

Time Item # Page #

2:30 1 Call to Order / Record of Attendance

FOR REVIEW AND DISCUSSION

2:33 2 **PROJECT OVERVIEW**

SRTC staff will briefly review the following activities:

- Annual Performance Evaluation of the Executive Director
 - Supporting materials will be provided in September
 - Review and recommendation to full board in October or November
- Review and update of the Procurement Manual
 - Review of key decisions in September
 - Review and recommend draft in October
- SRTC Annual Audit
 - Brief update will be provided

2:40 3 **DRAFT CY 2025 BUDGET: INITIAL STAFF RECOMMENDATION**

SRTC staff will review updated materials outlining the proposed budget for CY 2025. Staff will seek additional input and direction from Committee Members on the following items:

- a) Budget Summary 2
- b) Line-Item Budget 3
- c) Five-year Budget Projection 5

3:10 4 **MEMBER COMMENTS**

3:15 5 **ADJOURNMENT**

Budget Summary
SRTC CY 2025 DRAFT Budget (8-8-24)

	-	CY 2024 Amended	CY 2025 Proposed	\$\$ change	% change
REVENUES					
1	FHWA PL (Federal Planning Funds) FY25 allocation	822,488	834,475	11,987	1.5%
2	FHWA PL (Federal Planning Funds) carried forward prior year	147,500	45,620	(101,880)	-69.1%
3	FTA (Federal Section 5303 Funds) FY25 allocation	284,830	309,527	24,697	8.7%
4	FTA (Federal Section 5303 Funds) carried forward prior year	45,247	98,701	53,454	118.1%
5	STBG Planning Funds	500,000	500,000	-	0.0%
6	Designated Grant - FHWA - SS4A (Safe Streets 4 All)	400,000	-	(400,000)	-
7	STBG D.A.T.A. & Study Project Funds	129,600	-	(129,600)	-
8	RTPO (State Planning Funds)	144,651	144,651	-	0.0%
9	V.M.T. (Vehicle Miles Travelled) Study Funds	138,000	95,000	(43,000)	-31.2%
10	Designated Grants (WA Dept Commerce - ETS)	1,200,000	1,300,000	100,000	8.3%
11	Local Member Contributions	276,299	280,192	3,893	1.4%
12	Local Member Contributions - designated SS4A from prior year	45,000	-	(45,000)	-
13	Designated Local Funds from prior year (SRTC - SS4A)	55,000	-	(55,000)	-
14	SRTC Cash Reserve (suite 500 changes & contingency)	25,000	25,000	-	0.0%
15	Spokane County Treasury Interest	15,000	30,000	15,000	100.0%
16	TOTAL REVENUES	4,228,615	3,663,166	(565,449)	-13.4%
EXPENDITURES					
Personnel					
19	Salaries	1,136,980	1,194,875	57,895	5.1%
20	Accrued Vacation Payouts \ Unemployment	15,000	15,000	-	0.0%
21	FICA	88,126	92,555	4,429	5.0%
22	WA State Retirement System	108,354	109,491	1,137	1.0%
23	Insurance/Benefits	182,500	203,440	20,940	11.5%
24	Total Personnel	1,530,960	1,615,361	84,401	5.5%
Contractual and Professional Services					
26	Legal Services	25,000	25,000	-	0.0%
27	Consultant & Prof Svcs	2,250	5,800	3,550	157.8%
28	State Audit Charges	20,500	22,000	1,500	7.3%
29	Consultant Services & D.A.T.A.	129,600	-	(129,600)	-
30	Consultant Services & SS4A	435,000	-	(435,000)	-
31	Consultant Services & MTP Update	405,000	222,500	(182,500)	-45.1%
32	Consultant Services & TIP Database	18,750	16,550	(2,200)	-11.7%
33	Consultant Services & Strategic Plan	-	30,000	30,000	-
34	Professional Services - ETS Grant Work	1,200,000	1,300,000	100,000	8.3%
35	Consultant Services & V.M.T.	138,000	95,000	(43,000)	-31.2%
36	Total Contractual and Professional Services	2,374,100	1,716,850	(657,250)	-27.7%
Materials and Services					
38	Publications	500	500	-	0.0%
39	Postage	300	400	100	33.3%
40	Operating Supplies	4,500	7,000	2,500	55.6%
41	Minor Furniture/Equipment/Rebranding	1,000	5,150	4,150	415.0%
42	Telephone	4,860	4,980	120	2.5%
43	Advertising	3,000	5,550	2,550	85.0%
44	Rent - Office Space	95,000	68,000	(27,000)	-28.4%
45	Rent - Meeting Rooms	500	500	-	0.0%
46	Lease - Copier (and usage charges)	2,550	2,670	120	4.7%
47	Property and Liability Insurance	20,000	22,000	2,000	10.0%
48	Printing	750	8,000	7,250	966.7%
49	Interfund Charges County Treasurer (Fees)	4,860	5,110	250	5.1%
51	Total Materials and Services	137,820	129,860	(7,960)	-5.8%
Travel, Training, and Staff Development					
53	Mileage & Parking	2,400	2,400	-	0.0%
54	Travel / Training (Staff)	42,700	42,700	-	0.0%
55	Annual Summit / Guest Speakers	5,000	5,000	-	0.0%
56	Board/Staff Retreats, Facilitators, Refreshment	3,700	3,700	-	0.0%
57	Dues, Subscriptions, and Memberships	9,625	10,125	500	5.2%
58	Total Travel, Training, and Staff Development	63,425	63,925	500	0.8%
IT Operations					
60	IT Professional Services	29,060	36,300	7,240	24.9%
61	Software	39,820	44,020	4,200	10.5%
62	Hardware - New, Replacement, Repairs & Maintenance	10,500	18,500	8,000	76.2%
63	Online Services	17,930	13,350	(4,580)	-25.5%
64	Total IT Services	97,310	112,170	14,860	15.3%
65	Contingency	25,000	25,000	-	0.0%
66	TOTAL EXPENDITURES	4,228,615	3,663,166	(565,449)	-13.4%

		AMENDED		
Line-Item Budget		2024 Budget	2025	Prior year change
UPDATED 8-8-24		Total		
1	PERSONNEL	1,530,960	1,615,361	84,401
2	Total Salaries	1,136,980	1,194,875	57,895
3	Salaries (current 2024)	1,037,192	1,117,469	80,277
4	Compensation Plan COLA - 3%	41,488	33,734	(7,754)
5	Compensation Plan Merit - 2.5%	36,300	30,672	(5,628)
6	Planning Lead Compensation	7,000	7,000	-
7	Retention /Structural Adj	15,000	6,000	(9,000)
8	Unemployment Expense	-	-	-
9	Employee moving allowance	-	-	-
10	Vacation pay out (separation)	15,000	15,000	-
11	FICA	88,126	92,555	4,429
12	WA State Retirement System	108,354	109,491	1,137
13	Insurance/Benefits	182,500	203,440	20,940
14	Benefit Administration AWC/Rehn	2,500	2,500	-
15	Benefit - CTR/STA passes	3,000	3,000	-
16	Insurance - Med/Dent/Vision/HSA/L&I	177,000	197,940	20,940
17	Total Salaries/Benefits	1,530,960	1,615,361	84,401
18				
19	CONTRACTUAL & PROFESSIONAL SERVICES	2,374,100	1,716,850	(657,250)
20	Professional Services:			
21	Legal Services	25,000	25,000	-
22	Consultant and Professional Services	2,250	5,800	3,550
23	HR/Benefits Consulting	1,650	1,700	50
24	Translation Services	500	2,000	1,500
25	Photography	-	2,000	2,000
26	Fire Extinguishers-Service	100	100	-
27	State Audit	20,500	22,000	1,500
28	Projects completed in 2024			
29	Project - D.A.T.A.	129,600	-	(129,600)
30	SS4A	435,000	-	(435,000)
31	Website Update (MTP)	30,000	-	(30,000)
32	Projects:			
33	Consultant Services & MTP Update	375,000	222,500	(152,500)
34	Needs Planning (MTP)	125,000	75,000	(50,000)
35	Smart Mobility Plan (MTP)	100,000	30,000	(70,000)
36	Resiliency Plan (MTP)	100,000	30,000	(70,000)
37	Economic Analysis (MTP)	50,000	87,500	37,500
38	Eco-Interactive (TIP database)	18,750	16,550	(2,200)
39	Strategic Plan	-	30,000	30,000
40	Dept of Commerce - ETS Grant Work	1,200,000	1,300,000	100,000
41	VMT	138,000	95,000	(43,000)
42				
43	MATERIALS & SERVICES	137,820	129,860	(7,960)
44	Publications	500	500	-
45	Postage	300	400	100
46	Operating Supplies	4,500	7,000	2,500
47	Office Supplies	1,500	1,500	-
48	Outreach Supplies	1,000	3,000	2,000
49	Staff Apparel	1,000	1,500	500
50	Wellness Program	1,000	1,000	-
51	Minor Furniture/Equipment/Rebranding	1,000	5,150	4,150
52	Telephone	4,860	4,980	120
53	VOIP - Telephone Lines & Long Distance	3,300	3,300	-
54	Telephone service/repairs	600	600	-
55	E.D./DepDir Cell phone	720	780	60
56	Agency Cell Phone	240	300	60
57	Suite 500 Modifications	-	-	-
58	Advertising - Legal Notices- PR	3,000	5,550	2,550
59	Agency Legal Notices (TIP, MTP, Public Mtgs)	2,500	2,450	(50)
60	Outreach Advertising - Discretionary	500	1,000	500
61	Event Registrations/Sponsorships	-	2,100	2,100
62	Rent Land/Blgds/Facilities & CAMS	95,000	68,000	(27,000)
63	Rent - Meeting Rooms	500	500	-

64	Lease - Copier	2,550	2,670	120
66	Property/Liability Insurance	20,000	22,000	2,000
67	Printing (Bike Map = \$6,000)	750	8,000	7,250
68	Interfund Charges (Treasury Svc)	360	360	-
69	Spokane County Treasurer Fee (prior yr activity)	4,500	4,750	250
70				
71	TRAVEL, TRAINING AND STAFF DEVELOPMENT	63,425	63,925	500
72	Mileage and Parking	2,400	2,400	-
73	Travel/Training	42,700	42,700	-
74	Travel/Training (Staff)	35,900	35,900	-
75	Registration	6,800	6,800	-
76	Annual Summit / Guest Speakers	5,000	5,000	-
77	Board/Staff Retreats/Meetings, Facilitators, Refreshments	3,700	3,700	-
78	Board attendance Conf/trng	2,500	2,500	-
79	Board meetings, Facilitators, Refreshments	1,200	1,200	-
80	Dues, Subscriptions, and Memberships	9,625	10,125	500
81	TBD	1,000	1,000	-
82	AMPO	2,400	2,600	200
83	APA (MU, RS, JL, DF, BK, MR)	3,000	3,000	-
84	SHRM, WFOA (GG)	300	300	-
85	WTS (EM, SH, LB)	400	400	-
86	Downtown Partnership	525	575	50
87	GSI	800	900	100
88	Chmbrs of Comm (West PL, SpokVly)	900	1,025	125
89	AWC	300	325	25
90				
91	IT OPERATIONS	97,310	112,170	14,860
92	IT Professional Services	29,060	36,300	7,240
93	IT Support Svcs Contract	29,060	28,800	(260)
94	IT/Network Proj (Cycrest eval) - EST:	-	7,500	7,500
95	Software (Purchases and Maintenance)	39,820	44,020	4,200
96	PTV -VISUM/VISSIM	4,200	4,350	150
97	ESRI Software GIS	21,000	23,500	2,500
98	Tableau	1,680	1,680	-
99	Fortigate software	850	850	-
100	Canva Pro	140	140	-
101	Survey Monkey	450	500	50
102	Annual Finance/payroll software	2,500	2,500	-
103	Microsoft 365	6,000	6,000	-
104	Adobe Acrobat update	3,000	4,000	1,000
105	GitHub	-	500	500
106	Hardware - New and Replacement	10,500	18,500	8,000
107	Minor Equipment	2,500	2,500	-
108	Workstation Replacement (3 units)	3,500	10,500	7,000
109	Hybrid office eqpt/hardware	1,500	2,500	1,000
110	Conferencing Equipment (Board room & virtual)	-	-	-
111	Repair Supplies (computer parts)	1,500	1,500	-
112	Equipment Repairs	1,500	1,500	-
113				
114	Online Services	17,930	13,350	(4,580)
115	Internet service/Tablet service	11,880	2,650	(9,230)
116	Go-Daddy-website hosting	275	475	200
117	Go-Daddy - SRTC.org	125	175	50
118	SSL Certificate	300	450	150
119	Go Daddy website security	550	-	(550)
120	Azure MS cloud	4,800	4,800	-
121	Website Maintenance Plan		4,800	4,800
122				
123	CONTINGENCY	25,000	25,000	-
124				
125	Total Estimated Expenditures	4,228,615	3,663,166	(565,449)
126	* Salaries/Benefits increase 5.5% over 2024			-
127	* 2025 budget decrease 13.4%			-
128	* "Budget without Consultants" 2025 budget 5% increase over 2024			-

Draft Five Year Budget 8-8-24

CALENDAR YEAR BUDGETS		CY 2025	CY 2026	CY 2027	CY 2028	CY 2029	5 Year Total
1	Start Cash Reserve	725,000	725,000	725,000	593,123	344,215	
2	Start PL/FTA/STBG/RTPO Grant Carryovers	286,001	141,680	41,927	0	0	
3	REVENUES						
4	Cash Reserve Budgeted	25,000	25,000	25,000	25,000	25,000	
5	PL & FTA funds carried forward	144,321	99,753	41,927			
6	FHWA PL Funds	834,475	759,475	759,475	759,475	759,475	
7	FTA 5303 Funds	309,527	309,527	309,527	309,527	309,527	
8	STBG Fed Discretionary Funds (planning)	500,000	500,000	500,000	500,000	500,000	
9	V.M.T. Study Funds	95,000	-	-	-	-	
10	RTPO State Planning Funds	144,651	144,651	144,651	144,651	144,651	
11	Local Dues	280,192	280,863	281,540	282,224	282,915	
12	Spokane County Treasury Interest	30,000	30,000	25,000	20,000	15,000	
13	Local Match at least 13.5%	20%	22%	23%	23%	23%	
14	TOTAL REVENUES	2,363,166	2,149,269	2,087,120	2,040,877	2,036,568	10,677,000
15	EXPENDITURES						
16	Wages	1,194,875	1,230,721	1,267,643	1,305,672	1,344,842	
17	Accrued Vacation Payouts	15,000	15,000	15,000	15,000	15,000	
18	Payroll Taxes	92,555	95,298	98,122	101,031	104,028	
19	Retirement Benefit	109,491	111,873	127,398	142,188	146,453	
20	STA Bus Passes	3,000	3,000	3,000	3,000	3,000	
21	Insurance Benefit	200,440	209,937	219,909	230,379	241,373	
22	Personnel	1,615,361	1,665,828	1,731,072	1,797,271	1,854,697	
23	Contractual and Professional Services	52,800	50,547	51,305	52,075	52,856	
24	Project - - SS4A	-	-	-	-	-	
25	MTP Update	75,000	-	-	-	-	
26	Consultant Svcs - TBD	-	50,000	50,000	50,000	50,000	
27	TIP Database	16,550	17,378	18,246	19,159	20,117	
28	SMART Mobility Plan	30,000	-	-	-	-	
29	Economic Analysis & Grant Development	87,500	50,000	50,000	50,000	50,000	
30	Resiliency Plan	30,000	-	-	-	-	
31	Strategic Plan	30,000	-	-	-	-	
32	V.M.T. Study	95,000	-	-	-	-	
33	General Agency Operations	129,860	122,920	125,379	127,886	130,444	
34	Travel, Training, Staff Dev, Dues/Mbrshps	58,925	58,925	58,925	58,925	58,925	
35	Annual Summit/Guest Speakers	5,000	5,000	5,000	5,000	5,000	
36	IT Equipment & Services	112,170	103,670	104,070	104,470	104,870	
37	Contingency	25,000	25,000	25,000	25,000	25,000	
38	TOTAL Expenses	2,363,166	2,149,268	2,218,997	2,289,785	2,351,908	11,373,125
39							
40	BALANCE (budgeted)	(0)	0	(131,877)	(248,908)	(315,340)	(696,126)
41							
42	Ending Cash Balance (estimated)	725,000	725,000	593,123	344,215	28,875	

Assumptions:

11 Local Funds increase annual 1% populaton only
Current staffing levels maintained

16 Salaries adjusted upwards ~5.5% in 2024, 3% annually thru 2029

HDHP plans @ \$2,000 in H.S.A.

21 Health Insurance up 5% annually

6 PL, FTA, STBG (PL) & RTPO funds held level - Reduction AQ \$75K in 2026

33 Materials / Services up 2% annually

Forecast does not include WA Dept Commerce ETS project funds/expenses as they are pass-thru funds