

SRTC Board Administrative Committee

Thursday, July 13 – 11:45am – 12:45pm

Time Item#

1 Call to Order / Record of Attendance

FOR REVIEW AND DISCUSSION

2 **PROJECT UPDATES**

SRTC staff will provide an update on the following activities:

- SRTC Membership Financial Contributions for Tribal Members
- Office Lease Update
- Employee Handbook Update

3 **CY 2024 BUDGET**

SRTC staff will review the supporting materials and assumptions used to develop the proposed budget for CY 2024. Staff will seek input and direction from Committee members on the following items:

- a) Budget Summary
- b) 5-Year Budget Outlook
- c) Line-Item Budget

4 EXECUTIVE DIRECTOR EVALUATION PROCESS

 An annual performance evaluation is required as part of the employment agreement with the Executive Director. The evaluation is intended to utilize criteria developed by the Board. This discussion will seek input on this process.

5 MEMBER COMMENTS

6 ADJOURNMENT

Summary SRTC CY 2024 DRAFT Budget (7-7-23)

Name		-	CY 2023	CY 2024		
SRIC Cash Reserver (suite 504 expand & contingency) 160,000 25,000			Amended	Proposed	\$\$ change	% change
Designated Local Funds sarried over from 2023 (SRTC - SSAA) 32,467 38,500 5,033 18,000 10,		REVENUES				
PHIVA PL (Federial Public Law Funds) \$200,059 forward prior year 298,422 352,170 557,81 18,8% 1718 10,022,574 18,8% 1718 1718 1718 1718 18,000 150,0	1	SRTC Cash Reserve (suite 504 expand & contingency)	160,000	25,000		
FIGA	2	Designated Local Funds carried over from 2023 (SRTC - SS4A)	32,467	38,500	6,033	18.6%
STEP Penning Funds	3	FHWA PL (Federal Public Law Funds) \$200,059 forward prior year	811,718	1,022,547	210,829	26.0%
Designated Grant - FHVA - SSAA (Safe Streets 4 All)	4	FTA (Federal Section 5303 Funds) \$67,340 forward prior year	296,422	352,170	55,748	18.8%
STBC DATA & Study Project Funds 300,000 (300,000 0.00	5	STBG Planning Funds	350,000	500,000	150,000	42.9%
RTPO (State Planning Funds)	6	Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	280,000	(120,000)	-30.0%
Designated Grants (Commerce -ETS)	7	STBG D.A.T.A. & Study Project Funds	300,000	-	(300,000)	-100.0%
Does Member Contributions - designated SS4A	8	RTPO (State Planning Funds)	144,651	144,651	-	0.0%
	9	Designated Grants (Commerce - ETS)	850,000	1,200,000	350,000	41.2%
Speckane County Treasury Interest S,000 15,000 5,000	10	Local Member Contributions	274,789	280,299	5,510	-
TOTAL REVENUES 3,671,047 3,889,667 218,620 6.0%	11	Local Member Contributions - designated SS4A	45,000	31,500	(13,500)	
EXPENDITURES	12	Spokane County Treasury Interest	6,000	15,000	9,000	
	13	TOTAL REVENUES	3,671,047	3,889,667	218,620	6.0%
Salaries	14	EXPENDITURES				
Accrued Leave Payouts \ Unemployment	15	Personnel				
FICA Receive Receive			1,079,341	1,196,907	117,566	10.9%
FICA 12,084 92,711 10,027 12.1% 10,027 12.1% 10,027 12.1% 10,027 12.1% 10,027 12.1% 10,027 12.1% 10,027 12.1% 10,027 12.1% 10,027 12.1% 10,027 12.1% 10,027 12.1% 10,027 12.1% 10,027 12.1% 10,028 12.1% 10,028 12.1% 10,028 12.1% 10,028 12.1% 10,028 12.1% 10,027 12.1% 10,028 12.1	17	Accrued Leave Payouts \ Unemployment	1,500	15,000	13,500	0.0%
Insurance/Benefits	18	FICA	82,684	92,711	10,027	12.1%
Total Personnel	19	WA State Retirement System	112,144	112,390	246	0.2%
	20	Insurance/Benefits	182,436	176,105	(6,331)	-3.5%
	21	Total Personnel	1,458,105	1,593,112	135,007	9.3%
24 ConsultInt & Prof Swos 28,123 2,250 (205,873) -98,9% 25 Professional Services & STSA (850,000 1,200,000 350,000 41,2% 26 Consultant Services & MTP Update - 406,000 405,000 405,000 27 Consultant Services & TIP Database 2,1000 15,750 (5,250) 0.0% 32 Consultant Services & D.A.T.A. 300,000 - (300,000) -100,0% 33 State Audit Charges 17,000 2,050 3,500 20,6% 34 Total Contractual and Professional Services 1,856,123 1,973,000 116,877 6.3% 35 Materials and Services 500 500 5.0 0.0% 45 Publications 500 500 5.0 0.0% 36 Publications 500 500 5.0 0.0% 37 Postage 300 300 0.0 0.0% 40 Telephone 5,760 4,860 (900) -5.6% 41 Advertising 3,120 3,000 10,00 10,00	22	Contractual and Professional Services				
24 ConsultInt & Prof Swos 28,123 2,250 (205,873) -98,9% 25 Professional Services & STSA (850,000 1,200,000 350,000 41,2% 26 Consultant Services & MTP Update - 406,000 405,000 405,000 27 Consultant Services & TIP Database 2,1000 15,750 (5,250) 0.0% 32 Consultant Services & D.A.T.A. 300,000 - (300,000) -100,0% 33 State Audit Charges 17,000 2,050 3,500 20,6% 34 Total Contractual and Professional Services 1,856,123 1,973,000 116,877 6.3% 35 Materials and Services 500 500 5.0 0.0% 45 Publications 500 500 5.0 0.0% 36 Publications 500 500 5.0 0.0% 37 Postage 300 300 0.0 0.0% 40 Telephone 5,760 4,860 (900) -5.6% 41 Advertising 3,120 3,000 10,00 10,00	23	Legal Services	25,000	25,000	-	0.0%
26 Consultant Services & SAFA 435,000 304,500 (130,500) #DIV/01 27 Consultant Services & MTP Update - 405,000 #DIV/01 28 Consultant Services & TIP Database 21,000 15,750 (5,550) 0.0% 32 Consultant Services & D.A.T.A. 300,000 - (300,000) -100.0% 33 State Audit Charges 1,856,123 1,973,000 116,877 6.3% 4 Total Contractual and Professional Services 1,856,123 1,973,000 116,877 6.3% 55 Materials and Services 9.00 500 - 0.0% 45 Operating Supplies 9.00 500 - 0.0% 30 Operating Supplies 4,500 4,500 - 0.0% 40 Telephone 5,760 4,860 (90) -15,664 41 Advertising 3,120 3,000 (120) -3.8% 42 Rent - Office Space 84,500 95,000 10,500 12	24	l =	208,123	2,250	(205,873)	-98.9%
27 Consultant Services & MTP Update - 405,000 #DIV/01 28 Consultant Services & DA T.A. 300,000 - (300,000) -0.0% 33 State Audit Charges 17,000 20,500 3,500 20,6% 34 Total Contractual and Professional Services 1,856,123 1,973,000 116,877 6,3% 36 Publications 500 500 - 0,0% 37 Postage 300 300 - 0,0% 38 Operating Supplies 4,500 4,500 - 0,0% 39 Operating Supplies 4,500 4,500 - 0,0% 39 Minor Furniture 1,000 1,000 - 0,0% 40 Telephone 5,760 4,860 (900) -15,6% 41 Advertising 3,122 3,000 (12,00 -3,8% 42 Rent - Office Space 84,500 95,000 10,500 -10,0% 45 Porperty and Liabili	25	Professional Services - ETS Grant Work	850,000	1,200,000	350,000	41.2%
28 Consultant Services & TIP Database 21,000 15,750 (5,250) 0.0% 32 Consultant Services & D.A.T.A. 300,000 - (300,000) -100,0% 38 State Audir Charges 17,000 20,500 3,500 20,6% 34 Total Contractual and Professional Services 1,856,123 1,973,000 116,877 6,3% 35 Materials and Services 500 500 - 0,0% 37 Postage 300 300 - 0,0% 38 Operating Supplies 4,500 4,500 - 0,0% 40 Telephone 5,760 4,860 (900) -15,6% 41 Advertising 3,120 3,000 (120) -3,8% 42 Rent - Office Space 84,500 5,000 10,500 12,4% 43 Rent - Meeting Rooms 500 500 - 0,0% 44 Lease - Copier (and usage charges) 2,550 2,550 - 0,0% <t< td=""><td>26</td><td>Consultant Services & SS4A</td><td>435,000</td><td>304,500</td><td>(130,500)</td><td>0.0%</td></t<>	26	Consultant Services & SS4A	435,000	304,500	(130,500)	0.0%
Consultant Services & D.A.T.A. 300,000 1,000,000 3,000 2,000,000 3,000 2,000,000 3,000 2,000,000 3,000 2,000,000 3,000 2,000,000 3,000 2,000,000 3,000 2,000,000 3,000 2,000,000 3,000 2,000,000 3	27	Consultant Services & MTP Update	-	405,000	405,000	#DIV/0!
State Audit Charges	28	Consultant Services & TIP Database	21,000	15,750	(5,250)	0.0%
Total Contractual and Professional Services	32	Consultant Services & D.A.T.A.	300,000	-	(300,000)	-100.0%
Materials and Services Publications 500 500 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 300 - 0.0% 4.600 - 0	33	State Audit Charges	17,000	20,500	3,500	20.6%
36 Publications 500 500 - 0.0% 37 Postage 300 300 - 0.0% 38 Operating Supplies 4,500 4,500 - 0.0% 39 Minor Furniture 1,000 1,000 - 0.0% 40 Telephone 5,760 4,860 (900) -15,6% 41 Advertising 3,120 3,000 (120) -3,8% 42 Rent - Office Space 84,500 95,000 10,500 12,4% 43 Rent - Meeting Rooms 500 500 - 0.0% 44 Lease - Copier (and usage charges) 2,550 2,550 2,550 - 0.0% 45 Property and Liability Insurance 17,000 20,000 3,000 17,6% 46 Printing 750 - 0.0% 45 Property and Liability Insurance 17,000 20,000 3,000 17,6% 45 Interfund Charges County Treasurer (Fee	34	Total Contractual and Professional Services	1,856,123	1,973,000	116,877	6.3%
Postage 300 300 - 0.0%	35	Materials and Services				
Operating Supplies	36	Publications	500	500	-	0.0%
Minor Furniture	37	Postage	300	300	-	0.0%
Telephone 5,760 4,860 (900) -15.6% Advertising 3,120 3,000 (120) -3.8% Rent - Office Space 84,500 95,000 10,500 12.4% Rent - Meeting Rooms 500 500 - 0.0% Lease - Copier (and usage charges) 2,550 2,550 - 0.0% Lease - Copier (and usage charges) 2,550 2,550 - 0.0% Property and Liability Insurance 17,000 20,000 3,000 17.6% Printing 750 750 - 0.0% Interfund Charges County Treasurer (Fees) 4,860 4,860 Contingency 25,000 25,000 - 0.0% Contingency 25,000 25,000 - 0.0% Total Materials and Services 150,340 162,820 12,480 8.3% Travel, Training, and Staff Development 42,700 2,400 - 0.0% Travel / Training (Staff) 42,700 42,700 - 0.0% Educational Speaker Series 5,000 5,000 - 0.0% Board/Staff Retreats, Facilitators, Food 3,700 3,700 - 0.0% Dues, Subscriptions, and Memberships 10,709 9,625 (1,084) -1.01% Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Training, And Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Training, And Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Training, And Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Training, And Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Training, And Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Training, And Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Training, And Staff Development 64,509 63,425 (1,084) -1.07% Total Travel, Traini	38	Operating Supplies	4,500	4,500	-	0.0%
Advertising 3,120 3,000 (120) -3.8%	39	Minor Furniture	1,000	1,000	-	0.0%
42 Rent - Office Space 84,500 95,000 10,500 12.4% 43 Rent - Meeting Rooms 500 500 - 0.0% 44 Lease - Copier (and usage charges) 2,550 2,550 - 0.0% 45 Property and Liability Insurance 17,000 20,000 3,000 17.6% 46 Printing 750 750 - 0.0% 47 Interfund Charges County Treasurer (Fees) 4,860 4,860 48 Contingency 25,000 25,000 - 0.0% 49 Total Materials and Services 150,340 162,820 12,480 8.3% 50 Travel, Training, and Staff Development 2,400 2,400 - 0.0% 51 Mileage & Parking 2,400 2,400 - 0.0% 52 Travel / Training (Staff) 42,700 42,700 - 0.0% 53 Educational Speaker Series 5,000 5,000 3,700 - 0.0%	40	Telephone	5,760	4,860	(900)	-15.6%
Rent - Meeting Rooms 500 500 - 0.0%	41	Advertising	3,120	3,000	(120)	-3.8%
44 Lease - Copier (and usage charges) 2,550 2,550 - 0.0% 45 Property and Liability Insurance 17,000 20,000 3,000 17.6% 46 Printing 750 750 - 0.0% 47 Interfund Charges County Treasurer (Fees) 4,860 4,860 48 Contingency 25,000 25,000 - 0.0% 49 Total Materials and Services 150,340 162,820 12,480 8.3% 50 Travel, Training, and Staff Development 2,400 2,400 - 0.0% - 0.0% 51 Mileage & Parking 2,400 2,400 - 0.0% - 0.0% 52 Travel / Training (Staff) 42,700 42,700 - 0.0% 53 Educational Speaker Series 5,000 5,000 - 0.0% 54 Board/Staff Retreats, Facilitators, Food 3,700 3,700 - 0.0% 55 Dues, Subscriptions, and Memberships 10,709 9,625 (1,084) -1.7% 57 Total Travel, Training, and Staff Developme	42	Rent - Office Space	84,500	95,000	10,500	12.4%
Property and Liability Insurance 17,000 20,000 3,000 17.6%	43	1	500		-	0.0%
Printing T50 T61 Materials and Services T50,340 T62,820	44	Lease - Copier (and usage charges)		2,550	-	0.0%
Interfund Charges County Treasurer (Fees) 4,860 25,000 25,000 - 0.0%	45		·		3,000	
Contingency 25,000 25,000 - 0.0%	46				-	0.0%
Total Materials and Services 150,340 162,820 12,480 8.3% Travel, Training, and Staff Development Mileage & Parking 2,400 2,400 - 0.0% Travel / Training (Staff) 42,700 42,700 - 0.0% Educational Speaker Series 5,000 5,000 - 0.0% Board/Staff Retreats, Facilitators, Food 3,700 3,700 - 0.0% Dues, Subscriptions, and Memberships 10,709 9,625 (1,084) -10.1% Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.7% IT Operations IT Professional Services 28,400 29,060 660 2.3% Software 40,640 39,820 (820) -2.0% Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% Online Services 12,930 17,930 5,000 38.7% Total IT Services 141,970 97,310 (44,660) -31.5%	47	Interfund Charges County Treasurer (Fees)		•		
50 Travel, Training, and Staff Development 2,400 2,400 - 0.0% 51 Mileage & Parking 2,400 - 0.0% 52 Travel / Training (Staff) 42,700 42,700 - 0.0% 53 Educational Speaker Series 5,000 5,000 - 0.0% 54 Board/Staff Retreats, Facilitators, Food 3,700 3,700 - 0.0% 55 Dues, Subscriptions, and Memberships 10,709 9,625 (1,084) -10.1% 56 Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.7% 57 IT Operations 28,400 29,060 660 2.3% 59 Software 40,640 39,820 (820) -2.0% 60 Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% 61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310	48	<u> </u>	· ·	,	=	
51 Mileage & Parking 2,400 2,400 - 0.0% 52 Travel / Training (Staff) 42,700 42,700 - 0.0% 53 Educational Speaker Series 5,000 5,000 - 0.0% 54 Board/Staff Retreats, Facilitators, Food 3,700 3,700 - 0.0% 55 Dues, Subscriptions, and Memberships 10,709 9,625 (1,084) -10.1% 56 Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.7% 57 IT Operations 11 Professional Services 28,400 29,060 660 2.3% 59 Software 40,640 39,820 (820) -2.0% 60 Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% 61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310 (44,660) -31.5%	49		150,340	162,820	12,480	8.3%
52 Travel / Training (Staff) 42,700 42,700 - 0.0% 53 Educational Speaker Series 5,000 5,000 - 0.0% 54 Board/Staff Retreats, Facilitators, Food 3,700 3,700 - 0.0% 55 Dues, Subscriptions, and Memberships 10,709 9,625 (1,084) -10.1% 56 Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.7% 57 IT Operations 28,400 29,060 660 2.3% 59 Software 40,640 39,820 (820) -2.0% 60 Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% 61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310 (44,660) -31.5%	50					
53 Educational Speaker Series 5,000 5,000 - 0.0% 54 Board/Staff Retreats, Facilitators, Food 3,700 3,700 - 0.0% 55 Dues, Subscriptions, and Memberships 10,709 9,625 (1,084) -10.1% 56 Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.7% 57 IT Operations 28,400 29,060 660 2.3% 59 Software 40,640 39,820 (820) -2.0% 60 Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% 61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310 (44,660) -31.5%	51	Mileage & Parking	2,400	2,400	-	0.0%
54 Board/Staff Retreats, Facilitators, Food 3,700 3,700 - 0.0% 55 Dues, Subscriptions, and Memberships 10,709 9,625 (1,084) -10.1% 56 Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.7% 57 IT Operations 11 Professional Services 28,400 29,060 660 2.3% 59 Software 40,640 39,820 (820) -2.0% 60 Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% 61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310 (44,660) -31.5%	52		42,700	42,700	-	0.0%
55 Dues, Subscriptions, and Memberships 10,709 9,625 (1,084) -10.1% 56 Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.7% 57 IT Operations 28,400 29,060 660 2.3% 59 Software 40,640 39,820 (820) -2.0% 60 Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% 61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310 (44,660) -31.5%	53	Educational Speaker Series	5,000	5,000	-	0.0%
Total Travel, Training, and Staff Development 64,509 63,425 (1,084) -1.7% IT Operations IT Professional Services 28,400 29,060 660 2.3% 59 Software 40,640 39,820 (820) -2.0% 60 Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% 61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310 (44,660) -31.5%	54	Board/Staff Retreats, Facilitators, Food	3,700	3,700	-	0.0%
57 IT Operations 28,400 29,060 660 2.3% 58 IT Professional Services 28,400 29,060 660 2.3% 59 Software 40,640 39,820 (820) -2.0% 60 Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% 61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310 (44,660) -31.5%	55	Dues, Subscriptions, and Memberships	10,709	9,625	(1,084)	-10.1%
58 IT Professional Services 28,400 29,060 660 2.3% 59 Software 40,640 39,820 (820) -2.0% 60 Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% 61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310 (44,660) -31.5%	56	Total Travel, Training, and Staff Development	64,509	63,425	(1,084)	-1.7%
59 Software 40,640 39,820 (820) -2.0% 60 Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% 61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310 (44,660) -31.5%	57	IT Operations				
60 Hardware - New, Replacement, Repairs & Maintenance 60,000 10,500 (49,500) -82.5% 61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310 (44,660) -31.5%	58	IT Professional Services	28,400	29,060	660	2.3%
61 Online Services 12,930 17,930 5,000 38.7% 62 Total IT Services 141,970 97,310 (44,660) -31.5%	59	Software	40,640	39,820	(820)	-2.0%
62 Total IT Services 141,970 97,310 (44,660) -31.5%	60	Hardware - New, Replacement, Repairs & Maintenance	60,000	10,500	(49,500)	
	61		· ·		5,000	38.7%
63 TOTAL EXPENDITURES 3,671,047 3,889,667 218,620 6.0%	62	Total IT Services	141,970	97,310	(44,660)	
	63	TOTAL EXPENDITURES	3,671,047	3,889,667	218,620	6.0%

Draft 5 Year Budget 6-30-23

	Drait 5 Year Budget 6-50-25						
	CALENDAR YEAR BUDGETS	CY 2024	CY 2025	CY 2026	CY 2027	CY 2028	5 Year Total
1	Start Cash Reserve	625,000	625,000	625,000	742,674	680,174	
2	Start PL/FTA/STBG/RTPO Grant Carryovers	546,190	278,790	-	-	-	
3	Cash Reserve Budgeted	63,500	25,000	25,000	25,000	25,000	
4	PL & FTA funds carried forward	267,399	278,790	216,938	117,674	-	
5	STBG Data Project/SS4A Study Funds	280,000	-	-	-	-	
6	FHWA PL Funds	822,488	822,488	747,488	747,488	747,488	
7	FTA 5303 Funds	284,830	284,830	284,830	284,830	284,830	
11	STBG Fed Discretionary Funds (planning)	500,000	500,000	500,000	500,000	500,000	
12	RTPO State Planning Funds	144,651	144,651	144,651	144,651	144,651	
13	Local Dues	280,299	282,171	284,061	285,971	287,899	
14	Spokane County Treasury Interest	15,000	15,000	15,000	15,000	15,000	
15	Other Local Funds - SS4A (from 2023)	31,500	-	-			
16	Local Match at least 13.5%	19%	20%	21%	22%	24%	
17	TOTAL REVENUES	2,689,667	2,352,929	2,217,968	2,120,614	2,004,868	11,386,046
18							
19	Wages	1,196,907	1,213,583	1,262,127	1,312,612	1,365,116	
20	Accrued Leave Payouts	15,000	15,000	15,000	15,000	15,000	
21	Payroll Taxes	92,711	93,987	97,700	101,562	105,579	
22	Retirement Benefit	112,390	120,023	131,135	142,943	148,661	
23	STA Bus Passes	3,000	3,000	3,000	3,000	3,000	
24	Insurance Benefit	173,105	182,579	192,622	203,267	214,552	
25	Personnel	1,593,112	1,628,173	1,701,584	1,778,385	1,851,908	
26	Contractual and Professional Services	2,250	2,284	2,318	2,353	2,388	
27	Project - D.A.T.A. (end 12/31/23) - SS4A	304,500	-	-	-	-	
28	MTP Update	155,000	25,000	-	-	-	
29	TIP Database	15,750	16,538	17,364	18,233	19,144	
30	SMART Mobility Plan	100,000	30,000	-	-	-	
31	Economic Analysis	50,000	-	-	-	-	
32	Resiliency Plan	100,000	30,000	-	-	-	
33	Strategic Plan	-	30,000	-	-	-	
34	General Agency Operations	183,320	186,986	190,726	194,541	198,431	
35	Travel, Training, Staff Dev, Dues/Mbrshps	58,425	59,301	60,191	61,094	62,010	
36	Education Series	5,000	5,000	5,000	5,000	5,001	
37	IT Equipment & Services	97,310	97,710	98,110	98,510	98,910	
38	Contingency	25,000	25,000	25,000	25,000	25,000	
39	TOTAL Expenses	2,689,667	2,135,992	2,100,293	2,183,115	2,262,793	11,371,860
40	. O The Experiees	2,003,007	2,133,332	2,100,233	2,103,113	2,202,733	11,371,000
41	BALANCE (budgeted)	(0)	216,938	117,674	(62,501)	(257,925)	14,186
42 43	Ending Cash Balance (estimated)	625,000	625,000	742,674	680,174	422,249	
44	Assumptions						

Assumptions:

13

Local Funds increase annual 1% populaton only
Current staffing levels maintained - Outreach staff added 2023
Wages adjusted upwards ~4% annually
HDHP plans @ \$2,000 in H.S.A.
Health Insurance up 6% annually
PL, FTA, STBG (PL) & RTPO funds held level
Materials / Services up 2% annually

_	Spokane Regional Transportation Council					Amended	Prior year
		Months/ Quantity			Annual Expenses	2023 Budget	change
<u>Pers</u>	UPDATED 6-29-23 onnel Salaries (current 2023 at top salary r		Rate	Sub-Total	1,100,872	1,009,341	91,531
2	Compnsatn Plan COLA Compnsatn Plan Merit	ange plus 2023	4%	44,035 30,000	96,035	70,000	26,035
4 5	Planning Lead position bump Retention recognition			7,000 15,000			
6	Unemployment Expense			13,000	-	-	-
7 8	Employee moving allowance Vacation pay out (separation)			_	15,000	1,500	13,500
9 10	Total Salaries FICA				1,211,907 92,711	1,080,841 82,684	131,066 10,027
11 12	Retirement Insurance Fixed Costs - AWC/Rehn				112,390 2,500	112,144 2,500	246 -
13 14	STA CTR Passes Insurance			_	3,000 170,605	3,000 179,100	(8,495)
15 16	Total Benefits Total Salaries/Benefits			-	381,205 1,593,112	379,428 1,460,269	1,778 132,843
Cont	tractual "Operations" Services:						-
19	Contractual Services:				76,810	72,508	4,302
20 21	Legal Services HR/Benefits Consulting			25,000 1,650		25,000 1,508	142
22 23	IT Management Translation Services	12 2	2,255 250	29,060 500		28,400 500	660 -
24 25	Fire Extinguishers-Service State Audit	1	100	100 20,500		100 17,000	- 3,500
26 27	Committed Consultant contracts:			,,,,,,	304,500	700,000	(395,500)
28 29	Project - D.A.T.A. SS4A			- 304,500	,	300,000 400,000	(300,000) (95,500)
30	33-111			304,300		400,000	-
31 32	Projects:				420,750	75,000	345,750
33 34	MTP Consultant Website Update			125,000 30,000		25,000 50,000	100,000 (20,000)
35 36	Smart Mobility Plan Resiliency Plan			100,000 100,000		-	100,000 100,000
37 38	Economic Analysis Strategic Plan			50,000		-	50,000
39 40	Eco-Interactive (TIP database) SRTMC Data Procurement			15,750		21,000	(5,250)
41				-		32,467	(32,467)
43	erials and Services Publications				500	500	-
44 45	Postage Operating Supplies (includes Non-IT	repair supplies	and mino		300 4,500	4,500	-
46 47	Office Supplies Staff Apparel			2,500 1,000		2,500 1,000	-
48 49	Wellness Program Minor Equipment			1,000	1,000	1,000 1,000	-
50 51	Telephone				4,860	5,760	(900)
52 53	Intermax - Telephone Lines & I Telephone service/repairs	12 2	275 300	3,300 600		4,200 600	(900)
54 55	E.D./DepDir Cell phone Agency Cell Phone	12 12	60 20	720 240		720 240	-
56 57	o ,						-
58 59	Advertising - Legal Notices				3,000	2,620	380
60 61	Board Meeting Dates Special Meetings, MTP legal no	1 tices & Other	125 Adv's	125 1,555	.,	, ,	-
62 63	TIP Approvals & Amendments Rent Land/Blgds/Facilities & CAMS	12	110	1,320	95,000	94,500	- 500
64 65	Rent - Meeting Rooms Lease - Copier	12	150	1,800	500 2,550	500 2,550	-
66 67	Usage Property/Liability Insurance	12	130	750	20,000	17,000	3,000
68 69	Printing				750	750 360	-
70	Interfund Charges (Treasury Svc) Spokane County Treasurer Fee (prior	yr activity)			360 4,500	4,500	-
Trav 72	el Travel/Training			35,900	53,800	53,800 35,900	-
73 74	Registration Board attendance Conf/trng			6,800 2,500		6,800 2,500	-
75 76	Education Series / Guest Speakers Mileage and Parking	-		5,000 2,400		5,000 2,400	-
77	Board Meetings, Facilitators, Food			1,200		1,200	-
79 80	Dues, Subscriptions, and Membershi	ps		1,000	9,625	9,625 1,000	-
81 82	AMPO			2,400		2,400	-
83	APA (MU, RS, JL, DF, KJ, MR) SHRM, WFOA (GG)			3,000 300		3,000 300	-
84 85	WTS (EM, JML, KJ) Downtown Partnership			400 525		400 525	-
86 87	GSI Chmbrs of Comm (West PL, Spo	okVly)		800 900		800 900	-
88 IT O	AWC perations			300		300	-
90 91	Software (Purchases and Maintenan PTV -VISUM/VISSIM	ce)		4,200	39,820	42,320	(2,500)
92	ESRI Software GIS			21,000			-
93 94	Tableau Fortigate software			1,680 850			-
95 96	Canva Pro Survey Monkey			140 450			-
97 98	Annual Finance/payroll softwar Office 365	re		2,500 6,000			-
99 100	Adobe Acrobat update			3,000			-
101 102	Hardware - New and Replacement Minor Equipment			2,500	7,500	87,500	(80,000)
103 104	Workstation Replacement Hybrid office eqpt/hardware			3,500 1,500			-
105 106	Conferencing Equipment (Boar IT / Network Projects (move to		al)	_,550			-
107	, , ,	•			2 000	3.000	
108 109	Hardware - Repairs, Maintenance, al Repair Supplies (computer part	. •		1,500	3,000	3,000	-
110 111	Equipment Repairs			1,500			
113	Online Services Visionary-Fiber (dark fiber & In	12	990	11,880	17,930	17,730	200
114 115	Go-Daddy-website hosting Go-Daddy - SRTC.org			275 125			-
116 117	SSL Certificate Go Daddy website security			300 550			-
118 119	Azure MS cloud Contingency			4,800	25,000	25,000	-
120	g			_			<u>-</u>
121	Total Estimated Expenditures				2,689,667	2,821,047	(131,380)