

# 2024 BUDGET



**Operating & Capital Budget**

Proposed  
V.2

DATE 12.19.2023

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# 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 taxpayers, 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 2024 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 2023 Jefferson Transit staff was successful in completing both small and large goals. In June of 2023 Jefferson Transit added additional service times on the Tri-Area, Upper Sims Loop, and the Downtown Shuttle routes. Jefferson Transit also added service days to Dial-a-Ride serving the Cape George, Kala Point, and Marrowstone Island communities. Jefferson Transit took delivery of the agency's first battery electric Gillig bus. Jefferson Transit installed a bus charger and new public chargers at 63 4 Corners. Jefferson Transit was awarded funds through the Green Transportation Grant and submitted a purchase order for an additional battery electric Gillig bus. Jefferson Transit anticipates taking delivery of that vehicle in spring of 2025.

In 2023, Jefferson Transit staff continued to advance several large capital projects which will be carried over into 2024. These projects include the installation of inductive 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 began the process of identifying and working with a consulting firm on creating a Climate Action Plan. Jefferson Transit anticipates completing this plan in late 2024.

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

Lastly, this budget allows for an investment in Jefferson Transit's most crucial asset – human capital. Jefferson Transit is planning for two longevity payments for represented and non-represented staff in 2024 which will be based on employment dates and the employee's paid status. In addition, Jefferson Transit represented, and non-represented staff will see a 1% contractual wage increase in 2024.

Thank you for your continued support of Jefferson Transit.

*Nicole Gauthier*

Nicole Gauthier  
General Manager  
Jefferson Transit Authority

# Finance Manager's Message

## Presenting the 2024 Budget: Reflecting on a Dynamic 2023

As we approach the close of 2023 and prepare for the 2024 budget at the Jefferson Transit Authority (JTA), it's essential to reflect on the unique challenges and significant accomplishments of the past year. While the COVID-19 pandemic's impact persisted, it primarily presented indirect effects. Alongside ongoing health challenges, we confronted substantial economic repercussions, such as the rising costs of goods and services, supply chain disruptions, labor shortages, and hiring difficulties. These circumstances also caused frequent project delays, attributed to permitting issues and strained supply chains.

Amidst these trials, JTA's unwavering commitment to progress led to several positive changes within the agency. Notably, we celebrated the arrival of our first fully electric Gillig bus, marking a significant stride towards sustainability and environmental responsibility. Moreover, we initiated our yard electrification project, further cementing our dedication to clean, eco-friendly transit solutions. A major update to our IT infrastructure was also successfully completed.

Despite persistent staffing shortages, JTA remained devoted to enhancing services based on community feedback and needs. This included expanding service times in the tri-area, downtown, and the Upper Sims neighborhood, along with an additional service day for Dial-A-Ride Paratransit in Kala Point, Cape George, and Marrowstone Island. These changes are designed to better serve our community, enhance accessibility, and make public transit a more appealing option for all residents.

JTA has maintained a strong financial position, with federal funding opportunities supporting this stability during the pandemic. Washington's "Move Ahead Washington" Legislative Act also provided stabilization in grant funding resources for transit agencies across the state, with JTA securing the 2023-2025 Consolidated Grant Program for operating expenses, effective July 2023. However, it's essential to recognize that our primary funding source remains local sales tax revenue, which, while delivering consistent support, is a notably volatile income stream subject to economic fluctuations and unforeseen disruptions. Consequently, we prioritize budget planning that ensures fiscal stability and prudent management of financial resources, safeguarding our capacity to provide reliable and sustainable public transportation services to our community.

In light of our BEV (Battery Electric Vehicle) initiative, it is advisable to reevaluate our reserve thresholds in 2024 to address the escalating costs associated with battery electric vehicles. This measure ensures financial readiness to support our commitment to sustainable public transit. Furthermore, a substantial portion of our capital funds has been allocated to the completion of several large-scale infrastructure projects, 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. Our dedication to these infrastructure improvements

remains steadfast, with ongoing projects expected to enhance the efficiency and reliability of our services.

Additionally, in 2024, conducting a comprehensive route and service analysis of our current transit system is pivotal to aligning our services with the evolving needs of our community. This data-driven approach empowers us to make adjustments proactively as our community experiences changes and growth, ensuring we continue to serve our residents efficiently and effectively. It's a strategic approach that allows us to navigate the ever-changing landscape of public transportation while staying focused on providing accessible, reliable, and environmentally responsible services to our community.

Furthermore, the development of a Climate Action Plan began in 2023 and will continue into 2024. Implementing this plan is not just a commitment to reducing our environmental footprint; it's a strategic step towards achieving our green initiatives. By systematically addressing carbon emissions, enhancing energy efficiency, and adopting sustainable operational practices, we align our agency with broader environmental goals, particularly in the context of electric buses. This plan serves as a roadmap to ensure that our green initiatives become integral components of our organization's culture and daily operations, driving us toward a greener, more sustainable future for Jefferson Transit Authority and our community.

Finally, it is important to acknowledge that staffing stability continues to be a major goal for Jefferson Transit in 2023 and will remain a priority in 2024. We conducted a salary and wage comparative study for non-represented staff in 2023, which led to the development of a new salary schedule. This schedule, implemented by the Board in October 2023, will ensure that our compensation package remains competitive within the market. The Jefferson Transit and ATU contractual wage increases for 2024 for represented staff is 1%. The wage increase for non-represented staff reflects that of represented. To address continued staffing and retention challenges, Jefferson Transit is planning for two longevity incentive payments for staff in 2024, which will be based on employment dates and paid status.

In summary, while JTA maintains a strong financial position, we must exercise vigilance as we embark on substantial projects in the coming years. These projects, including the BEV initiative, infrastructure enhancements, and route and service analysis, are essential to providing reliable, sustainable, and accessible public transportation services. Our 2024 budget represents more than financial planning; it's a strategic blueprint to address challenges and seize opportunities, ensuring Jefferson Transit remains a beacon of accessible, reliable, and sustainable public transportation.



Miranda Nash  
Financial Manager  
Jefferson Transit Authority

# 2024 JTA Operating Budget

## JEFFERSON TRANSIT AUTHORITY

### Statement of Operating Revenues, Expenses and Nonoperating Revenues

#### 2024 Operating Budget

	2023 Budget Compared to 2024 Budget	2023 Budget	2024 Budget
OPERATING REVENUES:			
PASSENGER FARES FOR TRANSIT SERVICES	0.00%	16,068	0
OTHER TRANSIT FARES	0.00%	0	0
CHARTER SERVICE REVENUES	0.00%	0	0
AUXILIARY TRANSPORTATION REVENUES	0.00%	0	0
	0.00%	0	0
Total Operating Revenues	0.00%	16,068	0
OPERATING EXPENSES:			
LABOR	6.02%	3,038,113	3,220,961
BENEFITS	(1.2%)	2,164,266	2,137,651
SERVICES AND USER FEES	10.5%	466,126	514,850
MATERIALS AND SUPPLIES CONSUMED	0.4%	775,362	778,293
UTILITIES	(10.6%)	97,827	87,435
CASUALTY AND LIABILITY COSTS	4.2%	179,145	186,601
TAXES	(13.1%)	4,314	3,750
PURCHASED TRANSPORTATION SERVICE	0.0%	0	0
MISCELLANEOUS EXPENSES	23.3%	107,591	132,628
LEASES AND RENTALS	(2.3%)	31,927	31,202
Total Operating Expenses	3.33%	6,864,672	7,093,371
OPERATING INCOME (LOSS)	0.00%	(6,848,604)	(7,093,371)
NONOPERATING REVENUES (EXPENSES)			
NONTRANSPORTATION REVENUES	227.64%	12,400	40,627
TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM	6.00%	5,400,000	5,724,000
LOCAL GRANTS AND CONTRIBUTIONS	0.00%	15,000	15,000
STATE GRANTS AND CONTRIBUTIONS	0.00%	0	915,676
FEDERAL GRANTS AND CONTRIBUTIONS (OPERATING)	6.63%	1,860,135	1,983,538
Total Nonoperating Revenues (Expenses)	19.09%	7,287,535	8,678,841
NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)	261.21%	438,932	1,585,470

# Capital Projects

Jefferson Transit is actively engaged in a range of facility infrastructure and upgrade projects. These encompass the construction of a new maintenance building at the adjacent 111 Four Corners property, expansion of the vehicle maintenance bay with a third bay, resurfacing of the Haines Place parking lot, and a design project for the reconfiguration of the Haines Place bus loop.

One of our central goals is to transition toward a zero-emission fleet, aligning with our commitment to environmental stewardship. Key to this transition is the expansion of vehicle maintenance facilities, with the new Facilities Maintenance Building. Design work and permitting for this building are almost finished, with construction expected to commence in spring 2024. Notably, this project precedes the construction of the third Maintenance Bay at 63 Four Corners, set for the fall of 2024.

Progress is also being made in installing electric vehicle infrastructure at the Four Corners depot, with an anticipated completion date by the end of 2024. In the realm of transit center development, Jefferson Transit initiated work on the Haines Place Transit Center in 2021, aimed at increasing bus capacity and enhancing passenger amenities. However, changes in the project's scope, driven by the zero-emission fleet goal, temporarily put it on hold.

To support our transition to a zero-emission fleet, Jefferson Transit secured grant funding in 2024, enabling the purchase of two BEV full-size buses. Delivery is expected for a 29-ft full-size body-on-chassis cutaway for the JTOC service, ordered in 2022.

Various project expenditure lines are considered "on-going," encompassing security cameras, replacement bus shelters, and major component replacement. Capital expenses include the replacement of the wash bay door and cover, as well as a major component replacement/repair fund for all JTA facilities. In addition, Jefferson Transit plans to update and acquire various vehicle maintenance equipment, including the JPRO Vehicle Diagnostic Brakemate, AC Servicing Machine, and Alignment Machine.

Looking ahead to 2024, Jefferson Transit is set to conduct two significant agency evaluations and plan studies. These include a Climate Action Plan to reduce greenhouse gas emissions in line with the long-range plan and a Transit Operational Analysis to optimize the transit system to meet evolving community needs.

Lastly, operational, and administrative capital expenses are on the horizon for 2024, encompassing the update of outdated VOIP hardware and software, replacement of the AV system in the boardroom, procurement of updated paratransit/demand-response software, and a revamp of the JTA website.

**See next page for Capital Budget**



# 2024 JTA Capital Budget

## Statement of Capital Outlays, Revenues and Contributions

### 2024 Capital Budget

#### Capital Expenditures and Nonoperating Revenues

	Allocated Funding Year	Total JTA Outlay	Total Contributed Capital Grants	Total
<b>CAPITAL EXPENSES</b>				
<b>Capital Assets - Land</b>				
		0	0	0
<b>Capital Project - Facility</b>				
Engineering/Design - Final Design and Construction Phase - Additional Maintenance Bay	2020	129,521		129,521
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
HP Parking Lot Seal Coating/ Repainting	2024	53,000		53,000
		2,662,521	0	2,662,521
<b>Capital Project - System Wide</b>				
Climate Action Plan	2023	200,000		200,000
COMPREHENSIVE TRANSIT OPERATIONAL ANALYSIS	2024	125,000		125,000
		325,000	0	325,000
<b>Capital Assets - Other Building &amp; Structures</b>				
Facilities Maintenance Building/Training Area	2021	767,216		767,216
Security Cameras (63 4 Corners)	2019	65,000		65,000
New Shelters/ Refurbish	Ongoing	60,000		60,000
Charging Infrastructure (Estimate) Design	2022	45,119		45,119
Charging Infrastructure (Estimate) Construction/ equipment	2023	778,811		778,811
Wash Bay Door/Cover	2024	65,000		65,000
Major Component Replacement	2024	50,000		50,000
		1,831,146	0	1,831,146
<b>Capital Assets - Revenue Vehicles</b>				
1 Full size 29' Cut-away - JTOC Service	2022	112,413	112,000	224,413
Major Component Replacement	Ongoing	150,000		150,000
1 Full size Bus (Electric) / Green Transportation Grant	2024	344,974	1,000,000	1,344,974
1 Full size Bus (Electric) / Jefferson County STBG Grant	2024	923,097	476,903	1,400,000
		1,530,484	1,588,903	3,119,387
<b>Capital Assets - Service Vehicles</b>				
		0	0	0

## 2024 JTA Capital Budget (cont.)

### Capital Assets - Service Equipment

JPRO Vehicle Diagnostic	2024	8,100	8,100
Brakemate- Disc brake	2024	19,000	19,000
AC Servicing Machine	2024	6,000	6,000
Alignment Machine	2024	36,000	36,000
		69,100	0
			69,100

### Capital Assets - Office Furniture & Equipment

VOIP Phone System	2024	25,000	25,000
Boardroom AV system replacement	2024	50,000	50,000
Paratransit/ Demand Response Software	2024	135,000	135,000
New Website; Design and Production	2024	20,000	20,000
		230,000	0
			230,000

### Capital Assets - Construction in Progress

### TOTAL CAPITAL EXPENSES

	6,648,251		1,588,903		8,237,154
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### BY FUNDING TYPE/YEAR

#### Funding available - JTA Capital Reserve (CAPITAL ONLY)

2019	65,000.00	65,000
2020	129,521.32	129,521
2021	767,215.88	767,216
2022	2,137,531.60	2,137,532
2023	1,478,810.95	1,478,811
2024	1,860,171.24	1,860,171
Ongoing	210,000.00	210,000

#### Funding Available - FTA 5311 (Consolidated)

112,000 112,000

#### Green Transportation Grant

1,000,000 1,000,000

#### STBG

476,903 476,903

	6,648,251		1,588,903		8,237,154
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### BY YEAR

Project Carry Over	2019/2023	4,788,079.75	112,000	4,900,080
FY 2024 New Projects	2024	1,860,171.24	1,476,903	3,337,074
		6,648,251	1,588,903	8,237,154

## Service, Routes, and Ridership

Jefferson Transit ridership continued to rise in 2023, reaching an average of 85% pre-pandemic levels for East County service and approximately 50% for West County service. September of 2023 marked the first month that average daily ridership exceeded that of 2019 in the East County. Jefferson Transit implemented a service change in June of 2023. Trips were added to existing routes to meet community needs and increase ridership. Ridership is projected to increase further in 2024. Jefferson Transit plans rebuild ridership by undergoing a comprehensive analysis to restructure services and improve operational efficiency.

In accordance with the service goals outlined in the Long-Range Plan (LRP), in 2023 Jefferson Transit increased 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 and added 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. In 2024, JTA plans to go zero fare on the Kingston Express Service between Port Townsend and Kingston Ferry Terminal.

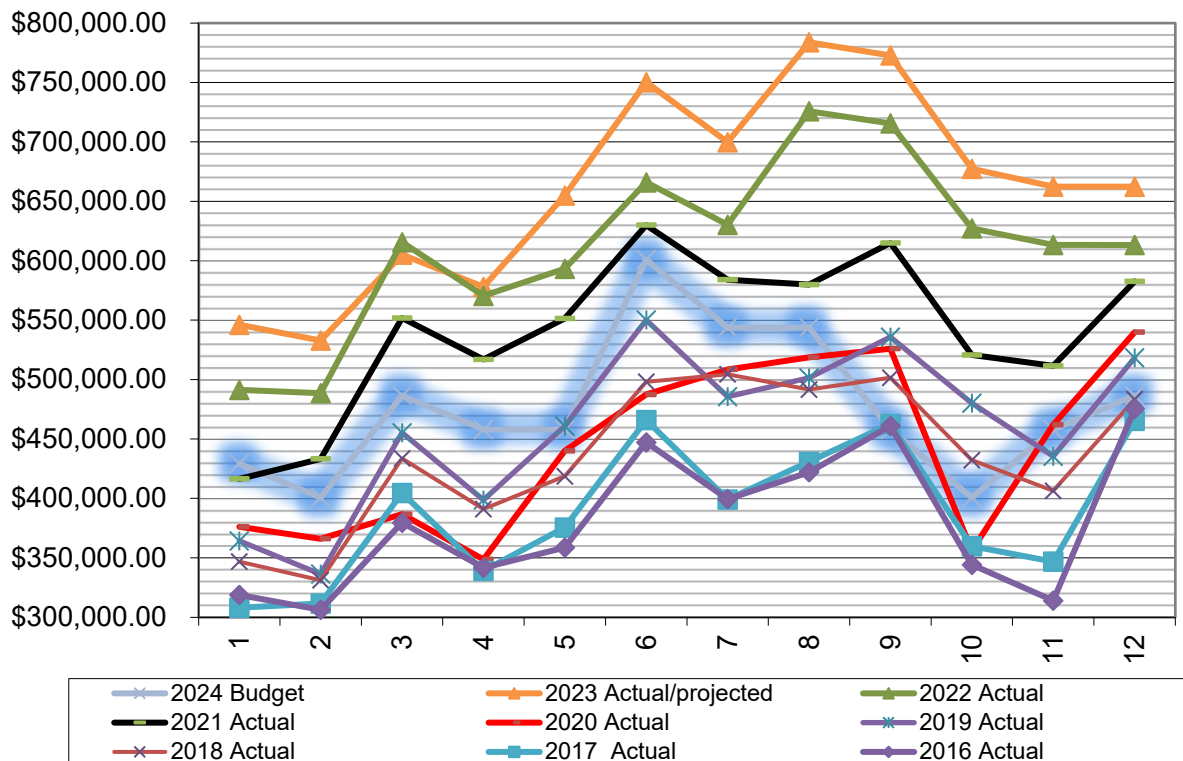


## Revenue

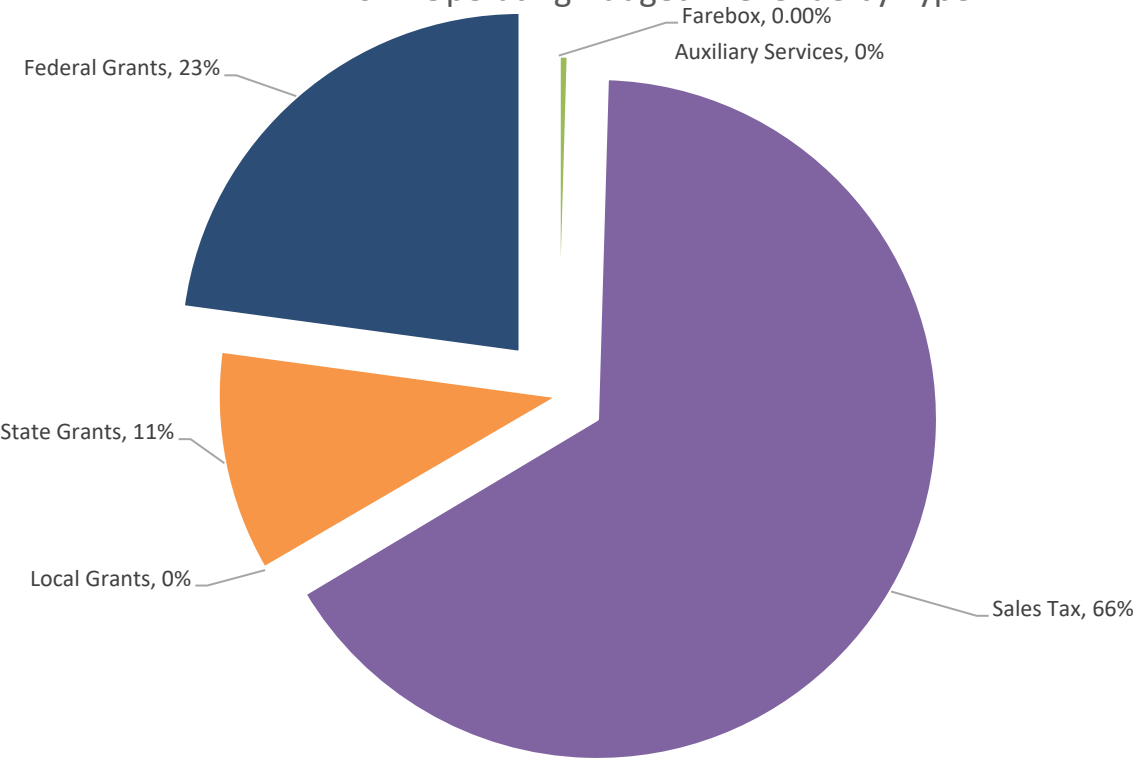
Jefferson Transit's largest funding source is local Sales Tax Revenue, and it is also the most volatile. Emphasizing the unpredictable nature of sales tax revenues and the importance of cautious budgeting, Jefferson Transit's 2024 budget anticipates a 6% increase in sales tax revenue from the previous year's budget. This approach stems from the recognition of the inherent volatility of this revenue source. The uncertainty surrounding sales tax revenue becomes evident when examining the disparities between the 2021-2022 projections and the actual figures compared to the 2022-2023 projections and outcomes. In the transition from 2021 to 2022, a projected 8% increase resulted in an unexpected 33% surge, whereas in the following year, 2022 to 2023, both projections and actual figures aligned with an 8% increase.

Given the variability in sales tax revenue, the 2024 sales tax receipts are conservatively estimated to exhibit a 6% increase over the 2023 budget, as reliance on actual receipts is deemed uncertain. Additionally, it's important to note that Jefferson Transit entered into a new Consolidated Grant funding agreement on July 1, 2023. Grant funding reimbursements typically range from 20% to 30% of quarterly operating costs. Other revenues include the Rural Mobility and Special Needs Formula Funds and Transit Support Grant funding; Jefferson Transit has applied these funds towards our consolidated grant match, resulting in a notable percentage increase for grant funding revenues between 2023 and 2024. The breakdown of all Jefferson Transit's revenue streams is provided below.

**Sales Tax Collections (2014 - 2023 Actual/Proj & 2024 Budget)**



2024 Operating Budget - Revenue by Type

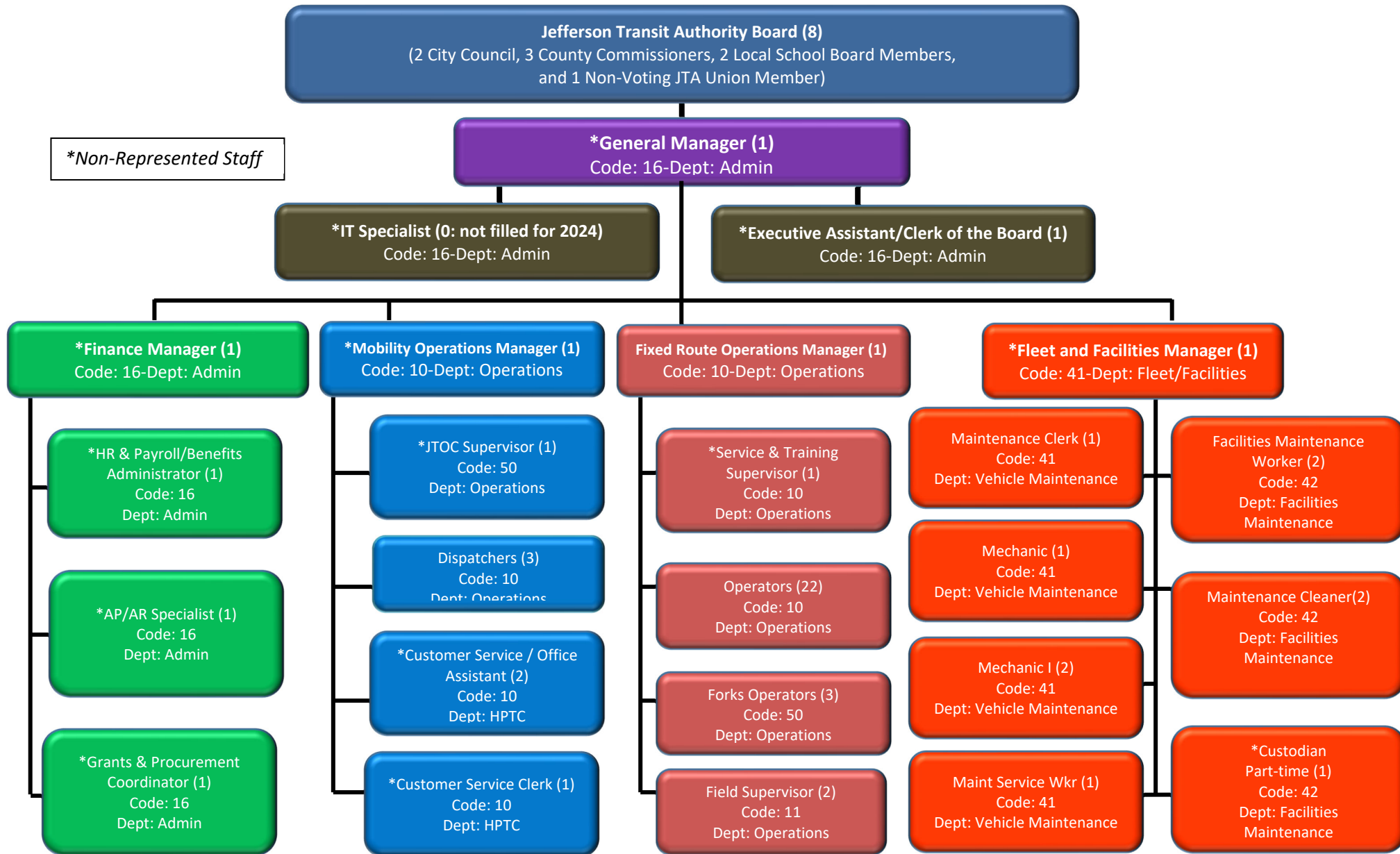


## JTA Staff

Recruitment has been an on-going challenge for Jefferson Transit and is expected to continue into 2024. Jefferson Transit has made considerable efforts in 2023 to stabilize staffing in the operations department. Jefferson Transit is planning for one additional operator position, and one additional maintenance cleaner position.

Position	2024 Proposed		2023 Proposed		2022 Planned		2021		2020		2019	
	FTE	EE	FTE	EE	FTE	EE	FTE	EE	FTE	EE	FTE	EE
Transit Operators – FR	18.9	20	18.97	20	19.3	20	17.6	19	16.4	17	17.2	19
Transit Operators – DAR	2.3	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	2.8	3	2.9	3
Vehicle Maintenance	5	5	5	5	5	5	5	5	5	5	5	5
Facility Maintenance	5.5	6	4.4	5	4.4	5	4.4	5	4.5	5	4.5	5
Dispatchers/Field Supervisor	4.2	5	4.2	5	4.6	5	3.8	4	3.8	4	3.7	4
Customer Service	2.6	3	2.6	3	2.5	3	2.5	3	2.4	3	2.4	3
Admin Support Staff (Incl JTOC Sup)	5	6	5.8	6	6	7	6	6	6	6	7	7
Management	5	5	5	5	6	6	6	6	6	6	5	5
<b>Total</b>	<b>51.348</b>	<b>55</b>	<b>50.77</b>	<b>54</b>	<b>52.6</b>	<b>56</b>	<b>49.6</b>	<b>53</b>	<b>48.9</b>	<b>51</b>	<b>49.7</b>	<b>53</b>

## Jefferson Transit Authority Organizational Chart 2024





## 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 remained relatively stable, increasing slightly by 1.62%. The contractual wage increases and an additional position in Operations increased labor. Additional increases are attributed to individual line items in Materials and Supplies.

### JEFFERSON TRANSIT AUTHORITY OPERATIONS

	2024 Budget	2023 Budget	2023 Forecast	2022 Actuals
OPERATING EXPENSES:				
LABOR	1,932,757	1,846,645	1,580,960	1,504,788
BENEFITS	1,326,337	1,344,850	1,076,203	991,494
SERVICES AND USER FEES	39,456	39,456	28,638	24,053
MATERIALS AND SUPPLIES CONSUMED	23,600	31,800	6,095	15,150
UTILITIES	24,878	31,571	28,003	28,910
CASUALTY AND LIABILITY COSTS	0	0	0	0
TAXES	0	0	0	0
PURCHASED TRANSPORTATION SERVICE	0			0
MISCELLANEOUS EXPENSES	42,600	37,600	24,784	12,262
LEASES AND RENTALS	3,886	7,527	3,750	2,472
Total Operating Expenses	<u>3,393,514</u>	<u>3,339,450</u>	<u>2,748,433</u>	<u>2,579,130</u>





## 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 decreased by 13.36%. The decrease is primarily attributed to bringing custodial services for the restroom facilities in house.

### JEFFERSON TRANSIT AUTHORITY HAINES PLACE TRANSIT CENTER

	2024 Budget	2023 Budget	2023 Forecast	2022 Actuals
OPERATING EXPENSES:				
LABOR	0	0	0	0
BENEFITS	0	0	0	0
SERVICES AND USER FEES	10,905	18,025	9,082	12,034
MATERIALS AND SUPPLIES CONSUMED	14,889	18,769	7,634	3,216
UTILITIES	21,800	19,454	19,481	18,215
CASUALTY AND LIABILITY COSTS	0	0	0	0
TAXES	0	0	0	0
				0
MISCELLANEOUS EXPENSES	0	0	0	0
LEASES AND RENTALS	5,040	4,500	4,691	5,091
Total Operating Expenses	52,634	60,748	40,888	38,556



## Vehicle Maintenance Department

The Vehicle Maintenance Department is responsible for the maintenance and safety of all JTA vehicles. This department is tasked with ordering 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 remained stable from 2023-2024 at a 0.27% increase (in line with the October 2023 budget adjustment.)

### JEFFERSON TRANSIT AUTHORITY VEHICLE MAINTENANCE

	2024 Budget	2023 Budget	2023 Forecast	2022 Actuals
OPERATING EXPENSES:				
LABOR	385,514	370,786	349,438	328,440
BENEFITS	243,196	250,997	206,377	203,948
SERVICES AND USER FEES	44,170	50,650	32,420	26,695
MATERIALS AND SUPPLIES CONSUMED	587,590	585,000	499,191	479,485
UTILITIES	13,958	13,094	10,849	11,733
CASUALTY AND LIABILITY COSTS	0	0	0	0
TAXES	0	0	0	0
				0
MISCELLANEOUS EXPENSES	20,195	20,660	9,168	13,679
LEASES AND RENTALS	0	0	0	0
Total Operating Expenses	1,294,623	1,291,188	1,107,444	1,063,979





## 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 transit stops and 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 24.47%. The contractual wage increase, an additional maintenance cleaner position, and increased cost of services, and materials and supplies consumed, are the primary contributors to the department's increased expenses.

### JEFFERSON TRANSIT AUTHORITY NON-VEHICLE MAINTENANCE

	2024 Budget	2023 Budget	2023 Forecast	2022 Actuals
OPERATING EXPENSES:				
LABOR	253,611	193,752	200,655	181,560
BENEFITS	181,569	152,889	132,394	118,242
SERVICES AND USER FEES	62,663	46,153	43,245	33,006
MATERIALS AND SUPPLIES CONSUMED	32,174	30,283	19,070	29,212
UTILITIES	5,015	4,338	3,993	4,369
CASUALTY AND LIABILITY COSTS	0	0	0	0
TAXES	0	0	0	0
				0
MISCELLANEOUS EXPENSES	7,450	7,450	330	0
LEASES AND RENTALS	4,900	4,900	2,539	2,448
Total Operating Expenses	547,382	439,765	402,226	368,836



## Administration Department

The Administration Department is responsible for the oversight, coordination, and management of JTA 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 5.7%. Labor costs increased due to the implementation of an updated non-represented employee salary schedule in Nov 2023, and the contractual 1% COLA for 2024. Increases in Services and User Fees and Material and Supplies consumed are attributed to increased costs of services and cost of goods. Increases in Casualty and Liability costs are attributed to increased insurance premiums for 2024, a percentage increase of 4.18%. Miscellaneous expenses increased 54.16%; this is attributed to increased training and contractual education fund for the General Manager.

### JEFFERSON TRANSIT AUTHORITY ADMINISTRATION

	2024 Budget	2023 Budget	2023 Forecast	2022 Actuals
OPERATING EXPENSES:				
LABOR	443,686	425,375	403,757	319,228.52
BENEFITS	260,555	277,997	226,092	219,378.95
SERVICES AND USER FEES	322,306	278,798	187,385	154,467.40
MATERIALS AND SUPPLIES CONSUMED	31,400	24,720	12,686	14,018.78
UTILITIES	17,224	24,546	15,642	18,737.69
CASUALTY AND LIABILITY COSTS	186,601	179,145	157,425	122,766.00
TAXES	3,750	4,314	721	549.79
PURCHASED TRANSPORTATION SERVICE	0		0	0.00
MISCELLANEOUS EXPENSES	59,779	38,777	47,256	30,760.43
LEASES AND RENTALS	0	0	0	0.00
Total Operating Expenses	1,325,301	1,253,673	1,050,965	879,908



## 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 remained stable, decreasing slightly at 1.16% from the 2023 budget.

### JEFFERSON TRANSIT AUTHORITY JTOC

	2024 Budget	2023 Budget	2023 Forecast	2022 Actuals
OPERATING EXPENSES:				
LABOR	205,394	201,555	197,498	188,392
BENEFITS	125,993	137,533	118,240	108,521
SERVICES AND USER FEES	35,350	38,750	30,227	20,326
MATERIALS AND SUPPLIES CONSUMED	88,640	84,790	65,620	76,163
UTILITIES	4,560	4,823	4,520	4,448
CASUALTY AND LIABILITY COSTS	0	0	0	0
TAXES	0	0	0	0
				0
MISCELLANEOUS EXPENSES	2,604	3,104	829	2,467
LEASES AND RENTALS	17,376	15,000	15,904	15,227
Total Operating Expenses	<u>479,917</u>	<u>485,555</u>	<u>432,838</u>	<u>415,544</u>



# Five Year Projections

## JEFFERSON TRANSIT AUTHORITY

### Statement of Operating Revenues, Expenses and Non-operating Revenues

#### 2024 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
	2024 budget	2025 budget	2026 budget	2027 budget	2028 budget	2029 budget
<b>OPERATING REVENUES:</b>						
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	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Revenues	\$0	\$0	\$0	\$0	\$0	\$0
<b>OPERATING EXPENSES:</b>						
Labor	\$3,220,961	\$3,349,800	\$3,483,792	\$3,623,143	\$3,768,069	\$3,918,792
Benefits	2,137,651	\$2,223,157	\$2,312,083	\$2,404,566	\$2,500,749	\$2,600,779
Services And User Fees	514,850	\$535,444	\$556,862	\$579,137	\$602,302	\$626,394
Materials And Supplies Consumed	778,293	\$809,425	\$841,802	\$875,474	\$910,493	\$946,913
Utilities	87,435	\$90,932	\$94,570	\$98,353	\$102,287	\$106,378
Casualty And Liability Costs	186,601	\$194,065	\$201,828	\$209,901	\$218,297	\$227,029
Taxes	3,750	\$3,900	\$4,056	\$4,218	\$4,387	\$4,562
Miscellaneous Expenses	132,628	\$137,933	\$143,450	\$149,188	\$155,155	\$161,362
Leases And Rentals	31,202	\$32,450	\$33,748	\$35,098	\$36,502	\$37,962
Total Operating Expenses	\$7,093,371	\$7,377,106	\$7,672,191	\$7,979,078	\$8,298,241	\$8,630,171
OPERATING INCOME (LOSS)	(\$7,093,371)	(\$7,377,106)	(\$7,672,191)	(\$7,979,078)	(\$8,298,241)	(\$8,630,171)
<b>NON-OPERATING REVENUES (EXPENSES)</b>						
Non-transportation Revenues	\$40,627	\$41,846	\$43,101	\$44,394	\$45,726	\$47,098
Taxes Levied By Transit System	5,724,000	\$5,895,720	\$6,072,592	\$6,254,769	\$6,442,412	\$6,635,685
Local Grants And Contributions	15,000	\$15,450	\$15,914	\$16,391	\$16,883	\$17,389
State Grants And Contributions	915,676	\$943,146	\$971,441	\$1,000,584	\$1,030,601	\$1,061,519
Fed Grants And Contrib (Operating)	1,983,538	\$2,043,044	\$2,104,335	\$2,167,466	\$2,232,489	\$2,299,464
Total Non-operating Revenues (Expenses)	\$8,678,841	\$8,939,206	\$9,207,382	\$9,483,604	\$9,768,112	\$10,061,155
NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)	\$1,585,470	\$1,562,100	\$1,535,192	\$1,504,526	\$1,469,871	\$1,430,984
Transfers In (Out) - Interfund	(\$1,585,470)	(\$1,562,100)	(\$1,535,192)	(\$1,504,526)	(\$1,469,871)	(\$1,430,984)
NET INCOME (LOSS)	\$0	\$0	\$0	\$0	\$0	\$0
2024 Operational Reserve Balance	\$5,738,602	\$5,738,602	\$5,738,602	\$5,738,602	\$5,738,602	\$5,738,602
Transfer to Operational Reserve	\$0	\$0	\$0	\$0	\$0	\$0
Operational Reserve Balance	\$5,738,602	\$5,738,602	\$5,738,602	\$5,738,602	\$5,738,602	\$5,738,602
Capital Reserve Transfer	\$1,585,470	\$1,562,100	\$1,535,192	\$1,504,526	\$1,469,871	

# Cash Flow Projections

## JEFFERSON TRANSIT AUTHORITY Statement of Cash Flows 2024 Operating and Capital Budget

	2022 Actual	2023 Actual (Proj)	2024 Budget
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from Customers	(324,802)	\$ 17,142	\$ -
Payments to Suppliers	(1,092,333)	(1,292,159)	(1,734,760)
Payments to Employees	(3,584,669)	(4,646,589)	(5,358,612)
Change in Accounting method for GASB 68	(337,040)		
Change in Accounting method for GASB 75	(210,905)		
Net Cash Provided (Used) by Operating Activities	<u>(5,549,750)</u>	<u>(5,921,606)</u>	<u>(7,093,371)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>			
Sales Tax Receipts	7,212,014	6,905,907	5,724,000
Other Nonoperating Receipts	3,914	2,920	1,200
Operating Grant Receipts	4,555,324	2,209,691	2,899,214
Local Government Assistance Fund Receipts	15,000	15,000	15,000
Net Cash Provided (Used) by Noncapital Financing Activities	<u>11,786,252</u>	<u>9,133,518</u>	<u>8,639,414</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Capital Contributions	0	1,005,200	1,588,903
Principal Paid on Capital Debt	0	0	0
Interest Paid on Capital Debt	0	0	0
Purchases of Capital Assets	(897,445)	(1,742,844)	(8,237,154)
Sale of Capital Assets	58	0	0
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(897,387)</u>	<u>(737,644)</u>	<u>(6,648,251)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest and Dividends	<u>205,581</u>	<u>764,540</u>	<u>38,227</u>
Net Cash Provided by Investing Activities	<u>205,581</u>	<u>764,540</u>	<u>38,227</u>
Net Increase (Decrease) in Sales and Cash Equivalents	<u>5,544,695</u>	<u>3,238,808</u>	<u>(5,063,981)</u>
Balances - Beginning of the Year	14,858,022	20,402,717	23,641,525
Prior Period Adjustment	0	0	0
Balances - End of the Year	<u>\$ 20,402,717</u>	<u>\$ 23,641,525</u>	<u>\$ 18,577,544</u>



# Jefferson Transit Grants Fact Sheet (Current as of October 2023)

## Jefferson Transit Grants Fact Sheet (Current as of October 24, 2023)

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. 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 **2023-2025 and 2025-2027 biennium** Jefferson Transit has applied for **two operating** projects. The 2025-2027 biennium ends June 30, 2027.

PTD0667 - Operating Grant for Jefferson Transit East County 2023-2025	
Federal (FTA 5311), State Rural Mobility, State Special Needs/Paratransit and State Transit Support Operating Assistance for services to the general public in rural areas of Washington State. (42%)	\$ 5,386,465
Jefferson Transit (58% Match)	\$ 7,310,388
Total Project Cost	<b>\$ 12,696,853</b>

PTD0666 - Operating Grant for Jefferson Transit Olympic Connection (JTOC) West County 2023-2025	
Federal (FTA 5311) (45%)	\$ 411,958
Jefferson Transit (55% Match)	\$ 691,612
Total Project Cost	<b>\$ 1,103,570</b>



<b>Operating Grant for Jefferson Transit East County 2025-2027 (Projected)</b>	
Federal (FTA 5311) Operating Assistance for services to the general public in rural areas of Washington State. (42%)	\$ 3,611,773
Jefferson Transit (58% Match)	\$ 9,415,987
<b>Total Project Cost</b>	<b>\$ 13,077,760</b>

<b>Operating Grant for Jefferson Transit Olympic Connection (JTOC) West County 2025-2027 (Projected)</b>	
Federal (FTA 5311) (45%)	\$ 424,315
Jefferson Transit (55% Match)	\$ 712,361
<b>Total Project Cost</b>	<b>\$ 1,136,676</b>

## 2. 2021-2023 Public Transportation Consolidated Grant

<b>Capital Grant</b>	
<b>Project: One Medium-Duty Cutaway Van for West Jefferson County</b>	
Grant Funds <del>(80%)</del>	\$ 112,000
Jefferson Transit <del>(20% Match)</del> Price increase after grant award- JTA match now ~50%	\$ 112,412.50
<b>Total Project Cost</b>	<b>\$ 224,412.50</b>

## 3. 2023 Federal 5311 Surface Transportation Block Grant

<b>Project: One Battery Electric Gillig Bus for East Jefferson County Service</b>	
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Federal (FTA 5311)	\$ 476,903
Jefferson Transit Match	\$ 923,097
<b>Total Project Cost</b>	<b>\$ 1,400,000</b>

#### 4. 2023-2025 Green Transportation Grant

Capital Grant-Purchase One BEB for East Jefferson Service	
State Green Transportation Funds	\$ 1,000,000
Jefferson Transit (20% Match)	\$ 344,974
<b>Total Project Cost</b>	<b>\$ 1,344,974</b>