

ADOPTED BUDGET 2017-18

As Adopted by the Board of Directors on June 22, 2017

CHERRIOTS



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May 11, 2017

To: Salem Area Mass Transit District Budget Committee

From: Allan Pollock, General Manager

Subject: BUDGET MESSAGE, PROPOSED FY 2017-18 BUDGET

The FY 2017-18 Proposed Budget, presented here for review and approval, reflects the Cherriots mission to connect people with places through safe, friendly and reliable public transportation services. It includes resources for the District's FY 2017-18 operations and capital plan that align with the intent of the District's strategic priorities.

This document provides a comprehensive framework for decision-making on revenues, expenses, and fund balances, resulting in a final approved spending plan for FY 2017-18.

Each year, as part of the budget process, the District publishes a work plan that identifies programs and projects within the strategic pillars. While this past fiscal year concentrated on gathering data and setting the strategic framework for the next five years, the FY 2017-18 strategic priorities are focused more on action and implementation. For example, we developed a communication plan to improve community partnerships this year, in FY 2017-18 we will execute it.

FY 2016-17 Year in Review

In FY 2016-17, the District focused on improving its regional transit services in Marion and Polk counties. To ensure these new routes are faster and more reliable, the buses only stop at designated stops. Passengers can no longer make a request for the bus to deviate to their home and drivers will no longer stop at alternative locations. These and other regional service changes went into effect on May 8th, and represent a 20-month process of research and public outreach, and support the strategic pillar of delivering an exceptional transportation experience.

This strategic pillar was further supported by an attitude and awareness survey we conducted this year. The survey reaffirmed that the familiarity with Cherriots services is low and services were not perceived as part of the public transit district. The information further confirmed the need to create cohesion and revitalize our brand.

With that said, we began the first phase of rebrand implementation in the fall of 2016. While most of the changes have been inward facing – business cards, stationery and the internal website – we have produced print, digital and broadcast advertising with the new look, voice and tone. This brand revitalization creates a stronger connection between our name and visual identity.

In 2016, we saw the return of the state-sponsored employee bus pass program. Unlike other state office locations, parking in the Capitol Mall area is limited and workers must pay for their parking space. Additionally, the bus pass program is an effective transit option that relieves congestion in the downtown corridor. Based on ridership data, this year's program will be even more successful than prior years.

We will continue to identify and work with other organizations to create similar programs for their employees.

At Cherriots, our employees are our greatest investment so when we received a dividend from SAIF Corporation, we reinvested the money in employee health. We developed a Fitbit wellness program and offered an activity tracking device to any employee who chose to participate. According to SAIF reports, Cherriots has decreased injury claims, as well as overall costs and time-loss days. In addition, the district is expected to save 0.8 percent on its health insurance premium, or about \$29,000. This translates to a cost savings of \$9,000 in just the first year.

The following pages provide a summary of current year activities, identify our guiding principles, and outline the FY 2017-18 strategic priorities.

Our list of projects for 2016-2017 was ambitious but achievable. We realized significant accomplishments on several priorities. Six projects were completed and four will be completed by the end of FY 2016-17. Others

are projects that are either in progress or of an ongoing type. Only one project was delayed to FY 2017-2018. Below is a status update on the FY2016-17 strategic priorities:

Provide an exceptional transportation experience

- Conduct a fare analysis - completed
- Complete bus stop improvement project - ongoing
- Conduct a rider origin & destination survey – to be completed May 2017
- Conduct a community & attitude awareness survey - completed
- Conduct a customer education campaign – in process

Be an employer of choice

- Implement a wellness campaign - completed
- Implement a “Safety First” campaign – in process
- Develop a “Service Excellence” campaign – carry over to FY 2017-18

Partner with the Community

- Develop a communication plan – completed
- Implement second year of Cherriots Rideshare strategic plan – completed

Ensure organizational viability

- Develop a service planning and core network policy – to be completed June 2017
- Conduct FTA required 100 percent ridecheck – to be completed May 2017
- Implement HR/Finance software package – in process
- Develop intelligent transportation system master plan – in process

Improve and promote environmental sustainability

- Re-establish District sustainability committee – to be completed June 2017

Improve connectivity

- Update of strategic plan – in process
- Develop Regional Service Plan – completed
- Complete KTC signalized intersection – in process

Cherriots Guiding Principles

Vision

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

Mission

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

Values

Safety

Service Excellence

Communication

Innovation

Accountability

FY 2018 Strategic Priorities

Strategic Pillar: 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

Objectives:

- Implement strategies to improve reliability and usability
- Implement technology to improve the customer experience

Strategic Pillar: Culture of Excellence: Team Cherriots

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

Objectives:

- Define “culture of excellence” philosophy
- Establish Team Cherriots expectations and train workforce

Strategic Pillar: 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

Objectives:

- Establish community performance expectations
- Implement the community communication plan

Strategic Pillar: 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

Objectives:

- Invest in workforce development
- Develop a long-range plan for facilities to address growing service needs
- Review and revise fiscal policies

Strategic Pillar: 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

Objectives:

- Establish Board adopted environmental sustainability policy statement
- Implement strategies to incorporate environmental practices into daily operations

FY2017-18 Proposed Budget Overview – District Wide

The SAMTD FY 2017-18 proposed budget consolidates the General Fund, Transportation Programs Fund and Capital Project Fund. Table A provides a comparison of the proposed district-wide budget with the adopted FY 2016-17 budget.

Table A: District-wide comparison FY 2016-17 to FY 2017-18

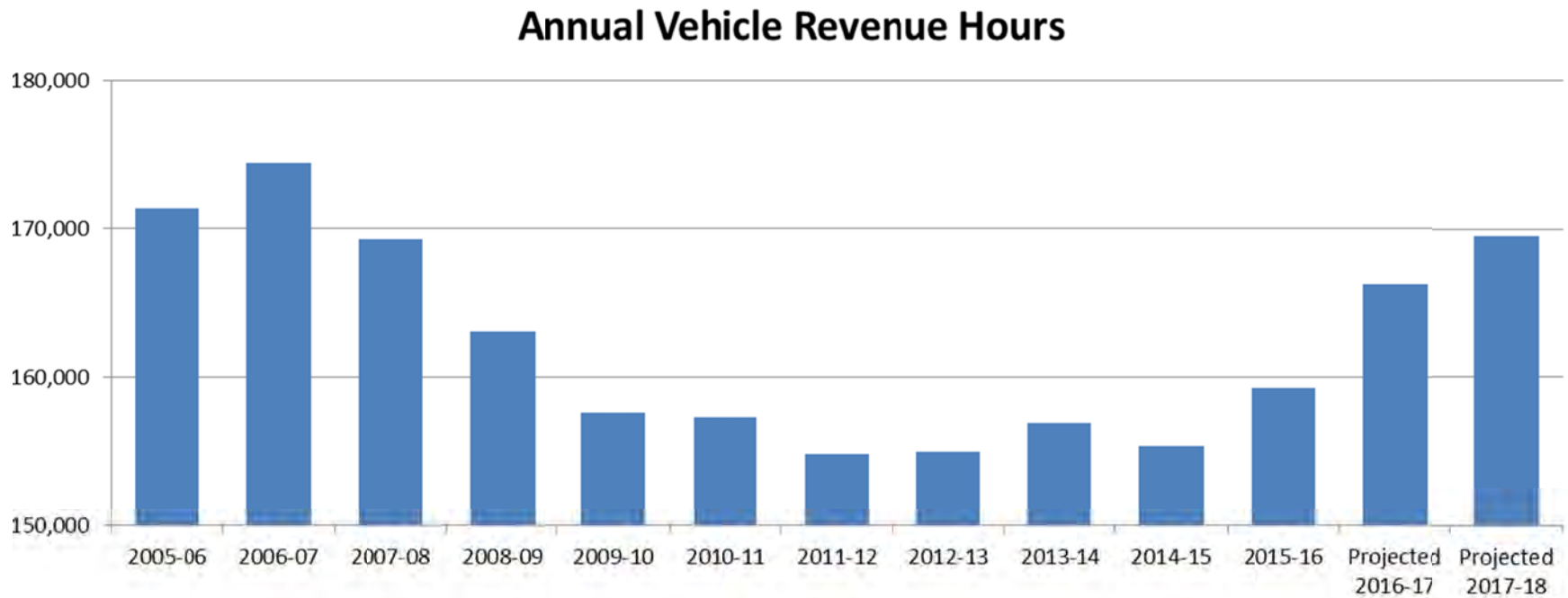
Resources	FY2016-17 Adopted	FY2017-18 Proposed	% Change
Beginning Working Capital	\$ 22,073,500	\$ 25,518,322	15.61%
General Fund	24,523,000	25,712,443	4.85%
Transportation Programs Fund	17,205,100	15,984,160	-7.10%
Capital Project Fund	12,604,300	9,865,805	-21.73%
Total Resources	76,405,900	77,080,730	0.88%
Requirements			
General Fund	24,341,700	24,958,443	2.53%
Transportation Programs Fund	17,709,300	18,626,890	5.18%
Capital Project Fund	13,423,100	12,159,680	-9.41%
Total Requirements	55,474,100	55,745,013	0.49%
Contingency	1,500,000	1,500,000	0.00%
Ending Fund Balance	\$ 19,431,800	\$ 19,835,717	2.08%

The following pages provide further discussion by fund.

General Fund

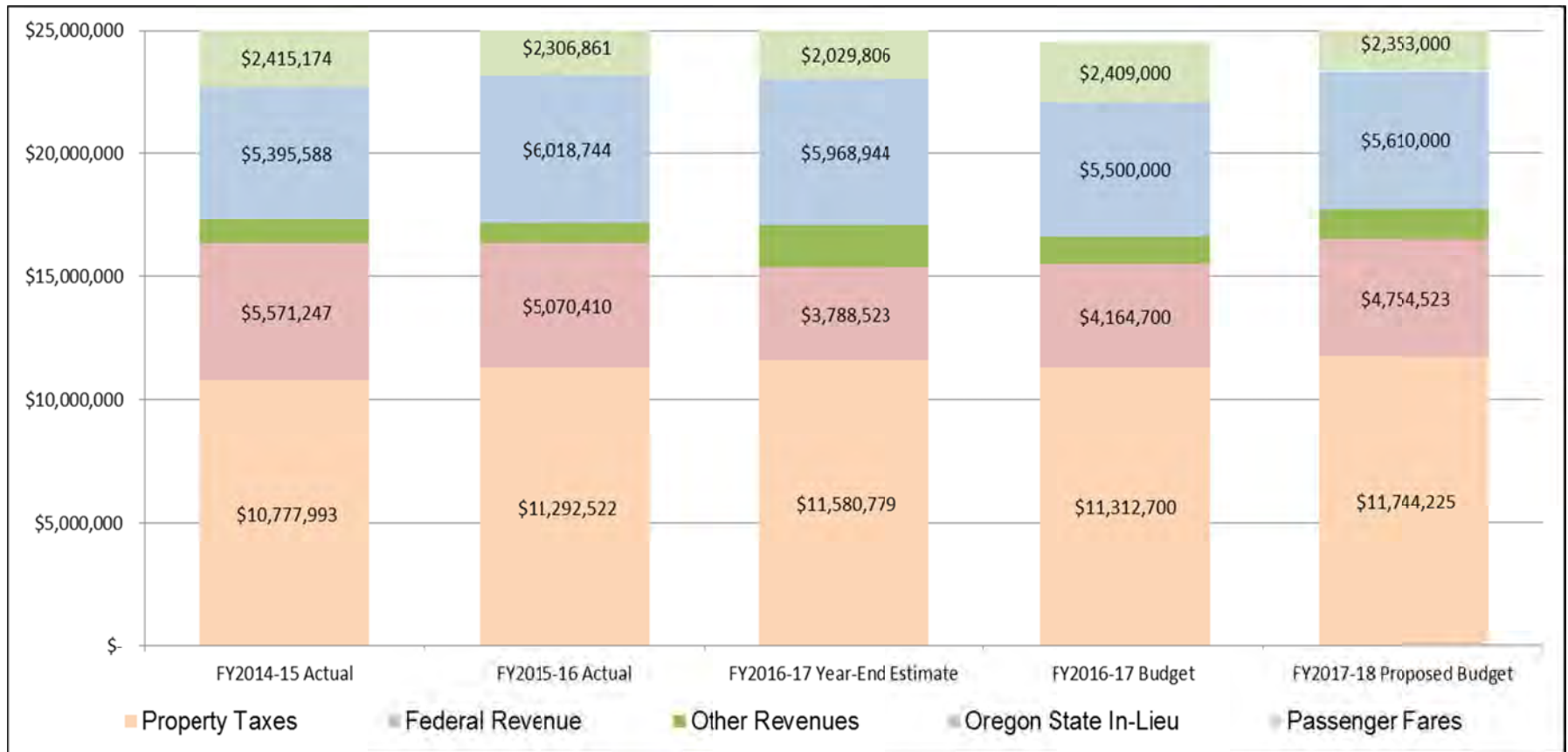
The proposed FY2017-18 budget for the General Fund maintains current annual revenue hours of approximately 169,500. See Table B. This includes continuing the West Salem Connector pilot project through December and then transitioning the service hours into fixed-route service; the continuation of the Route 15X shuttle between the Airport Park & Ride and the Capitol Mall; and ending the Route 2X service to the Grande Ronde community in September.

Table B: Annual Vehicle Revenue Hours – Cherriots



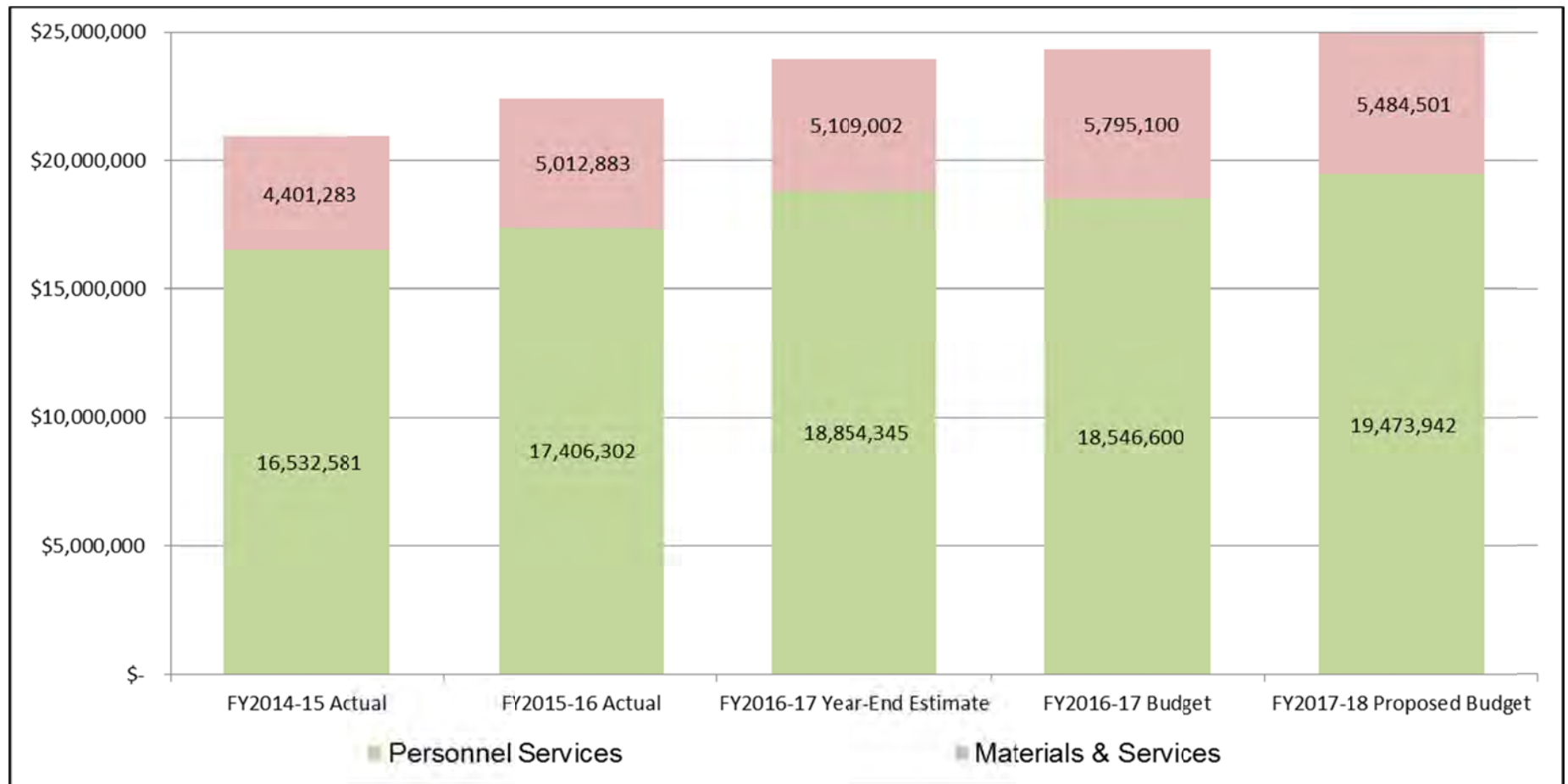
The proposed FY2017-18 budget includes total operating resources of \$25.7 million, an increase of 5 percent from current year adopted budget. See Table C for a breakdown of revenues. For FY2017-18.

Table C: General Fund Total Operating Resources FY2014-15 through FY 2017-18



The proposed FY2017-18 budget includes total operating requirements of \$24.9 million, an increase of 2.5 percent from current year adopted budget. See Table D for a breakdown of requirements. Personnel services in the proposed FY2017-18 budget for the General Fund are expected to increase by \$927,342, about 5 percent, to \$19.5 million. Personnel services include wages, payroll taxes, insurance benefits and retirement benefits. In the proposed budget, medical insurance is expected to increase by 8 percent. Materials and Services in the proposed budget for the General fund are expected to decrease by \$310,599 about 5.4 percent, to approximately \$5.5 million.

Table D: General Fund Total Operating Requirements FY 2014-15 through FY 2017-18



Noteworthy items in the proposed FY17-18 budget:

- The proposed FY17-18 budget provides for a 3.0 percent cost of living allowance (COLA) for represented and unrepresented employees, effective July 1, 2017, and provides for merit increases or step increases for all employees who have not reached the top of their salary range.
- The District provides retirement benefits through two single-employer defined benefit pension plans. The defined benefit plans provide retirement benefits to eligible full-time represented and unrepresented employees. District contributions for retirement are determined from an actuarial study completed every other year. The result of the June 30, 2015, actuarial study was to increase the bargaining unit employee defined benefit contribution rate from 24.6 percent to 27.4 percent and the non-bargaining employee defined benefit contribution rate increased from 11.2 percent to 14.6 percent. These rates were implemented. There is no increase to the 10 percent contribution for the non-bargaining defined contribution plan.
- The proposed budget includes resources for the West Salem Connector through December and Route 15X.

The FY2017-18 beginning working capital is expected to be \$20.8 million. The difference between operating resources and operating requirements is \$754,000. There is a proposed transfer from the General Fund to the Capital Project Fund for \$754,000 in the proposed budget. The proposed budget also includes a contingency amount of \$1.5 million and would leave ending working capital of approximately \$19.3 million. The ending working capital equation is shown in Table E.

Table E: FY2017-18 General Fund Ending Working Capital

Beginning Working Capital	\$ 20,835,810
Operating Revenues/Resources less Operating Expenditures/Requirements	754,000
Transfers to Other Funds Total	(754,000)
Contingency	(1,500,000)
Ending Working Capital	\$ 19,335,810

Transportation Programs Fund

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

The funding sources for these programs include fares and federal and state grants. Overall the proposed Transportation Programs Fund resources are expected to decrease by 7.1 percent in FY 2017-18, see Table F.

Table F: Transportation Programs Fund Resources comparison FY 2016-17 to FY 2017-18

<u>Transportation Programs Fund Resources</u>	<u>FY2016-17 Adopted</u>	<u>FY2017-18 Proposed</u>	<u>% Change</u>
Cherriots Lift	\$ 4,467,000	\$ 3,871,033	-13.34%
Cherriots Shop & Ride	245,800	315,475	28.35%
Cherriots Regional	1,510,300	1,532,776	1.49%
OHA/WVCH	10,170,100	9,502,396	-6.57%
Mobility Management	154,400	115,940	-24.91%
Special Transportation Coordination	303,700	268,000	-11.76%
TripChoice/TDM	353,800	378,540	6.99%
<u>Total Resources</u>	<u>\$ 17,205,100</u>	<u>\$ 15,984,160</u>	<u>-7.10%</u>

The proposed budget for the Transportation Programs Fund provides for:

- Cherriots Lift - origin-to-destination transportation service for people whose disability prevents them from being able to use Cherriots.
- Cherriots Shop and Ride - a shopper shuttle and dial-a-ride service for seniors and people with disabilities.
- Cherriots Regional (formerly CARTS) - the regional bus system provides weekday service to rural Marion and Polk counties.
- Non-Emergency Medical Transportation - for Medicaid and Oregon Health Plan recipients in Marion, Polk and Yamhill counties.
- Cherriots call center (formerly TripLink) - reservation and scheduling center for all Cherriots Lift, Cherriots Shop and Ride, nonemergency medical transportation and the Cherriots Regional flex route.
- Mobility Management - eligibility determination.
- Special Transportation Coordination - coordination and administration of the Federal and State funds for the transportation of seniors and people with disabilities.
- Cherriots Trip Choice (formerly Rideshare) – the District’s transportation demand management program focused on carpools, vanpools, and other modes such as bus, bicycle and pedestrian.

Capital Projects Fund

The District leverages federal and state funding with local sources to maintain and expand our capital assets. For the proposed FY 2017-18 budget major projects include:

- Fleet Replacement
- Keizer Transit Center improvements – signalized intersection project

Summary

The FY 2017-18 proposed budget will provide the resources to implement existing levels of service and the FY 2017-18 strategic priorities. But we want to do more. Addressing the ongoing mobility needs of the greater Salem-Keizer community is a priority of Cherriots and we are working toward more effective and efficient public transit services. We continue to collaborate with our federal, state and local partners to identify funding to support public transit and infrastructure.

The proposed budget is solid and supports the District's vision, mission and values. We are about service and service is about enhancing and improving the quality of life in our community.

This proposed budget also provides resources to continue to attract and maintain a quality workforce. We will be putting an even greater emphasis on employee training and development. In order for our customers to receive an exceptional experience we must ensure that all members of the Cherriots team conducts themselves with a service excellence mindset.

I would like to acknowledge the work of the entire Cherriots Leadership Team, and the District's Finance staff in particular, for their hours of work in planning, projecting and compiling the FY 2017-18 budget document.

Lastly, I thank you, the budget committee, for your commitment to public transit in our community. I strongly encourage you to approve this budget, as proposed.

Value: Accountability



Administration Division: Human Resources, Safety, Finance, Procurement, Contracts, Payroll, Reception

RESOLUTION #2017-08

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Salem Area Mass Transit District hereby adopts the budget for the fiscal year 2017-2018 in the total of \$77,944,260 now on file at the District Administration Office, 555 Court St., NE, Suite 5230, Salem, OR 97301.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2017, and for the purposes shown below are hereby appropriated:

General Fund	
General Manager/Board of Directors	\$ 615,365
Administration	1,800,930
Communication	1,732,655
Transportation Development	2,049,130
Operations	17,683,403
Unallocated - General Administration	1,076,960
Transfers	754,000
Contingency	1,500,000
Total	\$ 27,212,443

Capital Project Fund	
Administration	\$ 216,775
Communication	20,000
Transportation Development	3,518,890
Operations	8,404,015
Transfers	-
Total	\$ 12,159,680

Transportation Programs Fund	
Communication	\$ -
Transportation Development	647,125
Operations	17,979,765
Transfers	109,530
Total	\$ 18,736,420

Total Appropriations, All Funds	\$ 58,108,543
Total Unappropriated and Reserve Amounts, All Funds	\$ 19,835,717
TOTAL ADOPTED BUDGET	\$ 77,944,260

RESOLUTION #2017-08

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Salem Area Mass Transit District hereby imposes the taxes provided for in the adopted budget at the rate of \$.7609 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2017-2018 upon assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation

Excluded from Limitation

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

\$0.00

The above resolution statements were approved and declared adopted on this 22nd day of June 2017.

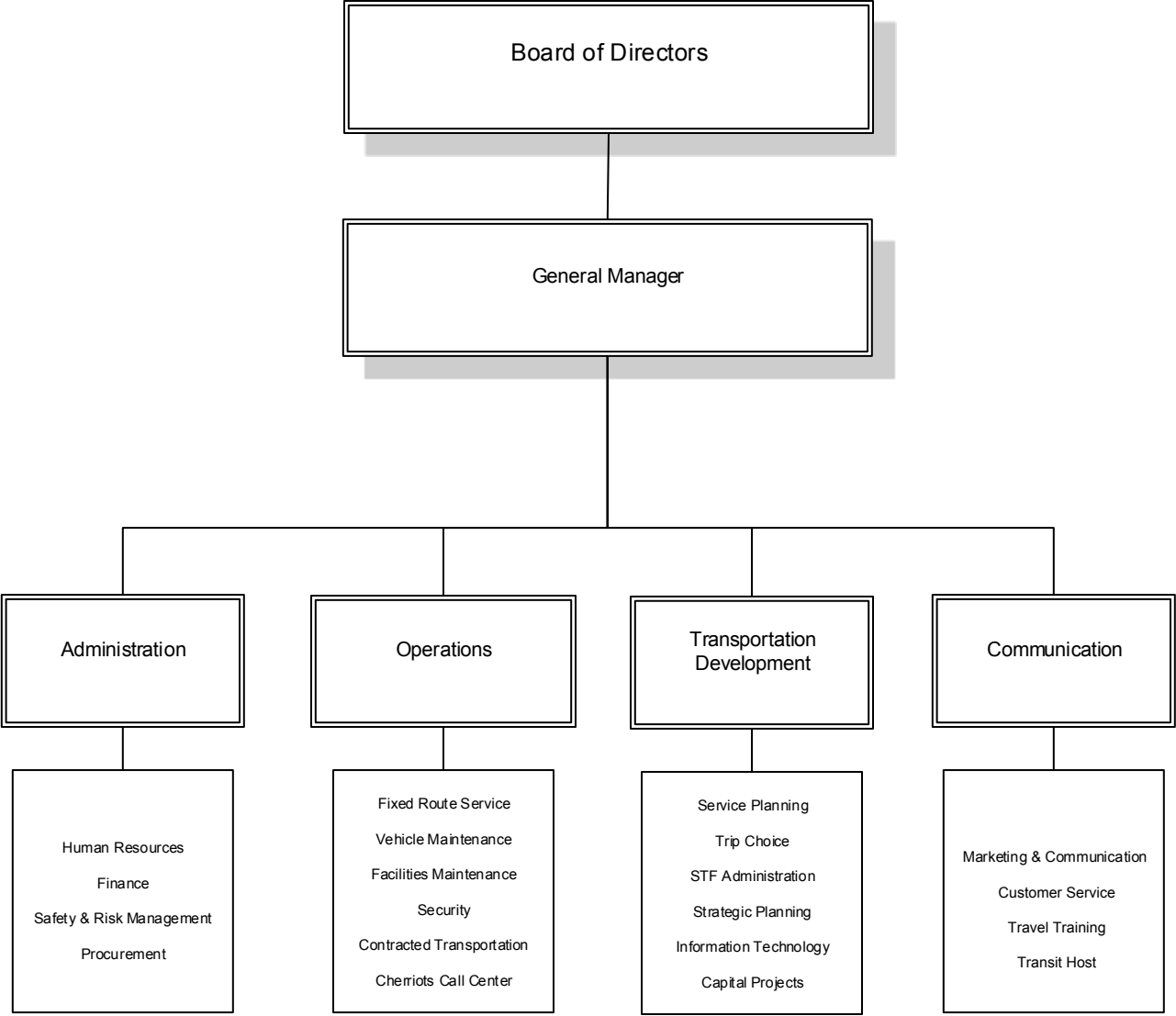
ATTEST:

X _____
President
Board of Directors

X _____
Secretary
Board of Directors

SALEM AREA MASS TRANSIT DISTRICT

DISTRICT-WIDE ORGANIZATIONAL CHART



REVENUE and EXPENDITURES – All Funds

Revenue/Resource Definitions

Passenger Fares – Funds collected from passengers.

Other Fixed Route Services – Funds collected from Confederated Tribes of Grand Ronde who pay for 7 of the 8 daily trips to the casino.

State Employee Bus Pass & Shuttle – Funds collected from the State of Oregon to fund a shuttle from Airport Road Park & Ride to the Capital Mall Area as well as reinstate the state employee bus pass program.

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

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

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

Federal 5310 Pass Through Funds – Formula funding through the State for the purpose of assisting private

nonprofit groups in meeting transportation needs of the elderly and persons with disabilities.

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

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

Federal JARC – Federal 5316 Job Access Reverse Commute (JARC) funds used for capital, planning and operating expenses for projects that transport low income individuals to and from jobs and activities related to employment, and for reverse commute projects.

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

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

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

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

OHA Revenues – Federal funds passed through the Oregon Health Authority for non-emergency medical transportation for Medicaid and Oregon Health Plan Plus recipients.

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

Federal 5309 Funds – Discretionary Funding for the acquisition of buses for fleet/service expansion and bus related facilities such as maintenance facilities, transfer

facilities, terminals, computers, garage equipment, bus rebuilds and passenger shelters.

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

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

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

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

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

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

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

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

Interest on Investments – Interest received from our cash deposits with the Oregon State Treasury's Local

Government Investment Pool. As of February 2017 the interest rate is 1.15 percent.

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

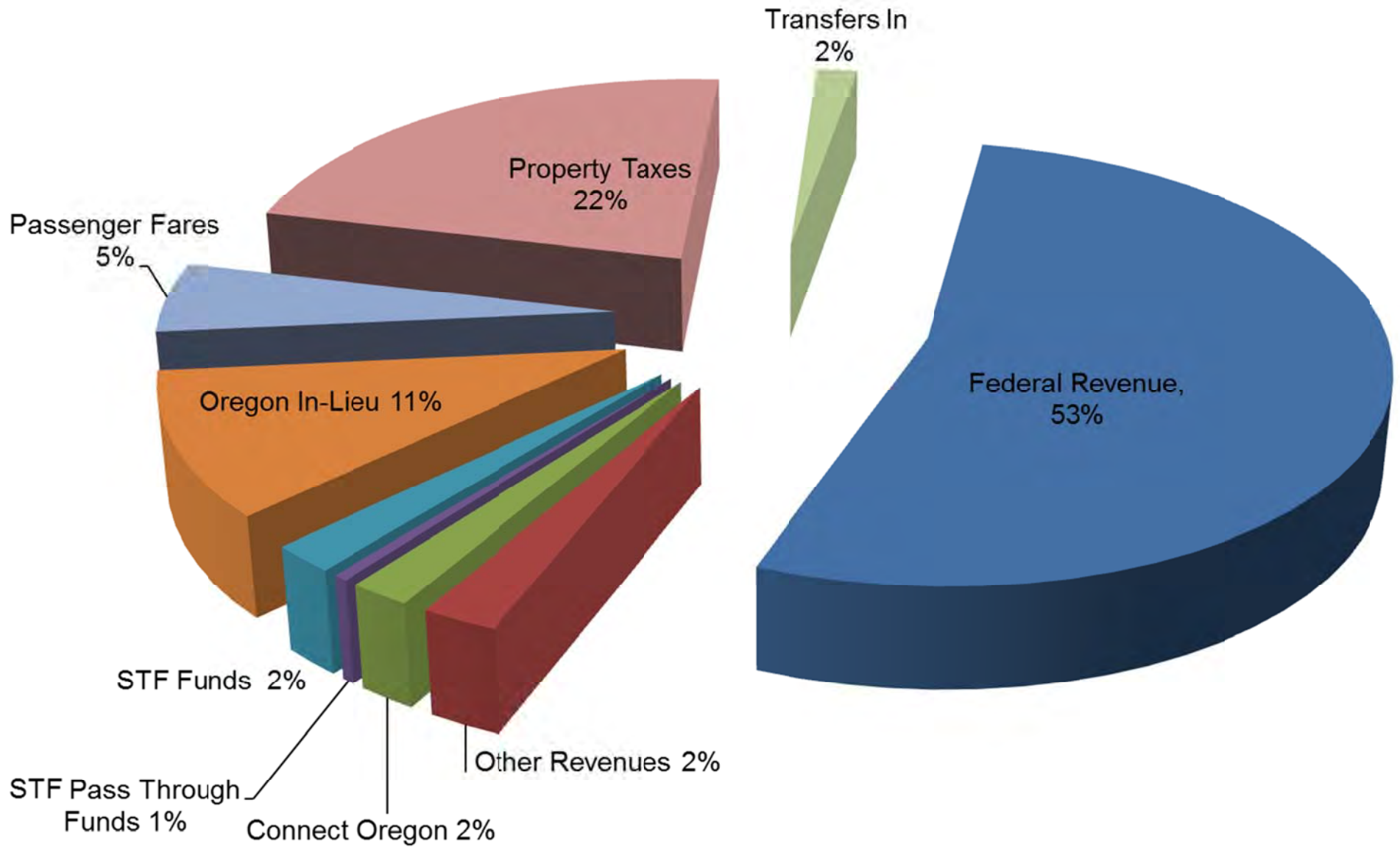
Transfers In – Funds transferred from the General fund match grants and to cover expenses not paid for by grants.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

District Wide Revenues/Resources and Expenses/Requirements Resolution Summary	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change
1 Operating Revenues/Resources							
2 Passenger Fares	\$ 2,817,514	\$ 2,694,670	\$ 2,364,756	\$ 2,785,300	\$ 2,739,900	\$ (45,400)	-2%
3 Other Fixed Route Services	286,735	260,242	268,150	290,000	260,000	(30,000)	-10%
4 State Employee Bus Pass & Shuttle	-	-	650,000	650,000	663,000	13,000	2%
5 Federal STP Funds	-	297,541	11,886	2,248,500	1,955,120	(293,380)	-13%
6 Federal Direct 5310 Funds	180,485	323,201	184,802	224,000	224,590	590	0%
7 Federal 5310 Funds Through State	942,026	908,051	1,078,974	954,200	1,495,929	541,729	57%
8 Federal 5310 Pass Through Funds	113,301	-	-	-	-	-	
9 Federal 5311 Funds	331,051	300,958	361,142	322,900	331,050	8,150	3%
10 Federal 5303 Planning Grant	133,726	140,879	121,520	121,500	114,030	(7,470)	-6%
11 Federal JARC	17	-	-	-	-	-	
12 Federal New Freedom Funds	18,013	91,403	94,230	85,700	30,866	(54,834)	-64%
13 DD53 Revenues	2,948,422	2,662,441	1,848,101	2,600,000	2,392,000	(208,000)	-8%
14 FTA 5339 Funds	-	-	-	1,943,500	1,943,530	30	0%
15 Federal 5307	6,363,424	5,824,856	4,723,909	7,301,400	7,434,854	133,454	2%
16 Federal STP Funds	17,707	496,354	3,070	107,800	122,305	14,505	13%
17 OHA Revenues	10,350,887	10,409,813	9,702,803	10,170,100	9,502,396	(667,704)	-7%
18 Flex Funds	220,813	312,624	50,890	1,927,600	324,890	(1,602,710)	-83%
19 Federal 5309 Funds	322,308	86,387	82,480	2,385,000	1,387,435	(997,565)	-42%
20 TripChoice Grant	224,036	155,240	224,300	199,300	211,199	11,899	6%
21 TDM Grant	148,329	132,241	183,950	154,500	167,341	12,841	8%
22 OHA Reimbursement	207,553	(20,597)	(108,965)	68,000	62,000	(6,000)	-9%
23 State 5339 Funds	-	-	-	-	209,520		
24 Connect Oregon Funds	-	-	-	1,000,000	1,000,000	-	0%
25 STF Pass Through Funds	148,184	294,000	328,122	277,400	244,000	(33,400)	-12%
26 State STF Funds	1,451,362	909,104	975,317	1,483,900	1,022,584	(461,316)	-31%
27 State of Oregon, ODOT	-	-	1,346	20,000	41,949	21,949	110%
28 Miscellaneous	86,930	217,810	300,583	119,100	159,000	39,900	34%
29 Property Taxes	10,777,993	11,292,522	11,580,779	11,312,700	11,744,225	431,525	4%
30 Oregon State In-Lieu	5,395,588	6,018,744	5,968,944	5,500,000	5,610,000	110,000	2%
31 Interest on Investments	94,776	140,579	228,541	80,000	168,695	88,695	111%
32 BETC Program Tax Credit	315,881	-	-	-	-	-	
33 Energy Tax Credit	189,728	183,311	267,714	-	-	-	
34 Transfers In	102,842	-	-	127,000	863,530	736,530	580%
35 Operating Revenues/Resources Total	\$ 44,189,631	\$ 44,132,374	\$ 41,497,344	\$ 54,459,400	\$ 52,425,938	\$ (2,033,462)	-4%

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

District Wide Revenues/Resources FY2017-18

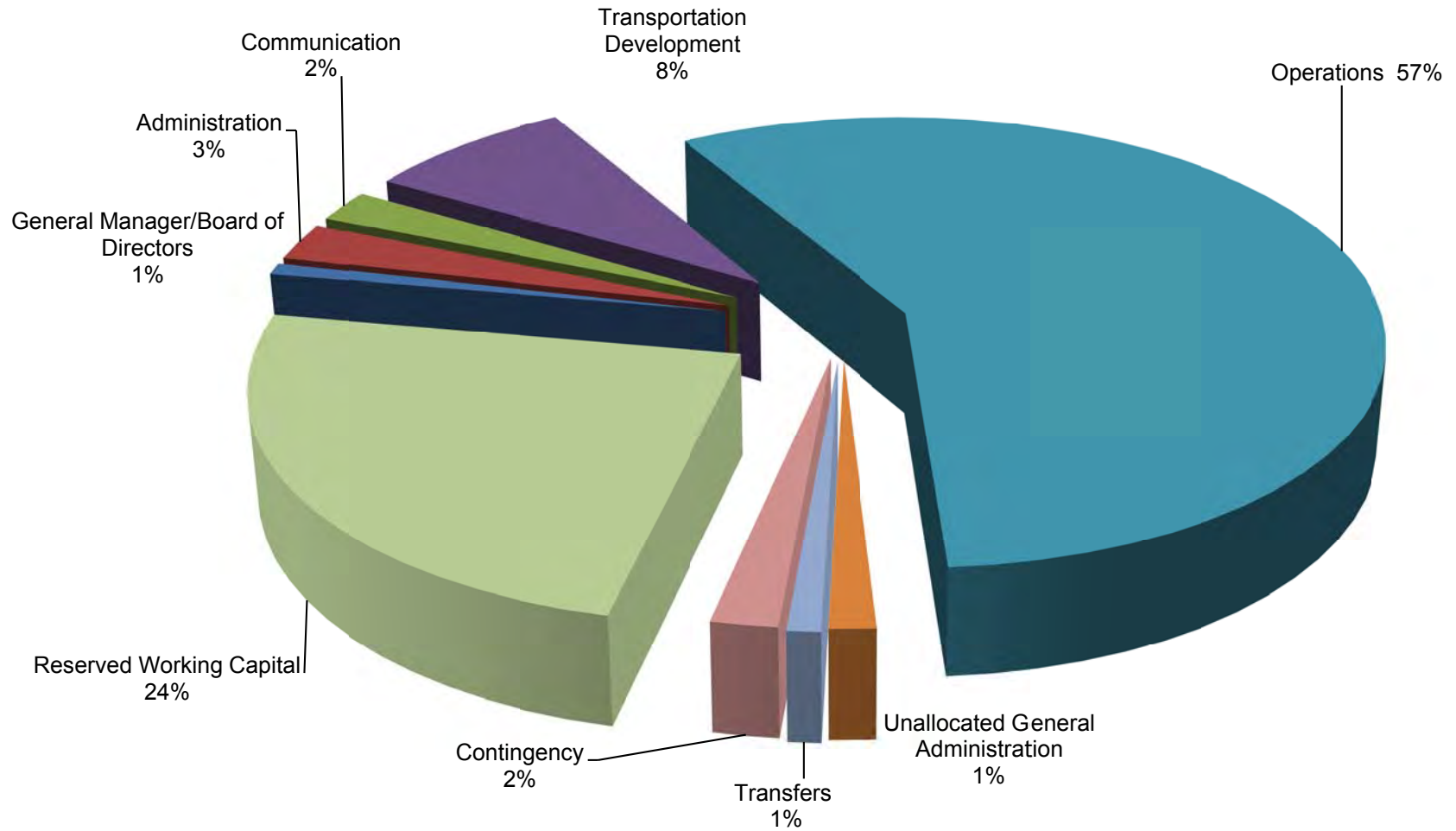


Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

District Wide Revenues/Resources and Expenses/Requirements Resolution Summary	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016- 17 Budget	Percent Change	
36 Operating Expenses/Requirements								36
37 General Manager/Board of Directors	\$ 534,071	\$ 657,921	\$ 570,811	\$ 603,900	\$ 615,365	\$ 11,465	2%	37
38 Administration	1,622,812	1,693,431	1,754,069	2,162,400	2,017,705	(144,695)	-7%	38
39 Communication	1,207,485	1,407,407	1,780,429	1,816,000	1,752,655	(63,345)	-3%	39
40 Transportation Development	2,946,149	3,543,985	2,795,316	8,091,500	6,215,145	(1,876,355)	-23%	40
41 Operations	32,028,392	32,117,772	33,227,272	41,646,900	44,067,183	2,420,283	6%	41
42 Unallocated General Administration	716,062	1,055,150	1,003,550	1,153,400	1,076,960	(76,440)	-7%	42
43 Operating Expenses/Requirements Total	\$ 39,054,971	\$ 40,475,666	\$ 41,131,447	\$ 55,474,100	\$ 55,745,013	\$ 270,913	0%	43
Operating Revenue/Resources less Operating Expenses/Requirements	5,134,660	3,656,708	365,897	(1,014,700)	(3,319,075)	(2,304,375)	227%	44
45 Transfers to Other Funds								45
46 Transfer Out Miscellaneous	-	-	-	-	-	-	-	46
47 Transfer to Transportation Programs Fund	-	-	-	(127,000)	(754,000)	(627,000)	494%	47
48 Transfer to Capital Fund	(102,842)	-	-	-	(109,530)	(109,530)		48
49 Transfers to Other Funds Total	\$ (102,842)	\$ -	\$ -	\$ (127,000)	\$ (863,530)	\$ (736,530)	580%	49
50 Net Operating and Transfers to Other Funds Total	5,031,818	3,656,708	365,897	(1,141,700)	(4,182,605)	(3,040,905)	266%	50
51 Other Designations								51
52 Contingency	-	-	-	(1,500,000)	(1,500,000)	-	0%	52
53 Reserved Working Capital	-	-	-	(19,431,800)	(19,835,717)	(403,917)	2%	53
54 Other Designations Total	\$ -	\$ -	\$ -	\$ (20,931,800)	\$ (21,335,717)	\$ (403,917)	2%	54
Net Operating, Transfers to Other Funds and Other Designations Total	5,031,818	3,656,708	365,897	(22,073,500)	(25,518,322)	(3,444,822)	16%	55
56 Beginning Working Capital	17,325,957	22,357,775	26,014,483	22,073,500	25,518,322	3,444,822	16%	56
57 Ending Working Capital	\$ 22,357,775	\$ 26,014,483	\$ 26,380,380	\$ -	\$ -	\$ -		57

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

District Wide Requirements FY2016-17



PERSONNEL SERVICES COMPARISON

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Personnel Services Comparison	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted Budget*	Change from		Percent Change	
			Estimate	FY2016-17 Budget		FY2016-17 Budget			
1 District Wide									1
2 Wages	\$ 10,247,557	\$ 10,947,242	\$ 11,316,500	\$ 11,412,658	\$ 11,540,688	\$ 128,030	1%		2
3 Medical	4,091,063	4,203,898	4,947,200	4,669,662	5,039,512	369,850	8%		3
4 Retirement	2,189,471	2,388,397	2,763,900	2,733,880	3,025,994	292,114	11%		4
5 Workers Compensation	242,527	253,479	246,720	263,472	255,919	(7,553)	-3%		5
6 Other	983,170	1,002,918	1,025,325	1,084,628	1,030,652	(53,976)	-5%		6
7 District Wide Total	\$ 17,753,788	\$ 18,795,934	\$ 20,299,645	\$ 20,164,300	\$ 20,892,765	\$ 728,465	4%		7

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Personnel Services Comparison	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted Budget*	Change from		Percent Change	
			Estimate	FY2016-17 Budget		FY2016-17 Budget			
8 General Fund									8
9 General Manager	\$ 334,655	\$ 343,752	\$ 364,145	\$ 329,300	\$ 345,465	\$ 16,165	5%		9
10 Administration									10
11 Human Resources	610,517	604,645	453,900	497,600	576,987	79,387	16%		11
12 Human Resources Safety	110,103	85,858	114,200	111,400	117,222	5,822	5%		12
13 Finance	611,072	668,639	720,300	816,500	551,921	(264,579)	-32%		13
14 Procurement	-	-	-	-	203,225	203,225			14
15 Administration Total	\$ 1,331,692	\$ 1,359,142	\$ 1,288,400	\$ 1,425,500	\$ 1,449,355	\$ 23,855	2%		15
16 Communication									16
17 Marketing and Communication	\$ 222,097	\$ 267,452	\$ 401,500	\$ 374,500	\$ 491,430	\$ 116,930	31%		17
18 Travel Trainer	-	-	-	-	120,465	120,465			18
19 Customer Service	479,422	524,974	568,200	523,200	567,760	44,560	9%		19
20 Communication Total	\$ 701,519	\$ 792,426	\$ 969,700	\$ 897,700	\$ 1,179,655	\$ 281,955	31%		20
21 Transportation Development									21
22 Transportation Development Administration	\$ 575,732	\$ 618,656	\$ 562,700	\$ 720,700	\$ 723,163	\$ 2,463	0%		22
23 Information Technology	523,654	498,877	656,300	605,500	660,829	55,329	9%		23
24 Transportation Development Total	\$ 1,099,386	\$ 1,117,533	\$ 1,219,000	\$ 1,326,200	\$ 1,383,992	\$ 57,792	4%		24
25 Operations									25
26 Operations Administration	\$ 444,128	\$ 427,280	\$ 402,800	\$ 420,600	\$ 424,495	\$ 3,895	1%		26
27 Vehicle Maintenance	2,126,434	2,187,310	2,291,700	2,395,700	2,252,014	(143,686)	-6%		27
28 West Salem Connector Facilities Maintenance	1,324	-	-	-	-	-			28
29 Facilities Maintenance	492,827	547,170	618,000	543,300	626,496	83,196	15%		29
30 Security	117,361	126,071	136,100	132,600	148,704	16,104	12%		30
31 Cherriots Fixed Route Service	9,716,486	10,360,720	11,246,400	10,718,400	11,320,516	602,116	6%		31
32 State Fair Shuttle Service	19,857	-	-	-	-	-			32
33 West Salem Connector Operations	13,047	3,613	1,700	-	-	-			33
34 West Salem Connector Vehicle Maintenance	158	21,424	16,400	27,300	13,250	(14,050)	-51%		34
35 Operations Total	\$ 12,931,622	\$ 13,673,588	\$ 14,713,100	\$ 14,237,900	\$ 14,785,475	\$ 547,575	4%		35
36 Unallocated									36
37 General Administration	\$ 127,643	\$ 119,861	\$ 300,000	\$ 330,000	\$ 330,000	\$ -	0%		37
38 Temporary Occupancy	6,064	-	-	-	-	-			38
39 Unallocated Total	\$ 133,707	\$ 119,861	\$ 300,000	\$ 330,000	\$ 330,000	\$ -	0%		39
40 General Fund Total	\$ 16,532,581	\$ 17,406,302	\$ 18,854,345	\$ 18,546,600	\$ 19,473,942	\$ 927,342	5%		40

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Personnel Services Comparison	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted Budget*	Change from		Percent Change
			Estimate	FY2016-17 Budget		FY2016-17 Budget		
41 Transportation Programs Fund								41
42 Operations								42
43 CherryLift	\$ 323,378	\$ 312,705	\$ 256,500	\$ 344,900	\$ 364,530	\$ 19,630	6%	43
44 RED Line	12,780	13,268	13,800	30,800	26,500	(4,300)	-14%	44
45 CARTS	125,497	137,818	156,900	199,100	157,500	(41,600)	-21%	45
46 DMAP/WVCH	207,929	204,103	283,700	196,200	232,660	36,460	19%	46
47 Trip Link Call Center	45,503	54,576	51,900	73,000	80,848	7,848	11%	47
48 Mobility Management	187,168	209,131	199,400	216,900	87,240	(129,660)	-60%	48
49 Operations Total	\$ 902,255	\$ 931,601	\$ 962,200	\$ 1,060,900	\$ 949,278	\$ (111,622)	-11%	49
50 Transportation Development								50
51 Special Transportation Coordination	\$ 20,015	\$ 18,310	\$ 10,700	\$ 24,600	\$ 18,185	\$ (6,415)	-26%	51
52 Rideshare	90,740	122,485	208,500	127,300	155,199	27,899	22%	52
53 TDM	63,384	104,339	180,000	116,200	121,941	5,741	5%	53
54 Rideshare/TDM Special Projects	44,159	-	-	-	-	-	-	54
55 Transportation Development Total	\$ 218,298	\$ 245,134	\$ 399,200	\$ 268,100	\$ 295,325	\$ 27,225	10%	55
56 Transportation Programs Fund Total	\$ 1,120,553	\$ 1,176,735	\$ 1,361,400	\$ 1,329,000	\$ 1,244,603	\$ (84,397)	-6%	56

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Personnel Services Comparison	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted Budget*	Change from		Percent Change
			Estimate	FY2016-17 Budget		FY2016-17 Budget		
57 Capital Projects Fund								57
58 Operations								58
59 Del Webb Facility Improvements	\$ 2,129	\$ 5,909	\$ -	\$ 1,500	\$ -	\$ (1,500)	-100%	59
60 ADA Assessment Center	163	-	-	-	-	-	-	60
61 Cherrlots Revenue Vehicles	192	12,080	13,000	-	-	-	-	61
62 CherryLift Revenue Vehicles	-	757	-	-	-	-	-	62
63 CARTS Revenue Vehicles	-	778	-	-	-	-	-	63
64 Operations Total	\$ 2,484	\$ 19,524	\$ 13,000	\$ 1,500	\$ -	\$ (1,500)	-100%	64
65 Transportation Development								65
66 Capital Project Administration	\$ 33,319	\$ 34,194	\$ 29,900	\$ 51,200	\$ 50,810	\$ (390)	-1%	66
67 Keizer Transit Center	13,742	2,017	3,100	29,200	-	(29,200)	-100%	67
68 South Salem Transit Center	6,764	3,400	1,600	21,900	-	(21,900)	-100%	68
69 Bus Stops & Shelters	42,445	149,759	36,300	184,900	123,410	(61,490)	-33%	69
70 Business Intelligence Project	-	1,875	-	-	-	-	-	70
71 Call Center Phones	1,900	1,073	-	-	-	-	-	71
72 Technology Equipment	-	1,055	-	-	-	-	-	72
73 Transportation Development Total	\$ 98,170	\$ 193,373	\$ 70,900	\$ 287,200	\$ 174,220	\$ (112,980)	-39%	73
74 Capital Projects Fund Total	\$ 100,654	\$ 212,897	\$ 83,900	\$ 288,700	\$ 174,220	\$ (114,480)	-40%	74
75 District Wide Total	\$ 17,753,788	\$ 18,795,934	\$ 20,299,645	\$ 20,164,300	\$ 20,892,765	\$ 728,465	4%	75

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

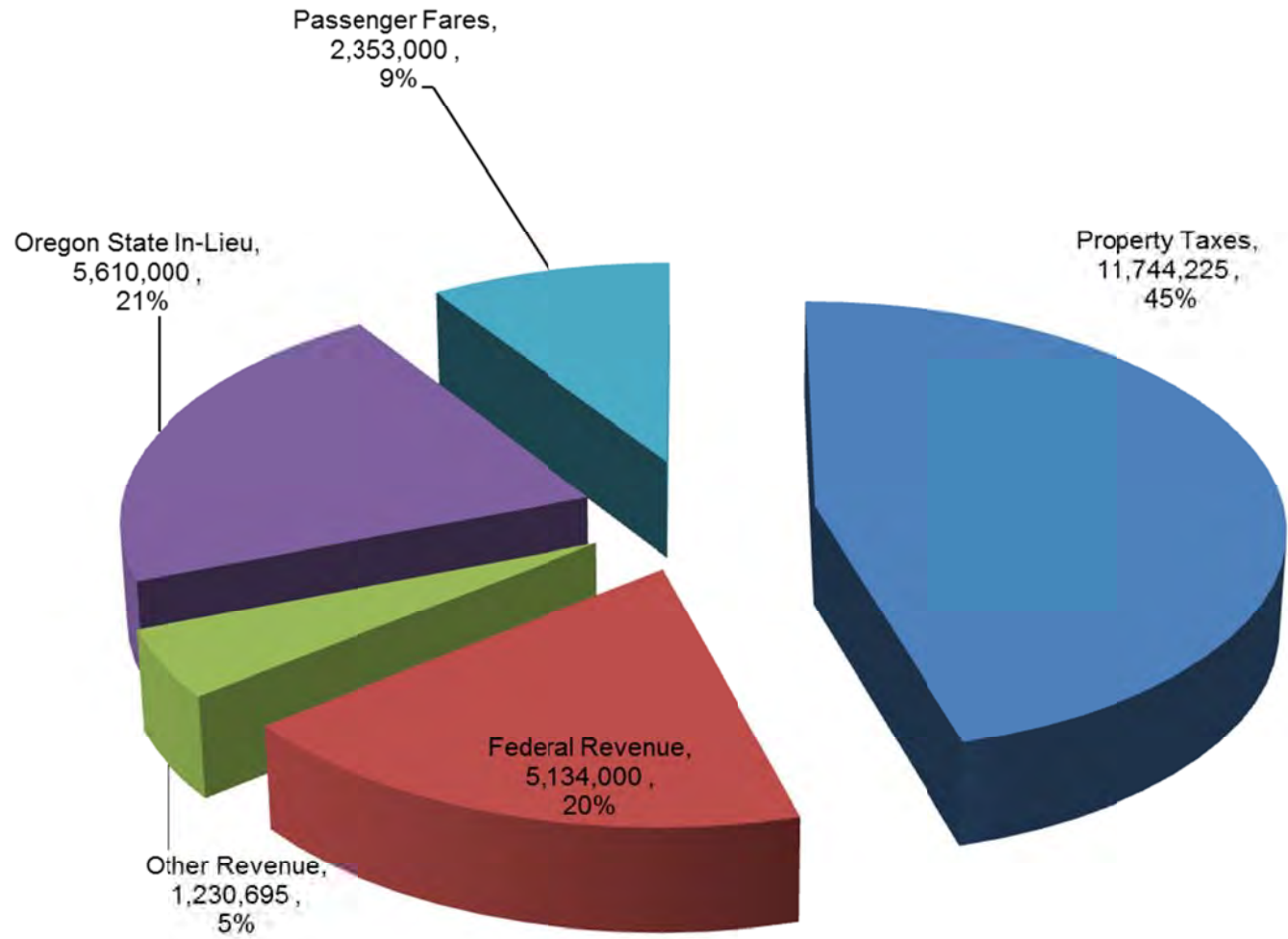
GENERAL FUND

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

General Fund Revenues/Resources and Expenses/Requirements Summary		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year- End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
1	Operating Revenues/Resources								1
2	Passenger Fares	\$ 2,415,174	\$ 2,306,861	\$ 2,029,806	\$ 2,409,000	\$ 2,353,000	\$ (56,000)	-2%	2
3	Other Fixed Route Services	286,735	260,242	268,150	290,000	260,000	(30,000)	-10%	3
4	State Employee Bus Pass & Shuttle	-	-	650,000	650,000	663,000	13,000	2%	4
5	Federal 5303 Planning Grant	133,726	140,879	121,520	121,500	114,030	(7,470)	-6%	5
6	Federal 5307	5,229,968	4,950,128	3,775,968	3,975,200	4,578,493	603,293	15%	6
7	OHA Reimbursement	207,553	(20,597)	(108,965)	68,000	62,000	(6,000)	-9%	7
8	Miscellaneous	86,930	217,810	300,583	116,600	159,000	42,400	36%	8
9	Property Taxes	10,777,993	11,292,522	11,580,779	11,312,700	11,744,225	431,525	4%	9
10	Oregon State In-Lieu	5,395,588	6,018,744	5,968,944	5,500,000	5,610,000	110,000	2%	10
11	Interest on Investments	94,776	140,579	228,541	80,000	168,695	88,695	111%	11
12	BETC Program Tax Credit	315,881	-	-	-	-	-		12
13	Energy Tax Credit	189,728	183,311	267,714	-	-	-		13
14	Operating Revenues/Resources Total	\$ 25,134,052	\$ 25,490,479	\$ 25,083,040	\$ 24,523,000	\$ 25,712,443	\$ 1,189,443	5%	14

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

General Fund Revenues/Resources FY2017-18

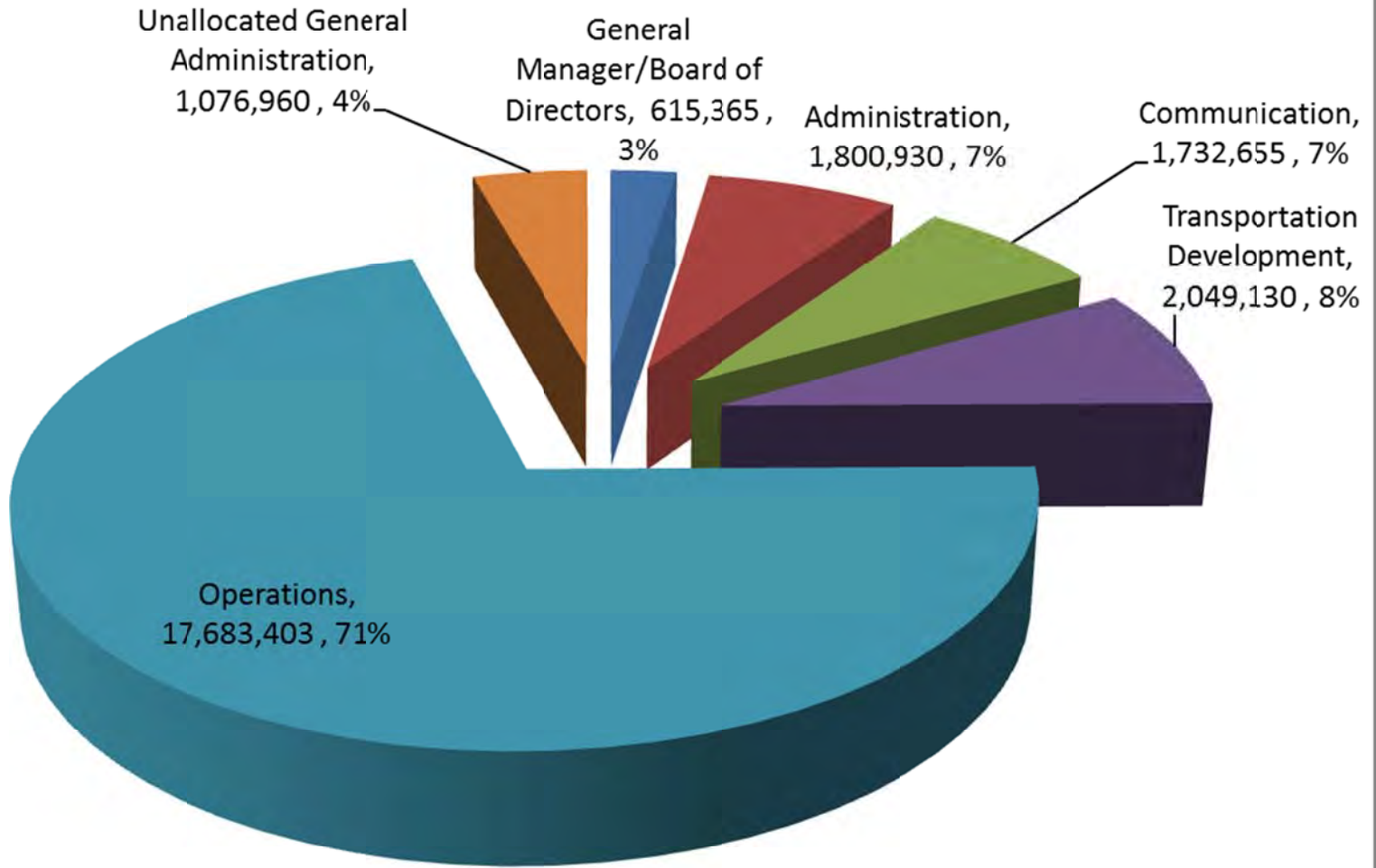


Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

General Fund Revenues/Resources and Expenses/Requirements Summary		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year- End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
15	Operating Expenses/Requirements								15
16	General Manager/Board of Directors	534,071	657,921	570,811	603,900	615,365	11,465	2%	16
17	Administration	1,622,812	1,692,779	1,705,274	1,813,400	1,800,930	(12,470)	-1%	17
18	Communication	981,072	1,174,067	1,553,629	1,582,700	1,732,655	149,955	9%	18
19	Transportation Development	1,601,676	1,626,635	1,750,119	1,991,500	2,049,130	57,630	3%	19
20	Operations	15,478,171	16,212,633	17,379,964	17,196,800	17,683,403	486,603	3%	20
21	Unallocated General Administration	716,062	1,055,150	1,003,550	1,153,400	1,076,960	(76,440)	-7%	21
22	Operating Expenses/Requirements Total	\$ 20,933,864	\$ 22,419,185	\$ 23,963,347	\$ 24,341,700	\$ 24,958,443	\$ 616,743	3%	22
23	Operating Revenues/Resources less Operating Expenditures/Requirements	4,200,188	3,071,294	1,119,693	181,300	754,000	572,700	316%	23
24	Transfers to Other Funds								24
25	Transfer to Transportation Programs Fund	-	-	-	-	(754,000)	(754,000)		25
26	Transfer to Capital Fund	(102,842)	-	-	-	-	-		26
27	Transfers to Other Funds Total	\$ (102,842)	\$ -	\$ -	\$ -	\$ (754,000)	\$ (754,000)		27
28	Net Operating and Transfers to Other Funds Total	4,097,346	3,071,294	1,119,693	181,300	-	(181,300)	-100%	28
29	Other Designations								29
30	Contingency	-	-	-	(1,500,000)	(1,500,000)	-	0%	30
31	Reserved Working Capital	-	-	-	(15,181,300)	(19,335,810)	(4,154,510)	27%	31
32	Other Designations Total	\$ -	\$ -	\$ -	\$ (16,681,300)	\$ (20,835,810)	\$ (4,154,510)	25%	32
33	Net Operating, Transfers to Other Funds and Other Designations Total	4,097,346	3,071,294	1,119,693	(16,500,000)	(20,835,810)	(4,335,810)	26%	33
34	Beginning Working Capital	12,547,477	16,644,823	19,716,117	16,500,000	20,835,810	4,335,810	26%	34
35	Ending Working Capital	\$ 16,644,823	\$ 19,716,117	\$ 20,835,810	\$ -	\$ -	\$ -		35

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

General Fund Requirements FY2017-18

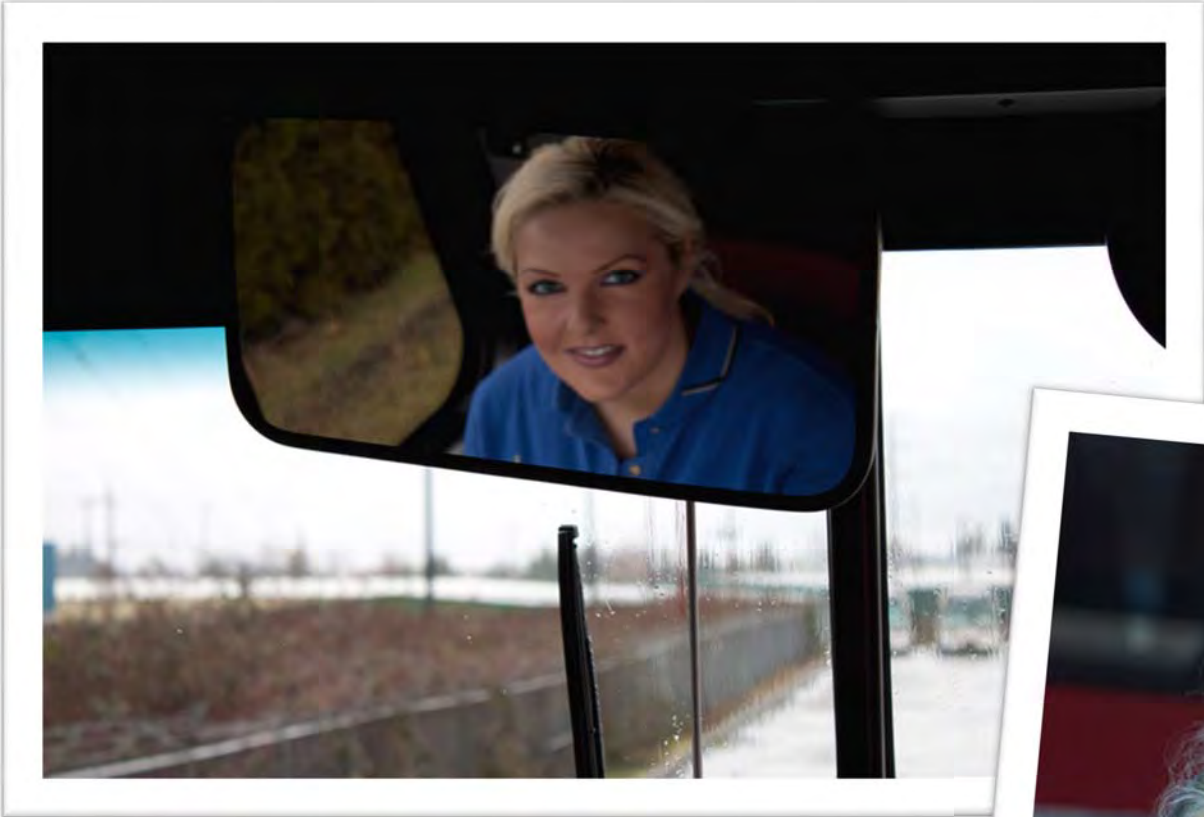


Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

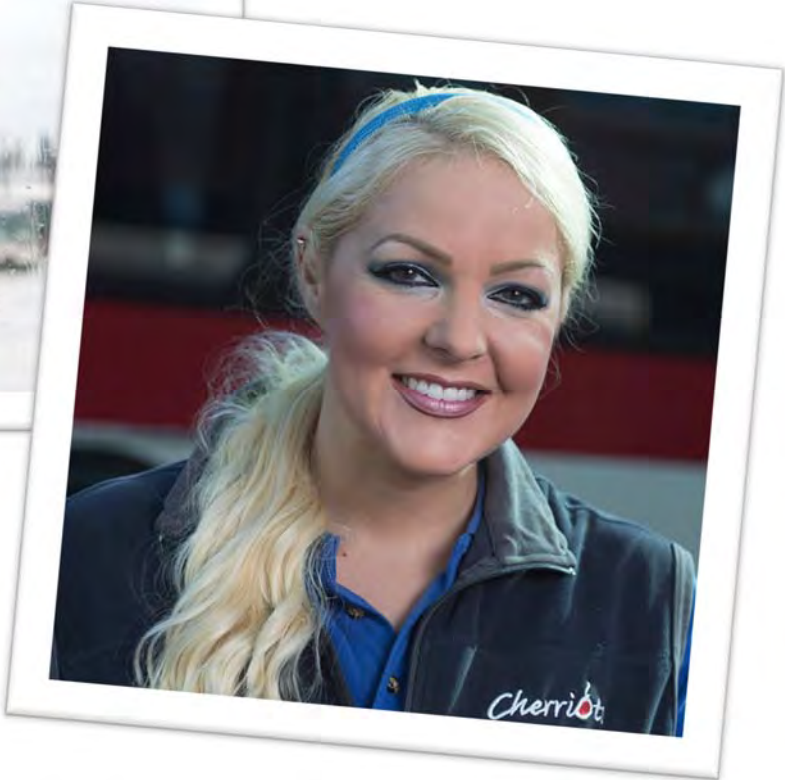
General Fund Department		FY2014-15	FY2015-16	FY2016-17 Year-	FY2016-17	FY2017-18	Change from		
Expenses/Requirements Summary		Actual	Actual	End Estimate	Budget	Adopted Budget*	FY2016-17	% of	
							Budget	Budget	
1	General Manager/Board of Directors								1
2	General Manager	\$ 505,411	\$ 497,452	\$ 546,211	\$ 554,400	\$ 570,865	\$ 16,465	3%	2
3	Board of Directors	28,660	160,469	24,600	49,500	44,500	(5,000)	-10%	3
4	Total	<u>\$ 534,071</u>	<u>\$ 657,921</u>	<u>\$ 570,811</u>	<u>\$ 603,900</u>	<u>\$ 615,365</u>	<u>\$ 11,465</u>	<u>2%</u>	4
5	Administration								5
6	Human Resources	\$ 734,538	\$ 726,213	\$ 565,934	\$ 611,700	\$ 700,287	\$ 88,587	14%	6
7	Human Resources Safety	155,777	142,777	169,166	183,500	189,522	6,022	3%	7
8	Procurement	-	-	110,500	-	221,000	221,000		8
9	Finance	732,497	823,789	859,674	1,018,200	690,121	(328,079)	-32%	9
10	Total	<u>\$ 1,622,812</u>	<u>\$ 1,692,779</u>	<u>\$ 1,705,274</u>	<u>\$ 1,813,400</u>	<u>\$ 1,800,930</u>	<u>\$ (12,470)</u>	<u>-1%</u>	10
11	Communication								11
12	Marketing and Communication	\$ 490,862	\$ 628,676	\$ 968,029	\$ 1,048,900	\$ 1,015,530	\$ (33,370)	-3%	12
13	Customer Service	490,210	545,391	585,600	533,800	592,260	58,460	11%	13
14	Travel Trainer	-	-	-	-	124,865	124,865		14
15	Total	<u>\$ 981,072</u>	<u>\$ 1,174,067</u>	<u>\$ 1,553,629</u>	<u>\$ 1,582,700</u>	<u>\$ 1,732,655</u>	<u>\$ 149,955</u>	<u>9%</u>	15
16	Transportation Development								16
17	Transportation Development Administration	\$ 617,942	\$ 649,396	\$ 625,645	\$ 792,700	\$ 765,198	\$ (27,502)	-3%	17
18	Information Technology	753,363	770,637	874,474	948,800	1,033,932	85,132	9%	18
19	Vanpool Lease	230,371	206,602	250,000	250,000	250,000	-	0%	19
20	Total	<u>\$ 1,601,676</u>	<u>\$ 1,626,635</u>	<u>\$ 1,750,119</u>	<u>\$ 1,991,500</u>	<u>\$ 2,049,130</u>	<u>\$ 57,630</u>	<u>3%</u>	20
21	Operations								21
22	Operations Administration	\$ 452,202	\$ 438,594	\$ 485,400	\$ 492,000	\$ 449,895	\$ (42,105)	-9%	22
23	Vehicle Maintenance	4,035,665	3,881,153	3,983,756	4,315,100	4,205,112	(109,988)	-3%	23
24	Facility Maintenance	699,794	769,998	848,554	782,400	877,196	94,796	12%	24
25	Security	448,167	474,920	537,650	547,700	616,849	69,149	13%	25
26	Cherriots Fixed Route Service	9,764,418	10,408,063	11,298,895	10,810,800	11,408,316	597,516	6%	26
27	State Fair Shuttle Service	27,834	-	-	-	-	-		27
28	West Salem Connector Operations	47,430	203,988	193,709	200,100	101,935	(98,165)	-49%	28
29	West Salem Connector Vehicle Maintenance	2,661	35,917	32,000	48,700	24,100	(24,600)	-51%	29
30	Total	<u>\$ 15,478,171</u>	<u>\$ 16,212,633</u>	<u>\$ 17,379,964</u>	<u>\$ 17,196,800</u>	<u>\$ 17,683,403</u>	<u>\$ 486,603</u>	<u>3%</u>	30
31	Unallocated								31
32	General Administration	\$ 705,799	\$ 1,055,150	\$ 1,003,550	\$ 1,153,400	\$ 1,076,960	\$ (76,440)	-7%	32
33	Temporary Occupancy	10,263	-	-	-	-	-		33
34	Total	<u>\$ 716,062</u>	<u>\$ 1,055,150</u>	<u>\$ 1,003,550</u>	<u>\$ 1,153,400</u>	<u>\$ 1,076,960</u>	<u>\$ (76,440)</u>	<u>-7%</u>	34

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

Public transit transforms communities.



Transit Operator Marlene House



General Manager/Board of Directors

General Manager

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

Roles and Responsibilities

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

Materials and Services

- Other Professional & Technical - supports legislative advocacy, organizational and management development programs, consultant services, activities to support organizational strategic plan and Board work goals.

- Travel and Meetings, Training and Education – funding for APTA & OTA conferences, miscellaneous local training.

Board of Directors

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

Roles and Responsibilities

- Guides and approves District policy.
- Annually adopts the District budget.
- Establishes strategic District goals.

Materials and Services

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

General Manager/Board of Directors

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
1 General Manager								1
2 Personnel Services	\$ 334,655	\$ 343,755	\$ 364,145	\$ 329,300	\$ 345,465	\$ 16,165	5%	2
3 Materials and Services								3
4 Other Professional & Technical	145,730	133,560	160,000	200,000	200,000	-	0%	4
5 Parts, equipment & tools	-	-	390	-	-	-		5
6 Office Supplies	887	816	750	1,000	1,000	-	0%	6
7 Other Materials & Supplies	37	-	100	300	300	-	0%	7
8 Utilities	641	576	576	600	600	-	0%	8
9 Dues & Subscriptions	8,626	1,627	250	1,200	500	(700)	-58%	9
10 Travel, meetings, training, education	14,822	17,118	20,000	22,000	23,000	1,000	5%	10
11 Other Misc. Expenses	13	-	-	-	-	-		11
12 Materials and Services Total	\$ 170,756	\$ 153,697	\$ 182,066	\$ 225,100	\$ 225,400	\$ 300	0%	12
13 General Manager Total	\$ 505,411	\$ 497,452	\$ 546,211	\$ 554,400	\$ 570,865	\$ 16,465	3%	13
14 Board of Directors								14
15 Materials and Services								15
16 Advertising Fees	\$ 1,444	\$ 146,029	\$ 8,000	\$ 15,000	\$ 10,000	\$ (5,000)	-33%	16
17 Other Professional & Technical	1,889	90	2,500	10,000	10,000	-	0%	17
18 Uniforms	-	245	100	1,000	1,000	-	0%	18
19 Office Supplies	833	213	500	1,000	1,000	-	0%	19
20 Dues & Subscriptions	135	-	-	-	-	-		20
21 Travel, meetings, training, education	23,907	13,838	13,500	22,500	22,500	-	0%	21
22 Printing	452	54	-	-	-	-		22
23 Board of Directors Total	\$ 28,660	\$ 160,469	\$ 24,600	\$ 49,500	\$ 44,500	\$ (5,000)	-10%	23
24 General Manager/Board of Directors Total	\$ 534,071	\$ 657,921	\$ 570,811	\$ 603,900	\$ 615,365	\$ 11,465	2%	24
25 FTE								25
26 General Manager	1.0	1.0	1.0	1.0	1.0			26
27 Executive Assistant	1.0	1.0	1.0	1.0	1.0			27

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

Administration Division

The Administration Division is responsible for managing internal functions of the District and provides support for other Divisions. The Administration Division includes the Human Resources, Procurement and Finance departments.

Human Resources

Functions and Programs

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

Personnel Services

Personnel services increase reflects an internal reorganization that moved the payroll specialist from Finance to Human Resources.

Materials and Services

- Other Professional and Technical – These funds are for our Human Resource consulting needs and for COBRA payments.

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

Finance Division

Functions and Programs

Accounting

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

Contracts and Procurement

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

Grant Administration

- Administer Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) grants.
- Integrate District projects into Statewide Transportation Improvement Program (STIP).
- Prepare monthly, quarterly and annual reports required by relevant agencies.

Personnel Services

Personnel services decreased as the payroll specialist was moved from Finance to Human Resources.

Materials and Services

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Administration

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
1 Human Resources								1
2 Personnel Services	\$ 610,517	\$ 604,645	\$ 453,900	\$ 497,600	\$ 576,987	\$ 79,387	16%	2
3 Materials and Services								3
4 Advertising Fees	16,303	15,782	18,000	15,000	20,000	5,000	33%	4
5 Other Professional & Technical	38,093	38,213	25,000	30,000	30,000	-	0%	5
6 Legal Services	26,436	35,187	30,000	30,000	30,000	-	0%	6
7 Parts, equipment & tools	49	-	-	500	500	-	0%	7
8 Training/Incentive	32,579	21,162	30,000	30,500	32,500	2,000	7%	8
9 Uniforms	-	458	-	100	500	400	400%	9
10 Safety & Wellness	3,341	160	-	-	-	-	-	10
11 Office Supplies	1,712	1,371	1,200	1,000	1,500	500	50%	11
12 Other Materials & Supplies	312	117	-	-	-	-	-	12
13 Utilities	-	288	-	-	-	-	-	13
14 Dues & Subscriptions	714	2,860	1,800	1,500	3,300	1,800	120%	14
15 Travel, meetings, training, education	2,698	3,107	3,300	4,000	3,500	(500)	-13%	15
16 Printing	1,749	2,863	2,600	1,500	1,500	-	0%	16
17 Other Misc. Expenses	35	-	134	-	-	-	-	17
18 Materials and Services Total	\$ 124,021	\$ 121,568	\$ 112,034	\$ 114,100	\$ 123,300	\$ 9,200	8%	18
19 Human Resources Total	\$ 734,538	\$ 726,213	\$ 565,934	\$ 611,700	\$ 700,287	\$ 88,587	14%	19
20 Human Resources Safety								20
21 Personnel Services	\$ 110,103	\$ 85,858	\$ 114,200	\$ 111,400	\$ 117,222	\$ 5,822	5%	21
22 Materials and Services								22
23 Software Licensing Annual Maintenance	-	-	945	1,000	1,000	-	0%	23
24 Parts, equipment & tools	375	-	-	-	-	-	-	24
25 Safety & Wellness	17,722	17,691	20,000	26,500	26,500	-	0%	25
26 Operating Supplies	300	-	-	-	-	-	-	26
27 Office Supplies	432	-	-	-	-	-	-	27
28 Utilities	308	240	576	400	600	200	50%	28
29 Other Losses & settlements	23,311	35,042	30,000	40,000	40,000	-	0%	29
30 Dues & Subscriptions	65	850	845	900	900	-	0%	30
31 Travel, meetings, training, education	2,012	3,041	2,600	3,000	3,000	-	0%	31
32 Printing	-	-	-	300	300	-	0%	32
33 Other Misc. Expenses	1,149	55	-	-	-	-	-	33
34 Materials and Services Total	\$ 45,674	\$ 56,919	\$ 54,966	\$ 72,100	\$ 72,300	\$ 200	0%	34
35 Human Resources Safety Total	\$ 155,777	\$ 142,777	\$ 169,166	\$ 183,500	\$ 189,522	\$ 6,022	3%	35

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted	Change from	Percent	
			Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	
36 Procurement								36
37 Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ 203,225	\$ 203,225		37
38 Materials and Services								38
39 Other Professional & Technical	-	-	106,000	-	5,500	5,500		39
40 Parts, equipment & tools	-	-	3,300	-	3,000	3,000		40
41 Office Supplies	-	-	600	-	525	525		41
42 Dues & Subscriptions	-	-	100	-	750	750		42
43 Travel, meetings, training, education	-	-	500	-	6,000	6,000		43
44 Other Misc. Expenses	-	-	-	-	2,000	2,000		44
45 Materials and Services Total	\$ -	\$ -	\$ 110,500	\$ -	\$ 17,775	\$ 17,775		45
46 Procurement Total	\$ -	\$ -	\$ 110,500	\$ -	\$ 221,000	\$ 221,000		46
	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted	Change from	Percent	
			Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	
47 Finance								47
48 Personnel Services	\$ 611,072	\$ 668,639	\$ 720,300	\$ 816,500	\$ 551,921	\$ (264,579)	-32%	48
49 Materials and Services								49
50 Advertising Fees	3,556	3,389	3,500	3,000	3,500	500	17%	50
51 Other Professional & Technical	75,974	102,017	91,565	150,000	86,000	(64,000)	-43%	51
52 Contract Maintenance Services	-	-	-	500	500	-	0%	52
53 Other Services	-	-	-	500	500	-	0%	53
54 Parts, equipment & tools	-	3,408	3,209	2,000	1,500	(500)	-25%	54
55 Operating Supplies	-	90	100	200	200	-	0%	55
56 Office Supplies	2,734	2,399	3,000	2,500	2,500	-	0%	56
57 Dues & Subscriptions	2,782	1,810	2,400	2,500	2,500	-	0%	57
58 Travel, meetings, training, education	9,367	12,178	6,300	10,000	10,000	-	0%	58
59 Printing	528	3,211	2,800	2,500	3,000	500	20%	59
60 Other Misc. Expenses	26,484	26,648	26,500	28,000	28,000	-	0%	60
61 Materials and Services Total	\$ 121,425	\$ 155,150	\$ 139,374	\$ 201,700	\$ 138,200	\$ (63,500)	-31%	61
62 Finance Total	\$ 732,497	\$ 823,789	\$ 859,674	\$ 1,018,200	\$ 690,121	\$ (328,079)	-32%	62
63 Total Administration	\$ 1,622,812	\$ 1,692,779	\$ 1,705,274	\$ 1,813,400	\$ 1,800,930	\$ (12,470)	\$ -	63

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Administration

		FY2016-17 Year-End			FY2017-18 Adopted		
	FY2014-15 Actual	FY2015-16 Actual	Estimate	FY2016-17 Budget	Budget*		
64	FTE						64
65	Human Resources						65
66	Director of Administration	1.0	1.0	1.0	1.0	1.0	66
67	Human Resources Specialist	1.0	1.0	1.0	1.0	1.0	67
68	Payroll Specialist	-	-	0.5	-	1.0 ±	68
69	Safety & Loss Control Specialist	1.0	1.0	1.0	1.0	1.0 *	69
70	Human Resources Assistant-Reception	0.9	0.9	1.0	0.9	1.0	70
71	Receptionist	1.7	1.2	1.2	1.2	1.3 ♦	71
72	Procurement						72
73	Contracts/Procurement Manager	-	-	-	-	0.8 *	73
74	Contract/Procurement Specialist	-	-	-	-	0.8 *	74
75	Grants Administrator	-	-	-	-	1.0	75
76	Finance						76
77	Finance Manager	1.0	1.0	1.0	1.0	1.0	77
78	Accountant	1.0	0.9	1.0	1.0	1.0	78
79	Grants Administrator	1.0	1.0	1.0	1.0	- ⊕	79
80	Contracts/Procurement Manager	-	-	1.0	-	- ⊕	80
81	Contract/Procurement Specialist	0.8	0.7	-	0.8	- ⊕	81
82	Contract/Procurement Analyst	-	-	1.0	0.9	- *	82
83	Payroll Specialist	1.0	1.0	0.5	1.0	- ±	83
84	Accounting Specialist	0.7	0.8	0.7	0.7	0.8	84
85	Accounting Technician	1.0	1.0	1.0	1.0	1.0	85
86	Receptionist	-	0.3	0.3	0.3	0.2 *	86
87	Total FTE	12.1	11.8	13.2	12.8	12.9	87

- ⊕ These positions were moved from Finance to Procurement for FY18
- ± This position was moved from Finance to Human Resources for FY18
- * A portion of this position is allocated to a program/project.
- ♦ Includes a part-time employee.

Public transit is people first.



Mobility Coordinator Melissa Kidd

Communication Division

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

Customer Service

Functions and programs:

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

Materials and Services

Travel, Meetings, Training and Education – The increase here allows the Customer Service Manager to attend the annual APTA Marketing and Communication Workshop. This particular event has a large participation of Customer Service Administrators and offers the opportunity to network with peers from other transit districts and participate in customer service training sessions. In addition, this increase allows for an internal professional development opportunity for the

Customer Service Team. Administration will identify an outside transit-specific customer service opportunity to provide additional training and education to enhance performance and foster further professional development.

Travel Training Program – Customers who are unfamiliar with Cherrlots services, or who want to enhance their skills, may take part in the Travel Training Program. Upon request, Cherrlots schedules time with a travel trainer to help individuals or groups understand how to plan their trip and successfully access and use Cherrlots services. The funding for this program was previously housed in the Transportation Program Fund and is now in the General Fund.

Marketing

Functions and Programs

- Implementation of District Marketing Plan
- Design oversight of all District printed materials
- Strategic message development and execution
- Management of District website, digital content and social media
- Increase community awareness and support through outreach and partnership activities
- Develop, plan and direct advertising to reflect the strategic vision

Materials and Services

Advertising Fees – The \$47,000 decrease is in part due to greater clarity of the definition of advertising fees by the Federal Uniform System of Accounts. Advertising fees are for professional services. Print, digital and broadcast media costs have been moved to Advertising and Promotion Media.

Other Professional and Technical – The decrease is based on the increased capacity to perform more work in-house. This budgeted amount does cover services for translation, graphic design and marketing consultation.

Advertising/Promotion Media – The increase is based on reviewing the Federal Uniform System of Accounts definition of this category. An additional line item is included in this year's Communication Division budget – Other Materials and Supplies – to more accurately reflect the cost of promotional items such as displays and collaterals that help tell the Cherrlots story.

Travel, Meetings, Training and Education – The decrease is based on an assessment of the 2016-17 budget and identifying areas where travel could be eliminated, the number of individuals traveling to the same event reduced, or participating by conference call or videoconference. The training amount remains unchanged, but it should be noted that the Communication Division is increasing the amount of training so that work that is being contracted out now can be performed in-house in the future.

Printing – The decrease of \$75,000 in stock printing is due to the ability to print more materials and documents internally. The increase of \$20,500 in other printing is for rebranded collaterals for the Cherrlots transit services.

Other Misc. Expenses – The amount is the same as the prior year and will be used for any additional costs from rebranding, sponsorships and outreach events.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Communication

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
1 Marketing and Communication								1
2 Personnel Services	\$ 222,097	\$ 267,452	\$ 401,500	\$ 374,500	\$ 491,430	\$ 116,930	31%	2
3 Materials and Services								3
4 Advertising Fees	48,198	83,016	80,430	77,000	30,000	(47,000)	-61%	4
5 Other Professional & Technical	94,041	84,213	278,500	278,500	200,000	(78,500)	-28%	5
6 Other Services	2,846	941	-	-	-	-		6
7 Parts, equipment & tools	-	-	4,787	-	-	-		7
8 Uniforms	-	83	-	-	200	200		8
9 Operating Supplies	-	-	197	-	1,500	1,500		9
10 Office Supplies	842	2,004	2,000	2,000	2,000	-	0%	10
11 Other Materials & Supplies	-	-	-	-	15,000	15,000		11
12 Utilities	696	1,156	1,800	1,800	1,800	-	0%	12
13 Dues & Subscriptions	230	518	1,700	1,700	600	(1,100)	-65%	13
14 Advertising/Promotion Media	52,160	22,341	42,715	38,300	58,000	19,700	51%	14
15 Travel, meetings, training, education	8,904	18,044	30,000	30,600	25,000	(5,600)	-18%	15
16 Printing	57,249	148,477	120,000	194,500	140,000	(54,500)	-28%	16
17 Other Misc. Expenses	3,599	431	4,400	50,000	50,000	-	0%	17
18 Materials and Services Total	\$ 268,765	\$ 361,224	\$ 566,529	\$ 674,400	\$ 524,100	\$ (150,300)	-22%	18
19 Marketing and Communication Total	\$ 490,862	\$ 628,676	\$ 968,029	\$ 1,048,900	\$ 1,015,530	\$ (33,370)	-3%	19
	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
20 Customer Service								20
21 Personnel Services	\$ 479,422	\$ 524,974	\$ 568,200	\$ 523,200	\$ 567,760	\$ 44,560	9%	21
22 Materials and Services								22
23 Other Professional & Technical	1,858	70	-	-	-	-		23
24 Temporary Help	-	12,932	8,600	-	6,000	6,000		24
25 Uniforms	1,640	946	1,200	1,500	1,500	-	0%	25
26 Operating Supplies	2,739	2,794	2,500	3,000	4,000	1,000	33%	26
27 Office Supplies	676	329	650	500	1,000	500	100%	27
28 Utilities	336	336	350	400	400	-	0%	28
30 Travel, meetings, training, education	3,085	2,450	2,500	4,000	9,800	5,800	145%	30
31 Printing	54	84	100	300	300	-	0%	31
32 Other Misc. Expenses	301	476	1,500	900	1,500	600	67%	32
33 Materials and Services Total	\$ 10,788	\$ 20,417	\$ 17,400	\$ 10,600	\$ 24,500	\$ 13,900	131%	33
34 Customer Service Total	\$ 490,210	\$ 545,391	\$ 585,600	\$ 533,800	\$ 592,260	\$ 58,460	11%	34

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

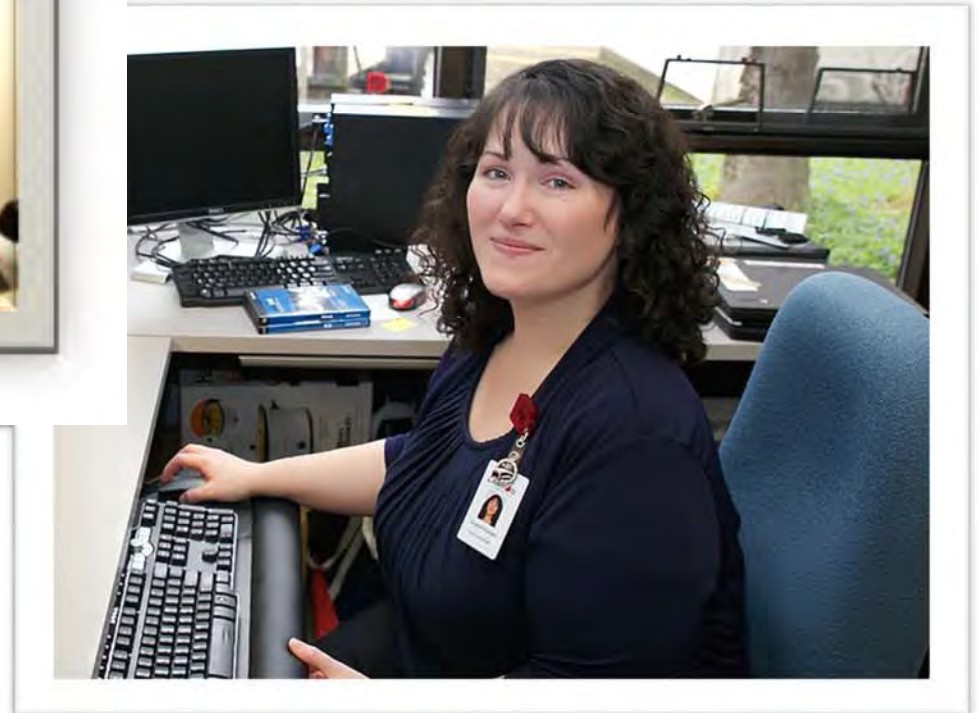
	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted	Change from	Percent	
			Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	
35 Travel Training								35
36 Operating Expenses/Requirements								36
37 Personnel services	\$ -	\$ -	\$ -	\$ -	\$ 120,465	\$ 120,465		37
38 Materials and Services								38
39 Office Supplies	-	-	-	-	250	250		39
40 Utilities	-	-	-	-	400	400		40
41 Advertising/Promotion Media	-	-	-	-	250	250		41
42 Travel, meetings, training, education	-	-	-	-	3,000	3,000		42
43 Printing	-	-	-	-	500	500		43
44 Materials and Services Total	\$ -	\$ -	\$ -	\$ -	\$ 4,400	\$ 4,400		44
45 Travel Trainer Total	\$ -	\$ -	\$ -	\$ -	\$ 124,865	\$ 124,865		45
46 Total Communication	\$ 981,072	\$ 1,174,067	\$ 1,553,629	\$ 1,582,700	\$ 1,732,655	\$ 149,955	9%	46
47 FTE								47
48 Marketing & Communication								48
49 Director of Communication	-	1.0	1.0	1.0	1.0	1.0		49
50 Community Relations Officer	1.0	-	-	-	-	~		50
51 Marketing & Communication Coordinator	1.0	1.0	1.0	1.0	1.0	1.0		51
52 Marketing & Communication Representative	1.0	1.0	1.0	1.0	1.0	1.0		52
53 Marketing Assistant	-	-	1.0	-	1.0			53
54 Customer Service								54
55 Customer Service Manager	-	-	0.8	0.8	0.9	*		55
56 Customer Service Supervisor	0.9	0.9	-	-	-			56
57 Customer Service Representative	5.0	5.0	5.0	5.0	5.0			57
58 Outreach Representative	0.2	0.1	-	-	1.0	⊙		58
59 Total FTE	9.1	9.0	9.8	8.8	10.9			59

⊙ This position was moved from Transportation Programs Fund to General Fund for FY18

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

~Position not being filled in Proposed Budget.

Public transit is evolving.



Kristian Sorensen and Susie Primmer, Transportation Development Division, Technology Services

Transportation Development Division

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

Planning

- Planning and evaluation of fixed route service design.
- Planning of rural bus service for Marion and Polk counties.
- Administer the Special Transportation program for Marion and Polk counties.
- Integration of public transportation into local and regional development.
- Maintaining and updating the Regional Coordinated Transit and Human Services Plan.
- Maintaining and updating the District's Coordinated Plan.
- Maintaining and updating the District's service standards.
- Performance analysis and reporting.

Capital Projects Management

- Manage design and construction of capital construction projects to ensure project completion.
- Monitor adherence to scope, budget, and schedule for capital construction projects.
- Maximize coordination opportunities in the development and construction of capital construction projects.
- Encourage innovation that improves the overall functionality of capital construction projects.

Information Technology Services

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

Materials and Services

Information Technology

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

Funding

Transportation Development

The Transportation Development Administration Department receives a Federal 5303 Planning Work Program grant that is passed through the Mid-Willamette Valley Council of Governments for the development of the District's metropolitan transportation system plan. The grant award in the proposed budget is approximately \$127,077. The match of approximately \$14,545 comes from the General fund.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
1 Transportation Development Administration								1
2 Personnel Services	\$ 575,732	\$ 618,656	\$ 562,700	\$ 720,700	\$ 723,163	\$ 2,463	0%	2
3 Materials and Services								3
4 Advertising Fees	2,715	6,633	1,400	1,500	1,500	-	0%	4
5 Other Professional & Technical	29,601	9,443	45,000	45,000	10,000	(35,000)	-78%	5
6 Other Services	-	-	1,000	7,000	10,000	3,000	43%	6
7 Parts, equipment & tools	-	427	2,000	2,300	1,000	(1,300)	-57%	7
8 Uniforms	-	45	-	-	500	500		8
9 Operating Supplies	-	-	175	-	300	300		9
10 Office Supplies	824	181	100	300	300	-	0%	10
11 Other Materials & Supplies	-	141	-	100	100	-	0%	11
12 Utilities	1,020	1,728	2,250	2,900	2,900	-	0%	12
13 Dues & Subscriptions	690	111	195	200	300	100	50%	13
14 Travel, meetings, training, education	7,055	11,573	10,575	10,700	12,135	1,435	13%	14
15 Printing	27	27	-	-	1,000	1,000		15
16 Other Misc. Expenses	278	431	250	2,000	2,000	-	0%	16
17 Materials and Services Total	\$ 42,210	\$ 30,740	\$ 62,945	\$ 72,000	\$ 42,035	\$ (29,965)	-42%	17
18 Transportation Development Administration Total	\$ 617,942	\$ 649,396	\$ 625,645	\$ 792,700	\$ 765,198	\$ (27,502)	-3%	18

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
19 <u>Information Technology</u>								19
20 Personnel Services	\$ 523,654	\$ 498,877	\$ 656,300	\$ 605,500	\$ 660,829	\$ 55,329	9%	20
21 <u>Materials and Services</u>								21
22 Software Licensing Annual Maintenance	90,965	137,776	120,000	139,700	155,900	16,200	12%	22
23 Other Professional & Technical	8,617	763	1,600	16,400	16,400	-	0%	23
24 Contract Maintenance Services	28,020	14,123	6,660	45,000	62,200	17,200	38%	24
25 Other Services	7,851	31,703	17,545	33,300	49,700	16,400	49%	25
26 Parts, equipment & tools	75,988	63,572	58,587	82,100	67,603	(14,497)	-18%	26
27 Operating Supplies	4,147	2,208	2,000	2,000	2,000	-	0%	27
28 Office Supplies	344	107	17	200	200	-	0%	28
29 Utilities	5,027	2,627	3,456	3,500	3,500	-	0%	29
30 Dues & Subscriptions	170	1,195	295	100	200	100	100%	30
31 Travel, meetings, training, education	8,526	17,654	7,987	21,000	15,400	(5,600)	-27%	31
32 Printing	54	-	27	-	-	-		32
33 Other Misc. Expenses	-	32	-	-	-	-		33
34 <u>Materials and Services Total</u>	\$ 229,709	\$ 271,760	\$ 218,174	\$ 343,300	\$ 373,103	\$ 29,803	9%	34
35 <u>Information Technology Total</u>	\$ 753,363	\$ 770,637	\$ 874,474	\$ 948,800	\$ 1,033,932	\$ 85,132	9%	35
36 <u>Vanpool Lease</u>								36
37 Vanpool Lease	\$ 230,371	\$ 206,602	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	0%	37
38								38
39 <u>Total Transportation Development</u>	\$ 1,601,676	\$ 1,626,635	\$ 1,750,119	\$ 1,991,500	\$ 2,049,130	\$ 57,630	3%	39

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Information Technology

40 FTE	FY2016-17 Year-End				FY2017-18 Adopted	40
	FY2014-15 Actual	FY2015-16 Actual	Estimate	FY2016-17 Budget	Budget*	
41 Transportation Development Administration						41
42 Director of Transportation Development	0.9	1.0	1.0	1.0	1.0	42
43 Strategic Planning & Technology Services Manager	-	0.3	-	-	- ~	43
44 Information Technology Manager	-	-	-	0.1	-	44
45 Database Administrator	-	0.5	-	0.3	0.1 *	45
46 Mobility Coordinator	-	-	0.1	-	- ~	46
47 Planning Analyst	1.0	1.0	-	0.9	- ~	47
48 Transit Planner I	-	-	1.0	-	1.0	48
49 Planning and Development Specialist	-	-	-	-	- ~	49
50 Planning Technician	-	1.0	1.0	0.9	-	50
51 Transit Planner II (Scheduler)	-	-	1.0	-	1.0	51
52 Transit Planner II	-	-	0.6	-	0.9	52
51 Senior Planner	-	-	1.0	0.9	1.0	51
52 Long-Range Planning Analyst	0.9	0.9	-	0.7	- ~	52
53 Technology Services Support Analyst	-	-	-	-	0.2	
54 Administrative Assistant	0.9	0.9	0.7	0.8	1.0	54
55 Information Technology						55
56 Strategic Planning & Technology Services Manager	0.9	0.7	0.9	-	- ~	56
57 Information Technology Manager	-	-	1.0	0.8	1.0	57
58 Network Administrator	0.9	0.9	0.9	0.9	0.9 *	58
59 Intelligent Transportation Systems Administrator	-	0.9	0.5	0.9	0.9 *	59
60 Database Administrator	1.0	0.5	1.0	0.6	0.8 *	60
61 Technology Services Support Analyst	1.6	1.8	1.6	1.8	1.4 *	61
62 Total FTE	8.1	10.4	12.3	10.6	11.2	62

^ Program reclassified to the Special Transportation Fund
 * A portion of this position is allocated to a program/project.
 ~Position not being filled in Proposed Budget.

Everyone's job is customer service.



Transit Operator Jose Ayala

Operations Division

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

Vehicle Maintenance

- Responsible for complete maintenance of 64 Cherriots buses, 15 Cherriots Regional (CARTS) buses, 43 Cherriots LIFT (CherryLift) vehicles, 5 Cherriots Shop & Ride (RED Line) vehicles, 2 West Salem Connector vehicles and 15 non-revenue vehicles.
- Cleanliness and fueling of all fixed-route vehicles.

Facility Maintenance

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

Security and Emergency Management

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

Cherriots Transportation (Fixed Route) Services

- Provide and monitor services of the fixed route system including 21 routes within the urban growth boundary of Salem-Keizer and commuter buses operating to Grand Ronde and Wilsonville.
- Cherriots fixed route buses provide more than three (3) million passenger rides per year.

Contracted Services

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

West Salem Connector Pilot Services

A pilot program for flex dial-a-ride serving passengers of West Salem to bring them to fixed-route bus stops.

Materials and Services

Vehicle Maintenance

- Fuel Diesel - The proposed amount for diesel is based on approximately 254,000 gallons at price of \$2.15 per gallon. In FY2016-17, the highest price per gallon the District paid was \$1.60, the lowest was \$1.13 the average price was \$1.0.
- Fuel CNG - The proposed amount for CNG is based on 329,000 diesel gallon equivalents (DGE) at a price of \$1.04. In FY2015-16, the highest price per DGE was \$.94, the lowest was \$.79, with the average price of \$.84.
- Tires and tire supplies – The line item is based on two lease rates for the different size tires, Orion VII - \$78,602 estimate, and Gillig - \$61,543 estimate.
- Parts, equipment & tools – The proposed budget is based on \$0.229 per mile for 2.3 million miles. An additional \$44,000 is added for a balance shaft campaign.

Facility Maintenance

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

Security

Other Professional and Technical – Intergovernmental Agreement with City of Salem Police department, and a contract with G4S Security Services.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Operations

			FY2016-17 Year-End		FY2017-18 Adopted	Change from	Percent	
1	FY2014-15 Actual	FY2015-16 Actual	Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	1
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* A portion of this position is allocated to a program/project.
 ~Position not being filled in Proposed Budget.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2016-17 Year-End				FY2017-18 Adopted	Change from	Percent	
23	FY2014-15 Actual	FY2015-16 Actual	Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	23
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* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Vehicle Maintenance

		FY2016-17 Year-End			FY2017-18 Adopted		
	FY2014-15 Actual	FY2015-16 Actual	Estimate	FY2016-17 Budget	Budget*		
50	FTE					50	
51	Maintenance Manager	1.0	1.0	0.9	1.0	0.9	51
52	Vehicle Maintenance Supervisor	1.8	1.8	1.8	1.8	1.8 *	52
53	Maintenance Training Supervisor	1.0	1.0	1.0	1.0	1.0	53
54	Administrative Assistant	1.0	1.0	0.9	1.0	0.6	54
55	Purchasing Agent	1.0	1.0	0.9	1.0	0.9 *	55
56	Intelligent Transportation Systems Administrator	1.0	0.5	-	-	-	56
57	Journey Mechanic	7.6	7.6	7.7	7.9	7.7 *	57
58	Parts & Supplies Clerk	0.8	1.0	0.9	0.9	0.9	58
59	Service Technician	4.1	4.1	4.3	4.4	4.3 *	59
60	Service Worker	5.1	5.1	5.2	5.3	5.2 *	60
61	Total FTE	24.4	24.1	23.6	24.3	23.3	61

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
62 Facility Maintenance								62
63 Personnel Services	\$ 492,827	\$ 547,170	\$ 618,000	\$ 543,300	\$ 626,496	\$ 83,196	15%	63
64 Materials and Services								64
65 Other Professional & Technical	15,350	15,626	18,000	25,000	20,000	(5,000)	-20%	65
66 Contract Maintenance Services	43,242	63,168	48,000	52,000	55,000	3,000	6%	66
67 Other Services	899	-	-	1,000	-	(1,000)	-100%	67
68 Fuel-Cars & Other	7,025	7,623	8,000	8,000	9,200	1,200	15%	68
69 Parts, equipment & tools	4,033	2,762	1,800	2,000	2,400	400	20%	69
70 Uniforms	1,910	1,830	2,000	2,500	2,200	(300)	-12%	70
71 Operating Supplies	20,507	19,780	19,000	22,000	22,000	-	0%	71
72 Office Supplies	7	-	100	200	100	(100)	-50%	72
73 Other Materials & Supplies	12,242	1,905	8,000	13,000	10,000	(3,000)	-23%	73
74 Utilities	101,582	109,596	125,054	112,400	129,200	16,800	15%	74
75 Dues & Subscriptions	170	-	200	200	200	-	0%	75
76 Printing	-	264	250	500	250	(250)	-50%	76
77 Other Misc. Expenses	-	274	150	300	150	(150)	-50%	77
78 Materials and Services Total	\$ 206,967	\$ 222,828	\$ 230,554	\$ 239,100	\$ 250,700	\$ 11,600	5%	78
79 Facility Maintenance Total	\$ 699,794	\$ 769,998	\$ 848,554	\$ 782,400	\$ 877,196	\$ 94,796	12%	79
80 FTE								80
81 Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	1.0			81
82 Facilities Maintenance Worker	5.0	5.0	6.0	5.1	6.0			82

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted	Change from	Percent	
			Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	
83 Security								83
84 Personnel Services	\$ 117,361	\$ 126,071	\$ 136,100	\$ 132,600	\$ 148,704	\$ 16,104	12%	84
85 Materials and Services								85
86 Other Professional & Technical	324,811	342,225	385,000	400,000	450,000	50,000	13%	86
87 Legal Services	-	-	-	500	-	(500)	-100%	87
88 Other Services	-	280	4,000	500	1,500	1,000	200%	88
89 Fuel-Cars & Other	-	109	-	-	-	-	-	89
90 Parts, equipment & tools	1,387	158	5,250	5,000	5,000	-	0%	90
91 Operating Supplies	32	-	200	100	2,245	2,145	2145%	91
92 Office Supplies	420	317	600	500	700	200	40%	92
93 Utilities	1,316	1,573	2,200	2,200	2,200	-	0%	93
94 Dues & Subscriptions	100	100	100	100	500	400	400%	94
95 Travel, meetings, training, education	1,513	3,253	2,300	4,300	4,000	(300)	-7%	95
96 Printing	328	353	900	900	1,000	100	11%	96
97 Other Misc. Expenses	899	481	1,000	1,000	1,000	-	0%	97
98 Materials and Services Total	\$ 330,806	\$ 348,849	\$ 401,550	\$ 415,100	\$ 468,145	\$ 53,045	13%	98
99 Security Total	\$ 448,167	\$ 474,920	\$ 537,650	\$ 547,700	\$ 616,849	\$ 69,149	13%	99
100 FTE								100
101 Security Coordinator	1.0	1.0	1.0	1.0	1.0			101

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2016-17 Year-End				FY2017-18 Adopted	Change from	Percent		
	FY2014-15 Actual	FY2015-16 Actual	Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change		
102	Cherriots Fixed Route Service								102
103	\$ 9,716,486	\$ 10,360,720	\$ 11,246,400	\$ 10,718,400	\$ 11,320,516	\$ 602,116	6%	103	
104	Personnel Services								103
104	Materials and Services								104
105	50	-	200	500	250	(250)	-50%	105	
106	6,403	2,159	5,000	5,000	4,000	(1,000)	-20%	106	
107	1,280	1,937	1,675	2,500	4,000	1,500	60%	107	
108	19,704	17,999	16,500	47,300	47,500	200	0%	108	
109	397	507	1,250	1,500	1,250	(250)	-17%	109	
110	560	17	1,500	1,500	1,500	-	0%	110	
111	4,064	4,097	4,200	4,200	4,700	500	12%	111	
112	5,260	5,221	4,970	5,300	5,300	-	0%	112	
113	8,208	11,893	14,000	20,400	15,000	(5,400)	-26%	113	
114	1,424	27	450	700	700	-	0%	114	
115	582	3,486	2,750	3,500	3,600	100	3%	115	
116	\$ 47,932	\$ 47,343	\$ 52,495	\$ 92,400	\$ 87,800	\$ (4,600)	-5%	116	
117	\$ 9,764,418	\$ 10,408,063	\$ 11,298,895	\$ 10,810,800	\$ 11,408,316	\$ 597,516	6%	117	
118	FTE								118
119	8.0	8.0	8.0	8.0	8.0			119	
120	1.0	1.0	1.0	1.0	1.0			120	
121	101.0	101.0	103.0	103.0	103.0			121	
122	110.0	110.0	112.0	112.0	112.0			122	

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted	Change from	Percent	
			Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	
123 State Fair Shuttle Service								123
124 Personnel Services	\$ 19,857	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	124
125 Materials and Services								125
126 Advertising Fees	4,464	-	-	-	-	-	-	126
127 Legal Services	225	-	-	-	-	-	-	127
128 Fuel-Cars & Other	38	-	-	-	-	-	-	128
129 Fuel-Diesel	3,250	-	-	-	-	-	-	129
130 Materials and Services Total	\$ 7,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	130
131 Shuttle Service Total	\$ 27,834	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	131

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted	Change from	Percent	
			Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	
132 <u>West Salem Connector Operations</u>								132
133 Personnel Services	\$ 13,047	\$ 3,613	\$ 1,700	\$ -	\$ -	\$ -		133
134 <u>Materials and Services</u>								134
135 Software Licensing Annual Maintenance	-	-	-	2,000	-	(2,000)	-100%	135
136 Advertising Fees	-	-	1,000	1,000	500	(500)	-50%	136
137 Other Professional & Technical	8,350	16,900	15,600	15,600	8,035	(7,565)	-48%	137
138 Other Services	47	2	-	-	-	-		138
139 Legal Services	743	90	90	500	250	(250)	-50%	139
140 Radio Charges	-	-	176	-	-	-		140
141 Parts, equipment & tools	306	6,269	5,110	3,000	2,000	(1,000)	-33%	141
142 Utilities	295	1,084	960	1,000	500	(500)	-50%	142
143 Contract Transportation	17,648	176,030	167,918	175,000	90,000	(85,000)	-49%	143
144 Printing	-	-	1,055	1,500	550	(950)	-63%	144
145 Other Misc. Expenses	6,994	-	100	500	100	(400)	-80%	145
146 <u>Materials and Services Total</u>	\$ 34,383	\$ 200,375	\$ 192,009	\$ 200,100	\$ 101,935	\$ (98,165)	-49%	146
147 <u>Connector Operations Total</u>	\$ 47,430	\$ 203,988	\$ 193,709	\$ 200,100	\$ 101,935	\$ (98,165)	-49%	147
148 <u>West Salem Connector Vehicle Maintenance</u>								148
149 Personnel Services	\$ 1,483	\$ 21,424	\$ 16,400	\$ 27,300	\$ 13,250	\$ (14,050)	-51%	149
150 <u>Materials and Services</u>								150
151 Contract Maintenance Services	-	395	-	500	-	(500)	-100%	151
152 Towing & collision repairs	-	180	-	400	-	(400)	-100%	152
153 Fuel-Diesel	-	4,752	11,000	15,500	7,500	(8,000)	-52%	153
154 Lubricant & Coolant	-	398	-	300	-	(300)	-100%	154
155 Tires & tire supplies	-	553	300	800	200	(600)	-75%	155
156 Parts, equipment & tools	1,178	8,163	4,200	3,800	3,100	(700)	-18%	156
157 Operating Supplies	-	52	100	100	50	(50)	-50%	157
158 <u>Materials and Services Total</u>	\$ 1,178	\$ 14,493	\$ 15,600	\$ 21,400	\$ 10,850	\$ (10,550)	-49%	158
159 <u>Connector Vehicle Maintenance Total</u>	\$ 2,661	\$ 35,917	\$ 32,000	\$ 48,700	\$ 24,100	\$ (24,600)	-51%	159
160 <u>Total West Salem Connector</u>	\$ 50,091	\$ 239,905	\$ 225,709	\$ 248,800	\$ 126,035	\$ (122,765)	-49%	160
161 <u>Total Operations</u>	\$ 15,478,171	\$ 16,212,633	\$ 17,379,964	\$ 17,196,800	\$ 17,683,403	\$ 486,603	3%	161

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

Public transit is sustainable.



Left to right: Richard Halligan, Tim Diede, Gregg Thompson, Jose Martinez, Trent McCoy, John Hortsch and Bill Boyd.

General Administration

General Administration is used for expenses that generally apply to the whole district rather than identifiable to a specific division.

Personnel Services

This line item is for the retiree medical insurance premiums and professional benefit Health Reimbursement Administration (HRA) costs.

Materials and Services

- Other Professional and Technical – This line item includes insurance brokerage services, investment advisers for the District’s pension plans, and fees assessed by the Oregon Department of Energy (ODOE) to review Energy Incentive Program (EIP) applications and broker commissions for the sale of EIP credits. The District has about \$5.9 million EIP credits that are available for sale. This expense decreased by \$175,000 due to not needing ODOE to review EIP applications during Fiscal Year 2016-17.
- Legal Services – The District retains the services of legal counsel for general business matters.
- Other Materials and Supplies – Is for mail processing and postage through Garten Services.
- Utilities – This line includes the cost for the telephone system maintained by Marion County.
- Condo Association Courthouse Square – These fees are the District’s portion of the Courthouse Square utilities, grounds keeping and overall maintenance. The amount is assessed by the Condo Association.
- Premium for General Liability – Premiums for auto, general and cyber liability policies.
- Dues and Subscriptions – Memberships in various organizations, including Mid-Willamette Council of Governments, American Public Transportation Association and the Oregon Transit Association.

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
1 General Administration								1
2 Personnel Services	\$ 127,643	\$ 119,861	\$ 300,000	\$ 330,000	\$ 330,000	\$ -	0%	2
3 Materials and Services								3
4 Other Professional & Technical	50,284	351,039	92,000	100,000	109,000	9,000	9%	4
5 Contract Maintenance Services	13,621	15,955	17,550	18,000	18,000	-	0%	5
6 Legal Services	18,945	22,130	18,000	70,000	40,000	(30,000)	-43%	6
7 Other Services	492	812	500	1,500	1,000	(500)	-33%	7
8 Parts, equipment & tools	3,386	-	200	5,000	500	(4,500)	-90%	8
9 Training/Incentive	177	-	-	200	-	(200)	-100%	9
10 Operating Supplies	-	1,046	-	500	-	(500)	-100%	10
11 Office Supplies	6,803	4,166	2,500	10,000	5,000	(5,000)	-50%	11
12 Other Materials & Supplies	18,509	25,516	8,000	20,000	15,000	(5,000)	-25%	12
13 Utilities	38,557	35,443	35,800	39,200	39,000	(200)	-1%	13
14 Condo Assn Courthouse Square	82,799	116,651	119,800	119,800	119,800	-	0%	14
15 Premium for General Liability	254,601	250,646	253,000	280,000	262,000	(18,000)	-6%	15
16 Retail Space Property Taxes	-	910	1,800	1,800	1,800	-	0%	16
17 Dues & Subscriptions	16,535	49,576	55,000	50,000	58,000	8,000	16%	17
18 Travel, meetings, training, education	95	27	-	200	-	(200)	-100%	18
19 Printing	1,010	831	3,500	5,000	5,000	-	0%	19
20 Passthrough	44,608	29,569	65,000	65,000	13,060	(51,940)	-80%	20
21 Other Misc. Expenses	23,936	27,066	26,750	33,000	55,000	22,000	67%	21
22 Lease	3,798	3,906	4,150	4,200	4,800	600	14%	22
24 Materials and Services Total	\$ 578,156	\$ 935,289	\$ 703,550	\$ 823,400	\$ 746,960	\$ (76,440)	-9%	24
25 General Administration Total	\$ 705,799	\$ 1,055,150	\$ 1,003,550	\$ 1,153,400	\$ 1,076,960	\$ (76,440)	-7%	25

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted	Change from	Percent	
			Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	
26 Temporary Occupancy								26
27 Personnel Services	\$ 6,064	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	27
28 Materials and Services								28
29 Utilities	4,199	-	-	-	-	-	-	29
30 Materials and Services Total	\$ 4,199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30
31 Temporary Occupancy Total	\$ 10,263	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	31
32 Total General Administration	\$ 716,062	\$ 1,055,150	\$ 1,003,550	\$ 1,153,400	\$ 1,076,960	\$ (76,440)	-7%	32
33 Total General Fund	\$ 20,933,864	\$ 22,419,185	\$ 23,963,347	\$ 24,341,700	\$ 24,958,443	\$ 616,743	3%	33

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

Public transit connects people to life.



Transit Operators: left to right David Nichols, Jose Ayala and Bryan Wiedemeier

TRANSPORTATION PROGRAMS FUND

Transportation Programs Fund

The Transportation Programs Fund is used to account for eight programs:

Cherriots Lift

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

Cherriots Shop & Rise

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

Cherriots Regional

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

OHA/WVCH

Brokered Non-Emergency Medical Transportation for Medicaid and Oregon Health Plan recipients in Marion and Polk counties.

Cherriots Call Center

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

Mobility Management

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

Special Transportation Coordination

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

TripChoice

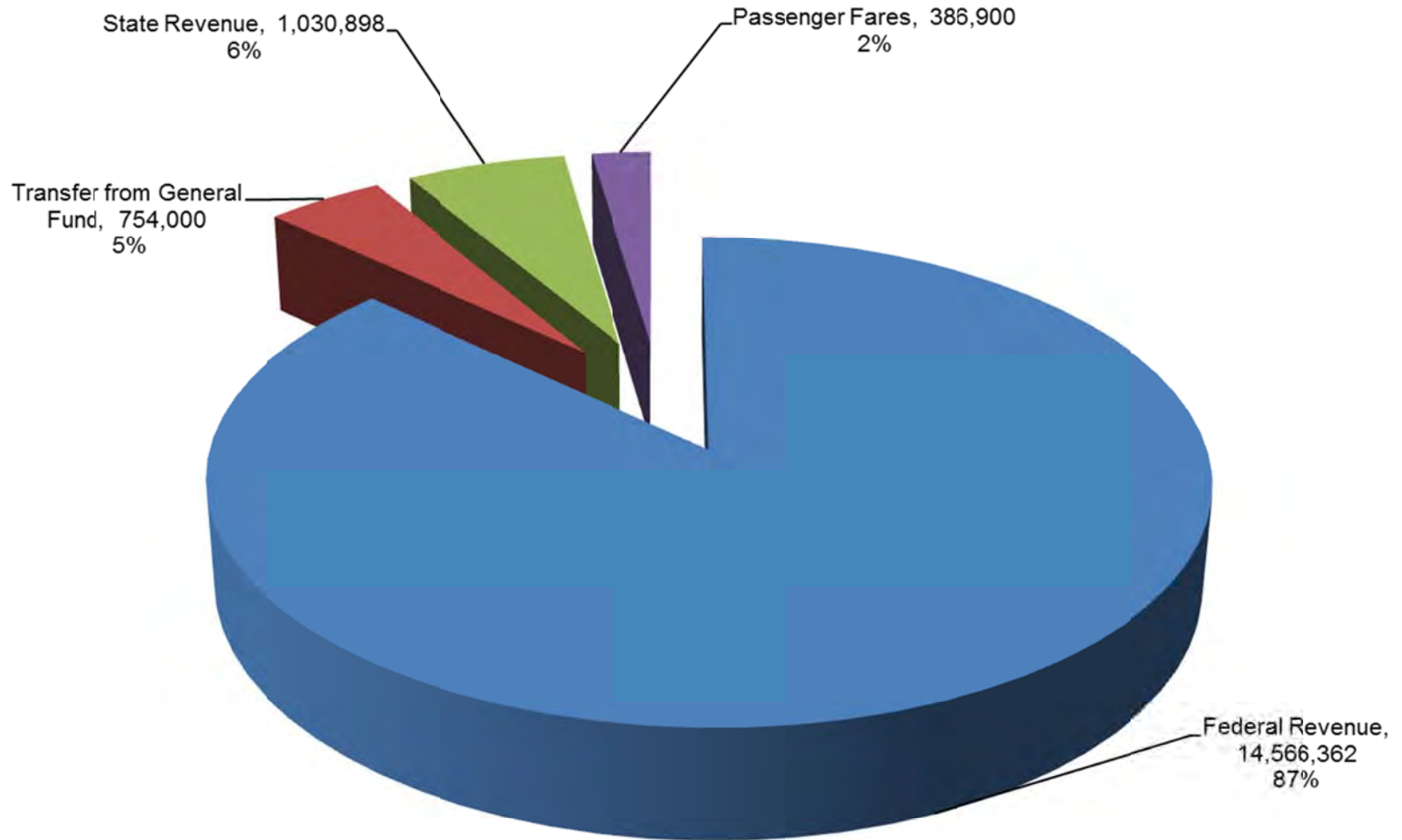
Carpool matching services for Marion, Polk, and Yamhill counties; coordination of vanpools in the Willamette Valley; provision of alternative modes of transportation information to the public.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Programs Fund Revenues/Resources and Expenses/Requirements Summary		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate		FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change
1	Operating Revenues/Resources							
2	Passenger Fares	\$ 402,340	\$ 387,809	\$ 334,950	\$ 376,300	\$ 386,900	\$ 10,600	3%
3	Federal Direct 5310 Funds	180,485	323,201	184,802	224,000	224,590	590	0%
4	Federal 5311 Funds	288,944	300,958	361,142	322,900	331,050	8,150	3%
5	Federal New Freedom	-	87,820	94,230	85,700	30,866	(54,834)	-64%
6	Federal 5310 Funds Through State	942,026	907,353	1,078,611	729,900	856,269	126,369	17%
7	Federal 5310 Pass Through Funds	113,301	-	-	-	-	-	
8	TripChoice Grant	224,036	155,240	224,300	199,300	211,199	11,899	6%
9	TDM Grant	148,329	132,241	183,950	154,500	167,341	12,841	8%
10	DD53 Revenues	2,948,422	2,662,441	1,848,101	2,600,000	2,392,000	(208,000)	-8%
11	Federal 5307	1,109,791	790,522	828,905	823,200	850,651	27,451	3%
12	OHA/WVCH Revenues	10,350,887	10,409,813	9,702,803	10,170,100	9,502,396	(667,704)	-7%
13	STF Pass Through Funds	148,184	294,000	328,122	277,400	244,000	(33,400)	-12%
14	State STF Funds	1,451,362	644,549	975,317	1,219,300	744,949	(474,351)	-39%
15	State of Oregon, ODOT	-	-	1,346	20,000	41,949	21,949	110%
16	Miscellaneous	-	-	-	2,500	-	(2,500)	-100%
17	Transfers from Other Funds	-	-	-	-	754,000	754,000	
18	Operating Revenues/Resources Total	\$ 18,308,107	\$ 17,095,947	\$ 16,146,579	\$ 17,205,100	\$ 16,738,160	\$ (466,940)	-3%

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

Transportation Programs Fund Revenues/Resources FY2017-18

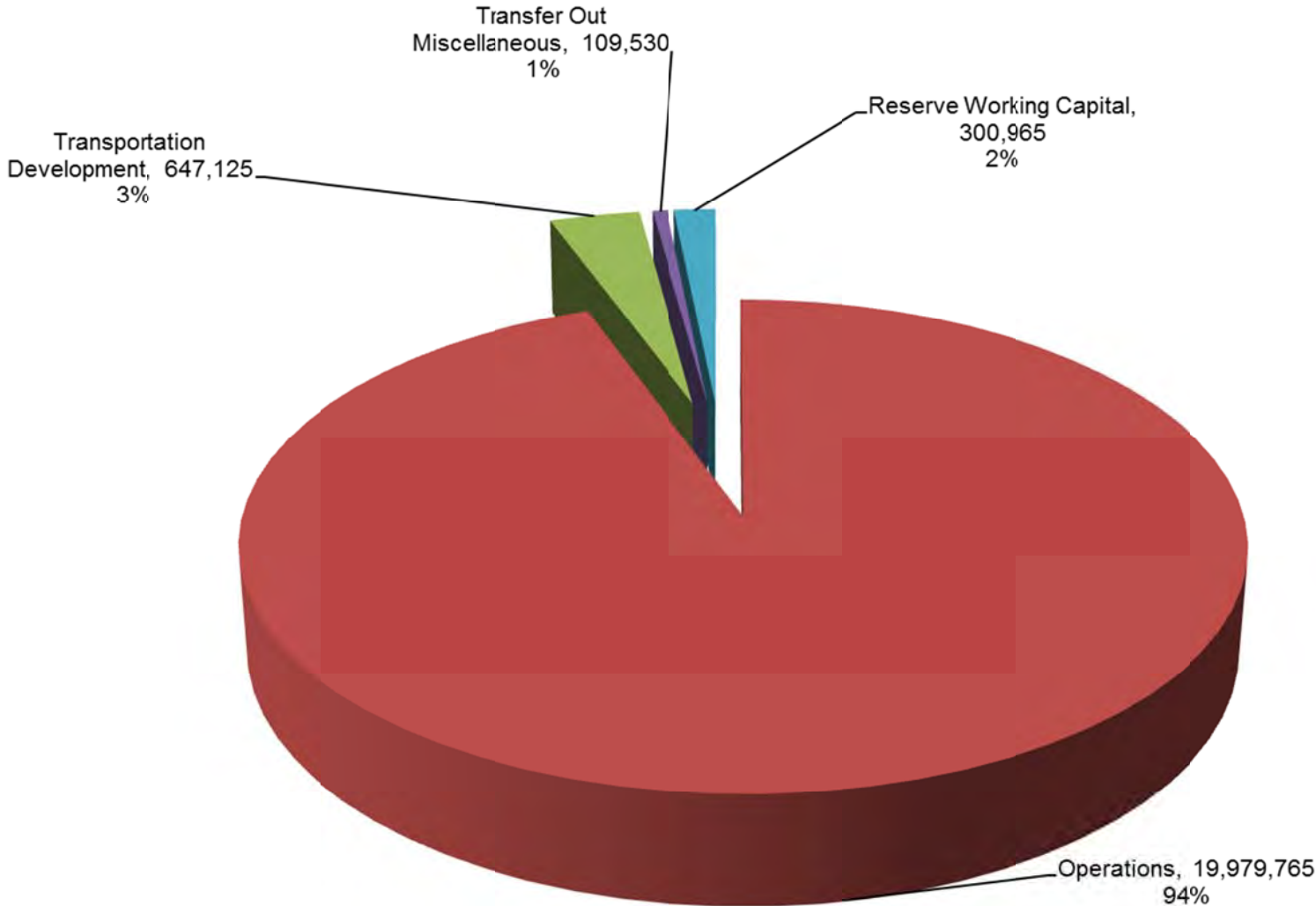


Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Programs Fund Revenues/Resources and Expenses/Requirements Summary		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate		FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
19	Operating Expenses/Requirements								19
20	Communication	226,413	233,340	226,800	233,300	-	(233,300)	-100%	20
21	Transportation Development	656,512	607,257	759,366	661,700	647,125	(14,575)	-2%	21
22	Operations	16,158,530	15,618,014	15,817,563	16,814,300	17,979,765	1,165,465	7%	22
23	Operating Expenses/Requirements Total	\$ 17,041,455	\$ 16,458,611	\$ 16,803,729	\$ 17,709,300	\$ 18,626,890	\$ 917,590	5%	23
24	Operating Revenue/Resources less Operating Expenses/Requirements	\$ 1,266,652	\$ 637,336	\$ (657,150)	\$ (504,200)	\$ (1,888,730)	\$ (1,384,530)	275%	24
25	Transfer Out Miscellaneous	-	-	-	(127,000)	(109,530)	17,470	-14%	25
26	Net Operating and Transfers to Other Funds Total	\$ 1,266,652	\$ 637,336	\$ (657,150)	\$ (631,200)	\$ (1,998,260)	\$ (1,367,060)	217%	26
27	Reserve Working Capital	-	-	-	(1,396,300)	(300,965)	1,095,335	-78%	27
28	Net Operating, Transfers to Other Funds, and Reserve Working Capital Total	\$ 1,266,652	\$ 637,336	\$ (657,150)	\$ (2,027,500)	\$ (2,299,225)	\$ (271,725)	13%	28
29	Beginning Working Capital	1,052,388	2,319,040	2,956,376	2,027,500	2,299,225	271,725	13%	29
30	Ending Working Capital	\$ 2,319,040	\$ 2,956,376	\$ 2,299,226	\$ -	\$ -	\$ -		30

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

Transportation Programs Fund Requirements FY2017-18

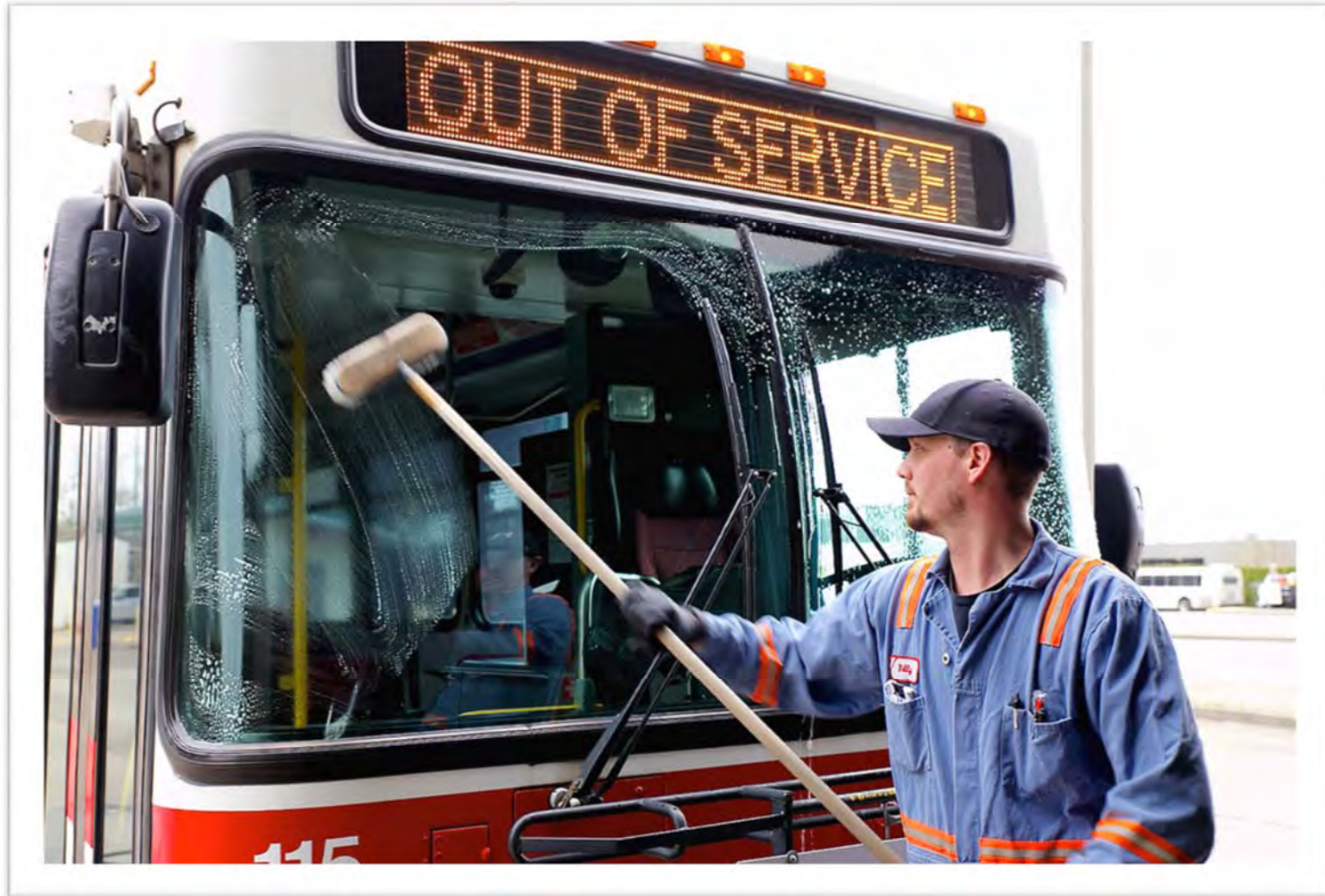


Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Programs Fund Program Expenses/Requirements Summary	FY2016-17 Year-End				FY2017-18 Adopted	Change from	Percent	
	FY2014-15 Actual	FY2015-16 Actual	Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	
1 Transportation Development								1
2 Special Transportation Coordination	\$ 284,147	319,776	\$ 351,116	\$ 307,900	\$ 268,585	\$ (39,315)	-13%	2
3 TripChoice	372,365	287,481	408,250	353,800	378,540	24,740	7%	3
4 Transportation Development Total	\$ 656,512	\$ 607,257	\$ 759,366	661,700	647,125	(14,575)	-2%	4
5 Operations								5
6 Cherriots Lift	\$ 4,883,468	4,595,269	\$ 4,471,817	\$ 4,830,500	\$ 4,973,355	\$ 142,855	3%	6
7 Cherriots Shop & Ride	222,392	264,998	285,894	303,400	315,475	12,075	4%	7
8 Cherriots Regional	1,307,465	1,364,766	1,357,049	1,510,300	1,450,085	(60,215)	-4%	8
9 OHA/WVCH	9,745,205	9,392,981	9,702,803	10,170,100	11,124,910	954,810	9%	9
10 Cherriots Call Center **	-	-	-	-	-	-	-	10
11 Mobility Management	\$ 226,413	\$ 233,340	\$ 226,800	\$ 233,300	\$ 115,940	\$ (117,360)	-50%	11
12 Operations Total	\$ 16,384,943	\$ 15,851,354	\$ 16,044,363	\$ 17,047,600	\$ 17,979,765	\$ 932,165	5%	12
13 Transportation Programs Fund Total	\$ 17,267,868	\$ 16,691,951	\$ 17,030,529	\$ 17,942,600	\$ 18,742,830	\$ 800,230	4%	13

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

Vision: Sustainability



Service Worker Bill Boyd

Cherriots Lift (formerly CherryLift)

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

Revenues/Resources

- Beginning Working Capital – These funds are leftover resources from previous years and are used to cover a shortfall of resources.
- Passenger Fares – Funds collected from passengers at a rate of \$3.20 per ride.
- DD53 Revenues – Medicaid grant funds received for transporting passengers qualified to ride Cherriots Lift under the DD53 requirements. This was decreased by approximately \$200,000 due to changes in the ADA eligibility process.
- Federal 5307 – This is a FTA Urbanized Area Formula Grant that has an 80/20 matching ratio. This means that 80 percent of the program expenses (approximately \$850,000) can be covered by federal funds while the remaining 20 percent of expenses have to be covered either by a state grant or local funds.
- Federal 5310 Funds Through State – These federal funds, administered through the State of Oregon, have an 89.73/10.27 match ratio (award - \$162,394) and are awarded on a biennium basis.
- State Special Transportation Funds – These funds are a State grant awarded for Special Transportation programs and may be used as a match for federal grants. This grant is awarded on a biennium basis. The decrease of about \$370,000 is due to less state resources available.

- Transfers In – These funds are transferred from the General fund for grant match and to cover expenses not paid for by grants.

Materials and Services

- Contract Eligibility Determination – The contract for the ADA eligibility process for both new and recertifying applicants.
- Fuel-Cars and Other – About 124,000 gallons of fuel at an estimated \$2.82 per gallon. The \$85,000 decrease is due to lower fuel prices.
- Tires and tire supplies – The line item is based on a lease rate of \$.00510 per mile, for an estimated 890,000 miles per vehicle, and six tires per vehicle.
- Parts, equipment and tools – This line includes the cost for replacement parts, two transmission rebuilds, and a wear-and-tear cost of about \$.073 per mile. There is \$51,000 allotted for radio replacement.
- Contract Transportation – This is the contract price for MV Transportation to operate the Cherriots Lift vehicles. The contract with MV Transportation provides for a maximum of about 63,000 revenue hours at a rate of \$44.37 per hour. The proposed fiscal year 2017-18 budget reflects a increase of about \$33,600 due to a reduced rate per revenue hour.
- Match Expense – This line is the District’s matching requirement for Medicaid funds used to transport passengers qualified to ride Cherriots Lift under DD53 requirements. The decrease of \$16,100 is due to changes in the ADA eligibility process.
- Call Center Allocation – The call center expenses are allocated, based on call volume, to each of the programs that use the call center; 19 percent of the call center is allocated to Cherriots Lift.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Cherriots Lift Revenues/Resources and Expenses/Requirements Summary	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
			Estimate	FY2016-17 Budget				
1 Operating Revenues/Resources								1
2 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 1,886,800	\$ 470,900	\$ (1,415,900)	-75%	2
3 Passenger Fares	197,048	189,691	173,627	185,000	190,000	5,000	3%	3
4 Federal New Freedom	-	87,820	94,230	85,700	30,866	(54,834)	-64%	4
5 Federal Direct 5310 Funds	24,585	118,388	53,901	45,300	43,430	(1,870)	-4%	5
6 Federal 5310 Funds Through State	285,248	156,795	484,857	156,800	162,394	5,594	4%	6
7 DD53 Revenues	2,948,422	2,662,441	1,848,101	2,600,000	2,392,000	(208,000)	-8%	7
8 Federal 5307	1,109,791	790,522	828,905	823,200	850,651	27,451	3%	8
9 State STF Funds	1,357,335	291,655	418,155	571,000	201,692	(369,308)	-65%	9
10 Transfers from Other Funds	-	-	-	-	754,000	754,000		10
11 Operating Revenues/Resources Total	\$ 5,922,429	\$ 4,297,312	\$ 3,901,776	\$ 6,353,800	\$ 5,095,933	\$ (1,257,867)	-20%	11
12 Operating Expenses/Requirements								12
13 Personnel services	\$ 323,378	\$ 312,705	\$ 256,500	\$ 344,900	\$ 364,530	\$ 19,630	6%	13
14 Materials and Services								14
15 Advertising Fees	302	-	500	500	1,000	500	100%	15
16 Other Professional & Technical	21,222	12,245	5,500	3,500	5,000	1,500	43%	16
17 Contract Maintenance Services	14,024	10,897	19,100	12,000	19,000	7,000	58%	17
18 Contract Eligibility Determination	-	103,082	116,000	107,100	119,500	12,400	12%	18
19 Towing & collision repairs	528	335	640	1,200	680	(520)	-43%	19
20 Legal Services	895	329	500	2,000	1,000	(1,000)	-50%	20
21 Other Services	-	46	2,400	2,400	2,400	-	0%	21
22 Fuel-Cars & Other	341,737	255,190	280,000	350,000	325,000	(25,000)	-7%	22
23 Lubricant & Coolant	5,283	6,034	6,100	7,500	6,500	(1,000)	-13%	23
24 Tires & tire supplies	27,501	23,348	26,700	31,000	33,000	2,000	6%	24
25 Parts, equipment & tools	76,789	43,553	50,150	62,900	62,000	(900)	-1%	25
26 Operating Supplies	415	14,475	5,000	5,000	5,500	500	10%	26
27 Office Supplies	803	374	900	900	900	-	0%	27
28 Other Materials & Supplies	8	39	100	100	100	-	0%	28
29 Contract Transportation	2,940,676	2,803,699	2,812,200	2,812,200	2,906,000	93,800	3%	29
30 Dues & Subscriptions	775	225	225	800	225	(575)	-72%	30
31 Travel, meetings, training, education	2,020	1,093	2,500	5,000	2,500	(2,500)	-50%	31
32 Printing	3,120	6,906	4,702	4,500	4,000	(500)	-11%	32
33 Match Expense	933,293	788,951	545,744	770,100	754,000	(16,100)	-2%	33
34 Other Misc. Expenses	30	-	-	300	300	-	0%	34
35 Lease-Other	-	5,310	31,860	-	31,860	31,860		35
36 Call Center Allocation	190,666	206,240	304,496	306,600	328,360	21,760	7%	36

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Cherriots Lift Revenues/Resources and Expenses/Requirements Summary	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change
37 Materials and Services Total	\$ 4,560,091	\$ 4,282,564	\$ 4,215,317	\$ 4,485,600	\$ 4,608,825	\$ 123,225	3%
38 Operating Expenses/Requirements Total	\$ 4,883,469	\$ 4,595,269	\$ 4,471,817	\$ 4,830,500	\$ 4,973,355	\$ 142,855	3%
Operating Revenue/Resources less							
39 Operating Expenses/Requirements	\$ 1,038,960	\$ (297,957)	\$ (570,041)	\$ 1,523,300	\$ 122,578	\$ (1,400,722)	-92%
40 Transfers to Other Funds							
41 Transfer to Capital Project Fund	-	-	-	-	(109,530)	(109,530)	
42 Transfer Out To Other TPF Funds	-	-	-	(127,000)	-	127,000	-100%
43 Transfers to Other Funds Total	\$ -	\$ -	\$ -	\$ (127,000)	\$ (109,530)	\$ 17,470	-14%
Net Operating and Transfers to Other Funds							
44 Total	\$ 1,038,960	\$ (297,957)	\$ (570,041)	\$ 1,396,300	\$ 13,048	\$ (1,383,252)	-99%
45 Other Designations							
46 Reserved Working Capital	-	-	-	(1,396,300)	(13,048)	1,383,252	-99%
47 Other Designations Total	\$ -	\$ -	\$ -	\$ (1,396,300)	\$ (13,048)	\$ 1,383,252	-99%
Net Operating, Transfers to Other Funds and Other Designations Total	\$ 1,038,960	\$ (297,957)	\$ (570,041)	\$ -	\$ -	\$ -	
48 Beginning Working Capital	299,938	1,338,898	1,040,941	-	-	-	
49 Ending Working Capital	\$ 1,338,898	\$ 1,040,941	\$ 470,900	\$ -	\$ -	\$ -	

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Cherriots Lift Revenues/Resources and Expenses/Requirements Summary		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted	Change from	Percent
				Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change
51	FTE							51
52	Chief Operating Officer	0.1	-	-	-	-	-	52
53	Maintenance Manager	-	-	0.1	-	0.1		53
54	Vehicle Maintenance Supervisor	0.1	0.1	0.1	0.1	0.1		54
55	Contracted Transportation Manager	0.6	0.7	0.7	0.7	0.7		55
56	Customer Service Manager	-	-	-	0.1	-		56
57	Intelligent Transportation Systems Adminis	-	0.1	-	0.1	0.2		57
58	Outreach Representative	-	-	-	-	-		58
59	Mobility Coordinator	0.1	-	0.1	0.1	0.1		59
60	Accounting Specialist	-	-	-	-	-		60
61	Administrative Assistant	0.6	0.3	0.4	0.5	0.4		61
62	Journey Mechanic	0.8	0.8	0.7	0.6	0.7		62
63	Parts & Supplies Clerk	0.2	-	0.1	0.1	0.1		63
64	Service Technician	0.5	0.5	0.4	0.4	0.4		64
65	Service Worker	0.5	0.5	0.5	0.4	0.5		65
66	Total FTE	3.5	3.0	3.1	3.1	3.3		66

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

Cherriots Shop and Ride (RED Line)

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

Revenues/Resources

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

Materials and Services

- Fuel-Cars and Other – This line item is for approximately 6,205 gallons of fuel at an estimated \$2.45 per gallon.
- Contract Transportation – This is the contract price for MV Transportation to operate the Cherriots Shop & Ride vehicles. The contract is for up to approximately 4,217 revenue hours at \$40.20 per hour.
- Call Center Allocation – The call center expenses are allocated based on call volume, to each of the programs that use the call center; 4 percent of the call center is allocated to Cherriots Shop & Ride.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	Cherriots Shop & Ride Revenues/Resources and Expenses/Requirements Summary		FY2016-17 Year-End Estimate		FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
8	Operating Expenses/Requirements								8
9	Personnel services	\$ 12,780	\$ 13,268	\$ 13,800	\$ 30,800	\$ 26,500	\$ (4,300)	-14%	9
10	Materials and Services								10
11	Advertising Fees	305	-	-	-	-	-		11
12	Other Professional & Technical	103	43	800	-	1,860	1,860		12
13	Towing & collision repairs	-	-	300	300	300	-	0%	13
14	Legal Services	828	61	-	-	-	-		14
15	Fuel-Cars & Other	18,636	15,188	17,000	17,500	18,000	500	3%	15
16	Lubricant & Coolant	314	399	500	700	700	-	0%	16
17	Tires & tire supplies	278	1,216	1,200	2,000	1,500	(500)	-25%	17
18	Parts, equipment & tools	1,678	2,054	8,150	10,200	10,150	(50)	0%	18
19	Uniforms	-	2,138	-	-	-	-		19
20	Operating Supplies	275	1,571	-	-	-	-		20
21	Office Supplies	-	29	-	-	-	-		21
22	Contract Transportation	154,129	165,539	175,000	169,500	180,500	11,000	6%	22
23	Printing	-	1,745	1,500	3,300	3,300	-	0%	23
24	Other Misc. Expenses	-	-	-	1,000	-	(1,000)	-100%	24
25	Lease-Other	-	590	3,540	-	3,540	3,540		25
26	Call Center Allocation	33,066	61,157	64,104	68,100	69,125	1,025	2%	26
27	Materials and Services Total	\$ 209,612	\$ 251,730	\$ 272,094	\$ 272,600	\$ 288,975	\$ 16,375	6%	27
28	Operating Expenses/Requirements Total	\$ 222,392	\$ 264,998	\$ 285,894	\$ 303,400	\$ 315,475	\$ 12,075	4%	28
29	Operating Revenue/Resources less Operating Expenses/Requirements	\$ -	\$ -	\$ (57,600)	\$ -	\$ -	\$ -		29
30	Net Operating, Transfers to Other Funds and Other Designations Total	\$ -	\$ -	\$ (57,600)	\$ -	\$ -	\$ -		30
31	Beginning Working Capital	57,600	57,600	57,600	-	-	-		31
32	Ending Working Capital	\$ 57,600	\$ 57,600	\$ -	\$ -	\$ -	\$ -		32

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Cherriots Shop & Ride Revenues/Resources and Expenses/Requirements Summary		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change
33	FTE							33
34	Contracted Transportation Manager	0.1	-	-	-	-		34
35	Journey Mechanic	-	0.1	0.1	0.1	0.1		35
36	Service Technician	-	-	-	-	0.1		36
37	Service Worker	-	0.1	0.1	0.1	0.1		37
38	Total FTE	0.1	0.2	0.2	0.2	0.3		38

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

Cherriots Regional (CARTS)

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

Revenues and Resources

- Beginning Working Capital – These funds are leftover resources from previous years and are used to cover a shortfall of resources.
- Passenger Fares – Funds collected from passengers.
- Federal 5311 Funds – This is a Federal Transit Administration Rural Area Formula grant administered through the State of Oregon. The matching ratio is 56.08/43.92 (award - \$319,050). An additional 5311 funds of \$12,000 with a 89.73/10.27 matching ratio is included in this revenue source.
- Federal 5310 Funds Through State – These federal funds, administered through the State of Oregon, have an 89.73/10.27 match ratio. The award is made on a biennium basis; only one year is budgeted.
- State Special Transportation Funds – These funds are a State grant awarded for Special Transportation programs. State grants are used as a match for the federal grant funds. The approximate decrease of \$180,000 is due to less money available through the State.

Materials and Services

- Purchased Transportation – Current contract with provider for all Cherriots Services.
- Fuel-Cars & Other – This line item is for about 385,000 annual miles, 5.6 mpg, and 68,750 gallons at 2.25 per gallon.
- Parts, equipment and tools – This line includes the cost for replacement parts, two transmission rebuilds, and wear and tear cost of about \$.12 per mile.
- Call Center Allocation – The call center expenses are allocated, based on call volume, to each of the programs that use the call center; 2 percent of the call center is allocated to Cherriots Regional.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Cherriots Regional Revenues/Resources and Expenses/Requirements Summary		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
11	Operating Expenses/Requirements								11
12	Personnel Services	\$ 125,497	\$ 137,818	\$ 156,900	\$ 199,100	\$ 157,500	\$ (41,600)	-21%	12
13	Materials and Services								13
14	Software Licensing and Annual Maintenance	2,896	-	-	-	-	-		14
15	Advertising Fees	756	-	351	-	500	500		15
16	Other Professional & Technical	9,082	49,738	2,000	4,000	2,000	(2,000)	-50%	16
17	Contract Maintenance Services	6,384	3,673	10,000	7,500	6,000	(1,500)	-20%	17
18	Towing & collision repairs	849	2,309	2,200	3,500	2,500	(1,000)	-29%	18
19	Legal Services	1,480	397	1,500	1,500	1,500	-	0%	19
20	Other Services	-	14	4,200	6,200	6,200	-	0%	20
21	Fuel-Cars & Other	138,210	93,889	95,000	210,000	155,000	(55,000)	-26%	21
22	Lubricant & Coolant	3,090	3,803	4,200	3,500	4,000	500	14%	22
23	Tires & tire supplies	5,704	11,367	14,000	12,400	17,000	4,600	37%	23
24	Parts, equipment & tools	41,864	56,440	57,166	70,800	60,400	(10,400)	-15%	24
25	Operating Supplies	278	5,636	1,200	500	800	300	60%	25
26	Office Supplies	-	-	-	300	-	(300)	-100%	26
27	Contract Transportation	939,001	952,723	934,000	911,000	962,000	51,000	6%	27
28	Travel, meetings, training, education	39	15	100	500	100	(400)	-80%	28
29	Printing	650	5,286	5,660	2,500	3,500	1,000	40%	29

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Cherriots Regional Revenues/Resources and Expenses/Requirements Summary		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End		FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
				Estimate	FY2016-17 Budget				
30	Other Misc. Expenses	-	-	25,000	25,000	25,000	-	0%	30
31	Leases-Other	-	1,770	10,620	-	10,620	10,620		31
32	Call Center Allocation	31,606	38,971	32,052	51,100	34,565	(16,535)	-32%	32
33	Materials and Services Total	\$ 1,181,968	\$ 1,226,948	\$ 1,200,149	\$ 1,311,200	\$ 1,292,585	\$ (19,115)	-1%	33
35	Operating Expenses/Requirements Total	\$ 1,307,465	\$ 1,364,766	\$ 1,357,049	\$ 1,510,300	\$ 1,450,085	\$ (60,715)	-4%	35
36	Operating Revenue/Resources less Operating Expenses/Requirements	\$ (377,992)	\$ (77,925)	\$ (29,509)	\$ -	\$ 287,917	\$ 287,917		36
37	Net Operating and Transfers to Other Funds Total	\$ (377,992)	\$ (77,925)	\$ (29,509)	\$ -	\$ 287,917	\$ 287,917		37
38	Other Designations								38
40	Reserved Working Capital	-	-	-	-	(287,917)	(287,917)		40
41	Other Designations Total	\$ -	\$ -	\$ -	\$ -	(287,917)	(287,917)		41
42	Net Operating, Transfers to Other Funds and Other Designations Total	\$ (377,992)	\$ (77,925)	\$ (29,509)	\$ -	\$ -	\$ -		42
43	Beginning Working Capital	690,652	312,660	234,735	-	-	-		43
44	Ending Working Capital	\$ 312,660	\$ 234,735	\$ 205,226	\$ -	\$ -	\$ -		44
45	FTE								45
46	Vehicle Maintenance Supervisor	0.1	0.1	0.1	0.1	-	-		46
47	Strategic Planning & Technology Services Manager	-	-	-	-	-	-		47
48	Contracted Services Manager	-	-	-	-	0.1	0.1		48
49	Long-Range Planning Analyst	0.1	-	-	0.1	-	-		49
50	Administrative Assistant	-	0.1	0.1	0.1	-	-		50
51	Senior Planner	-	-	-	0.1	-	-		51
52	Planning Technician	-	-	-	0.1	-	-		52
53	Planning Analyst	-	-	-	0.1	-	-		53
54	Journey Mechanic	0.6	0.4	0.4	0.4	0.5	0.1		54
55	Service Technician	0.4	0.2	0.2	0.2	0.2	0.0		55
56	Service Worker	0.4	0.2	0.2	0.2	0.2	0.0		56
57	Total FTE	1.6	1.0	1.0	1.4	1.0	0.4		57

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

Public transit makes a positive difference.



Transit Host Daniel Kiener

Non-Emergent Medical Transportation

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

Revenues/Resources

- Beginning Working Capital – These funds are cash reserves from previous years' WVCH revenues exceeded expenses.

All expenses are reimbursed by the State Oregon Health Plan and WVCH. The decrease of about \$700 Thousand is due to an established reserve for WVCH operations.

Materials and Services

- Contract Transportation – This is the approximate contract price for private providers to provide non-emergency medical transportation. The District contracts with about 20 private providers to provide rides efficiently, and in a manner that minimizes costs and maximizes value for the State (OHA), while meeting clients' needs. The District has no control over the eligibility process, nor control of the number of members eligible for the services.
- Lease-Building – Allocation for the call center building for NEMT operations.
- Call Center Allocation – The call center expenses are allocated based on call volume, to each of the programs that use the call center; 75 percent of the call center is allocated to the State.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

OHA/WVCH Revenues/Resources and Expenses/Requirements Summary	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change
1 Operating Revenues/Resources							
2 Beginning Working Capital	\$ -	\$ -	\$ -	\$ -	\$ 1,622,514	\$ 1,622,514	
3 OHA/WVCH Revenues	10,350,887	10,409,813	9,702,803	10,170,100	9,502,396	(667,704)	-7%
4 Operating Revenues/Resources Total	\$ 10,350,887	\$ 10,409,813	\$ 9,702,803	\$ 10,170,100	\$ 11,124,910	\$ 954,810	9%
5 Operating Expenses/Requirements							
6 Personnel services	\$ 207,929	\$ 204,103	\$ 283,700	\$ 196,200	\$ 232,660	\$ 36,460	19%
7 Materials and Services							
8 Other Professional & Technical	-	467	11,315	700	1,600	900	129%
9 Legal Services	23	990	740	1,000	1,500	500	50%
10 Other Services	13,190	11,631	12,606	18,000	14,000	(4,000)	-22%
11 Office Supplies	10,270	350	28	1,400	300	(1,100)	-79%
12 Other Materials & Supplies	1,281	1,120	618	1,300	1,000	(300)	-23%
13 Utilities	1,601	1,592	1,542	1,700	1,700	4	0%
14 Contract Transportation	8,572,145	8,169,717	8,185,452	8,662,600	9,569,400	906,800	10%
15 Travel, meetings, training, education	4,980	7,801	2,502	6,300	4,300	(2,000)	-32%
16 Printing	562	1,567	554	2,100	500	(1,600)	-76%
17 Lease-Building	63,057	1,473	1,700	1,500	1,700	200	13%
18 Call Center Allocation	870,167	992,667	1,201,958	1,277,300	1,296,150	18,850	1%
19 Materials and Services Total	\$ 9,537,276	\$ 9,188,878	\$ 9,419,103	\$ 9,973,900	\$ 10,892,250	\$ 918,350	9%
20 Operating Expenses/Requirements Total	\$ 9,745,205	\$ 9,392,981	\$ 9,702,803	\$ 10,170,100	\$ 11,124,910	\$ 954,810	9%
21 Operating Revenue/Resources less Operating Expenses/Requirements	\$ 605,682	\$ 1,016,832	\$ -	\$ -	\$ -	\$ -	
22 Net Operating, Transfers to Other Funds and Other Designations Total	\$ 605,682	\$ 1,016,832	\$ -	\$ -	\$ -	\$ -	
23 Beginning Working Capital	\$ -	\$ 605,682	\$ 1,622,514	\$ -	\$ -	\$ -	
24 Ending Working Capital	\$ 605,682	\$ 1,622,514	\$ 1,622,514	\$ -	\$ -	\$ -	

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

OHA/WVCH Revenues/Resources and Expenses/Requirements Summary		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year- End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change
25	FTE							25
26	Chief Operating Officer	0.1	0.1	0.1	0.1	0.1	0.1	26
27	Contracted Services Manager	-	-	-	-	0.2	0.2	27
28	Contracted Transportation Manager	0.2	0.1	0.1	0.1	-	-	28
29	Medical Transportation Administrator	0.9	1	1	1	1	1	29
30	Human Resources Assistant I	0.1	-	-	0.1	-	-	30
31	Accountant	-	-	-	-	-	-	31
32	Accounting Specialist	0.2	0.1	0.1	0.2	0.1	0.1	32
33	Administrative Assistant	0.4	0.7	0.7	0.5	-	-	33
34	Total FTE	1.9	2.0	2.0	2.0	1.4	1.4	34

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

Cherriots Call Center

Reservation and scheduling center for all Cherriots LIFT (CherryLift), Cherriots Regional (CARTS), Cherriots Shop & Ride (RED Line) and Non-Emergent Medical Transportation rides (Oregon Health Authority/Willamette Valley Community Health).

Materials and Services

- Software Licensing Annual Maintenance – This line is for Route Match software.
- Brokerage Contractor – This is the contract price for Medical Transportation Management to operate the call center and is based on a call volume for the call center.
- Utilities – This line includes the cost for the telephone system and connection charges.
- Lease-Building – This is to charge the cost of the call center space to the programs that use the call center through the allocation.
- Call Center Allocation – The call center expenses are allocated based on call volume, to each of the projects that use the call center. The call center is allocated to the following programs:
 - Cherriots LIFT (CherryLift) 19 percent
 - Cherriots Regional (CARTS) 2 percent
 - Cherriots Shop & Ride (RED Line) 4 percent
 - OHA/WWCH (NEMT) 75 percent

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15	FY2015-16	FY2016-17	FY2016-17	FY2017-18	Change from	Percent	
Cherriots Call Center Expenses/Requirements Summary	Actual	Actual	Year-End Estimate	Budget	Adopted Budget*	FY2016-17 Budget	Change	
1 Operating Expenses/Requirements								1
2 Personnel services	\$ 45,502	\$ 54,577	\$ 51,900	\$ 73,000	\$ 80,848	\$ 7,848	11%	2
3 Materials and Services								3
4 Software Licensing and Annual Maintenance	\$ 89,833	\$ 114,639	\$ 120,000	\$ 144,000	\$ 150,000	\$ 6,000	4%	4
5 Advertising Fees	-	645	1,000	1,000	1,000	-	0%	5
6 Other Professional & Technical	980	1,810	1,830	2,000	2,000	-	0%	6
7 Contract Maintenance Services	2,530	2,712	3,800	2,500	4,000	1,500	60%	7
8 Brokerage Contract	939,373	1,020,749	1,320,000	1,348,400	1,388,852	40,452	3%	8
9 Legal Services	2,453	2,385	100	2,000	500	(1,500)	-75%	9
10 Other Services	-	281	5,000	6,500	2,000	(4,500)	-69%	10
11 Parts, equipment & tools	-	3,595	200	2,000	500	(1,500)	-75%	11
12 Office Supplies	5,320	2,644	3,300	7,500	2,500	(5,000)	-67%	12
13 Utilities	38,639	36,106	40,000	55,000	50,000	(5,000)	-9%	13
14 Travel, meetings, training, education	-	7,390	5,000	5,000	5,000	-	0%	14
15 Printing	874	-	2,500	1,000	-	(1,000)	-100%	15
16 Other Misc. Expenses	-	220	200	200	200	-	0%	16
17 Lease-Building	-	51,282	47,780	53,000	40,800	(12,200)	-23%	17
18 Call Center Allocation	(1,125,504)	(1,299,035)	(1,602,610)	(1,703,100)	(1,728,200)	(25,100)	1%	18
19 Materials and Services Total	\$ (45,502)	\$ (54,577)	\$ (51,900)	\$ (73,000)	\$ (80,848)	\$ (7,848)	11%	19
20 Operating Expenses/Requirements Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		20
21 FTE								21
22 Strategic Planning & Technology Services Manager	0.1	-	-	-	-	-		22
23 Information Technology Manager	-	-	-	0.1	-	-		23
24 Technology Services Support Analyst	0.4	0.2	0.4	0.2	0.4			24
25 Database Administrator	-	-	0.1	0.1	0.1			25
26 Network Administrator	0.1	0.1	0.1	0.1	0.1			26
27 Accounting Specialist	0.1	0.1	0.1	0.1	0.1			27
28 Total FTE	0.7	0.4	0.7	0.6	0.7			28

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

Mobility Management

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

Revenues and Resources

- Beginning Working Capital – These funds are leftover resources from previous years and are used to cover a shortfall of resources.
- Federal 5310 Funds Through State – This is a federal grant administered through the State of Oregon, and has an 89.73/10.27 match ratio. The award decreased by about \$54,000 due to a reallocation of funding to other programs.
- State Special Transportation Funds – These funds are a State grant awarded to Special Transportation programs and can be used as a match for federal grants.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual		FY2015-16 Actual		FY2016-17 Year- End Estimate		FY2016-17 Budget		FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change
1	Mobility Management Revenues/Resources and Expenses/Requirements Summary										
2	Operating Revenues/Resources										
3	Beginning Working Capital	\$ -	\$ -	\$ -	\$ 78,900	\$ -	\$ (78,900)	-100%			
4	Federal 5310 Funds Through State	201,999	206,458	193,171	138,500	84,613	(53,887)	-39%			
5	State STF Funds	24,414	26,882	33,629	15,900	31,327	15,427	97%			
6	Operating Revenues/Resources Total	\$ 226,413	\$ 233,340	\$ 226,800	\$ 233,300	\$ 115,940	\$ (117,360)	-50%			
7	Operating Expenses/Requirements										
8	Personnel services	\$ 187,168	\$ 209,131	\$ 199,400	\$ 216,900	\$ 87,240	\$ (129,660)	-60%			
9	Materials and Services										
10	Advertising Fees	8,150	-	-	-	-	-				
11	Other Professional & Technical	24,903	18,033	21,000	5,000	25,200	20,200	404%			
12	Uniforms	26	-	-	-	-	-				
13	Parts, equipment & tools	-	1,089	-	-	-	-				
14	Office Supplies	303	172	500	1,000	250	(750)	-75%			
15	Utilities	336	336	400	400	-	(400)	-100%			
16	Advertising/Promotion Media	-	-	500	1,000	250	(750)	-75%			
17	Travel, meetings, training, education	3,150	2,613	4,000	8,000	2,500	(5,500)	-69%			
18	Printing	61	1,917	500	500	250	(250)	-50%			
19	Other Misc. Expenses	2,316	49	500	500	250	(250)	-50%			
20	Materials and Services Total	\$ 39,245	\$ 24,209	\$ 27,400	\$ 16,400	\$ 28,700	\$ 12,300	75%			
21	Operating Expenses/Requirements Total	\$ 226,413	\$ 233,340	\$ 226,800	\$ 233,300	\$ 115,940	\$ (117,360)	-50%			
22	Operating Revenue/Resources less Operating Expenses/Requirements	-	-	-	-	-	-				
23	Beginning Working Capital	-	-	-	-	-	-				
24	Ending Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Mobility Management Revenues/Resources and Expenses/Requirements Summary		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change
24	FTE							24
25	Outreach Representative	1.8	1.0	-	1.0	-		25
26	Mobility Coordinator	0.8	1.0	0.8	0.8	0.8		26
27	Customer Service Manager	-	0.1	-	0.1	0.1		27
28	Customer Service Supervisor	0.1	-	-	-	-		28
29	Total FTE	2.7	2.1	0.8	1.9	0.9		29

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

Special Transportation Coordination

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

Revenues/Resources

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

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Special Transportation Coordination	FY2016-17			FY2017-18		Change from		
Revenues/Resources and Expenses/Requirements	FY2014-15	FY2015-16	Year-End	FY2016-17	Adopted	FY2016-17	Percent	
Summary	Actual	Actual	Estimate	Budget	Budget*	Budget	Change	
1 Operating Revenues/Resources								1
2 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 4,200	\$ 585	\$ (3,615)	-86%	2
3 Federal 5311 Funds	-	-	-	-	-	-		3
4 Federal Direct 5310 Funds	8,866	17,689	15,685	21,000	22,000	1,000	5%	4
5 Federal 5310 Funds Through State	4,496	-	-	-	-	-		5
6 Federal 5310 Pass Through Funds	113,301	-	-	-	-	-		6
7 STF Pass Through Funds	148,184	294,000	328,122	277,400	244,000	(33,400)	-12%	7
8 State STF Funds	9,300	4,472	7,309	5,300	2,000	(3,300)	-62%	8
9 Operating Revenues/Resources Total	\$ 284,147	\$ 316,161	\$ 351,116	\$ 307,900	\$ 268,585	\$ (39,315)	-13%	9
10 Operating Expenses/Requirements								10
11 Personnel services	\$ 20,014	\$ 18,310	\$ 10,700	\$ 24,600	\$ 18,185	\$ (6,415)	-26%	11
12 Materials and Services								12
13 Advertising Fees	-	722	-	1,500	1,500	-	0%	13
14 Other Professional & Technical	-	-	-	1,000	1,000	-	0%	14
15 Legal Services	833	2,160	158	1,500	1,500	-	0%	15
16 Office Supplies	-	-	-	500	500	-	0%	16
17 Utilities	576	576	576	600	600	-	0%	17
18 5310 Pass-through Expense	113,722	-	-	-	-	-		18
19 STF Pass-through Expense	148,184	297,615	339,077	277,400	244,000	(33,400)	-12%	19
20 Dues & Subscriptions	-	-	-	100	100	-	0%	20
21 Travel, meetings, training, education	818	393	171	700	700	-		21
22 Printing	-	-	434	-	500	500		22
23 Materials and Services Total	\$ 264,133	\$ 301,466	\$ 340,416	\$ 283,300	\$ 250,400	\$ (32,900)	-12%	23
24 Operating Expenses/Requirements Total	\$ 284,147	\$ 319,776	\$ 351,116	\$ 307,900	\$ 268,585	\$ (39,315)	-13%	24
25 Operating Revenue/Resources less Operating								25
26 Expenses/Requirements	\$ -	\$ (3,615)	\$ -	\$ -	\$ -	\$ -		26
27 Beginning Working Capital	4,200	4,200	585	-	-	-		27
27 Ending Working Capital	\$ 4,200	\$ 585	\$ 585	\$ -	\$ -	\$ -		27

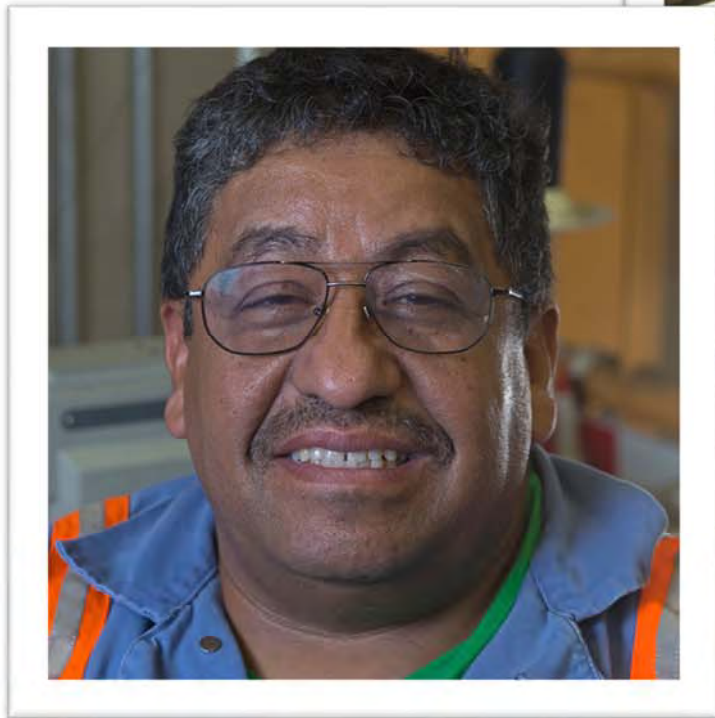
* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Special Transportation Coordination		FY2016-17		FY2017-18	Change from		
Revenues/Resources and Expenses/Requirements	FY2014-15	FY2015-16	Year-End	FY2016-17	Adopted	FY2016-17	Percent
Summary	Actual	Actual	Estimate	Budget	Budget*	Budget	Change
28 FTE							28
29 Medical Transportation Administrator	-	-	-	-	-	-	29
30 Grants Administrator Financial Analyst	-	-	-	-	-	-	30
31 Long-Range Planning Analyst	-	0.1	0.1	0.2	0.1		31
32 Administrative Assistant	0.1	0.1	-	0.1	-		32
33 Total FTE	0.1	0.2	0.1	0.3	0.1		33

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

Public transit is a community lifeline.



Service technician Jose Martinez

Trip Choice/Transportation Demand Management

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

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

Funding

The Trip Choice/TDM program is funded by two Federal Highway Administration grants, allocated to the Metropolitan Planning Organization as Surface Transportation Program-Urban funds. The \$ 211,199 Rideshare Grant does not require local match. The \$ 167,341 Transportation Demand Management Grant has an 89.73/10.27 matching ratio. The \$15,627 in matching funds comes in the form of an “in kind” match for the space and other resources that the program uses.

Materials and Services

- Allocations have been adjusted in most of the materials and services categories to better balance and represent anticipated expenditures and activities as outlined in the Cherriots Trip Choice Work Plan. The Advertising/Promotion Media (\$24,500 Rideshare / \$20,000 TDM) category is to support the outreach efforts to the community and businesses promoting the Trip Choice program.
- ODOT is strongly considering awarding \$64,656 in grant funds to support the marketing and operation of the annual Drive Less Challenge annual promotion. Funds will only be expended if the promotion is funded.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

							Change from		
TripChoice & TDM Grants Revenues/Resources and Expenses/Requirements Summary	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	FY2016-17 Budget	Percent Change		
1 Operating Revenues/Resources									1
2 TripChoice Grant	\$ 181,480	\$ 155,240	\$ 224,300	\$ 199,300	\$ 211,199	\$ 11,899	6%	2	
3 TDM Grant	190,885	132,241	183,950	154,500	167,341	12,841	8%	3	
4 Operating Revenues/Resources Total	\$ 372,365	\$ 287,481	\$ 408,250	\$ 353,800	\$ 378,540	\$ 24,740	7%	4	
5 Operating Expenses/Requirements								5	
6 Personnel services	\$ 198,283	\$ 226,823	\$ 388,500	\$ 243,500	\$ 277,140	\$ 33,640	14%	6	
7 Materials and Services								7	
8 Advertising Fees	1,659	1,479	-	18,500	4,000	(14,500)	-78%	8	
9 Other Professional & Technical	10,071	3,541	-	24,300	4,300	(20,000)	-82%	9	
10 Temporary Help	5,661	-	-	-	-	-		10	
11 Uniforms	-	1,031	900	1,900	1,800	(100)	-5%	11	
12 Outside Services	79,896	-	-	-	-	-		12	
13 Legal Services	-	608	-	1,900	1,500	(400)	-21%	13	
14 Other Services	583	-	-	3,700	-	(3,700)	-100%	14	
15 Parts, equipment & tools	-	188	-	-	500	500		15	
16 Operating Supplies	-	2,901	-	900	1,500	600	67%	16	
17 Office Supplies	2,083	775	400	1,300	1,800	500	38%	17	
18 Other Materials & Supplies	103	20	-	-	-	-		18	
19 Utilities	2,753	2,674	600	3,400	3,600	200	6%	19	
20 Dues & Subscriptions	2,395	800	1,200	-	2,500	2,500		20	
21 Advertising/Promotion Media	45,710	28,832	10,000	28,600	44,500	15,900	56%	21	
22 Travel, meetings, training, education	12,345	8,290	4,250	13,600	15,400	1,800	13%	22	
23 Guarantee Ride Home	1,997	1,640	400	3,700	4,000	300	8%	23	
24 Printing	8,826	7,879	2,000	8,500	16,000	7,500	88%	24	
25 Materials and Services Total	\$ 174,082	\$ 60,658	\$ 19,750	\$ 110,300	\$ 101,400	\$ (8,900)	-8%	25	
26 Operating Expenses/Requirements Total	\$ 372,365	\$ 287,481	\$ 408,250	\$ 353,800	\$ 378,540	\$ 24,740	7%	26	
27 Operating Revenue/Resources less Operating Expenses/Requirements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		27	
28 FTE								28	
29 Rideshare & Outreach Coordinator	1.0	1.0	1.0	1.0	1.0			29	
30 Rideshare Specialist	1.0	1.0	1.0	1.0	1.0			30	
31 Rideshare Assistant	-	-	0.5	0.5	0.5			31	
32 Total FTE	2.0	2.0	2.5	2.5	2.5			32	

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

The Capital Projects Fund

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

The proposed budget includes amounts that are expected to be spent during FY2017-18 and includes working capital reserves to help identify future requirements for some projects. The expenses/requirements are presented in two forms. First, with four lines as it will appear on the Resolution to adopt the budget (Administration, Communication, Transportation Development, and Operations), then in the traditional manor of Personnel Services, Materials and Services, and Capital Outlay by project.

The following is a brief description of the projects included in the proposed FY2017-18 Budget for each of the Divisions.

Administration

Technology Equipment

The proposed budget includes \$216,775 which reflects FY2017-2018 portion of the costs to replace the current Finance and Human Resource software packages with a single solution.

Communications

Technology Equipment

The proposed budget includes \$20,000 to replace the point-of-sale software in customer service.

Transportation Development

Capital Projects Administration

These expenses are for the anticipated procurement costs that which cannot be assigned to a specific capital project at the time of the budget.

Del Webb Improvements

These expenses include \$29,000 to remodel the server room.

Keizer Transit Center

The proposed budget includes \$1.2 million to be used at the Keizer Transit Center on a signal light to facilitate turning left into and out of the transit center. Additionally, solar storage will be added to the transit center.

South Salem Transit Center

This project is funded with federal sources and a Connect Oregon V grant of \$1 million. The proposed budget includes \$1.3 million for purchase of land.

Bus Stops and Shelters

This project is funded with federal sources and is expected to continue into FY2017-18. The proposed budget includes over \$.5 million for bus stop and shelter improvements.

Technology Equipment

The proposed budget includes:

Equipment-

new radios for fixed route, security and operations \$175,000

ITS Master Plan/CAD/AVL \$100,000 \$275,000 Equipment

Hardware-

servers to support additional software storage needs \$50,000

Software-

Incident reporting software \$25,000

Operations

Del Webb

This proposed budget includes:

Building Improvements:

Maintenance Fence Upgrade	\$87,000		
DW Landscaping	\$67,220		
Vault Proximity Card	\$ 7,000		
Visitor Intercom	\$32,000	<u>\$ 193,220</u>	Building & Improvements

Equipment:

Air Compressor	\$16,000		
Diesel Fuel Pumps	\$40,000		
Overhead Fluid System	\$80,000	<u>\$ 136,000</u>	Equipment

Cherriots Revenue Vehicles

The proposed budget includes approximately \$5,760,000 to purchase twelve CNG buses and \$272,340 to replace the remaining CNG tanks in the existing fleet. The CNG original tank has a useful life of 15 years; the replacement tanks will have a 20 year useful life.

Cherriots Lift Revenue Vehicles (formerly CherryLift)

The proposed budget includes approximately \$1,116,200 to replace twelve vehicles.

Cherriots Regional Revenue Vehicles (formerly CARTS)

The proposed budget includes about \$751,255 to replace three buses.

Technology Equipment

These expenses include \$50,000 for an additional six security cameras at CH2 and \$25,000 for a security incident reporting software.

CH2 Improvements

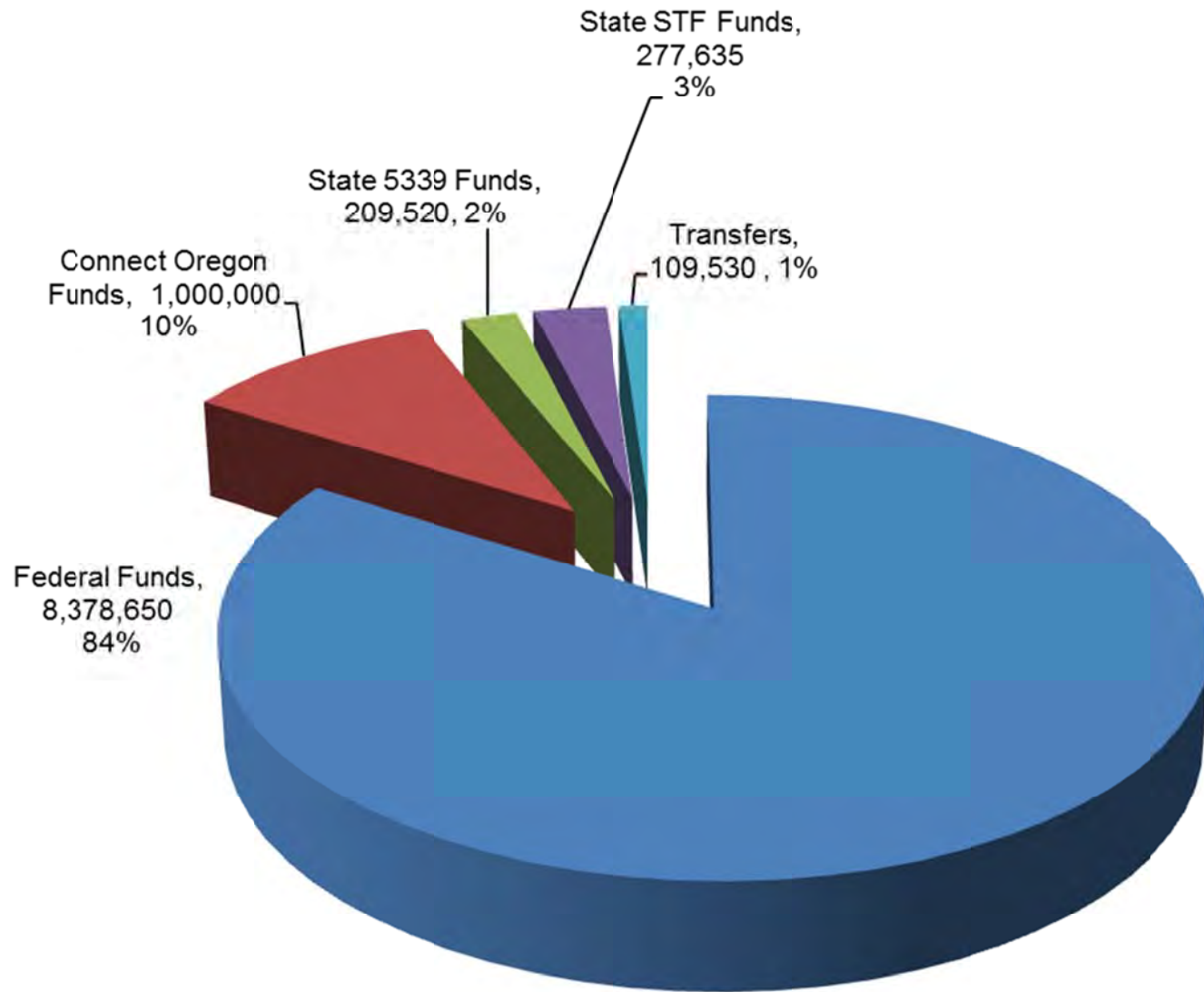
These expenses include \$50,000 for a transit mall sprinkler system and \$50,000 to upgrade the Courthouse Fire Alarm.

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Capital Project Fund Revenues/Resources and Expenses/Requirements Summary	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change
1 Operating Revenues/Resources							
2 Federal JARC	\$ 17	\$ -	\$ -	\$ -	\$ -	\$ -	
3 Federal STP Funds	-	261,089	11,512	2,248,500	1,955,120	(293,380)	-13%
4 Federal 5311 Funds	42,107	-	-	-	-	-	
5 Federal New Freedom	18,013	3,583	-	-	-	-	
6 Federal 5310 Funds Through State	-	698	363	224,300	639,660	415,360	185%
7 Federal Flex Funds	220,813	312,624	50,890	1,927,600	324,890	(1,602,710)	-83%
8 FTA 5339 Funds	-	-	-	1,943,500	1,943,530	30	0%
9 State 5339 Funds	-	-	-	-	209,520	209,520	
10 Federal 5307	23,665	84,206	119,036	2,503,000	2,005,710	(497,290)	-20%
11 Federal STP Funds	17,707	496,354	3,070	107,800	122,305	14,505	13%
12 Federal ARRA Funds	-	-	-	-	-	-	
13 Federal 5309 Funds	322,308	86,387	82,480	2,385,000	1,387,435	(997,565)	-42%
14 Connect Oregon Funds	-	-	-	1,000,000	1,000,000	-	0%
15 State STF Funds	-	264,555	-	264,600	277,635	13,035	5%
16 Insurance Settlement	22,557	29,942	-	-	-	-	
17 Transfers from Other Funds	102,842	-	-	127,000	109,530	(17,470)	-14%
18 Operating Revenues/Resources Total	\$ 770,029	\$ 1,539,438	\$ 267,351	\$ 12,731,300	\$ 9,975,335	\$ (2,755,965)	-22%

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Capital Project Fund Resources FY2017-18

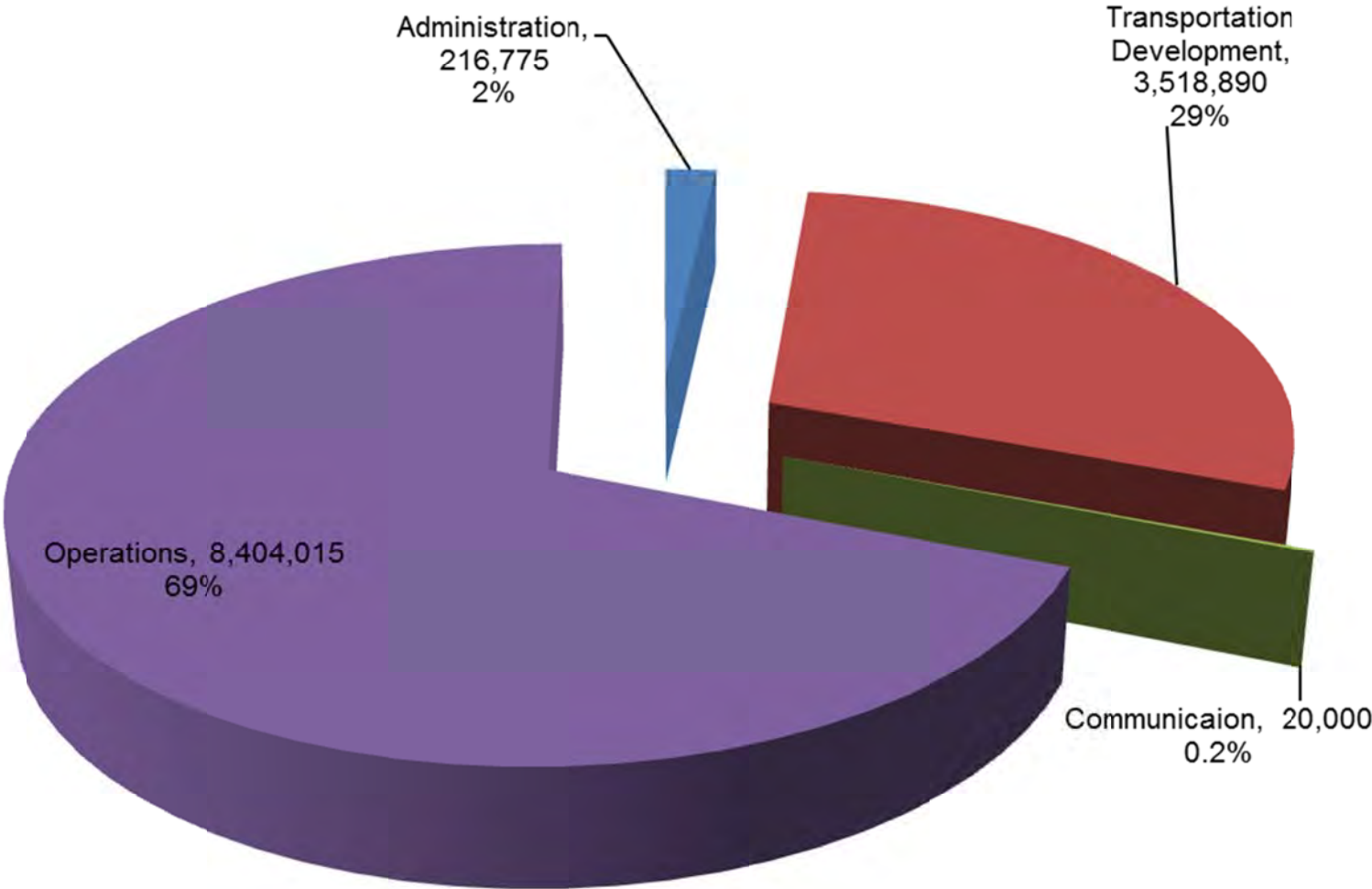


Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Capital Project Fund Revenues/Resources and Expenses/Requirements Summary	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
19 Operating Expenses/Requirements								19
20 Administration	\$ -	\$ 652	\$ 48,795	\$ 349,000	\$ 216,775	\$ (132,225)	-38%	20
21 Communications	-	-	-	-	20,000	20,000		21
22 Transportation Development	687,961	1,310,093	285,831	5,438,300	3,518,890	(1,919,410)	-35%	22
23 Operations	391,696	287,125	29,745	7,635,800	8,404,015	768,215	10%	23
24 Operating Expenses/Requirements Total	\$ 1,079,657	\$ 1,597,870	\$ 364,371	\$ 13,423,100	\$ 12,159,680	\$ (1,263,420)	-9%	24
Operating Revenue/Resources less								
25 Operating Expenses/Requirements	\$ (309,628)	\$ (58,432)	\$ (97,020)	\$ (691,800)	\$ (2,184,345)	\$ (1,492,545)	216%	25
26 Reserved Working Capital	-	-	-	(2,854,200)	(198,942)	2,655,258	-93%	26
Net Operating and Reserve Working								
27 Capital Total	\$ (309,628)	\$ (58,432)	\$ (97,020)	\$ (3,546,000)	\$ (2,383,288)	\$ 1,162,712	-33%	27
28 Beginning Working Capital	4,017,169	3,707,541	3,649,109	3,546,000	2,383,288	(1,162,712)	-33%	28
29 Ending Working Capital	\$ 3,707,541	\$ 3,649,109	\$ 3,552,089	\$ -	\$ -	\$ -		29
30 FTE								30
31 Capital Projects Manager	1.0	1.0	0.5	1.0	-			31
32 Chief Operating Officer	0.1	-	-	-	-			32
33 Contracts/Procurement Manager	-	-	-	-	0.2			33
34 Contract/Procurement Specialist	0.2	0.2	0.1	0.2	0.2			34
35 Contract/Procurement Analyst	-	-	-	0.1	-			35
36 Facilities Maintenance Worker	-	-	-	1.9	1.2			36
37 Director of Transportation Development	0.1	-	-	-	-			37
38 Total FTE	1.4	1.2	0.6	3.2	1.6			38

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

Capital Project Fund Requirements FY2017-18



Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15	FY2015-16	FY2016-17	FY2016-17	FY2017-18	Change from	Percent
Administration Capital Projects	Actual	Actual	Year-End Estimate	Budget	Adopted Budget*	FY2016-17 Budget	Change
1 <u>Technology Equipment</u>							
2 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 69,800	\$ 60,040	\$ (9,760)	-14%
3 Federal 5307	-	383	39,036	279,200	156,735	(122,465)	-44%
4 <u>Revenues/Resources Total</u>	\$ -	\$ 383	\$ 39,036	\$ 349,000	\$ 216,775	\$ (132,225)	-38%
5 Materials and Services							
6 Advertising Fees	\$ -	\$ 359	\$ -	\$ -	\$ -	\$ -	
7 Legal Services	-	293	-	-	-	-	
8 Travel, meetings, training, education	-	-	2,970	-	-	-	
9 <u>Materials and Services Total</u>	-	652	2,970	-	-	-	
10 Capital Outlay							
11 Software - Finance/HR Software	-	-	45,825	349,000	216,775	(132,225)	-38%
12 <u>Capital Outlay Total</u>	\$ -	\$ -	\$ 45,825	\$ 349,000	\$ 216,775	\$ (132,225)	-38%
13 Reserved Working Capital	-	-	-	-	-	-	
14 <u>Expenses/Requirements Total</u>	\$ -	\$ 652	\$ 48,795	\$ 349,000	\$ 216,775	\$ (132,225)	-38%
15 <u>Total Administration Capital Projects</u>	\$ -	\$ 652	\$ 48,795	\$ 349,000	\$ 216,775	\$ (132,225)	-38%
16 <u>Operating Revenue/Resources less</u>							
16 Operating Expenses/Requirements	\$ -	\$ (269)	\$ (9,759)	\$ -	\$ -	\$ -	
17 Beginning Working Capital	35,000	35,000	69,800	-	-	-	
18 <u>Ending Working Capital</u>	\$ 35,000	\$ 34,731	\$ 60,041	\$ -	\$ -	\$ -	

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change
Communications Capital Projects							
1 <u>Technology Equipment</u>							1
2 Beginning Working Capital	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	2
3 Federal 5307	-	-	-	-	16,000	16,000	3
4 <u>Revenues/Resources Total</u>	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	4
5 Capital Outlay							5
6 Software - Point-of-Sale Software	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	6
7 <u>Capital Outlay Total</u>	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	7
8 <u>Expenses/Requirements Total</u>	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	8
9 <u>Total Communications Capital Projects</u>	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	9
Operating Revenue/Resources less							
10 <u>Operating Expenses/Requirements</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10
11 <u>Beginning Working Capital</u>	-	-	-	-	-	-	11
12 <u>Ending Working Capital</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development Capital Projects	FY2014-15		FY2016-17		FY2017-18 Adopted		Change from FY2016-17 Budget	Percent Change
	Actual	FY2015-16 Actual	Year-End Estimate	FY2016-17 Budget	Budget*	Budget*		
1 Capital Project Administration								
2 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 57,800	\$ 50,810	\$ (6,990)	-12%	
3 Transfers from Other Funds	34,238	-	-	-	-	-		
4 Revenues/Resources Total	\$ 34,238	\$ -	\$ -	\$ 57,800	\$ 50,810	\$ (6,990)	-12%	
5 Personnel services	\$ 33,319	\$ 34,194	\$ 29,900	\$ 51,200	\$ 50,810	\$ (390)	-1%	
6 Materials and Services								
7 Other Professional & Technical	-	-	-	2,000	-	(2,000)	-100%	
8 Other Materials & Supplies	-	-	-	2,000	-	(2,000)	-100%	
9 Utilities	153	576	144	600	-	(600)	-100%	
10 Travel, meetings, training, education	2,636	698	862	2,000	-	(2,000)	-100%	
11 Printing	27	-	-	-	-	-		
12 Other Misc. Expenses	8,340	-	-	-	-	-		
13 Materials and Services Total	\$ 11,156	\$ 1,274	\$ 1,006	\$ 6,600	\$ -	\$ (6,600)	-100%	
14 Expenses/Requirements Total	\$ 44,475	\$ 35,468	\$ 30,906	\$ 57,800	\$ 50,810	\$ (6,990)	-12%	
Operating Revenue/Resources less								
15 Operating Expenses/Requirements	\$ (10,237)	\$ (35,468)	\$ (30,906)	\$ -	\$ -	\$ -		
16 Beginning Working Capital	45,705	35,468	30,906	-	-	-		
17 Ending Working Capital	\$ 35,468	\$ 30,906	\$ -	\$ -	\$ -	\$ -		

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development Capital Projects		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change
18	<u>Del Webb Facility IT Improvements</u>							
19	Beginning Working Capital	\$ -	\$ -	\$ -	\$ 100,000	\$ 5,800	\$ (94,200)	-94%
20	Federal 5307	-	-	-	400,000	23,200	(376,800)	-94%
21	<u>Revenues/Resources Total</u>	\$ -	\$ -	\$ -	\$ 500,000	\$ 29,000	\$ (471,000)	-94%
22	<u>Capital Outlay</u>							
23	Buildings & Improvements	\$ -	\$ -	\$ -	\$ -	\$ 29,000	\$ 29,000	
24	Equipment	-	-	-	102,000	-	(102,000)	-100%
25	Reserved Working Capital	-	-	-	398,000	-	(398,000)	-100%
26	<u>Expenses/Requirements Total</u>	\$ -	\$ -	\$ -	\$ 500,000	\$ 29,000	\$ (471,000)	-94%

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development Capital Projects	FY2014-15		FY2016-17		FY2017-18 Adopted		Change from FY2016-17 Budget	Percent Change	
	Actual	FY2015-16 Actual	Year-End Estimate	FY2016-17 Budget	Budget*	Budget*			
27 Keizer Transit Center									27
28 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 459,600	\$ 438,942	\$ (20,658)	-4%		28
29 Federal 5309 Funds	20,415	2,190	82,480	1,838,200	960,000	(878,200)	-48%		29
30 Transfers from Other Funds	3,308	-	-	-	-	-			30
31 Revenues/Resources Total	\$ 23,723	\$ 2,190	\$ 82,480	\$ 2,297,800	\$ 1,398,942	\$ (898,858)	-39%		31
32 Personnel services	\$ 13,742	\$ 2,017	\$ 3,100	\$ 29,200	\$ -	\$ (29,200)	-100%		32
33 Materials and Services									33
34 Legal Services	4,060	720	-	-	-	-			34
35 Parts, equipment & tools	880	-	-	-	-	-			35
36 Materials and Services Total	\$ 4,940	\$ 720	\$ -	\$ -	\$ -	\$ -			36
37 Capital Outlay									37
38 Land	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -			38
39 Buildings & Improvements	12,101	-	100,000	1,650,600	1,200,000	(450,600)	-27%		39
40 Capital Outlay Total	\$ 14,501	\$ -	\$ 100,000	\$ 1,650,600	\$ 1,200,000	\$ (450,600)	-27%		40
41 Reserved Working Capital	-	-	-	618,000	198,942	(419,058)	-68%		41
42 Expenses/Requirements Total	\$ 33,183	\$ 2,737	\$ 103,100	\$ 2,297,800	\$ 1,398,942	\$ (898,858)	-39%		42
Operating Revenue/Resources less									
43 Operating Expenses/Requirements	\$ (9,460)	\$ (547)	\$ (20,620)	\$ -	\$ -	\$ -			43
44 Beginning Working Capital	469,517	460,057	459,562	-	-	-			44
45 Ending Working Capital	\$ 460,057	\$ 459,510	\$ 438,942	\$ -	\$ -	\$ -			45

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development Capital Projects	FY2014-15		FY2016-17		FY2017-18 Adopted		Change from FY2016-17 Budget	Percent Change
	Actual	FY2015-16 Actual	Year-End Estimate	FY2016-17 Budget	Budget*			
46 South Salem Transit Center								46
47 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 41,000	\$ 39,960	\$ (1,040)	-3%	47
48 Federal 5309 Funds	140,028	84,197	-	129,700	-	(129,700)	-100%	48
49 Federal STP Funds	-	581	-	350,000	349,120	(880)	0%	49
50 Connect Oregon Funds	-	-	-	1,000,000	1,000,000	-	0%	50
51 Revenues/Resources Total	\$ 140,028	\$ 84,778	\$ -	\$ 1,520,700	\$ 1,389,080	\$ (131,620)	-9%	51
52 Personnel services	\$ 6,764	\$ 3,400	\$ 1,600	\$ 21,900	\$ -	\$ (21,900)	-100%	52
53 Materials and Services								53
54 Legal Services	203	113	-	-	-	-	-	54
55 Materials and Services Total	\$ 203	\$ 113	\$ -	\$ -	\$ -	\$ -	-	55
56 Capital Outlay								56
57 Land	\$ -	\$ -	\$ -	\$ -	\$ 1,389,080	\$ 1,389,080		57
58 Buildings & Improvements	133,071	81,277	-	1,498,800	-	(1,498,800)	-100%	58
59 Software	-	-	-	-	-	-	-	59
60 Capital Outlay Total	\$ 133,071	\$ 81,277	\$ -	\$ 1,498,800	\$ 1,389,080	\$ (109,720)	-7%	60
61 Reserved Working Capital	-	-	-	-	-	-	-	61
62 Expenses/Requirements Total	\$ 140,038	\$ 84,790	\$ 1,600	\$ 1,520,700	\$ 1,389,080	\$ (131,620)	-9%	62
63 Operating Revenue/Resources less Operating Expenses/Requirements	\$ (10)	\$ (12)	\$ (1,600)	\$ -	\$ -	\$ -	-	63
64 Beginning Working Capital	41,010	41,000	40,988	-	-	-	-	64
65 Ending Working Capital	\$ 41,000	\$ 40,988	\$ 40,541	\$ -	\$ -	\$ -	-	65

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development Capital Projects	FY2014-15		FY2016-17		FY2017-18 Adopted		Change from FY2016-17 Budget	Percent Change
	Actual	FY2015-16 Actual	Year-End Estimate	FY2016-17 Budget	Budget*			
66 Bus Stops & Shelters								66
67 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 233,000	\$ 52,805	\$ (180,195)	-77%	67
68 Federal 5311 Funds	42,107	-	-	-	-	-		68
69 Federal Flex Funds	220,813	312,624	50,890	1,927,600	324,890	(1,602,710)	-83%	69
70 Federal STP Funds	17,707	489,596	3,070	107,800	122,305	14,505	13%	70
71 Transfers from Other Funds	-	-	-	-	-	-		71
72 Revenues/Resources Total	\$ 280,627	\$ 802,220	\$ 53,960	\$ 2,268,400	\$ 500,000	\$ (1,768,400)	-78%	72
73 Personnel services	\$ 42,445	\$ 149,759	\$ 36,300	\$ 184,900	\$ 123,410	\$ (61,490)	-33%	73
74 Materials and Services								74
75 Advertising Fees	-	-	-	-	-	-		75
76 Legal Services	2,745	158	-	-	-	-		76
77 Materials and Services Total	\$ 2,745	\$ 158	\$ -	\$ -	\$ -	\$ -		77
78 Capital Outlay								78
79 Buildings & Improvements	\$ 223,243	\$ 393,818	\$ 24,635	\$ 1,536,100	\$ 376,590	\$ (1,159,510)	-75%	79
80 Shelters	71,475	503,010	-	-	-	-		80
81 Capital Outlay Total	\$ 294,718	\$ 896,828	\$ 24,635	\$ 1,536,100	\$ 376,590	\$ (1,159,510)	-75%	81
82 Reserved Working Capital	-	-	-	547,400	-	(547,400)	-100%	82
83 Expenses/Requirements Total	\$ 339,908	\$ 1,046,745	\$ 60,935	\$ 2,268,400	\$ 500,000	\$ (1,768,400)	-78%	83
84 Operating Revenue/Resources less								
84 Operating Expenses/Requirements	\$ (59,281)	\$ (244,525)	\$ (6,975)	\$ -	\$ -			84
85 Beginning Working Capital	413,032	353,751	109,419	-	-	-		85
86 Ending Working Capital	\$ 353,751	\$ 109,226	\$ 102,444	\$ -	\$ -	\$ -		86

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development Capital Projects	FY2014-15		FY2016-17		FY2017-18 Adopted		Change from FY2016-17 Budget	Percent Change
	Actual	FY2015-16 Actual	Year-End Estimate	FY2016-17 Budget	Budget*			
87 <u>Business Intelligence Project</u>								87
88 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ (25,000)	-100%	88
89 Federal 5307	-	-	-	100,000	-	(100,000)	-100%	89
90 <u>Revenues/Resources Total</u>	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ (125,000)	-100%	90
91 Personnel services	\$ -	\$ 1,875	\$ -	\$ -	\$ -	\$ -		91
92 Capital Outlay								92
93 Software	-	-	-	125,000	-	(125,000)	-100%	93
94 <u>Expenses/Requirements Total</u>	\$ -	\$ 1,875	\$ -	\$ 125,000	\$ -	\$ (125,000)	-100%	94
95 <u>Operating Revenue/Resources less</u>								
95 <u>Operating Expenses/Requirements</u>	\$ -	\$ (1,875)	\$ -	\$ -	\$ -	\$ -		95
96 <u>Beginning Working Capital</u>	20,000	20,000	24,727	-	-	-		96
97 <u>Ending Working Capital</u>	\$ 20,000	\$ 18,125	\$ 24,727	\$ -	\$ -	\$ -		97

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development Capital Projects	FY2014-15		FY2016-17		FY2017-18 Adopted		Change from FY2016-17 Budget	Percent Change
	Actual	FY2015-16 Actual	Year-End Estimate	FY2016-17 Budget	Budget*	Budget*		
98 <u>Call Center Phones</u>								98
99 Personnel services	\$ 1,900	\$ 1,073	\$ -	\$ -	\$ -	\$ -	\$ -	99
100 Materials and Services								100
101 Advertising Fees	352	-	-	-	-	-	-	101
102 Legal Services	495	-	-	-	-	-	-	102
103 <u>Materials and Services Total</u>	\$ 847	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	103
104 <u>Capital Outlay</u>								104
105 Equipment	\$ -	\$ 5,813	\$ -	\$ -	\$ -	\$ -	\$ -	105
106 Software	33,366	35,004	-	-	-	-	-	106
107 Hardware	-	-	-	-	-	-	-	107
108 <u>Capital Outlay Total</u>	\$ 33,366	\$ 40,817	\$ -	\$ -	\$ -	\$ -	\$ -	108
109 <u>Expenses/Requirements Total</u>	\$ 36,113	\$ 41,890	\$ -	\$ -	\$ -	\$ -	\$ -	109
Operating Revenue/Resources less								
110 Operating Expenses/Requirements	\$ (36,113)	\$ (41,890)	\$ -	\$ -	\$ -	\$ -	\$ -	110
111 Beginning Working Capital	36,113	-	(10,000)	-	-	-	-	111
112 <u>Ending Working Capital</u>	\$ -	\$ (41,890)	\$ (10,000)	\$ -	\$ -	\$ -	\$ -	112

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development Capital Projects	FY2014-15		FY2016-17		FY2017-18 Adopted		Change from FY2016-17 Budget	Percent Change	
	Actual	FY2015-16 Actual	Year-End Estimate	FY2016-17 Budget	Budget*				
113 Technology Equipment									113
114 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 97,000	\$ 110,000	\$ 13,000	13%	114	
115 Federal New Freedom	15,547	-	-	-	-	-		115	
116 Federal 5307	-	15,466	-	60,000	240,000	180,000	300%	116	
117 Transfers from Other Funds	-	-	-	75,000	-	(75,000)	-100%	117	
118 Revenues/Resources Total	\$ 15,547	\$ 15,466	\$ -	\$ 232,000	\$ 350,000	\$ 118,000	51%	118	
119 Personnel services	\$ -	\$ 1,055	\$ -	\$ -	\$ -	\$ -		119	
120 Capital Outlay								120	
121 Equipment	-	17,500	-	110,000	275,000	165,000	150%	121	
122 Hardware	18,734	31,289	70,000	82,000	50,000	(32,000)	-39%	122	
123 Software	20,036	-	-	40,000	25,000	(15,000)	-38%	123	
124 Capital Outlay Total	\$ 38,770	\$ 48,789	\$ 70,000	\$ 232,000	\$ 350,000	\$ 118,000	51%	124	
125 Expenses/Requirements Total	\$ 38,770	\$ 49,844	\$ 70,000	\$ 232,000	\$ 350,000	\$ 118,000	51%	125	
Operating Revenue/Resources less									
126 Operating Expenses/Requirements	\$ (23,223)	\$ (34,378)	\$ (70,000)	\$ -	\$ -	\$ -		126	
127 Beginning Working Capital	68,223	45,000	70,000	-	-	-		127	
128 Ending Working Capital	\$ 45,000	\$ 10,622	\$ -	\$ -	\$ -	\$ -		128	

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development Capital Projects	FY2014-15		FY2016-17		FY2017-18 Adopted		Change from FY2016-17 Budget	Percent Change
	Actual	FY2015-16 Actual	Year-End Estimate	FY2016-17 Budget	Budget*			
129 CH2 Remediation								129
130 Transfers from Other Funds	\$ 10,322	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	130
131 Revenues/Resources Total	\$ 10,322	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	131
132 Materials and Services								132
133 Contract Maintenance Services	\$ 905	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	133
134 Materials and Services Total	\$ 905	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	134
135 Capital Outlay								135
136 Buildings & Improvements	\$ 24,035	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	136
137 Furniture	23,481	-	-	-	-	-	-	137
138 Hardware	708	-	-	-	-	-	-	138
139 Capital Outlay Total	\$ 48,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	139
140 Expenses/Requirements Total	\$ 49,129	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	140
Operating Revenue/Resources less								
141 Operating Expenses/Requirements	\$ (38,807)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	141
142 Beginning Working Capital	38,807	43,642	43,642	-	-	-	-	142
143 Ending Working Capital	\$ -	\$ 43,642	\$ 43,642	\$ -	\$ -	\$ -	\$ -	143

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development Capital Projects	FY2014-15		FY2016-17		FY2017-18 Adopted		Change from FY2016-17 Budget	Percent Change
	Actual	FY2015-16 Actual	Year-End Estimate	FY2016-17 Budget	Budget*	Budget		
144 CH2 Improvements								144
145 Buildings & Improvements	\$ -	\$ 18,640	\$ 14,290	\$ -	\$ -	\$ -	\$ -	145
146 Operating Revenue/Resources less Operating Expenses/Requirements	\$ -	\$ (18,640)	\$ (14,290)	\$ -	\$ -	\$ -	\$ -	146
147 Beginning Working Capital	35,000	35,000	16,360	-	-	-	-	147
148 Ending Working Capital	\$ 35,000	\$ 16,360	\$ 2,070	\$ -	\$ -	\$ -	\$ -	148

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Transportation Development Capital Projects	FY2014-15		FY2016-17		FY2017-18 Adopted		Change from FY2016-17 Budget	Percent Change
	Actual	FY2015-16 Actual	Year-End Estimate	FY2016-17 Budget	Budget*			
149 CH2 Lease Space Improvements								149
150 Materials and Services								150
151 Legal Services	\$ -	\$ 23	\$ -	\$ -	\$ -	\$ -	\$ -	151
152 Materials and Services Total	-	23	-	-	-	-	-	152
153 Buildings & Improvements	6,345	28,081	5,000	-	-	-	-	153
154 Expenses/Requirements Total	\$ 6,345	\$ 28,104	\$ 5,000	\$ -	\$ -	\$ -	\$ -	154
Operating Revenue/Resources less								
155 Operating Expenses/Requirements	\$ (6,345)	\$ (28,104)	\$ (5,000)	\$ -	\$ -	\$ -	\$ -	155
156 Beginning Working Capital	56,345	50,000	21,896	-	-	-	-	156
157 Ending Working Capital	\$ 50,000	\$ 21,896	\$ 16,896	\$ -	\$ -	\$ -	\$ -	157
Total Transportation Development Capital Projects	\$ 687,961	\$ 1,310,093	\$ 285,831	\$ 5,438,300	\$ 3,518,890	\$ (1,919,410)	-35%	158
159 Total Reserved Working Capital	\$ -	\$ -	\$ -	\$ 1,563,400	\$ 198,942	\$ (1,364,458)	-87%	159

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Operations Capital Projects	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-		FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change	
			End Estimate	FY2016-17 Budget				
<u>1 Del Webb Facility Improvements</u>								1
2 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 101,500	\$ 66,645	\$ (34,855)	-34%	2
3 Federal JARC	17	-	-	-	-	-		3
4 Federal 5307	23,665	16,916	80,000	400,000	262,575	(137,425)	-34%	4
5 Transfers from Other Funds	49,756	-	-	-	-	-		5
6 <u>Revenues/Resources Total</u>	\$ 73,438	\$ 16,916	\$ 80,000	\$ 501,500	\$ 329,220	\$ (172,280)	-34%	6
7 Personnel services	\$ 2,129	\$ 5,909	\$ -	\$ 1,500	\$ -	\$ (1,500)	-100%	7
8 Materials and Services								8
9 Other Professional & Technical	145	135	-	-	-	-		9
10 Advertising Fees	660	327	-	-	-	-		10
11 Legal Services	2,340	1,170	-	-	-	-		11
12 <u>Materials and Services Total</u>	\$ 3,145	\$ 1,632	\$ -	\$ -	\$ -	\$ -		12
13 Capital Outlay								13
14 Buildings & Improvements	\$ 52,641	\$ 10,955	\$ -	\$ 211,000	\$ 193,220	\$ (17,780)	-8%	14
15 Equipment	33,244	2,650	-	74,000	136,000	62,000	84%	15
16 Furniture	19,356	-	-	100,000	-	(100,000)	-100%	16
17 <u>Capital Outlay Total</u>	\$ 105,241	\$ 13,605	\$ -	\$ 385,000	\$ 329,220	\$ (55,780)	-14%	17
18 Reserved Working Capital	-	-	-	115,000	-	(115,000)	-100%	18
19 <u>Expenses/Requirements Total</u>	\$ 110,515	\$ 21,146	\$ -	\$ 501,500	\$ 329,220	\$ (172,280)	-34%	19
20 <u>Operating Revenue/Resources less Operating Expenses/Requirements</u>	\$ (37,077)	\$ (4,230)	\$ 80,000	\$ -	\$ -	\$ -		20
21 <u>Beginning Working Capital</u>	290,079	253,002	248,772	-	-	-		21
22 <u>Ending Working Capital</u>	\$ 253,002	\$ 248,772	\$ 69,550	\$ -	\$ -	\$ -		22

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

			FY2016-17 Year-						
	FY2014-15 Actual	FY2015-16 Actual	End Estimate	FY2016-17 Budget	FY2017-18 Adopted Budget*	Change from FY2016-17 Budget	Percent Change		
23	<u>Operations Capital Projects</u>								
23	<u>ADA Assessment Center</u>								
24	\$ 2,466	\$ 3,583	\$ 2,040	\$ -	\$ -	\$ -			23
24									24
25	\$ 163	\$ -	\$ -	\$ -	\$ -	\$ -			25
26	612	-	-	-	-	-			26
27	23	-	-	-	-	-			27
28	-	418	-	-	-	-			28
29	-	1,547	2,040	-	-	-			29
30	2,086	4,600	-	-	-	-			30
31	\$ 2,884	\$ 6,565	\$ 2,040	\$ -	\$ -	\$ -			31
	<u>Operating Revenue/Resources less Operating</u>								
32	\$ (418)	\$ (2,982)	\$ -	\$ -	\$ -	\$ -			32
33	-	942	(2,040)	-	-	-			33
34	\$ (418)	\$ (2,040)	\$ (2,040)	\$ -	\$ -	\$ -			34

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-		FY2017-18 Adopted	Change from	Percent	
Operations Capital Projects			End Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	
35 <u>Cherriots Revenue Vehicles</u>								35
36 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 2,160,000	\$ 1,315,610	\$ (844,390)	-39%	36
37 Federal STP Funds	-	224,637	11,512	1,898,500	1,606,000	(292,500)	-15%	37
38 FEDERAL 5339 FUNDS	-	-	-	1,943,500	1,943,530	30	0%	38
39 Federal 5307	-	-	-	1,123,800	1,167,200	43,400	4%	39
40 Federal OR95-X018	-	6,758	-	-	-	-		40
41 <u>Revenues/Resources Total</u>	\$ -	\$ 231,395	\$ 11,512	\$ 7,125,800	\$ 6,032,340	\$ (1,093,460)	-15%	41
42 Personnel services	\$ 192	\$ 12,080	\$ 13,000	\$ -	\$ -	\$ -		42
43 Advertising Fees	-	1,763	-	-	-	-		43
44 Legal Services	990	1,193	-	-	-	-		44
45 Other Professional & Technical	-	304	-	-	-	-		45
46 Vehicles and Equipment	-	242,540	-	5,950,000	6,032,340	82,340	1%	46
47 Reserved Working Capital	-	-	-	1,175,800	-	(1,175,800)	-100%	47
48 <u>Expenses/Requirements Total</u>	\$ 1,182	\$ 257,880	\$ 13,000	\$ 7,125,800	\$ 6,032,340	\$ (1,093,460)	-15%	48
Operating Revenue/Resources less Operating								
49 Expenses/Requirements	(1,182)	(26,485)	(1,488)	-	-	-		49
50 Beginning Working Capital	1,575,016	1,266,792	1,366,093	-	-	-		50
51 Ending Working Capital	1,573,834	1,240,307	1,364,605	-	-	-		51

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-		FY2017-18 Adopted	Change from	Percent
Operations Capital Projects			End Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change
Cherriots Lift Revenue Vehicles							
Beginning Working Capital	\$ -	\$ -	\$ -	\$ 166,300	\$ 109,530	\$ (56,770)	-34%
Federal 5310 Funds Through State	-	-	363	-	192,070	192,070	
Federal 5309 Funds	161,865	-	-	417,100	427,435	10,335	2%
State STF Funds	-	-	-	-	277,635	277,635	
Insurance Settlement	22,557	29,942	-	-	-	-	
Transfers from Other Funds	-	-	-	52,000	109,530	57,530	111%
Revenues/Resources Total	\$ 184,422	\$ 29,942	\$ 363	\$ 635,400	\$ 1,116,200	\$ 480,800	76%
Personnel services	\$ -	\$ 756	\$ -	\$ -	\$ -	\$ -	
Legal Services	-	-	405	-	-	-	
Vehicles and Equipment	196,896	-	-	635,400	1,116,200	480,800	76%
Expenses/Requirements Total	\$ 196,896	\$ 756	\$ 405	\$ 635,400	\$ 1,116,200	\$ 480,800	76%
Operating Revenue/Resources less Operating							
Expenses/Requirements	\$ (12,474)	\$ 29,186	\$ (42)	\$ -	\$ -	\$ -	
Beginning Working Capital	97,893	85,419	114,605	-	-	-	
Ending Working Capital	\$ 85,419	\$ 114,605	\$ 109,531	\$ -	\$ -	\$ -	
Cherriots Regional Revenue Vehicles							
Beginning Working Capital	\$ -	\$ -	\$ -	\$ -	\$ 94,145	\$ 94,145	
Federal 5310 Funds Through State	-	698	-	224,300	447,590	223,290	100%
State 5339 Funds	-	-	-	-	209,520	209,520	
State STF Funds	-	264,555	-	264,600	-	(264,600)	-100%
Transfers from Other Funds	-	-	-	-	-	-	
Revenues/Resources Total	\$ -	\$ 265,253	\$ -	\$ 488,900	\$ 751,255	\$ 262,355	54%
Personnel services	\$ -	\$ 778	\$ -	\$ -	\$ -	\$ -	
Vehicles and Equipment	-	-	-	488,900	751,255	262,355	54%
Expenses/Requirements Total	\$ -	\$ 778	\$ -	\$ 488,900	\$ 751,255	\$ 262,355	54%
Operating Revenue/Resources less Operating							
Expenses/Requirements	\$ -	\$ 264,475	\$ -	\$ -	\$ -	\$ -	
Beginning Working Capital	-	-	264,475	-	-	-	
Ending Working Capital	\$ -	\$ 264,475	\$ 264,475	\$ -	\$ -	\$ -	

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

			FY2016-17 Year-			FY2017-18 Adopted	Change from	Percent	
	FY2014-15 Actual	FY2015-16 Actual	End Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	Change	
79	<u>Operations Capital Projects</u>								
	<u>Nonrevenue Vehicles</u>								
80	\$ 5,219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		79
81	\$ 5,219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		80
	<u>Revenues/Resources Total</u>								
82	\$ 80,219	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		81
	<u>Non-Revenue Vehicles & Related Equip</u>								
83	<u>Technology Equipment</u>								
84	\$ -	\$ -	\$ -	\$ 25,000	\$ 15,000	\$ (10,000)	-40%		82
85	-	-	-	100,000	60,000	(40,000)	-40%		83
86	\$ -	\$ -	\$ -	\$ 125,000	\$ 75,000	\$ (50,000)	-40%		84
	<u>Revenues/Resources Total</u>								
87	<u>Capital Outlay</u>								
88	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	0%		85
89	-	-	-	75,000	25,000	(50,000)	-67%		86
90	\$ -	\$ -	\$ -	\$ 125,000	\$ 75,000	\$ (50,000)	-40%		87
	<u>Capital Outlay Total</u>								
	<u>Operating Revenue/Resources less Operating</u>								
91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			88
92	28,600	28,600	28,500	-	-	-			89
93	\$ 28,600	\$ 28,600	\$ 28,500	\$ -	\$ -	\$ -			90
	<u>Ending Working Capital</u>								

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Year-		FY2017-18 Adopted	Change from	Percent	
Operations Capital Projects			End Estimate	FY2016-17 Budget	Budget*	FY2016-17 Budget	Change	
94 CH2 Improvements								94
95 Beginning Working Capital	\$ -	\$ -	\$ -	\$ 10,000	\$ 20,000	\$ (25,000)	-71%	95
96 Federal 5307	-	-	-	40,000	80,000	-	0%	96
97 Revenues/Resources Total	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ (25,000)	-33%	97
98 Buildings & Improvements	\$ -	\$ -	\$ 14,300	\$ 50,000	\$ 100,000	\$ (25,000)	-33%	98
Operating Revenue/Resources less Operating								
99 Expenses/Requirements	\$ -	\$ -	\$ (14,300)	\$ -	\$ -	\$ -	-	99
100 Beginning Working Capital	-	-	14,300	-	-	-	-	100
101 Ending Working Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	101
102 Total Operations Capital Projects	\$ 391,696	\$ 287,125	\$ 29,745	\$ 7,635,800	\$ 8,404,015	\$ 768,215	10%	102
103 Total Reserved Working Capital	\$ -	\$ -	\$ -	\$ 1,290,800	\$ -	\$ (1,290,800)	-100%	103

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Capital Improvement- Bus Replacement Plan

Cherriots



Quantity	Make	Bus Size	Fuel Type	Past Useful Life	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
12	Orion 7	35'	CNG		12										
22	Orion 7	40'	CNG			12	2	8							
18	Gillig	35'	Bio-Diesel					10			4	4			
12	Gillig	40'	Bio-Diesel					4			8				

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CARTS



Quantity	Make	Bus Size	Fuel Type	Past Useful Life	2017	2018	2018	2020	2021	2022	2023	2024	2025	2026	2027
5	Startrans	25'	Gas	3	2										
5	Freightliner	34'	Diesel	5											
4	International	36'	Diesel					4							
1	International	34'	Hybrid					1							

Capital Improvement- Bus Replacement Plan

CherryLift

Grants currently secured to replace 17 CherryLift vehicles



Quantity	Make	Bus Size	Fuel Type	Past Useful Life	2017	2018	2018	2020	2021	2022	2023	2024	2025	2026	2027
6	Champion	25'	Diesel	6											
1	Uplander	14'	Gas	1											
26	Starcraft	26'	Gas	10	16										
4	Arboc	22'	Gas					4							
7	MV-1	18'	Gas						7						

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REDLine



Quantity	Make	Bus Size	Fuel Type	Past Useful Life	2017	2018	2018	2020	2021	2022	2023	2024	2025	2026	2027
3	Startrans	25'	Gas	3											
2	Caravan	18'	Gas	2											

Public transit enhances lives.



Transit operator Julie Farnsworth

RETIREMENT CONTRIBUTION RATES

Salem Area Mass Transit District
 Approved Budget - Fiscal Year 2017-18

<u>Defined Benefit Retirement Plan for Bargaining Unit Employees</u>	<u>2013 Results</u>	<u>2015 Results</u>
Normal Cost	9.1%	10.6%
Amortization of UAAL	15.5%	16.8%
Total Recommended Defined Benefit Plan Contribution as Percent of Pay	24.6%	27.4%

<u>Defined Benefit Retirement Plan for Non-Bargaining Unit Employees</u>	<u>2013 Results</u>	<u>2015 Results</u>
Normal Cost	1.8%	1.7%
Amortization of UAAL	9.4%	12.9%
Total Recommended Defined Benefit Plan Contribution as Percent of Pay	11.2%	14.6%

<u>Defined Contribution Retirement Plan for Non-Bargaining Unit Employees</u>	<u>Rate</u>
Normal Cost	10.0%

Source: July 1, 2015 Actuarial Valuations prepared by Milliman

DEPARTMENT FTE COUNT – SUMMARY, DETAIL AND BY FUND

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Department FTE Summary Count		FY2014-15	FY2015-16	FY2016-17	FY2017-18	
		Actual	Actual	Budget	Adopted Budget*	
1	General Manager	2.0	2.0	2.0	2.0	1
2	Administration					2
3	Human Resources	4.6	4.1	4.1	5.3	3
4	Human Resources Safety	1.0	1.0	1.0	1.0	4
5	Procurement	-	-	-	2.6	5
5	Finance	6.5	6.7	7.7	4.0	5
6	Administration Total	12.1	11.8	12.8	12.9	6
7	Communication					7
8	Marketing and Communication	3.0	3.0	3.0	4.0	8
9	Customer Service	6.1	6.0	5.8	5.9	9
10	Travel Trainer	-	-	-	1.0	10
11	Communication Total	9.1	9.0	8.8	10.9	11
12	Transportation Development Division					12
13	Transportation Development Administration	3.7	4.5	5.6	6.2	13
14	Information Technology	4.4	4.9	5.0	5.0	14
15	Transportation Development Division Total	8.1	9.4	10.6	11.2	15
16	Operations Division					16
17	Operations Administration	3.0	3.2	3.2	3.1	17
18	Vehicle Maintenance	24.4	24.1	24.3	23.3	18
19	Facility Maintenance	6.0	6.0	6.1	7.0	19
20	Security	1.0	1.0	1.0	1.0	20

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Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

		FY2014-15	FY2015-16	FY2016-17	FY2017-18	
<u>Department FTE Summary Count</u>		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>	
					<u>Budget*</u>	
21	Cherriots Fixed Route Service	110.0	110.0	112.0	112.0	21
22	Operations Division Total	144.4	144.3	146.6	146.4	22
23	General Administration	-	-	-	-	23
24	Total General Fund	175.7	176.5	180.8	183.4	24
25	Transportation Programs Fund					25
26	Cherriots Lift	3.5	3.4	3.1	3.3	26
27	Cherriots Shop & Ride	0.1	0.3	0.3	0.3	27
28	Cherriots Regional	1.6	1.5	1.5	1.0	28
29	NEMT (OHA/WVCH)	1.9	1.8	1.8	1.4	29
30	Cherriots Call Center	0.7	0.6	0.6	0.7	30
31	Mobility Management	2.7	1.8	1.9	0.9	31
32	Special Transportation Coordination	0.1	0.4	0.3	0.1	32
33	TripChoice	2.0	2.0	2.5	2.5	33
34	Transportation Programs Fund Total	12.6	11.8	12.0	10.2	34
35	Capital Project Fund	1.4	1.2	3.2	1.6	35
36	District Wide	189.7	189.5	196.0	195.2	36

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

					FY2014-15	FY2015-16	FY2016-17	FY2017-18		
<u>Department FTE Detail Count</u>					<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>		
								<u>Budget*</u>		
1	General Fund									1
2	<u>General Manager</u>									2
3		General Manager			1.0	1.0	1.0	1.0		3
4		Executive Assistant			1.0	1.0	1.0	1.0		4
5	<u>Administration</u>									5
6	Human Resources									6
7		Director of Administration			1.0	1.0	1.0	1.0		7
8		Human Resources Specialist			1.0	1.0	1.0	1.0		8
9		Human Resources Assistant-Reception			1.0	0.9	0.9	1.0		9
10		Payroll Specialist			-	-	-	1.0		10
11		Receptionist			1.5	1.2	1.2	1.3		11
12	<u>Total Human Resources</u>				<u>4.5</u>	<u>4.1</u>	<u>4.1</u>	<u>5.3</u>		12
13	<u>Human Resources Safety</u>									13
14		Safety & Loss Control Specialist			1.0	1.0	1.0	1.0		14

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

		FY2014-15	FY2015-16	FY2016-17	FY2017-18	
Department FTE Detail Count		Actual	Actual	Budget	Adopted	
					Budget*	
15	Procurement					15
16	Contract/Procurement Manager	-	-	-	0.8	16
17	Contract/Procurement Specialist	-	-	-	0.8	17
18	Grants Administrator	-	-	-	1.0	18
19	Total Procurement	-	-	-	2.6	19
20	Finance					20
21	Finance Manager	1.0	1.0	1.0	1.0	21
22	Accountant	1.0	0.9	1.0	1.0	22
23	Grants Administrator	0.9	1.0	1.0	-	23
24	Contract/Procurement Manager	-	-	-	-	24
25	Contract/Procurement Specialist	0.6	0.8	0.8	-	25
26	Contract/Procurement Analyst	-	-	0.9	-	26
27	Accounting Specialist	0.7	0.7	0.7	0.8	27
28	Accounting Technician	1.0	1.0	1.0	1.0	28
29	Payroll Specialist	1.0	1.0	1.0	-	29
30	Receptionist	-	0.3	0.3	0.2	30
31	Total Finance	6.2	6.7	7.7	4.0	31

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

					FY2014-15	FY2015-16	FY2016-17	FY2017-18	
<u>Department FTE Detail Count</u>					<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>	
								<u>Budget*</u>	
32	<u>Communication</u>								32
33	Marketing and Communication								33
34	Director of Communication				-	-	1.0	1.0	34
35	Community Relations Officer				1.0	1.0	-	-	35
36	Marketing Assistant				-	-	-	1.0	36
37	Marketing & Communication Coordinator				1.0	1.0	1.0	1.0	37
38	Marketing & Communication Representative				1.0	1.0	1.0	1.0	38
39	<u>Total Marketing and Communication</u>				<u>3.0</u>	<u>3.0</u>	<u>3.0</u>	<u>4.0</u>	39
40	<u>Customer Service</u>								40
41	Customer Service Manager				-	-	0.8	0.9	41
42	Customer Service Supervisor				1.0	0.8	-	-	42
43	Customer Service Representative				5.0	5.0	5.0	5.0	43
44	Outreach Representative				-	0.1	-	1.0	44
45	<u>Total Customer Service</u>				<u>6.0</u>	<u>5.9</u>	<u>5.8</u>	<u>6.9</u>	45

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Department FTE Detail Count		FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Budget	FY2017-18 Adopted Budget*	
46	<u>Transportation Development</u>					46
47	Transportation Development Administration					47
48	Director of Transportation Development	1.0	1.0	1.0	1.0	48
49	Strategic Planning & Technology Services Manager	0.5	-	-	-	49
50	Information Technology Manager	-	-	0.1	-	50
51	Database Administrator	-	-	0.3	0.1	51
52	Mobility Coordinator	-	0.1	-	-	52
53	Planning Analyst	1.0	1.0	0.9	-	53
54	Transit Planner I	-	-	-	1.0	54
55	Planning and Development Specialist	0.5	-	-	-	55
56	Planning Technician	-	1.0	0.9	-	56
57	Transit Planner II (Scheduler)	-	-	-	1.0	57
58	Transit Planner II	-	-	-	0.9	58
59	Senior Planner	-	-	0.9	1.0	59
60	Long-Range Planning Analyst	1.0	0.7	0.7	-	60
61	Technology Services Support Analyst	-	-	-	0.2	
62	Administrative Assistant	0.9	0.7	0.8	1.0	62
63	<u>Total Transportation Development Administration</u>	<u>4.9</u>	<u>4.5</u>	<u>5.6</u>	<u>6.2</u>	63

* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors. 119

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Department FTE Detail Count		FY2014-15	FY2015-16	FY2016-17	FY2017-18	
		Actual	Actual	Budget	Adopted Budget*	
64	Information Technology					64
65	Strategic Planning & Technology Services Manager	0.5	0.9	-	-	65
66	Information Technology Manager	-	-	0.8	1.0	66
67	Network Administrator	0.9	0.9	0.9	0.9	67
68	Intelligent Transportation Systems Administrator	-	0.5	0.9	0.9	68
69	Database Administrator	-	1.0	0.6	0.8	69
70	Technology Services Support Analyst	1.8	1.6	1.8	1.4	70
71	Total Information Technology	3.2	4.9	5.0	5.0	71

* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors. 159

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

					FY2017-18
					Adopted
					Budget*
Department FTE Detail Count	FY2014-15	FY2015-16	FY2016-17		
	Actual	Actual	Budget		
72 <u>Operations</u>					72
73 <u>Operations Administration</u>					73
74 Chief Operating Officer	0.9	0.9	0.9	0.9	74
75 Fixed Route Operations Manager	1.0	1.0	-	-	75
76 Transportation Manager	-	-	1.0	1.0	76
77 Contracted Transportation Manager	0.1	0.2	-	-	77
78 Contracted Services Manager	-	-	0.2	0.1	78
79 Medical Transportation Administrator	0.2	0.1	-	-	79
80 Mobility Coordinator	0.3	-	0.1	0.1	80
81 Administrative Assistant	0.9	1.0	1.0	1.0	81
82 <u>Total Operations Administration</u>	3.4	3.2	3.2	3.1	82
83 <u>Vehicle Maintenance</u>					83
84 Maintenance Manager	0.9	1.0	1.0	0.9	84
85 Vehicle Maintenance Supervisor	1.8	1.8	1.8	1.8	85
86 Maintenance Training Supervisor	1.0	1.0	1.0	1.0	86
87 Administrative Assistant	1.0	1.0	1.0	0.6	87
88 Purchasing Agent	1.0	1.0	1.0	0.9	88
89 Intelligent Transportation Systems Administrator	-	0.5	-	-	89
90 Journey Mechanic	7.5	7.6	7.9	7.7	90
91 Parts & Supplies Clerk	1.0	1.0	0.9	0.9	91
92 Service Technician	4.1	4.1	4.4	4.3	92
93 Service Worker	6.0	5.1	5.3	5.2	93
94 <u>Total Vehicle Maintenance</u>	24.3	24.1	24.3	23.3	94

* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors. 15

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Department FTE Detail Count		FY2014-15	FY2015-16	FY2016-17	FY2017-18	
		Actual	Actual	Budget	Adopted	
					Budget*	
95	Facility Maintenance					95
96	Facilities Maintenance Supervisor	1.0	1.0	1.0	1.0	96
97	Facilities Maintenance Worker	5.0	5.0	5.1	6.0	97
98	Total Facilities Maintenance	6.0	6.0	6.1	7.0	98
99	Security					99
100	Security Coordinator	1.0	1.0	-	-	100
101	Security and Emergency Management Manager	-	-	1.0	1.0	101
102	Cherriots Fixed Route Service					102
103	Operations Supervisor	8.0	8.0	8.0	8.0	103
104	Operations Training Supervisor	-	1.0	1.0	1.0	104
105	Transit Operator	98.0	101.0	103.0	103.0	105
106	Total Cherriots Fixed Route Service	106.0	110.0	112.0	112.0	106
107	General Administration					107
108	Capital Projects Manager	0.5	-	-	-	108
109	Contracts/Procurement Specialist	0.1	-	-	-	109
110	Network Administrator	0.1	-	-	-	110
111	Total General Administration	0.7	-	-	-	111
112	Total General Fund	172.2	176.5	179.8	182.4	112

* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors. 152

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Department FTE Detail Count		FY2014-15	FY2015-16	FY2016-17	FY2017-18	
		Actual	Actual	Budget	Adopted Budget*	
113						113
114	Transportation Programs Fund					114
115	<u>CherriotsLift</u>					115
116	Chief Operating Officer	-	0.1	-	-	116
117	Maintenance Manager	0.1	-	-	0.1	117
118	Vehicle Maintenance Supervisor	-	0.1	0.1	0.2	118
119	Contracted Services Manager	-	-	-	0.6	119
120	Contracted Transportation Manager	0.3	0.7	0.7	-	120
121	Customer Service Manager	-	-	0.1	-	121
122	Intelligent Transportation Systems Administrator	-	-	0.1	0.1	122
123	Outreach Representative	0.4	-	-	-	123
124	Mobility Coordinator	-	0.1	0.1	0.1	124
125	Accounting Specialist	0.1	0.1	-	-	125
126	Administrative Assistant	0.2	0.5	0.5	0.4	126
127	Journey Mechanic	0.9	0.8	0.6	0.7	127
128	Purchasing Agent	-	-	-	0.1	128
129	Parts & Supplies Clerk	-	-	0.1	0.1	129
130	Service Technician	0.6	0.5	0.4	0.4	130
131	Service Worker	-	0.5	0.4	0.5	131
132	<u>Total CherriotsLift</u>	<u>2.6</u>	<u>3.4</u>	<u>3.1</u>	<u>3.3</u>	132

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

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Department FTE Detail Count		FY2014-15	FY2015-16	FY2016-17	FY2017-18	
		Actual	Actual	Budget	Adopted	Budget*
133	<u>Cherriots Shop & Ride (RED Line)</u>					133
134	Contracted Transportation Manager	-	-	-	-	134
135	Contracted Services Manager	-	-	-	-	135
136	Journey Mechanic	-	0.1	0.1	0.1	136
137	Service Technician	-	0.1	-	0.1	137
138	Service Worker	-	0.1	0.1	0.1	138
139	<u>Total Cherriots Shop & Rise (RED Line)</u>	-	0.3	0.2	0.3	139
140	<u>Cherriots Regional (CARTS)</u>					140
141	Vehicle Maintenance Supervisor	-	0.1	0.1	-	141
142	Strategic Planning & Technology Services Manager	-	0.1	-	-	142
143	Long-Range Planning Analyst	-	0.1	0.1	-	143
144	Administrative Assistant	-	0.1	0.1	-	144
145	Contracted Services Manager	-	-	-	0.1	145
146	Senior Planner	-	-	0.1	-	146
147	Planning Technician	-	-	0.1	-	147
148	Planning Analyst	-	-	0.1	-	148
149	Journey Mechanic	0.6	0.5	0.4	0.5	149
150	Service Technician	0.3	0.3	0.2	0.2	150
151	Service Worker	-	0.3	0.2	0.2	151
152	<u>Total Cherriots Regional (CARTS)</u>	0.9	1.5	1.4	1.0	152

* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors. 153

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

Department FTE Detail Count		FY2014-15	FY2015-16	FY2016-17	FY2017-18	
		Actual	Actual	Budget	Adopted Budget*	
153	<u>OHA (DMAP/WVCH)</u>					153
154	Chief Operating Officer	0.1	-	0.1	0.1	154
155	Contracted Services Manager	-	-	-	0.2	155
156	Contracted Transportation Manager	0.6	0.1	0.1	-	156
157	Medical Transportation Administrator	0.4	0.9	1.0	1.0	157
158	Human Resources Assistant I	-	0.1	0.1	-	158
159	Accountant	-	0.1	-	-	159
160	Accounting Specialist	0.1	0.1	0.2	0.1	160
161	Administrative Assistant	0.8	0.5	0.5	-	161
162	<u>Total OHA (DMAP/WVCH)</u>	2.0	1.8	2.0	1.4	162
163	<u>Cherriots Call Center (Trip Link)</u>					163
164	Strategic Planning & Technology Services Manager	-	-	-	-	164
165	Information Technology Manager	-	-	0.1	-	165
166	Technology Services Support Analyst	0.2	0.3	0.2	0.4	166
167	Database Administrator	-	-	0.1	0.1	167
168	Network Administrator	-	0.1	0.1	0.1	168
169	Support Analyst	-	0.1	-	-	169
170	Accounting Specialist	0.1	0.1	0.1	0.1	170
171	<u>Total Cherriots Call Center (Trip Link)</u>	0.3	0.6	0.6	0.7	171

* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors. 155

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

					FY2014-15	FY2015-16	FY2016-17	FY2017-18	
<u>Department FTE Detail Count</u>					<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>	
								<u>Budget*</u>	
172	<u>Mobility Management</u>								172
173	Outreach Representative				0.6	0.9	1.0	-	173
174	Mobility Coordinator				0.7	0.8	0.8	0.8	174
175	Customer Service Manager				-	-	0.1	0.1	175
176	Customer Service Supervisor				-	0.1	-	-	176
177	<u>Total Mobility Management</u>				1.3	1.8	1.9	0.9	177
178	<u>Special Transportation Coordination</u>								178
179	Medical Transportation Administrator				0.4	-	-	-	179
180	Grants Administrator Financial Analyst				0.1	-	-	-	180
181	Long-Range Planning Analyst				-	0.2	0.2	-	181
182	Transit Planner II				0.1	-	-	0.1	182
183	Administrative Assistant				0.1	0.2	0.1	-	183
184	<u>Total Special Transportation Coordination</u>				0.7	0.4	0.3	0.1	184
185	<u>Rideshare and TDM Grants (Cherriots Rideshare)</u>								185
186	Rideshare & Outreach Coordinator				1.0	1.0	1.0	1.0	186
187	Rideshare Specialist				1.0	1.0	1.0	1.0	187
188	Rideshare Assistant				-	-	0.5	0.5	188
189	<u>Total Rideshare and TDM Grants (Cherriots Rideshare)</u>				2.0	2.0	2.5	2.5	189
190									190
191	<u>Total Transportation Programs Fund</u>				9.8	11.8	12.0	10.2	191

* Amounts as proposed by the Budget Officer, approved by the Budget Committee, and adopted by the Board of Directors. 155

Salem Area Mass Transit District
 Adopted Budget - Fiscal Year 2017-18

		FY2014-15	FY2015-16	FY2016-17	FY2017-18	
<u>Department FTE Detail Count</u>		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Adopted</u>	
					<u>Budget*</u>	
192						192
193	<u>Capital Project Fund</u>					193
194	Capital Projects Manager	0.5	1.0	1.0	-	194
195	Chief Operating Officer	-	-	-	-	195
196	Contract/Procurement Manager	-	-	-	0.2	196
197	Contract/Procurement Specialist	0.1	0.2	0.2	0.2	197
198	Contract Coordinator	-	-	0.1	-	198
199	Facilities Maintenance Worker	-	-	1.9	1.2	199
200	Director of Transportation Development	-	-	-	-	200
201	<u>Total Capital Project Fund</u>	<u>0.6</u>	<u>1.2</u>	<u>3.2</u>	<u>1.6</u>	201
202				-	-	202
203	District Wide	182.6	189.5	195.0	194.2	203

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

Salem Area Mass Transit District
 Approved Budget - Fiscal Year 2017-18

FTE By Fund		General Fund	Transportation Programs Fund	Capital Project Fund	Total	
1	Accountant	1.0	-	-	1.0	1
2	Accounting Specialist	0.8	0.2	-	1.0	2
3	Accounting Technician	1.0	-	-	1.0	3
4	Administrative Assistant	2.6	0.4	-	3.0	4
6	Chief Operating Officer	0.9	0.1	-	1.0	7
7	Contracts/Procurement Manager	0.8	-	0.2	1.0	8
8	Contract/Procurement Specialist	0.8	-	0.2	1.0	9
9	Contracted Services Manager	0.1	0.9	-	1.0	10
10	Customer Service Representative	5.0	-	-	5.0	10
11	Customer Service Manager	0.9	0.1	-	1.0	11
12	Database Administrator	0.9	0.1	-	1.0	12
13	Director of Administration	1.0	-	-	1.0	13
14	Director of Communication	1.0	-	-	1.0	14
15	Director of Transportation Development	1.0	-	-	1.0	15
16	Executive Assistant	1.0	-	-	1.0	16
17	Facilities Maintenance Supervisor	1.0	-	-	1.0	17
18	Facilities Maintenance Worker	6.0	-	1.2	7.2	18
19	Finance Manager	1.0	-	-	1.0	19
20	General Manager	1.0	-	-	1.0	20
21	Grants Administrator/Financial Analyst	1.0	-	-	1.0	21
22	Human Resources Assistant-Reception	1.0	-	-	1.0	22
23	Human Resources Specialist	1.0	-	-	1.0	23
24	Information Technology Manager	1.0	-	-	1.0	24
25	Intelligence Transportation Systems Administrator	0.9	0.1	-	1.0	25

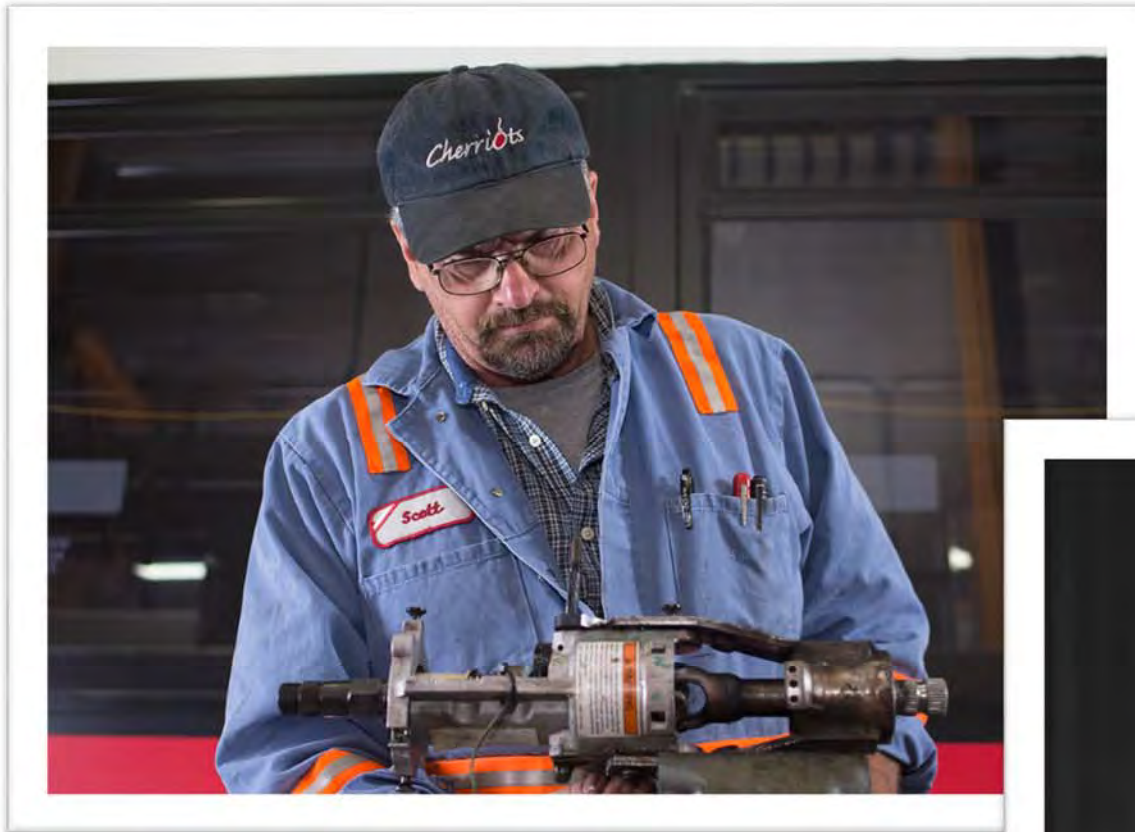
Salem Area Mass Transit District
 Approved Budget - Fiscal Year 2017-18

FTE By Fund		General Fund	Transportation Programs Fund	Capital Project Fund	Total	
26	Journey Mechanic	7.7	1.3	-	9.0	26
27	Maintenance Manager	0.9	0.1	-	1.0	27
28	Maintenance Training Supervisor	1.0	-	-	1.0	28
29	Marketing Assistant	1.0	-	-	1.0	29
30	Marketing & Communication Coordinator	1.0	-	-	1.0	30
31	Marketing & Communication Representative	1.0	-	-	1.0	31
32	Medical Transportation Administrator	-	1.0	-	1.0	32
33	Mobility Coordinator	0.1	0.9	-	1.0	33
34	Network Administrator	0.9	0.1	-	1.0	34
35	Operations Supervisor	8.0	-	-	8.0	35
36	Operations Training Coordinator	1.0	-	-	1.0	36
37	Outreach Representative	1.0	-	-	1.0	37
38	Parts & Supplies Clerk	0.9	0.1	-	1.0	38
39	Payroll Specialist	1.0	-	-	1.0	39
40	Purchasing Agent	0.9	0.1	-	1.0	40
41	Receptionist	1.5	-	-	1.5	41
42	Rideshare Assistant	-	0.5	-	0.5	42
43	Rideshare & Outreach Coordinator	-	1.0	-	1.0	43
44	Rideshare Representative	-	1.0	-	1.0	44
45	Safety & Loss Control Specialist	1.0	-	-	1.0	45
46	Security Coordinator	1.0	-	-	1.0	46
47	Senior Planner	1.0	-	-	1.0	47
48	Service Technician	4.3	0.7	-	5.0	48
49	Service Worker	5.2	0.8	-	6.0	49

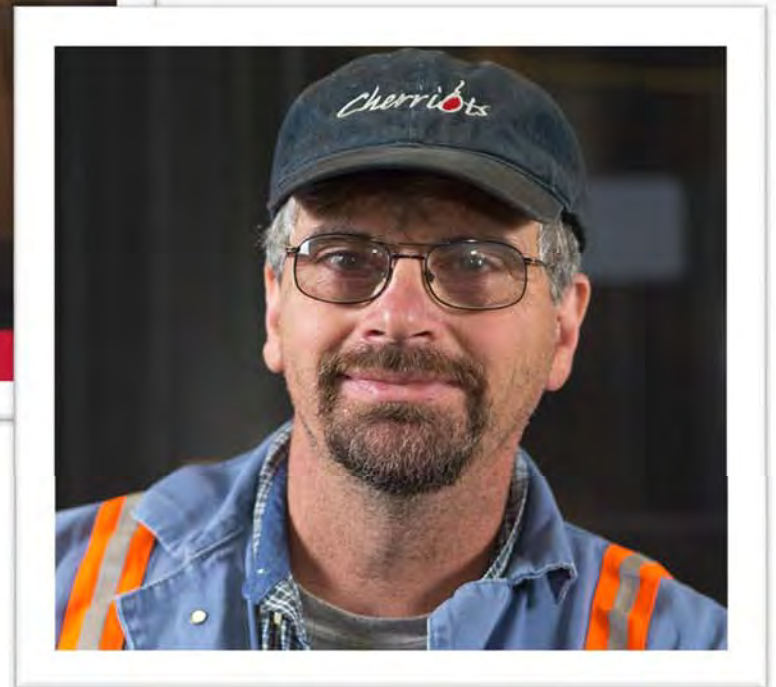
Salem Area Mass Transit District
 Approved Budget - Fiscal Year 2017-18

FTE By Fund		General Fund	Transportation Programs Fund	Capital Project Fund	Total	
50	Technology Services Support Analyst (Support Analyst)	1.6	0.4	-	2.0	50
51	Transit Operator	103.0	-	-	103.0	51
52	Transit Planner I	1.0	-	-	1.0	52
53	Transit Planner II	0.9	0.1	-	1.0	53
54	Transit Planner II (Scheduler)	1.0	-	-	1.0	54
55	Transportation Manager	1.0	-	-	1.0	55
56	Vehicle Maintenance Supervisor	1.8	0.2	-	2.0	56
57	District Wide	183.4	10.2	1.6	195.2	57

Value: Safety



Journey Mechanic Scott Taylor



MISCELLANEOUS INFORMATION

BUDGET COMMITTEE MEMBERS

STEVE EVANS
1936 Orchard Heights Rd
Salem, OR 97304-2507

Term Expires 06/30/19

COLLEEN BUSCH
4064 Noon Ave NE
Keizer OR 97303

Term Expires 06/30/17

KATHY LINCOLN
3291 Willamette Dr N
Keizer, OR 97303-6045

Term Expires 06/30/19

JOHN HAMMILL
4372 Vernon Loop NE
Salem, OR 97305

Term Expires 06/30/17

Subdistrict #1

E.M. EASTERLY
775 Fir Gardens St NW
Salem, OR 97304

Appointed 12-11-14; Appointment Expires 06/30/17

Subdistrict #2

MICHAEL DEBLASI, Secretary 2017
1191 Mandarin Street NE
Keizer, OR 97303

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

Subdistrict #3

RUSS BEATON
1025 21st St NE
Salem, OR 97301

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

Subdistrict #4

BILL HOLMSTROM
145 Liberty St NE, Suite 201
Salem, OR 97301

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

Subdistrict #5

JERRY THOMPSON
4930 State Street
Salem, OR 97301-5244

Term Expires 06/30/19

HERSCH SANGSTER, Chair 2017
5158 Lacey Street N
Keizer, OR 97303

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

Subdistrict #6

ROBERT KREBS
3435 Bluff Ave SE
Salem, OR 97302

Term Expires 06/30/17

SCOTT BASSETT
2243 Wildwood Drive SE
Salem, OR 97304

Appointed 01/22/15; Appointment Expires 06/30/17

Subdistrict #7

MARCIA KELLEY
396 Washington Street S
Salem, OR 97302-5149

Term Expires 06/30/19

SHERONNE BLASI
2375 Summer Street SE
Salem, Oregon 97302

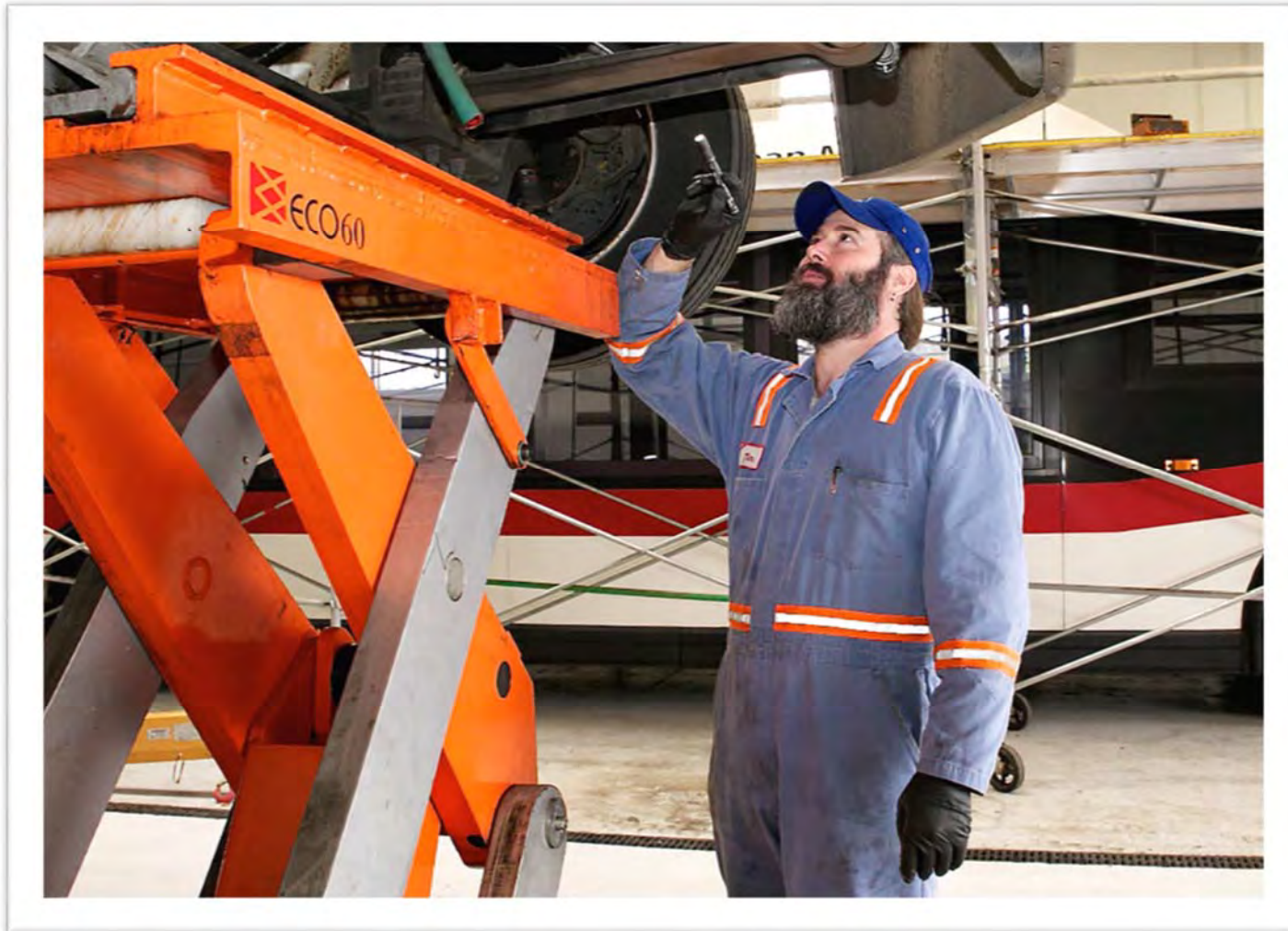
Appointed 03/26/15; Appointment Expires 06/30/17

BUDGET OFFICER - ALLAN POLLOCK

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

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

Public transit is good for the environment.



Service Technician Tim Diede

BUDGET CALENDAR

Salem Area Mass Transit District

BUDGET CALENDAR

Fiscal Year 2017-2018

Day	Responsible	Date	Time	Activity
Thursday	Finance	October 27, 2016	6:30 PM	Board adopts FY 2016-2017 budget calendar
Mon - Fri	Finance	Week of April 10, 2017		Publish First Notice of Budget Committee Meeting (10-30 Days)
Mon - Fri	Finance	Week of April 17, 2017		Publish Second Notice of Budget Committee Meeting (5-30 Days)
Friday	Executive Team	April 28, 2017		Executive Team approves draft for Budget Committee consideration
Thursday	Finance	May 4, 2017	6:00 PM	Budget Committee Orientation
Thursday	Executive Team	May 11, 2017	6:00 PM	First Budget Committee Meeting - Election of Officers & Budget Message
Thursday	Finance	May 18, 2017	6:00 PM	Second Budget Committee meeting - Deliberation & Approval
Thursday	Finance	June 1, 2017	6:00 PM	Third Budget Committee Meeting - Deliberation & Approval (if necessary)
Mon - Fri	Finance	Week of June 5, 2017		Publish Budget Summary and Notice of Budget Hearing (5-30 Days)
Thursday	Budget Committee	June 22, 2017	6:30 PM	Board holds Budget Hearing
Thursday	Board	June 22, 2017	6:30 PM	Board of Directors adopts 2017/2018 Budget, makes appropriation and levies taxes
Friday	Finance	July 14, 2017		Adopted budget and levy certification form due to County Assessors (July 15, 2017)

SALARY SCHEDULE

Salem Keizer Transit District
Salary Schedule as of January 1, 2017

<u>Bargaining Unit Positions</u>	<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
Service Worker	1B	\$36,296.00	\$43,180.80
Facilities Maintenance Worker	1B	\$36,296.00	\$43,180.80
Parts & Supplies Clerk	2B	\$38,688.00	\$46,280.00
Service Technician	3B	\$41,537.60	\$49,878.40
Transit Operator	4B	\$41,828.80	\$50,190.40
Journey Mechanic	5B	\$50,419.20	\$60,569.60
<u>Non-Bargaining Positions</u>			
Receptionist	3	\$30,076.80	\$39,124.80
Receptionist - Part-time	3	\$30,076.80	\$39,124.80
Accounting Technician	6	\$36,524.80	\$47,590.40
Customer Service Representative	6	\$36,524.80	\$47,590.40
Human Resources Assistant 1	6	\$36,524.80	\$47,590.40
Accounting Specialist	7	\$39,020.80	\$50,814.40
Administrative Assistant	7	\$39,020.80	\$50,814.40
Marketing Assistant	7	\$39,020.80	\$50,814.40
Trip Choice Program Assistant	7	\$39,020.80	\$50,814.40
Payroll Specialist	8	\$41,641.60	\$54,246.40
Purchasing Agent	8	\$41,641.60	\$54,246.40
Executive Assistant	9	\$44,449.60	\$57,928.00
Marketing/Social Media Specialist	11	\$50,694.38	\$65,975.36
Mobility Coordinator	11	\$50,694.38	\$65,975.36
Outreach Representative	11	\$50,694.38	\$65,975.36
Support Analyst	11	\$50,694.38	\$65,975.36
Transit Planner I	11	\$50,694.38	\$65,975.36
Trip Choice Program Specialist	11	\$50,694.38	\$65,975.36
Human Resources Specialist	12	\$54,096.95	\$70,403.68
Medical Transportation Administrator	12	\$54,096.95	\$70,403.68
Accountant	13	\$57,744.21	\$75,156.87

Grants Administrator/Financial Analyst	13	\$57,744.21	\$75,156.87
Marketing & Communications Coordinator	13	\$57,744.21	\$75,156.87
Operations Supervisor	13	\$57,744.21	\$75,156.87
Operations Training Supervisor	13	\$57,744.21	\$75,156.87
Procurement/Contracts Analyst	13	\$57,744.21	\$75,156.87
Safety & Loss Control Specialist	13	\$57,744.21	\$75,156.87
Transit Planner II (Scheduler)	13	\$57,744.21	\$75,156.87
Transit Planner II	13	\$57,744.21	\$75,156.87
Trip Choice Program Coordinator	13	\$57,744.21	\$75,156.87
Database Administrator	14	\$61,626.76	\$80,239.50
Facilities Maintenance Supervisor	14	\$61,626.76	\$80,239.50
Intelligent Transportation Systems Administrator	14	\$61,626.76	\$80,239.50
Maintenance Training Supervisor	14	\$61,626.76	\$80,239.50
Network Administrator	14	\$61,626.76	\$80,239.50
Vehicle Maintenance Supervisor	14	\$61,626.76	\$80,239.50
Senior Planner	15	\$65,768.15	\$85,675.07
Security and Emergency Management Manager	16	\$70,215.44	\$91,440.08
Contracted Services Manager	17	\$74,968.63	\$97,605.10
Contracts/Procurement Manager	17	\$74,968.63	\$97,605.10
Customer Service Manager	17	\$74,968.63	\$97,605.10
Finance Manager	17	\$74,968.63	\$97,605.10
Information Technology Manager	17	\$74,968.63	\$97,605.10
Maintenance Manager	17	\$74,968.63	\$97,605.10
Transportation Manager	17	\$74,968.63	\$97,605.10
Chief Operating Officer	19	\$85,416.23	\$111,229.35
Director of Administration	19	\$85,416.23	\$111,229.35
Director of Communication	19	\$85,416.23	\$111,229.35
Director of Transportation Development	19	\$85,416.23	\$111,229.35

MEETING AGENDAS

Salem Area Mass Transit District

~ **Budget Committee** ~

Thursday, May 11, 2017

6:00 PM

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

AGENDA

- 1. CALL TO ORDER AND NOTE OF ATTENDANCE**
- 2. ELECTION OF OFFICERS**
 - a. Chairperson
 - b. Secretary
- 3. ANNOUNCEMENTS**
- 4. BUDGET MESSAGE**
- 5. PUBLIC COMMENT***
- 6. DISCUSSION OF THE PROPOSED FY2018 BUDGET**
 - a. General Fund
 - b. Special Transportation Fund
 - c. Capital Project Fund

7. ACTION *CORRECTED*

- a. When the Budget Committee completes their review of the budget, they will make a motion to approve the proposed budget for the 2017-2018 fiscal year in the amount of ***\$77,944,260***; 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

SPECIAL ACCOMMODATIONS: This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting.

PUBLIC COMMENT: *This is the time designated on every Budget Committee agenda for questions or statements by persons in the audience. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three (3) minutes. Written testimony may be mailed to the Cherriots Administration Office in care of the Budget Committee at the address below or submitted by email to board@cherriots.org.

FY2018 SAMTD PROPOSED BUDGET DOCUMENT: The Proposed FY2108 Budget is available for review on our website at <http://cherriots.org/budget-committee> or at the Reception Desk at the Cherriots Administration Office.

Salem Area Mass Transit District

~ **Budget Committee** ~

Thursday, May 18, 2017

6:00 PM

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

AGENDA

- 1. CALL TO ORDER AND NOTE OF ATTENDANCE**
- 2. ANNOUNCEMENTS**
- 3. PUBLIC COMMENT***
- 4. CONTINUED DISCUSSION OF THE PROPOSED FY2018 BUDGET**
 - a. Fund Budgets
 - b. Division Budgets
 - c. Overall Budget
- 5. ACTION**
 - a. When the Budget Committee completes their review of the budget, they will make a motion to approve the proposed budget for the 2017-2018 fiscal year in the amount of \$77,944,260; and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.

6. OTHER BUSINESS

7. ADJOURN

SPECIAL ACCOMMODATIONS: This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting.

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FY2018 SAMTD PROPOSED BUDGET DOCUMENT: The Proposed FY2108 Budget is available for review on our website at <http://cherriots.org/budget-committee> or at the Reception Desk at the Cherriots Administration Office.

Salem Area Mass Transit District

~ Budget Committee ~

Thursday, June 1, 2017 (*if necessary*)

6:00 PM

Courthouse Square – Senator Hearing Room

555 Court Street NE, Salem, OR 97301

AGENDA

- 1. CALL TO ORDER AND NOTE OF ATTENDANCE**
- 2. ANNOUNCEMENTS**
- 3. PUBLIC COMMENT***
- 4. CONTINUED DISCUSSION OF THE PROPOSED FY2018 BUDGET**
 - a. Fund Budgets
 - b. Division Budgets
 - c. Overall Budget
- 5. ACTION**
 - a. When the Budget Committee completes their review of the budget, they will make a motion to approve the proposed budget for the 2017-2018 fiscal year in the amount of \$77,944,260; and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.

6. OTHER BUSINESS

7. ADJOURN

SPECIAL ACCOMMODATIONS: This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting.

PUBLIC COMMENT: *This is the time designated on every Budget Committee agenda for questions or statements by persons in the audience. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three (3) minutes. Written testimony may be mailed to the Cherriots Administration Office in care of the Budget Committee at the address below or submitted by email to board@cherriots.org.

FY2018 SAMTD PROPOSED BUDGET DOCUMENT: The Proposed FY2108 Budget is available for review on our website at <http://cherriots.org/budget-committee> or at the Reception Desk at the Cherriots Administration Office.

LB DOCUMENTS

FORM LB-1**NOTICE OF BUDGET HEARING**

A public meeting of the Salem Area Mass Transit District will be held on June 22, 2017 at 6:30 pm at the Senator Hearing Room in Courthouse Square, 555 Court St NE, Salem, OR 97301. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2017 as approved by the Salem Area Mass Transit District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Salem-Keizer Transit Administration Office at 555 Court St NE, Suite 5230, Salem, OR 97301, between the hours of 8 a.m. and 5 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Wendy Feth

Telephone: 503-588-2424

Email: wendy.feth@cherriots.org

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2015-16	Adopted Budget This Year 2016-17	Approved Budget Next Year 2017-18
Beginning Fund Balance/Net Working Capital	22,357,775	22,073,500	25,518,322
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,694,670	2,785,300	2,739,900
Federal, State and All Other Grants, Gifts, Allocations and Donations	29,786,793	40,037,800	36,750,588
Interfund Transfers / Internal Service Reimbursements	0	127,000	863,530
All Other Resources Except Property Taxes	358,389	196,600	327,695
Property Taxes Estimated to be Received	11,292,522	11,312,700	11,744,225
Total Resources	66,490,149	76,532,900	77,944,260

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	18,795,934	20,164,300	20,892,765
Materials and Services	20,292,883	22,182,000	22,905,713
Capital Outlay	1,386,849	13,127,800	11,946,535
Interfund Transfers	0	127,000	863,530
Contingencies	0	1,500,000	1,500,000
Unappropriated Ending Balance and Reserved for Future Expenditure	0	19,431,800	19,835,717
Total Requirements	40,475,666	76,532,900	77,944,260

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
General Manager/Board of Directors	534,071	603,900	615,365
FTE	2.00	2.00	2.00
Administration	1,622,812	1,813,400	1,800,930
FTE	12.10	12.80	12.90
Communication	981,072	1,582,700	1,732,655
FTE	9.10	8.80	10.90
Transportation Development	1,601,676	1,991,500	2,049,130
FTE	8.10	10.60	11.20
Operations	15,478,171	17,196,800	17,683,403
FTE	144.40	146.60	146.40
Transportation Programs Fund	14,117,489	17,709,300	18,626,890
FTE	12.60	11.50	10.20
Capital Projects Fund	1,079,657	13,423,100	12,159,680
FTE	1.40	3.20	1.60
Non-Departmental / Non-Program	5,060,718	22,212,200	23,276,207
FTE	0.00	0.00	0.00
Total Requirements	40,475,666	76,532,900	77,944,260
Total FTE	189.70	195.50	195.20

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING
The Capital Projects fund has four major projects in the budget for fiscal year 2017-18, Keizer Transit Center Improvements, South Salem Transit Center, fleet replacement and Bus Stops & Shelters.

PROPERTY TAX LEVIES			
	Rate Imposed	Rate Imposed	Rate Imposed
Permanent Rate Levy (rate limit .7609 per \$1,000)	.7609	.7609	.7609

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

FORM LB-50 2017-2018

To assessor of Marion County

Check here if this is an amended form.

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

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

<u>555 Court St NE, Suite 5230</u>	<u>Salem</u>	<u>OR</u>	<u>97301-3980</u>	
Mailing Address of District	City	State	Zip	Date
<u>Wendy Feth</u>	<u>Accountant</u>	<u>503-588-2424</u>	<u>wendy.feth@cherriots.org</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

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

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

PART I: TOTAL PROPERTY TAX LEVY

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

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

0

PART II: RATE LIMIT CERTIFICATION

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

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

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

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

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

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

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

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

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

FORM LB-50 2017-2018

To assessor of Polk County

Check here if this is an amended form.

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

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

<u>555 Court St NE, Suite 5230</u>	<u>Salem</u>	<u>OR</u>	<u>97301-3980</u>	
Mailing Address of District	City	State	Zip	Date
<u>Wendy Feth</u>	<u>Accountant</u>	<u>503-588-2424</u>	<u>wendy.feth@cherriots.org</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

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

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5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.		Excluded from Measure 5 Limits Amount of Bond Levy
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		

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

0

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

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

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

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

PUBLIC NOTICES

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

I, Lyndon A. Zaitz, being first duly sworn, depose and say that I am the Publisher of the Keizertimes, a newspaper of general circulation as defined by Section 58, Oregon Laws, as amended by Chapter 445 General Laws Of Oregon, 1929, printed and published in Keizer. In aforesaid county and state, that a NOTICE OF BUDGET COMMITTEE; Public Meeting of the Budget Committee of the Salem Area Mass Transit District of Marion and Polk Counties, State of Oregon, to discuss the budget for the fiscal year July 1, 2017 to June 30, 2018. Dates May 4th, May 11th, May 18th, June 1st, 2017, was published ONE (1) consecutive issues in the Keizertimes on Apr. 14, 2017



LYNDON A. ZAITZ

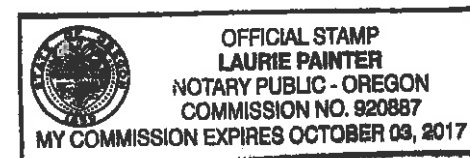
Subscribed and sworn before me this
11th day of May, 2017



Notary Public for Oregon, Marion County

OCT. 3, 2017

My Commission Expires



NOTICE OF BUDGET COMMITTEE MEETINGS

Public meetings of the Budget Committee of the Salem Area Mass Transit District of Marion and Polk Counties, State of Oregon, to discuss the budget for the fiscal year July 1, 2017 to June 30, 2018, will be held at the Senator Hearing Room in Courthouse Square, 555 Court St NE, Salem, OR 97301. The meetings will begin at 6:00 pm on the following dates:

<u>Date</u>	<u>Purpose</u>
May 4th	Budget Committee Orientation
May 11th	Budget Committee Meeting: Elect committee chair, receive public comment, receive budget message, budget deliberation
May 18th	Budget Committee Meeting: Receive public comment, budget deliberation
June 1st (if necessary)	Budget Committee Meeting: Receive public comment, budget deliberation

Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. A copy of the budget document may be inspected or obtained on or after May 12th at the Salem-Keizer Transit Administration Office at 555 Court St NE, Suite 5230, Salem, OR 97301, between the hours of 8:00 am and 5:00 pm. Please visit the District's website at www.cherriots.org for further notifications for the Budget Committee meetings.