

2023 BUDGET



Contents

- Jefferson Transit Authority Mission Statement.....3
- General Manager’s Message.....4
- Finance Manager’s Message5
- 2023 JTA Operating Budget7
- Capital Projects8
- 2023 JTA Capital Budget10
- Service, Routes and Ridership.....11
- Revenue12
- JTA Staff13
- Operations Department.....15
- Haines Place Transit Center Department16
- Vehicle Maintenance Department17
- Facility Maintenance Department18
- Administration Department.....19
- JTA Olympic Connection (JTOC)20
- Five Year Projections.....21
- Cash Flow Projections22
- Jefferson Transit Grants Fact Sheet (Current as of October 2022).....23

Jefferson Transit Authority Mission Statement

At Jefferson Transit our mission is to provide safe, reliable, comfortable public transportation service in Jefferson County which is cost effective, reduces energy consumption and contributes to the cultural, environmental, and economic betterment of the residents of Jefferson County.

Jefferson Transit Core Values:

- **Acknowledgment and Support**

Jefferson Transit is the product of the concerted efforts of the employees, the Board, WSDOT, other transit agencies and the volunteers who devote time to improving Jefferson Transit. We also acknowledge the citizens of Jefferson County, the tax payers, and our passengers for their support of Jefferson Transit. Thank you.

- **Accountability**

We take responsibility for the direction and image of Jefferson Transit. We display fairness, trust, and good judgment.

- **Shared Responsibility**

We are responsible for the direction and image of the agency.

- **Communication**

We recognize that good communication, compromise, and diversity of opinion will strengthen Jefferson Transit.

- **Professionalism**

We take pride in our skills and abilities to provide the community with safe, friendly and reliable transportation. We strive for a positive impact through our demeanor and appearance.

- **Stewardship**

We will be stewards of the environment, of our customers, of the most vulnerable in our community, and of public funds. JTA will take an environmental leadership role in reducing both community emissions and JTA fleet vehicle emissions by continuing to invest in alternative fuel vehicles. We will also work to reduce our environmental impacts in ways big and small throughout our operations.

Jefferson Transit is proud to present the 2023 budget to the public. We are committed to providing safe, reliable and SUSTAINABLE public transit services far into the future.

General Manager's Message

To the Jefferson Transit Authority Board and Jefferson County Residents,

Jefferson Transit continues to set and reach goals centered on improving the economic growth and quality of life for the residents of Jefferson County. Jefferson Transit aims to provide safe service to our riders, maintain a state of good repair for our transit agency, expand ridership, reduce carbon emissions, and continue to be proactive partners in our community.

In early 2022, Jefferson Transit completed its Long Range Plan. This strategic plan provides direction for Jefferson Transit when planning for service expansion, prioritizing projects, and creating annual budgets.

The budget presented here reflects the values of both the agency and the residents of Jefferson County. This budget takes into account the rising costs of goods, services, materials, utilities, and fuel. This budget also allows Jefferson Transit staff to strategically plan for sustainable service enhancements and to passionately pursue the agency's goal of systematically transitioning from a bio-diesel fixed route fleet to a zero emissions fleet.

In 2022, Jefferson Transit staff started several large capital projects which will be carried over into 2023. These projects include the installation of electric vehicle charging infrastructure, the construction of a new facilities maintenance building, and the addition of a third vehicle maintenance bay. In 2023, Jefferson Transit staff will begin work on creating a Climate Action Plan and will start an overdue update to the agency's technology infrastructure.

Lastly, this budget allows for an investment in Jefferson Transit's most crucial asset – human capital. Jefferson Transit is planning to conduct a salary and wage comparison to assess how Jefferson Transit compares within in the market. Jefferson Transit is also planning for two longevity payments for represented and non-represented staff in 2023 which will be based on employment dates between October 2022 to October 2023 and the employees paid status. In addition, Jefferson Transit represented and non-represented staff will see a 3% contractual wage increase in 2023.

Thank you for your continued support of Jefferson Transit.

Nicole Gauthier

Interim General Manager
Jefferson Transit Authority

Finance Manager's Message

Jefferson Transit completed its Long-Range Plan (LRP) in 2022. The LRP will guide transit growth strategies in Jefferson County over the next 20 years. Jefferson Transit is looking at 2023 as a year of opportunity to begin implementing the strategies and goals outlined in the LRP including completing existing projects, undertaking new projects, and increasing service levels within the community.

Jefferson Transit has been working on the completion of several large scale capital projects that will continue into 2023, including the construction of a new facilities maintenance building, the addition of a third vehicle maintenance bay, Haines Place Transit Center redesign, and the installation of electric vehicle charging infrastructure. Jefferson Transit is also planning to update its technology and network infrastructure in 2023, as well as begin work on a Climate Action Plan.

In accordance with the service goals outlined in the LRP, in 2023 Jefferson Transit will begin the planning and implementation of increasing Fixed-Route service levels in the Tri-Area, and extended service times for the Downtown Shuttle and the Upper Sims Loop routes in Port Townsend. Jefferson Transit is also planning to add another service day of Paratransit Demand Response service during the week to the Kala Point, Cape George, and Marrowstone Island service areas.

Staffing stability continues to be major goal for Jefferson Transit in 2023. Achieving a fully-staffed driver pool, as well as filling other positions as employees have announced their retirement or left Jefferson Transit for other reasons has been a tough challenge throughout 2022. Jefferson Transit saw significant staffing changes in management positions which were covered by interim staff until the positions can be filled. Additional Transit Operators and a replacement for the vacant Customer Service/Office Assistant position will also be hired. In 2022, cost of living and CPI saw notable increases, and the current state of the job market has become progressively competitive which has made filling positions with long-term employees more challenging. In 2023, Jefferson Transit is planning to conduct a salary and wage comparative study, which was last completed in 2017, to assess where Jefferson Transit's salary and benefits package compares within the market and guide a strategy to make Jefferson Transit more competitive in the job market.

The Jefferson Transit and ATU contractual wage increases for 2023 for represented staff is 3%. The wage increase for non-represented staff reflects that of represented. Jefferson Transit will also see increased benefit expenses in 2023. To address retention challenges, Jefferson Transit is planning for two longevity incentive payments for staff in 2023, which will be based on employment dates and paid status between October 2022 and October 2023.

While the impacts of the pandemic have slowly began to recede, Jefferson Transit has continued to face challenges that were prominent during the height of the pandemic, including staffing shortages, supply chain issues, and increased costs. Most notable were the increases fuel costs, materials and supplies, and services. Average fuel costs per month have increased ~72% from 2021 to 2022. Supply chain delays

have also continued impacting resource availability, as well as increases in costs of goods and services, and utilities including electric, water and sewer, and telecommunications. These increases are projected to continue into 2023.

Jefferson Transit utilized federal funding made available to transits across Washington State through the Coronavirus Aid, Relief and Economic Security (CARES) Act and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). This funding enabled Jefferson Transit to responsibly restore service to pre-pandemic levels, retain employees, and purchase disinfecting services and equipment to ensure buses are clean and safe in 2021. In 2022, Jefferson Transit utilized the CARES and CRRSAA funding, and American Rescue Plan Act (ARPA) Funds to maintain current service levels. Jefferson Transit will have fully utilized this funding by the end of 2022.

Washington's "Move Ahead Washington" Legislative Act has stabilized grant funding resources for transit agencies across the state. Jefferson Transit has applied for the 2023-2025 Consolidated Grant Programs for operating expenses, which will begin in July, 2023. While Jefferson Transit continued to see record Sales Tax revenue in 2022, the agency will continue to be conservative when projecting out revenues for 2023. Jefferson Transit will remain vigilant to expense trends and we will maintain reserve funding levels that enable Jefferson Transit to responsibly respond during economic downturns.

Miranda Nash

Interim Financial Manager
Jefferson Transit Authority

2023 JTA Operating Budget

JEFFERSON TRANSIT AUTHORITY

Statement of Operating Revenues, Expenses and Nonoperating Revenues

2023 Operating Budget

	2023 Budget Compared to 2022 Budget	2022 Budget	2023 Budget
OPERATING REVENUES:			
PASSENGER FARES FOR TRANSIT SERVICES	(61.66%)	41,904	16,068
OTHER TRANSIT FARES	0.00%	0	0
CHARTER SERVICE REVENUES	0.00%	0	0
AUXILIARY TRANSPORTATION REVENUES	0.00%	0	0
Total Operating Revenues	-61.66%	41,904	16,068
OPERATING EXPENSES:			
LABOR	4.00%	2,921,256	3,038,113
BENEFITS	7.3%	2,017,880	2,164,266
SERVICES AND USER FEES	22.3%	365,655	447,226
MATERIALS AND SUPPLIES CONSUMED	8.7%	721,310	784,262
UTILITIES	10.4%	88,620	97,827
CASUALTY AND LIABILITY COSTS	43.3%	125,000	179,145
TAXES	(10.3%)	4,812	4,314
PURCHASED TRANSPORTATION SERVICE	0.0%	0	0
MISCELLANEOUS EXPENSES	21.8%	96,545	117,591
LEASES AND RENTALS	13.4%	28,150	31,927
Total Operating Expenses	7.8%	6,369,229	6,864,672
OPERATING INCOME (LOSS)	0.00%	(6,327,325)	(6,848,604)
NONOPERATING REVENUES (EXPENSES)			
NONTRANSPORTATION REVENUES	35.96%	9,120	12,400
TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM	8.00%	5,000,000	5,400,000
LOCAL GRANTS AND CONTRIBUTIONS	(16.67%)	18,000	15,000
STATE GRANTS AND CONTRIBUTIONS	0.00%	0	0
FEDERAL GRANTS AND CONTRIBUTIONS (OPERATING)	(52.46%)	3,913,116	1,860,135
Total Nonoperating Revenues (Expenses)	(18.49%)	8,940,236	7,287,535
NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)	(83.2%)	2,612,911	438,932

Capital Projects

Transitioning toward a zero emission fleet is a central goal in Jefferson Transit's LRP- underscoring the agencies environmental and stewardship strategies. The expansion of the agency's vehicle maintenance bay facilities with a third bay is a major project that will support these objectives. Design work and permitting for the new Facilities Maintenance Building is nearly completed and construction is anticipated to begin spring of 2023. The work on a Facilities Maintenance Building must be completed before the 3rd Maintenance Bay is constructed because it will block access to the current Facilities Maintenance shop. The final design and construction work on the 3rd Maintenance Bay at 63 4 Corners is scheduled for the fall of 2023. Jefferson Transit is planning to apply for a Bus and Bus Facilities Grant to fund a portion of this construction Project.

In 2022, Jefferson Transit began design work on retro-fitting the Maintenance and Administration Building with electric vehicle infrastructure for both service and revenue vehicles with an eye toward green-house gas reduction for Jefferson County. Jefferson Transit plans to begin construction on this project mid-2023.

In 2021 Jefferson Transit began work on the Haines Place Transit Center for increased bus capacity in the bus loop and passenger amenities at the Haines Place Transit Center. Jefferson Transit's Zero Emission fleet and charging infrastructure goal required changes to the initial project scope, which put the project on hold. Jefferson Transit Plans to resume this project in 2023.

Updating Jefferson Transit's technology infrastructure will also be a critical goal in 2023 to maintain a secure and reliable network. The most critical and urgent of these updates is replacing the existing exchange server and updating the MS operating system and hardware for workstations, which needs to be completed before April 2023. Several of the network servers will also be at end of life by October 2023.

Jefferson Transit plans to develop a Climate Action Plan and will seek a consultant to help develop the plan in 2023. This plan will act as a framework for the current initiatives and measures Jefferson Transit will undertake to further reduce greenhouse gas (GHG) emissions in accordance with goals outlined in the LRP.

There are several project expenditure lines that are considered "on-going". Those include Security Cameras, Replacement Bus Shelters, and Major Component Replacement. The major component line item was utilized in 2022 to purchase a new bus engine.

Supply chain issues and contract pricing changes with Department of Enterprise Services (DES) contracts for vehicles created significant challenges for purchasing vehicles in 2022, and Jefferson Transit has had to make some strategic changes for vehicle purchases of previously awarded grant funding.

JTA was awarded Capital Vehicle funding from the surface transportation program in 2019 to replace one bio-diesel fixed route bus. Initially, JTA planned to order this bus in May 2020 but the Department of Enterprise Services (DES) contract for

buses was seriously delayed. This trolley-style bus was finally ordered in September 2021, and delivered in October 2022. Jefferson Transit also has its first Electric Fixed-Route bus on order, utilizing 2021 Sales Tax Equalization funding. This electric bus is scheduled for delivery 2023.

JTA won grant funding on the 2021-2023 Consolidated Grants Program for the purchase of one cut-away style bus for the Jefferson Transit Olympic Connection (JTOC). In 2022, prices increased approximately 50% for body on chassis style vehicles, increasing Jefferson Transit's match for this vehicle purchase. Formula funds and JTA funding are also going to be used to purchase two Dial-a-Ride (DAR) Cut-A-Ways in 2023. Jefferson Transit has applied for the Green Transportation Grant for the purchase of two electric fixed-route buses to replace aging diesel vehicles within our fleet. If awarded Jefferson Transit will order these vehicles late 2023.

In 202, JTA ordered a truck for Vehicle Maintenance, this truck will be utilized to travel to Forks for JTOC buses and to pick-up parts locally. This vehicle is a replacement for the truck purchased in 2013 that was later turned into a Road Call Response vehicle and is expected to be delivered early 2023.

See next page for Capital Budget

2023 JTA Capital Budget

Statement of Capital Outlays, Revenues and Contributions 2023 Capital Budget Capital Expenditures and Nonoperating Revenues

	Allocated Funding Year	Total JTA Outlay	Total Contributed Capital Grants	Total
CAPITAL EXPENSES				
Capital Assets - Land				
Capital Project - Facility				
Engineering/Design - Final Design and Construction Phase - Additional Maintenance Bay	2020	148,993		148,993
Construction 3rd Maintenance Bay	2022	1,980,000		1,980,000
Engineering/Design - HP Transit Center Bus Loop Configuration Plan	2023	500,000		500,000
		2,628,993	0	2,628,993
Capital Project - System Wide				
Climate Action Plan	2023	200,000		200,000
		200,000	0	200,000
Capital Assets - Other Building & Structures				
Facilities Maintenance Building/Training Area	2021	798,908		798,908
Security Cameras (HPTC/63 4 Corners)	2019	35,000		35,000
New Shelters	Ongoing	45,000		45,000
Charging Infrastructure (Estimate) Design	2022	45,119		45,119
Charging Infrastructure (Estimate) Construction- 2022 STE funds	2023	0	537,600	537,600
		924,027	537,600	1,461,627
Capital Assets - Revenue Vehicles				
1 Full size 29' Cut-away - JTOC Service	2022	112,413	112,000	224,413
1 Full size 30' Fixed route buses- Electric	2022	250,000	750,000	1,000,000
2 Dial-A-Ride Cutaways- 2021/2022 STE Funds	2021/22	149,302	168,698	318,000
Major Component Replacement	Ongoing	150,000		150,000
		661,715	1,030,698	1,692,413
Capital Assets - Service Vehicles				
Vehicle Maintenance Pick-up Truck	2022	46,000		46,000
		46,000	0	46,000
Capital Assets - Service Equipment				
Tire Carousel	2022	50,000		50,000
Vehicle Lifts	2022	50,000		50,000
		100,000	0	100,000
Capital Assets - Office Furniture & Equipment				
JTA Server and Workstation Upgrade (5 Virtual servers/ 17 workstations)	2023	110,000		110,000
M365 software migration	2023	10,000		10,000
		120,000	0	120,000
Capital Assets - Construction in Progress				
TOTAL CAPITAL EXPENSES				
		4,680,735	1,568,298	6,249,033

Service, Routes and Ridership

In 2022, Jefferson Transit ridership continued to slowly increase, reaching an average of 75% of pre-pandemic ridership levels for East County service and 60% for West County service. Jefferson Transit introduced the Kingston Express pilot route in February 2022, and officially adopted the Kingston Express as a permanent route in August 2022 following growing ridership and positive community feedback on the service. Increasing service levels on existing routes in 2023 is anticipated to continue to increase ridership levels.

In accordance with the service goals outlined in the LRP, in 2023 Jefferson Transit will begin the planning and implementation of increasing Fixed-Route service levels in the Tri-Area, and extended service times for the Downtown Shuttle and the Upper Sims Loop routes in Port Townsend. Jefferson Transit is also planning to add another service day of Paratransit Demand Response service during the week to the Kala Point, Cape George, and Marrowstone Island service areas.

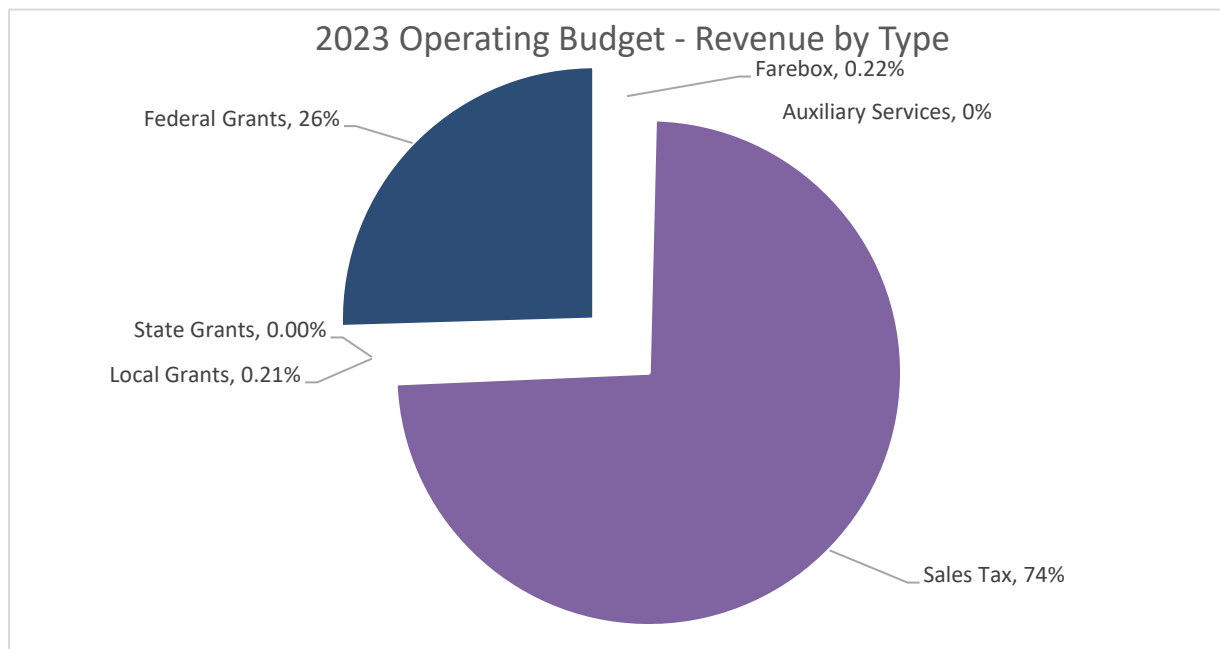
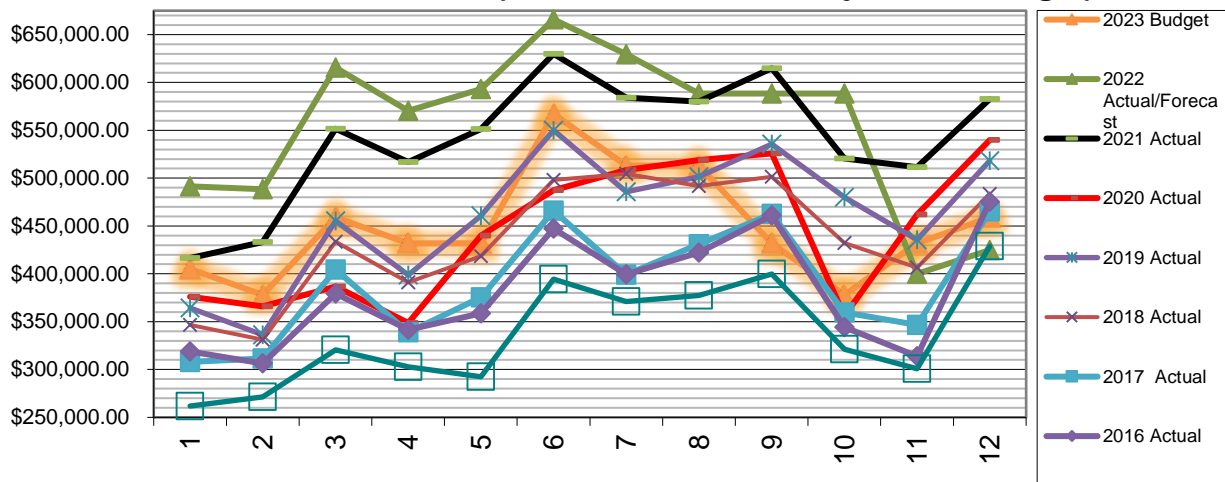
JTA went zero fare during the pandemic and continues to ensure buses are clean and safe for our riding public, and in April of 2022 Jefferson Transit passed a Zero Fare Policy for all passengers 18 years of age and younger and for all passengers travelling on service labeled regular fixed-route or ADA Dial-A-Ride demand-response services.



Revenue

Jefferson Transit's largest funding source is local Sales Tax Revenue and it is also the most volatile- therefore, Jefferson Transit's practice is to be conservative when projecting out sales tax revenues. Sales tax receipts for 2021 and 2022 have been some the highest in Jefferson Transit's history. While, 2022 Sales tax receipts were projected to be 8% higher than 2021, actual receipts were 33% higher than budgeted. Due to variable disposition of sales tax revenue, 2023 sales tax receipts are projected at an 8% increase over the 2022 budget rather than actual received. Jefferson Transit's current Consolidated Grant fund Biennium ends on June 30, 2023. The 2023-2027 Consolidated Grant funding will be utilized for the remaining 6 months of the fiscal year in 2023. Grant funding reimbursements typically range from 20-30% of quarterly operating costs. The breakdown for all of Jefferson Transit's revenue streams appears below.

Sales Tax Collections (2015 - 2022 Actual/Proj & 2023 Budget)

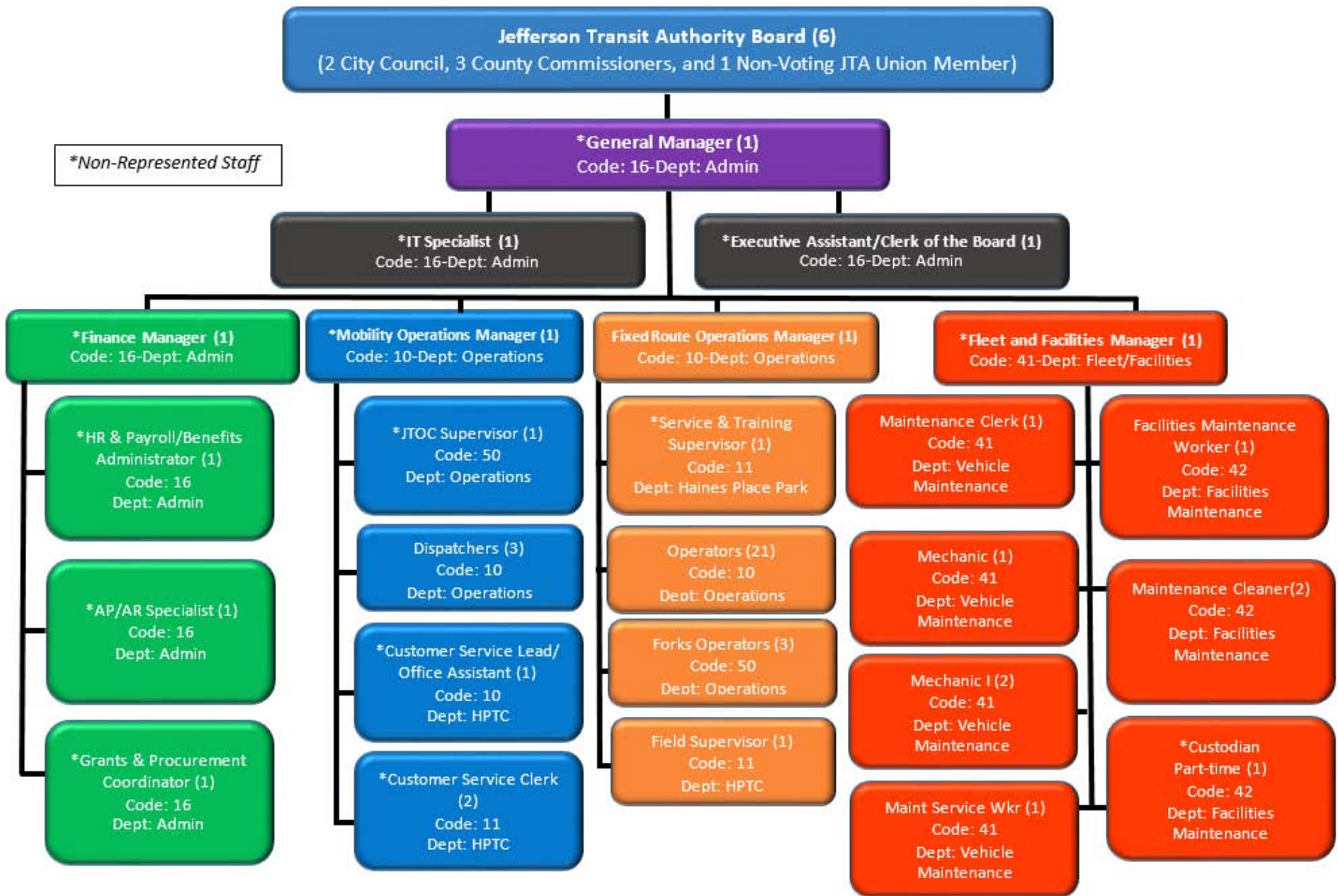


JTA Staff

Recruitment has been an on-going challenge for Jefferson Transit, and is expected to continue into 2023. Jefferson Transit has made considerable efforts in 2022 to stabilize staffing in the operations department. There are several department head positions that are currently being staffed in the interim by Department heads. Potentially 3 department head positions, and 3 represented and non-represented administrative positions to be filled.

Position	2023		2022		2021		2020		2019		2018	
	FTE	EE	FTE	EE	FTE	EE	FTE	EE	FTE	EE	FTE	EE
Transit Operators – FR	18.97	20	19.3	20	17.6	19	16.4	17	17.2	19	17.6	19
Transit Operators – DAR	2	2	2	2	2	2	2	2	2	2	2	2
Transit Operators - JTOC	2.8	3	2.8	3	2.8	3	2.8	3	2.9	3	2.8	3
Vehicle Maintenance	5	5	5	5	5	5	5	5	5	5	5	5
Facility Maintenance	4.4	5	4.4	5	4.4	5	4.5	5	4.5	5	3.5	4
Dispatchers/Field Supervisor	4.2	5	4.6	5	3.8	4	3.8	4	3.7	4	3.9	4
Customer Service	2.6	3	2.5	3	2.5	3	2.4	3	2.4	3	2.6	3
Admin Support Staff (Incl JTOC Spvr)	5.8	6	6	7	6	6	6	6	7	7	6.1	7
Management	5	5	6	6	6	6	6	6	5	5	5	5
Total	50.77	54	52.6	56	49.6	53	48.9	51	49.7	53	48.5	52

Jefferson Transit Authority Organizational Chart 2023



Operations Department

The Operations Department is the largest department at JTA consisting of the Transit Operators, Dispatchers, Customer Service and the Operations Managers. The Operations Department is the front-line department tasked with providing the safe, reliable, and friendly transit service for which JTA is known.

Overall, the Operations Department budget has increased 8.85%. The contractual wage increase and increased benefit expenses contribute to increased labor and benefits line item. JTA is also adding an additional Transit Operator. Increasing the number of Operators is essential for the increasing service levels among existing service routes, increasing Dial-A-Ride availability to current one-day a week service areas, and ensuring there are enough operators to fill vacant pieces of work due to illness/vacations. Additional service will require additional printing costs in miscellaneous expenses, which were adjusted down in 2022. Additional increases are attributed to individual line items in Materials and Supplies.

JEFFERSON TRANSIT AUTHORITY OPERATIONS

	2023 Budget	2022 Budget	2022 Forecast	2021 Actuals
OPERATING EXPENSES:				
LABOR	1,846,645	1,727,090	1,436,167	1,292,674
BENEFITS	1,344,850	1,220,070	936,223	959,281
SERVICES AND USER FEES	33,750	33,750	24,270	10,132
MATERIALS AND SUPPLIES CONSUMED	31,800	24,058	15,893	3,119
UTILITIES	31,571	28,200	27,997	28,706
CASUALTY AND LIABILITY COSTS	0	0	0	0
TAXES	0	0	0	0
MISCELLANEOUS EXPENSES	40,600	28,577	10,269	8,823
LEASES AND RENTALS	7,527	3,750	1,854	0
Total Operating Expenses	3,336,743	3,065,495	2,452,673	2,302,735



Haines Place Transit Center Department

Services are provided for passengers at the Haines Place Transit Center (HPTC). This department tracks expenses related to the Transit Center including custodial services, public restroom expenses and utilities for the facility.

HPTC's budget has increased 0.19%. The increase is attributed to increased utility expense and budget for Materials/Supplies.

JEFFERSON TRANSIT AUTHORITY HAINES PLACE TRANSIT CENTER

	2023 Budget	2022 Budget	2022 Forecast	2021 Actuals
OPERATING EXPENSES:				
LABOR	0	0	0	(4,631)
BENEFITS	0	0	0	(14,940)
SERVICES AND USER FEES	18,025	18,025	11,729	11,906
MATERIALS AND SUPPLIES CONSUMED	18,769	16,708	3,375	2,475
UTILITIES	19,454	18,500	18,191	17,980
CASUALTY AND LIABILITY COSTS	0	0	0	0
TAXES	0	0	0	0
MISCELLANEOUS EXPENSES	0	2,897	0	0
LEASES AND RENTALS	4,500	4,500	4,803	4,425
Total Operating Expenses	60,748	60,631	38,099	17,215



Vehicle Maintenance Department

The Vehicle Maintenance Department is responsible for the maintenance and safety of all JTA vehicles. This department is tasked with the responsibility of parts, fuel procurement, and inventory tracking. Included in this department are Mechanics, Maintenance Service Technician, Maintenance Clerk, and the Maintenance and Facilities Manager.

The budget for Vehicle Maintenance has increased by 6.32%. The contractual wage increase and increased benefits expenses, increased cost for fuel, and materials and supplies are the primary contributors to increased expenses in the department. Other changes are in the individual line items.

JEFFERSON TRANSIT AUTHORITY VEHICLE MAINTENANCE

	2023 Budget	2022 Budget	2022 Forecast	2021 Actuals
OPERATING EXPENSES:				
LABOR	370,786	361,865	337,744	301,895
BENEFITS	250,997	222,738	211,065	192,177
SERVICES AND USER FEES	50,650	51,000	23,301	23,516
MATERIALS AND SUPPLIES CONSUMED	585,000	549,458	497,174	337,044
UTILITIES	13,094	11,250	11,201	11,156
CASUALTY AND LIABILITY COSTS	0	0	0	0
TAXES	0	0	0	0
MISCELLANEOUS EXPENSES	23,660	20,940	14,423	35,798
LEASES AND RENTALS	0	0	0	0
Total Operating Expenses	1,294,188	1,217,252	1,094,907	901,586



Facility Maintenance Department

The Facility Maintenance Department is responsible for the day-to-day maintenance and repair of JTA facilities including the Administration and Maintenance facility, Haines Place Transit Center and all bus shelters. The Facility Maintenance Workers have the huge task of ensuring that all facilities are clean and in good repair.

The budget for Facility Maintenance has increased by 4.98%. The contractual wage increase and increased benefits expenses, and materials and supplies consumed, are the primary contributors to the departments increased expenses.

JEFFERSON TRANSIT AUTHORITY NON-VEHICLE MAINTENANCE

	2023 Budget	2022 Budget	2022 Forecast	2021 Actuals
OPERATING EXPENSES:				
LABOR	193,752	176,530	178,126	136,305
BENEFITS	152,889	145,747	116,383	106,661
SERVICES AND USER FEES	46,153	58,165	38,568	41,106
MATERIALS AND SUPPLIES CONSUMED	30,283	24,100	29,878	25,129
UTILITIES	4,338	4,300	4,339	4,397
CASUALTY AND LIABILITY COSTS	0	0	0	0
TAXES	0	0	0	0
MISCELLANEOUS EXPENSES	9,450	7,072	0	1,007
LEASES AND RENTALS	4,900	4,900	2,484	1,912
Total Operating Expenses	441,765	420,813	369,778	316,517



Administration Department

The Administration Department is responsible for the oversight, coordination and management of JTA in order to meet its mission of providing safe, reliable, comfortable public transportation service in Jefferson County. The Administration Department includes the General Manager, Finance/HR Manager, IT, Grants/Procurement, HR/Payroll Benefits Administrator, and AP/AR positions.

Overall, the budget for the Administration Department has increased 8.45%. Increased benefit expenses in 2023 for non-represented staff resulted in higher benefits expenses. Labor costs are slightly down, as Jefferson Transit will be looking to procure contracted IT services, the IT specialist position will remain vacant at this time.

Services and User Fees have increased due to the cost for Contracted IT services, which will support Jefferson Transit’s IT needs and infrastructure for the planned IT infrastructure upgrades in 2023.

Increases in Casualty and Liability costs are attributed to increased insurance premiums for 2023. In 2022, Jefferson Transit had a credit applied to the 2022 insurance premiums from a prior year. Comparing actual premium costs in 2022 to 2023 show a percentage increase of 8%.

JEFFERSON TRANSIT AUTHORITY ADMINISTRATION

	2023 Budget	2022 Budget	2022 Forecast	2021 Actuals
OPERATING EXPENSES:				
LABOR	425,375	462,695	336,585	411,201
BENEFITS	277,997	296,562	218,994	261,592
SERVICES AND USER FEES	278,798	185,765	161,805	152,600
MATERIALS AND SUPPLIES CONSUMED	29,720	31,845	15,884	18,501
UTILITIES	24,546	21,770	18,936	19,934
CASUALTY AND LIABILITY COSTS	179,145	125,000	122,766	152,215
TAXES	4,314	4,812	468	451
MISCELLANEOUS EXPENSES	38,777	32,147	29,935	21,179
LEASES AND RENTALS	0	0	0	3,600
Total Operating Expenses	1,258,673	1,160,595	905,374	1,041,273



JTA Olympic Connection (JTOC)

The JTA Olympic Connection is responsible for the operation of the West Jefferson County “lifeline” service from Forks to Amanda Park. There are three Transit Operator positions and one part-time supervisory position in JTOC.

The budget for JTOC has increased 6.11% from the 2022 budget. The increase is attributed to the contractual wage increase and increased benefits expense, and increases in material and supplies; including fuel and vehicle maintenance and repair parts.

JEFFERSON TRANSIT AUTHORITY JTOC

	2023 Budget	2022 Budget	2022 Forecast	2021 Actuals
OPERATING EXPENSES:				
LABOR	201,555	193,077	190,227	168,971
BENEFITS	137,533	132,763	108,029	104,098
SERVICES AND USER FEES	19,850	19,850	21,848	16,468
MATERIALS AND SUPPLIES CONSUMED	88,690	75,140	79,975	48,780
UTILITIES	4,823	4,600	4,488	4,467
CASUALTY AND LIABILITY COSTS	0	0	0	0
TAXES	0	0	0	0
MISCELLANEOUS EXPENSES	5,104	4,913	3,458	693
LEASES AND RENTALS	15,000	15,000	14,888	14,985
Total Operating Expenses	472,555	445,344	422,912	358,462



Five Year Projections

JEFFERSON TRANSIT AUTHORITY

Statement of Operating Revenues, Expenses and Non-operating Revenues

2023 Operating Budget Operating - Summary By Department

		Assumption of 4% Increase in Expenses/3 % Increase in Revenues	Assumption of 4% Increase in Expenses/3 % Increase in Revenues	Assumption of 4% Increase in Expenses/3 % Increase in Revenues	Assumption of 4% Increase in Expenses/3 % Increase in Revenues	Assumption of 4% Increase in Expenses/3 % Increase in Revenues
	2023 budget	2024 budget	2025 budget	2026 budget	2027 budget	2028 budget
OPERATING REVENUES:						
Passenger Fares For Transit Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Transit Fares	\$0	\$0	\$0	\$0	\$0	\$0
Charter Service Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Auxiliary Transportation Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Kingston Run	\$16,068	\$16,711	\$17,379	\$18,074	\$18,797	\$19,549
Total Operating Revenues	\$16,068	\$16,711	\$17,379	\$18,074	\$18,797	\$19,549
OPERATING EXPENSES:						
Labor	\$3,038,113	\$3,159,637	\$3,286,023	\$3,417,464	\$3,554,162	\$3,696,329
Benefits	2,164,266	\$2,250,837	\$2,340,870	\$2,434,505	\$2,531,885	\$2,633,161
Services And User Fees	447,226	\$465,115	\$483,720	\$503,069	\$523,192	\$544,119
Materials And Supplies Consumed	784,262	\$815,632	\$848,257	\$882,188	\$917,475	\$954,174
Utilities	97,827	\$101,740	\$105,810	\$110,042	\$114,444	\$119,021
Casualty And Liability Costs	179,145	\$186,311	\$193,763	\$201,514	\$209,574	\$217,957
Taxes	4,314	\$4,487	\$4,667	\$4,853	\$5,047	\$5,249
Miscellaneous Expenses	117,591	\$122,295	\$127,187	\$132,274	\$137,565	\$143,068
Leases And Rentals	31,927	\$33,204	\$34,532	\$35,914	\$37,350	\$38,844
Total Operating Expenses	\$6,864,672	\$7,139,259	\$7,424,829	\$7,721,822	\$8,030,695	\$8,351,923
	(\$6,848,604)	(\$7,122,548)	(\$7,407,450)	(\$7,703,748)	(\$8,011,898)	(\$8,332,374)
OPERATING INCOME (LOSS)						
NON-OPERATING REVENUES (EXPENSES)						
Non-transportation Revenues	\$12,400	\$12,772	\$13,155	\$13,550	\$13,956	\$14,375
Taxes Levied By Transit System	5,400,000	\$5,562,000	\$5,728,860	\$5,900,726	\$6,077,748	\$6,260,080
Local Grants And Contributions	15,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389
State Grants And Contributions	0	\$0	\$0	\$0	\$0	\$0
Fed Grants And Contrib (Operating)	1,860,135	\$1,915,939	\$1,973,418	\$2,032,620	\$2,093,599	\$2,156,407
Total Non-operating Revenues (Expenses)	\$7,287,535	\$7,506,161	\$7,731,346	\$7,963,287	\$8,202,185	\$8,448,251
NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)						
	\$438,932	\$383,613	\$323,896	\$259,539	\$190,287	\$115,877
Transfers In (Out) - Interfund	(\$438,932)	(\$383,613)	(\$323,896)	(\$259,539)	(\$190,287)	(\$115,877)
NET INCOME (LOSS)						
	\$0	\$0	\$0	\$0	\$0	\$0
2023 Operational Reserve Balance						
	\$4,032,147	\$4,032,147	\$4,032,147	\$4,032,147	\$4,032,147	\$4,032,147
Transfer to Operational Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operational Reserve Balance	\$4,032,147	\$4,032,147	\$4,032,147	\$4,032,147	\$4,032,147	\$4,032,147
Capital Reserve Transfer	\$438,932	\$383,613	\$323,896	\$259,539	\$190,287	\$115,877

Cash Flow Projections

JEFFERSON TRANSIT AUTHORITY Statement of Cash Flows 2023 Operating and Capital Budget

	2021 Actual	2022 Actual (Proj)	2023 Budget
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Customers	5,574	12,054	16,068
Payments to Suppliers	(1,064,713)	(1,217,302)	(1,662,293)
Payments to Employees	(2,407,747)	(4,195,268)	(5,202,379)
Change in Accounting method for GASB 68	(889,327)		
Change in Accounting method for GASB 75	(579,846)		
Net Cash Provided (Used) by Operating Activities	<u>(4,936,059)</u>	<u>(5,400,516)</u>	<u>(6,848,604)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES			
Sales Tax Receipts	6,400,786	6,367,375	5,400,000
Other Nonoperating Receipts	3,659	6,407	1,200
Operating Grant Receipts	1,818,051	4,037,464	1,860,135
Local Government Assistance Fund Receipts	19,025	15,000	15,000
Net Cash Provided (Used) by Noncapital Financing Activities	<u>8,241,521</u>	<u>10,426,246</u>	<u>7,276,335</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Capital Contributions	0	1,388,301	1,568,298
Principal Paid on Capital Debt	0	0	0
Interest Paid on Capital Debt	0	0	0
Purchases of Capital Assets	(379,847)	(212,533)	(6,217,033)
Sale of Capital Assets	(9,096)	(58)	0
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(388,943)</u>	<u>1,175,710</u>	<u>(4,648,735)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest and Dividends	11,282	97,045	10,000
Net Cash Provided by Investing Activities	<u>11,282</u>	<u>97,045</u>	<u>10,000</u>
Net Increase (Decrease) in Sales and Cash Equivalents	<u>2,927,801</u>	<u>6,298,485</u>	<u>(4,211,003)</u>
Balances - Beginning of the Year	11,930,222	14,858,023	21,156,508
Prior Period Adjustment	0	0	0
Balances - End of the Year	<u><u>14,858,023</u></u>	<u><u>21,156,508</u></u>	<u><u>16,945,504</u></u>

Jefferson Transit Grants Fact Sheet (Current as of October 2022)

Please keep in mind that this information is not static, there are factors that affect the funding levels (some described below). JTA will strive to update this fact sheet with current information.

1. 2019-2023 & 2023-2027 Public Transportation Consolidated Grants

The Washington State Department of Transportation (WSDOT) distributes a variety of state and federal grants to support public transportation programs. They do this through their biennial Consolidated Grants process. WSDOT determines whether State or Federal funding is appropriate based on the applicant’s description of the project and the applicant’s ability to meet the grant requirements. Because there are different requirements for State vs. Federal funding, Jefferson Transit may be asked to spend more of one type of funding earlier or later in the grant biennium. This often differs from how it appears on the annual budget and may create budget variances in grant revenue. Additionally, the amount of Sales Tax Equalization funding Jefferson Transit receives changes annually (and is not known at budget time) which also creates annual budget variances.

For the **2019-2021 and 2021-2023 biennium** Jefferson Transit was awarded grants for **two operating** projects. The 2021-2023 biennium ends June 30, 2023.

PTD 0261 Project A - Operating Grant for Jefferson Transit East County	
Federal (FTA 5311) capital and operating Assistance for services to the general public in rural areas of Washington State. (28%)	\$ 2,238,905
Jefferson Transit (72% Match)	\$ 5,649,143
Total Project Cost	\$ 7,888,048
Balance: 10/5/2022	\$ 1,679,179

PTD 0262 Project B - Operating Grant for Jefferson Transit Olympic Connection (JTOC) West County	
Federal (FTA 5311) (45%)	\$ 399,959
Jefferson Transit (55% Match)	\$ 479,143
Total Project Cost	\$ 879,102
Balance: 10/5/2022	\$ 299,969

For the **2023-2025 and 2025-2027 biennium** Jefferson Transit has applied for **two operating** projects. The 2023-2025 biennium begins July 1, 2023.

Project A - Operating Grant for Jefferson Transit East County (Not Yet Awarded)	
Federal (FTA 5311) capital and operating Assistance for services to the general public in rural areas of Washington State. (28%)	\$ 3,555,118
Jefferson Transit (72% Match)	\$ 9,141,735
Total Project Cost	\$ 12,696,853

Project B - Operating Grant for Jefferson Transit Olympic Connection (JTOC) West County (Not Yet Awarded)	
Federal (FTA 5311) (45%)	\$ 411,958
Jefferson Transit (55% Match)	\$ 691,612
Total Project Cost	\$ 1,103,570

2. 2019-2021 Surface Transportation Program (STP)

The Federal STP provides financial support to local entities (city, county, transit, tribes, etc.) for transportation related projects. The Surface Transportation Program is a Federal Highways Administration program. When money is granted to a Transit provider, the funds are “Flexed” into Federal Transit Administration 5311 funds. The local entities that may receive the funds meet to determine how the funding will be utilized each cycle.

2019-2021 STP-Flex Funding	
Project: One Heavy-Duty Buses for East Jefferson County; Gillig Trolley	
Federal (FTA 5311)	\$ 419,301
Jefferson Transit (20% Match) 2022 Price Increase \$574,002- JTA match now ~27%	\$ 154,701
Total Project Cost	\$ 574,002

3. 2021-2023 Public Transportation Consolidated Grant

Capital Grant	
Project: One Medium-Duty Cutaway Van for West Jefferson County	
Grant Funds (80%)	\$ 112,000
Jefferson Transit (20% Match) Price increase after grant award- JTA match now ~50%	\$ 112,412.50
Total Project Cost	\$ 24,412.50

4. CRRSAA Related Operating Expenses

CRRSAA funds will be utilized by the end of 2022.

CRRSAA Relating Operating Expenses	
Federal (FTA 5311) (100%)	\$ 3,406,837
Jefferson Transit Expended Funds	\$2,402,648
Balance of Federal (FTA 5311) 10/5/2022	\$ 1,004,189
Total Project Cost	\$ 3,406,837

5. ARPA Rural Formula Grant

ARPA funds will be utilized by the end of 2022.

ARPA Rural Formula Grant	
Federal (FTA 5311) (100%)	\$ 745,774
Jefferson Transit Expended Funds	\$ 0
Balance of Federal (FTA 5311)	\$ 745,774
Total Project Cost	\$ 745,774

6. 2021 Sales Tax Equalization

2021 Sales Tax Equalization Formula Funds	
Rural Mobility Transit Formula Funds Project: Electric Bus; Gillig	\$ 554,703
Paratransit Special Needs Transit Formula Funds Project: ADA Electric Sunline van & Vehicle charger (with 2022 STE funds)	\$ 301,338
Total Project Cost	\$ 856,041

7. 2022 Sales Tax Equalization

2022 Sales Tax Equalization Formula Funds	
Rural Mobility Transit Formula Funds Project: Bus Yard FR/ Electric Infrastructure Project	\$ 537,600
Paratransit Special Needs Transit Formula Funds Project: ADA Electric Sunline van & Vehicle charger (with 2021 STE funds)	\$ 62,698
Total Project Cost	\$ 600,298

8. 2023-2025 Green Transportation Grant (Not Awarded Yet)

Capital Grant-Purchase Two BEB's for East Jefferson Service	
State Green Transportation Funds	\$ 2,000,000
Jefferson Transit (20% Match)	\$ 500,000
Total Project Cost	\$ 2,500,000