



**Wednesday, June 7, 2023**  
**Hood River County Transportation District**  
**3rd Meeting of the Budget Committee**

**224 Wasco Loop, Board Conference Room**  
**Hood River, OR 97031**

**5:00pm – 6:00pm**

**Agenda**

The Hood River County Transportation District Budget Meeting can be attended live through Zoom conferencing technology. **Members of the public can attend by calling: 253-215-8782 Meeting ID: 894 0860 1548 Passcode: 970836 or join by computer: <https://us02web.zoom.us/j/89408601548?pwd=TmxvTk5T0FRYmZPT2pjM3FzM3ZmZz09>**

- 1) Call Meeting to Order (5:00pm)**
- 2) Approval of May 10<sup>th</sup> Meeting Minutes**
- 3) Review of May 10<sup>th</sup> Budget Meeting, Requested Information, and Updates**
- 4) Public Comments**
- 5) Approval of Budget FY 2023-24 & Tax Rate**
- 6) Meeting Adjourned**

*To request a reasonable accommodation or language interpreter, including alternative formats and translation of printed materials, please contact CAT's Administration Office no later than 48 hours prior to the meeting at 541-386-4202 (voice) or 7-1-1 (TTY through Oregon Relay Service).*

*Take CAT to the Meeting! Call (541) 386-4202 for more information on routes and services that come to the CAT Administrative Offices.*

*Se Habla Español.*



**Wednesday, May 10th, 2023**  
**Hood River County Transportation District**  
**1<sup>st</sup> Meeting of the Budget Committee**

**224 Wasco Loop, Board Conference Room**  
**Hood River, OR 97031**

**5:00pm – 6:00pm**

**Meeting Minutes**

**Budget Committee Meeting Attendees:**

**Committee Members:** Tamra Taylor, Jeremy Hull, Darrell Roberts, Lara Dunn, Cindy Walbridge

**Staff:** Amy Schlappi, Tiah Mayhew, Jeff Acciaioli

Amy called the meeting to order at 5:02pm. Committee members and staff introduced themselves.

**Election of Budget Committee Chair**

Tamra made a motion for Jeremy to be Budget Committee Chair, the motion was seconded by Darrell and unanimously approved by the Budget Committee. Jeremy made a motion for Darrell to be Budget Committee Vice-Chair, the motion was seconded by Lara and unanimously approved by the Budget Committee.

**Reading of Budget Message FY 2023-24 by Executive Director**

Amy read the Budget Message for FY 2023-24. The Budget Message covered the purpose of the budget, the accomplishments of the past fiscal year, goals for the upcoming fiscal year, and an overview of the FY2023-2024 proposed budget.

**Initial Review of Budget FY 2023-24**

Amy reviewed the FY2023-2024 proposed budget and discussed the resources, administrative requirements, and operating requirements, by highlighting:

- **Fare Revenue** – The low-cost annual GORge Pass program has seen steady growth year over year with a large local following who consistently purchase the pass year after year. Partner transit providers and the HRCTD Board of Directors should consider increasing the cost to reflect rising operational expenses. Day passes have been very popular particularly on the Columbia Gorge Express and a large revenue generator. Staff are expecting a roughly 20% increase in one-way fares and day passes due to a trend of a steady increase in ridership.
- **Contract Revenue** – Due to a contract with the U.S. Forest Service to staff the Multnomah Falls I-84 Permit program Contract Revenue is expected to increase by \$40K over FY2023.



- **Federal Assistance** – Staff has reflected the accounting basis change from Accrual to Modified Cash which will impact 5311 and 5310 funds received in FY2024. Due to the 5311 allocated funds increase the district has access to \$592,218 in grant funds to purchase 2 new 30+ passenger buses for the Columbia Gorge Express service. The current Columbia Gorge Express vehicles are becoming very expensive to maintain due to increased repairs needed. One more allocation of CARES funding has been announced, staff is expecting to apply for roughly \$70K to help mitigate the impacts of costly vehicle repairs and operational expenses that were not able to be covered by grants in FY2023. Staff have applied for over \$6 million in FTA Low or No Emission Bus Program grant funds. If awarded only a small amount (\$45K) would be used in FY2024 to hire a consultant to help plan facility expansion and modification for large electric buses. 5311 Capital and 5339 funds have been rolled over from FY2023 due to delayed purchase of 1 Electric Van and 2 Electric Cutaways.
- **State Assistance** – Staff has reflected the accounting basis change from Accrual to Modified Cash, which will impact Statewide Transportation Improvement Fund (STIF) Statewide Transportation Network funding for the Columbia Gorge Express service received in FY2024. A small amount of the STIF Discretionary funding has been included to begin the implementation of the Intelligent Information Systems project which was applied for and expected to be awarded. \$180,000 has been included for the Carbon Reduction Program that staff is applying for which will include an e-bike lending library and other transportation options/mobility services that have been identified as a need in the Transit Master Plan.
- **Other Revenue** – The district is expecting to sell a portion of the aging fleet and is exploring the Local Government Investment Pool (LGIP) through the Oregon State Treasury. This potential revenue generator could generate \$20K in interest revenue if available cash (\$900K) is placed in an LGIP account. The Board will review at the May 17<sup>th</sup> Board meeting.
- **Professional Fees** – Since the Transit Master Plan Update 2023 process will have concluded by June 30, 2023, consultant fees that existed in this bucket to complete the TMP are no longer needed. However, the district has contracted with a new outside accountant and will need a consultant who specializes in transit facility design and electrification if awarded and obligated the requested FTA Low or No Emission Bus Program grant funds in FY2024.
- **Administrative Wages** – Wages have decreased slightly due to personnel transitions and organizational restructuring. Staff has introduced a formalized pay step chart that is included in Exhibit A which creates an objective understanding of step increases if employee receives positive performance review and increase is recommended by manager. In previous years there have not been formalized step increases just cost of living and merit increases. There are 3 FTE's that are included in this category (Executive Director, Office Manager, Administrative Assistant/Dispatcher).
- **Fuel** – Since gasoline prices remain volatile staff has allowed for an additional buffer in case prices increase or remain high.



- **Operation Expenses** – While the district has managed to obtain 3 new vehicles in FY23 most of the fleet is older and continues to have expensive repairs. The hope is to quickly procure 2 new vehicles for the Columbia Gorge Express, but there is concern that delivery will be delayed due to supply. The budget of \$169,000 for Operation Expenses allows needed repairs if vehicles are not able to be quickly replaced at the beginning of the fiscal year.
- **Communication Expenses** – There is an increase of more than \$30k due to the district utilizing new dispatch software that, while more expensive, has additional capabilities to improve user experience and service planning. The STIF Discretionary funds for the Intelligent Information Systems project that is expected to be awarded will help with this additional expense.
- **Vehicle Insurance** – Since the district has added used vehicles for seasonal services (Dog Mountain, Gorge-to-Mountain Express) and recently purchased new vehicles the insurance has increased.
- **Advertising and Marketing** – The expected expense has decreased substantially due to the conclusion of the Transit Master Plan as less resources are needed for outreach and marketing. Additionally, the GORge Pass marketing partnership with the 4 Gorge Transit Agencies has proved to be a very effective marketing campaign and less district resources are needed to increase regional awareness. The district will continue to use the available resources for local marketing efforts.
- **Grant Contract Match Funds** – Adding vanpool services, E-bike Lending Library, other transportation options/mobility services, and contracting out the staffing of the Multnomah Falls Exit 31 permit program has led to a significant increase when compared to FY2023.
- **Operations Wages** - Wages have decreased slightly due to personnel transitions and organizational restructuring. Staff has introduced a formalized pay step chart for office staff that is included in Exhibit A which creates an objective understanding of step increases if employee receives positive performance review and increase is recommended by manager. In previous years there have not been formalized step increases just cost of living and merit increases based on performance reviews. There are 4 FTE's (Transit Operations Manager, 3 Field Supervisors) that are included in Operating Personnel Services and considered office staff not drivers. Drivers do have a more formalized pay increase structure and is described in detail in the Union Contract.
- **Operating Capital Outlay** – If the district receives all vehicles that have been awarded grant funds the district will have 3 new electric vehicles and 2 new gasoline vehicles. However, staff are cautious in optimism as it has been very difficult to get a hold of transit vehicles due to supply chain issues. Staff expects to spend \$92K in bus stop improvements for ADA accessibility and \$30K in automatic passenger counters as part of the Intelligent Information Systems project.

There was a large amount of discussion regarding the budget, including:



- Grant contract match expenses and the increase due to the Multnomah Falls Timed Use Permit Program.
- Outreach to vulnerable communities and ridership demographics.
- Match amounts for special projects and vehicle grants. The district will hopefully purchase more vehicles this year than is typical. This will use more reserve funds than ideal.
- Health stipends that employees are eligible for are attributed to wages instead of benefits. This is different than how it was done historically.
- Office staff step increases.
- Potential need to increase personnel wages and benefits pending upcoming board meeting.
- Building renovation expenses were pushed from FY23 to FY24 since the district might receive funding that would assist with those expenses.
- The Hood River County Transportation District Transit Master Plan which is expected to be adopted May 17, 2023.
- Expenses included in the Administrative Expense line item.

The committee discussed if the scheduled 2<sup>nd</sup> Budget Committee Meeting was needed for additional deliberation. It was agreed that it was not needed, staff will cancel the May 24<sup>th</sup> meeting. The 3<sup>rd</sup> Budget Committee Meeting where Public Comment will be heard will be June 7, 2023.

**At 6:27 PM Tamra made a motion to adjourn the meeting, the motion was seconded by Cindy and unanimously approved by the committee.**



# FY2024 BUDGET MESSAGE

DRAFT

# Budget Message

## Purpose of the Budget

In compliance with the State of Oregon Local Budget Law, the 2023-2024 (FY24) Budget beginning July 1, 2023, and ending June 30, 2024, is submitted to the Budget Committee for approval. As prepared and submitted, the annual budget is intended to serve as a financial plan for the Board's goals for the coming fiscal year. To that end the Budget should:

- Outline the forecasted expenditure requirements to meet those goals and the proposed means for financing those requirements.
- Provide a financial overview of the use and deployment of personnel, materials and services, and capital for Administrative and Operating expenditures during the fiscal year.
- Offer guidance to the Board and district on overall operational priorities and expenditures.

## Accomplishments of Fiscal Year 2023

During FY2023 the district made significant movement with Board goals to enhance local services, maintain and expand access to residents and visitors in other Gorge communities and the Portland Metropolitan area, and complete the Transit Master Plan Update 2023 Process.

Key outcomes included:

- Finalization of the Hood River County Transportation District Transit Master Plan Update 2023 and is expected to be adopted at the May 17, 2023, Board of Director's meeting. Throughout the planning process there was significant community engagement to understand opportunities and to craft proposed service options.
- 4-agency GORge pass is in its second year. Gorge Translink providers have made significant headway in aligning policies to improve user experience and consistency.
- Contracted with Skamania County and the Forest Service to provide the Dog Mountain Shuttle for the third year. Applied for ongoing sustainable funding through the Washington State Department of Transportation Consolidated Grants program.
- Provided the Gorge-To-Mountain service in-house for the second year. Ridership close to tripled from the FY2022 season from 2,902 to 7,910 in FY2023. Offered transit service that accommodated night-skiing for the first time. Staff worked with the Hood River Valley High School Ski team to ensure equitable access to the mountain for team members.
- Partnered with the City of Hood River on the Gorge Transit Connect (low-income pass) program and Downtown Employee Pass program for the second year.
- Purchased 2 new 14 passenger vehicles with 2 ADA securements and 1 new Electric van.
- Worked with the Forest Service, ODOT and other partners to ensure the success of the Multnomah Falls I-84 permit program and continuation of the program in Summer of 2023.
- Applied to the FTA Low or No Emission Bus Program requesting over \$6 million dollars in grant funding to purchase electric vehicles, facility modification and expansion and other funding programs that have not yet been awarded.
- Ridership overall is trending to increase by 40% from FY2022.

## Overall Economic Outlook

The overall economic outlook for Hood River County Transportation District is good. The COVID-19 Pandemic impact has lessened, and staff has seen a significant increase in ridership over previous years. CAT received over \$1 Million from federal COVID related funding (CARES ACT, CRRSSA) in FY20, FY21, FY22, FY23 and expects to see an additional allocation this year. These funds have helped to maintain stability by addressing increased operational costs, fuel, vehicle expenses, and personnel wages and taxes due to inflation and other economic factors. STIF formula (payroll tax) funds are expected to continue an upward trend this year. FY2024 will be the first year of the new 2023-2025 Biennium, meaning the requested funding considered the increased operational costs of the district and will reduce the reliance on Federal CARES Act funding moving forward. Available Federal 5311 Formula Funds have increased dramatically due to a recalibration in the formula which represents the growth of the district. This has allowed the district to include two new Columbia Gorge Express vehicles in the FY2024 Budget. The district has also applied and expecting to be awarded several new funding streams which allows staff to begin implementation of the Transit Master Plan Update 2023.

## Board Goals for the 2024 Budget Year

The Board has outlined the following goals for the FY24 Budget:

- Maintain current service levels for year-round services and the Gorge-to-Mountain Express. Expand summer service on the Columbia Gorge Express to mitigate congestion and safety concerns along the I-84 corridor. Add weekend service between Hood River and White Salmon/Bingen during the busy summer months if funding is awarded.
- Begin implementation of the HRCTD Transit Master Plan Update 2023.
- Update the Hood River County Coordinated Transportation Plan.
- Continue and grow the multi-provider GOrge Pass program and support the regional transit strategy and work toward improved connectivity throughout the Gorge.
- Identify and secure opportunities for staff training in human Resources, leadership, and overall transit operations training.
- Initiate facility expansion and modifications to accommodate electrification and bigger vehicles.
- Implementation of vanpooling and other transportation options. If funding is awarded this will include e-bike lending library among other transportation options.
- Begin implementation of the Intelligent Information System project which includes improved dispatching software, real-time technology, automated passenger counters, and improved fare technology. These grant funded investments will improve rider experience and staff ability to analyze and track ridership.
- Expand outreach to vulnerable communities (i.e. Latino, Native American, seniors, individuals with disabilities etc.) to ensure access and awareness of transit. Ensure website and promotional materials are in plain language and have an accessible user interface.
- Explore innovative options and implement solutions to address specific transportation needs:
  - Local NEMT & Door through Door
  - After hour (hotel/bar/restaurant) shuttle



## Overview of the FY2024 Proposed Budget

The Fiscal Year 2024 Budget allows for CAT to maintain and enhance current services and begin implementation of key projects identified in the Transit Master Plan Update 2023. Our expectation being that ridership will continue to increase and be consistent with our ongoing investment.

The budget strategy is outlined in the attached budget. The FY24 Budget has been broken out into resources, administrative requirements, and operating requirements.

- **Resources** – The general budget consists of resources from federal grants, state payroll tax collection, property tax revenues and a variety of other smaller sources. CAT will carry over \$600K in capital grant funds from FY23 and has allocated an additional \$600K in 5311 Formula Funds for large vehicles to be used on the Columbia Gorge Express. In addition, CAT continues to carry over some Statewide Transportation Improvement Fund (STIF) Formula funds that were not spent in the FY21-23 funding cycle that have been reserved for bus stop improvements to ensure ADA accessibility. Staff has included close to \$350K in different types of federal grant funds that have been applied for but have not been awarded per State of Oregon recommendations. It is important to note that due to the Board of Director’s decision to move from an Accrual Accounting Basis to Modified Cash it will change when grant reimbursements are reflected in the budget.
- **Administrative Requirements** – Under Administrative Requirements staff have included Administrative Materials and Services, Administrative Personnel Services, and Administrative Capital Outlay.
- **Operating Requirements** – Under Operating Requirements staff have included Operating Materials and Services, Operating Personnel Services, and Operating Capital Outlay. The titles of the categories have changed from previous year’s budgets, but the type of expenses included has not. Due to expected vehicle purchases \$158,698 is needed to match capital grants. This will reduce cash available in the contingency fund by close to \$100K.

In summary, the draft FY2024 Budget moves forward with Board goals to begin implementation of the Transit Master Plan Update 2023, continue efforts to increase ridership, build upon existing partnerships, and expand transit connectivity within the region.

Further, I want to thank the citizens of Hood River County and our riders for the continued support of their public transportation system.

I look forward to this upcoming year and working with staff, the board and partner organizations to provide dependable, safe, and consistent public transit services to our community.

Amy Schlappi  
Executive Director  
Hood River County Transportation District  
(dba Columbia Area Transit)

# Hood River County Transportation District

## dba Columbia Area Transit

### Vision

To connect the people and communities of Hood River County with an accessible and more sustainable future.

### Mission

We provide safe, reliable, accessible, and efficient public transportation services in Hood River County and offer critical regional connections to Portland, Washington State and throughout the Gorge.

### Values

Safety – We will ensure the safety of our employees, customers, and transit systems.

Customer Service – We will work with our customers to meet their needs and exceed their expectations.

Sustainability – We will continuously improve and be accountable for our financial, environmental, and social outcomes.

Integrity – As stewards of public resources, we will use our assets prudently and conduct ourselves honestly and respectfully.

Community Driven – As stakeholders in Hood River County, we strive to ensure our services contribute to the social, cultural, and economic betterment of all residents.

Innovation – We will pursue opportunities to enhance value for our customers.

Collaboration – We will cultivate strong partnerships, community connections and links to other types of travel.

Teamwork – As a team, we celebrate diversity, foster effective communication; and promote advancement and longevity.

**Hood River County Transportation District is proud to present the FY2024 budget to the public. We are committed to providing safe, reliable, accessible, and SUSTAINABLE public transit services far into the future.**

## Highlights of the Budget

### Resources

- Fare Revenue** – The low-cost annual GOrge Pass program has seen steady growth year over year with a large local following who consistently purchase the pass year after year. Partner transit providers and the HRCTD Board of Directors should consider increasing the cost to reflect rising operational expenses. Day passes have been very popular particularly on the Columbia Gorge Express and a large revenue generator. Staff are expecting a roughly 20% increase in one-way fares and day passes due to a trend of a steady increase in ridership.
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| FY2023       | RESOURCES                          | FY2024       |
|--------------|------------------------------------|--------------|
| \$ 1,238,056 | Unallocated Beginning Fund Balance | \$ 1,008,000 |
| 165,000      | STIF Dedicated Project Funds       | 192,000      |
| 1,403,056    | Total Beginning Fund Balance*      | 1,200,000    |
|              |                                    |              |
| 200,000      | Fare Revenue                       | 216,000      |
| 60,000       | Contract Revenue                   | 104,224      |
| 1,485,566    | Federal Assistance                 | 1,675,170    |

|                     |                        |                     |
|---------------------|------------------------|---------------------|
| 1,487,200           | State Assistance       | 1,989,537           |
| 210,000             | Property Tax           | 210,000             |
| 61,258              | Other Revenue          | 40,000              |
|                     |                        |                     |
| <b>\$ 4,907,080</b> | <b>TOTAL RESOURCES</b> | <b>\$ 5,434,931</b> |

## Administrative Requirements

### Administrative Materials and Services:

- **Professional Fees** – Since the Transit Master Plan Update 2023 process will have concluded by June 30, 2023, consultant fees that existed in this bucket to complete the TMP are no longer needed. However, the district has contracted with a new outside accountant and will need a consultant who specializes in transit facility design and electrification if awarded and obligated the requested FTA Low or No Emission Bus Program grant funds in FY2024.

| <b>FY2023</b>  | <b>Administrative Materials &amp; Services</b>       | <b>FY2024</b>  |
|----------------|--|----------------|
| 100,081        | Building Expenses                                    | 40,000         |
| 15,600         | Office Supplies                                      | 18,000         |
| 149,800        | Professional Fees                                    | 110,000        |
| 30,900         | Other Administrative Expenses                        | 12,700         |
| <b>296,381</b> | <b>Total Administrative Materials &amp; Services</b> | <b>180,700</b> |

### Administrative Personnel Services:

- **Administrative Wages** – Wages have decreased slightly due to personnel transitions and organizational restructuring. Staff has introduced a formalized pay step chart that is included in Exhibit A which creates an objective understanding of step increases if employee receives positive performance review and increase is recommended by manager. In previous years there have not been formalized step increases just cost of living and merit increases. There are 3 FTE's that are included in this category (Executive Director, Office Manager, Administrative Assistant/Dispatcher).

| <b>FY2023</b>  | <b>Administrative Personnel Services</b>       | <b>FY2024</b>  |
|----------------|--|----------------|
| 223,200        | Administrative Wages                           | 239,562        |
| 30,648         | Administrative ER Tax                          | 36,025         |
| 43,200         | Administrative Benefits                        | 20,249         |
| 6,000          | Administrative Accrued PTO                     | -              |
| <b>303,048</b> | <b>Total Administrative Personnel Services</b> | <b>295,836</b> |

## Operating Requirements

### Operating Materials and services:

- **Fuel** – Since gasoline prices remain volatile staff has allowed for an additional buffer in case prices increase or remain high.
- **Operation Expenses** – While the district has managed to obtain 3 new vehicles in FY23 most of the fleet is older and continues to have expensive repairs. The hope is to quickly procure 2 new vehicles for the Columbia Gorge Express, but there is concern that delivery will be delayed due to supply. The budget of \$169,000 for Operation Expenses allows needed repairs if vehicles are not able to be quickly replaced at the beginning of the fiscal year.
- **Communication Expenses** – There is an increase of more than \$30k due to the district utilizing new dispatch software that, while more expensive, has additional capabilities to improve user experience and service planning. The STIF Discretionary funds for the Intelligent Information Systems project that is expected to be awarded will help with this additional expense.
- **Vehicle Insurance** – Since the district has added used vehicles for seasonal services (Dog Mountain, Gorge-to-Mountain Express) and recently purchased new vehicles the insurance has increased.
- **Advertising and Marketing** – The expected expense has decreased substantially due to the conclusion of the Transit Master Plan as less resources are needed for outreach and marketing. Additionally, the GOrge Pass marketing partnership with the 4 Gorge Transit Agencies has proved to be a very effective marketing campaign and less district resources are needed to increase regional awareness. The district will continue to use the available resources for local marketing efforts.
- **Grant Contract Match Funds** – Adding vanpool services, E-bike Lending Library, other transportation options/mobility services, and contracting out the staffing of the Multnomah Falls Exit 31 permit program has led to a significant increase when compared to FY2023.

| FY2023            | Operating Materials & Services                  | FY2024              |
|-------------------|---|---------------------|
| 7,210             | Vehicle Expenses                                | 7,200               |
| 288,000           | Fuel  | 312,000             |
| 125,000           | Operation Expenses                              | 169,000             |
| 37,440            | Communication Expenses                          | 69,850              |
| 34,800            | Vehicle Insurance                               | 45,000              |
| 20,000            | Driver Expenses                                 | 15,000              |
| 120,000           | Advertising & Marketing                         | 40,000              |
| 112,917           | Grant/Contract Match Funds                      | 350,000             |
| <b>\$ 745,367</b> | <b>Total Operating Materials &amp; Services</b> | <b>\$ 1,008,050</b> |

### Operating Personnel Services:

- **Operations Wages** - Wages have decreased slightly due to personnel transitions and organizational restructuring. Staff has introduced a formalized pay step chart for office staff that is included in Exhibit A which creates an objective understanding of step increases if employee receives positive performance review and increase is recommended by manager. In previous years there have not been formalized step increases just cost of living and merit increases based on performance reviews. There are 4 FTE's (Transit Operations Manager, 3 Field Supervisors)

that are included in Operating Personnel Services and considered office staff not drivers. Drivers do have a more formalized pay increase structure and is described in detail in the Union Contract.

| <b>FY2023</b>       | <b>Operating Personnel Services</b>       | <b>FY2024</b>       |
|---------------------|---|---------------------|
| 1,144,200           | Operations Wages                          | 1,070,261           |
| 112,255             | Operations Employer Tax                   | 165,481             |
| 158,200             | Operations Benefits                       | 181,277             |
| 8,000               | Operations Accrued PTO                    | -                   |
| <b>\$ 1,422,655</b> | <b>Total Operating Personnel Services</b> | <b>\$ 1,417,019</b> |

**Operating Capital Outlay:**

- **Operating Capital Outlay** – If the district receives all vehicles that have been awarded grant funds the district will have 3 new electric vehicles and 2 new gasoline vehicles. However, staff are cautious in optimism as it has been very difficult to get a hold of transit vehicles due to supply chain issues. Staff expects to spend \$92K in bus stop improvements for ADA accessibility and \$30K in automatic passenger counters as part of the Intelligent Information Systems project.

| <b>FY2023</b>     |                                 | <b>FY2024</b>       |
|-------------------|---------------------------------|---------------------|
| <b>\$ 957,760</b> | <b>Operating Capital Outlay</b> | <b>\$ 1,530,020</b> |

**Additional Notes:**

The FY24 budget is estimating that with the expenses included the district will use \$89,619 of unallocated (reserve) funds. That deficit is caused by the \$174,678 in match requirements for grants that will be funding vehicle purchases or special projects.

| <b>Match Requirements – Vehicles/Special Projects</b> | <b>Total Cost</b>   | <b>Match</b>      |
|---|---------------------|-------------------|
| Carbon Reduction Program                              | \$ 200,000          | \$ 10,000         |
| 5339 - 1 Electric Vehicle                             | \$ 200,000          | \$ 36,412         |
| 5311 Formula - 2 Vehicles                             | \$ 658,020          | \$ 65,782         |
| 5311 Capital - 2 Electric Vehicles                    | \$ 550,000          | \$ 56,484         |
| Intelligent Information Systems                       | \$ 30,000           | \$ 6,000          |
| <b>Total</b>  | <b>\$ 1,638,020</b> | <b>\$ 174,678</b> |

### Exhibit A: Proposed Staff Salary Scale

Step increases are contingent on a positive performance evaluation and the recommendation of the manager and that funds are available.

| <b>Position</b>                   | <b>Step 1</b>           | <b>Step 2</b>    | <b>Step 3</b>    | <b>Step 4</b>    | <b>Step 5</b>    | <b>Step 6</b>    |
|-----------------------------------|-------------------------|------------------|------------------|------------------|------------------|------------------|
| Executive Director                | \$87,360                | \$91,520         | <b>\$96,096</b>  | \$100,901        | \$105,946        | \$111,243        |
| Transit Operations Manager        | \$72,000                | <b>\$75,600</b>  | \$79,380         | \$83,349         | \$87,516         | \$91,892         |
| Office Manager                    | \$69,992                | \$73,000         | <b>\$76,650</b>  | \$80,483         | \$84,507         | \$88,732         |
| Field Supervisor                  | \$56,160                | <b>\$58,968</b>  | \$61,916         | \$65,012         | \$68,263         | \$71,676         |
| Dispatch/Administrative Assistant | <b>\$24.00 (hourly)</b> | \$25.20 (hourly) | \$26.46 (hourly) | \$27.78 (hourly) | \$29.17 (hourly) | \$30.63 (hourly) |

Hood River County Transportation District

General Fund

(Fund)

| Historical Data                  |                                 |   | RESOURCE & REQUIREMENTS | Budget for Next Year: FY2023-24 |  |                              |      |      |    |
|----------------------------------|---------------------------------|---|-------------------------|---------------------------------|--|------------------------------|------|------|----|
| Actual                           |                                 | Adopted Budget<br>This Year<br>Year 2022-23 |                         | Proposed By<br>Budget Officer   | Approved By<br>Budget Committee                      | Adopted By<br>Governing Body |      |      |    |
| Second Preceding<br>Year 2020-21 | First Preceding<br>Year 2021-22 |   |                         |                                 |  |                              |      |      |    |
| 1                                |                                 |   | 1                       | <b>RESOURCES</b>                |  | 1                            |      |      |    |
| 2                                | \$ 1,052,530                    | \$ 1,173,051                                | \$ 1,238,056            | 2                               | Unallocated Beginning Fund Balance                   | \$ 1,053,000                 | 2    |      |    |
| 3                                |                                 | 330,000                                     | 165,000                 | 3                               | STIF Dedicated Project Funds                         | 192,000                      | 3    |      |    |
| 4                                | 1,052,530                       | 1,503,051                                   | 1,403,056               | 4                               | Total Beginning Fund Balance*                        | 1,245,000                    | 4    |      |    |
| 5                                |                                 |   |                         | 5                               |  |                              | 5    |      |    |
| 6                                | 61,556                          | 202,694                                     | 200,000                 | 6                               | Fare Revenue   | 216,000                      | 6    |      |    |
| 7                                | 19,868                          | 45,100                                      | 60,000                  | 7                               | Contract Revenue                                     | 104,224                      | 7    |      |    |
| 8                                | 671,361                         | 600,127                                     | 1,485,566               | 8                               | Federal Assistance                                   | 1,675,170                    | 8    |      |    |
| 9                                | 1,175,444                       | 1,207,117                                   | 1,487,200               | 9                               | State Assistance                                     | 1,989,537                    | 9    |      |    |
| 10                               | 206,607                         | 206,158                                     | 210,000                 | 10                              | Property Tax   | 210,000                      | 10   |      |    |
| 11                               | 55,800                          | 46,355                                      | 61,258                  | 11                              | Other Revenue  | 40,000                       | 11   |      |    |
| 12                               |                                 |   |                         | 12                              |  |                              | 12   |      |    |
| 13                               | \$ 3,243,166                    | \$ 3,810,602                                | \$ 4,907,080            | 13                              | <b>TOTAL RESOURCES</b>                               | \$ 5,479,931                 | \$ - | \$ - | 13 |
| 14                               |                                 |   |                         | 14                              |  |                              |      |      | 14 |
| 15                               |                                 |   |                         | 15                              | <b>REQUIREMENTS</b>                                  |                              |      |      | 15 |
| 16                               |                                 |   |                         | 16                              | <b>Administrative</b>                                |                              |      |      | 16 |
| 17                               |                                 |   |                         | 17                              | <b>Administrative Materials &amp; Services</b>       |                              |      |      | 17 |
| 18                               | 29,033                          | 63,696                                      | 100,081                 | 18                              | Building Expenses                                    | 85,000                       |      |      | 18 |
| 19                               | 18,912                          | 15,718                                      | 15,600                  | 19                              | Office Supplies                                      | 18,000                       |      |      | 19 |
| 20                               | 92,767                          | 136,082                                     | 149,800                 | 20                              | Professional Fees                                    | 110,000                      |      |      | 20 |
| 21                               | 8,114                           | 13,428                                      | 30,900                  | 21                              | Other Administrative Expenses                        | 14,700                       |      |      | 21 |
| 22                               | 148,826                         | 228,924                                     | 296,381                 | 22                              | <b>Total Administrative Materials &amp; Services</b> | 227,700                      | -    | -    | 22 |
| 23                               |                                 |   |                         | 23                              |  |                              |      |      | 23 |
| 24                               |                                 |   |                         | 24                              | <b>Administrative Personnel Services</b>             |                              |      |      | 24 |
| 25                               | 170,201                         | 242,055                                     | 223,200                 | 25                              | Administrative Wages                                 | 241,562                      |      |      | 25 |
| 26                               | 14,073                          | 22,577                                      | 30,648                  | 26                              | Administrative ER Tax                                | 36,025                       |      |      | 26 |
| 27                               | 20,355                          | 22,599                                      | 43,200                  | 27                              | Administrative Benefits                              | 22,049                       |      |      | 27 |
| 28                               | 10,976                          | 564   | 6,000                   | 28                              | Administrative Accrued PTO                           | -                            |      |      | 28 |
| 29                               | 215,605                         | 287,795                                     | 303,048                 | 29                              | <b>Total Administrative Personnel Services</b>       | 299,636                      | -    | -    | 29 |
| 30                               |                                 |   |                         | 30                              |  |                              |      |      | 30 |
| 31                               | -                               | -   | -                       | 31                              | <b>Administrative Capital Outlay</b>                 | -                            |      |      | 31 |
| 32                               |                                 |   |                         | 32                              |  |                              |      |      | 32 |
| 33                               | \$ 364,431                      | \$ 516,719                                  | \$ 599,429              | 33                              | <b>Total Administrative</b>                          | \$ 527,336                   | \$ - | \$ - | 33 |
| 34                               |                                 |   |                         | 34                              |  |                              |      |      | 34 |
| 35                               |                                 |   |                         | 35                              | <b>Operating</b>                                     |                              |      |      | 35 |
| 36                               |                                 |   |                         | 36                              | <b>Operating Materials &amp; Services</b>            |                              |      |      | 36 |
| 37                               | 2,879                           | 9,268                                       | 7,210                   | 37                              | Vehicle Expenses                                     | 7,200                        |      |      | 37 |
| 38                               | 117,667                         | 226,435                                     | 288,000                 | 38                              | Fuel   | 312,000                      |      |      | 38 |
| 39                               | 65,229                          | 135,346                                     | 125,000                 | 39                              | Operation Expenses                                   | 169,000                      |      |      | 39 |
| 40                               | 31,005                          | 49,062                                      | 37,440                  | 40                              | Communication Expenses                               | 69,850                       |      |      | 40 |
| 41                               | 13,346                          | 25,162                                      | 34,800                  | 41                              | Vehicle Insurance                                    | 45,000                       |      |      | 41 |
| 42                               | 10,513                          | 8,344                                       | 20,000                  | 42                              | Driver Expenses                                      | 15,000                       |      |      | 42 |
| 43                               | 91,963                          | 168,229                                     | 120,000                 | 43                              | Advertising & Marketing                              | 40,000                       |      |      | 43 |
| 44                               | 135,317                         | 75,393                                      | 112,917                 | 44                              | Grant/Contract Match Funds                           | 350,000                      |      |      | 44 |
| 45                               | 467,919                         | 697,239                                     | 745,367                 | 45                              | <b>Total Operating Materials &amp; Services</b>      | 1,008,050                    | -    | -    | 45 |
| 46                               |                                 |   |                         | 46                              |  |                              |      |      | 46 |
| 47                               |                                 |   |                         | 47                              | <b>Operating Personnel Services</b>                  |                              |      |      | 47 |
| 48                               | 591,234                         | 839,847                                     | 1,144,200               | 48                              | Operations Wages                                     | 1,086,261                    |      |      | 48 |
| 49                               | 68,978                          | 98,947                                      | 112,255                 | 49                              | Operations Employer Tax                              | 169,513                      |      |      | 49 |
| 50                               | 82,372                          | 84,289                                      | 158,200                 | 50                              | Operations Benefits                                  | 197,370                      |      |      | 50 |
| 51                               | 21,348                          | -   | 8,000                   | 51                              | Operations Accrued PTO                               | -                            |      |      | 51 |
| 52                               | 763,932                         | 1,023,083                                   | 1,422,655               | 52                              | <b>Total Operating Personnel Services</b>            | 1,453,144                    | -    | -    | 52 |
| 53                               |                                 |   |                         | 53                              |  |                              |      |      | 53 |
| 54                               | 143,833                         | 85,222                                      | 957,760                 | 54                              | <b>Operating Capital Outlay</b>                      | 1,530,020                    |      |      | 54 |
| 55                               |                                 |   |                         | 55                              |  |                              |      |      | 55 |
| 56                               | \$ 1,375,684                    | \$ 1,805,544                                | \$ 3,125,782            | 56                              | <b>Total Operating</b>                               | \$ 3,991,214                 | \$ - | \$ - | 56 |
| 57                               |                                 |   |                         | 57                              |  |                              |      |      | 57 |
| 58                               |                                 |   |                         | 58                              | <b>Non-Allocated</b>                                 |                              |      |      | 58 |
| 59                               | -                               | -   | 1,016,869               | 59                              | Contingency  | 261,381                      |      |      | 59 |
| 60                               | -                               | -   | 165,000                 | 60                              | Restricted Funds (STIF)                              | 100,000                      |      |      | 60 |
| 61                               | -                               | -   | -                       | 61                              | Reserve for Future Use                               | 600,000                      |      |      | 61 |
| 62                               |                                 |   |                         | 62                              |  |                              |      |      | 62 |
| 63                               | \$ -                            | \$ -  | \$ 1,181,869            | 63                              | <b>Total Non-Allocated</b>                           | \$ 961,381                   | \$ - | \$ - | 63 |
| 64                               |                                 |   |                         | 64                              |  |                              |      |      | 64 |
| 65                               | \$ 1,740,115                    | \$ 2,322,263                                | \$ 4,907,080            | 65                              | <b>TOTAL REQUIREMENTS</b>                            | \$ 5,479,931                 | \$ - | \$ - | 65 |
| 66                               | \$ 1,503,051                    | \$ 1,488,339                                | \$ -                    | 66                              | <b>Ending Fund Balance</b>                           | \$ -                         | \$ - | \$ - | 66 |
| 67                               | 330,000                         | 165,000                                     | -                       | 67                              | STIF Dedicated Funds                                 | \$ -                         |      |      | 67 |
| 68                               | \$ 1,173,051                    | \$ 1,323,339                                | \$ -                    | 68                              | Unallocated Beginning Fund Balance                   | \$ -                         | \$ - | \$ - | 68 |