Budget Hearing
Umpqua Public Transportation District
Tuesday, May 27, 2025, 5:00 p.m.
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

1. **Call to Order**

2. **Roll Call**

John Estill	Kat Stone	Jim DeLap	Todd Vaughn
Gregg Kennerly	Michaela Hammerson	Doug Mendenhall	Ashley Hicks

3. **Pledge of Allegiance**

4. **Consent Agenda**
   4.1 May 9, 2025, Draft Budget Committee Meeting Minutes

5. **Presentation of FY 25-26 Budget**
   5.1 Letter to ODOT
   5.2 FY 25-26 Proposed Budget

6. **Public Comment**

7. **Adjournment**

UPTD public meetings are available virtually:
https://us02web.zoom.us/j/83895245938?pwd=N5rAvFcJLVbLaEHaYc1KqxyaxTgX1X.1

Meeting ID: 838 9524 5938
Passcode: 615833

AUDIENCE PARTICIPATION INFORMATION
UPTD welcomes and encourages citizen participation at all meetings. By state law, Executive Sessions are closed to the public. To allow the Board to deal with business on the Agenda in a timely fashion, we ask that anyone wishing to address the Board follow these simple guidelines:

- Persons addressing the Board must state their name for the record.
- All remarks are directed to the entire District Board. The Board reserves the right to delay any action requested until fully informed on the matter.

TIME LIMITATIONS

Each speaker will be allotted a total of 5 minutes. At the 3-minute mark, the Chair will remind the speaker there are only 2 minutes left. All testimony given shall be new and not previously presented to the Board.

CITIZEN PARTICIPATION – ON AGENDA ITEMS & NON-AGENDA ITEMS

We allow the opportunity for citizens to speak to the Board on agenda items and non-agenda matters on this evening's Agenda of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting. If a matter presented to the Board is of a complex nature, the Chair or a majority of Board members may schedule the matter for continued discussion at a future Board meeting. Board members reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.

The Oregon Attorney General's Public Records and Public Meetings Manual states that the Public Meetings Law is a public attendance law, not a participation law. "The right of public attendance guaranteed by Public Meetings Law does not include the right to participate by public testimony or comment [...] Governing bodies voluntarily may allow limited public participation at their meetings" (Attorney General Rosenblum, 2019, p. 155). Additionally, the Oregon Attorney General's Manual states, "The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave, and upon failure to do so becomes a trespasser. The law's requirement that 'all persons be permitted to attend any meeting' does not prevent governing bodies from maintaining order at meetings" (Attorney General Rosenblum, 2019, p. 156).

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

The facility used for this meeting is wheelchair accessible. If you require any special physical or language accommodation, including alternative formats of printed materials, please contact the District office as far in advance as possible, and no later than 48 hours prior to the meeting. To make these arrangements, please call 541-671-3691 (voice) or 7-1-1 (TTY, through Oregon Relay, for persons with hearing impairments).

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

A public meeting of the Board of Directors will be held on May 27, 2025 at 5:00 pm at Umpqua Public Transporation District, 3076 Diamond Lake Blvd, Roseburg, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2025 as approved by the Umpqua PublicTransportation District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 3076 Diamond Lake Blvd, Roseburg, OR, between the hours of 8:30 a.m. and 4:30 p.m. or online at Umpquatrasit.com. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. If different, the major changes and their effect on the budget are: N/A

Contact: Sheri Bleau, Chief Finance Officer Telephone: 541-671-0788 Email: sbleau@umpquatransit.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2023-2024	Adopted Budget This Year 2024-2025	Proposed Budget Next Year 2025-2026
Beginning Fund Balance/Net Working Capital	1,444,777	522,328	430,000
Bus Fares/Contracts/Medical Transportation	661,877	507,114	647,380
Federal, State & all Other Grants, Gifts, Allocations & Donations	4,950,714	10,194,341	3,240,371
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	0	28,355	0
All Other Resources Except Current Year Property Taxes	60,307	35,070	28,416
Current Year Property Taxes Estimated to be Received		0	
Total Resources	**7,117,675**	**11,287,208**	**4,346,167**

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	3,224,795	2,930,614	3,058,202
Materials and Services	1,411,720	1,124,589	1,212,603
Capital Outlay	1,712,247	7,109,113	20,000
Debt Service	46,328	46,312	46,828
Interfund Transfers	0	28,355	0
Contingencies	0	0	0
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	509,494	48,225	8,534
Total Requirements	**6,904,583**	**11,287,208**	**4,346,167**

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program **FTE** for that unit or program			
Administration	454,264	487,778	678,702
FTE	5.00	4.00	5.50
Operations	1,133,148	1,101,562	1,148,672
FTE	18.00	17.00	16.00
Operations Admin	392,747	444,065	322,846
FTE	5.00	5.00	3.50
Para Transit/DR/Medical Transports	946,251	858,017	542,661
FTE	13.00	10.00	7.30
Call Center	298,384	334,723	365,321
FTE	4.00	4.00	4.20
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements	**3,224,795**	**3,226,145**	**3,058,202**
Total FTE	**45.0**	**40.0**	**36.5**

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1, 2021	Estimated Debt Authorized, But Not Incurred on July 1, 2025
Full Faith and Credit	$550,000	$427,908
Total	$550,000	$427,908

***** If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

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

Umpqua Public Transit

Budget Committee Meeting
Umpqua Public Transportation District
Friday, May 9, 2025, 5:30 p.m.
3076 NE Diamond Lake Blvd, Roseburg, OR 97470

Meeting Minutes

1. **Call to Order 5:30 pm**

2. **Roll Call**

John Estill – P	Kat Stone - P	Jim DeLap – P	Todd Vaughn - P
Gregg Kennerly – P	Michaela Hammerson - P	Natasha Atkinson - P	Ashley Hicks - A

3. **Pledge of Allegiance** was recited.

4. **Consent Agenda**
   4.1 April 23, 2025, Budget Committee Meeting Minutes were accepted without change.

   Motion to approve April 23, 2025, consent agenda made by Committee Member Kat Stone. Second by Director John Estill. **Motion passed with 6 "Yes", 2 "Absent".**

   4.2 April 30, 2025, Budget Committee Meeting Minutes were accepted without change.

   Motion to approve April 30, 2025, consent agenda made by Committee Member Kat Stone. Second by Director John Estill. **Motion passed with 6 "Yes", 2 "Absent".**

5. **Presentation of FY 25-26 Budget**

   The presentation begins with Sheri mentioning that there have been some recent changes to the proposed budget, particularly regarding medical and dental costs, which she will present on screen.

   Budget Deficit and Potential Adjustments

   The budget discussion reveals that recent changes to medical, dental, and vision benefits have resulted in a $9,266 deficit, compared to the previous $13,000 surplus. The speaker highlights areas that potentially could be adjusted, including advertising, non-capital equipment purchases, and travel for training. Built into the budget is a $5,000 quarterly re-payment to ODOT. John inquires about the flexibility to move funds between categories, and the speaker confirms that this is possible if the overall budget is not exceeded.

Transportation District Budget Cost Savings Discussion

The budget committee discusses potential areas for cost savings in the transportation district's budget. A member expresses concern about $200,000 going to out-of-county employees and suggests cutting or tapering those salaries. Others provide context on hiring challenges and typical salaries in the industry. The committee also considers the impact of any cuts on employees, with a preference to maintain cost of living increases and benefits for drivers and other staff. Options like reducing the district's contribution to family health coverage are mentioned but not favored. The discussion highlights the tension between fiscal responsibility and being a good employer.

Reducing Administrative Expenses and Travel Budget

The committee discusses budget cuts, focusing on administrative expenses. They agree to reduce advertising from $5,000 to $2,000, leave $2,000 for non-capital equipment purchases, and cut $500 from recruitment fees. They decide to keep the travel, lodging, and mileage budgets as is due to required training and reimbursement considerations. The committee agrees to eliminate the $3,000 airfare budget for out-of-state travel. Todd suggests going through each yellow-highlighted area to identify potential cuts while ensuring compliance and maintaining essential functions.

Budget Adjustments and Training Needs

Todd, Gregg, and the committee discussed the budget in the various categories, including training conferences, non-capital equipment purchases, and uniforms. They decided to reduce the budget in Operations for training conferences from $5,000 to $1,000 and to leave non-capital equipment purchases at $4,000 and increase the budget for uniforms to $2,300. They also discussed the need for training and conferences for the operations admin staff. The final decision was to decrease the training conferences from $2,800 to $1,800, the Lodging fees from $2,500 to $1,600, Per diem from $800 to $550 and the budget for non-capital equipment purchases from $2,500 to $1,250. The ParaTransit training and conference fees were reduced from $700 to $0; the Demand Response training and conference fees were reduced from $500 to $0 and the Call Center training and conference fees were increased from $500 to $2000. The employee appreciation budget decreased from $10,000 to $8,000. They also discussed the need for scholarships for training and conferences and the presenter confirmed that the scholarship applications will be submitted for any training that qualifies.

Budget Committee Discusses Route Changes

The budget committee discusses potential savings from route changes which the executive team is continuing to work on but there is no official information on what that potential savings could look like at this time. The current reserve amount is $8,534 after all the changes made by the Committee. Some members express concern about the low reserve and the lack of a plan to address ongoing debts. Kat suggests making cuts to reduce money sent to Portland, which she views as unsustainable. The committee debates whether to accept the budget as amended or have further discussion. John offers to make a motion to accept the established budget if no one wants to do more analysis. Kat proposes adjourning and reconvening later to pass the budget after further consideration.

Budget Committee Approves Fiscal Year Plan

The Budget Committee discusses and votes on the proposed budget for the upcoming fiscal year. They debate whether to cut executive salaries, particularly for two employees based in Portland. Kat suggests reducing salaries to build a bigger buffer, but others argue the current salaries are already low for the positions. Ben clarifies that the executive team was previously reduced from 5 to 3 people, saving $60,000. After discussion, the committee votes to approve the budget as presented with the changes, leaving the District $8,534.00 in unappropriated funds.

Motion to approve FY25-26 Budget with the changes made by the Budget Committee made by Committee Member Gregg Kennerly. Second by Director John Estill. **Motion passed with 6 "Yes", 1 "No" and 1 "Absent".**

6. **Public Comment** – there was no one from the public present

7. **Agenda Build**

   No further meetings will be held at this time.

8. **Adjournment at 7:21 pm.**

Umpqua Public Transit

Umpqua Public Transit
3076 NE Diamond Lake Blvd
Roseburg, OR 97470
Date: 14MAY2025

To:
Oregon Department of Transportation
Public Transit Division
355 Capitol Street NE
Salem, OR 97301

Subject: Proposed Payment Arrangement for Electric Charger Station Funds

Dear Mrs. Carlson,
The current leadership of Umpqua Public Transit District (UPTD), under Chairwoman Michaela Hammerson and myself as CEO, respectfully submits the following proposal to resolve the outstanding issue regarding the $250,000 in grant funds provided for electric charger stations. These chargers were procured by the previous administration but were never installed due to that administration's failure to meet the required implementation timeline and grant conditions.

While our current leadership was not responsible for the origination of this issue, we are committed to rectifying unresolved matters and restoring accountability to the District's operations. It is of utmost importance to us that UPTD maintain a strong and constructive partnership with the Oregon Department of Transportation. Our goal is to move forward in a manner that honors our mutual dedication to serving Oregon's communities effectively and responsibly.

The following repayment plan represents a balanced approach that ensures fiscal responsibility without compromising service to the public:

1. Beginning Q1 of the 2025–2027 biennium (June 2025), UPTD will remit $10,000 per quarter toward the $250,000 balance.
2. In the event that Statewide Transportation Improvement Fund (STIF) allocations increase by 20% or more, UPTD will make a balloon payment for the remaining balance using a portion of the increased funds. (Currently, it is expected that the Transportation Funding Package will pass, making increased funds available around June, 2026)
3. Should the chargers be liquidated during the repayment period, UPTD will remit 50% of the proceeds from the sale to ODOT. Remaining payments will continue at $10,000 per quarter until the outstanding balance is resolved.
4. The total repayment period shall not exceed three (3) years from the date of the first installment. Any outstanding balance at the end of that term will be resolved via a final balloon payment.
5. This proposed payment arrangement or future modifications thereof are subject to final approval by the UPTD Board of Directors.

This approach enables us to responsibly correct an inherited issue while continuing to deliver essential transit services without disruption. If these proposed terms are acceptable to you, I will take this to the UPTD Board for approval. We appreciate your understanding and collaboration and welcome any discussion or modifications necessary to bring this matter to a fair and timely resolution.

Sincerely,

Ben Edtl
Chief Executive Officer
Umpqua Public Transit District
bedtl@umpquatransit.org
503-319.5976

CC: Jennifer Boardman, ODOT | Drew Orr, ODOT | Michaela Hammerson, UPTD |

Resolution No. 25-02

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Umpqua Public Transporation District hereby adopts the budget for the fiscal year 2025-2026 in the total of $4,346,167. This budget is now on file at Umpqua Public Transporation District, 3076 Diamond Lake Blvd, in Roseburg, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2025, and for the puposes shown below are hereby appropriated:

General Fund		
Administration	$	1,239,463
Transportation Operations	$	3,031,342
Debt Service	$	46,828
Capital Outlay	$	-
Transfers Out	$	-
Contingency	$	-
Total	$	4,317,633
Bus Replacement Fund		
Capital Outlay	$	-
Capital Projects Fund		
Capital Outlay	$	20,000
Total Appropriations, All Funds	$	4,337,633
Total Unappropriated and Reserve Amounts, All Funds	$	8,534
TOTAL ADOPTED BUDGET	$	4,346,167

The above resolution statements were approved and declared adopted on this 27th day of May 2025.

Board Chair

Date

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STATEMENT OF INDEBTEDNESS		
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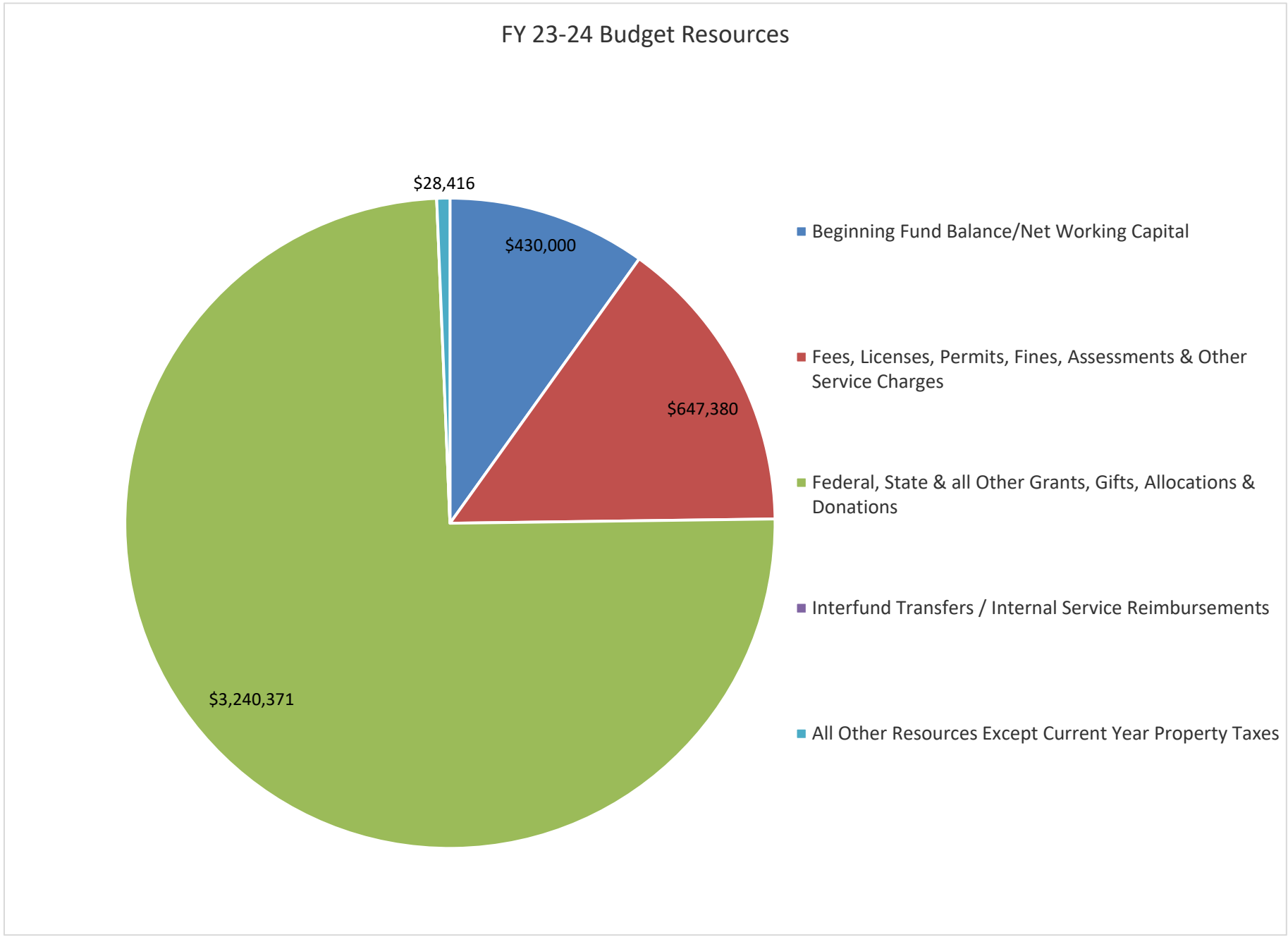
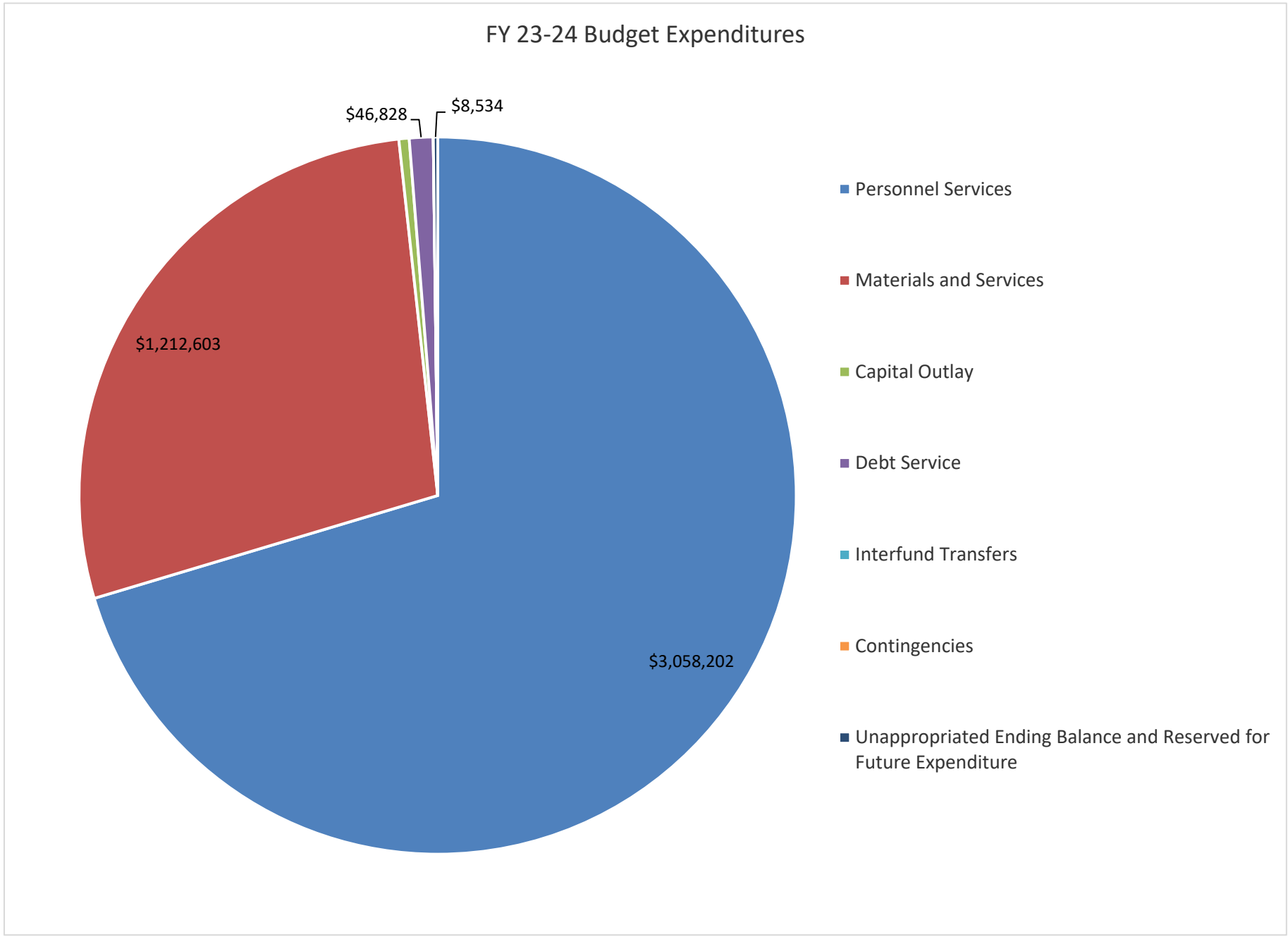
150-504-073-2 (Rev. 11-18)


FY 23-24 Budget Resources
$28,416
$430,000
$647,380
$3,240,371
Beginning Fund Balance/Net Working Capital
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges
Federal, State & all Other Grants, Gifts, Allocations & Donations
Interfund Transfers / Internal Service Reimbursements
All Other Resources Except Current Year Property Taxes


FY 23-24 Budget Expenditures
$46,828
$8,534
$1,212,603
$3,058,202
Personnel Services
Materials and Services
Capital Outlay
Debt Service
Interfund Transfers
Contingencies
Unappropriated Ending Balance and Reserved for Future Expenditure

FORM
LB-20

RESOURCES

GENERAL FUND

(Fund)

UMPQUA PUBLIC TRANSPORTATION DISTRICT

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2025-2026		
Actual		Adopted Budget This Year Year 2024-2025		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2022-2023	First Preceding Year 2023-2024					
1,711,684	1,540,000	522,328	Net working capital (accrual basis)	430,000	430,000	430,000
			Previously levied taxes estimated to be received			
			Interest			
			Transferred IN, from other funds			
			OTHER RESOURCES			
221,433	614,578	614,578	5311 Funding (Grant 35437)	686,434	686,434	686,434
			CRRSAA Grant			
379,081	329,485		5311 COVID			
400,665	458,637	458,608	5310 Funding (Grant 35502)	461,637	461,637	461,637
	80,000		5310 Discretionary			
			5304 Funding			
261,532			STF			
1,610,406	2,463,802	2,040,397	STIF (Grant 35544)	2,092,300.00	2,092,300	2,092,300.00
	225,000		5339 - (Grant 35395)			
-	30,152		5339			
-	-	-	STIF Discretionary			
-	-	-	STP Venicle Replacement			
111,907	115,000	232,114	Bus Fares & Contract Revenue	183,782	183,782	183,782
438,953	550,000	275,000	Medical Transports	463,598	463,598	463,598
43,266	25,000	35,000	Miscellaneous, advertising	28,365	28,365	28,365
131	300	70	Interest	51	51	51
			Local			
			State			
-	-		Federal			
5,179,059	6,431,954	4,178,095	Total resources, except taxes to be levied	4,346,167	4,346,167	4,346,167
			Taxes estimated to be received			
			Taxes collected in year levied			
5179058.63	**6431954**	**4,178,095**	**TOTAL RESOURCES**	**4,346,167**	**4,346,167**	**4,346,167**

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

150-504-020 (rev 10-16)

REQUIREMENTS SUMMARY

FORM **ALLOCATED** TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - ADMIN
(name of fund)

UMPQUA PUBLIC TRANSPORATION DISTRICT
(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR:	Budget For Next Year 2025-2026		
Actual		Adopted Budget				
Second Preceding Year 2022-2023	First Preceding Year 2023-2024	This Year Year 2024-2025	**ADMINISTRATION**	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			PERSONNEL SERVICES			
104,292	117,500	118,456	Salaries- Chief Executive Officer	122,010	122,010	122,010
86,080	95,000	95,701	Salaries- Chief Finance Officer	110,933	110,933	110,933
38,802	48,800		Salaries - Public Relations	53,560	53,560	53,560
	60,000	85,010	Salaries - Chief Operations Officer	108,150	108,150	108,150
37,148	45,600	43,930	Salaries - Data Analyst	45,248	45,248	45,248
		300	Salaries - A/P & A/R Coordinator (split 50% w Ops Adm)	25,173	25,173	25,173
325	2,000	35,783	Salaries - Overtime	1,000	1,000	1,000
26,560	36,000	74,013	Payroll Taxes	45,616	45,616	45,616
64,245	85,000	34,310	Fringe Benefits	120,132	120,132	120,132
26,907	33,000	275	Retirement	46,507	46,507	46,507
194	450		Worker's Comp	373	373	373
384,551	**523,350**	**487,778**	**TOTAL PERSONNEL SERVICES**	**678,702**	**678,702**	**678,702**
4.00	**5.00**	**4.00**	**Total Full-Time Equivalent (FTE)**	**5.50**	**5.50**	**5.50**
			MATERIALS AND SERVICES			
78,839	85,500	5,000	Advertising	5,000	2,000	2,000
594	1,500	500	Accounting Fees	0	0	0
69,950	30,000	40,000	Audit Fees	40,000	40,000	40,000
0	200	200	Background Checks	100	100	100
826	1,000	514	Bank Service Charges	725	725	725
487	1,000	500	Board Expense	2,400	2,400	2,400
3,214	5,000	2,000	Training/Conference Fee/Certificates	3,000	3,000	3,000
110	200	200	Fit For Duty/Evals	0	0	0
13,404	16,000	15,000	Dues, Memberships, & Fees	25,000	25,000	25,000
145	300	300	Drug and Alcohol Testing	100	100	100
25,133	15,000	0	Election Expense	20,000	20,000	20,000
24,113	23,000	22,000	IT Maintenance/Software	30,000	30,000	30,000
0	1,200	500	Consultant Fees	0	0	0
313	3,000	3,000	Legal Fees	5,000	5,000	5,000
19,237	21,000	22,000	Property & Vehicle Insurance	25,000	25,000	25,000
0	0	0	Miscellaneous	0	0	0
0	5,000	5,000	Non-Capital Equipment Purchase	5,000	2,000	2,000
155	700	400	Postage	600	600	600
1,160	2,000	500	Recruitment Fees	1,000	500	500
1,200	1,200	0	Rent - Storage	0	0	0
164	500	500	Safety Related Expenses	500	500	500
1,226	2,000	2,000	Travel - Lodging	2,000	2,000	2,000
1,612	2,000	3,800	Travel - Mileage	1,500	1,500	1,500
244	400	500	Travel - PerDiem	500	500	500
0	0	0	Staff Training Supplies	0	0	0
400	600	0	Staff/Community Recognition	0	0	0
9,890	10,000	8,400	Supplies - Office	8,400	8,400	8,400
5,514	5,600	2,400	Telephone - Office	4,000	4,000	4,000
1,385	1,600	2,400	Tablets & Cellphone	1,500	1,500	1,500
1,295	2,500	0	Travel - Airfare	3,000	0	0
4,206	5,000	4,800	Utilities	5,500	5,500	5,500
152	300	0	Uniforms	0	0	0
264,967	**243,300**	**142,414**	**TOTAL MATERIALS AND SERVICES**	**189,825**	**180,325**	**180,325**
			CAPITAL OUTLAY			
0	**0**	**0**	**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
649,518	**766,650**	**630,192**	**ORGANIZATIONAL UNIT / ACTIVITY TOTAL**	**868,527**	**859,027**	**859,027**

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REQUIREMENTS SUMMARY

FORM **ALLOCATED** TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - OPERATIONS
(name of fund)

UMPQUA PUBLIC TRANSPORATION DISTRICT
(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR:	Budget For Next Year 2054-2026		
Actual		Adopted Budget				
Second Preceding Year 2022-2023	First Preceding Year 2023-2024	This Year Year 2024-2025	**OPERATIONS**	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			PERSONNEL SERVICES			
621,300	995,000	601,455	Salaries - Bus Drivers	691,356	691,356	691,356
0	100,000	0	Salaries - Maintenance Manager			
0	41,000	0	Salaries - Facility Service Technician			
0	0	5,000	Salaries - Over Time	5,000	5,000	5,000
0	0	0	Personnel Employment Services			
60,110	95,000	80,296	Payroll Taxes	49,006	49,006	49,006
285,026	430,000	310,683	Fringe Benefits	307,401	307,401	307,401
59,944	112,000	76,842	Retirement	69,136	69,136	69,136
19,829	35,000	27,286	Worker's Comp	26,773	26,773	26,773
1,046,208	**1,808,000**	**1,101,562**	**TOTAL PERSONNEL SERVICES**	**1,148,672**	**1,148,672**	**1,148,672**
24.00	**24.00**	**17.00**	**Total Full-Time Equivalent (FTE)**	**16.00**	**16.00**	**16.00**
			MATERIALS AND SERVICES			
1,900	3,000	0	Advertising	0	0	0
7,955	6,500	1,000	Accident Repair	2,000	2,000	2,000
261	300	200	Background Checks	300	300	300
8,393	8,000	9,000	Building Maintenance & Repairs	12,000	12,000	12,000
224,183	195,000	169,685	Bus Preventative Maintenance	205,800	205,800	205,800
1,455	1,500	2,800	Drug & Alcohol Testing	850	850	850
797	5,000	3,000	Bus Shelter Maintenance	3,000	3,000	3,000
1,290	50,000	25,000	Training/Conference Fee/Certificates	5,000	1,000	1,000
2,895	3,000	2,500	Fit For Duty/Evals	2,500	2,500	2,500
239,974	338,000	175,000	Fuel & Oil	162,500	162,500	162,500
1,092	1,500	1,400	IT Maintenance/Software	1,000	1,000	1,000
0	2,100	13,300	License & Fees	14,500	14,500	14,500
0	0	0	Legal Fees	0	0	0
37,219	40,000	75,000	Property & Vehicle Insurance	70,000	70,000	70,000
0	0	0	Miscellaneous	0	0	0
1,345	3,000	4,000	Non-Capital Equipment Purchase	4,000	4,000	4,000
0	0	0	Postage	0	0	0
6,734	11,000	0	Staff Recognition	0	0	0
110	300	300	Safety Related Expenses	300	300	300
0	0	0	Software and Maintenance Support	0	0	0
274	2,000	0	Travel - Lodging	0	0	0
0	500	0	Travel - Mileage	0	0	0
0	1,000	0	Travel - Perdiem	0	0	0
0	300	0	Staff Training Supplies	0	0	0
5,288	6,000	6,400	Supplies - Buses	8,500	8,500	8,500
358	3,000	0	Travel - Airfare	0	0	0
2,593	3,000	2,800	Tablets & Cellphone	2,800	2,800	2,800
4,013	5,800	2,800	Uniforms	1,500	2,300	2,300
548,128	**689,800**	**494,185**	**TOTAL MATERIALS AND SERVICES**	**496,550**	**493,350**	**493,350**
			CAPITAL OUTLAY			
0	**0**	**0**	**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
1,594,337	**2,497,800**	**1,595,747**	**ORGANIZATIONAL UNIT / ACTIVITY TOTAL**	**1,645,222**	**1,642,022**	**1,642,022**

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REQUIREMENTS SUMMARY

FORM **ALLOCATED** TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - OPERATIONS ADMIN
(name of fund)

UMPQUA PUBLIC TRANSPORATION DISTRICT
(name of Municipal Corporation)

Historical Data				Budget For Next Year 2025-2026		
Actual		Adopted Budget	**REQUIREMENTS FOR:**			
Second Preceding Year 2022-2023	First Preceding Year 2023-2024	This Year Year 2024-2025	**OPERATIONS ADMIN**	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			PERSONNEL SERVICES			
63,276	141,000	115,003	Salaries- Lead	57,034	57,034	57,034
89,350	99,000	94,619	Salaries- Operations Manager	82,419	82,419	82,419
47,183	49,500	47,528	Salaries - Office Manager	48,954	48,954	48,954
44,750	45,500	40,040	Salaries - A/P & A/R Coordinator (split 50% with Admin)	25,173	25,173	25,173
23,063	32,500	30,898	Payroll Taxes	17,751	17,751	17,751
60,317	75,500	78,320	Fringe Benefits	66,882	66,882	66,882
22,828	33,500	29,719	Retirement	21,357	21,357	21,357
97	7,700	4,938	Worker's Comp	2,276	2,276	2,276
		3,000	Salaries - OT	1,000	1,000	1,000
350,863	**484,200**	**444,065**	**TOTAL PERSONNEL SERVICES**	**322,846**	**322,846**	**322,846**
5.00	**5.00**	**5.00**	**Total Full-Time Equivalent (FTE)**	**3.50**	**3.50**	**3.50**
			MATERIALS AND SERVICES			
334	3,000	3,800	Building Maintenance	4,915	4,915	4,915
405	400	200	Drug and Alcohol Testing	200	200	200
69,002	7,000	14,200	IT Maintenance/Software	8,800	8,800	8,800
13,200	13,200	13,200	Lease	13,200	13,200	13,200
4,597	4,600	4,400	Printing	4,275	4,275	4,275
1,949	4,000	2,800	Training/Conference Fee/Certificates	2,800	1,800	1,800
10,047	9,000	7,000	Supplies - Office	7,000	7,000	7,000
5,121	5,200	6,200	Telephone	3,500	3,500	3,500
1,507	1,900	1,800	Tablets & Cellphone	2,700	2,700	2,700
327	4,000	0	Travel - Airfare	0	0	0
5,001	5,000	5,600	Utilities	6,400	6,400	6,400
4,674	700	330	Fit For Duty/Evals	200	200	200
390	600	1,400	Travel - Mileage	1,000	1,000	1,000
853	4,500	4,000	Travel - Lodging	2,500	1,600	1,600
224	1,000	800	Travel - PerDiem	800	550	550
130	200	200	Safety Supplies/Svcs	200	200	200
250	400	0	Uniforms	0	0	0
1,030	2,500	2,500	Non-Capital Equip/Purchases	2,500	1,250	1,250
119,040	**67,200**	**68,430**	**TOTAL MATERIALS AND SERVICES**	**60,990**	**57,590**	**57,590**
			CAPITAL OUTLAY			
0	**0**	**0**	**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
469,903	**551,400**	**512,495**	**ORGANIZATIONAL UNIT / ACTIVITY TOTAL**	**383,836**	**380,436**	**380,436**

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REQUIREMENTS SUMMARY

FORM **ALLOCATED** TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - PARA TRANSIT
(name of fund)

UMPQUA PUBLIC TRANSPORATION DISTRICT
(name of Municipal Corporation)

Historical Data				Budget For Next Year 2025-2026		
Actual		Adopted Budget	**REQUIREMENTS FOR:**			
Second Preceding Year 2022-2023	First Preceding Year 2023-2024	This Year Year 2024-2025	**PARA TRANSIT**	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			PERSONNEL SERVICES			
164,433	250,000	140,941	Salaries - Para Transit - Drivers	147,269	147,269	147,269
15,939	24,000	15,578	Payroll Taxes	11,493	11,493	11,493
53,905	130,000	58,713	Fringe Benefits	59,825	59,825	59,825
15,923	25,000	14,094	Retirement	14,726	14,726	14,726
5,179	7,700	4,977	Worker's Comp	5,553	5,553	5,553
354		5,000	Salaries - OT	5,000	5,000	5,000
255,732	**436,700**	**239,303**	**TOTAL PERSONNEL SERVICES**	**243,866**	**243,866**	**243,866**
6.00	**6.00**	**3.00**	**Total Full-Time Equivalent (FTE)**	**3.00**	**3.00**	**3.00**
			MATERIALS AND SERVICES			
	1,500		Uniforms			
33,354	50,000	10,500	Bus Preventative Maintenance	18,000	18,000	18,000
470	400	450	Drug & Alcohol Testing	300	300	300
30,577	46,000	20,600	Fuel & Oil	17,000	17,000	17,000
365	600	600	IT Maintenance/Software	0	0	0
3,717	4,870	4,500	Telephone - Cellular & Tablets	4,800	4,800	4,800
68	200	200	Safety Supplies/Svc	200	200	200
533	1,500	1,200	Uniforms	500	500	500
7	2,000	1,000	Supplies - Vans	1,400	1,400	1,400
58	200	200	Background Checks	100	100	100
	300	700	Training/Conference Fee/Certificates	700	0	0
370	200	200	Fit For Duty/Evals	100	100	100
	1,500	8,000	Licenses & Fees	3,150	3,150	3,150
0	500	500	Non-Capital Equip/Purchases	500	500	500
69,520	**109,770**	**48,650**	**TOTAL MATERIALS AND SERVICES**	**46,750**	**46,050**	**46,050**

REQUIREMENTS SUMMARY

FORM **ALLOCATED** TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - DEMAND RESPONSE
(name of fund)

UMPQUA PUBLIC TRANSPORATION DISTRICT
(name of Municipal Corporation)

Historical Data				Budget For Next Year 2025-2026		
Actual		Adopted Budget	**REQUIREMENTS FOR:**			
Second Preceding Year 2022-2023	First Preceding Year 2023-2024	This Year Year 2024-2025	**DEMAND RESPONSE**	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			PERSONNEL SERVICES			
181,201	259,000	160,996	Salaries - Demand Response	173,967	173,967	173,967
17,611	26,600	22,943	Payroll Taxes	11,573	11,573	11,573
90,135	101,500	73,119	Fringe Benefits	48,870	48,870	48,870
16,541	26,250	16,100	Retirement	17,397	17,397	17,397
3,817	8,225	5,833	Worker's Comp	6,559	6,559	6,559
		5,000	Salaries - OT	8,000	8,000	8,000
309,305	**421,575**	**283,991**	**TOTAL PERSONNEL SERVICES**	**266,366**	**266,366**	**266,366**
4.00	**4.00**	**4.00**	**Total Full-Time Equivalent (FTE)**	**4.00**	**4.00**	**4.00**
			MATERIALS AND SERVICES			
40,367	29,000	19,200	Bus Preventative Maintenance	13,500	13,500	13,500
755	200	400	Drug & Alcohol Testing	200	200	200
43,992	31,000	53,560	Fuel & Oil	35,000	35,000	35,000
725	2,000	600	IT Maintenance/Software	0	0	0
6,854	2,100	3,000	Telephone - Cellular & Tablets	4,200	4,200	4,200
0	1,500	3,600	License & Fees	3,600	3,600	3,600
119	100	100	Background Checks	100	100	100
1,932	800	500	Uniforms	500	500	500
886	800	400	Supplies - Vans	788	788	788
143	200	200	Safety Supplies/Svcs	200	200	200
4,620	250	200	Fit For Duty/Evals	100	100	100
80	300	500	Training/Conference Fee/Certificates	500	0	0
236,896	60,000	89,200	Transportation Contracts (Reedsport & Sunrise)-moved from OPS	83,000	83,000	83,000
0	500	500	Non-Capital Equip/Purchases	500	500	500
337,369	**128,750**	**171,960**	**TOTAL MATERIALS AND SERVICES**	**142,188**	**141,688**	**141,688**
			CAPITAL OUTLAY			

REQUIREMENTS SUMMARY

FORM **ALLOCATED** TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - CALL CENTER
(name of fund)

UMPQUA PUBLIC TRANSPORATION DISTRICT
(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR:	Budget For Next Year 2025-2026		
Actual		Adopted Budget				
Second Preceding Year 2022-2023	First Preceding Year 2023-2024	This Year Year 2024-2025	**CALL CENTER**	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
			PERSONNEL SERVICES			
42,693	32,000	44,248	Salaries - Call Center Supv (split w/medical transport)	54,085	54,085	54,085
108,569	146,000	149,269	Salaries - Call Center	165,608	165,608	165,608
13,503	17,500	18,446	Payroll Taxes	19,678	19,678	19,678
95,114	106,000	102,252	Fringe Benefits	102,805	102,805	102,805
16,202	18,000	19,353	Retirement	21,969	21,969	21,969
196	300	155	Worker's Comp	176	176	176
		1,000	Salaries - OT	1,000	1,000	1,000
276,277	**319,800**	**334,723**	**TOTAL PERSONNEL SERVICES**	**365,321**	**365,321**	**365,321**
		4.00	**Total Full-Time Equivalent (FTE)**	**4.20**	**4.20**	**4.20**
			MATERIALS AND SERVICES			
0	0	150	Building Maintenance	0	0	0
195	300	400	Drug and Alcohol Testing	200	200	200
28,782	23,000	41,000	IT Maintenance/Software	40,000	40,000	40,000
4,160	3,200	4,800	Supplies - Office	4,000	4,000	4,000
5,121	5,200	6,200	Telephone	6,000	6,000	6,000
677	550	550	Telephone - Cellular and Tablets	750	750	750
3,449	3,700	3,800	Utilities	4,400	4,400	4,400
260	400	0	Uniforms	0	0	0
324	550	2,800	Non-Capital Equipment	1,500	1,500	1,500
1,135	200	500	Training/Conf Fee/Certificates	500	2,000	2,000
44,103	**37,100**	**60,200**	**TOTAL MATERIALS AND SERVICES**	**57,350**	**58,850**	**58,850**
			CAPITAL OUTLAY			
0	**0**	**0**	**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
320,380	**356,900**	**394,923**	**ORGANIZATIONAL UNIT / ACTIVITY TOTAL**	**422,671**	**424,171**	**424,171**

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REQUIREMENTS SUMMARY

FORM **ALLOCATED** TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

LB-30

GENERAL FUND - MEDICAL TRANSPORTATION
(name of fund)

UMPQUA PUBLIC TRANSPORATION DISTRICT
(name of Municipal Corporation)

Historical Data			REQUIREMENTS FOR: MEDICAL TRANSPORTATION	Budget For Next Year 2025-2026		
Actual		Adopted Budget This Year Year 2024-2025		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2022-2023	First Preceding Year 2023-2024					
			PERSONNEL SERVICES			
14,086	32,000	18,963	Salaries - Call Center Supv	18,028	18,028	18,028
45,143			Salaries - Drivers			
0	162,000		Salaries - OT			
6,179	21,000	1,895	Payroll Taxes	1,958	1,958	1,958
12,226	77,500	16,422	Fringe Benefits	10,625	10,625	10,625
5,936	20,000	1,896	Retirement	1,803	1,803	1,803
2,119	5,500	15	Worker's Comp	15	15	15
85,688	**318,000**	**39,191**	**TOTAL PERSONNEL SERVICES**	**32,429**	**32,429**	**32,429**
	3.00	**0.50**	**Total Full-Time Equivalent (FTE)**	**0.30**	**0.30**	**0.30**
			MATERIALS AND SERVICES			
91	100	100	Background checks	100	100	100
110	400	350	Drug and Alcohol Testing	350	350	350
0	0		Inspections			
1,462	2,500	1,000	Supplies	1,000	1,000	1,000
8,859	10,000	5,000	Appreciation Events	10,000	8,000	8,000
149,123	166,000	132,000	Volunteer Mileage Reimbursement	225,000	225,000	225,000
11,195	31,000		Fuel & Oil			
9,477	28,500		Bus Preventative Maintenance			
609	1,000		Telephone - Cellular & Tablets			
0	1,500		License & Fees			
4,754	6,000	0	Incentive Bonus	0	0	0
0	800		Uniforms			
0	200	100	Safety Supplies/Svcs	100	100	100
65	300		Training/Conference Fee/Certificates			
0	500		Non-Capital Equip/Purchases			
	250	200	Fit For Duty	200	200	200
185,744	**249,050**	**138,750**	**TOTAL MATERIALS AND SERVICES**	**236,750**	**234,750**	**234,750**
			CAPITAL OUTLAY			
0	**0**	**0**	**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
271,432	**567,050**	**177,941**	**ORGANIZATIONAL UNIT / ACTIVITY TOTAL**	**269,179**	**267,179**	**267,179**

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REQUIREMENTS SUMMARY

FORM **NOT ALLOCATED** TO AN ORGANIZATIONAL UNIT OR PROGRAM

LB-30

GENERAL FUND
(name of fund)

UMPQUA PUBLIC TRANSPORTATION DISTRICT
(name of Municipal Corporation)

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2025-2026		
Actual		Adopted Budget This Year Year 2024-2025		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2022-2023	First Preceding Year 2023-2024					
			PERSONNEL SERVICES NOT ALLOCATED			
			Administrative Wages			
			Payroll Taxes			
			Health Insurance			
			Workers Comp			
			TOTAL PERSONNEL SERVICES			
			Total Full-Time Equivalent (FTE)			
			MATERIALS AND SERVICES NOT ALLOCATED			
0	**0**	**0**	**TOTAL MATERIALS AND SERVICES**	**0**	**0**	**0**
			CAPITAL OUTLAY NOT ALLOCATED			
45,750	**30,152**	**0**	Capital - STIF Repayment			
45,750	**30,152**	**0**	**TOTAL CAPITAL OUTLAY**	**0**	**0**	**0**
			DEBT SERVICE			
30,024	38,910	31,992	Principal	33,024	33,024	33,024
16,320	7,419	14,320	Interest	13,804	13,804	13,804
30,024	**46,329**	**46,312**	**TOTAL DEBT SERVICE**	**46,828**	**46,828**	**46,828**
			INTERFUND TRANSFERS			
		28,355	Transfers to Capital Projects	0	0	0
0	0	0		0	0	0
0	**0**	**28,355**	**TOTAL INTERFUND TRANSFERS**	**0**	**0**	**0**
	150,000	0	**OPERATING CONTINGENCY**			
			RESERVED FOR FUTURE EXPENDITURE			
	368,878	48,225	**UNAPPROPRIATED ENDING BALANCE**	8,534	8,534	8,534
75,774	**595,359**	**122,892**	**Total Requirements NOT ALLOCATED**	**55,362**	**55,362**	**55,362**
5,283,105	5,836,595	4,055,203	Total Requirements for **ALL Org.Units/Programs within fund**	4,288,605	4,270,805	4,270,805
			Ending balance (prior years)			
5,358,879	**6,431,954**	**4,178,095**	**TOTAL REQUIREMENTS**	**4,343,967**	**4,326,167**	**4,326,167**

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