



# APPROVED BUDGET 2020-21

*AS APPROVED BY THE BUDGET COMMITTEE ON MAY 7, 2020*

MAY 2020



**SALEM AREA MASS TRANSIT DISTRICT**

**FY2020-21 APPROVED BUDGET**

**TABLE OF CONTENTS**

<b>1. OVERVIEW .....</b>	<b>1 - 19</b>
<b>2. REVENUE and EXPENDITURES – All Funds .....</b>	<b>20 - 29</b>
<b>3. PERSONNEL SERVICES .....</b>	<b>30 - 33</b>
<b>4. GENERAL FUND .....</b>	<b>34 - 81</b>
<b>5. TRANSPORTATION PROGRAMS FUND .....</b>	<b>82 - 103</b>
<b>6. CAPITAL PROJECTS FUND .....</b>	<b>104 - 113</b>
<b>7. DISTRICT WIDE FTE TOTALS .....</b>	<b>114 - 123</b>
<b>8. RETIREMENT CONTRIBUTION RATES .....</b>	<b>124 - 129</b>
<b>9. ADDITIONAL INFORMATION .....</b>	<b>130 - 148</b>



# OVERVIEW







## MEMO

**To:** Salem Area Mass Transit District Budget Committee

**From:** Allan Pollock, General Manager

**Date:** May 7, 2020

**Subject:** FISCAL YEAR 2020-21 BUDGET MESSAGE

---

As I write this budget message, the District is operating a reduced service level following a temporary suspension of service as a result of the COVID-19 pandemic. These are unprecedented times and we are operating in an environment of uncertainty, but I am proud to say the District is working diligently to provide essential service and preparing to increase service levels as soon as we are able. The assumption, when developing this proposed budget, is that we intend to plan for and budget for a typical service level in FY 2021.

While it is doubtful we will be at full service levels by July 1, we will increase service levels incrementally in accordance with local, state, and federal guidelines, as conditions and staffing allow. It is important the adopted budget allows for that to happen. Currently, we are operating a modified level of service Monday through Saturday and have postponed the implementation of Sunday and holiday service. Our primary mission during this disruption is to provide service for essential workers to get to and from their job and for those community members who need to make an essential trip to places such as a grocery store, pharmacy, or medical facilities.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act provides \$25 billion for the public transportation industry. The CARES Act provides emergency assistance and health care response for individuals, families, and

businesses affected by the COVID-19 pandemic. The District is set to receive up to \$15,668,434 of federal 5307 formula funds for urban service and \$364,155 of federal 5311 formula funds for rural service.

The FY 2021 proposed budget was developed to provide a full year of service that was adopted by the board as a result of the Statewide Transportation Improvement Fund service enhancements. This includes Sunday, Saturday, later weekday evening, and holiday service. The proposed budget funds 205,066 Cherrlots Local revenue hours, 33,302 Cherrlots Regional revenue hours, 67,310 Cherrlots LIFT revenue hours, and 4,807 Cherrlots Shop and Ride revenue hours for a system wide total of 310,485 revenue hours.

The proposed budget provides the resources for the District's FY 2021 operations and capital plan. The primary focus for the year is to rebuild service and ridership. Ridership has suffered a significant decrease as a result of COVID-19 and it will take monumental effort to rebuild community trust. As a result of the COVID-19 situation, significant projects in this current budget year were delayed. The two primary capital projects that will carry over are implementation of the Intelligent Transportation System (ITS) project and the finance and human resources software installation. These projects will be restarted as soon as our vendors are able to resume business travel.

### **FY 2019-20 Year in Review**

To support our brand promise of delivering an exceptional customer experience, the District introduced later evening and Saturday service on September 3, 2019. As a result, ridership increased more than 10% on weekday service and 153,797 rides were provided on Saturdays. By all measures the new service implemented in September was a huge success for the District and the community. In May, the District was scheduled to begin new Sunday service but has had to postpone as a result of the COVID-19 pandemic.

The District also began the implementation of its Intelligent Transportation Systems (ITS) project. This multi-million dollar, multi-year project will incorporate multiple technology applications to allow for improved operational efficiency and effectiveness, as well as enhancements to the customer experience. Although significant progress has been made on the project, the implementation date has been delayed due to COVID-19 related matters.



The District also procured nine (9) fixed route compressed natural gas vehicles, three (3) ADA-paratransit vehicles, two (2) regional service vehicles and one (1) Shop and Ride vehicle. These replace vehicles that have exceeded their useful life benchmarks and will ultimately improve service reliability.

In November, the District entered into a contract with U.S. Gain for Renewable Natural Gas (RNG) services. This project is structured through the RNG producer receiving CO2 Abatement and Carbon Credits. Because the credits cannot be generated without the vehicle fleets, the producer shares a percentage of the revenue received. The District estimates a first year revenue of \$221,400 with a five-year estimate of \$1.1 million. This project allows the District to generate new revenue and help us achieve our sustainability goals of reducing greenhouse gas emissions.

The District also received recognition from the Government Finance Officers Association (GFOA) earning its seventh consecutive Certificate for Excellence in Financial Reporting for its Consolidated Annual Financial Report (CAFR) for the fiscal year ended June 30, 2019.

All momentum came to a complete halt in March as the COVID-19 pandemic upended the world. On March 19, the District issued a declaration of emergency. This allowed the District to move to emergency operations in order to perform the District functions or services necessary, in the opinion of the District, to protect or preserve the lives, safety, health, or property of the citizens of the District, threatened by unusual or unforeseen circumstances.

## **Fiscal Year 2020-21 Review by Fund**

### **General Fund**

The FY 2020-21 General Fund budget includes total operating resources of \$39.1 million, an increase of 11.9% from the current year adopted budget. It also includes total operating requirements of \$34.6 million, an increase of 10.8% from the current year adopted budget. In addition, the fund's budget for contingency is \$1.5 million, same as last year.

Personnel services in the FY 2020-21 budget are expected to increase by \$2.8 million, about 11.4%, to \$27.4 million. Personnel services include wages, payroll taxes, insurance benefits and retirement benefits. Medical insurance is

estimated to increase by 10% and wages increase by 3% in accordance with the District's collective bargaining agreement with the Amalgamated Transit Union.

Materials and Services in the proposed Budget are expected to increase by \$578,516 about 8.8% to approximately \$7.2 million.

### **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 LIFT ADA paratransit service, Cherriots Regional service, Cherriots Shop and Ride, Cherriots call center, mobility management, transportation programs coordination, and rideshare and transportation demand management programs.

The funding sources for these programs include fares, and federal and state grants. Overall, the Transportation Programs Fund resources are expected to increase by 2.3 percent, to just over \$11.1 million in FY 2020-21.

The FY 2020-21 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 independently use Cherriots local service.
- 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, and Cherriots Shop and Ride.
- 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 FY 2020-21 budget provides for the following major projects:

- Transit ITS Project
- MUNIS Finance and Human Resource Software Implementation
- South Salem Transit Center

The implementation of the Transit ITS project will have a significant impact on the delivery of service to our customers. This technology will allow for the implementation of real-time passenger information and electronic fare collection. Both of these elements will improve the customer experience and make public transit easier to use. For example, this technology will enable customers who have smartphone transit apps to know when their bus will arrive at their stop. Additionally, customers will be able to pay their fare electronically with a smart phone or fare card. The customer's smartphone essentially functions like a day or monthly pass and doesn't charge for additional rides.

## **Summary**

The FY 2020-21 Budget will provide the resources to implement a full year of service. While revenue is estimated at normal levels to ensure a balanced budget, the District intends to use the CARES Act funding to ensure all expenses incurred during the fiscal year are funded.

I would like to thank the Board of Directors, Budget Committee, and District staff for the commitment they have made to this community. While we are operating in unprecedented times, it is important for the community to know that Cherris will be there for them to help with essential trips.





## **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

**Strategic Priority:** Provide an exceptional customer experience

The foundation of an exceptional customer experience is to receive a safe, friendly and reliable ride.

**Goal:** Ensure the customer has an exceptional experience when using Cherriots services from start to finish.

**Strategic Priority:** Team Cherriots: Culture of Excellence

In order for customers to receive an exceptional experience we must ensure that all members of the Cherriots team conduct themselves within a culture of excellence mindset.

**Goal:** That all actions support a positive customer experience whether that customer is a transit rider, community member, stakeholder or fellow employee.

**Strategic Priority:** Enhance Community Engagement

Ensure our services continue to match community needs. One of the components of a thriving community is a strong public transportation service.

**Goal:** To maintain strong partnerships to ensure the Salem-Keizer community is accessible to all.

**Strategic Priority:** Ensure Organizational Viability

We will ensure our ability to provide services now and in the future by maintaining a balanced budget, by ongoing identification of new revenue sources and opportunities for efficiency, and by providing responsible stewardship of public funds.

**Goal:** To ensure the public trust through the wise use of resources: human, capital and financial.

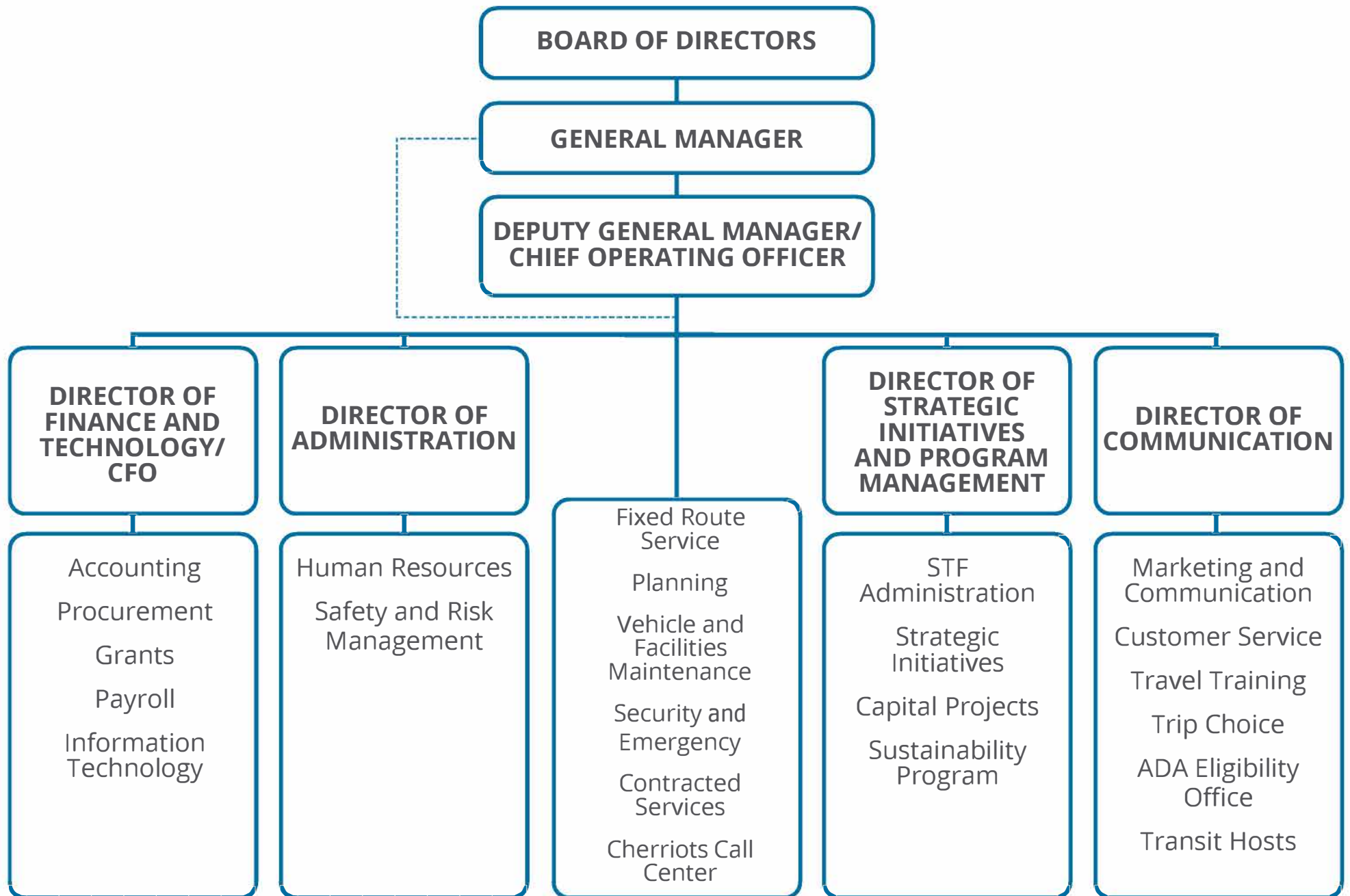
**Strategic Priority:** Be an environmentally responsible organization

Our daily practices and transportation services will support environmentally responsible stewardship.

**Goal:** We will minimize our impact on the environment including our services, public spaces and facilities.



# SALEM AREA MASS TRANSIT DISTRICT



## District Profile

Salem Area Mass Transit District (the District) is located within the Salem Metropolitan Statistical Area (MSA). The Salem MSA, as defined by the U.S. Census Bureau, is an area consisting of two counties, Marion and Polk. These counties are located south of the Portland Metropolitan area in the center of the Willamette Valley. The City of Salem is the capital of Oregon, the county seat of Marion County, and the regional destination for business and cultural activities in the mid-Willamette Valley.

The District's boundaries are contiguous with the urban growth boundaries and include the City of Salem and the City of Keizer. The District has a memorandum of understanding with Marion and Polk Counties to provide transit services to these two counties. Regional express bus routes serve the cities of Aumsville, Brooks, Gates, Gervais, Lyons, Mehama, Mill City, Mt. Angel, Silverton, Stayton, Turner, and Woodburn in Marion County. Polk County cities served by the Regional routes are Dallas, Independence, and Monmouth. The District also provides commuters a connection between Salem and the city of Wilsonville in Clackamas County.

**Counties in Oregon (Salem MSA in Red)**



## Population

The Population Research Center at Portland State University estimates population every July 1 for all of Oregon’s cities, counties, and Metropolitan Statistical Areas (MSA). The table below shows the area’s growth since the 2010 U.S. Census. The two largest cities in the MSA are Salem and Keizer. Salem ranks as the third largest city and Keizer as the 14<sup>th</sup> largest city in Oregon. However, the Salem MSA has the second largest population in the state at July 1, 2019.

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Salem MSA	390,738	394,115	397,120	399,945	403,885	408,340	413,680	420,200	426,135	430,700
Marion County	315,335	318,150	320,495	322,880	326,150	329,770	333,950	339,200	344,035	347,760
Polk County	75,403	75,965	76,625	77,065	77,735	78,570	79,730	81,000	82,100	82,940

## Communities Served

The District’s routes serve the following cities and towns. All population estimates are from the Population Research Center at Portland State University as of July 1, 2019.

<u>City</u>	<u>Population</u>	<u>County</u>	<u>City</u>	<u>Population</u>	<u>County</u>
Aumsville.	4,130	Marion	Mt. Angel	3,465	Marion
Dallas	16,260	Polk	Salem	167,400	Marion/Polk
Gates	485	Marion/Linn	Silverton	10,380	Marion
Gervais	2,615	Marion	Stayton	7,870	Marion
Independence	9,530	Polk	Turner	2,215	Marion
Keizer	38,580	Marion	Wilsonville	25,635	Clackamas
Lyons	1,309	Marion/Linn	Woodburn	25,135	Marion
Mill City	1,880	Polk			
Monmouth	9,890	Polk			

## Employment

Job growth had been projected to continue through 2027 for the Salem MSA, according to the State of Oregon Employment Department's 2<sup>nd</sup> quarter forecast. However, since that time the COVID-19 pandemic has brought most businesses to a standstill and caused record unemployment. Economists differ on the length of recession and whether the recovery will be in the form of a U (slower) or V (faster). For the most recent calendar year, 2019, the annual unemployment rate stood at 4.3%. Because Salem is the state capital and also the county seat, government jobs make up the largest sector of the job base, followed by trade, transportation, and utilities, and educational and health services.

	<b>2019</b>	
	<u>Employees</u>	<u>% of Total</u>
<b><u>Employment Sector</u></b>		
Government	41,300	24.5%
Educational and health services	28,900	17.2%
Trade, transportation, and utilities	28,600	17.0%
Leisure and hospitality	15,700	9.3%
Professional and business services	15,000	8.9%
Manufacturing	13,200	7.8%
Construction	11,200	6.7%
Financial activities	7,300	4.3%
Other services	5,300	3.1%
Information	1,300	0.8%
Mining and logging	600	0.4%
Total Salem MSA Non-Farm Payroll Employment	<u>168,400</u>	<u>100.0%</u>

## Climate


Salem enjoys a marine west coast climate with some distinct characteristics of the Mediterranean climate. Rain is heaviest in late fall and throughout winter, and almost all of the annual precipitation falls between October and May, with a dry season from June through September. Light snowfall occurs in winter, but major snows are rare. Mostly cloudy skies and low cloud ceilings are commonplace during the rainy season. <sup>1</sup>

	<b>January</b>	<b>July</b>	<b>Annual Average</b>
Average High Temperature (F)	47.7	82.0	63.6
Average Low Temperature (F)	34.7	53.1	42.4
Average Precipitation (inches)	6.0	0.5	39.6
Average Precipitation Days	17.7	2.9	144.3
Average Days with Heavy Fog	6	0	33


<sup>1</sup>Source: NowData - NOAA Online Weather Data normals from 1981-2010

## Weekday Service Levels


### Frequent Service

 Buses run every 15 minutes during most of the day.

### Standard Service

 Buses run every 30 minutes during most of the day.

### Basic Service

 Buses run every 60 minutes during most of the day.


### Select Trips

 Trips offered only at select times. See schedule for more details.

*Buses run on all routes on weekdays from approximately 6 a.m. to 11 p.m. See schedules for exact times and Saturday service levels.*

 Park and Ride  Transit Center

### Regional Express

 Regional express routes link Salem with neighboring cities.

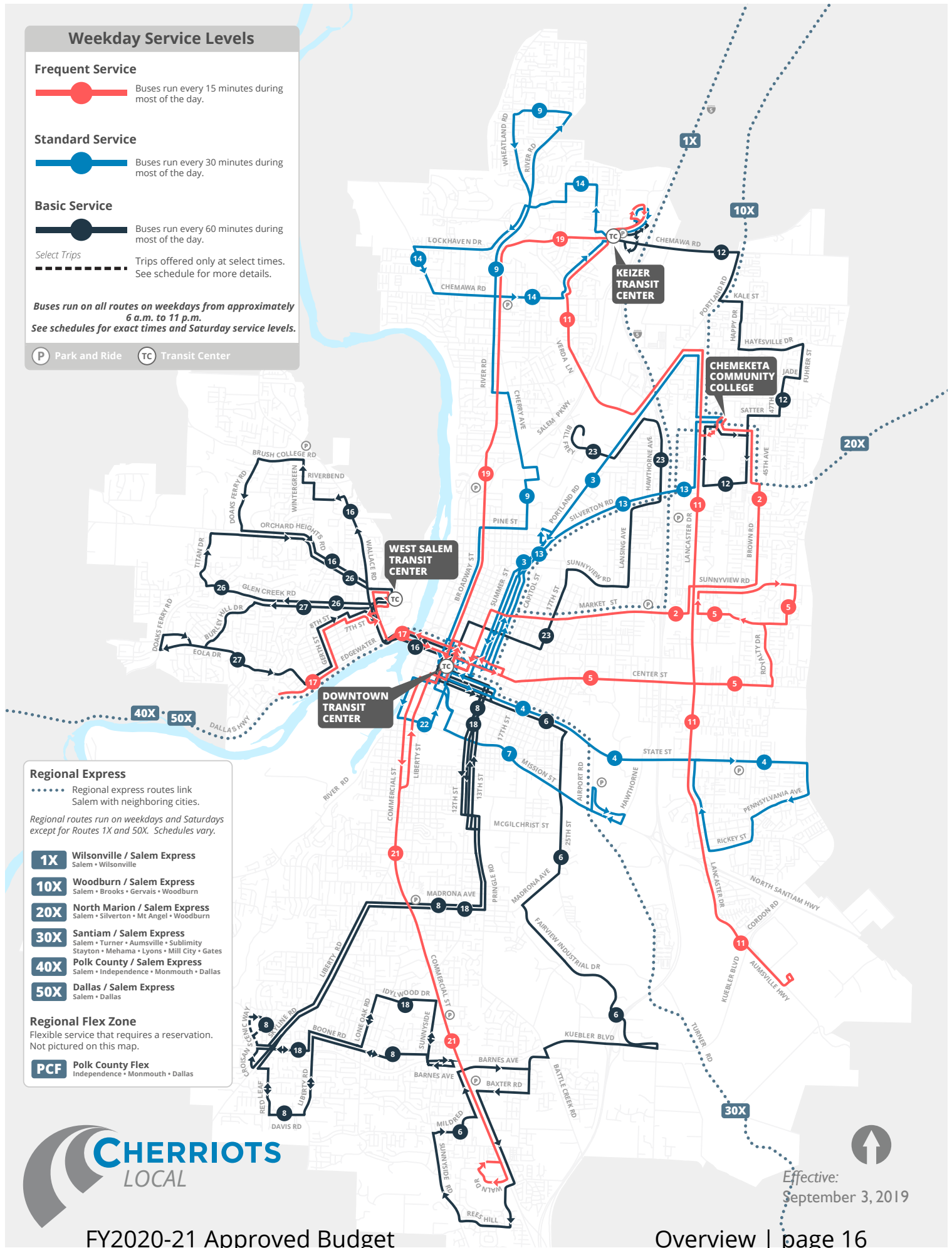
*Regional routes run on weekdays and Saturdays except for Routes 1X and 50X. Schedules vary.*

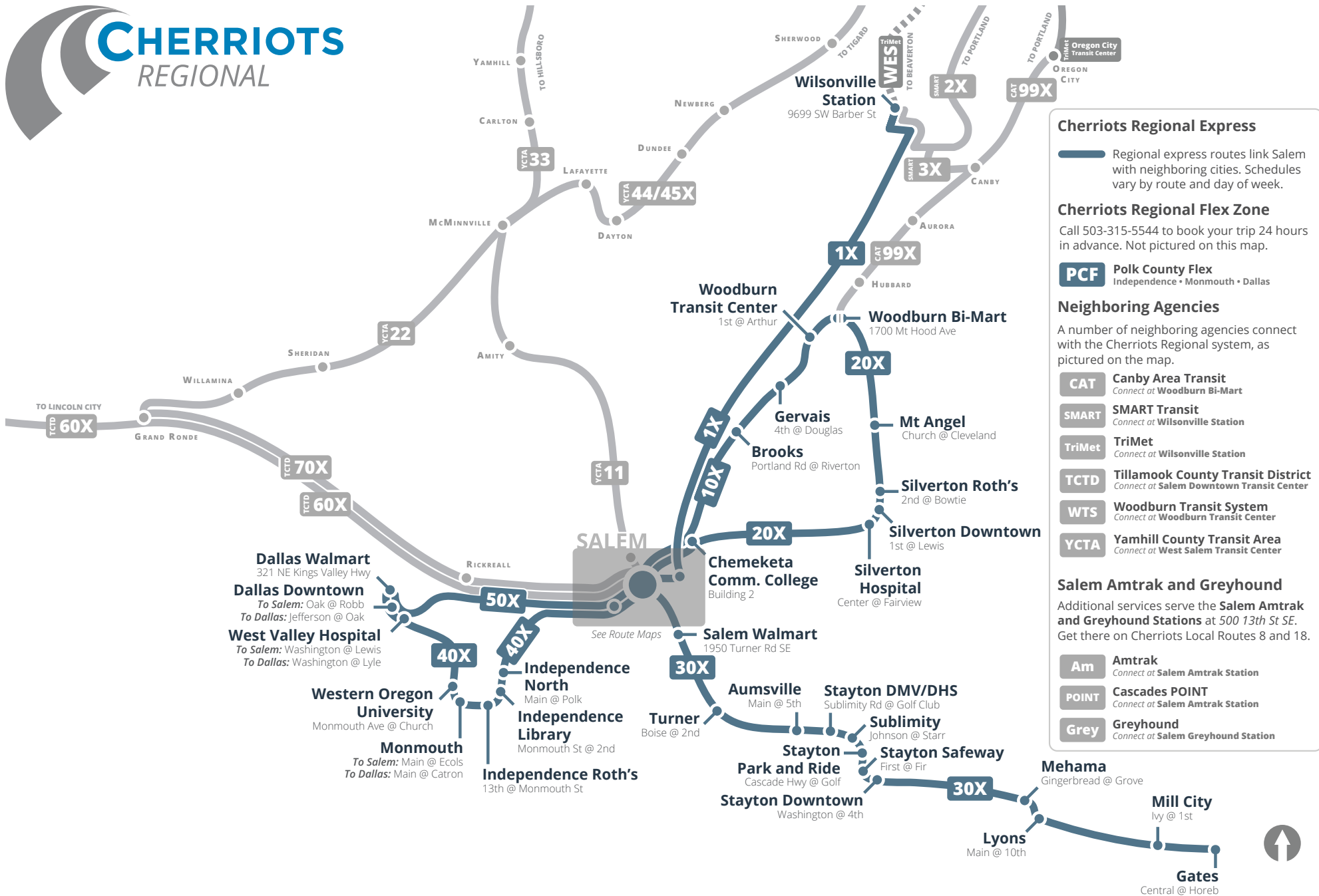
- 1X** Wilsonville / Salem Express  
Salem • Wilsonville
- 10X** Woodburn / Salem Express  
Salem • Brooks • Gervais • Woodburn
- 20X** North Marion / Salem Express  
Salem • Silverton • Mc Angel • Woodburn
- 30X** Santiam / Salem Express  
Salem • Turner • Aumsville • Sublimity  
Stayton • Mehama • Lyons • Mill City • Gates
- 40X** Polk County / Salem Express  
Salem • Independence • Monmouth • Dallas
- 50X** Dallas / Salem Express  
Salem • Dallas

### Regional Flex Zone

Flexible service that requires a reservation. Not pictured on this map.

- PCF** Polk County Flex  
Independence • Monmouth • Dallas





**I move that the Budget Committee approve the proposed budget for the 2020-21 fiscal year in the amount of \$94,681,706; and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.**

<b>General Fund</b>		<b>Transportation Programs Fund</b>	
General Manager/Board/SIPM	\$ 1,366,223	General Manager/Board/SIPM	\$ 840,185
Administration	855,391	Operations	9,090,227
Finance & Technology	3,156,021	Communication	494,261
Communication	2,246,264	Transfers	-
Operations	25,832,481	<b>Total</b>	<b>\$ 10,424,673</b>
Unallocated - General Administration	1,142,550		
Transfers	3,546,576		
Contingency	1,500,000		
<b>Total</b>	<b>\$ 39,645,506</b>		
<b>Capital Project Fund</b>			
Finance & Technology	\$ 1,291,557		
General Manager/Board/SIPM	3,288,206		
Operations	8,479,893		
Transfers	-		
<b>Total</b>	<b>\$ 13,059,656</b>		

**Total Appropriations, All Funds \$ 63,129,835**

Total Unappropriated and Reserve Amounts, All Funds \$ 31,551,871

**TOTAL APPROVED BUDGET \$ 94,681,706**

**CATEGORIZING THE TAX**

**General Government Limitation**

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

**Excluded from Limitation**

\$0.00



# 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 5311 CARES Act Funds** – Federal assistance administered through ODOT for preventing, preparing for, and responding to the COVID-19 disease.

**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.

**Federal 5307 CARES Act Funds** – Formula funding enacted to help transit protect public health and safety while ensuring transportation access to jobs, medical treatment, food, and other essential services remain available during the COVID-19 response. This funding requires no local match.

**Federal FEMA Funds** –Financial assistance at a cost-sharing basis (75/25) for emergency protective measures taken to respond to the COVID-19 emergency at the direction of guidance of state, local, tribal and territorial public health officials.

**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.

**STIF Funds**– Statewide Transportation Improvement Fund; funding authorized through Oregon Legislature, establishing an employee payroll tax of one-tenth of one percent; 90% of revenues are distributed through formula; remainder is for discretionary grants (9%) and administrative costs.

**STIF Pass Through Funds** – Statewide Transportation Improvement Funds awarded to other Public Transportation Service Providers within Marion and Polk

counties, but administered by the District as the Qualified Entity of the STIF program.

**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.

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

**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.

**Renewable Natural Gas Funds** – Funding received through the District's agreement with U.S. Gain, in which the RNG producer receives CO2 Abatement and Carbon Credits. Because the credits cannot be generated without

our vehicle fleets, the producer shares a percentage of the revenue received with the District.

**Oregon State In-Lieu** – Funds received from the State through the Mass Transit Assistance Account. Consists of a state-paid payroll assessment on its employees within each of the state's mass transit districts, limited to six-tenths of one percent of gross wages.

**Interest on Investments** – Interest received from our cash deposits with the Oregon State Treasury's Local Government Investment Pool. As of April 2020 the interest rate is 1.75 percent, down 1 percentage point from the same period last year.

**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 to match grants and to cover expenses not paid for by grants.

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

District Wide Revenues/Resources and Expenses/Requirements Resolution Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21	Change from FY2019-20 Budget	Percent Change	
						Approved Budget			
Operating Revenues/Resources									
1	Passenger Fares	\$ 2,934,938	\$ 2,598,276	\$ 1,847,002	\$ 3,227,497	\$ 1,844,110	\$ (1,383,387)	-42.9%	1
2	Other Fixed Route Services	162,671	-	-	-	-	-		2
3	Federal FEMA Assistance	-	-	50,000	-	100,000	100,000		3
4	Federal STP Funds	25,752	6,330,297	1,694,933	5,552,075	4,013,059	(1,539,016)	-27.7%	4
5	Federal Direct 5310 Funds	230,475	221,126	120,489	240,112	245,231	5,119	2.1%	5
6	Federal 5310 Funds Through State	1,354,030	1,088,898	1,177,270	1,449,625	1,348,916	(100,709)	-6.9%	6
7	Federal 5311 Funds	304,583	393,057	302,576	364,155	391,787	27,632	7.6%	7
8	Federal 5311 CARES ACT through State	-	-	91,416	-	272,739	272,739		8
9	Federal 5303 Planning Grant	114,026	113,761	122,360	120,903	120,000	(903)	-0.7%	9
10	Federal New Freedom Funds	41,274	-	-	-	-	-		10
11	DD53 Revenues	2,361,353	2,257,875	1,762,347	2,439,446	1,762,350	(677,096)	-27.8%	11
12	FTA 5339 Funds	177,812	2,610,616	2,474,563	1,874,965	258,450	(1,616,515)	-86.2%	12
13	CARES ACT Revenues	-	-	5,916,514	-	9,751,920	9,751,920		13
14	Federal 5307 Discretionary	-	-	-	-	2,094,298	2,094,298		14
15	Federal 5307	6,099,493	5,289,630	6,683,118	10,099,743	7,452,699	(2,647,044)	-26.2%	15
16	OHA Revenues	7,388,078	-	-	-	-	-		16
17	Flex Funds	116,084	123,225	98,032	-	-	-		17
18	Federal 5309 Funds	622,256	940,771	540,570	1,234,398	-	(1,234,398)	-100.0%	18
19	TripChoice Grant	229,339	216,626	194,687	231,686	275,062	43,376	18.7%	19
20	In-Kind Match	-	-	16,359	19,836	38,869	19,033	96.0%	20
21	TDM Grant	150,681	177,103	142,931	173,312	180,330	7,018	4.0%	21
22	OHA Reimbursement	28,623	-	-	-	-	-		22
23	State 5339 Discretionary Funds	-	-	-	-	495,975	495,975		23
24	STF Pass Through Funds	266,884	266,434	255,768	255,766	255,764	(2)	0.0%	24
25	State STF Funds	744,948	1,013,449	704,203	737,720	624,985	(112,735)	-15.3%	25
26	STIF Pass Through Funds	-	432,983	255,000	693,742	547,700	(146,042)	-21.1%	26
27	State STIF Formula Funds	-	3,139,020	6,454,409	7,932,016	6,295,550	(1,636,466)	-20.6%	27
28	STIF Discretionary	-	-	3,002	1,203,192	972,921	(230,271)	-19.1%	28
29	Non-Federal or State Grants	-	3,750	36,382	-	-	-		29
30	Advertising	63,000	144,187	107,535	100,000	120,000	20,000	20.0%	30
31	Miscellaneous	151,396	159,061	208,210	714,851	762,213	47,362	6.6%	31
32	Insurance Settlement	-	-	10,023	-	-	-		32
33	Property Taxes	12,078,234	12,868,092	12,600,436	12,660,092	12,950,000	289,908	2.3%	33
34	Oregon State In-Lieu	6,212,475	6,250,829	7,117,920	6,289,276	7,118,000	828,724	13.2%	34
35	Interest on Investments	354,847	431,753	277,295	295,800	292,000	(3,800)	-1.3%	35

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

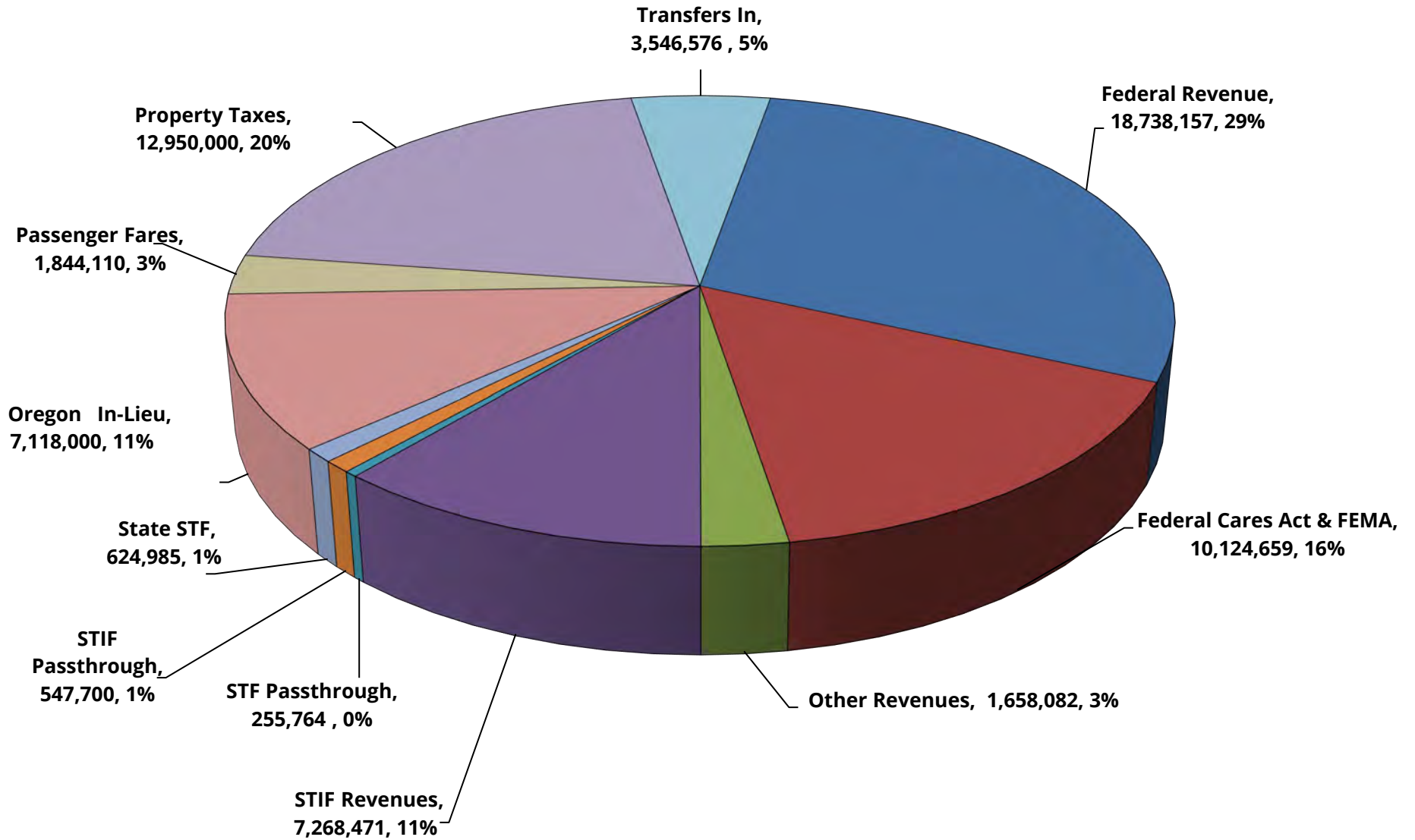
District Wide Revenues/Resources and Expenses/Requirements Resolution Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21	Change from FY2019-20 Budget	Percent Change	
						Approved Budget			
36	Energy Tax Credit	187,354	-	481,492	225,000	225,000	-	0.0%	36
37	Renewable Natural Gas Credit	-	-	88,862	-	220,000	220,000		37
38	Transfers In	754,000	335,448	1,569,609	1,569,609	3,546,576	1,976,967	126.0%	38
39	<b>Operating Revenues/Resources Total</b>	<b>\$ 43,154,606</b>	<b>\$ 47,406,267</b>	<b>\$ 53,405,313</b>	<b>\$ 59,704,817</b>	<b>\$ 64,576,504</b>	<b>\$ 4,871,687</b>	<b>8.2%</b>	39

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

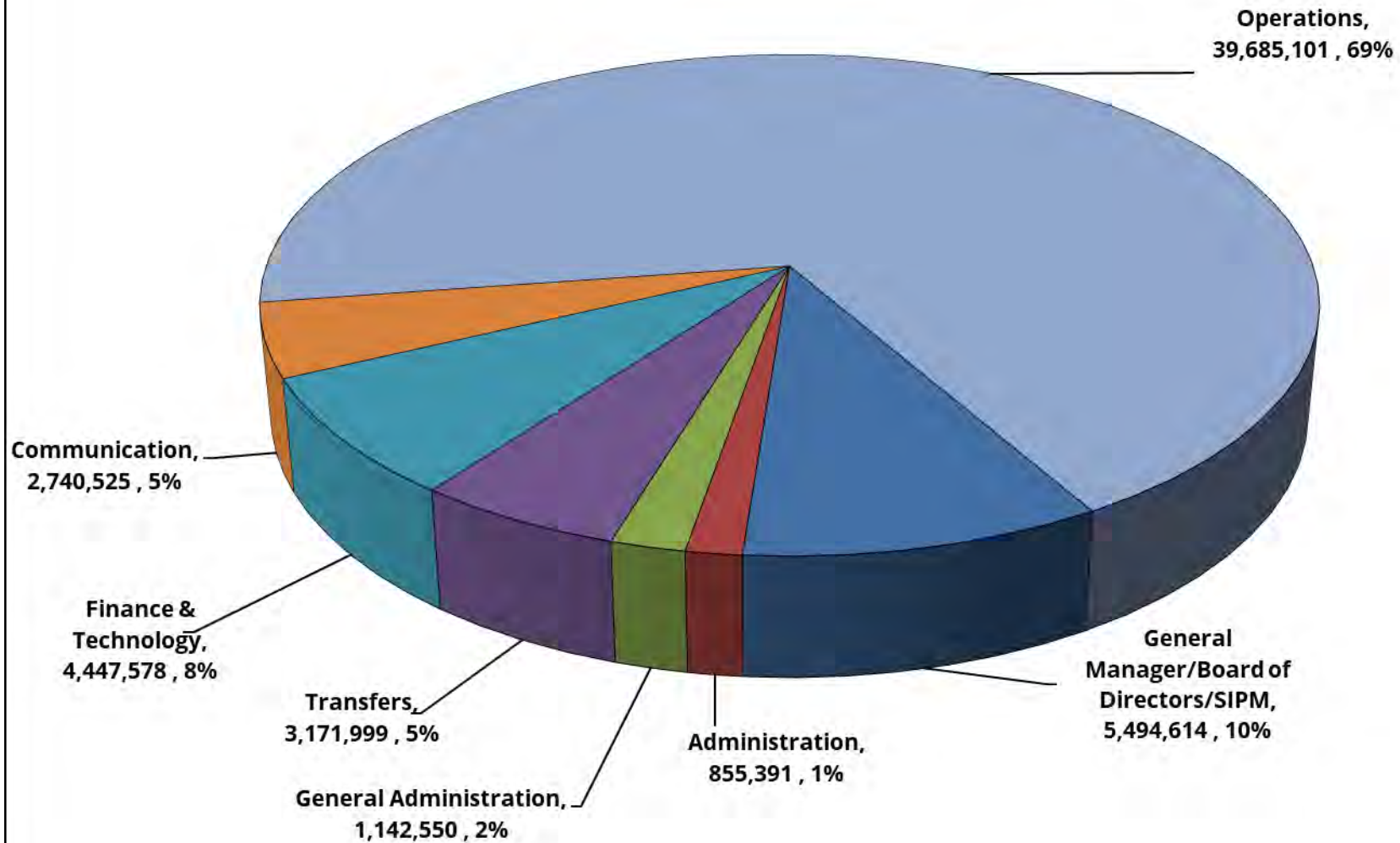
District Wide Revenues/Resources and Expenses/Requirements Resolution Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
Operating Expenses/Requirements									
40	General Manager/Board of Directors/SIPM	\$ 659,951	\$ 587,320	\$ 2,574,482	\$ 7,903,511	\$ 5,494,614	\$ (2,408,897)	-30.5%	40
41	Administration	1,162,504	990,898	952,373	898,065	855,391	(42,674)	-4.8%	41
42	Communication	1,628,451	1,518,945	1,976,835	2,691,308	2,740,525	49,217	1.8%	42
43	Finance and Technology	925,287	1,161,178	2,789,803	3,820,618	4,447,578	626,960	16.4%	43
44	Transportation Development	3,311,647	4,547,722	-	-	-	-		44
45	Operations	33,879,908	38,421,306	35,804,948	41,416,521	43,402,601	1,986,080	4.8%	45
46	Unallocated General Administration	870,558	1,003,128	1,187,971	1,170,787	1,142,550	(28,237)	-2.4%	46
47	<b>Operating Expenses/Requirements Total</b>	<b>\$ 42,438,306</b>	<b>\$ 48,230,497</b>	<b>\$ 45,286,412</b>	<b>\$ 57,900,810</b>	<b>\$ 58,083,259</b>	<b>\$ 182,449</b>	<b>0.3%</b>	47
Operating Revenue/Resources less Operating									
48	Expenses/Requirements	716,300	(824,230)	8,118,901	1,804,007	6,493,245	4,689,238	259.9%	48
49	Transfers to Other Funds								49
50	Transfer to Transportation Programs Fund	(754,000)	(335,448)	(1,557,609)	(1,557,609)	(1,555,000)	2,609	-0.2%	50
51	Transfer to Capital Fund	-	-	(12,000)	(12,000)	(1,991,576)	(1,979,576)	16496.5%	51
52	Transfers to Other Funds Total	\$ (754,000)	\$ (335,448)	\$ (1,569,609)	\$ (1,569,609)	\$ (3,546,576)	\$ (1,976,967)	126.0%	52
53	Net Operating and Transfers to Other Funds Total	(37,700)	(1,159,678)	6,549,292	234,398	2,946,669	2,712,271	1157.1%	53
Other Designations									
54	Contingency	-	-	-	(1,500,000)	(1,500,000)	-	0.0%	54
55	Reserved Working Capital	-	-	-	(26,033,098)	(28,321,296)	(2,288,198)	8.8%	55
56	Other Designations Total	\$ -	\$ -	\$ -	\$ (27,533,098)	\$ (29,821,296)	\$ (2,288,198)	8.3%	56
Net Operating, Transfers to Other Funds and Other									
57	Designations Total	(37,700)	(1,159,678)	6,549,292	(27,298,700)	(26,874,627)	424,073	-1.6%	57
58	Beginning Working Capital	24,753,288	24,715,588	23,555,910	27,298,701	30,105,202	2,806,501	10.3%	58
59	Ending Working Capital	\$ 24,715,588	\$ 23,555,910	\$ 30,105,202	\$ 1	\$ 3,230,575	\$ 3,230,574	323057400.0%	59



## District Wide Revenues/Resources FY2020-21



## District Wide Expenses/Requirements FY2020-21



# PERSONNEL SERVICES



## Transportation Department

### Operations Supervisor

Provides support to transit operators on the road and serves as the on-scene coordinator during incidents.

### Training Supervisor

Acts as the primary classroom instructor and on-the-road trainer for new transit operators.

### Transit Operator

Provides outstanding customer service, safe, comfortable, and timely transit service.

### Administrator

Performs administrative duties as an Assistant Manager.

Cherry  
gosh... get it?





Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

<b>Personnel Services Comparison</b>		<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year- End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>	
District Wide									
1	Wages	\$ 11,972,604	\$ 12,142,872	\$ 14,571,705	\$ 14,203,318	\$ 16,718,257	\$ 2,514,939	17.7%	1
2	Medical	4,534,371	4,382,460	4,761,084	6,005,654	5,720,630	(285,024)	-4.7%	2
3	Retirement	2,264,954	3,278,172	3,732,929	3,960,867	4,388,834	427,967	10.8%	3
4	Workers Compensation	24,948	197,643	250,856	238,987	294,017	55,030	23.0%	4
5	Other	2,077,562	2,552,343	1,666,027	1,277,843	1,392,592	114,749	9.0%	5
6	<b>District Wide Total</b>	<b>\$ 20,874,439</b>	<b>\$ 22,553,490</b>	<b>\$ 24,982,601</b>	<b>\$ 25,686,669</b>	<b>\$ 28,514,330</b>	<b>\$ 2,827,661</b>	<b>11.0%</b>	6
<b>General Fund</b>									
7	General Manager	\$ 383,411	\$ 400,630	\$ 393,387	\$ 369,787	\$ 383,122	\$ 13,335	3.6%	7
8	Strategic Initiatives and Project Management	-	-	191,876	235,697	356,201	120,504	51.1%	8
9	<b>General Manager Total</b>	<b>\$ 383,411</b>	<b>\$ 400,630</b>	<b>\$ 585,263</b>	<b>\$ 605,484</b>	<b>\$ 739,323</b>	<b>\$ 133,839</b>	<b>22.1%</b>	9
Administration									
10	Human Resources	540,810	468,825	538,384	503,722	455,853	(47,869)	-9.5%	10
11	Human Resources Safety/Loss Control	127,162	135,348	130,719	132,236	138,488	6,252	4.7%	11
12	<b>Administration Total</b>	<b>\$ 667,972</b>	<b>\$ 604,173</b>	<b>\$ 669,103</b>	<b>\$ 635,958</b>	<b>\$ 594,341</b>	<b>\$ (41,617)</b>	<b>-6.5%</b>	12
Finance & Technology									
13	Finance	551,532	789,795	1,088,606	1,079,170	1,261,611	182,441	16.9%	13
14	Procurement	-	239,764	272,549	274,071	284,301	10,230	3.7%	14
15	Information Technology	-	-	731,201	863,696	864,059	363	0.0%	15
16	<b>Finance &amp; Technology Total</b>	<b>\$ 551,532</b>	<b>\$ 1,029,559</b>	<b>\$ 2,092,356</b>	<b>\$ 2,216,937</b>	<b>\$ 2,409,971</b>	<b>\$ 193,034</b>	<b>8.7%</b>	16
Communication									
17	Marketing and Communication	\$ 500,429	\$ 529,843	\$ 568,586	\$ 508,261	\$ 572,186	\$ 63,925	12.6%	17
18	Travel Trainer	54,664	41,009	34,553	52,436	53,217	781	1.5%	18
19	Customer Service	606,597	583,525	577,199	835,441	791,806	(43,635)	-5.2%	19
20	<b>Communication Total</b>	<b>\$ 1,161,690</b>	<b>\$ 1,154,377</b>	<b>\$ 1,180,338</b>	<b>\$ 1,396,138</b>	<b>\$ 1,417,209</b>	<b>\$ 21,071</b>	<b>1.5%</b>	20
Transportation Development									
21	Transportation Development Administration	\$ 742,778	\$ 701,418	\$ -	\$ -	\$ -	\$ -		21
22	Information Technology	722,263	757,616	-	-	-	-		22
23	<b>Transportation Development Total</b>	<b>\$ 1,465,041</b>	<b>\$ 1,459,034</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		23
Operations									
24	Operations Administration	\$ 539,853	\$ 599,919	\$ 615,768	\$ 631,988	\$ 658,499	\$ 26,511	4.2%	24
25	Operations Planning	-	-	516,491	556,864	549,281	(7,583)	-1.4%	25

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

Personnel Services Comparison		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year- End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from	Percent Change	
							FY2019-20 Budget		
26	Vehicle Maintenance	2,533,797	2,617,369	3,179,302	3,412,601	3,367,835	(44,766)	-1.3%	26
27	Facilities Maintenance	673,650	777,850	835,630	855,162	844,196	(10,966)	-1.3%	27
28	Security & Emergency Management	151,180	154,383	161,356	163,094	387,568	224,474	137.6%	28
29	Cherriots Local Service	11,195,679	12,292,071	13,747,522	13,802,898	16,178,887	2,375,989	17.2%	29
30	West Salem Connector Operations	1,418	-	-	-	-	-	-	30
31	West Salem Connector Vehicle Maintenance	6,182	-	-	-	-	-	-	31
32	Operations Total	\$ 15,101,759	\$ 16,441,592	\$ 19,056,069	\$ 19,422,607	\$ 21,986,266	\$ 2,563,659	13.2%	32
	Unallocated								
33	General Administration	\$ 312,542	\$ 347,578	\$ 314,310	\$ 357,000	\$ 295,000	\$ (62,000)	-17.4%	33
34	Unallocated Total	\$ 312,542	\$ 347,578	\$ 314,310	\$ 357,000	\$ 295,000	\$ (62,000)	-17.4%	34
35	<b>General Fund Total</b>	<b>\$ 19,643,947</b>	<b>\$ 21,436,943</b>	<b>\$ 23,897,439</b>	<b>\$ 24,634,124</b>	<b>\$ 27,442,110</b>	<b>\$ 2,807,986</b>	<b>11.4%</b>	35
<b>Transportation Programs Fund</b>									
Communication									
36	Cherriots TripChoice	\$ 307,823	\$ 329,607	\$ 292,520	\$ 330,950	\$ 300,505	\$ (30,445)	-9.2%	36
37	Communication Total	307,823	329,607	292,520	330,950	300,505	(30,445)	-9.2%	37
Operations									
38	Cherriots Lift	\$ 292,674	\$ 348,951	\$ 396,671	\$ 365,701	\$ 397,626	\$ 31,925	8.7%	38
39	Cherriots Shop & Ride	10,907	30,887	28,232	34,360	35,421	1,061	3.1%	39
40	Cherriots Regional	115,450	129,713	159,671	135,929	141,607	5,678	4.2%	40
41	Non-Emergent Medical Transportation	245,907	(1)	-	-	-	-	-	41
42	Cherriots Call Center	31,829	19,503	17,972	1,209	1,300	91	7.5%	42
43	Mobility Management	173,715	185,874	186,150	182,395	192,761	10,366	5.7%	43
44	Operations Total	\$ 870,482	\$ 714,927	\$ 788,696	\$ 719,594	\$ 768,715	\$ 49,121	6.8%	44
General Manager/Board of Directors/SIPM									
45	Special Transportation Coordination	\$ 6,790	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,000	\$ 1,000	50.0%	45
46	General Manager/Board of Directors/SIPM Total	\$ 6,790	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,000	\$ 1,000	50.0%	46
47	<b>Transportation Programs Fund Total</b>	<b>\$ 1,185,095</b>	<b>\$ 1,046,534</b>	<b>\$ 1,083,216</b>	<b>\$ 1,052,544</b>	<b>\$ 1,072,220</b>	<b>\$ 19,676</b>	<b>1.9%</b>	47
<b>Capital Projects Fund</b>									
48	<b>Capital Projects Fund Total</b>	<b>\$ 45,397</b>	<b>\$ 70,013</b>	<b>\$ 1,946</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		48
49									49
50	<b>District Wide Total</b>	<b>\$ 20,874,439</b>	<b>\$ 22,553,490</b>	<b>\$ 24,982,601</b>	<b>\$ 25,686,668</b>	<b>\$ 28,514,330</b>	<b>\$ 2,827,662</b>	<b>11.0%</b>	50

# GENERAL FUND







Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

General Fund Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21		Percent Change	
						Approved Budget	Change from FY2019-20 Budget		
<b>Operating Revenues/Resources</b>									
1	Passenger Fares	\$ 2,519,889	\$ 2,196,271	\$ 1,565,910	\$ 2,690,232	\$ 1,565,910	\$ (1,124,322)	-41.8%	1
2	Other Fixed Route Services	162,671	-	-	-	-	-		2
3	FEMA Assistance	-	-	50,000	-	100,000	100,000		3
4	Planning Grant	114,026	113,761	122,360	120,903	120,000	(903)	-0.7%	4
5	Federal 5307 CARES ACT	-	-	5,438,864	-	7,862,995	7,862,995		5
6	Federal 5307	5,018,974	3,632,223	4,738,375	5,660,325	3,078,040	(2,582,285)	-45.6%	6
7	DMAP Reimbursement	28,623	-	-	-	-	-		7
8	Federal 5311 C	-	-	7,193	-	14,385	14,385		8
9	State STIF Formula Funds	-	2,569,251	5,156,645	6,485,370	5,171,000	(1,314,370)	-20.3%	9
10	State STIF Discretionary Funds	-	-	-	261,729	52,856	(208,873)	-79.8%	10
11	Non-Federal or State Grants	-	3,750	36,382	-	-	-		11
12	Advertising	63,000	144,187	107,535	100,000	120,000	20,000	20.0%	12
13	Miscellaneous	151,643	151,938	208,210	157,653	224,850	67,197	42.6%	13
14	Property Taxes	12,078,234	12,868,092	12,600,436	12,660,092	12,950,000	289,908	2.3%	14
15	Oregon State In-Lieu	6,212,475	6,250,829	7,117,920	6,289,276	7,118,000	828,724	13.2%	15
16	Interest on Investments	354,847	431,753	277,295	295,800	292,000	(3,800)	-1.3%	16
17	Energy Tax Credit	187,354	-	481,492	225,000	225,000	-	0.0%	17
18	Renewable Natural Gas Credit	-	-	88,862	-	220,000	220,000		18
19	<b>Operating Revenues/Resources Total</b>	<b>\$ 26,891,736</b>	<b>\$ 28,362,055</b>	<b>\$ 37,997,479</b>	<b>\$ 34,946,380</b>	<b>\$ 39,115,036</b>	<b>\$ 4,168,656</b>	<b>11.9%</b>	19

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

General Fund Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21	Change from FY2019-20 Budget	Percent Change	
						Approved Budget			
<b>Operating Expenses/Requirements</b>									
20	General Manager/Board of Directors/SIPM	659,951	587,320	804,969	874,673	1,366,223	491,550	56.2%	20
21	Administration	959,562	834,894	952,373	898,065	855,391	(42,674)	-4.8%	21
22	Finance & Technology	925,287	1,161,178	2,718,573	2,921,878	3,156,021	234,143	8.0%	22
23	Communication	1,419,679	1,514,056	1,622,858	2,271,238	2,246,264	(24,974)	-1.1%	23
24	Transportation Development	2,087,625	2,179,474	-	-	-	-		24
25	Operations	17,898,278	19,171,334	22,040,702	23,075,787	25,832,481	2,756,694	11.9%	25
26	Unallocated General Administration	870,558	1,003,128	1,187,971	1,170,787	1,142,550	(28,237)	-2.4%	26
27	<b>Operating Expenses/Requirements Total</b>	<b>\$ 24,820,940</b>	<b>\$ 26,451,384</b>	<b>\$ 29,327,446</b>	<b>\$ 31,212,428</b>	<b>\$ 34,598,930</b>	<b>\$ 3,386,502</b>	<b>10.8%</b>	27
Operating Revenues/Resources less Operating									
28	Expenditures/Requirements	2,070,796	1,910,671	8,670,033	3,733,952	4,516,106	782,154	20.9%	28
29	Transfers to Other Funds								29
30	Transfer to Transportation Programs Fund	(754,000)	(335,448)	(1,557,609)	(1,557,609)	(1,555,000)	2,609	-0.2%	30
31	Transfer to Capital Fund	-	-	(12,000)	(12,000)	(1,991,576)	(1,979,576)	16496.5%	31
32	<b>Transfers to Other Funds Total</b>	<b>\$ (754,000)</b>	<b>\$ (335,448)</b>	<b>\$ (1,569,609)</b>	<b>\$ (1,569,609)</b>	<b>\$ (3,546,576)</b>	<b>\$ (1,976,967)</b>	<b>126.0%</b>	32
Net Operating and Transfers to Other Funds									
33	Total	1,316,796	1,575,223	7,100,424	2,164,343	969,530	(1,194,813)	-55.2%	33
34	Other Designations								34
35	Contingency	-	-	-	(1,500,000)	(1,500,000)	-	0.0%	35
36	Reserved Working Capital	-	-	-	(20,132,255)	(25,711,980)	(5,579,725)	27.7%	36
37	<b>Other Designations Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (21,632,255)</b>	<b>\$ (27,211,980)</b>	<b>\$ (5,579,725)</b>	<b>25.8%</b>	37
Net Operating, Transfers to Other Funds and									
38	Other Designations Total	1,316,796	1,575,223	7,100,424	(19,467,912)	(26,242,450)	(6,774,538)	34.8%	38
39	Beginning Working Capital	19,266,805	20,583,601	22,158,824	19,876,848	29,259,248	9,382,400	47.2%	39
40	<b>Ending Working Capital</b>	<b>\$ 20,583,601</b>	<b>\$ 22,158,824</b>	<b>\$ 29,259,248</b>	<b>\$ 408,936</b>	<b>\$ 3,016,798</b>	<b>\$ 2,607,862</b>	<b>637.7%</b>	40

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

<b>General Fund Department</b>			<b>FY2018-19</b>	<b>FY2019-20 Year-</b>	<b>FY2019-20</b>	<b>FY2020-21</b>	<b>Change from</b>	
<b>Expenses/Requirements Summary</b>		<b>FY2017-18 Actual</b>	<b>Actual</b>	<b>End Estimate</b>	<b>Amended Budget</b>	<b>Approved Budget</b>	<b>FY2019-20 Budget</b>	<b>Percent Change</b>
General Manager/Board of Directors/SIPM								
1	General Manager	\$ 632,790	\$ 571,136	\$ 593,915	\$ 598,387	\$ 636,722	\$ 38,335	6.4%
2	Board of Directors	27,161	16,184	11,600	34,600	32,500	(2,100)	-6.1%
3	Strategic Initiatives and Project Management	-	-	199,454	241,686	697,001	455,315	188.4%
4	<b>Total</b>	<b>\$ 659,951</b>	<b>\$ 587,320</b>	<b>\$ 804,969</b>	<b>\$ 874,673</b>	<b>\$ 1,366,223</b>	<b>\$ 491,550</b>	<b>56.2%</b>
Administration								
5	Human Resources	\$ 740,801	\$ 634,029	\$ 749,892	\$ 633,673	\$ 605,603	\$ (28,070)	-4.4%
6	Human Resources Safety/Loss Control	218,761	200,865	202,481	264,392	249,788	(14,604)	-5.5%
7	<b>Total</b>	<b>\$ 959,562</b>	<b>\$ 834,894</b>	<b>\$ 952,373</b>	<b>\$ 898,065</b>	<b>\$ 855,391</b>	<b>\$ (42,674)</b>	<b>-4.8%</b>
Finance & Techology								
8	Procurement	\$ -	\$ 241,877	\$ 276,811	\$ 301,971	\$ 316,051	\$ 14,080	4.7%
9	Finance	925,287	919,301	1,179,137	1,182,945	1,373,611	190,666	16.1%
10	Information Technology	-	-	1,262,625	1,436,962	1,466,359	29,397	2.0%
11	<b>Total</b>	<b>\$ 925,287</b>	<b>\$ 1,161,178</b>	<b>\$ 2,718,573</b>	<b>\$ 2,921,878</b>	<b>\$ 3,156,021</b>	<b>\$ 234,143</b>	<b>8.0%</b>
Communication								
13	Marketing and Communication	\$ 741,124	\$ 869,138	\$ 784,221	\$ 1,061,586	\$ 1,079,766	\$ 18,180	1.7%
14	Customer Service	622,571	603,046	597,082	902,541	858,606	(43,935)	-4.9%
15	Van Pool Lease	-	-	205,851	250,000	250,000	-	0.0%
16	Travel Trainer	55,984	41,872	35,704	57,111	57,892	781	1.4%
17	<b>Total</b>	<b>\$ 1,419,679</b>	<b>\$ 1,514,056</b>	<b>\$ 1,622,858</b>	<b>\$ 2,271,238</b>	<b>\$ 2,246,264</b>	<b>\$ (24,974)</b>	<b>-1.1%</b>
Transportation Development								
18	Transportation Development Administration	\$ 807,284	\$ 731,676	\$ -	\$ -	\$ -	\$ -	
19	Information Technology	1,045,961	1,241,118	-	-	-	-	
20	Vanpool Lease	234,380	206,680	-	-	-	-	
21	<b>Total</b>	<b>\$ 2,087,625</b>	<b>\$ 2,179,474</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Operations								
23	Operations Administration	\$ 562,535	\$ 663,833	\$ 619,674	\$ 671,488	\$ 695,499	\$ 24,011	3.6%
24	Operations Planning	-	-	528,565	747,934	846,181	\$ 98,247	13.1%
25	Vehicle Maintenance	4,390,166	4,464,349	5,268,537	5,823,411	5,675,350	(148,061)	-2.5%
26	Facility Maintenance	941,448	1,027,246	1,132,274	1,149,062	1,158,296	9,234	0.8%
27	Security & Emergency Management	628,043	608,440	667,862	754,294	1,159,968	405,674	53.8%
28	Cherriots Local Service	11,258,852	12,407,466	13,823,790	13,929,598	16,297,187	2,367,589	17.0%
29	West Salem Connector Operations	101,481	-	-	-	-	-	
30	West Salem Connector Vehicle Maintenance	15,753	-	-	-	-	-	
31	<b>Total</b>	<b>\$ 17,898,278</b>	<b>\$ 19,171,334</b>	<b>\$ 22,040,702</b>	<b>\$ 23,075,787</b>	<b>\$ 25,832,481</b>	<b>\$ 2,756,694</b>	<b>11.9%</b>
Unallocated								
32	General Administration	\$ 870,558	\$ 1,003,128	\$ 1,187,971	\$ 1,170,787	\$ 1,142,550	\$ (28,237)	-2.4%
33	Contingency	-	-	-	1,500,000	1,500,000	-	0.0%
34	<b>Total</b>	<b>870,558</b>	<b>1,003,128</b>	<b>1,187,971</b>	<b>2,670,787</b>	<b>2,642,550</b>	<b>(28,237)</b>	<b>-1.1%</b>
35	<b>Total General Fund Requirements</b>	<b>\$ 24,820,940</b>	<b>\$ 26,451,384</b>	<b>\$ 29,327,446</b>	<b>\$ 32,712,428</b>	<b>\$ 36,098,930</b>	<b>\$ 3,386,502</b>	<b>10.4%</b>



## **General Manager/Board of Directors Division**

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

The General Manager's section leads the day-to-day activities of the District as well as implementing the strategic plan and serves as the government relations arm of the District.

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

## **Strategic Initiatives and Program Management Division**

The Strategic Initiatives and Program Management (SIPM) Division focuses on five areas. These areas are:

- Cross Divisional Project Oversight
- Special Transportation Fund (STF) and Statewide Transportation Improvement Fund (STIF) Programs
- External Agency Relationship Liaison
- Sustainability Program
- Major Capital Project Development

**General Manager/Board of Directors/Strategic Initiatives and Project Management (SIPM)**

	FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
General Manager								
1 Personnel Services	\$ 383,411	\$ 400,630	\$ 393,387	\$ 369,787	\$ 383,122	\$ 13,335	3.6%	1
Materials and Services								
2 Advertising Fees	115	-	-	-	-	-		2
3 Other Professional & Technical	230,691	142,180	172,832	200,000	225,000	25,000	12.5%	3
4 Office Supplies	1,969	873	750	1,000	1,000	-	0.0%	4
5 Other Materials & Supplies	17	17	-	-	-	-		5
6 Utilities	576	576	576	600	600	-	0.0%	6
7 Dues & Subscriptions	860	920	370	1,000	1,000	-	0.0%	7
8 Travel, Meetings, Training, Education	15,151	25,896	26,000	26,000	26,000	-	0.0%	8
9 Printing	-	44	-	-	-	-		9
10 <b>Materials and Services Total</b>	<b>\$ 249,379</b>	<b>\$ 170,506</b>	<b>\$ 200,528</b>	<b>\$ 228,600</b>	<b>\$ 253,600</b>	<b>\$ 25,000</b>	<b>12.5%</b>	10
11 <b>General Manager Total</b>	<b>\$ 632,790</b>	<b>\$ 571,136</b>	<b>\$ 593,915</b>	<b>\$ 598,387</b>	<b>\$ 636,722</b>	<b>\$ 38,335</b>	<b>6.4%</b>	11
Board of Directors								
Materials and Services								
12 Advertising Fees	\$ -	\$ -	\$ -	\$ 4,000	\$ 2,000	\$ (2,000)	-50.0%	12
13 Other Professional & Technical	10,943	130	-	10,000	10,000	-	0.0%	13
14 Legal Services	-	-	-	2,000	2,000	-	0.0%	14
15 Parts, Equipment & Tools	-	764	-	-	-	-		15
16 Uniforms	-	-	-	1,500	1,400	(100)	-6.7%	16
17 Office Supplies	97	791	1,600	1,600	1,600	-	0.0%	17
18 Travel, Meetings, Training, Education	16,121	14,499	10,000	15,000	15,000	-	0.0%	18
19 Printing	-	-	-	500	500	-	0.0%	19
20 <b>Board of Directors Total</b>	<b>\$ 27,161</b>	<b>\$ 16,184</b>	<b>\$ 11,600</b>	<b>\$ 34,600</b>	<b>\$ 32,500</b>	<b>\$ (2,100)</b>	<b>-6.1%</b>	20

**General Manager/Board of Directors/Strategic Initiatives and Project Management (SIPM) - Continued**

Strategic Initiatives and Project Management		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
21	Personnel Services	\$ -	\$ -	\$ 191,876	\$ 235,697	\$ 356,201	\$ 120,504	51.1%	21
Materials and Services									
22	Advertising Fees	-	-	875	-	2,700	2,700		22
23	Other Professional & Technical	-	-	156	-	321,500	321,500		23
24	Parts, Equipment & Tools	-	-	-	-	2,100	2,100		24
25	Office Supplies	-	-	135	50	1,200	1,150	2300.0%	25
26	Utilities	-	-	603	576	1,200	624	108.3%	26
27	Dues & Subscriptions	-	-	-	75	600	525	700.0%	27
28	Travel, Meetings, Training, Education	-	-	6,640	5,288	13,100	7,812	147.7%	28
29	Other Misc. Expenses	-	-	44	-	1,100	1,100		29
30	<b>Materials and Services Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,578</b>	<b>\$ 5,989</b>	<b>\$ 340,800</b>	<b>\$ 334,811</b>	<b>5590.4%</b>	<b>30</b>
31	<b>Strategic Initiatives and Project Management Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 199,454</b>	<b>\$ 241,686</b>	<b>\$ 697,001</b>	<b>\$ 455,315</b>	<b>188.4%</b>	<b>31</b>
32	<b>General Manager/Board of Directors/SIPM Total</b>	<b>\$ 659,951</b>	<b>\$ 587,320</b>	<b>\$ 804,969</b>	<b>\$ 874,673</b>	<b>\$ 1,366,223</b>	<b>\$ 491,550</b>	<b>56%</b>	<b>32</b>
FTE									
33	General Manager	1.0	1.0	1.0	1.0	1.0	-		33
34	Strategic Initiatives and Project Management Director	-	-	1.0	1.0	1.0	-		34
35	Sustainability Program Administrator	-	-	-	-	1.0	1.0	a	35
36	Executive Assistant	1.0	1.0	1.0	1.5	1.0	(0.5)		36
37	Administrative Assistant, Fin/Strategic Plg	-	-	-	-	0.5	0.5		37
38	<b>Total General Manager/Board of Directors/SIPM FTEs</b>	<b>2.0</b>	<b>2.0</b>	<b>3.0</b>	<b>3.5</b>	<b>4.5</b>	<b>1.0</b>		<b>38</b>

a. Sustainability Program Administrator is a New Position for FY21

## **Human Resources/Safety and Loss Control**

The Administration Division, comprised of Human Resources, Safety and Loss Control, and Reception, oversees recruiting and hiring, salary and benefits, health and safety, performance management, and employee and labor relations. The Division mission is to provide systems to ensure that the District has qualified staff to perform the necessary functions competently in a safe environment.

### **Strategic Priorities**

#### **Provide an Exceptional Customer Experience**

The Administration Division's focus is on the employee experience and assuring that people are engaged, aligned with the mission, values, and goals, and have the tools and resources they need to be successful. As steward of the District's performance management system, this Division develops processes and policies and serves as a resource to supervisors and management.

- Ensures that human resources and safety policies are updated and disseminated to all staff.
- Provides District wide training on safety, human resources and environmental health topics.
- Performs personnel and public safety hazard identification.
- Serves as a resource for safety related issues such as protective equipment and ergonomic issues.
- Promptly and politely greets visitors and answers phones for Cherriots administrative office.

#### **Team Cherriots: Culture of Excellence**

This Division fosters an equitable and professional work environment where employees feel safe, valued, and flourish and advance on their merits.

- Develops and implements the District's Wellness Plan.
- Leads negotiations on the collective bargaining agreement.
- Negotiates and administers health and related benefit programs.
- Administers leave programs related to FMLA, OFLA, District policies and state law.
- Administers the District's retirement program.
- Prepares, implements and trains employees on Equal Employment Opportunity Act.



- Ensures compliance with federal and state laws, internal policies and the collective bargaining agreement.
- Administers the District's fit for duty program.

### **Enhance Community Engagement**

The Administration Division is frequently the first point of contact for members of the community.

- This Division manages the talent acquisition process for all positions, advertising locally and nationally to recruit qualified applicants.
- Attends community job fairs to educate the community on the types of positions available.
- Participates in local, regional and state organizations to stay current and contribute to key issue discussion and analysis.

### **Ensure Organizational Viability**

The Administration Division's activities advance and support the District's goal of being an employer of choice.

Attracting qualified applicants, motivating the existing workforce, and inspiring long-term commitment are essential to meeting turnover and retention goals.

- Develops an equitable and transparent compensation strategy; negotiates cost effective benefits.
- Manages the drug and alcohol testing program for safety sensitive positions.
- Manages the criminal history review program to ensure compliance.
- Maintains commercial driver's license and driver's license records.
- Negotiates, procures, and administers the workers compensation program, including managing claims and return to work program.
- Leads the District's risk management effort, handling claims made for and against the District, OSHA regulations and negotiates, procures, and administers the property liability, cyber, and environmental insurance programs.

### **Be an Environmentally Responsible Organization**

This Division is implementing and will maintain an electronic human resources information system.

**Administration**

	FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
Human Resources								
1 Personnel Services	\$ 540,810	\$ 468,825	\$ 538,384	\$ 503,722	\$ 455,853	\$ (47,869)	-9.5%	1
Materials and Services								
2 Advertising Fees	9,920	19,284	14,821	15,000	15,000	-	0.0%	2
3 Other Professional & Technical	53,659	88,463	67,415	40,000	52,900	12,900	32.3%	3
4 Legal Services	81,935	20,252	77,105	30,000	35,000	5,000	16.7%	4
5 Temporary Help	6,541	-	7,038	-	1,500	1,500		5
6 Other Services	10,658	1,159	80	-	-	-		6
7 Training/Incentive	21,408	22,962	35,000	35,000	35,000	-	0.0%	7
8 Safety & Wellness	1,063	-	-	-	-	-		8
9 Office Supplies	3,882	2,520	2,119	2,000	2,000	-	0.0%	9
10 Other Materials & Supplies	1,207	90	200	500	-	(500)	-100.0%	10
11 Utilities	-	-	576	576	600	24	4.2%	11
12 Dues & Subscriptions	4,914	2,168	3,982	1,475	3,350	1,875	127.1%	12
13 Travel, Meetings, Training, Education	3,230	2,148	278	3,400	2,400	(1,000)	-29.4%	13
14 Printing	1,574	6,119	2,894	2,000	2,000	-	0.0%	14
15 Other Misc. Expenses	-	39	-	-	-	-		15
16 Materials and Services Total	\$ 199,991	\$ 165,204	\$ 211,508	\$ 129,951	\$ 149,750	\$ 19,799	15.2%	16
17 <b>Human Resources Total</b>	<b>\$ 740,801</b>	<b>\$ 634,029</b>	<b>\$ 749,892</b>	<b>\$ 633,673</b>	<b>\$ 605,603</b>	<b>\$ (28,070)</b>	<b>-4.4%</b>	17

**Administration - Continued**

	FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
Human Resources Safety/Loss Control								
18 Personnel Services	\$ 127,162	\$ 135,348	\$ 130,719	\$ 132,236	\$ 138,488	\$ 6,252	4.7%	18
Materials and Services								
18 Software Licensing Annual Maintenance	-	-	-	6,750	5,000	(1,750)	-25.9%	18
19 Legal Services	23	23	-	-	-	-		19
20 Safety & Wellness	17,910	36,845	49,068	45,000	45,000	-	0.0%	20
21 Office Supplies	-	170	338	-	-	-		21
22 Utilities	576	576	576	576	600	24	4.2%	22
23 Other Losses & settlements	68,518	18,800	18,389	75,000	50,000	(25,000)	-33.3%	23
24 Dues & Subscriptions	855	1,190	1,093	1,080	1,200	120	11.1%	24
25 Travel, Meetings, Training, Education	3,717	7,913	2,298	3,750	9,500	5,750	153.3%	25
27 Materials and Services Total	\$ 91,599	\$ 65,517	\$ 71,762	\$ 132,156	\$ 111,300	\$ (20,856)	-15.8%	27
28 <b>Human Resources Safety/Loss Control Total</b>	<b>\$ 218,761</b>	<b>\$ 200,865</b>	<b>\$ 202,481</b>	<b>\$ 264,392</b>	<b>\$ 249,788</b>	<b>\$ (14,604)</b>	<b>-5.5%</b>	28
29 <b>Administration Total</b>	<b>\$ 959,562</b>	<b>\$ 834,894</b>	<b>\$ 952,373</b>	<b>\$ 898,065</b>	<b>\$ 855,391</b>	<b>\$ (42,674)</b>	<b>-4.8%</b>	29

**Administration - Continued**

<b>FTE</b>	<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	
Administration							
30 Director of Administration	1.0	1.0	1.0	1.0	1.0	-	30
31 Human Resources Specialist	1.0	1.0	-	1.0	-	(1.0)	<i>b</i> 31
32 Payroll Specialist	1.0	-	-	-	-	-	32
33 Safety & Loss Control Specialist	1.0	1.0	1.0	1.0	1.0	-	33
34 Human Resources Assistant-Reception	1.0	-	-	-	-	-	34
35 Administrative Assistant, Human Resources	-	1.0	1.0	1.0	1.0	-	35
36 Receptionist	1.2	1.8	1.8	1.8	1.8	-	36
37 Benefits and Leave Administrator	-	-	1.0	-	1.0	1.0	<i>b</i> 37
38 <b>Total Administration FTE</b>	<b>6.2</b>	<b>5.8</b>	<b>5.8</b>	<b>5.8</b>	<b>5.8</b>	<b>-</b>	38

b. Human Resources Specialist reclassified as Benefits and Leave Administrator

## **Finance & Technology Division**

The Finance & Technology Division is responsible for safeguarding and managing the District's financial resources, producing financial reports, leading the District's budgeting process, paying vendors, processing payroll, seeking out and administering grants, procuring goods and services for the District's use, ensuring compliance with federal and state regulations, implementing and supporting all computer systems and telecommunications.

### **Strategic Priorities**

#### **Provide an Exceptional Customer Experience**

This Division helps to shape the overall strategy and direction of the District and serves as a catalyst, instilling a financial approach and mind set throughout the organization to help other parts of the business perform better.

- Grants Administration seeks out funding opportunities to help fund operational and capital costs. These grants help fund projects and activities that provide a safe and reliable ride for our customers when using Cherrlots services, such as purchasing new vehicles, improving bus stops, and maintaining vehicles and facilities.
- Finance continues to improve the experience of its internal customers by accepting feedback and by applying best practices, e.g. streamlining processes, updating procedures, and improving transparency and accountability through timely reporting.
- IT provides an exceptional customer experience through its effective communication with staff and the tools it employs to streamline the process by which someone can engage our services. We routinely review processes to look for ways to improve agency operations and service delivery.

### **Team Cherriots: Culture of Excellence**

Finance & Technology continuously works to update and improve services by implementing industry best practices in accounting, budgeting, reporting, grant administration, technology, and procurement of goods and services.

- Finance strives annually for the Certificate of Achievement for Excellence in Finance Reporting for the District's Comprehensive Annual Financial Report.
- Finance & Technology encourages its staff to take advantage of training opportunities to improve skills and stay current with federal, state, and industry regulations and practices, and the latest developments in technology solutions for administration and operations.
- The division supports a culture of excellence through maintaining systems as processes, procedures, and tools that enable effective information and data management.

### **Enhance Community Engagement**

As a government agency with a high-profile presence in the community, Finance & Technology plays a vital role as the steward of taxpayer dollars.

- Procurement maintains compliance with the Federal Department of Transportation's DBE regulations.
- Procurement participates in community outreach by exhibiting at the Governor's Marketplace and other events that encourage access to a diverse supplier network.
- IT supports community engagement through website development and support that communicates information to the community.

## **Ensure Organizational Viability**

The Finance & Technology Division is vital in providing financial leadership and aligning business and finance strategy to grow the District's business.

- Grants Administration, working with managers, applies existing grant funding to best insure the viability of the District's programs.
- Finance works with managers and the Budget Committee to produce a balanced budget each fiscal year, allocating the District's resources in a fiscally responsible manner.
- Finance provides analysis, costing information, and forecasting for various service changes, service expansion proposals, operating proposals, and capital projects.
- IT supports the mission of the district by maintaining internal infrastructure at a level that permits efficient and effective operations. We take stewardship of data needed to serve the public very seriously, and employ industry best practice safeguards to ensure the integrity of ongoing operations.

## **Be an Environmentally Responsible Organization**

Finance & Technology drives business improvement initiatives, including process improvements and innovations that add value to the company.

- Finance tracks and reports on the District's credits in the Oregon Clean Fuels Program and, when appropriate, negotiates transfer of credits to obligated parties.
- Finance participates in the Cherriots Sustainability Committee and is developing a sustainable products and services purchasing policy.
- IT actively engages in environmentally responsible recycling of all technology components, and efficient utilization of resources.

**Finance & Technology**

<b>Procurement</b>	<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>	
1 Personnel Services	\$ -	\$ 239,764	\$ 272,549	\$ 274,071	\$ 284,301	\$ 10,230	3.7%	1
Materials and Services								
2 Advertising Fees	-	230	1,200	1,600	1,600	-	0.0%	2
3 Other Professional & Technical	-	-	-	13,300	12,500	(800)	-6.0%	3
4 Other Services	-	-	-	2,500	-	(2,500)	-100.0%	4
5 Legal Services	-	52	-	-	4,000	4,000		5
6 Parts, Equipment & Tools	-	-	-	1,000	-	(1,000)	-100.0%	6
7 Office Supplies	-	881	842	1,000	800	(200)	-20.0%	7
8 Dues & Subscriptions	-	100	100	1,000	1,000	-	0.0%	8
9 Printing	-	-	-	750	-	(750)	-100.0%	9
10 Travel, Meetings, Training, Education	-	850	2,120	6,000	9,000	3,000	50.0%	10
11 Utilities	-	-	-	-	600	600		11
12 Other Misc. Expenses	-	-	-	750	2,250	1,500	200.0%	12
13 <b>Materials and Services Total</b>	\$ -	\$ 2,113	\$ 4,262	\$ 27,900	\$ 31,750	\$ 3,850	13.8%	13
14 <b>Procurement Total</b>	\$ -	\$ 241,877	\$ 276,811	\$ 301,971	\$ 316,051	\$ 14,080	4.7%	14



**Finance & Technology - Continued**

<b>Finance</b>	<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>	
15 Personnel Services	\$ 551,532	\$ 789,795	\$ 1,088,606	\$ 1,079,170	\$ 1,261,611	\$ 182,441	16.9%	15
Materials and Services								
16 Advertising Fees	2,436	3,110	3,110	2,500	3,500	1,000	40.0%	16
17 Other Professional & Technical	337,823	85,030	56,932	55,000	60,000	5,000	9.1%	17
18 Contract Maintenance Services	-	-	-	-	-	-	-	18
19 Legal Services	-	546	-	1,000	250	(750)	-75.0%	19
20 Parts, Equipment & Tools	460	162	-	300	500	200	66.7%	20
21 Operating Supplies	-	735	567	-	450	450		21
22 Office Supplies	2,485	3,499	2,447	3,100	3,250	150	4.8%	22
23 Dues & Subscriptions	1,590	1,992	1,162	2,625	1,900	(725)	-27.6%	23
24 Travel, Meetings, Training, Education	3,783	5,530	3,154	11,000	12,000	1,000	9.1%	24
25 Utilities	125	434	1,069	450	1,650	1,200		25
26 Printing	2,036	821	1,090	2,800	2,500	(300)	-10.7%	26
27 Other Misc. Expenses	23,017	27,647	21,000	25,000	26,000	1,000	4.0%	27
28 Materials and Services Total	\$ 373,755	\$ 129,506	\$ 90,531	\$ 103,775	\$ 112,000	\$ 8,225	7.9%	28
29 <b>Finance Total</b>	<b>\$ 925,287</b>	<b>\$ 919,301</b>	<b>\$ 1,179,137</b>	<b>\$ 1,182,945</b>	<b>\$ 1,373,611</b>	<b>\$ 190,666</b>	<b>16.1%</b>	29

**Finance & Technology - Continued**

<b>Information Technology</b>	<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>	
30 Personnel Services	\$ -	\$ -	\$ 731,201	\$ 863,696	\$ 864,059	\$ 363	0.0%	30
Materials and Services								
31 Software Licensing Annual Maintenance	-	-	296,908	265,757	234,900	(30,857)	-11.6%	31
32 Other Professional & Technical	-	-	25,997	15,200	34,000	18,800	123.7%	32
33 Contract Maintenance Services	-	-	88,970	93,495	117,100	23,605	25.2%	33
34 Other Services	-	-	46,001	65,050	78,750	13,700	21.1%	34
35 Parts, Equipment & Tools	-	-	64,020	99,108	101,500	2,392	2.4%	35
36 Operating Supplies	-	-	301	1,500	1,500	-	0.0%	36
37 Office Supplies	-	-	199	100	100	-	0.0%	37
38 Utilities	-	-	3,199	3,456	3,500	44	1.3%	38
39 Dues & Subscriptions	-	-	600	200	200	-	0.0%	39
40 Travel, Meetings, Training, Education	-	-	5,229	29,400	30,750	1,350	4.6%	40
41 Materials and Services Total	\$ -	\$ -	\$ 531,424	\$ 573,266	\$ 602,300	\$ 29,034	5.1%	41
42 <b>Information Technology Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,262,625</b>	<b>\$ 1,436,962</b>	<b>\$ 1,466,359</b>	<b>\$ 29,397</b>	<b>2.0%</b>	42
43 <b>Finance &amp; Technology Division Total</b>	<b>\$ 925,287</b>	<b>\$ 1,161,178</b>	<b>\$ 2,718,573</b>	<b>\$ 2,921,878</b>	<b>\$ 3,156,021</b>	<b>\$ 204,746</b>	<b>7.0%</b>	43

**Information Technology amended to be part of Finance**

FTE

Procurement

44 Procurement/Contracts Manager	0.8	1.0	1.0	1.0	1.0	-	c	44
45 Procurement/Contracts Specialist	0.8	1.0	1.0	1.0	-	(1.0)	c / d	45
46 Procurement/Contracts Analyst	-	-	-	-	1.0	1.0	d	46
47 Grants Administrator	1.0	-	-	-	-	-		47
48 <b>Total Procurement</b>	<b>2.6</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>-</b>		48

**Finance & Technology - Continued**

<b>FTE - Continued</b>		<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>		
Finance									
49	Director of Finance & Technology/CFO	-	1.0	1.0	1.0	1.0	-	<i>e</i>	49
50	Finance Manager	1.0	-	-	-	-	-		50
51	Accounting Manager	-	-	-	1.0	1.0	-		51
52	Accounting Supervisor	-	1.0	1.0	-	-	-		52
53	Accountant	0.9	1.0	1.0	1.0	2.0	1.0	<i>f</i>	53
54	Grants Administrator	-	1.0	1.0	1.0	1.0	-		54
55	Business Performance Analyst	-	-	1.0	1.0	1.0	-		55
56	Contracts/Procurement Manager	-	-	0.3	-	-	-		56
57	Contract/Procurement Specialist	-	-	0.3	-	-	-		57
58	Payroll Specialist	-	1.0	1.0	1.0	1.0	-		58
59	Accounting Specialist	1.0	1.0	1.0	1.0	1.0	-		59
60	Accounting Technician	1.0	1.0	1.0	1.0	1.0	-		60
61	Receptionist	0.3	0.3	-	-	-	-		61
62	Administrative Assistant, Fin/Strategic Plg	-	-	0.5	0.5	0.5	-	<i>g</i>	62
63	<b>Total Finance</b>	<b>4.2</b>	<b>7.3</b>	<b>9.1</b>	<b>8.5</b>	<b>9.5</b>	<b>1.0</b>		63
Information Technology									
64	Information Technology Manager	-	-	1.0	1.0	1.0	-		64
65	Network Administrator	-	-	2.0	1.0	1.0	-		65
66	Intelligent Transportation Systems Administrator	-	-	1.0	1.0	1.0	-		66
67	Database Administrator	-	-	-	1.0	-	(1.0)		67
68	Support Analyst	-	-	1.0	2.0	0.9	(1.1)	<i>h</i> / *	68
69	Web Systems Administrator	-	-	1.0	-	1.0	1.0		69
70	Systems Administrator	-	-	-	-	1.0	1.0	<i>i</i>	70
71	<b>Total Information Technology</b>	<b>-</b>	<b>-</b>	<b>6.0</b>	<b>6.0</b>	<b>5.9</b>	<b>(0.1)</b>		71
72	<b>Total Finance &amp; Technology FTE</b>	<b>6.8</b>	<b>9.3</b>	<b>17.1</b>	<b>16.5</b>	<b>17.4</b>	<b>0.9</b>		72

- c. Contracts/Procurement renamed to Procurement/Contracts
- d. Procurement/Contracts Specialist reclassified as Procurement/Contracts Analyst
- e. Title change to reference addition of Technology Department
- f. Limited Duration Accountant is a New Position for FY21
- g. Administrative Assistant position added with FY20 Budget Amendment

- h. One FTE reclassified as Web Systems Administrator
- i. Systems Administrator is a New Position for FY21 - replacing Database Administrator
- \* A portion of this position is allocated to a program/project



## Communication Division

This Communication Division centralizes, develops, leads, and executes a robust and fully integrated communication strategy that cultivates a clear, strong, and distinctive brand-led culture; strengthens the District's reputation as a leader and authoritative voice for public transit; and supports the brand promise to deliver a world-class customer experience. This Division directs and manages all public relations, advertising, marketing, community engagement, and promotional activities of the District.

The Division comprises the Marketing Department, Transportation Options, and the Customer Service Office, which includes the Travel Training program, the Eligibility Office, and Transit Host program.

### Strategic Priorities

#### **Provide an Exceptional Customer Experience – Ensure the customer has an exceptional experience when using Cherriots from start to finish.**

Every member of the Communication Division is committed to being a champion for internal and external customers. By serving everyone with friendliness, courtesy, empathy, respect, and dignity they provide an exceptional experience for internal and external customers.

- Collaborates with the Operations Division to develop and execute a Customer Education Campaign.
- Supports employees by listening and advising them on the best communication strategy, including promotional materials, to educate and inform others about their work.
- Ensures internal customers have the communication tools they need, including fact sheets and response materials, so that external customers receive the information they need.
- Practices the ECHO philosophy: every contact holds opportunity.

#### **Team Cherriots: Culture of Excellence – All actions support a positive customer experience whether that customer is a transit rider, community member, stakeholder, or fellow employee.**

As a values-driven team, the Communication Division fosters a communication culture where people have a voice, are heard, valued, respected, and feel welcome.

- Create a work environment of teamwork and collaboration.
- Approach their work with integrity and purpose and are intentional in their cross-departmental communication to ensure their efforts have the most positive impact possible without creating hardships for other staff or departments.
- Remain mindful of the unique communication needs and challenges of operators and shift employees and work to identify the best way to provide them information that is useful and timely.

**Enhance Community Engagement – Maintain strong partnerships to ensure the Salem-Keizer community is accessible to all.**

Partnering with the community through effective communication is a strategic priority of Cherriots. The Community Communication Plan helps ensure the community receives consistent, accurate, and timely information.

- Informs and educates the community about Cherriots, its activities, and its services with its new website and a new digital community newsletter.
- Includes the community in the conversation when evaluating and improving services through public outreach and online engagement.
- Partners with community social services agencies to coordinate complimentary transportation to local resource events.
- Partners with social services agencies, medical providers, and community organizations to provide travel training.

**Ensure Organizational Viability – Ensure the public trust through the wise use of resources: human, capital, and financial.**

Communication is a strategic imperative for high performance and growth of the District.

- Executes an agency communication strategy that engages and aligns people to the vision, mission and values; communicates agency success stories and employee wins; translates the values into execution and performance.
- Defends, and protects the brand; safeguards the organization’s character; promotes and enhances the brand.

- Provides quality control for communication and media activities: develops guides for producing and publishing agency collaterals.

**Be an Environmentally Responsible Organization – Minimize our impact on the environment, including our services, public spaces, and facilities.**

The Communication Division consistently seeks digital solutions that reduce paper use and carbon footprint. For example, the Division successfully moved from a paper-based tracking system to a web-based system.

- Evaluates the District’s printed materials for relevance and need.
- Identifies ways to reduce the amount of materials printed to minimize waste; and when feasible, prints and binds materials in house.
- Uses recycled paper for the printed schedules.
- Works with local vendors are preferred because there are no shipping costs and staff travel time is minimal.
- Encourage “greener” transit options: walking, cycling, and ridesharing.

**Communication**

			FY2019-20 Year-End	FY2019-20 Amended	FY2020-21 Approved	Change from	Percent	
	FY2017-18 Actual	FY2018-19 Actual	Estimate	Budget	Budget	FY2019-20 Budget	Change	
<b>Marketing and Communication</b>								
1 Personnel Services	\$ 500,429	\$ 529,843	\$ 568,586	\$ 508,261	\$ 572,186	\$ 63,925	12.6%	1
Materials and Services								
2 Advertising Fees	1,537	1,242	1,167	1,000	1,000	-	0.0%	2
3 Other Professional & Technical	80,865	168,302	29,054	250,000	200,000	(50,000)	-20.0%	3
4 Other Services	133	-	-	-	-	-		4
5 Parts, Equipment & Tools	-	1,233	846	1,000	1,500	500	50.0%	5
6 Uniforms	42	-	-	500	500	-	0.0%	6
7 Operating Supplies	1,355	151	-	2,000	2,000	-	0.0%	7
8 Office Supplies	1,844	2,615	1,854	2,200	1,500	(700)	-31.8%	8
9 Other Materials & Supplies	527	22,916	1,486	25,000	25,000	-	0.0%	9
10 Utilities	1,781	1,732	2,229	2,800	3,580	780	27.9%	10
11 Dues & Subscriptions	2,679	752	1,055	2,200	2,500	300	13.6%	11
12 Advertising/Promotion Media	29,421	8,012	42,581	30,000	35,000	5,000	16.7%	12
13 Travel, Meetings, Training, Education	15,267	16,636	16,949	31,625	30,000	(1,625)	-5.1%	13
14 Printing	86,944	111,690	89,005	155,000	165,000	10,000	6.5%	14
15 Other Misc. Expenses	18,300	4,014	29,409	50,000	40,000	(10,000)	-20.0%	15
16 Materials and Services Total	\$ 240,695	\$ 339,295	\$ 215,635	\$ 553,325	\$ 507,580	\$ (45,745)	-8.3%	16
17 <b>Marketing and Communication Total</b>	<b>\$ 741,124</b>	<b>\$ 869,138</b>	<b>\$ 784,221</b>	<b>\$ 1,061,586</b>	<b>\$ 1,079,766</b>	<b>\$ 18,180</b>	<b>1.7%</b>	17



**Communication Continued**

				FY2019-20 Year-End	FY2019-20 Amended	FY2020-21 Approved	Change from	Percent	
	FY2017-18 Actual	FY2018-19 Actual	Estimate	Budget	Budget	FY2019-20 Budget		Change	
<b>Customer Service</b>									
18 Personnel Services	\$ 606,597	\$ 583,525	\$ 577,199	\$ 835,441	\$ 791,806	\$ (43,635)	-5.2%	18	
Materials and Services									
19 Other Professional & Technical	-	-	-	40,000	40,000	-	0.0%	19	
20 Temporary Help	6,350	10,562	10,562	8,000	8,000	-		20	
21 Uniforms	-	100	100	2,500	2,500	-	0.0%	21	
22 Operating Supplies	3,960	4,195	5,520	7,500	8,000	500	6.7%	22	
23 Office Supplies	325	95	71	750	750	-	0.0%	23	
24 Utilities	336	528	336	600	650	50	8.3%	24	
25 Advertising/Promotion Media	(378)	-	-	-	-	-		25	
26 Travel, Meetings, Training, Education	4,076	1,515	1,500	-	4,400	4,400		26	
27 Printing	-	-	-	4,750	-	(4,750)	-100.0%	27	
28 Other Misc. Expenses	1,305	2,526	1,794	3,000	2,500	(500)	-16.7%	28	
29 Materials and Services Total	\$ 15,974	\$ 19,521	\$ 19,883	\$ 67,100	\$ 66,800	\$ (300)	-0.4%	29	
30 <b>Customer Service Total</b>	<b>\$ 622,571</b>	<b>\$ 603,046</b>	<b>\$ 597,082</b>	<b>\$ 902,541</b>	<b>\$ 858,606</b>	<b>\$ (43,935)</b>	<b>-4.9%</b>	30	
<b>Vanpool Lease</b>									
31 Vanpool Lease	\$ -	\$ -	\$ 205,851	\$ 250,000	\$ 250,000	\$ -	0.0%	31	

Vanpool Lease amended in FY19-20 to be under Communication Divison

**Communication - Continued**

		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
32	<b>Travel Training</b>								
	Personnel services	\$ 54,664	\$ 41,009	\$ 34,553	\$ 52,436	\$ 53,217	\$ 781	1.5%	32
	Materials and Services								
33	Uniforms	-	-	-	300	300	-	0.0%	33
34	Office Supplies	-	-	-	75	75	-	0.0%	34
35	Utilities	244	863	816	950	950	-	0.0%	35
36	Advertising/Promotion Media	-	-	-	300	300	-	0.0%	36
37	Travel, Meetings, Training, Education	1,076	-	-	1,250	1,250	-	0.0%	37
38	Printing	-	-	335	1,500	1,500	-	0.0%	38
39	Other Misc. Expenses	-	-	-	300	300	-	0.0%	39
40	Materials and Services Total	\$ 1,320	\$ 863	\$ 1,151	\$ 4,675	\$ 4,675	\$ -	0.0%	40
41	<b>Travel Training Total</b>	<b>\$ 55,984</b>	<b>\$ 41,872</b>	<b>\$ 35,704</b>	<b>\$ 57,111</b>	<b>\$ 57,892</b>	<b>\$ 781</b>	<b>1.4%</b>	41
42	<b>Communication Division Total</b>	<b>\$ 1,419,679</b>	<b>\$ 1,514,056</b>	<b>\$ 1,622,858</b>	<b>\$ 2,271,238</b>	<b>\$ 2,246,264</b>	<b>\$ (24,974)</b>	<b>-1.1%</b>	42

**Communication - Continued**

FTE		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	
	Marketing & Communication							
43	Director of Communication	1.0	1.0	1.0	1.0	1.0	-	43
44	Community Relations Officer	-	-	-	-	-	-	44
45	Marketing Coordinator	1.0	1.0	1.0	1.0	1.0	-	45
46	Digital Marketing Coordinator	1.0	1.0	1.0	1.0	1.0	-	46
47	Marketing Assistant	-	1.0	1.0	1.0	1.0	-	47
48	Customer Experience Specialist	-	-	-	-	0.3	0.3	k / * 48
49	<b>Total Marketing &amp; Communication</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.3</b>	<b>0.3</b>	49
	Customer Service							
50	Customer Service Manager	0.8	0.9	0.9	0.9	1.0	0.1	50
51	Customer Service Representative	5.0	8.0	7.9	8.0	7.0	(1.0)	51
51	Customer Experience Specialist	-	-	-	-	0.3	0.3	k / * 51
52	<b>Total Customer Service</b>	<b>5.8</b>	<b>8.9</b>	<b>8.8</b>	<b>8.9</b>	<b>8.3</b>	<b>(0.6)</b>	52
	Travel Trainer							
53	Outreach Representative (Travel Trainer)	0.1	0.3	0.4	0.4	0.4	-	l / * 53
54	<b>Total Travel Trainer</b>	<b>0.1</b>	<b>0.3</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>	<b>-</b>	54
55	<b>Total Communication FTE</b>	<b>8.9</b>	<b>13.2</b>	<b>13.2</b>	<b>13.3</b>	<b>13.0</b>	<b>(0.3)</b>	55

k. Customer Experience Specialist reclassified Position from Customer Service Representative

l. Title change for clarification

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



# Operations Division

## **Operations Division**

The Operations Division is responsible for providing safe, reliable, and courteous transit services for our community, stakeholders, customers, and employees. The Division is comprised of five (5) departments:

### **Transportation**

The Transportation Department is responsible for the delivery of all fixed-route services. The department includes the following functions: Transit Operators, Transportation Operations Supervisors, and Transportation Training Supervisor.

### **Planning**

For all community engagement efforts, Planning will use the appropriate level for the project: inform, consult, involve, collaborate, and/or empower. The appropriate level will be selected depending on the audience. Planning support community engagement through outreach events and public meetings. Stakeholders are ensured to have a voice in all processes and can help affect the outcomes of the service that are offered throughout the community.

### **Maintenance**

The Maintenance Department is responsible for maintaining safe, reliable vehicles for all of our transit services. The department is also responsible for maintaining all District facilities. The department includes all Maintenance and Facilities employees.

## **Security and Emergency Management**

The Security and Emergency Management department is responsible for system safety for all services and facilities. The department is also responsible for emergency planning and primary operation of the Emergency Operations Center.

## **Contracted Services**

The Contracted Services department is responsible for all contracted staff for the delivery of our Cherriots LIFT, Cherriots Regional, and Cherriots Shop & Ride services. The department also has oversight of the Cherriots Call Center. This budget is located in the Transportation Programs Fund.

## **Strategic Priorities**

### Provide an Exceptional Customer Experience

The Operations Division is responsible for delivering efficient Transit Services through a culture of system safety and service excellence, which are fundamental values that guide all business decisions. This is accomplished through the following set of activities:

- Effectively communicating the District's strategic objectives throughout all departments (Maintenance, Transportation, Contracted Services, and Security and Emergency Management).
- Develop and implement a Customer Education Campaign which teaches internal and external stakeholders about Cherriots services.
- Work with other departments to ensure bus schedules are realistic and are kept to a service level.
- Continually reinforce the value of good internal and external customer service.

### Team Cherrlots: Culture of Excellence

The Operations Division establishes benchmarking metrics to efficiently monitor and increase performance goals for all division departments. Cherrlots Operations closely monitors performance metrics of its contractors to ensure adherence to our objectives. Instilling a culture of excellence involves the following activities:

- Provide opportunities for employees to think beyond the status quo.
- Allow all levels of staff to take ownership of their activities.
- Hold accountable all employees to demonstrate safety and service excellence.

### Enhance Community Engagement

The Operations Division will continue to work closely with Local, State and Federal partners to promote awareness about transit and collect ideas on how to make services better and more efficient. Activities will include:

- Communicate District and Division goals to social services agencies and local partners.
- Work closely with advisory committees on service-related matters and system design.
- Provide follow up to customer inquiries Ensure Organizational Viability

The Operations Division strives toward continuous improvement in all areas of the business. Activities include:

- Leverage technologies and new ideas in order to control rising operating costs.
- Seek State and Federal grant opportunities for vehicle replacement and expansion.
- Adopt a vehicle acquisition policy that establishes guidelines for vehicle purchases.
- Maintain all vehicles and facilities in a State of Good Repair.
- Focus on optimizing performance and our ability to maximize efficiency.

### Be an environmentally Responsible Organization

The Operations Division is committed to look for ways to maintaining all vehicles and facilities in a State of Good Repair. Activities include:

- Continue to work with the District's Sustainability Committee.
- Promote bus ridership to lower greenhouse gas emissions.
- Consider different fuel types in our vehicle strategy.
- Experiment with different vehicle types and vehicle technologies.



**Operations**

<b>Operations Administration</b>		<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>	
1	Personnel Services	\$ 539,853	\$ 599,919	\$ 615,768	\$ 631,988	\$ 658,499	\$ 26,511	4.2%	1
	Materials and Services								
2	Other Professional & Technical	10,504	44,251	-	30,000	30,000	-	0.0%	2
3	Training/Incentive	5,682	-	-	-	-	-		3
4	Uniforms	65	-	-	-	-	-		4
5	Office Supplies	494	520	244	500	500	-	0.0%	5
6	Utilities	434	434	444	600	500	(100)	-16.7%	6
7	Dues & Subscriptions	30	(180)	-	3,600	-	(3,600)	-100.0%	7
8	Travel, Meetings, Training, Education	3,352	15,140	2,686	3,300	4,500	1,200	36.4%	8
9	Printing	-	176	-	-	-	-		9
10	Other Misc. Expenses	2,121	3,573	532	1,500	1,500	-	0.0%	10
11	Materials and Services Total	\$ 22,682	\$ 63,914	\$ 3,906	\$ 39,500	\$ 37,000	\$ (2,500)	-6.3%	11
12	<b>Operations Administration Total</b>	<b>\$ 562,535</b>	<b>\$ 663,833</b>	<b>\$ 619,674</b>	<b>\$ 671,488</b>	<b>\$ 695,499</b>	<b>\$ 24,011</b>	<b>3.6%</b>	12
FTE									
13	Deputy General Manager/COO	-	-	1.0	-	1.0	1.0	m	13
14	Chief Operating Officer	0.9	1.0	-	1.0	-	(1.0)		14
15	Fixed Route Operations Manager	1.0	-	-	-	-	-		15
16	Transportation Manager	-	1.0	1.0	1.0	1.0	-		16
17	Assistant Transportation Manager	-	1.0	1.0	1.0	1.0	-		17
18	Contracted Transportation Manager	0.2	-	-	-	-	-		18
19	Operations Programs Administrator	-	0.1	0.1	0.1	0.1	-	*	19
20	Administrative Assistant, Operations	1.0	1.0	1.0	1.0	1.0	-	n	20
21	<b>Total Operations Administration FTE</b>	<b>3.1</b>	<b>4.1</b>	<b>4.1</b>	<b>4.1</b>	<b>4.1</b>	<b>-</b>		21

m. Reclassified position during FY20

n. Title change for clarification

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

**Operations - Continued**

<b>Planning*</b>	<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>	
22 Personnel Services	\$ -	\$ -	\$ 516,491	\$ 556,864	\$ 549,281	\$ (7,583)	-1.4%	22
Materials and Services								
23 Advertising Fees	-	-	-	1,000	-	(1,000)	-100.0%	23
24 Other Professional & Technical	-	-	-	172,729	284,000	111,271	64.4%	24
25 Other Services	-	-	-	3,000	3,000	-	0.0%	25
26 Parts, Equipment & Tools	-	-	-	300	300	-	0.0%	26
27 Operating Supplies	-	-	-	300	300	-	0.0%	27
28 Office Supplies	-	-	78	250	250	-	0.0%	28
29 Utilities	-	-	1,824	2,344	2,300	(44)	-1.9%	29
30 Dues & Subscriptions	-	-	127	225	250	25	11.1%	30
31 Travel, Meetings, Training, Education	-	-	10,045	10,622	6,500	(4,122)	-38.8%	31
32 Printing	-	-	-	300	-	(300)	-100.0%	32
33 Materials and Services Total	\$ -	\$ -	\$ 12,074	\$ 191,070	\$ 296,900	\$ 105,830	55.4%	33
34 <b>Planning Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 528,565</b>	<b>\$ 747,934</b>	<b>\$ 846,181</b>	<b>\$ 98,247</b>	<b>13.1%</b>	34
<b>*Amended FY2019-20 Budget moved Planning from Transportation Development to Operations Division</b>								
35 FTE								35
36 Senior Planner	-	-	1.0	1.0	1.0	-		36
37 Transit Planner II (Programs)	-	-	1.0	1.0	1.0	-		37
38 Transit Planner II (Scheduling)	-	-	1.0	1.0	1.0	-		38
39 Transit Planner I	-	-	1.0	1.0	1.0	-		39
40 <b>Total Planning</b>	<b>-</b>	<b>-</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>-</b>		40

**Operations - Continued**

				FY2019-20 Year-End	FY2019-20 Amended	FY2020-21 Approved	Change from	Percent	
	FY2017-18 Actual	FY2018-19 Actual	Estimate	Budget	Budget	FY2019-20 Budget	FY2019-20 Budget	Change	
41	Personnel Services	\$ 2,533,797	\$ 2,617,369	\$ 3,179,302	\$ 3,412,601	\$ 3,367,835	\$ (44,766)	-1.3%	41
	Materials and Services								
42	Other Professional & Technical	13,865	16,584	23,050	22,000	22,000	-	0.0%	42
43	Contract Maintenance Services	21,260	1,706	1,632	1,000	1,500	500	50.0%	43
44	Towing & Collision Repairs	(27,022)	4,177	6,764	19,000	16,000	(3,000)	-15.8%	44
45	Legal Services	-	858	-	-	-	-		45
46	Radio Charges	40,068	44,352	48,787	44,800	48,800	4,000	8.9%	46
47	Other Services	-	47	317	-	-	-		47
48	Fuel-Cars & Other	5,129	17,591	17,260	5,500	4,150	(1,350)	-24.5%	48
49	Fuel-Diesel	508,601	524,789	473,535	680,625	650,400	(30,225)	-4.4%	49
50	Fuel-CNG	236,763	228,386	261,367	372,725	346,415	(26,310)	-7.1%	50
51	Lubricant & Coolant	49,495	58,001	53,441	62,500	60,000	(2,500)	-4.0%	51
52	Tires & Tire Supplies	144,339	129,253	254,220	182,500	214,000	31,500	17.3%	52
53	Parts, Equipment & Tools	732,196	722,682	843,758	890,500	831,550	(58,950)	-6.6%	53
54	Uniforms	53,027	53,483	26,928	55,000	30,000	(25,000)	-45.5%	54
55	Training/Incentive	5	431	-	-	-	-		55
56	Safety & Wellness	3,038	587	-	1,500	1,500	-	0.0%	56
57	Operating Supplies	35,419	29,588	47,955	40,000	50,000	10,000	25.0%	57
58	Office Supplies	2,514	1,676	1,643	2,500	2,000	(500)	-20.0%	58
59	Other Materials & Supplies	15,008	262	14,228	1,000	1,000	-	0.0%	59
60	Utilities	527	544	525	660	700	40	6.1%	60
61	Travel, Meetings, Training, Education	15,244	7,336	4,967	21,500	21,500	-	0.0%	61
62	Advertising/Promotion Media	1,509	650	1,269	1,000	1,000	-	0.0%	62
63	Printing	5,648	3,935	7,512	4,500	4,500	-	0.0%	63
64	Other Misc. Expenses	(264)	62	77	2,000	500	(1,500)	-75.0%	64
65	Materials and Services Total	\$ 1,856,369	\$ 1,846,980	\$ 2,089,235	\$ 2,410,810	\$ 2,307,515	\$ (103,295)	-4.3%	65
66	<b>Vehicle Maintenance Total</b>	<b>\$ 4,390,166</b>	<b>\$ 4,464,349</b>	<b>\$ 5,268,537</b>	<b>\$ 5,823,411</b>	<b>\$ 5,675,350</b>	<b>\$ (148,061)</b>	<b>-2.5%</b>	66

**Operations - Continued**

FTE	FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	
67 Maintenance Manager	0.9	0.9	0.9	0.9	0.9	-	* 67
68 Vehicle Maintenance Supervisor	1.8	3.8	3.8	3.8	3.8	-	* 68
69 Maintenance Training Supervisor	1.0	1	1.0	1.0	0.9	(0.1)	* 69
70 Administrative Assistant, Maintenance	0.9	0.6	0.6	0.8	0.7	(0.1)	o/* 70
71 Purchasing Agent	0.9	0.9	0.9	0.9	0.9	-	* 71
72 Journey Mechanic	7.7	10.1	10.1	10.1	10.1	-	* 72
73 Parts & Suppy Clerk	0.9	0.9	0.9	0.9	0.9	-	* 73
74 Service Technician	4.3	6.4	6.4	5.5	5.5	-	* 74
75 Service Worker	5.2	7.4	7.4	7.4	7.4	-	* 75
<b>76 Total Vehicle Maintenance FTE</b>	<b>23.6</b>	<b>32.0</b>	<b>32.0</b>	<b>31.3</b>	<b>31.1</b>	<b>(0.2)</b>	76

o. Title change for clarrification

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

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

Operations - Continued

<b>Facility Maintenance</b>	<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>	
77 Personnel Services	\$ 673,650	\$ 777,850	\$ 835,630	\$ 855,162	\$ 844,196	\$ 8,566	1.0%	77
Materials and Services								
78 Other Professional & Technical	6,294	8,844	13,541	11,000	11,000	-	0.0%	78
79 Contract Maintenance Services	86,039	69,899	92,881	62,000	72,000	10,000	16.1%	79
80 Legal Services	-	450	-	-	-	-		80
81 Other Services	53	-	-	-	-	-		81
82 Fuel-Cars & Other	7,984	-	-	10,000	7,800	(2,200)	-22.0%	82
83 Parts, Equipment & Tools	2,042	2,207	1,665	3,100	3,150	50	1.6%	83
84 Uniforms	1,617	1,333	1,829	3,000	3,000	-	0.0%	84
85 Operating Supplies	22,648	24,515	29,924	30,500	40,000	9,500	31.1%	85
86 Office Supplies	148	106	-	200	-	(200)	-100.0%	86
87 Other Materials & Supplies	3,176	4,422	1,928	10,000	8,000	(2,000)	-20.0%	87
88 Utilities	137,697	137,573	153,489	163,500	168,500	5,000	3.1%	88
89 Travel, Meetings, Training, Education	-	-	150	-	-	-		89
90 Dues & Subscriptions	100	-	-	200	250	50	25.0%	90
91 Printing	-	-	-	250	250	-	0.0%	91
92 Other Misc. Expenses	-	47	1,237	150	150	-	0.0%	92
93 Materials and Services Total	\$ 267,798	\$ 249,396	\$ 296,644	\$ 293,900	\$ 314,100	\$ 20,200	6.9%	93
94 <b>Facility Maintenance Total</b>	<b>\$ 941,448</b>	<b>\$ 1,027,246</b>	<b>\$ 1,132,274</b>	<b>\$ 1,149,062</b>	<b>\$ 1,158,296</b>	<b>\$ 9,234</b>	<b>0.8%</b>	94
FTE								
95 Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0	-		95
96 Facilities Maintenance Worker	7.0	8.0	8.0	8.0	8.0	-		96
97 <b>Total Facilities Maintenance FTE</b>	<b>8.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	<b>-</b>		97

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

Operations - Continued

		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
<b>Security &amp; Emergency Management</b>									
98 Personnel Services	\$	151,180	\$ 154,383	\$ 161,356	\$ 163,094	\$ 387,568	\$ 224,474	137.6%	98
Materials and Services									
99 Other Professional & Technical		461,583	435,681	499,684	565,000	751,000	186,000	32.9%	99
100 Other Services		1,469	1,230	-	1,500	1,500	-	0.0%	100
101 Parts, Equipment & Tools		5,895	7,500	1,053	8,000	2,000	(6,000)	-75.0%	101
102 Operating Supplies		2,463	1,675	247	4,000	3,500	(500)	-12.5%	102
103 Office Supplies		434	351	1,083	600	700	100	16.7%	103
104 Utilities		1,997	1,941	2,281	2,600	4,200	1,600	61.5%	104
105 Dues & Subscriptions		669	669	892	1,000	1,000	-	0.0%	105
106 Travel, Meetings, Training, Education		1,515	4,680	488	6,500	6,500	-	0.0%	106
107 Printing		718	186	625	1,000	1,000	-	0.0%	107
108 Other Misc. Expenses		120	144	153	1,000	1,000	-	0.0%	108
109 Materials and Services Total	\$	476,863	\$ 454,057	\$ 506,506	\$ 591,200	\$ 772,400	\$ 181,200	30.6%	109
110 <b>Security Total</b>	\$	<b>628,043</b>	\$ <b>608,440</b>	\$ <b>667,862</b>	\$ <b>754,294</b>	\$ <b>1,159,968</b>	\$ <b>405,674</b>	<b>53.8%</b>	110
FTE									
111 Security Coordinator		1.0	1.0	1.0	-	-	-		111
112 Security & Emergency Management Manager		-	-	-	1.0	1.0	-		112
113 Security Coordinator		-	-	-	-	1.0	1.0	<i>p</i>	113
114 Emergency Coordinator		-	-	-	-	1.0	1.0	<i>q</i>	114
115 <b>Total Security &amp; Emergency Management FTE</b>		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>3.0</b>	<b>2.0</b>		115

p. Security & Emergency Management Coordinator New Position for FY21

q. Emergency Coordinator New Position for FY21

Operations - Continued

<b>Cherriots Local Service</b>		<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>	
116	Personnel Services	\$ 11,195,679	\$ 12,292,071	\$ 13,747,522	\$ 13,802,898	\$ 16,178,887	\$ 2,375,989	17.2%	116
	Materials and Services								
117	Other Professional & Technical	7,097	79	12,047	10,000	5,000	(5,000)	-50.0%	117
118	Fuel-Cars & Other	2,464	-	-	4,000	4,000	-	0.0%	118
119	Parts, Equipment & Tools	944	719	1,356	2,000	2,000	-	0.0%	119
120	Uniforms	14,889	77,730	37,701	78,000	68,000	(10,000)	-12.8%	120
121	Safety & Wellness	-	2,863	5,011	3,000	5,000	2,000	66.7%	121
122	Operating Supplies	398	1,125	504	2,000	2,000	-	0.0%	122
123	Office Supplies	5,766	4,051	5,775	4,800	6,000	1,200	25.0%	123
124	Utilities	4,997	4,288	5,350	5,800	8,000	2,200	37.9%	124
125	Travel, Meetings, Training, Education	24,042	22,096	5,476	12,500	13,700	1,200	9.6%	125
126	Printing	-	-	600	600	600	-	0.0%	126
127	Other Misc. Expenses	2,576	2,444	2,448	4,000	4,000	-	0.0%	127
128	<b>Materials and Services Total</b>	<b>\$ 63,173</b>	<b>\$ 115,395</b>	<b>\$ 76,268</b>	<b>\$ 126,700</b>	<b>\$ 118,300</b>	<b>\$ (8,400)</b>	<b>-6.6%</b>	128
129	<b>Cherriots Local Service Total</b>	<b>\$ 11,258,852</b>	<b>\$ 12,407,466</b>	<b>\$ 13,823,790</b>	<b>\$ 13,929,598</b>	<b>\$ 16,297,187</b>	<b>\$ 2,367,589</b>	<b>17.0%</b>	129
FTE									
130	Operations Supervisor	8.0	8.0	11.0	11.0	12.0	1.0		130
131	Operations Training Supervisor	1.0	1.0	1.0	1.0	1.0	-		131
132	Administrative Assistant, Transportation	-	-	1.0	1.0	1.0	-	r	132
133	Transit Operator	101.0	109.0	124.0	124.0	133.5	9.5		133
134	<b>Total Cherriots Fixed Route Service FTE</b>	<b>110.0</b>	<b>118.0</b>	<b>137.0</b>	<b>137.0</b>	<b>147.5</b>	<b>10.5</b>		134

r. Title change for clarification

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

Operations - Continued

	FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change
<b>West Salem Connector Operations</b>							
135 Personnel Services	\$ 1,418	\$ -	\$ -	\$ -	\$ -	\$ -	135
Materials and Services							
136 Other Professional & Technical	9,100	-	-	-	-	-	136
137 Radio Charges	736	-	-	-	-	-	137
138 Utilities	870	-	-	-	-	-	138
139 Contract Transportation	89,357	-	-	-	-	-	139
140 Materials and Services Total	\$ 100,063	\$ -	\$ -	\$ -	\$ -	\$ -	140
141 <b>Connector Operations Total</b>	<b>\$ 101,481</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	141
West Salem Connector Vehicle Maintenance							
142 Personnel Services	\$ 6,182	\$ -	\$ -	\$ -	\$ -	\$ -	142
Materials and Services							
143 Towing & Collision Repairs	320	-	-	-	-	-	143
144 Fuel-Diesel	5,578	-	-	-	-	-	144
145 Lubricant & Coolant	106	-	-	-	-	-	145
146 Tires & Tire Supplies	524	-	-	-	-	-	146
147 Parts, Equipment & Tools	3,043	-	-	-	-	-	147
148 Materials and Services Total	\$ 9,571	\$ -	\$ -	\$ -	\$ -	\$ -	148
149 Connector Vehicle Maintenance Total	\$ 15,753	\$ -	\$ -	\$ -	\$ -	\$ -	149
150 <b>Total West Salem Connector</b>	<b>\$ 117,234</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	150
151 <b>Operations Division Total</b>	<b>\$ 17,898,278</b>	<b>\$ 19,171,334</b>	<b>\$ 22,040,702</b>	<b>\$ 23,075,787</b>	<b>\$ 25,832,481</b>	<b>\$ 2,756,694</b>	<b>11.9%</b>
152 <b>Total Operations Division FTE</b>	<b>145.7</b>	<b>164.1</b>	<b>187.1</b>	<b>186.4</b>	<b>198.7</b>	<b>12.3</b>	152



## 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 the Tuition Reimbursement program.

### 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 workers comp, 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 Expenses – This includes funding for the Cherriots Connect Committee, the Wellness Committee, the Sustainability Committee, lease for archive storage, bank fees, and property tax.

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

	FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
<b>General Administration</b>								
1 Personnel Services	\$ 312,542	\$ 347,578	\$ 314,310	\$ 357,000	\$ 295,000	\$ (62,000)	-17.4%	1
Materials and Services								
2 Other Professional & Technical	42,148	106,497	59,048	102,000	104,000	2,000	2.0%	2
3 Contract Maintenance Services	32,341	30,675	25,033	31,000	31,000	-	0.0%	3
4 Legal Services	17,389	18,789	28,040	20,000	25,000	5,000	25.0%	4
5 Parts, Equipment & Tools	-	-	346	-	300	300		5
6 Office Supplies	4,116	3,116	4,240	4,000	4,000	-	0.0%	6
7 Other Materials & Supplies	8,317	9,361	9,231	9,000	9,200	200	2.2%	7
8 Utilities	33,528	31,940	26,214	33,100	33,000	(100)	-0.3%	8
9 Condo Assn Courthouse Square	156,689	118,803	120,956	121,000	131,800	10,800	8.9%	9
10 Premium for General Liability	169,021	202,674	439,287	348,187	341,500	(6,687)	-1.9%	10
11 Retail Space Property Taxes	948	1,050	2,119	1,200	2,150	950	79.2%	11
12 Dues & Subscriptions	27,798	59,325	92,131	64,200	73,400	9,200	14.3%	12
13 Travel, Meetings, Training, Education	250	-	1	-	-	-		13
14 Printing	1,428	-	-	-	-	-		14
15 Passthrough	23,749	14,261	12,446	25,000	25,000	-	0.0%	15
16 Other Misc. Expenses	36,829	54,194	51,161	50,600	62,400	11,800	23.3%	16
17 Lease	3,465	4,865	3,408	4,500	4,800	300	6.7%	17
18 Materials and Services Total	\$ 558,016	\$ 655,550	\$ 873,661	\$ 813,787	\$ 847,550	\$ 33,763	4.1%	18
19 <b>General Administration Total</b>	<b>\$ 870,558</b>	<b>\$ 1,003,128</b>	<b>\$ 1,187,971</b>	<b>\$ 1,170,787</b>	<b>\$ 1,142,550</b>	<b>\$ (28,237)</b>	<b>-2.4%</b>	19
20 <b>Total General Fund</b>	<b>\$ 24,820,940</b>	<b>\$ 26,451,384</b>	<b>\$ 29,856,011</b>	<b>\$ 31,212,428</b>	<b>\$ 34,598,930</b>	<b>\$ 3,386,502</b>	<b>10.8%</b>	20
21 <b>Total General Fund FTE</b>	<b>181.0</b>	<b>205.4</b>	<b>226.2</b>	<b>225.5</b>	<b>239.4</b>	<b>13.9</b>		21

**Transportation Development\***

<b>Transportation Development Administration</b>		<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>
1	Personnel Services	\$ 742,778	\$ 701,418	\$ -	\$ -	\$ -	\$ -	1
	Materials and Services							
2	Software Licensing Annual Maintenance	-	1,200	-	-	-	-	2
3	Advertising Fees	1,162	849	-	-	-	-	3
4	Other Professional & Technical	48,363	16,900	-	-	-	-	4
5	Legal Services	-	180	-	-	-	-	5
6	Other Services	1,455	308	-	-	-	-	6
7	Parts, Equipment & Tools	244	-	-	-	-	-	7
8	Operating Supplies	55	-	-	-	-	-	8
9	Office Supplies	337	239	-	-	-	-	9
10	Utilities	2,223	2,053	-	-	-	-	10
11	Dues & Subscriptions	175	95	-	-	-	-	11
12	Travel, Meetings, Training, Education	7,961	8,434	-	-	-	-	12
13	Printing	1,522	-	-	-	-	-	13
14	Other Misc. Expenses	1,009	-	-	-	-	-	14
15	<b>Materials and Services Total</b>	<b>\$ 64,506</b>	<b>\$ 30,258</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	15
16	<b>Transportation Development Administration Total</b>	<b>\$ 807,284</b>	<b>\$ 731,676</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	16

**Transportation Development\* - Continued**

<b>Information Technology</b>		<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>	
17	Personnel Services	\$ 722,263	\$ 757,616	\$ -	\$ -	\$ -	\$ -	-	17
	Materials and Services								
18	Software Licensing Annual Maintenance	179,540	239,523	-	-	-	-	-	18
19	Advertising Fees	115	-	-	-	-	-	-	19
20	Other Professional & Technical	2,848	46,492	-	-	-	-	-	20
21	Contract Maintenance Services	42,305	60,662	-	-	-	-	-	21
22	Other Services	23,329	25,472	-	-	-	-	-	22
23	Parts, Equipment & Tools	58,250	89,132	-	-	-	-	-	23
24	Operating Supplies	1,116	1,965	-	-	-	-	-	24
25	Office Supplies	37	80	-	-	-	-	-	25
26	Utilities	3,600	3,456	-	-	-	-	-	26
27	Dues & Subscriptions	100	100	-	-	-	-	-	27
28	Travel, Meetings, Training, Education	12,398	16,620	-	-	-	-	-	28
30	Other Misc. Expenses	60	-	-	-	-	-	-	30
31	<b>Materials and Services Total</b>	<b>\$ 323,698</b>	<b>\$ 483,502</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>31</b>
32	<b>Information Technology Total</b>	<b>\$ 1,045,961</b>	<b>\$ 1,241,118</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>32</b>
<b>Vanpool Lease</b>									
33	Vanpool Lease	\$ 234,380	\$ 206,680	\$ -	\$ -	\$ -	\$ -	-	33
34	<b>Total Transportation Development*</b>	<b>\$ 2,087,625</b>	<b>\$ 2,179,474</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>	<b>34</b>

**Transportation Development\* - Continued**

FTE	FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	
Transportation Development Administration							
35	Director of Transportation Development	1.0	1.0	-	-	-	35
36	Information Technology Manager	-	-	-	-	-	36
37	Database Administrator	-	-	-	-	-	37
38	Mobility Coordinator	0.1	-	-	-	-	38
39	Planning Analyst	-	-	-	-	-	39
40	Transit Planner I	1.0	1.0	-	-	-	40
41	Planning Technician	1.0	-	-	-	-	41
42	Transit Planner II (Scheduler)	1.0	1.0	-	-	-	42
43	Transit Planner II	0.6	1.0	-	-	-	43
44	Senior Planner	1.0	1.0	-	-	-	44
45	Long-Range Planning Analyst	-	-	-	-	-	45
46	Administrative Assistant	0.7	1.0	-	-	-	46
47	<b>Total Transportation Development Admin.</b>	<b>6.4</b>	<b>6.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	47
Information Technology							
48	Information Technology Manager	1.0	1.0	-	-	-	48
49	Network Administrator	0.9	0.9	-	-	-	49
50	Intelligent Transportation Systems Administrator	0.9	0.9	-	-	-	50
51	Database Administrator	0.8	0.8	-	-	-	51
52	Technology Services Support Analyst	1.4	1.4	-	-	-	52
53	<b>Total Information Technology</b>	<b>5.0</b>	<b>5.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	53
54	<b>Total Transportation Development FTE</b>	<b>11.4</b>	<b>11.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	54

\*Transportation Development Division was reorganized with the Amended FY2019-20 Budget; Planning moved to Operations Division and IT moved to Finance; Van Pool Lease moved to Communication Division.

# 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

- Fixed 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; program history is shown.

## Cherriots Call Center

- Reservation and scheduling center for all Cherriots Lift, Cherriots Shop & Ride, and Cherriots Regional.

## **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  
 Approved Budget - Fiscal Year 2020-21

Transportation Programs Fund Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
Operating Revenues/Resources									
1	Passenger Fares	\$ 415,049	\$ 402,005	\$ 281,092	\$ 537,265	\$ 278,200	\$ (259,065)	-48.2%	1
2	Federal Direct 5310 Funds	230,475	221,126	120,489	240,112	245,231	5,119	2.1%	2
3	Federal 5311 Funds	304,583	393,057	302,576	364,155	391,787	27,632	7.6%	3
4	Federal New Freedom	38,700	-	-	-	-	-		4
5	Federal 5310 Funds Through State	969,076	958,864	854,233	965,083	1,106,645	141,562	14.7%	5
6	TripChoice Grant	229,339	216,626	194,687	231,686	275,062	43,376	18.7%	6
7	In-Kind Match	-	-	16,359	19,836	38,869	19,033	96.0%	7
8	TDM Grant	150,681	177,103	142,931	173,312	180,330	7,018	4.0%	8
9	DD53 Revenues	2,361,353	2,257,875	1,762,347	2,439,446	1,762,350	(677,096)	-27.8%	9
10	Federal 5307 CARES	-	-	477,650	-	1,888,925	1,888,925		10
11	Federal 5307	836,387	815,834	1,568,056	1,628,653	788,700	(839,953)	-51.6%	11
12	Federal 5311 CARES ACT through State	-	-	84,223	-	258,354	258,354		12
13	OHA/WVCH Revenues	7,388,078	-	-	-	-	-		13
14	STF Pass Through Funds	266,884	266,434	255,768	255,766	255,764	(2)	0.0%	14
15	STIF Pass Through Funds	-	432,983	255,000	693,742	547,700	(146,042)	-21.1%	15
16	State STF Funds	688,458	717,942	704,203	737,720	624,985	(112,735)	-15.3%	16
17	State STIF Formula Funds	-	294,769	1,077,764	1,006,646	904,550	(102,096)	-10.1%	17
18	Miscellaneous	(247)	7,123	-	-	-	-		18
19	Transfers from Other Funds	754,000	335,448	1,557,609	1,557,609	1,555,000	(2,609)	-0.2%	19
20	<b>Operating Revenues/Resources Total</b>	<b>\$ 14,632,816</b>	<b>\$ 7,497,189</b>	<b>\$ 9,654,987</b>	<b>\$ 10,851,031</b>	<b>\$ 11,102,452</b>	<b>\$ 251,421</b>	<b>2.3%</b>	20

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

	FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year- End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
<b>Transportation Programs Fund Revenues/Resources and Expenses/Requirements Summary</b>								
Operating Expenses/Requirements								
21	206,085	-	353,977	420,070	494,261	74,191	17.7%	21
22	652,671	639,355	-	-	-	-		22
23	-	-	527,768	951,507	840,185	(111,322)	-11.7%	23
24	14,532,566	7,981,676	8,184,226	8,898,271	9,090,227	191,956	2.2%	24
25	<b>\$ 15,391,322</b>	<b>\$ 8,621,031</b>	<b>\$ 9,065,971</b>	<b>\$ 10,269,848</b>	<b>\$ 10,424,673</b>	<b>\$ 154,825</b>	<b>1.5%</b>	25
Operating Revenue/Resources less Operating								
26	\$ (758,506)	\$ (1,123,842)	\$ 589,016	\$ 581,183	\$ 677,779	\$ 96,596	16.6%	26
Net Operating and Transfers to Other Funds								
27	\$ (758,506)	\$ (1,123,842)	\$ 589,016	\$ 581,183	\$ 677,779	\$ 96,596	16.6%	27
28	-	-	-	-	(1,477,434)	(1,477,434)		28
Net Operating, Transfers to Other Funds, and								
29	\$ (758,506)	\$ (1,123,842)	\$ 589,016	\$ 581,183	\$ (799,655)	\$ (1,380,838)	-237.6%	29
30	2,092,987	1,334,481	210,639	2,102,046	799,655	(1,302,391)	-62.0%	30
31	<b>\$ 1,334,481</b>	<b>\$ 210,639</b>	<b>\$ 799,655</b>	<b>\$ 2,683,229</b>	<b>\$ -</b>	<b>\$ (2,683,229)</b>	<b>-100.0%</b>	31

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

Transportation Programs Fund Program		FY2018-19	FY2019-20 Year-	FY2019-20	FY2020-21	Change from	Percent		
Expenses/Requirements Summary		FY2017-18 Actual	Actual	End Estimate	Amended Budget	Approved Budget	FY2019-20 Budget	Change	
General Manager/BOD/SIPM/Sustainability Program									
1	Special Transportation Coordination*	\$ -	\$ -	\$ 527,768	\$ 951,507	\$ 840,185	\$ (111,322)	-11.7%	1
2	General Manager/Board of Directors/SIPM	\$ -	\$ -	\$ 527,768	\$ 951,507	\$ 840,185	\$ (111,322)	-11.7%	2
Transportation Development*									
3	Special Transportation Coordination	\$ 272,650	246,404	\$ -	\$ -	\$ -	\$ -		3
4	TripChoice	380,021	392,951	-	-	-	-		4
5	Transportation Development Total	\$ 652,671	\$ 639,355	\$ -	\$ -	\$ -	\$ -		5
Operations									
6	Cherriots Lift	\$ 5,502,201	5,938,182	\$ 5,998,585	\$ 6,574,115	\$ 6,396,291	\$ (177,824)	-2.76	6
7	Cherriots Shop & Ride	405,517	476,780	367,192	497,036	475,839	(21,197)	-4.3%	7
8	Cherriots Regional	1,422,280	1,361,849	1,597,019	1,605,475	1,983,586	378,111	23.6%	8
9	OHA/WVCH	7,202,568	(17,826)	-	-	-	-		9
10	Cherriots Call Center **	-	-	-	-	-	-		10
11	Mobility Management	-	222,691	221,430	221,645	234,511			11
12	Operations Total	\$ 14,532,566	\$ 7,981,676	\$ 8,184,226	\$ 8,898,271	\$ 9,090,227	\$ 191,956	2.2%	12
Communication									
13	TripChoice*	\$ -	\$ -	\$ 353,977	\$ 420,070	\$ 494,261	\$ 74,191	17.7%	13
14	Mobility Management	206,085	-	-	-	-	-		14
15	Communication Total	\$ 206,085	\$ -	\$ 353,977	420,070	\$ 494,261	\$ 74,191	17.7%	15
16	<b>Transportation Programs Fund Total</b>	<b>\$ 15,391,322</b>	<b>\$ 8,621,031</b>	<b>\$ 9,065,971</b>	<b>\$ 10,269,848</b>	<b>\$ 10,424,673</b>	<b>\$ 154,825</b>	<b>1.5%</b>	16

\*Transportation Development Division was reorganized in FY20 and the FY19-20 Budget was amended to reflect new structure.

\*\*The Trip Link Call Center is allocated to those programs that utilize the call center services.

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

**Cherriots Lift**

Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
Operating Revenues/Resources									
1	Passenger Fares	\$ 222,413	\$ 222,348	\$ 143,785	\$ 248,462	\$ 140,850	\$ (107,612)	-43.3%	1
2	Federal 5307 CARES ACT	-	-	477,650	-	1,888,925	1,888,925		2
3	Federal New Freedom	38,700	-	-	-	-	-		3
4	Federal Direct 5310 Funds	28,693	2,890	-	838	500	(338)	-40.3%	4
5	Federal 5310 Funds Through State	162,392	163,674	-	255	176,650	176,395	69174.5%	5
6	DD53 Revenues	2,361,353	2,257,875	1,762,347	2,439,446	1,762,350	(677,096)	-27.8%	6
7	Federal 5307	836,387	815,834	1,568,056	1,628,653	788,700	(839,953)	-51.6%	7
8	State STF Funds	157,655	249,410	300,272	300,277	150,200	(150,077)	-50.0%	8
9	State STIF Formula Funds	-	99,644	398,576	398,576	404,750	6,174	1.5%	9
10	Miscellaneous	(247)	7,123	-	-	-	-		10
11	Transfers from Other Funds	754,000	326,800	1,557,609	1,557,609	1,555,000	(2,609)	-0.2%	11
12	<b>Operating Revenues/Resources Total</b>	<b>\$ 4,561,346</b>	<b>\$ 4,145,598</b>	<b>\$ 6,208,295</b>	<b>\$ 6,574,116</b>	<b>\$ 6,867,925</b>	<b>\$ 293,809</b>	<b>4.5%</b>	12
Operating Expenses/Requirements									
13	Personnel services	\$ 292,674	\$ 348,951	\$ 396,671	\$ 365,701	\$ 397,626	\$ 31,925	8.7%	13
Materials and Services									
14	Other Professional & Technical	47,596	2,632	4,450	5,500	6,700	1,200	21.8%	14
15	Contract Maintenance Services	-	-	54	-	-	-		15
16	Contract Eligibility Determination	116,318	118,640	119,205	121,000	135,000	14,000	11.6%	16
17	Towing & Collision Repairs	1,175	1,819	2,000	1,500	2,000	500	33.3%	17
18	Radio Charges	13,008	11,614	12,825	13,200	11,884	(1,316)	-10.0%	18
19	Legal Services	-	-	-	500	500	-	0.0%	19
20	Other Services	-	1,310	1,134	2,400	3,200	800.00	33.3%	20
21	Fuel-Cars & Other	327,259	330,141	291,534	385,000	353,250	(31,750)	-8.2%	21

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

**Cherriots Lift**

Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
22	Lubricant & Coolant	7,575	7,373	7,488	7,300	8,000	700	9.6%	22
23	Tires & Tire Supplies	29,639	22,129	28,383	29,800	26,800	(3,000)	-10.1%	23
24	Parts, Equipment & Tools	51,708	38,262	54,220	73,800	71,100	(2,700)	-3.7%	24
25	Operating Supplies	1,284	14,271	453	3,000	3,000	-	0.0%	25
26	Office Supplies	33	317	54	500	500	-	0.0%	26
27	Other Materials & Supplies	-	489	378	500	-	(500)	-100.0%	27
28	Utilities	-	546	576	1,200	600	(600)	-50.0%	28
29	Contract Transportation	3,465,354	3,578,979	3,607,178	3,962,712	3,928,885	(33,827)	-0.9%	29
30	Dues & Subscriptions	225	225	225	225	225	-	0.0%	30
31	Travel, Meetings, Training, Education	686	303	87	-	350	350		31
32	Printing	140	5,509	3,063	6,000	7,200	1,200	20.0%	32
33	Match Expense	715,222	661,178	581,725	738,000	581,750	(156,250)	-21.2%	33
34	Other Misc. Expenses	37	125	186	30	450	420	1400.0%	34
35	Lease-Other	2,537	11,243	31,860	33,000	42,366	9,366	28.4%	35
36	Call Center Allocation	429,731	782,126	854,836	823,247	814,905	(8,342)	-1.0%	36
37	<b>Materials and Services Total</b>	<b>\$ 5,209,527</b>	<b>\$ 5,589,231</b>	<b>\$ 5,601,914</b>	<b>\$ 6,208,414</b>	<b>\$ 5,998,665</b>	<b>\$ (209,749)</b>	<b>-3.4%</b>	37
38	<b>Operating Expenses/Requirements Total</b>	<b>\$ 5,502,201</b>	<b>\$ 5,938,182</b>	<b>\$ 5,998,585</b>	<b>\$ 6,574,115</b>	<b>\$ 6,396,291</b>	<b>\$ (177,824)</b>	<b>-2.7%</b>	38
39	Operating Revenue/Resources less Operating Expenses/Requirements	\$ (940,855)	\$ (1,792,584)	\$ 209,710	\$ 1	\$ 471,634	\$ 471,633		39
40	Net Operating and Transfers to Other Funds Total	\$ (940,855)	\$ (1,792,584)	\$ 209,710	\$ 1	\$ 471,634	\$ 471,633		40
41	Net Operating, Transfers to Other Funds and Other Designations Total	\$ (940,855)	\$ (1,792,584)	\$ 209,710	\$ 1	\$ 471,634	\$ 471,633		41
42	Beginning Working Capital	1,496,916	556,061	(1,236,523)	225,233	(1,026,813)	(1,252,046)	-555.9%	42
43	<b>Ending Working Capital</b>	<b>\$ 556,061</b>	<b>\$ (1,236,523)</b>	<b>\$ (1,026,813)</b>	<b>\$ 225,234</b>	<b>\$ (555,179)</b>	<b>\$ (780,413)</b>	<b>-346.5%</b>	43

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

**Cherriots Lift**

Revenues/Resources and Expenses/Requirements Summary			FY2019-20 Year-	FY2019-20	FY2020-21	Change from	Percent Change
	FY2017-18 Actual	FY2018-19 Actual	End Estimate	Amended Budget	Approved Budget	FY2019-20 Budget	
	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Year- End Estimate	FY2018-19 Amended Budget	FY2019-20 Adopted Budget	FY2018-19 Budget	
<b>FTE</b>							
44 Maintenance Manager	0.1	0.1	0.1	0.1	0.1	-	44
45 Vehicle Maintenance Supervisor	0.1	0.1	0.1	0.1	0.1	-	45
46 Contracted Services Manager	0.7	0.7	0.7	0.7	0.7	-	s / * 46
47 Intelligent Transportation Systems Administra	-	0.1	0.1	-	-	-	47
48 Mobility Coordinator	0.1	-	-	-	-	-	48
49 Administrative Assistant, Contracted Services	0.4	0.9	0.9	0.7	0.7	-	s / * 49
50 Journey Mechanic	0.7	0.7	0.7	0.6	0.7	0.1	50
51 Purchasing Agent	-	0.1	0.1	-	0.1	0.1	51
52 Parts & Supply Clerk	0.1	0.1	0.1	0.1	0.1	-	52
53 Service Technician	0.4	0.4	0.4	0.3	0.4	0.1	53
54 Service Worker	0.5	0.5	0.5	0.4	0.4	-	54
55 Maintenance Training Supervisor	-	-	-	-	0.1	0.1	55
<b>56 Total Cherriots Lift FTEs</b>	<b>3.1</b>	<b>3.7</b>	<b>3.7</b>	<b>3.0</b>	<b>3.4</b>	<b>0.4</b>	56

s. Title change for department clarification



**Cherriots Shop & Ride**

Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change
Operating Revenues/Resources								
1	Passenger Fares	25,060	24,153	11,538	25,000	11,600	(13,400)	-53.6%
2	Federal Direct 5310 Funds	196,350	218,236	105,489	239,274	244,731	5,457	2.3%
3	Federal 5310 Funds Through State	105,304	144,661	142,440	208,210	134,305	(73,905)	-35.5%
4	CARES ACT Revenues	-	-	24,230	-	-	-	
5	State STF Funds	73,563	81,082	83,495	83,656	84,774	1,118	1.3%
6	Transfers from Other Funds	-	8,648	-	-	-	-	
7	<b>Operating Revenues/Resources Total</b>	<b>\$ 400,277</b>	<b>\$ 476,780</b>	<b>\$ 367,192</b>	<b>\$ 556,140</b>	<b>\$ 475,410</b>	<b>\$ (80,730)</b>	<b>-14.5%</b>
Operating Expenses/Requirements								
8	Personnel services	\$ 10,907	\$ 30,887	\$ 28,232	\$ 34,360	\$ 35,421	\$ 1,061	3.1%
Materials and Services								
9	Other Professional & Technical	-	-	678	-	-	-	
10	Towing & Collision Repairs	-	-	288	450	450	-	0.0%
11	Radio Charges	1,473	1,505	1,602	1,500	1,415	(85)	-5.7%
12	Other Services	-	62	45	-	-	-	
13	Fuel-Cars & Other	16,956	15,775	9,605	23,000	20,000	(3,000)	-13.0%
14	Lubricant & Coolant	327	294	218	700	500	(200)	-28.6%
15	Tires & Tire Supplies	1,796	449	556	1,500	1,500	-	0.0%
16	Parts, Equipment & Tools	1,970	3,456	1,887	8,000	5,500	(2,500)	-31.3%
17	Operating Supplies	9	1	-	-	-	-	
18	Utilities	-	6	-	-	-	-	
19	Contract Transportation	272,970	276,447	176,927	269,627	280,643	11,016	4.1%
20	Lease-Other	295	1,249	-	3,540	5,040	1,500	42.4%
21	Call Center Allocation	98,814	146,649	147,154	154,359	125,370	(28,989)	-18.8%
22	Materials and Services Total	\$ 394,610	\$ 445,893	\$ 338,960	\$ 462,676	\$ 440,418	\$ (22,258)	-4.8%
23	<b>Operating Expenses/Requirements Total</b>	<b>\$ 405,517</b>	<b>\$ 476,780</b>	<b>\$ 367,192</b>	<b>\$ 497,036</b>	<b>\$ 475,839</b>	<b>\$ (21,197)</b>	<b>-4.3%</b>
Operating Revenue/Resources less Operating Expenses/Requirements								
24	Net Operating and Transfers to Other Funds	\$ (5,240)	\$ -	\$ -	\$ 59,104	\$ (429)	\$ (59,533)	
25	Total	\$ (5,240)	\$ -	\$ -	\$ 59,104	\$ (429)	\$ (59,533)	-100.7%
Other Designations								
26	Reserved Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Net Operating, Transfers to Other Funds and Other Designations Total								
28	Beginning Working Capital	\$ 42,094	\$ 36,854	\$ 36,854	\$ 6,752	\$ 36,854	\$ 30,102.00	
29	<b>Ending Working Capital</b>	<b>\$ 36,854</b>	<b>\$ 36,854</b>	<b>\$ 36,854</b>	<b>\$ 65,856</b>	<b>\$ 36,425</b>	<b>\$ (29,431)</b>	

**Cherriots Shop & Ride**

Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change
31	FTE							
32	Contracted Services Manager	-	0.1	0.1	0.1	0.1	-	
33	Administrative Assistant, Contracted Services	-	0.2	0.1	0.1	0.1	-	
34	Journey Mechanic	0.1	0.1	0.1	0.1	0.2	0.1	
35	Service Technician	-	-	-	-	-	-	
36	Service Worker	0.1	0.1	-	-	-	-	
37	<b>Total Cherriots Shop &amp; Ride FTEs</b>	<b>0.2</b>	<b>0.5</b>	<b>0.3</b>	<b>0.3</b>	<b>0.4</b>	<b>0.1</b>	

**Cherriots Regional**

Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End	FY2019-20 Amended	FY2020-21 Approved	Change from	Percent Change	
				Estimate	Budget	Budget	FY2019-20 Budget		
Operating Revenues/Resources									
1	Passenger Fares	\$ 167,576	\$ 155,504	\$ 125,769	\$ 263,803	\$ 125,750	\$ (138,053)	-52.3%	1
2	Federal 5311 Funds	304,583	393,057	302,576	364,155	391,787	27,632	7.6%	2
3	Federal 5310 Funds Through State	516,459	450,820	513,104	554,645	590,440	35,795	6.5%	3
4	Federal 5311 CARES ACT through State	-	-	84,223	-	258,354	258,354		4
5	State STF Funds	434,718	362,468	295,695	328,670	363,511	34,841	10.6%	5
6	State STIF Formula Funds	-	195,125	679,188	608,070	499,800	(108,270)	-17.8%	6
7	<b>Operating Revenues/Resources Total</b>	<b>\$ 1,423,336</b>	<b>\$ 1,556,974</b>	<b>\$ 2,000,555</b>	<b>\$ 2,119,343</b>	<b>\$ 2,229,642</b>	<b>\$ 110,299</b>	<b>5.2%</b>	7
Operating Expenses/Requirements									
8	Personnel Services	\$ 115,450	\$ 129,713	\$ 159,671	\$ 135,929	\$ 141,607	\$ 5,678	4.2%	8
Materials and Services									
9	Advertising Fees	681	-	-	-	-	-		9
10	Other Professional & Technical	80,893	1,883	-	3,000	4,200	1,200	40.0%	10
11	Contract Maintenance Services	-	-	3,908	-	-	-		11
12	Towing & Collision Repairs	1,313	3,055	5,210	3,000	4,500	1,500	50.0%	12
13	Legal Services	-	-	-	500	-	(500)	-100.0%	13
14	Radio Charges	4,663	4,302	4,580	4,308	3,700	(608)	-14.1%	14
15	Other Services	-	232	193	-	-	-		15
16	Fuel-Cars & Other	123,480	131,641	151,971	163,000	165,000	2,000	1.2%	16
17	Lubricant & Coolant	5,415	5,104	7,524	6,500	6,500	-	0.0%	17
18	Tires & Tire Supplies	8,207	2,115	4,753	12,000	11,500	(500)	-4.2%	18
19	Parts, Equipment & Tools	36,758	22,991	42,738	49,500	44,600	(4,900)	-9.9%	19
20	Operating Supplies	435	5,157	272	-	-	-		20
21	Office Supplies	201	-	-	-	-	-		21
22	Utilities	-	24	-	900	900	-	0.0%	22
23	Contract Transportation	999,568	988,359	1,150,989	1,142,385	1,477,500	335,115	29.3%	23
24	Printing	7,989	14,635	2,111	21,000	6,000	(15,000)	-71.4%	24

**Cherriots Regional**

Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End	FY2019-20 Amended	FY2020-21 Approved	Change from	Percent Change
				Estimate	Budget	Budget	FY2019-20 Budget	
25	Other Misc. Expenses	50	7	-	-	-	-	
26	Lease-Other	885	3,748	10,620	12,000	13,104	1,104	9.2%
27	Call Center Allocation	36,292	48,883	52,479	51,453	104,475	53,022	103.0%
28	<b>Materials and Services Total</b>	<b>\$ 1,306,830</b>	<b>\$ 1,232,136</b>	<b>\$ 1,437,348</b>	<b>\$ 1,469,546</b>	<b>\$ 1,841,979</b>	<b>\$ 372,433</b>	<b>25.3%</b>
29	<b>Operating Expenses/Requirements Total</b>	<b>\$ 1,422,280</b>	<b>\$ 1,361,849</b>	<b>\$ 1,597,019</b>	<b>\$ 1,605,475</b>	<b>\$ 1,983,586</b>	<b>\$ 378,111</b>	<b>23.6%</b>
30	Operating Revenue/Resources less Operating Expenses/Requirements	\$ 1,056	\$ 195,125	\$ 403,536	\$ 513,868	\$ 246,056	\$ (267,812)	-52.1%
31	<b>Net Operating and Transfers to Other Funds Total</b>	<b>\$ 1,056</b>	<b>\$ 195,125</b>	<b>\$ 403,536</b>	<b>\$ 513,868</b>	<b>\$ 246,056</b>	<b>\$ (267,812)</b>	
32	Net Operating, Transfers to Other Funds and Other Designations Total	\$ 1,056	\$ 195,125	\$ 403,536	\$ 513,868	\$ 246,056	\$ (267,812)	
33	Beginning Working Capital	(290)	766	195,891	312,896	599,427	286,531	91.6%
34	<b>Ending Working Capital</b>	<b>\$ 766</b>	<b>\$ 195,891</b>	<b>\$ 599,427</b>	<b>\$ 826,764</b>	<b>\$ 845,483</b>	<b>\$ 18,719</b>	<b>2.3%</b>
<b>FTE</b>								
35	Vehicle Maintenance Supervisor	0.1	0.1	0.1	0.1	0.1	-	
36	Contracted Services Manager	-	-	0.2	0.2	0.2	-	
37	Administrative Assistant, Contracted Services	0.1	0.1	0.2	0.2	0.2	-	
38	Journey Mechanic	0.4	0.4	0.2	0.2	0.1	(0.1)	
39	Service Technician	0.2	0.2	0.2	0.2	0.1	(0.1)	
40	Service Worker	0.2	0.2	0.2	0.2	0.2	-	
41	<b>Total Cherriots Regional FTEs</b>	<b>1.0</b>	<b>1.0</b>	<b>1.1</b>	<b>1.1</b>	<b>0.9</b>	<b>(0.2)</b>	

**Cherriots Call Center**

Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change
Operating Expenses/Requirements								
1	Personnel services	\$ 31,829	\$ 31,829	\$ 17,972	\$ 1,209	\$ 1,300	\$ 91	7.5%
Materials and Services								
2	Software Licensing and Annual Maintenance	\$ 35,128	\$ 35,128	\$ 90,000	\$ 96,000	\$ 96,000	\$ -	0.0%
3	Other Professional & Technical	2,058	2,058	1,200	1,500	750	(750)	-50.0%
4	Contract Maintenance Services	1,376	1,376	321	350	500	150	42.9%
5	Brokerage Contract	1,204,255	1,204,255	841,405	900,000	924,000	24,000	2.7%
6	Legal Services	-	-	-	-	500	500	
7	Other Services	5,715	5,715	7,000	7,000	-	(7,000)	-100.0%
8	Parts, Equipment & Tools	36	36	3,933	3,000	500	(2,500)	-83.3%
9	Office Supplies	819	819	240	-	200	200	
10	Utilities	21,224	21,224	18,958	20,000	21,000	1,000	5.0%
11	Lease-Building	27,179	27,179	-	-	-	-	
12	Call Center Allocation	(1,329,619)	(1,329,619)	(981,029)	(1,029,059)	(1,044,750)	(15,691)	1.5%
13	<b>Materials and Services Total</b>	<b>\$ (31,829)</b>	<b>\$ (31,829)</b>	<b>\$ (17,972)</b>	<b>\$ (1,209)</b>	<b>\$ (1,300)</b>	<b>\$ (91)</b>	<b>7.5%</b>
14	<b>Operating Expenses/Requirements Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
FTE								
15	Support Analyst	0.2	0.2	0.1	0.1	0.1	-	
16	Database Administrator	0.1	0.1	0.1	-	-	-	
17	Network Administrator	0.1	0.1	-	-	-	-	
18	Accounting Specialist	0.1	0.1	0.1	-	-	-	
19	<b>Total Call Center FTEs</b>	<b>0.5</b>	<b>0.5</b>	<b>0.3</b>	<b>0.1</b>	<b>0.1</b>	<b>-</b>	

**Mobility Management**

Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change
Operating Revenues/Resources								
1	Federal 5310 Funds Through State	184,921 \$	199,709 \$	198,689	201,973	205,250	3,277	1.6%
2	State STF Funds	21,164	22,982	22,741	23,117	23,500	383	1.7%
3	<b>Operating Revenues/Resources Total</b>	<b>\$ 206,085 \$</b>	<b>\$ 222,691 \$</b>	<b>\$ 221,430 \$</b>	<b>\$ 225,090 \$</b>	<b>\$ 228,750 \$</b>	<b>\$ 3,660</b>	<b>1.6%</b>
Operating Expenses/Requirements								
4	Personnel services	\$ 173,715 \$	\$ 185,874 \$	\$ 186,150 \$	\$ 182,395 \$	\$ 192,761 \$	\$ 10,366	5.7%
Materials and Services								
5	Other Professional & Technical	28,665	31,104	27,778	35,000	36,250	1,250	3.6%
6	Legal Services	-	383	-	-	-	-	
7	Utilities	168	-	-	-	-	-	
8	Advertising/Promotion Media	-	2,850	5,936	-	2,000	2,000	
9	Travel, Meetings, Training, Education	2,827	2,191	1,566	3,500	3,500	-	0.0%
10	Printing	710	-	-	250	-	(250)	-100.0%
11	Other Misc. Expenses	-	289	-	500	-	(500)	-100.0%
12	Materials and Services Total	\$ 32,370 \$	\$ 36,817 \$	\$ 35,280 \$	\$ 39,250 \$	\$ 41,750 \$	\$ 2,500	6.4%
13	<b>Operating Expenses/Requirements Total</b>	<b>\$ 206,085 \$</b>	<b>\$ 222,691 \$</b>	<b>\$ 221,430 \$</b>	<b>\$ 221,645 \$</b>	<b>\$ 234,511 \$</b>	<b>\$ 12,866</b>	<b>5.8%</b>
Operating Revenue/Resources less Operating Expenses/Requirements								
14	Expenses/Requirements	-	-	-	3,445	(5,761)	(9,206)	
15	Beginning Working Capital	17,611	17,611	17,611	-	17,611	17,611	
16	<b>Ending Working Capital</b>	<b>\$ 17,611 \$</b>	<b>\$ 17,611 \$</b>	<b>\$ 17,611 \$</b>	<b>\$ 3,445 \$</b>	<b>\$ 11,850 \$</b>	<b>\$ 8,405</b>	
<b>FTE</b>								
17	Outreach Representative (Travel Trainer)	1	0.6	0.6	0.6	0.6	-	
18	Mobility Coordinator	1.0	-	-	-	-	-	
19	Operations Programs Administrator	-	0.9	0.9	0.9	0.9	-	
20	Customer Service Manager	0.1	-	-	-	-	-	
21	<b>Total Mobility Management FTEs</b>	<b>2.1</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>-</b>	

**Special Transportation Coordination**

Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change
Operating Revenues/Resources								
1	Federal Direct 5310 Funds	\$ 5,432	\$ -	\$ 15,000	\$ -	\$ -	\$ -	
2	STF Pass Through Funds	266,884	266,434	255,768	255,766	255,764	(2)	0.0%
3	STIF Pass Through Funds	-	432,983	255,000	693,742	547,700	(146,042)	-21.1%
4	State STF Funds	1,358	2,000	2,000	2,000	3,000	1,000	50.0%
5	<b>Operating Revenues/Resources Total</b>	<b>\$ 273,674</b>	<b>\$ 701,417</b>	<b>\$ 527,768</b>	<b>\$ 951,508</b>	<b>\$ 806,464</b>	<b>\$ (145,044)</b>	<b>-15.2%</b>
Operating Expenses/Requirements								
6	Personnel services	\$ 6,790	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,000	\$ 1,000	50.0%
Materials and Services								
7	5310 Pass-through Expense	-	-	15,000	-	-	-	
8	STF Pass-through Expense	265,860	244,404	255,768	255,765	289,485	33,720	13.2%
9	STIF Pass-through Expense	-	-	255,000	693,742	547,700	(146,042)	-21.1%
10	Materials and Services Total	\$ 265,860	\$ 244,404	\$ 525,768	\$ 949,507	\$ 837,185	\$ (112,322)	\$ -11.8%
11	<b>Operating Expenses/Requirements Total</b>	<b>\$ 272,650</b>	<b>\$ 246,404</b>	<b>\$ 527,768</b>	<b>\$ 951,507</b>	<b>\$ 840,185</b>	<b>\$ (111,322)</b>	<b>-11.7%</b>
Operating Revenue/Resources less Operating Expenses/Requirements								
12	Net Operating and Transfers to Other Funds Total	\$ 1,024	\$ 455,013	\$ -	\$ 1	\$ (33,721)	\$ (33,722)	
13	Net Operating, Transfers to Other Funds and Other Designations Total	1,024	455,013	-	1	(33,721)	(33,722)	
14	Beginning Working Capital	(23,055)	(22,031)	432,982	(28,063)	432,982	461,045	
15	<b>Ending Working Capital</b>	<b>\$ (22,031)</b>	<b>\$ 432,982</b>	<b>\$ 432,982</b>	<b>\$ (28,062)</b>	<b>\$ 399,261</b>	<b>\$ 427,323</b>	

**Special Transportation Coordination**

Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change
FTE								
17	Long-Range Planning Analyst	0.1	-	-	-	-	-	17
18	Strategic Initiatives and Project Management Director	-	0.1	0.1	0.1	0.1	-	18
19	Administrative Assistant	0.1	0.1	0.1	0.1	0.1	-	19
20	<b>Total Special Transportation Coordination FTEs</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	<b>0.2</b>	-	20



**Cherriots TripChoice/Transportation Demand Management**

Revenues/Resources and Expenses/Requirements		FY2019-20 Year-End		FY2019-20 Amended		FY2020-21 Approved		Change from FY2019-		Percent Change
Summary	FY2017-18 Actual	FY2018-19 Actual	Estimate	Budget	Budget	20 Budget				
Operating Revenues/Resources										
1	TripChoice Grant	\$ 229,339	\$ 216,626	\$ 194,687	\$ 231,686	\$ 275,062	\$ 43,376	18.7%	1	
2	In-Kind Match	-	-	16,359	19,836	38,869	19,033	96.0%	2	
3	TDM Grant	150,681	177,103	142,931	173,312	180,330	7,018	4.0%	3	
4	<b>Operating Revenues/Resources Total</b>	<b>\$ 380,020</b>	<b>\$ 393,729</b>	<b>\$ 353,977</b>	<b>\$ 424,834</b>	<b>\$ 494,261</b>	<b>\$ 69,427</b>	<b>16.3%</b>	4	
Operating Expenses/Requirements										
5	Personnel Services	\$ 307,823	\$ 329,607	\$ 292,520	\$ 330,950	\$ 300,505	\$ (30,445)	-9.2%	5	
Materials and Services										
6	Advertising Fees	2,193	515	19,600	5,000	1,000	(4,000)	-80.0%	6	
7	Other Professional & Technical	316	1,860	1,689	10,000	123,606	113,606	1136.1%	7	
8	Uniforms	-	-	-	1,000	1,000	-	0.0%	8	
9	Outside Services	24	655	-	-	-	-	-	9	
10	Legal Services	-	-	-	620	-	(620)	-100.0%	10	
11	Other Services	-	34	-	-	-	-	-	11	
12	Parts, Equipment & Tools	-	-	-	1,000	1,000	-	0.0%	12	
13	Operating Supplies	108	-	365	-	-	-	-	13	
14	Office Supplies	487	160	42	1,000	1,000	-	0.0%	14	
15	Other Materials & Supplies	-	-	-	-	15,000	15,000	-	15	
16	Utilities	3,565	2,111	1,998	4,000	3,000	(1,000)	-25.0%	16	
17	Dues & Subscriptions	1,923	1,873	1,358	2,000	4,500	2,500	125.0%	17	
18	Advertising/Promotion Media	39,794	38,465	16,915	30,000	2,500	(27,500)	-91.7%	18	
19	Travel, Meetings, Training, Education	15,984	12,615	10,212	17,500	21,000	3,500	20.0%	19	
20	Guarantee Ride Home	506	1,173	257	2,000	1,900	(100)	-5.0%	20	
21	Printing	7,298	3,718	8,554	15,000	10,250	(4,750)	-31.7%	21	
22	Other Misc. Expenses	-	165	467	-	8,000	8,000	-	22	
23	Materials and Services Total	\$ 72,198	\$ 63,344	\$ 61,457	\$ 89,120	\$ 193,756	\$ 104,636	117.4%	23	
24	<b>Operating Expenses/Requirements Total</b>	<b>\$ 380,021</b>	<b>\$ 392,951</b>	<b>\$ 353,977</b>	<b>\$ 420,070</b>	<b>\$ 494,261</b>	<b>\$ 74,191</b>	<b>17.7%</b>	24	
Operating Revenue/Resources less Operating										
25	Expenses/Requirements	\$ (1)	\$ 778	\$ -	\$ 4,764	\$ -	\$ (4,764)		25	
Net Operating and Transfers to Other Funds										
26	Total	(1)	778	-	4,764	-	(4,764)		26	
Net Operating, Transfers to Other Funds and										
27	Other Designations Total	\$ (1)	\$ 778	\$ -	\$ 4,764	\$ -	\$ (4,764)		27	
28	Beginning Working Capital	1	-	778	-	778	778		28	
29	Ending Working Capital	\$ -	\$ 778	\$ 778	\$ 4,764	\$ 778	\$ (3,986)		29	

**Cherriots TripChoice/Transportation Demand Management**

Revenues/Resources and Expenses/Requirements								
Summary	FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change	
FTE								
30	Transportation Options Coordinator	-	-	-	-	2.0	2.0	t 30
31	Rideshare & Outreach Coordinator	1.0	1.0	1.0	1.0	-	(1.0)	t 31
32	Rideshare Specialist	1.0	1.0	1.0	1.0	-	(1.0)	t 32
33	Rideshare Assistant	0.5	0.5	-	1.0	-	(1.0)	t 33
34	Customer Experience Specialist	-	-	-	-	0.4	0.4	u 34
35	<b>Total TripChoice/TDM FTEs</b>	<b>2.5</b>	<b>2.5</b>	<b>2.0</b>	<b>3.0</b>	<b>2.4</b>	<b>(0.6)</b>	35

t. 3 previous Rideshare positions reclassified into 2 Transportation Options Coordinator positions in FY21

**Non-Emergent Medical Transportation (NEMT)**

Revenues/Resources and Expenses/Requirements Summary		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change
Operating Revenues/Resources								
1	OHA/WVCH Revenues	7,388,078	-	-	-	-	-	-
2	<b>Operating Revenues/Resources Total</b>	<b>\$ 7,388,078</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Operating Expenses/Requirements								
3	Personnel services	\$ 245,907	\$ (1)	\$ -	\$ -	\$ -	\$ -	-
4	Materials and Services							
5	Legal Services	450	-	-	-	-	-	-
6	Other Services	10,819	-	-	-	-	-	-
7	Office Supplies	121	-	-	-	-	-	-
8	Other Materials & Supplies	131	-	-	-	-	-	-
9	Utilities	1,294	-	-	-	-	-	-
10	Contract Transportation	6,176,648	(17,825)	-	-	-	-	-
11	Travel, Meetings, Training, Educati	1,131	-	-	-	-	-	-
12	Other Misc. Expenses	410	-	-	-	-	-	-
13	Lease-Building	875	-	-	-	-	-	-
14	Call Center Allocation	764,782	-	-	-	-	-	-
15	Materials and Services Total	\$ 6,956,661	\$ (17,825)	\$ -	\$ -	\$ -	\$ -	-
16	<b>Operating Expenses/Requirements Total</b>	<b>\$ 7,202,568</b>	<b>\$ (17,826)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Operating Revenue/Resources less								
17	Operating Expenses/Requirements	\$ 185,510	\$ 17,826	\$ -	\$ -	\$ -	\$ -	-
Net Operating, Transfers to Other Funds								
18	and Other Designations Total	\$ 185,510	\$ 17,826	\$ -	\$ -	\$ -	\$ -	-
19	Beginning Working Capital	\$ 559,710	\$ 745,220	\$ -	\$ -	\$ -	\$ -	-
20	<b>Ending Working Capital</b>	<b>\$ 745,220</b>	<b>\$ 763,046</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

**Non-Emergent Medical Transportation (NEMT)**

<b>Revenues/Resources and Expenses/Requirements Summary</b>		<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>
FTE								
21	Chief Operating Officer	0.1	-	-	-	-	-	21
22	Contracted Transportation Manager	0.1	-	-	-	-	-	22
23	Accounting Specialist	0.1	-	-	-	-	-	23
24	Administrative Assistant	0.7	-	-	-	-	-	24
25	<b>Total NEMT FTEs</b>	<b>1.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	25

# CAPITAL PROJECTS FUND





## 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. Federal funding is by far the largest source of funding, providing almost 70% of the total for FY2020-21 capital projects.

The Approved Budget includes amounts that are expected to be spent during FY2020-21 and includes working capital reserves to help identify total requirements of some projects. Projects from the FY2019-20 Adopted 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 FY2020-21 Adopted Capital Projects Fund budget.

The following is a brief description of the major projects included in the Adopted FY2020-21 Budget for each of the Divisions. A complete list of projects are detailed on the following pages.

### Finance & Technology

- \$330,000 for an Open Fare Payment System for passengers on District vehicles.
- \$300,000 for services of a project management consultant to assist in the successful implementation of the Financial and Human Resource modules from Tyler Munis software.

### General Manager/Board/SIPM

- \$2,380,187 for a comprehensive ITS solution for District buses.
- \$600,000 for professional services to assist with South Salem Transit Center siting and planning.

## **Operations**

- \$1,115,059 for replacement of Cherrlots Regional Vehicles
- \$1,519,015 for replacing one of the CNG Fueling Stations at Del Webb property
- \$387,000 for upgrading the perimeter of Del Webb property with fencing and gates
- \$371,074 for the first phase of replacing Del Webb in-ground lifts



**Capital Projects Fund Revenues/Resources**

<b>Total Capital Projects Fund Revenues/Resources and Expenses/Requirements</b>		<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>	
1	Beginning Working Capital Grants	\$ -	\$ -	\$ -	\$ 2,530,963	\$ -	\$ -	0.0%	1
2	Federal FHWA STPG Funds	25,752	6,330,297	1,694,933	5,552,075	4,013,059	(1,539,016)	-27.7%	2
3	Federal New Freedom	2,574	-	-	-	-	-	-	3
4	Federal FHWA CMAQ Funds	116,084	123,225	98,032	-	-	-	-	4
5	Federal FTA 5339 Funds	177,812	2,610,616	2,474,563	1,874,965	258,450	(1,616,515)	-86.2%	5
6	Federal FTA 5307 Discretionary Funds	-	-	-	-	2,094,298	-	-	6
7	Federal FTA 5307 Funds	244,132	841,573	376,687	2,810,765	3,585,959	775,194	27.6%	7
8	Federal 5309 Funds	622,256	940,771	540,570	1,234,398	-	(1,234,398)	-100.0%	8
9	<b>Total Federal Assistance</b>	<b>1,188,610</b>	<b>10,846,482</b>	<b>5,184,785</b>	<b>11,472,203</b>	<b>9,951,766</b>	<b>(3,614,735)</b>	<b>-31.5%</b>	9
10	Federal 5310 Funds Through State	384,954	130,034	323,037	484,542	242,271	(242,271)	-50.0%	10
11	State 5339 Discretionary Funds	-	-	-	-	495,975	495,975	-	11
12	State STF Funds	56,490	295,507	-	-	-	-	-	12
13	State STIF Formula Funds	-	275,000	220,000	440,000	220,000	(220,000)	-50.0%	13
14	State STIF Discretionary Funds	-	-	3,002	941,463	920,065	-	0.0%	14
15	<b>Total State Assistance</b>	<b>441,444</b>	<b>700,541</b>	<b>546,039</b>	<b>1,866,005</b>	<b>1,878,311</b>	<b>33,704</b>	<b>1.8%</b>	15
16	Other Resources								
16	Insurance Settlement	-	-	10,023	-	-	-	-	16
17	Miscellaneous	-	-	-	537,363	537,363	-	0.0%	17
18	Transfers from Other Funds	-	-	12,000	12,000	1,991,576	1,979,576	16496.5%	18
19	<b>Total Other Resources</b>	<b>-</b>	<b>-</b>	<b>22,023</b>	<b>549,363</b>	<b>2,528,939</b>	<b>1,979,576</b>	<b>360.3%</b>	19
20	<b>Total Capital Project Fund Resources</b>	<b>\$ 1,630,054</b>	<b>\$ 11,547,023</b>	<b>\$ 5,752,847</b>	<b>\$ 16,418,534</b>	<b>\$ 14,359,016</b>	<b>\$ (2,059,518)</b>	<b>-12.5%</b>	20

**Capital Projects Fund Revenues/Resources**

<b>Total Capital Projects Fund Revenues/Resources and Expenses/Requirements</b>		<b>FY2017-18 Actual</b>	<b>FY2018-19 Actual</b>	<b>FY2019-20 Year-End Estimate</b>	<b>FY2019-20 Amended Budget</b>	<b>FY2020-21 Approved Budget</b>	<b>Change from FY2019-20 Budget</b>	<b>Percent Change</b>	
Operating Expenses/Requirements									
21	General Manager/Board of Directors/SIPM	\$ -	\$ -	\$ 1,241,745	\$ 6,077,331	\$ 3,288,206	\$ (2,789,125)	-45.9%	21
22	Administration	202,942	156,004	-	-	-	-		22
23	Communications	2,687	4,889	-	-	-	-		23
24	Finance and Technology	-	-	71,230	898,740	1,291,557	392,817	43.7%	24
25	Transportation Development	571,351	1,728,893	-	-	-	-		25
26	Operations	1,449,064	11,268,296	5,580,020	9,442,463	8,479,893	(962,570)	-10.2%	26
27	<b>Total Capital Projects Fund Requirements</b>	<b>\$ 2,226,044</b>	<b>\$ 13,158,082</b>	<b>\$ 6,892,995</b>	<b>\$ 16,418,534</b>	<b>\$ 13,059,656</b>	<b>\$ (3,358,878)</b>	<b>-20.5%</b>	27
Operating Revenue/Resources less Operating Expenses/Requirements									
28	Expenses/Requirements	\$ (595,990)	\$ (1,611,059)	\$ (1,140,148)	\$ -	\$ 1,299,360	\$ 1,299,360		28
29	Reserved Working Capital	-	-	-	-	(1,131,882)	(1,131,882)		29
Net Operating and Reserve Working Capital									
30	Total	\$ (595,990)	\$ (1,611,059)	\$ (1,140,148)	\$ -	\$ 167,478	\$ 167,478		30
31	Beginning Working Capital	3,393,496	2,797,506	1,186,447	2,530,963	46,299	(2,484,664)	-98%	31
32	Ending Working Capital	\$ 2,797,506	\$ 1,186,447	\$ 46,299	\$ 2,530,963	\$ 213,777	\$ (2,317,186)	-92%	32
FTE									
33	Contracts/Procurement Manager	0.2	-	-	-	-	-		33
34	Contract/Procurement Specialist	0.2	-	-	-	-	-		34
35	Facilities Maintenance Worker	1.2	-	-	-	-	-		35
36	Total FTE	1.6	-	-	-	-	-		36

**Capital Projects Fund Expenses/Requirements by Division**

Total Capital Projects Fund Summary Expenses/Requirements by Division		FY2017-18		FY2019-20	FY2019-20	FY2020-21 Approved	Change from	Percent	
		Actual	FY2018-19 Actual	Year-End Estimate	Amended Budget	Budget	FY2019-20 Budget	Change	
<b>General Manager/Board of Directors/SIPM</b>									
1	Radio and Radio System Upgrade	\$ -	\$ -	\$ -	\$ 174,767	\$ -	\$ (174,767)	-100%	1
2	Del Webb Server Room Remodel	-	-	-	29,000	-	(29,000.00)	-100%	2
3	ITS Phase 4 (multiple component integration)	-	-	332,517	1,663,202	1,504,454	(158,748)	-10%	3
4	KTC Intersection Signalization	-	-	675,712	2,171,989	100,000	(2,071,989)	-95%	4
5	Bus Stop Improvement Program	-	-	120,095	614,665	180,000	(434,665)	-71%	5
6	Regional Stop Improvements and PCF	-	-	5,504	61,771	28,019	(33,752)	-55%	6
7	South Salem Transit Center	-	-	584	376,937	600,000	223,063	59%	7
8	ITS Phases 2 & 3 (CAD/AVL & APC)	-	-	107,333	985,000	875,733	(109,267)	-11%	8
9	<b>Total GM/BOD/SIPM</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,241,745</b>	<b>\$ 6,077,331</b>	<b>\$ 3,288,206</b>	<b>\$ (2,585,358)</b>	<b>-42.5%</b>	9
<b>Administration</b>									
10	Finance/HR Software Implementation	\$ 202,942	\$ 156,004	\$ -	\$ -	\$ -	\$ -		10
11	<b>Total Administration</b>	<b>\$ 202,942</b>	<b>\$ 156,004</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		11
<b>Finance and Technology</b>									
12	Back-up Storage	\$ -	\$ -	\$ 53,070	\$ 293,000	\$ -	\$ (293,000)	-100.0%	12
13	Facilities Camera Replacement (Phase 1)	-	-	-	111,000	-	(111,000)	-100.0%	13
14	Tyler Munis Software Implementation	-	-	18,160	150,000	300,000	150,000	100.0%	14
15	IT Switch Replacements & Upgrade	-	-	-	72,000	72,000	-	0.0%	15
16	IT Server Replacements	-	-	-	90,000	90,000	-	0.0%	16
17	Electric Vehicle Stations at KTC	-	-	-	22,740	22,740	-	0.0%	17
18	Program Data Integration Software	-	-	-	160,000	160,000	-	0.0%	18
19	Open Fare Payment System	-	-	-	-	330,000	330,000		19
20	DW Server Room architecture	-	-	-	-	39,800	39,800		20
21	Radio and Radio System Upgrade	-	-	-	-	174,767	174,767		21
22	Lifecycle IT Hardware Replacement	-	-	-	-	102,250	102,250		22
23	<b>Total Finance and Technology</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 71,230</b>	<b>\$ 898,740</b>	<b>\$ 1,291,557</b>	<b>\$ 392,817</b>	<b>43.7%</b>	23
<b>Communication</b>									
24	POS Customer Service Software	\$ 2,687	\$ 4,889	\$ -	\$ -	\$ -	\$ -		24
25	<b>Total Communication</b>	<b>\$ 2,687</b>	<b>\$ 4,889</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	25

**Capital Projects Fund Expenses/Requirements by Division**

Total Capital Projects Fund Summary Expenses/Requirements by Division		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Year-End Estimate	FY2019-20 Amended Budget	FY2020-21 Approved Budget	Change from FY2019-20 Budget	Percent Change
<b>Transportation Development*</b>								
26	ITS Phase 4 (multiple component integration)	\$ -	\$ 20,362	\$ -	\$ -	\$ -	\$ -	26
27	Hardware -FY18 Budget	101,499	-	-	-	-	-	27
28	Back-up Storage	-	183,864	-	-	-	-	28
29	Bus Stop Improvement Program	-	295,757	-	-	-	-	29
30	Bus Stop Improvement Program	138,989	-	-	-	-	-	30
31	ITS Phases 2 & 3 (CAD/AVL & APC)	70,048	47,350	-	-	-	-	31
32	KTC Intersection Signalization	244,096	1,163,961	-	-	-	-	32
33	South Salem Transit Center	16,719	14,291	-	-	-	-	33
34	Bus Stop Improvement Program	-	3,308	-	-	-	-	34
35	<b>Total Transportation Development</b>	<b>\$ 571,351</b>	<b>\$ 1,728,893</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	35
*Transportation Development Division was reorganized and amended to divide projects between GM and Finance Budgets in FY19-20								
<b>Operations</b>								
36	Card Reader	\$ 6,973	\$ -	\$ -	\$ -	\$ -	\$ -	36
37	Fuel Island Upgrades	17,316	-	-	-	-	-	37
38	Air Compressor	24,654	-	-	-	-	-	38
39	Cherriots Lift Vehicle Replacements (3)	599,963	-	-	-	-	-	39
40	Parts Room Cabinets (2)	-	6,453	-	-	-	-	40
41	Heated Pressure Washer Replacement	-	5,863	-	-	-	-	41
42	Del Webb Exterior Lighting	-	13,618	-	-	-	-	42
43	Post Lift Replacements (2)	-	11,244	-	-	-	-	43
44	Tire Bay Concrete Work	-	20,769	-	-	-	-	44
45	Cherriots Revenue Vehicle Replacements (14)	-	10,698,038	-	-	-	-	45
46	Floor Scrubber	-	9,509	-	-	-	-	46
47	Visitor Intercom System	-	13,958	-	-	-	-	47
48	Back up Diesel Pump Generator	-	-	19,569	-	-	-	48
49	Del Webb Irrigation/Landscape/Monument Project	-	54,000	3,000	72,657	-	(72,657)	-100.0%
50	Cherriots Shop & Ride Vehicle Replacement	-	72,474	90,010	90,010	-	(90,010)	-100.0%
51	Bus Wash Roof Repair	-	-	13,230	10,500	-	(10,500)	-100.0%
52	Aluminum Wheel Polisher Purchase	-	-	99,965	99,645	-	(99,645)	-100.0%
53	Electrical Room Proximity Card	-	-	9,000	9,000	-	(9,000)	-100.0%
54	Del Webb Elevator Repair	-	-	5,080	13,500	-	(13,500)	-100.0%

**Capital Projects Fund Expenses/Requirements by Division**

Total Capital Projects Fund Summary Expenses/Requirements by Division	FY2017-18		FY2019-20	FY2019-20	FY2020-21 Approved	Change from		
	Actual	FY2018-19 Actual	Year-End Estimate	Amended Budget	Budget	FY2019-20 Budget	Percent Change	
55 Fork Lift Replacement	-	-	24,983	28,000	-	(28,000)	-100.0%	55
56 DW Office Furniture	-	-	12,561	12,000	-	(12,000)	-100.0%	56
57 Cherriots CNG Replacement Vehicles (9)	157,464	-	5,020,820	4,985,000	-	(4,985,000)	-100.0%	57
58 DTC Lighting Replacement	-	-	50,000	50,000	-	(50,000)	-100.0%	58
59 Downtown TC Restroom Remodel	-	-	50,000	50,000	-	(50,000)	-100.0%	59
60 Del Webb Power Generator (Phase 1)	-	-	-	300,000	-	(300,000)	-100.0%	60
61 CNG Tank Replacement	-	-	-	86,000	-	(86,000)	-100.0%	61
62 Modular Building Step Replacement	-	-	-	10,000	-	(10,000)	-100.0%	62
63 Maintenance Supervisor Office Remodel	-	-	-	45,800	-	(45,800)	-100.0%	63
64 CNG Dryer	-	-	-	28,000	-	(28,000)	-100.0%	64
65 Heavy Duty Parts Washer	-	-	-	12,650	-	(12,650)	-100.0%	65
66 Additional Del Webb Maintenance Office	-	-	-	83,200	-	(83,200)	-100.0%	66
67 DW Driver Report Area Upgrade	-	-	-	8,500	-	(8,500)	-100.0%	67
68 Cherriots Regional Vehicle Replacement	642,694	366	180,000	1,295,047	1,115,059	(179,988)	-13.9%	68
69 In-Ground Lifts (Phase 1)	-	787	639	258,848	371,074	112,226	43.4%	69
70 Cherriots Lift Vehicle Replacements	-	361,217	1,163	270,000	270,000	-	0.0%	70
71 Maintenance Wash Basin Repair/Replace	-	-	-	6,300	6,285	(15)	-0.2%	71
72 Del Webb Camera Replacement	-	-	-	71,000	71,000	-	0.0%	72
73 CH2 Fire Alarm System Upgrade	-	-	-	50,000	50,000	-	0.0%	73

**Capital Projects Fund Expenses/Requirements by Division**

Total Capital Projects Fund Summary Expenses/Requirements by Division		FY2017-18	FY2019-20		FY2019-20	FY2020-21 Approved	Change from	Percent	
		Actual	FY2018-19 Actual	Year-End Estimate	Amended Budget	Budget	FY2019-20 Budget	Change	
74	Del Webb Overhead Fluid System	-	-	-	80,000	80,000	-	0.0%	74
75	DTC (CH2) Security Cameras	-	-	-	50,000	50,000	-	0.0%	75
76	Del Webb Fence Upgrade (Phase 1)	-	-	-	387,000	387,000	-	0.0%	76
77	Cherriots Regional Vehicle Expansion	-	-	-	440,000	220,000	(220,000)	-50.0%	77
78	CNG Station Replacement	-	-	-	460,000	1,519,015	1,059,015	230.2%	78
79	DT Customer Service Heating/Electrical	-	-	-	40,000	91,815	51,815	129.5%	79
80	DW Maintenance HVAC	-	-	-	10,240	12,550	2,310	22.6%	80
81	Fuel Island Roof Replacement	-	-	-	29,566	38,500	8,934	30.2%	81
82	CNG Bus Replacement (4)	-	-	-	-	2,334,000	2,334,000		82
83	Cherriots Lift Bus Replacements (5)	-	-	-	-	583,500	583,500		83
84	Cherriots Lift Bus Replacements (5)	-	-	-	-	800,000	800,000		84
85	Del Webb Power Generator (Phase 2)	-	-	-	-	250,407	250,407		85
86	Facilities Camera Replacement	-	-	-	-	181,460	181,460		86
87	Wheel Polisher Dust Collection System	-	-	-	-	19,975	19,975		87
88	DW Administration Bldg. Sprinkler Retrofit	-	-	-	-	28,253	28,253		88
89	<b>Total Operations</b>	\$ 1,449,064	\$ 11,268,296	\$ 5,580,020	\$ 9,442,463	\$ 8,479,893	\$ (962,570)	-10.2%	89
90	<b>Total FY21 Capital Project Fund Requirements</b>					<b>\$ 13,059,656</b>			90

# DISTRICT WIDE FTE TOTALS







**Detail FTE Listing by Fund, Division, & Department**

Division/Department FTE Detail Count		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Amended Budget	FY202021 Approved Budget	
<b>General Fund</b>						
General Manager						
1	General Manager	1.0	1.0	1.0	1.0	1
2	Executive Assistant	1.0	1.0	1.5	1.0	2
3	Sustainability Program Manager	-	-	-	1.0	3 new position
4	Director of Strategic Initiatives/Program Mgmt	-	-	1.0	1.0	4 reclassified and transferred due to reorganization
5	Administrative Assistant, Fin/Strategic Plg	-	-	-	0.5	5 renamed and transferred due to reorganization
6	<b>Total General Manager/Board Division</b>	<b>2.0</b>	<b>2.0</b>	<b>3.5</b>	<b>4.5</b>	<b>6</b>
Administration Division						
Human Resources						
7	Director of Administration	1.0	1.0	1.0	1.0	7
8	Benefits and Leave Administrator	-	-	-	1.0	8 reclassified from Human Resources Specialist
9	Administrative Assistant, HR	-	-	1.0	1.0	9
10	Receptionist	1.2	1.8	1.8	1.8	10
11	Human Resources Specialist	1.0	1.0	1.0	-	11
12	Payroll Specialist	1.0	-	-	-	12
13	Human Resources Assistant-Reception	1.0	1.0	-	-	13
14	<b>Total Human Resources</b>	<b>5.2</b>	<b>4.8</b>	<b>4.8</b>	<b>4.8</b>	<b>14</b>
Human Resources Safety						
15	Safety & Loss Control Specialist	1.0	1.0	1.0	1.0	15
16	<b>Total Human Resources Safety</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>16</b>
17	<b>Total Administration Division</b>	<b>6.2</b>	<b>5.8</b>	<b>5.8</b>	<b>5.8</b>	<b>17</b>

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

**Detail FTE Listing by Fund, Division, & Department**

Division/Department FTE Detail Count		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Amended Budget	FY2020-21 Approved Budget	
Finance and Technology Division						
Finance						
18	Director of Finance & Technology/CFO	-	1.0	1.0	1.0	18 renamed due to additional department added
19	Finance Manager	1.0	-	-	-	19
20	Accounting Manager	-	-	1.0	1.0	20 reclassified
21	Accountant	0.9	1.0	1.0	2.0	21 additional limited term position added
22	Grants Administrator	-	1.0	1.0	1.0	22
23	Business Performance Analyst	-	-	1.0	1.0	23 new position
24	Payroll Specialist	-	1.0	1.0	1.0	24
25	Accounting Specialist	1.0	1.0	1.0	1.0	25
26	Accounting Technician	1.0	1.0	1.0	1.0	26
27	Administrative Assistant, Fin/Strategic Plg	-	-	0.5	0.5	27 renamed and transferred due to reorganization
28	Accounting Supervisor	-	1.0	-	-	28
29	Receptionist	0.3	0.3	-	-	29
30	<b>Total Finance</b>	<b>4.2</b>	<b>7.3</b>	<b>8.5</b>	<b>9.5</b>	30
Procurement						
31	Procurement/Contracts Manager	0.8	1.0	1.0	1.0	31
32	Procurement/Contracts Analyst	0.8	-	-	1.0	32 reclassified from Contract/Procurement Specialist
33	Contract/Procurement Specialist	-	1.0	1.0	-	33
34	Grants Administrator	1.0	-	-	-	34
35	<b>Total Procurement</b>	<b>2.6</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	35
Information Technology						
36	Information Technology Manager	-	-	1.0	1.0	36 transferred due to reorganization
37	Network Administrator	-	-	1.0	1.0	37 transferred due to reorganization
38	Intelligent Transportation Systems Administrator	-	-	1.0	1.0	38 transferred due to reorganization
39	Database Administrator	-	-	1.0	-	39
40	Systems Administrator	-	-	-	1.0	40 new position
41	Web Systems Administrator	-	-	-	1.0	41 new position
42	Support Analyst	-	-	2.0	0.9	42 transferred due to reorganization
43	<b>Total Information Technology</b>	<b>-</b>	<b>-</b>	<b>6.0</b>	<b>5.9</b>	43
44	<b>Total Finance and Technology Division</b>	<b>6.8</b>	<b>9.3</b>	<b>16.5</b>	<b>17.4</b>	44

**Detail FTE Listing by Fund, Division, & Department**

Division/Department FTE Detail Count		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Amended Budget	FY2020-21 Approved Budget	
<b>Communication</b>						
Marketing and Communication						
45	Director of Communication	1.0	1.0	1.0	1.0	45
46	Marketing Coordinator	1.0	1.0	1.0	1.0	46
47	Digital Marketing Coordinator	1.0	1.0	1.0	1.0	47
48	Marketing Assistant	-	1.0	1.0	1.0	48
49	Customer Experience Specialist	-	-	-	0.3	49 new position
50	Community Relations Officer	1.0	-	-	-	50
51	<b>Total Marketing and Communication</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.3</b>	51
Customer Service						
52	Customer Service Manager	0.8	0.9	0.9	1.0	52
53	Customer Service Representative	5.0	8.0	8.0	7.0	53
54	Customer Experience Specialist	-	-	-	0.3	54 new position
55	<b>Total Customer Service</b>	<b>5.8</b>	<b>8.9</b>	<b>8.9</b>	<b>8.3</b>	55
Travel Trainer						
56	Outreach Representative (Travel Trainer)	0.1	0.3	0.4	0.4	56
57	<b>Total Travel Trainer</b>	<b>0.1</b>	<b>0.3</b>	<b>0.4</b>	<b>0.4</b>	57
58	<b>Total Communication Division</b>	<b>8.9</b>	<b>13.2</b>	<b>13.3</b>	<b>13.0</b>	58
<b>Transportation Development Division</b> <span style="float: right;">Division dissolved and positions moved to other divisions</span>						
Transportation Development Administration						
59	Director of Transportation Development	1.0	1.0	-	-	59 reclassified and transferred to General Manager Division due to reorganization
60	Mobility Coordinator	0.1	-	-	-	60
61	Transit Planner I	1.0	1.0	-	-	61 transferred to Operations Division due to reorganization
62	Planning Technician	1.0	-	-	-	62
63	Transit Planner II (Scheduler)	1.0	1.0	-	-	63 transferred to Operations Division due to reorganization
64	Transit Planner II	0.6	1.0	-	-	64 transferred to Operations Division due to reorganization
65	Senior Planner	1.0	1.0	-	-	65 transferred to Operations Division due to reorganization
66	Administrative Assistant	0.7	1.0	-	-	66 transferred to GM and Finance & Technology Divisions due to reorganization
67	<b>Total Transportation Development Administration</b>	<b>6.4</b>	<b>6.0</b>	<b>-</b>	<b>-</b>	67
Information Technology						
68	Information Technology Manager	1.0	1.0	-	-	68 transferred to Finance & Technology Division due to reorganization
69	Network Administrator	0.9	0.9	-	-	69 transferred to Finance & Technology Division due to reorganization
70	Intelligent Transportation Systems Administrator	0.9	0.9	-	-	70 transferred to Finance & Technology Division due to reorganization
71	Database Administrator	0.8	0.8	-	-	71
72	Technology Services Support Analyst	1.4	1.4	-	-	72 transferred to Finance & Technology Division due to reorganization
73	<b>Total Information Technology</b>	<b>5.0</b>	<b>5.0</b>	<b>-</b>	<b>-</b>	73
74	<b>Total Transportation Development Division</b>	<b>11.4</b>	<b>11.0</b>	<b>-</b>	<b>-</b>	74

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

**Detail FTE Listing by Fund, Division, & Department**

Division/Department FTE Detail Count		FY2017-18	FY2018-19	FY2019-20	FY202021		
		Actual	Actual	Amended Budget	Approved Budget		
<b>Operations Division</b>							
Operations Administration							
75	Deputy General Manager/COO	-	-	-	1.0	75	renamed
76	Transportation Manager	-	1.0	1.0	1.0	76	
77	Assistant Transportation Manager	-	1.0	1.0	1.0	77	
78	Operations Programs Administrator	-	0.1	0.1	0.1	78	
79	Administrative Assistant, Operations	1.0	1.0	1.0	1.0	79	
80	Chief Operating Officer	0.9	1.0	1.0	-	80	
81	Fixed Route Operations Manager	1.0	-	-	-	81	
82	Contracted Transportation Manager	0.2	-	-	-	82	
83	<b>Total Operations Administration</b>	<b>3.1</b>	<b>4.1</b>	<b>4.1</b>	<b>4.1</b>	83	
Vehicle Maintenance							
84	Maintenance Manager	1.0	0.9	0.9	0.9	84	
85	Vehicle Maintenance Supervisor	1.8	3.8	3.8	3.8	85	
86	Maintenance Training Supervisor	1.0	1.0	1.0	0.9	86	
87	Administrative Assistant, Maintenance	1.0	0.6	0.8	0.7	87	
88	Purchasing Agent	1.0	0.9	0.9	0.9	88	
89	Journey Mechanic	7.6	10.1	10.1	10.1	89	
90	Parts & Supply Clerk	1.0	0.9	0.9	0.9	90	
91	Service Technician	4.1	6.4	5.5	5.5	91	
92	Service Worker	5.1	7.4	7.4	7.4	92	
93	Intelligent Transportation Systems Administrator	0.5	-	-	-	93	
94	<b>Total Vehicle Maintenance</b>	<b>23.6</b>	<b>32.0</b>	<b>31.3</b>	<b>31.1</b>	94	
Facility Maintenance							
95	Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	95	
96	Facilities Maintenance Worker	7.0	8.0	8.0	8.0	96	
97	<b>Total Facilities Maintenance</b>	<b>8.0</b>	<b>9.0</b>	<b>9.0</b>	<b>9.0</b>	97	

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

**Detail FTE Listing by Fund, Division, & Department**

Division/Department FTE Detail Count		FY2017-18	FY2018-19	FY2019-20	FY2020-21	
		Actual	Actual	Amended Budget	Approved Budget	
Security & Emergency Management						
98	Security and Emergency Management Manager	-	-	1.0	1.0	98
99	Emergency Coordinator	-	-	-	1.0	99 new position
100	Security Coordinator	-	-	-	1.0	100 new position
101	Security Coordinator	1.0	1.0	-	-	101
102	<b>Total Security &amp; Emergency Management</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>	<b>3.0</b>	102
Cherriots Fixed Route Service (Transportation)						
103	Operations Supervisor	8.0	8.0	11.0	12.0	103
104	Operations Training Supervisor	1.0	1.0	1.0	1.0	104
105	Administrative Assistant, Transportation	-	-	1.0	1.0	105
106	Transit Operator	101.0	109.0	124.0	133.5	106
107	<b>Total Cherriots Fixed Route Service (Transportation)</b>	<b>110.0</b>	<b>118.0</b>	<b>137.0</b>	<b>147.5</b>	107
Planning						
108	Senior Planner	-	-	1.0	1.0	108 transferred due to reorganization
109	Transit Planner II (Programs)	-	-	1.0	1.0	109 transferred due to reorganization
110	Transit Planner II (Scheduler)	-	-	1.0	1.0	110 transferred due to reorganization
111	Transit Planner I	-	-	1.0	1.0	111 transferred due to reorganization
112	<b>Total Planning</b>	<b>-</b>	<b>-</b>	<b>4.0</b>	<b>4.0</b>	112
113	<b>Total Operations Division</b>	<b>145.7</b>	<b>164.1</b>	<b>186.4</b>	<b>198.7</b>	113
114	<b>Total General Fund</b>	<b>181.0</b>	<b>205.4</b>	<b>225.5</b>	<b>239.4</b>	114

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

**Detail FTE Listing by Fund, Division, & Department**

Division/Department FTE Detail Count		FY2017-18	FY2018-19	FY2019-20	FY202021	
		Actual	Actual	Amended Budget	Approved Budget	
<b>Transportation Programs Fund</b>						
<b>Cherriots LIFT</b>						
115	Contracted Services Manager	0.7	0.7	0.7	0.7	115 renamed
116	Administrative Assistant, Contracted Services	0.5	0.4	0.9	0.7	116
117	Maintenance Manager	-	0.1	0.1	0.1	117
118	Vehicle Maintenance Supervisor	0.1	0.1	0.1	0.1	118
119	Maintenance Training Supervisor	-	-	-	0.1	119
120	Administrative Assistant, Maintenance	-	-	-	0.1	120
121	Journey Mechanic	0.6	0.7	0.7	0.6	121
122	Purchasing Agent	-	-	0.1	0.1	122
123	Parts & Supply Clerk	0.1	0.1	0.1	0.1	123
124	Service Technician	0.4	0.4	0.4	0.4	124
125	Service Worker	0.4	0.5	0.5	0.4	125
126	Customer Service Manager	0.1	-	-	-	126
127	Intelligent Transportation Systems Administrator	0.1	-	0.1	-	127
128	Mobility Coordinator	0.1	0.1	-	-	128
129	<b>Total Cherriots LIFT</b>	<b>3.1</b>	<b>3.1</b>	<b>3.7</b>	<b>3.4</b>	129
<b>Cherriots Shop &amp; Ride</b>						
130	Contracted Services Manager	0.1	-	0.1	0.1	130
131	Administrative Assistant, Contracted Services	-	-	-	0.1	131
132	Journey Mechanic	-	0.1	0.1	0.2	132
133	Service Technician	-	-	0.1	-	133
134	Service Worker	0.1	0.1	0.1	-	134
135	Contracted Transportation Manager	-	-	0.1	-	135
136	Customer Services Manager	-	-	0.2	-	136
137	<b>Total Cherriots Shop &amp; Ride</b>	<b>0.2</b>	<b>0.2</b>	<b>0.7</b>	<b>0.4</b>	137
<b>Cherriots Regional</b>						
138	Contracted Services Manager	-	-	0.2	0.2	138
139	Administrative Assistant, Contracted Services	0.1	0.1	0.3	0.2	139
140	Vehicle Maintenance Supervisor	0.1	0.1	0.1	0.1	140
141	Journey Mechanic	0.4	0.4	0.5	0.1	141
142	Service Technician	0.2	0.2	0.2	0.1	142
143	Service Worker	0.2	0.2	0.2	0.2	143
144	Long-Range Planning Analyst	0.1	-	-	-	144
145	Senior Planner	0.1	-	-	-	145
146	Planning Technician	0.1	-	-	-	146
147	Planning Analyst	0.1	-	-	-	147
148	<b>Total Cherriots Regional</b>	<b>1.4</b>	<b>1.0</b>	<b>1.5</b>	<b>0.9</b>	148

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

**Detail FTE Listing by Fund, Division, & Department**

Division/Department FTE Detail Count		FY2017-18	FY2018-19	FY2019-20	FY2020-21
		Actual	Actual	Amended Budget	Approved Budget
<b>NEMT (DMAP/WVCH)</b>					
149	Chief Operating Officer	0.1	0.1	-	- 149
150	Contracted Transportation Manager	0.1	0.1	-	- 150
151	Medical Transportation Administrator	0.9	-	-	- 151
152	Human Resources Assistant I	0.1	-	-	- 152
153	Accounting Specialist	0.1	0.1	-	- 153
154	Administrative Assistant	0.7	0.7	-	- 154
155	<b>Total NEMT (DMAP/WVCH)</b>	<b>2.0</b>	<b>1.0</b>	<b>-</b>	<b>- 155</b>
<b>Cherriots Call Center</b>					0
156	Support Analyst	0.2	0.2	0.4	0.1 156
157	Information Technology Manager	0.1	-	-	- 157
158	Database Administrator	0.1	0.1	0.1	- 158
159	Network Administrator	0.1	0.1	0.1	- 159
160	Accounting Specialist	0.1	0.1	0.1	- 160
161	<b>Total Cherriots Call Center</b>	<b>0.6</b>	<b>0.5</b>	<b>0.7</b>	<b>0.1 161</b>
<b>Mobility Management</b>					0
162	Outreach Representative (Travel Trainer)	1.0	-	0.7	0.6 162
163	Operations Programs Administrator	-	-	-	0.9 163
164	Mobility Coordinator	1.0	0.8	0.8	- 164
165	Customer Service Manager	0.1	-	0.1	- 165
166	<b>Total Mobility Management</b>	<b>2.1</b>	<b>0.8</b>	<b>1.6</b>	<b>1.5 166</b>
<b>Special Transportation Coordination</b>					
167	Long-Range Planning Analyst	-	0.1	0.2	- 167
168	Administrative Assistant	0.1	0.1	0.1	- 168
169	<b>Total Special Transportation Coordination</b>	<b>0.1</b>	<b>0.2</b>	<b>0.3</b>	<b>- 169</b>
<b>Cherriots TripChoice/Transportation Demand Management</b>					
170	Transportation Options Coordinator	-	-	-	2.0 170
171	Customer Experience Specialist	-	-	-	0.4 171 new position
172	Rideshare & Outreach Coordinator	1.0	1.0	1.0	- 172
173	Rideshare Specialist	1.0	1.0	1.0	- 173
174	Rideshare Assistant	-	0.5	1.0	- 174
175	<b>Total Cherriots TripChoice/Transportation Demand Management</b>	<b>2.0</b>	<b>2.5</b>	<b>3.0</b>	<b>2.4 175</b>
176	<b>Total Transportation Programs Fund</b>	<b>11.5</b>	<b>9.3</b>	<b>11.5</b>	<b>8.7 176</b>

Salem Area Mass Transit District  
 Approved Budget - Fiscal Year 2020-21

**Detail FTE Listing by Fund, Division, & Department**

Division/Department FTE Detail Count		FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Amended Budget	FY2020-21 Approved Budget
<b>Capital Project Fund</b>					
177	Capital Projects Manager	1.0	-	-	- 177
178	Contract/Procurement Manager	-	0.2	0.2	- 178
179	Contract/Procurement Specialist	0.2	0.2	0.2	- 179
180	Contract Coordinator	0.1	-	-	- 180
181	Facilities Maintenance Worker	1.9	1.2	-	- 181
182	<b>Total Capital Project Fund</b>	<b>3.2</b>	<b>1.6</b>	<b>0.4</b>	<b>- 182</b>
183	<b>District Wide</b>	<b>195.7</b>	<b>216.3</b>	<b>237.4</b>	<b>248.1 183</b>



# RETIREMENT CONTRIBUTION RATES





**Actuarially Calculated Contribution Rates for Retirement Plans**

<b>Defined Benefit Retirement Plan for Bargaining Unit Employees</b>	<b>Year Ending 6/30/2016</b>	<b>Year Ending 6/30/2017</b>	<b>Year Ending 6/30/2018</b>	<b>Year Ending 6/30/2019</b>	<b>Year Ending 6/30/2020</b>
Normal Cost	9.1%	10.6%	10.6%	12.30%	12.30%
Amortization of UAAL	15.5%	16.8%	16.8%	17.20%	17.20%
<b>Total Recommended Contribution as Percentage of Payroll for Defined Benefit Plan - Bargaining Employees</b>	<b>24.6%</b>	<b>27.4%</b>	<b>27.4%</b>	<b>29.5%</b>	<b>29.5%</b>

<b>Defined Benefit Retirement Plan for Non-Bargaining Unit Employees</b>	<b>Year Ending 6/30/2016</b>	<b>Year Ending 6/30/2017</b>	<b>Year Ending 6/30/2018</b>	<b>Year Ending 6/30/2019</b>	<b>Year Ending 6/30/2020</b>
Normal Cost	1.8%	1.7%	1.7%	2.7%	2.7%
Amortization of UAAL	9.4%	12.9%	12.9%	12.8%	12.8%
<b>Total Recommended Contribution as Percentage of Payroll for Defined Benefit Plan - Non-Bargaining Unit Employees</b>	<b>11.2%</b>	<b>14.6%</b>	<b>14.6%</b>	<b>15.5%</b>	<b>15.5%</b>

**Defined Contribution Retirement Plan for Non-Bargaining Unit Employees**

	<b>Rate</b>				
Normal Cost	10.0%	10.0%	10.0%	10.0%	10.0%

Source: Actuarial Valuations prepared by Milliman, Inc., November 2019

**Schedule of Changes in Net Pension Liability and Related Ratios**

	Year Ending 6/30/2016	Year Ending 6/30/2017	Year Ending 6/30/2018	Year Ending 6/30/2019	Projection 6/30/2020
<b>Defined Benefit Retirement Plan for Bargaining Employees</b>					
DB Employer Contribution	\$ 1,470,050	\$ 1,778,155	\$ 1,846,814	\$ 2,075,440	\$ 2,158,338
Contrib. as % of Covered Payroll	24.99%	30.07%	27.04%	31.58%	29.50%
Total Pension Liability	\$ 20,091,673	\$ 22,319,353	\$ 23,919,367	\$ 25,098,434	
Plan Fiduciary Net Position	\$ 14,624,748	\$ 17,411,835	\$ 19,397,716	\$ 21,489,986	
Net Pension Liability (NPL)*	\$ 5,466,925	\$ 4,907,518	\$ 4,521,651	\$ 3,608,448	
Funded Ratio**	72.79%	78.01%	81.10%	85.62%	
<b>Defined Benefit Retirement Plan for Non-Bargaining Employees</b>					
DB Employer Contribution	\$ 472,904	\$ 566,742	\$ 644,325	\$ 701,679	\$ 706,490
Contrib. as % of Covered Payroll	13.71%	16.14%	15.43%	16.32%	15.50%
Total Pension Liability	\$ 7,660,587	\$ 8,162,002	\$ 8,508,461	\$ 8,463,692	
Plan Fiduciary Net Position	\$ 5,406,611	\$ 6,060,405	\$ 6,716,310	\$ 7,180,423	
Net Pension Liability (NPL)*	\$ 2,326,969	\$ 2,101,597	\$ 1,792,150	\$ 1,283,269	
Funded Ratio**	69.62%	74.25%	78.94%	84.84%	
<b>Defined Contribution Retirement Plan for Non-Bargaining Employees</b>					
DC Employer Contribution	\$ 381,925	\$ 414,434	\$ 445,713	\$ 479,353	\$ 515,532
Employer Contrib. % of Gross PR	10.00%	10.00%	10.00%	10.00%	10.00%

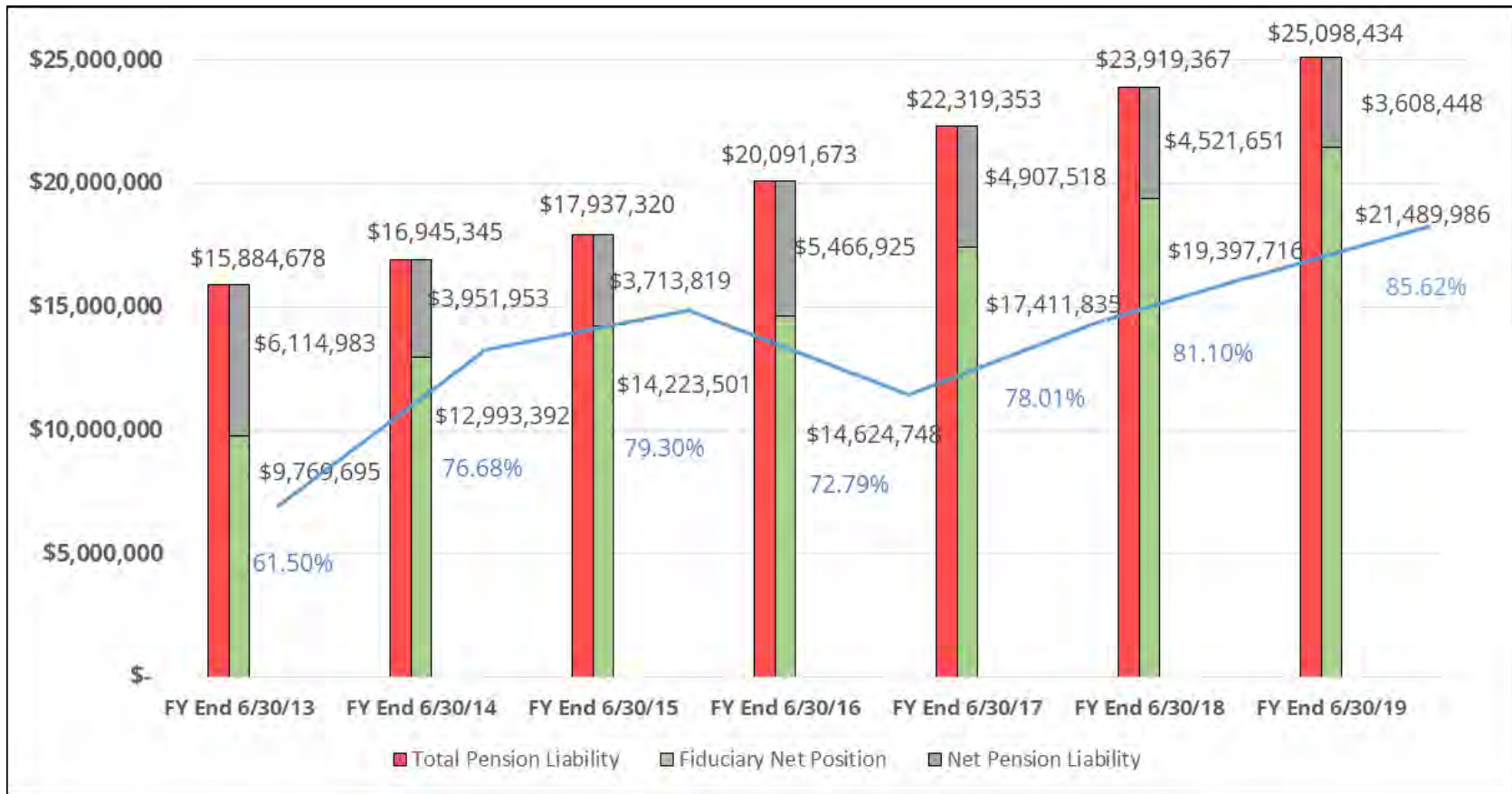
\*NPL equals Total Pension Liability minus Fiduciary Net Position; Fiduciary Net Position is the Market Value of the Plan's assets currently held by SAMTD

\*\*Also known as "Fiduciary Net Position as a % of Total Pension Liability"

Source: Actuarial Valuations prepared by Milliman, Inc., November 2018

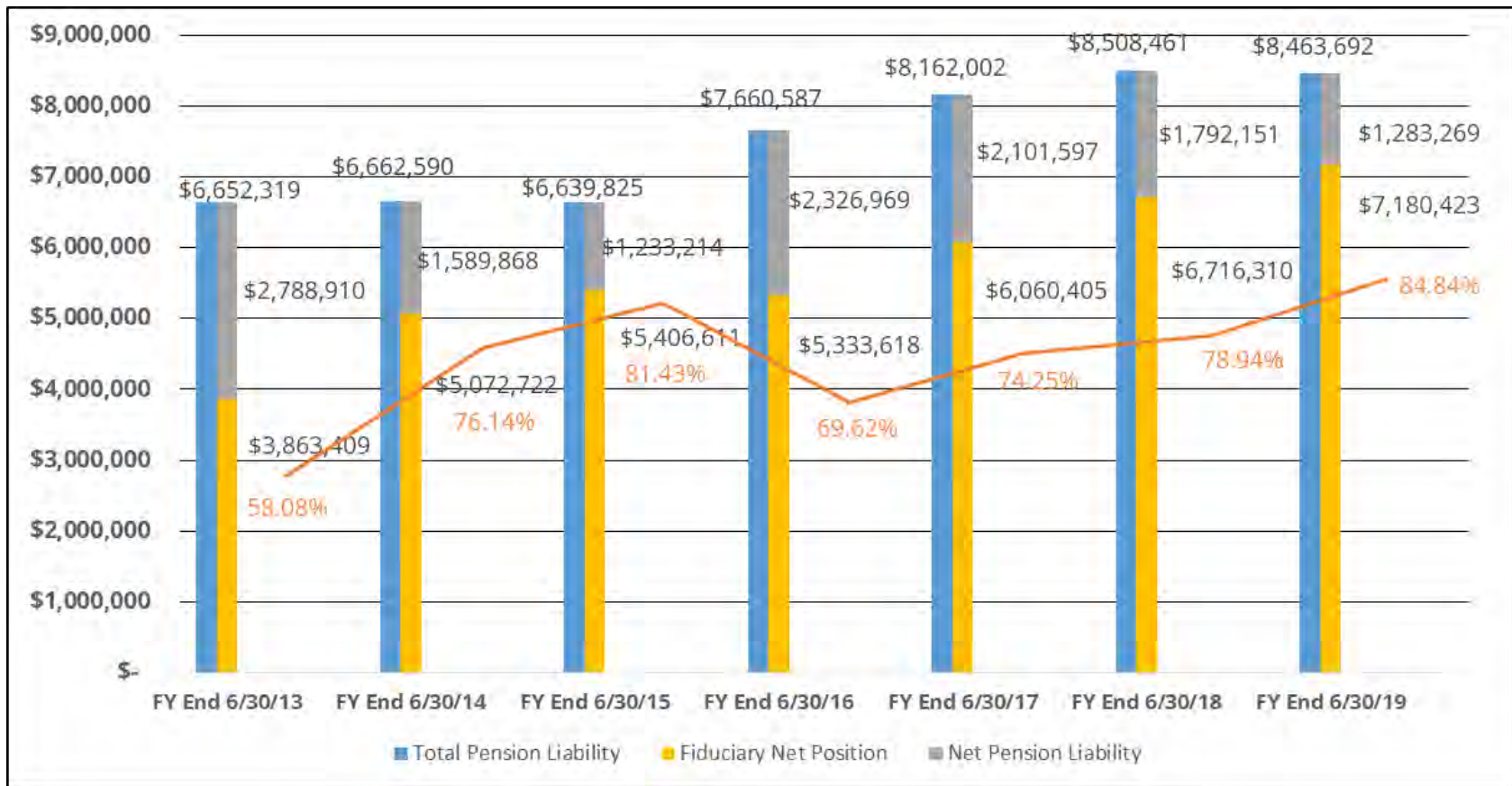
## Defined Benefit Plan – Bargaining Employees

The chart below shows the District’s Total Pension Liability (TPL), its Fiduciary Net Position (Plan Assets (PA)), and the Net Pension Liability (NPL) remaining in each of the last six years. **TPL minus PA equals NPL**. The line reflects the funded ratio of the Total Pension Liability for each year. Several factors can affect each year’s totals and percentages, including plan changes, investment performance, number of participants, and demographics of the participants. Actuarial valuations are performed every two years by Milliman, Inc., Portland, Oregon.



## Defined Benefit Plan – Non-Bargaining Employees

The chart below shows the District's Total Pension Liability (TPL), its Fiduciary Net Position (Plan Assets (PA)), and the Net Pension Liability (NPL) remaining in each of the last six years. **TPL minus PA equals NPL**. The line reflects the funded ratio of the Total Pension Liability for each year. Several factors can affect each year's totals and percentages, including plan changes, investment performance, number of participants, and demographics of the participants. Actuarial valuations are performed every two years by Milliman, Inc., Portland, Oregon.



# ADDITIONAL INFORMATION









**BOARD MEMBERS**

**CITIZEN MEMBERS**

• **SUBDISTRICT #1**

**CHI NGUYEN**

Term Expires 06/30/23

**STEVE EVANS**

Appointed 12/12/19; Term Expires 06/30/22

• **SUBDISTRICT #2**

**COLLEEN BUSCH**

Term Expires 06/30/21

**MICHAEL DEBLASI**

Appointed 02/25/16; Reappointed 06/28/18;  
Term Expires 06/30/21

• **SUBDISTRICT #3**

**SADIE K. CARNEY**

Term Expires 06/30/23

**MARIA HINOJOS PRESSEY**

Appointed 12/12/19; Term Expires 06/30/22

• **SUBDISTRICT #4**

**DOUG RODGERS**

Term Expires 06/30/21

**BILL HOLMSTROM**

Appointed 09/27/09; Reappointed 09/27/12;  
10/22/15; 06/28/18; Expires 06/30/21

- **SUBDISTRICT #5**

**IAN T. DAVIDSON**

Term Expires 06/30/23

**CARL F. GARNER**

Appointed 12/12/19; Term Expires 06/30/22

- **SUBDISTRICT #6**

**ROBERT KREBS**

Term Expires 06/30/21

**SCOTT BASSETT**

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

- **SUBDISTRICT #7**

**CHARLES H. RICHARDS**

Term Expires 06/30/23

**SHERONNE BLASI**

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

- **BUDGET OFFICER**

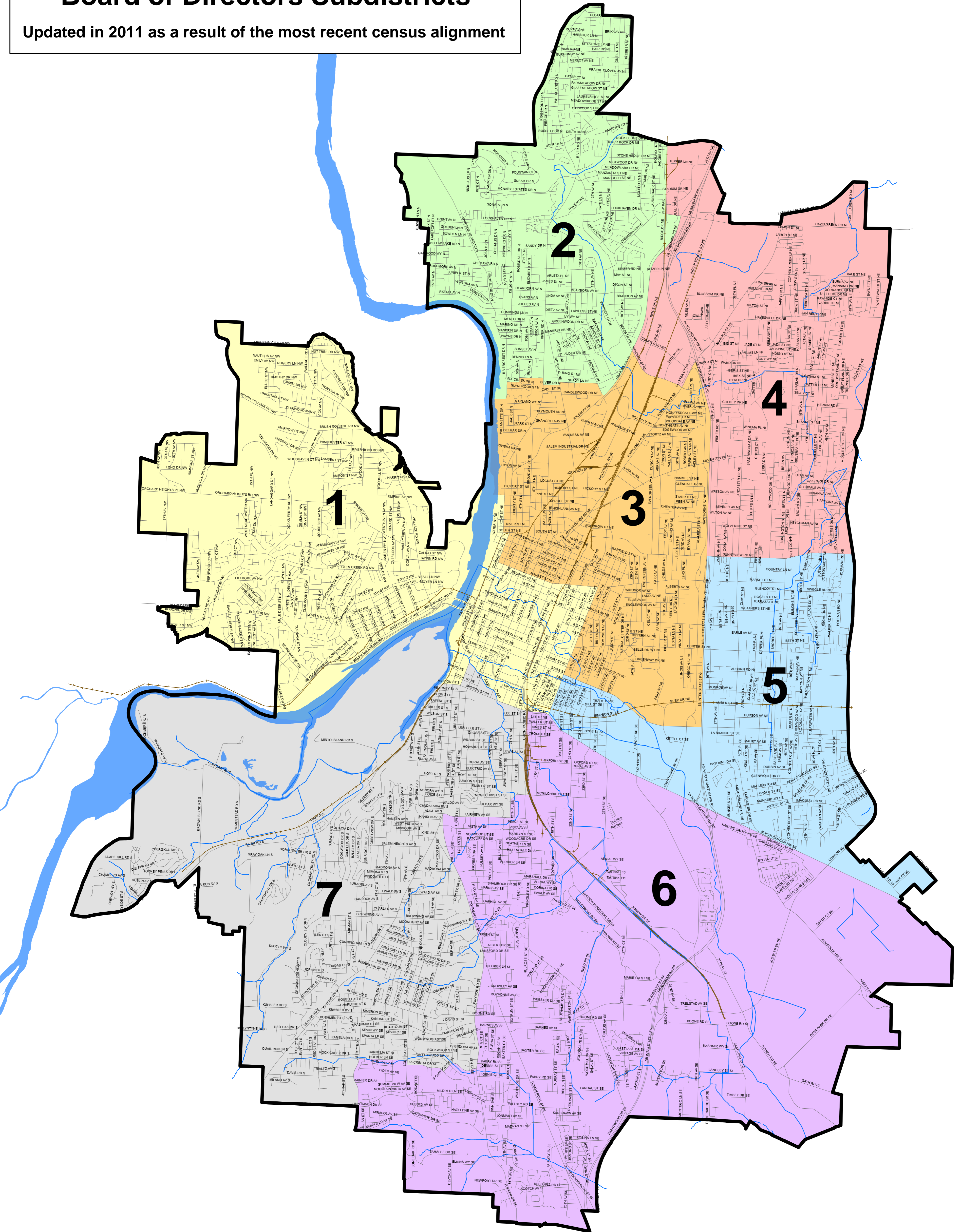
**ALLAN POLLOCK**

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](mailto:allan.pollock@cherriots.org)  
or [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org)

# Salem Area Mass Transit District Board of Directors Subdistricts

Updated in 2011 as a result of the most recent census alignment



<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Responsible</b>	<b>Activity</b>
Thursday	October 24, 2019	6:30 PM	Finance	Board adopts FY 2020-2021 Budget Calendar <ul style="list-style-type: none"> <li>• (for FY 2020-21 Budget Process)</li> </ul>
Mon - Fri	Week of April 6, 2020		Finance	Publish First Notice of Budget Committee Meeting <ul style="list-style-type: none"> <li>• (10-30 Days)</li> </ul>
Mon - Fri	Week of April 13, 2020		Finance	Publish Second Notice of Budget Committee Meeting <ul style="list-style-type: none"> <li>• (5-30 Days)</li> </ul>
Wednesday	April 29, 2020		Executive Team	Executive Team approves draft for Budget Committee consideration
Mon - Fri	Month of April		Finance	Budget Committee Orientation with Committee members upon request
Thursday	May 7, 2020	6:00 PM	Executive Team	First Budget Committee Meeting - <ul style="list-style-type: none"> <li>• Election of Officers &amp; Budget Message</li> </ul>
Thursday	May 14, 2020	6:00 PM	Finance	Second Budget Committee Meeting - <ul style="list-style-type: none"> <li>• Deliberation &amp; Approval</li> </ul>
Thursday	May 21, 2020	6:00 PM	Finance	Third Budget Committee Meeting - (if necessary) <ul style="list-style-type: none"> <li>• Deliberation &amp; Approval</li> </ul>
Mon - Fri	Week of June 1, 2020		Finance	Publish Budget Summary and Notice of Budget Hearing <ul style="list-style-type: none"> <li>• (5-30 Days)</li> </ul>
Thursday	June 25, 2020	6:30 PM	Budget Committee	Board holds Budget Hearing
Thursday	June 25, 2020	6:30 PM	Board	Board adopts FY2021 Budget, makes appropriation, levies taxes
Mon - Fri	Week of July 20, 2020		Finance	Adopted budget and levy certification form due to County Assessors (submission required by July 30, 2019)

Salem Area Mass Transit District

**~ Virtual Meeting of the Budget Committee ~**

Thursday, May 7, 2020  
6:00 – 9:00 PM

Google Hangout Meets I.D: [meet.google.com/ymh-ihyg-hke](https://meet.google.com/ymh-ihyg-hke)  
Google Meets Phone No: 1 872-813-0057  
PIN: 576 386 007#

The Budget Committee of Salem Area Mass Transit District, Marion County, State of Oregon, will hold virtual public meetings to deliberate on the budget for the fiscal year July 1, 2020 to June 30, 2021 and take public testimony from community members. Budget Committee meetings will be held electronically (virtually) in accordance with the Local Budget Laws and the guidelines set by the Governor of Oregon to protect citizens during the COVID-19 pandemic. At this time, the Courthouse Square facilities are closed to the public in response to the current health emergency. We encourage community members who wish to participate to watch the meeting virtually at home. Instructions to use Google Hangout Meets and for submitting public comments are included on the next page of the agenda.

The first meeting will be held on Thursday, May 7, 2020, at 6 p.m. in the Senator Hearing Room at Courthouse Square, 555 Court St. NE, Salem, OR 97301. Additional SAMTD Budget Committee meetings, if needed, are scheduled to be held on Thursday, May 14, 2020, and May 21, 2020 at 6:00 pm. The proposed budget document will be available and can be viewed on the Cherriots website <https://www.cherriots.org/budgetcommittee/> by Thursday, May 7 at 5:00 pm.

Public testimony on the budget and the proposed programs will be taken by email or written correspondence. Public testimony received will be provided to budget committee members and acknowledged at the Budget Committee meeting as part of the public record. Please submit your written comments by email to [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org), or mail them to SAMTD Budget Committee, 555 Court St. NE, Suite 5230, Salem, OR 97301. Comments must be received by 5:00 p.m. on the day of a budget committee meeting to be read at the meeting, until the budget committee process ends. Although it is discouraged, there will be limited seating in the Senator Hearing Room during the Budget Committee meeting. Social distancing will be practiced. For further instructions on how to participate, please contact Jolene White at 503-588-2424

Once the proposed budget document has been approved by the Budget Committee, the Board of Directors will hold a Budget Hearing at the June 25, 2020 Board of Directors meeting at 6:30 p.m.

**Budget Committee Virtual Meeting****Thursday, May 7, 2020 at 6:00 PM**Google Hangout Meets I.D: [meet.google.com/ymh-ihyg-hke](https://meet.google.com/ymh-ihyg-hke)

Google Meets Phone No: 1 872-813-0057

PIN: 576 386 007#

**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 TESTIMONY\***

Time is scheduled for community members to provide written testimony on the proposed budget or its programs in advance of a Budget Committee meeting. Please send your comments by email to the Budget Committee at [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org) or by mail to the attention of the SAMTD Budget Committee at the address listed above. All testimony received will be read and submitted into the record.

**6. DISCUSSION OF THE PROPOSED FY2021 BUDGET**

- a. General Fund
- b. Transportation Programs Fund
- c. Capital Projects Fund

**7. PROPOSED ACTION**

If the Budget Committee completes their review of the proposed budget, they will take action to approve the proposed budget for FY2021 and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.

If the Budget Committee does not complete their review, they will meet again on May 14, 2020 and on May 21, 2020 if necessary, or until they are ready to take action.

**I move that the Budget Committee approve the proposed budget for the 2020-2021 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.**

**8. OTHER BUSINESS**

**9. ADJOURN**

---

This meeting is in a place that is ADA accessible. Auxiliary hearing aids and services, and alternate formats to individuals with limited English proficiency are available. Requests can be made directly to Jolene White by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Please allow for a 48 hour notice. Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

An electronic copy of the proposed budget document may be inspected when it is completed by May 7, 2020, and will be available on the Cherriots website. Please visit the Cherriots webpage for further notifications of the Budget Committee meetings.

Submit Written Testimony prior to a budget committee meeting by mail or by email:

Attn: Budget Committee  
Cherriots Administration Office  
555 Court Street NE, Suite 5230  
Salem OR 97301

EMAIL: [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org)  
PHN: (503) 588-2424  
WEB: <https://www.cherriots.org/budgetcommittee/>



**AFFIDAVIT OF PUBLICATION**

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

**PUBLIC NOTICE**

**NOTICE OF SALEM AREA MASS TRANSIT DISTRICT  
BUDGET COMMITTEE MEETINGS**

*Kathleen Allen*  
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 -

The Budget Committee of Salem Area Mass Transit District, Marion County, State of Oregon, will hold virtual public meetings to deliberate on the budget for the fiscal year July 1, 2020 to June 30, 2021 and take public testimony from community members. Budget Committee meetings will be held by telecommunication in accordance with the Local Budget Laws and the guidelines set by the Governor of Oregon to protect citizens during the COVID-19 pandemic. We are encouraging community members who wish to participate to watch the meeting virtually at home and provide public testimony on the proposed programs in the budget via email or written correspondence, rather than attending the budget meeting in person.

The first meeting will be held on Thursday, May 7, 2020, at 6 p.m. in the Senator Hearing Room at Courthouse Square, 555 Court St. NE, Salem, OR 97301 where there will be limited seating and social distancing will be practiced. Additional SAMTD Budget Committee meetings, if needed, are scheduled to be held on Thursday, May 14, 2020, and May 21, 2020 at 6:00 pm. The proposed budget document will be available and can be viewed on the Cherriots website by Thursday, May 7 at 5:00 pm. Agency facilities are otherwise closed to the public in response to the current health emergency.

Written comments can be emailed to [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org), or mailed to SAMTD Budget Committee, 555 Court St. NE, Suite 5230, Salem, OR 97301 by May 6th at 5:00 p.m. and until the budget committee process ends. Please visit the SAMTD website for an agenda or for instructions on how to participate at <https://www.cherriots.org/budgetcommittee/> or by calling Jolene White at 503-588-2424.

Google Hangout Meets I.D: [meet.google.com/yhm-ihyg-hke](https://meet.google.com/yhm-ihyg-hke)  
Google Meets Phone No: 1 872-813-0057  
PIN: 576 386 007#

Statesman Journal  
April 20, 27, 2020

04/20/2020, 04/27/2020

Dated this 27 day of April, 2020

*Kathleen Allen*  
Public Notice Clerk

Subscribed and sworn to me this

*Shelly Hora*  
Notary Public for State of Wisconsin, Brown County

Notary Expires on 8-25-23

Ad#:0004156049

P.O.:

This is not an invoice

# of Affidavits 1

SHELLY HORA  
Notary Public  
State of Wisconsin

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Salem Area Mass Transit District will be held on June 25, 2020 at 6:30 p.m. at the Senator Hearing Room in Courthouse Square, 555 Court St. NE, Salem, Oregon 97301. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020, 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 8:00 a.m. and 5:00 p.m. or online at [www.cherriots.org](http://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, Chief Financial Officer Telephone: 503-588-2424 Email: [al.mccoy@cherriots.org](mailto:al.mccoy@cherriots.org)

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	Actual Amount 2018 - 2019	Amended Budget This Year 2019 -2020	Approved Budget Next Year 2020 - 2021
Beginning Fund Balance/Net Working Capital	24,715,588	26,740,220	26,558,626
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,598,276	3,227,497	1,844,110
Federal, State & all Other Grants, Gifts, Allocations & Donations	30,865,700	42,411,968	44,577,736
Interfund Transfers	335,448	1,569,609	3,546,576
All Other Resources Except Current Year Property Taxes	403,303	1,335,651	1,658,082
Current Year Property Taxes Estimated to be Received	12,868,092	12,660,092	12,950,000
<b>Total Resources</b>	<b>71,786,407</b>	<b>87,945,037</b>	<b>91,135,130</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	22,483,477	25,835,597	28,514,330
Materials and Services	12,253,490	14,077,071	12,962,697
Capital Outlay	13,158,082	16,418,534	13,059,656
Interfund Transfers	335,448	1,569,609	3,546,576
Contingencies	0	1,500,000	1,500,000
Unappropriated Ending Balance and Reserved for Future Expenditure	23,555,910	28,544,226	31,551,871
<b>Total Requirements</b>	<b>71,786,407</b>	<b>87,945,037</b>	<b>91,135,130</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *</b>			
Name of Organizational Unit or Program FTE for that unit or program			
General Mgr/Board of Directors/Strategic Initiatives/Program Mgt*	587,320	874,673	1,366,223
FTE	2.0	3.5	4.5
Administration	834,894	898,065	855,391
FTE	5.8	5.8	5.8
Finance & Technology*	1,161,178	2,921,878	3,156,021
FTE	9.3	16.5	17.4

Communication*	1,514,056	2,271,238	2,246,264
FTE	13.2	13.3	13.0
Transportation Development	2,179,474	0	0
FTE	11.0	0.0	0.0
Operations*	19,171,334	23,075,787	25,832,481
FTE	164.1	186.4	198.7
Unallocated General Administration and Contingency	1,003,128	2,670,787	2,642,550
FTE	0.0	0.0	0.0
Transportation Programs Fund	8,621,031	10,269,849	10,424,673
FTE	9.3	11.5	8.7
Capital Projects Fund	13,158,082	16,418,534	13,059,656
FTE	1.6	0.4	0.0
Unappropriated Ending Balance and Reserved for Future Expenditure	23,555,910	28,544,226	31,551,871
FTE	0.0	0.0	0.0
<b>Total Requirements</b>	<b>71,786,407</b>	<b>87,945,037</b>	<b>91,135,130</b>
<b>Total FTE</b>	<b>216.3</b>	<b>237.4</b>	<b>248.1</b>

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

The FY2020-21 Approved Budget reflects an revised organizational unit structure that went into effect in FY2019-20. Transportation Development was dissolved and its departments were absorbed into Organizational Units indicated with asterisks above. New revenues are included in this budget from federal and state sources that address increased expenses necessary to maintain service and address safety of passengers and employees during the COVID-19 epidemic.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2018 - 2019	Rate or Amount Imposed This Year 2019 - 2020	Rate or Amount Approved Next Year 2020 - 2021
Permanent Rate Levy (rate limit 0.7609 per \$1,000)	0.7609	0.7609	0.7609
Local Option Levy	n/a	n/a	n/a
Levy For General Obligation Bonds	n/a	n/a	n/a

150-504-073-2 (Rev. 11-18)

