

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)**

-	CY 2023 Amended	CY 2024 Proposed	\$\$ change	% change
<b>REVENUES</b>				
1	SRTC Cash Reserve (suite 504 expand & contingency)	160,000	25,000	
2	Designated Local Funds carried over from 2023 (SRTC - SS4A)	32,467	38,500	6,033 18.6%
3	FHWA PL (Federal Public Law Funds) \$200,059 forward prior year	811,718	1,022,547	210,829 26.0%
4	FTA (Federal Section 5303 Funds) \$67,340 forward prior year	296,422	352,170	55,748 18.8%
5	STBG Planning Funds	350,000	500,000	150,000 42.9%
6	Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	280,000	(120,000) -30.0%
7	STBG D.A.T.A. & Study Project Funds	300,000	-	(300,000) -100.0%
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%
10	Local Member Contributions	274,789	280,299	5,510 -
11	Local Member Contributions - designated SS4A	45,000	31,500	(13,500)
12	Spokane County Treasury Interest	6,000	15,000	9,000 -
13	<b>TOTAL REVENUES</b>	<b>3,671,047</b>	<b>3,889,667</b>	<b>218,620 6.0%</b>
<b>EXPENDITURES</b>				
<b>Personnel</b>				
16	Salaries	1,079,341	1,196,907	117,566 10.9%
17	Accrued Leave Payouts \ Unemployment	1,500	15,000	13,500 0.0%
18	FICA	82,684	92,711	10,027 12.1%
19	WA State Retirement System	112,144	112,390	246 0.2%
20	Insurance/Benefits	182,436	176,105	(6,331) -3.5%
21	<b>Total Personnel</b>	<b>1,458,105</b>	<b>1,593,112</b>	<b>135,007 9.3%</b>
<b>Contractual and Professional Services</b>				
23	Legal Services	25,000	25,000	- 0.0%
24	Consultnt & Prof Svcs	208,123	2,250	(205,873) -98.9%
25	Professional Services - ETS Grant Work	850,000	1,200,000	350,000 41.2%
26	Consultant Services & SS4A	435,000	304,500	(130,500) 0.0%
27	Consultant Services & MTP Update	-	405,000	405,000 #DIV/0!
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%
33	State Audit Charges	17,000	20,500	3,500 20.6%
34	<b>Total Contractual and Professional Services</b>	<b>1,856,123</b>	<b>1,973,000</b>	<b>116,877 6.3%</b>
<b>Materials and Services</b>				
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	- 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	<b>Total Materials and Services</b>	<b>150,340</b>	<b>162,820</b>	<b>12,480 8.3%</b>
<b>Travel, Training, and Staff Development</b>				
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	<b>Total Travel, Training, and Staff Development</b>	<b>64,509</b>	<b>63,425</b>	<b>(1,084) -1.7%</b>
<b>IT Operations</b>				
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	<b>Total IT Services</b>	<b>141,970</b>	<b>97,310</b>	<b>(44,660) -31.5%</b>
63	<b>TOTAL EXPENDITURES</b>	<b>3,671,047</b>	<b>3,889,667</b>	<b>218,620 6.0%</b>

**Draft 5 Year Budget 6-30-23**

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	<b>TOTAL REVENUES</b>	<b>2,689,667</b>	<b>2,352,929</b>	<b>2,217,968</b>	<b>2,120,614</b>	<b>2,004,868</b>	<b>11,386,046</b>
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	<b>TOTAL Expenses</b>	<b>2,689,667</b>	<b>2,135,992</b>	<b>2,100,293</b>	<b>2,183,115</b>	<b>2,262,793</b>	<b>11,371,860</b>
40							
41	<b>BALANCE (budgeted)</b>	<b>(0)</b>	<b>216,938</b>	<b>117,674</b>	<b>(62,501)</b>	<b>(257,925)</b>	<b>14,186</b>
42							
43	Ending Cash Balance (estimated)	625,000	625,000	742,674	680,174	422,249	
44							

**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**

**Basic Estimated Costs for 2024 - DRAFT**

UPDATED 6-29-23					Amended 2023 Budget	Prior year change
	Months/ Quantity	Rate	Sub-Total	Annual Expenses		
<b>Personnel</b>						
1				1,100,872	1,009,341	91,531
2		4%	44,035	96,035	70,000	26,035
3			30,000			
4			7,000			
5			15,000			
6				-	-	-
7				-	-	-
8				15,000	1,500	13,500
9				1,211,907	1,080,841	131,066
10				92,711	82,684	10,027
11				112,390	112,144	246
12				2,500	2,500	-
13				3,000	3,000	-
14				170,605	179,100	(8,495)
15				381,205	379,428	1,778
16				1,593,112	1,460,269	132,843
<b>Contractual "Operations" Services:</b>						
18						-
19				76,810	72,508	4,302
20			25,000		25,000	-
21			1,650		1,508	142
22	12	2,255	29,060		28,400	660
23	2	250	500		500	-
24	1	100	100		100	-
25			20,500		17,000	3,500
26						
27				304,500	700,000	(395,500)
28				-	300,000	(300,000)
29			304,500		400,000	(95,500)
30						-
31						
32				420,750	75,000	345,750
33			125,000		25,000	100,000
34			30,000		50,000	(20,000)
35			100,000		-	100,000
36			100,000		-	100,000
37			50,000		-	50,000
38					-	-
39			15,750		21,000	(5,250)
40					32,467	(32,467)
41						
<b>Materials and Services</b>						
43				500	500	-
44				300	300	-
45			4,500		4,500	-
46			2,500		2,500	-
47			1,000		1,000	-
48			1,000		1,000	-
49			1,000		1,000	-
50						
51				4,860	5,760	(900)
52	12	275	3,300		4,200	(900)
53	2	300	600		600	-
54	12	60	720		720	-
55	12	20	240		240	-
56						-
57						-
58						
59				3,000	2,620	380
60	1	125	125		-	-
61			1,555		-	-
62	12	110	1,320		-	-
63				95,000	94,500	500
64				500	500	-
65	12	150	1,800	2,550	2,550	-
66			750			
67				20,000	17,000	3,000
68				750	750	-
69				360	360	-
70				4,500	4,500	-
71				53,800	53,800	-
<b>Travel</b>						
72			35,900		35,900	-
73			6,800		6,800	-
74			2,500		2,500	-
75			5,000		5,000	-
76			2,400		2,400	-
77			1,200		1,200	-
78						
79				9,625	9,625	-
80			1,000		1,000	-
81			2,400		2,400	-
82			3,000		3,000	-
83			300		300	-
84			400		400	-
85			525		525	-
86			800		800	-
87			900		900	-
88			300		300	-
<b>IT Operations</b>						
90				39,820	42,320	(2,500)
91			4,200		-	-
92			21,000		-	-
93			1,680		-	-
94			850		-	-
95			140		-	-
96			450		-	-
97			2,500		-	-
98			6,000		-	-
99			3,000		-	-
100						
101				7,500	87,500	(80,000)
102			2,500		-	-
103			3,500		-	-
104			1,500		-	-
105					-	-
106					-	-
107						
108				3,000	3,000	-
109			1,500		-	-
110			1,500		-	-
111						
112				17,930	17,730	200
113	12	990	11,880		-	-
114			275		-	-
115			125		-	-
116			300		-	-
117			550		-	-
118			4,800		-	-
119				25,000	25,000	-
120						-
121				2,689,667	2,821,047	(131,380)