$ 470,957	\$ 468,145	\$ 480,400	\$ 12,255	2.6%	99
100 Security Total	\$ 474,920	\$ 473,206	\$ 613,352	\$ 616,849	\$ 634,397	\$ 17,548	2.8%	100
101 FTE								101
102 Security Coordinator	1.0	1.0	1.0	1.0	-	(1.0)	#	102
103 Security & Emergency Management Manager	-	-	-	-	1.0	1.0	#	103
104 Total Security & Emergency Management FTE	1.0	1.0	1.0	1.0	1.0	-		104

This position was reclassified to Manager during FY18

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Operations - Continued

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent	
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Change	
					Budget	Budget		
105 Cherriots Fixed Route Service								105
106 Personnel Services	\$ 10,360,720	\$ 11,305,816	\$ 11,156,739	\$ 11,320,512	\$ 11,311,830	\$ (8,682)	-0.1%	106
107 Materials and Services								107
108 Other Professional & Technical	-	-	7,000	250	-	(250)	-100.0%	108
109 Fuel-Cars & Other	2,159	-	2,000	4,000	4,000	-	0.0%	109
110 Parts, equipment & tools	1,939	981	669	4,000	1,000	(3,000)	-75.0%	110
111 Uniforms	17,999	20,369	23,000	47,500	42,500	(5,000)	-10.5%	111
112 Safety & Wellness	507	574	750	1,250	1,500	250	20.0%	112
113 Operating Supplies	17	784	1,500	1,500	1,500	-	0.0%	113
114 Office Supplies	4,097	3,299	4,200	4,700	4,200	(500)	-10.6%	114
115 Utilities	5,221	5,215	5,000	5,300	5,300	-	0.0%	115
116 Travel, meetings, training, education	11,893	14,411	24,000	15,000	29,800	14,800	98.7%	116
117 Printing	27	27	-	700	600	(100)	-14.3%	117
118 Other Misc. Expenses	3,486	1,208	3,000	3,600	3,500	(100)	-2.8%	118
119 Materials and Services Total	\$ 47,345	\$ 46,868	\$ 71,119	\$ 87,800	\$ 93,900	\$ 6,100	6.9%	119
120 Cherriots Fixed Route Service Total	\$ 10,408,065	\$ 11,352,684	\$ 11,227,858	\$ 11,408,312	\$ 11,405,730	\$ (2,582)	0.0%	120
121 FTE								121
122 Operations Supervisor	8.0	8.0	8.0	8.0	8.0	-		122
123 Operations Training Coordinator	1.0	1.0	-	1.0	-	(1.0) #		123
124 Operations Training Supervisor	-	-	1.0	-	1.0	1.0 #		124
125 Transit Operator	101.0	101.0	103.0	103.0	105.2	2.2		125
126 Total Cherriots Fixed Route Service FTE	110.0	110.0	112.0	112.0	114.2	2.2		126

This position was reclassified to Supervisor during FY18

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Operations - Continued

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent	
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Change	
					Budget	Budget		
127 West Salem Connector Operations								127
128 Personnel Services	\$ 3,613	\$ 685	\$ 1,892	\$ -	\$ -	\$ -	-	128
129 Materials and Services								129
130 Advertising Fees	-	-	-	500	-	(500)	-100.0%	130
131 Other Professional & Technical	16,900	14,970	12,133	8,035	-	(8,035)	-100.0%	131
132 Legal Services	90	45	-	250	-	(250)	-100.0%	132
133 Radio Charges	-	428	604	-	-	-	-	133
134 Parts, equipment & tools	6,269	2,554	-	2,000	-	(2,000)	-100.0%	134
135 Utilities	1,084	964	880	500	-	(500)	-100.0%	135
136 Contract Transportation	176,030	166,834	119,143	90,000	-	(90,000)	-100.0%	136
137 Printing	-	27	-	550	-	(550)	-100.0%	137
138 Other Misc. Expenses	-	-	-	100	-	(100)	-100.0%	138
139 Materials and Services Total	\$ 200,375	\$ 185,822	\$ 132,760	\$ 101,935	\$ -	\$ (101,935)	-100.0%	139
140 Connector Operations Total	\$ 203,988	\$ 186,507	\$ 134,652	\$ 101,935	\$ -	\$ (101,935)	-100.0%	140
141 West Salem Connector Vehicle Maintenance								141
142 Personnel Services	\$ 21,424	\$ 14,719	\$ 8,324	\$ 13,272	\$ -	\$ (13,272)	-100.0%	142
143 Materials and Services								143
144 Contract Maintenance Services	180	-	-	-	-	-	-	144
145 Towing & collision repairs	395	330	427	-	-	-	-	145
146 Fuel-Diesel	4,752	9,958	7,437	7,500	-	(7,500)	-100.0%	146
147 Lubricant & Coolant	398	345	142	-	-	-	-	147
148 Tires & tire supplies	553	535	699	204	-	(204)	-100.0%	148
149 Parts, equipment & tools	8,163	2,425	4,057	3,084	-	(3,084)	-100.0%	149
150 Operating Supplies	52	27	-	48	-	(48)	-100.0%	150
151 Materials and Services Total	\$ 14,493	\$ 13,620	\$ 12,762	\$ 10,836	\$ -	\$ (10,836)	-100.0%	151
152 Connector Vehicle Maintenance Total	\$ 35,917	\$ 28,339	\$ 21,086	\$ 24,108	\$ -	\$ (24,108)	-100.0%	152
153 Total West Salem Connector	\$ 239,905	\$ 214,846	\$ 155,738	\$ 126,043	\$ -	\$ (126,043)	-100.0%	153
154 Operations Division Total	\$ 16,212,092	\$ 17,523,802	\$ 17,647,422	\$ 17,683,407	\$ 18,210,909	\$ 527,502	3.0%	154

General Administration

General Administration is used for expenses that generally apply to the whole district rather than being identifiable to a specific division, and thus remain unallocated.

Personnel Services

This line item is for the retiree medical insurance premiums, professional benefit Health Reimbursement Administration (HRA) costs, and it also includes Tuition Reimbursement program, a new program for FY19.

Materials and Services

- Other Professional and Technical – This line item includes services for insurance brokerage and investment advisers and actuaries needed for the District’s pension plans.
- Legal Services – The District retains the services of legal counsel for general business matters.
- Other Materials and Supplies – Is for mail processing and postage through Garten Services.
- Utilities – This line includes the cost for the telephone system maintained by Marion County.
- Condo Association Courthouse Square – These fees are the District’s portion of the Courthouse Square utilities, grounds keeping and overall maintenance. The amount is assessed by the Condo Association.
- Premium for General Liability – Premiums for auto, general and cyber liability policies.
- Dues and Subscriptions – Memberships in various organizations, including Mid-Willamette Valley Council of Governments, American Public Transportation Association (APTA) and the Oregon Transit Association (OTA).

- Match Expense – This is a payment to the Mid-Willamette Council of Governments and ODOT as a matching amount for a federal planning grant and is based upon the grant amount. The Transportation Development Division provides planning services as required by the grant.
- Other Miscellaneous Expenses – This includes funding for the Cherriots Connect Committee, the Wellness Committee and the Green Team.



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent	
	Actual	Actual	End Estimate	Budget	Adopted	FY2017-18	Change	
					Budget	Budget		
1 General Administration								1
2 Personnel Services	\$ 119,861	\$ 243,929	\$ 282,032	\$ 330,000	\$ 345,000	\$ 15,000	4.5%	2
3 Materials and Services								3
4 Other Professional & Technical	351,039	157,692	13,934	109,000	100,000	(9,000)	-8.3%	4
5 Contract Maintenance Services	15,955	18,774	27,418	18,000	25,000	7,000	38.9%	5
6 Legal Services	22,130	16,920	9,865	40,000	20,000	(20,000)	-50.0%	6
7 Other Services	812	-	-	1,000	-	(1,000)	-100.0%	7
8 Parts, equipment & tools	-	90	-	500	-	(500)	-100.0%	8
9 Operating Supplies	1,046	-	-	-	-	-	-	9
10 Office Supplies	4,166	3,204	3,390	5,000	4,000	(1,000)	-20.0%	10
11 Other Materials & Supplies	25,516	7,686	7,126	15,000	8,000	(7,000)	-46.7%	11
12 Utilities	35,443	31,306	27,616	39,000	32,600	(6,400)	-16.4%	12
13 Condo Assn Courthouse Square	116,651	119,906	118,877	119,800	120,797	997	0.8%	13
14 Premium for General Liability	250,646	255,820	287,238	262,000	321,457	59,457	22.7%	14
15 Retail Space Property Taxes	910	903	1,264	1,800	1,000	(800)	-44.4%	15
16 Dues & Subscriptions	49,576	82,039	33,060	58,000	58,000	-	0.0%	16
17 Travel, meetings, training, education	27	8	-	-	-	-	-	17
18 Printing	831	7,383	1,380	5,000	-	(5,000)	-100.0%	18
19 Passthrough	29,569	24,567	31,665	13,060	25,000	11,940	91.4%	19
20 Other Misc. Expenses	27,066	26,399	32,785	55,000	50,200	(4,800)	-8.7%	20
21 Lease	3,906	4,200	2,933	4,800	4,400	(400)	-8.3%	21
23 Materials and Services Total	\$ 935,289	\$ 756,897	\$ 598,551	\$ 746,960	\$ 770,454	\$ 23,494	3.1%	23
24 General Administration Total	\$ 1,055,150	\$ 1,000,826	\$ 880,583	\$ 1,076,960	\$ 1,115,454	\$ 38,494	3.6%	24
25 Total General Fund	\$ 22,419,185	\$ 23,946,980	\$ 23,814,117	\$ 24,958,443	\$ 25,971,609	\$ 1,013,166	4.1%	25



TRANSPORTATION PROGRAMS FUND





Transportation Programs Fund

The Transportation Programs Fund is used to account for eight programs that are primarily supported by fares collected and grant funding. These programs are:

Cherriots Lift

- Origin-to-destination transportation service for people whose disability prevents them from using the fixed route system (Cherriots).

Cherriots Shop & Ride

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

Cherriots Regional

- Deviated and flex-route transportation for rural Marion and Polk counties.

OHA/WVCH (Oregon Health Authority/Willamette Valley Community Health)

- Brokered Non-Emergency Medical Transportation (NEMT) for Medicaid and Oregon Health Plan recipients in Marion and Polk counties. This program ended on February 28, 2018.

Cherriots Call Center

- Reservation and scheduling center for all Cherriots Lift, Cherriots Shop & Ride, Cherriots Regional, and OHA/WVCH rides.

Mobility Management

- Eligibility determinations for Cherriots Lift services and coordination of travel training and mobility coordination programs.

Special Transportation Coordination

- Coordination and administration of the Federal and State funds for the transportation of seniors and people with disabilities.

TripChoice

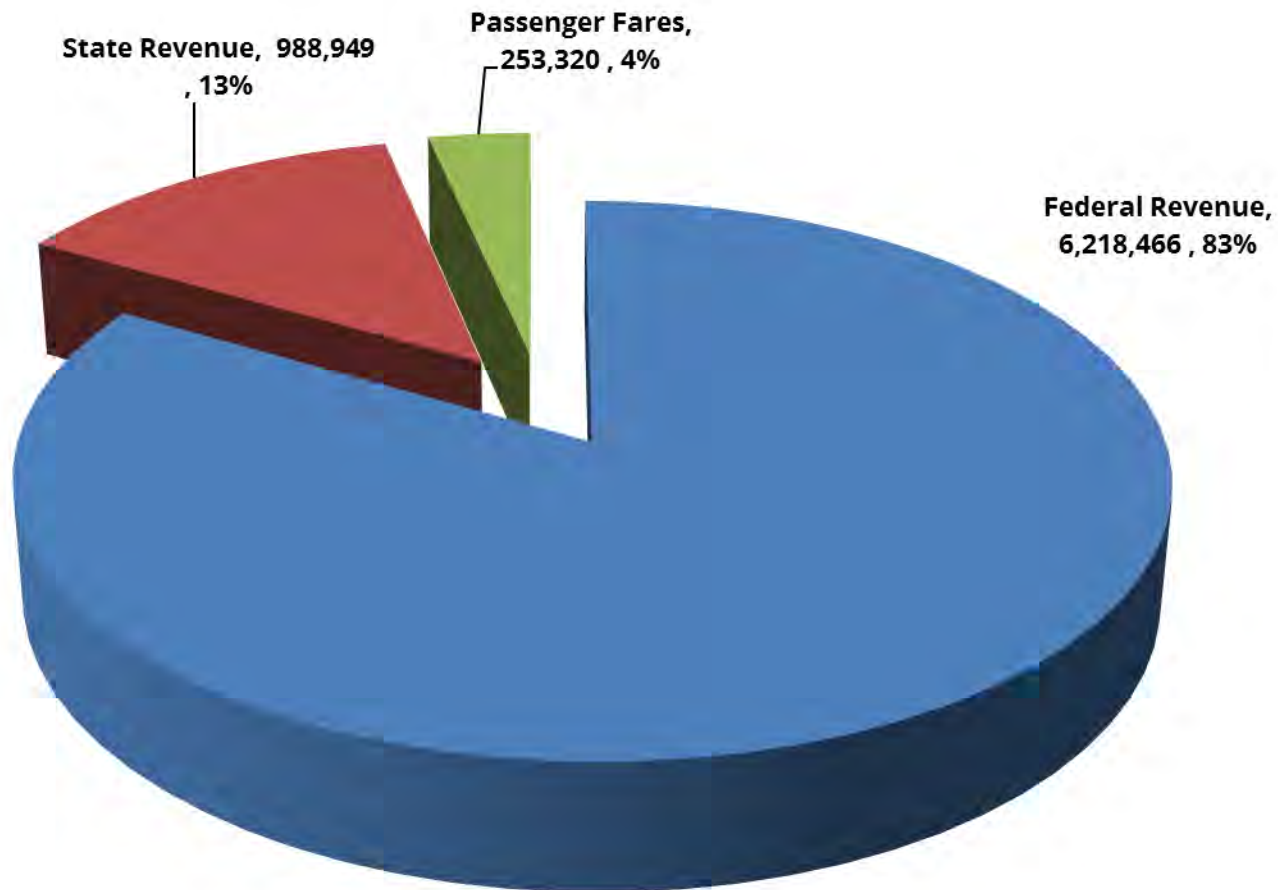
- Carpool matching services for Marion, Polk, and Yamhill counties; coordination of vanpools in the Willamette Valley; provision of alternative modes of transportation to the public.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Transportation Programs Fund

Revenues/Resources and Expenses/Requirements				FY2017-18 Year-		FY2018-19	Change from	Percent
Summary	FY2015-16 Actual	FY2016-17 Actual	End Estimate	FY2017-18 Budget	Adopted Budget	FY2017-18 Budget	Change	
1 Operating Revenues/Resources								1
2 Passenger Fares	\$ 387,809	\$ 376,232	\$ 334,950	\$ 386,900	253,320	\$ (133,580)	-34.5%	2
3 Federal Direct 5310 Funds	323,201	256,361	184,802	224,590	591,757	367,167	163.5%	3
4 Federal 5311 Funds	300,958	365,978	361,142	331,050	700,434	369,384	111.6%	4
5 Federal New Freedom	87,820	94,857	94,230	30,866	-	(30,866)	-100.0%	5
6 Federal 5310 Funds Through State	907,353	712,259	1,078,611	856,269	1,300,238	443,969	51.8%	6
7 TripChoice Grant	155,240	190,833	224,300	211,199	248,501	37,302	17.7%	7
8 TDM Grant	132,241	162,562	183,950	167,341	179,949	12,608	7.5%	8
9 DD53 Revenues	2,662,441	2,455,869	2,048,101	2,392,000	2,415,721	23,721	1.0%	9
10 Federal 5307	790,522	792,541	828,905	850,651	781,866	(68,785)	-8.1%	10
11 OHA/WVCH Revenues	10,409,813	9,736,440	9,702,803	9,502,396	-	(9,502,396)	-100.0%	11
12 STF Pass Through Funds	294,000	332,140	328,122	244,000	244,000	-	0.0%	12
13 State STF Funds	644,549	958,994	975,317	744,949	744,949	-	0.0%	13
14 State of Oregon, ODOT	-	-	1,346	41,949	-	(41,949)	-100.0%	14
15 Miscellaneous	-	2,401	-	-	-	-	-	15
16 Transfers from Other Funds	-	-	-	754,000	-	(754,000)	-100.0%	16
17 Operating Revenues/Resources Total	\$ 17,095,947	\$ 16,437,467	\$ 16,346,579	\$ 16,738,160	\$ 7,460,735	\$ (9,277,425)	-55.4%	17

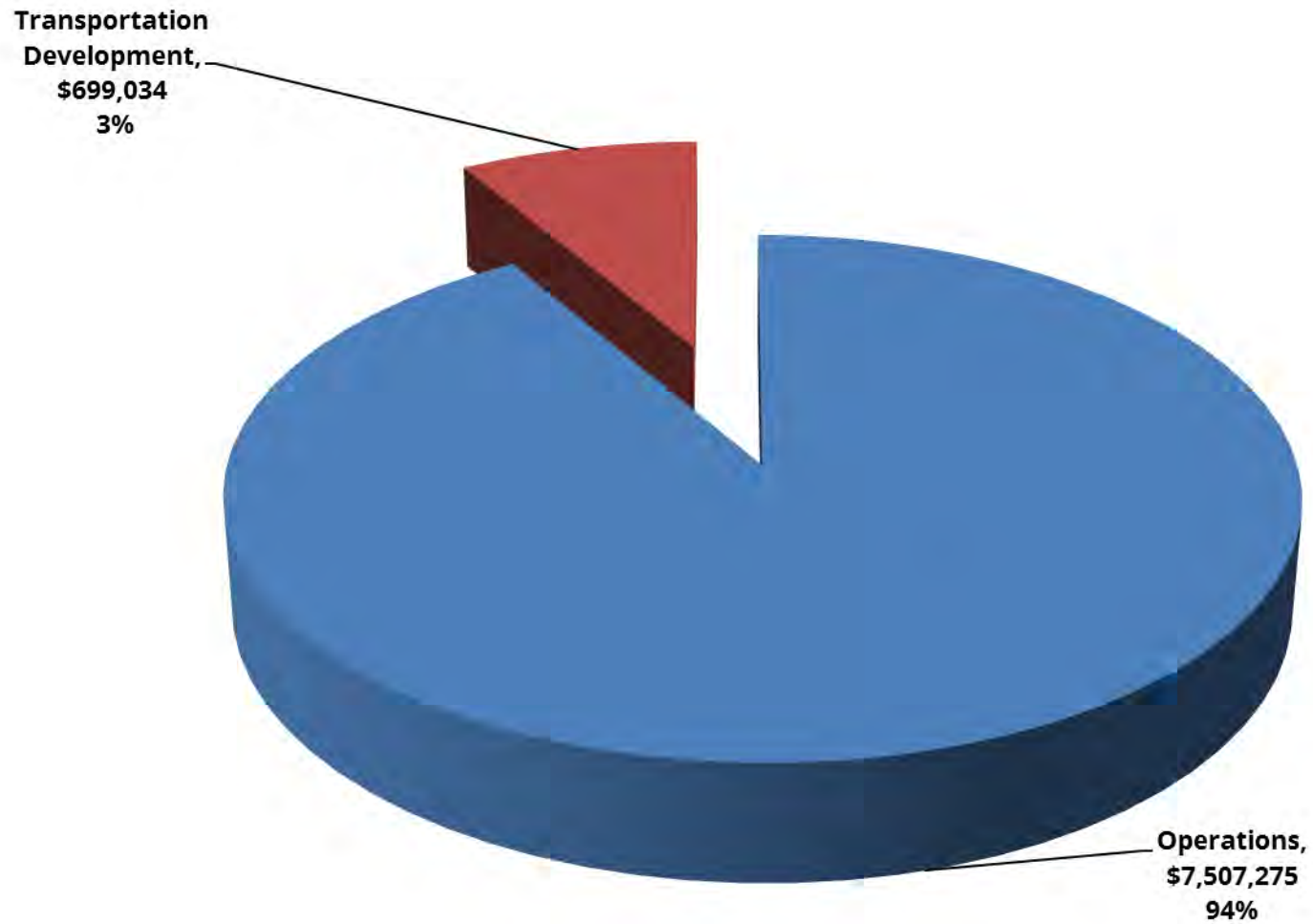
Transportation Programs Fund Revenues/Resources FY2018-19



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Transportation Programs Fund							
Revenues/Resources and Expenses/Requirements							
Summary	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year- End Estimate		FY2018-19 Adopted Budget	Change from FY2017-18 Budget	Percent Change
18 Operating Expenses/Requirements							18
19 Communication	233,340	224,874	151,341	-	-	-	19
20 Transportation Development	607,257	725,932	515,155	647,125	699,034	51,909	8.0%
21 Operations	15,618,014	16,473,706	15,547,368	17,979,765	7,507,275	(10,472,490)	-58.2%
22 Operating Expenses/Requirements Total	\$ 16,458,611	\$ 17,424,512	\$ 16,213,864	\$ 18,626,890	\$ 8,206,309	\$ (10,420,581)	-55.9%
23 Operating Revenue/Resources less Operating Expenses/Requirements	\$ 637,336	\$ (987,045)	\$ 132,715	\$ (1,888,730)	\$ (745,574)	\$ 1,143,156	-60.5%
24 Transfer Out Miscellaneous	-	-	-	(109,530)	-	109,530	-100.0%
25 Net Operating and Transfers to Other Funds Total	\$ 637,336	\$ (987,045)	\$ 132,715	\$ (1,998,260)	\$ (745,574)	\$ 1,252,686	-62.7%
26 Reserve Working Capital	-	-	-	(300,965)	-	300,965	-100.0%
27 Net Operating, Transfers to Other Funds, and Reserve Working Capital Total	\$ 637,336	\$ (987,045)	\$ 132,715	\$ (2,299,225)	\$ (745,574)	\$ 1,553,651	-67.6%
28 Beginning Working Capital	2,319,040	2,956,376	1,969,331	2,299,225	2,102,046	(197,179)	-8.6%
29 Ending Working Capital	\$ 2,956,376	\$ 1,969,331	\$ 2,102,046	\$ -	\$ 1,356,472	\$ 1,356,472	-

Transportation Programs Fund Requirements FY2018-19



Cherriots Lift

Cherriots Lift is an origin-to-destination transportation service for people whose disability prevents them from independently using the fixed route bus system.

Revenues/Resources

- Beginning Working Capital – These funds are leftover resources from previous years and are used to cover any shortfall of resources.
- Passenger Fares – Funds collected from passengers at a rate of \$3.20 per ride.
- DD53 Revenues – Medicaid grant funds received for transporting passengers qualified to ride Cherriots Lift under the DD53 requirements. This source is expected to remain constant this year at \$2,392,000.
- Federal 5307 – This is a FTA Urbanized Area Formula Grant that has an 80/20 matching ratio. This means that 80 percent of the program expenses (approximately \$816,000) can be covered by federal funds while the remaining 20 percent of expenses have to be covered either by a state grant or local funds.
- Federal 5310 Funds through State – These federal funds, approximately \$192,000, are administered through the State of Oregon, have an 89.73/10.27 match ratio, and are awarded on a biennium basis.
- State Special Transportation 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.

Materials and Services

- Contract Eligibility Determination – The contract for the ADA eligibility process for both new and recertifying applicants, decreases to \$119,000.
- Fuel-Cars and Other – About 133,000 gallons of fuel at an estimated \$2.45 per gallon, budgeted at the same amount as last year, \$325,000.
- Tires and tire supplies – This line item is based on a lease rate of \$.00529 per mile, for an estimated 850,000 miles total and six tires per vehicle for a total of \$31,500.
- Parts, equipment and tools – This line includes the cost for replacement parts, two transmission rebuilds, and a wear-and-tear cost of about \$.1545 per mile, for a total of \$61,500.
- Contract Transportation – This is the contract price for MV Transportation to operate the Cherriots Lift vehicles. The contract with MV Transportation provides for a maximum of 62,500 revenue hours at a rate of \$56.27 per revenue hour. The adopted fiscal year 2018-19 budget reflects an increase of 15%, to approximately \$3,485,000.
- Match Expense – This line is the District’s matching requirement for Medicaid funds used to transport passengers qualified to ride Cherriots Lift under DD53 requirements. The decrease of \$16,000 is due to changes in the ADA eligibility process.
- Call Center Allocation – The call center expenses are allocated, based on call volume, to each of the programs that use the call center; 80 percent of the call center is allocated to Cherriots Lift.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Cherriots Lift

	Revenues/Resources and		FY2017-18 Year-		FY2018-19	Change from	Percent	
	Expenses/Requirements Summary	FY2015-16 Actual	FY2016-17 Actual	End Estimate	FY2017-18 Budget	Adopted Budget	FY2017-18 Budget	Change
1 Operating Revenues/Resources								
2 Beginning Working Capital	\$	-	\$ 1,843,197	\$ 825,078	\$ 470,900	\$ 1,165,266	\$ 694,366	147.5%
3 Passenger Fares		189,691	197,907	222,415	190,000	196,000	6,000	3.2%
4 Federal New Freedom		87,820	94,857	62,212	30,866	-	(30,866)	-100.0%
5 Federal Direct 5310 Funds		118,388	80,188	17,047	43,430	27,215	(16,215)	-37.3%
6 Federal 5310 Funds Through State		156,795	190,292	108,261	162,394	192,394	30,000	18.5%
7 DD53 Revenues		2,662,441	2,455,869	4,369,990	2,392,000	2,392,000	-	0.0%
8 Federal 5307		790,522	792,541	610,656	850,651	815,653	(34,998)	-4.1%
9 State STF Funds		291,655	381,572	357,654	201,692	491,983	290,291	143.9%
10 Transfers from Other Funds		-	-	-	754,000	-	(754,000)	-100.0%
11 Operating Revenues/Resources Total	\$	4,297,312	\$ 6,036,423	\$ 6,573,313	\$ 5,095,933	\$ 5,280,511	\$ 184,578	3.6%
12 Operating Expenses/Requirements								
13 Personnel services	\$	312,705	\$ 265,638	\$ 114,961	\$ 364,530	411,409	\$ 46,879	12.9%
14 Materials and Services								
15 Advertising Fees		-	-	-	1,000	1,000	-	0.0%
16 Other Professional & Technical		12,245	7,052	5,000	5,000	5,000	-	0.0%
17 Contract Maintenance Services		10,897	14,237	-	19,000	7,000	(12,000)	-63.2%
18 Contract Eligibility Determination		103,082	115,973	67,614	119,500	119,000	(500)	-0.4%
19 Towing & collision repairs		335	1,250	1,320	680	1,250	570	83.8%
20 Legal Services		329	338	2,000	1,000	1,000	-	0.0%
21 Other Services		46	2,153	-	2,400	2,400	-	0.0%
22 Fuel-Cars & Other		255,190	275,698	279,075	325,000	325,000	-	0.0%
23 Lubricant & Coolant		6,034	7,201	6,209	6,500	7,000	500	7.7%
24 Tires & tire supplies		23,348	18,314	24,085	33,000	31,500	(1,500)	-4.5%
25 Parts, equipment & tools		43,553	75,094	58,000	62,000	61,500	(500)	-0.8%
26 Operating Supplies		14,475	1,216	2,000	5,500	2,000	(3,500)	-63.6%
27 Office Supplies		374	62	19	900	900	-	0.0%
28 Other Materials & Supplies		39	7	-	100	100	-	0.0%
29 Utilities		193	-	-	-	-	-	-

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Cherriots Lift (continued)

Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Year-			FY2018-19	Change from	Percent		
		FY2015-16 Actual	FY2016-17 Actual	End Estimate	FY2017-18 Budget	Adopted Budget	FY2017-18 Budget	Change	
30	Contract Transportation	2,803,699	2,723,413	3,000,000	2,906,000	3,485,312	579,312	19.9%	30
31	Dues & Subscriptions	225	225	225	225	400	175	77.8%	31
32	Travel, meetings, training, education	1,093	880	341	2,500	1,000	(1,500)	-60.0%	32
33	Printing	6,906	202	2,000	4,000	2,500	(1,500)	-37.5%	33
34	Match Expense	788,951	727,235	715,222	754,000	738,000	(16,000)	-2.1%	34
35	Other Misc. Expenses	-	6	32	300	-	(300)	-100.0%	35
36	Lease-Other	5,310	31,624	3,383	31,860	31,860	-	0.0%	36
37	Call Center Allocation	206,240	271,631	228,093	328,360	257,565	(70,795)	-21.6%	37
38	Materials and Services Total	\$ 4,282,564	\$ 4,273,811	\$ 4,394,618	\$ 4,608,825	\$ 5,081,287	\$ 472,462	10.3%	38
39	Operating Expenses/Requirements Total	\$ 4,595,269	\$ 4,539,449	\$ 4,509,579	\$ 4,973,355	\$ 5,492,696	\$ 519,341	10.4%	39
Operating Revenue/Resources less									
40	Operating Expenses/Requirements	\$ (297,957)	\$ 1,496,974	\$ 2,063,734	\$ 122,578	\$ (212,185)	\$ (334,763)	-273.1%	40
41	Transfers to Other Funds								41
42	Transfer to Capital Project Fund	-	-	-	-	-	-	-	42
43	Transfer Out To Other TPF Funds	-	-	-	-	-	-	-	43
44	Transfers to Other Funds Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	44
Net Operating and Transfers to Other									
45	Funds Total	\$ (297,957)	\$ 1,496,974	\$ 2,063,734	\$ 122,578	\$ (212,185)	\$ (334,763)	-273.1%	45
46	Other Designations								46
47	Reserved Working Capital	-	-	-	(1,396,300)	-	1,396,300	-100.0%	47
48	Other Designations Total	\$ -	\$ -	\$ -	\$ (1,396,300)	\$ -	\$ 1,396,300	-100.0%	48
Net Operating, Transfers to Other Funds									
49	and Other Designations Total	\$ (297,957)	\$ 1,496,974	\$ 2,063,734	\$ (1,273,722)	\$ (212,185)	\$ 1,061,537	-83.3%	49
50	Beginning Working Capital	299,938	1,981	1,498,955	1,498,955	225,233	(1,273,722)	-85.0%	50
51	Ending Working Capital	\$ 1,981	\$ 1,498,955	\$ 3,562,689	\$ 225,233	\$ 13,048	\$ (212,185)	-94.2%	51

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Cherriots Lift (continued)

	<u>FY2015-16 Actual</u>	<u>FY2016-17 Actual</u>	<u>FY2017-18 Year- End Estimate</u>	<u>FY2017-18 Budget</u>	<u>FY2018-19 Adopted Budget</u>	<u>Change from FY2017-18 Budget</u>	
52 FTE							52
53 Chief Operating Officer	0.1	-	-	-	-	-	53
54 Maintenance Manager	-	-	0.1	0.1	0.1	-	54
55 Vehicle Maintenance Supervisor	0.1	0.1	0.1	0.2	0.1	(0.1) *	55
56 Contracted Services Manager	-	0.7	-	-	-	-	56
57 Contracted Transportation Manager	0.7	-	0.7	0.6	0.7	0.1 *	57
58 Customer Service Manager	-	0.1	-	-	-	-	58
59 Intelligent Transportation Systems Admi	-	0.1	-	0.1	0.1	-	59
60 Mobility Coordinator	0.1	0.1	0.1	0.1	-	(0.1) *	60
61 Accounting Specialist	0.1	-	-	-	-	-	61
62 Administrative Assistant	0.5	0.5	0.4	0.4	0.9	0.5 *	62
63 Journey Mechanic	0.8	0.6	0.7	0.7	0.7	-	63
64 Purchasing Agent	-	-	-	0.1	0.1	-	64
65 Parts & Supplies Clerk	-	0.1	0.1	0.1	0.1	-	65
66 Service Technician	0.5	0.4	0.4	0.4	0.4	-	66
67 Service Worker	0.5	0.4	0.5	0.5	0.5	-	67
68 Total Cherriots Lift FTEs	3.4	3.1	3.1	3.3	3.7	0.4	68

*These positions are allocated to other programs, and that allocation changed for FY19. The increase does not represent additional staff.



Cherriots Shop and Ride

Cherriots Shop & Ride is a shopping shuttle and dial-a-ride service for seniors and people with disabilities.

Revenues/Resources

- Beginning Working Capital – These funds are leftover resources from previous years and may be used to cover a shortfall of resources.
- Passenger Fares – Funds collected from passengers at a rate of \$1.25 per trip for the shopper shuttle and a rate of \$3.20 per trip for the dial-a-ride service.
- Federal Direct 5310 Funds – Enhanced mobility of seniors and individuals with disabilities funds.
- Federal 5310 Funds through State – These federal funds, administered through the State of Oregon, have an 89.73/10.27 match ratio and are awarded on a biennium basis.
- State Special Transportation Funds – These funds are a State grant awarded to special transportation programs and may be used as a match for federal grants.

Materials and Services

- Fuel-Cars and Other – This line item is for approximately 6,300 gallons of fuel at an estimated \$2.45 per gallon.
- Contract Transportation – This is the contract price for MV Transportation to operate the Cherriots Shop & Ride vehicles. In FY19, the contract rate is \$56.27 per revenue hour for an estimated 4,200 revenue hours.
- Call Center Allocation – The call center expenses are allocated based on call volume to each of the programs that use the call center; 15 percent of the call center is allocated to Cherriots Shop & Ride.



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Cherriots Shop and Ride

Revenues/Resources and Expenses/Requirements Summary	FY2015-16 Actual	FY2016-17 Actual	FY2017-18		FY2018-19 Adopted Budget	Change from		
			Year-End Estimate	FY2017-18 Budget		FY2017-18 Budget	Percent Change	
1 Operating Revenues/Resources								1
2 Beginning Working Capital	\$ -	\$ 57,600	\$ 133,252	\$ -	\$ 210,854	\$ 210,854	-	2
3 Passenger Fares	26,531	25,060	20,183	22,100	7,590	(14,510)	-65.7%	3
4 Federal Direct 5310 Funds	158,997	220,025	141,208	159,160	192,532	33,372	21.0%	4
5 Federal 5310 Funds Through State	35,641	14,633	-	26,920	30,000	3,080	11.4%	5
6 State STF Funds	43,829	106,023	106,023	107,295	48,133	(59,162)	-55.1%	6
7 Transfers from Other Funds	-	-	-	-	-	-	-	7
8 Operating Revenues/Resources Total	\$ 264,998	\$ 423,341	\$ 400,666	\$ 315,475	\$ 489,109	\$ 173,634	55.0%	8
9 Operating Expenses/Requirements								9
10 Personnel services	\$ 13,268	\$ 11,143	\$ 9,978	\$ 26,500	\$ 63,316	\$ 36,816	138.9%	10
11 Materials and Services								11
13 Other Professional & Technical	43	856	1,208	1,860	1,860	-	0.0%	13
14 Towing & collision repairs	-	55	-	300	300	-	0.0%	14
15 Legal Services	61	-	-	-	-	-	-	15
16 Fuel-Cars & Other	15,188	18,729	14,000	18,000	18,000	-	0.0%	16
17 Lubricant & Coolant	399	426	700	700	700	-	0.0%	17
18 Tires & tire supplies	1,216	812	699	1,500	1,500	-	0.0%	18
19 Parts, equipment & tools	2,054	7,052	8,000	10,150	10,000	(150)	-1.5%	19
20 Uniforms	2,138	-	-	-	-	-	-	20
21 Operating Supplies	1,571	12	-	-	-	-	-	21
22 Office Supplies	29	-	-	-	-	-	-	22
23 Contract Transportation	165,539	252,900	221,000	180,500	239,700	59,200	32.8%	23
24 Printing	1,745	-	-	3,300	2,500	(800)	-24.2%	24
25 Lease-Other	590	3,540	393	3,540	3,540	-	0.0%	25
26 Call Center Allocation	61,157	65,453	67,086	69,125	75,754	6,629	9.6%	26
27 Materials and Services Total	\$ 251,730	\$ 349,835	\$ 313,086	\$ 288,975	\$ 353,854	\$ 64,879	22.5%	27
28 Operating Expenses/Requirements Total	\$ 264,998	\$ 360,978	\$ 323,064	\$ 315,475	\$ 417,170	\$ 101,695	32.2%	28

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Cherriots Shop and Ride (continued)

Revenues/Resources and Expenses/Requirements Summary	FY2015-16 Actual	FY2016-17 Actual	FY2017-18		FY2018-19 Adopted Budget	Change from		Percent Change
			Year-End Estimate	FY2017-18 Budget		FY2017-18 Budget	FY2017-18 Budget	
Operating Revenue/Resources less								
29 Operating Expenses/Requirements	\$ -	\$ 62,363	\$ 77,602	\$ -	\$ 71,939	\$ 71,939		- 29
30 Transfers to Other Funds								- 30
31 Transfer Out Miscellaneous	-	-	-	-	-	-		- 31
32 Transfer Out To Other TPF Fund	-	-	-	-	-	-		- 32
33 Transfers to Other Funds Total	-	-	-	-	-	-		- 33
Net Operating and Transfers to Other								
34 Funds Total	\$ -	\$ 62,363	\$ 77,602	\$ -	\$ 71,939	\$ 71,939		- 34
35 Other Designations								- 35
36 Reserved Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		- 36
37 Other Designations Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		- 37
Net Operating, Transfers to Other Funds and Other Designations Total	\$ -	\$ 75,652	\$ 77,602	\$ -	\$ -	\$ -		- 38
39 Beginning Working Capital	57,600	57,600	133,252	210,854	210,854	-	0.0%	39
40 Ending Working Capital	\$ 57,600	\$ 133,252	\$ 210,854	\$ 210,854	\$ 210,854	\$ -	0.0%	40
41 FTE								41
42 Contracted Transportation Manager	-	-	-	-	0.1	0.1	*	42
43 Administrative Assistant	-	-	-	-	0.2	0.2	*	43
44 Journey Mechanic	0.1	0.1	0.1	0.1	0.1	-		44
45 Service Technician	0.1	-	-	0.1	0.1	-		45
46 Service Worker	0.1	0.1	0.1	0.1	0.1	-		46
47 Total Cherriots Shop and Ride FTEs	0.3	0.2	0.2	0.3	0.6	0.3		47

* A portion of this position is allocated to program/project. That allocation changed for FY19. There is no increase in staff.

Cherriots Regional

Cherriots Regional bus system provides service to rural Marion and Polk counties.

Revenues and Resources

- Beginning Working Capital – These funds are leftover resources from previous years and may be used to cover a shortfall of resources.
- Passenger Fares – Funds collected from passengers.
- Federal 5311 Funds – This is a Federal Transit Administration Rural Area Formula grant administered through the State of Oregon. The matching ratio is 56.08/43.92. Additional 5311 funds with a 89.73/10.27 matching ratio is included in this revenue source.
- Federal 5310 Funds through State – These federal funds, administered through the State of Oregon, have a 89.73/10.27 match ratio. The award is made on a biennium basis; only one year is budgeted.
- State Special Transportation Funds – These funds are a State grant awarded for Special Transportation programs. State grants are used as a match for the federal grant funds. The approximate decrease of \$34,000 is due to less money available through the State.

Materials and Services

- Contract Transportation – FY19 contract with MV Transportation for Regional Service at \$56.27 per revenue hour.
- Fuel-Cars & Other – This line item is for about 400,000 annual miles, 8.3 mpg, and 48,000 gallons at 2.50 per gallon.

Cherriots Regional

Materials and Services (continued)

- Parts, Equipment and Tools – This line includes the cost for replacement parts, two transmission rebuilds, and wear and tear cost of about \$.1250 per mile at 400,000 miles.
- Call Center Allocation – The call center expenses are allocated, based on call volume, to each of the programs that use the call center; 5 percent of the call center is allocated to Cherriots Regional.



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Cherriots Regional

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	
Revenues/Resources and Expenses/Requirements Summary	Actual	Actual	End Estimate	Budget	Adopted Budget	FY2017-18 Budget	Percent Change
1 Operating Revenues/Resources							
2 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 205,226	\$ -	\$ (205,226)	-100.0%
3 Passenger Fares	171,586	156,632	143,594	174,800	70,840	(103,960)	-59.5%
4 Federal 5311 Funds	300,958	365,978	217,693	331,050	372,010	40,960	12.4%
5 Federal Direct 5310 Funds	28,127	-	-	-	-	-	-
6 Federal 5310 Funds Through State	508,459	327,375	353,148	624,291	604,065	(20,226)	-3.2%
7 State STF Funds	277,711	510,722	434,608	402,635	368,387	(34,248)	-8.5%
8 Operating Revenues/Resources Total	\$ 1,286,841	\$ 1,360,707	\$ 1,149,043	\$ 1,738,002	\$ 1,415,302	\$ (322,700)	-18.6%
9 Operating Expenses/Requirements							
10 Personnel Services	\$ 137,818	\$ 158,216	\$ 99,330	\$ 157,500	164,413	\$ 6,913	4.4%
11 Materials and Services							
12 Advertising Fees	-	26,338	907	500	500	-	0.0%
13 Other Professional & Technical	49,738	1,035	2,000	2,000	11,000	9,000	450.0%
14 Contract Maintenance Services	3,673	6,913	5,000	6,000	2,000	(4,000)	-66.7%
15 Towing & collision repairs	2,309	3,168	1,751	2,500	2,500	-	0.0%
16 Legal Services	397	135	-	1,500	500	(1,000)	-66.7%
17 Other Services	14	811	2,000	6,200	2,000	(4,200)	-67.7%
18 Fuel-Cars & Other	93,889	90,470	110,000	155,000	120,000	(35,000)	-22.6%
19 Lubricant & Coolant	3,803	4,462	4,816	4,000	5,500	1,500	37.5%
20 Tires & tire supplies	11,367	23,981	8,000	17,000	12,800	(4,200)	-24.7%
21 Parts, equipment & tools	56,440	47,303	35,359	60,400	50,000	(10,400)	-17.2%
22 Operating Supplies	5,636	1,451	315	800	-	(800)	-100.0%
23 Office Supplies	-	22	268	-	-	-	-
24 Utilities	917	383	500	900	900	0	0.0%
25 Contract Transportation	952,723	926,850	933,000	962,000	948,000	(14,000)	-1.5%
26 Travel, meetings, training, education	15	44	-	100	100	-	0.0%
27 Printing	5,286	20,430	4,575	3,500	4,000	500	14.3%

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Cherriots Regional (continued)

	FY2015-16	FY2016-17	FY2017-18 Year-	FY2017-18	FY2018-19	Change from	Percent
Revenues/Resources and Expenses/Requirements Summary	Actual	Actual	End Estimate	Budget	Adopted Budget	FY2017-18 Budget	Change
28 Other Misc. Expenses	-	-	67	25,000	86	(24,914)	-99.7%
29 Leases-Other	1,770	10,620	1,180	10,620	10,620	-	0.0%
30 Call Center Allocation	38,971	38,366	26,834	34,565	30,302	(4,263)	-12.3%
31 Materials and Services Total	\$ 1,226,948	\$ 1,202,782	\$ 1,136,572	\$ 1,292,585	\$ 1,200,808	\$ (91,777)	-7.1%
32 Operating Expenses/Requirements Total	\$ 1,364,766	\$ 1,360,998	\$ 1,235,902	\$ 1,450,085	\$ 1,365,221	\$ (84,864)	-5.9%
Operating Revenue/Resources less Operating Expenses/Requirements	\$ (77,925)	\$ (291)	\$ (86,859)	\$ 287,917	\$ 50,081	\$ (237,836)	-82.6%
34 Transfers to Other Funds	-	-	-	-	-	-	-
35 Transfers to Capital Project fund	-	-	-	-	-	-	-
36 Transfers to Other TPF Funds	-	-	-	-	-	-	-
37 Transfers to Other Funds Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
38 Net Operating and Transfers to Other Funds Total	\$ (77,925)	\$ (291)	\$ (86,859)	\$ 287,917	\$ 50,081	\$ (237,836)	-82.6%
39 Other Designations							
40 Reserved Working Capital	-	-	-	(287,917)	-	287,917	-100.0%
41 Other Designations Total	\$ -	\$ -	\$ -	\$ (287,917)	\$ -	\$ 287,917	-100.0%
Net Operating, Transfers to Other Funds and Other Designations Total	\$ (77,925)	\$ (291)	\$ (86,859)	\$ -	\$ 50,081	\$ 50,081	-
42 Beginning Working Capital	690,652	612,727	612,436	-	-	-	-
44 Ending Working Capital	\$ 612,727	\$ 612,436	\$ 525,577	\$ -	\$ 50,081	\$ 50,081	-

Cherriots Regional (continued)

	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year- End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	Change from FY2017-18 Budget	
45 FTE							45
46 Vehicle Maintenance Supervisor	0.1	0.1	0.1	-	0.1	0.1 *	46
47 Strategic Planning & Technology Services Manage	0.1	-	-	-	-	-	47
48 Contracted Services Manager	0.1	-	-	-	0.2	0.2 *	48
49 Long-Range Planning Analyst	0.1	0.1	-	0.1	-	(0.1) *	49
50 Administrative Assistant	-	0.1	0.1	-	0.3	0.3 *	50
51 Senior Planner	-	0.1	-	-	-	-	51
52 Planning Technician	-	0.1	-	-	-	-	52
53 Planning Analyst	-	0.1	-	-	-	-	53
54 Journey Mechanic	0.5	0.4	0.4	0.5	0.5	-	54
55 Service Technician	0.3	0.2	0.2	0.2	0.2	-	55
56 Service Worker	0.3	0.2	0.2	0.2	0.2	-	56
57 Total Cherriots Regional FTEs	1.5	1.4	1.0	1.0	1.5	0.5	57

*These positions are allocated to other programs, and that allocation changed for FY19. The increase does not represent additional staff.



Non-Emergent Medical Transportation (NEMT)

Brokered Non-Emergent Medical Transportation (NEMT) for Medicaid and Oregon Health Plan recipients in Marion and Polk Counties. These services are brokered for both the State Coordinated Care Organization (OHA) as well as the Willamette Valley Community Health (WVCH).

This program was discontinued in FY18. The schedule of revenues and expenses and the FTE allocation on the following pages are presented for historical purposes only.





Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Non-Emergent Medical Transportation

Revenues/Resources and Expenses/Requirements Summary	FY2015-16 Actual	FY2016-17 Actual	FY2017-18		Change from		Percent Change	
			Year-End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	FY2017-18 Budget		
1 Operating Revenues/Resources								1
2 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 1,622,514	\$ -	\$ (1,622,514)	-100.0%	2
3 OHA/WVCH Revenues	10,409,813	9,736,440	9,134,074	9,502,396	-	(9,502,396)	-100.0%	3
4 Operating Revenues/Resources Total	\$ 10,409,813	\$ 9,736,440	\$ 9,134,074	\$ 11,124,910	\$ -	\$ (11,124,910)	-100.0%	4
5 Operating Expenses/Requirements								5
6 Personnel services	\$ 204,103	\$ 280,471	\$ 154,684	\$ 232,660	\$ -	\$ (232,660)	-100.0%	6
7 Materials and Services								7
8 Other Professional & Technical	467	8,634	-	1,600	-	(1,600)	-100.0%	8
9 Legal Services	990	810	600	1,500	-	(1,500)	-100.0%	9
10 Other Services	11,631	13,139	14,161	14,000	-	(14,000)	-100.0%	10
11 Office Supplies	350	29	162	300	-	(300)	-100.0%	11
12 Other Materials & Supplies	1,120	463	175	1,000	-	(1,000)	-100.0%	12
13 Utilities	1,592	1,544	1,192	1,700	-	(1,700)	-100.0%	13
14 Contract Transportation	8,169,717	8,731,199	8,233,614	9,569,400	-	(9,569,400)	-100.0%	14
15 Travel, meetings, training, education	7,801	405	1,450	4,300	-	(4,300)	-100.0%	15
16 Printing	1,567	27	-	500	-	(500)	-100.0%	16
17 Other Misc. Expenses		59	346	100	-	(100)	-100.0%	17
18 Lease-Building	1,473	1,625	1,167	1,700	-	(1,700)	-100.0%	18
19 Call Center Allocation	992,667	1,155,217	1,019,710	1,296,150	-	(1,296,150)	-100.0%	19
20 Materials and Services Total	\$ 9,188,878	\$ 9,913,151	\$ 9,272,577	\$ 10,892,250	\$ -	\$ (10,892,250)	-100.0%	20
21 Operating Expenses/Requirements Total	\$ 9,392,981	\$ 10,193,622	\$ 9,427,261	\$ 11,124,910	\$ -	\$ (11,124,910)	-100.0%	21

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Non-Emergent Medical Transportation (continued)

Revenues/Resources and Expenses/Requirements Summary	FY2015-16 Actual	FY2016-17 Actual	FY2017-18			Change from		Percent Change
			Year-End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	FY2017-18 Budget		
Operating Revenue/Resources less Operating Expenses/Requirements	\$ 1,016,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
22 Transfers to Other Funds								
23 Transfer Out Miscellaneous							-	
24 Transfer Out To STS							-	
25 Transfers to Other Funds Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
26 Net Operating and Transfers to Other Funds								
27 Total	\$ 1,016,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28 Other Designations								
29 Reserved Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
30 Other Designations Total	-	-	-	-	-	-	-	
31 Net Operating, Transfers to Other Funds and Other Designations Total	\$ 1,016,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
32 Beginning Working Capital	\$ 605,682	\$ 1,622,514	\$ 1,622,514	\$ -	\$ -	\$ -	\$ -	
33 Ending Working Capital	\$ 1,622,514	\$ 1,622,514	\$ 1,622,514	\$ -	\$ -	\$ -	\$ -	
34 FTE								
35 Chief Operating Officer	0.1	0.1	0.1	0.1	-	-	(0.1) *	
36 Contracted Services Manager	-	-	-	-	0.2	-	(0.2) *	
37 Contracted Transportation Manager	0.1	0.1	0.1	-	-	-	-	
38 Medical Transportation Administrator	0.9	1.0	1.0	1.0	-	-	(1.0) *	
39 Human Resources Assistant I	0.1	-	-	-	-	-	-	
40 Accountant	-	-	-	-	-	-	-	
41 Accounting Specialist	0.1	0.1	0.1	0.1	-	-	(0.1) *	
42 Administrative Assistant	0.7	0.7	0.7	-	-	-	-	
43 Total NEMT FTEs	2.0	2.0	2.0	1.4	-	-	(1.4)	

*The program was discontinued in FY18. Therefore, allocation of this position to NEMT was eliminated.

Cherriots Call Center

Reservation and scheduling center for all Cherriots LIFT, Cherriots Regional, Cherriots Shop & Ride services. Prior to 2/28/2018, the Call Center also handled Non-Emergent Medical Transportation rides (Oregon Health Authority/Willamette Valley Community Health).

Materials and Services

- Software Licensing Annual Maintenance – This line item is for Route Match software annual maintenance.
- Brokerage Contractor – This is the contract price for Medical Transportation Management (MTM) to operate the call center, and is based on call volume for the call center.
- Utilities – This line includes the cost for the telephone system and connection charges.
- Lease-Building – This is to charge the cost of the call center space to the programs that use the call center through an allocation of total expenses incurred.
- Call Center Allocation – The call center expenses are allocated based on call volume, to each of the projects that use the call center. The call center is allocated to the following programs:
 - Cherriots LIFT 80 percent
 - Cherriots Shop & Ride 15 percent
 - Cherriots Regional 5 percent

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Cherriots Call Center

Expenses/Requirements Summary	FY2015-16	FY2016-17	FY2017-18	FY2017-18	FY2018-19	Change from	Percent
	Actual	Actual	Year-End Estimate	Budget	Adopted Budget	FY2017-18 Budget	Change
1 Operating Expenses/Requirements							
2 Personnel services	\$ 54,576	\$ 43,128	\$ 32,241	\$ 80,848	82,415	\$ 1,567	1.9%
3 Materials and Services							
4 Software Licensing and Annual Maintenance	\$ 114,639	\$ 100,995	\$ 90,000	\$ 150,000	\$ 90,000	\$ (60,000)	-40.0%
5 Advertising Fees	645	-	-	1,000	-	(1,000)	-100.0%
6 Other Professional & Technical	1,810	9,945	2,210	2,000	5,000	3,000	150.0%
7 Contract Maintenance Services	2,712	2,762	1,636	4,000	16,643	12,643	316.1%
8 Brokerage Contract	1,020,749	1,310,864	1,205,214	1,388,852	875,000	(513,852)	-37.0%
9 Legal Services	2,385	-	-	500	500	-	0.0%
10 Other Services	281	-	5,452	2,000	8,400	6,400	320.0%
11 Parts, equipment & tools	3,595	-	-	500	3,000	2,500	500.0%
12 Office Supplies	2,644	1,712	940	2,500	1,200	(1,300)	-52.0%
13 Utilities	36,106	31,995	19,354	50,000	50,000	-	0.0%
14 Travel, meetings, training, education	7,390	41	-	5,000	-	(5,000)	-100.0%
15 Printing	-	99	-	-	-	-	-
16 Other Misc. Expenses	220	8	-	200	-	(200)	-100.0%
17 Lease-Building	51,282	47,777	36,238	40,800	40,768	(32)	-0.1%
18 Call Center Allocation	(1,299,035)	(1,530,667)	(1,341,723)	(1,728,200)	(1,166,283)	561,917	-32.5%
19 Materials and Services Total	\$ (54,577)	\$ (24,469)	\$ 19,321	\$ (80,848)	\$ (75,772)	\$ 5,076	-6.3%
20 Operating Expenses/Requirements Total	\$ (1)	\$ 18,659	\$ 51,562	\$ -	\$ 6,643	\$ 6,643	
21 FTE							
22 Information Technology Manager	-	0.1	-	-	-	-	-
23 Technology Services Support Analyst	0.3	0.2	0.4	0.4	0.4	-	-
24 Database Administrator	-	0.1	0.1	0.1	0.1	-	-
25 Network Administrator	0.1	0.1	0.1	0.1	0.1	-	-
26 Accounting Specialist	0.1	0.1	0.1	0.1	0.1	-	-
27 Total Call Center FTEs	0.5	0.6	0.7	0.7	0.7	-	

Mobility Management

Oversight of the eligibility process and coordination of travel training and mobility coordination programs.

Revenues and Resources

- Beginning Working Capital – These funds are leftover resources from previous years and may be used to cover a shortfall of resources.
- Federal 5310 Funds Through State – This is a federal grant administered through the State of Oregon, and has an 89.73/10.27 match ratio. The award increased by about \$117,300 due to a reallocation of funding.
- State Special Transportation Funds – These funds are a State grant awarded to Special Transportation programs and can be used as a match for federal grants.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Mobility Management

Revenues/Resources and Expenses/Requirements Summary	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year- End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	Change from			
						FY2017-18 Budget	Percent Change		
1 Operating Revenues/Resources								1	
2 Beginning Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	2
3 Federal Direct 5310 Funds	206,458	139,900	118,315	84,613	201,973	117,360	138.7%	3	
4 State STF Funds	26,882	163,585	31,327	31,327	23,117	(8,210)	-26.2%	4	
5 Operating Revenues/Resources Total	\$ 233,340	\$ 303,485	\$ 149,642	\$ 115,940	\$ 225,090	\$ 109,150	94.1%	5	
6 Operating Expenses/Requirements								6	
7 Personnel services	\$ 209,131	\$ 197,830	\$ 122,447	\$ 87,240	190,395	\$ 103,155	118.2%	7	
8 Materials and Services								8	
9 Advertising Fees				250	-	(250)	-100.0%	9	
10 Other Professional & Technical	18,033	23,042	24,717	25,200	32,000	6,800	27.0%	10	
11 Parts, equipment & tools	1,089	-	-	-	-	-	-	11	
12 Office Supplies	172	94	-	250	-	(250)	-100.0%	12	
13 Utilities	336	336	-	-	-	-	-	13	
14 Travel, meetings, training, education	2,613	3,572	2,830	2,500	2,500	-	0.0%	14	
15 Printing	1,917	-	947	250	250	-	0.0%	15	
16 Other Misc. Expenses	49	-	400	250	400	150	60.0%	16	
17 Materials and Services Total	\$ 24,209	\$ 27,044	\$ 28,894	\$ 28,700	\$ 35,150	\$ 6,450	22.5%	17	
18 Operating Expenses/Requirements Total	\$ 233,340	\$ 224,874	\$ 151,341	\$ 115,940	\$ 225,545	\$ 109,605	94.5%	18	
19 Operating Revenue/Resources less									
19 Operating Expenses/Requirements	-	78,611	(1,699)	-	(455)	(455)	-	19	
20 Beginning Working Capital	-	-	78,611	-	76,912	76,912	-	20	
21 Ending Working Capital	\$ -	\$ 78,611	\$ 76,912	\$ -	\$ 76,457	\$ 76,457	-	21	
22 FTE								22	
23 Outreach Representative	1.8	1.0	-	1.0	0.7	(0.3) *		23	
24 Mobility Coordinator	0.8	1.0	0.8	0.8	0.8	-		24	
25 Customer Service Manager	-	0.1	-	0.1	0.1	-		25	
26 Customer Service Supervisor	0.1	-	-	-	-	-		26	
27 Total Mobility Management FTEs	2.7	2.1	0.8	1.9	1.6	(0.3)		27	

*This position is allocated to other programs and the allocation was changed for FY19.

Special Transportation Coordination

Coordination and administration of Federal and State funds for transportation of seniors and individuals with disabilities.

Revenues and Resources

- STF Pass Through Funds – State funds administered by the District and awarded to other agencies. These funds have been awarded to the City of Silverton’s Silver Trolley, West Valley Hospital, and Woodburn Transit as follows:

○ Woodburn Transit	\$205,000
○ City of Silverton Silver Trolley	\$16,500
○ West Valley Hospital	<u>\$22,500</u>
	\$244,000



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Special Transportation Coordination (continued)

Revenues/Resources and Expenses/Requirements Summary	FY2015-16 Actual	FY2016-17 Actual	FY2017-18		FY2018-19	Change from		
			Year-End Estimate	FY2017-18 Budget	Adopted Budget	FY2017-18 Budget	Percent Change	
1 Operating Revenues/Resources								1
2 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 585	\$ -	\$ (585)	-100.0%	2
3 Federal Direct 5310 Funds	17,689	8,595	2,236	22,000	-	(22,000)	-100.0%	3
4 STF Pass Through Funds	294,000	332,140	244,512	244,000	244,000	-	0.0%	4
5 State STF Funds	4,472	2,149	5,400	2,000	\$ 2,000	-	0.0%	5
6 Operating Revenues/Resources Total	\$ 316,161	\$ 342,884	\$ 252,148	\$ 268,585	\$ 246,000	\$ (22,585)	-8.4%	6
7 Operating Expenses/Requirements								7
8 Personnel services	\$ 18,310	\$ 9,329	\$ 4,839	\$ 18,185	\$ 2,000	\$ (16,185)	-89.0%	8
9 Materials and Services								9
10 Advertising Fees	722	-	-	1,500	-	(1,500)	-100.0%	10
11 Other Professional & Technical	-	-	-	1,000	-	(1,000)	-100.0%	11
12 Legal Services	2,160	203	-	1,500	-	(1,500)	-100.0%	12
13 Office Supplies	-	-	-	500	-	(500)	-100.0%	13
14 Utilities	576	576	-	600	-	(600)	-100.0%	14
15 STF Pass-through Expense	297,615	361,795	218,239	244,000	244,000	-	0.0%	15
16 Dues & Subscriptions	-	-	-	100	-	(100)	-100.0%	16
17 Travel, meetings, training, education	393	202	-	700	-	(700)	-100.0%	17
18 Printing	-	434	-	500	-	(500)	-100.0%	18
19 Materials and Services Total	\$ 301,466	\$ 363,210	\$ 218,239	\$ 250,400	\$ 244,000	\$ (6,400)	-2.6%	19
20 Operating Expenses/Requirements Total	\$ 319,776	\$ 372,539	\$ 223,078	\$ 268,585	\$ 246,000	\$ (22,585)	-8.4%	20
Operating Revenue/Resources less								
21 Operating Expenses/Requirements	\$ (3,615)	\$ (29,655)	\$ 29,070	\$ -	\$ -	\$ -	-	21
22 Beginning Working Capital	4,200	585	(29,070)	-	-	-	-	22
23 Ending Working Capital	\$ 585	\$ (29,070)	\$ -	\$ -	\$ -	\$ -	-	23

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Special Transportation Coordination (continued)

	FY2015-16	FY2016-17	FY2017-18	FY2017-18	FY2018-19	Change from	
	Actual	Actual	Year-End	Budget	Adopted	FY2017-18	
			Estimate		Budget	Budget	
24 FTE							24
25 Medical Transportation Administrator	-	-	-	-	-	-	25
26 Grants Administrator Financial Analyst	-	-	-	-	-	-	26
27 Long-Range Planning Analyst	0.1	0.1	0.2	0.1	0.1	-	27
28 Administrative Assistant	0.1	-	0.1	-	-	-	28
29 Total Special Transportation Coord. FTEs	0.2	0.1	0.3	0.1	0.1	-	29

Trip Choice/Transportation Demand Management

Cherriots Trip Choice (formerly Rideshare/Transportation Demand Management (TDM)) functions include:

- Trip Planning and ride matching services in Marion, Polk and Yamhill counties.
- Coordination of vanpools in the Willamette Valley.
- Provision of transportation options and active transportation information to the public.
- Coordination of employer outreach programs.

Funding

The Trip Choice/TDM program is funded by two Federal Highway Administration grants, allocated to the Metropolitan Planning Organization as Surface Transportation Program-Urban funds. In the past the grants were tracked separately, however starting in FY19 the grant amounts will be tracked as one amount. The grant is for three years for a total of \$1,347,138. Divided evenly among the three years the FY19 budget is \$449,046.

Materials and Services

Allocations have been adjusted for some of the materials and services categories to better balance and represent anticipated expenditures and activities as outlined in the Cherriots Trip Choice FY19 Work Plan. The most significant is an allocation of \$60,000 for temporary staff. This is in anticipation of the ODOT employee trip reduction outreach project being managed by Cherriots Trip Choice staff at the request of ODOT Active Transportation Division.



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

TripChoice/Transportation Demand Management

			FY2017-18		FY2018-19	Change from		
Revenues/Resources and Expenses/Requirements Summary	FY2015-16 Actual	FY2016-17 Actual	Year-End Estimate	FY2017-18 Budget	Adopted Budget	FY2017-18 Budget	Percent Change	
1 Operating Revenues/Resources								1
2 TripChoice	\$ 155,240	\$ 190,833	\$ 129,272	\$ 211,200	\$ 236,209	\$ 25,009	11.8%	2
3 TDM/Non-CMAQ	-	-	-	-	19,575	19,575	-	3
4 TDM Grant	132,241	162,562	110,121	167,340	193,262	25,922	15.5%	4
5 Operating Revenues/Resources Total	\$ 287,481	\$ 353,395	\$ 239,393	\$ 378,540	\$ 449,046	\$ 70,506	18.6%	5
6 Operating Expenses/Requirements								6
7 Personnel services	\$ 226,823	\$ 279,253	\$ 260,291	\$ 277,140	\$ 321,458	\$ 44,318	16.0%	7
8 Materials and Services								8
9 Advertising Fees	1,479	1,108	1,114	4,000	10,000	6,000	150.0%	9
10 Other Professional & Technical	3,541	-	-	4,300	-	(4,300)	-100.0%	10
11 Temporary Help	-	-	-	-	60,000	60,000	-	11
12 Uniforms	1,031	285	-	1,800	1,000	(800)	-44.4%	12
13 Legal Services	608	90	-	1,500	500	(1,000)	-66.7%	13
14 Other Services	-	-	32	-	-	-	-	14
15 Parts, equipment & tools	188	685	-	500	1,576	1,076	215.2%	15
16 Operating Supplies	2,901	732	-	1,500	1,000	(500)	-33.3%	16
17 Office Supplies	775	807	649	1,800	1,500	(300)	-16.7%	17
18 Other Materials & Supplies	20	561	-	-	-	-	-	18
19 Utilities	2,674	3,211	3,113	3,600	4,000	400	11.1%	19
20 Dues & Subscriptions	800	1,336	1,532	2,500	1,500	(1,000)	-40.0%	20

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

TripChoice/Transportation Demand Management (Continued)

Revenues/Resources and Expenses/Requirements Summary		FY2015-16 Actual	FY2016-17 Actual	FY2017-18		FY2018-19		Change from	
				Year-End Estimate	FY2017-18 Budget	Adopted Budget	FY2017-18 Budget	Percent Change	
21	Advertising/Promotion Media	28,832	37,487	33,902	44,500	25,500	(19,000)	-42.7%	21
22	Travel, meetings, training, education	8,290	10,741	13,333	15,400	12,500	(2,900)	-18.8%	22
23	Guarantee Ride Home	1,640	13,801	259	4,000	2,500	(1,500)	-37.5%	23
24	Printing	7,879	3,297	6,387	16,000	10,000	(6,000)	-37.5%	24
25	Materials and Services Total	\$ 60,658	\$ 74,141	\$ 60,321	\$ 101,400	\$ 131,576	\$ 30,176	29.8%	25
26	Operating Expenses/Requirements Total	\$ 287,481	\$ 353,394	\$ 320,612	\$ 378,540	\$ 453,034	\$ 74,494	19.7%	26
Operating Revenue/Resources less									
27	Operating Expenses/Requirements	\$ -	\$ 1	\$ (81,219)	\$ -	\$ (3,988)	\$ (3,988)	-	27
28	Other Designations								28
29	Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	29
30	Reserved Working Capital	-	-	81,218	-	3,988	3,988	-	30
31	Other Designations	\$ -	\$ -	\$ 81,218	\$ -	\$ 3,988	\$ 3,988	-	31
Net Operating, Transfers to Other Funds and									
32	Other Designations Total	\$ -	\$ 1	\$ (1)	\$ -	\$ -	\$ -	-	32
33	Beginning Working Capital	-	-	1	-	-	-	-	33
34	Ending Working Capital	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	-	34
35	FTE								35
36	Rideshare & Outreach Coordinator	1.0	1.0	1.0	1.0	1.0	-		36
37	Rideshare Specialist	1.0	1.0	1.0	1.0	1.0	-		37
38	Rideshare Assistant	-	-	0.5	0.5	1.0	0.5 *		38
39	Total TripChoice/TDM FTEs	2.0	2.0	2.5	2.5	3.0	0.5		39

*This position was increased to 1.0 FTE during FY18.

CAPITAL PROJECTS FUND





The Capital Projects Fund

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 Adopted Budget includes amounts that are expected to be spent during FY2018-19 and includes working capital reserves to help identify future requirements for some projects. Projects approved in the FY2017-18 budget that cover multiple years or were not completed at year-end were re-evaluated by the Capital Projects Committee and most were carried forward into the FY2018-19 Adopted Capital Fund budget.

The following is a brief description of the projects included in the Adopted FY2018-19 Budget for each of the Divisions.

Administration

The budget includes \$218,200 which reflects the FY2019 portion of costs to replace the current Finance and Human Resources software packages with a single solution.

Communication

The budget includes \$20,000 to replace the point-of-sale software in Customer Service.

Transportation Development

Technology Equipment

- \$175,000 for upgrades to radios and radio systems
- \$2,443,171 for CAD/AVL Project (Phase 2 & 3 \$985,000 CAD/AVL and APC; and Phase 4-ITS \$1,458,171)
- \$100,000 for Back-up storage
- \$111,000 for Facilities Camera Replacement (Phase I)

Building Improvements

- \$29,000 to remodel the Del Webb server room
- \$22,740 for Electric Vehicle Stations at Keizer Transit Center

Capital/ Operating Projects

- \$1,418,437 for Bus Stop Improvement Program
- \$515,420 for Transit Signal Priority (Phase I)

Operations

Technology Equipment

- \$50,000 for Incident Reporting Software
- \$50,000 for CH2 Security Camera Enhancements

Building Improvements

- \$87,000 for Maintenance Fence Upgrade (Phase I)
- \$32,000 for Visitor Intercom System
- \$258,848 for In-ground Lift project (Phase I)
- \$72,000 for Del Webb exterior lighting project
- \$11,000 for (2) Post Lift replacements
- \$10,500 for Bus Wash Roof Repair
- \$10,000 for Tire Bay Concrete Work
- \$6,300 for Maintenance Wash Basin repair/replacement
- \$45,000 for DTC Restroom Re-model
- \$300,000 for Del Webb Power Generator (Phase I)
- \$50,000 for CH2 Fire Alarm System Upgrade (Cherriots Share/County Project)

Capital Purchases > \$5,000

- \$16,000 for (2) Parts Cabinets
- \$6,000 for Heated Washer Replacement
- \$7,000 for Shop Welder
- \$10,000 for Back up Diesel Pump Generator
- \$9,000 for Floor Scrubber
- \$28,000 for CNG Dryer

Vehicle Replacements

- \$45,555 for CNG Vehicle Tank Replacements
- Approximately \$9.3 million for a minimum additional (14) Cherrits Revenue Vehicle Replacements (6+8 CNG Buses)
- \$540,000 for an additional (3) Cherrits LIFT Replacement Vehicles

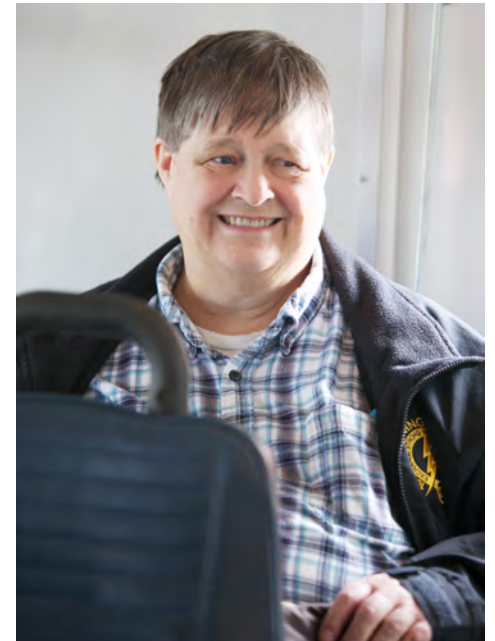




Capital Projects Fund Summary

Total Capital Projects Fund Summary		FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year- End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	Change from FY2017-18 Budget	% Change from FY18 Budget
1	Beginning Working Capital	\$ 3,707,543	\$ 3,649,111	\$ 3,393,496	\$ 2,184,345	\$ 3,972,282	\$ 1,787,937	81.9%
2	Total Federal, State, & Local Resources	\$ 1,539,438	\$ 521,250	\$ 1,146,043	\$ 9,975,335	\$ 25,650,402	\$ 15,675,067	157.1%
3	Total Capital Project Fund Resources	\$ 5,246,981	\$ 4,170,361	\$ 4,539,539	\$ 12,159,680	\$ 29,622,684	\$ 17,463,004	143.6%
4	FY19 Capital Project Fund Requirements	\$ 1,597,870	\$ 776,865	\$ 567,257	\$ 12,159,680	\$ 29,127,114	\$ 16,967,434	139.5%
5	Capital Funds Contingency	\$ -	\$ -	\$ -	\$ -	\$ 495,570	\$ 495,570	
6	Total Capital Projects Fund Requirements	\$ 1,597,870	\$ 776,865	\$ 567,257	\$ 12,159,680	\$ 29,622,684	\$ 17,463,004	143.6%
7	FTE							
8	Capital Projects Manager	1.0	0.5	1.0	-	-	-	
9	Contracts/Procurement Manager	-	-	-	0.2	0.2	-	
10	Contract/Procurement Specialist	0.2	0.1	0.2	0.2	0.2	-	
11	Contract/Procurement Analyst	-	-	0.1	-	-	-	
12	Facilities Maintenance Worker	-	-	1.9	1.2	-	(1.2) *	
13	Total Capital Projects Fund FTEs	1.2	0.6	3.2	1.6	0.4	(1.2)	

*This position is allocated to other programs in the FY19 Budget.

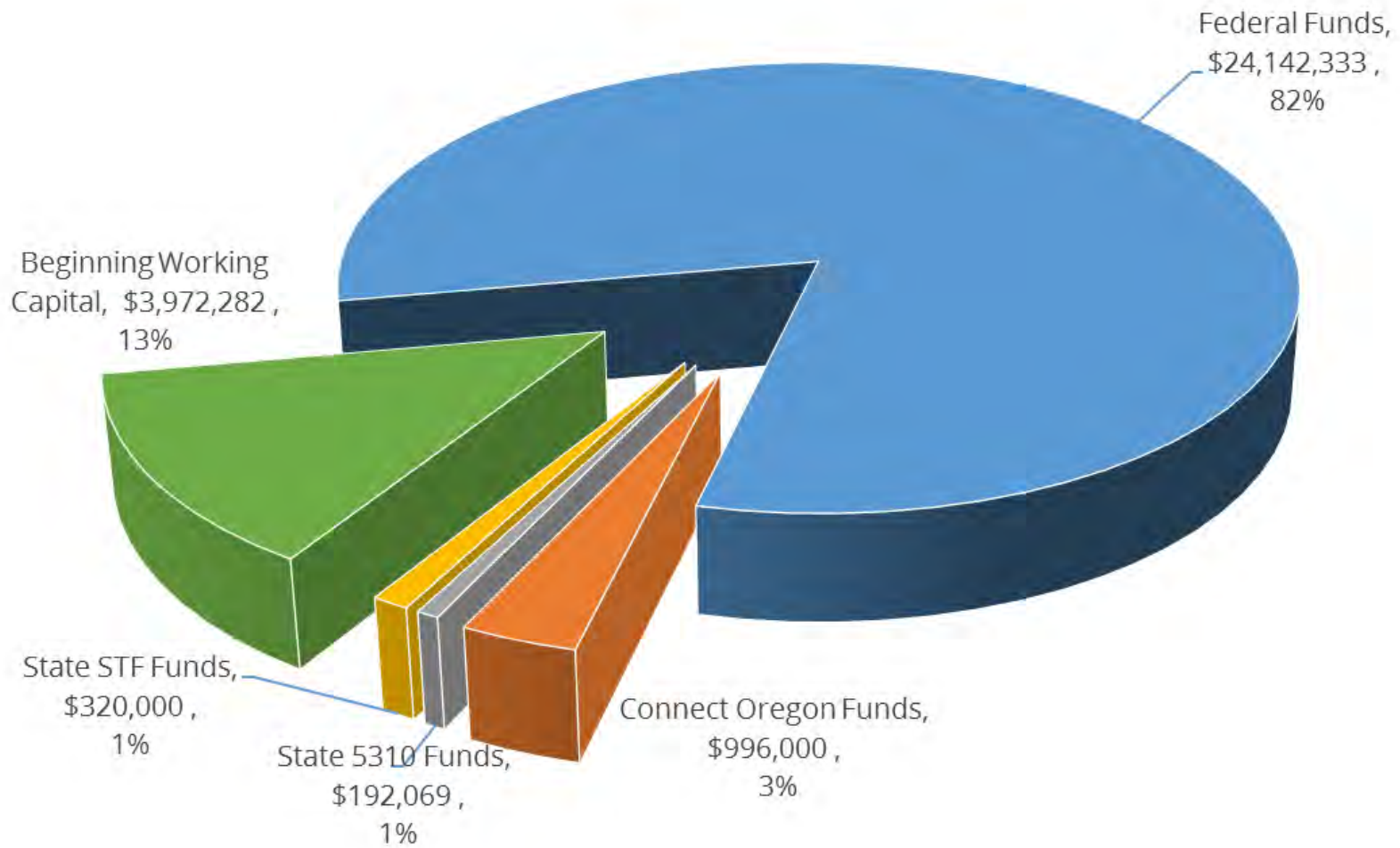


Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Capital Projects Fund Revenues/Resources

Total Capital Projects Fund Revenues/Resources	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year-End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	Change from FY2017-18 Budget	% Change from FY18 Budget	
1 Beginning Working Capital	\$ 3,707,541	\$ 3,649,111	\$ 3,393,496	\$ 2,184,345	\$ 3,972,282	\$ 1,787,937	81.9%	1
2 Grants								2
3 Federal FHWA STPG Funds	\$ 757,443	\$ 14,110	\$ 2,325	\$ 2,077,425	\$ 5,896,564	\$ 3,819,139	183.8%	3
4 Federal FTA New Freedom	\$ 3,583	\$ 2,123	\$ -	\$ -	\$ -	\$ -	-	4
5 Federal FHWA CMAQ Funds	\$ 312,624	\$ 24,177	\$ 556	\$ 324,890	\$ 3,948,120	\$ 3,623,230	1115.2%	5
6 Federal FTA 5339 Funds	\$ -	\$ -	\$ -	\$ 1,943,530	\$ 6,810,199	\$ 4,866,669	250.4%	6
7 Federal FTA 5307 Funds	\$ 84,206	\$ 308,759	\$ 38,912	\$ 2,005,710	\$ 5,949,564	\$ 3,943,854	196.6%	7
8 Federal FTA 5309 Funds	\$ 86,387	\$ 171,127	\$ 456	\$ 1,387,435	\$ 1,537,886	\$ 150,451	10.8%	8
9 Total Federal Assistance	\$ 1,244,243	\$ 520,296	\$ 42,249	\$ 7,738,990	\$ 24,142,333	\$ 16,403,343	212.0%	9
10 State 5310 Funds	\$ 698	\$ 692	\$ 4,064	\$ 639,660	\$ 192,069	\$ (447,591)	-70.0%	10
11 State 5339 Funds	\$ -	\$ 152	\$ -	\$ 209,520	\$ -	\$ (209,520)	-100.0%	11
12 State STF Funds	\$ 264,555	\$ 110	\$ 2,032	\$ 277,635	\$ 320,000	\$ 42,365	15.3%	12
13 State Connect Oregon Funds	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 996,000	\$ (4,000)	-0.4%	13
14 Total State Assistance	\$ 265,253	\$ 954	\$ 6,096	\$ 2,126,815	\$ 1,508,069	\$ (618,746)	-29.1%	14
15 Other Resources								15
16 Insurance Settlement	\$ 29,942	\$ -	\$ -	\$ -	\$ -	\$ -	-	16
17 Transfers from Other Funds	\$ -	\$ -	\$ -	\$ 109,530	\$ -	\$ (109,530)	-100.0%	17
18 Total Other Resources	\$ 29,942	\$ -	\$ -	\$ 109,530	\$ -	\$ (109,530)	-100.0%	18
19 Total Capital Project Fund Resources	\$ 5,246,979	\$ 4,170,361	\$ 3,441,841	\$ 12,159,680	\$ 29,622,684	\$ 17,463,004	143.6%	19

Capital Project Funds Resources FY2018-19

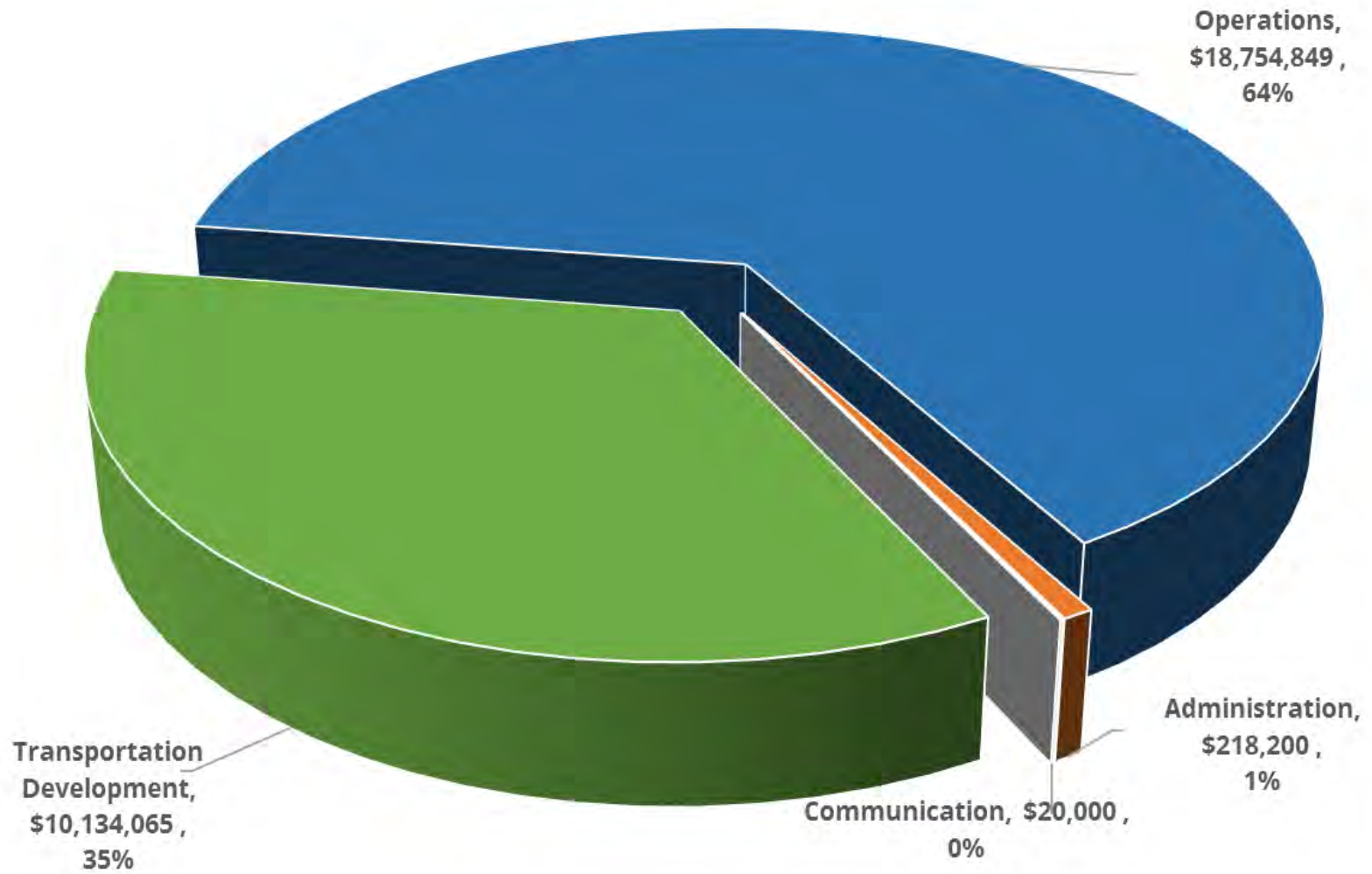


Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Capital Projects Fund Expenses/Requirements

Total Capital Projects Fund Summary Expenses/Requirements by Division	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year-End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	Change from FY2017-18 Budget	% Change from FY18 Budget	
1 Administration	\$ 652	\$ 122,734	\$ 127,810	\$ 216,775	\$ 218,200	\$ 1,425	0.7%	1
2 Communication	-	-	-	20,000	20,000	-	0.0%	2
3 Transportation Development	1,310,093	382,527	230,866	3,518,890	10,134,065	6,615,175	188.0%	3
4 Operations	287,125	271,604	208,581	8,404,015	18,754,849	10,350,834	123.2%	4
5 Total Capital Projects Fund Requirements	\$ 1,597,870	\$ 776,865	\$ 567,257	\$ 12,159,680	\$ 29,127,114	\$ 16,967,434	139.5%	5

Capital Projects Fund Requirements FY2018-19



Capital Projects Fund Expenses/Requirements

Total Capital Projects Fund Summary Expenses/Requirements by Division*		FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Year-End Estimate	FY2017-18 Budget	FY2018-19 Adopted Budget	Change from FY2017-18 Budget	% Change from FY18 Budget
1 Administration								
2	<i>Finance/HR Software Implementation</i>	\$ 652	\$ 122,734	\$ 160,571	\$ 216,775	\$ 218,200	\$ 1,425	0.7%
3	Total Administration	\$ 652	\$ 122,734	\$ 160,571	\$ 216,775	\$ 218,200	\$ 1,425	0.7%
4 Communication								
5	<i>POS Customer Service Software</i>	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	0.0%
6	Total Communication	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	0.0%
Transportation Development								
7	ITS Phase 4 (multiple component integration)	\$ -	\$ -	\$ -	\$ -	\$ 1,458,171	\$ 1,458,171	100.0%
8	Back-up Storage	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	100.0%
9	Facilities Camera Replacement (Phase 1)	\$ -	\$ -	\$ -	\$ -	\$ 111,000	\$ 111,000	100.0%
10	Electric Vehicle Stations at KTC	\$ -	\$ -	\$ -	\$ -	\$ 22,740	\$ 22,740	100.0%
11	Bus Stop Improvement Program	\$ -	\$ -	\$ -	\$ -	\$ 1,186,711	\$ 1,186,711	100.0%
12	Transit Signal Priority (Phase 1)	\$ -	\$ -	\$ -	\$ -	\$ 515,420	\$ 515,420	100.0%
13	South Salem Transit Center	\$ -	\$ -	\$ -	\$ -	\$ 2,156,382	\$ 2,156,382	100.0%
14	<i>Radio and Radio System Upgrade</i>	\$ -	\$ -	\$ -	\$ -	\$ 175,000	\$ 175,000	100.0%
15	<i>Bus Stop Improvement Program</i>	\$ 1,046,745	\$ 45,511	\$ 100,636	\$ 500,000	\$ 231,726	\$ (268,274)	-115.8%
16	<i>ITS Phases 2 & 3 (CAD/AVL & APC)</i>	\$ -	\$ -	\$ 75,000	\$ 985,000	\$ 985,000	\$ -	0.0%
17	<i>Del Webb Server Room Remodel</i>	\$ -	\$ -	\$ -	\$ 29,000	\$ 29,000	\$ -	0.0%
18	<i>KTC Intersection Signalization</i>	\$ 2,737	\$ 384,846	\$ 145,000	\$ 1,200,000	\$ 1,537,886	\$ 337,886	22.0%
19	<i>South Salem Transit Center</i>	\$ 84,790	\$ 6,684	\$ 8,000	\$ 1,389,080	\$ 1,625,029	\$ 235,949	14.5%
20	Total Transportation Development	\$ 1,134,272	\$ 437,041	\$ 328,636	\$ 4,103,080	\$ 10,134,065	\$ 6,030,985	59.5%

Capital Projects Fund Expenses/Requirements (continued)

Total Capital Projects Fund Summary		FY2015-16	FY2016-17	FY2017-18	FY2017-18	FY2018-19	Change from	% Change	
Expenses/Requirements by Division*		Actual	Actual	Year-End Estimate	Budget	Adopted Budget	FY2017-18 Budget	from FY18 Budget	
Operations									
21	In-Ground Lifts (Phase 1)	\$ -	\$ -	\$ -	\$ -	\$ 258,848	\$ 258,848	100.0%	21
22	Del Webb Exterior Lighting	\$ -	\$ -	\$ -	\$ -	\$ 72,000	\$ 72,000	100.0%	22
23	Post Lift Replacements (2)	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ 11,000	100.0%	23
24	Bus Wash Roof Repair	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ 10,500	100.0%	24
25	Tire Bay Concrete Work	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%	25
26	Maintenance Wash Basin Repair/Replace	\$ -	\$ -	\$ -	\$ -	\$ 6,300	\$ 6,300	100.0%	26
27	Downtown TC Restroom Remodel	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000	100.0%	27
28	Del Webb Power Generator (Phase 1)	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	100.0%	28
29	Del Webb Camera Replacement	\$ -	\$ -	\$ -	\$ -	\$ 71,000	\$ 71,000	100.0%	29
30	Parts Room Cabinets (2)	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,000	100.0%	30
31	Heated Pressure Washer Replacement	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	100.0%	31
32	Shop Welder	\$ -	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000	100.0%	32
33	Back up Diesel Pump Generator	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	100.0%	33
34	Floor Scrubber	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	100.0%	34
35	CNG Dryer	\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ 28,000	100.0%	35
36	Cherriots Revenue Vehicle Replacements (14)	\$ -	\$ -	\$ -	\$ -	\$ 9,299,000	\$ 9,299,000	100.0%	36
37	Cherriots Lift Vehicle Replacements (3)	\$ -	\$ -	\$ -	\$ -	\$ 540,000	\$ 540,000	100.0%	37
38	CNG Vehicle Tank Replacements	\$ -	\$ -	\$ -	\$ -	\$ 45,555	\$ 45,555	100.0%	38
39	<i>CH2 Fire Alarm System Upgrade</i>	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	0.0%	39
40	<i>Del Webb Overhead Fluid System</i>	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ -	0.0%	40
41	<i>Del Webb Irrigation Project</i>	\$ 14,380	\$ 18,563	\$ -	\$ 67,220	\$ 72,657	\$ 5,437	7.5%	41
42	<i>Incident Reporting Software</i>	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	0.0%	42
43	<i>CH2 Security Cameras</i>	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ -	0.0%	43
44	<i>Del Webb Fence Upgrade (Phase 1)</i>	\$ -	\$ -	\$ -	\$ 87,000	\$ 87,000	\$ -	0.0%	44
45	<i>Visitor Intercom System</i>	\$ -	\$ -	\$ -	\$ 32,000	\$ 32,000	\$ -	0.0%	45
46	<i>Cherriots CNG Replacement Vehicles (12)</i>	\$ 7,534	\$ 1,588	\$ 2,928	\$ 5,760,000	\$ 7,058,937	\$ 1,298,937	18.4%	46
47	<i>Cherriots Lift Vehicle Replacements</i>	\$ 756	\$ -	\$ 582,148	\$ 1,116,200	\$ 534,052	\$ (582,148)	-109.0%	47
48	Total Operations	\$ 22,670	\$ 20,151	\$ 585,076	\$ 7,287,420	\$ 18,754,849	\$ 11,467,429	61.1%	48
49	Total FY19 Capital Project Fund Requirements					\$ 29,127,114			49

*Projects in italics indicate on-going FY18 projects carried forward into the FY19 Budget

Capital Improvement- Fleet Replacement Plan

CHERRIOTS VEHICLE REPLACEMENT

CHERRIOTS REQUIREMENTS - ACTIVE FLEET

FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY 2019	REPLACE BY END FY	CURRENT	2019	2020	2021	2022	2023
101-112	2002	35	12	CNG	Orion 7	17	2017	12	6	0	0	0	0
201-212	2002	40	12	CNG	Orion 7	17	2017	12	6	0	0	0	0
213,214	2004	40	2	CNG	Orion 7	15	2019	2	2	0	0	0	0
115,122	2005	40	8	BD	Gillig	15	2020	8	8	8	0	0	0
215-222	2008	35	10	CNG	Orion 7	11	2023	10	10	10	10	10	10
223-226	2008	40	4	BD	Gillig	11	2023	4	4	4	4	4	4
227,234	2011	40	8	BD	Gillig	8	2026	8	8	8	8	8	8
123-126	2011	35	4	BD	Gillig	8	2026	4	4	4	4	4	4
127-130	2012	35	4	BD	Gillig	7	2027	4	4	4	4	4	4
1801-1806, 1851-1856	2019	35/40	12	CNG	Gillig	0	2034		12	12	12	12	12
TBD	2020	35/40	14	CNG	Gillig	0	2035			14	14	14	14
TBD	2021	35/40	8	CNG	Transit	0	2036				8	8	8
Fleet Size								64	64	64	64	64	64

CNG - Compressed Natural Gas

BD - Bio-diesel

Capital Improvement- Fleet Replacement Plan

CHERRIOTS LIFT VEHICLE REPLACEMENT

CHERRIOTS LIFT VEHICLES

FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY 2019	REPLACE END FY	CURRENT					
									2019	2020	2021	2022	2023
857-861	2007	22	4	GAS	Champion	12	2015	4	0	0	0	0	0
827-831	2008	22	5	GAS	Elkhart	11	2016	5	4	0	0	0	0
V1655	2008	15	1	GAS	Minivan	11	2016	1	1	0	0	0	0
832,833	2009	22	2	GAS	EK Coach	10	2017	2	2	0	0	0	0
834-837	2010	22	4	GAS	Startrans	9	2018	4	4	0	0	0	0
838-854	2011	22	16	GAS	Startrans	8	2019	16	16	15	0	0	0
862-865	2013	22	4	GAS	Arboc	6	2021	4	4	4	4	0	0
1401-1403	2014	15	3	GAS	MV-1	5	2022	3	3	3	3	3	3
1404-1407	2015	22	4	GAS	MV-1	4	2023	4	4	4	4	4	4
TBD	2019	22	5	GAS	Glaval	0	2027		5	5	5	5	5
TBD	2020	22	12	GAS	Cutaway	0	2028			12	12	12	12
TBD	2021	22	15	GAS	Cutaway		2029				15	15	15
TBD	2022	22	4	GAS	Cutaway		2030					4	4
Fleet Size								43	43	43	43	43	43

Capital Improvement- Fleet Replacement Plan

CHERRIOTS REGIONAL VEHICLE REPLACEMENT

CHERRIOTS REGIONAL REQUIREMENTS - ACTIVE FLEET

FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY 2019	REPLACE END FY	CURRENT					
									2019	2020	2021	2022	2023
353-354	2004	33	2	Diesel	Freightliner	15	2014	2	0	0	0	0	0
355-357	2006	34	3	Diesel	Freightliner	13	2016	3	2	0	0	0	0
304	2009	25	1	GAS	Ford 450	10	2017	1	1	1	1	1	1
305	2010	25	1	GAS	Ford 450	9	2018	1	1	1	1	1	1
358-359	2010	33	3	Diesel	Champion	9	2020	3	3	3	3	3	3
360	2010	33	1	Hybrid	International	9	2020	1	1	1	1	1	1
307	2012	24	1	GAS	Ford 450	7	2020	1	1	1	1	1	1
TBD	2018	35	3	Diesel	Bluebird	1	2028		3	3	3	3	3
TBD	2020	35	2	Diesel	TBD					2	2	2	2
Fleet Size								12	12	12	12	12	12

CHERRIOTS SHOP AND RIDE VEHICLE REPLACEMENT

CHERRIOTS SHOP AND RIDE VEHICLES

FLEET NBR	FY BUILT	BUS LENGTH	FLEET SIZE	FUEL TYPE	BUS MAKE & DESCRIPTION	AGE END FY 2019	REPLACE END FY	CURRENT					
									2019	2020	2021	2022	2023
503,503	2007	22	2	GAS	Champion	12	2015	2	1	0	0	0	0
504	2010	22	1	GAS	Champion	9	2018	1	1	1	1	1	1
550,551	2010	15	2	GAS	Minivan	9	2018	2	2	2	2	2	2
TBD	2019	22	1	GAS	Eldorado	0	2027		1	1	1	1	1
TBD	2020	22	1	GAS	TBD					1	1	1	1
Fleet Size								5	5	5	5	5	5



DISTRICT WIDE FTE TOTALS





Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

					FY2018-19
					Adopted
Division/Department FTE Detail Count	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Budget		
					Budget
1 General Fund					1
2 <u>General Manager/Board Division</u>					2
3 General Manager	1.0	1.0	1.0	1.0	3
4 Executive Assistant	1.0	1.0	1.0	1.0	4
5 <u> Total General Manager/Board Division</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	5
6 <u>Administration Division</u>					6
7 Human Resources					7
8 Director of Administration	1.0	1.0	1.0	1.0	8
9 Human Resources Specialist	1.0	1.0	1.0	1.0	9
10 Human Resources Assistant-Reception	0.9	0.9	1.0	-	10
11 Human Resources Administrative Assistant	-	-	-	1.0	11
12 Payroll Specialist	-	-	1.0	-	12
13 Receptionist	1.2	1.2	1.3	1.8	13
14 <u> Total Human Resources</u>	<u>4.1</u>	<u>4.1</u>	<u>5.3</u>	<u>4.8</u>	14
15 Human Resources Safety					15
16 Safety & Loss Control Specialist	1.0	1.0	1.0	1.0	16
17 <u> Total Human Resources Safety</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	17
18 <u> Total Administration Division</u>	<u>5.1</u>	<u>5.1</u>	<u>6.3</u>	<u>5.8</u>	18

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

		FY2015-16	FY2016-17	FY2017-18	FY2018-19	
Division/Department FTE Detail Count		Actual	Actual	Budget	Adopted	Budget
19	Finance Division					19
20	Finance					20
21	Director of Finance/CFO	-	-	-	1.0	21
22	Finance Manager	1.0	1.0	1.0	-	22
23	Accountant	0.9	1.0	1.0	1.0	23
24	Accounting Supervisor	-	-	-	1.0	24
25	Grants Administrator	1.0	1.0	-	-	25
26	Grants Administrator/Financial Analyst	-	-	-	1.0	26
27	Contract/Procurement Specialist	0.8	0.8	-	-	27
28	Contract/Procurement Analyst	-	0.9	-	-	28
29	Accounting Specialist	0.7	0.7	0.8	0.9	29
30	Accounting Technician	1.0	1.0	1.0	1.0	30
31	Payroll Specialist	1.0	1.0	-	1.0	31
32	Receptionist	0.3	0.3	0.2	-	32
33	Total Finance	6.7	7.7	4.0	6.9	33
34	Procurement					34
35	Contract/Procurement Manager	-	-	0.8	0.8	35
36	Contracts Analyst/Procurement Analyst	-	-	0.8	0.8	36
37	Grants Administrator	-	-	1.0	-	37
38	Total Procurement	-	-	2.6	1.6	38
39	Total Finance Division	6.7	7.7	6.6	8.5	39

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

					FY2018-19
					Adopted
					Budget
Division/Department FTE Detail Count	FY2015-16	FY2016-17	FY2017-18		
	Actual	Actual	Budget	Budget	
40	Communication Division				40
41	Marketing and Communication				41
42		1.0	1.0	1.0	1.0 42
43		-	-	-	- 43
44		-	-	1.0	1.0 44
45		1.0	1.0	1.0	1.0 45
46		1.0	1.0	1.0	- 46
47		-	-	-	1.0 47
48		3.0	3.0	4.0	4.0 48
49	Customer Service				49
50		0.8	0.8	0.9	0.9 50
51		-	-	-	- 51
52		5.0	5.0	5.0	5.0 52
53		0.1	-	1.0	0.3 53
54		5.9	5.8	6.9	6.2 54
55		8.9	8.8	10.9	10.2 55

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

					FY2018-19
					Adopted
					Budget
Division/Department FTE Detail Count	FY2015-16	FY2016-17	FY2017-18		
	Actual	Actual	Budget	Budget	
56	<u>Transportation Development Division</u>				56
57	Transportation Development Administration				57
58				1.0	58
59				-	59
60				-	60
61				-	61
62				-	62
63				-	63
64				1.0	64
65				-	65
66				-	66
67				1.0	67
68				0.9	68
69				1.0	69
70				-	70
71				0.2	71
72				1.0	72
73				6.1	73
				4.5	
				5.6	
				6.2	
				6.1	

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

Division/Department FTE Detail Count		FY2015-16	FY2016-17	FY2017-18	FY2018-19
		Actual	Actual	Budget	Adopted Budget
74	Information Technology				74
75	Strategic Planning & Technology Services Manager	0.9	-	-	- 75
76	Information Technology Manager	-	0.8	1.0	1.0 76
77	Network Administrator	0.9	0.9	0.9	0.9 77
78	Intelligent Transportation Systems Administrator	0.5	0.9	0.9	0.9 78
79	Database Administrator	1.0	0.6	0.8	0.9 79
80	Technology Services Support Analyst	1.6	1.8	1.4	1.4 80
81	Total Information Technology	4.9	5.0	5.0	5.1 81
82	Total Transportation Development Division	9.4	10.6	11.2	11.2 82
83	Operations				83
84	Operations Administration				84
85	Chief Operating Officer	0.9	0.9	0.9	1.0 85
86	Fixed Route Operations Manager	1.0	-	1.0	- 86
87	Transportation Manager	-	1.0	-	1.0 87
88	Assistant Transportation Manager	-	-	-	1.0 88
89	Contracted Transportation Manager	0.2	0.2	0.1	- 89
90	Medical Transportation Administrator	0.1	-	-	- 90
91	Operations Programs Administrator	-	-	-	0.2 91
92	Mobility Coordinator	-	0.1	0.1	- 92
93	Administrative Assistant	1.0	1.0	1.0	1.0 93
94	Total Operations Administration	3.2	3.2	3.1	4.2 94

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

Division/Department FTE Detail Count		FY2015-16	FY2016-17	FY2017-18	FY2018-19
		Actual	Actual	Budget	Adopted Budget
95	Vehicle Maintenance				95
96	Maintenance Manager	1.0	1.0	0.9	0.9 96
97	Vehicle Maintenance Supervisor	1.8	1.8	1.8	1.8 97
98	Maintenance Training Supervisor	1.0	1.0	1.0	1.0 98
99	Administrative Assistant	1.0	1.0	0.6	0.6 99
100	Purchasing Agent	1.0	1.0	0.9	0.9 100
101	Intelligent Transportation Systems Administrator	0.5	-	-	- 101
102	Journey Mechanic	7.6	7.9	7.7	7.7 102
103	Parts & Supplies Clerk	1.0	0.9	0.9	0.9 103
104	Service Technician	4.1	4.4	4.3	4.3 104
105	Service Worker	5.1	5.3	5.2	5.2 105
106	Total Vehicle Maintenance	24.1	24.3	23.3	23.3 106
107	Facility Maintenance				107
108	Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0 108
109	Facilities Maintenance Worker	5.0	5.1	6.0	7.0 109
110	Total Facilities Maintenance	6.0	6.1	7.0	8.0 110
111	Security				111
112	Security Coordinator	1.0	-	-	- 112
113	Security & Emergency Management Manager	-	1.0	1.0	1.0 113
114	Total Security	1.0	1.0	1.0	1.0 114

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

Division/Department FTE Detail Count		FY2015-16	FY2016-17	FY2017-18	FY2018-19
		Actual	Actual	Budget	Adopted Budget
115	Cherriots Fixed Route Service				115
116	Operations Supervisor	8.0	8.0	8.0	8.0
117	Operations Training Supervisor	1.0	1.0	1.0	-
118	Transit Operator	101.0	103.0	103.0	105.2
119	Total Cherriots Fixed Route Service	110.0	112.0	112.0	113.2
120	Total Operations Division	144.3	146.6	146.4	149.7
121	Total General Fund	176.5	180.8	183.4	187.4



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

Division/Department FTE Detail Count				
	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Budget	FY2018-19 Adopted Budget
122	Transportation Programs Fund			122
123	CherriotsLift			123
124	0.1	-	-	- 124
125	-	-	0.1	0.1 125
126	0.1	0.1	0.2	0.1 126
127	-	0.7	0.6	0.7 127
128	0.7	-	-	- 128
129	-	0.1	-	- 129
130	-	0.1	0.1	0.1 130
131	-	-	-	- 131
132	0.1	0.1	0.1	- 132
133	0.1	-	-	- 133
134	0.5	0.5	0.4	0.9 134
135	0.8	0.6	0.7	0.7 135
136	-	-	0.1	0.1 136
137	-	0.1	0.1	0.1 137
138	0.5	0.4	0.4	0.4 138
139	0.5	0.4	0.5	0.5 139
140	3.4	3.1	3.3	3.7 140

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

					FY2018-19
					Adopted
					Budget
Division/Department FTE Detail Count	FY2015-16	FY2016-17	FY2017-18		
	Actual	Actual	Budget	Budget	
141 <u>Cherriots Shop & Ride</u>					141
142 Contracted Services Manager	-	-	-	0.1	142
143 Administrative Assistant	-	-	-	0.2	143
144 Journey Mechanic	0.1	0.1	0.1	0.1	144
145 Service Technician	0.1	-	0.1	0.1	145
146 Service Worker	0.1	0.1	0.1	0.1	146
147 <u>Total Cherriots Shop & Ride</u>	<u>0.3</u>	<u>0.2</u>	<u>0.3</u>	<u>0.6</u>	147
148 <u>Cherriots Regional</u>					148
149 Vehicle Maintenance Supervisor	0.1	0.1	-	0.1	149
150 Strategic Planning & Technology Services Manager	0.1	-	-	-	150
151 Long-Range Planning Analyst	0.1	0.1	-	-	151
152 Administrative Assistant	0.1	0.1	-	0.3	152
153 Contracted Services Manager	-	-	0.1	0.2	153
154 Senior Planner	-	0.1	-	-	154
155 Planning Technician	-	0.1	-	-	155
156 Planning Analyst	-	0.1	-	-	156
157 Journey Mechanic	0.5	0.4	0.5	0.5	157
158 Service Technician	0.3	0.2	0.2	0.2	158
159 Service Worker	0.3	0.2	0.2	0.2	159
160 <u>Total Cherriots Regional</u>	<u>1.5</u>	<u>1.4</u>	<u>1.0</u>	<u>1.5</u>	160

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

					FY2018-19
					Adopted
					Budget
Division/Department FTE Detail Count	FY2015-16	FY2016-17	FY2017-18		
	Actual	Actual	Budget		
					Budget
161 <u>OHA (DMAP/WVCH)</u>					161
162 Chief Operating Officer	-	0.1	0.1		
163 Contracted Services Manager	-	-	0.2		
164 Contracted Transportation Manager	0.1	0.1	-		
165 Medical Transportation Administrator	0.9	1.0	1.0	-	165
166 Human Resources Assistant I	0.1	0.1	-		
167 Accountant	0.1	-	-		
168 Accounting Specialist	0.1	0.2	0.1		
169 Administrative Assistant	0.5	0.5	-		
170 <u>Total OHA (DMAP/WVCH)</u>	<u>1.8</u>	<u>2.0</u>	<u>1.4</u>	<u>-</u>	170
171 <u>Cherriots Call Center (Trip Choice)</u>					171
172 Strategic Planning & Technology Services Manager	-		-	-	172
173 Information Technology Manager	-	0.1	-	-	173
174 Technology Services Support Analyst	0.3	0.2	0.4	0.4	174
175 Database Administrator	-	0.1	0.1	0.1	175
176 Network Administrator	0.1	0.1	0.1	0.1	176
177 Support Analyst	0.1	-	-	-	177
178 Accounting Specialist	0.1	0.1	0.1	0.1	178
179 <u>Total Cherriots Call Center (Trip Choice)</u>	<u>0.6</u>	<u>0.6</u>	<u>0.7</u>	<u>0.7</u>	179

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

					FY2018-19
					Adopted
Division/Department FTE Detail Count	FY2015-16	FY2016-17	FY2017-18		
	Actual	Actual	Budget	Budget	
180 <u>Mobility Management</u>					180
181 Outreach Representative	0.9	1.0	-	0.7	181
182 Mobility Coordinator	0.8	0.8	0.8	0.8	182
183 Customer Service Manager	-	0.1	0.1	0.1	183
184 Customer Service Supervisor	0.1	-	-	-	184
185 <u> Total Mobility Management</u>	<u>1.8</u>	<u>1.9</u>	<u>0.9</u>	<u>1.6</u>	185
186 <u>Special Transportation Coordination</u>					186
187 Medical Transportation Administrator	-		-	-	187
188 Grants Administrator Financial Analyst	-		-	-	188
189 Long-Range Planning Analyst	0.2	0.2	-	-	189
190 Transit Planner II	-	-	0.1	0.1	190
191 Administrative Assistant	0.2	0.1	-	-	191
192 <u> Total Special Transportation Coordination</u>	<u>0.4</u>	<u>0.3</u>	<u>0.1</u>	<u>0.1</u>	192
193 <u>Rideshare and TDM (Cherriots Rideshare)</u>					193
194 Rideshare & Outreach Coordinator	1.0	1.0	1.0	1.0	194
195 Rideshare Specialist	1.0	1.0	1.0	1.0	195
196 Rideshare Assistant	-	0.5	0.5	1.0	196
197 <u> Total Rideshare and TDM (Cherriots Rideshare)</u>	<u>2.0</u>	<u>2.5</u>	<u>2.5</u>	<u>3.0</u>	197
198 <u>Total Transportation Programs Fund</u>	<u>11.8</u>	<u>12.0</u>	<u>10.2</u>	<u>11.2</u>	198

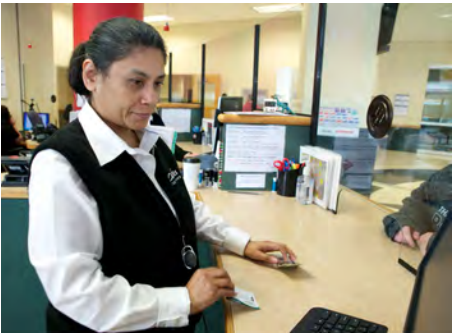
Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Detail FTE Listing by Fund, Division, & Department

					FY2018-19
					Adopted
					Budget
Division/Department FTE Detail Count	FY2015-16	FY2016-17	FY2017-18		
	Actual	Actual	Budget		
199 Capital Project Fund					199
200 Capital Projects Manager	1.0	1.0	-	-	200
201 Chief Operating Officer	-	-	-	-	201
202 Contract/Procurement Manager	-	-	0.2	0.2	202
203 Contract/Procurement Specialist	0.2	0.2	0.2	0.2	203
204 Contract Coordinator	-	0.1	-	-	204
205 Facilities Maintenance Worker	-	1.9	1.2	-	205
206 Director of Transportation Development	-	-	-	-	206
207 Total Capital Project Fund	1.2	3.2	1.6	0.4	207
208 District Wide Total FTEs	189.5	196.0	195.2	199.0	208

RETIREMENT CONTRIBUTION RATES





Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2018-19

Actuarially Calculated Contribution Rates for Retirement Plans

	Year ending 6/30/2016	Year ending 6/30/2017	Year ending 6/30/2018
Defined Benefit Retirement Plan for Bargaining Unit Employees			
Normal Cost	9.1%	10.6%	10.6%
Amortization of UAAL	15.5%	16.8%	16.8%
Total Recommended Contribution as Percentage of Payroll for Defined Benefit Plan - Bargaining Unit Employees	24.6%	27.4%	27.4%

	Year ending 6/30/2016	Year ending 6/30/2017	Year ending 6/30/2018
Defined Benefit Retirement Plan for Non-Bargaining Unit Employees			
Normal Cost	1.8%	1.7%	1.7%
Amortization of UAAL	9.4%	12.9%	12.9%
Total Recommended Contribution as Percentage of Payroll for Defined Benefit Plan - Non-Bargaining Unit Employees	11.2%	14.6%	14.6%

Defined Contribution Retirement Plan for Non-Bargaining Unit Employees	Rate
Normal Cost	10.0%

Source: Actuarial Valuations of Plans as of July 1, 2015, prepared September 2016 by Milliman, Inc.



ADDITIONAL INFORMATION





**Salem Area Mass Transit District
BUDGET COMMITTEE**

BOARD MEMBERS

CITIZEN MEMBERS

• **SUBDISTRICT #1**

STEVE EVANS

1936 Orchard Heights Road
Salem, OR 97304-2507

Term Expires 06/30/19

CHI NGUYEN-VENTURA

1665 Sisters Court NW
Salem, OR 97304

Appointed 02/22/18;
Appointment Expires 06/30/2020

• **SUBDISTRICT #2**

COLLEEN BUSCH

4064 Noon Avenue NE
Keizer OR 97303

Term Expires 06/30/21

MICHAEL DEBLASI, Secretary 2017

1191 Mandarin Street NE
Keizer, OR 97303

Appointed 02/25/16;
Appointment Expires 06/30/18

• **SUBDISTRICT #3**

KATHY LINCOLN

3291 Willamette Drive N
Keizer, OR 97303-6045

Term Expires 06/30/19

RUSS BEATON

1025 21st Street NE
Salem, OR 97301

Appointed 12/08/16
Appointment Expires 06/30/19

• **SUBDISTRICT #4**

DOUG RODGERS

2250 Brown Road NE
Salem, OR 97305

Term Expires 06/30/21

BILL HOLMSTROM

350 Hoyt Street SE
Salem, OR 97302

Appointed 09/27/09; Reappointed 09/27/12;
10/22/15; Appointment Expires 06/30/18

**Salem Area Mass Transit District
BUDGET COMMITTEE**

BOARD MEMBERS

CITIZEN MEMBERS

• **SUBDISTRICT #5**

JERRY THOMPSON

4930 State Street
Salem, OR 97301-5244

Term Expires 06/30/19

HERSCH SANGSTER, Chair 2017

5158 Lacey Street N
Keizer, OR 97303

Appointed 12/12/13; Reappointed 12/08/16;
Appointment Expires 06/30/19

• **SUBDISTRICT #6**

ROBERT KREBS

3435 Bluff Avenue SE
Salem, OR 97302

Term Expires 06/30/21

SCOTT BASSETT

2243 Wildwood Drive SE
Salem, OR 97304

Appointed 01/22/15; Reappointed 12/14/17
Appointment Expires 06/30/20

• **SUBDISTRICT #7**

MARCIA KELLEY

396 Washington Street S
Salem, OR 97302-5149

Term Expires 06/30/19

SHERONNE BLASI

2375 Summer Street SE
Salem, Oregon 97302

Appointed 03/26/15; Reappointed 12/14/17
Appointment Expires 06/30/20

• **BUDGET OFFICER**

ALLAN POLLOCK

General Manager/CEO
Salem Area Mass Transit District
555 Court Street NE, Suite 5230
Salem, OR 97301-3980

Phone: (503) 588-2424
Fax: (503) 566-3933
Email: allan.pollock@cherriots.org
or Board@cherriots.org

Salem Area Mass Transit District

BUDGET CALENDAR
Fiscal Year 2018-2019

Day	Date	Time	Responsible	Activity
Thursday	October 26, 2017	6:30 PM	Finance	Board adopts FY 2018-2019 Budget Calendar <ul style="list-style-type: none"> (for FY 2018-2019 Budget)
Mon - Fri	Week of April 9, 2018		Finance	Publish First Notice of Budget Committee Meeting <ul style="list-style-type: none"> (10-30 Days)
Mon - Fri	Week of April 16, 2018		Finance	Publish Second Notice of Budget Committee Meeting <ul style="list-style-type: none"> (5-30 Days)
Friday	April 27, 2018		Executive Team	Executive Team approves draft for Budget Committee consideration
Thursday	May 3, 2018	6:00 PM	Finance	Budget Committee Orientation
Thursday	May 10, 2018	6:00 PM	Executive Team	First Budget Committee Meeting – <ul style="list-style-type: none"> Election of Officers & Budget Message
Thursday	May 17, 2018	6:00 PM	Finance	Second Budget Committee Meeting – <ul style="list-style-type: none"> Deliberation & Approval
Thursday	May 31, 2018	6:00 PM	Finance	Third Budget Committee Meeting – (if necessary) <ul style="list-style-type: none"> Deliberation & Approval
Mon - Fri	Week of June 4, 2018		Finance	Publish Budget Summary and Notice of Budget Hearing <ul style="list-style-type: none"> (5-30 Days)
Thursday	June 21, 2018	6:30 PM	Budget Committee	Board holds Budget Hearing
Thursday	June 21, 2018	6:30 PM	Board	Board adopts FY2019 Budget, makes appropriation, levies taxes
Friday	July 13, 2018		Finance	Adopted budget and levy certification form due to County Assessors <ul style="list-style-type: none"> (July 15, 2018)



Salem Area Mass Transit District

~ Budget Committee Members Orientation ~

Thursday, May 3, 2018
6:00 PM

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, OR 97301

AGENDA

1. Call to Order
2. Introductions
3. Budget Calendar
4. Ground Rules for the Orientation Meeting
5. The Budget Adoption Process
6. Overview of the District's Financial Structure



7. Adjournment

Budget Committee meetings are open to the public in a place that is accessible to individuals with mobility and other impairments. Persons requiring meeting materials in alternative formats, sign language interpretation or other communication aids, may call the Clerk of the Board at (503)588-2424 (between 8:00 a.m. to 5:00 p.m., weekdays) or TTY call 711 for Oregon Relay Service, at least 48 hours in advance of the meeting.

The Budget Committee is Salem Area Mass Transit District's (SAMTD) fiscal planning advisory committee in accordance with Oregon's Local Budget Law (ORS 294). The Budget Committee consists of the seven elected Board of Directors and seven appointed citizens who serve three year terms. Citizen members are registered voters that live within the urban growth boundary area of Salem/Keizer.

SAMTD Budget Committee meetings are held in the Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301. Meetings begin at 6:00 p.m. on May 10, May 17 and if necessary on May 31, 2018. The Budget Hearing is June 21, 2018. These meetings have been publicly noticed on April 9, 2018 and on April 16, 2018.

The SAMTD Budget Committee methodically reviews the SAMTD proposed budget and the proposed programs within the budget. Once the budget is approved by the Budget Committee, it goes before the Board of Directors. The Board hold a Budget Hearing for public input and

Cherriots Administration Office / 555 Court Street NE, Suite 5230 / Salem OR 97301

Phone (503) 588-2424 / <http://cherriots.org/budget-committee>

See the Oregon Department of Revenue's website under the Local Budget Law for more information about the Budget Committee's role at, <http://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>



then deliberates. Upon completion of the deliberations, the Board adopts the budget, sets the tax rate and imposes and categorizes the taxes that are provided for the tax year.

Time is scheduled at each meeting for individuals to provide comment on the proposed budget or its programs. Individuals sign-up for Public Comment prior to the start of the meeting. Comments are limited to 2-3 minutes. For written comments in advance of a Budget Committee meeting, an email may be sent to the Budget Committee at budget_committee@cherriots.org; or mailed to the SAMTD Budget Committee at the address listed at the bottom of this page. Written comments will also be made part of the Budget Committee meeting record.

A copy of the proposed budget document may be inspected or obtained prior to the Budget Committee meeting on May 10. The budget document will be available on the Cherriots website at <http://cherriots.org/budget-committee> and at the Cherriots Administration Office between 8:00 a.m. and 5:00 p.m. Please visit the Cherriots webpage for further notifications of the Budget Committee meetings.

Cherriots Administration Office / 555 Court Street NE, Suite 5230 / Salem OR 97301

Phone (503) 588-2424 / <http://cherriots.org/budget-committee>

See the Oregon Department of Revenue's website under the Local Budget Law for more information about the Budget Committee's role at, <http://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>



Salem Area Mass Transit District

~ **Budget Committee** ~

Thursday, May 10, 2018

6:00 PM

Courthouse Square – Senator Hearing Room

555 Court Street NE, Salem, OR 97301

AGENDA

1. CALL TO ORDER AND NOTE OF ATTENDANCE

2. ELECTION OF OFFICERS

- a. Chairperson
- b. Secretary

3. ANNOUNCEMENTS

4. BUDGET MESSAGE presented by General Manager, Allan Pollock

5. PUBLIC COMMENT*

Time is scheduled for individuals to provide comment on the proposed budget or its programs. Individuals sign-up for Public Comment prior to the start of the meeting. Comments are limited to 2-3 minutes. For written comments in advance of a Budget Committee meeting, an email may be sent to the Budget Committee or mailed to the attention of the SAMTD Budget Committee at the address listed on the back of this page. All comments become a part of the Budget Committee meeting record.

6. DISCUSSION OF THE PROPOSED FY2018 BUDGET

- a. General Fund
- b. Special Transportation Fund
- c. Capital Project Fund

7. ACTION

- a. When the Budget Committee has completed their review, they will take action to approve the proposed budget for FY2019 and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.

8. OTHER BUSINESS

9. ADJOURN

Cherriots Administration Office / 555 Court Street NE, Suite 5230 / Salem OR 97301
Phone: (503) 588-2424 / EMAIL: budget_committee@cherriots.org
Website: <http://cherriots.org/budget-committee/>

SAMTD Budget Committee meetings are open to the public in a place that is accessible to individuals with mobility and other impairments. Persons requiring meeting materials in alternative formats, sign language interpretation or other communication aids, may call the Clerk of the Board at (503)588-2424 (between 8:00 a.m. to 5:00 p.m., weekdays) or TTY call 711 for Oregon Relay Service, at least 48 hours in advance of the meeting. Meetings begin at 6:00 p.m. on May 10, May 17 and if necessary on May 31, 2018. The Budget Hearing is June 21, 2018. These meetings were publicly noticed on April 9, 2018 and on April 16, 2018 in the Statesman Journal.

A copy of the proposed budget document may be inspected or obtained when it is completed on May 10. The budget document will be available on the Cherriots website, and at the Cherriots Administration Office between 8:00 a.m. and 5:00 p.m.

Please visit the Cherriots webpage for further notifications of the Budget Committee meetings.

Cherriots Administration Office / 555 Court Street NE, Suite 5230 / Salem OR 97301
Phone: (503) 588-2424 / EMAIL: budget_committee@cherriots.org
Website: <http://cherriots.org/budget-committee/>

Salem Area Mass Transit District

~ **Budget Committee** ~

Thursday, May 17, 2018

6:00 PM

Courthouse Square – Senator Hearing Room

555 Court Street NE, Salem, OR 97301

AGENDA

1. CALL TO ORDER AND NOTE OF ATTENDANCE

2. ANNOUNCEMENTS

3. PUBLIC COMMENT*

Time is scheduled for individuals to provide comment on the proposed budget or its programs. Individuals sign-up for Public Comment prior to the start of the meeting. Comments are limited to 2-3 minutes. For written comments in advance of a Budget Committee meeting, an email may be sent to the Budget Committee or mailed to the SAMTD Budget Committee at the address listed at the back of this page. All comments become a part of the Budget Committee meeting record.

4. QUESTIONS & ANSWERS FROM THE LAST BUDGET COMMITTEE MEETING

5. CONTINUED DISCUSSION OF THE PROPOSED FY2019 BUDGET

- a. Special Transportation Fund
- b. Capital Project Fund



6. PROPOSED ACTION

The Budget Committee will take action on the proposed budget when they have completed their review of the budget.

I move that the Budget Committee approve the proposed budget for the 2018-2019 fiscal year in the amount of \$_____; and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.

7. OTHER BUSINESS

8. ADJOURN

Cherriots Administration Office / 555 Court Street NE, Suite 5230 / Salem OR 97301

Phone: (503) 588-2424 / EMAIL: budget_committee@cherriots.org

Website: <http://cherriots.org/budget-committee/>



SAMTD Budget Committee meetings are open to the public in a place that is accessible to individuals with mobility and other impairments. Persons requiring meeting materials in alternative formats, sign language interpretation or other communication aids, may call the Clerk of the Board at (503)588-2424 (between 8:00 a.m. to 5:00 p.m., weekdays) or TTY call 711 for Oregon Relay Service, at least 48 hours in advance of the meeting. Meetings begin at 6:00 p.m. on May 10, May 17 and if necessary on May 31, 2018. The Budget Hearing is June 28, 2018. These meetings were publicly noticed on April 9, 2018 and on April 16, 2018 in the Statesman Journal.

A copy of the proposed budget document may be inspected or obtained on or after May 10, 2018. The budget document will be available on the Cherriots website, and at the Cherriots Administration Office between 8:00 a.m. and 5:00 p.m.

Please visit the Cherriots webpage for further notifications of the Budget Committee meetings.

Cherriots Administration Office / 555 Court Street NE, Suite 5230 / Salem OR 97301
Phone: (503) 588-2424 / EMAIL: budget_committee@cherriots.org
Website: <http://cherriots.org/budget-committee/>



FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Salem Area Mass Transit District will be held on June 28, 2018, at 6:30 p.m. at the Senator Hearing Room in Courthouse Square, 555 Court St. NE, Salem, OR 97301. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018, as approved by the Salem Area Mass Transit Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the SAMTD Administration Office at 555 Court St NE, Suite 5230, Salem OR 97301, between the hours of 8 a.m. and 5 p.m. or online at www.cherriots.org. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Al McCoy

Telephone: 503-588-2424

Email: al.mccoy@cherriots.org

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amounts		Adopted Budget	Approved Budget
	2016 - 2017		This Year 2017 - 2018	Next Year 2018 - 2019
Beginning Fund Balance/Net Working Capital	24,043,419		24,398,613	25,822,496
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,201,972		2,739,900	2,716,930
Federal, State and all Other Grants, Gifts, Allocations and Donations	27,170,663		37,466,380	42,741,671
Interfund Transfers / Internal Service Reimbursements	0		863,530	0
All Other Resources Except Current Year Property Taxes	793,932		327,695	756,946
Current Year Property Taxes Estimated to be Received	11,574,433		11,744,225	12,033,794
Total Resources	66,784,419		77,540,343	84,071,837

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	20,359,793	20,892,765	21,134,672
Materials and Services	20,926,445	22,866,788	13,043,246
Capital Outlay	776,865	12,159,680	29,127,114
Interfund Transfers	0	863,530	0
Contingencies	0	1,500,000	1,500,000
Unappropriated Ending Balance and Reserved for Future Expenditure	0	19,257,580	19,266,805
Total Requirements	42,063,103	77,540,343	84,071,837

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
General Manager/Board of Supervisors	530,536	615,365	610,156
FTE	2.0	2.0	2.0
Administration	1,777,959	1,800,930	903,837
FTE	12.8	12.9	5.8
Finance	0	0	1,173,797
FTE	0.0	0.0	8.5
Communication	1,359,115	1,732,655	1,670,267
FTE	8.8	10.9	10.2
Transportation Development	1,754,742	2,049,130	2,287,189
FTE	10.6	11.2	11.2
Operations	17,517,855	17,683,403	18,210,909
FTE	146.6	146.4	149.7
Transportation Programs Fund	17,345,207	18,626,890	8,206,309
FTE	12.0	10.2	11.2
Capital Projects Fund	776,865	12,159,680	29,127,114
FTE	3.2	1.6	0.4
Not Allocated to Organizational Unit or Program	1,000,824	22,872,290	21,882,259
FTE	0.0	0.0	0.0
Total Requirements	42,063,103	77,540,343	84,071,837
Total FTE	196.0	195.2	199.0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
No change in sources of revenues at this time. Approved Budget for FY 2018-19 breaks out the organizational unit Finance from Administration for the first time. This includes the functions of Accounting, Budgeting, Payroll, Grants Administration, and Procurement.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2016 - 2017	Rate or Amount Imposed This Year 2017 - 2018	Rate or Amount Approved Next Year 2018 - 2019
Permanent Rate Levy (rate limit .7609 per \$1,000)	.7609	.7609	.7609
Local Option Levy			
Levy For General Obligation Bonds			

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

To assessor of Marion County

FORM LB-50 2018-2019

Check here if this is
an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

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

555 Court St NE, Suite 5230 <small>Mailing Address of District</small>	Salem <small>City</small>	OR <small>State</small>	97301-3980 <small>ZIP code</small>	
Albert L. McCoy <small>Contact Person</small>	Director of Finance/CFO <small>Title</small>	503-588-2424 <small>Daytime Telephone</small>	al.mccoy@cherrriots.org <small>Contact Person E-Mail</small>	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits	
		Rate -or- Dollar Amount	
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . .	0.7609	
2.	Local option operating tax		
3.	Local option capital project tax		
4.	City of Portland Levy for pension and disability obligations		
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001		5a.
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001		5b.
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	0	5c.

**Excluded from
Measure 5 Limits
Dollar Amount of Bond
Levy**

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	0.7609
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated 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 tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 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)

File with your assessor no later than JULY 15, unless granted an extension in writing.

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

To assessor of Polk County

FORM LB-50 2018-2019

Check here if this is
an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

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

555 Court St NE, Suite 5230 <small>Mailing Address of District</small>	Salem <small>City</small>	OR <small>State</small>	97301-3980 <small>ZIP code</small>	
Albert L. McCoy <small>Contact Person</small>	Director of Finance/CFO <small>Title</small>	503-588-2424 <small>Daytime Telephone</small>	al.mccoy@cherrriots.org <small>Contact Person E-Mail</small>	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits Rate -or- Dollar Amount	
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . .	0.7609	
2.	Local option operating tax		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
3.	Local option capital project tax		
4.	City of Portland Levy for pension and disability obligations		
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.	
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.	
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	0.7609
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated 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 tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters

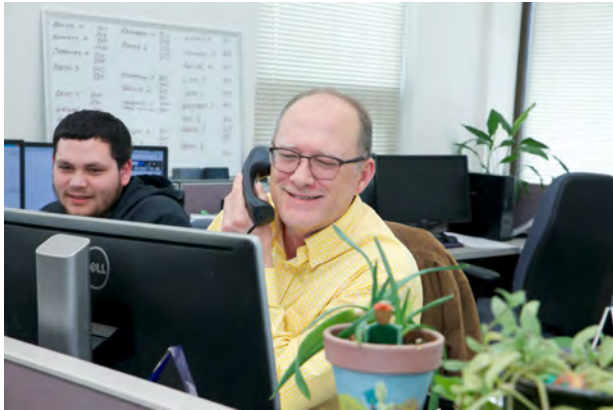
Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 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)

File with your assessor no later than JULY 15, unless granted an extension in writing.





AFFIDAVITS



Statesman Journal

A GANNETT COMPANY

AFFIDAVIT OF PUBLICATION

CHERRIOTS
Finance
APR 23 2018
Received

**SALEM AREA TRANSIT-CHERRIOTS
555 COURT ST NE STE 5230
SALEM, OR 97301**

I *Cirrell*
being first duly sworn, depose and say that I am the principal clerk of the Statesman Journal, Silverton Appeal and Stayton Mail newspapers 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 this Public Notice is printed copy of which is hereby annexed, was published in the entire issue of said newspaper in the following issues -

04/06/18

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, 2018 to June 30, 2019, will be held at the Senator Hearing Room in Courthouse Square, 555 Court St NE, Salem, OR 97301. The meetings will begin at 6:00 pm on the following dates:

Dated this 6 day of April, 2018

Cieyl
Public Notice Clerk

Subscribed and sworn to me this

Vicky Felty
Notary Public for State of Wisconsin, Brown County

Notary Expires on 9-19-21

Ad#:0002838182

P O : Notice of Budget Comm. Meetings

of Affidavits :1



May 3rd
Budget Committee Orientation

May 10th
Budget Committee Meeting:
Elect committee chair, receive public comment, receive budget message, budget deliberation

May 17th
Budget Committee Meeting:
Receive public comment, budget deliberation

May 31st (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 11th at the Salem-Keizer Transit Administration Office at 555 Court St NE, Suite 5230, Salem, OR 97301, between the hours of 8:00 am and 5:00 pm. Please visit the District's website at www.cherriots.org for further notifications for the Budget Committee meetings.

4/3/2018
Statesman Journal
4/6/2018

AFFIDAVIT OF PUBLICATION

CHERRIOTS
Finance

APR 30 2018

Received

**SALEM AREA TRANSIT-CHERRIOTS
555 COURT ST NE STE 5230
SALEM, OR 97301**

I Caullen Omdahl
being first duly sworn, depose and say that I am the principal clerk of the Statesman Journal, Silverton Appeal and Stayton Mail newspapers 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 this Public Notice is printed copy of which is hereby annexed, was published in the entire issue of said newspaper in the following issues -

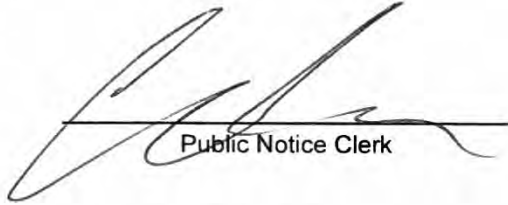
04/19/18

PUBLIC NOTICE

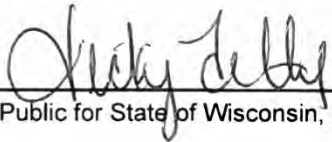
**NOTICE OF BUDGET
COMMITTEE MEETINGS**

Public meetings of the Budget Committee of the Salem Area Mass Transit District of Marion and Polk Counties, State of Oregon, on the budget for the fiscal year July 1, 2018 to June 30, 2019, will be held at the Senator Hearing Room in Courthouse Square, 555 Court St NE, Salem, OR 97301. The meetings will begin at 6:00 pm on the following dates:

Dated this 19 day of April, 2018


Public Notice Clerk

Subscribed and sworn to me this


Notary Public for State of Wisconsin, Brown County

Notary Expires on 9-19-21

Ad#:0002867960
P O : Budget Committee meeting
of Affidavits :1

May 3rd
Budget Committee Orientation

May 10th
Budget Committee Meeting:
Elect committee chair, receive
public comment, receive bud-
get

May 17th
Budget Committee Meeting:
Receive public comment, bud-
get deliberation

May 31st (if necessary)
Budget Committee Meeting:
Receive public comment, bud-
get 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 11th at the Salem-Keizer Transit Administration Office at 555 Court St NE, Suite 5230, Salem, OR 97301, between the hours of 8:00 am and 5:00 pm. Please visit the District's website at www.cherriots.org for further notifications for the Budget Committee meetings.
4/16/2018
Statesman Journal
April 19, 2018





AFFIDAVIT OF PUBLICATION

Salem Area Transit-Cherriots

555 Court St Ne Ste 5230
Salem, OR 97301-3980

Kevin Gann

being first duly sworn, depose and say that I am the principal clerk of the Statesman Journal, Silverton Appeal and Stayton Mail newspapers 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 this Public Notice is printed copy of which is hereby annexed, was published in the entire issue of said newspaper in the following issues -

06/20/18

Dated this 24th day of September
2018

Kevin Gann
Public Notice Clerk

Subscribed and sworn to me this

Shelby Felty

Notary Public for State of Wisconsin, Brown County

Notary Expires on 9-19-21



FORM LB-1 NOTICE OF BUDGET HEARING			
A public meeting of the Salem Area Mass Transit District will be held on June 28, 2018, at 6:30 p.m. at the Senator Hearing Room in Courthouse Square, 555 Court St. NE, Salem, OR 97301. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018, as approved by the Salem Area Mass Transit Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the SAMTD Administration Office at 555 Court St NE, Suite 5230, Salem OR 97301, between the hours of 8 a.m. and 5 p.m. or online at www.cherriots.org. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.			
Contact: Al McCoy	Telephone: 503-588-2424	Email: al.mccoy@cherriots.org	
FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amounts 2016 - 2017	This Year 2017 - 2018 Adopted Budget	Approved Budget Next Year 2018 - 2019
Beginning Fund Balance/Net Working Capital	24,043,419	24,398,613	25,822,496
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,201,972	2,739,900	2,716,930
Federal, State and all Other Grants, Gifts, Allocations and Donations	27,170,863	37,468,380	42,741,671
Interfund Transfers / Internal Service Reimbursements	0	863,530	0
All Other Resources Except Current Year Property Taxes	793,932	327,695	756,946
Current Year Property Taxes Estimated to be Received	11,574,433	11,744,225	12,033,794
Total Resources	66,784,419	77,540,343	84,071,837
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	20,359,793	20,892,765	21,134,672
Materials and Services	20,926,445	22,866,788	13,043,246
Capital Outlay	776,865	12,159,680	29,127,114
Interfund Transfers	0	863,530	0
Contingencies	0	1,500,000	1,500,000
Unappropriated Ending Balance and Reserved for Future Expenditure	0	19,257,580	19,266,805
Total Requirements	42,063,103	77,540,343	64,071,837
FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
General Manager/Board of Supervisors	530,536	615,365	610,156
FTE	2.0	2.0	2.0
Administration	1,777,959	1,800,930	903,837
FTE	12.8	12.9	5.8
Finance	0	0	1,173,797
FTE	0.0	0.0	8.5
Communication	1,359,115	1,732,655	1,670,267
FTE	8.6	10.9	10.2
Transportation Development	1,784,742	2,048,130	2,287,169
FTE	10.6	11.2	11.2
Operations	17,517,653	17,683,403	18,210,903
FTE	146.6	146.4	149.7
Transportation Programs Fund	17,345,207	18,626,890	6,206,329
FTE	12.0	10.2	11.2
Capital Projects Fund	776,865	12,159,680	29,127,114
FTE	3.2	1.6	0.4
Not Allocated to Organizational Unit or Program	1,000,824	22,872,290	21,882,259
FTE	0.0	0.0	0.0
Total Requirements	42,063,103	77,540,343	64,071,837
Total FTE	196.0	195.2	199.0
STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING			
No change in sources of revenues at this time. Approved Budget for FY 2018-19 breaks out the organizational unit Finance from Administration for the first time. This unit includes the functions of Accounting, Budgeting, Payroll, Grants Administration, and Procurement.			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2016 - 2017	Rate or Amount Imposed This Year 2017 - 2018	Rate or Amount Approved Next Year 2018 - 2019
Permanent Rate Levy (rate limit: .7609 per \$1,000)	.7609	.7609	.7609
Local Option Levy			
Levy For General Obligation Bonds			

