

FY 2024-25 Budget Message
April 1, 2024



Distinguished Budget Committee Members:

Thank you for volunteering to serve on the UPTD Budget Committee by dedicating your time and expertise to our budgeting process. We are pleased to present the proposed Umpqua Public Transportation District FY2024-25 budget for your consideration. We look forward to meeting with you to review and discuss the budget document.

FY23-24 Review

During FY 2023-24, UPTD made strategic decisions to improve operational efficiencies, increase hours of service and improve frequency in order to provide a better quality of service for our customers and the communities we serve. The overall result of service improvements was a 41% increase in ridership. UPTD is on track to reach a higher level of ridership by the close of FY23-24 than we have seen since pre-COVID. We are on track to provide over 110,000 rides on fixed routes by the end of FY24. This increase in ridership is approximately 25,000 more rides than provided last year and puts UPTD as number seven in the state on this metric of ridership recovery. ODOT will be highlighting UPTD's success in a STIF report to the Joint Committee on Transportation.

Saturday ridership continues to run between 550 and 750 rides per month and is on target to provide over 6,000 rides by the end of FY23-24.

Umpqua Rides demand response ridership has increase by 26% this year and we are on track to provide over 25,000 rides to seniors and people with disabilities utilizing this service by the end of FY23-24.

UPTD received 9 new Ford Transit ADA vans and 3 small 16 passenger buses in FY23-24. Due to the delays in the supply chain, these vehicles were delivered 2 years later than anticipated. Due to the increased cost of chassis and production, each vehicle included an increase of \$7,000-\$20,000 over the grant funding and allocated match funds. These increases have impacted our capital bus reserve and will affect vehicle purchases as we move forward.

Guiding Principles

In developing the budget, as well as the business strategy, UPTD derives our direction from the District's Vision, Mission and research that identified key projects and needs in our Transit Master Plan and Coordinated Human Services Transportation Plan.

UPTD Vision: To be the transportation service of choice for the population we serve.

UPTD Mission: To provide safe, convenient, reliable and affordable multi-modal transportation options to all communities within our District.

UPTD's Goals for 2024-25

As we move forward into FY 2024-25, UPTD has identified goals for the District with the number one goal focused on Safety. UPTD is committed to building a safety culture and prioritizing safety through training, incentivizing safety and establishing a safety committee.

Financial Sustainability and Fiscal Responsibility have also been identified as high priority. UPTD will proactively work to ensure financial sustainability.

Board Training is also an ongoing commitment for UPTD's Board of Directors. We will be focusing on Public Meeting laws and training that has recently been mandated for all new Board members.

UPTD expects to increase ridership by 10% over the next year by providing exceptional service to our riders. We will also be working with partner agencies to strategically implement services that target the needs of our riders.

FY 2024-25 Operating Budget Overview

The focus of the proposed budget is to ensure UPTD maintains existing service levels for most modes of transportation with some minimal service adjustments. Focus will continue on maintaining vehicles in a state of good repair. UPTD will be working to rebuild reserves prior to implementing new services.

Inflation

In the calendar year of 2023, the average inflation rate using CPI data was 4.1%. The range was from a high of 6.4% in January with a low of 3.0% in June. CPI shows fuel as -3.9% with a 3.8% jump last month while CPI-U data for fuel show prices up 3.7% with a after a -3.3% drop last month. Fuel is the one area of the budget that is projected with a 3.5% increase.

Most of the budget is drawn from actual expenses with projections for this next year being drawn from an average for each category based on FY 23-24 actual expenses.

The Preventive Maintenance Budget is projected utilizing actual expenses since we received the new vehicles.

The proposed budget includes funding for the Board to make a decision regarding a Cost-of-Living Adjustment (COLA) and choose the percentage they feel appropriate. 2%.is what is currently shown in the proposed budget.

General Fund

The Financial Resources in the Budget are comprised of the following:

- Payroll Tax paid as
 - State STIF Population Based Funding
 - Payroll Based Funding
- Federal Operating Grants
- Bus Replacement Grants
- Capital Grants for Preventive Maintenance and Equipment Purchases
- Farebox Revenue
- Advertising Revenue
- Medical Transportation income

Revenues

Revenues in the proposed Budget include 5311 Federal funding which is separated into Operations, Admin and Preventive Maintenance. Different match rates apply to each type of project. Operations projects have a local share of 43.92% and a federal share 56.08%.

Administration and Preventive Maintenance have a local share 10.27% with a federal share 89.73%.

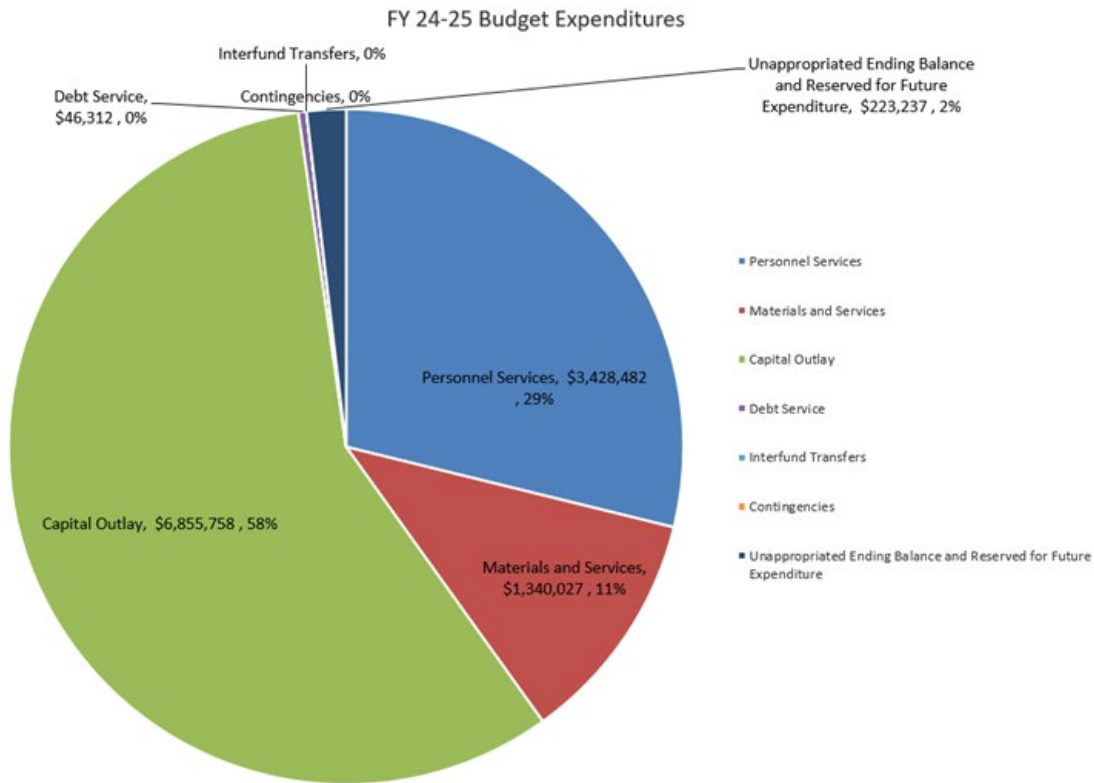
The 5310 Federal funding for seniors and people with disabilities has remained stable to fund the Call Center and City of Reedsport Dial A Ride. The local match for this grant is also 10.27%.

The STIF Fund is now comprised of the Population Base Formula, formerly STF, and Payroll Based award which is 1/10 of a percent of employee payroll tax. STIF Payroll Based funding is funding generated within Douglas County. This fund fluctuates with the economy.

The Federal 5339 Grant 35395, was included in 22-23 fiscal year's budget. The grant agreement was executed in August of 2022. We have not yet utilized the funding. This funding is carrying over into this budget. The funding shown on the General Fund Resource page is the portion allocated to training.

Bus fare income continues to climb despite the fact that we lowered fares in July of 2021.

Medical Transportation income is growing as we bring more volunteer drivers on board. The medical transportation wheelchair van drivers generate enough income to cover the personnel and program costs.



Expenditures

Budgeted General Fund expenditures are projected at a lower number this year than last year with no increase to current staffing levels. Personnel expenses are budgeted at 29% of the total budget. At this time, UPTD has 46 employees for a total of 44 FTE's

UPTD has grown very quickly and the plan is to take this year to maintain staffing levels with minimal change to service levels and build program reserve.

Admin maintained 4 FTE's during FY23-24 with the addition of an HR Director and the loss of the Executive Assistant.

Operations increased from 27 FTEs to 30.5 FTE's filling all of the vacant driver positions.

	Current FTE's	Proposed FTE's
Administration		
General Manager	1	1
Finance Manager	1	1
Executive Assistant	0	0
Administrative Assistant	1	1
HR Director	1	1
Total Admin	4	4
Call Center		
Dispatch Supervisor	1	1
Dispatchers	3.5	3.5
Total Dispatch	4.5	4.5
Operations Admin		
Operations Manager	1	1
Office Manager	1	1
Driver Supervisor	0	1
Second Shift Supervisor	1	1
Operations Assistant	1	1
Total Operations Admin	4	5
Operations		
Transit Bus Driver/Operator	18	18
Lead ParaTransit Driver	1	1
ParaTransit Driver Operator	2	2
Umpqua Rides Driver	4.5	4.5
Medical Transportation Driver	5	5
Total Operations	30.5	30.5
Grand Total	43	44

Capital Project Funds

UPTD has been awarded the following grants you will see split between the Bus Replacement Resources and the Capital Projects Resources.

- *5339 Bus & Bus Facilities 35395 – Capital Grant to complete Preventive Maintenance Facility, Bus Parking, Bus Wash and Solar Panels*
- *5339 Bus & Bus Facilities 35335 – Capital – Grant is to excavate adjoining property, add utilities including EV charging and prepare for Preventive Maintenance building, bus wash and bus parking*
- *Federal STBG Grant 35326 – Capital Grant for the replacement of 5 of the older Demand Response Vehicles and 1 Class D, 16 passenger vehicle.*

I would like to thank UPTD's Finance and Operations Managers for their contributions of time, effort, knowledge and desire to be fiscally responsible in the delivery of our services.

We look forward to meeting with the Budget Committee. The meeting will be hybrid, allowing attendance in person or virtual, via Zoom

Respectfully submitted,

*Cheryl Cheas, CCTM
General Manager
Umpqua Public Transportation District*