

Virtual Meeting Participation Information:

Dial: 1-253-215-8782 Meeting ID No. 83115511004
Webinar link: <https://us02web.zoom.us/j/83115511004>

Physical Meeting Location:

Pierce Transit Training Center
3720 96th Street SW
Lakewood, WA 98499

Call to Order

Roll Call

Flag Salute

Presentations

1. Honoring Alan Orejana for Operator of the Month for November 2022

Scott Gaines
Transportation Assistant Manager

Special Business

1. Welcoming Back Mayor Daryl Eiding from the City of Edgewood, Representing the Cities of Edgewood and Puyallup
2. Filling a Vacancy on the Service Delivery and Capital Committee

Public Comment

Citizens wishing to provide comment will be given up to three minutes to comment on transit-related matters regardless of whether it is an agenda item or not. The Chair, at his or her discretion, may reduce the comment time to allow sufficient time for the Board to conduct business.

*To request to speak virtually during public comment, please press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. If speaking in person, please sign in at the table at the back of the room. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Written comments may also be emailed to Djacobson@piercetransit.org.*

Consent Agenda

(Items listed below were distributed to commissioners in advance for reading and study and are enacted with one motion. Item(s) may be moved to the Action Agenda at the request of a commissioner.)

1. Approval of Vouchers: November 1-30, 2022
2. Approval of Minutes: November 14, 2022, special study session meeting and regular board meeting
3. Ratification of Contracts Executed under the COVID-19 Emergency Declaration Order
4. FS 2022-066, Authorize the Chief Executive Officer to Enter into and Execute an Amendment to Contract No. 1396 with GovernmentJobs.com (d.b.a. "NEOGOV") in the Amount of \$835,178 to

Implement the Upgrade of the Highline Payroll System to the Current NEOGOV Human Resources Information Systems (HRIS) Module for a new Contract Amount of \$1,556,957.16

Action Agenda

1. FS 2022-067, A Resolution Adopting the Annual Budget for Fiscal Year 2023
Chris Schuler
Chief Financial Officer
2. FS 2022-068, A Resolution Adopting Interim Performance Standards for Fixed Route Service Until the Major Update to Pierce Transit's Destination Long Range Plan is Adopted
Lindsey Sehmel
Principal Planner – Scheduling

Staff Updates

1. CEO's Report
Mike Griffus
Chief Executive Officer

Informational Board Items

1. Chair Report
Chair Campbell
2. Sound Transit Update
Commissioner Keel
3. Puget Sound Regional Council Transportation Policy Board Update
Commissioner Mello
4. Commissioners' Comments

Executive Session – None scheduled

Adjournment

Handouts - None



Presentations



**Pierce
Transit**

**Operator of the Month
November 2022**

524

Pierce Transit

WASHINGTON
C4313C

Alan Orejana

November 2022

- Operator since 2008
- Excellent Customer Service
- Outstanding Safety Record

Meet one of Pierce Transit's finest drivers.

TRANSIT OPERATOR OF THE MONTH

Alan



*November
2022*

"I have been a professional Transit Operator since 1997 and I still feel the joy and sense of purpose in driving my passengers to their destination in a safe, respectful and compassionate manner."





Consent Agenda

PIERCE TRANSIT
Board Payments Over \$50,000
Payments From: Nov 1, 2022 to Nov 30, 2022
Cash and Investment Balance: 195,070,691.26

Payment Numbers CK 00379540 through CK 00379705
 Wire Numbers EFT 00012085 through EFT 00012314
 No Advance Travel Checks

Total \$11,945,287.41
 Payments in Excess of \$50,000 are as follows:

Operating Fund				
	Check	Vendor	Item/Service	Amount
CHK	00379674	PIERCE COUNTY BUDGET & FINANCE	BEYOND THE BOARDERS Q322	152,470.73
CHK	00379688	VOYAGER FLEET SYSTEMS INC	EXP VP CLOSE DATE 11/01/22	82,531.62
EFT	00012086	ICMA RETIREMENT	DEF COMP LOAN PP21 2022	157,397.17
EFT	00012101	CUMMINS INC	MISC INVENTORY PARTS	50,153.34
EFT	00012140	STRATAGEN SYSTEMS, INC.	SUPP ADEPT 01/01-10/31/23	70,856.50
EFT	00012149	ASSOCIATED PETROLEUM	DIESEL USAGE	110,328.96
EFT	00012199	US BANK CORPORATE PAYMENT SYST	MISC BUSN EXPENSES	89,705.35
EFT	00012201	ICMA RETIREMENT	DEF COMP LOAN PP22 2022	157,003.11
EFT	00012259	SAYBR CONTRACTORS INC	SIGN COMM NIGHT 10/22	39,934.16
EFT	00012274	UNITED ENERGY TRADING LLC	CNG SUPPLY 10/22	72,996.11
EFT	00012280	AWC EMPLOYEE BENEFIT TRUST	ER BGLI 11.22	1,204,554.89
EFT	00012281	GREAT WEST RETIREMENT	DEF COMP CEO PP23 2022	50,976.99
EFT	00012282	ICMA RETIREMENT	DEF COMP LOAN PP23 2022	154,474.43
EFT	00012310	SOUND TRANSIT	FAREBOX REVENUE SHARE 10/22	60,620.15
Payments for Fund 1 Total				2,454,003.51
Capital Fund				
	Check	Vendor	Item/Service	Amount
CHK	00379580	PEASE & SONS INC	CONSTR B4 10/19/22	75,893.88
CHK	00379656	LAKEWOOD WATER DISTRICT	GEN FAC FIRE LINE MOBI 06/22	69,692.00
CHK	00379701	SIEMENS INDUSTRY INC	SYSTEM UPGRADES	108,819.94
EFT	00012199	US BANK CORPORATE PAYMENT SYST	BRIDGE TOLL DELIVER PLANS	6,666.38
EFT	00012215	CLEVER DEVICES	RET CLEVDEV PI00006739 1065	168,501.60
EFT	00012226	HUITT-ZOLLARS INC.	DESIGN SV MOBI BLDG 1 10/01/22	102,966.62
EFT	00012259	SAYBR CONTRACTORS INC	ENCLOS LOBBY B4 07/01-10/31/22	104,892.52
EFT	00012286	ABSHER CONSTRUCTION COMPANY	B&O TAX BMP F/W 10/22	1,287,339.17
EFT	00012292	GILLIG LLC	BUSES	5,662,509.75
EFT	00012293	HUITT-ZOLLARS INC.	DEMO DESIGN MOBI F/W 07/02/22	178,132.48
EFT	00012308	SAYBR CONTRACTORS INC	CONCRETE BLG1 HOIST PITS 10/22	101,779.42
Payments for Fund 9 Total				7,867,193.76
Total Payments in Excess of \$50,000.00				\$ 10,321,197.27

Dec 1, 2022 9:21:47 AM

Pierce Transit
Payment Certification for Nov 30, 2022
Payments Nov 1, 2022 to Nov 30, 2022
Payment Numbers CK 00379540 through CK 00379705
Wire Numbers EFT 00012085 through EFT 00012314

Bank ID	Check Number	Check Date	Amount	Vendor Name
01	CHK	00379540	11/03/2022	488.00 AT&T
01	CHK	00379541	11/03/2022	2,050.00 ATU LOCAL 758 CORP
01	CHK	00379542	11/03/2022	120.25 BUILDERS EXCHANGE OF WA
01	CHK	00379543	11/03/2022	581.60 CHAPTER 13 TRUSTEE
01	CHK	00379544	11/03/2022	637.83 CITY OF PUYALLUP
01	CHK	00379545	11/03/2022	1,883.20 COASTAL COMMERCE GROUP LLC
01	CHK	00379546	11/03/2022	3,471.52 COLONIAL SUPPLEMENTAL LIFE
01	CHK	00379547	11/03/2022	245.85 COMCAST
01	CHK	00379548	11/03/2022	158.85 COMCAST
01	CHK	00379549	11/03/2022	153.91 COMCAST
01	CHK	00379550	11/03/2022	83.34 COMM ON POLITICAL EDUCATION
01	CHK	00379551	11/03/2022	7,398.72 CWA INC
01	CHK	00379552	11/03/2022	156.35 DAILY JOURNAL OF COMMERCE INC
01	CHK	00379553	11/03/2022	133.00 DM RECYCLING CO INC
01	CHK	00379554	11/03/2022	1,032.00 DM RECYCLING CO INC
01	CHK	00379555	11/03/2022	344.00 DM RECYCLING CO INC
01	CHK	00379556	11/03/2022	413.91 FRUITLAND MUTUAL WATER COMPANY
01	CHK	00379557	11/03/2022	38.67 HARBOR FREIGHT TOOLS
01	CHK	00379558	11/03/2022	4,739.72 HAROLD LEMAY ENTERPRISES
01	CHK	00379559	11/03/2022	54.87 HAROLD LEMAY ENTERPRISES
01	CHK	00379560	11/03/2022	1,368.92 HAROLD LEMAY ENTERPRISES
01	CHK	00379561	11/03/2022	877.14 HAROLD LEMAY ENTERPRISES
01	CHK	00379562	11/03/2022	828.75 IAM & AW
01	CHK	00379563	11/03/2022	3,647.28 INTEGRATED POWER SYSTEMS
01	CHK	00379564	11/03/2022	220.00 INTERNAL REVENUE SERVICE
01	CHK	00379565	11/03/2022	38.24 JOHNSTONE SUPPLY
01	CHK	00379566	11/03/2022	181.98 KALLEN RICHARDSON
01	CHK	00379567	11/03/2022	256.00 KENT KEEL
01	CHK	00379568	11/03/2022	1,039.50 LEGEND DATA SYSTEMS -LEGEND ID
01	CHK	00379569	11/03/2022	91.60 LEMAY MOBILE SHREDDING
01	CHK	00379570	11/03/2022	112.25 LEMAY MOBILE SHREDDING
01	CHK	00379571	11/03/2022	1,890.93 MICHAEL G MALAIER
01	CHK	00379572	11/03/2022	447.00 ANOKA COUNTY HUMAN SERVICES
01	CHK	00379573	11/03/2022	4,032.00 MULTICARE HEALTH SYSTEM
01	CHK	00379574	11/03/2022	404.41 NEXT LOAN
01	CHK	00379575	11/03/2022	136.40 NH DEPT OF H & HS
01	CHK	00379576	11/03/2022	1,570.14 NORTHWEST IAM BENEFIT TRUST
01	CHK	00379577	11/03/2022	435.21 NYS CHILD SUPPORT PROCESSING
01	CHK	00379578	11/03/2022	2,007.32 ODP BUSINESS SOLUTIONS LLC
01	CHK	00379579	11/03/2022	1,990.11 PACIFIC TORQUE
01	CHK	00379580	11/03/2022	75,893.88 PEASE & SONS INC
01	CHK	00379581	11/03/2022	2,040.24 PURCELL TIRE & RUBBER COMPANY
01	CHK	00379582	11/03/2022	43.30 REFRIGERATION SUPPLY DIST
01	CHK	00379583	11/03/2022	650.28 SNIDER ENERGY
01	CHK	00379584	11/03/2022	4,055.00 SOURCE PANEL
01	CHK	00379585	11/03/2022	10,706.30 SM STEMPER ARCHITECTS PLLC
01	CHK	00379586	11/03/2022	420.00 T-MOBILE USA, INC
01	CHK	00379587	11/03/2022	73.71 TACOMA DAILY INDEX
01	CHK	00379588	11/03/2022	4,975.22 TACOMA MALL PARTNERSHIP
01	CHK	00379589	11/03/2022	293.35 TX CHILD SUPPORT SDU
01	CHK	00379590	11/03/2022	624.33 UNITED SITE SERVICES (Everson)
01	CHK	00379591	11/03/2022	932.16 UNITED WAY OF PIERCE COUNTY
01	CHK	00379592	11/09/2022	797.50 AAA FIRE PROTECTION INC
01	CHK	00379593	11/09/2022	333.33 AMPLIFIED WIRELESS SOLUTIONS I
01	CHK	00379594	11/09/2022	17,442.31 AT&T
01	CHK	00379595	11/09/2022	20,142.77 AT&T
01	CHK	00379596	11/09/2022	20,646.03 AT&T
01	CHK	00379597	11/09/2022	27.56 AT&T
01	CHK	00379598	11/09/2022	1,936.58 AUTOZONE
01	CHK	00379599	11/09/2022	115.03 BUNCE RENTALS INC
01	CHK	00379600	11/09/2022	81.22 CENTURY LINK
01	CHK	00379601	11/09/2022	917.70 CENTURY LINK
01	CHK	00379602	11/09/2022	66.88 CENTURY LINK
01	CHK	00379603	11/09/2022	10,527.87 CITY TREASURER - TPU
01	CHK	00379604	11/09/2022	153.91 COMCAST
01	CHK	00379605	11/09/2022	153.91 COMCAST
01	CHK	00379606	11/09/2022	106.56 DUSTIN ANNIS
01	CHK	00379607	11/09/2022	2,336.62 ENERGY SYSTEMS MANAGEMENT/TRS
01	CHK	00379608	11/09/2022	4.74 FEDERAL EXPRESS CORP
01	CHK	00379609	11/09/2022	2,163.48 GENES TOWING CORP

01	CHK	00379610	11/09/2022	950.40	GILCHRIST CHEVROLET
01	CHK	00379611	11/09/2022	473.94	HOME DEPOT CREDIT SERVICES
01	CHK	00379612	11/09/2022	5,027.50	JOHNSON CONTROLS
01	CHK	00379613	11/09/2022	150.00	KYLE GULKE
01	CHK	00379614	11/09/2022	7,216.00	LAKEWOOD WATER DISTRICT
01	CHK	00379615	11/09/2022	4,998.77	LEVEL 3 (CENTURY LINK)
01	CHK	00379616	11/09/2022	677.74	LEVEL 3 (CENTURY LINK)
01	CHK	00379617	11/09/2022	459.99	LOWE'S COMPANIES INC
01	CHK	00379618	11/09/2022	572.00	MVP POSTER
01	CHK	00379619	11/09/2022	86.98	NELSON TRUCK
01	CHK	00379620	11/09/2022	454.87	ODP BUSINESS SOLUTIONS LLC
01	CHK	00379621	11/09/2022	2,337.27	PACIFIC TORQUE
01	CHK	00379622	11/09/2022	263.98	PENINSULA LIGHT
01	CHK	00379623	11/09/2022	4,154.04	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00379624	11/09/2022	2,795.00	PREMIER MEDIA GROUP
01	CHK	00379625	11/09/2022	16,528.78	PUGET SOUND ENERGY
01	CHK	00379626	11/09/2022	992.70	STREICH BROTHERS INC
01	CHK	00379627	11/09/2022	131.26	TERMINIX COMMERCIAL
01	CHK	00379628	11/09/2022	500.00	WSDOT
01	CHK	00379629	11/09/2022	500.00	WSDOT
01	CHK	00379630	11/15/2022	4,975.22	TACOMA MALL PARTNERSHIP
01	CHK	00379631	11/17/2022	28.67	AGRISHOP ACE TACOMA
01	CHK	00379632	11/17/2022	819.72	ALIGNMENT ON WHEELS INC
01	CHK	00379633	11/17/2022	91.12	AT&T
01	CHK	00379634	11/17/2022	49,816.15	ATU LOCAL 758 CORP
01	CHK	00379635	11/17/2022	566.51	AUTO TECH
01	CHK	00379636	11/17/2022	13,550.00	CABBROS CLEANING SERVICE LLC
01	CHK	00379637	11/17/2022	8,709.39	CENTURY LINK
01	CHK	00379638	11/17/2022	581.60	CHAPTER 13 TRUSTEE
01	CHK	00379639	11/17/2022	21,242.25	CITY OF FEDERAL WAY
01	CHK	00379640	11/17/2022	21,193.01	CITY OF PUYALLUP
01	CHK	00379641	11/17/2022	19,669.58	CITY TREASURER - TPU
01	CHK	00379642	11/17/2022	42.50	CITY TREASURER - TPU
01	CHK	00379643	11/17/2022	181.34	COMCAST
01	CHK	00379644	11/17/2022	153.85	COMCAST
01	CHK	00379645	11/17/2022	153.85	COMCAST
01	CHK	00379646	11/17/2022	1,007.00	DAILY JOURNAL OF COMMERCE INC
01	CHK	00379647	11/17/2022	104.07	DISH
01	CHK	00379648	11/17/2022	10,430.14	ENERGY SYSTEMS MANAGEMENT/TRS
01	CHK	00379649	11/17/2022	421.30	FASTENAL
01	CHK	00379650	11/17/2022	50.00	FORMFOX, INC.
01	CHK	00379651	11/17/2022	42.49	GILCHRIST CHEVROLET
01	CHK	00379652	11/17/2022	550.15	HULTZ BHU ENGINEERS INC.
01	CHK	00379653	11/17/2022	3,959.87	KING COUNTY FINANCE
01	CHK	00379654	11/17/2022	44,973.79	LAKEVIEW LIGHT & POWER CO
01	CHK	00379655	11/17/2022	513.47	LAKEWOOD WATER DISTRICT
01	CHK	00379656	11/17/2022	69,692.00	LAKEWOOD WATER DISTRICT
01	CHK	00379657	11/17/2022	21.24	LANGUAGE LINE SERVICES
01	CHK	00379658	11/17/2022	4,070.61	LEVEL 3 (CENTURY LINK)
01	CHK	00379659	11/17/2022	1,154.50	LOOMIS ARMORED US LLC
01	CHK	00379660	11/17/2022	133.12	MCMaster-CARR SUPPLY
01	CHK	00379661	11/17/2022	1,890.93	MICHAEL G MALAIER
01	CHK	00379662	11/17/2022	447.00	ANOKA COUNTY HUMAN SERVICES
01	CHK	00379663	11/17/2022	379.16	NEXT LOAN
01	CHK	00379664	11/17/2022	136.40	NH DEPT OF H & HS
01	CHK	00379665	11/17/2022	2,194.51	NOREGON SYSTEMS LLC
01	CHK	00379666	11/17/2022	131.18	NORTHWEST FASTENERS
01	CHK	00379667	11/17/2022	174.46	NORTHWEST IAM BENEFIT TRUST
01	CHK	00379668	11/17/2022	1,412.13	NYS CHILD SUPPORT PROCESSING
01	CHK	00379669	11/17/2022	135.75	ODP BUSINESS SOLUTIONS LLC
01	CHK	00379670	11/17/2022	2,160.00	OLYMPIC SPORTS & SPINE PLLC
01	CHK	00379671	11/17/2022	3,000.00	OLYMPIC SPORTS & SPINE PLLC
01	CHK	00379672	11/17/2022	1,770.71	PACIFIC TORQUE
01	CHK	00379673	11/17/2022	2,670.80	PETER E DOVE
01	CHK	00379674	11/17/2022	152,470.73	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00379675	11/17/2022	1,193.77	PURCELL TIRE & RUBBER COMPANY
01	CHK	00379676	11/17/2022	305.00	PUYALLUP SUMNER CHAMBER OF COM
01	CHK	00379677	11/17/2022	163.15	REFRIGERATION SUPPLY DIST
01	CHK	00379678	11/17/2022	130.90	SNAP-ON TOOLS - Robert Mustain
01	CHK	00379679	11/17/2022	473.05	SNIDER ENERGY
01	CHK	00379680	11/17/2022	500.00	SOURCE PANEL
01	CHK	00379681	11/17/2022	9,710.27	SM STEMPER ARCHITECTS PLLC
01	CHK	00379682	11/17/2022	218.33	TACOMA DAILY INDEX
01	CHK	00379683	11/17/2022	1,500.00	TACOMA PIERCE COUNTY CHAMBER
01	CHK	00379684	11/17/2022	293.35	TX CHILD SUPPORT SDU
01	CHK	00379685	11/17/2022	2,369.15	TRUVIEW BSI LLC
01	CHK	00379686	11/17/2022	1,251.10	UNITED SITE SERVICES (Everson)
01	CHK	00379687	11/17/2022	932.16	UNITED WAY OF PIERCE COUNTY
01	CHK	00379688	11/17/2022	82,531.62	VOYAGER FLEET SYSTEMS INC
01	CHK	00379689	11/17/2022	825.77	WALTER E NELSON CO.

01	CHK	00379690	11/17/2022	971.25	WURTH USA INC
01	CHK	00379691	11/22/2022	343.00	CASEY LEIFSON
01	CHK	00379692	11/22/2022	1,489.75	CITY TREASURER - TPU
01	CHK	00379693	11/22/2022	8,298.12	COMCAST
01	CHK	00379694	11/22/2022	1,215.38	JAMES GUERRERO ARCHITECT
01	CHK	00379695	11/22/2022	484.00	JASON MORRIS
01	CHK	00379696	11/22/2022	1,249.33	JOHNSON CONTROLS
01	CHK	00379697	11/22/2022	509.76	PARKLAND LIGHT & WATER CO
01	CHK	00379698	11/22/2022	51.02	PATRICK SCHAAN
01	CHK	00379699	11/22/2022	3,000.00	PIERCE COUNTY BUDGET & FINANCE
01	CHK	00379700	11/22/2022	296.88	PUGET SOUND ENERGY
01	CHK	00379701	11/22/2022	108,819.94	SIEMENS INDUSTRY INC
01	CHK	00379702	11/22/2022	46,800.10	STANTEC
01	CHK	00379703	11/22/2022	394.00	TABITHA BRUHN
01	CHK	00379704	11/22/2022	283.63	TONY LU
01	CHK	00379705	11/22/2022	14,046.18	WESCO AUTOBODY SUPPLY
01	EFT	00012085	11/03/2022	49,444.07	GREAT WEST RETIREMENT
01	EFT	00012086	11/03/2022	157,397.17	ICMA RETIREMENT
01	EFT	00012087	11/03/2022	15,855.70	NAVIA BENEFIT SOLUTIONS
01	EFT	00012088	11/03/2022	13,660.48	TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00012089	11/03/2022	4,395.90	WA ST CHILD SUPPORT REGISTRY
01	EFT	00012090	11/03/2022	220.97	ALPINE PRODUCTS INC
01	EFT	00012091	11/03/2022	6,421.36	AMAZON CAPITAL SERVICES INC
01	EFT	00012092	11/03/2022	176.66	AMB TOOLS & EQUIPMENT
01	EFT	00012093	11/03/2022	397.33	ANGI ENERGY SYSTEMS
01	EFT	00012094	11/03/2022	8,518.84	BATTERY SYSTEMS
01	EFT	00012095	11/03/2022	8,900.93	CARASOFT
01	EFT	00012096	11/03/2022	6,000.00	CDW GOVERNMENT INC
01	EFT	00012097	11/03/2022	1,371.00	CENTRAL PUGET SOUND REGIONAL T
01	EFT	00012098	11/03/2022	59.00	CHRISTOPHER SCHULER
01	EFT	00012099	11/03/2022	1,300.00	COACHING SYSTEMS, LLC
01	EFT	00012100	11/03/2022	468.27	COMMERCIAL BRAKE & CLUTCH
01	EFT	00012101	11/03/2022	50,153.34	CUMMINS INC
01	EFT	00012102	11/03/2022	291.05	TRUCKPRO HOLDING CORPORTATION
01	EFT	00012103	11/03/2022	365.63	ENGINEERED MACHINED PROD
01	EFT	00012104	11/03/2022	18,924.52	ESRI, INC.
01	EFT	00012105	11/03/2022	14,032.06	EVERBRIDGE
01	EFT	00012106	11/03/2022	140.31	FINISHMASTER, INC
01	EFT	00012107	11/03/2022	12,039.39	FREIGHTLINER NORTHWEST PACIFIC
01	EFT	00012108	11/03/2022	45,563.34	GILLIG LLC
01	EFT	00012109	11/03/2022	5,750.00	GORDON THOMAS HONEYWELL
01	EFT	00012110	11/03/2022	6,883.66	GRAINGER
01	EFT	00012111	11/03/2022	139.63	GRANTLEY MARTELLY
01	EFT	00012112	11/03/2022	762.66	WESTERN FLUID COMPONENTS
01	EFT	00012113	11/03/2022	256.00	KIMBERLY M ROSCOE
01	EFT	00012114	11/03/2022	256.00	KRISTINA WALKER
01	EFT	00012115	11/03/2022	800.00	LAKEWOOD CHAMBER OF COMMERCE
01	EFT	00012116	11/03/2022	98.93	LARSCO INC
01	EFT	00012117	11/03/2022	31,944.00	LASTPASS US LP
01	EFT	00012118	11/03/2022	652.03	MALLORY SAFETY & SUPPLY LLC
01	EFT	00012119	11/03/2022	194.04	MCGUIRE BEARING CO
01	EFT	00012120	11/03/2022	20,570.54	MEDSTAR CABULANCE INC
01	EFT	00012121	11/03/2022	568.59	MICHAEL GRIFFUS
01	EFT	00012122	11/03/2022	1,006.66	MOHAWK MFG & SUPPLY
01	EFT	00012123	11/03/2022	165.28	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00012124	11/03/2022	1,365.00	NAVIA BENEFIT SOLUTIONS
01	EFT	00012125	11/03/2022	1,223.74	NORTHWEST PUMP & EQUIPMENT CO
01	EFT	00012126	11/03/2022	244.76	NORTHWEST STEEL & PIPE CO
01	EFT	00012127	11/03/2022	9,692.32	PACIFIC POWER PRODUCTS
01	EFT	00012128	11/03/2022	1,407.86	THERMO KING NW INC
01	EFT	00012129	11/03/2022	363.23	PLATT ELECTRIC SUPPLY
01	EFT	00012130	11/03/2022	923.60	QBSI-XEROX
01	EFT	00012131	11/03/2022	4,912.05	R E AUTO ELECTRIC
01	EFT	00012132	11/03/2022	42.46	SCHETKY NORTHWEST SALES INC
01	EFT	00012133	11/03/2022	558.47	SEATTLE AUTOMOTIVE DIST.
01	EFT	00012134	11/03/2022	110.00	SHI INTERNATIONAL CORP
01	EFT	00012135	11/03/2022	158.00	SITECRAFTING INC.
01	EFT	00012136	11/03/2022	4,722.30	SOUTH TACOMA GLASS
01	EFT	00012137	11/03/2022	1,170.93	STANDARD PARTS CORP
01	EFT	00012138	11/03/2022	1,922.48	STAPLES
01	EFT	00012139	11/03/2022	647.07	STELLAR INDUSTRIAL
01	EFT	00012140	11/03/2022	70,856.50	STRATAGEN SYSTEMS, INC.
01	EFT	00012141	11/03/2022	175.91	TACOMA DODGE CHRYSLER JEEP
01	EFT	00012142	11/03/2022	579.72	TACOMA SCREW
01	EFT	00012143	11/03/2022	10,967.19	THE AFTERMARKET PARTS CO LLC
01	EFT	00012144	11/03/2022	24,013.00	TRAPEZE SOFTWARE GROUP
01	EFT	00012145	11/03/2022	5,255.09	UNIFIRST CORPORATION
01	EFT	00012146	11/03/2022	2,034.18	WESMAR
01	EFT	00012147	11/03/2022	3,806.15	WESTERN PETERBILT
01	EFT	00012148	11/03/2022	899.40	WOOD HARBINGER INC

01	EFT	00012149	11/03/2022	110,328.96 ASSOCIATED PETROLEUM
01	EFT	00012150	11/03/2022	11,121.00 ZONAR SYSTEMS INC
01	EFT	00012151	11/09/2022	2,663.69 STATE OF WA (STORAGE TANKS)
01	EFT	00012152	11/09/2022	3,084.48 ALL STARZ STAFFING AND CONSULT
01	EFT	00012153	11/09/2022	1,574.30 ALLSTREAM
01	EFT	00012154	11/09/2022	2,510.68 AMAZON CAPITAL SERVICES INC
01	EFT	00012155	11/09/2022	10,204.36 ATWORK! COMMERCIAL ENTERPRISES
01	EFT	00012156	11/09/2022	823.06 BATTERY SYSTEMS
01	EFT	00012157	11/09/2022	1,419.86 COGENT COMMUNICATIONS INC
01	EFT	00012158	11/09/2022	134.56 COMMERCIAL BRAKE & CLUTCH
01	EFT	00012159	11/09/2022	14,514.67 CUMMINS INC
01	EFT	00012160	11/09/2022	250.00 CYBERSOURCE CORP.
01	EFT	00012161	11/09/2022	82.50 DRUG FREE BUSINESS
01	EFT	00012162	11/09/2022	63.82 FINISHMASTER, INC
01	EFT	00012163	11/09/2022	37,569.70 GILLIG LLC
01	EFT	00012164	11/09/2022	2,589.23 GRAINGER
01	EFT	00012165	11/09/2022	2,626.91 IWG TOWERS ASSETS I LLC
01	EFT	00012166	11/09/2022	2,591.55 WESTERN FLUID COMPONENTS
01	EFT	00012167	11/09/2022	5,102.09 LUMINATOR MASS TRANSIT LLC
01	EFT	00012168	11/09/2022	184.80 MALLORY SAFETY & SUPPLY LLC
01	EFT	00012169	11/09/2022	406.94 MCGUIRE BEARING CO
01	EFT	00012170	11/09/2022	12,583.25 MEDSTAR CABULANCE INC
01	EFT	00012171	11/09/2022	686.15 MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00012172	11/09/2022	4,220.27 PACIFIC POWER PRODUCTS
01	EFT	00012173	11/09/2022	1,086.43 THERMO KING NW INC
01	EFT	00012174	11/09/2022	700.00 PETE SOPHANAVONG
01	EFT	00012175	11/09/2022	152.98 PLATT ELECTRIC SUPPLY
01	EFT	00012176	11/09/2022	46,602.00 PUGET SOUND REGIONAL COUNCIL
01	EFT	00012177	11/09/2022	828.35 QUADIENT FINANCE USA INC
01	EFT	00012178	11/09/2022	119.33 R E AUTO ELECTRIC
01	EFT	00012179	11/09/2022	140.62 RED WING SHOE STORE
01	EFT	00012180	11/09/2022	94.30 RICK BUMGARNER
01	EFT	00012181	11/09/2022	546.64 SCHETKY NORTHWEST SALES INC
01	EFT	00012182	11/09/2022	40.71 SEATTLE AUTOMOTIVE DIST.
01	EFT	00012183	11/09/2022	250.00 MARK W MEROD
01	EFT	00012184	11/09/2022	1,100.65 SOUTH TACOMA GLASS
01	EFT	00012185	11/09/2022	824.68 STANDARD PARTS CORP
01	EFT	00012186	11/09/2022	2,068.89 STAPLES
01	EFT	00012187	11/09/2022	47.81 STERICYCLE
01	EFT	00012188	11/09/2022	1,284.26 TACOMA DODGE CHRYSLER JEEP
01	EFT	00012189	11/09/2022	14.13 TACOMA SCREW
01	EFT	00012190	11/09/2022	4,787.66 THE AFTERMARKET PARTS CO LLC
01	EFT	00012191	11/09/2022	6,490.81 TITUS WILL FORD INC
01	EFT	00012192	11/09/2022	480.22 UNIFIRST CORPORATION
01	EFT	00012193	11/09/2022	1,581.89 VEHICLE MAINTENANCE PROGRAM
01	EFT	00012194	11/09/2022	1,230.10 WAXIE SANITARY SUPPLY
01	EFT	00012195	11/09/2022	9,122.89 WESTERN PETERBILT
01	EFT	00012196	11/09/2022	30.98 WILLIAMS OIL FILTER
01	EFT	00012197	11/09/2022	874.74 ASSOCIATED PETROLEUM
01	EFT	00012198	11/09/2022	1,170.31 ZONAR SYSTEMS INC
01	EFT	00012199	11/10/2022	96,371.73 US BANK CORPORATE PAYMENT SYST
01	EFT	00012200	11/16/2022	49,978.10 GREAT WEST RETIREMENT
01	EFT	00012201	11/16/2022	157,003.11 ICMA RETIREMENT
01	EFT	00012202	11/16/2022	15,949.61 NAVIA BENEFIT SOLUTIONS
01	EFT	00012203	11/16/2022	13,664.81 TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00012204	11/16/2022	4,560.86 WA ST CHILD SUPPORT REGISTRY
01	EFT	00012205	11/17/2022	686.37 A & E IMAGING
01	EFT	00012206	11/17/2022	24,655.00 ACI CUSTODIAL INC
01	EFT	00012207	11/17/2022	3,304.80 ALL STARZ STAFFING AND CONSULT
01	EFT	00012208	11/17/2022	487.51 ALLSTREAM
01	EFT	00012209	11/17/2022	2,491.16 AMAZON CAPITAL SERVICES INC
01	EFT	00012210	11/17/2022	405.48 AMB TOOLS & EQUIPMENT
01	EFT	00012211	11/17/2022	4,811.60 BATTERY SYSTEMS
01	EFT	00012212	11/17/2022	460.22 BRAUN CORPORATION
01	EFT	00012213	11/17/2022	1,751.00 BRAVO ENVIRONMENTAL NW INC
01	EFT	00012214	11/17/2022	197.77 CINTAS FIRE PROTECTION
01	EFT	00012215	11/17/2022	168,501.60 CLEVER DEVICES
01	EFT	00012216	11/17/2022	22,351.20 CUMMINS INC
01	EFT	00012217	11/17/2022	430.58 DANETTE ROGERS
01	EFT	00012218	11/17/2022	3,559.07 DIAMOND PARKING SERVICES LLC
01	EFT	00012219	11/17/2022	147.83 DONALD MITTS, #3393
01	EFT	00012220	11/17/2022	1,275.00 DOUGLAS E. DICKINSON
01	EFT	00012221	11/17/2022	4,330.00 DRUG FREE BUSINESS
01	EFT	00012222	11/17/2022	9,345.89 FIRST TRANSIT
01	EFT	00012223	11/17/2022	693.73 FREIGHTLINER NORTHWEST PACIFIC
01	EFT	00012224	11/17/2022	19,232.61 GILLIG LLC
01	EFT	00012225	11/17/2022	2,306.05 GRAINGER
01	EFT	00012226	11/17/2022	102,966.62 HUITT-ZOLLARS INC.
01	EFT	00012227	11/17/2022	131.23 JAMES E MOORE

01	EFT	00012228	11/17/2022	147.83	JEFFREY W DYKES
01	EFT	00012229	11/17/2022	121.10	JERON BROWN (EMPLOYEE)
01	EFT	00012230	11/17/2022	147.83	JON NEWMAN
01	EFT	00012231	11/17/2022	3,761.07	K & L GATES
01	EFT	00012232	11/17/2022	90.24	KAREN THESING
01	EFT	00012233	11/17/2022	120.98	KENNETH LEADBETTER
01	EFT	00012234	11/17/2022	1,099.38	KPFF CONSULTING ENGINEERS
01	EFT	00012235	11/17/2022	1,394.80	LARSEN SIGN COMPANY
01	EFT	00012236	11/17/2022	163.00	LIEM HONG
01	EFT	00012237	11/17/2022	588.25	LUMINATOR MASS TRANSIT LLC
01	EFT	00012238	11/17/2022	330.00	LYTX INC
01	EFT	00012239	11/17/2022	1,573.00	MALLORY SAFETY & SUPPLY LLC
01	EFT	00012240	11/17/2022	1,358.75	MAYES TESTING ENGINEERS INC
01	EFT	00012241	11/17/2022	597.87	MCGUIRE BEARING CO
01	EFT	00012242	11/17/2022	27,615.01	MEDSTAR CABULANCE INC
01	EFT	00012243	11/17/2022	4,104.80	MINUTEMAN PRESS
01	EFT	00012244	11/17/2022	820.46	MOHAWK MFG & SUPPLY
01	EFT	00012245	11/17/2022	6,297.07	MOMENTIVE INC
01	EFT	00012246	11/17/2022	10,106.16	MOTOROLA SOLUTIONS, INC.
01	EFT	00012247	11/17/2022	2,025.86	MUNCIE RECLAMATION & SUPPLY CO
01	EFT	00012248	11/17/2022	4,189.10	OPEN SQUARE
01	EFT	00012249	11/17/2022	97.34	OUTFITTER SATELLITE INC
01	EFT	00012250	11/17/2022	2,921.98	PACIFIC POWER PRODUCTS
01	EFT	00012251	11/17/2022	232.31	PACIFIC WELDING SUPPLY INC
01	EFT	00012252	11/17/2022	5,542.20	PACIFICA LAW GROUP
01	EFT	00012253	11/17/2022	113.84	PAUL CHAMPLAIN
01	EFT	00012254	11/17/2022	2,640.00	TEEPLE PRODUCTIONS LLC
01	EFT	00012255	11/17/2022	126.26	PROTERRA INC
01	EFT	00012256	11/17/2022	961.95	QUALITY PRESS
01	EFT	00012257	11/17/2022	726.51	ROBBLEES TOTAL SECURITY INC
01	EFT	00012258	11/17/2022	588.77	SAMBA HOLDINGS INC
01	EFT	00012259	11/17/2022	144,826.68	SAYBR CONTRACTORS INC
01	EFT	00012260	11/17/2022	122.23	SEATTLE AUTOMOTIVE DIST.
01	EFT	00012261	11/17/2022	38,848.93	SOUND TRANSIT
01	EFT	00012262	11/17/2022	250.00	MARK W MEROD
01	EFT	00012263	11/17/2022	552.38	STANDARD PARTS CORP
01	EFT	00012264	11/17/2022	759.99	STAPLES
01	EFT	00012265	11/17/2022	647.07	STELLAR INDUSTRIAL
01	EFT	00012266	11/17/2022	4,993.30	TACOMA COMMUNITY COLLEGE
01	EFT	00012267	11/17/2022	770.46	TACOMA DODGE CHRYSLER JEEP
01	EFT	00012268	11/17/2022	932.54	TACOMA SCREW
01	EFT	00012269	11/17/2022	11,539.74	THE AFTERMARKET PARTS CO LLC
01	EFT	00012270	11/17/2022	27.94	TINA GIVENS
01	EFT	00012271	11/17/2022	501.12	TINY'S TIRE
01	EFT	00012272	11/17/2022	108.72	TITUS WILL FORD INC
01	EFT	00012273	11/17/2022	3,950.05	UNIFIRST CORPORATION
01	EFT	00012274	11/17/2022	72,996.11	UNITED ENERGY TRADING LLC
01	EFT	00012275	11/17/2022	719.20	WA ST AUDITOR
01	EFT	00012276	11/17/2022	9,923.00	WA ST TRANSIT INSURANCE POOL
01	EFT	00012277	11/17/2022	20,977.12	WESTERN PETERBILT
01	EFT	00012278	11/17/2022	306.75	WILLIAM DICKEN
01	EFT	00012279	11/17/2022	8,407.03	ASSOCIATED PETROLEUM
01	EFT	00012280	11/21/2022	1,204,554.89	AWC EMPLOYEE BENEFIT TRUST
01	EFT	00012281	11/21/2022	50,976.99	GREAT WEST RETIREMENT
01	EFT	00012282	11/21/2022	154,474.43	ICMA RETIREMENT
01	EFT	00012283	11/21/2022	15,876.08	NAVIA BENEFIT SOLUTIONS
01	EFT	00012284	11/21/2022	13,662.94	TACOMA EMPLOYEES RETIREMENT SY
01	EFT	00012285	11/21/2022	4,179.36	WA ST CHILD SUPPORT REGISTRY
01	EFT	00012286	11/22/2022	1,287,339.17	ABSHER CONSTRUCTION COMPANY
01	EFT	00012287	11/22/2022	406.22	AMAZON CAPITAL SERVICES INC
01	EFT	00012288	11/22/2022	213.24	AMAZON.COM CORPORATE CREDIT
01	EFT	00012289	11/22/2022	41,291.18	DELL USA LP
01	EFT	00012290	11/22/2022	17,950.00	EMC RESEARCH INC
01	EFT	00012291	11/22/2022	20,718.29	GALLS LLC
01	EFT	00012292	11/22/2022	5,662,509.75	GILLIG LLC
01	EFT	00012293	11/22/2022	178,132.48	HUITT-ZOLLARS INC.
01	EFT	00012294	11/22/2022	11.00	INTELLICORP RECORDS INC
01	EFT	00012295	11/22/2022	980.00	INTERCITY TRANSIT
01	EFT	00012296	11/22/2022	256.00	JASON M WHALEN
01	EFT	00012297	11/22/2022	128.00	JOHN G PALMER
01	EFT	00012298	11/22/2022	256.00	JOHN HINES
01	EFT	00012299	11/22/2022	143.14	KENDRA BROKMAN
01	EFT	00012300	11/22/2022	128.00	KIMBERLY M ROSCOE
01	EFT	00012301	11/22/2022	7,517.47	KPFF CONSULTING ENGINEERS
01	EFT	00012302	11/22/2022	256.00	KRISTINA WALKER
01	EFT	00012303	11/22/2022	852.16	MB ELECTRIC LLC
01	EFT	00012304	11/22/2022	13,400.00	MOSS ADAMS LLP
01	EFT	00012305	11/22/2022	13,278.75	PARAMETRIX ENGINEERING
01	EFT	00012306	11/22/2022	130.02	PRINT NW

01	EFT	00012307	11/22/2022	180.00 RYAN WHEATON
01	EFT	00012308	11/22/2022	101,779.42 SAYBR CONTRACTORS INC
01	EFT	00012309	11/22/2022	156.55 SEATTLE AUTOMOTIVE DIST.
01	EFT	00012310	11/22/2022	60,620.15 SOUND TRANSIT
01	EFT	00012311	11/22/2022	18.37 UNIFIRST CORPORATION
01	EFT	00012312	11/22/2022	7,922.86 VIX TECHNOLOGY USA INC
01	EFT	00012313	11/22/2022	4,585.74 WOOD HARBINGER INC
01	EFT	00012314	11/23/2022	10,167.19 WA ST DEPT OF REVENUE
Total Payments				<u>\$11,945,287.41</u>

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES**

November 14, 2022

CALL TO ORDER

Chair Campbell called the special meeting to order at 3:04 p.m.

ROLL CALL

Commissioners present:

Marty Campbell, Chair of the Board, Pierce County Councilmember

Kent Keel, City of University Councilmember (*representing University Place and Fircrest*)

Ryan Mello, Pierce County Councilmember

John Palmer, Deputy Mayor for City of Puyallup (representing Puyallup and Edgewood)

Kim Roscoe, Mayor of Fife (*representing Fife/Milton/Pacific/Auburn/Gig Harbor Ruston/Steilacoom*)

Kristina Walker, Vice Chair of the Board, City of Tacoma Councilmember

Jason Whalen, City of Lakewood Mayor

Commissioners excused:

John Hines, City of Tacoma Councilmember

Victoria Woodards, Mayor of the City of Tacoma

Staff present:

Mike Griffus, Chief Executive Officer

Chris Schuler, Chief Financial Officer

Deanne Jacobson, Clerk of the Board

Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board

Aaron Millstein, Counsel

OPENING REMARKS AND HOUSEKEEPING ITEMS

Chair Campbell welcomed board members, staff, and citizens to the meeting and provided attendees with instructions for meeting participation.

PUBLIC HEARING ~ Proposed 2023 Budget

Chief Financial Officer Chris Schuler kicked off the proposed 2023 Budget presentation and opened the floor to the CEO and the department directors, who gave an (*Commissioner Keel arrived at 3:13 p.m.*) overview of the strategic initiatives planned for their departments in 2023.

Mr. Schuler provided a full overview of the 2023 Budget with the Board reviewing/receiving the following information:

- Revenue projections and the various revenue sources the agency receives money from.
- Budget Comparisons of Operating Revenues from calendar years 2019 through 2023
- Breakdown showing where revenue is spent
- Budget Comparison of Operating Expenditures from calendar years 2019 through 2023
- Overview of 2023 Operating statistics for Transit Service Hours, Transit Service Miles, and Transit Service Rides
- Service Comparison of all service modes that Pierce Transit provides from calendar years 2019 through 2023
- Overview of the infrastructure, vehicle inventory, technology needs, base and passenger facilities needs and amenities needed to support the transit system, which include Sound Transit infrastructure
- Overview of the Service Area map and the cities and towns that are served by the Pierce Transit system, both fixed route and SHUTTLE
- Overview of the Vanpool service area, showing origination and destination
- Overview of the Personnel Budget, reflecting 987 positions budgeted for 2023. 966 Full-Time Equivalents
- High-level overview of 16 new positions requested in 2023 and how they align with the agency's strategic initiatives
- Overview of Capital Budget, which includes 50 carryover projects. It was noted that the Maintenance & Operations Base Improvement (MOBI) project and the Bus Rapid Transit project represent 80 percent of the capital budget
- Received an overview of the project milestones achieved and future accomplishments for Major Capital projects over \$5 million for 2022 and 2023. These projects consist of the BRT, MOBI, Spanaway Transit Center, and CAD/AVL
- Overview of the Six-Year Financial Plan. It was noted that staff is keeping an eye on sales tax collections and will need to readjust the budget in 2023 should there be an economic downturn
- The budget for service hours is not constrained and will be able to accommodate increased hours as operator levels restore.
- Overview of the 2023 Reserve requirements.

Mr. Schuler concluded his presentation advising the budget is balanced and sustainable. He responded to questions relating to the Community Transportations Advisory Group's involvement with the budget, noting that there were no concerns raised from the members.

Commissioner Keel requested to see what the operating revenues would be without the American Rescue Plan Act (ARPA) funds. Mr. Schuler provided this information, removing the revenue dollars received from ARPA and the Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA) funds.

The public hearing was opened at 3:43 and closed at 3:44 p.m. No public testimony was provided; no written comments were received.

PRESENTATION/DISCUSSION

Overview of the Agency's Diversity Equity and Inclusion (DEI) Program

Executive Director of Administration Amy Cleveland provided an overview of the agency's DEI Program, reviewing the components of the DEI Program, the Equal Employment Opportunity (EEO) Program, the Agency Focus/Programs and Roadmap for the Future. She reported the agency is working towards imbedding equity in everything that it does.

Ms. Cleveland reported that the DEI Program touches the following pillars of work at the agency:

- Recruitment/Talent Acquisition
- Employee Experience
- Training and Development
- Customer and Employer Branding
- Supplier and Contract Diversity

She reviewed the role of the EEO Program Plan and the Federal Transit Administration (FTA), Office of Civil Rights. She reported that the FTA reviews the agency's plan every four years and noted that Pierce Transit did not receive any findings, but noted some categories are (*Commissioner Palmer arrived at 3:51 p.m.*) below utilization.

Ms. Cleveland reviewed and discussed the employee demographics by job category and reviewed the agency's workforce demographics to the general Pierce County workforce.

Ms. Cleveland reviewed and discussed at length the activities and workplan of the DEI Committee and reviewed the employment structures and trainings that the agency participates in that support DEI and ensures that the agency is continually moving towards fostering a workforce that is equitable.

Ms. Cleveland reviewed the core principles of the APTA Racial Equity Pilot Program, which Pierce Transit is a participating member of. She reported that the Disadvantaged Business Enterprise (DBE) program is managed through the and Procurement Department and Title VI is managed through the Planning Department.

Ms. Cleveland concluded her presentation by reiterating that there are multiple layers of DEI components at Pierce Transit and there are layers of DEI imbedded throughout the agency.

Vice Chair Walker expressed her appreciation for the DEI Program and noted that she is happy to see the increased investment in this work. She recognized that the DEI work shared today is an important piece that the Board wanted to see accomplished. She noted that she is also excited about the APTA pilot program and requested that the Board receive periodic updates on how the agency is doing with APTA pilot program during future study sessions so the public can see the great work that Pierce Transit is doing.

ADJOURNMENT

Commissioners Walker and Roscoe **moved** and seconded to adjourn the meeting at 4:05 p.m.

Motion **carried**, 7-0.

Deanne Jacobson
Clerk of the Board

Marty Campbell, Chair
Board of Commissioners

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES**

November 14, 2022

CALL TO ORDER

Chair Campbell called the regular board meeting to order at 4:12 p.m.

ROLL CALL

Commissioners present:

Marty Campbell, Chair of the Board, Pierce County Councilmember
John Hines, City of Tacoma Councilmember
Kent Keel, City of University Councilmember (*representing University Place and Fircrest*)
Ryan Mello, Pierce County Councilmember
John Palmer, Deputy Mayor for City of Puyallup (*representing Puyallup and Edgewood*)
Kim Roscoe, Mayor of Fife (*representing Fife/Milton/Pacific/Auburn/Gig Harbor Ruston/Steilacoom*)
Kristina Walker, Vice Chair of the Board, City of Tacoma Councilmember
Jason Whalen, City of Lakewood Mayor

Commissioners excused:

Victoria Woodards, Mayor of the City of Tacoma

Staff present:

Mike Griffus, Chief Executive Officer
Chris Schuler, Chief Financial Officer
Deanne Jacobson, Clerk of the Board
Brittany Carbullido, Assistant to the CEO/Deputy Clerk of the Board
Aaron Millstein, Counsel

FLAG SALUTE

Chair Campbell stated that we gratefully honor and acknowledge that we rest on the traditional lands of the Puyallup People.

Chair Campbell led attendees in the Flag Salute, followed by a moment of silence.

OPENING REMARKS AND HOUSEKEEPING ITEMS

Chair Campbell welcomed board members, staff, and citizens to the meeting and provided attendees with instructions for meeting participation.

PRESENTATIONS

1. Honoring Carl Cariaga for Operator of the Month for October 2022

Transportation Assistant Manager Ron Mackenzie honored Carl Cariaga for Operator of the Month for October 2022, reporting that Mr. Cariaga has been an operator since 1994 and highlighting Mr. Cariaga's outstanding work ethic and excellent customer service to customers.

2. Q3 CTAG Quarterly Report

CTAG member Ben Yoder reviewed the work that the committee engaged with during Q3 of 2022, highlighting the Maintenance Operations Base tour and an overview of the agency's programs and practices that were utilized and continue to be utilized to manage the COVID-19 virus. Mr. Yoder also complimented his fellow committee members for their work in accessibility.

PUBLIC COMMENT

No public comments were provided.

CONSENT AGENDA

(Items listed below were distributed to Commissioners in advance for reading and study and are enacted with one motion. Item(s) may be moved to the Action Agenda at the request of a commissioner.)

Commissioners Walker and Palmer **moved** and seconded to approve the consent agenda as presented.

Motion **carried**, 6-0.

1. Approval of Vouchers, October 1, 2022 – October 31, 2022
Operating Fund #10
Self-Insurance Fund #40
Capital Fund #90
Payment Nos. 379350 through 379539
Wire Nos. 11810 through 12084
No Advance Travel Checks
Total \$9,925,585,68
2. Approval of Minutes: October 10, 2022, regular board meeting.
3. FS 2022-057, Authorized the Chief Executive Officer to execute Contract No. 1414 with Schetky Northwest Sales, Inc., to purchase up to twelve (12) paratransit SHUTTLE vehicles for a total contract spending authority of \$2,337,965.00.

ACTION AGENDA

1. FS 2022-058, A Resolution of the Board of Commissioners of Pierce Transit Ending the Emergency Declaration and Related Emergency Orders that Were Authorized in Response to the COVID-19 Outbreak, and Rescinding Resolution No. 2020-010 Proclaiming the Emergency

CEO Griffus presented on the item, noting that the agency is lifting its COVID-19 Emergency Declaration in step with Governor Inslee's office ending its Emergency Declaration. He reported that Pierce Transit's Emergency Declaration mostly applied to contracting processes and next month staff will be bringing contracts forward for ratification. He reported that the Federal Emergency Declaration is still in effect and the agency remains committed to best practices to protect the well-being of its customers.

Chair Campbell reminded everybody to remain mindful that COVID-19 remains to be prevalent.

Commissioners Walker and Roscoe **moved** and seconded to approve Resolution No. 2022-012, ending the Emergency Declaration and related emergency orders that were ratified April 13, 2020, in response to the COVID-19 outbreak, and rescinding Resolution No. 2020-010 declaring the emergency.

Motion **carried**, 6-0.

2. FS 2022-059, Adopting the 2023 State and Federal Legislative Priorities

Government Relations Administrator Alexandra Mather presented on the item. She reported that since the last presentation, the agency has collaborated with the Association of Washington Cities on a joint initiative: the Behavioral Health Initiative and discussed the relationship of this item to Pierce Transit.

She responded to various questions and clarified that the agency does not have a specific ask for BRT funding for this legislative cycle.

The Board requested that more content be added to the last bullet point of the State Priorities relating to the Washington State Transit Association, Transportation Choices Coalition, and the Joint Municipal Action Committee. Ms. Mather reported that the agency supports these organizations in their legislative initiatives.

Commissioners Walker and Roscoe **moved** and seconded to approve Resolution No. 2022-013, adopting the 2023 State and Federal Legislative as presented in Exhibits A and B, and to add additional language to the last bullet point of Exhibit A, clarifying that Pierce Transit supports the municipal and public transportation partners of WSTA, TCC, and JMAC in their legislative goals.

Motion **carried**, 6-0.

3. FS 2022-051, Authorize the Chief Executive Officer to Increase the Contract Authority Amount for Absher Construction Company, Contract No.1087, for

the Planned and Budgeted Fuel and Wash Building Internet Connectivity Infrastructure to Connect to Existing Pierce Transit Systems

Sr. Construction Project Manager Brian Matthews presented on the item and noted that this item was carried over from the October 10 board meeting and that he is back today to give the Board additional (*Commissioner Keel arrived at 4:38 p.m.*) information about the project.

Mr. Matthews reviewed the scope of work that will be completed and noted that there is a significant amount of electrical work that needs to be done to carry out connectivity work needed for the Fuel and Wash Building.

Commissioner Keel thanked staff for clearing up the questions he had on this project.

Commissioners Keel and Roscoe **moved** and seconded authorized the Chief Executive Officer to increase the contract spending authority not to exceed amount for Absher Construction, Contract No. 1087, by \$1,429,131 for the Fuel and Wash Building Internet Connectivity Infrastructure to connect to the existing Pierce Transit Systems for a new contract authority amount of \$34,622,168.

Motion **carried**, 7-0.

4. FS 2022-060, Authority to Execute a Contract with Token Transit, Inc., Contract No. 1507, for the Mobile Fare Ticketing Application

Marketing Supervisor Kathy Walton presented on item. She briefed the Board as to why the agency needs a new mobile application. She noted technology constantly changes and Pierce Transit's needs change as well. She noted that the agency sought to seek a new provider with improving the customer experience in mind and proceeded with the procurement process.

Ms. Walton gave an overview about how the transition process of moving from the current app to the new app would occur for Pierce Transit customers, noting that it should be a seamless process for them. She advised the agency will offer the same mobile passes that it offers now. She discussed the additional benefits that Token Transit will provide to the agency.

Ms. Walton reported that the contract costs are based on commission so costs could fluctuate over the years.

Ms. Walton responded to questions about the difference between the ORCA payment system and Pierce Transit's app, explaining that the ORCA system is a regional system, but Pierce Transit's application would be specific to just Pierce Transit, and it allows the agency to be nimble and offer our own programs.

Discussion ensued about various fare payment systems and how they are utilized.

.

Ms. Walton advised that the new application would accept additional pay methods such as credit cards and Apple Pay.

Commissioners Walker and Whalen **moved** and seconded to authorize the Chief Executive Officer to execute a multi-year contract with Token Transit, Inc., Contract No. 1507, to provide a mobile fare ticketing application in the amount of \$500,000.

Motion **carried**, 7-0.

5. FS 2022-061, Accepting the Final Title VI Equity Analysis Report for Emergency Major Service Cuts for Routes 1, 11, and 16, Lasting Longer Than 12 Months due to the COVID-19 Pandemic

Principal Planner of Scheduling Lindsey Sehmel presented on the item and advised that Title VI analysis of major service reductions lasting longer than 12 months is required pursuant to FTA requirements and Pierce Transit policies, the agency is required to conduct a Title VI Analysis on the reduction. She reported the reductions to Routes 1, 11 and 16 were balanced and there were no disparate impacts to riders on those routes.

Vice Chair Walker expressed that the Board realizes these reductions are painful and the agency hopes that the staffing shortage improves.

Commissioners Walker and Roscoe **moved** and seconded accept the Final Title VI Equity Analysis Report as presented in Exhibit A for emergency major service cuts for Routes 1, 11, and 16 lasting longer than 12 months due to the COVID-19 Pandemic.

Motion **carried**, 7-0.

[Sr. Construction Project Manager provided one presentation for items 6-7 on the agenda.]

6. FS 2022-062, Authorize the Chief Executive Officer to Increase the Contract Authority Amount for Pacifica Law Group, Contract No. 1089, for Real Estate Legal Services and Property Acquisition Legal Support for the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project

Senior Construction Project Manager Sean Robertson reviewed (*Commissioner Hines arrived at 5:05 p.m.*) the scope of work that Pacifica Law Group will provide for the project. He noted that they have supported the agency on finalizing third-party agreements for this project, and Pierce Transit is gearing up for them to provide acquisition support, which is estimated to begin in December 2023. Mr. Robertson advised that an overview of the acquisition process will be provided to the Board in the summer of 2023 along with previous actions approved by the Board relating to signing authority levels for property acquisition.

Mr. Robertson advised that if the property acquisition process goes smoothly, he most likely will not need to ask for a contract increase; however, if there are issues or

condemnation proceedings, more money will most likely be needed. The agency will have a better idea how the acquisition proceedings will be in 2024.

Mr. Robertson noted that Common Street was hired to assist with the common, routine acquisition process. He reviewed a list of third-party agreements that are currently in process or upcoming.

Upon inquiry, Mr. Robertson answered questions relating to techniques and strategies utilized for contingency planning and controlling costs.

Commissioners Walker and Palmer **moved** and seconded to authorize the Chief Executive Officer to increase the contract authority amount for Pacifica Law Group, LLP, Contract No. 1089, by \$800,000 to continue to provide Real Estate Legal Services including property acquisition legal support for the BRT Pacific Avenue/SR 7 Corridor Project, for a new contract amount of \$1,000,000.

Motion **carried**, 8-0.

7. FS 2022-063, Authorize the Chief Executive Officer to Increase the Contract Amount for WSDOT Contract No. JC 1446, for Planned and Budgeted Project Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project

Senior Construction Project Manager Sean Robertson reviewed the work to be completed under this contract increase relating to continued project review. This additional increase will add enough funds to cover project review from WSDOT until Contract No. 1454(Construction Agreement) is signed and issued in late 2023. Once the Construction Agreement is issued in late 2023 all remaining WSDOT expenses will be covered under that agreement. He noted this contract increase would cover what is needed over the next 6-12 months.

Commissioners Palmer and Keel **moved** and seconded to authorize the Chief Executive Officer to increase the contract amount for WSDOT Contract No. JC 1446 by \$200,000 for a new contract amount of \$500,000 for Project Review of the Bus Rapid Transit Pacific Avenue/State Route 7 Corridor Project.

Motion **carried**, 8-0.

STAFF UPDATES

1. Stream Bus Rapid Transit (BRT) System Expansion Study

Principal Planner Darin Stavish presented on the item and reviewed the evaluation criteria that was utilized to determine which corridors should be expanded for future BRT development. He reviewed four corridors that were evaluated and reviewed the evaluation process for each corridor. He reviewed the input received from the Technical Advisory Committee (TAC) and reviewed the corridors that would be candidates to receive FTA funding.

Mr. Stavish advised that staff recommends Corridor B, followed by Corridor A for further evaluation and reviewed next steps.

Mr. Stavish reported that there is currently no funding for BRT expansion and no Board decision will be needed on the BRT expansion until approximately the end of 2024 and stated more analysis is needed.

Commissioner Keel expressed that the cities of University Place and Fircrest want to be part of the conversation of any BRT system that would impact their cities.

Ms. Stavish answered question relating to potential challenges that may impact parts of 19th/Bridgeport in the cities of University Place and Fircrest.

Commissioner Palmer expressed concern about delaying analysis for the Puyallup area and inquired if the Puyallup corridor could score better if the proposed route was shortened to go from South Hill Mall to the downtown Puyallup Sounder Station.

Various commissioners inquired if the proposed corridors reviewed today could be modified for better connectivity to Sounder Stations and on parallel roads.

Commissioner Mello advocated for an analysis of both S. 12th Street and 6th Avenue in Tacoma as potential Stream BRT corridors given the concern about two different and potentially conflicting high-capacity transit modes in tandem along S. 19th St; The Sound Transit T Line Streetcar; and Stream BRT.

2. CEO'S Report

CEO Griffus reported on the following items:

- Pierce Transit was awarded a \$125,000 Vanpool Investment Program grant to improve vanpool awareness, education, and outreach with employers.
- Free Youth Transit Pass ORCA cards have successfully been distributed to schools throughout our region! Outreach work will now focus on providing education to schools and students, including visiting schools to teach students about card use and trip planning.
- Attended the Washington State Transit Association quarterly meeting last week and the topics were good.
- The next service change should show some restoration in weekend service.

INFORMATIONAL BOARD ITEMS

1. Chair's Report

The Executive Finance Committee will meet Thursday, November 17, 2022, at 3:00 p.m.

2. Sound Transit Update

Commissioner Keel provided an update on the West Seattle and Ballard Link Extensions, noting this work is going on right now and will cost billions of dollars. He reported that projects have run into head winds due to the increase of costs for everything as well as placement of schedules in several locations. He discussed challenges with the East Link Extension and noted that these challenges can lead to slow ups for Pierce County. He noted they are pushing Sound Transit staff to make decisions so that the impacts to the Pierce County timeline are minimized.

Vice Chair Walker noted that Sound Transit ridership is up for light rail, including bus service. The Hilltop Extension is expected to open the first quarter of 2023.

Commissioner Roscoe gave a shout out to Sound Transit staff for their work on the Ballard link extension. She commended Chair Keel for doing a good job keeping timelines on track. She is happy that Pierce County has good representation on the system expansion committee.

Puget Sound Regional Council Transportation Policy Board Update

Commissioner Mello reported that this month the committee is focusing on climate goals. He reported that Vice Chair Walker represents Pierce County on the FTA's working formula group, and expressed a positive note that the conversation is shifting to "how equity" plays into the funding formula, and not "if equity" should be considered. He stated that meetings have been productive, and that he appreciates the discussions from the other entities.

3. Commissioners' Comments

Commissioner Palmer was honored for his service on the Pierce Transit Board from December 2020 to present representing the cities of Puyallup and Edgewood.

Various commissioners applauded him for his service on the Board, noting that they enjoyed serving alongside of him and appreciated his viewpoint as a transit rider.

Commissioner Palmer expressed that his time on the Pierce Transit Board has been a quick, weird two years [due to COVID]. He stated that he was excited to serve on this Board; it's a great Board and it has been a wonderful experience. He expressed that he has a lot of appreciation for Pierce Transit staff and the operators.

Chair Campbell reported that Mayor Eidinger from the City of Edgewood will be returning to the Pierce Transit Board in December pursuant to the representation agreement between the cities of Puyallup and Edgewood.

EXECUTIVE SESSION

There was no executive session scheduled.

ADJOURNMENT

Commissioners Palmer and Walker **moved** and seconded to adjourn the meeting at 6:19 p.m.

Motion **carried**, 5-0.

HANDOUTS

2022 Q3 Safety Report

2022 Q3 Financial Report

Deanne Jacobson
Clerk of the Board

Marty Campbell, Chair
Board of Commissioners

TO: Board of Commissioners

FROM: Mike Griffus, Chief Executive Officer

DATE: November 22, 2022

SUBJECT: Ratification of Contracts Executed Under the COVID-19 Emergency Declaration

Pursuant to Pierce Transit’s procurement policies and Section 3.13.080 of the Pierce Transit Code, the Board of Commissioners shall ratify all contracts and purchase orders that were executed under a declaration of emergency that would have otherwise required competitive bidding. The items listed below were executed under the COVID-19 Emergency Declaration, declared by the Chief Executive Officer on March 5, 2020, and require ratification by the Board.

Contract/ PO No.	Vendor	Purpose	Date of Execution	Expenditure Amount
1045	Top2Bottom Janitorial Services	Amendment 4 to extend contract and add \$20,000 for additional cleaning	7/10/2020	\$20,000.00
1045	Top2Bottom Janitorial Services	Amendment 5 – Added parking for sanitizers at Eastlake at \$300.00 per month and extended expiration date to 10/31/20	7/29/2020	\$150,000.00
1045	Top2Bottom Janitorial Services	Amendment 6 – Added \$360,000 and extended expiration date to 12/31/20.	9/11/2020	\$360,000.00
1045	Top2Bottom Janitorial Services	Amendment 7 – No cost added. Revised service schedules times for seven days a week at all locations from 10 am to 6 pm, added supervisors and added 9 vans to transport sanitation employees and supervisors to each location.	10/30/2020	\$0
1045	Top2Bottom Janitorial Services	Amendment 8 – Added \$74,256.14 to contract for additional cleaning and for final closeout and payment.	3/5/2021	\$74,256.44



MEMO TO
Board of Commissioners
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Contract/ PO No.	Vendor	Purpose	Date of Execution	Expenditure Amount
102003549	Northwest Plastics	Plexi-glass driver barriers	5/29/2020	\$10,715.25
102003774	Northwest Plastics	Plexi-glass driver barriers	6/4/2020	\$13,188.00
102003680	Northwest Plastics	Plexi-glass driver barriers	6/1/2020	\$14,836.40
102006169	Northwest Plastics	Driver barriers for shuttles	10/1/2020	\$19,782.00
102005937	Northwest Plastics	Driver barriers for shuttles	10/14/2020	\$19,782.00
102005937	Northwest Plastics	Driver barriers for shuttles	9/22/2020	\$21,430.50
102008000	Rex Pegg	Marine vinyl for social distancing signs	12/23/2020	\$14,836.50

TITLE: Authorize the Chief Executive Officer to Execute an Amendment to Contract No. 1396 with Governmentjobs.com (d.b.a. "NEOGOV") to Implement the Upgrade of the Highline Payroll System to the Current NEOGOV Human Resources Information Systems (HRIS) Module

DIVISION: Administration

SUBMITTED BY: Tara Schaak, Human Resources Manager

RELATED ACTION:

FS 2022-010, Execute Contract No. 1396 with GovernmentJobs.com, dba NEOGOV, for Online Services Subscription to Support Multiple Platforms of Human Resources Cloud Services.

ATTACHMENTS: N/A

RELATION TO STRATEGIC PLAN: Employee

BUDGET INFORMATION

Is it Budgeted? Yes / No

Project Name or Number: NEOGOV HRIS

Operating Budget

Capital Budget

FUNDING SOURCE:		EXPLANATION:
Original Contract	\$721,779.16	Implementation of upgrade cost is \$150,000 which is budgeted as part of capital project #609.
This Increase	\$835,178.00	
Revised Contract	\$1,556,957.16	Annual subscription fee for HRIS module to replace Highline will be \$124,000 for the first year, with a 5% increase per year for years two through five.

BACKGROUND:

The Executive Finance Committee approved a 5-year contract with Governmentjobs.com (d.b.a. "NEOGOV") on March 17, 2022, for Human Resource systems. Pierce Transit currently uses the NEOGOV online platform for multiple Human Resources cloud services: 1) Applicant Tracking System; 2) Onboarding of new employees; 3) Performance Management for non-represented employees; 4) E-forms; and 5) the Learning Management System. At that time, the committee was informed of this upcoming system upgrade and staff's plan to bring this final NEOGOV module forward for approval.

In 2019, NEOGOV purchased the Highline software system, which is the agency's current employee data and payroll system. Due to this acquisition, and the upcoming end of life of the Highline system, Pierce Transit needs to upgrade its current Human Resources Information System (HRIS), Highline, with the NEOGOV HRIS module. This is tentatively

scheduled to occur in late 2023 which will complete the suite of services and fully integrate the HR and payroll databases into one system. This contract covers the implementation costs to upgrade to the SAAS version of Highline, which is called the NEOGOV HRIS module. The annual subscription fees which are billed for the current Highline version will discontinue and be replaced by the annual subscription fees for the HRIS module.

This contract amendment will be issued for a five-year term to coincide with the original contract expiration date.

The annual cost of the HRIS module will be offset when the current subscription for Highline (\$140,000) ends once NEOGOV HRIS is live. Subscription fees are included in the annual operating budget.

STAFF RECOMMENDATION:

Staff recommends executing the contract amendment with GovernmentJobs.com (d.b.a. "NEGOV") in the amount of \$835,178 to implement the upgrade of the Highline Payroll System to the current NEOGOV HRIS module.

ALTERNATIVES:

Do not authorize the contract which would keep the agency on the 20-year-old Highline system until such time as NEOGOV no longer supports it. At that time, it would be more costly to upgrade to the SAAS version of the payroll module.

PROPOSED MOTION:

Move to: Authorize the Chief Executive Officer to enter into and execute an amendment to Contract No. 1396 with GovernmentJobs.com (d.b.a. "NEGOV") in the amount of \$835,178 for implementing the upgrade of the Highline Payroll System to the current NEOGOV HRIS module, for a new contract amount of \$1,556,957.16.



Action Agenda

TITLE: A Resolution of the Board of Commissioners of
Pierce Transit Adopting the Annual Budget for Fiscal Year
2023

DIVISION: Finance

SUBMITTED BY: Chris Schuler, Executive Director of
Finance & IT (CFO)

RELATED ACTION: N/A

ATTACHMENTS: Proposed Resolution
Exhibit A, Proposed 2023 Budget

RELATION TO STRATEGIC PLAN: Financial

	2023 Budget Appropriations	
	Uses	Sources
Operating Budget		
Operating	\$ 162,610,230	\$ 53,782,930
Non-Operating	1,150,000	111,830,400
Operating Contributions	-	10,795,670
Operating Transfers	61,383,510	-
Use of Reserves	-	48,734,740
	\$ 225,143,740	\$ 225,143,740
Capital Budget		
Operating	\$ 337,319,480	\$ 234,806,590
Operating Transfers	-	55,548,410
Use of Reserves	-	46,964,480
	\$ 337,319,480	\$ 337,319,480
Insurance Budget		
Operating	\$ 3,775,710	\$ 25,000
Operating Transfers	-	5,835,100
Use of Reserves	-	(2,084,390)
	\$ 3,775,710	\$ 3,775,710
Total Appropriations	\$ 566,238,930	\$ 566,238,930
Less Operating Transfers	(61,383,510)	(61,383,510)
Net Budget	\$ 504,855,420	\$ 504,855,420

BACKGROUND:

As part of the preparation process of the 2023 Budget, the Pierce Transit Board received an overview of budget methodologies and a preliminary review of the 2023 Budget at their September 15, 2022, Board Retreat Meeting.

Subsequent to that, the Community Transportation Advisory Group reviewed the preliminary budget at its October 27, 2022, meeting. An additional review of the preliminary budget and public hearing was also conducted at the November 14, 2022, Special Study Session Meeting. The 2023 Budget is ready for adoption.

The budget is balanced, sustainable, and meets Board-adopted reserve requirements. The Agency's budget is \$566,238,930. Of this amount, \$61,383,510 represents internal transfers, leaving a net budget of \$504,855,420. The three components that make up this amount are the Operating Budget (32%), Capital Budget (67%), and Insurance Budget (1%).

The budget includes Pierce Transit fixed route service hours totaling 475,000. SHUTTLE hours are budgeted at 195,422. Vanpool service hours are budgeted at 90,000. Pierce Transit anticipates providing 271,300 service hours for Sound Transit Regional Transit Service.

To provide the projected level of service, the 2023 Budget includes 987 positions and 966 full-time equivalent employees (FTEs). Sixteen (16) new positions are offset by fourteen (14) position reductions for a net increase of two (2) positions. The budget has a wage increase of 4.57%, including eligible step and COLA increases for represented employees, per the terms of the applicable collective bargaining agreements and eligible step and general wage adjustments in January for non-represented employees.

Capital projects for 2023 are budgeted at \$337,319,480. Approved but unspent projects are carried over to the following budget year. The 2023 budget contains \$257,021,390 of prior year budgeted funds (carryover). Included are funds for vehicles, facilities, technology, and equipment.

The insurance budget of \$3,775,710 includes workers' compensation costs of \$3,575,710 and unemployment costs of \$200,000.

STAFF RECOMMENDATION:

Authorize adoption of the Annual Budget for fiscal year 2023 as presented at the November 14, 2022, Board of Commissioners' Study Session and Public Hearing.

ALTERNATIVES:

Modify the budget. The Board may at any time throughout the budget year make modifications to the budget.

PROPOSED MOTION:

Move to: Approve Resolution No. 2022-014, adopting the Annual Budget for Fiscal Year 2023 as presented in Exhibit A, with attendant wage adjustments and approval of 987 positions.

1 **RESOLUTION NO. 2022-014**

2
3 A RESOLUTION of the Board of Commissioners of Pierce Transit Adopting
4 the Annual Budget for Fiscal Year 2023

5
6 WHEREAS, the Chief Executive Officer has prepared a preliminary budget for fiscal year 2023; and

7 WHEREAS, the Board of Commissioners of Pierce Transit received an overview of budget
8 methodologies and preliminary review of the 2023 budget at their September 15, 2022, Board Retreat
9 Meeting; and

10 WHEREAS, the Community Transportation Advisory Group reviewed the preliminary budget at its
11 October 27, 2022 Meeting; and

12 WHEREAS, the Board of Commissioners of Pierce Transit received an additional review of the
13 preliminary budget at its November 14, 2022, Special Study Session Meeting; and

14 WHEREAS, the Board of Commissioners of Pierce Transit held a public hearing on the preliminary
15 budget at its November 14, 2022 Special Study Session Meeting; and

16 WHEREAS, the Board of Commissioners of Pierce Transit has now determined that the preliminary
17 budget provides for the efficient and effective delivery of public transportation services within the financial
18 capacity of Pierce Transit for 2023; and

19 WHEREAS, the Budget proposes service to provide 1,031,722 service hours for fixed route, SHUTTLE,
20 Vanpool and Sound Transit services, requiring a workforce of 987 positions; and

21 WHEREAS, Pierce Transit seeks to be an employer of choice in Pierce County and a general wage
22 adjustment for non-represented employees should assist in hiring and retention of quality employees; and

23 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

24 Section 1. The Board of Commissioners authorizes the annual budget, attached hereto as Exhibit
25 A, for Pierce Transit for Fiscal Year 2023, which was reviewed by the Board of Commissioners in its final
26 form and content.

27 Section 2. The summary of the total estimated expenditures and resources for the appropriations
28 are as follows:

	Expenditures	Resources
Appropriation before use of Fund Balance	\$ 566,238,930	\$ 472,624,100
Use of Reserves	-	93,614,830
Total Appropriations	<u>\$ 566,238,930</u>	<u>\$ 566,238,930</u>
Less Operating Transfers	(61,383,510)	(61,383,510)
Net Budget	<u>\$ 504,855,420</u>	<u>\$ 504,855,420</u>

Section 3. The Chief Executive Officer is hereby authorized to staff up to 987 positions.

Section 4. The Board affirms continuing the Classification and Compensation Program for Non-Represented positions with an annual step increase adjustment.

Section 5. A General Wage Adjustment of 3.0% effective January 1, 2023, is hereby authorized for non-represented employees.

ADOPTED by the Board of Commissioners of Pierce Transit at their regular meeting thereof held on the 12th day of December 2022.

PIERCE TRANSIT

Marty Campbell, Chair
Board of Commissioners

ATTEST/AUTHENTICATED

Deanne Jacobson, CMC
Clerk of the Board

2023 Preliminary Budget Pierce Transit

Lakewood, WA



Tacoma Dome Station

2023 Preliminary Budget

Fiscal Year January 1, 2023 through December 31, 2023

Mike Griffus, Chief Executive Officer

Prepared by

The Finance Division

Christopher Schuler, Executive Director of Finance/CFO

Lisa McVay, Budget Supervisor

Julie Stutzke, Budget Coordinator

3701 96th Street SW

Lakewood, WA 98496-0070

253.581.8000

For more information about Pierce Transit visit www.PierceTransit.org

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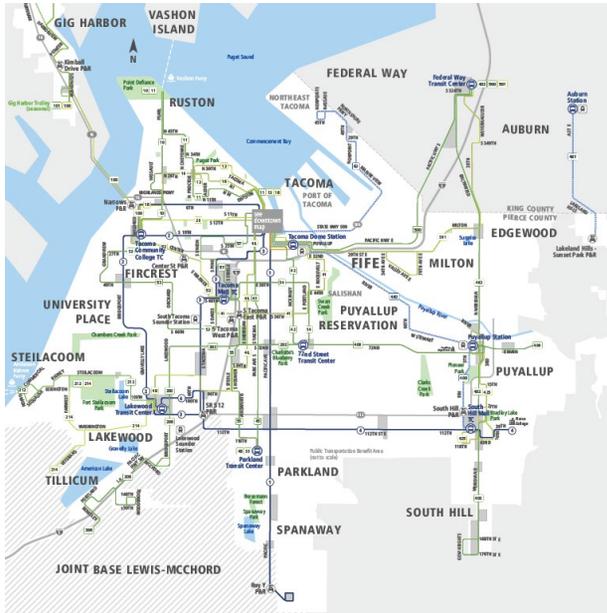
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72nd Street Transit Center

Introduction

About Pierce Transit



Our Service

Pierce Transit serves 292 square miles within Pierce County, extending north to Federal Way, east to Puyallup, south to Spanaway, and west to Gig Harbor. Locally, there are 31 routes with 1,979 stops and a fleet of 672 vehicles. Additionally, the agency partners with Sound Transit to provide regional transportation services between Lakewood and Seattle.

Pierce Transit offers four transportation modes: bus transportation that follows one of 31 routes on a schedule; SHUTTLE paratransit, which provides transportation for those with a qualifying disability within $\frac{3}{4}$ of a mile of our bus routes; Vanpool service, which allows groups of three or more whose journey has a common beginning and ending location and begins or ends within Pierce County to commute together to reduce traffic; and RUNNER service, which allows patrons to use a mobile app or call for on-demand trips within specific microtransit zones in the agency's service area.

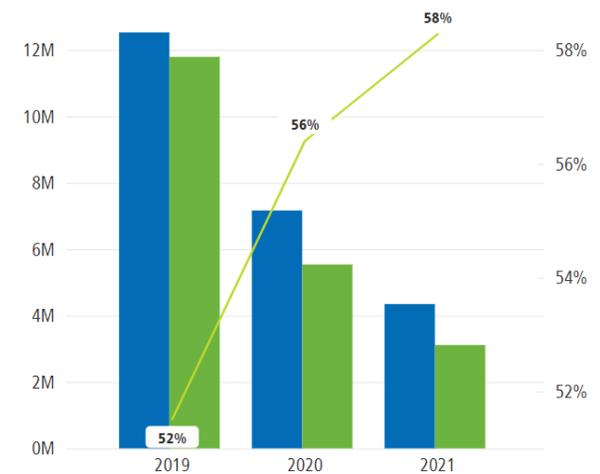
Our Customers

Pierce Transit provides critical transportation needs in our community. The agency regularly monitors equity with the most recent US Census demographic overlays to assess system performance for low-income and minority populations. Most Pierce Transit bus routes and bus stops serve disadvantaged communities by providing public transportation for daily activities such as work, shopping, and medical appointments. The percentage of essential riders increased to 58 percent in 2021. In addition to striving to provide equity in transportation, Pierce Transit works to ensure nondiscriminatory transportation in support of social and economic quality of life across every community in the agency's service area. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities that receive federal financial assistance.

For more information on Pierce Transit, visit the agency's public dashboard at PierceTransit.org/PT-Key-Performance-Indicators.

Title VI bus stop activity, by year

● Title VI Bus Stop Activity ● Not Title VI Activity ● % of Activity Title6



Our Purpose

Mission

Pierce Transit improves people's quality of life by providing safe, reliable, innovative, and useful transportation services that are locally based and regionally connected.

Vision

Your preferred transportation choice for today and tomorrow.

Values

Innovative – Dedicated to providing our customers with leading-edge services that enhance their transportation experience.

Driven – Continuously improving our capabilities, work habits, processes, and attitudes by listening to our employees and customers.

Responsible – Invested in managing the safety, quality, and reliability of our services.

Strategic Priorities



Customer – Provide transportation service that meets our current and potential customers' needs.



Internal – Develop a culture which fosters safety, collaboration, data-driven decisions, and innovation.



Financial – Act with financial accountability and transparency as stewards of the public trust.



Employee – Attract, cultivate, and maintain an engaged workforce.

Board of Commissioners

Pierce Transit is a separate municipal corporation, not part of the City of Tacoma or Pierce County. Pierce Transit is governed by a nine-member Board. The Board is comprised of elected officials representing Pierce County, Tacoma, Lakewood, Puyallup, University Place and the smaller cities and towns in Pierce County. The governance structure allows for a tenth, non-voting union representative; however, this right is currently not being exercised and the position is vacant.



**Commissioner
Marty Campbell, Chair**
Pierce County Council
Pierce County



**Commissioner
Kristina Walker, Vice Chair**
Tacoma City Council
Tacoma



**Commissioner
John Hines**
Tacoma City Council
Tacoma



**Commissioner
Kent Keel**
University Place City
Council
University Place & Fircrest



**Commissioner
Ryan Mello**
Pierce County Council
Pierce County



**Commissioner
John Palmer**
Deputy Mayor of Puyallup
Puyallup & Edgewood



**Commissioner
Kim Roscoe**
Mayor of Fife
Fife, Milton, Pacific,
Auburn, Ruston,
Steilacoom and Gig
Harbor



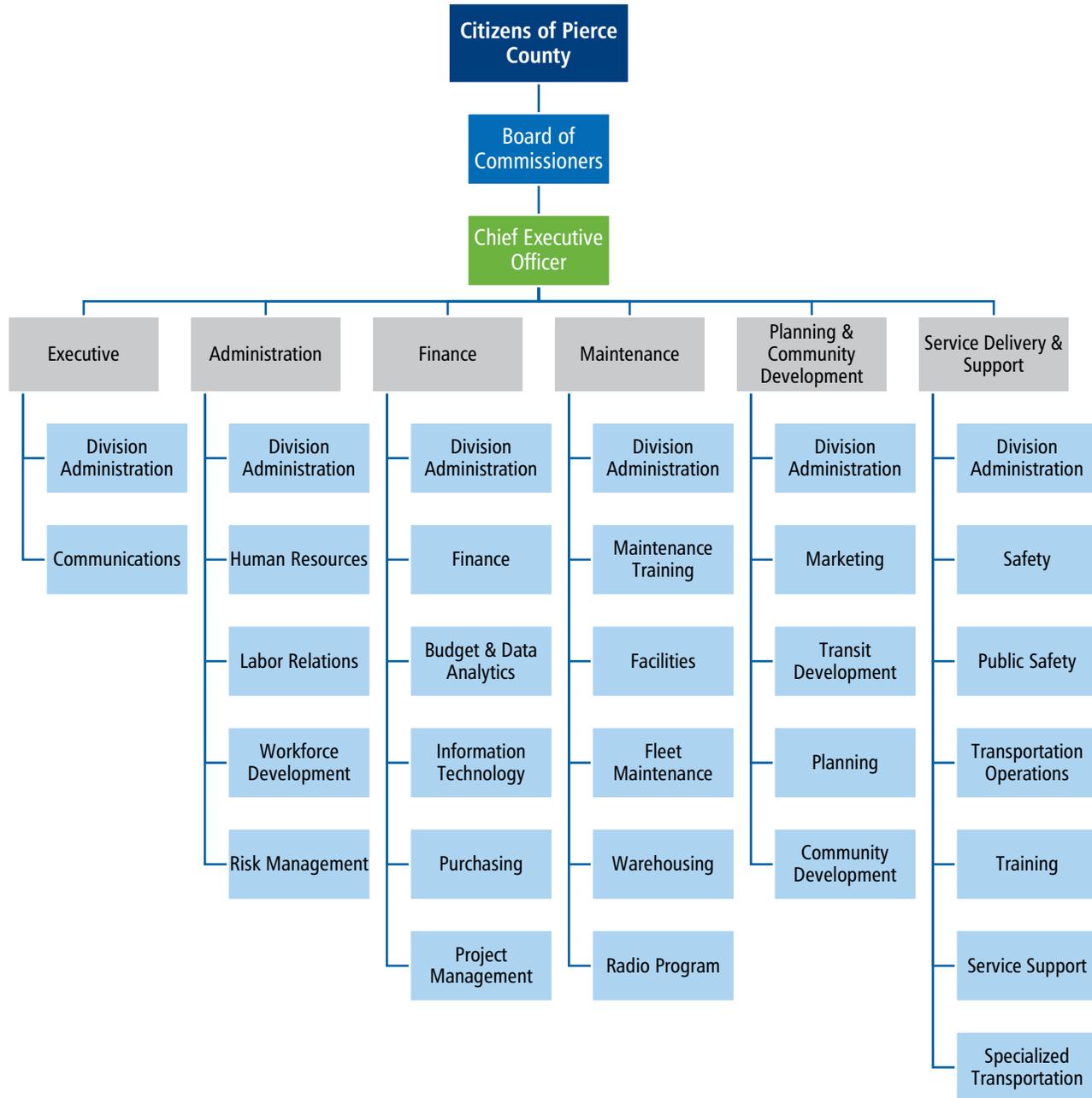
**Commissioner
Jason Whalen**
Deputy Mayor of
Lakewood
Lakewood



**Commissioner
Victoria Woodards**
Mayor of Tacoma
Tacoma

**Vacant
Non-Voting Union
Representative**

Our Organization



Message from Our CEO

December 12, 2022

TO: Pierce Transit Board of Commissioners, Community Members and Employees

FROM: Mike Griffus, Chief Executive Officer

I am pleased to present the 2023 Budget for your review and consideration. If I could sum up what we hope to accomplish with this budget, it would be improving the experience of public transportation for our customers and laying the path for new and expanded services in the future. Pierce Transit successfully weathered the COVID storm and continued our recovery in 2022. Our focus remains on restoring service and bringing riders back to our system while adapting and transforming transit to meet the needs of the communities we serve. However, we still have lingering economic recovery challenges ahead that we must address in this budget, including:

- Continued reduced ridership and fare collections
- Recruiting for vacant positions, particularly operators
- Continuing to take precautions to prevent COVID spread and provide a safe workplace for employees and customers
- Improving the safety of our customers and staff
- Accounting for higher prices and materials shortages, in both construction projects and operations
- Future potential economic downturns

I am extremely proud of the entire Pierce Transit workforce. Our employees' dedication to serving the public is a major force that keeps Pierce Transit moving forward and provides a strong foundation for the service we will provide in the future.



Economic Condition and Outlook

Even as ridership returns closer to pre-pandemic levels, the post-COVID emergency economic disruption continues. Pierce Transit experiences the impacts of this ongoing disruption on many levels. Controlling the overall cost of services and projects is of utmost importance to Pierce Transit; however, inflation, including a level of uncertainty related to future fuel and service vehicle prices, will have a magnifying effect on the cost of service delivery over the next few years. Supply chain delays and ever-increasing delivery times are exacerbating the complexity of capital projects.

Pierce Transit's annual budget planning process examines its programs, services and financial operations, along with various economic forecasts, to develop an overall financial outlook. While the pandemic caused a sudden and severe downturn in the economy and revenue collections in 2020, signs point to continued recovery into 2023.

Local economic conditions and retail spending play major roles in the generation of sales tax revenue, which is Pierce Transit's primary source of operating revenue. While economic expansion halted abruptly in March 2020, consumer spending rebounded significantly in 2021 and continues to slowly increase in 2022. The impact of the economy including the threatened recession will affect future revenue. As we closely monitor trends and update forecasts, adjustments to the 2023 budget may be required.

The Puget Sound region has been one of the fastest-growing metropolitan areas in the U.S. Locally, residents continue to move into Pierce County due to higher housing prices in King County and employment growth continues despite low workforce availability.

Specific areas of concern that could hinder Pierce Transit's growth include recruitment challenges for positions across the agency. Operators and maintenance positions are particularly impacted. While the region's working-age population is expanding, the labor force participation rate is down. The return to previous years' service delivery levels will depend on increased workforce availability and funding that keeps up with service costs that currently outpace overall average inflation.



Budget Summary

Given that there is still some uncertainty around the economy in 2023, our team's goal was to build a draft 2023 budget that allows us to increase our local service to 95 percent of pre-pandemic levels if conditions, including staffing levels, progress as anticipated. The budget before you supports this goal. The 2023 budgeted expenditures for all funds are approximately \$505 million, balanced by expected revenues and reserves. Sales tax will contribute 86 percent of total budgeted operating revenues in 2023 (excluding the revenue from our contract to provide Sound Transit regional service) and is expected to generate \$111 million in revenue. While sales tax collections are projected to increase above 2022 levels, uncertainty exists around future collections. Therefore, the six-year plan shows modest 3.83 percent annual increases, well below our historical average annual increase of 5.8 percent. While costs continue to escalate faster than prior years, employees will focus their efforts on improving productivity, reducing costs and obtaining grants for service and projects. Operating expenditures are increasing by 8.1 percent over projected 2022 levels, due primarily to filling vacant positions with an eye toward restoring service back to 95 percent of pre-COVID levels. The budget includes 966 FTEs (987 positions). Pierce Transit fixed route service hours for 2023 are planned to increase to 475,000. By way of comparison, we were budgeting for 500,000 service hours pre-COVID.

The Six-Year Financial Plan is sustainable for operations. Reserves and operating transfers will be used over the next six years to provide capital infrastructure that supports service plans. Additional grants and/or other funding sources will be required to fully implement the planned capital program, particularly the Maintenance and Operations Base Improvements (MOBI) and Bus Rapid Transit (BRT) projects. Reserves comply with required levels established by the Board of Commissioners. Reserves provide the ability to deal with adverse economic conditions, emergencies, and exposure to casualty and legal risks. While the agency currently has no long-term debt, the Board has approved our application to seek a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan from the United States Department of Transportation's Build America Bureau. This loan is intended to fund a significant portion of base improvements that are currently unfunded. The agency should know the results of the application in

late 2023. Pierce Transit is also requesting additional FTA funding for the initial BRT along SR-7. Future projects, including BRT expansion and transition to zero-emission vehicles, will be dependent on future funding opportunities.

The 2023 budget includes several initiatives that are direct outcomes of the Strategic Plan, including placing a strong emphasis on safety, building collaborative partnerships, using data-driven analysis and providing innovative customer service and mobility options. Our goal with this budget and throughout the six-year plan framework is to continue building on our solid foundation to provide an improved public transportation system that meets the needs of our communities. I believe this budget fully meets our agency's mission: Pierce Transit improves people's quality of life by providing safe, reliable, innovative and useful transportation services that are locally based and regionally connected. Some efforts reflected in the 2023 budget include:

- Transit station security
- Enhanced employee safety initiatives
- Increased vanpool customer safety using telematics
- Diversity, equity, and inclusion
- Employee development
- Providing a foundation to engage and retain our workforce
- Improved commitment to facility state of good repair
- Zero emission/electrification
- Building capacity to identify, increase and manage grant funding
- Focus on innovative ways to provide service and increase ridership
- Youth-Ride-Free commitment



I would like to thank the Pierce Transit Finance and Budget professionals for their thoughtful preparation of the agency's 2023 Budget. The budget provides a plan that allows Pierce Transit to serve its communities not only in 2023, but well into the future.

I also thank the Pierce Transit Board of Commissioners for their commitment to public transportation in our communities.


Mike Griffus, Chief Executive Officer

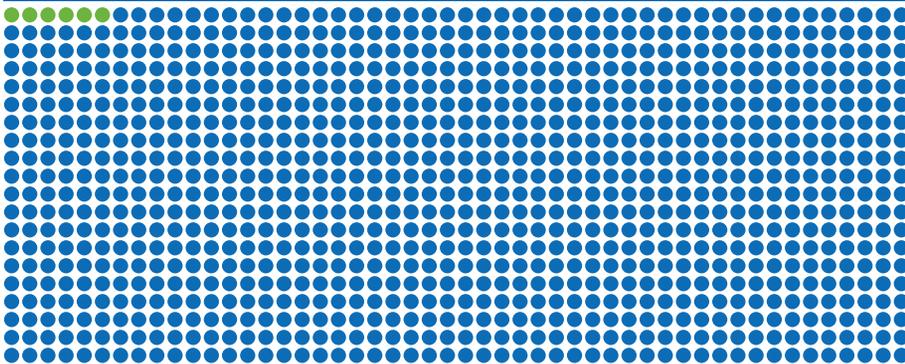


BUDGET
BREAKDOWN



Sales Tax is our #1 Revenue Source

PROJECTED TO BE \$111M IN 2023

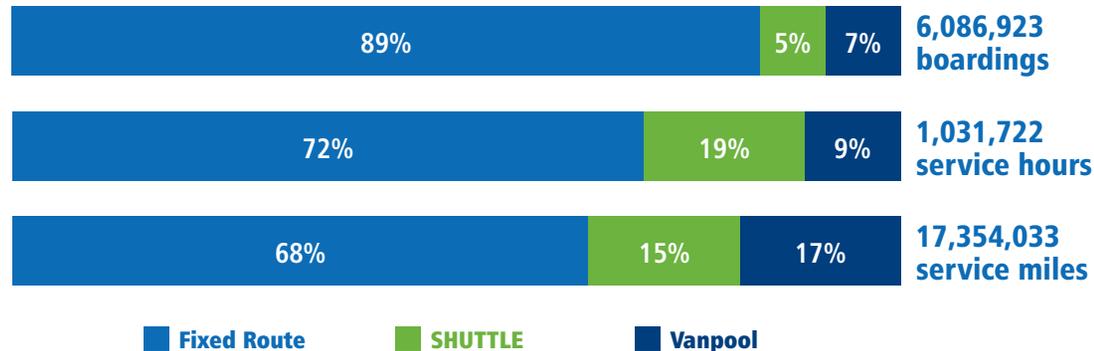


We collect **6¢** for every \$10 spent within our benefit area



2 new positions compared to 2022

DESPORP
SERVICE



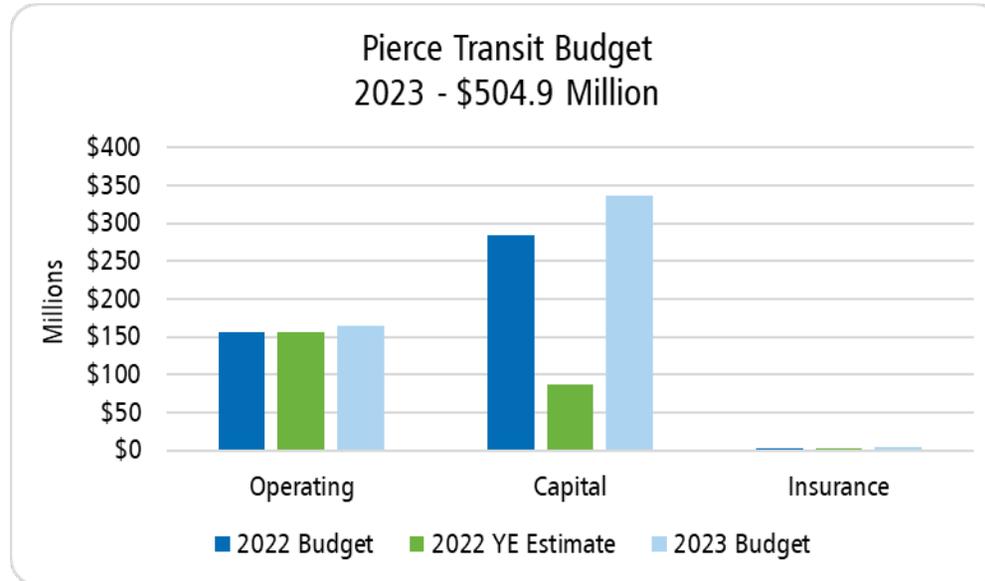


Gillig Electric Buses

Annual Budget

2023 Agency-Wide Budget

The 2023 agency-wide expenditure budget totals \$504,855,420. Pierce Transit is a single enterprise that uses the same accrual method of accounting as a private enterprise. The fund structure in the budget is the same as the audited financial statements. The budget is distributed across three major categories: Operating, Capital, and Insurance. These are treated as separate components for budgeting purposes. The Board of Commissioners has the legal authority to appropriate all funds.

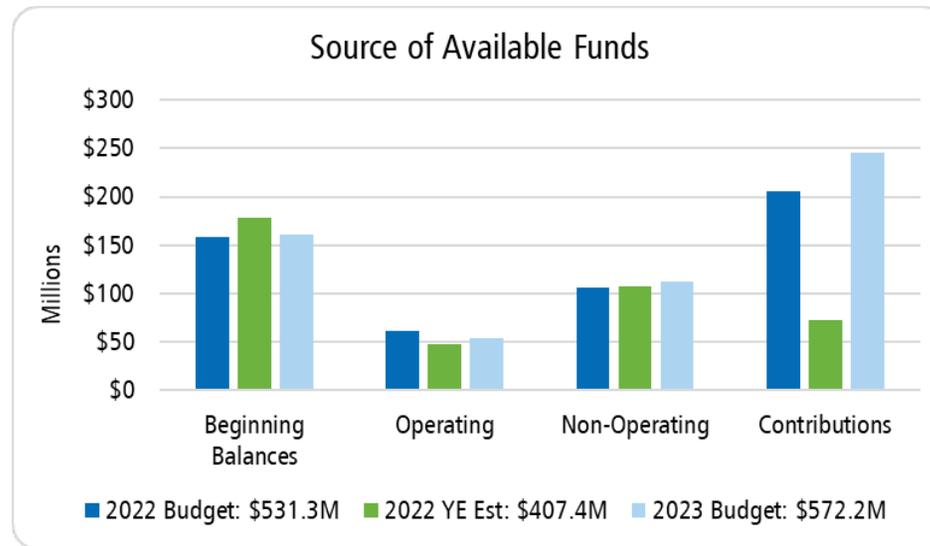


The operating budget finances the day-to-day operations, provides transfers to support capital and insurance needs, and is the primary budget of the Agency. The operating budget revenue includes fares, advertising, reimbursement from Sound Transit for regional service, sales tax, interest, operating contributions, and other miscellaneous revenues. Expenditure categories include wages, benefits, maintenance and operating costs, non-operating expenditures, and transfers to the capital and insurance budgets.

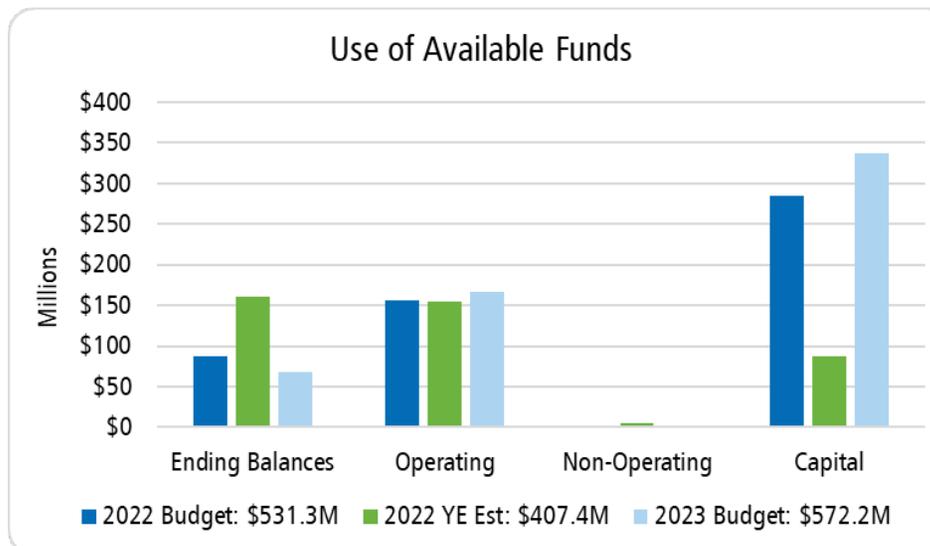
The capital budget revenues include federal and state grants, Sound Transit funding, interest earnings, and transfers from the operating budget. Capital budget expenditures include replacement vehicles, facility additions and improvements, and equipment.

The self-insurance budget includes revenues for interest earnings and transfers from the operating budget. Insurance expenditures include costs associated with workers' compensation benefits and unemployment insurance.

The agency's source of available funds includes beginning balances and revenue which is divided into three categories: Operating includes fares, reimbursements for service, and advertising; Non-Operating includes sales tax, interest, and other; and Contributions includes grants and assistance to provide specific programs or projects from Federal, State, and other agencies.

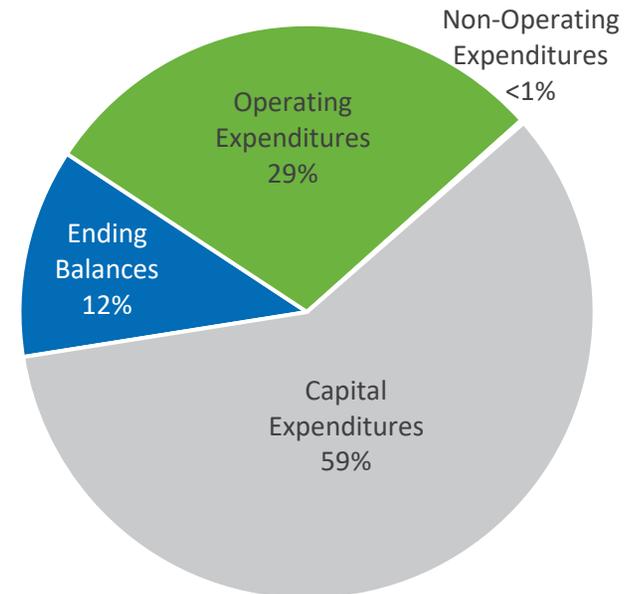
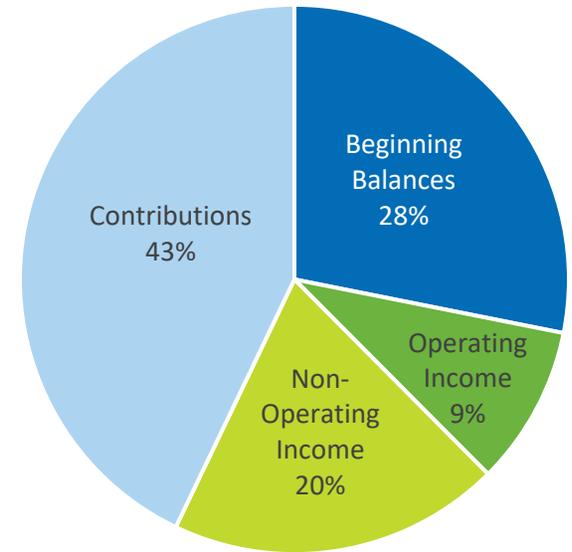


Use of available funds includes ending balances and expenditures: Operating which includes personnel and maintenance and operations; Non-operating which includes payments to Pierce County Ferries 5307 agreement; and Capital expenditures including carryover funds for capital projects from the prior year.



**2023 BUDGET
OVERALL SUMMARY**

	2021 YEAR-END ACTUALS	2022 AMENDED BUDGET	2022 YEAR-END ESTIMATE	2023 BUDGET	% CHANGE 2022 YEAR-END ESTIMATE VS. 2023 BUDGET
REVENUES					
OPERATING INCOME					
Passenger Fares	6,008,335	6,747,477	5,451,320	5,446,210	-0.1%
Advertising	493,154	500,000	372,500	350,000	-6.0%
Regional Transit Service (Sound Transit)	47,250,234	53,818,060	42,275,440	47,986,720	13.5%
NON-OPERATING INCOME					
Sales Tax	107,084,956	104,956,178	107,151,530	110,557,130	3.2%
Other	3,799,484	1,090,917	951,280	1,473,270	54.9%
CONTRIBUTIONS					
Operating	34,233,034	29,963,820	52,227,210	10,795,670	-79.3%
Capital	31,225,638	175,522,501	20,713,790	234,631,590	1032.7%
TOTAL REVENUES	230,094,835	372,598,953	229,143,070	411,240,590	79.5%
BEGINNING BALANCES					
Operating	74,827,192	97,907,631	115,845,220	106,343,360	-8.2%
Insurance	3,615,475	1,625,899	475,450	(884,390)	-286.0%
Capital	67,857,436	59,174,073	61,887,830	55,464,480	-10.4%
TOTAL BEGINNING BALANCES	146,300,103	158,707,603	178,208,500	160,923,450	-9.7%
TOTAL REVENUE & BEGINNING BALANCES	376,394,938	531,306,555	407,351,570	572,164,040	40.5%
EXPENDITURES					
OPERATING EXPENDITURES					
Personnel	93,609,383	107,841,820	104,083,480	112,639,380	8.2%
Maintenance & Operations	39,464,911	46,539,108	46,538,890	49,970,850	7.4%
Insurance	3,479,789	2,540,000	3,468,620	3,775,710	8.9%
NON-OPERATING EXPENDITURES					
Grants Exchange Funds	4,063,915	1,143,054	5,606,440	1,150,000	0.0%
CAPITAL EXPENDITURES					
Capital Projects	57,568,440	285,133,952	86,730,690	337,319,480	288.9%
TOTAL EXPENDITURES	198,186,438	443,197,934	246,428,120	504,855,420	104.9%
ENDING BALANCES					
Operating	115,845,220	77,608,621	106,343,360	57,608,620	-45.8%
Insurance	475,450	1,200,000	(884,390)	1,200,000	-235.7%
Capital	61,887,830	9,300,000	55,464,480	8,500,000	-84.7%
TOTAL ENDING BALANCES	178,208,500	88,108,621	160,923,450	67,308,620	-58.2%
TOTAL EXPENDITURES & ENDING BALANCES	376,394,938	531,306,555	407,351,570	572,164,040	40.5%



2023 Operating Budget

The 2023 operating revenues of \$176,409,000 support the operating expenditures of \$162,610,230, non-operating expenditures of \$1,150,000 and transfers of \$61,383,510. Transfers support the self-insurance and capital programs and fluctuate from year to year depending on capital and self-insurance needs. The net change in reserves is a decrease of \$48,734,740. Reserves beyond the required amount will be utilized over the next six years to fund capital projects. The operating budget revenue for 2023 is decreasing by 15.3% and operating expenditures are increasing 8.0% from the 2022 Year-End Estimate.

	<u>2022 YE Estimate</u>	<u>2023 Budget</u>	Year-End Estimate to Budget	
			<u>\$ Change</u>	<u>% Change</u>
Operating Revenues	208,237,430	176,409,000	(31,828,430)	-15.3%
Operating Expenditures	(150,622,370)	(162,610,230)	(11,987,860)	8.0%
	57,615,060	13,798,770	(43,816,290)	-76.1%
Non-Operating Expenditures	(5,606,440)	(1,150,000)	4,456,440	-79.5%
Transfers-Out	(61,510,480)	(61,383,510)	126,970	-0.2%
Net Change - Reserves	(9,501,860)	(48,734,740)	(39,232,880)	412.9%

Operating Revenues

Operating Revenues include both Operating Income, Non-Operating Income, and Contributions to pay for ongoing transportation operations. The type of revenue and percent change from 2022 Year-End Estimate are included in the table below.

	<u>2022 YE Estimate</u>	<u>2023 Budget</u>	Year-End Estimate to Budget	
			<u>\$ Change</u>	<u>% Change</u>
Operating Income				
Fares	5,451,320	5,446,210	(5,110)	-0.1%
Advertising	372,500	350,000	(22,500)	-6.0%
Regional Transit Service	42,275,440	47,986,720	5,711,280	13.5%
Non-Operating Income				
Sales Tax	107,151,530	110,557,130	3,405,600	3.2%
Miscellaneous	759,430	1,273,270	513,840	67.7%
Operating Contributions	52,227,210	10,795,670	(41,431,540)	-79.3%
	208,237,430	176,409,000	(31,828,430)	-15.3%

Fares – Revenues are estimated based on ridership and average fare per boarding projections. The average fare per boarding is expected to be \$0.84 per fixed route boarding. Average fare per boarding varies due to factors such as number of boardings and the percentage of boardings by fare type and category. There is no projected fare increase included in the 2023 Budget. The last adult fare increase was November 2010. The current Adult Fare for Local PT Service (one-ride) is \$2.00 or a Local PT Service All Day Pass is \$5.00. The current Discounted Fare for Local PT Service (one-ride) is \$1.00 or a Local PT Service All Day Pass is \$2.50. As of September 1, 2022, no fares will be collected for riders aged 18 and under on local Pierce Transit services.

Advertising – The advertising budget reflects the minimum contractual agreement rate which may be exceeded based on demand and the number of buses in service available for ads.

Sound Transit – Regional Transit Service budgeted revenue totals \$47,986,720 in 2023 a 13.5% increase from 2022 Year-End Estimate. Pierce Transit is under contract with Sound Transit to provide regional express transit services. Sound Transit reimburses Pierce Transit for the cost of operating its service. For 2023, Sound Transit is increasing service hours 4.9% from 258,617 to 271,300. Sound Transit also reimburses for their share of costs associated with security, liability insurance, and special services for operating Tacoma Dome Station. Beginning in 2023, Pierce Transit will provide reimbursable ADA services to assist Sound Transit with FTA requirements for their Hilltop light rail extension.

Sales Tax – Sales tax projections are based on economic conditions and analysis of activity in the jurisdictions in the Public Transportation Benefit Area (PTBA). Consumer spending plays a major role in the generation of sales tax revenue which is Pierce Transit’s primary operating revenue source. Sales tax represents 86.1% of the operating budget revenue excluding Sound Transit. In 2023, sales tax is expected to total \$110,557,130, a 3.2% increase over the 2022 Year-End Estimate and in line with current growth trends.

Miscellaneous – Includes revenues such as interest, gains on disposed assets, Lakeland Hill transportation services, and parking fees.

Operating Contributions – Operating Contributions are funds from partnering agencies. They include Pierce County Commute Trip Reduction (CTR), Washington State Department of Transportation Special Needs Operations, and Move Ahead WA. Pierce Transit also partners for Americans with Disabilities Act (ADA) service. One-time Federal contributions such as Coronavirus Aid, Relief, and Economic Security 2020 (CARES), Coronavirus Response and Relief Supplemental Appropriations Act 2021 (CRRSAA) and American Rescue Plan Act 2022 (ARPA) are included in operating contributions. No one-time Federal contributions are anticipated after 2022.

Operating Expenditures

Operating Expenditures are funds paid for providing and administering transportation services including wages, benefits and Maintenance & Operations (M&O). Non-Operating Expenditures are funds for Pierce County Agreement grant exchange funds.

Operating expenses are projected to total 162,610,230 an 8.0% increase from the 2022 Year-End Estimate. The larger than normal increase over year-end estimates is a result of reduced service and expenditures in 2022 due to Operator shortages and returning to 95% pre-COVID service levels in 2023. The changes from the 2022 Year-End Estimate to the 2023 Budget are as follows:

	<u>2022 YE Estimate</u>	<u>2023 Budget</u>	Year-End Estimate to Budget	
			<u>\$ Change</u>	<u>% Change</u>
Wages	76,362,210	81,402,050	5,039,840	6.6%
Benefits	27,721,270	31,237,330	3,516,060	12.7%
M&O	46,538,890	49,970,850	3,431,960	7.4%
Total Operations	150,622,370	162,610,230	11,987,860	8.0%
Non-Operating	5,606,440	1,150,000	(4,456,440)	-79.5%
Total Expenditures	156,228,810	163,760,230	7,531,420	4.8%

Wages – The 2023 Budget includes 987 positions and 966 full-time equivalents (FTEs). The 6.6% increase in wages includes general wage adjustments and eligible step increases. The increase in wages also includes projected wages and salaries for filling vacant positions from the prior year in addition to the net one new position.

Represented employees are 83% of the total Agency workforce. The Master Agreement with the Amalgamated Transit Union (ATU) is for a three-year period, January 1, 2021 through December 31, 2023. The Master Agreement with the International Association of Machinists (IAM) is for a two-year period, January 1, 2022 through December 31, 2023. The ATU contract calls for a general wage increase of 2.25% on January 1, 2023 and IAM wages will not have an increase.

Benefits – The increase in benefits of 12.7% or \$3,516,060 is a result of medical and dental premium increases, percentage-based benefits that increase with wages, and filling prior year vacancies and new positions.

Maintenance and Operations – The 2023 Maintenance and Operations (M&O) Budget is \$49,970,850. The expenditures support service, maintenance of equipment, and technology system needs. This is an increase of \$3,431,960 or 7.4% higher than the 2022 Year-End Estimate. The increases in expenses are impacted by the planned number of service hours and miles operated as well as inflation.

Non-Operating Expenditures – 2023 Non-Operating Expenditures are for payment of \$1,150,000 for Pierce County Agreement grant exchange funds.

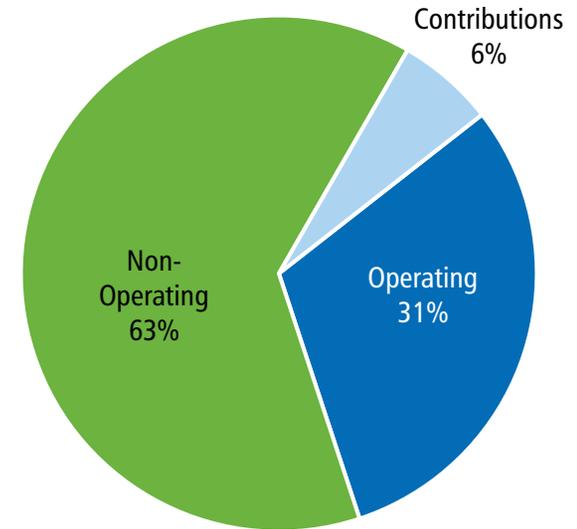
Operating Reserve Balance

Pierce Transit defines the operating reserve balance as reserves maintained to provide enough working capital to finance cash flow requirements, meet unanticipated downturns in revenue, and provide funds for emergency expenditures. This balance must be maintained at a level of reserves that meets or exceeds the Agency’s required reserve policy of two months of operating expenses.

The 2023 budget includes operating and non-operating revenues of \$176.4 million which funds operating and non-operating expenses of \$163.8 million for 1,031,722 hours of service and contributes to the capital and insurance programs. In addition, the budget fully funds and maintains all reserve balances at levels required by the Board adopted reserve policy.

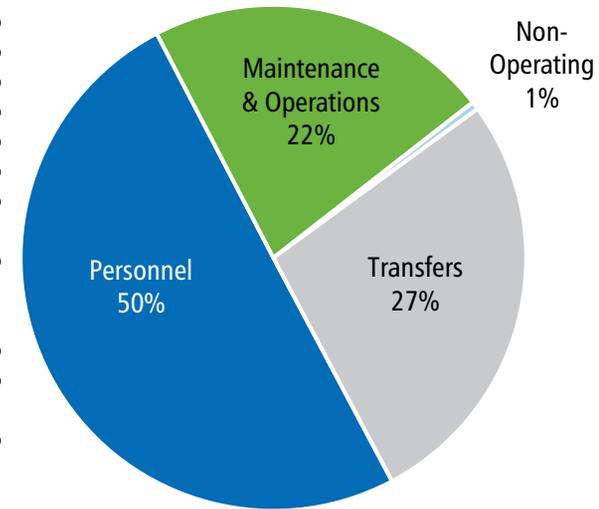
**2023 BUDGET
OPERATING SUMMARY - REVENUES**

	2021 YEAR-END ACTUALS	2022 AMENDED BUDGET	2022 YEAR-END ESTIMATE	2023 BUDGET	% CHANGE 2022 YEAR-END ESTIMATE VS. 2023 BUDGET
OPERATING REVENUES					
OPERATING INCOME					
Passenger Fares	6,008,335	6,747,477	5,451,320	5,446,210	-0.1%
Advertising	493,154	500,000	372,500	350,000	-6.0%
Regional Transit Service (Sound Transit)					
Express Reimbursement	46,377,943	52,740,121	41,478,550	47,008,150	13.3%
Tacoma Dome Station Reimbursement	872,291	1,077,939	796,890	934,840	17.3%
ADA Travel Trainer Reimbursement	-	-	-	43,730	0.0%
TOTAL OPERATING INCOME	53,751,723	61,065,537	48,099,260	53,782,930	11.8%
NON-OPERATING INCOME					
Sales Tax	107,084,956	104,956,178	107,151,530	110,557,130	3.2%
Interest Income	89,200	250,000	331,800	250,000	-24.7%
Other	3,645,016	497,417	427,630	1,023,270	139.3%
TOTAL NON-OPERATING INCOME	110,819,172	105,703,595	107,910,960	111,830,400	3.6%
OPERATING CONTRIBUTIONS					
Federal	32,142,764	27,729,920	47,429,190	729,920	-98.5%
State	2,088,833	2,233,900	4,798,020	9,940,750	107.2%
Other	1,437	2,500	-	125,000	0.0%
TOTAL OPERATING CONTRIBUTIONS	34,233,034	29,966,320	52,227,210	10,795,670	-79.3%
TOTAL REVENUES	198,803,929	196,735,452	208,237,430	176,409,000	-15.3%
BEGINNING BALANCE	74,827,192	97,907,631	115,845,220	106,343,360	-8.2%
TOTAL REVENUES & BEGINNING BALANCE	273,631,122	294,643,082	324,082,650	282,752,360	-12.8%



**2023 BUDGET
OPERATING SUMMARY - EXPENDITURES**

	2021 YEAR-END ACTUALS	2022 AMENDED BUDGET	2022 YEAR-END ESTIMATE	2023 BUDGET	% CHANGE 2022 YEAR-END ESTIMATE VS. 2023 BUDGET
OPERATING EXPENDITURES					
PERSONNEL					
Wages	68,615,578	77,490,382	76,362,210	81,402,050	6.6%
Benefits	24,993,805	30,351,438	27,721,270	31,237,330	12.7%
TOTAL PERSONNEL	93,609,383	107,841,820	104,083,480	112,639,380	8.2%
MAINTENANCE & OPERATIONS					
Supplies	12,445,683	14,157,988	13,453,660	19,413,680	44.3%
Services	7,496,962	9,045,876	9,491,640	9,085,890	-4.3%
Insurance	3,679,860	3,862,662	4,137,290	4,602,530	11.2%
Utilities	1,711,260	1,796,060	1,704,760	1,687,100	-1.0%
Repairs	572,204	734,169	732,950	676,250	-7.7%
Rentals	589,648	585,120	581,580	506,840	-12.9%
Other	12,278,076	15,651,165	15,767,720	13,161,870	-16.5%
Contract Services	691,219	706,068	669,290	836,690	25.0%
Other Improvements	-	-	-	-	0.0%
TOTAL MAINTENANCE & OPERATIONS	39,464,912	46,539,108	46,538,890	49,970,850	7.4%
TOTAL OPERATING EXPENDITURES	133,074,295	154,380,928	150,622,370	162,610,230	8.0%
NON-OPERATION EXPENDITURES					
Grant Exchange Funds	4,063,915	1,143,054	5,606,440	1,150,000	-79.5%
TOTAL NON-OPERATING EXPENDITURES	4,063,915	1,143,054	5,606,440	1,150,000	-79.5%
TOTAL EXPENDITURES	137,138,210	155,523,982	156,228,810	163,760,230	4.8%
TRANSFERS					
To Insurance Fund	334,904	2,098,101	2,098,100	5,835,100	178.1%
To Capital Fund	20,312,788	59,412,378	59,412,380	55,548,410	-6.5%
TOTAL TRANSFERS	20,647,692	61,510,479	61,510,480	61,383,510	-0.2%
TOTAL EXPENDITURES & TRANSFERS	157,785,902	217,034,461	217,739,290	225,143,740	3.4%
ENDING BALANCES	115,845,220	77,608,621	106,343,360	57,608,620	-45.8%
TOTAL EXPENDITURES & ENDING BALANCES	273,631,122	294,643,082	324,082,650	282,752,360	-12.8%



2023 Personnel

The 2023 Budget includes 987 positions and 966 full-time equivalents (FTE). This is a net increase of two positions from the 2022 Budget. The budget also accounts for changing four Intern positions previously budgeted as dollars to FTEs beginning in 2023. The net increase in positions includes:

16 New Positions

- | | |
|-------------------------------------|---------------------------------|
| 1 Records Management | 1 Equity & Engagement Manager |
| 2 Contract Coordinator | 3 Fleet Care Attendant |
| 1 Transit System Maintenance Worker | 1 Transit Facilities Specialist |
| 1 Community Dev Coordinator | 1 Grants Coordinator |
| 1 ADA Eligibility Analyst | 1 Service Supervisor |
| 1 Instructor | 2 Division Assistant |

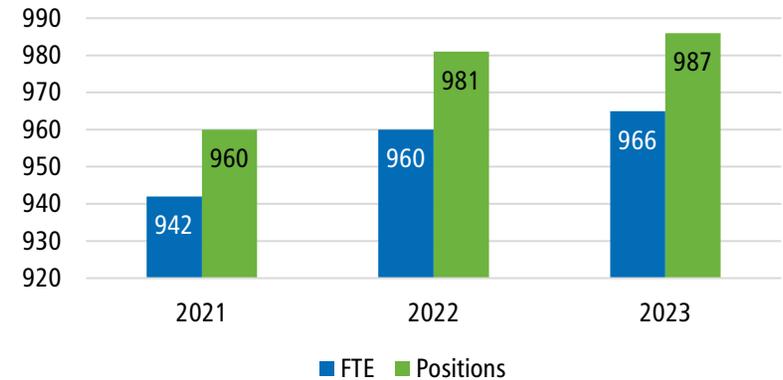
14 Position Reductions

- 14 Relief Transit Operators (Vacant)

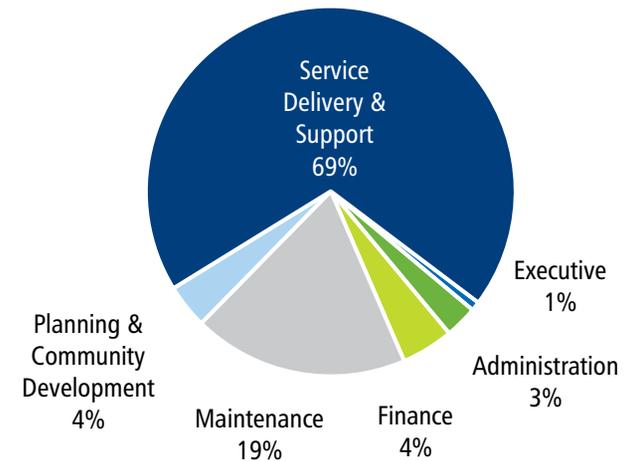
Directly operated service includes Service Delivery & Support and Maintenance divisions. These divisions represent 867 or 88% of the total positions. The remaining 120 positions or 12% are in Executive, Administration, Finance and Planning & Community Development divisions.

Most of the staff at Pierce Transit is equal to 1.0 FTE. FTE is defined as having a work schedule of 2,080 hours annually. In the 2023 Budget, we have 78 positions that are considered less than 1.0 FTE, the majority in the Relief Transit Operators classification.

Budgeted FTEs & Positions



2023 Budgeted Positions - 987



2023 Capital Budget

The Capital budget represents the revenues and expenditures associated with capital development and acquisition. It includes funds for replacement vehicles, capital planning for the efficient use of base and passenger facilities, technology, and equipment. Distinguished from operating items due to their greater than \$5,000 value and longer than one year projected useful life. Capital expenses and grant reimbursements are budgeted by project. Pierce Transit budgets the total project cost the year the Agency anticipates entering into a contract for service or acquisition.

Capital projects for 2023 are budgeted at \$337,319,480. Approved but unspent projects are carried over from the prior year to the following budget year. The 2023 Budget contains \$257,021,390 of prior year budgeted funds (carryover) and \$80,298,090 in new projects. Expenditures are supported by \$234,631,590 in grant revenue primarily from the Federal Transit Administration, Sound Transit, State, and other capital assistance. Operating costs or anticipated savings associated with significant non-routine capital expenditures such as personnel, maintenance, and utility costs have been included in the operating budget.

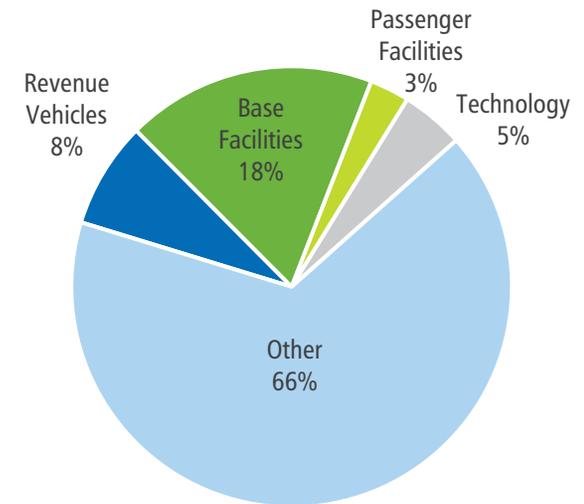
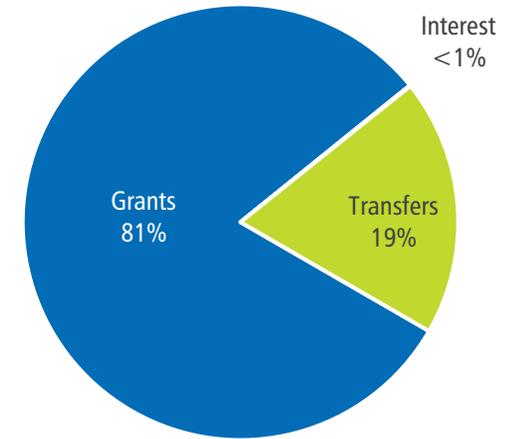
The 2023 Capital Budget is comprised of the following categories:

- Revenue Vehicles, 8% of the Capital budget, provide customers a comfortable and reliable mode of transportation
- Base Facilities, 18% of the Capital budget, support efficient operations of the Agency
- Passenger Facilities & Amenities, 3% of the Capital budget, serve as the front door to the transit system
- Technology, 5% of the Capital budget, provide infrastructure and software to improve information and services for staff and the public
- Other, 66% of the Capital budget, maintain equipment and provide improved transportation services

	2023 Capital Budget Expenditures		
	<u>Carryover</u>	<u>New</u>	<u>Total</u>
Revenue Vehicles (Bus, SHUTTLE, Vanpool Replacements)	13,361,920	13,090,810	26,452,730
Base Facilities (Maintenance & Operations Base Improvements)	478,080	61,421,500	61,899,580
Passenger Facilities (Transit Centers, Park & Rides, TDS)	9,831,360	-	9,831,360
Technology (ngORCA, CAD/AVL, ADEPT, Security Systems)	13,578,200	2,016,950	15,595,150
Other (BRT, TDS Elevator, Commerce Charging Station)	219,771,830	3,768,830	223,540,660
	257,021,390	80,298,090	337,319,480

**2023 BUDGET
CAPITAL SUMMARY**

	2021 YEAR-END ACTUALS	2022 AMENDED BUDGET	2022 YEAR-END ESTIMATE	2023 BUDGET	% CHANGE 2022 YEAR-END ESTIMATE VS. 2023 BUDGET
CAPITAL REVENUES					
REVENUES					
Grants	31,225,638	175,522,501	20,713,790	234,631,590	1032.7%
Interest	60,408	325,000	181,170	175,000	-3.4%
TOTAL REVENUES	31,286,046	175,847,501	20,894,960	234,806,590	1023.7%
TRANSFERS					
From Operating Fund	20,312,788	59,412,378	59,412,380	55,548,410	-6.5%
TOTAL TRANSFERS	20,312,788	59,412,378	59,412,380	55,548,410	-6.5%
TOTAL REVENUE & TRANSFERS	51,598,834	235,259,879	80,307,340	290,355,000	261.6%
BEGINNING BALANCE					
Capital Fund	67,857,436	59,174,073	61,887,830	55,464,480	-10.4%
TOTAL REVENUES & BEGINNING BALANCE	119,456,270	294,433,952	142,195,170	345,819,480	143.2%
CAPITAL EXPENDITURES					
CAPITAL ACQUISITION					
Revenue Vehicles	23,610,313	18,341,397	6,775,510	26,452,730	290.4%
Base Facilities	14,508,122	60,751,000	62,271,750	61,899,580	-0.6%
Passenger Facilities & Amenities	5,444,928	10,710,135	3,149,380	9,831,360	212.2%
Technology	4,704,589	23,645,828	7,851,750	15,595,150	98.6%
Other	9,300,489	171,685,592	6,682,300	223,540,660	3245.3%
TOTAL EXPENDITURES	57,568,440	285,133,952	86,730,690	337,319,480	288.9%
ENDING BALANCE					
Capital Fund	61,887,830	9,300,000	55,464,480	8,500,000	-84.7%
TOTAL EXPENDITURES & ENDING BALANCE	119,456,270	294,433,952	142,195,170	345,819,480	143.2%



Below is a detailed project list reflecting the carryover and new allocations to our Capital budget.

Project Name	Project #	Project Budget	Spent Thru 2021	2022 YE Est	2022 Est Carryover	2023 New Request	2023	Local Funding	Grant Funding
Base Facilities Projects									
Building 4 Modifications	345	4,255,020	4,045,300	21,830	187,890		187,890	187,890	
Maintenance & Operations Base Improvements (MOBI)	525	84,500,000	22,330,800	62,169,200	-	55,762,220	55,762,220	55,762,220	
Building 4 Lobby Hardening	618	150,520		13,510	137,010		137,010	137,010	
Building 5 A/V Equip Replacement	620	220,390		67,210	153,180		153,180	153,180	
Building 5 Exterior Sealing	NEW					130,000	130,000	130,000	
Building 4 Exterior Painting	NEW					273,160	273,160	273,160	
Building 1 Iron Worker Replacement for the Body Shop	NEW					58,710	58,710	58,710	
Base Storm Water System Repair & Maintenance	NEW					266,110	266,110	266,110	
Shatter Proof Film Buildings 4, 5 & TDS	NEW					92,900	92,900	92,900	
Base BEB Charging Expansion to 12 Buses	NEW					4,838,400	4,838,400	967,700	3,870,700
Subtotal Base Facilities Projects		89,125,930	26,376,100	62,271,750	478,080	61,421,500	61,899,580	58,028,880	3,870,700
Other Projects									
High-Capacity Transit (HCT) Feasibility Study	481	1,716,630	1,267,350		449,280		449,280	449,280	
Corridor Speed & Reliability Improvements 2018	554	4,500,000	1,847,270	100,170	2,552,560		2,552,560	2,552,560	
Bus Rapid Transit (BRT)	563	236,900,000	18,242,360	5,810,570	212,847,070		212,847,070	13,002,030	199,845,040
Building 5 Shuttle & Pub Safety Office Move	600	317,000	49,960	115,700	151,340		151,340	151,340	
Maintenance Power Pusher	601	32,480		22,370	10,110		10,110	10,110	
Commerce Facility Bus Charging Station	612	2,000,000	350		1,999,650		1,999,650	1,414,450	585,200
BRT System Expansion Study	613	837,300	225,830	258,020	353,450		353,450	353,450	
Support Vehicle Replacement 2022	624	334,840		150,000	184,840		184,840	184,840	
Parts Washers Replacement 2022	627	46,530			46,530		46,530	46,530	
Consolidate IT Work Area & Storage 2022	629	57,480			57,480		57,480	57,480	
Building 5 Chair Replacement	632	35,000			35,000		35,000	35,000	
Bus Stop Shelter Refurbishment	633	1,000,000			1,000,000		1,000,000	1,000,000	
Rivet Gun	635	16,000			16,000		16,000	16,000	
Miscellaneous Capital Equipment	778	68,520			68,520	100,000	168,520	168,520	
Support Replacement 2023	NEW					626,830	626,830	626,830	
Employee Engagement Tool	NEW					42,000	42,000	42,000	
Bus Rapid Transit (BRT) 2 - Downtown Tacoma to Lakewood	NEW					3,000,000	3,000,000	-	3,000,000
Subtotal Other Projects		247,861,780	21,633,120	6,456,830	219,771,830	3,768,830	223,540,660	20,110,420	203,430,240
Passenger Facilities Projects									
Narrows Park & Ride Renewal	503	1,013,060	77,490	21,200	914,370		914,370	914,370	
Commerce Tunnel Refurbishment	524	3,635,360	3,278,020	273,940	83,400		83,400	83,400	
Spanaway Transit Center Park & Ride - Phase I	556	9,242,890	3,402,790	1,407,660	4,432,440		4,432,440	84,630	4,347,810
South Hill Mall Transit Center Renewal	571	1,832,370	1,216,620	320,610	295,140		295,140	295,140	
Tacoma Dome Station Elevator Repairs & Upgrades	588	3,451,550	254,210	753,330	2,444,010		2,444,010	376,480	2,067,530
Kimball Drive Park & Ride 2020	590	379,180		96,970	282,210		282,210	282,210	
North Purdy Park & Ride 2020	591	259,890		60,590	199,300		199,300	199,300	
Parkland Transit Center 2020	592	360,940		79,430	281,510		281,510	281,510	
Spanaway Transit Center Park & Ride - Phase II Design	607	1,000,000	370	100,650	898,980		898,980	37,500	861,480
Subtotal Passenger Facilities Projects		21,175,240	8,229,500	3,114,380	9,831,360	-	9,831,360	2,554,540	7,276,820

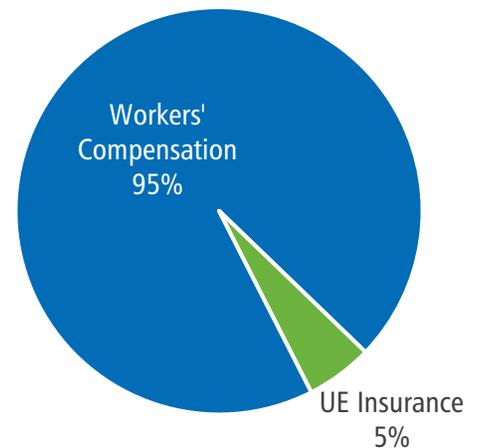
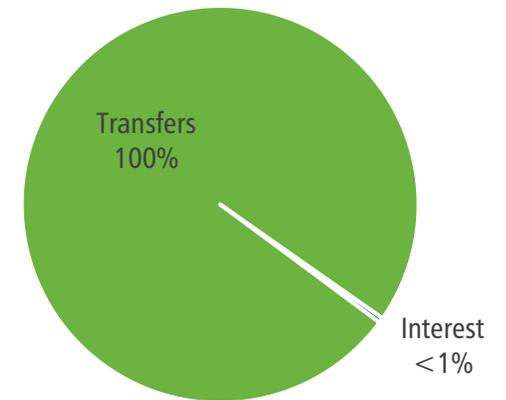
Project Name	Project #	Project Budget	Spent Thru 2021	2022 YE Est	2022 Est Carryover	2023 New Request	2023	Local Funding	Grant Funding
Revenue Vehicle Projects									
SHUTTLE Replacement 2019	558	1,051,610	-		1,051,610		1,051,610	1,051,610	
Bus Fleet Replacement 2021	602	6,209,100		5,662,510	546,590		546,590	109,320	437,270
Vanpool Replacement 2021	611	814,120		400,000	414,120		414,120	414,120	
Bus Fleet Replacement 2022	622	7,061,430			7,061,430		7,061,430	1,412,290	5,649,140
SHUTTLE Replacement 2022	623	2,928,530			2,928,530		2,928,530	1,165,600	1,762,930
Vanpool Replacement 2022	628	1,453,060		700,000	753,060		753,060	753,060	
Barrier Door Install	NEW	606,580			606,580		606,580	606,580	
SHUTTLE Replacement 2023	NEW					3,114,390	3,114,390	622,880	2,491,510
Bus Fleet Replacement 2023	NEW					7,704,850	7,704,850	1,540,970	6,163,880
Vanpool Replacement 2023	NEW					1,933,230	1,933,230	1,933,230	
Puyallup Runner Wheelchair Accessible Vehicles (2)	NEW					138,340	138,340	27,670	110,670
Vanpool Telematics 2023	NEW					200,000	200,000	100,000	100,000
Subtotal Revenue Vehicle Projects		20,124,430	-	6,762,510	13,361,920	13,090,810	26,452,730	9,737,330	16,715,400
Technology Projects									
Security Systems Replacement	452	3,765,990	628,430	1,159,880	1,977,680		1,977,680	1,977,680	
ngORCA	482	6,154,830	2,317,340	607,700	3,229,790		3,229,790	3,229,790	
Hastus Upgrade 2017	510	961,980	897,530	34,560	29,890		29,890	29,890	
Collision Avoidance System	518	2,364,890	2,280,830	13,260	70,800		70,800	70,800	
Backup Software Replacement 2018	543	85,000	-	-	85,000		85,000	85,000	
Bus Driving Simulator 2018	544	507,580	347,760	116,440	43,380		43,380	43,380	
CAD-AVL System Replacement 2019	573	11,000,000	1,819,870	5,553,180	3,626,950		3,626,950	288,520	3,338,430
Facilities Workorder Management System - EAM Replacement 2019	576	48,880			48,880		48,880	48,880	
Storage Area Network 2019	579	329,700	30,610		299,090		299,090	299,090	
Bus Systems Mobile Access Routers	597	808,940	121,910		687,030		687,030	687,030	
Network Infrastructure Replacement 2021	603	760,000	102,760	285,260	371,980		371,980	371,980	
Call Center Software Replacement 2021	604	159,000			159,000		159,000	159,000	
NeoGov HRIS Module	609	90,200			90,200	59,800	150,000	150,000	
ADEPT Upgrade or Replacement 2022	625	2,200,000		2,260	2,197,740		2,197,740	2,197,740	
Network Infrastructure Replacement 2022	626	440,000			440,000		440,000	440,000	
Computer & Laptop Replacement	631	300,000		79,210	220,790		220,790	220,790	
Network Infrastructure Replacement 2023	NEW					732,050	732,050	732,050	
Communication Center Radio Consoles Replacement	NEW					284,500	284,500	284,500	
Real Time Sign Refurbishment	NEW					43,070	43,070	43,070	
Computer & Laptop Replacement 2023	NEW					332,750	332,750	332,750	
CCTV Additions to Park & Rides	NEW					314,780	314,780	314,780	
Managed Cyber Security Services	NEW					250,000	250,000	250,000	
Subtotal Technology Projects		29,976,990	8,547,040	7,851,750	13,578,200	2,016,950	15,595,150	12,256,720	3,338,430
Total Capital Projects		408,264,370	64,785,760	86,457,220	257,021,390	80,298,090	337,319,480	102,687,890	234,631,590

2023 Insurance Budget

The Insurance budget pays for the claims that arise from workers' compensation or unemployment. The 2023 Budget of \$3,775,710 reflects an increase of \$307,090 from the 2022 Year-End Estimate of \$3,468,620. The increase is due to projected Workers' Compensation insurance costs.

2023 BUDGET INSURANCE SUMMARY

	2021 YEAR-END ACTUALS	2022 AMENDED BUDGET	2022 YEAR-END ESTIMATE	2023 BUDGET	% CHANGE 2022 YEAR-END ESTIMATE VS. 2023 BUDGET
INSURANCE REVENUES					
REVENUES					
Interest	4,860	16,000	10,680	25,000	134.1%
TOTAL REVENUES	4,860	16,000	10,680	25,000	134.1%
TRANSFERS					
From Operating Fund	334,904	2,098,101	2,098,100	5,835,100	178.1%
TOTAL TRANSFERS	334,904	2,098,101	2,098,100	5,835,100	178.1%
TOTAL REVENUES & TRANSFERS	339,764	2,114,101	2,108,780	5,860,100	177.9%
BEGINNING BALANCE					
Insurance Fund	3,615,475	1,625,899	475,450	(884,390)	-286.0%
TOTAL REVENUES & BEGINNING BALANCE	3,955,239	3,740,000	2,584,230	4,975,710	92.5%
INSURANCE EXPENDITURES					
EXPENDITURES					
Workers' Compensation Insurance					
Light Duty	12,862	125,000	8,000	60,000	650.0%
Workers' Compensation	2,813,459	1,750,000	2,815,000	2,950,000	4.8%
Professional Services	49,556	80,000	80,000	100,000	25.0%
Excess Workers' Compensation	65,229	75,000	100,620	115,710	15.0%
Taxes & Assessments	344,096	310,000	345,000	350,000	1.4%
Unemployment Insurance	194,588	200,000	120,000	200,000	66.7%
TOTAL EXPENDITURES	3,479,789	2,540,000	3,468,620	3,775,710	8.9%
ENDING BALANCE					
Insurance Fund	475,450	1,200,000	(884,390)	1,200,000	-235.7%
TOTAL EXPENDITURES & ENDING BALANCE	3,955,239	3,740,000	2,584,230	4,975,710	92.5%

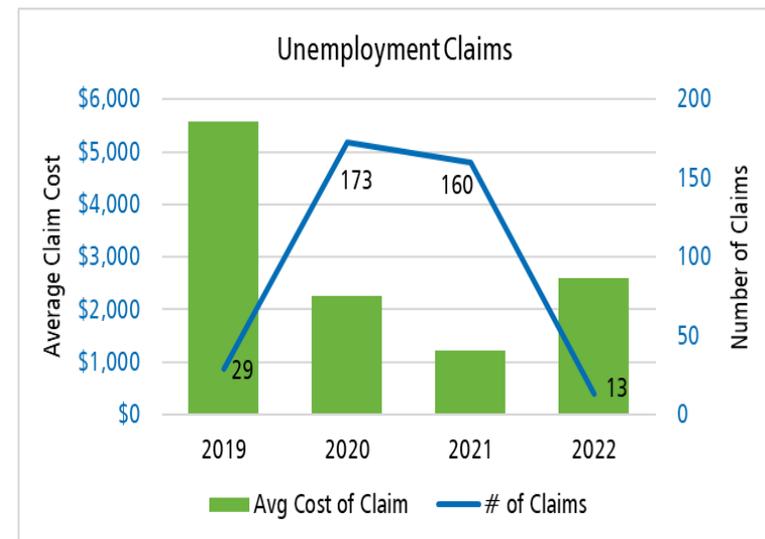
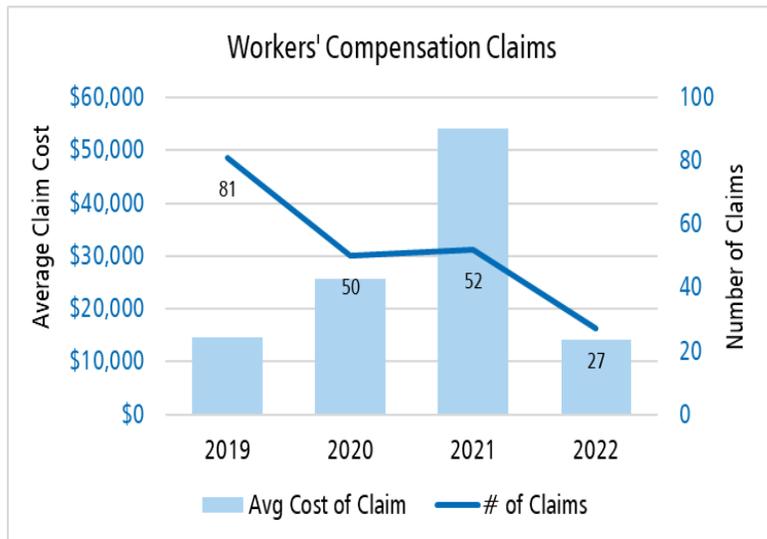


Workers Compensation

Workers' compensation covers the expenses incurred by employees injured on the job resulting in the inability to work or perform their regular assigned duties while dealing with the effects of the injury. Workers' Compensation benefits are statutorily determined and governed by Labor & Industries. Pierce Transit is permissibly self-insured and financially responsible for the first \$1 million of every claim incurred. When Workers' Compensation payments exceed \$1 million, excess insurance takes over payments made to the injured worker, medical providers, and other qualifying expenses. Pierce Transit reduces workplace injuries by weekly safety reminders, enforcing safety policies, providing proper equipment to employees, and effective Workers' Compensation claims management practices. The cost of claims can vary based on the nature and severity of the injury. In 2020 and 2021, Pierce Transit saw a 63% reduction in the number of claims compared to 2019, however, the average cost per claim rose dramatically in 2021. The average claim cost is calculated by dividing the total expenditures by the number of claims. Due to this, the 2022 average claim cost will fluctuate through the remainder of the year based on claims determinations. The number of claims for 2022 is based on active claims for the year through June. Should we continue the same trend, Pierce Transit would recognize a 4% increase in the number of claims compared to 2021 but significantly reduced average claim cost.

Unemployment

Unemployment was established to provide temporary income when an employee loses a job through no fault of their own. Pierce Transit pays claims based on the determination of the Employment Security Department. In 2020, there was a rise in unemployment claims due to the pandemic. Pierce Transit had to make severe reductions in service that lead to furloughs and layoffs. Pierce Transit made every effort to bring back laid-off employees as service increased. Additionally, Pierce Transit may be responsible for unemployment claims where a previous employee left for employment opportunities elsewhere but lost employment with the other organization. These claims arise due to the Employment Security Department calculation, where Pierce Transit may be considered a base-year employer. Currently, the number of claims is trending back to pre-pandemic levels, but with a lower average claim cost.



2023 Ending Balances

Ending balances include the required reserves for the operating, capital, and insurance budgets. The Board of Commissioners reserve policy supports management decision-making by avoiding revenue-expenditure imbalances, supporting stable service delivery, and assuring funds are available for operations, self-insurance programs and planned capital acquisition during economic downturns or other unanticipated events.

- Operating reserve – shall be maintained at a minimum of two months of agency operating expenditures.
- Capital reserve – shall be maintained at no less than 50% of the previous three years average annual asset depreciation at any time in the Six-Year Financial Plan. At the end of the Six-Year Financial Plan, the capital reserve shall be at least 100% of the previous three years average annual asset depreciation.
- Self-Insurance reserve – set at a level adequate to protect the agency from self-insurance risks, currently \$1.2 million.

Budget	Beginning Balance	+	Revenue & Transfers-In	-	Expenditures & Transfers-Out	=	Ending Balance	Required Reserves	Margin
Operating	\$ 106,343,360		\$ 176,409,000		\$ 225,143,740		\$ 57,608,620	\$ 27,101,710	\$ 30,506,910
Capital	55,464,480		290,355,000		337,319,480		8,500,000	8,500,000	-
Insurance	(884,390)		5,860,100		3,775,710		1,200,000	1,200,000	-
Total	\$ 160,923,450		\$ 472,624,100		\$ 566,238,930		\$ 67,308,620	\$ 36,801,710	\$ 30,506,910

Conclusion

The 2023 Budget is balanced, sustainable, and focused on strategic initiatives to meet Pierce Transit’s vision and mission.



HIRING BUS DRIVERS

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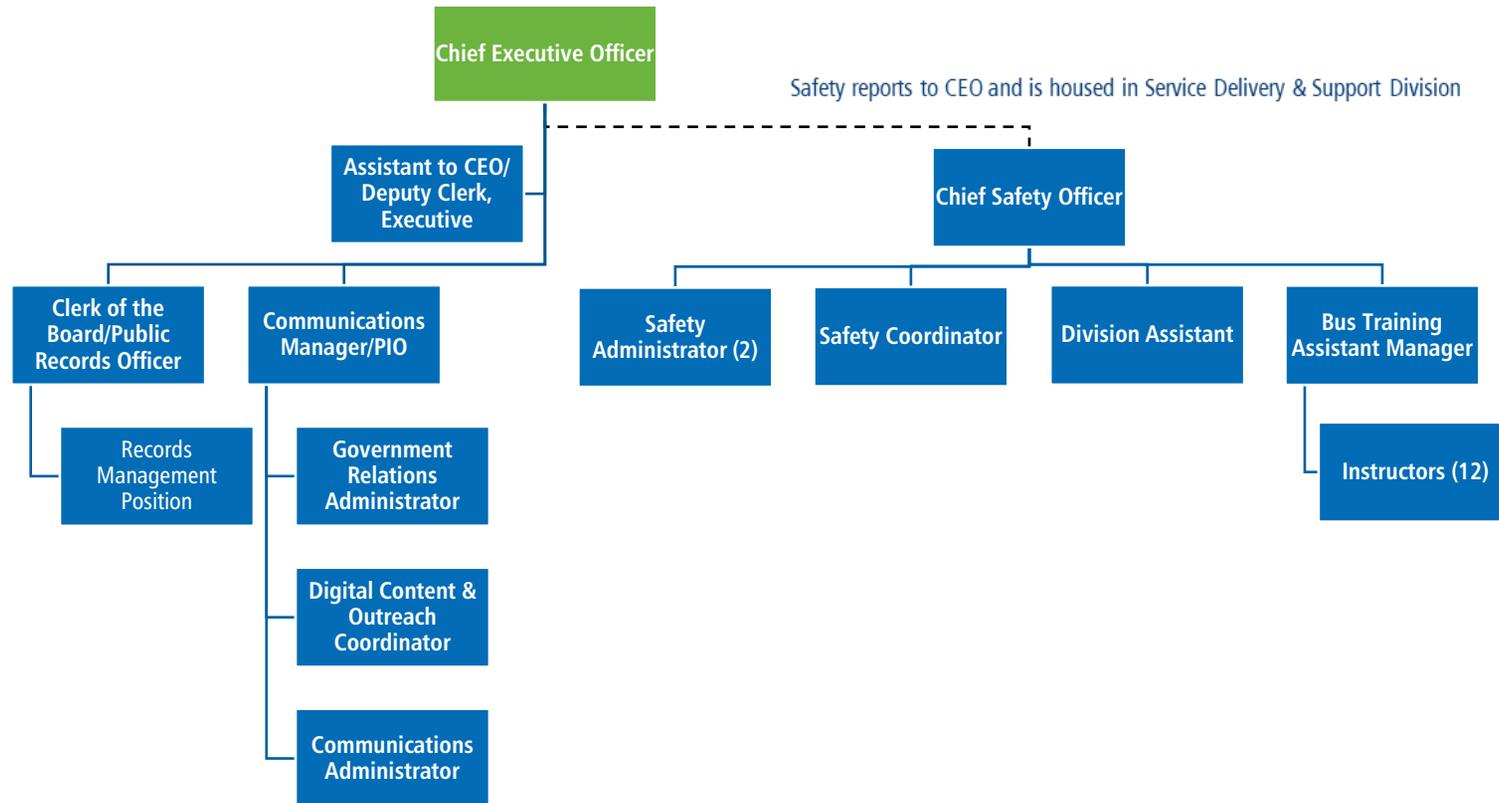
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Recruitment Team

Division Budgets

Executive Division



Division Overview

The Executive Division consists of two departments: Division Administration and Communications. This division is responsible for overseeing the day-to-day operations, legal review of contracts, creating agency policies, implementing the vision of the Board, holding and documenting agency meetings, pursuing legislative priorities and the internal and external communications of the agency. There are eight budgeted positions within this division, representing less than 1% of the agency personnel. Executive has an operating budget of \$2,065,660 in 2023.

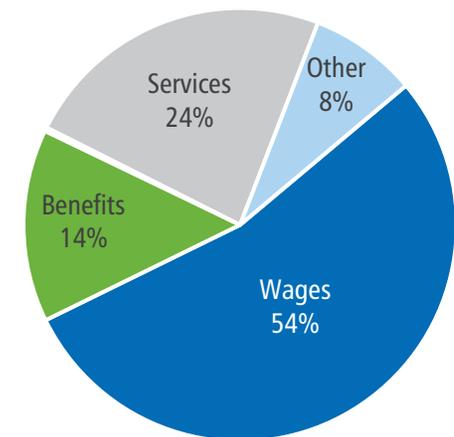
Strategic Initiatives

Strategic Priority	Initiative
 	Complete and execute a comprehensive communications campaign around the Free Youth Transit Pass, including partnering with school districts and community organizations
 	Elevate MOBI among lawmakers and position for funding opportunities in 2023
	Develop a six-year strategic plan in the first quarter of 2023
	Maintain an agency focus on customer service and work-life balance for employees, especially Operators
	Engage Pierce Transit staff, the Board of Commissioners, elected officials, and partners to ensure that the BRT project remains on schedule

Operating Budget by Object Type

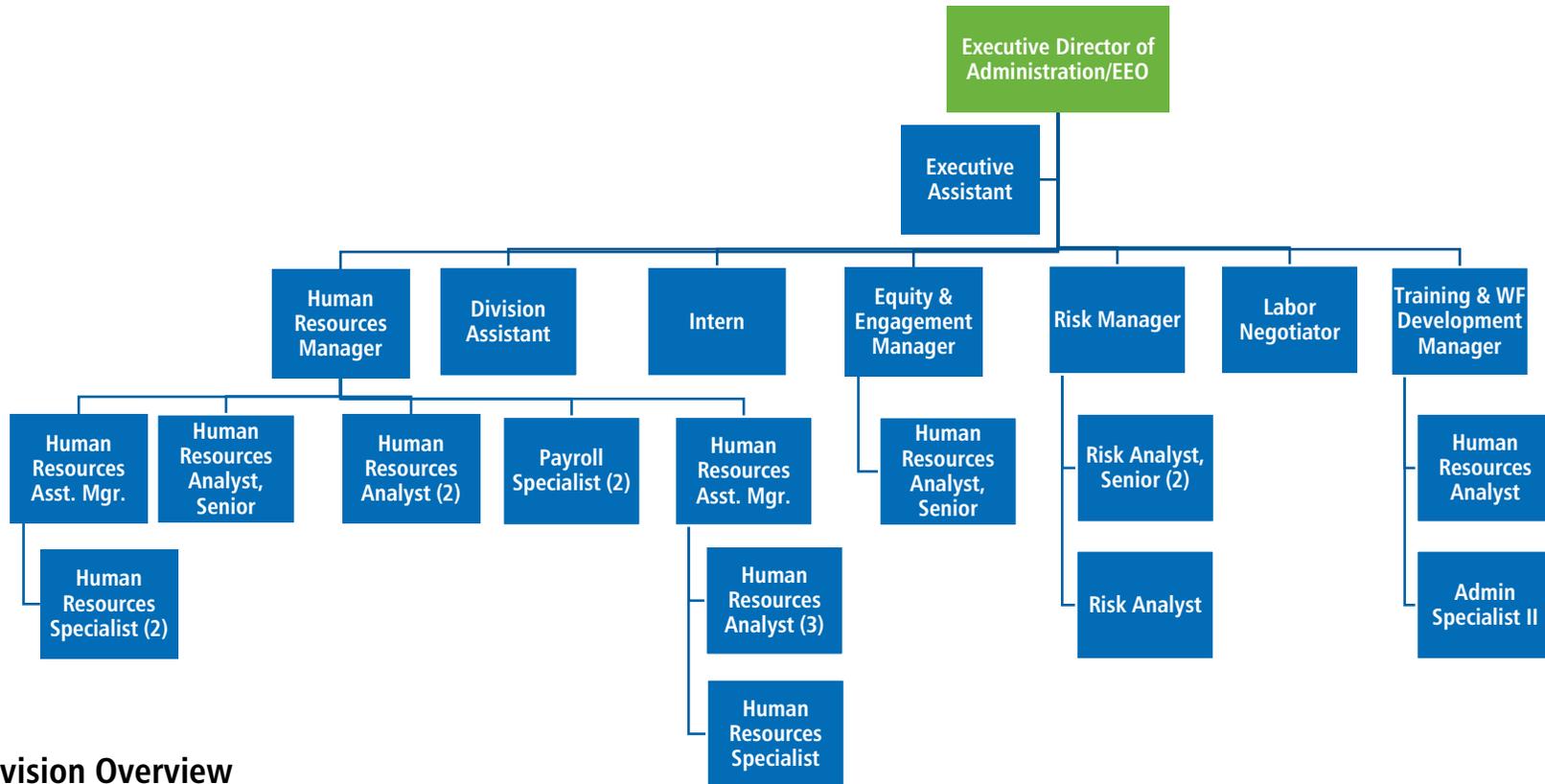
	2021 Actuals	2022 Budget	2022 YE Estimate	2023 Budget	\$ Change 22 YE Est - 23 Budget	% Change 22 YE Est - 23 Budget
Wages	\$ 970,992	\$ 949,201	\$ 962,660	\$ 1,112,590	\$ 149,930	15.57%
Benefits	226,788	254,801	243,420	297,160	53,740	22.08%
Supplies	3,675	5,145	3,780	5,880	2,100	55.56%
Services	384,788	539,170	325,000	484,170	159,170	48.98%
Other	158,294	154,684	166,130	165,860	(270)	-0.16%
Division Total	\$ 1,744,537	\$ 1,903,001	\$ 1,700,990	\$ 2,065,660	\$ 364,670	21.44%

2023 Executive Budget



Supplies are less than 1%

Administration Division



Division Overview

The Administration Division consists of five departments: Division Administration (includes Equity and Engagement), Human Resources, Risk Management, Labor Relations, and Workforce Development. This division is responsible for directing and coordinating programs and policies that support current and future workforce strategic initiatives; strategic leadership and collaboration in managing and administering DEI and EEO programs working cross-departmentally across the organization, providing agency ADA coordination; managing and providing payroll services, employee leave and benefits, classification and compensation, HRMS, performance management, employee relations, personnel investigations, and recruitment; agency-wide workforce training and development programs; risk management through agency insurance, self-insurance, drug and alcohol compliance program, claims settlement, and workers' compensation, serving on the board at WSTIP (Washington State Transit Insurance Pool); agency-wide labor relations management including serving as primary liaison between management and union leadership, compliance with collective bargaining agreements, policies, and labor and employment laws, administration and interpretation of collective bargaining agreements, and management and resolution of grievance and arbitration processes. There are 28 budgeted positions within this division, representing 3% of the agency personnel. Administration has an operating budget of \$9,597,520 in 2023.

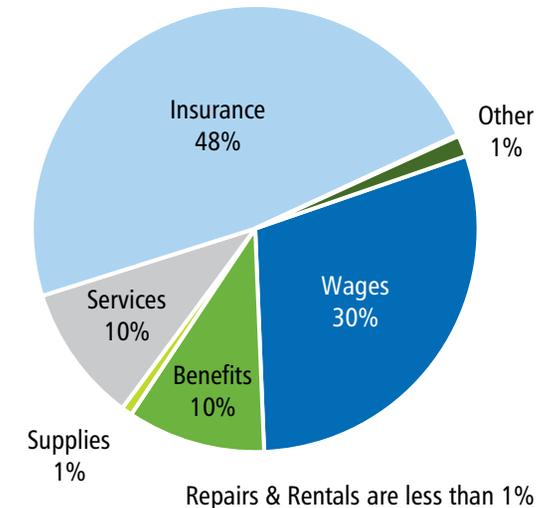
Strategic Initiatives

Strategic Priority	Initiative
	Participate in and enhance agency outreach efforts
	Strengthen and enhance the EEO and DEI programs
	Deliver a comprehensive development program for employees
	Provide a foundation to engage and retain our workforce
	Address workforce shortages

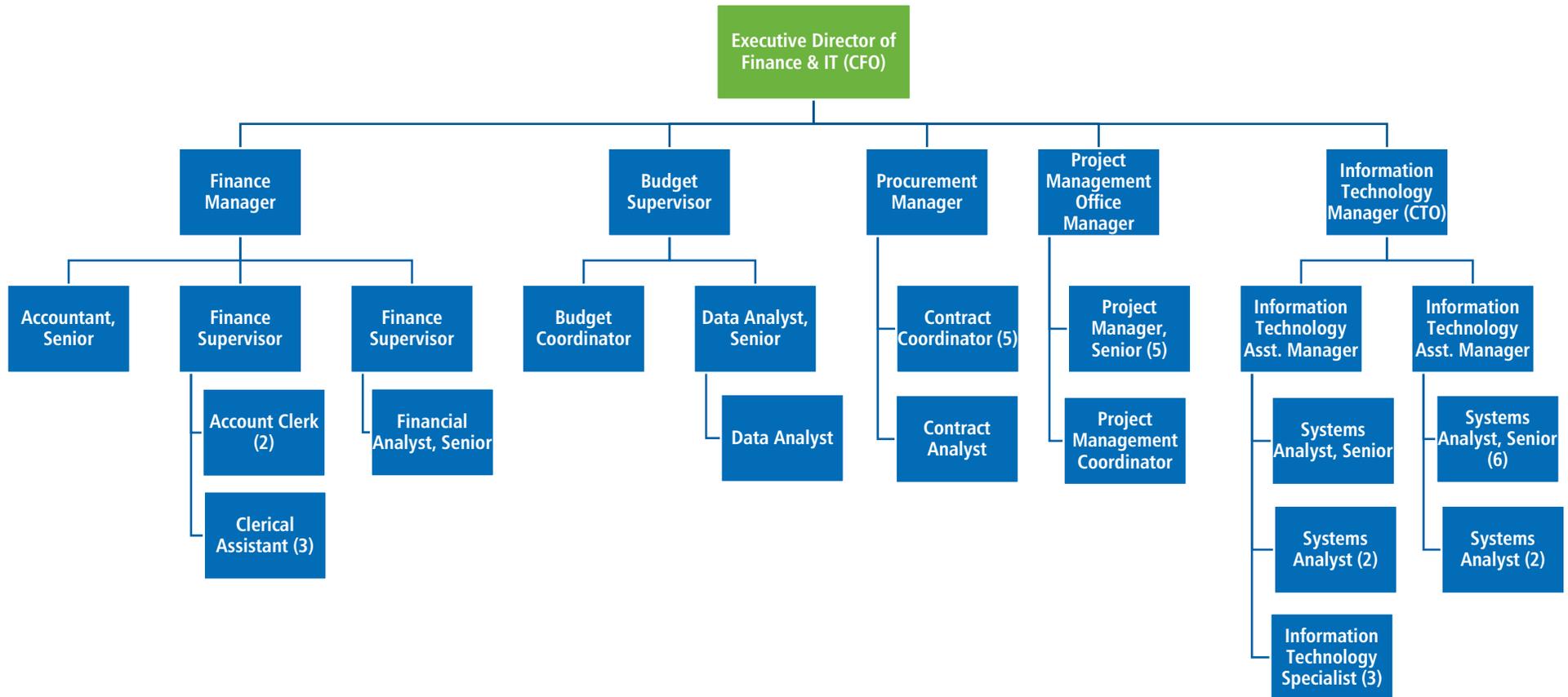
Operating Budget by Object Type

	2021 Actuals	2022 Budget	2022 YE Estimate	2023 Budget	\$ Change 22 YE Est - 23 Budget	% Change 22 YE Est - 23 Budget
Wages	\$ 1,782,772	\$ 2,393,786	\$ 2,441,040	\$ 2,844,280	\$ 403,240	16.52%
Benefits	605,574	940,682	820,770	960,640	139,870	17.04%
Supplies	26,317	76,250	56,150	75,200	19,050	33.93%
Services	561,902	849,585	667,420	958,430	291,010	43.60%
Insurance	3,679,860	3,862,662	4,137,290	4,602,530	465,240	11.25%
Repairs	2,620	4,500	6,200	6,650	450	7.26%
Rentals	3,453	4,700	4,700	4,700	-	0.00%
Other	118,868	96,895	131,370	145,090	13,720	10.44%
Division Total	\$ 6,781,366	\$ 8,229,060	\$ 8,264,940	\$ 9,597,520	\$ 1,332,580	16.12%

2023 Administration Budget



Finance Division



Division Overview

The Finance Division consists of six departments: Division Administration, Finance, Budget and Data Analytics, Procurement, Project Management, and Information Technology. This division is responsible for processing and maintaining the financial records for the agency, producing budget and reporting documents, developing reporting for effective decision making, administering contracts and purchasing, keeping projects going on-time and within budget, and implementing and supporting critical software and equipment throughout the agency. There are 46 budgeted positions within this division, representing 5% of the agency personnel. Finance has an operating budget of \$12,960,020 in 2023.

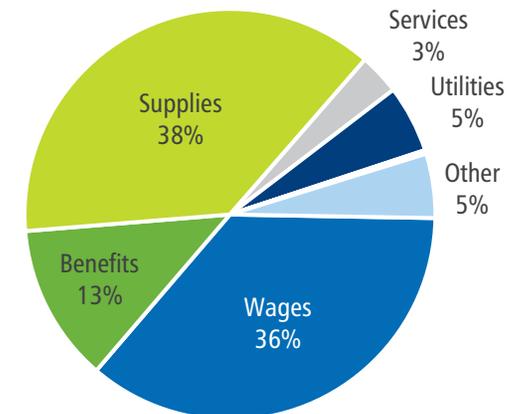
Strategic Initiatives

Strategic Priority	Initiative
	Ensure effective information technology and data gathering governance structures through inter-departmental collaboration
	Continue to implement effective cyber security measures and ensure a robust data backup and business continuity system
	Implement processes that lead to cost savings and/or increased efficiencies
	Implement processes and programs to improve financial accountability and reduce risk of loss
	Prepare to accept, implement and manage a TIFIA loan while developing contingency plans for the MOBI project

Operating Budget by Object Type

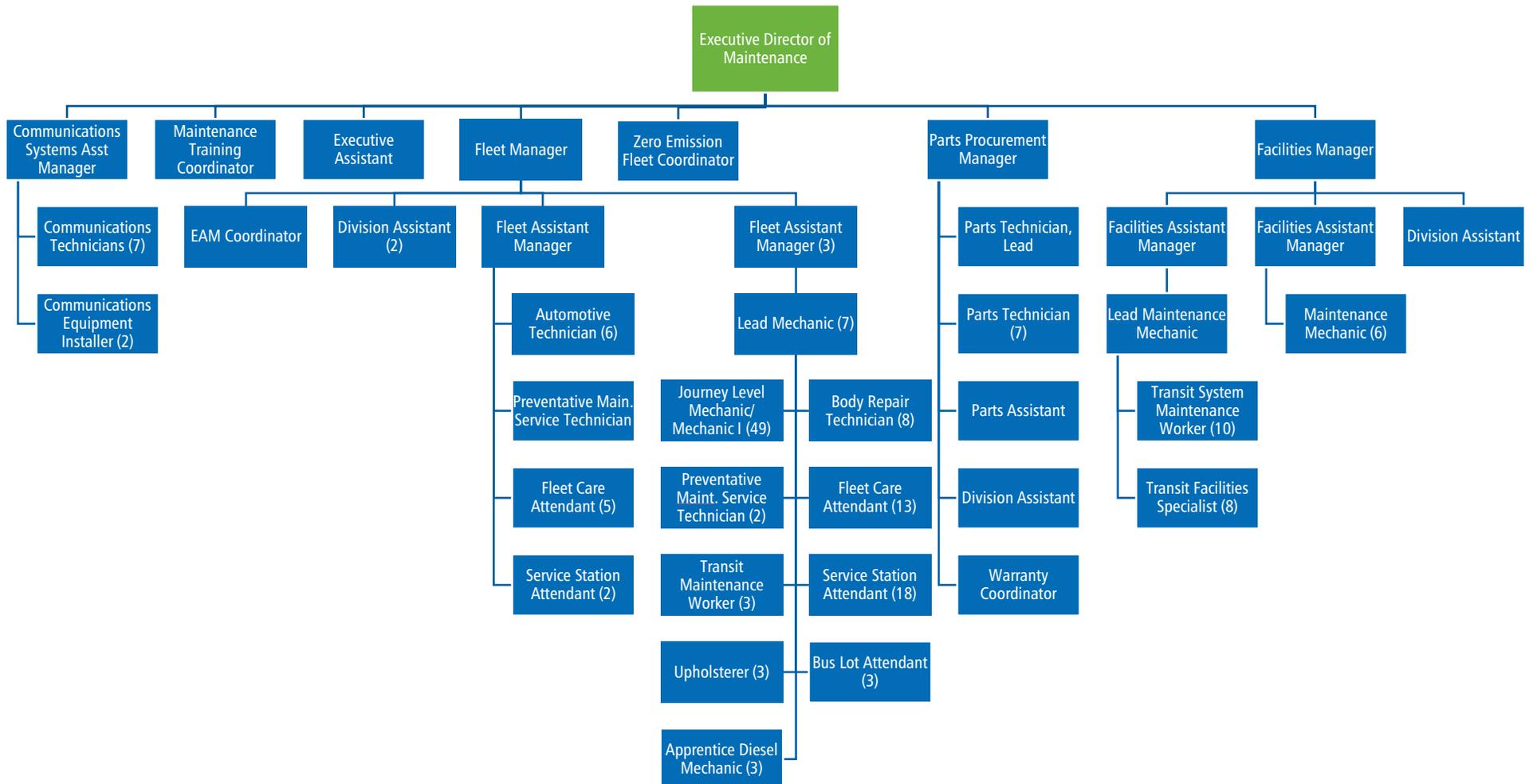
	2021 Actuals	2022 Budget	2022 YE Estimate	2023 Budget	\$ Change 22 YE Est - 23 Budget	% Change 22 YE Est - 23 Budget
Wages	\$ 4,345,144	\$ 4,399,132	\$ 4,444,310	\$ 4,683,880	\$ 239,570	5.39%
Benefits	1,435,579	1,547,324	1,529,260	1,612,880	83,620	5.47%
Supplies	499,057	380,364	378,240	4,872,110	4,493,870	1188.10%
Services	136,085	377,639	397,970	414,840	16,870	4.24%
Utilities	756,539	729,560	729,560	684,600	(44,960)	-6.16%
Repairs	8,666	27,500	27,750	6,750	(21,000)	-75.68%
Rentals	34,929	24,000	24,000	32,000	8,000	33.33%
Other	4,127,754	5,616,572	5,696,630	652,960	(5,043,670)	-88.54%
Division Total	\$ 11,343,753	\$ 13,102,091	\$ 13,227,720	\$ 12,960,020	\$ (267,700)	-2.02%

2023 Finance Budget



Repairs & Rentals are less than 1%

Maintenance Division



Division Overview

The Maintenance Division consists of six departments: Division Administration, Maintenance Training, Facilities, Fleet Maintenance, Warehousing and Radio Program. This division is responsible for commissioning and maintaining all fleet vehicles, communications equipment and facilities as well as keeping appropriate stock of inventory and procurement of specialized parts for the agency. There are 186 budgeted positions within this division, representing 19% of the agency personnel. Maintenance has an operating budget of \$37,034,200 in 2023.

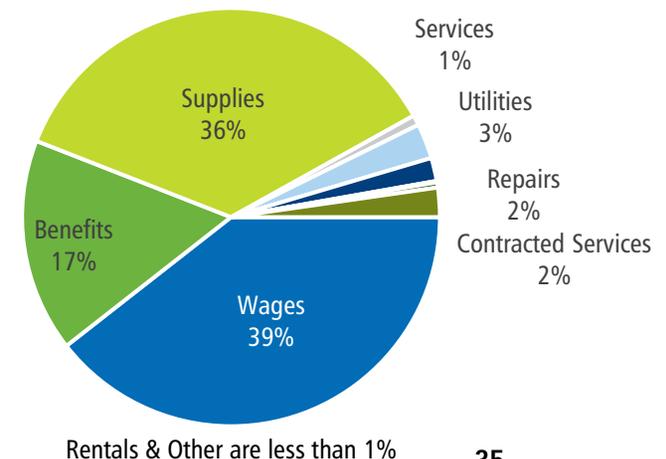
Strategic Initiatives

Strategic Priority	Initiative
	Develop employee-led safety initiatives
	Establish a clear plan for the public and stakeholders on MOBI-related schedule and impacts to service
	Enhance the customer experience by providing exceptionally clean and safe vehicles and facilities
	Improve employee engagement through transparent communications
	Advance the utilization of battery electric vehicles throughout the fleet
	Foster a healthy and productive work environment

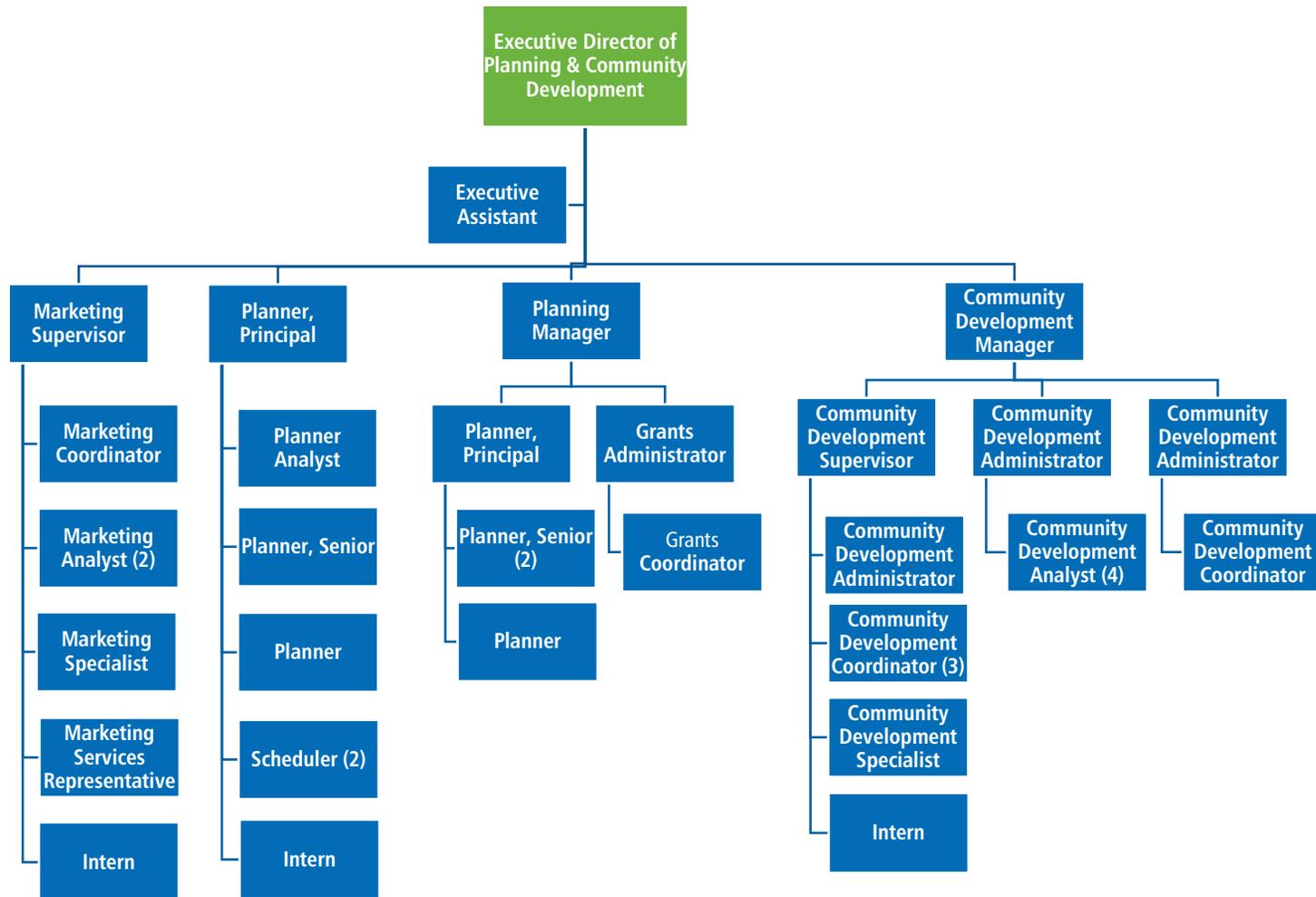
Operating Budget by Object Type

	2021 Actuals	2022 Budget	2022 YE Estimate	2023 Budget	\$ Change 22 YE Est - 23 Budget	% Change 22 YE Est - 23 Budget
Wages	\$ 12,478,681	\$ 13,814,177	\$ 13,773,930	\$ 14,601,500	\$ 827,570	6.01%
Benefits	5,033,258	5,733,242	5,409,990	6,185,000	775,010	14.33%
Supplies	11,206,907	12,720,429	11,973,370	13,272,840	1,299,470	10.85%
Services	857,021	828,673	835,610	289,430	(546,180)	-65.36%
Utilities	953,681	1,062,500	973,700	1,000,000	26,300	2.70%
Repairs	560,917	701,769	698,600	662,450	(36,150)	-5.17%
Rentals	149,849	141,420	137,880	40,000	(97,880)	-70.99%
Other	498,756	88,199	663,500	148,080	(515,420)	-77.68%
Contracted Services	690,947	705,000	667,500	834,900	167,400	25.08%
Division Total	\$ 32,430,017	\$ 35,795,409	\$ 35,134,080	\$ 37,034,200	\$ 1,900,120	5.41%

2023 Maintenance Budget



Planning & Community Development Division



Division Overview

The Planning and Community Development Division consists of five departments: Division Administration, Marketing, Transit Development, Planning and Community Development. This division is responsible for providing marketing tools to promote current and future services, planning and developing our transit system annually and long term, connecting with businesses to provide transportation alternatives and pursuing grants to help fund operating and capital costs. There are 38 budgeted positions within this division, representing 4% of the agency personnel. Planning and Community Development has an operating budget of \$8,194,230 in 2023.

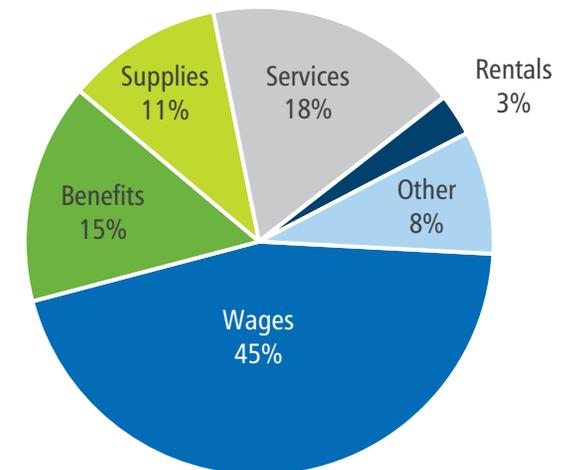
Strategic Initiatives

Strategic Priority	Initiative
	Assess local bus system for realignment opportunities
	Complete zero emission bus study and create strategic plan
 	Identify specific projects within CIP for grant funding opportunities
	Expand flexible fare payment options
 	Analyze and lay groundwork for potential ballot measure
 	Select locally preferred alternative and conduct initial planning phase for BRT 2

Operating Budget by Object Type

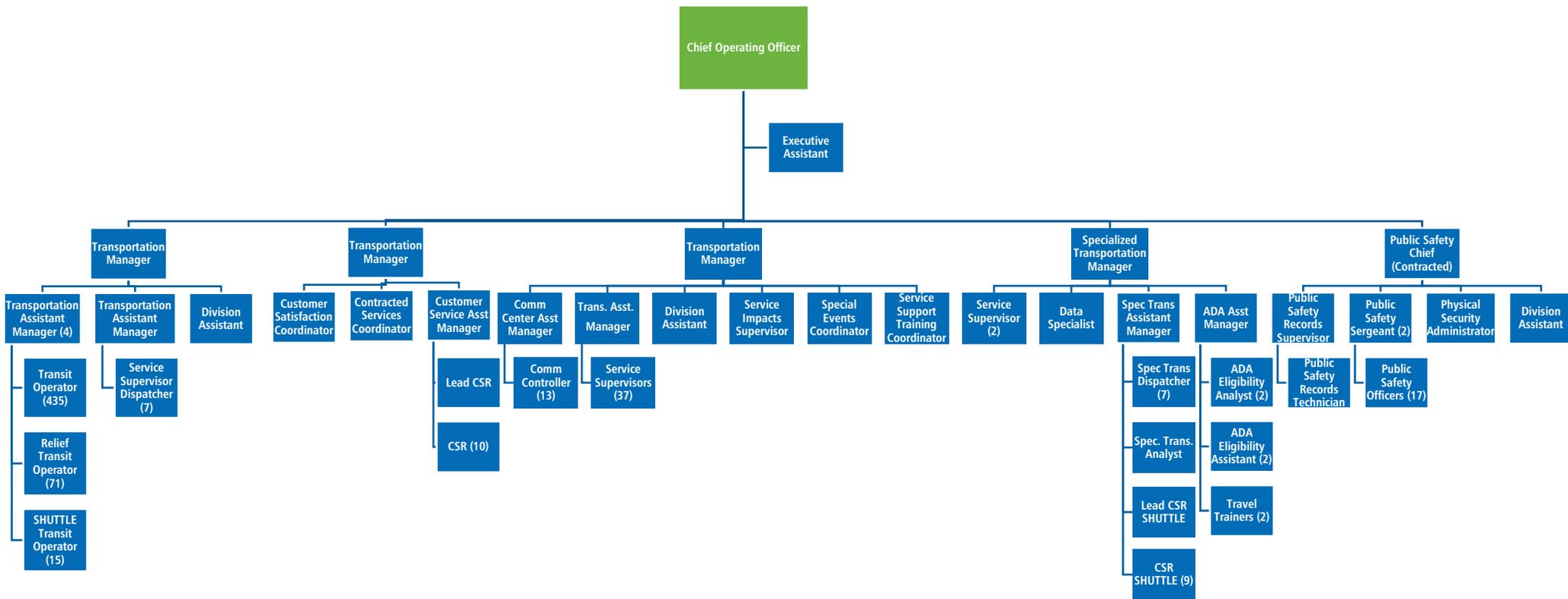
	2021 Actuals	2022 Budget	2022 YE Estimate	2023 Budget	\$ Change 22 YE Est - 23 Budget	% Change 22 YE Est - 23 Budget
Wages	\$ 3,035,565	\$ 3,252,591	\$ 3,306,910	\$ 3,693,090	\$ 386,180	11.68%
Benefits	1,020,747	1,112,822	1,101,110	1,245,590	144,480	13.12%
Supplies	560,295	722,630	803,190	880,950	77,760	9.68%
Services	933,729	1,020,694	892,110	1,440,340	548,230	61.45%
Utilities	1,040	4,000	1,500	2,500	1,000	66.67%
Repairs	-	400	400	400	-	0.00%
Rentals	221,205	230,000	230,000	236,900	6,900	3.00%
Other	324,374	772,676	681,680	694,460	12,780	1.87%
Division Total	\$ 6,096,955	\$ 7,115,813	\$ 7,016,900	\$ 8,194,230	\$ 1,177,330	16.78%

2023 Planning & Community Development Budget



Utilities & Repairs are less than 1%

Service Delivery & Support Division



Division Overview

The Service Delivery and Support Division consists of seven departments: Division Administration, Safety, Public Safety, Transportation Operations, Training, Service Support and Specialized Transportation. This division is responsible for training the operators that provide our service, managing customer service to assist customer using our service, scheduling and managing daily activities, providing public safety at our transit centers, bus stops and on our buses, and providing ADA assessments and services for those unable to utilize our fixed route system. There are 681 budgeted positions within this division, representing 69% of the agency personnel. Service Delivery and Support has an operating budget of \$92,758,600 in 2023.

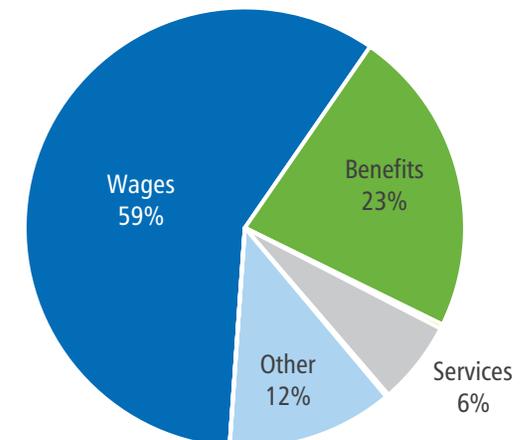
Strategic Initiatives

Strategic Priority	Initiative
	Improve public confidence in the safety of the system
	Increase focus on innovative ways to rebuild ridership
	Improve the safe operations of our services and agency
	Develop and maintain programs that enhance the customer experience
	Increase service reliability and improve on-time performance

Operating Budget by Object Type

	2021 Actuals	2022 Budget	2022 YE Estimate	2023 Budget	\$ Change 22 YE Est - 23 Budget	% Change 22 YE Est - 23 Budget
Wages	\$ 46,002,424	\$ 52,681,495	\$ 51,433,360	\$ 54,466,710	\$ 3,033,350	5.90%
Benefits	16,671,860	20,762,567	18,616,720	20,936,060	2,319,340	12.46%
Supplies	149,433	253,170	238,930	306,700	67,770	28.36%
Services	4,623,435	5,430,115	6,373,530	5,498,680	(874,850)	-13.73%
Rentals	180,211	185,000	185,000	193,240	8,240	4.45%
Other	7,050,028	8,922,139	8,428,410	11,355,420	2,927,010	34.73%
Contracted Services	272	1,068	1,790	1,790	-	0.00%
Division Total	\$ 74,677,663	\$ 88,235,554	\$ 85,277,740	\$ 92,758,600	\$ 7,480,860	8.77%

2023 Service Delivery & Support Budget



Supplies, Rentals & Contracted Services are less than 1%



Headquarters Building

Six-Year Plan

2023 – 2028 Six-Year Plan Revenues & Expenditures

	2021 Actuals	2022 YE Est	2023 Budget	2024	2025	2026	2027	2028
OPERATING								
Revenues								
Operating Income								
Passenger Fares	6,008,335	5,451,320	5,446,210	5,477,690	5,509,480	5,541,590	5,574,020	5,606,770
Advertising	493,154	372,500	350,000	350,000	350,000	350,000	522,500	702,350
Sound Transit Reimbursement								
ST Express	46,377,943	41,478,550	47,008,150	62,047,140	62,292,860	64,885,380	56,183,400	58,520,280
ST Tacoma Dome Station	872,291	796,890	934,840	955,410	976,430	997,910	1,019,860	1,042,300
ST ADA Travel Trainer	-	-	43,730	45,550	47,450	49,430	51,490	53,640
Total Operating Income	53,751,723	48,099,260	53,782,930	68,875,790	69,176,220	71,824,310	63,351,270	65,925,340
Non-Operating Income								
Sales Tax	107,084,956	107,151,530	110,557,130	115,034,240	119,511,350	123,988,460	128,465,570	132,942,680
Interest	89,200	331,800	250,000	288,040	254,190	146,370	151,630	153,370
Other Miscellaneous	3,645,016	427,630	1,023,270	887,390	1,275,440	1,177,080	884,070	1,417,810
Total Non-Operating Income	110,819,172	107,910,960	111,830,400	116,209,670	121,040,980	125,311,910	129,501,270	134,513,860
Operating Contributions								
Federal	32,142,764	47,429,190	729,920	729,920	729,920	729,920	729,920	729,920
State	2,088,833	4,798,020	9,940,750	9,970,250	10,023,330	9,977,840	9,761,840	9,479,040
Local	1,437	-	125,000	-	-	-	-	-
Total Operating Contributions	34,233,034	52,227,210	10,795,670	10,700,170	10,753,250	10,707,760	10,491,760	10,208,960
Total Operating Revenue	198,803,929	208,237,430	176,409,000	195,785,630	200,970,450	207,843,980	203,344,300	210,648,160
Expenditures								
Operating Expenditures								
Wages	68,615,575	76,362,210	81,402,050	86,346,240	89,143,620	92,860,030	93,527,340	97,426,500
Benefits	24,993,808	27,721,270	31,237,330	33,675,030	34,766,010	36,215,440	36,475,700	37,996,340
M&O	39,464,911	46,538,890	49,970,850	50,626,070	51,739,860	52,878,120	54,041,440	55,230,350
Total Operating Expenditures (less Debt, Depreciation, & Non-Departmental)	133,074,294	150,622,370	162,610,230	170,647,340	175,649,490	181,953,590	184,044,480	190,653,190
Non-Operating Expenditures								
Payment to Pierce Co. for 5307 Agreement	4,063,915	5,606,440	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000	1,150,000
Long-Term Debt Payments	-	-	-	-	-	-	-	-
Total Expenditures	137,138,209	156,228,810	163,760,230	171,797,340	176,799,490	183,103,590	185,194,480	191,803,190

	2021 Actuals	2022 YE Est	2023 Budget	2024	2025	2026	2027	2028
Transfers								
To Capital Fund	20,312,788	59,412,380	55,548,410	26,875,220	41,735,100	19,569,890	13,557,740	13,372,440
To Insurance Fund	334,904	2,098,100	5,835,100	3,882,980	3,999,650	4,119,820	4,243,600	4,371,080
Total Transfers	20,647,692	61,510,480	61,383,510	30,758,200	45,734,750	23,689,710	17,801,340	17,743,520
Total Expenditures & Transfers	157,785,901	217,739,290	225,143,740	202,555,540	222,534,240	206,793,300	202,995,820	209,546,710
Change in Reserves	41,018,028	(9,501,860)	(48,734,740)	(6,769,910)	(21,563,790)	1,050,680	348,480	1,101,450
CAPITAL								
Revenues								
Federal Grants	11,729,684	4,575,050	157,436,630	14,348,040	14,948,950	7,478,100	9,289,510	7,412,070
State Grants	7,905,372	559,840	24,791,200	-	55,340	-	-	-
Other Grants/Contributions	11,590,582	15,578,900	52,403,760	-	-	-	-	-
Interest	60,408	181,170	175,000	42,500	42,500	42,500	42,500	42,500
TIFIA Loan Proceeds	-	-	-	-	6,590,950	34,475,580	15,376,160	18,348,640
Total Revenue	31,286,046	20,894,960	234,806,590	14,390,540	21,637,740	41,996,180	24,708,170	25,803,210
Transfers								
From Operating	20,312,788	59,412,380	55,548,410	26,875,220	41,735,100	19,569,890	13,557,740	13,372,440
Total Revenue & Transfers	51,598,834	80,307,340	290,355,000	41,265,760	63,372,840	61,566,070	38,265,910	39,175,650
Expenditures								
Revenue Vehicles	23,610,313	6,775,510	26,452,730	14,769,350	11,523,770	12,151,830	15,203,300	18,213,900
Base Facilities	14,508,122	62,271,750	61,899,580	20,613,870	42,875,320	45,410,840	21,278,030	9,628,350
Passenger Facilities & Amenities	5,444,928	3,149,380	9,831,360	3,927,000	3,606,400	-	-	-
Technology	4,704,589	7,851,750	15,595,150	1,618,980	5,367,350	1,730,300	1,300,750	1,851,300
Other	9,300,489	6,682,300	223,540,660	336,560	-	2,273,100	483,830	982,100
Total Expenditures	57,568,440	86,730,690	337,319,480	41,265,760	63,372,840	61,566,070	38,265,910	30,675,650
Change in Reserves	(5,969,606)	(6,423,350)	(46,964,480)	-	-	-	-	8,500,000
2021 Actuals 2022 YE Est 2023 Budget 2024 2025 2026 2027 2028								
INSURANCE								
Revenues								
Interest	4,860	10,680	25,000	6,000	6,000	6,000	6,000	6,000
Transfers								
From Operating	334,904	2,098,100	5,835,100	3,882,980	3,999,650	4,119,820	4,243,600	4,371,080
Total Revenue & Transfers	339,764	2,108,780	5,860,100	3,888,980	4,005,650	4,125,820	4,249,600	4,377,080
Expenditures								
Workers' Compensation	3,285,201	3,348,620	3,575,710	3,682,980	3,793,470	3,907,270	4,024,490	4,145,220
Unemployment Insurance	194,588	120,000	200,000	206,000	212,180	218,550	225,110	231,860
Total Expenditures	3,479,789	3,468,620	3,775,710	3,888,980	4,005,650	4,125,820	4,249,600	4,377,080
Change in Reserves	(3,140,025)	(1,359,840)	2,084,390	-	-	-	-	-

2023 – 2028 Six-Year Plan Ending Balances

	2021 Actuals	2022 YE Est	2023 Budget	2024	2025	2026	2027	2028
OPERATING								
Beginning Balance	74,827,192	115,845,220	106,343,360	57,608,620	50,838,710	29,274,920	30,325,600	30,674,080
Revenue	198,803,929	208,237,430	176,409,000	195,785,630	200,970,450	207,843,980	203,344,300	210,648,160
Total	273,631,121	324,082,650	282,752,360	253,394,250	251,809,160	237,118,900	233,669,900	241,322,240
Expenditures	137,138,209	156,228,810	163,760,230	171,797,340	176,799,490	183,103,590	185,194,480	191,803,190
Transfers to Capital/Insurance	20,647,692	61,510,480	61,383,510	30,758,200	45,734,750	23,689,710	17,801,340	17,743,520
Total	157,785,901	217,739,290	225,143,740	202,555,540	222,534,240	206,793,300	202,995,820	209,546,710
Ending Balance	115,845,220	106,343,360	57,608,620	50,838,710	29,274,920	30,325,600	30,674,080	31,775,530
Required Reserve	22,179,049	25,103,730	27,101,710	28,441,220	29,274,920	30,325,600	30,674,080	31,775,530
Margin / (Deficit)	93,666,171	81,239,630	30,506,910	22,397,490	-	-	-	-
CAPITAL								
Beginning Balance	67,857,436	61,887,830	55,464,480	8,500,000	8,500,000	8,500,000	8,500,000	8,500,000
Revenue	31,286,046	20,894,960	234,806,590	14,390,540	21,637,740	41,996,180	24,708,170	25,803,210
Transfer from Operating	20,312,788	59,412,380	55,548,410	26,875,220	41,735,100	19,569,890	13,557,740	13,372,440
Total	119,456,270	142,195,170	345,819,480	49,765,760	71,872,840	70,066,070	46,765,910	47,675,650
Expenditures	57,568,440	86,730,690	337,319,480	41,265,760	63,372,840	61,566,070	38,265,910	30,675,650
Ending Balance	61,887,830	55,464,480	8,500,000	8,500,000	8,500,000	8,500,000	8,500,000	17,000,000
Required Reserve	9,500,000	9,300,000	8,500,000	8,500,000	8,500,000	8,500,000	8,500,000	17,000,000
Margin / (Deficit)	52,387,830	46,164,480	-	-	-	-	-	-
INSURANCE								
Beginning Balance	3,615,475	475,450	(884,390)	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Revenue	4,860	10,680	25,000	6,000	6,000	6,000	6,000	6,000
Transfer from Operating	334,904	2,098,100	5,835,100	3,882,980	3,999,650	4,119,820	4,243,600	4,371,080
Total	3,955,239	2,584,230	4,975,710	5,088,980	5,205,650	5,325,820	5,449,600	5,577,080
Expenditures	3,479,789	3,468,620	3,775,710	3,888,980	4,005,650	4,125,820	4,249,600	4,377,080
Ending Balance	475,450	(884,390)	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Required Reserve	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Margin / (Deficit)	(724,550)	(2,084,390)	-	-	-	-	-	-
AGENCY-WIDE								
Operating Ending Balance	178,208,500	160,923,450	67,308,620	60,538,710	38,974,920	40,025,600	40,374,080	49,975,530
Required Reserve	32,879,049	35,603,730	36,801,710	38,141,220	38,974,920	40,025,600	40,374,080	49,975,530
Margin / (Deficit)	145,329,451	125,319,720	30,506,910	22,397,490	-	-	-	-

2023 – 2028 Six-Year Capital Plan

#	Project Name	Project #	Project Budget	Spent Thru 2021	2022 YE Est	2022 Est Carryover	2023 New Request	2023	2024	2025	2026	2027	2028	Total Capital
1	Building 4 Modifications	345	4,255,020	4,045,300	21,830	187,890		187,890						187,890
2	Security Systems Replacement	452	3,765,990	628,430	1,159,880	1,977,680		1,977,680						1,977,680
3	High-Capacity Transit (HCT) Feasibility Study	481	1,716,630	1,267,350		449,280		449,280						449,280
4	ngORCA	482	6,154,830	2,317,340	607,700	3,229,790		3,229,790						3,229,790
5	Narrows Park & Ride Renewal	503	1,013,060	77,490	21,200	914,370		914,370						914,370
6	Hastus Upgrade 2017	510	961,980	897,530	34,560	29,890		29,890						29,890
7	Collision Avoidance System	518	2,364,890	2,280,830	13,260	70,800		70,800						70,800
8	Commerce Tunnel Refurbishment	524	3,635,360	3,278,020	273,940	83,400		83,400						83,400
9	Maintenance & Operations Base Improvements (MOBI)	525	84,500,000	22,330,800	62,169,200	-	55,762,220	55,762,220	20,613,870	42,875,320	45,410,840	21,278,030	9,628,350	195,568,630
10	Backup Software Replacement 2018	543	85,000	-	-	85,000		85,000						85,000
11	Bus Driving Simulator 2018	544	507,580	347,760	116,440	43,380		43,380						43,380
12	Corridor Speed & Reliability Improvements 2018	554	4,500,000	1,847,270	100,170	2,552,560		2,552,560						2,552,560
13	Spanaway Transit Center Park & Ride - Phase I	556	9,242,890	3,402,790	1,407,660	4,432,440		4,432,440						4,432,440
14	SHUTTLE Replacement 2019	558	1,051,610	-	-	1,051,610		1,051,610						1,051,610
15	Bus Rapid Transit (BRT)	563	236,900,000	18,242,360	5,810,570	212,847,070		212,847,070						212,847,070
16	South Hill Mall Transit Center Renewal	571	1,832,370	1,216,620	320,610	295,140		295,140						295,140
17	CAD-AVL System Replacement 2019	573	11,000,000	1,819,870	5,553,180	3,626,950		3,626,950						3,626,950
18	Facilities Workorder Management System - EAM Replacement 2019	576	48,880			48,880		48,880						48,880
19	Storage Area Network 2019	579	329,700	30,610		299,090		299,090						299,090
20	Tacoma Dome Station Elevator Repairs & Upgrades	588	3,451,550	254,210	753,330	2,444,010		2,444,010						2,444,010
21	Kimball Drive Park & Ride 2020	590	379,180		96,970	282,210		282,210						282,210
22	North Purdy Park & Ride 2020	591	259,890		60,590	199,300		199,300						199,300
23	Parkland Transit Center 2020	592	360,940		79,430	281,510		281,510						281,510
24	Bus Systems Mobile Access Routers	597	808,940	121,910		687,030		687,030						687,030
25	Building 5 Shuttle & Public Safety Office Moves	600	317,000	49,960	115,700	151,340		151,340						151,340
26	Maintenance Power Pusher	601	32,480		22,370	10,110		10,110						10,110
27	Bus Fleet Replacement 2021	602	6,209,100		5,662,510	546,590		546,590						546,590
28	Network Infrastructure Replacement 2021	603	760,000	102,760	285,260	371,980		371,980						371,980
29	Call Center Software Replacement 2021	604	159,000			159,000		159,000						159,000
30	Spanaway Transit Center Park & Ride - Phase II Design	607	1,000,000	370	100,650	898,980		898,980	3,927,000	3,583,000				8,408,980
31	NeoGov HRIS Module	609	90,200			90,200	59,800	150,000						150,000
32	Vanpool Replacement 2021	611	814,120		400,000	414,120		414,120						414,120
33	Commerce Facility Bus Charging Station	612	2,000,000	350		1,999,650		1,999,650						1,999,650
34	Bus Rapid Transit (BRT) System Expansion Study	613	837,300	225,830	258,020	353,450		353,450						353,450
35	Building 4 Lobby Hardening	618	150,520		13,510	137,010		137,010						137,010
36	Building 5 A/V Equip Replacement	620	220,390		67,210	153,180		153,180						153,180
37	Bus Fleet Replacement 2022	622	7,061,430			7,061,430		7,061,430						7,061,430
38	SHUTTLE Replacement 2022	623	2,928,530			2,928,530		2,928,530						2,928,530
39	Support Vehicle Replacement 2022	624	334,840		150,000	184,840		184,840						184,840
40	ADEPT Upgrade or Replacement 2022	625	2,200,000		2,260	2,197,740		2,197,740						2,197,740
41	Network Infrastructure Replacement 2022	626	440,000			440,000		440,000						440,000
42	Parts Washers Replacement 2022	627	46,530			46,530		46,530						46,530
43	Vanpool Replacement 2022	628	1,453,060		700,000	753,060		753,060						753,060
44	Consolidate IT Work Area & Storage 2022	629	57,480			57,480		57,480						57,480
45	Computer & Laptop Replacement	631	300,000		79,210	220,790		220,790						220,790

A portion of the project is funded by grants

#	Project Name	Project #	Project Budget	Spent Thru 2021	2022 YE Est	2022 Est Carryover	2023 New Request	2023	2024	2025	2026	2027	2028	Total Capital
46	Building 5 Chair Replacement	632	35,000			35,000		35,000						35,000
47	Bus Stop Shelter Refurbishment	633	1,000,000			1,000,000		1,000,000						1,000,000
48	Rivet Gun	635	16,000			16,000		16,000						16,000
49	Barrier Door Install	NEW	606,580			606,580		606,580						606,580
50	Misc. Capital Equipment	778	68,520			68,520	100,000	168,520						168,520
Subtotal Carry-Over & Additional			408,264,370	64,785,760	86,457,220	257,021,390	55,922,020	312,943,410	24,540,870	46,458,320	45,410,840	21,278,030	9,628,350	460,259,820

#	Project Name	Project #	Project Budget	Spent Thru 2021	2022 YE Est	2022 Est Carryover	2023 New Request	2023	2024	2025	2026	2027	2028	Total Capital
51	SHUTTLE Replacement 2023	NEW					3,114,390	3,114,390						3,114,390
52	Bus Fleet Replacement 2023	NEW					7,704,850	7,704,850						7,704,850
53	Support Replacement 2023	NEW					626,830	626,830						626,830
54	Network Infrastructure Replacement 2023	NEW					732,050	732,050						732,050
55	Communication Center Radio Consoles Replacement	NEW					284,500	284,500						284,500
56	Building 5 Exterior Sealing	NEW					130,000	130,000						130,000
57	Building 4 Exterior Painting	NEW					273,160	273,160						273,160
58	Building 1 Iron Worker Replacement	NEW					58,710	58,710						58,710
59	Real Time Sign Refurbishment	NEW					43,070	43,070						43,070
60	Vanpool Replacement 2023	NEW					1,933,230	1,933,230						1,933,230
61	Computer & Laptop Replacement 2023	NEW					332,750	332,750						332,750
62	CCTV Additions to Park & Rides	NEW					314,780	314,780						314,780
63	Base Storm Water System Repair & Maintenance	NEW					266,110	266,110						266,110
64	Managed Cyber Security Services	NEW					250,000	250,000						250,000
65	Employee Engagement Tool	NEW					42,000	42,000						42,000
66	Shatter Proof Film Buildings 4, 5 & TDS	NEW					92,900	92,900						92,900
67	Base BEB Charging Expansion to 12 Buses	NEW					4,838,400	4,838,400						4,838,400
68	Bus Rapid Transit (BRT) 2 - Downtown Tacoma to Lakewood	NEW					3,000,000	3,000,000						3,000,000
69	Puyallup Runner Wheelchair Accessible Vehicles (2)	NEW					138,340	138,340		69,170				207,510
70	Vanpool Telematics 2023	NEW					200,000	200,000						200,000
Subtotal New Requests			-	-	-	-	24,376,070	24,376,070	-	69,170	-	-	-	24,445,240

#	Project Name	Project #	Project Budget	Spent Thru 2021	2022 YE Est	2022 Est Carryover	2023 New Request	2023	2024	2025	2026	2027	2028	Total Capital
71	Vanpool Replacement	OUTYEAR							1,743,040	3,247,170	2,804,200	1,581,140	3,663,620	13,039,170
72	Support Vehicle Replacement	OUTYEAR							336,560	-	703,730	483,830	372,700	1,896,820
73	TDS Parking Payment System	OUTYEAR											609,400	609,400
74	TDS Parking Guidance System	OUTYEAR									1,569,370			1,569,370
75	72nd Park & Ride Seal Coat and Striping	OUTYEAR								23,400				23,400
76	Bus Fleet Replacement	OUTYEAR						9,408,180	5,635,820	6,134,840	9,928,130	10,612,250		41,719,220
77	SHUTTLE Vehicle Replacement	OUTYEAR						3,618,130	2,571,610	3,212,790	3,694,030	3,938,030		17,034,590
78	Finance ERP Replacement	OUTYEAR								2,300,000				2,300,000
79	Network Infrastructure Replacement	OUTYEAR						1,255,980	2,613,600	1,276,550	847,000	1,397,550		7,390,680
80	Computer & Laptop Replacement	OUTYEAR						363,000	453,750	453,750	453,750	453,750		2,178,000
Subtotal Outyear			-	-	-	-	-	16,724,890	16,845,350	16,155,230	16,987,880	21,047,300	21,047,300	87,760,650

Grand Total			408,264,370	64,785,760	86,457,220	257,021,390	80,298,090	337,319,480	41,265,760	63,372,840	61,566,070	38,265,910	30,675,650	572,465,710
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A portion of the project is funded by grants



Ruston Runner Service

Appendix

2023 Service Summary

All Modes

		2021 Actual	2022 YE Estimate	2023 Budget	% Change 2022 YE Estimate - 2023 Budget
Pierce Transit					
	Fixed Route Local & Express				
	Ridership	4,363,240	3,731,430	3,747,285	0.4%
	Service Hours	447,203	435,000	475,000	9.2%
	Service Miles	5,263,909	5,097,223	5,565,933	9.2%
Sound Transit					
	Fixed Route Express				
	Ridership	1,950,596	1,655,147	1,641,148	-0.8%
	Service Hours	301,299	258,617	271,300	4.9%
	Service Miles	7,088,503	5,877,236	6,266,239	6.6%
	Total Fixed Route (Pierce Transit & Sound Transit)				
	Ridership	6,313,836	5,386,577	5,388,433	0.0%
	Service Hours	748,502	693,617	746,300	7.6%
	Service Miles	12,352,412	10,974,459	11,832,172	7.8%
SHUTTLE					
	Ridership	163,024	219,889	298,490	35.7%
	Service Hours	109,259	133,512	195,422	46.4%
	Service Miles	1,583,674	2,115,328	2,521,861	19.2%
Vanpool					
	Ridership	322,999	380,000	400,000	5.3%
	Service Hours	73,490	80,000	90,000	12.5%
	Service Miles	2,583,251	2,850,000	3,000,000	5.3%
AGENCY TOTAL					
	Ridership	6,799,859	5,986,466	6,086,923	1.7%
	Service Hours	931,251	907,129	1,031,722	13.7%
	Service Miles	16,519,337	15,939,787	17,354,033	8.9%

Pierce Transit by the Numbers

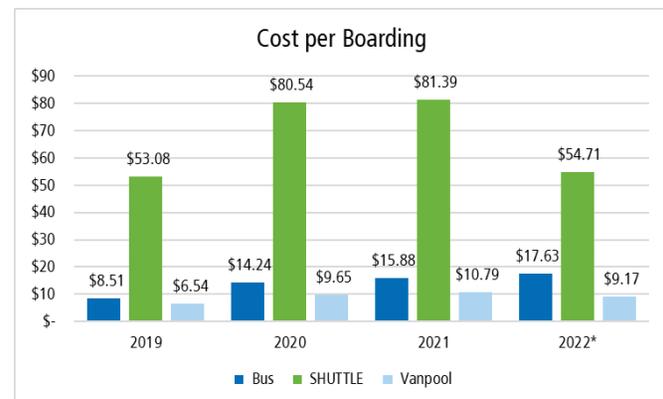
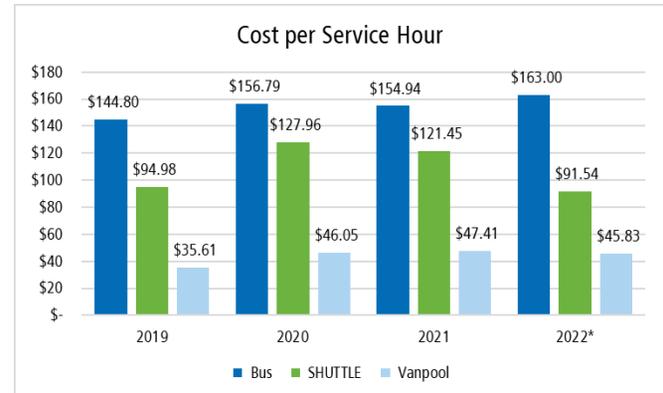
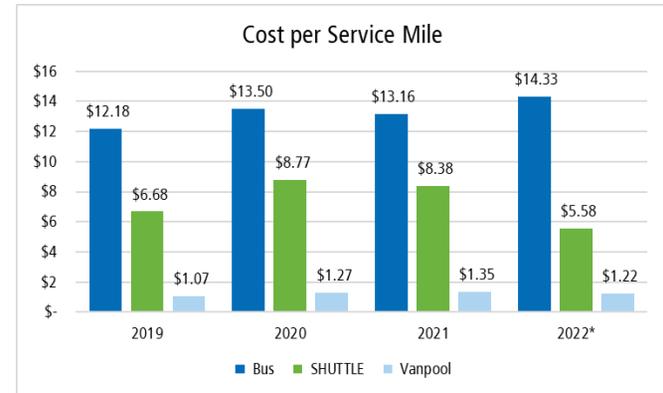
The following charts provide a historical view of Pierce Transit. Years 2019 through 2021 use the actuals to perform the calculation, while 2022 budgeted amounts are used to break down costs by mode. The charts break down the cost of service by the mile, hour, and ridership. Pierce Transit has three modes: Fixed Route, SHUTTLE, and Vanpool. Looking at one unit, whether it is a mile, an hour, or a boarding, allows us to compare costs more easily over time. As a service industry, most of our operating expense is personnel costs. As wage and benefit costs rise, the cost per unit will increase until the units or efficiencies increase.

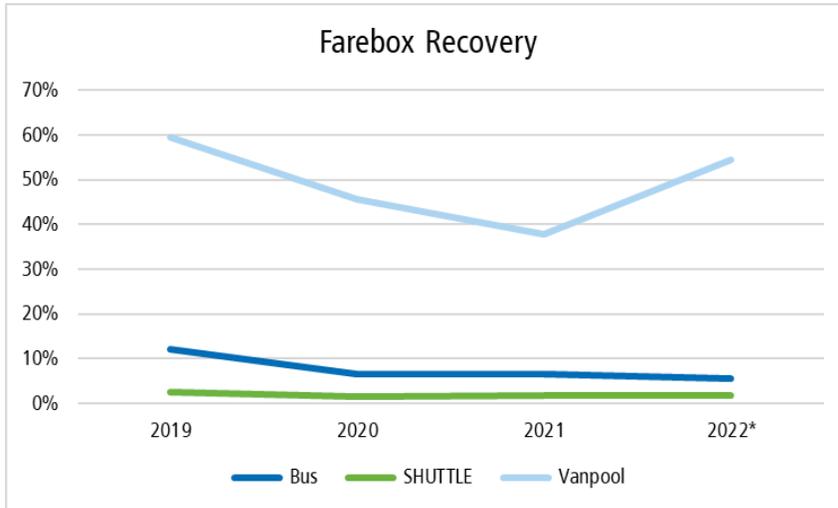
Fixed Route accounts for 80% of anticipated operating costs, over \$81 million in 2022, a 17.62% increase over 2021 costs of \$69.3 million. Service miles, hours, and ridership are all budgeted an increase in 2022, 8.06%, 11.81%, and 5.96%, respectively.

SHUTTLE service is budgeted with increased expenditures during this same time frame of 11.66%. Similar to Fixed Route, SHUTTLE service miles, hours, and ridership are all budgeted for an increase, 67.59%, 48.14%, and 66.13%, respectively.

Vanpool is challenging to predict because the service is requested, not planned. Remote working has increased in the last two years while active vanpools have declined, however, approximately 30 vanpools have either resumed or created in the first half of 2022. Vanpool service miles, hours, and ridership are all budgeted to increase 16.13%, 8.83%, and 23.84%, respectively.

Due to current inflation, costs will continue to escalate at a sharper rate than recent years to maintain current service levels.





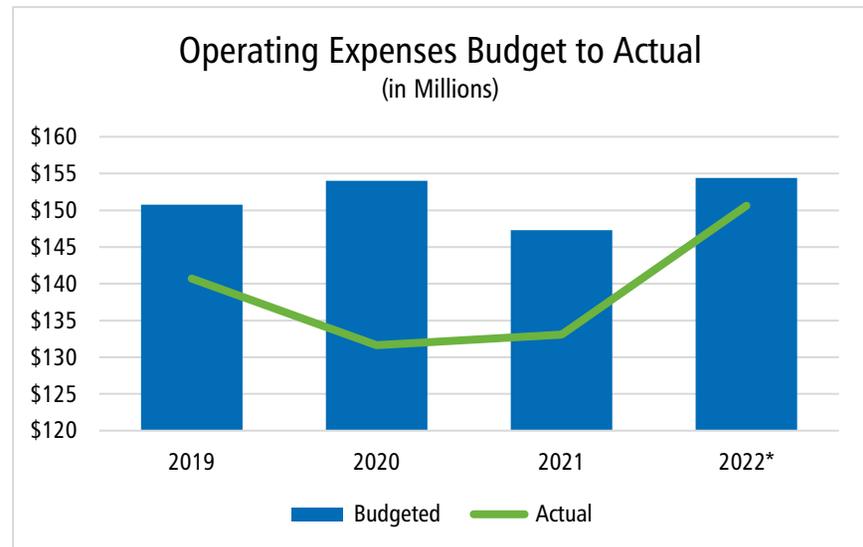
Fares

Farebox recovery is the percentage of direct fares received by each mode to cover the costs of operating the mode. Public transit is a benefit to the community and not for profit. As such, fares are not expected to cover the services provided in full. Pierce Transit anticipates that fares are approximately 2.6% of operating revenues in 2022. The remainder of the service is funded through sales tax collections.

SHUTTLE does receive an operating grant through the State of Washington to assist with providing services that are not depicted in the graph.

Budget Versus Actuals

As one of Pierce Transit's strategic priorities, we act with financial accountability and transparency as stewards of the public trust. Pierce Transit has underspent its budget by an average of 6.44% pre-COVID and had historic savings in 2020 of 14.53% due to reduced services and extreme cost-saving measures during uncertain times. We will continue to be conservative in our spending while planning appropriately to meet the needs of our riders and plan for the future.



Federal Funding

Pierce Transit utilizes federal funding to cover the cost of capital projects. More routine formula funding is used to purchase replacement fleet vehicles. Federal funding has also contributed to the new bus rapid transit line, Stream. There is a variety of federal funds available to Pierce Transit either through formula or discretionary funding.

5307 funding is apportioned based on legislative formulas. The formula is based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guideway revenue vehicle miles, and fixed guideway route miles as well as population and population density.

5337 funds are apportioned by statutory formulas for high intensity fixed guideway systems are based on revenue miles and route miles reported to National Transit Database (NTD).

5309 is FTA discretionary grant program funds transit capital investments, including heavy rail, commuter rail, light rail, streetcars, and bus rapid transit.

5339 provides funding to states and transit agencies through a statutory formula to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities. In addition to the formula allocation, this program includes two discretionary components: The Bus and Bus Facilities Discretionary Program and the Low or No Emissions Bus Discretionary Program.

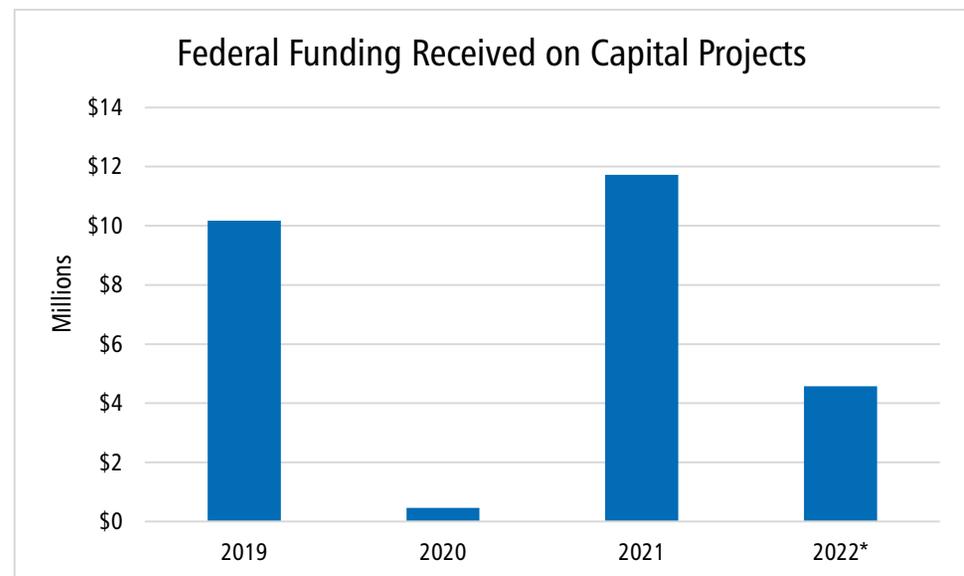
Current Projects with Federal Funding

- Bus Rapid Transit, \$212,847,070
- Spanaway Transit Center Phase I & II, \$12,841,420
- Bus Replacement 2021, 2022 & 2023, \$15,312,870
- SHUTTLE Replacement 2022 & 2023, \$6,042,920

Future Projects with Potential Federal Funding

- Bus Replacement 2024 – 2028, \$41,719,220
- SHUTTLE Replacement 2024 – 2027, \$17,034,590

*Anticipated to receive in 2022



Peer Comparison

The following performance analysis utilizes the 2020 National Transit Database (NTD) reporting. The selection of comparison transit agencies is based on proximity to Pierce Transit, annual expenditure and services provided.

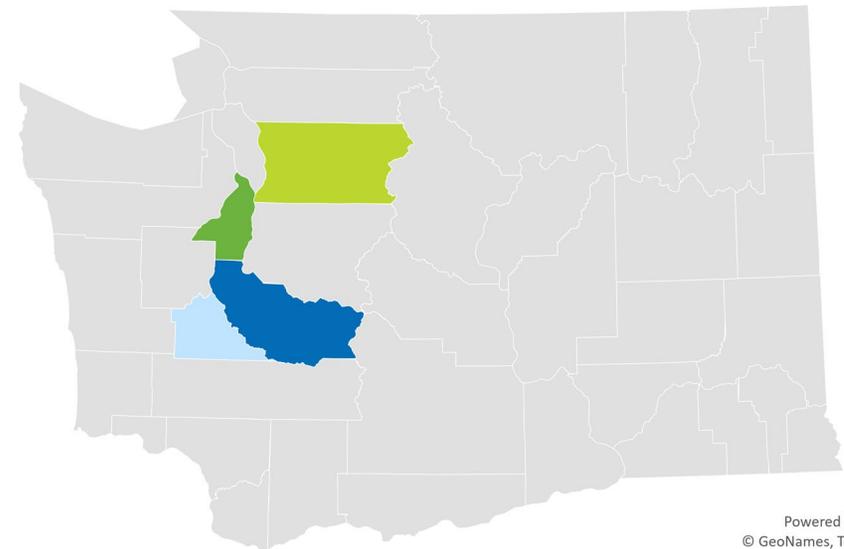
Agency	Agency Profile			
	Service Population	Service Area (Sq Mi)	FTA Urbanized Zone Area	Vehicles Operated at Maximum Service
Pierce Transit	575,963	292	Seattle	514
Kitsap Transit	254,183	396	Bremerton	257
InterCity Transit	192,400	101	Olympia	289
Community Transit	829,856	258	Seattle	666

Agency	Sales Tax Rate	Local Fares		
		Adult	Discounted	Adult Monthly
Pierce Transit	0.6%	\$ 2.00	\$ 1.00	\$ 62.00
Kitsap Transit	0.8%	\$ 2.00	\$ 1.00	\$ 50.00
InterCity Transit	1.2%	\$ -	\$ -	\$ -
Community Transit	1.2%	\$ 2.50	\$ 1.25	\$ 90.00

Agency	Motor Bus				
	Operating Expenses	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Trips	Fare Revenue
Pierce Transit	67,727,590	4,271,293	388,929	4,755,960	4,461,166
Kitsap Transit	26,831,268	2,134,714	122,574	1,220,764	1,905,331
InterCity Transit	24,648,174	1,515,742	119,381	1,851,237	8,674
Community Transit	88,919,609	6,207,498	437,507	4,445,897	4,209,241

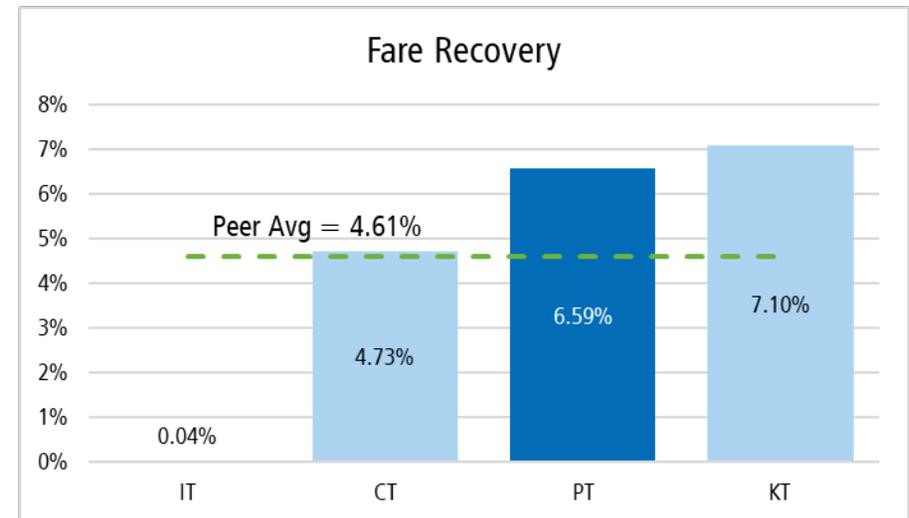
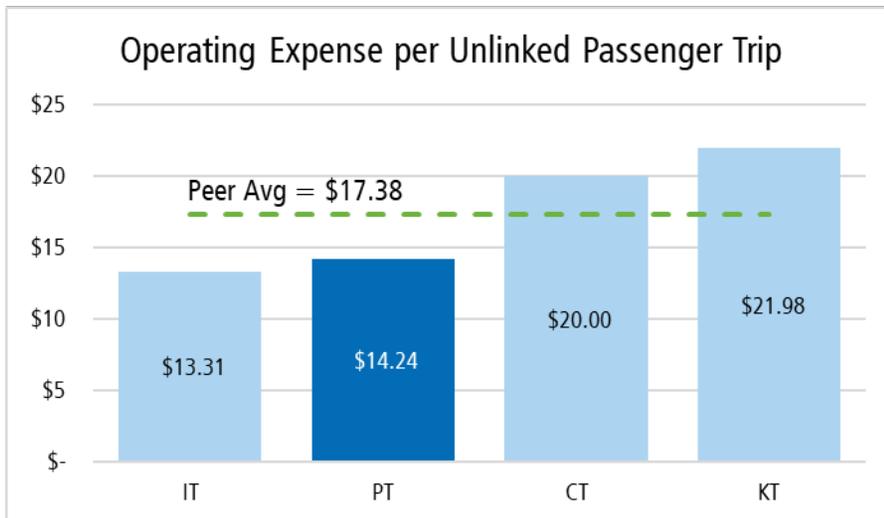
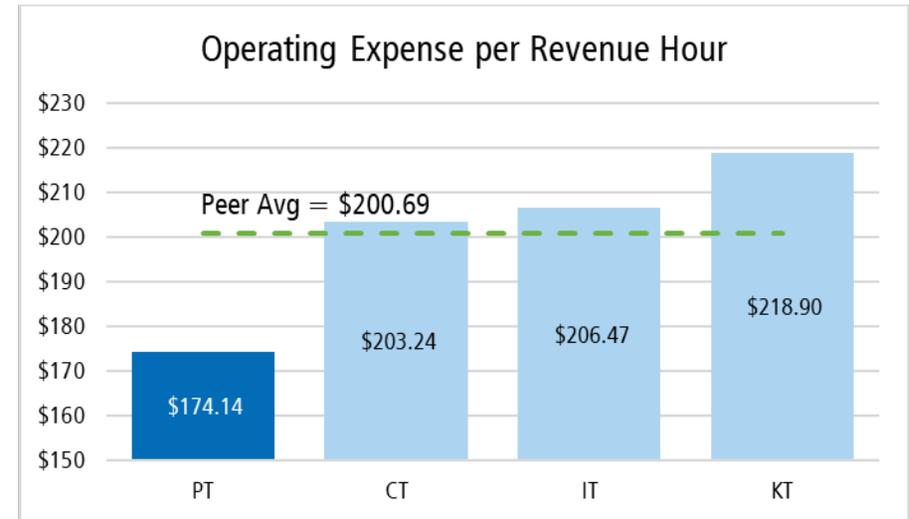
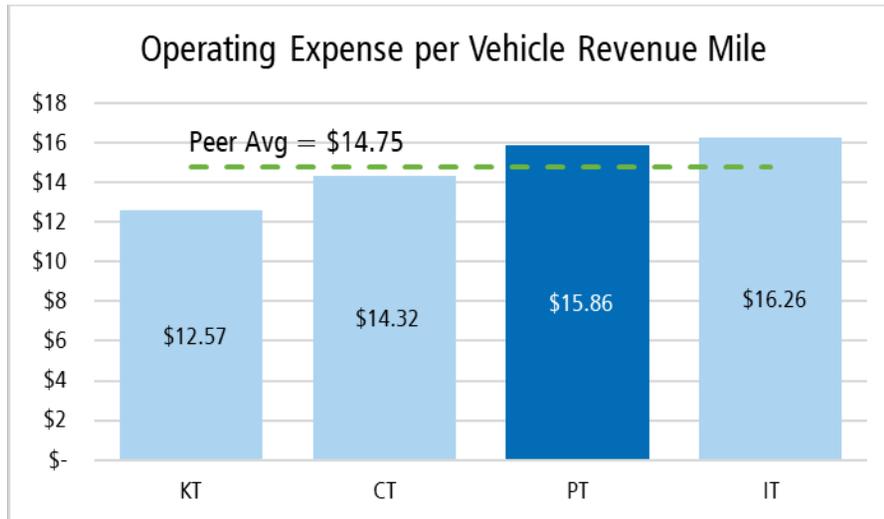
Agency	SHUTTLE				
	Operating Expenses	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Trips	Fare Revenue
Pierce Transit	11,976,001	1,184,490	82,899	150,289	180,140
Kitsap Transit	13,299,912	839,090	57,380	135,989	100,856
InterCity Transit	15,843,190	1,010,160	83,571	143,104	-
Community Transit	9,926,526	679,859	36,370	69,387	134,061

Agency	Vanpool				
	Operating Expenses	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Trips	Fare Revenue
Pierce Transit	3,836,144	3,015,970	83,295	397,472	1,750,544
Kitsap Transit	860,783	419,490	13,981	77,466	175,381
InterCity Transit	2,303,078	1,626,197	42,809	284,796	299,046
Community Transit	3,387,575	2,068,568	64,978	302,038	1,509,559



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Motor Bus

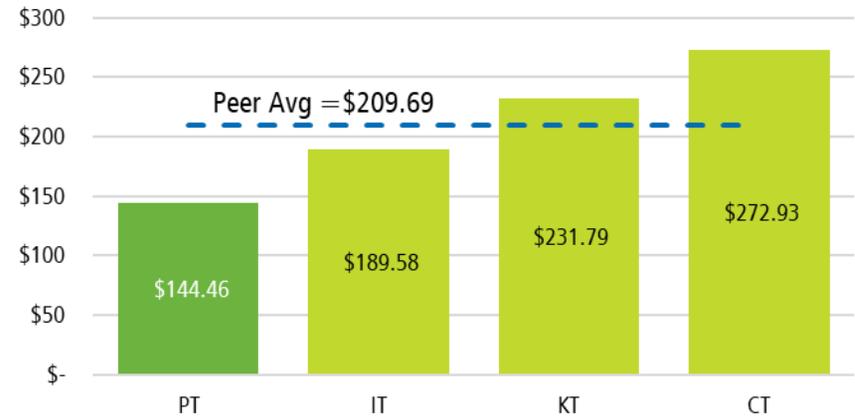


SHUTTLE

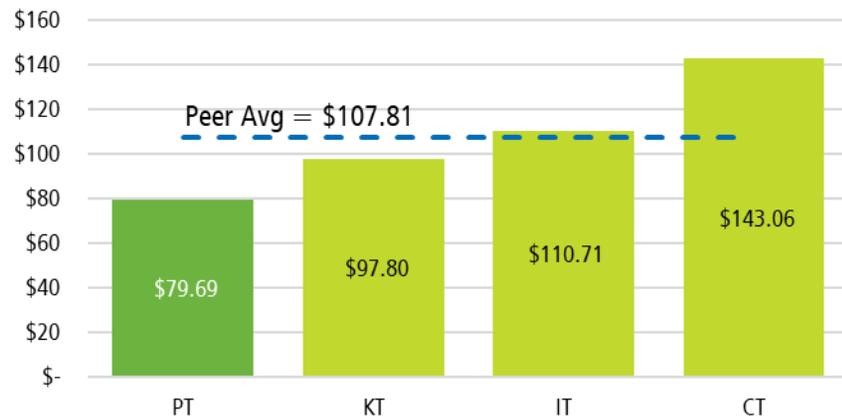
Operating Expense per Vehicle Revenue Mile



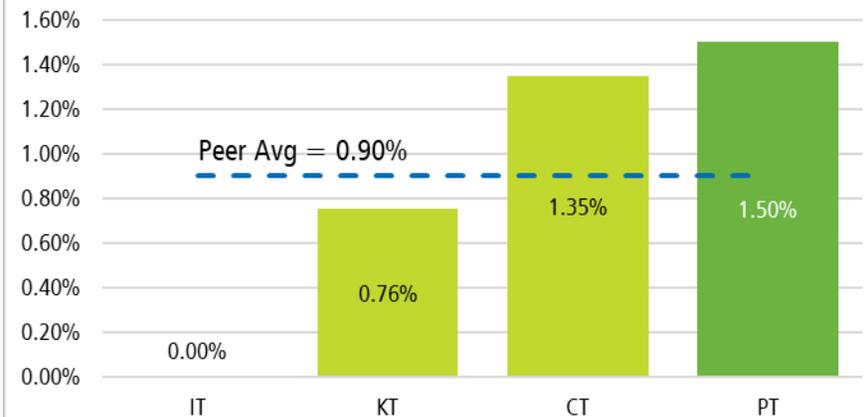
Operating Expense per Revenue Hour



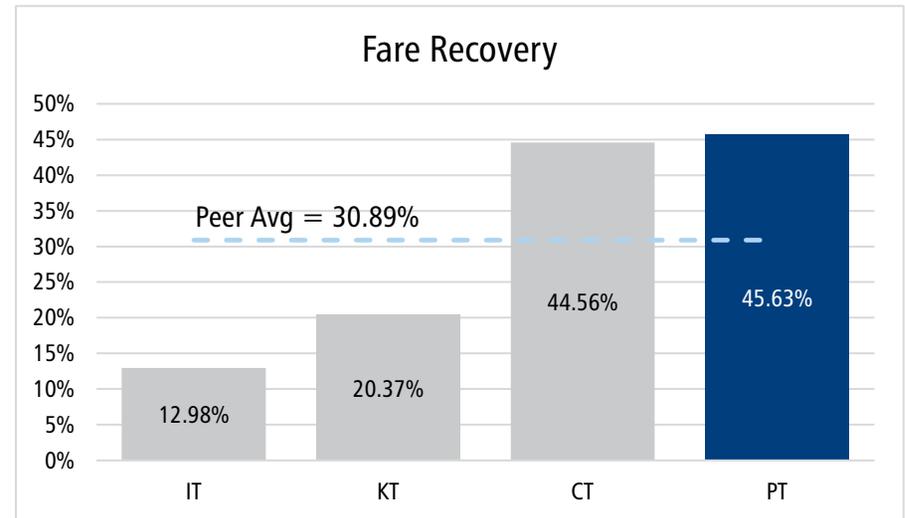
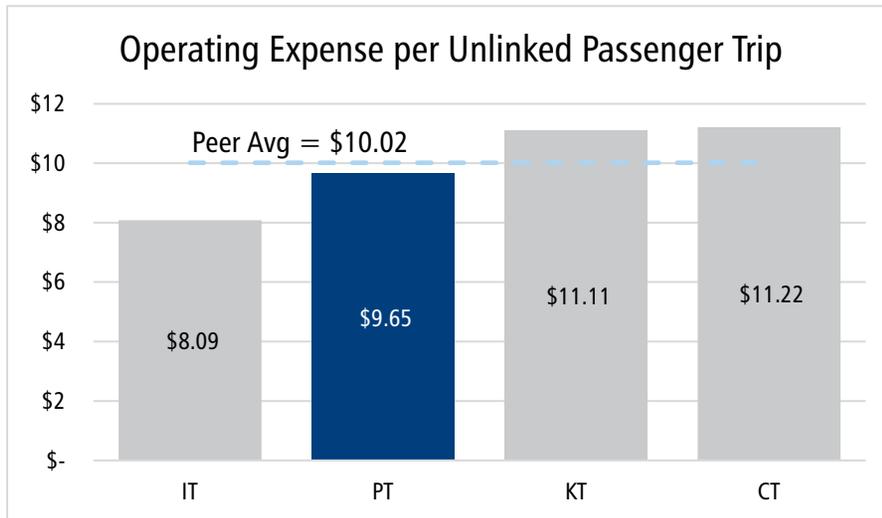
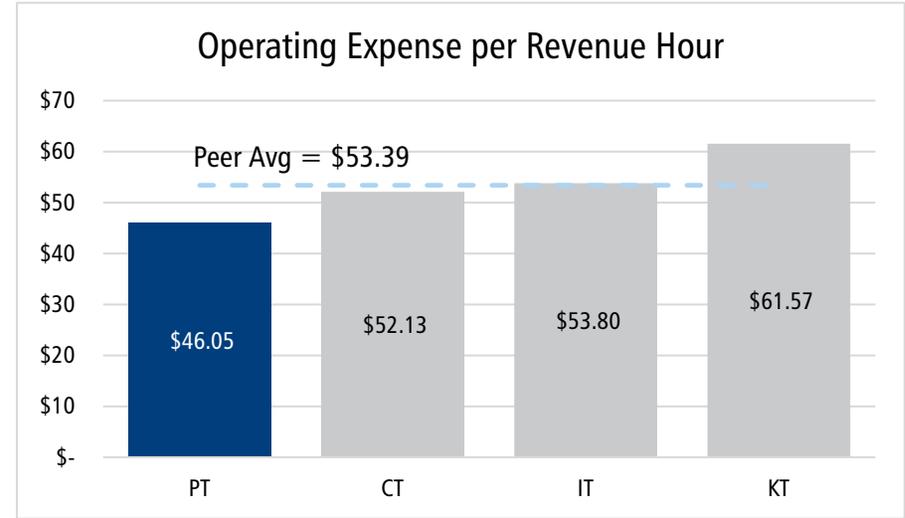
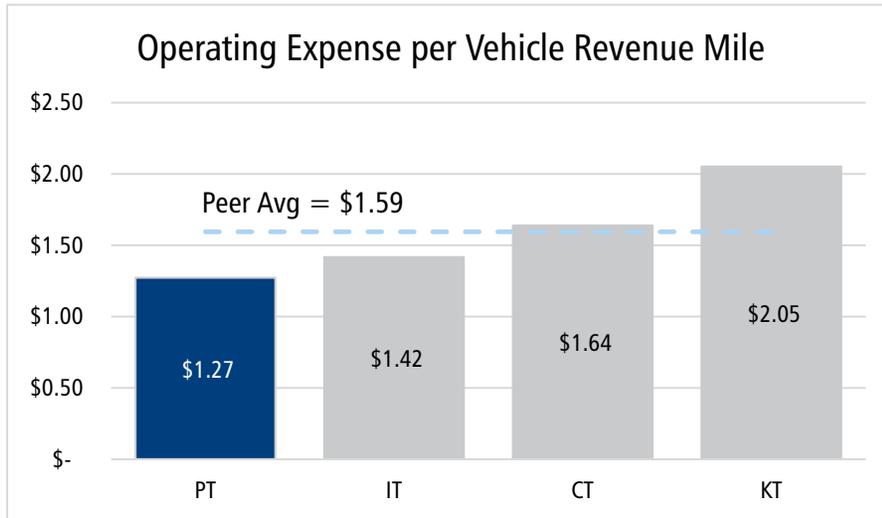
Operating Expense per Unlinked Passenger Trip



Fare Recovery



Vanpool



Acronyms

Acronyms are words formed from the initial letters of other words most used in the context of the budget.

ADA – American Disabilities Act

AFR – Annual Financial Report

APTA – American Public Transportation Association

BEB – Battery Electric Bus

BRT – Bus Rapid Transit

CNG – Compressed Natural Gas

CTR – Commute Trip Reduction

DOT – Department of Transportation

FTA – Federal Transit Administration

FTE – Full-Time Equivalent

FY – Fiscal Year

JBLM – Joint Base Lewis McChord

M&O – Maintenance and Operations

MOBI – Maintenance & Operations Base Improvements

ngORCA – Next Generation One Regional Card for All

NTD – National Transit Database

PT – Pierce Transit

PTBA – Public Transportation Benefit Area

SHUTTLE – Specialized Transportation

ST – Sound Transit

SUV – Special Use Van

TDS – Tacoma Dome Station

USDOT – United States Department of Transportation

VP – Vanpool

WSDOT – Washington State Department of Transportation

YE – Year End

Glossary

Accrual Basis of Accounting – A method of accounting that matches revenues and expenditures with the period to which they relate rather than received or distributed.

Americans with Disabilities Act – Federal legislation mandating specific requirements for vehicles and facilities to accommodate the disabled.

Agency – As a government agency, Pierce Transit is often referred to as “the Agency” in this document and in other Pierce Transit publications.

Appropriation – A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

Beginning Balance – The fund balance as of January 1.

Benefits – Employer paid costs provided for employees such as retirement contributions, medical and dental insurance premiums, and workers’ compensation.

Boardings – Passengers are counted each time they board revenue vehicles no matter how many vehicles they use to travel from their origin to their destination. The official name of this statistic in National Transit Database (NTD) terms is “unlinked passenger trip.”

Bond – Long-term debt issued by an agency to help finance new acquisitions of property, facilities, and equipment.

Budget – A financial plan for the operation of a program or organization for a specific timeframe or through project completion.

Budget Amendment – A budget amendment is a formal action of the Board of Commissioners to approve additional appropriations after the initial budget adoption.

Budget Revision – A budget revision is a record of change to the budget with no financial impact.

Bus Rapid Transit – Bus Rapid Transit systems are designed to carry larger numbers of riders with greater speed, reliability, and frequency than a standard fixed-route bus.

Capital – Purchase or construction project that has a cost of greater than \$5,000, or \$50,000 aggregate, and a useful life of greater than one year.

Capital Budget – A portion of the annual budget that appropriates funds for the purchase of capital items.

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor that measures the change in the cost of goods purchased in comparative timeframes.

Cost per Passenger – The cost of carrying each passenger determined by dividing the total cost of carrying all passengers by the total number of passenger trips.

Cost per Vehicle Mile – The cost of traveling one mile determined by dividing the total cost of providing service by the total number of miles traveled.

Deadhead Time – The number of hours a bus is traveling while not in revenue service. Includes travel between the garage and the beginning/end of a route or travel between two routes when the vehicle is not actually in service.

Debt – The amount of money required to pay interest and principal on the Agency's borrowed funds.

Debt Service – The annual debt service requirements and future debt service schedule associated with the bonds currently outstanding as determined by the debt policy. Debt service includes the principal and interest payment obligations for the defined periods.

Division – An organizational unit of the Agency responsible for carrying out Agency functions.

Encumbrances – A classification of expenditures committed for goods or services for which payments have not been made.

Ending Balance – The fund balance as of December 31.

Enterprise Fund – An enterprise fund is a type of proprietary fund used to account for a government's business-type activities and used to report any activity for which a fee is charged to external users for goods or services.

Expenditure – The payment of cash or the transfer of property or services for the purpose of acquiring an asset, service, or materials.

Expenses – Decreases in net total assets that represent the total cost of operations during a period regardless of the timing of related expenditures.

Farebox Recovery Ratio – The total fares collected divided by total costs to operate the service.

Fiscal Year – The fiscal year for Pierce Transit is the calendar year January 1 through December 31.

Fixed Route – Bus operations that adhere to a published schedule on specific routes.

Full-time Equivalent (FTEs) – A unit used for measuring personnel according to the percentage of hours worked annually, based on a 40-hour workweek / 52 weeks / 2080 hours.

Fund – A fiscal or accounting entity with a self-balancing set of accounts, established for the purpose of carrying on specific activities.

Grants – A contribution by a government or other organization to support a particular function.

Insurance Budget – A portion of the annual budget that appropriates funds for Workers' Compensation and Unemployment claims.

Insurance Reserve – Reserves set at a level to adequately protect the Agency from self- insurance risks that is evaluated annually.

Key Performance Indicators (KPI) – Measures by which Pierce Transit evaluates the effectiveness and efficiency of its operations.

Maintenance and Operation Expenditures (M&O) – This term refers to expenditures paid to obtain goods or services, including services, supplies, fuel, utilities, insurance, etc. This category does not include personnel or capital expenditures.

On Demand Services – Allows user to ride-hail on-demand trips within a specific microtransit zone using a mobile app.

One Regional Card for All (ORCA) – The seamless fare system for the region's customers, enabling agencies to offer transit fare options, reduce media confusion, and improve interagency fare revenue reconciliation through an apportionment process.

Operating Budget – A portion of the annual budget that appropriates funds for continued operations.

Personnel – This item includes the cost of all salaries, wages, overtime, and benefits associated with the Agency's staff.

Platform Hours – see Service Hours

Reserve – Reserves maintained to provide a sufficient working capital and balance to finance cash flow requirements, unanticipated downturns in revenues, and provide funds for emergency expenditures set by Board of Commissioners.

Revenue – Income received by the agency in support of its program of services to the community.

Revenue Hours – A calculation of service based on the number of hours a vehicle is in service providing passenger trips (and is potentially collecting fare revenue). Revenue hours do not include deadhead time but do include layover time between trips.

Revenue Miles – A calculation of service based on the number of miles in which a vehicle is in service providing passenger trips (and is potentially collecting fare revenue).

Revenue Vehicle – Any vehicle which provides service resulting in fare revenue for the Agency.

Ridership – The total number of passenger boardings on fixed route, SHUTTLE, or vanpool in a year.

Sales Tax – Tax on certain forms of consumption levied by the State of Washington within the service district for the Agency in the amount of six-tenths of one percent (0.6 percent) effective 7/1/02.

Self-insurance – The items determined to be administered by the Agency rather than covered by an insurance policy.

Service Hours – A calculation of service based on the number of hours a vehicle is on the road, includes revenue, recovery, and deadhead hours.

Service Miles – A calculation of service based on the number of miles a vehicle is on the road, includes revenue, recovery, and deadhead miles, but not training or maintenance road test miles.

SHUTTLE – see Specialized Transportation.

Single-Enterprise Fund – A self-supporting government fund whose activities include selling goods and/or services to the public for a charge or fee.

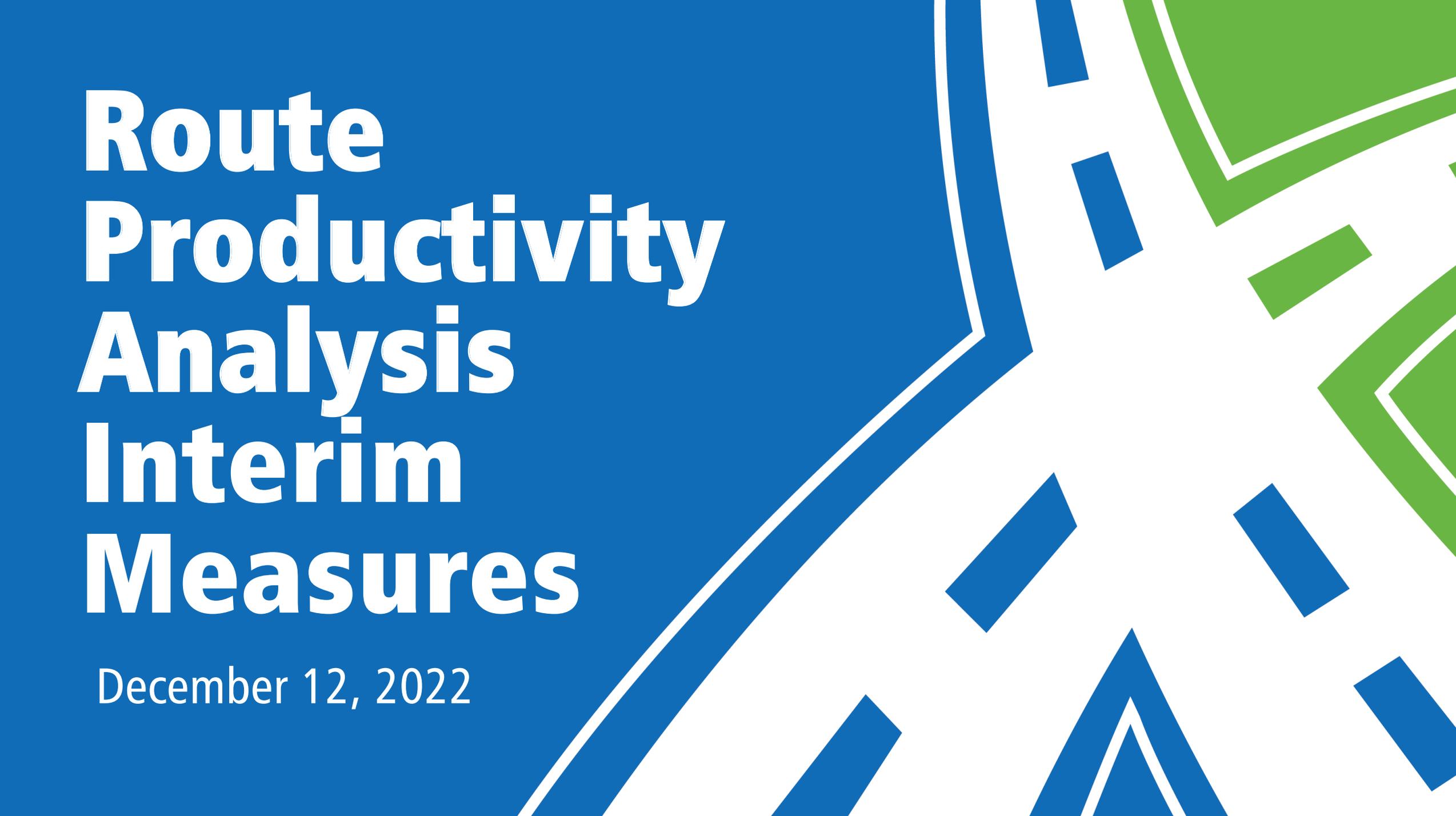
Sound Transit – Regional Transit Authority. A cooperative known as “Sound Transit” which includes Pierce, King, and Snohomish counties, established to implement a regional, integrated, transit system throughout the Puget Sound area.

Specialized Transportation – A program whereby transportation services are provided to those with a qualifying disability within $\frac{3}{4}$ of a mile of our fixed bus routes.

Transfers – Amounts transferred from the operating budget to the insurance and capital budgets.

Vanpool – A group of 3 to 15 people sharing the ride in an 8, 12, or 15-passenger van.

Working Cash – Excess of readily available assets over current liabilities or cash on hand equivalents that may be used to satisfy cash flow needs.



Route Productivity Analysis Interim Measures

December 12, 2022

Our Standards Defined

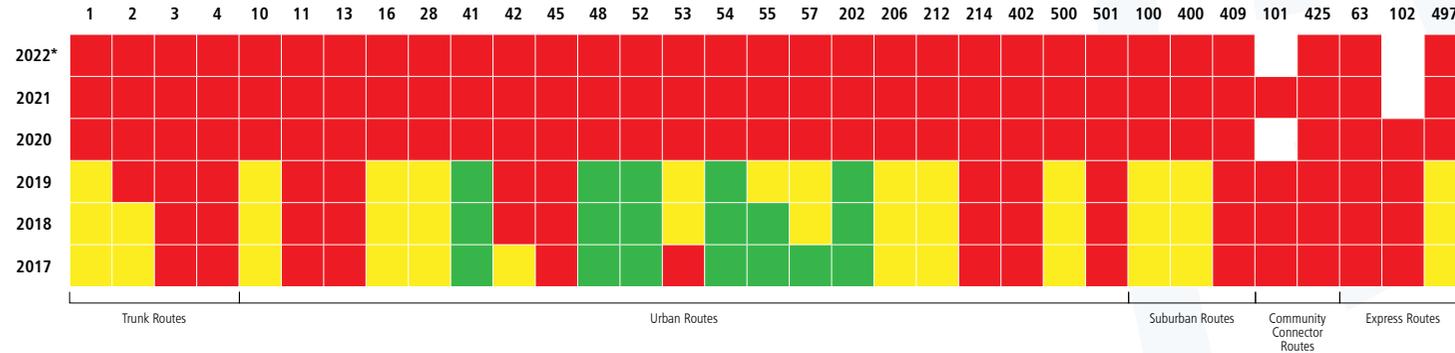
Passengers per Service Hour  *One hour that an individual transit vehicle is on the road
(calculated by dividing total service hours by total passengers)*

Passengers per Revenue Mile  *The miles that vehicles are scheduled to or actually travel while in revenue service
(calculated by dividing total passengers by total revenue miles)*

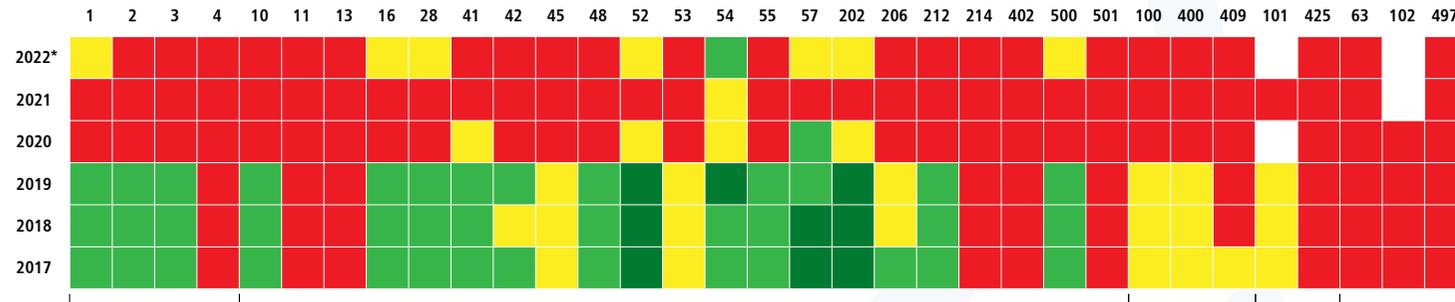
Farebox Recovery  *The ratio of fare revenues to direct operating expenses
(calculated by dividing total fare revenues by total operating costs)*

Analysis Using Current Standards

Passengers per Service Hour



Passengers per Revenue Mile



Farebox Recovery



*2022 is using data from January to June

Calculation Methodology

1

Identify comparable State of WA Urban transit agencies:

Ben Franklin Transit
📍 Tri-Cities, WA

C-TRAN
📍 Vancouver, WA

Community Transit
📍 Everett, WA

Everett Transit
📍 Everett, WA

Spokane Transit
📍 Spokane, WA

2

Determine the Pre-COVID Baseline*

Gathered by taking the average of January and February 2020 average weekday ridership for each agency

3

Average the average weekday ridership and divide by the baseline for each agency/year*

2020: March – December
January & February used as baseline

2021: January – December
Full year

2022: January – May
Most recent data available

4

Take the average recovery percentages of all 5 agencies for each year

2020:
46% average recovery

2021:
52% average recovery

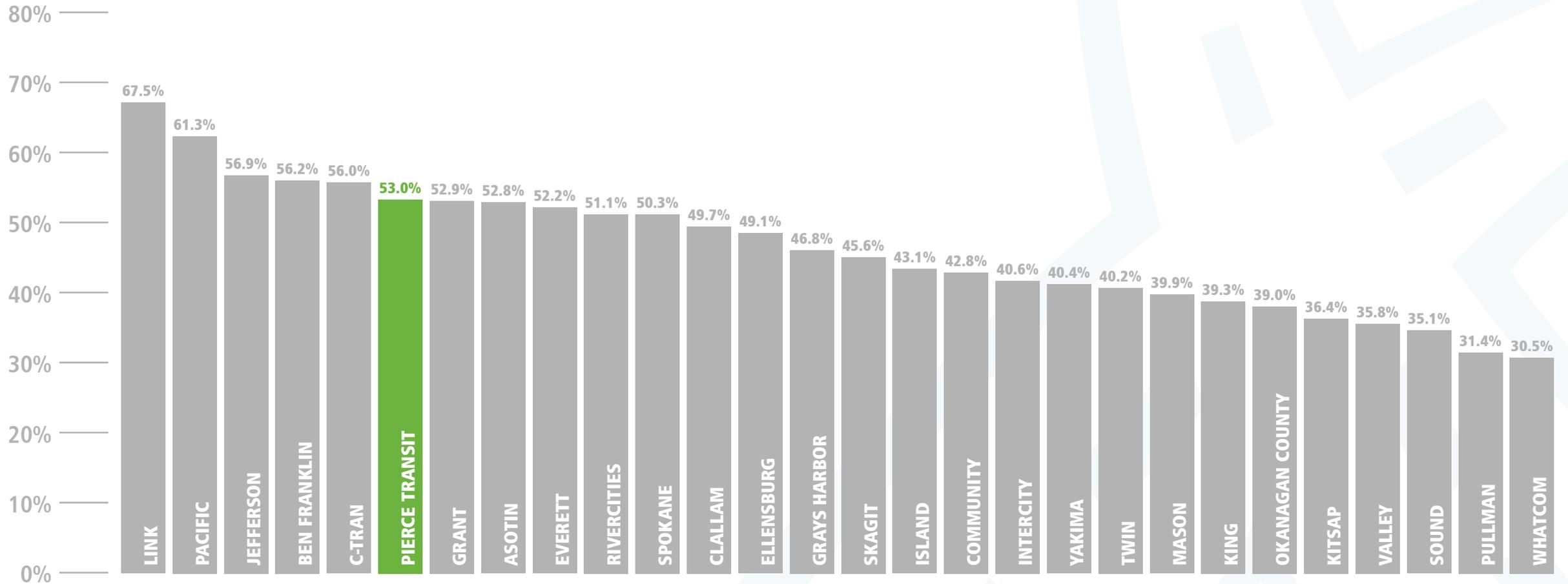
2022:
56% average recovery

5

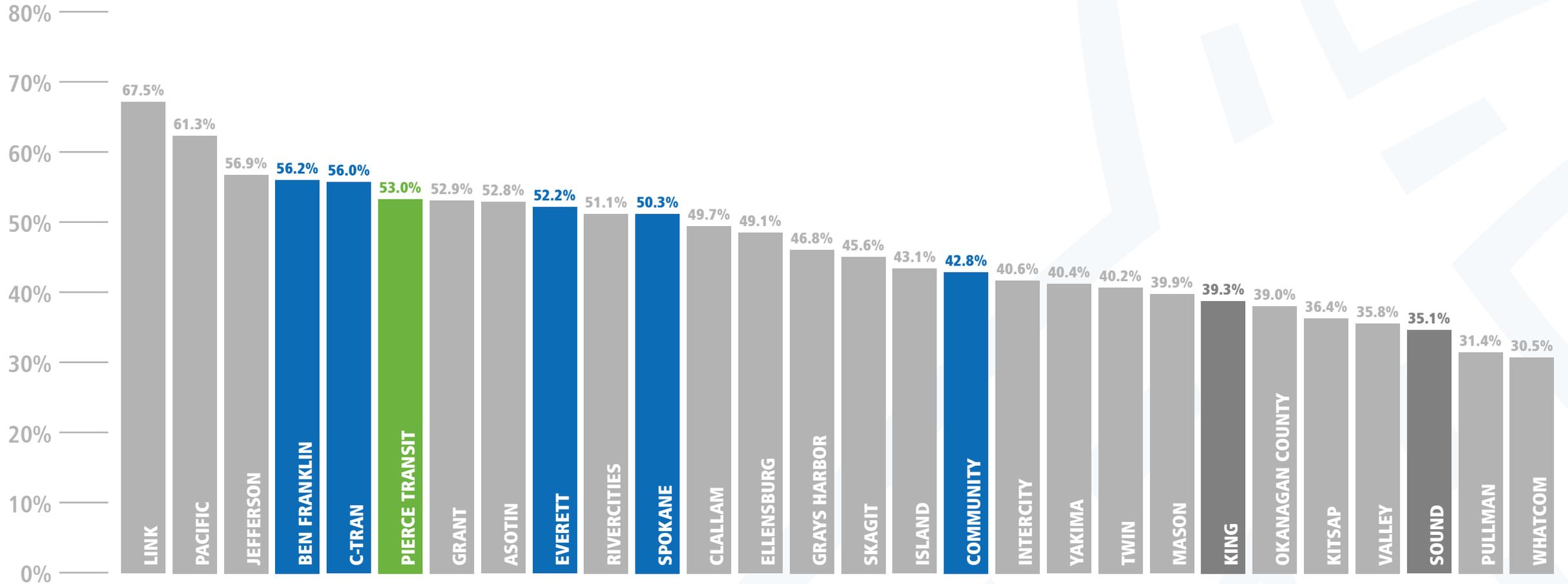
Multiply each year's average recovery by the old performance standards per metric

This was used to create the Passengers per Service Hour metrics and the Passengers per Revenue Mile metric

2020-2022 Average Ridership Recovery



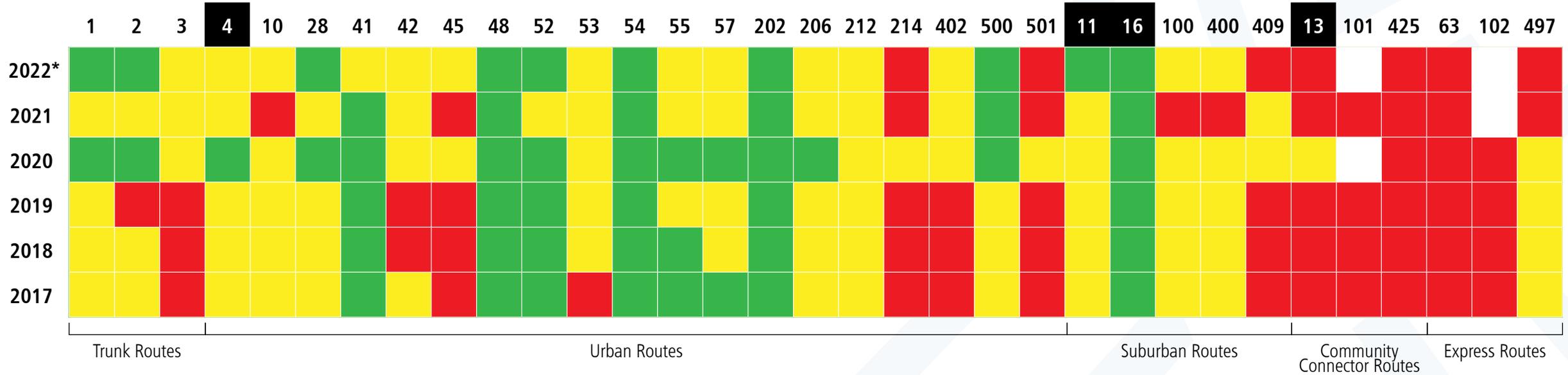
2020-2022 Average Ridership Recovery (Comparable Agencies)





Passengers per Service Hour

PROPOSED RECOVERY STANDARD

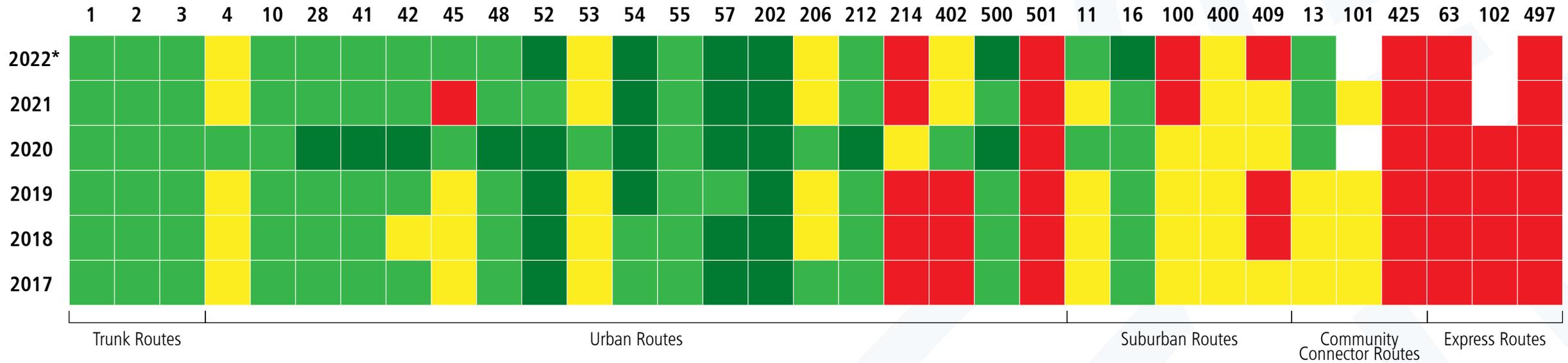


*2022 is using data from January to June



Passengers per Revenue Mile

PROPOSED RECOVERY STANDARD



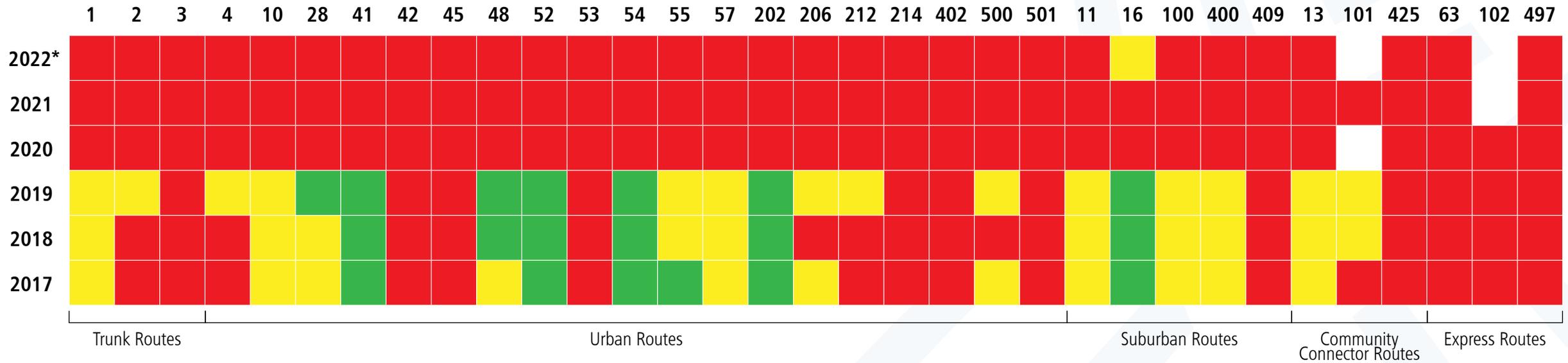
*2022 is using data from January to June



Farebox Recovery

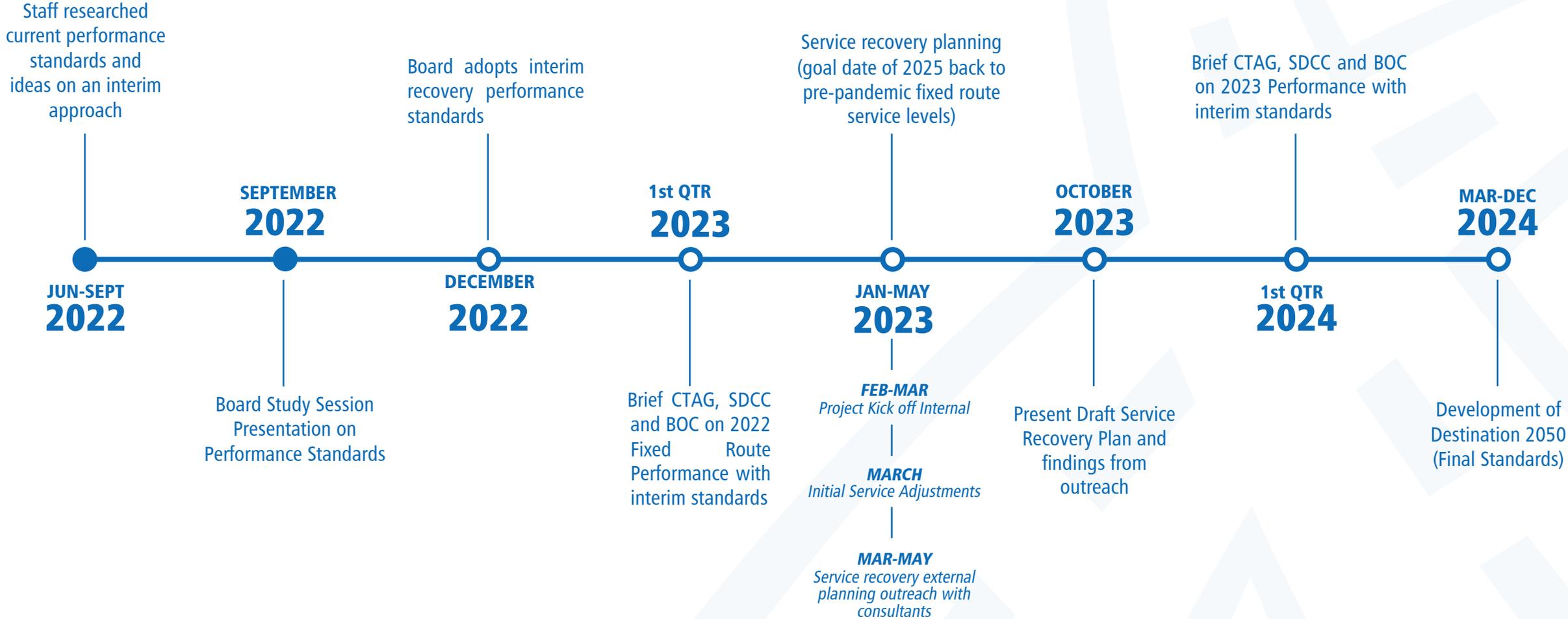


PRE-COVID STANDARD



*2022 is using data from January to June

Utilization of Interim Standards



Interim Performance Standards Summarized



Proposed due to changes in boardings, travel patterns and lifestyle due to the COVID Pandemic and the need to have a useful measurement tool for the 2023 Recovery Planning Work.

- Removes usage of farebox recovery at a route level.
 - Agency still retains the farebox recovery goal of 20%.
- Establishes a baseline developed from average weekday boardings of the following comparable urban agencies in Washington State:
 - Ben Franklin Transit
 - C-TRAN Community Transit Everett
 - Transit Spokane
 - Transit
- Average weekday boardings for all agencies are merged to establish one urban Agency recovery average per year for Pierce Transit to utilize as a baseline to measure our successes. For past years these were:
 - 2020: 46% Average Recovery
 - 2021: 52% Average Recovery
- Adopted for the interim to ensure accuracy in the 2023 work program for Recovery Planning. Staff will work in detail on new interim standards in the Major Update to Destination 2040 in Fiscal Year 2024.

TITLE: A Resolution Adopting Interim Performance Standards for Fixed Route Service Until the Major Update to Pierce Transit's Destination Long Range Plan is Adopted

DIVISION: Planning & Community Development

SUBMITTED BY: Lindsey Sehmel, AICP, EMPA

RELATED ACTION: N/A

ATTACHMENTS: Proposed Resolution

RELATION TO STRATEGIC PLAN: Customer

BUDGET INFORMATION: N/A

BACKGROUND:

During the adoption of Destination 2040 in 2016, the Agency's Long Range Plan, Pierce Transit adopted **Appendix B: Service Performance Standards**. These were developed and identified to assist in future service and route adjustments. Page 2 of Appendix B states "Once adopted as part of the Long Range Plan, Destination 2040, the agency will continuously monitor all performance measures from calendar year 2015 through 2020. It should be noted however that these performance measures will be reevaluated as part of the Pierce Transit Long Range Plan update scheduled for 2020..." In December 2020, the Long Range Plan Update was adopted as a supplement to Destination 2040. At that time, the performance standards were within industry standards and were carried forward without changes.

At the September 15, 2022, Retreat meeting, the Board heard about the challenges of using the current Performance Standards, as they no longer align with the societal changes that have occurred during and after the pandemic, and discussion ensued about the recovery plan to restore pre-pandemic service levels and ensure allocation of resources to successful and moderately successful performing routes.

Due to changes in travel behaviors, fares, and funding from Washington State grants, and the likelihood of a slow recovery due to operator staffing challenges, the agency recommends adopting interim performance standards that accomplishes the following:

1. Removes usage of farebox recovery as a performance standard due to recent changes in Fare Amendments as a result of the Move Ahead Washington funding package and other farebox allocation methods; and
2. Establishes a new baseline for analysis of Passengers per Service Hours and Passengers per Revenue Mile using the recovery percentages of the top five urban fixed route providers in Washington State that have a similar service area and population as Pierce Transit, i.e., Ben Franklin, C-TRAN, Community Transit, Everett Transit, and Spokane Transit; and
3. Limits usage of this interim policy for decision making on fixed route recovery, beginning January 1, 2023, and ending upon the adoption of the Major Update to Destination that is anticipated to be adopted by the BOC in December 2024.

STAFF RECOMMENDATION:

Adopt the interim performance standards as presented until the Major Update to Pierce Transit's Destination Long Range Plan is adopted in Q3/Q4 of 2024.

ALTERNATIVES:

Direct staff to continue to use the current performance measures for identifying route adjustments and service changes to underperforming routes. This is not recommended as the current performance measures do not align with the current societal changes that have occurred since the pandemic and do not factor in the significant changes in travel patterns.

PROPOSED MOTION:

Move to: Approve Resolution No. 2022-015, adopting Interim Performance Standards for Fixed Route Service as presented until the Major Update to Pierce Transit's Destination Long Range Plan is adopted.

RESOLUTION NO. 2022-015

1 A RESOLUTION of the Board of Commissioners of Pierce Transit Adopting
2 Interim Performance Standards for Fixed Route Service Until the Major Update to
3 Pierce Transit's Destination Long Range Plan is Adopted
4

5 WHEREAS, Pierce Transit utilizes Performance Standards of Fixed Route services to ensure efficiency
6 and consistency of utilization in the scheduling and distribution of services through route evaluations; and

7 WHEREAS, due to the changes in society and travel patterns during the Covid-19 Pandemic, Pierce
8 Transit has identified that the adopted performance standards in Destination 2040 Appendix B need interim
9 adjustments to ensure continued growth and a more balanced assessment; and

10 WHEREAS, at the September 15, 2022, Board Retreat, staff presented a detailed overview of the
11 existing Destination 2040 Appendix B Performance Standards and the preferred interim standards; and

12 WHEREAS, the agency recommends that we no longer track farebox recovery as an interim
13 performance standard due to the 2022 Washington State Move Ahead Washington Transportation Package
14 allowing free transit passes for all youth 18 years of age and younger; and

15 WHEREAS, Interim performance standards will assist the agency in recovery planning and allow time
16 for more realistic analysis to capture new societal changes occurring in travel patterns.

17 NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as follows:

18 Section 1. Staff is directed to analyze the Passengers per Service Hour and the Passengers per
19 Revenue Mile by taking the average weekday ridership of the five most similar urban transit providers in
20 Washington State and establishing this as the baseline to compare Pierce Transit's recovery at a route
21 level for the same period. Analysis shall occur every quarter from data gathered by WSTA and will be
22 presented to the Board of Commissioners on an annual basis as service change proposals are being
23 presented. The five agencies shall be Ben Franklin, C-TRAN, Community Transit, Everett Transit, and
24 Spokane Transit.

25 Section 2. Staff is directed to calculate the average of the weekday ridership from all five above
26 agencies to set Pierce Transit's baseline to establish a baseline to measure our productivity in recovery of
27 ridership per hour and mile.

