



## BOARD OF DIRECTORS REGULAR MEETING

Thursday, December 14, 2023, at 6 p.m.  
Benton County Administration Building, Room 303  
7122 W. Okanogan Place Building E, Kennewick, Washington

*Notice: Meeting attendance options include in-person and virtual via Zoom  
Spanish language translation is available via Zoom*

### Meeting Link:

<https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09>

Phone: 253-215-8782 / Toll Free: 877-853-5247

Meeting ID: 989 6217 8731 / Password: 833979

If you wish to provide written comments to the Board or speak during the Public Comments portion of a Board meeting, please submit [this form](#). Public comments will be taken during the meeting as indicated in the agenda below.

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## AGENDA

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- |   |                      |
|---|----------------------|
| 1. Convene Board Meeting  | Chair Will McKay     |
| 2. Roll Call  | Anel Montejano       |
| 3. Pledge of Allegiance   | Chair McKay          |
| 4. Public Comments  | Chair McKay          |
| 5. Approval of Agenda ( <i>page 1</i> )                                 | Chair McKay          |
| 6. Recognitions   |                      |
| A. Plaque Presentation from Columbia Basin Veterans Center              | CBVC Representatives |
| B. Resolution 52-2023 Retirement of Tami Ripplinger ( <i>page 5</i> )   | Megan Schmidt        |
| C. Resolution 53-2023 Retirement of Terry Christensen ( <i>page 6</i> ) | Rachelle Glazier     |
| 7. Citizens Advisory Network (CAN) Report                               | Dennis Kreutz        |
| 8. Consent Agenda   |                      |

- A. November 9, 2023, Regular Board Meeting Minutes *(page 7)*
- B. November Voucher Summary *(page 11)*
- C. Resolution 54-2023 Adopting the General Leave Policy, an Excerpt of Policy HR-133 *(page 29)*

**9. Action Items**

- A. Resolution 55-2023 Approving the Updated Capital Improvement Plan, Adopting the Fiscal Year (FY) Operating and Capital Budgets, and Authorizing the General Manager to file all FY 2024 Federal and State Grants *(page 34)* Sarah Funk
- B. Resolution 56-2023 Authorizing the General Manger to Enter into a Contract For Information Technology Support Services with Rockwalla IT, LLC d/b/a Devfuzion *(page 44)* Sarah Funk
- C. Resolution 57-2023 Approving the Periodic Review of the Composition of the Board of Directors of Ben Franklin Transit *(page 47)* Rachelle Glazier

**10. Discussion & Informational Items**

- A. Annual Special Event Consultation with the Board *(page 51)* Kevin Sliger
- B. Release Fare Structure for Public Comment and begin Title VI Analysis *(page 57)* Sarah Funk

**11. Staff Reports & Comments**

- A. Legal Report Jeremy Bishop
- B. General Manager’s Report Rachelle Glazier

**12. Board Member Comments**

**13. Executive Session**

**14. Other**

**15. Next Meeting**

Regular Board Meeting – Thursday, January 11, 2024, at 6:00 p.m.

**16. Adjournment**



## **JUNTA DIRECTIVA REUNIÓN ORDINARIA**

**Jueves, 14 de Diciembre, del 2023, a las 6 p.m.**

**Edificio de la Administración del Condado de Benton, Sala 303  
7122 W. Okanogan Place, Building E, Kennewick, Washington**

*Aviso: Las opciones de asistencia a las reuniones incluyen en persona y virtuales a través de Zoom  
Traducción al Español está disponible a través de Zoom*

**Enlace de la reunión:**

<https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09>

**Teléfono: 253-215-8782 / Número gratuito: 877-853-5247**

**ID de Reunión: 989 6217 8731 / Contraseña: 833979**

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Si desea proporcionar comentarios por escrito a la Junta o hablar durante la parte de Comentarios Públicos de una reunión de la Junta, favor envíe [este formulario](#). Los Comentarios Públicos se tomarán durante la reunión como se indica en la agenda a continuación.

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### **AGENDA**

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- |   |                       |
|---|-----------------------|
| <b>1. Convocar reunión de la Junta</b>                            | Presidente Will McKay |
| <b>2. Pase de lista</b>   | Anel Montejano        |
| <b>3. Juramento de Lealtad</b>                                    | Presidente McKay      |
| <b>4. Comentarios públicos</b>                                    | Presidente McKay      |
| <b>5. Aprobación de la agenda (página 1)</b>                      | Presidente McKay      |
| <b>6. Reconocimientos</b>   |                       |
| A. Presentación de Placa de Columbia Basin Veterans Center        | CBVC Representantes   |
| B. Resolución 52-2023 Jubilación de Tami Ripplinger (página 5)    | Megan Schmidt         |
| C. Resolución 53-2023 Jubilación de Terry Christensen) (página 6) | Rachelle Glazier      |

- 7. Reporte del Citizens Advisory Network (CAN)** Dennis Kreutz
- 8. Agenda de consentimiento**
- A. 9 de Noviembre, 2023, Actas de la Reunión Ordinaria de la Junta (*página 7*)
  - B. Resumen de los Comprobantes de Noviembre (*página 11*)
  - C. Resolución 54-2023 Adoptando la Poliza de Permiso General un Extracto de Poliza HR-133 (*página 29*)
- 9. Temas de Acción**
- A. Resolución 55-2023 Aprobando el Plan Mejora de Capital, Adoptando los Presupuestos Operativos y de Capital del Año Fiscal (FY), y Autorizando al Director General para archivar todo los Subvenciones Federales y Estatales para el Año Fiscal 2024 (*página 34*) Sarah Funk
  - B. Resolución 56-2023 Autorizando al Director General para Entrar en un Contrato para Servicios de Soporte de Tecnología de Información con Rockwalla IT, LLC (*página 44*) Sarah Funk
  - C. Resolución 57-2023 Aprobando la Revisión Periódica de la Composición de la Junta Directiva de Ben Franklin Transit (*página 47*) Rachelle Glazier
- 10. Temas de discusión y de información**
- A. Consulta Anual sobre Eventos Especiales con la Junta (*página 51*) Kevin Sliger
  - B. Publicación de la Estructura de Tarifas para Comentarios Públicos y Comenzar el Título VI Análisis (*página 57*) Sarah Funk
- 11. Informes y comentarios del personal**
- A. Informe Jurídico Jeremy Bishop
  - B. Informe del Director General Rachelle Glazier
- 12. Comentarios de los miembros de la Junta**
- 13. Sesión ejecutiva**
- 14. Otro**
- 15. Próxima reunión**  
Reunión ordinaria de la Junta - Jueves, 11 de Enero, 2024, a las 6:00 p.m.
- 16. Aplazamiento**

**BEN FRANKLIN TRANSIT**

**RESOLUTION 52-2023**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE  
TAMI RIPPLINGER'S YEARS OF SERVICE**

WHEREAS, Tami Ripplinger spent 12 years at Ben Franklin Transit serving her community as a Dial-A-Ride Driver. Tami's friendly demeanor and smile made customers and co-workers feel welcomed. Tami understood what providing exceptional customer service was and what it meant to her passengers, always making sure the passengers' needs were met. BFT appreciates the time and dedication you provided to the organization and wishes you the best in all future endeavors. Thank you and congratulations on your retirement; and

WHEREAS, Tami Ripplinger submitted a notice of retirement to BFT with an effective date of November 17th, 2023;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. Tami Ripplinger served Ben Franklin Transit and the Tri-Cities communities well in her position as a Dial-A-Ride Driver for twelve (12) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Tami Ripplinger, Dial-A-Ride Driver, for her professional effort on behalf of the agency, its employees, and its customers. Tami, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held December 14, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

\_\_\_\_\_  
Anel Montejano, Clerk of the Board

\_\_\_\_\_  
Will McKay, Chair

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT  
RESOLUTION 53-2023**

**A RESOLUTION RECOGNIZING BFT BOARD MEMBER TERRY CHRISTENSEN'S  
YEARS OF SERVICE**

WHEREAS, Terry Christensen served on the Ben Franklin Transit Board of Directors from 2012 through 2017, 2022, and 2023; and

WHEREAS, Terry Christensen's last day of service as a Ben Franklin Transit Board Member will be December 31, 2023

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. Terry has demonstrated his ongoing commitment to public transportation by serving as a member of the BFT Board of Directors for eight years as the designated representative from the Richland City Council.
2. Terry served on the BFT Planning & Marketing Committee for one year and the BFT Operations & Maintenance Committee for seven years.
3. Terry's contributions to BFT are numerous. During his tenure, the Board adopted BFT's Strategic Plan in 2015; implemented the Comprehensive Service Plan in 2017, extending service hours from 6 p.m. to 8 p.m.; and approved the Free Youth Pass and Free Veteran Pass.
4. The Board approved these major projects during Terry's tenure: the Tulip Lane Park and Ride; the rehab of the 22nd Avenue Transit Center in Pasco and Knight Street Transit Center in Richland; construction of the Queensgate Transit Center; and the MOA Operations Building replacement.
5. Terry's presence on the Board of Directors will be greatly missed. We wish him a long and happy retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, December 14, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

\_\_\_\_\_  
Anel Montejano, Clerk of the Board

\_\_\_\_\_  
Will McKay, Chairman

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy J. Bishop, Legal Counsel



## BOARD OF DIRECTORS REGULAR MEETING

Thursday, November 9, 2023, at 6 p.m.  
Benton County Administration Building, Room 303  
7122 W. Okanogan Place Building E, Kennewick, Washington

*Meeting attendance options included in-person and virtual via Zoom*

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### MINUTES

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#### 1. CONVENE BOARD MEETING

Chair Will McKay called the meeting to order at 6:00 p.m.

#### 2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Joseph Campos	Director	Excused
City of Kennewick	Brad Beauchamp	Director	Present
City of Richland	Terry Christensen	Director	Present
City of West Richland	Richard Bloom	Vice Chair	Present
Franklin County #2	Rocky Mullen	Director	Present
Franklin County #1	Clint Didier	Director	Present via Zoom
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Caleb Suttle	Union Representative	Present

**BFT Staff:** Rachelle Glazier, Bill Barlow, Janet Brett, Imelda Collop, Sarah Funk, Brian Lubanski, Gabe Martin, Anel Montejano, Matthew Mullen, Rob Orvis, Joshua Rosas, Kevin Sliger, Kathryn Wall, Wayne Welle

**Legal Counsel:** Jeremy Bishop

**Interpreters:** Ruth Medina, Ynez Vargas

#### 3. PLEDGE OF ALLEGIANCE

Chair McKay led the meeting participants in the Pledge of Allegiance.

#### 4. PUBLIC COMMENTS

Chair McKay opened the meeting to comments from the public. Hector Gonzalez, member for 29 years of the Teamsters Local Union 839 through UPS addressed the Board. He announced his

candidacy for Secretary-Treasurer of the Teamsters Local Union 839.

Brock Ruby, a member of the community addressed the Board. He stated CONNECT had been late picking him up from his house, as a result has been getting to work late as he does not make his connection and misses the bus. He also stated that the buses are clean, and the drivers are great.

Rhonda Green, a Dial-A-Ride driver, asked the Board to find out answers regarding her concerns.

**5. APPROVAL OF AGENDA**

Chair McKay asked for a motion to approve the agenda.

*Director Bloom moved to approve the agenda, and Director Sandretto seconded the motion. It passed unanimously.*

**6. CITIZENS ADVISORY NETWORK (CAN) REPORT**

There was no CAN Report presented.

**7. CONSENT AGENDA**

Chair McKay presented the Consent Agenda items and invited a motion.

**A. October 12, 2023, Regular Board Meeting Minutes**

**B. October Voucher Summary**

**C. Resolution 46-2023 Adopt a Special Events Policy (PLN-120) and Resolution 47-2023 Authorizing the General Manger to Establish Fares for Special Events**

*Director Sandretto moved for approval of the Consent Agenda items. The motion was seconded by Director Becken and passed unanimously.*

**8. ACTION ITEMS**

**A. Resolution 48-2023 Adopt PLN-121 Free Fare Pass Program for Veterans**

Chief Planning & Development Officer Kevin Sliger presented a resolution to establish a Free Fare Pass Program for Veterans to ride Ben Franklin Transit services without cost, which includes fixed route and CONNECT services.

*Director Becken moved for approval of Resolution 48-2023. The motion was seconded by Director Sandretto and passed unanimously.*

**B. Resolution 49-2023 Authorizing the General Manager to Enter into a Single Source Contract for Paratransit Contracted Services**

Senior Manager of Procurement Rob Orvis presented a resolution to enter into a contract with The Arc of Tri-Cities to provide ADA paratransit services for ADA eligible boardings.

*Director Becken moved for approval of Resolution 49-2023. The motion was seconded by Director Mullen and passed unanimously.*

## C. Adoption of the 2024 Annual Service Plan & Service Equity Analysis

### i. Presentation

Mr. Sliger presented information on the Ben Franklin Transit (BFT) 2024 Annual Service Plan, including recommended service changes to be implemented and open house opportunities provided for public input. He presented information on the 2024 Title VI Service Equity Analysis, which determinates that the changes being made are equitable.

### ii. Public Hearing

Chair McKay opened the Public Hearing on the adoption of the 2024 Title VI Service Plan.

William McDonald, a Kennewick resident, addressed the Board. He stated it is important to take steps to maintain access to urgent care and lab work facilities and not limit bus stops that serve them.

Danielle Klingman asked the Board to reconsider getting rid of the 123s.

Christy Litzy, a resident of Richland, also asked Board members to reconsider the elimination of the 123s.

Tracey Coleman, a Richland resident, spoke against the elimination of the 123s.

### iii. Resolution 50-2023 Adopt the 2024 Annual Service Plan and Implement Recommended Service changes as Outlined in the Document

Mr. Sliger asked the Board to adopt the 2024 Annual Service Plan as presented. After discussion among the Board members, it was agreed that the Annual Service Plan is to be approved with the redaction of the 123s removal pending further data.

*Director Sandretto moved for approval of Resolution 50-2023. The motion was seconded by Director Becken and passed unanimously.*

### iv. Resolution 51-2023 Adopting the 2024 Title VI Service Equity Analysis

Mr. Sliger asked the Board to adopt the 2024 Title VI Service Equity Analysis as presented.

*Director moved for approval of Resolution 51-2023. The motion was seconded by Director Sandretto and passed unanimously.*

## 9. DISCUSSION & INFORMATIONAL ITEMS

### A. Q3 2023 Agency Performance Report

Mr. Kevin Sliger presented the Third Quarter 2023 Agency Performance Report highlighting the continued growth in ridership. He also touched on constructions projects and community events that BFT staff have participated in during the third quarter of 2023.

### B. 2024 Operating and Capital Budget

Chief Financial Officer Sarah Funk presented an overview of the 2024 Operating and Capital Budget for Board review and input. The budget will be on the December Board agenda for

public comment and adoption.

**10. STAFF REPORTS & COMMENTS**

**A. Legal Report**

BFT Legal Counsel Jeremy Bishop announced we will have an executive session later this evening. Mr. Bishop advised in this month’s Board packet advance notice was being given for the Period Review of the Composition of the Board Composition, which is a statutory requirement every four years, and we will be going over that in next month’s board meeting.

**B. General Manager’s Report**

The General Manager gave an update on the Veterans Day Parade that we are participating in West Richland and that we will be showcasing the new military buses.

She reported that Joshua Rosas has been promoted as new Chief Operating Officer.

Ms. Glazier stated that we are extending coats for kids until December 15 and if anyone had any coats that they would like to drop off that we have boxes set up in the front atrium of the BFT Management Operations Administration Building.

She stated that we have fixed route and Dial-A-Ride classes going on and anticipates they will graduate on December 15.

Ms. Glazier stated we have a turkey drive that we are handling on November 21.

**11. BOARD MEMBER COMMENTS**

Director McKay stated he was excited for the Veteran’s Day parade and hoped it was not going to be as windy as it says it is going to be.

Director Beauchamp asked what the process is as to who gets to drive the cool new buses once they are decked out. It was stated that it was based on seniority.

**12. EXECUTIVE SESSION**

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) for 10 minutes with no anticipated action. The Board recessed at 7:15 p.m. and returned to open session at 7:28 p.m.

**13. OTHER**

There were no other agenda items.

**14. NEXT MEETING**

The next meeting will be held Thursday, December 14, 2023, at 6 p.m.

**15. ADJOURNMENT**

Chair McKay adjourned the meeting at 7:29 p.m.

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Anel Montejano, Clerk of the Board

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Date



1000 Columbia Park Trail, Richland, WA 99352  
 509.735.4131 | 509.735.1800 fax | www.bft.org

Thursday, December 14, 2023

To: Ben Franklin Board of Directors  
 From: Sarah Funk, Chief Financial Officer  
 RE: Vouchers for Nov 2023

Sarah Funk

Digitally signed by Sarah Funk  
 Date: 2023.11.29 13:06:46  
 -08'00'

Nov 2023 vouchers totaled \$16,287,570.83. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
GILLIG	Vehicles	\$ 11,669,617.79
FOWLER GENERAL CONSTRUCTION INC	Contracted Services	\$ 714,544.85
INTERNAL REVENUE SERVICE	Payroll Taxes	\$ 453,294.17
N.W. ADMIN. TRANSFER	Teamsters Medical	\$ 399,804.70
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 284,663.97
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	\$ 269,374.19
GOODMAN AND MEHLENBACHER	Contracted Services	\$ 266,083.06
KPFF INC	Contracted Services	\$ 112,590.12
STATE OF WASHINGTON	Medical Insurance	\$ 93,366.34
WESTERN CONFERENCE OF	Teamsters Pension	\$ 84,254.71
ARC OF THE TRI-CITIES INC	Contracted Services	\$ 61,139.98
WEX BANK	Fuel	\$ 41,329.42
GARDA CL NORTHWEST INC	Contracted Services	\$ 35,237.36
WENAHA GROUP INC	Contracted Services	\$ 31,484.99
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 28,696.91
SUMMIT LAW GROUP	Legal	\$ 23,242.02
US BANK CORPORATE PAYMENT SYSTEMS	Credit Card	\$ 22,192.35
CHRISTENSEN INC	Fuel	\$ 18,388.76
KARR TUTTLE CAMPBELL	Legal	\$ 17,955.13
ROMAINE ELECTRIC CORP	Contracted Services	\$ 16,619.66
CUMMINS INC	Vehicle Parts	\$ 16,297.98
TEAMSTERS UNION	Teamsters Union	\$ 15,854.50
FGL LLC	Contracted Services	\$ 14,847.75
D'AMATO CONVERSANO INC PC	Contracted Services	\$ 13,817.50
APPLE VALLEY BROADCASTING INC	Marketing	\$ 12,300.00
ANR GROUP INC	Contracted Services	\$ 11,689.05
CITY OF RICHLAND	Utilities	\$ 10,916.55
EXPRESS SERVICES	Contracted Services	\$ 10,591.70
<b>Total Significant Vendors</b>		<b>\$ 14,750,195.51</b>
<b>Payroll Total</b>		<b>\$ 1,279,674.12</b>
<b>Total Non-Significant Vendors</b>		<b>\$ 257,701.20</b>
<b>GRAND TOTAL</b>		<b>\$ 16,287,570.83</b>

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**  
Benton County, Washington, do hereby certify that the payroll related services, herein specified have been  
received and that the following checks are approved for payment for the month of November 2023.

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
522-23	80959                      80962	11/3/2023	622,001.96 Payroll
523-23	80963                      80963	11/17/2023	639,306.82 Payroll
535-23		11/24/2023	18,365.34 Payroll

**Total      \$ 1,279,674.12**

\_\_\_\_\_  
AUTHORITY MEMBER  
12/14/2023

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**  
 Benton County, Washington, do hereby certify that the merchandise or services herein specified have  
 been received and that the following checks are approved for payment for the month of November 2023.

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
215-23	85924	85983	11/3/2023	10,176,409.59 MDSE
216-23	ACH TRANS		11/3/2023	219,121.90 ACH TRANS
217-23	85984	86033	11/10/2023	229,124.16 MDSE
218-23	86034	86121	11/17/2023	2,592,792.78 MDSE
219-23	ACH TRANS		11/14/2023	284,663.97 ACH TRANS
220-23	ACH TRANS		11/17/2023	633,145.63 ACH TRANS
221-23	ACH TRANS		11/21/2023	2,352.50 ACH TRANS
222-23	ACH TRANS		11/15/2023	41,329.42 ACH TRANS
223-23	ACH TRANS		11/22/2023	10,091.04 ACH TRANS
224-23	86122	86154	11/24/2023	795,248.15 MDSE
225-23	ACH TRANS		11/28/2023	23,617.57 ACH TRANS

**Total      \$ 15,007,896.71**

\_\_\_\_\_  
 AUTHORITY MEMBER  
 12/14/2023

November 2023 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members December 14, 2023.

**ACTION: As of this date, December 14, 2023, I, \_\_\_\_\_**  
 move that the following checks be approved for payment:

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
522-23	80959 80962	11/3/2023	622,001.96 Payroll
523-23	80963 80963	11/17/2023	639,306.82 Payroll
535-23		11/24/2023	18,365.34 Payroll

**Total \$ 1,279,674.12**

**ACCOUNTS PAYABLE**

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219-23	ACH TRANS	11/14/2023	284,663.97 ACH TRANS
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221-23	ACH TRANS	11/21/2023	2,352.50 ACH TRANS
222-23	ACH TRANS	11/15/2023	41,329.42 ACH TRANS
223-23	ACH TRANS	11/22/2023	10,091.04 ACH TRANS
224-23	86122 86154	11/24/2023	795,248.15 MDSE
225-23	ACH TRANS	11/28/2023	23,617.57 ACH TRANS

**Total \$ 15,007,896.71**

Check Register Nos. 522-23 to 523-23 and 535-23 and 215-23 to 225-23 in the total amount of: **\$ 16,287,570.83**

The motion was seconded by \_\_\_\_\_ and approved by a unanimous vote.

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 215-23

CHECK NUMBERS 85924 to 85983

DATE 11/03/2023

PURPOSE AP NOV23A VOUCHERS AMOUNT \$10,176,409.59

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

**Sarah Funk**

Digitally signed by Sarah Funk  
Date: 2023.11.24 15:04:21  
-08'00'

11/24/2023

AUDITOR

DATE

**BEN FRANKLIN TRANSIT**  
**CHECK REGISTER CERTIFICATION**  
**ACCOUNTS PAYABLE**

CHECK REGISTER NUMBER: 216-23

**ACH WIRE TRANSFERS**

DATE: 11/03/2023

PURPOSE:

WASHINGTON STATE SUPPORT	\$2,475.45
IRS	\$213,340.80
DRS-DCP	\$2,302.50
AW REHN	\$1,003.15
<b>TOTAL</b>	<b>\$219,121.90</b>

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

*Sarah Fink*

\_\_\_\_\_  
AUDITOR

**Nov 6, 2023**

\_\_\_\_\_  
DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION  
DOCS\WARREGACH  
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

**BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE**

CHECK REGISTER NUMBER 217-23

CHECK NUMBERS 85984 to 86033

DATE 11/10/2023

PURPOSE AP NOV23B VOUCHERS AMOUNT \$229,124.16

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

*Sarah Funk*

\_\_\_\_\_  
AUDITOR

**Nov 24, 2023**

\_\_\_\_\_  
DATE

**BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE**

**CHECK REGISTER NUMBER 218-23**

**CHECK NUMBERS 86034 to 86121**

**DATE 11/17/2023**

**PURPOSE AP NOV23C VOUCHERS AMOUNT \$2,582,792.78**

**"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."**

*Sarah Fink*

\_\_\_\_\_  
**AUDITOR**

Nov 24, 2023

\_\_\_\_\_  
**DATE**

**BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE**

**CHECK REGISTER NUMBER:**        218-23

**ACH WIRE TRANSFERS**

**DATE:** 11/14/2023

**PURPOSE:**

<b>DEPARTMENT OF RETIREMENT SYSTEMS</b>	<b>\$284,663.97</b>
<b>TOTAL</b>	<b>\$284,663.97</b>

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

*Sarah Fimb*

\_\_\_\_\_  
**AUDITOR**

Nov 24, 2023

\_\_\_\_\_  
**DATE**

**TEMPLATE:** T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION  
DOCS\WARREGACH  
**COMPLETE:** T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

**BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE**

CHECK REGISTER NUMBER: 220-23

**ACH WIRE TRANSFERS**

DATE: 11/17/2023

PURPOSE:

NW ADMIN TRANSFER	\$399,804.70
WASHINGTON STATE SUPPORT	\$2,475.45
IRS	\$229,862.33
AW REHN	\$1,003.15
<b>TOTAL</b>	<b>\$633,145.63</b>

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

*Sarah Fink*  
\_\_\_\_\_  
AUDITOR

**Nov 24, 2023**  
\_\_\_\_\_  
DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION  
DOCS\WARREGACH  
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

**BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE**

**CHECK REGISTER NUMBER:**        221-23

**ACH WIRE TRANSFERS**

**DATE:** 11/21/2023

**PURPOSE:**

<b>DEPARTMENT OF RETIREMENT - DCP</b>	<b>\$2,352.50</b>
<b>TOTAL</b>	<b>\$2,352.50</b>

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

*Sarah Fink*  
\_\_\_\_\_  
**AUDITOR**

**Nov 24, 2023**  
\_\_\_\_\_  
**DATE**

**BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE**

CHECK REGISTER NUMBER: 222-23

**ACH WIRE TRANSFERS**

DATE: 11/16/2023

PURPOSE:

<b>WEX</b>	<b>\$41,329.42</b>
<b>TOTAL</b>	<b>\$41,329.42</b>

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

*Sarah Funk*  
\_\_\_\_\_  
AUDITOR

Nov 24, 2023  
\_\_\_\_\_  
DATE

**BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE**

**CHECK REGISTER NUMBER:**            223-23

**ACH WIRE TRANSFERS**

**DATE:** 11/22/2023

**PURPOSE:**

<b>IRS – SUPPLEMENTAL</b>	<b>\$10,091.04</b>
<b>TOTAL</b>	<b>\$10,091.04</b>

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

*Sarah Finck*

\_\_\_\_\_  
AUDITOR

**Nov 24, 2023**

\_\_\_\_\_  
DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION  
DOCS\WARREGACH  
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

**BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE**

CHECK REGISTER NUMBER 224-23

CHECK NUMBERS 86122 to 86154

DATE 11/24/2023

PURPOSE AP NOV23 D VOUCHERS AMOUNT \$795,248.15

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

*Sarah Fink*

\_\_\_\_\_  
AUDITOR

Nov 24, 2023

\_\_\_\_\_  
DATE

**BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE**

**CHECK REGISTER NUMBER:**            225-23

**ACH WIRE TRANSFERS**

**DATE:** 11/28/2023

**PURPOSE:**

<b>SAMBA HOLDINGS</b>	<b>\$222.93</b>
<b>STATE OF WA - EXCISE TAX</b>	<b>\$1,202.29</b>
<b>US BANK CORPORATE PAYMENT</b>	<b>\$22,192.35</b>
<b>TOTAL</b>	<b>\$23,617.57</b>

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

*Sarah Finck*

\_\_\_\_\_  
AUDITOR

Nov 24, 2023

\_\_\_\_\_  
DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION  
DOCS\WARREGACH

COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

**CHECK REGISTER CERTIFICATION**

**PAYROLL**

CHECK REGISTER NUMBER 522-23

CHECK NUMBER	80959, 80960, 80961, 80962	\$ 3,236.81
ACH TRANSFER		\$ 618,765.15

PAYROLL DATE NOVEMBER 3, 2023

PURPOSE: PPE 10/28/2023 AMOUNT: \$622,001.96

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

**Sarah Funk**  
: Digitally signed by Sarah  
Funk  
Date: 2023.11.02 14:44:38  
-07'00'

11/2/2023

AUDITOR

DATE

**CHECK REGISTER CERTIFICATION**

**PAYROLL**

CHECK REGISTER NUMBER 523-23

CHECK NUMBER	80963	\$	1,041.91
ACH TRANSFER		\$	638,264.91

PAYROLL DATE NOVEMBER 17, 2023

PURPOSE: PPE 11/11/2023 AMOUNT: \$639,306.82

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."

**Sarah Funk**  
Digitally signed by Sarah Funk  
Date: 2023.11.24 11:32:44  
-08'00'

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AUDITOR

11/24/2023

DATE

**CHECK REGISTER CERTIFICATION**

**PAYROLL**

CHECK REGISTER NUMBER 535-23

CHECK NUMBER	\$	0.00
ACH TRANSFER	\$	18,365.34

PAYROLL DATE                      NOVEMBER 24, 2023

PURPOSE: PPE 11/10/2023    AMOUNT: \$18,365.34

**"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."**

**Sarah Funk**  
Digitally signed by Sarah Funk  
Date: 2023.11.24 11:45:15 -08'00'

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AUDITOR

**11/24/2023**

---

DATE

# Memorandum

---

Date: December 14, 2023

To: Rachelle Glazier, General Manager

From: Mackenzie Miller, Senior Manager of Human Resources

Re: General Leave Policy for Board Approval

## Background

Management is obligated to periodically review existing policies and propose changes as needed in order to add, update, clarify, and improve existing policies when business and/or legal compliance needs dictate. A comprehensive review does not appear to have been conducted on existing policies in recent years, therefore the new Executive Management Team has commenced this activity as a priority for 2023.

The scope of policies presented pertains to all non-represented staff not otherwise covered by a collective bargaining agreement on the topic.

These policies, intended for release on 12-15-2023 (pending Board approval), supersede all prior policies on the topics specified. The following policies, as summarized below, are presented for Board approval on 12-14-2023.

## General Leave Policy

Effective upon Board approval in December of 2023:

- Non-represented employees may use accrued general leave upon completing 90 days of employment from their start date.
- At the last paycheck of December, non-represented employees will only be allowed to carry over a maximum of 320 hours of General Leave. This means that any General Leave balance over 320 hours will be automatically cashed out on the last paycheck of December of each year. No action is required by the employee.
- Non-represented employees who wish to cash out additional General Leave will only be allowed to request a cash out twice a year. These requests must be made by December 10<sup>th</sup> and June 10<sup>th</sup> of each year.
- **Final cash out requests for 2023** must be approved and submitted to payroll by **December 10, 2023**. No incomplete or late forms will be accepted. The form is attached.

Effective January of 2024:

- Non-represented Exempt and Non-exempt employees will have one bucket of General Leave that encompasses vacation, sick leave, and floater holidays.
- We have eliminated the first General Leave band of 0-3 years of service.
- All new and current non-represented employees with up to 5 years of service will be placed in the 0-5 years of service band, which was previously the 4-5 years of service band.
- We have increased each years-of-service band by 16 hours of accrual, which will replace the two floater holidays.

**Funding**

Budgeted:

Budget Source:

Funding Source:

**Recommendation**

Approve General Leave Policy from HR-133 as presented.

Forwarded as presented:

---

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT**

**RESOLUTION 54-2023**

**A RESOLUTION ADOPTING THE GENERAL LEAVE POLICY,  
AN EXCERPT OF POLICY HR-133**

WHEREAS, The General Leave Policy, an excerpt of Policy HR-133, serves to define Ben Franklin Transit's General Leave policy; and

WHEREAS, The substance and application of this policy shall be reviewed from time to time;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The General Leave Policy, Policy HR-133 (excerpt), is hereby approved.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, December 14, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

\_\_\_\_\_  
Anel Montejano, Clerk of the Board

\_\_\_\_\_  
Will McKay, Chair

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy J. Bishop, Legal Counsel

## TIME OFF AND LEAVES OF ABSENCE

### General Leave – Regular and Sick Leave Paid Time Off

General Leave (GL) benefits provide all non-represented employees with paid time off (PTO). The program is designed to provide employees with personal flexibility regarding the use of this benefit. GL can be used for vacations, personal business, sick days, or for health-related time away from work. Although GL may be used to cover time off for personal reasons, there is no legal protection for using regular GL for this purpose.

**Eligibility.** All employees are eligible to accrue GL beginning on their first day of employment. Upon completion of 90 days of employment, employees are vested in GL and may use regular GL hours accrued to their account.

**Accrual.** GL accrual rates are based on a full-time equivalent schedule of 2,080 hours per year. GL accruals are based on FLSA employment status and length of service as shown in the following table:

Total General Leave Benefit Years of Service	Total Hours	Total Days	General Leave Accrual
0 - 5 years	236	29.50	0.11346
6 - 10 years	256	32.00	0.12308
11 - 15 years	276	34.50	0.13269
16 - 20 years	296	37.00	0.14231
21 - 25 years	316	39.50	0.15192
26 + years	336	42.00	0.16154

Exempt employees accrue leave at a rate based on working 2080 hours per year.

Non-exempt employees accrue leave based on actual hours worked.

**Usage.** Exempt employees must use GL when absent from work for more than 3 hours.

Non-Exempt Employees must take GL when working less than a full day, however not less than fifteen minutes. Actual time worked must be reflected in the timecard.

Patterns of abuse will be subject to discipline up to and including termination of employment.

**Carry Over and Cash Out.** Employees may carry over a maximum of 8 weeks (320 hours) of GL from year to year. Employees will be automatically cashed out for any accrued unused leave exceeding 320 hours on the last paycheck in December. Additionally, employees that have accrued more than 8 weeks (320 hours) of GL on the last paycheck in June of each year shall be automatically cashed out for all GL in excess of 8 weeks (320 hours).

In addition to the above, employees may voluntarily request that their GL be cashed out in accordance with this policy. All approved Cash out requests must be submitted to payroll at payroll@bft.org by June 10<sup>th</sup> and December 10<sup>th</sup> of each year, these are the only designated times employees may cash out GL. Incomplete forms will not be processed. A

GL cash out will not be granted if it lowers the available balance below 40 hours, unless authorized by the General Manager.

Upon separation of employment, employees shall be compensated for GL accrued and unused to the date of separation. All unused, earned and accrued GL shall be paid to the employee on their final paycheck. GL cash outs will be subject to all applicable wage withholdings.

**Authorization.** Use of GL is either Scheduled or Unscheduled as defined below. GL usage that does not comply with the criteria within the provision of this policy will be considered an unscheduled absence and may result in corrective action, up to and including termination. When use of GL for unexcused absences occurs, it does not indicate approval of the absence.

**Scheduled.** Requests for scheduled GL must be submitted as soon as the need is known, or as soon as possible. Depending on the workload of the department, the manager may approve or deny the request. Obtaining prior approval constitutes an authorized scheduled leave. Preventative health and dental appointments are expected to be scheduled in advance in accordance with the provisions above.

**Unscheduled.** Employees who are unable to report to work due to an unscheduled absence must contact their supervisor at the earliest opportunity; minimally within two hours of the beginning of their scheduled work shift. Unscheduled GL is available for employees to take leave for personal illness or non-work-related physical disability.

Except for Human Resources-approved medical leaves (FMLA leaves, ADA accommodation, etc.), excessive unscheduled use of GL may be a basis for consideration in performance evaluations and/or corrective action, up to and including termination.

**Unpaid Leave.** Employees must exhaust all accrued, unused General Leave prior to requesting an unpaid leave of absence. A request for unpaid leave is not a guarantee and requests for unpaid leave greater than 5 days must be approved by the General Manager.

All requests for time off must be made in writing using the approved electronic format. Employees are not authorized to take time off until the time requested has been approved. Time off entered into Fleet-Net is subject to audit and should match time off request forms. Employees are responsible for the completeness and accuracy of their timecards.

For unforeseeable absences (sick, emergency), an electronic form must be filled out and submitted for approval as soon as the employee returns to work. It is the employee's responsibility to submit a cancellation request in the approved format, and it must be signed off/approved by the supervisor, no later than the close of the business day beforehand (or 24 hours). Otherwise, the time off will be charged, and the individual will be expected to take the time off.

## **Memorandum**

---

Date: December 14, 2023

To: Rachelle Glazier, General Manager

From: Sarah Funk, Chief Financial Officer

Re: Approve the Updated Capital Improvement Plan, Adopting the Fiscal Year (FY) Operating and Capital Budgets, and Authorizing the General Manager to file all FY 2024 Federal and State Grants

### **Background**

The proposed calendar year 2024 Operating and Capital Budget for Ben Franklin Transit (BFT) was prepared and submitted to the Board of Directors on November 9, 2023. The proposed Operating Budget is a balanced budget of \$63,643,388. The Capital Budget is a proposed net increase of \$178,516, for a total Capital Budget of \$129,276,486.

RCW 84.55.120 requires that Special Purpose Districts, such as Ben Franklin Transit, hold a public hearing on revenue sources for the district's following year's current expense budget. BFT meets this requirement by presenting the budget at two separate Board of Directors meetings and allowing for public comment.

On November 3, 2023, BFT made the 2024 Operating and Capital Budget available to the public for additional comments. To date, no public comments have been received.

### **Recommendation**

Staff recommends the Board approve Resolution 55-2023 and adopt the 2024 Operating and Capital Budgets as presented in Exhibit A to be effective for BFT January 1, 2024. Staff also recommends the Board delegate authority to the General Manager to file the Fiscal Year 2024 federal and state grants in an amount not to exceed BFT's apportionment sufficient to claim all available current and prior year funds available to BFT.

Forwarded as presented:

---

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT**

**RESOLUTION 55-2023**

**RESOLUTION APPROVING THE UPDATED CAPITAL IMPROVEMENT PLAN, ADOPTING THE FISCAL YEAR (FY) 2024 OPERATING AND CAPITAL BUDGETS, AND AUTHORIZING THE GENERAL MANAGER TO FILE ALL FY 2024 FEDERAL AND STATE GRANTS**

WHEREAS, The bylaws of Ben Franklin Transit require the submission of a budget to the Board of Directors;

WHEREAS, The Board was presented the preliminary budget on November 9, 2023, which was subsequently open to public review and comments;

WHEREAS, Staff has considered Board and public comments; and

WHEREAS, A detailed breakdown of the operating and capital budget proposals is attached;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS:

1. That the Board hereby accepts, as updated, the Capital Projects as outlined Exhibit A;
2. That the Board hereby adopts the FY 2024 Operating and Capital Budgets as outlined in Exhibit A;
3. That the Board hereby authorizes the General Manager to implement the proposed wage and salary adjustments consistent with the applicable Collective Bargaining Agreements for represented staff;
4. That the Board hereby authorizes the General Manager to implement the Cost-of-Living Adjustments (COLA) at the budgeted rate of 3% for nonrepresented staff;
5. That the Board hereby authorizes the General Manager to implement the Performance Review merit increases up to 3% for nonrepresented staff based on BFT's established Performance Review Process; and
6. That the Board hereby authorizes the General Manager to file the FY 2024 federal and state grants in an amount not to exceed BFT's apportionment sufficient to claim all available current and prior year funds available for BFT.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, December 14, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

\_\_\_\_\_  
Anel Montejano, Clerk of the Board

\_\_\_\_\_  
Will McKay, Chair

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy J. Bishop, Legal Counsel



# BEN FRANKLIN TRANSIT

Proposed 2024 Operating and Capital Budgets  
Board of Directors Meeting  
December 14, 2023

CUSTOMER SATISFACTION – COLLABORATION – DIVERSITY  
FISCAL ACCOUNTABILTY – INNOVATION – SUSTAINABILITY - SAFETY

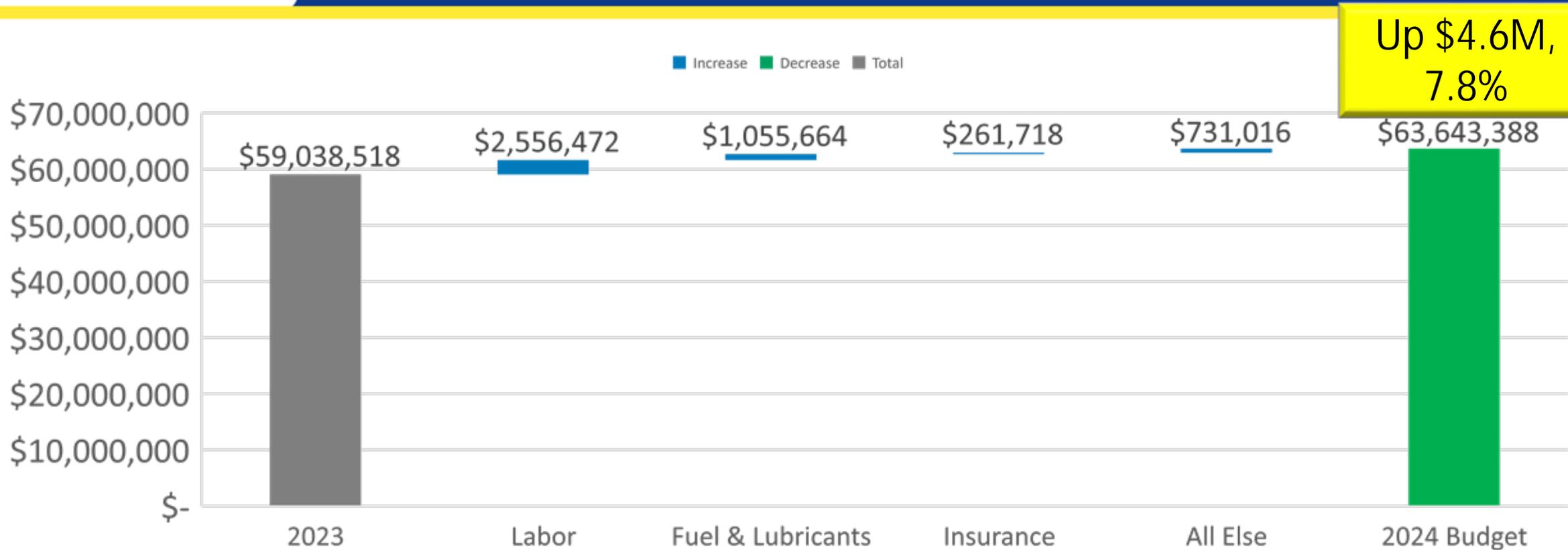


# 2024 Budget Review Process

- November 1, 2023 – Preliminary review with Vice-Chair Bloom and Director Becken
- November 2, 2023 – Executive Committee Meeting
- November 3, 2023 – Release for public comment
  - Releasing on Friday, November 3, 2023 allows for public comment before December 14, 2023 Board meeting
- November 9, 2023 – Board meeting
  - Briefly review budget PowerPoint with Board
  - Allow Board to make any initial comments or questions
- November 3 – 22, 2023 – Questions/Discussions with BFT management
  - Allow/encourage any Board member to reach out to BFT management to discuss the budget or ask questions
- November 22, 2023 – Finalize budget documents
- • December 14, 2023 – Board meeting to approve
  - Allow for public comment
  - Vote on Budget



# 2024 Budget vs 2023 Budget - Summary



- Labor and benefits increased by \$2.6M (6.5%)
- Fuel increased cost combined with service expansion
- All other expenses increased by \$1M
- Net increase of \$4.6M



# 2024 Budget Overview

	Total	Operating	Capital
<b>Revenues:</b>			
Contracted Services Fares	\$ 1,225,000	\$ 1,225,000	\$ -
Sales Tax Revenue	\$ 53,164,000	\$ 43,809,548	\$ 9,354,452
Miscellaneous	\$ 1,808,840	\$ 1,808,840	\$ -
<b>Total Local</b>	<b>\$ 56,197,840</b>	<b>\$ 46,843,388</b>	<b>\$ 9,354,452</b>
<b>Total State</b>	<b>\$ 13,432,966</b>	<b>\$ 7,000,000</b>	<b>\$ 6,432,966</b>
Federal Grants	\$ 16,668,557	\$ 9,800,000	\$ 6,868,557
CARES/CRRSSA/ARP Grants	\$ -	\$ -	\$ -
<b>Total Federal</b>	<b>\$ 16,668,557</b>	<b>\$ 9,800,000</b>	<b>\$ 6,868,557</b>
<b>Total Revenues</b>	<b>\$ 86,299,363</b>	<b>\$ 63,643,388</b>	<b>\$ 22,655,975</b>
<b>Expenditures:</b>			
Fixed Route	\$ 25,532,578	\$ 25,532,578	\$ -
DAR	\$ 13,759,157	\$ 13,759,157	\$ -
Van Pool	\$ 1,900,209	\$ 1,900,209	\$ -
Maintenance	\$ 4,029,968	\$ 4,029,968	\$ -
Purchased Transportation - VIA	\$ 3,123,468	\$ 3,123,468	\$ -
Purchased Transportation - ARC	\$ 1,206,280	\$ 1,206,280	\$ -
Human Resources	\$ 2,290,034	\$ 2,290,034	\$ -
Planning & Service Development	\$ 1,878,083	\$ 1,878,083	\$ -
Customer Service/Marketing	\$ 2,119,687	\$ 2,119,687	\$ -
Safety & Security/Training	\$ 967,295	\$ 967,295	\$ -
Executive/Administrative Services	\$ 3	\$ 6,836,629	\$ -
<b>Total Operating Expenditures</b>	<b>\$ 63,643,388</b>	<b>\$ 63,643,388</b>	<b>\$ -</b>
Fleet Program	\$ 15,670,397	\$ -	\$ 15,670,397
Facilities Program	\$ 4,618,090	\$ -	\$ 4,618,090
Transit Technologies Program	\$ 2,221,097	\$ -	\$ 2,221,097
Other	\$ 146,391	\$ -	\$ 146,391
<b>Total Capital Expenditures</b>	<b>\$ 22,655,975</b>	<b>\$ -</b>	<b>\$ 22,655,975</b>
<b>Total Expenditures</b>	<b>\$ 86,299,363</b>	<b>\$ 63,643,388</b>	<b>\$ 22,655,975</b>



# 2024 Operating Expense by Cost Type

	Actual 2022	Budget 2022	Straight-Lined Forecast 2023	Budget 2023	Budget 2024	Variance 2024B vs. 2023B	Variance %
Salaries & Wages	20,461,434	25,953,100	21,159,167	25,119,316	27,864,461	2,745,145	10.9%
Benefits	10,197,429	14,474,700	11,578,988	14,003,511	13,814,838	(188,673)	-1.3%
<b>Total Labor</b>	<b>30,658,863</b>	<b>40,427,800</b>	<b>32,738,155</b>	<b>39,122,827</b>	<b>41,679,299</b>	<b>2,556,472</b>	<b>6.5%</b>
Services	2,909,349	4,431,000	2,694,827	3,960,610	4,498,110	537,500	13.6%
Fuel & Lubricants	4,183,470	3,639,300	4,077,736	5,095,638	6,151,303	1,055,665	20.7%
Tires & Tubes	284,875	300,400	282,031	310,089	322,031	11,942	3.9%
Materials/Supplies	2,871,606	3,104,900	3,150,379	3,606,780	3,726,780	120,000	3.3%
Utilities	453,246	448,700	373,438	409,944	410,764	820	0.2%
Insurance	776,988	1,307,100	1,141,880	1,141,880	1,403,598	261,718	22.9%
Contracted Services	2,663,081	2,950,000	3,772,986	3,995,000	4,043,441	48,441	1.2%
Rentals	41,319	155,100	240,668	84,189	245,481	161,292	191.6%
Miscellaneous	505,090	1,021,900	757,596	1,311,561	1,162,581	(148,980)	-11.4%
<b>Total Non-Labor</b>	<b>14,689,024</b>	<b>17,358,400</b>	<b>16,491,541</b>	<b>19,915,691</b>	<b>21,964,089</b>	<b>2,048,398</b>	<b>10.3%</b>
<b>Operating Expenses Total</b>	<b>45,347,887</b>	<b>57,786,200</b>	<b>49,229,696</b>	<b>59,038,518</b>	<b>63,643,388</b>	<b>4,604,870</b>	<b>7.8%</b>



# 2024 Operating Expense – By Function

	Actual 2022	Budget 2022	Straight-Lined Forecast 2023	Budget 2023	Budget 2024	Variance 2024B vs. 2023B	Variance %
Fixed Route	19,336,384	22,073,300	20,108,200	23,515,686	25,532,578	2,016,892	8.6%
DAR	10,000,519	14,214,570	10,169,415	13,523,514	13,759,157	235,643	1.7%
Van Pool	1,128,892	1,680,200	1,423,241	1,784,291	1,900,209	115,918	6.5%
Maintenance	3,082,848	3,512,900	3,073,964	3,617,484	4,029,968	412,484	11.4%
<b>Directly Operated Transportation</b>	<b>33,548,643</b>	<b>41,480,970</b>	<b>34,774,820</b>	<b>42,440,975</b>	<b>45,221,912</b>	<b>2,780,937</b>	<b>6.6%</b>
Purchased Transportation - VIA	2,154,532	1,700,000	2,961,482	2,774,800	3,123,468	348,668	12.6%
Purchased Transportation - ARC	691,260	1,487,600	1,033,692	1,522,515	1,206,280	(316,235)	-20.8%
<b>Purchased Transportation</b>	<b>2,845,792</b>	<b>3,187,600</b>	<b>3,995,174</b>	<b>4,297,315</b>	<b>4,329,748</b>	<b>32,433</b>	<b>0.8%</b>
Human Resources	2,058,325	2,131,900	1,653,061	1,827,956	2,290,034	462,078	25.3%
Planning & Service Development	1,105,644	1,572,300	1,099,226	1,580,217	1,878,083	297,866	18.8%
Customer Service/Marketing	1,375,825	2,321,330	1,579,610	1,938,559	2,119,687	181,128	9.3%
Safety & Security/Training	847,239	1,270,700	958,895	1,070,397	967,295	(103,102)	-9.6%
Executive/Administrative Services	3,566,419	5,821,400	5,168,910	5,883,097	6,836,629	953,532	16.2%
<b>Administration</b>	<b>8,953,452</b>	<b>13,117,630</b>	<b>10,459,702</b>	<b>12,300,226</b>	<b>14,091,728</b>	<b>1,791,502</b>	<b>14.6%</b>
<b>Total Operating Expenditures</b>	<b>45,347,887</b>	<b>57,786,200</b>	<b>49,229,696</b>	<b>59,038,516</b>	<b>63,643,388</b>	<b>4,604,872</b>	<b>7.8%</b>



# 2024 Headcount & Labor Expense

	2022					2023		2024	
	Budgeted	LTD/Temp/ Contracted	Total 2022 Headcount	Additional Approved & Adjustments	Adjusted Positions	Requested	Budgeted	Adjustments	Proposed
Operations	188.0	-	<b>188.0</b>	(2.0)	<b>186.0</b>	-	<b>186.0</b>	(1.0)	<b>185.0</b>
Dial-A-Ride	117.5	-	<b>117.5</b>	3.5	<b>121.0</b>	-	<b>121.0</b>	-	<b>121.0</b>
General Demand	4.5	-	<b>4.5</b>	(4.5)	-	-	-	-	-
Vanpool	4.0	-	<b>4.0</b>	-	<b>4.0</b>	-	<b>4.0</b>	-	<b>4.0</b>
Maintenance	49.0	-	<b>49.0</b>	-	<b>49.0</b>	-	<b>49.0</b>	-	<b>49.0</b>
Human Resources	7.0	2.0	<b>9.0</b>	(3.0)	<b>6.0</b>	-	<b>6.0</b>	-	<b>6.0</b>
Safety/Training	10.0	-	<b>10.0</b>	(2.0)	<b>8.0</b>	-	<b>8.0</b>	(1.0)	<b>7.0</b>
Executive/Administrative Services	21.0	2.0	<b>23.0</b>	-	<b>23.0</b>	-	<b>23.0</b>	-	<b>23.0</b>
Marketing/Customer Service	17.0	3.0	<b>20.0</b>	(8.0)	<b>12.0</b>	-	<b>12.0</b>	2.0	<b>14.0</b>
Planning & Service Development	9.0	2.0	<b>11.0</b>	(2.0)	<b>9.0</b>	-	<b>9.0</b>	-	<b>9.0</b>
<b>Total Workforce</b>	<b>427.0</b>	<b>9.0</b>	<b>436.0</b>	<b>(18.0)</b>	<b>418.0</b>	-	<b>418.0</b>	-	<b>418.0</b>

- Budgeted labor and benefits increased by \$2.6M (6.5%)
- Budgeted wage adjustments
  - 4% for Represented Employees
  - 3% COLA for non-represented staff
  - Up to 3% performance review for non-represented staff



# 2024 Capital

	<u>Project Value</u>	<u>Budget</u>
December 2023 Board Approved CIP	\$175,323,798	\$129,097,970
Proposed Changes		
Completed Projects	(\$20,601,913)	(\$20,601,913)
Project Removals	(\$9,570,000)	(\$1,740,957)
New Project Additions	\$2,520,000	\$2,520,000
Project Decreases	(\$4,750,145)	(\$4,750,145)
Project Additions/Increases	\$30,736,055	\$24,751,531
<b>Net Change</b>	<b>(\$1,666,003)</b>	<b>\$178,516</b>
<b>Proposed 2024 Capital Budget</b>	<b>\$173,657,795</b>	<b>\$129,276,486</b>

- Mechanical Overhauls \$1.5m added in 2024 to extend Fleet useful life
- Additions/increases in existing projects almost entirely due to updated pricing for Fleet vehicles over next 5 years
  - Substantial price increases seen in 2023

# **Memorandum**

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Date: December 14, 2023

To: Rachelle Glazier, General Manager

From: Sarah Funk, Chief Financial Officer

Re: Resolution 56-2023 Authorizing the General Manager to enter into a Contract for Information Technology Support Services with Rockwalla IT, LLC, d/b/a Devfuzion

## **Background**

Ben Franklin Transit's (BFT) current Information Technology (IT) needs far exceed the maximum staff capacity at BFT. During the last three months there has been an abnormally high and unexpected turnover of IT staff. Due to unexpected IT staff vacancies and the challenges associated with hiring qualified replacement employees, BFT released a Request for Proposals (RFP) on October 19, 2023, seeking the assistance of Information Technology Support Services.

BFT's goal is to create the most cost-effective, secure, and efficient combination of outsourced / co-sourced IT support solutions and support to protect data and modernize agency technology, much of which is well beyond end of life.

Listed below are some of the services the firm will provide under the contract scope of work for information technology support services:

- A. Cloud readiness planning and adoption to streamline operations;
- B. On-site End User Support (Helpdesk Services);
- C. Fully managed network security monitoring, alerting and support;
- D. Business Continuity Planning;
- E. Integrating business needs and requirements into IT Department planning and operations as part of the contract and act as a point of contact for future network related projects (VoIP, Document Archiving, Security Camera Surveillance, etc.); and
- F. Chief Technology Officer executive oversight and thought leadership support.

The contract, combined with BFT IT staff augmentation, is expected to save BFT approximately \$130,000, 12%, from the annual 2024 Operating Budget related to IT. BFT plans to re-invest this savings into agency modernization.

BFT staff advertised RFP 23-13 for Information Technology Support Services in the Tri-City Herald, on 10/23/2023, as well as BFT's web portal through OpenGov. Proposals were received and viewed by 52 firms. The solicitation closed on November 9<sup>th</sup>, with six firms submitting proposals. All six (6) proposals were determined to be responsive and responsible. The proposals were evaluated by a team of BFT staff members, and the rating results are listed below.

<b>EVALUATIONS WITH 100 POSSIBLE POINTS</b>		
<b>Contractor</b>	<b>Initial Evaluation Points</b>	<b>Estimated Yearly Cost (including 80 hours of additional services per month and sales tax)</b>
Ardo Digital, Inc.	59	\$439,909
Bahwan Cybertek, Inc.	57	\$454,101
<b>Rockwalla IT, LLC, d/b/a Devfuzion</b>	<b>77</b>	\$426,226
LanceSoft, Inc.	72	\$198,817
SoftSages Technology	65	\$215,656
Vision Municipal Sol., LLC	73	\$205,117

Evaluators from BFT staff recommend awarding the Information Technology Support Services to Rockwalla IT, LLC, d/b/a Devfuzion, which received the highest number of evaluation points.

**Funding**

Budgeted: Yes

Budget Source: Annual Operating Budget

Funding Source: Local

The estimated cost for three (3) years of Information Technology Support Services, with the option to extend up to two (2) additional years, for the amount that includes sales tax, 4.00% increase per year for inflation, and contingency authority of 8%, contract shall not exceed the amount of \$2,300,000.

**Recommendation**

BFT staff recommends Devfuzion be awarded the information technology support services contract for an initial three (3) years with the option to extend it up to two (2) additional years.

Forward as presented:

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Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION 56-2023**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT FOR INFORMATION TECHNOLOGY SUPPORT SERVICES WITH ROCKWALLA IT, LLC d/b/a DEVFUZION**

WHEREAS, Ben Franklin Transit (BFT) has a need for information technology support services for daily operations, ongoing support and modernization of the transit agency; and

WHEREAS, Staff advertised and requested proposals for information technology support services that resulted in fifty-two (52) firms reviewing the proposals; and

WHEREAS, Six (6) firms submitted proposals that were received and determined to be responsive and responsible. The proposals were evaluated, and the highest-rated information technology support service provider is Rockwalla, IT, LLC, d/b/a Devfuzion; and

WHEREAS, The estimated cost for three (3) years of Information Technology Support Services, with the option to extend up to two (2) additional years, for the amount that includes sales tax, 4.00% increase per year for inflation, and contingency authority of 8%, contract not to exceed amount of \$2,300,000; and

WHEREAS, Funding for this project will be provided by local funding from the annual operating budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The General Manager is authorized to enter into Contract #1451 with Rockwalla IT, LLC d/b/a Devfuzion for an initial three (3) years, with the option to extend up to two (2) additional years for the amount not to exceed amount \$2,300,000.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, December 14, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

\_\_\_\_\_  
Anel Montejano, Clerk of the Board

\_\_\_\_\_  
Will McKay, Chair

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy J. Bishop, Legal Counsel

# **Memorandum**

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Date: December 14, 2023

To: Board of Directors

From: Rachelle Glazier, General Manager

RE: **Approving the Periodic Review of the Composition of the Board of Directors of Ben Franklin Transit**

## **Background**

As a Public Transportation Benefit Area (PTBA), it is required by law to periodically allow each one of the general-purpose jurisdictions that are a part of the PTBA to come together – on a four-year basis – to review the composition of the Board of Directors of the PTBA. This means that one representative from each of the jurisdictions is allowed to involve themselves in the conference discussion and vote on what the representation of the Board of Directors will be. As a multi-county PTBA, BFT is allowed up to a maximum of 15 members on the Board of Directors. BFT’s history of Representational Conferences is as follows:

1. Establishment of the Public Transportation Benefit Area (RCW 36.57A.030):  
The Benton-Franklin Public Transportation Benefit Area (PTBA) was established March 11, 1981. The established PTBA included Kennewick, Pasco, Richland, and West Richland.
2. Establishment of a PTBA Governing Body (RCW 36.57A.050):  
The first BFT Board consisted of elected officials from Benton and Franklin (two representatives) Counties, Pasco, Kennewick, Richland, and West Richland. On November 4, 1997, Benton City, Prosser, and the election precincts known as Walnut Grove, Buena Vista, Prosser North, Riverside, Trout, Legion, Kiona, and Harrington were annexed into the Ben Franklin Transit’s public benefit area and contracted for services. City Council members from Benton City and Prosser were added to the BFT Board of Directors.
3. Periodic Review of Governing Body Composition (RCW 36.57A.055)  
Every four years after the creation of the PTBA, BFT is required to review the composition of the governing body of the PTBA and change the composition if the change is deemed appropriate. When determining if a change to the composition of the governing body is appropriate, the proportional representation requirements of RCW 36.57A.050 are to be taken into consideration. The proportional representation requirements “if the population of the county in which the public transportation benefit area is located is more than four hundred thousand and the county does not also contain a city with a population of seventy-five thousand or more operating a transit system” pursuant to chapter RCW 35.95 do not apply to BFT.

In our research, we found the following composition reviews which suggest we are overdue for a review.

- a. 1998: Representational Conference after Benton City, Prosser and other areas of Benton County were annexed.
  - b. 2007: Periodic Review (no change)
  - c. 2010: BFT Bylaws were updated to reflect revision of RCW 36.57A.050 calling for a nonvoting member to be represented on the Board of Directors. An added BFT nonvoting Board Union representative became effective October 14, 2010.
  - d. 2012: Periodic Review (no change)
  - e. 2019: BFT conducted a belated Periodic Review (no change).
4. Periodic Review Process
- a. Periodic Review Date – December 14, 2023, 6:00 pm.
  - b. Per the provisions of RCW 36.57A.055, twenty days’ notice of the Conference is required to be given to the governing body. Notice to the jurisdictions was sent November 13 & 15, 2023 to conduct the Review on December 14, 2023, at 6:00 pm.
  - c. The Periodic Review will be conducted as a portion of the Regular Board Meeting.
  - d. Franklin County must clarify who will vote on its behalf.

Attached is RCW 36.57A.055 for your reference.

Forwarded as presented:

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Rachelle Glazier, General Manager

## **RCW 36.57A.055**

### **Governing body—Periodic review of composition.**

After a public transportation benefit area has been in existence for four years, members of the county legislative authority and the elected representative of each city within the boundaries of the public transportation benefit area shall review the composition of the governing body of the benefit area and change the composition of the governing body if the change is deemed appropriate. When determining if a change to the composition of the governing body is appropriate, the proportional representation requirements of RCW 36.57A.050 must be taken into consideration if the population of the county in which the public transportation benefit area is located is more than four hundred thousand and the county does not also contain a city with a population of seventy-five thousand or more operating a transit system pursuant to chapter 35.95 RCW, and the composition of the governing body must be changed if necessary to meet this requirement. The review shall be at a meeting of the designated representatives of the component county and cities, and the majority of those present shall constitute a quorum at such meeting. Twenty days notice of the meeting shall be given by the chief administrative officer of the public transportation benefit area authority. After the initial review, a review shall be held every four years.

If an area having a population greater than fifteen percent, or areas with a combined population of greater than twenty-five percent of the population of the existing public transportation benefit area as constituted at the last review meeting, annex to the public transportation benefit area, or if an area is added under RCW 36.57A.140(2), the representatives of the component county and cities shall meet within ninety days to review and change the composition of the governing body, if the change is deemed appropriate. This meeting is in addition to the regular four-year review meeting and shall be conducted pursuant to the same notice requirement and quorum provisions of the regular review.

[ 2018 c 154 § 2; 1991 c 318 § 16; 1983 c 65 § 4.]

### **NOTES:**

**Effective date—2018 c 154:** See note following RCW 36.57A.050.

**Intent—1991 c 318:** See note following RCW 36.57A.040.

**BEN FRANKLIN TRANSIT**

**RESOLUTION 57-2023**

**A RESOLUTION APPROVING THE PERIODIC REVIEW OF THE COMPOSITION  
OF THE BOARD OF DIRECTORS OF BEN FRANKLIN TRANSIT**

WHEREAS, Pursuant to RCW 36.57A.055, every four years after the creation of the PTBA, BFT is required to conduct a review of the composition of the governing body of the PTBA;

WHEREAS, The periodic review was conducted during the regular board meeting on December 14, 2023; and

WHEREAS, The quorum of the Board voted as to the Board composition; and;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

No change to the composition of the governing body is deemed necessary; therefore, the existing board composition is retained.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, December 14, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

\_\_\_\_\_  
Anel Montejano, Clerk of the Board

\_\_\_\_\_  
Will McKay, Chair

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy J. Bishop, Legal Counsel

# Memorandum

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Date: December 14, 2023

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning and Development Officer

Re: Annual Special Event Consultation with the Board

## **Background**

In November, the Board adopted *Special Events Policy PLN-120* (Attachment C) with a plan to have staff provide further structure when selecting special event service for local and regional events. Attachment A (Special event request form) will be completed by each organization requesting consideration for special event service. Attachment B (Evaluating the community requests for public transportation to events) outlines the internal criteria that staff will take into consideration when vetting special events to ensure full compliance with Federal Transit Administration (FTA) Charter Regulations.

The goal is to establish clear criteria to mitigate the challenges associated with last-minute requests. What follows is a summary of Attachment B defining the criteria that staff aim to include in this selection process:

- Application of FTA Charter Reporting Tests
- Exclusion of certain events such as parades and demonstrations from Special Event Requests
- Timely submission of Special Event Service Request Form
- Thorough review and verification of applicant requests by the Planning department
- Internal procedures for assigning resources by the Operations and Safety departments
- Alignment of events with BFT Strategies and Policies by Administration
- Comprehensive financial management by the Finance department
- Post-event evaluation and survey conducted by Marketing and Administration
- Planning will compile a summary report for future evaluations

In past years, BFT staff utilized the BFT System Guide as a guide for special event services. By utilizing Attachment A and B, BFT staff will have a systematic and efficient approach when evaluating special events. As a prelude to this policy implementation, staff request a consultation with the Board and future collaboration when selecting special events to ensure that there is equitable community access. The event selection process will happen yearly every December.

## **Funding**

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

**Recommendation**

BFT staff request Board guidance and input in evaluating special event service selection to create well-defined framework every December.

Forwarded as presented:

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Rachelle Glazier, General Manager

**Special Event Service Request Form - Attachment A**

**Request for public transportation to community event**



1. Date submitted: \_\_\_\_\_
2. Name of applicant: \_\_\_\_\_
  - a. Contact info: phone \_\_\_\_\_, e-mail \_\_\_\_\_
3. Organization affiliation:
  - a. Applicants title within organization: \_\_\_\_\_
  - b. Organizations' mission: \_\_\_\_\_
  - c. Organizations' tax-exempt status: \_\_\_\_\_
4. Event details:
  - a. Date(s) \_\_\_\_\_ and times of arrival \_\_\_\_\_ and departure \_\_\_\_\_
  - b. Location (exact address or route map with stops):
    - i. Address of the venue \_\_\_\_\_
    - ii. Route origin \_\_\_\_\_ and destination \_\_\_\_\_
    - iii. Will park and ride lots or access to private property be required? Yes  No
    - iv. Attach a rough map of any shuttle service routes, stops or park-and-ride lots. Also, please attach any flyers or other information that describes the event.
  - c. Is this a new event? Yes  No  Will this be a recurring event? Yes  No
  - d. How much is the cost of attending the event? \_\_\_\_\_
5. Participants
  - a. Estimated total number of people you think will attend: \_\_\_\_\_
  - b. Select the top 3 target market areas for this event

People come from:	People come from:
City of Richland <input type="checkbox"/>	East Pasco <input type="checkbox"/>
City of Kennewick <input type="checkbox"/>	West Pasco <input type="checkbox"/>
West Richland <input type="checkbox"/>	Benton City <input type="checkbox"/>
Tri-Cities wide <input type="checkbox"/>	City of Prosser <input type="checkbox"/>
	Outside of Tri-Cities <input type="checkbox"/>

- c. Profile of the attendees. Your best guess. %'s written below must add up to 100% :

People you expect	Best guess %	People you expect	Best guess %
<12 years old		31-50 years old	
13-18 years old		51-64 years old	
19-30 years old		Seniors 65+	

6. Will Dial-a-Ride service for persons with disabilities need to be coordinated? Yes  No

Comments for clarification:

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Thank you for submitting your event request! An assigned BFT event sponsor will contact you to verify and accept the request.

## Special Event Service Request Form - Attachment A

### Disclaimer:

Ben Franklin Transit (BFT) enjoys supporting community activities that are open to all who live and visit our service area. As a fair business practice, all public transit agencies are prohibited from using federally subsidized transportation services when a duly registered private charter operator expresses interest in providing the service. The current special event service that are provided by BFT are not considered charter bus service because all approved special event service is open to the public and the nature of the service (e.g. schedules, service span, route alignments, resource allocation, etc.) is determined by BFT staff rather than outside third parties.

### Special Event Criteria:

- Open to the public,
- Located within ½ mile of an established BFT fixed route,
- Special event service hours must be dictated by BFT,
- Service delivery methods must be dictated by BFT,
- The necessary equipment and man-power are available on the date(s) of the event,
- No undue financial or administrative burden on BFT,
- Estimated attendance of +2000 and/or estimated Boardings per Revenue hour of 30
- Event does not last more than 5 full days
- Preferential treatment will be given to government and non-profit organizations,
- Special Event Service Request is submitted 90-days or more before the start of the event,

found this criteria in file Service Enhancement>special events>special events policy Draft 2019  
BFT Event Special Policy 093019 (may not have been approved

**Attachment B**  
**Accepting, Evaluating and Fulfilling Special Event Requests.**

**Evaluating the Community requests for public transportation to events:**

1. Apply FTA Charter Reporting tests – if charter, do not enter as a Special Event. Submit Service Request Form and Driver Time & Data Sheet to Planning. **Planning** staff will enter the required data in the FTA Charter Quarterly Report.
2. Parades, demonstrations, and similar displays of public transit vehicles that are 'not-in-revenue-service' are not processed as a Special Event Request. **Marketing** usually requests such equipment.
3. Process and verify the Special Event Service Request Form (see Attachment A).
  - a. **Applicant** must submit the request form at least 45 days prior to a Major Event and 15 days prior to Minor Event.
  - b. **Planning** reviews the applicant's request to ensure that the organization's information is complete and verifies as needed, i.e., attaches required permission(s) to utilize private/public property, permits, and any associated traffic control.
  - c. **Planning** submits a standard BFT Internal Equipment Request based on the application.
  - d. **Operations** assigns bus type, number of buses, route, and operators in the space provided on BFT Internal Equipment Request.
4. **Operations** prepares turn-by-turn map – establish final revenue and deadhead hours and miles. Assign vehicles, supervisors, and staff leads. Establish a run schedule for driver assignment.
5. **Safety** reviews potential hazards and schedules test run if necessary.
6. **Administration** utilizes checklist to determine how the Special Event aligns with BFT Strategies and Policies (Attachment C). Positive support at this step of the process launches implementation.
7. **Marketing** updates all ongoing and new Special Events in the on-line BFT System Guide.
8. **Marketing** broadcasts and encourages participation in each sponsored Event. Clarifying that the fixed route service shall be open to public, at the standard fare, by donation, or is a free fare day.
9. **Finance** manages all cash handling, records fare revenue and donations, establishes a fully allocated costs for manpower, consumables, and support services (includes marketing) for cost analysis.
10. **Marketing** prepares a post-event survey of customer satisfaction with a focus on quantitative measures that determine potential for transit adoption/sales tax support, reaches out for drivers' comments, and processes post applicant response to the survey results.
11. **Administration** performs a 360<sup>0</sup> debrief for lessons learned and improvement suggestions.

**Planning produces a summary report for use in future Special Event evaluations:**

1. Load both the applicant data and internal equipment request into the database.
2. Review the boardings against estimated boardings provided by applicant.
3. Rate/rank the events potential to attract new riders; based on satisfaction survey, fare type, and antidotal comments.
4. Output ridership summary for NTD reporting.
5. Prepare an event specific fully loaded cost/benefit analysis.
6. Add historical data as appropriate.



<b>Policy Number:</b>	PLN-120	<b>PURPOSE:</b> Establish BFT a policy to provide transit service to Special Events, that complies with Federal Transit Administration (FTA) Charter Regulations.
<b>Section:</b>	PLANNING	
<b>Effective:</b>	11.09.2023	
<b>Reference:</b>	Resolution 46-2023	
<b>General Manager Approval:</b>		
Revision Number	Effective Date	Description of Change
NEW	11.09.2023	Initial Adoption (new policy)

**1. Policy Statement**

When evaluating special events, BFT must recognize that there are FTA Charter Rules that must be abided by. It is the policy of BFT to support special community events that highlight the benefits of transit (reduce congestion, lower emissions, attract new ridership, and improve access for all) through the provision of off-route trips, which do not violate FTA’s protective charter rules.

**2. FTA Charter exemptions permit BFT to perform special events**

**Major Events:** There is a charter exemption for “shuttle service” for a one-time event if; 1) the service is open to the public, 2) the itinerary is determined by the recipient (BFT), 3) the recipient (BFT) charges fare equal-to or less-than the customary fare (e.g., no premium fare), and 4) there is no third-party negotiation. Major events require resources and coordination from across the organization which require approval of the General Manager. A call for retaining or modifying Major Events from the BFT System Guide - Calendar of Special Events, should be conducted prior to the end of each calendar year. Under extenuating circumstances new major events can be added to the approved calendar, provided the event passes the FTA Charter test, aligns with BFTs mission and core values, and the request is formally submitted more than 45 days in advance of the event. Trips delivered under this charter exemption qualify as public transportation and ridership should be recorded as revenue service in the National Transit Database.

**Minor Events:** There is a charter exemption for public transit service requested by a third party that is irregular or on a limited basis for an exclusive group of individuals and the recipient (BFT) does not charge a premium fare for the service, and there is no third party paying for the service in whole or in part. These services support non-profit events organized by schools, civic groups, human service providers, local jurisdictions, or other agencies. Minor Events can be requested by submitting a formal request at least 15 days in advance of the event. Trips delivered under charter exemption qualify as public transportation and should be recorded as revenue service in the National Transit Database.

# Memorandum

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Date: December 14, 2023

To: Rachelle Glazier, General Manager

From: Sarah Funk, Chief Financial Officer  
Kevin Sliger, Chief Planning and Development Officer

Re: Release Fare Structure for Public Comment and begin Title VI Analysis

## **Background**

In September 2021, Ben Franklin Transit (BFT) initiated the Comprehensive Fare Study. The study is composed of three main tasks:

- Formulating an inception report, including evaluating the current fare system and defining business priorities
- Developing fare policy recommendations, including exploring fare strategy options
- Creating a technology roadmap, including identifying fare technology options, and developing a fare collection strategy

The study encompasses all BFT services including Fixed Route, Dial-A-Ride (American with Disabilities Act complementary paratransit), General Demand (general public paratransit requiring reservations), CONNECT (app-based general public paratransit), and Vanpool. The objective of the study includes:

- Assessing the existing fare structure for each type of transit service and making recommendations consistent with applicable laws and regulations
- Evaluating how fare collection technology may impact fare policy and decisions while incorporating recommendations as appropriate into the fare structure and level

Four business priorities were identified from the Comprehensive Fare Study:

### **1. Ridership**

- Recover ridership lost due to the ongoing COVID-19 pandemic
- Promote use of transit and Vanpool as the population in the region grows

### **2. Data Collection**

- Leverage technology and data collection to improve service planning and rider satisfaction

### **3. Simplification**

- Simplify the fare structure to make fares easier to understand – for customers, operators, and BFT support staff
- Improve fare consistency among BFT services

### **4. Cost Management**

- Leverage technology to decrease cash collection and operator involvement to simplify boarding, minimize dwell times, and reduce operating and fare collection costs

### **Recommended Approach**

A series of discussions were held with BFT Board committees as well as the Board itself. As a result of these meetings, the Board requested that staff proceed with the fare structure option that:

- Provides nominal/minimal fares to maximize ridership opportunities
- Includes fare collection technology, but takes a “Tech Lite” approach, that will focus on mobile ticketing and payments. This will significantly reduce the cost of digital fare payment infrastructure.

### **Fare Structure**

With the general guidance to substantially reduce fare rates to support the community and to increase ridership, staff has developed a proposed new fare structure detailed in Attachment 1 to this memorandum. Staff’s proposal excludes Vanpool to allow further review of fare recovery implications. Key elements of the fare structure are:

- Promoting ridership and reduce the cost of a monthly bus pass by 60%
- Change the cost of cash fares for Fixed Route customers by the following:
  - Cash fare will decrease by 33% for riders
  - Transfers will be eliminated
  - Fare design incentivizes low monthly pass prices over cash fares
- Maintain the same cost of a monthly DAR pass
- Increase the cost of DAR cash fares by 33%

This recommended fare structure is expected to be in place for approximately one year and then will be re-evaluated for the following reasons:

- Fare technology is expected to be implemented over the next year. The new technology may require some modifications to the structure and/or may provide the ability to offer additional options not currently feasible
- Determine the impact lower fares may be having on ridership growth
- Assess the financial impact of lower fare revenues

### **Next Steps**

The next steps in the process are summarized as follows:

1. Board to allow staff to proceed with the analysis of the fare structure contained in Attachment 1
2. BFT Staff will:
  - a. present and share information with the public
  - b. conduct a Title VI analysis
  - c. obtain public comments
  - d. provide recommended changes to the Board based on results of items “2a” through “2c” listed above or recommend Board approval of the recommended fare structure

**Title VI Fare Equity Analysis Requirement**

All recipients of Federal Transit Administration (FTA) funds are required to document their compliance with the Federal Department of Transportation’s regulations by submitting a program that complies with Title VI of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code; and the Federal FTA Circular 4702.1B.

BFT’s Title VI Program is a fulfillment of the general and transit provider requirements outlined by the FTA and reaffirms the agency’s commitment to ensuring that no person is denied access to its transit services based on race, color, or national origin. As part of BFT’s compliance, an equity analysis is required for major service changes and any time fares are changed. The purpose of these equity analyses is to ensure that no disproportionate burdens or disparate impacts are inflicted on low-income and minority populations within BFT’s service area.

Given that BFT is proposing a fare change, a fare equity analysis must be conducted based on the fare structure proposal included in Attachment 1. BFT will conduct the fare equity analysis and make the results public prior to adopting any proposed fare changes. Feedback received during the public comment period will be assessed and shared with the Board of Directors prior to the adoption of any fare changes.

**Public Comment**

BFT is required to solicit public feedback for all fare changes. Once a fare structure has been reviewed by the Board, BFT will conduct a fare equity analysis and release information to the public giving time to receive feedback on the proposed fare change and analysis results.

Staff will bring the finalized fare structure proposal and fare equity analysis results to the Board of Directors in February 2024. The structure will be formally released for a 30-day public comment period after the fare structure has been adjusted based on the Board’s input. A virtual open house and public outreach will take place during the public comment period to encourage feedback. A final public hearing will be conducted prior to the Board’s adoption of the proposed fare structure. Final Board approval is anticipated in late Q1 of 2024.

**Funding**

Budgeted:	This is expected to have a nominal decrease on revenue related to the approved 2024 Operating Budget
Budget Source:	N/A
Funding Source:	N/A

**Recommendation**

Authorize the General Manager to release the proposed fare structure to the public for comment and begin the Title VI Analysis.

Forwarded as presented:

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Rachelle Glazier, General Manager

**Attachment 1 – Proposed Fare Structure**  
**Fixed Route, CONNECT, General Demand and Dial-A-Ride**

Proposed Product Pricing	Fixed Route / CONNECT / General Demand		Dial-A-Ride	
	Current	Proposed	Current	Proposed
<b>Single Ride/Day Pass Fares</b>				
Adult Per Trip (with transfer)	\$1.50	Discontinued		
Adult Per Boarding (NO transfers)		\$1.00		
Reduced Per Trip (with transfer)	\$0.75 (\$1.50 GD)	Discontinued		
Reduced Per Boarding (NO transfers)		\$0.50		
Day Pass	\$4.00 (Not on GD)	\$3.00 (mobile)		
DAR – Within ¼ Mile			\$1.50	\$2.00
DAR Premium – Beyond ¼ Mile			\$3.00	\$4.00
<b>Ticket Books (General Public &amp; Human Service Agencies)</b>	<b>Current</b>	<b>Proposed</b>	<b>Current</b>	<b>Proposed</b>
10 Ride Ticket - General Public (Adult / Reduced / Freedom)	\$12.00 / \$6.00 / \$25.00	Discontinued		
10 Ride Ticket - Human Services (All Categories)		\$8.00		
10 Ride Ticket - DAR			\$12.00	\$16.00
10 Ride Ticket – DAR Premium			\$25.00	\$32.00
<b>Retail Pass Products</b>	<b>Current</b>	<b>Proposed</b>	<b>Current</b>	<b>Proposed</b>
Adult (19-65) Monthly Pass -> All Customers Monthly Pass	\$25.00	\$10.00		
All Customers Annual Pass		\$120.00 (mobile)		
DAR (within ¼ mile) Monthly			\$25.00	\$25.00
Freedom/DAR Premium (> ¼ mile) Monthly			\$50.00	\$50.00
<b>Specialty Passes</b>	<b>Current</b>	<b>Proposed</b>	<b>Current</b>	<b>Proposed</b>
Youth Pass	Free	Free	Free*	Free*
Senior Pass (over 65)	Free	Free	DAR Fare/Pass	DAR Fare/Pass
Veterans Pass		Free		DAR Fare/Pass
CBC ASB Card	Travel Allowed	Travel Allowed	Travel Allowed*	Travel Allowed*
WSU ASB Card	Travel Allowed	Travel Allowed	Travel Allowed*	Travel Allowed*
<b>Community Events</b>	<b>Current</b>	<b>Proposed</b>	<b>Current</b>	<b>Proposed</b>
Community Event Fares	\$1.50 / \$0.75	Policy TBD	\$1.50 / \$0.75	Policy TBD

# Comprehensive Fare Study

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Board Presentation

December 14, 2023



# Selection of Fare Options History (Excluding Vanpool)

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- April 2022: Preliminary Fare Study presented
- June 2022: Discussion in Board Meeting led to identification of a new pricing Option
- July 2022: Option 4 – Nominal Fares presented and discussed at Committee Meetings
- January 2023: Board provided additional feedback on Option 4

# Selection of Fare Options (Excluding Vanpool)

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- Today's action – obtain Board feedback on the **Proposed Fare Policy** option (new Option 5: Revised Nominal Fare) to proceed with the Title VI analysis and Public Comment
- Definitions
  - **Fare Policy** – Overall policy on the approach to fare management. These are the Options BFT staff is seeking guidance from the Board. The **Fare Policy** will be changed infrequently.
  - **Rate Structure** – this is the actual pricing of fares, passes, discounts, etc. The fare pricing will be changed at management discretion, based on changing requirements.
- Next steps
  - November - January: conduct Title VI analysis and public comment
  - January - February: Finalize proposal and equity analysis; prepare and release mobile ticketing RFP
  - February Board: present finalized fare option and fare equity analysis results
  - June: launch new fare policy and rate structure in conjunction with mobile ticketing launch

# Options – Fare Policy

Fixed-Route, Dial-A-Ride, General Demand, and CONNECT

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## Option 1. Zero Fare

Promote ridership by eliminating the fare for Fixed-Route, Dial-A-Ride, General Demand, and CONNECT services (maintain fare for Vanpool).

## Option 2. Fare Simplification with Technology

Implement policy changes and leveraging technology to make fares easier to understand, explain, and pay as well as provide better ridership data for improved decision-making and service planning

## Option 4. Nominal Fare

Promote ridership on Fixed-Route through a “nominal cost” annual pass (maintain and realign fares on other modes).

Goal of Fare Structure is to make Fixed Route very affordable to maximize ridership and to maintain low, affordable Dial-A-Ride pricing but to encourage planned trips to prevent excessive cost increase.

## NEW Option 5. Revised Nominal Fare

Option 5 is a revised Option 4: Promote ridership through a “nominal cost” monthly pass, with a mobile-only annual pass option. Unifies and aligns CONNECT and General Demand with Fixed-Route pricing, given that CONNECT/General Demand serves as an extension of fixed-route service in low-density neighborhoods

# Proposed Fare Option 5: Revised Nominal Fare

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- **Deeply discount the monthly pass**, offering unlimited rides on fixed-route, CONNECT, and General Demand
- **Discontinue transfers**, so non-passholders will pay for each boarding, encouraging purchase of the monthly pass
- **Introduce a Day Pass on mobile only** to support needs of visitors/infrequent riders and encourage mobile uptake
- **Align DAR fares with industry best practice** and better manage demand; DAR Monthly Pass holders ride free on Fixed Route / CONNECT / General Demand
- **Retain free fares for Seniors and Youth; introduce free fares for Veterans**
- **Restrict sale of 10 Ride Ticket Books** to DAR customers and Human Services Agencies only

# Revised Nominal Fare: Proposed Product Pricing

Proposed Product Pricing	Fixed Route / CONNECT / General Demand		Dial-A-Ride	
	Current	Proposed	Current	Proposed
Single Ride/Day Pass Fares				
Adult Per Trip (with transfer)	\$1.50	Discontinued		
Adult Per Boarding (NO transfers)		\$1.00		
Reduced Per Trip (with transfer)	\$0.75 (\$1.50 GD)	Discontinued		
Reduced Per Boarding (NO transfers)		\$0.50		
Day Pass	\$4.00 (Not on GD)	\$3.00 (mobile)		
DAR – Within ¾ Mile			\$1.50	\$2.00
DAR Premium – Beyond ¾ Mile			\$3.00	\$4.00

Proposed Product Pricing	Fixed Route / CONNECT / General Demand		Dial-A-Ride	
	Current	Proposed	Current	Proposed
<b>Ticket Books (General Public &amp; Human Service Agencies)</b>				
10 Ride Ticket - General Public (Adult / Reduced / Freedom)	\$12.00 / \$6.00 / \$25.00	Discontinued		
10 Ride Ticket - Human Services (All Categories)		\$8.00		
10 Ride Ticket - DAR			\$12.00	\$16.00
10 Ride Ticket – DAR Premium			\$25.00	\$32.00
<b>Retail Pass Products</b>	<b>Current</b>	<b>Proposed</b>	<b>Current</b>	<b>Proposed</b>
Adult (19-65) Monthly Pass -> All Customers Monthly Pass	\$25.00	\$10.00		
All Customers Annual Pass		\$120.00 (mobile)		
DAR (within ¾ mile) Monthly			\$25.00	\$25.00
Freedom/DAR Premium (> ¾ mile) Monthly			\$50.00	\$50.00

Proposed Product Pricing	Fixed Route / CONNECT / General Demand		Dial-A-Ride	
	Current	Proposed	Current	Proposed
<b>Specialty Passes</b>				
Youth Pass	Free	Free	Free*	Free*
Senior Pass (over 65)	Free	Free	DAR Fare/Pass	DAR Fare/Pass
Veterans Pass		Free		DAR Fare/Pass
CBC ASB Card	Travel Allowed	Travel Allowed	Travel Allowed*	Travel Allowed*
WSU ASB Card	Travel Allowed	Travel Allowed	Travel Allowed*	Travel Allowed*
<b>Community Events</b>				
Community Event Fares	\$1.50 / \$0.75	Policy TBD	\$1.50 / \$0.75	Policy TBD

# Dial-A-Ride Comparison

- DAR/Paratransit peers typically have a single ride fare of 1X to 2X the Fixed Route fare
- Many DAR/Paratransit peers have Monthly Passes in the ~\$60 range, or ~30X the fare

Fare Pricing	Fixed Route (Single Ride)	Dial-A-Ride / Paratransit (Single Ride)	Dial-A-Ride / Paratransit (Monthly / 31-Day)
BFT (Proposed)	\$1.00	\$2.00 (2X Fixed Route)	\$25.00 (12.5X DAR Single Ride)
BFT (Current)	\$1.50	\$1.50 (1X Fixed Route)	\$25.00 (16.7X DAR Single Ride)
Intercity Transit (Olympia, WA)	Zero Fare Pilot	Zero Fare Pilot	Zero Fare Pilot
Skagit County Transit (Bremerton, WA)	\$1.00	\$2.00 (2X Fixed Route)	\$60.00 (30X DAR Single Ride)
Spokane Transit (Spokane, WA)	\$2.00	\$2.00 (1X Fixed Route)	\$60.00 (30X DAR Single Ride)
Whatcom Trans. Auth. (Bellingham, WA)	\$1.00	\$1.00 (1X Fixed Route)	\$13.00 (13X DAR Single Ride)
C-TRAN (Vancouver, WA)	\$1.00	\$1.00 (1X Fixed Route)	\$59.00 (59X DAR Single Ride)
Cherriots (Salem, OR)	\$1.60	\$3.20 (2X Fixed Route)	\$90.00 (28.1X DAR Single Ride)
Lane Transit District (Eugene, OR)	\$1.75	\$3.50 (2X Fixed Route)	N/A

Business Priority	Option 1: Zero Fare	Option 2. Fare Simplification w/ Technology	Option 4. Nominal Fare	Option 5. Revised Nominal Fare
Revenue Objective	Zero Fares	Nearly the same as present	Revenue from fares targeted to cover cost of technology and fare collections	Revenue from fares targeted to cover cost of technology and fare collections
Fare Structure	N/A	Similar to existing, but with simplification	Simplification Shift towards prepaid passes	Simplification, alignment of Fixed Route / CONNECT / General Demand
Business Objective	Maximize Ridership	Improved Data Collection	Maximize Ridership Improve data collection	Maximize Ridership Improve data collection Simplification
Pricing Objective	N/A	Simplification	Cover cost of technology & collection Extremely low fixed route passes Low DAR pricing – manage excessive use	Simplification Extremely low fixed route passes Manageable increases to DAR pricing
Business Priority	Option 1: Zero Fare	Option 2. Fare Simplification with Technology	Option 4. Nominal Fare	Option 5. Revised Nominal Fare
Ridership	●	●	●	●
Data Collection	●	●	●	●
Simplification	●	●	●	●
Operating Cost Increase (DR)	●	●	●	●

● Worse Outcome or Lost Opportunity

● No Change from Existing

● Better Outcome

# Request for Feedback

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- Provide any final feedback on Proposed Fare Policy option and Rate Structure (pricing) for staff to incorporate into Title VI Fare Equity Analysis
- Staff to conduct Title VI and public comments on Proposed Fare Policy
- Board to provide final approval at February Board meeting following conclusion of public outreach process

Thank you!





# Additional Board Information

## December 2023

1. 90-Day Procurement Outlook as of November 28, 2023
2. Financial Report through October 2023

As of: 11/28/2023	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
<b>In Progress</b>							
<b>Color Code: Yellow - In Process</b>							
Recommendation to Award - Employment & Labor Law Legal Services	Operating	\$145,000 Est. per Year	5 Years	RFP	9/8/2023	1/25/2023	X
Recommendation to Award - General Legal Counsel Services	Operating	\$90,000 Est. per Year	5 Years	RFP	9/28/2023	1/11/2024	X
Enterprise Resource Planning (ERP) Software System (Possible replacement for Avail/FleetNet ERP software system)	Capital	\$4,000,000	Up to 10 Years	RFP	8/21/2023	2/11/2024	X

**December**

**Color Code: Green - Recommendation for Award**

Information Technology Support Services	Operating	\$415,164 Est. per Year	5 Years	RFP	11/9/2023	12/14/2023	X
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**Color Code: Grey - Future Procurement Awards**

**January**

Purchase two Replacement ADA Minivans for The Arc	Capital	\$150,000	1 Year	State Contract	NA	1/25/2024	X
Recommendation to Award - Employment & Labor Law Legal Services	Operating	\$145,000 Est. per Year	5 Years	RFP	9/8/2023	1/25/2023	X
Recommendation to Award - General Legal Counsel Services	Operating	\$90,000 Est. per Year	5 Years	RFP	9/28/2023	1/25/2024	X
Purchase twenty-two paratransit vehicles from Schetky N.W.	Capital	\$4,825,854	1 Year	State Contract	NA	1/25/2024	X
Recommendation to Award - Bus Stop & Sidewalk Improvement Contract (Pending Grant Approval)	Capital	\$2,500,000	2 Years	IFB	10/15/2023	1/20/2024	X

**February**

Recommendation to Award - Consultant to Conduct a Transit Service Analysis & Long Range Plan Development	Operating	\$520,000	up to 5 Years	RFP	11/20/2023	2/20/2024	X
Recommendation to Award - General Legal Counsel Services	Operating	\$100,000 Est. per year	Up to 5 Years	RFP	9/28/2023	2/11/2024	X



# **Financial Report Through October 2023**



### Financial Performance Overview - 2023 YTD Cumulative Totals

Revenue & Expenses										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
<b>Revenue</b>										
YTD Budget	\$ 4,351,595	\$ 8,579,332	\$ 13,450,490	\$ 18,205,698	\$ 23,237,746	\$ 28,618,591	\$ 33,628,211	\$ 38,561,951	\$ 43,695,392	\$ 48,613,069
YTD Actual	4,984,010	9,466,447	15,929,184	21,459,274	28,267,373	37,037,908	44,580,024	48,202,395	51,958,887	55,818,088
Variance - B/(W)	632,415	887,115	2,478,694	3,253,576	5,029,627	8,419,317	10,951,813	9,640,444	8,263,495	7,205,019
Percentage	115%	110%	118%	118%	122%	129%	133%	125%	119%	115%
<b>Expenses - Operating</b>										
YTD Budget	\$ 3,894,858	\$ 7,789,715	\$ 11,684,573	\$ 15,579,430	\$ 19,474,288	\$ 23,369,145	\$ 27,264,003	\$ 31,158,861	\$ 35,053,718	\$ 38,948,576
YTD Actual	2,951,602	6,540,029	10,092,706	13,332,562	16,295,726	19,408,408	23,346,839	26,731,643	29,912,627	33,548,071
Variance - B/(W)	943,256	1,249,686	1,591,866	2,246,869	3,178,562	3,960,738	3,917,164	4,427,218	5,141,092	5,400,505
Percentage	76%	84%	86%	86%	84%	83%	86%	86%	85%	86%
<b>Expenses - Admin</b>										
YTD Budget	\$ 1,025,019	\$ 2,050,038	\$ 3,075,057	\$ 4,100,076	\$ 5,125,095	\$ 6,150,114	\$ 7,175,132	\$ 8,200,151	\$ 9,225,170	\$ 10,250,189
YTD Actual	735,499	1,568,979	2,460,991	3,238,530	4,056,215	4,749,694	5,595,793	6,222,035	6,924,348	7,865,220
Variance - B/(W)	289,520	481,059	614,066	861,545	1,068,880	1,400,419	1,579,340	1,978,117	2,300,823	2,384,969
Percentage	72%	77%	80%	79%	79%	77%	78%	76%	75%	77%

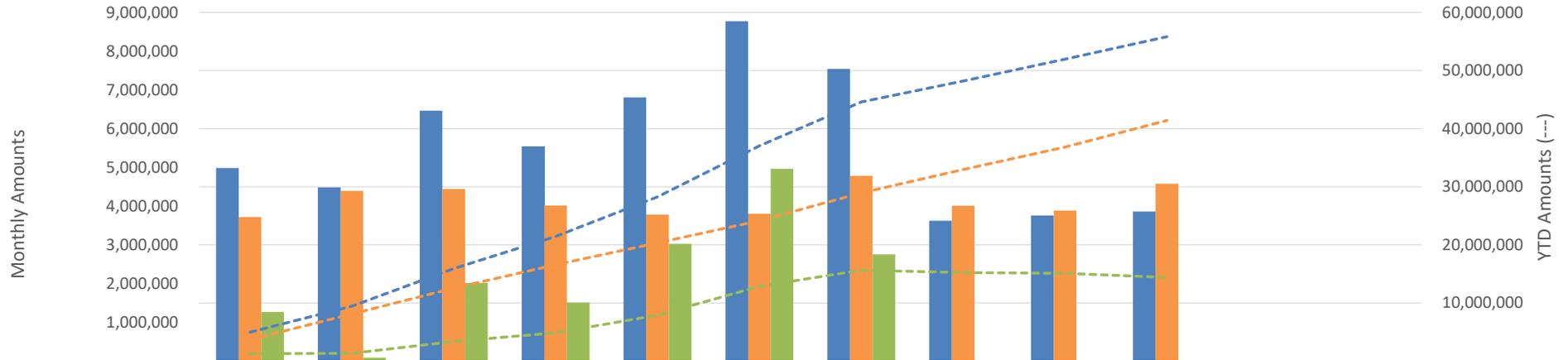
Cost Per Mile										
<b>Fixed Route</b>										
YTD Budget	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51
YTD Actual	8.26	8.67	8.54	8.40	7.72	8.04	8.40	8.18	8.15	8.12
Variance - B/(W)	1.25	0.84	0.97	1.11	1.79	1.46	1.11	1.33	1.35	1.39
Percentage	87%	91%	90%	88%	81%	85%	88%	86%	86%	85%
<b>DAR/ADA</b>										
YTD Budget	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92
YTD Actual	9.14	9.10	8.81	8.83	8.09	8.55	9.08	8.89	8.87	8.96
Variance - B/(W)	0.77	0.82	1.11	1.09	1.83	1.37	0.84	1.03	1.05	0.96
Percentage	92%	92%	89%	89%	82%	86%	91%	90%	89%	90%
<b>Vanpool</b>										
YTD Budget	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20
YTD Actual	1.24	1.21	1.21	1.17	1.09	1.21	1.18	1.13	1.09	1.22
Variance - B/(W)	(0.04)	(0.01)	(0.01)	0.03	0.11	(0.00)	0.02	0.07	0.11	(0.01)
Percentage	103%	101%	101%	97%	91%	100%	98%	94%	91%	101%

**Legend for Percent of Budget:**

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%



### Financial Overview



	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Rev	4,984,010	4,482,437	6,462,737	5,530,090	6,808,099	8,770,535	7,542,116	3,622,371	3,756,492	3,859,201		
Monthly Exp	3,716,938	4,392,070	4,444,689	4,017,395	3,780,848	3,806,162	4,784,530	4,011,046	3,883,297	4,576,317		
Mo. Surplus (Deficit)	1,267,072	90,367	2,018,048	1,512,695	3,027,251	4,964,373	2,757,586	(388,675)	(126,805)	(717,115)		
YTD Revenues	4,984,010	9,466,447	15,929,184	21,459,274	28,267,373	37,037,908	44,580,024	48,202,395	51,958,887	55,818,088		
YTD Expenses	3,716,938	8,109,008	12,553,697	16,571,092	20,351,940	24,158,102	28,942,632	32,953,677	36,836,974	41,413,291		
YTD Surplus (Deficit)	1,267,072	1,357,439	3,375,487	4,888,182	7,915,433	12,879,806	15,637,392	15,248,717	15,121,913	14,404,797		

#### High Level Summary of Pages that Follow:

##### Revenue

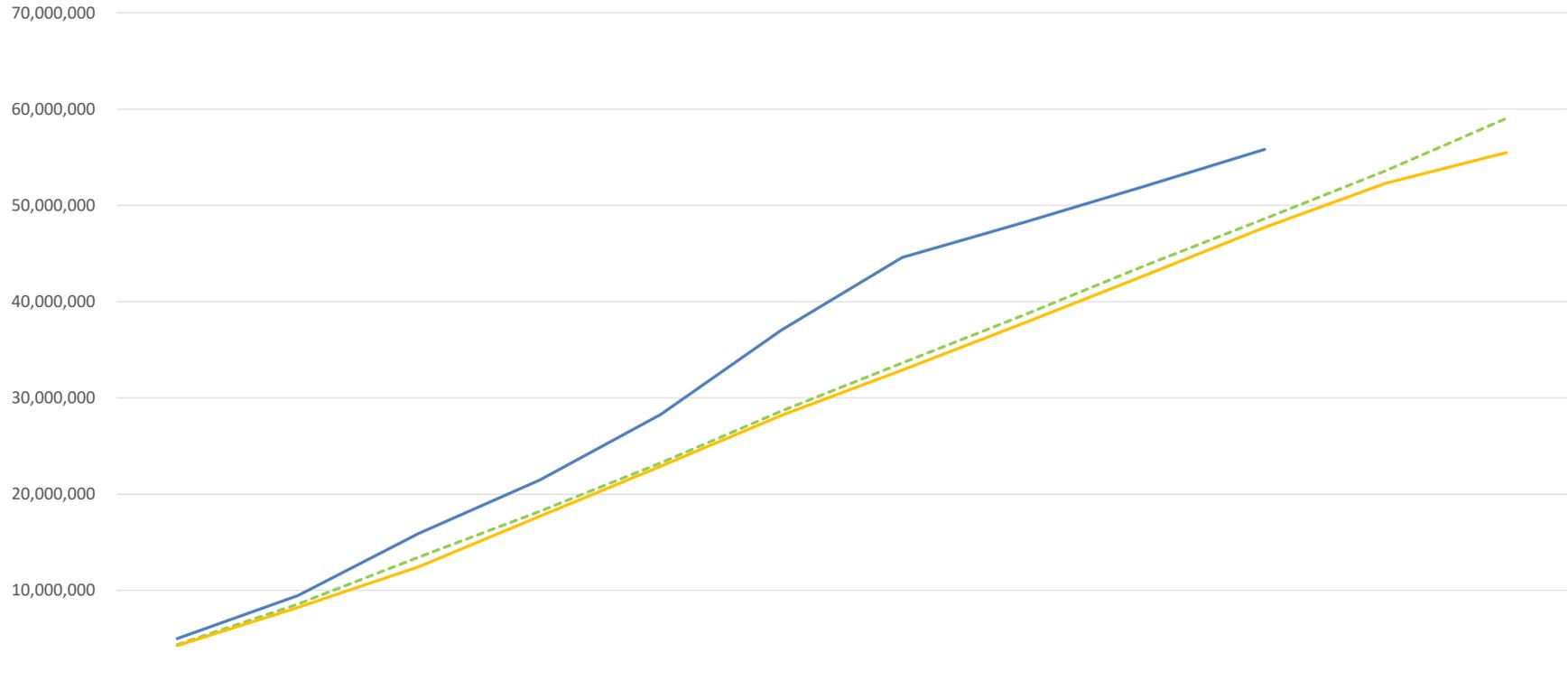
- October YTD revenues are 14% above budget.
- Operating Sales Tax revenues YTD are 1.0% below budget, but 4% better than 2022.
- Operating grants revenues are 38% better than budgeted YTD due to optimized qualifying expenditures in the agency.
- Ridership revenues are 48% above budget YTD, and 5% better than 2022.
- Boardings YTD were about 6% above budgeted estimates, while revenue miles were 9% higher than projected.

##### Expenses

- Expenses are 16% better than budgeted, YTD.
- Expenses are 2% higher than 2022



### Total Operating Revenues



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	4,984,010	9,466,447	15,929,184	21,459,274	28,267,373	37,037,908	44,580,024	48,202,395	51,958,887	55,818,088		
— CYTD Budget	4,351,595	8,579,332	13,450,490	18,205,698	23,237,746	28,618,591	33,628,211	38,561,951	43,695,392	48,613,069	53,579,501	59,038,518
— PY Actuals	4,258,209	8,230,467	12,456,266	17,691,013	22,885,626	28,180,339	32,887,183	37,732,598	42,670,260	47,700,759	52,291,484	55,480,322

#### Significant Items to Note for Total Operating Revenue

##### Current Month

- Current month revenues are 21% below budget, because of the ending of the ARP Act funding
- 2023 MTD revenues are 17% below 2022.

##### YTD

- YTD Actuals are 15% above budgeted operating revenues.



Sales Tax Revenue (GAAP Basis for Financials)



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	2,677,469	5,314,069	8,508,780	11,758,679	15,216,080	19,095,103	22,368,557	25,501,029	28,857,466	32,000,144		
- - - CY Budget	2,718,963	5,314,069	8,552,596	11,675,173	15,074,590	18,822,803	22,199,792	25,500,900	29,001,710	32,286,756	35,620,557	39,446,942
— PY Actuals	2,429,564	4,754,766	7,810,478	10,943,896	14,504,452	18,144,563	21,222,204	24,382,415	27,640,651	30,867,104	33,814,155	37,035,434

**Significant Items to Note for Sales Tax Revenue**

- Current and prior month are budget estimates due to reporting lag from the State
- October Sales Tax revenues received on November 30th are 3.8% below budget forecast and 5.7% above than 2022 levels

**Current Month**

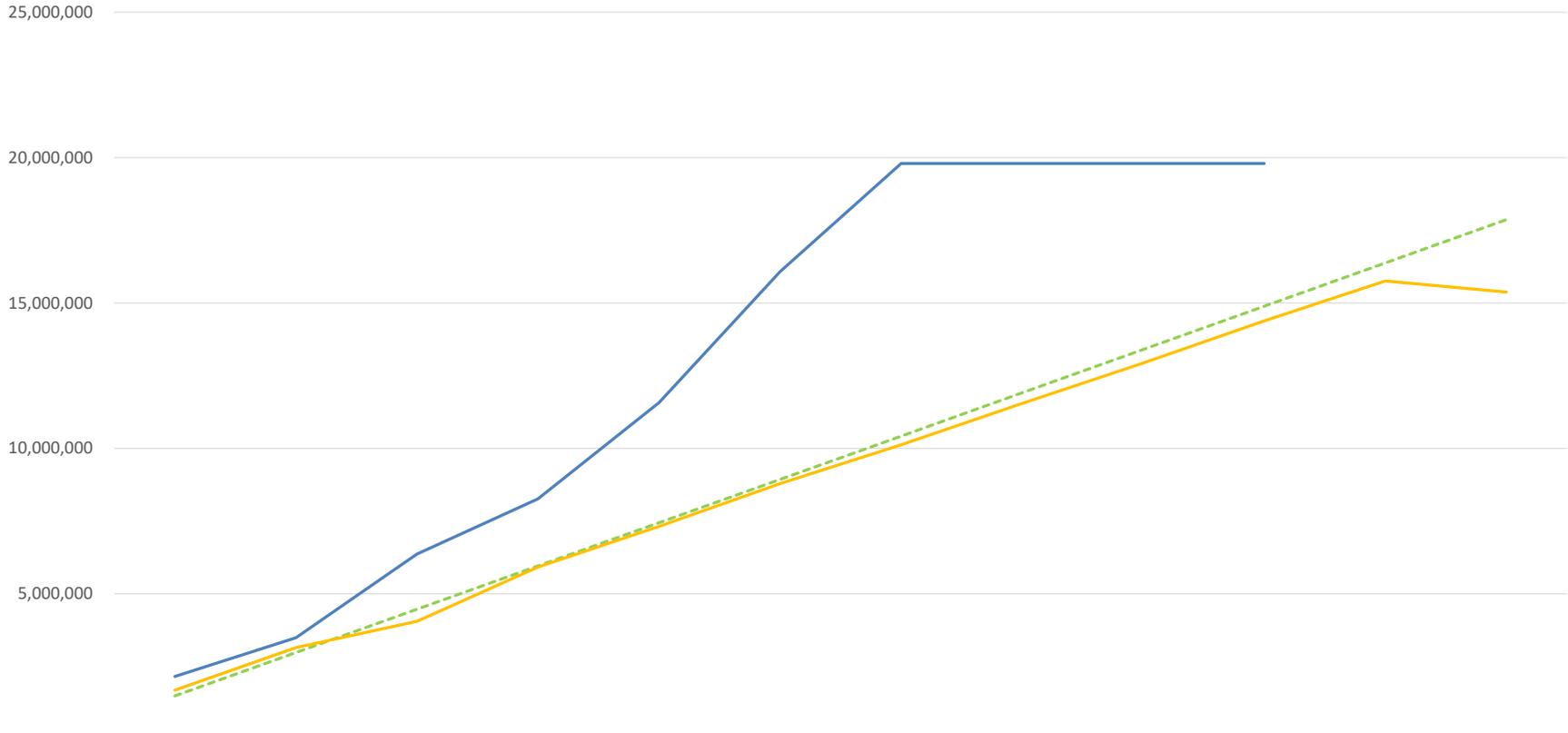
- Estimate for August 2023 adjusted to actuals in October 2023

**YTD**

- 74% of sales tax revenue is allocated to Operations in 2023, while 26% is allocated to the capital budget. For 2022, the ratio is 73:27



### Operating Grants



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	2,157,240	3,488,688	6,367,991	8,263,563	11,575,179	16,078,763	19,799,328	19,799,328	19,799,328	19,799,328		
CY Budget	1,488,881	2,977,762	4,466,643	5,955,525	7,444,406	8,933,287	10,422,168	11,911,049	13,399,930	14,888,812	16,377,693	17,866,576
PY Actuals	1,686,682	3,147,755	4,054,951	5,919,781	7,318,257	8,788,655	10,122,160	11,548,236	12,938,981	14,383,275	15,757,019	15,375,594

**Significant Items to Note for Operating Grants**

**Current Month**

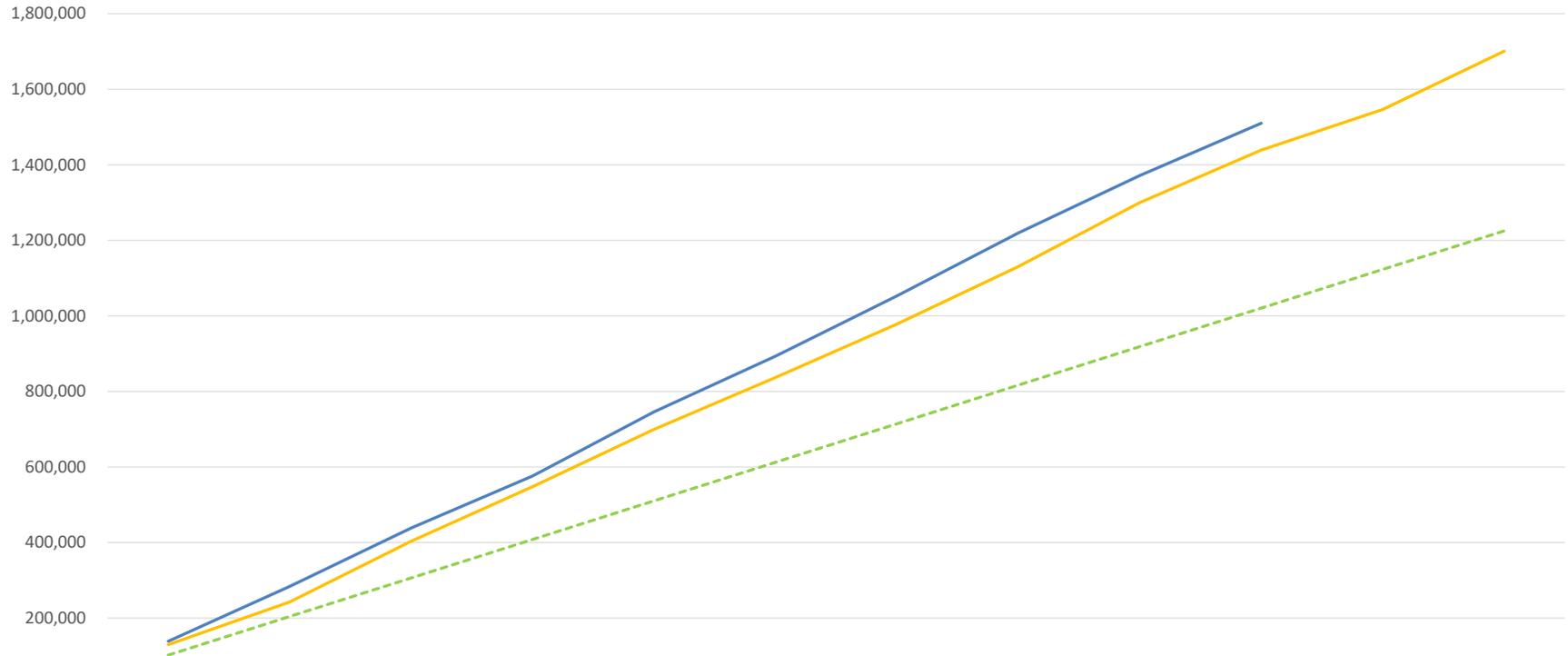
-Current month operating grants opportunities were not available due to the ending of the ARP Act funding and slowed down qualifying expenditures.

**YTD**

- YTD Operating Grants Revenue are 33% above budget.
- Includes 2022 Rollover for ARP- \$5 million and WSDOT TSG, (Transt Support Grants), \$1.3 million.



### Fares



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	138,645	283,742	438,549	576,220	745,990	893,481	1,053,260	1,219,578	1,371,524	1,510,151		
- - - CY Budget	102,084	204,167	306,251	408,335	510,418	612,502	714,586	816,669	918,753	1,020,837	1,122,920	1,225,000
— PY Actuals	129,713	242,493	403,773	548,241	699,551	837,110	978,544	1,130,614	1,300,168	1,439,036	1,546,409	1,700,755

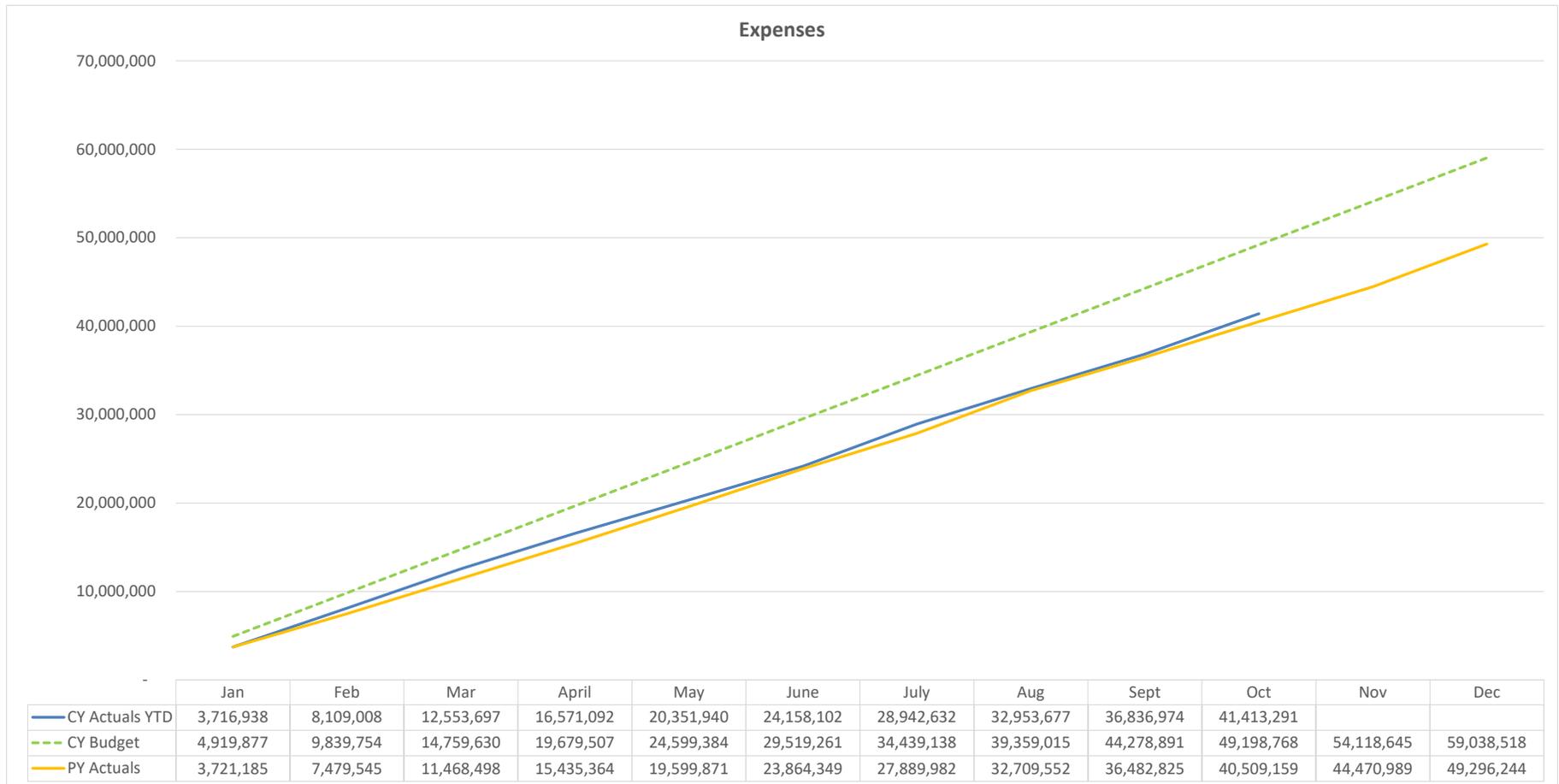
#### Significant Items to Note for Fares

##### Current Month

- October fares are even with 2022 collections .

##### YTD

- October YTD 2023 fares revenues have increased by 5% over 2022 .
- October YTD 2023 fares revenues are 48% above budget.



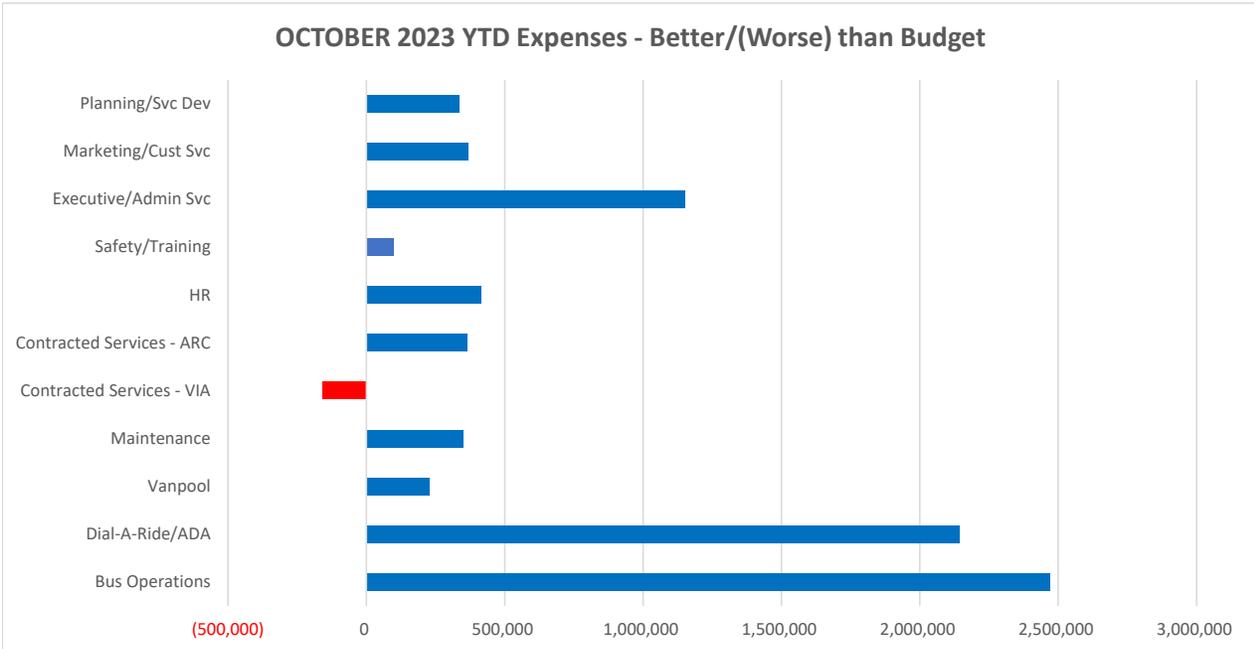
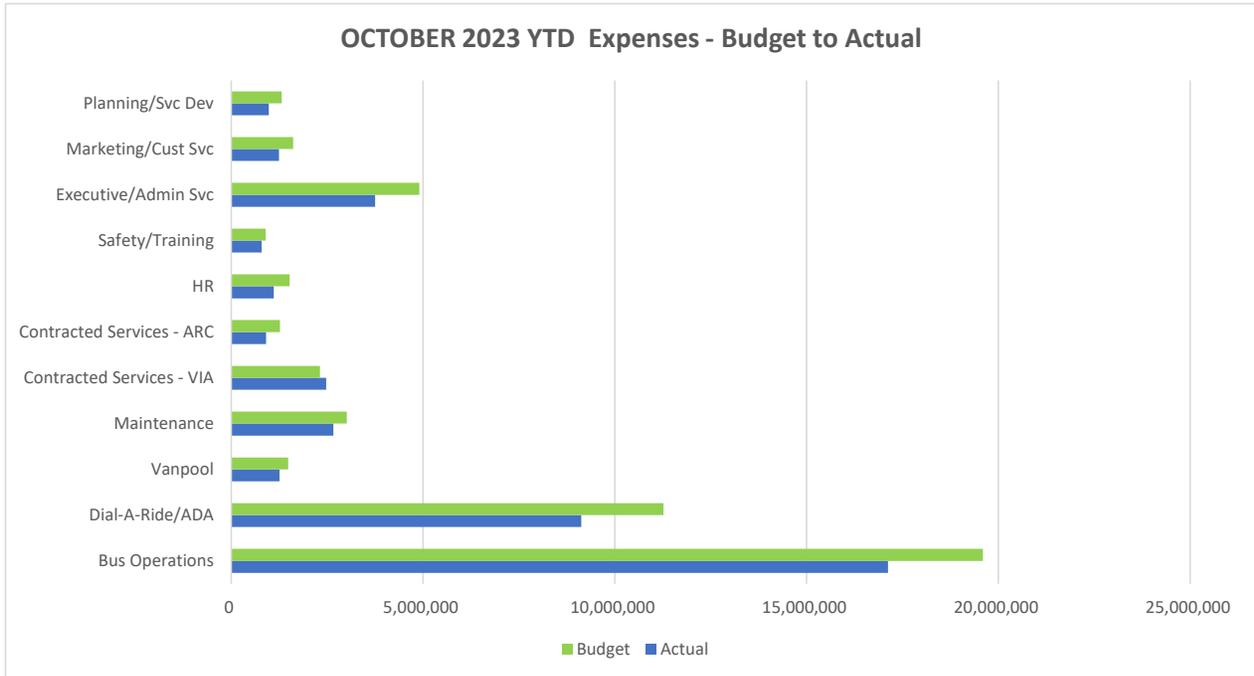
**Significant Items to Note for Expenses**

**Current Month**

- October expenditures are 7% below budget.
- Main cause for lower expenditures is vacancies for budgeted positions.

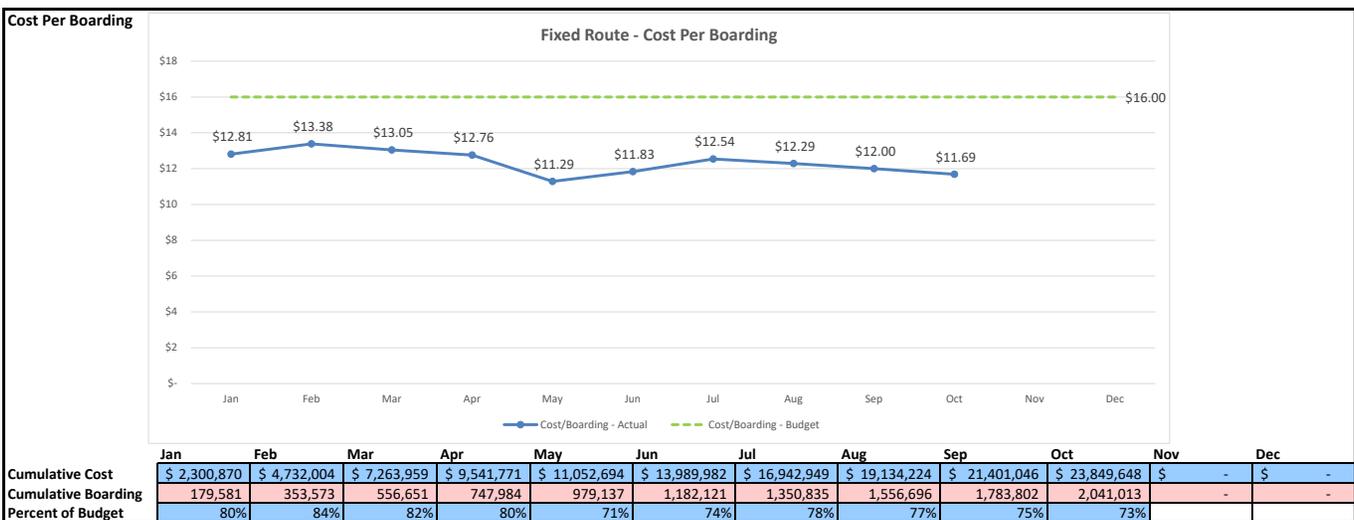
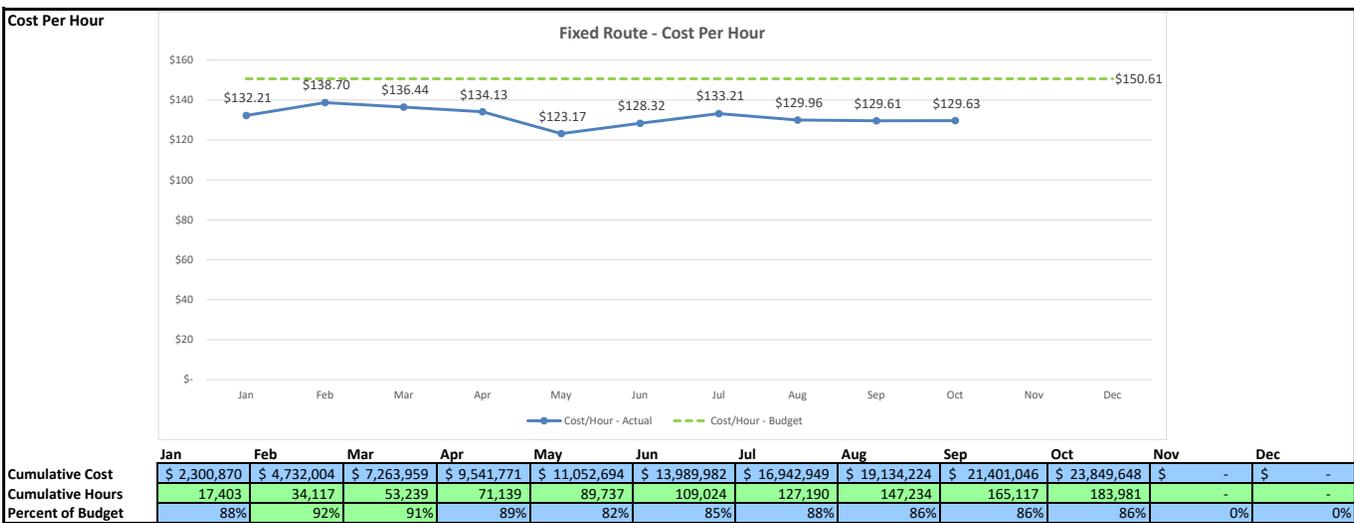
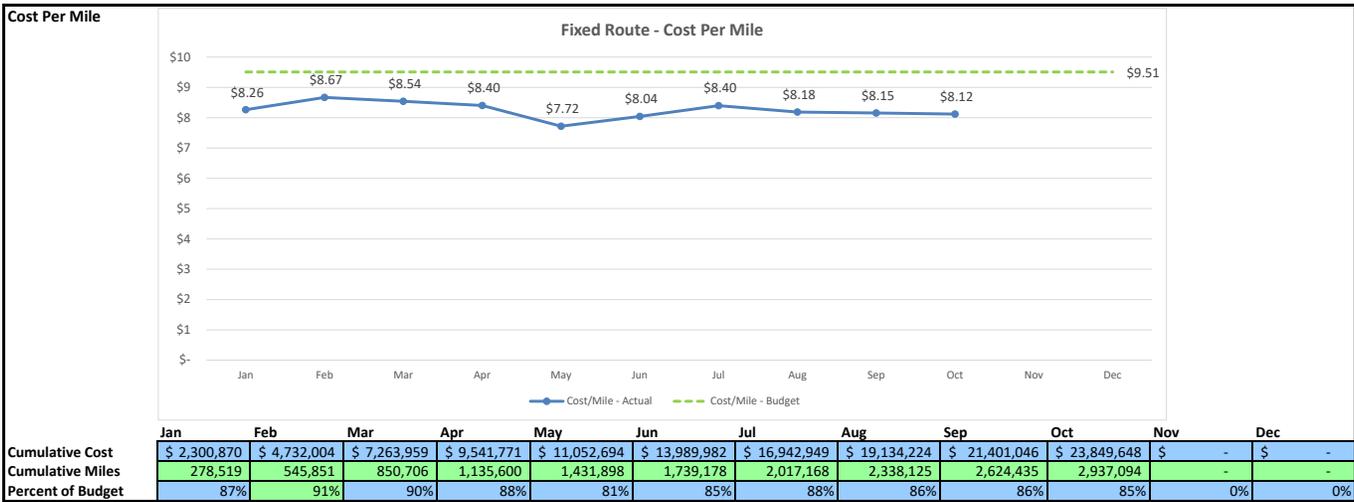
**YTD**

- YTD expenses 16% lower than budget.
- Projects' invoices usually lag the reporting period and are accrued estimates for current month.



**Significant Items to Note:**

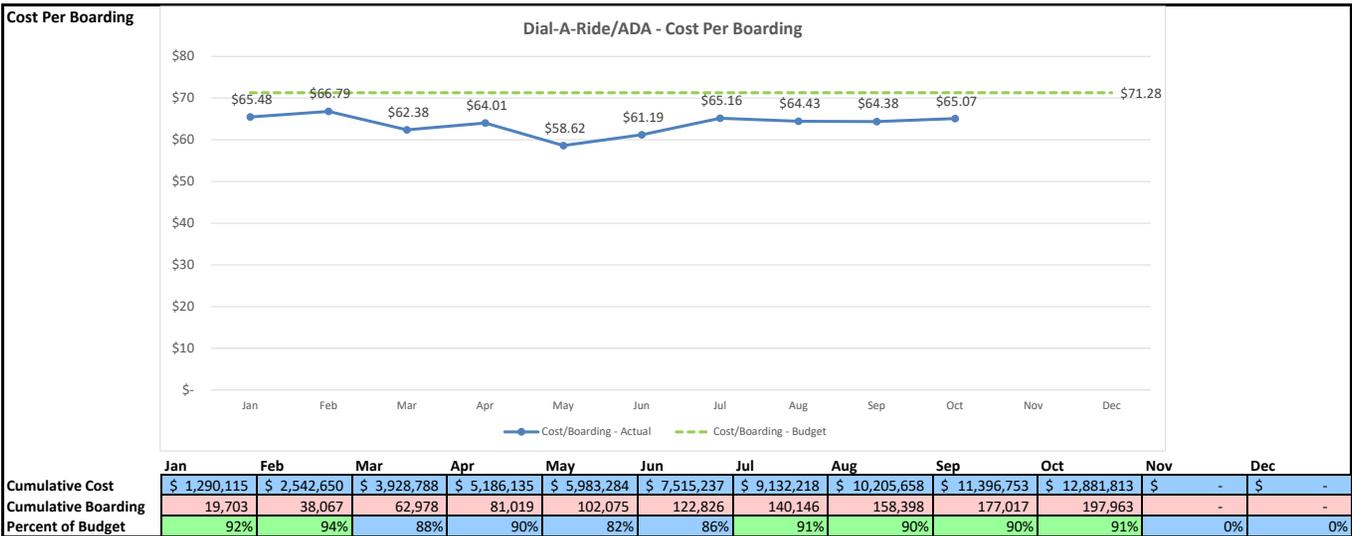
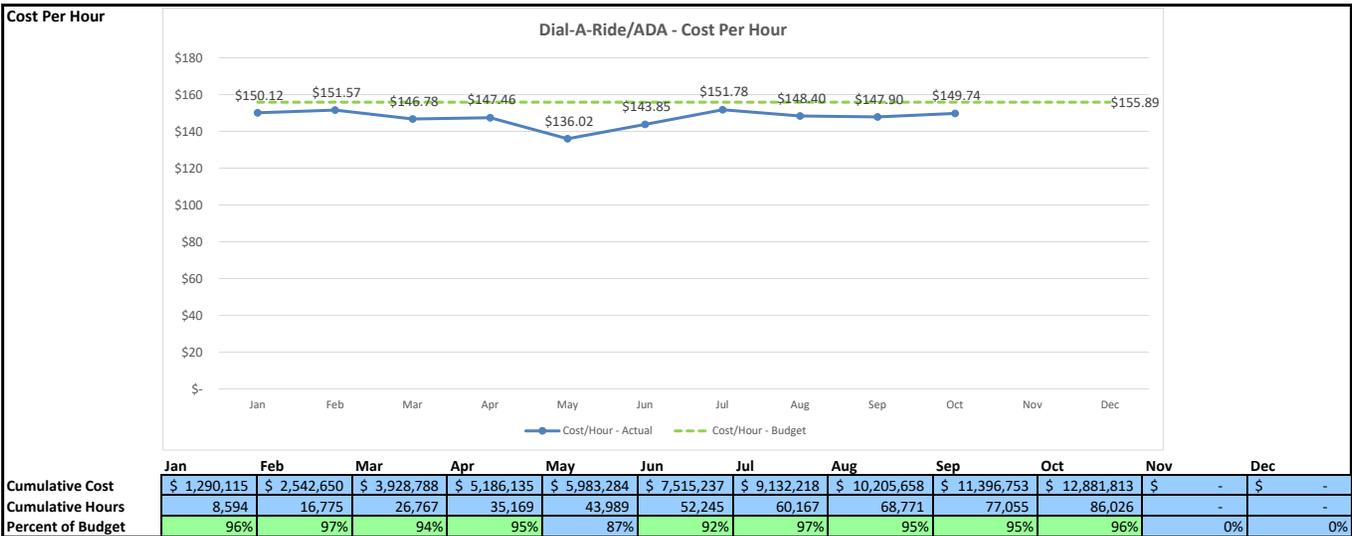
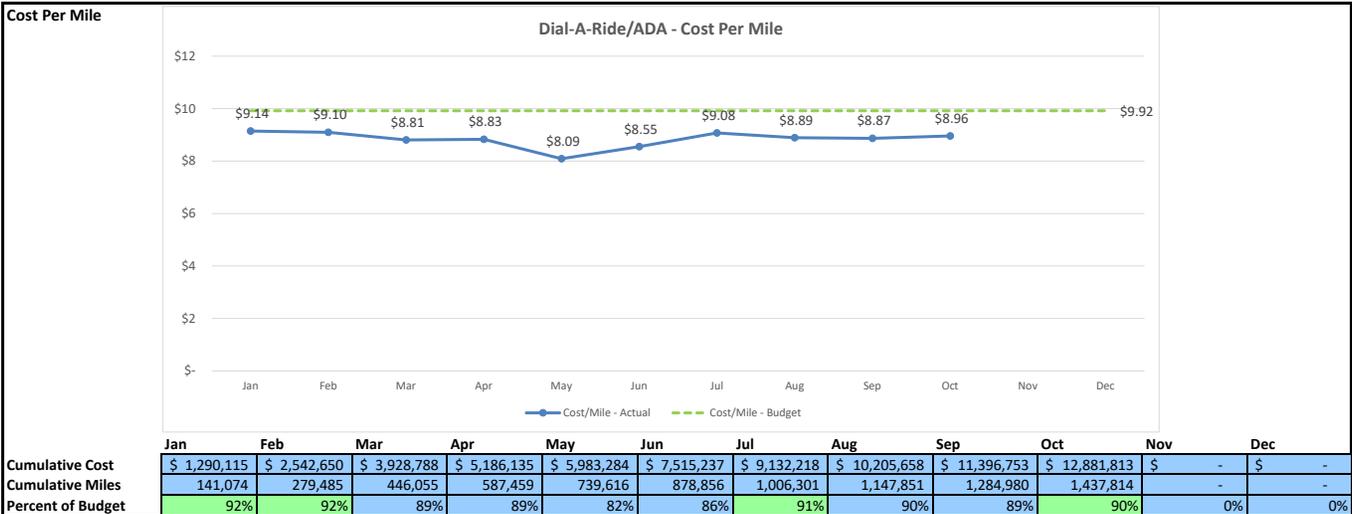
-Via Contracted service is running about 7% over budget.



**Legend for Percent of Budget:**

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

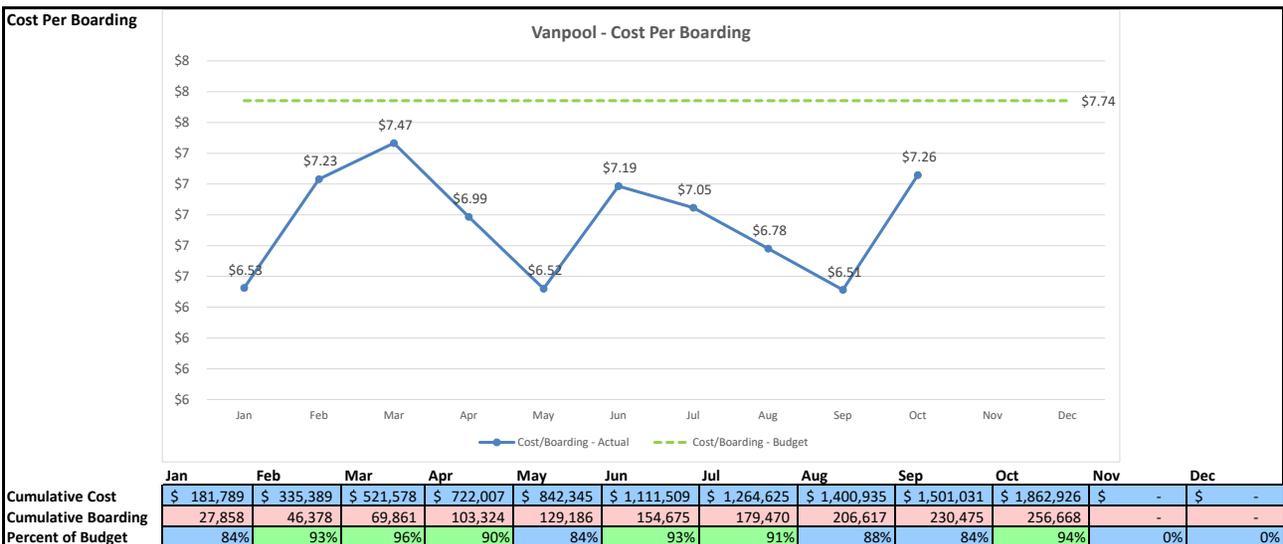
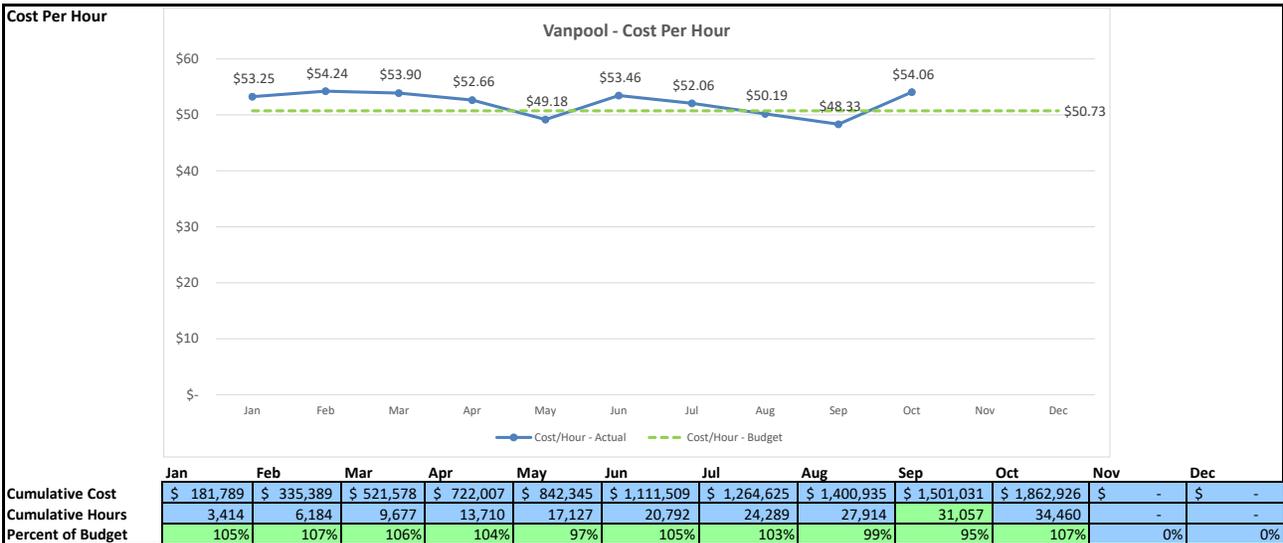
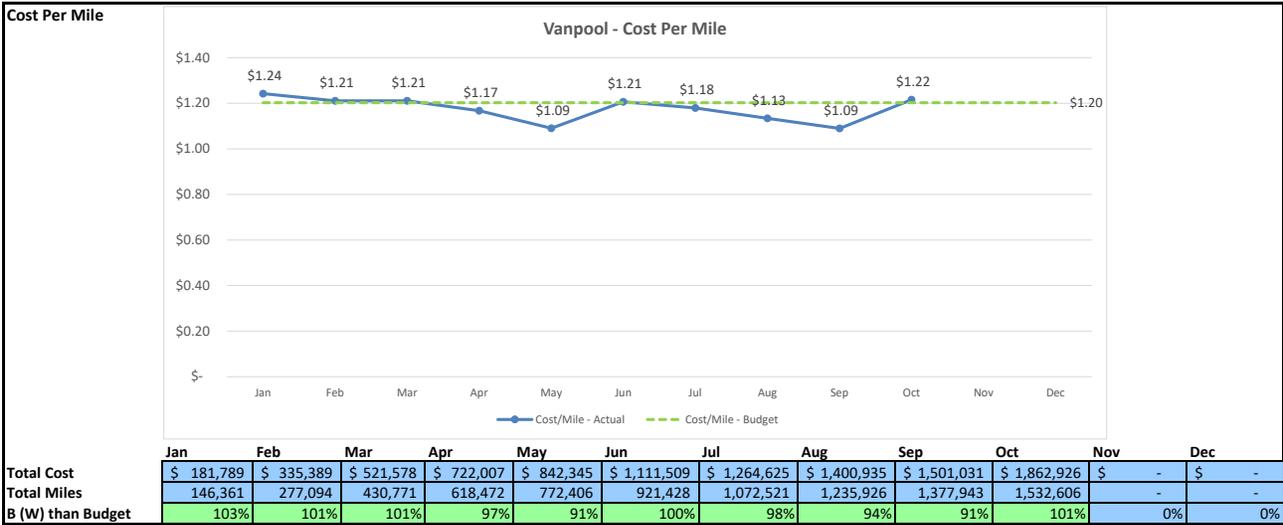
NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



**Legend for Percent of Budget:**

- Better than budget by more than 10%
- +/- 10% of budget
- Worse than budget by 11% - 15%
- Worse than budget by more than 15%

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**Legend for Percent of Budget:**

- Better than budget by more than 10%
- +/- 10% of budget
- Worse than budget by 11% - 15%
- Worse than budget by more than 15%

NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



**Ben Franklin Transit**  
**Comparison Revenue & Expenditures to Budget**  
**For the Period Ending October 31, 2023**

	2023 Total Annual Budget	2023 Budget Year to Date	Actual YTD October 2023	% Actuals B (W) Budget YTD	Actual YTD October 2022	% 2022 B (W) 2022
<b>Operating Revenues</b>						
Bus Passes	\$ 178,066	\$ 148,388	\$ 397,697	168.0%	\$ 419,887	-5.3%
Bus Cash	121,934	101,612	132,359	30.3%	229,476	-42.3%
Dial-A-Ride/ADA	200,000	166,667	179,211	7.5%	171,837	4.3%
Vanpool	700,000	583,333	793,760	36.1%	599,180	32.5%
Contracted Services (Via)	25,000	20,833	7,124	-65.8%	18,657	-61.8%
Fares	1,225,000	1,020,833	1,510,151	47.9%	1,439,036	4.9%
Local Sales Tax (Operating Portion)	39,446,942	32,286,756	32,000,144	-0.9%	30,867,104	3.7%
Operating Grants	3,184,200	2,653,500	4,590,662	73.0%	1,342,968	241.8%
CARES Act Funds	14,682,376	12,235,313	15,208,666	24.3%	13,040,307	16.6%
Miscellaneous	500,000	416,667	2,508,465	502.0%	1,011,344	148.0%
<b>Total Operating Revenues</b>	<b>\$ 59,038,518</b>	<b>\$ 48,613,069</b>	<b>\$ 55,818,088</b>	<b>14.8%</b>	<b>\$ 47,700,759</b>	<b>17.0%</b>
<b>Operating Expenditures</b>						
<b>Directly Operated Transportation</b>						
Fixed Route	\$ 23,515,686	\$ 19,596,405	\$ 17,124,578	12.6%	\$ 16,755,880	-2.2%
Dial-A-Ride/ADA	13,523,514	11,269,595	9,125,389	19.0%	8,810,886	-3.6%
Vanpool	1,784,291	1,486,909	1,257,365	15.4%	912,000	-37.9%
Maintenance	3,617,484	3,014,570	2,664,276	11.6%	2,828,476	5.8%
<b>Purchased Transportation</b>						
Contracted Services - VIA	2,774,800	2,312,333	2,471,738	-6.9%	1,763,761	-40.1%
Contracted Services - ARC	1,522,515	1,268,762	904,725	28.7%	578,708	-56.3%
<b>Administration</b>						
HR	1,827,956	1,523,297	1,108,996	27.2%	1,661,952	33.3%
Safety / Training	1,070,397	891,998	779,864	12.6%	750,418	-3.9%
Executive / Administrative Services	5,883,097	4,902,581	3,749,070	23.5%	4,102,157	8.6%
Marketing / Customer Service	1,938,559	1,615,466	1,247,284	22.8%	1,438,857	13.3%
Planning / Service Development	1,580,217	1,316,848	980,006	25.6%	906,065	-8.2%
<b>* Total Operating Expenditures</b>	<b>\$ 59,038,518</b>	<b>\$ 49,198,765</b>	<b>\$ 41,413,291</b>	<b>15.8%</b>	<b>\$ 40,509,159</b>	<b>-2.2%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 0</b>	<b>\$ (585,696)</b>	<b>\$ 14,404,797</b>		<b>\$ 7,191,600</b>	
<b>Capital Expenditures</b>						
Local	\$ 13,953,058	\$ 11,627,548	\$ 8,093,837	-30.4%	\$ 3,503,100	131.0%
State	12,871,112	10,725,927	640,977	-94.0%	118,517	440.8%
Federal	7,275,970	6,063,308	13,055,310	115.3%	10,646	122533.4%
<b>Total Capital Expenditures</b>	<b>\$ 34,100,140</b>	<b>\$ 28,416,783</b>	<b>\$ 21,790,123</b>	<b>-23.3%</b>	<b>\$ 3,632,263</b>	<b>499.9%</b>

\* Excludes budgeted GASB 68 year-end pension adjustment.



**Ben Franklin Transit**  
**Comparison Revenue & Expenditures to Budget**  
**For the Period Ending October 31, 2023**  
**Directly Operated Transportation**

2023 YTD Actual Allocated Cost Per(s)				Contracted	Contracted	Combined
	Fixed Route	Dial-A-Ride	Vanpool	Paratransit	Services (Via)	
Fares	\$ 530,056	\$ 179,211	\$ 793,760	\$ -	\$ 7,124	\$ 1,510,151
Direct Cost	\$ 17,124,578	\$ 9,125,389	\$ 1,257,365	\$ 904,725	\$ 2,471,738	\$ 30,883,795
Allocated Cost	\$ 6,377,797	\$ 3,667,774	\$ 483,926	\$ -	\$ -	\$ 10,529,496
Depreciation - Local (Vehicle only)	\$ 347,273	\$ 88,650	\$ 121,635	\$ 6,089	\$ -	\$ 563,647
Cost for Farebox Recovery Ratio	\$ 23,849,648	\$ 12,881,813	\$ 1,862,926	\$ 910,814	\$ 2,471,738	\$ 41,976,938
Boarding	2,041,013	197,963	256,668	42,420	116,142	2,654,206
Revenue Miles	2,937,094	1,437,814	1,532,606	128,028	824,264	6,859,806
Revenue Hours	183,981	86,026	34,460	7,443	41,504	353,414
<b>Cost per Boarding</b>	<b>\$ 11.69</b>	<b>\$ 65.07</b>	<b>\$ 7.26</b>	<b>\$ 21.47</b>	<b>\$ 21.28</b>	<b>\$ 15.82</b>
<b>Cost per Rev Mile</b>	<b>\$ 8.12</b>	<b>\$ 8.96</b>	<b>\$ 1.22</b>	<b>\$ 7.11</b>	<b>\$ 3.00</b>	<b>\$ 6.12</b>
<b>Cost per Rev Hour</b>	<b>\$ 129.63</b>	<b>\$ 149.74</b>	<b>\$ 54.06</b>	<b>\$ 122.37</b>	<b>\$ 59.55</b>	<b>\$ 118.78</b>
<b>Farebox Recovery</b>	<b>2.2%</b>	<b>1.4%</b>	<b>42.6%</b>	<b>0.0%</b>	<b>0.3%</b>	<b>3.6%</b>

**Directly Operated Transportation**

2023 YTD Budgeted Allocated Cost Per(s)				Contracted	Contracted	Combined
	Fixed Route	Dial-A-Ride	Vanpool	Paratransit	Services (Via)	
Fares	\$ 250,000	\$ 166,667	\$ 583,333	\$ -	\$ 20,833	\$ 1,020,833
Direct Cost	\$ 19,596,405	\$ 11,269,595	\$ 1,486,909	\$ 1,268,762	\$ 2,312,333	\$ 35,934,005
Allocated Cost	\$ 8,034,567	\$ 4,620,558	\$ 609,636	\$ -	\$ -	\$ 13,264,760
Depreciation - Local (Vehicle only)	\$ 356,934	\$ 88,271	\$ 122,703	\$ 6,013	\$ -	\$ 573,921
* Cost for Farebox Recovery Ratio	\$ 27,987,906	\$ 15,978,423	\$ 2,219,248	\$ 1,274,776	\$ 2,312,333	\$ 49,772,686
Boarding	1,749,167	224,167	286,667	65,000	170,833	2,495,833
Revenue Miles	2,943,333	1,610,833	1,845,833	185,833	948,333	7,534,167
Revenue Hours	185,833	102,500	43,750	11,667	50,833	394,583
<b>Cost per Boarding</b>	<b>\$ 16.00</b>	<b>\$ 71.28</b>	<b>\$ 7.74</b>	<b>\$ 19.61</b>	<b>\$ 13.54</b>	<b>\$ 19.94</b>
<b>Cost per Rev Mile</b>	<b>\$ 9.51</b>	<b>\$ 9.92</b>	<b>\$ 1.20</b>	<b>\$ 6.86</b>	<b>\$ 2.44</b>	<b>\$ 6.61</b>
<b>Cost per Rev Hour</b>	<b>\$ 150.61</b>	<b>\$ 155.89</b>	<b>\$ 50.73</b>	<b>\$ 109.27</b>	<b>\$ 45.49</b>	<b>\$ 126.14</b>
<b>Farebox Recovery</b>	<b>0.9%</b>	<b>1.0%</b>	<b>26.3%</b>	<b>0.0%</b>	<b>0.9%</b>	<b>2.1%</b>

**September 2023 Actuals Better (Worse)  
than Budget**

<b>Cost per Boarding</b>	<b>\$ 4.32</b>	<b>\$ 6.21</b>	<b>\$ 0.48</b>	<b>\$ (1.86)</b>	<b>\$ (7.75)</b>	<b>\$ 4.13</b>
<b>Cost per Rev Mile</b>	<b>\$ 1.39</b>	<b>\$ 0.96</b>	<b>\$ (0.01)</b>	<b>\$ (0.25)</b>	<b>\$ (0.56)</b>	<b>\$ 0.49</b>
<b>Cost per Rev Hour</b>	<b>\$ 20.98</b>	<b>\$ 6.14</b>	<b>\$ (3.33)</b>	<b>\$ (13.11)</b>	<b>\$ (14.07)</b>	<b>\$ 7.36</b>

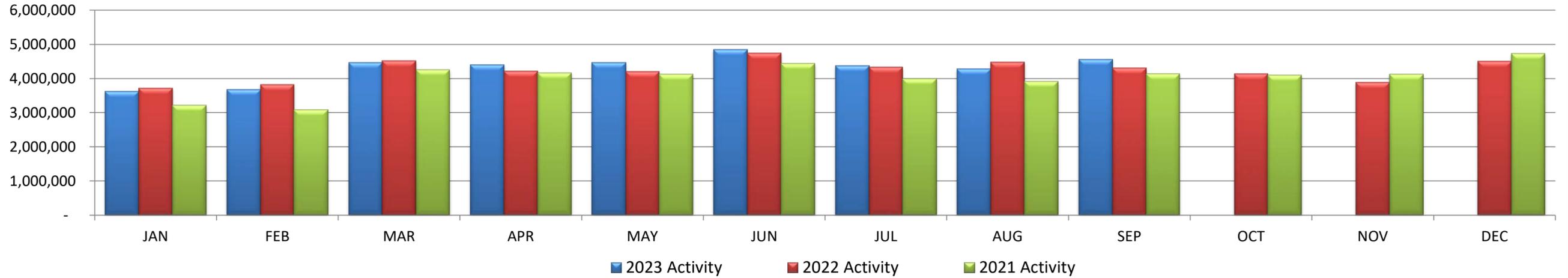
\* Excludes budgeted GASB 68 year-end pension adjustment.

\* VIA Connect July Invoice was not received on time to be included in the report.

NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



**BFT Sales Tax Comparison  
2020 to YTD 2023**



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2023 Activity	3,621,393	3,685,398	4,462,542	4,404,165	4,461,692	4,845,735	4,376,047	4,276,040	4,559,657				38,692,669	\$ 38,692,669
2022 Activity	3,718,461	3,818,560	4,527,951	4,220,707	4,199,919	4,741,316	4,335,247	4,477,763	4,315,048	4,142,860	3,892,338	4,504,698	50,894,868	\$ 38,354,973
2021 Activity	3,217,469	3,080,269	4,253,848	4,162,484	4,127,491	4,434,171	3,995,092	3,907,965	4,136,176	4,100,560	4,129,726	4,726,262	48,271,512	\$ 35,314,964
2020 Activity	2,897,013	2,628,492	2,869,290	2,734,647	3,377,653	3,655,389	3,621,523	3,259,755	3,773,316	3,372,348	3,302,921	3,981,314	39,473,663	\$ 28,817,080
Chg 23 to 22	(97,068)	(133,162)	(65,409)	183,458	261,773	104,419	40,800	(201,724)	244,609	-	-	-	337,696	
Chg 22 to 21	500,991	738,291	274,103	58,223	72,428	307,145	340,156	569,799	178,872	42,300	(237,388)	(221,564)	2,623,356	
Chg 21 to 20	320,456	451,777	1,384,558	1,427,837	749,838	778,782	373,568	648,209	362,860	728,212	826,805	744,948	8,797,849	
Chg 20 to 19	345,798	212,951	(214,627)	(381,139)	(56,538)	(82,385)	214,317	(96,862)	163,901	112,398	(282,544)	226,482	161,752	
% Chg 23 to 22	-2.6%	-3.5%	-1.4%	4.3%	6.2%	2.2%	0.9%	-4.5%	5.7%				0.9%	
% Chg 22 to 21	15.6%	24.0%	6.4%	1.4%	1.8%	6.9%	8.5%	14.6%	4.3%	1.0%	-5.7%	-4.7%	5.4%	
% Chg 21 to 20	11.1%	17.2%	48.3%	52.2%	22.2%	21.3%	10.3%	19.9%	9.6%	21.6%	25.0%	18.7%	22.3%	
% Chg 20 to 19	13.6%	8.8%	-7.0%	-12.2%	-1.6%	-2.2%	6.3%	-2.9%	4.5%	3.4%	-7.9%	6.0%	0.4%	
2023 Budget	3,680,707	3,513,039	4,384,049	4,227,086	4,601,849	5,074,020	4,571,488	4,468,766	4,739,106	4,447,024	4,513,023	5,179,843	53,400,000	\$ 39,260,110
2022 Budget	3,339,912	3,196,447	3,822,127	3,685,386	4,188,859	4,468,726	4,219,761	4,071,741	4,363,599	4,029,370	4,099,852	4,641,719	48,127,500	\$ 35,356,558
2021 Budget	2,746,574	2,667,953	3,329,812	3,199,984	3,484,955	3,910,393	3,403,113	3,428,179	3,522,917	3,287,186	3,391,233	3,827,701	40,200,000	\$ 29,693,880
2020 Budget	2,627,752	2,488,008	3,176,434	3,209,259	3,537,217	3,849,908	3,166,535	3,226,237	3,156,625	3,105,347	3,015,387	3,478,464	38,037,173	\$ 28,437,975
Vs. 2023 Budget	(59,315)	172,359	78,493	177,079	(140,157)	(228,285)	(195,440)	(192,726)	(179,449)				(567,441)	
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	115,486	406,023	(48,551)	113,489	(207,515)	(137,021)	2,767,368	8.5%
Vs. 2021 Budget	470,895	412,316	924,036	962,500	642,536	523,778	591,979	479,786	613,259	813,374	738,493	898,561	8,071,512	18.9%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	1.3%

