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FY 2025-26 Budget Message  
April 23, 2025

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 FY2025-26 budget for your consideration. We look forward to meeting with you to review and discuss the budget document.

### FY24-25 Review

During FY 2024-25, UPTD was faced with some financial set backs. In order to remain fiscally sound, some strategic decisions were made to cut back the hours of service while maintaining a quality of service for our customers and the communities we serve. Even with the cut backs UPTD has seen an increase in ridership. UPTD is on track to reach a higher level of ridership by the close of FY24-25 than we have seen since pre-COVID. We are on track to provide over 108,000 rides on fixed routes by the end of FY25. This increase in ridership is approximately 4,710 more rides than provided last year.

Saturday ridership continues to run on average 1600 rides per Qtr and is on target to provide over 6,000 rides by the end of FY24-25.

Umpqua Rides demand response ridership has decreased this year, mainly due to the Sutherlin and Winston Routes being converted back to commuter routes instead of fixed routes, and the layoff of 5 drivers. This change took place when we had our financial audit with RLS and was a recommendation made by them to bring our finances in line. The para-transit services have decreased by 45% this year and the Dial A Ride services have increased by 37%. We will still provide over 20,000 rides to seniors and people with disabilities utilizing this service by the end of FY24-25.

UPTD has one 30 ft bus on order and it is expected to be delivered by April 30, 2025. Due to the delays in the supply chain, this vehicle will be delivered later than anticipated.

### 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.

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**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 2025-26

As we move forward into FY 2025-26, 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 2025-26 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 January 2025, the average inflation rate using CPI data was 3.0% over the previous year. The range was from a high of 3.5% to a low of 3.0%. CPI shows fuel as 1.0% with a 5.6% jump from January 2024 to January 2025.

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 24-25 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. 3% is what is currently shown in the proposed budget.

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## 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
- 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, City of Reedsport Dial A Ride, and Preventative Maintenance. The local match for this grant is also 10.27%.

The STIF Fund is now comprised of the Population Base Formula and Payroll Based award. STIF Payroll Based funding is funding generated within Douglas County. This fund fluctuates with the economy.

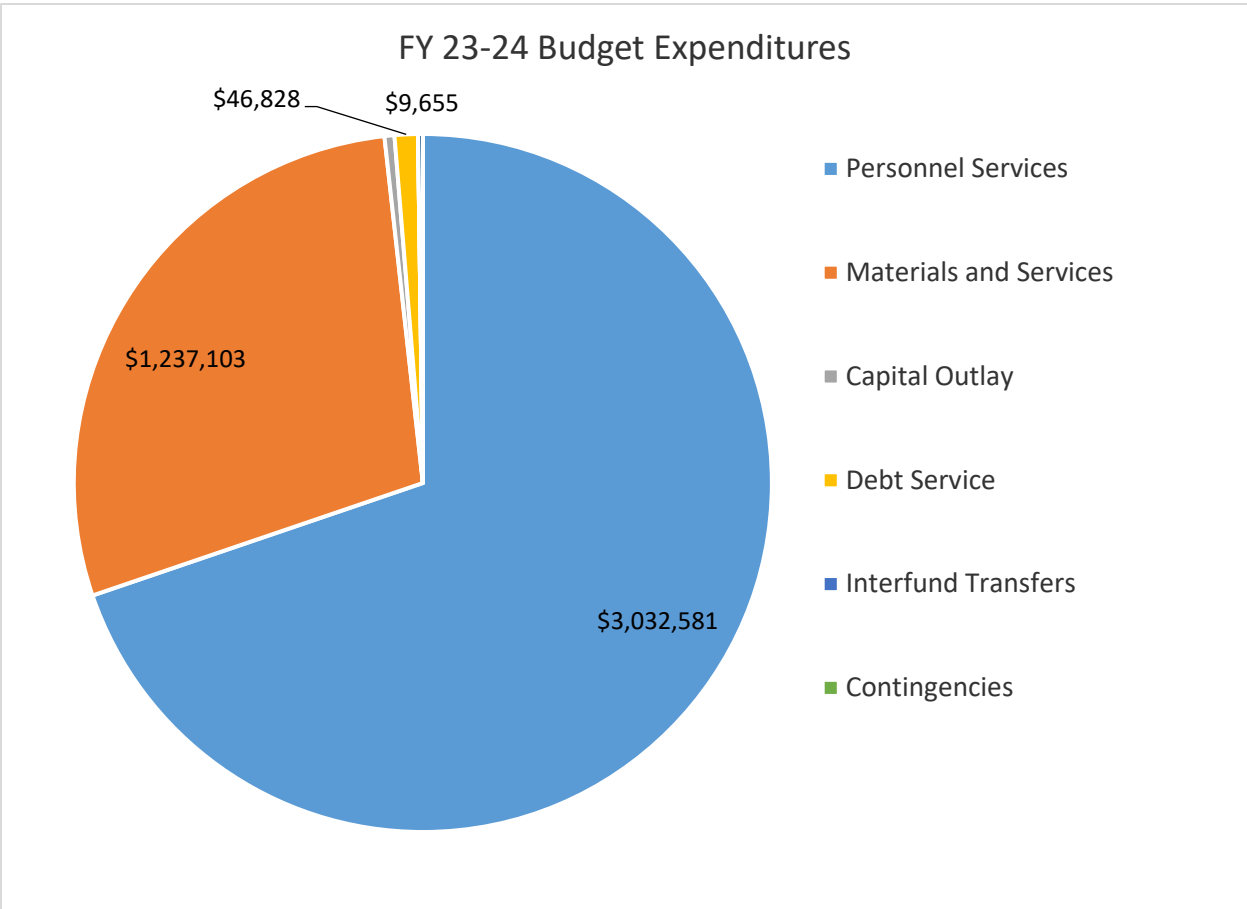
Bus fare income remains stable.

Medical Transportation income has slightly decreased but can fluctuate depending on how many volunteers we have on board. The medical transportation wheelchair van driver program was discontinued last year in May as it was determined that it was consuming the money profits of the volunteer program.

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### 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 70% of the total budget. At this time UPTD has 36.5 employees.

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 increased 1 FTE during FY24-25 with the addition of an HR Coordinator (formerly Executive Asst). The HR Director position was eliminated and replaced with the Chief Operations Officer and an Executive Assistant was hired in December 2024.

Operations decreased from 32 FTE's to 31 FTE's filling all of the vacant driver positions.

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| Administration                                  | Current FTE's | Proposed FTE's |
|---|---------------|----------------|
| Chief Executive Officer                         | 1             | 1              |
| Chief Operations Officer (formerly HR Director) | 1             | 1              |
| Chief Financie Officer                          | 1             | 1              |
| Public Relations (formerly Executive Assistant) | 0             | 1              |
| Data Analyst                                    | 1             | 1              |
| AP/AR Coordinator (50%)                         | 0             | 0.5            |
| Total Admin                                     | 4.00          | 5.5            |
| <b>Call Center</b>                              |               |                |
| Operations Manager (formerly Dispatch Supv)     | 0.7           | 0.7            |
| Lead  | 0             | 1              |
| Dispatchers                                     | 3.5           | 2.5            |
| Total Call Center                               | 4.2           | 4.2            |
| <b>Operations Admin</b>                         |               |                |
| Operations Manager                              | 1             | 1              |
| Office Manager                                  | 1             | 1              |
| Lead (formerly supervisor)                      | 1             | 1              |
| Second Shift Supv                               | 1             | 0              |
| AP/AR Coordinator (50%)                         | 1             | 0.5            |
| Medical Disptach                                | 0.3           | 0.3            |
| Total Operations Admin                          | 5.3           | 3.8            |
| <b>Operations</b>                               |               |                |
| Transit Bus Driver/Operations                   | 16            | 16             |
| ParaTransit Driver                              | 3             | 3              |
| Dial A Ride Driver                              | 4             | 4              |
| Total Operations                                | 23            | 23             |
| <b>Grand Total</b>                              | <b>36.50</b>  | <b>36.50</b>   |

## Capital Project Funds

UPTD has no plan for Capital Projects unless the STIF Funds come in higher than anticipated. The Budget has been built to maintain services at their current level while maintaining or improving the quality of our services to the community.

I would like to thank UPTD's 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,

*Sheri Bleau, CCTM*  
*Chief Financial Officer*  
*Umpqua Public Transportation District*

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