



BEN FRANKLIN TRANSIT

Proposed 2025 Operating and Capital Budgets
Board of Directors Meeting
December 16, 2024



2025 Operating and Capital Budget

Agenda

- Budget Overview
- Headcount
- 2025 Planned Service
- Revenue Projections
- Operating Expense by Category
- Operating Expense by Department
- Capital Budget Authority
- Overall Budget Summary



2025 Budget Overview

Revenue

- 1.4% sales tax growth over 2024 projected
- 3.0% sales tax growth over 2023 actuals

Labor

- Labor is 66.5% of the overall budget
- No increase in headcount

Expenses

- Non-Labor expenses are 33.5% of the overall budget
- Decrease in fuel by 20.0%
- Decrease in rentals by 53.4%
- Increases to insurance and utilities by 39.0%

Planned Service

- 6.7% increase over all service modes

Capital Improvement Plan

- Requesting budget authority for existing projects
- New project requests to be presented in Spring 2025



2025 Headcount

	2022 Budget	2023 Budget	2024 Budget	2025 Proposed	Difference
Operations (Fixed Route & Dial-A-Ride)	310	307	306	305	(1)
Rideshare (formerly Vanpool)	4	4	4	6	2
Maintenance	49	49	49	52	3
Human Resources	7	6	6	6	-
Planning & Service Development	9	9	9	10	1
Customer Service/Marketing	17	12	14	13	(1)
Safety & Security/Training	10	8	7	8	1
Executive/Administrative Services	21	23	23	18	(5)
Total Workforce	427	418	418	418	-

- Budgeted labor and benefits increased by \$1.8M (4.2%)
- Budgeted wage increases
 - Represented staff are in alignment with corresponding CBAs
 - Non-Represented staff in alignment with approved Employee Handbook



2025 Planned Service

Service Mode	2023A	2024B	2025B	2024B vs. 2025B
Fixed Route (MB/DO)				
Hours (VRH)	220,091	231,000	233,500	1.08%
Miles (VRM)	3,513,119	3,600,000	3,750,000	4.17%
Boardings (UPTs)	2,439,721	2,700,000	2,945,000	9.07%
Dial-A-Ride (DR/DO)				
Hours (VRH)	101,934	108,000	114,000	5.56%
Miles (VRM)	1,704,662	1,800,000	1,875,000	4.17%
Boardings (UPTs)	234,982	250,000	260,000	4.00%
ARC (DR/PT)				
Hours (VRH)	8,814	14,000	14,000	0.00%
Miles (VRM)	151,448	200,000	200,000	0.00%
Boardings (UPTs)	49,305	80,000	80,000	0.00%
Rideshare (VP/DO)				
Hours (VRH)	40,936	53,000	56,500	6.60%
Miles (VRM)	1,828,042	2,300,000	2,450,000	6.52%
Boardings (UPTs)	306,138	370,000	385,000	4.05%
CONNECT (DT/PT)				
Hours (VRH)	49,496	56,000	56,000	0.00%
Miles (VRM)	999,601	1,100,000	1,275,000	15.91%
Boardings (UPTs)	140,065	210,000	140,000	-33.33%

- **Fixed Route:** Minimal increase to accommodate more express, limited-stop services, reducing travel time for cross-town and regional trips.
- **ADA Dial-A-Ride:** Increase to accommodate rising ridership trends observed in 2024.
- **ARC & CONNECT:** Service levels remain unchanged, with CONNECT incorporating budget for ADA Dial-A-Ride overflow.
- **Rideshare:** Growth driven by new group demand and fleet expansion.



Revenue Projections

	2022 Actual	2023 Actual	2024 Straight-Lined Forecast	2024 Budget	2024F vs 2024B	2025 Proposed Budget	2024B vs 2025B
Fares & Contracted Services	1,700,755	1,789,440	1,928,325	1,225,000	36.5%	1,799,200	46.9%
Sales Tax - Operating	48,366,852	21,967,667	30,551,576	43,809,548	-43.4%	46,869,013 *	7.0%
State Operating Grants	1,328,095	10,925,713	3,736,644	7,000,000	-87.3%	10,300,000	47.1%
Federal Operating Grants	-	-	4,700,702	9,800,000	-108.5%	3,385,835	-65.5%
CARES\CRRSSA\ARP Grants	14,047,498	9,518,473	5,161,297	-	100.0%	-	0.0%
Miscellaneous	1,368,539	3,259,428	2,621,689	1,808,840	31.0%	2,980,000	64.7%
Operating Revenues	66,832,467	47,460,721	48,700,233	63,668,388	-30.7%	65,334,048	2.7%

* This represents the amount of Sales Tax being utilized towards Operating Expenditures, not the total Sales Tax expected.



2025 Operating Expense By Category

	Actual 2023	Budget 2023	YTD Actual 2024	Straight-line - Forecast 2024	Budget 2024	Proposed 2025	Change 2025B to 2024B	Change % 2025B to 2024B
Salaries & Wages	20,964,007	25,119,316	14,900,157	19,866,876	27,864,461	29,209,600	1,345,139	4.8%
Benefits	10,367,538	14,003,511	10,323,311	13,764,415	13,814,838	14,226,400	411,562	3.0%
Total Labor	31,331,545	39,122,827	25,223,468	33,631,291	41,679,299	43,436,000	1,756,701	4.2%
Services	2,430,127	3,960,610	1,807,417	2,409,890	4,498,110	5,309,548	811,438	18.0%
Fuel & Lubricants	4,168,441	5,095,638	2,946,601	3,928,802	6,151,303	4,632,663	(1,518,640)	-24.7%
Tires & Tubes	296,015	310,089	230,470	307,293	322,031	311,074	(10,957)	-3.4%
Materials/Supplies	3,158,969	3,606,780	1,712,226	2,282,968	3,726,419	3,900,684	174,264	4.7%
Utilities	412,231	409,944	275,371	367,162	410,763	475,880	65,117	15.9%
Insurance	1,133,414	1,141,880	1,027,265	1,369,687	1,403,598	1,725,847	322,249	23.0%
Contracted Services	3,760,853	3,995,000	2,830,110	3,773,480	4,043,441	4,300,000	256,559	6.3%
Rentals	234,695	84,189	137,045	182,727	245,481	114,455	(131,026)	-53.4%
Miscellaneous	534,431	1,311,561	335,200	446,933	1,162,942	1,127,897	(35,045)	-3.0%
Total Non-Labor	16,129,175	19,915,691	11,301,706	15,068,942	21,964,089	21,898,048	(66,041)	-0.3%
Total Operating Expenses	47,460,721	59,038,518	36,525,175	48,700,233	63,643,387	65,334,048	1,690,660	2.7%



2025 Operating Expense By Department

	Actual 2023	Budget 2023	YTD Actual 2024	Straight-line - Forecast 2024	Budget 2024	Proposed 2025	Change 2025B to 2024B	Change % 2025B to 2024B
Fixed Route	19,779,984	23,515,686	15,656,571	20,875,428	25,532,578	26,717,481	1,184,903	4.6%
DAR	10,095,033	13,523,514	7,983,309	10,644,411	13,759,157	14,501,476	742,319	5.4%
Rideshare (formerly Vanpool)	1,493,763	1,784,291	1,045,148	1,393,531	1,900,209	2,095,450	195,242	10.3%
Maintenance	2,825,066	3,617,484	2,353,436	3,137,915	4,029,968	4,049,261	19,293	0.5%
Directly Operated Transportation	34,193,847	42,440,975	27,038,464	36,051,285	45,221,912	47,363,669	2,141,757	4.7%
Purchased Transportation - Connect & Overflow	2,911,666	2,774,800	1,983,233	2,644,311	3,123,468	3,303,500	180,032	5.8%
Purchased Transportation - ARC	1,042,885	1,522,515	1,021,481	1,361,974	1,206,280	1,290,879	84,600	7.0%
Purchased Transportation	3,954,551	4,297,315	3,004,714	4,006,285	4,329,748	4,594,379	264,631	6.1%
Human Resources	1,391,285	1,827,956	1,100,304	1,467,071	2,020,709	1,818,414	(202,295)	-10.0%
Planning & Service Development	1,234,236	1,580,217	890,677	1,187,569	1,878,083	1,770,090	(107,993)	-5.8%
Customer Service/Marketing	1,756,486	1,938,559	1,132,784	1,510,378	2,389,013	2,303,787	(85,226)	-3.6%
Safety & Security/Training	867,754	1,070,397	543,067	724,089	967,295	1,246,720	279,425	28.9%
Executive/Administrative Services	4,062,563	5,883,099	2,815,167	3,753,555	6,836,629	6,236,989	(599,640)	-8.8%
Administration	9,312,324	12,300,228	6,481,997	8,642,663	14,091,728	13,376,000	(715,728)	-5.1%
Total Operating Expenditures	47,460,721	59,038,518	36,525,175	48,700,233	63,643,388	65,334,048	1,690,660	2.7%



2025 Capital Budget Authority

Board Approved Capital Budget Authority	\$	129,276,486
Fleet Program		14,300,000
Facilities Program		5,993,524
Transit Technologies		216,262
MOA Campus		950,000
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		21,459,786
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Proposed 2025 Capital Budget	\$	150,736,272

- Requesting budget authority for existing projects
- New project requests to be presented Spring 2025



2025 Capital Expenditures & Obligations

Capital Project Categories	2024	Approved Capital Budget Authority	Projected 2025 Utilization
Fleet	27,601,664	41,901,664	23,407,567
Facilities	58,315,707	64,309,231	27,306,893
Equipment	1,750,000	1,750,000	1,650,000
Transit Technologies	10,694,115	10,910,377	2,475,689
Planning / Studies	520,000	520,000	300,000
Other	4,450,000	4,450,000	2,475,000
MOA Campus	25,945,000	26,895,000	3,628,882
	<u>129,276,486</u>	<u>150,736,272</u>	<u>61,244,031</u>



2025 Capital Projects

Fleet - \$23.4M (to be ordered in 2025)

- Approved fleet replacements for all modes per replacement schedules
- Expansion vehicles for Rideshare program

Facilities & MOA Campus - \$30.9M

- Maintenance facility upgrades such as paint booth, automated fluid system, and vehicle wash
- Passenger amenities upgrades, transit center renovations and improvements, and West Pasco land acquisition
- MOA campus improvements and Facility Maintenance Building



2025 Capital Projects (cont.)

Equipment - \$1.6M

- Fixed Route midlife overhauls and maintenance equipment

Transit Technologies - \$2.5M

- Fare collections program and mobile ticketing, records management system, and access control for MOA and Three Rivers

Planning/Studies & Other - \$2.8M

- Long-Range Transit Development Plan, and Strategic Plan
- Enterprise Resource Planning (ERP) System, and website



2025 Overall Budget Summary

	Total	Operating	Capital
Revenues:			
Fares	\$ 1,799,200	\$ 1,799,200	\$ -
Sales Tax	53,518,800	46,869,013	6,649,787
Miscellaneous	2,980,000	2,980,000	-
Total Local	58,298,000	51,648,213	6,649,787
Total State Grants	25,109,999	10,300,000	14,809,999
Total Federal Grants	3,385,835	3,385,835	-
Total Revenues	86,793,834	65,334,048	21,459,786
Expenditures:			
Operating Expenditures	65,334,048	65,334,048	-
Capital Expenditures	21,459,786	-	21,459,786
Total Expenditures	86,793,834	65,334,048	21,459,786



2025 Operating and Capital Budget

Thank you!

BEN FRANKLIN TRANSIT

RESOLUTION 58-2024

A RESOLUTION ADOPTING THE FISCAL YEAR 2025 OPERATING & CAPITAL BUDGETS, AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO FILE ALL FY 2025 FEDERAL AND STATE GRANTS

WHEREAS, the governing authority of Ben Franklin Transit is required by law to adopt a budget for FY 2025 prior to incurring expenses in FY 2025; and

WHEREAS, staff provided the Board the budget document and has considered Board comments; and

WHEREAS, public hearing conducted during the December 16, 2024, Board meeting; and


WHEREAS, Exhibit A, attached to this resolution, shows a detailed breakdown of the operating and capital budget proposals discussed.

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

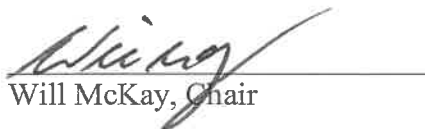
- 2) the Board hereby adopts the FY 2025 Operating and Capital Budget (which is attached to this Resolution as Exhibit A and incorporated herein by reference) for Ben Franklin Transit effective January 1, 2025; and
- 3) the Board hereby authorizes the Chief Executive Officer to file the FY 2025 Federal 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 16, 2024, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

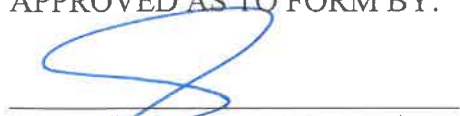


Shea Walter, Clerk of the Board



Will McKay, Chair

APPROVED AS TO FORM BY:



Jeremy Bishop, Legal Counsel

Exhibit A.

	Total	Operating	Capital
Revenues:			
Fares	\$ 1,799,200	\$ 1,799,200	\$ -
Sales Tax	53,518,800	46,869,013	6,649,787
Miscellaneous	2,980,000	2,980,000	-
Total Local	58,298,000	51,648,213	6,649,787
Total State Grants	25,109,999	10,300,000	14,809,999
Total Federal Grants	3,385,835	3,385,835	-
Total Revenues	86,793,834	65,334,048	21,459,786
Expenditures:			
Fixed Route	\$ 26,717,481	\$ 26,717,481	\$ -
DAR	14,501,476	14,501,476	-
Rideshare (formerly Vanpool)	2,095,450	2,095,450	-
Maintenance	4,049,261	4,049,261	-
Purchased Transportation - VIA	3,303,500	3,303,500	-
Purchased Transportation - ARC	1,290,879	1,290,879	-
Human Resources	1,818,414	1,818,414	-
Planning & Service Development	1,770,090	1,770,090	-
Customer Service/Marketing	2,303,787	2,303,787	-
Safety & Security / Training	1,246,720	1,246,720	-
Executive/Administrative Services	6,236,989	6,236,989	-
Total Operating Expenditures	65,334,048	65,334,048	-
Fleet Program	14,300,000	-	14,300,000
Facilities Program	5,993,524	-	5,993,524
Equipment	-	-	-
Transit Technologies	216,262	-	216,262
Transit Security & Safety	-	-	-
Planning / Studies	-	-	-
Other	-	-	-
MOA Campus	950,000	-	950,000
Total Capital Expenditures	21,459,786	-	21,459,786
Total Expenditures	86,793,834	65,334,048	21,459,786