

Time	Item #	Page #
	1	Call to Order / Record of Attendance

FOR BOARD RECOMMENDATION

- 2 CY 2023 BUDGET AMENDMENT**
 - Addition of **Safe Streets and Roads for All** grant and local funds to the CY 2023 budget.
 - Budget remaining WSDOT Eastern Region local (State) funds for completed corridor studies to SRTMC INRX data project.
 - Addition of funding for development of a TIP Database

FOR REVIEW AND DISCUSSION

- 3 CY 2024 BUDGET DEVELOPMENT** XX
 - Staff will provide an overview of the existing budget and lead a discussion of the upcoming year's challenges and opportunities, and outline key activities and deadlines.
- 4 TRIBAL CONTRIBUTIONS** XX
 - Staff will lead a discussion and seek direction from the Committee on how to proceed.
- 5 REVIEW AND DISCUSS SRTC OFFICE LEASE OPTIONS** XX
 - Review background and seek direction to use real estate advisor/consultant.
- 6 PROPOSED REVISIONS TO EMPLOYEE HANDBOOK** XX
 - Staff will present a series of considerations.

FOR INFORMATION

- 7 PROPOSED SCHEDULE OF ITEMS FOR REVIEW BY ADMINISTRATIVE COMMITTEE** XX

To: 2023 Administrative Committee

06/02/2023

From: Lois Bollenback, Executive Director and Greg Griffin, Administrative Services Manager

TOPIC: CY 2023 BUDGET AMENDMENT

Requested Action:

Recommend Board approval of the Calendar Year (CY) 2023 Budget Amendment

Key Points:

- Several opportunities have advanced for SRTC and the following changes are needed to the current budget to initiate the work.
- Addition of Safe Streets and Roads for All (SS4A) grant funds.
 - SS4A federal grant is \$400,000
 - Local match funds are \$100,000 (City of Spokane, Spokane County, Spokane Valley and SRTC)
- Budget remaining WSDOT Eastern Region local funds for completed corridor studies to SRTMC INRX data project:
 - \$32,467 of WSDOT Eastern Region funds remained following completion of US195-190 and Division Connects corridor studies. WSDOT Eastern Region will provide additional funds to procure the INRX data (estimated at \$150,000).
- Funding is also being reallocated to support the development of a TIP database as included in the 2024-2025 Unified Planning Work Program (UPWP) that becomes effective on July 1, 2023.
- Draft 2023 Budget Amendment is attached.

Board/Committee Discussions:

This is the first time the CY 2023 Budget Amendment has been discussed.

Public Involvement:

None to date.

Staff Contact:

Lois Bollenback | lbollenback@srtc.org | 509.435.3823 or Greg Griffin | ggriffin@srtc.org | 509.343.6386

Appendix

SRTC CY 2023 DRAFT Amended Budget

	CY 2023 Approved	CY 2023 Proposed - Amendment	\$\$ change
1 REVENUES			
2 SRTC Cash Reserve (includes \$55 K for SS4A + INRX)	105,000	192,467	87,467
3 FHWA PL (Federal Public Law Funds)	835,718	811,718	(24,000)
4 FTA (Federal Section 5303 Funds)	316,422	296,422	(20,000)
5 STBG Planning Funds	350,000	350,000	-
6 Designated Grant - FHWA - SS4A (Safe Streets 4 All)	-	400,000	400,000
7 Designated Grant - STBG - D.A.T.A.	300,000	300,000	-
8 RTP0 (State Planning Funds)	144,651	144,651	-
9 Designated Grants (Commerce - ETS)	850,000	850,000	-
10 Local Member Contributions	274,789	274,789	-
11 Local Member Contributions - designated SS4A	-	45,000	45,000
12 Spokane County Treasury Interest	6,000	6,000	-
13 TOTAL REVENUES	3,182,580	3,671,047	488,467
14 EXPENDITURES			
15 Personnel			
16 Salaries	1,079,341	1,079,341	-
17 Accrued Leave Payouts \ Unemployment	1,500	1,500	-
18 FICA	82,684	82,684	-
19 WA State Retirement System	112,144	112,144	-
20 Insurance/Benefits	182,436	182,436	-
21 Total Personnel	1,458,105	1,458,105	-
22 Contractual and Professional Services			
23 Legal Services	25,000	25,000	-
24 Consultant & Prof Svcs (Inc: expand suite 504, INRX, TIP database)	175,656	229,123	53,467
25 Professional Services - ETS Grant Work	850,000	850,000	-
26 Consultant Services & SS4A	-	435,000	435,000
27 Consultant Services & D.A.T.A.	300,000	300,000	-
28 State Audit Charges	17,000	17,000	-
29 Total Contractual and Professional Services	1,367,656	1,856,123	488,467
30 Materials and Services			
31 Publications	500	500	-
32 Postage	300	300	-
33 Operating Supplies	4,500	4,500	-
34 Minor Furniture	1,000	1,000	-
35 Telephone	5,760	5,760	-
36 Advertising	3,120	3,120	-
37 Rent - Office Space	84,500	84,500	-
38 Rent - Meeting Rooms	500	500	-
39 Lease - Copier (and usage charges)	2,550	2,550	-
40 Property and Liability Insurance	17,000	17,000	-
41 Printing	750	750	-
42 Interfund Charges County Treasurer (Fees)	4,860	4,860	-
43 Contingency	25,000	25,000	-
44 Total Materials and Services	150,340	150,340	-
45 Travel, Training, and Staff Development			
46 Mileage & Parking	2,400	2,400	-
47 Travel / Training (Staff)	42,700	42,700	-
48 Educational Speaker Series	5,000	5,000	-
49 Board/Staff Retreats, Facilitators, Food	3,700	3,700	-
50 Dues, Subscriptions, and Memberships	10,709	10,709	-
51 Total Travel, Training, and Staff Development	64,509	64,509	-
52 IT Operations			
53 IT Professional Services	28,400	28,400	-
54 Software	40,640	40,640	-
55 Hardware - New, Replacement, Repairs & Maintenance	60,000	60,000	-
56 Online Services	12,930	12,930	-
57 Total IT Services	141,970	141,970	-
58 TOTAL EXPENDITURES	3,182,580	3,671,047	488,467

To: 2023 Administrative Committee 06/02/2023
From: Lois Bollenback, Executive Director and Greg Griffin, Administrative Services Manager
TOPIC: CY 2024 BUDGET DEVELOPMENT

Requested Action:

None. For review and discussion.

Key Points:

- Each year, SRTC staff works with the Administrative Committee to develop a budget and associated work plan for the upcoming calendar year.
- The budget outlines expected Revenue sources including Federal, State, Local and grant funds that are available to support during the calendar year.
- The budget also demonstrates the categories of Expenditures of those funds.
- The annual calendar year budget is relatively consistent. However, health insurance costs are anticipated to increase about 7% for 2024.
- The Consultant and professional services category can fluctuate from year to year as major planning projects begin and are completed and is the primary factor of noticeable budget swings.
- A five-year budget projection is provided to the Budget Committee as part of the annual budget development process.
- The current Interlocal Agreement (ILA) requires a draft budget to be presented to Board no later than September 15th of each year. A request for final approval is expected in October.
- The annual Indirect Cost Plan (IDC) is developed along with the Calendar Year budget.
- The CY 2023 budget and CY 2023 IDC documents are attached.
- Staff will provide an overview of the budget development process and will review key activities and deadlines.

Board/Committee Discussions:

This is the first time the CY 2024 Budget Development has been discussed.

Public Involvement:

None to date.

Staff Contact:

Lois Bollenback | lbollenback@src.org | 509.435.3823 or Greg Griffin | ggriffin@src.org | 509.343.6370



SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL



Calendar Year
2023
Budget

Adopted 10.13.2022

Spokane Regional Transportation Council
421 W Riverside Ave Suite 500, Spokane WA 99201
www.srtc.org | 509.343.6370

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SPOKANE REGIONAL TRANSPORTATION COUNCIL

BOARD OF DIRECTORS – 2022

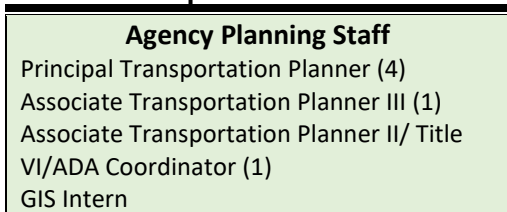
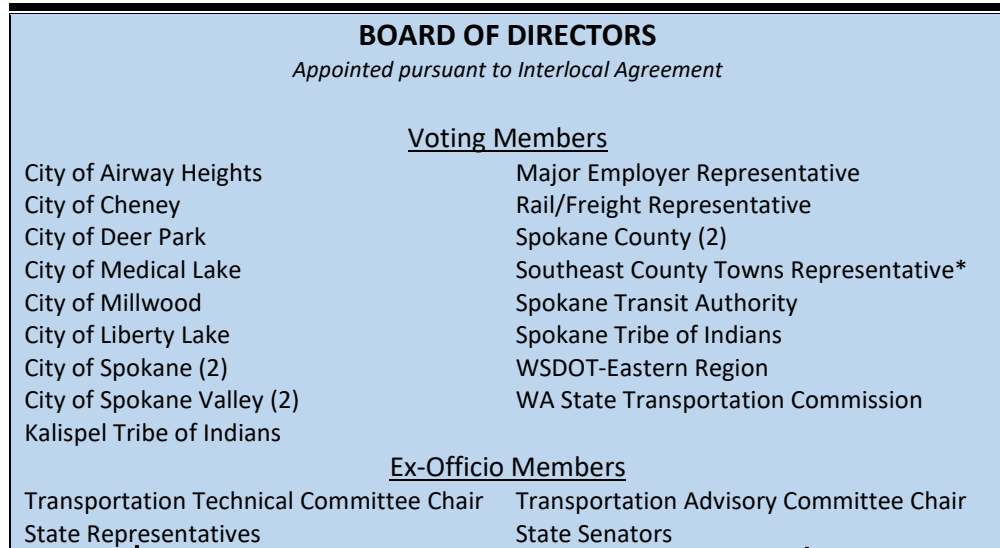
Paul Schmidt.....Council Member, City of Cheney **(Chair)**
 Betsy Wilkerson.....Council Member, City of Spokane **(Vice-Chair)**
 Jennifer Morton.....Council Member, City of Airway Heights
 Dee CragunCouncil Member, City of Deer Park
 Cris KaminskisMayor, City of Liberty Lake
 Terri Cooper.....Mayor, City of Medical Lake
 Kevin Freeman.....Mayor, City of Millwood
 Zack Zappone.....Council Member, City of Spokane
 Pam Haley.....Mayor, City of Spokane Valley
 Rod HigginsCouncil Member, City of Spokane Valley
 Sev JonesKalispel Tribe of Indians
 Doug Yost.....Major Employer Representative
 Matt EwersRail/Freight Representative
 Micki Harnois.....Council Member, Rockford - Small Towns Representative
 Al French.....Spokane County Commissioner
 Mary Kuney.....Spokane County Commissioner
 E. Susan MeyerCEO, Spokane Transit Authority
 Tiger Peone.....Council Member, Spokane Tribe of Indians
 Mike Gribner.....Regional Administrator, WSDOT-Eastern Region
 Kelly Fukai.....Washington State Transportation Commission
 Rhonda Young.....Transportation Advisory Committee Chair (Ex-Officio)
 Inga NoteTransportation Technical Committee Chair (Ex-Officio)

SRTC MEMBER JURISDICTIONS, TRIBES, AND AGENCIES

City of Airway Heights	City of Spokane Valley	Town of Latah
City of Cheney	Kalispel Tribe of Indians	Town of Rockford
City of Deer Park	Spokane County	Town of Spangle
City of Liberty Lake	Spokane Transit Authority	Town of Waverly
City of Medical Lake	Spokane Tribe of Indians	WA State Department of Transportation
City of Millwood	Town of Fairfield	WA State Transportation Commission
City of Spokane		

Spokane Regional Transportation Council Organizational Chart

02.10.2022



* Towns of Fairfield, Latah, Rockford, Spangle & Waverly **Southeast County Towns plus cities of Deer Park, Medical Lake & Millwood

Background

The Spokane Regional Transportation Council (SRTC) is the lead agency for coordinating transportation planning activities in the Spokane region. SRTC is governed by a Board that includes local elected officials, transportation executives, and community and business representatives. Each year, the SRTC Board approves a Unified Planning Work Program (UPWP) that describes upcoming work activities and priorities. The Fiscal Years 2022-2023 UPWP (07/01/21 through 06/30/23) is available on the SRTC website at <https://www.srtc.org/unified-planning-work-program/>.

This Calendar Year (CY) 2023 Budget outlines SRTC's anticipated revenues and expenditures for the upcoming year. A key objective of the CY 2023 Budget is to provide adequate resources to address core planning functions, as defined by federal and state requirements. Together, the UPWP and annual budget provide a comprehensive picture of SRTC's work activities and financial resources. Both documents are aligned with SRTC's mission, vision and values statements:

MISSION: Develop plans and programs that coordinate transportation planning in the Spokane Region

VISION: The Spokane region possesses the best multi-modal/multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods in a region of our size.

VALUES: Regional Leadership, Collaboration, Accountability, Innovation, Transparency, Inclusiveness, Integrity

SRTC Organization

SRTC serves as the Metropolitan Planning Organization (MPO) for the region and is responsible for ensuring compliance with federal transportation planning requirements. Since the Spokane Metropolitan Planning Area is over 200,000 in population, SRTC is also designated as a Transportation Management Area (TMA), which involves additional responsibilities and discretion in allocating certain federal transportation funds within the urbanized area. Finally, SRTC serves as the state designated Regional Transportation Planning Organization (RTPO) for Spokane County. RTPOs are voluntary associations of local governments and were authorized as part of the 1990 Washington State Growth Management Act to ensure local and regional coordination of transportation plans.

SRTC is organized through an interlocal agreement as a voluntary association and joint board. As shown on page 1, the agency is governed by a Board of Directors which receives policy input from a Transportation Advisory Committee (TAC) and technical input from a Transportation Technical Committee (TTC). The Board of Directors includes 20 voting members and two ex-officio, or non-voting, members. Also, pursuant to RCW 47.80.040, area members of the House of Representatives and the State Senate are considered ex officio, non-voting policy board members of SRTC.

FY 2022-2023 Unified Planning Work Program (UPWP)

On 06/10/2021, the SRTC Board approved the Fiscal Years (FY) 2022-2023 Unified Planning Work Program. The 2022-2023 UPWP defines the projects and work activities that will be conducted by the agency during the period of 07/01/2021 through 06/30/2023 and identifies whether each task is primarily an MPO (federal) or RTPO (state) activity. Table 1 below identifies the work activities included in the FY 2022-2023 UPWP. The FY 2024-2025 UPWP will be approved by May 2023 and will include the second half of the CY 2023 SRTC budget.

TABLE 1: FY 2022-2023 UPWP TASKS AND SUBTASKS		
Task	MPO	RTPO
1. Program Administration and Coordination		
1.1 Program Management and Support	•	•
1.2 Federal Transportation Planning Certification	•	
1.3 MPO Agreements	•	
1.4 Coordination with State and Federal Legislators	•	
1.5 Professional Development and Training	•	
1.6 Unified Planning Work Program	•	•
2. Public and Stakeholder Participation and Coordination		
2.1 Public Coordination and Outreach	•	•
2.2 Stakeholder Coordination	•	•
2.3 Title VI & Environmental Justice	•	•
2.4 Webpage and Social Media Management	•	•
3. Data Management and Systems Analysis		
3.1 Data and Software Management	•	•
3.2 GIS and Spatial Analysis	•	•
3.3 Data Visualization and Cartography	•	•
3.4 Socioeconomic Data Collection and Forecasting	•	•
3.5 Systems Analysis and Data Application	•	
3.6 Air Quality and Transportation Conformity	•	
4. Metropolitan Transportation Plan (MTP) and General Long-Range Transportation Planning		
4.1 Long-Range Transportation Planning	•	•
4.2 Equity Planning	•	
4.3 Climate Change and Resiliency	•	•
4.4 WSDOT Support and Coordination	•	•
5. Transportation Improvement Program		
5.1 TIP Development and Maintenance	•	•
5.2 Coordination and Tracking Projects	•	•
6. Congestion Management Process (CMP)		
All Activities	•	
7. Planning Consultation and Studies		
7.1 I-90/US 195 Study	•	
7.2 Division Street Corridor Study	•	
7.3 Coordinated Public Transit-Human Services Transportation Plan	•	•
8. Regional Transportation Planning Organization (RTPO) Planning Functions		
All Activities		•
9. Unfunded Planning Activities	•	•

CY 2023 Budget Summary

SRTC prepares and adopts a proposed budget for each calendar year and submits anticipated dues to the legislative bodies of each member agency. Member dues for the CY 2023 Budget were reviewed by the SRTC Board on July 14, 2022. This information was submitted by letter to each member agency on July 22, 2022. The annual budget may be amended by vote of the Board, provided such amendment does not require additional budget appropriation, or by joint approval of the Board and participating members where such amendment does require additional member agency budget appropriation.

Financial Management Practices

SRTC prepares a budget for financial planning purposes. It is used only as a planning tool with no legal requirement to amend the budget as factors change throughout the year. However, significant budget changes, including changes that alter the approved Unified Planning Work Program, are presented for review and approval by the Policy Board.

SRTC reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. Financial transactions are recognized on a cash basis of accounting. SRTC's basic financial statements include the financial position and results of operations. It accounts for all financial resources except those required or elected to be accounted for in another fund.

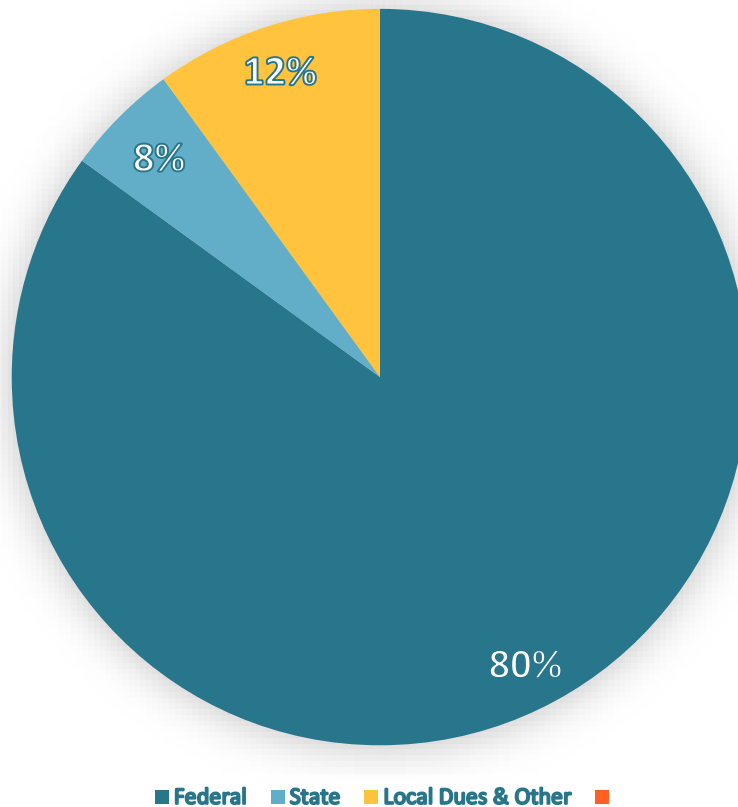
SRTC has one governmental fund (General Fund). The fund has a set of single-entry accounts that comprises its cash, investments, revenues, and expenditures, as appropriate. It is SRTC's policy to deposit all cash with the Spokane County Treasurer.

CY 2023 Revenue Estimates

The CY 2023 estimate for revenues is \$3,182,580 (Table 2). As shown in Figure 2 below, 80% of the revenues included in the CY 2023 Budget are provided by federal sources. State planning support is 8% of total; local dues and other local funds account for 12% of the budgeted revenues.

TABLE 2: CY 2023 ESTIMATED REVENUES	
FHWA PL Funds	\$ 835,718
FTA 5303 Funds	316,420
STBG Planning Funds	350,000
STBG DATA Study Funds	300,000
RTPO State Planning Funds	144,651
Designated Grants – WA Dept of Commerce – Electric Chargers	850,000
Local Member Contributions	274,791
SRTC Cash Reserve	105,000
Spokane County Treasury Interest	6,000
TOTAL ESTIMATED REVENUES	\$ 3,182,580

Figure 2: CY 2023 Revenue by Source



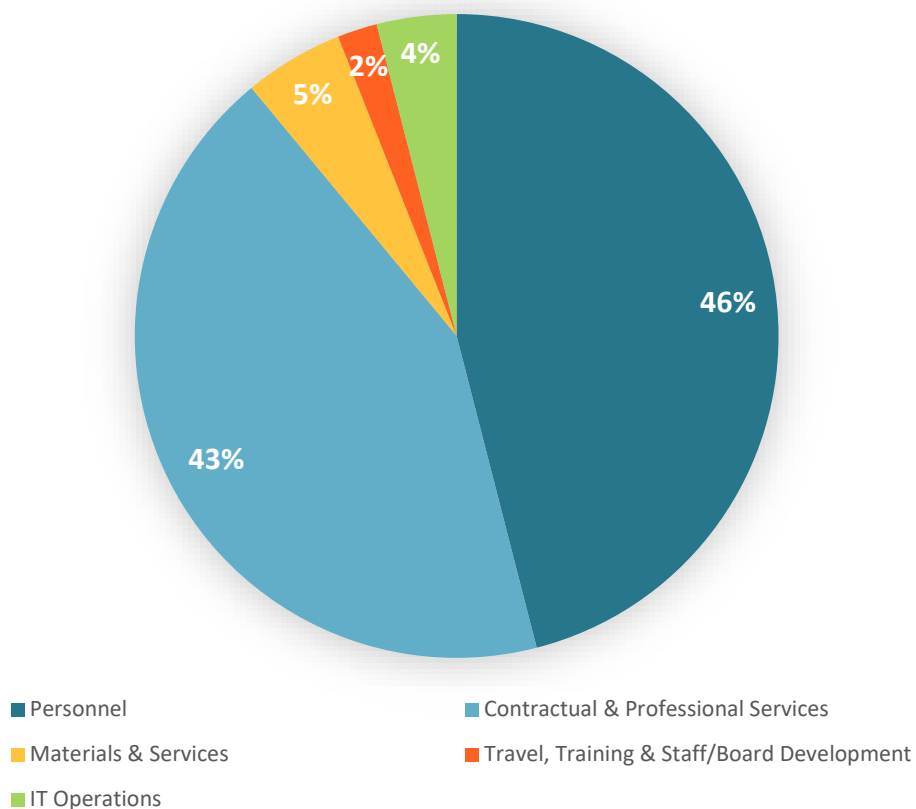
CY 2023 Expenditure Estimates

The CY 2023 estimate for expenditures is balanced to estimated revenues at \$3,182,580. Budget expenditures are divided into the following five divisions: 1) Personnel; 2) Contractual and Professional Services; 3) Materials and Services; 4) Travel, Training, and Staff Development; and 5) IT Operations.

Table 3 provides a breakdown of expenses by these categories. Figure 3 illustrates that personnel expenditures account for 46% of the total agency budget. Contractual and Professional Services account for 43%; followed by Materials & Services at 5%; Training and Memberships at 2%, and IT Operations at 4%.

TABLE 3: CY 2022 ESTIMATED EXPENDITURES	
Personnel	\$ 1,458,105
Contractual and Professional Services	1,367,656
Materials and Services	150,340
Training and Memberships	64,509
IT Operations	141,970
TOTAL ESTIMATED EXPENDITURES	\$ 3,182,580

Figure 3: CY 2023 Expenditures by Budget Division



The CY 2023 budget includes addition an Outreach position for 11.50 Full Time Equivalent (FTE) positions. Table 4 provides a summary of the budgeted positions for CY 2022 and CY 2023.

TABLE 4: SUMMARY OF BUDGETED POSITIONS		
Position	CY 2022	CY 2023
Executive Director	1.00	1.00
Deputy Executive Director	1.00	1.00
Administrative Services Manager	1.00	1.00
Administrative-Executive Coordinator	1.00	1.00
Outreach Coordinator	-	1.00
GIS Intern	0.50	0.50
Associate Transportation Planner II	1.00	1.00
Associate Transportation Planner III	1.00	1.00
Principal Transportation Planner	4.00	4.00
TOTALS	10.50	11.50

CY 2023 Budget Details

Appendix A presents the budget details for the CY 2023 Budget. Following is an explanation of some of the revenue and expenditure items contained in Appendix A.

Revenues

FHWA PL (Federal Public Law Funds)

SRTC’s allocation of PL funds in CY 2023 is anticipated to be \$765,718. An additional \$70,000 is from prior year remaining funds for a total of \$835,718.

FTA (Federal Section 5303 Funds)

SRTC’s allocation of FTA Section 5303 funds in CY 2023 is budgeted at \$271,579. An additional \$44,841 is from prior year remaining funds for a total of \$316,420.

STBG (Federal Discretionary Funds-Metropolitan Planning)

SRTC’s current 2021-2024 Transportation Improvement Program (TIP) includes \$350,000 in annual Surface Transportation Program (STBG Planning) funds for Metropolitan Transportation Planning in 2023.

Other Grants, Studies and Projects

The DATA (Data Applications for Transportation Analysis) Project is to be funded with revenues from STBG and other local revenue sources. It is anticipated that the Electrification of Transportation Systems (ETS) grant revenue will be \$850,000 in 2023.

RTPO (State Planning Funds)

The State of Washington provides \$2.45 million annually to RTPOs to conduct transportation planning in support of the State’s Growth Management Act (GMA). For large MPO’s such as SRTC, this funding has been used to supplement

the overall planning program in fulfillment of the GMA, and to support transportation planning activities in the non-urbanized areas of Spokane County. SRTC’s allocation of RTPD funds is anticipated to remain at \$144,651 in CY 2023.

Local Member Contributions

SRTC member contributions increased 15% in 2019, 2020 and 2022. Member contributions are budgeted to remain at **.30 cents per capita**. The contributions structure also calls for Spokane County to pay dues at the City of Spokane assessment. Table 5 provides an overview of contributions for each member in CY 2022 and CY 2023. The contributions for SRTC members in CY 2023 are \$274,791.

TABLE 5: CY 2022 LOCAL MEMBER CONTRIBUTIONS				
Jurisdiction	Population (4/1/2022 OFM Estimate)	% of 2022 Population (Estimate)	CY 2022 Dues	CY 2023 Dues
City of Airway Heights	11,040	2.00%	3,228	3,312
City of Cheney	12,920	2.35%	3,717	3,876
City of Deer Park	4,670	0.85%	1,356	1,401
Town of Fairfield	600	0.11%	180	180
Town of Latah	185	0.03%	56	56
City of Liberty Lake	12,870	2.34%	3,744	3,861
City of Medical Lake	4,840	0.88%	1,461	1,452
City of Millwood	1,915	0.35%	575	575
Town of Rockford	545	0.10%	156	164
Town of Spangle	280	0.05%	84	84
City of Spokane	230,900	41.93%	68,820	69,270
City of Spokane Valley	107,100	19.45%	31,350	32,130
Town of Waverly	120	0.02%	36	36
Spokane County	162,715	29.55%	68,820	69,270
Jurisdiction Subtotal	550,700	100%	183,582	185,667
Kalispel Tribe of Indians	TBD		-	TBD
Spokane Transit Authority	Flat Rate	n/a	58,706	58,706
Spokane Tribe of Indians	TBD		-	TBD
WSDOT-Eastern Region	Flat Rate	n/a	30,418	30,418
Special Subdistrict Subtotal			89,124	89,124
TOTAL DUES			272,706	274,791

Expenditures

Personnel - Increase of \$214,089 (17.2%) vs 2022

- Salaries: Total wages budgeted for 2023 increase 16.8% over the 2022 budget. This is primarily the result of an Outreach position being added. SRTC staff wages are budgeted to increase 7.5% for 2022. The increase

coming from projected merit increases based on performance reviews, as well as a requested 4.5% cost of living adjustment (COLA). SRTC position salary ranges have been updated with a regional salary range survey conducted in 2022. Updated ranges were reviewed by the SRTC Budget Committee.

- FICA: The Federal Insurance Contributions Act tax includes employer contributions for Social Security and Medicare.
- WA State Retirement System: SRTC provides the employer match for its employees as members of the Washington State Retirement System. Contribution rates are set by the State Legislature and may be adjusted as needed, usually at the beginning of the State's Biennium. In September 2022, the employer contribution rate increases to 10.39% and equates to increase of \$19,200 vs 2022 budget.
- Insurance Benefits: As of 01-01-2019 SRTC began procuring health insurance benefits through the Association of Washington Cities (AWC) as a non-city entity sponsored by the City of Spokane Valley. Medical insurance is estimated to increase ~ 4.0% for 2023. Dental, Vision and Life insurance rates will not change. Industrial Insurance is also included in this category.

Contractual and Professional Services – **Decrease** of \$499,452 <26.8%> vs 2022. This is primarily due to the Division Study wrapping up, and about 90% of the DATA project being completed by the end of 2022.

- Legal Services: No change from 2022 budget.
- Professional Services: This category includes available funds from prior year grant balances available for project work to be identified in the 2024-2025 UPWP which includes the second half of CY 2023, website update, translation, fire extinguisher and audit services. This category also includes funds for possible expansion of the SRTC Board meeting room.
- Consultant Services for DATA Project and Corridor Studies are \$400,000 less than 2022 budget.
- Avista has commenced work on installing charging stations as part of the \$2,500,000 ETS grant administered by WA Dept of Commerce using US Dept. of Energy funds. Avista anticipates billing \$850,000 to the grant in 2023 (these are pass through funds for SRTC).

Materials and Services – **Increase** of \$23,890 (18.9%) vs 2022 – Primarily due to budgeting \$25,000 for a new 'Contingency' line item.

- Operating Supplies: General office supplies, outreach and wellness program supplies.
- Minor Furniture/Equipment: Includes replacement of older office chairs & furniture as necessary.
- Telephone: Telephone lines, long distance, conference calling, cell service for Executive and Deputy Directors.
- Advertising: Expenses for legal notices related to items such as public meetings, outreach events, plan comment periods, and Transportation Improvement Program (TIP) amendments.
- Rent – Office Space: SRTC leases Suites 500 & 504 at the Paulsen Center. The amount for lease in the 2023 budget includes CAM charges. This item decreases from 2022 budget as there is no longer a utility charge associated with cooling the server room since servers have been shut down. Note that the current lease expires in June of 2024.
- Lease – Copier: This includes the copier lease expense as well as the copier usage charges.
- Property and Liability insurance is anticipated to increase approximately 10% for 2024 plan year.
- Spokane County Treasury Services.

Travel, Training, and Staff/Board Development – **Increase** of \$11,634 (22.0%) vs 2022 amended budget; original 2022 budget was decreased to resolve failed servers in 2022. Increase over original 2022 budget is 3.3%. Because of the

specialized and technical nature of the services provided, this category is to ensure adequate resources for travel, as well as resources for needed technical training related to travel demand modeling, air quality modeling, geographic information systems, transportation planning, information technology, financial management, updates and changes to employment law, public records law and public involvement. Regular travel is also necessary for coordination with other organizations.

- Mileage & Parking
- Travel & Training
- Dues, Subscriptions, and Memberships

Information Technology (IT) Operations – **Increase** of \$20,599 (17.0%) vs 2022. Increase is result of budgeting \$48,500 for Audio-Visual upgrades to the Board meeting room if that option is followed.

- IT Management Services.
- Software: Software purchases and software maintenance: support for the VISUM model, ESRI Software for GIS, backup system replacement software and firewall maintenance, finance/payroll software. Software purchases include Presentation software, MS Office 365 and Planner/Data software, Adobe Acrobat. Network security software and investments in ArcGIS software and data storage are also budgeted in 2022.
- Hardware – New and Replacement: Replacement of network equipment and workstation replacement. The 2023 budget does address technology upgrades to SRTC meeting spaces to accommodate an increased number of board members and hybrid meeting technology. Discussions continue to consider audio-visual (A/V) upgrades to current meeting room; expansion of meeting room and investment in A/V upgrades for larger space; as well as options for an alternative location for future in person or hybrid SRTC Board meetings. This issue was discussed at the SRTC Budget Committee meeting on August 10, 2022.
- Hardware – Repairs, Maintenance, and Upgrades: Repair supplies and equipment repair.
- Online Services: Internet service, metro Ethernet connection, website hosting, spam filtering, domain names, Internet access for tablets, Remote meeting platform services.

SRTC CY 2023 AMENDED BUDGET

	CY 2022 Approved	CY 2023 Proposed	\$\$ change	% change
REVENUES				
SRTC Cash Reserve		105,000		
FHWA PL (Federal Public Law Funds)	698,741	835,718	136,977	19.6%
FTA (Federal Section 5303 Funds)	280,223	316,422	36,199	12.9%
STBG Planning Funds	350,000	350,000	-	0.0%
Designated Grant - STBG - D.A.T.A.	735,250	300,000	(435,250)	-59.2%
Designated Funds (STA - Division Study)	50,000	-	(50,000)	-
RTPO (State Planning Funds)	144,651	144,651	-	0.0%
Designated Grants (Commerce - ETS)	850,000	850,000	-	0.0%
Designated Funds (WSDOT - Match for Division Study)	20,250	-	(20,250)	-
Local Member Contributions	272,705	274,789	2,084	0.8%
Spokane County Treasury Interest	10,000	6,000	(4,000)	-40.0%
TOTAL REVENUES	3,411,820	3,182,580	(229,240)	-6.7%
EXPENDITURES				
Personnel				
Salaries	924,323	1,079,341	155,018	16.8%
Accrued Leave Payouts \ Unemployment	1,500	1,500	-	0.0%
FICA	70,711	82,684	11,973	16.9%
WA State Retirement System	92,931	112,144	19,213	20.7%
Insurance/Benefits	154,552	182,436	27,884	18.0%
Total Personnel	1,244,016	1,458,105	214,089	17.2%
Contractual and Professional Services				
Legal Services	25,000	25,000	-	0.0%
Consultant & Professional Services (Includes expansion suite 504)	57,108	175,656	118,548	207.6%
Professional Services - ETS Grant Work	850,000	850,000	-	-
MTP Update	20,000	-	(20,000)	-100.0%
Consultant Services & D.A.T.A.	700,000	300,000	(400,000)	-57.1%
Consultant Services & Division St Study	200,000	-	(200,000)	-100.0%
State Audit Charges	15,000	17,000	2,000	13.3%
Total Contractual and Professional Services	1,867,108	1,367,656	(499,452)	-26.8%
Materials and Services				
Publications	500	500	-	0.0%
Postage	300	300	-	0.0%
Operating Supplies	4,500	4,500	-	0.0%
Minor Furniture	1,000	1,000	-	0.0%
Telephone	6,120	5,760	(360)	-5.9%
Advertising	2,620	3,120	500	19.1%
Rent - Office Space	87,600	84,500	(3,100)	-3.5%
Rent - Meeting Rooms	500	500	-	0.0%
Lease - Copier (and usage charges)	2,200	2,550	350	15.9%
Property and Liability Insurance	15,500	17,000	1,500	9.7%
Printing	750	750	-	0.0%
Interfund Charges County Treasurer (Fees)	4,860	4,860	-	0.0%
Contingency	-	25,000	25,000	0.0%
Total Materials and Services	126,450	150,340	23,890	18.9%
Travel, Training, and Staff Development				
Mileage & Parking	1,900	2,400	500	26.3%
Travel / Training (Staff)	33,650	42,700	9,050	26.9%
Educational Speaker Series	5,000	5,000	-	0.0%
Board/Staff Retreats, Facilitators, Food	3,700	3,700	-	0.0%
Dues, Subscriptions, and Memberships	8,625	10,709	2,084	24.2%
Total Travel, Training, and Staff Development	52,875	64,509	11,634	22.0%
IT Operations				
IT Professional Services	54,500	28,400	(26,100)	-47.9%
Software	43,501	40,640	(2,861)	-6.6%
Hardware - New, Replacement, Repairs & Maintenance	12,250	60,000	47,750	389.8%
Online Services	11,120	12,930	1,810	16.3%
Total IT Services	121,371	141,970	20,599	17.0%
TOTAL EXPENDITURES	3,411,820	3,182,580	(229,240)	-6.7%

A black and white photograph of a multi-level highway interchange in Spokane, Washington. In the background, the city skyline is visible against a hazy sky. A sign above the road reads "THRU TRAFFIC USE LEFT 2 LANES".

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

Calendar Year
2023
Indirect
Cost Plan

Spokane Regional Transportation Council
421 W Riverside Ave Suite 500, Spokane WA 99201
www.srtc.org | 509.343.6370

INDIRECT COST PROPOSAL CERTIFICATION STATEMENT

This is to certify that I have reviewed the Indirect Cost proposal submitted herewith and to the best of my knowledge and belief:

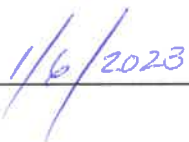
All costs included in this proposal, 10/13/22, to establish billing or final indirect costs rate for January – December 2023 are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the Indirect Cost proposal.

All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.



Lois Bollenback, Executive Director
Spokane Regional Transportation Council



Date

Purpose

This document serves as the Calendar Year (CY) 2023 Indirect Cost Allocation Plan for the Spokane Regional Transportation Council (SRTC) and was prepared in accordance with the policies and procedures contained in 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. The 2023 Indirect Cost Plan will be effective for the months of January through December 2023.

Methodology

A consistent approach has been followed in the treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information used to prepare the plan was obtained from financial statements. SRTC has not made any significant changes to the accounting treatment of any expense category or to its accounting system for CY 2023. The expenses will continue to be allocated between direct and indirect costs as described in the approved CY 2023 Indirect Cost Plan. The CY 2023 indirect rate calculation is based on the approved 2023 budget. Based on this amount, the new indirect cost rate will be 47% of total direct salaries and wages. This proposal is for a fixed rate, with any over/under cost recovery amount adjusted for in a following year.

For CY 2023, SRTC will continue using Vision Municipal Solutions software for financial accounting and payroll processes. Vision MS is designed with the WA State Auditor's Office BARS reporting codes to provide seamless reporting for annual audits. The general ledger provides the capability of tracking overall expenses by calendar year and fiscal year, enabling an overall audit by either period. Salaries for hours worked, fringe benefits, and direct costs for each work element will be recorded in the appropriate task code.

The non-worked hours paid (vacation, holiday, sick leave, jury duty) and benefits will be prorated among the work elements. To accomplish the proration of the non-worked salary and benefits, these amounts will be accumulated in an independent function code number. At the end of each month, the non-worked salary and fringe benefit totals in this function code will be prorated to the Unified Planning Work Program (UPWP) work elements based on the amount of each employee's time in each work element. This will be done through a spreadsheet program from which actual billings will be prepared.

The proposed indirect cost percentage rate is of the "fixed rate with carry-over" type. Any over/under recovery for a specific year is carried forward to a following calendar year to be used as an adjustment to the following year's rate.

Expenses that are directly identifiable to a specific work element within SRTC are classified as "direct costs" and charged to the specific work elements to which they relate. Expenses that are not directly identifiable to a specific work element are classified as "indirect costs" and are recovered as a fixed percentage rate of total salaries and wages.

Development of the CY 2023 Indirect Rate

The CY 2023 indirect cost is based on a calculated 2023 total of indirect costs of \$432,615 plus a 2021 adjustment of \$7,267, and a direct salary base of \$928,233, yielding an indirect cost rate of 49%. This information is documented in the Appendix in **Table 1: Total Proposed Indirect Costs for CY 2023**. Table 1 also demonstrates that unallowable costs associated with SRTC staff interaction with state and federal officials are not included in the calculated indirect cost rate.

$$\$439,882 / \$928,233 = 47\%$$

CY 2021 shows an under-recovery amount of \$7,267. This information is documented in the Appendix in **Table 2: CY 2021 Indirect Cost Recovery Analysis Worksheet**.

SRTC will use this indirect cost rate of 47% for the January - December 2023 billings, as reflective of anticipated expenditures.

Indirect Cost Rate Assumptions

In reviewing the operations of SRTC, part or all of the time of two employees was determined to be of an indirect support nature rather than a direct salary cost:

- Administrative Services Manager – 100%
- Administrative-Executive Coordinator – 100%

Estimates of the time spent on these activities were made and the salary and fringe benefit costs involved were calculated from the approved CY 2023 budget. Based on the line items of expense in the CY 2023 budget the following classifications of costs as direct or indirect were developed:

DIRECT	INDIRECT	
Advertising	Advertising	Registration/Schooling
Computer Hardware	Computer Hardware	Rentals –Eqpt/Buildings/Facilities
Contractual Professional Services	Contractual Professional Services	Software
Direct Fringe Benefit Expenses	Dues, Subscriptions, Memberships	Software/Equipment Maintenance
Direct Salary Expenses	Indirect Fringe Benefit Expenses	State Audit Charges
Education Series / Guest Speakers	Indirect Salary Expenses	Telephone
Operating Supplies	Interfund Reprographics	Termination Sick Leave/Vacation Pay
Postage	Interfund Services*	Travel
Printing	Lease of Equipment	Unemployment
Publications	Online IT Services	
Registration/Schooling	Operating Supplies	
Rentals –Eqpt/Buildings/Facilities	Permits/Fees	
Software	Postage	
Software/Equipment Maintenance	Printing	
Telephone	Property/Liability Insurance	
Travel / Training / Conferences	Publications	

* Prorated share of Spokane County Treasurer Office costs for Treasury Services. These expenses are distributed by a standardized formula to all organizations using County Treasury services. The remaining interfund items are charged at standard rates to all users based on the amount of the service or products used or purchased.

Capital Expenditures were classified as allowed or not allowed, without prior approval from the grantor agencies, using the 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit

Requirement for Federal Awards. These line items will be funded entirely from additional local funds in CY 2023 unless prior approval is sought for specific equipment acquisitions.

Inconsistently Treated Costs

Line items such as Software, Operating Supplies, Equipment Maintenance, and Advertising are treated on a case-by-case basis within this proposal. The items will be purchased either for a specific contract or project or for general use. Expenditures will be specifically coded to show for what they will be used. SRTC proposes to treat those purchases that are made directly for a specific work element within the UPWP as a direct cost, while those purchases for general purpose programs are an indirect cost.

Salary and fringe benefit expenses are also treated as both a direct and an indirect cost, depending on the nature of the activity incurring the cost. A separate payroll cost accounting code and budget will be established to record actual employee time worked in the indirect cost activities to provide support for the indirect cost amounts and to avoid treating any specific salary expense as both a direct and an indirect charge. The related fringe benefit expenses for the indirect salary charges are also accounted for separately.

All other costs in this proposal are treated consistently as direct or indirect costs for all grants. The indirect cost rate will be used in billing all federal and state grants and contracts executed by SRTC.

APPENDIX

Table 1: CY 2023 Indirect Cost Proposal Worksheet

Table 2: CY 2021 Indirect Cost Recovery Analysis Worksheet

Table 3: Schedule of Federal Funds Expenditures for Calendar Year 2022

CY 2023 BUDGET:

Type	Description	Cost Type	INDIRECT 6760-87100 44414	UNALLOWABLE 6760-87100 44415	TRANSP. 6770-87173 & grants 44402-28	Costs Classified:		TOTAL	Indirect to All Actv.	TOTAL
						Direct to All Actv.	Indirect to All Actv.			
	Salaries and Fringe Benefits:									
D/I	Salaries and Wages		152,608	6,048	922,185		928,233	152,608		1,080,841
D/I	Fringe Benefits		61,988	4,608	310,668		315,276	61,988		377,264
	Total Salaries/Fringe Bene.		214,595	10,656	1,232,853		1,243,510	214,595		1,458,105
	Other Expenditures:									
	Contractual/Professional Services:									
I	Legal Services		25,000				0	25,000		25,000
D/I	Consultant Services				325,000		325,000	0		325,000
I	State Audit Charges		17,000				0	17,000		17,000
D/I	Misc. Prof Services			1,608	142,548		144,156	0		144,156
	Materials and Services									
D/I	Publications			150	350		500	0		500
D/I	Postage		300				300	0		300
D/I	Operating Supplies		2,500	2,000	0		2,000	2,500		4,500
D	Minor Equipment			1,000			1,000	0		1,000
D/I	Telephone		4,440	600	720		1,320	4,440		5,760
D/I	Advertising				3,120		3,120	0		3,120
I	Rent - Office		84,500	31,500			31,500	84,500		116,000
D/I	Rent - Mfg Rooms		400		100		100	400		500
D/I	Lease - Copier		2,550				0	2,550		2,550
I	Prop/Liability Ins.		17,000				0	17,000		17,000
D/I	Printing		250		500		500	250		750
I	Unemployment		0				0	0		0
D/I	Treasury Svc		4,860				4,860	4,860		4,860
	Travel, Training, and Staff Development									
D/I	Mileage & Parking		200		2,200		2,200	200		2,400
D/I	Travel/Training		2,500	2,750	39,350		42,100	2,500		44,600
D/I	Registration		750	200	5,850		6,050	750		6,800
D/I	Dues, Subs., Memberships			10,709			10,709	0		10,709
	IT Operations									
D/I	IT Management		28,400				0	28,400		28,400
D/I	Software		14,440	0	26,200		26,200	14,440		40,640
D	Hardware-New and Replacement			55,500	4,500		60,000	0		60,000
D/I	Hardware-Repairs, Maint, Upgrades			0			0	0		0
D/I	Online Services		12,930				12,930	12,930		12,930
	Total Other Expenditures		218,020	106,017	350,438		456,455	218,020		674,475
	TOTAL		432,615	116,673	1,583,291		1,899,965	432,615		2,332,580

Adjustment for (Over)/Under Recovery of Indirect Costs in CY 2021 (from Table 2)

will be made in the CY 2023 IDC Plan

Total Indirect Costs To Be Recovered in CY 2023

7,267
439,882

Proposed Indirect Cost Allocation Rates for CY 2023

Expenditure Types Codes are: I = Indirect Cost Pool Charges D = Direct Charges D/I - Direct Charges and Indirect Cost Pool

47%

CY 2023 ESTIMATED REVENUES:

	TOTAL
FEDERAL FUNDS:	
FHWA PL & FTA Funds	1,152,140
STBG Project Funds	100,000
Metropolitan Transportation Planning	350,000
Electrification of Transportation Systems (ETS)	850,000
TOTAL FEDERAL FUNDS	2,452,140
STATE FUNDS:	
WSDOT - Transportation Studies	0
RTPO	144,651
TOTAL STATE FUNDS	144,651
LOCAL FUNDS:	
Spokane County Treasury proceeds	6,000
SRTC Cash Reserves	105,000
Local Jurisdictions	274,789
TOTAL LOCAL FUNDS	385,789
TOTAL PROPOSED REVENUES	2,982,580

TABLE 2: SPOKANE REGIONAL TRANSPORTATION COUNCIL - CY 2021 INDIRECT COST RECOVERY ANALYSIS WORKSHEET

Cost Type	Description	87100	87100	87171	87172	98724	98770	98771	98774	98799	Costs Classified:		TOTAL
											Direct to All Actv.	Indirect to All Actv.	
Salaries and Benefits:													
51000	Salaries/Wages	146,217.59	548.75	245,740.62	321,600.80	0.00	180,698.46	0.00	0.00	98799	894,806.22	146,217.59	894,806.22
52000	Fringe Benefits	75,885.76	148.24	88,843.13	88,699.33	0.00	58,883.00	0.00	0.00	44404	312,459.46	75,885.76	312,459.46
	Total Sal/Fringe Bene.	222,103.35	696.99	334,583.75	410,300.13	0.00	239,581.46	0.00	0.00	0.00	1,207,265.68	222,103.35	1,207,265.68
Other Expenditures:													
51620	Move Staff	20,620.66	0.00								20,620.66	0.00	20,620.66
53102	Publications	0.00	0.00								0.00	0.00	0.00
53103	Postage	121.00	0.00								121.00	0.00	121.00
53104	Software	13,216.29	0.00	17,712.03							30,928.32	13,216.29	30,928.32
53201	Operating Supplies	477.50	2,686.62		1,605.70						4,769.82	477.50	4,769.82
53502	Minor Equipment	0.00	3,516.80		183.12						3,516.80	0.00	3,516.80
54101	Prof. Services	55,800.20	0.00								55,983.32	55,800.20	55,983.32
54105	Legal Services	31,090.00	0.00		183.12						31,090.00	0.00	31,090.00
54120	State Audit Charges	14,476.80	0.00								14,476.80	0.00	14,476.80
54201	Contactual Services	9,351.33	5,424.66		16,545.90				58,738.22		567,362.64	9,351.33	567,362.64
54209	Online Services	14,071.95	0.00								14,071.95	0.00	14,071.95
54301	Telephone	6,591.58	0.00	494.88	387.63						7,474.09	6,591.58	7,474.09
54401	Travel/Mileage	7,795.90	40.70		718.43						8,555.03	7,795.90	8,555.03
54451	Advertising	825.03	0.00	851.39	1,180.70						2,857.12	825.03	2,857.12
54501	Rentals/Leases	93,081.06	0.00								93,081.06	0.00	93,081.06
54601	Prop/Liability Ins.	14,509.00	0.00								14,509.00	0.00	14,509.00
54803	Equip. Maint.	223.01	681.92								904.93	223.01	904.93
54820	Software Maintenance	0.00	0.00	15,704.57							15,704.57	0.00	15,704.57
54902	Registration	728.50	325.00	999.00	784.00						2,836.50	728.50	2,836.50
54904	Dues,Subs.,Memberships	275.00	9,256.12								9,531.12	275.00	9,531.12
54908	Permits/Fees	0.00									0.00	0.00	0.00
54909	Printing	58.84									58.84	0.00	58.84
55120	IG Services - General										0.00	0.00	0.00
59100	IF Charges	249.20									249.20	0.00	249.20
	Total Other Expenditures	283,562.85	21,931.82	35,761.87	21,405.48	0.00	0.00	0.00	58,738.22	477,302.53	898,702.77	615,139.92	898,702.77
	TOTAL	505,666.20	22,628.81	370,345.62	431,705.61	0.00	239,581.46	0.00	58,738.22	477,302.53	2,105,968.45	1,600,302.25	2,105,968.45

TABLE 2 (cont.)

		2021		
		1st Half	2nd Half	TOTAL INDIRECT EXPENDITURES
Indirect Costs charged to SRTC Projects: CY 2020 approved indirect cost rate - 64%				505,666.20
44402	TS Reg. Transp. Plan Update	20,018.69	15,863.43	35,882.12
44404	Congestion Management Process	470.49	675.23	1,145.72
44405	TS Program Mgmt/Administration	59,586.23	69,007.50	128,593.73
44423	Public/Stakeholder Participation & Education	9,223.45	10,092.57	19,316.02
44424	Systems Analysis & Information Management	41,528.62	49,028.58	90,557.20
44426	Transportation Improvement Plan	12,577.89	2,508.60	15,086.49
44428	Planning Consultation & Studies	18,612.84	5,608.83	24,221.67
44429	RTPO Planning Functions	906.62	3,107.01	4,013.63
44415	Transportation Coordination	227.55	167.88	395.43
98774-44429	HSTP Grant			0.00
98772-44402/26/28	MTP Update - FY 2022	67,347.42	58,802.19	58,802.19
98771-44402/26/28	MTP Update - FY 2021	-	71,164.54	138,511.96
98710-43412	Reimbursable	-	-	0.00
				0.00
		230,499.80	286,026.36	516,526.16
				TOTAL INDIRECT COSTS RECOVERED FROM PROJECTS
				10,859.96
				(18,127.01)
				(7,267.05)

Expenditure Types Codes are:

- I = Indirect Cost Pool Charges
- D = Direct Charges
- D/I = Direct Charges and Indirect Cost Pool
- L = Locally funded items only (no federal funds)

Table 3 for Indirect Cost Plan - Schedule of Federal Funds Expenditures for Calendar Year 2021

Item	1st Half CY 2021		2nd Half CY 2021		Consolidated		1st Half	2nd Half	1st Half	2nd Half	STBG	Total
	PL	FTA	PL	FTA	PL/FTA Funds	STBG	STBG	STBG	STBG	STBG	Funds	Federal Funds
Federal Revenue	337,176	104,912	258,180	135,820	836,088	170,627	325,282	97,068	100,642	693,619	693,619	1,529,708
Required Local Match	45,519	14,163	34,854	18,336	112,872	23,035	43,913	13,104	13,587	93,639	93,639	206,511
Additional Local	7,104	2,210	5,440	2,862	17,616	3,595	6,853	253,642	58,001	322,091	322,091	339,707
Total	389,799	121,285	298,474	157,018	966,576	197,257	376,049	363,813	172,229	1,109,348	1,109,348	2,075,925
Total Salaries	179,798	55,011	144,918	76,509	456,236	97,605	188,358	-	-	285,963	285,963	742,199
Total Benefits	66,013	18,972	42,342	22,050	149,377	32,305	53,208	-	-	85,512	85,512	234,889
Total Other	19,928	9,344	11,221	5,668	46,161	-	4,517	363,813	172,229	540,559	540,559	586,720
Total IDC's	124,060	37,958	99,993	52,791	314,803	67,347	129,967	-	-	197,314	197,314	512,117
Total	389,799	121,285	298,474	157,018	966,576	197,257	376,049	363,813	172,229	1,109,348	1,109,348	2,075,925
Direct Salaries/Wages				394,644	394,644					247,358	247,358	642,002
Direct Fr. Benefits				129,211	129,211					73,968	73,968	203,179
Other Direct Expend				39,929	39,929					467,584	467,584	507,513
Indirect Cost Plan				272,305	272,305					170,677	170,677	442,982
Total Federal Revenues					836,089					959,587	959,587	1,795,676

Per the Uniform Administrative Requirements (SuperCircular) 200.425 Audit Services (a) A reasonably proportionate share of the costs of audits required performed in accordance with, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), as implemented by requirements of the Part, are allowable.

However, the following audit costs are unallowable. Any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and Subpart F-Audit Requirements of this Part because its expenditures under Federal awards are less than \$750,000 during the non-Federal entity's fiscal year.

To: 2023 Administrative Committee
From: Lois Bollenback, Executive Director
TOPIC: TRIBAL CONTRIBUTIONS

06/02/2023

Requested Action:

None. For review and discussion.

Key Points:

- The Spokane Tribe of Indians and Kalispel Tribe of Indians officially joined the SRTC Board in 2022.
- Member contributions were not applied to the Tribes for the 2023 budget year.
- The combined population of SRTC member small towns in 2023 (Fairfield, Latah, Rockford, Spangle and Waverly) is 1,700 with a total contribution of \$519.
- The smallest city represented on SRTC Board in 2023 (City of Millwood) has a population of 1,915 with contribution of \$575.
- 2023 SRTC local contributions worksheet is attached.

Board/Committee Discussions:

This is the first time SRTC membership contributions from the Spokane Tribe and Kalispel Tribe for the CY 2024 budget has been discussed.

Public Involvement:

None to date.

Staff Contact: Lois Bollenback | lbollenback@srtc.org | 509.435.3823

CY 2023 Budget - SRTC members local contributions worksheet

Agency	April 1, 2021 OFM Population Estimate	2022 Dues	April 1, 2022 OFM Population Estimate ²	Population % increase from 2021	Population % of Total	2023 Dues w/ new pop. Figures	Total Dues % increase 2021 to 2022
Airway Heights	10,760	\$ 3,228	11,040	2.60%	2.00%	\$ 3,312	2.6%
Cheney	12,390	\$ 3,717	12,920	4.28%	2.35%	\$ 3,876	4.3%
Deer Park	4,520	\$ 1,356	4,670	3.32%	0.85%	\$ 1,401	3.3%
Fairfield	600	\$ 180	600	0.00%	0.11%	\$ 180	0.0%
Latah	185	\$ 56	185	0.00%	0.03%	\$ 56	0.0%
Liberty Lake	12,480	\$ 3,744	12,870	3.13%	2.34%	\$ 3,861	3.1%
Medical Lake	4,870	\$ 1,461	4,840	-0.62%	0.88%	\$ 1,452	-0.6%
Millwood	1,915	\$ 575	1,915	0.00%	0.35%	\$ 575	0.0%
Rockford	520	\$ 156	545	4.81%	0.10%	\$ 164	4.8%
Spangle	280	\$ 84	280	0.00%	0.05%	\$ 84	0.0%
Spokane ¹	229,400	\$ 68,820	230,900	0.65%	41.93%	\$ 69,270	0.7%
Spokane County ¹	159,560	\$ 68,820	162,715	1.98%	29.55%	\$ 69,270	0.7%
Spokane Valley	104,500	\$ 31,350	107,100	2.49%	19.45%	\$ 32,130	2.5%
Waverly	120	\$ 36	120	0.00%	0.02%	\$ 36	0.0%
City and County Subtotal	542,100	\$ 183,582	550,700	1.59%	100%	\$ 185,665	1.1%
Kalispel Tribe of Indians ³		N/A				TBD	-
Spokane Transit		58,706				58,706	0.0%
Spokane Tribe of Indians ³		N/A				TBD	-
WSDOT		30,418				30,418	0.0%
Transportation Agency Subtotal		\$ 89,124				\$ 89,124	0.0%
GRAND TOTAL		\$ 272,706				\$ 274,789	0.8%

¹ The SRTC Board policy is for Spokane County dues to match the City of Spokane dues each year.

² Based on the State of Washington's Office of Financial Management's April 1, 2022 estimated population figures.

³ Pending determination of contribution amount

To: 2023 Administrative Committee

06/08/2023

From: Greg Griffin, Administrative Services Manager

TOPICS: REVIEW AND DISCUSS SRTC LEASE OPTIONS

Requested Action:

None. For review and discussion.

Key Points:

- The SRTC lease of Suites 500 (office/meeting space) and 504 (large conference room) in the Paulsen Center expires 05/31/2024. Staff is seeking Board direction to utilize a commercial real estate broker to provide cost options to either:
 - Extend the lease of Suite 500 office space and utilize the southeast corner conference room (Selkirk Room) in Suite 500 for future Board and Committee meetings; with an alternate meeting site (such as The Hive, Spokane Regional Health District, WSDOT-Eastern Region, etc.) for larger meetings than the Suite 500 conference room can accommodate.
 - Find alternative office/meeting space to lease in a central location for SRTC operations, necessitating an office move in late May 2024. New space to include sufficient meeting room for Board/Committee meetings or utilize alternative sites for larger in-person meetings as needed.
 - Retain existing spaces (Suites 500 and 504) and explore renovation options.
- In 2021/2022 staff researched options including:
 - Expansion of SRTC's conference room (Suite 504, Riverside Room) in the Paulsen Center into SRTC's main office area (Suite 500) with an upgrade to the audio-visual equipment to support hybrid meetings; or
 - Identify an alternate location to host SRTC Board meetings.
- An initial estimate for remodeling was \$31,500 and audio-visual upgrades is approximately \$48,500. A refined and updated estimate for remodeling the existing space will be completed pending direction from the committee.
- A table is provided outlining the research compiled to date (see Attachment).

Board/Committee Discussions:

This subject was discussed at Board Admin Committee in 2022. This is first discussion of the topic in 2023.

Public Involvement:

None to date.

Staff Contact: Greg Griffin | ggriffin@srtc.org | 509.343.6386

Options for SRTC Hybrid Board and Committee meetings

	Venue	Location	Room Size	Approximate Cost	Avg. Annual Cost	A/V	Parking	Served by Transit	Other
SRTC SPACE	Suite 504 (as is) with lease ending in 2024	Downtown	Conference table seating for 20. Public seating ~20 Total Sq. Ft. - 1,055	one time cost of \$1000 - \$4000 plus ongoing lease	\$14,460	Wi-fi, projector, screen, bluetooth audio and cameras	Validated Parking*	Yes	Sufficient for TTC & TAC. If all/most Board members attend meetings in-person, room may not be large enough. Nominal cost for A/V improvements (better cameras, speakers)
	Suite 504 with A/V upgrades only and lease ending in 2024 or extended	Downtown	Conference table seating for 20. Public seating ~20 Total Sq. Ft. - 1,055	one time cost of \$30,000 - \$40,000 plus ongoing lease	\$14,460	Wi-fi, projector, screen, professional audio and cameras	Validated Parking*	Yes	If some of Board members continue to attend virtually, the existing space may be sufficient. Consider that the lease renews in 2 years.
	Suite 504 with A/V upgrades, room expansion and an extended lease	Downtown	Conference table seating for 24. Public seating ~28 Total Sq. Ft. - 1,455	one time cost of approx. \$80,000, plus ongoing lease. Construction costs (~\$32,000) could be rolled into lease extension	\$18,000	Wi-fi, projector, screen, professional audio and cameras	Validated Parking*	Yes	Expanding space 18 feet eastward into Suite 500 (existing SRTC offices) would provide additional space; meeting space will be long and narrow.
ALTERNATE LOCATIONS	Spokane Convention Center	Downtown	Varies	\$298.00 per use	\$3,576	Wi-fi, projector, screen. No cameras or audio.	Paid parking	Yes	Room could differ depending on availability. Can't let us have the same room every time.
	CenterPlace Regional Event Center	Valley	Varies - could fit up to 100	\$208 - \$225 per use	\$2,700	Yes. Fee of \$250 per meeting	Free	Healthy walk from Mirabeau Park & Ride	Conversation with CoSV IT staff indicated that CenterPlace technology is not sufficient for hybrid meetings. Not centrally located.
	The Hive	Downtown	Varies - could fit up to 96	Free	\$400 (mileage)	Complimentary screen, projector, sound system & wifi. No cameras currently.	Free	Yes	Venue is not staffed - no help available in the event of technical difficulties. Can only book meetings 3 months in advance. Improvements made to A/V in 2023.
	Spokane Community College Lair	NE Spokane	Varies	\$250 per use	\$3,000	Wi-fi. No cameras or microphones. LCD projector and audio for fee.	Not known	Yes	Difficult to schedule around school events. Not centrally located.
	Greater Spokane Inc.	Downtown	Table seating for 30. Very little space for staff and the public	Nominal fee for GSI members	\$600	Wi-fi, projector, screen, cameras, audio	Paid parking	Yes	Staff participated remotely in one of GSI's hybrid meetings and the sound quality was very poor.
	WSDOT Eastern Region	North Spokane		0	\$0		Free	Healthy walk from STA line	IT staff at WSDOT report (2022) that the room's A/V is not adequate for hybrid public meetings. Will reach out again in 2023 for update.
	Gonzaga University	Downtown	Seats 30 - 40	\$200 - \$250 per use	\$3,000	unknown	Paid lot	Healthy walk from STA line	Event manager shared it would be very challenging to hold regular monthly meetings during the academic year.
	Spokane Regional Health District	Downtown	Up to 80	Unknown	\$?? (\$0?)	Wi-fi, projector, cameras, audio. Full hybrid meeting set-up.	Paid parking	Yes	SHRD is again available for public meetings. Staff have visited facility prior to pandemic to assess A/V options, and once during pandemic after new ILA increased # Board members. Will visit again and make additional inquiries as to feasibility/logistics for SRTC Board mtgs.

City Spokane Meeting space not large enough for SRTC Board table set up and Public

City Spokane Valley Meeting space not large enough for SRTC Board table set up and Public

Spokane County Meeting space not large enough for SRTC Board table set up and Public

*validated parking for Board membes only. This is part of the 2016 lease agreement. Not known if Diamond Plaza LLC will offer that as part of a future lease renewal.

To: 2023 Administrative Committee

06/02/2023

From: Lois Bollenback, Executive Director

TOPIC: PROPOSED REVISIONS TO EMPLOYEE HANDBOOK

Requested Action:

None. For review and discussion.

Key Points:

- The SRTC Employee Handbook was last updated and changes approved by Board on 01/14/2021.
- Staff is recommending updates to the following sections of the Handbook:
 - Expand and detail the Telework/Remote Work section of handbook to reflect opportunities and expectations for hybrid work schedules.
 - Clarify SRTC's merit/tenure performance review system.
 - Further define "Paid Status" as regards PTO accruals and holidays for staff on Washington Paid Family Medical Leave (PFML).
 - Clarify the application of time off for Holidays for staff on Flex or Compressed schedule to ensure equity among staff (8 hours per holiday for all staff).
 - Improved description of vacation leave maximum accruals.
- Staff will also lead a discussion of 'recruitment and retention' strategies including strategies being implemented by SRTC member governments.

Board/Committee Discussions:

This is the first time the SRTC Handbook has been discussed in 2023.

Public Involvement:

None to date.

Staff Contact:

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