



Spokane Regional Transportation Council

Administrative Committee Meeting

Friday, June 20, 2025 at 11:30 AM

Hybrid In Person/Virtual Meeting

- **In Person: 421 W Riverside Ave, Suite 504, Spokane WA 99201**
- **Online via Zoom:**

<https://us02web.zoom.us/j/87609235686?pwd=l2osHEsKQ67a0mPhxJE5YtwzbGlp76.1>

Meeting ID: 876 0923 5686 | Passcode: 180574

By Phone 1-253-205-0468

Meeting ID: 876 0923 5686 | Passcode: 180574

Or find your local number: <https://us02web.zoom.us/j/kdSU0r48U1>

SRTC welcomes public comments at the Administrative Committee meetings.

The deadline for submitting written comments is 10:00 am on the day of the meeting and can be submitted:

- By email: contact.srtc@srtc.org
- By mail: 421 W Riverside Ave Suite 500, Spokane WA 99201
- By phone: 509.343.6370

Verbal comments may also be provided during the comment period at the beginning of the meeting.

SRTC is committed to nondiscrimination in accordance with Title VI of the Civil Rights Act of 1964, Civil Rights Restoration Act of 1987 (P.O. 100.259) and the Americans with Disabilities Act. Reasonable accommodations can be requested by contacting the SRTC office by telephone at 509-343-6370 or by email at contact.srtc@srtc.org at least 48 hours in advance.



| Time | Item # | | Page # |
|--|--------|--|--------|
| 11:30 | 1 | Call to Order/Record of Attendance/Excused Absences | |
| 11:33 | 2 | Staff updates – 2024 Audit <i>(Greg Griffin)</i> | |
| <u>FOR REVIEW AND DISCUSSION – Possible Action Item</u> | | | |
| 11:35 | 2 | Draft CY 2026 Budget: Initial Staff Recommendation <i>(Eve McMenamy)</i> | 3 |
| | | Staff will review materials outlining the proposed budget for CY 2026. Staff will seek additional input and direction from Committee Members on the following items: | |
| | | a) Draft 2026 – Member Contributions | 4 |
| | | b) Draft 2026 - Line-Item Budget | 5 |
| | | c) Draft 2026 – Budget Summary | 8 |
| | | d) Draft 2026 – Five-year Budget Projection | 9 |
| 12:20 | 3 | Procurement Manual Update <i>(Greg Griffin)</i> | 10 |
| | | <i>The full procurement document will be provided under a separate cover.</i> | |
| | | SRTC staff will review and seek Committee approval on proposed changes to the Procurement Manual, including the following policy-level changes: | |
| | | a) Authority to Contract | |
| | | b) Purchase Threshold Levels | |
| | | c) Protest Procedures; and | |
| | | d) Contract Claims | |
| 12:50 | 4 | Member Comments | |
| 1:00 | 5 | Adjournment | |



To: 2025 Administrative Committee
From: Greg Griffin, Administrative Services Manager
Topic: CY 2026 BUDGET DEVELOPMENT

Requested Actions:

Approval (pending no significant changes) of materials to be presented to the SRTC Board:

- 1) The Member contribution table; and
- 2) The proposed budget summary.

Key Points:

- Budget revenues for SRTC include local contributions from members based on Washington State OFM population estimates. The total county-wide population estimate in 2025 reflects a 1.18% population increase, which equates to a 0.6% increase in member contributions.
- Committee members will review the estimates and provide a recommendation for Board action in July.
- The budgeting process includes a detailed line-item budget, a summary table, and a five-year forecast to ensure long-term sustainability. Overall, the draft 2026 budget is a 28% decrease from the 2025 budget.
 - The draft 2026 budget expenses (not including Planning consultants) is effectively flat from 2025.
 - The recommendation includes a 3% cost-of-living increase and a 3% merit increase.
 - Personnel expenses are budgeted at an amount slightly lower than the 2025 budget.
- The Draft 2026 Budget Expenses amount to \$2,633,220 as represented by the 2026 Line-Item Budget.
- Projected Federal, State, and Local revenues cover the budgeted expenses in the Draft 2026 Budget Summary, with any excess revenues carried forward.
- The \$25,000 “Contingency” line item is budgeted using SRTC reserve funds.
- A five-year budget projection is also provided to the Budget Committee as part of the annual budget development process to ensure current decisions are.
- Committee members will review the proposed budget, advise on necessary adjustments, and either schedule a follow-up meeting or recommend that staff finalize the summary for Board presentation in September.

Board/Committee Discussions:

This is the second time the CY 2026 Budget development process has been discussed.

Public Involvement:

None to date.

Staff Contact:

Greg Griffin | ggriffin@srtc.org | 509.343.6370

| Agency | April 1, 2024 OFM Population Estimate | 2025 Contribution | April 1, 2025 OFM Population Estimate ² | 2026 Contribution w/ new pop. Figures | Population % increase from 2024 to 2025 | Population % of Total | Total Contribution % increase 2025 to 2026 |
|---------------------------------|--|----------------------|---|--|--|--------------------------|---|
| Airway Heights | 12,070 | \$ 3,621 | 12,120 | \$ 3,636 | 0.41% | 2.14% | 0.4% |
| Cheney | 13,150 | \$ 3,945 | 13,180 | \$ 3,954 | 0.23% | 2.33% | 0.2% |
| Deer Park | 5,100 | \$ 1,530 | 5,135 | \$ 1,541 | 0.69% | 0.91% | 0.7% |
| Fairfield | 600 | \$ 180 | 600 | \$ 180 | 0.00% | 0.11% | 0.0% |
| Latah | 185 | \$ 56 | 185 | \$ 56 | 0.00% | 0.03% | 0.0% |
| Liberty Lake | 13,870 | \$ 4,161 | 14,110 | \$ 4,233 | 1.73% | 2.49% | 1.7% |
| Medical Lake | 4,835 | \$ 1,451 | 4,900 | \$ 1,470 | 1.34% | 0.87% | 1.3% |
| Millwood | 1,925 | \$ 578 | 1,925 | \$ 578 | 0.00% | 0.34% | 0.0% |
| Rockford | 605 | \$ 182 | 620 | \$ 186 | 2.48% | 0.11% | 2.2% |
| Spangle | 285 | \$ 86 | 285 | \$ 86 | 0.00% | 0.05% | 0.0% |
| Spokane ¹ | 233,000 | \$ 69,900 | 234,700 | \$ 70,410 | 0.73% | 41.47% | 0.7% |
| Spokane County ¹ | 164,850 | \$ 69,900 | 167,915 | \$ 70,410 | 1.86% | 29.67% | 0.7% |
| Spokane Valley | 108,800 | \$ 32,640 | 110,200 | \$ 33,060 | 1.29% | 19.47% | 1.3% |
| Waverly | 125 | \$ 38 | 125 | \$ 38 | 0.00% | 0.02% | 0.0% |
| City and County Subtotal | 559,400 | \$ 188,268 | 566,000 | \$ 189,838 | 1.18% | 100% | 0.8% |

| | | | | | | | |
|---------------------------------------|--|------------------|--|------------------|--|--|-------------|
| Kalispel Tribe of Indians | | 1,400 | | 1,400 | | | - |
| Spokane Transit | | 58,706 | | 58,706 | | | 0.0% |
| Spokane Tribe of Indians | | 1,400 | | 1,400 | | | - |
| WSDOT | | 30,418 | | 30,418 | | | 0.0% |
| Transportation Agency Subtotal | | \$ 91,924 | | \$ 91,924 | | | 0.0% |

| | | | | | | | |
|--------------------|--|-------------------|--|-------------------|--|--|-------------|
| GRAND TOTAL | | \$ 280,192 | | \$ 281,762 | | | 0.6% |
|--------------------|--|-------------------|--|-------------------|--|--|-------------|

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

² Based on the State of Washington's Office of Financial Management's April 1, 2025 estimated population figures.

Spokane Regional Transportation Council

Basic Estimated Costs for 2026 - DRAFT

ADMINISTRATIVE COMMITTEE MEETING
06/20/2025
FOR REVIEW & DISCUSSION

AGENDA ITEM 1b

| Line-Item Budget UPDATED 6-12-25 | | 2025 Budget | Rate | 2026 Proposed Total | Prior year change | |
|-------------------------------------|--|------------------|------|------------------------|----------------------|----------------|
| 1 | PERSONNEL | 1,615,361 | | 1,607,156 | (8,205) | -0.51% |
| 2 | Total Salaries | 1,194,875 | | 1,204,839 | 9,964 | 0.83% |
| 3 | Salaries (current 2025 - 11.5 FTE) | 1,117,469 | | 1,130,980 | 13,511 | |
| 4 | Compensation Plan COLA - 3% | 33,734 | 3.0% | 33,929 | 195 | |
| 5 | Compensation Plan Merit - 3% | 30,672 | 3.0% | 33,929 | 3,258 | |
| 6 | Planning Lead Compensation | 7,000 | | - | (7,000) | |
| 7 | Retention /Structural Adj /Achievement | 6,000 | | 6,000 | - | |
| 8 | Vacation pay out (separation) | 15,000 | | 15,000 | - | |
| 9 | FICA | 92,555 | | 93,318 | 763 | |
| 10 | WA State Retirement System | 109,491 | | 98,000 | (11,491) | |
| 11 | Insurance/Benefits | 203,440 | | 196,000 | (7,440) | |
| 12 | Benefit Administration AWC/Rehn | 2,500 | | 2,500 | - | |
| 13 | Benefit - CTR/STA passes | 3,000 | | 3,500 | 500 | |
| 14 | Insurance - Med/Dent/Vision/HSA/L&I | 197,940 | | 190,000 | (7,940) | |
| 15 | Total Salaries/Benefits | 1,615,361 | | 1,607,156 | (8,205) | -0.51% |
| 16 | | | | | | |
| 17 | CONTRACTUAL & PROFESSIONAL SERVICES | 1,716,850 | | 687,378 | (1,029,472) | -59.96% |
| 18 | <u>Professional Services:</u> | | | | | |
| 19 | Legal Services | 25,000 | | 25,000 | - | |
| 20 | Consultant and Professional Services | 5,800 | | 10,000 | 4,200 | |
| 21 | HR/Benefits Consulting | 1,700 | | 1,900 | 200 | |
| 22 | Translation Services | 2,000 | | 2,000 | - | |
| 23 | Photography | 2,000 | | 1,000 | (1,000) | |
| 24 | Data Set | - | | 5,000 | 5,000 | |
| 25 | Fire Extinguishers-Service | 100 | | 100 | - | |
| 26 | State Audit | 22,000 | | 22,000 | - | |
| 27 | <u>Projects completed in 2025</u> | 1,530,000 | | | | |
| 28 | Needs Planning (MTP) | 75,000 | | - | (75,000) | |
| 29 | Smart Mobility Plan (MTP) | 30,000 | | - | (30,000) | |
| 30 | Resiliency Plan (MTP) | 30,000 | | - | (30,000) | |
| 31 | Dept of Commerce - ETS Grant Work | 1,300,000 | | - | (1,300,000) | |
| 32 | VMT | 95,000 | | - | (95,000) | |
| 33 | <u>Projects:</u> | | | | | |
| 34 | Consultant Services | 134,050 | | 630,378 | 496,328 | |
| 35 | Economic Analysis | 87,500 | | 50,000 | (37,500) | |
| 36 | Strategic Plan | 30,000 | | 30,000 | - | |
| 37 | Eco-Interactive (TIP database) | 16,550 | | 17,378 | 828 | |
| 38 | Interstate-90 Study | - | | 200,000 | 200,000 | |
| 39 | Safety Education Campaign | - | | 200,000 | 200,000 | |
| 40 | ITS Architecture Update | - | | 75,000 | 75,000 | |
| 41 | Transportation Funding Study | - | | 58,000 | 58,000 | |
| 42 | MATERIALS & SERVICES | 129,860 | | 135,540 | 5,680 | 4.37% |
| 43 | Publications | 500 | | 500 | - | |
| 44 | Postage | 400 | | 400 | - | |
| 45 | Operating Supplies | 7,000 | | 5,750 | (1,250) | |
| 46 | Office Supplies | 1,500 | | 1,500 | - | |
| 47 | Outreach Supplies | 3,000 | | 2,000 | (1,000) | |
| 48 | Staff Apparel | 1,500 | | 1,250 | (250) | |
| 49 | Wellness Program | 1,000 | | 1,000 | - | |
| 50 | Minor Furniture/Equipment | 5,150 | | 4,000 | (1,150) | |
| 51 | Telephone | 4,980 | | 6,910 | 1,930 | |
| 52 | VOIP - Telephone Lines & Long Distance | 3,300 | | 3,300 | - | |
| | MS TEAMS phone service | - | | 1,860 | 1,860 | |
| 53 | Telephone service/repairs | 600 | | 600 | - | |

| | | | | | |
|-----|---|----------------|----------------|--------------|-------------|
| 54 | E.D./DepDir Cell phone | 780 | 800 | 20 | |
| 55 | Agency Cell Phone | 300 | 350 | 50 | |
| 56 | Suite 500 Modifications | - | - | - | |
| 57 | Advertising - Legal Notices- PR | 5,550 | 7,200 | 1,650 | |
| 58 | Agency Legal Notices (TIP, MTP, Public Mtgs) | 2,450 | 2,450 | - | |
| 59 | Outreach Advertising - Discretionary | 1,000 | 1,000 | - | |
| 60 | Event Registrations/Sponsorships | 2,100 | 3,750 | 1,650 | |
| 61 | Rent Land/Blgds/Facilities & CAMS | 68,000 | 74,500 | 6,500 | |
| 62 | Rent - Meeting Rooms | 500 | 500 | - | |
| 63 | Lease - Copier | 2,670 | 2,670 | - | |
| 65 | Property/Liability Insurance | 22,000 | 24,000 | 2,000 | |
| 66 | Printing | 8,000 | 4,000 | (4,000) | |
| 67 | Interfund Charges (Treasury Svc) | 360 | 360 | - | |
| 68 | Spokane County Treasurer Fee (prior yr activity) | 4,750 | 4,750 | - | - |
| 69 | | | | | |
| 70 | TRAVEL, TRAINING AND STAFF DEVELOPMENT | 63,925 | 65,450 | 1,525 | 2.4% |
| 71 | Mileage and Parking | 2,400 | 2,700 | 300 | |
| 72 | Travel/Training | 42,700 | 42,700 | - | |
| 73 | Travel/Training (Staff) | 35,900 | 35,000 | (900) | |
| 74 | Registration | 6,800 | 7,700 | 900 | |
| 75 | Annual Summit / Guest Speakers | 5,000 | 5,000 | - | |
| 76 | Board/Staff Retreats/Meetings, Facilitators, Refreshments | 3,700 | 3,700 | - | |
| 77 | Board attendance Conf/trng | 2,500 | 2,500 | - | |
| 78 | Board meetings, Facilitators, Refreshments | 1,200 | 1,200 | - | |
| 79 | Dues, Subscriptions, and Memberships | 10,125 | 11,350 | 1,225 | |
| 80 | University District Dev. Assoc. | 1,000 | 1,000 | - | |
| 81 | AMPO | 2,600 | 3,200 | 600 | |
| 82 | APA (AP, RS, JL, DF, BK, MR) | 3,000 | 3,500 | 500 | |
| 83 | SHRM, WFOA (GG) | 300 | 400 | 100 | |
| 84 | WTS (EM, SC, LB) | 400 | 400 | - | |
| 85 | Downtown Partnership | 575 | 575 | - | |
| 86 | GSI | 900 | 925 | 25 | |
| 87 | Chmbrs of Comm (West PL, SpokVly) | 1,025 | 1,025 | - | |
| 88 | AWC | 325 | 325 | - | |
| 89 | | | | | |
| 90 | IT OPERATIONS | 112,170 | 112,695 | 525 | 0.5% |
| 91 | IT Professional Services | 36,300 | 36,300 | - | |
| 92 | IT Support Svcs Contract | 28,800 | 28,800 | - | |
| 93 | IT/Network Proj (Cycrest eval) - EST: | 7,500 | 7,500 | - | |
| 94 | Software (Purchases and Maintenance) | 44,020 | 44,020 | - | |
| 95 | PTV -VISUM/VISSIM | 4,350 | 3,000 | (1,350) | |
| 96 | ESRI Software GIS | 23,500 | 23,500 | - | |
| 97 | Tableau | 1,680 | 1,680 | - | |
| 98 | Fortigate software | 850 | - | (850) | |
| 99 | Shiny.IO (Data software) | - | 550 | 550 | |
| 100 | ChatGPT Plus | - | 240 | 240 | |
| 101 | Grammarly Pro | - | 145 | 145 | |
| 102 | Canva Pro | 140 | 140 | - | |
| 103 | Outreach Software | - | 4,000 | 4,000 | |
| 104 | Survey Monkey | 500 | 500 | - | |
| 105 | Annual Finance/payroll software | 2,500 | 2,500 | - | |
| 106 | Microsoft 365 | 6,000 | 5,500 | (500) | |
| 107 | Adobe Acrobat update | 4,000 | 3,400 | (600) | |
| 108 | GitHub | 500 | 500 | - | |
| 109 | Hardware - New and Replacement | 18,500 | 18,500 | - | |
| 110 | Minor Equipment | 2,500 | 2,500 | - | |
| 111 | Workstation Replacement (3 units) | 10,500 | 10,500 | - | |
| 112 | Hybrid office eqpt/hardware | 2,500 | 3,500 | 1,000 | |
| 113 | Conferencing Equipment (Board room & virtual) | - | - | - | |
| 114 | Repair Supplies (computer parts) | 1,500 | 1,500 | - | |
| 115 | Equipment Repairs | 1,500 | 1,500 | - | |
| 116 | | | | | |

| | | | | | |
|-----|---|------------------|------------------|--------------------|---------------|
| 117 | Online Services | 13,350 | 13,875 | 525 | |
| 118 | Internet service/Tablet service | 2,650 | 3,000 | 350 | |
| 119 | Website hosting | 475 | 450 | (25) | |
| 120 | Domain - SRTC.org | 175 | 175 | - | |
| 121 | SSL Certificate | 450 | 450 | - | |
| 122 | Website security | - | - | - | |
| 123 | Azure MS cloud | 4,800 | 4,800 | - | |
| 124 | Website Maintenance Plan | 4,800 | 5,000 | 200 | |
| 126 | CONTINGENCY | 25,000 | 25,000 | - | |
| 128 | Total Estimated Expenditures | 3,663,166 | 2,633,220 | (1,029,946) | -28.1% |
| 129 | * Salaries/Benefits decrease .51 % from 2025 | | | - | |
| 130 | * 2026 budget decrease 28% | | | | |
| 131 | * "Budget without Consultants" 2026 budget .002% decrease from 2025 | | | | |

Budget Summary

SRTC CY 2026 Budget Summary (6-12-25)

| | - | CY 2025 | CY 2026 Proposed | \$\$ change | % change |
|--|---|------------------|---------------------|--------------------|---------------|
| REVENUES | | | | | |
| 1 Consolidated Plang Grant (CPG) (FHWA PL/FTA 5303)-FFY26 allocatn | | 1,144,002 | 1,137,122 | (6,880) | -0.6% |
| 2 CPG carried forward prior year | | 144,321 | 128,219 | (16,102) | -11.2% |
| 3 STBG Planning Funds | | 500,000 | 500,000 | | |
| 4 Designated Grant - FHWA - Safety Education Campaign | | - | 194,000 | 194,000 | - |
| 5 Designated Grant - STBG I-90 Study | | - | 160,000 | 160,000 | - |
| 6 RTPO (State Planning Funds) | | 144,651 | 144,651 | - | 0.0% |
| 7 V.M.T. (Vehicle Miles Travelled) Study Funds | | 95,000 | - | (95,000) | - |
| 8 Designated Grants (WA Dept Commerce - ETS) | | 1,300,000 | - | (1,300,000) | - |
| 9 Designated Local Funds carried forward | | - | 32,466 | 32,466 | - |
| 10 Local Member Contributions | | 280,192 | 281,762 | 1,570 | 0.6% |
| 11 SRTC Cash Reserve (Contingency & Balance Bgt) | | 25,000 | 25,000 | - | 0.0% |
| 12 Spokane County Treasury Interest | | 30,000 | 30,000 | - | 0.0% |
| 13 | | | | | |
| 14 TOTAL REVENUES | | 3,663,166 | 2,633,220 | (1,029,946) | -28.1% |
| EXPENDITURES | | | | | |
| 16 Personnel | | | | | |
| 17 Salaries | | 1,194,875 | 1,204,839 | 9,964 | 0.8% |
| 18 Accrued Vacation Payouts \ Unemployment | | 15,000 | 15,000 | - | 0.0% |
| 19 FICA | | 92,555 | 93,318 | 763 | 0.8% |
| 20 WA State Retirement System | | 109,491 | 98,000 | (11,491) | -10.5% |
| 21 Insurance/Benefits | | 203,440 | 196,000 | (7,440) | -3.7% |
| 22 Total Personnel | | 1,615,361 | 1,607,156 | (8,205) | -0.5% |
| 23 Contractual and Professional Services | | | | | |
| 24 Legal Services | | 25,000 | 25,000 | - | 0.0% |
| 25 Consultant & Prof Svcs | | 5,800 | 10,000 | 4,200 | 72.4% |
| 26 State Audit Charges | | 22,000 | 22,000 | - | 0.0% |
| 27 Consultant Services & Strategic Plan | | 30,000 | 30,000 | - | - |
| 28 Consultant Services & MTP update / Economic Analysis | | 222,500 | 50,000 | (172,500) | -77.5% |
| 29 Consultant Services & TIP Database | | 16,550 | 17,378 | 828 | 5.0% |
| 30 Consultant Services & Safety Education Campaign | | - | 200,000 | 200,000 | - |
| 31 Consultant Services & Interstate -90 Study | | - | 200,000 | 200,000 | - |
| 32 Consultant Services & ITS update | | - | 75,000 | | |
| 33 Consultant Services & Transportation Funding Study | | - | 58,000 | | |
| 34 Professional Services - ETS Grant Work | | 1,300,000 | - | (1,300,000) | -100.0% |
| 35 Consultant Services & V.M.T. | | 95,000 | - | (95,000) | -100.0% |
| 36 Total Contractual and Professional Services | | 1,716,850 | 687,378 | (1,029,472) | -60.0% |
| 37 Materials and Services | | | | | |
| 38 Publications | | 500 | 500 | - | 0.0% |
| 39 Postage | | 400 | 400 | - | 0.0% |
| 40 Operating Supplies | | 7,000 | 5,750 | (1,250) | -17.9% |
| 41 Minor Furniture/Equipment/Rebranding | | 5,150 | 4,000 | (1,150) | -22.3% |
| 42 Telephone | | 4,980 | 6,910 | 1,930 | 38.8% |
| 43 Advertising | | 5,550 | 7,200 | 1,650 | 29.7% |
| 44 Rent - Office Space | | 68,000 | 74,500 | 6,500 | 9.6% |
| 45 Rent - Meeting Rooms | | 500 | 500 | - | 0.0% |
| 46 Lease - Copier (and usage charges) | | 2,670 | 2,670 | - | 0.0% |
| 47 Property and Liability Insurance | | 22,000 | 24,000 | 2,000 | 9.1% |
| 48 Printing | | 8,000 | 4,000 | (4,000) | -50.0% |
| 49 Interfund Charges County Treasurer (Fees) | | 5,110 | 5,110 | | 0.0% |
| 50 Total Materials and Services | | 129,860 | 135,540 | 5,680 | 4.4% |
| 51 Travel, Training, and Staff Development | | | | | |
| 52 Mileage & Parking | | 2,400 | 2,700 | 300 | 12.5% |
| 53 Travel / Training (Staff) | | 42,700 | 42,700 | - | 0.0% |
| 54 Annual Summit / Guest Speakers | | 5,000 | 5,000 | - | 0.0% |
| 55 Board/Staff Retreats, Facilitators, Refreshment | | 3,700 | 3,700 | - | 0.0% |
| 56 Dues, Subscriptions, and Memberships | | 10,125 | 11,350 | 1,225 | 12.1% |
| 57 Total Travel, Training, and Staff Development | | 63,925 | 65,450 | 1,525 | 2.4% |
| 58 IT Operations | | | | | |
| 59 IT Professional Services | | 36,300 | 36,300 | - | 0.0% |
| 60 Software | | 44,020 | 44,020 | - | 0.0% |
| 61 Hardware - New, Replacement, Repairs & Maintenance | | 18,500 | 18,500 | - | 0.0% |
| 62 Online Services | | 13,350 | 13,875 | 525 | 3.9% |
| 63 Total IT Services | | 112,170 | 112,695 | 525 | 0.5% |
| 64 Contingency | | 25,000 | 25,000 | - | 0.0% |
| 65 TOTAL EXPENDITURES | | 3,663,166 | 2,633,220 | (1,029,946) | -28.1% |

AGENDA ITEM 1d

Draft Five Year Budget 6-12-25

| CALENDAR YEAR BUDGETS | | CY 2026 | CY 2027 | CY 2028 | CY 2029 | CY 2030 | 5 Year Total |
|-----------------------|---|-----------|-----------|-----------|-----------|-----------|--------------|
| 1 | Start Cash Reserve | 675,000 | 662,372 | 497,893 | 391,220 | 264,012 | |
| 2 | Start PL/FTA/STBG/RTPO Grant Carryovers | 231,000 | 102,781 | - | - | - | |
| 3 | REVENUES | | | | | | |
| 4 | Cash Reserve Budgeted | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | |
| 5 | CPB funds carried forward | 128,219 | 102,781 | | | | |
| 6 | Consolidated Planning Grant (CPG) Funds | 1,137,122 | 1,137,122 | 1,137,122 | 1,137,122 | 1,137,122 | |
| 7 | STBG Planning Funds | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | |
| 8 | I-90 Study | 160,000 | 480,000 | 160,000 | | | |
| 9 | SS4A-Edu | 194,000 | 194,000 | - | - | - | |
| 10 | RTPO State Planning Funds | 144,651 | 144,651 | 144,651 | 144,651 | 144,651 | |
| 11 | Local Contributions | 314,228 | 283,660 | 285,578 | 287,514 | 289,470 | |
| 12 | Spokane County Treasury Interest | 30,000 | 28,000 | 26,000 | 24,000 | 22,000 | |
| 13 | Local Match at least 13.5% | 20% | 17% | 21% | 23% | 23% | |
| 14 | TOTAL REVENUES | 2,633,220 | 2,895,214 | 2,278,351 | 2,118,287 | 2,118,243 | 12,043,316 |
| 15 | EXPENDITURES | | | | | | |
| 16 | Wages | 1,204,839 | 1,240,984 | 1,278,213 | 1,316,560 | 1,356,057 | |
| 17 | Accrued Vacation Payouts | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | |
| 18 | Payroll Taxes | 93,318 | 96,083 | 98,931 | 101,864 | 104,886 | |
| 19 | Retirement Benefit | 98,000 | 98,294 | 98,392 | 98,491 | 98,589 | |
| 20 | STA Bus Passes | 3,500 | 3,500 | 3,500 | 3,500 | 3,500 | |
| 21 | Insurance Benefit | 192,500 | 204,330 | 216,929 | 230,347 | 244,637 | |
| 22 | Personnel | 1,607,156 | 1,658,191 | 1,710,966 | 1,765,762 | 1,822,669 | |
| 23 | Contractual and Professional Services | 57,000 | 57,855 | 58,723 | 59,604 | 60,498 | |
| 24 | Project - SS4A - Edu | 200,000 | 200,000 | - | - | - | |
| 25 | TIP Database | 17,378 | 18,247 | 19,159 | 20,117 | 21,123 | |
| 26 | Interstate-90 Study | 200,000 | 600,000 | 200,000 | - | - | |
| 27 | Economic Analysis & Grant Development | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | |
| 28 | ITS Project | 75,000 | 75,000 | - | - | - | |
| 29 | Strategic Plan | 30,000 | - | - | - | - | |
| 30 | Transportation Funding Study | 58,000 | 58,000 | - | - | - | |
| 31 | General Agency Operations | 135,540 | 138,251 | 141,016 | 143,836 | 146,713 | |
| 32 | Travel, Training, Staff Dev, Dues/Mbrshps | 60,450 | 61,055 | 61,665 | 62,282 | 62,905 | |
| 33 | Annual Summit/Guest Speakers | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | |
| 34 | IT Equipment & Services | 112,695 | 113,095 | 113,495 | 113,895 | 114,295 | |
| 35 | Contingency | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | |
| 36 | TOTAL Expenses | 2,633,220 | 3,059,693 | 2,385,023 | 2,245,495 | 2,308,202 | 12,631,634 |
| 37 | | | | | | | |
| 38 | BALANCE (budgeted) | (0) | (164,479) | (106,673) | (127,208) | (189,959) | (588,319) |
| 39 | | | | | | | |
| 40 | Ending Cash Balance (estimated) | 725,000 | 560,521 | 453,848 | 326,640 | 136,681 | |

Assumptions:

- 10 Local Funds increase annual 1% populaton only (2026 includes Designated Local Funds from corridor studies)
- Current staffing levels maintained
- 15 Budgeted Salaries adjusted upwards ~.6% in 2026, 3% increases budgeted annually thru 2030
- HDHP plans @ \$2,000 per in H.S.A.
- 20 Health Insurance up 6.5% annually
- 33 Materials / Services up 2% annually



To: 2025 Administrative Committee
From: Greg Griffin, Administrative Services Manager
Topic: PROCUREMENT MANUAL UPDATE

Requested Action:

Approval to present to SRTC Board for review and adoption.

Key Points:

- Overall changes include:
 - Addition of General Introduction and Table of Contents
 - Addition of legal references, including the SRTC Interlocal Agreement, WSDOT Funding Agreement, and relevant state and federal procurement directives
 - Formatting and presentation of content for greater clarity
- Staff to present and seek direction on the following policy considerations:
 - **Section 4.3 – Authority to Contract**
 - Section 4.3.1 - Increase the authority of the Executive Director to initiate procurements outlined in the approved budget and/or UPWP from \$25,000 to a maximum of \$150,000.
 - **Section 5.1 – Purchase Thresholds:**

| Section | Current Amount | Proposed Amount | General Requirements |
|---------|---------------------|-----------------------|---|
| 5.2.1 | \$750 or less | \$3,000 or less | Reasonable research for price & quality |
| 5.2.2 | \$751 to \$5,000 | \$3,001 to \$50,000 | Solicit 3 verbal or written quotes |
| 5.2.3 | \$5,001 to \$25,000 | \$50,001 to \$100,000 | Solicit 3 written quotes |
| 5.3 | New section | \$100,001 & above | Utilize RFP/RFQ/IFB process |

- **Section 8 – Protest Procedures** – Review and discuss SRTC legal counsel edits and revisions of the Protest Procedures section.
- **Section 9 – Contract Claims or Controversies** – Review removal of this section by SRTC legal counsel as this issue is governed by individual contracts.
- **Section 10 – Suspension and Debarment** – This section was modified to include that the SRTC Executive Director first consult with SRTC legal counsel before proceeding with the actions specified.

Board/Committee Discussions:

Updating the SRTC Procurement Manual was discussed at multiple SRTC Board Administrative Committee meetings in 2024 and at this committee's meeting on 5/16/25

Public Involvement:

None to date.

Staff Contact:

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