



Puget Sound Regional Council

Operations Committee

Thursday, October 26, 2023 • 9:00 – 9:50 AM

Hybrid Meeting - PSRC Conference Room – 1011 Western Avenue, Suite 500, Seattle, 98104

Attend, watch or listen

- The public can attend meetings at PSRC's offices.
- Watch the meeting live via webinar:
<https://psrc-org.zoom.us/j/89619759916?pwd=d005MkZFa2pwVlduNWZ3NnpjLzRNZz09>
- Listen by phone 1-888-475-4499, Webinar ID: 896 1975 9916, Passcode: 376080

Provide public comment

- **Public comment must relate to an action or discussion item on the agenda. Each member of the public will have 2 minutes to speak.**
- **In-person**
Public comment may be made in person at PSRC's office.
- **Comment via Zoom webinar:**
Following the Call to Order, the Committee Chair will open public comment and allow attendees to "raise hand" to speak. When your name is called, unmute your microphone to speak. The committee will hear the audio but not see your video.
- **Written comments**
Comments may be submitted via email to cmoreau@psrc.org by 8:00 am the day of the meeting. Comments will be shared with board members. Comments received after the deadline will be provided to board members after the meeting.

Public comments are public records and may be subject to disclosure pursuant to the Public Records Act, RCW Chapter [42.56](#).

1. Call to Order and Roll Call (9:00) – Executive Dave Somers, Chair

2. Communications and Public Comment

Public comment must relate to an action or discussion item on the agenda.

3. Consent Agenda - Action Items

- a. Approve Minutes of Meeting held September 28, 2023
- b. Approve Vouchers Dated August 31, 2023, through October 9, 2023, in the Amount of \$1,523,850.65

4. Action Items To Be Recommended for Executive Board Approval

- a. Approve Contract Authority for Move Related Expenses
- b. Approve Contract Authority for Purchase of Regional Economic Forecast Data

5. Discussion Items

- a. Supplemental Budget Schedule Updated Revenues and Expenditures

6. Information Items

- a. PSRC Office Space Report
- b. Monthly Budget Report
- c. Contract Status Report
- d. Grant Status Report

7. Next Meeting: NO MEETING IN NOVEMBER

Thursday, December 7, 2023, 9:00 - 9:50 AM, Remote Online

8. Adjourn (9:50)

Board members please submit proposed amendments and materials prior to the meeting for distribution. Organizations/individuals may submit information for distribution. Send to Casey Moreau, e-mail cmoreau@psrc.org or mail.

For language or ADA assistance at PSRC board meetings, please contact us at (206) 464-7090 at least 72 hours in advance of the meeting. For TTY-based telecommunications relay service dial 711.

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Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, SEPTEMBER 28, 2023

PUGET SOUND REGIONAL COUNCIL, HYBRID MEETING

9:00 A.M.

1. Call to Order and Roll Call

Executive Somers called the meeting of the Operations Committee to order at 9:00 a.m. The Operations Committee is a hybrid meeting, allowing for remote and in-person attendance. A call-in number was provided on the meeting agenda for members of the public to listen to the meeting. Staff announced that a quorum was present.

See attached attendance roster for members and alternates present for all, or part of, the virtual meeting.

Guests and staff present for all, or part, of the virtual meeting were:

Noah Boggess, PSRC

Ben Bakkenta, PSRC

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Lili Mayer, PSRC

Andrew Werfelmann, PSRC

2. Communications and Public Comment

There was no public comment.

3. Consent Agenda

- a. Approve Minutes of Meeting held July 27, 2023
- b. Approve Vouchers Dated June 30, 2023, through August 28, 2023, in the Amount of \$2,475,547.01.

Consent Agenda: It was moved and seconded (Figueroa/Simpson) to approve the minutes of the Operations Committee meeting July 27, 2023, and the vouchers dated June 30, 2023, through August 28, 2023, in the Amount of \$2,475,547.01. The motion passed unanimously.

4a. Action Item – Approve Biennial Budget and Work Program Amendment (FY2024-2025)

Andrew Werfelmann, PSRC, noted that PSRC is keeping track of developments in Washington D.C. but is in an excellent financial position should there be a government shutdown.

The request before the committee is to amend the adopted budget and work program. PSRC has completed calculations of actual carryover amounts compared to estimates used while developing the budget. The large increase in the budget was due to several factors, with the majority of the increase coming from the new Safe Streets and Roads for All (SS4A) grant. Additionally, PSRC received an unexpected increase in planning fund awards from Washington State Department of Transportation (WSDOT) and have carried over committed contracts.

Action: It was moved and seconded (Figueroa/Morell) to recommend that the Executive Board approve the proposed budget and work program amendment, increasing the budget by an additional \$9,765,000 as outlined in the discussion below. The motion passed unanimously.

4b. Action Item – Approve Contract Authority for Office Move Related Expenses

Nancy Buonanno Grennan, PSRC, shared that the request involves four separate contracts to support office relocation for PSRC. The contracts cover graphic design and installation in the new offices, assistance with scanning and imaging PSRC records, the relocation of an existing plotter and new copier equipment, and plant design, installation and maintenance. She noted that the copier equipment and plant contracts would both include three years of maintenance.

Action: It was moved and seconded (Figueroa/Morell) recommend that the Executive Board authorize the Executive Director to enter one or more contracts to purchase the following services:

- 1. Graphic design and installation in an amount not to exceed \$20,000.**
- 2. Imaging of documents in an amount not to exceed \$15,000.**
- 3. Relocation of existing plotter and leasing/maintenance of copiers in an amount not to exceed \$42,000 for 3 years.**
- 4. Plant design, installation, and three years of maintenance in an amount not to exceed \$40,000.**

The motion passed unanimously.

4c. Action Item – Adopt 2023 Amendment to PSRC's Title VI Plan

Ms. Buonanno Grennan shared that as a recipient of federal funds, PSRC is required to adopt a Title VI Plan and provide an annual report to WSDOT. PSRC also submits the plan to the Federal Transit Administration (FTA) every three years. WSDOT requested that PSRC update the format of the current Title VI plan. PSRC has updated the format but also ensured that it met FTA requirements. There were no substantive changes to the plan, only a new format per the request of WSDOT.

Next year PSRC will develop a new Title VI Plan using the updated format. It will include updated statistics and potentially look at PSRC's limited English proficiency program as well as other elements.

Action: It was moved and seconded (Morell/Figueroa) to recommend the Executive Board adopt the 2023 Amendment to PSRC's Title VI Plan. The motion passed unanimously.

4d. Action Item – Approve Contract Authority for PSRC's Participation in the Regional Transit Equity Summit

Noah Boggess, PSRC, shared that Sound Transit has asked PSRC to partner on holding a Regional Transit Equity Summit. King County and the City of Seattle will also partner on the event. The summit is scheduled in quarter four of 2024. Mr. Boggess shared that initial plans include hosting panelists from across the nation with small breakouts focused on regional issues. Sound Transit will cover initial costs and then submit requests for reimbursements to partner agencies. All partner agencies have been asked to contribute \$20,000.

Action: It was moved and seconded (Roberts/Figueroa) to Recommend the Executive Board authorize the Executive Director to enter into one or more contracts for support of PSRC's Equity work program and the 2024 Regional Transit Equity Summit. The total cost for all contracts will not exceed \$20,000. The motion passed unanimously.

5a. Discussion Item – Summer Planning Academy Overview

Mr. Boggess shared details of PSRC's Summer Planning Academy. Participants learned about Metropolitan Planning Organizations (MPOs), transit, environment, housing and equity. They also joined field trips related to learning topics. PSRC intends to host the Summer Planning Academy again next year. He reviewed potential changes to the format and curriculum based on this first year experience. Members asked for further details of where participants came from in the region. Staff responded that they would follow up via email with the information.

5b. Discussion Item – Annual Weighted Votes Revision

Mr. Werfelmann shared that weighted votes for the Executive Board and General Assembly are revised on an annual basis to reflect the most recent population figures. The methodology is outlined in PSRC's Interlocal agreement. There were no significant changes or additional members.

5c. Discussion Item – Supplemental Budget Schedule

Mr. Werfelmann shared that PSRC is in the process of developing the Supplemental Biennial Budget and Work Program. He highlighted key dates for the development of the budget through July 2024.

At its December 2024 meeting, the Operations Committee will review a full draft Supplemental Biennial Budget and Work Program. The budget will then be shared with

PSRC policy boards for review and comment. The Executive Board will review the draft budget at its March 2024 meeting and then take action at its April 2024 meeting to recommend General Assembly approval. The General Assembly is tentatively scheduled for May 2024.

5d. Discussion Item – PSRC 2023 Base Pay Market Study – etariosHR

Ms. Buonanno Grennan shared that PSRC contracts with a consultant to perform a base pay market study and compensation analysis. The recommendation was to increase pay bands by three percent and ensure a ten percent differential between pay bands. Changes to pay bands do not have an effect on current employee salaries. The pay band adjustments are timed with the annual performance review cycle. Ms. Buonanno Grennan explained that PSRC does not use a step system but has broad salary pay bands. Additionally, she shared that PSRC completes an equity analysis to ensure fair compensation practices.

6a. Information Item – PSRC Office Space Report

Ms. Buonanno Grennan noted that the committee will be asked to approve expenditures related to PSRC's office move in the coming months. Expenditures will include decommissioning and disposal of equipment.

6b. Information Item – Monthly Budget Report

6c. Information Item – Contract Status Report

6d. Information Item – Grant Status Report

Monthly budget reports were included in the agenda packet. Members may contact staff with questions.

The meeting adjourned at 9:53AM.

Attachments:

A. Operations Cmte September 28, 2023, Attendance Roster

PSRC Operations Committee September 28, 2023

3.a - Att. A

Jurisdiction		Member	Attend
King County	2	CM Joe McDermott	
		Vacant	
City of Seattle	1	CM Andrew Lewis	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	1
		MYR Dana Ralph, Kent Alt.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo	1
		COM Christine Rolfes, Kitsap County Alt.	
Pierce County	1	CM Dave Morell	1
		CM Ryan Mello Alt	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	1
		CM Ned Witting, Puyallup Alt.	
Snohomish County	1	EXEC Dave Somers, Chair	1
		CM Jared Mead Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	
		MYR Pro Tem Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	1
		COM Glen Bachman, Port of Everett	
Members	10		7
		(Quorum = 5) Quorum Total	6



Puget Sound Regional Council

CONSENT AGENDA

October 19, 2023

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Vouchers Dated August 31, 2023, through October 9, 2023, in the Amount of \$1,523,850.65**

IN BRIEF

Two representatives of the Operations Committee review and sign off on the vouchers. In accordance with RCW 42.24.080, following the Operations Committee's review, the Executive Board approves the vouchers.

RECOMMENDED ACTION

Recommend the Executive Board approve the following vouchers:

REQUESTED

<u>WARRANT DATE</u>	<u>VOUCHER NUMBER</u>	<u>TOTALS</u>
09/05/23 - 10/09/23	AP Vouchers	\$ 801,241.13
08/31/23 - 09/15/23	Payroll	\$ 722,609.52
		<hr/>
		\$ 1,523,850.65

For additional information, please contact Andrew Werfelmann at 206-971-3292; email awerfelmann@psrc.org.



Puget Sound Regional Council

ACTION ITEM

October 11, 2023

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Contract Authority for Office Move Related Expenses**

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter a contract more than \$10,000 per year. A request is being made to authorize contracts with one or more vendors to provide moving services.

RECOMMENDED ACTIONS

Recommend that the Executive Board authorize the Executive Director to enter one or more contracts to purchase moving services in an amount not to exceed \$60,000.

BUDGET IMPACT

The adopted FY 2024-2025 Biennial Budget and Work Program includes sufficient funds within the administrative services budget for this project for these moving services. In addition, under the terms of the lease, PSRC is allotted \$100,000 for move-related expenses.

DISCUSSION

Beginning in 2022, staff inventoried existing furniture, equipment, supplies, records, and other items that will need to be moved to the new office space at 1201 3rd. Its lease at the new location begins January 1, 2024. Using the state of Washington's contract, staff received several bids. It is anticipated that the move would take place on Saturday, December 30th and therefore staff can arrive on site to the new office space on Tuesday, January 2, 2024. Because the lease at Waterfront Place expires in May 2024,

administrative services staff will be using the additional time to dispose of surplus property and other items not needed in the new office space.

For more information, please contact Nancy Buonanno Grennan at 206-464-7527 or nbgrennan@psrc.org.



Puget Sound Regional Council

ACTION ITEM

October 19, 2023

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Approve Contract Authorization for Purchasing of Regional Macroeconomic Forecast Data

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of \$10,000 per year. A request is being made to authorize a contract for the purchase of regional macroeconomic forecast data.

RECOMMENDED ACTION

Recommend that the Executive Board authorize the Executive Director to enter into a contract to purchase regional macroeconomic forecast data not to exceed \$60,000.

BUDGET IMPACT

The adopted Biennial Budget and Work Program Fiscal Years 2023-2024 includes \$75,000 within Data (Task 400) for the Regional Macroeconomic Forecast update.

DISCUSSION

PSRC has pursued a variety of data collection and research efforts to support the development of agency plans and continued refinements to regional modeling. Long term growth forecasts were last prepared for the Central Puget Sound region in 2018, two years before the COVID-19 pandemic. As the region continues to transition post-pandemic and long-term behaviors continue to change, it is important to understand how forecasts for population and jobs might have changed. These forecasts will be an important input for the analysis of the 2026 Regional Transportation Plan.

To help support this work, PSRC staff are requesting contract authority to purchase additional regional macroeconomic forecast data. There are numerous sources of regional economic forecast data that local and state agencies rely on for long term population and jobs forecasts. The advantage of these products in uncertain times is they come with access to national expertise on trends driving the forecasts and they allow for various what-if testing. Newer forecasting products also offer more detailed demographic forecast data including population change by race and ethnicity. This data will help to better understand regional population and job growth changes in the Regional Transportation Plan.

The estimated cost of this data is between \$40,000 and \$60,000. Contract authorization for this data purchase is not to exceed \$60,000.

For more information, please contact Craig Helmann, chelmann@psrc.org or 206-289-3889.



Puget Sound Regional Council

DISCUSSION ITEM

October 19, 2023

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Review Budget Assumptions for Draft Supplemental Biennial Budget and Work Program (FY2024-2025)

BACKGROUND

Last May, the Puget Sound Regional Council's General Assembly adopted a two-year budget and work program, which runs from July 1, 2023 through June 30, 2025. The adopted biennial budget includes the option for adjustment after the first year with a supplemental budget.

The Operations Committee has primary responsibility for developing the budget and will receive a briefing on the draft Supplemental FY2024-2025 Budget and Work Program at their October 2023 meeting. The draft supplemental budget reflects the overall changes in revenues and expenditures since the last amendment in September 2023.

BUDGET IMPACT

The proposed supplemental work program would reflect the September 2023 amended Biennial Budget and Work Program of \$44,839,000. This amount includes the updated carryforward funds estimate as well as carryforward of consultants and direct costs from the previous biennium.

DISCUSSION

The proposed supplemental includes updated budget assumptions shown on the attached tables.

Beginning January through February 2024, information on the draft supplemental

budget will be presented to the Executive Board, Transportation Policy Board, Growth Management Policy Board, Economic Development Board and Regional Staff Committee. In March or April, 2024 the Operations Committee will recommend approval of the budget by the Executive Board and the Executive Board will recommend the budget for adoption by the General Assembly to be held May 2024.

A full draft budget will become available online in December 2023 at <https://www.psrc.org/about/budget>.

For more information, please contact Andrew Werfelmann at (206) 688-8220, or awerfelmann@psrc.org.

Attachment:

A - Updated Tables 1-8 from the Biennial Budget and Work Program FY (2024-2025)

Table 1 - Revenue Comparison Summary

Basic Funding	Draft Supplemental Biennial FY2024-2025	Sept 23 Amended Biennial FY2024-2025	Variance
State	\$1,506,000	\$1,506,000	\$0,000
Federal	\$19,890,000	\$19,890,000	\$0,000
Local Funds, EDD and Service Income	\$5,232,000	\$5,232,000	\$0,000
Carryover (a)	\$17,961,000	\$8,196,000	\$9,765,000
State/Federal/Local Anticipated	\$150,000	\$150,000	\$0,000
Tenant Allowance	\$100,000	\$100,000	\$0,000
Total	\$44,839,000	\$35,074,000	\$9,765,000

Table 2 - Expenditure Comparison Summary

Basic Funding	Draft Supplemental Biennial FY2024-2025	Sept 23 Amended Biennial FY2024-2025	Variance
Salaries (b)	\$14,408,000	\$14,408,000	\$0,000
Benefits (c)	\$7,850,000	\$7,850,000	\$0,000
Overhead	\$4,251,000	\$4,251,000	\$0,000
s+b+oh	\$26,509,000	\$26,509,000	\$0,000
Direct	\$1,033,000	\$1,033,000	\$0,000
Consultant	\$7,517,000	\$4,782,000	\$2,735,000
Anticipated	\$150,000	\$150,000	\$0,000
Encumbered for Future Work	\$7,200,000	\$170,000	\$7,030,000
Contingency Reserve PSRC	\$2,431,000	\$2,431,000	\$0,000
Total	\$44,839,000	\$35,074,000	\$9,765,000

Table 3 - Staffing Comparison by Task

	Draft Supplemental Biennial FY2024-2025	Sept 23 Amended Biennial FY2024-2025	Variance
Planning Management	5	5	-
Regional Growth Planning	6	6	-
Transportation Planning	16	16	-
Subtotal Planning	27	27	-
Economic Development District	1	1	-
Data	20	20	-
Council Support	3	3	-
Communications	6	5	1
Administrative Services (d)	14	15	(1)
Total	71	71	-

Notes:

- (a) Carryover are available funds that remain unspent in the previous budget cycle and can be used in the next budget cycle.
- (b) Includes all agency staff salaries for the two year period. Assume 5% merit pool per year and a \$100,000 allowance for salary survey adjustments.
- (c) Benefits include vacation, sick leave, holiday, retirement medical, dental, short and long term disability, life, a deferred compensation plan, etc.
- (d) Administrative Services include: Executive Administration, Finance, HR, IT, Information Center, and Graphics.

Table 4 - Revenue Comparison by Source

Basic Funding	Draft Supplemental Biennial FY2024-2025	Sept 23 Amended Biennial FY2024-2025	Variance
Grant and Local Revenue			
Planning funds			
Regional Transportation Planning Org	\$1,506,000	\$1,506,000	\$0,000
Federal Transit Administration (MPO) and	\$4,234,000	\$4,234,000	\$0,000
Federal Highway Administration (MPO)	\$10,756,000	\$10,756,000	\$0,000
Subtotal Planning funds	\$16,496,000	\$16,496,000	\$0,000
Project Funding			
FTA/5307	\$2,500,000	\$2,500,000	\$0,000
Estimated STBGP	\$2,000,000	\$2,000,000	\$0,000
FTA/5310	\$200,000	\$200,000	\$0,000
Subtotal Project Funds	\$4,700,000	\$4,700,000	\$0,000
Local Funding			
Local Membership Dues	\$3,716,000	\$3,716,000	\$0,000
EDD Membership Dues (a)	\$326,000	\$326,000	\$0,000
Subtotal Membership Dues	\$4,042,000	\$4,042,000	\$0,000
Transit Agency Dues	\$1,191,000	\$1,191,000	\$0,000
Subtotal Local Funding	\$5,232,000	\$5,232,000	\$0,000
Grant and Local Revenue Subtotal	\$26,429,000	\$26,429,000	\$0,000
Project Specific Revenue			
Space Sector Study Support	\$0,000	\$0,000	\$0,000
City of Seattle - Household Survey	\$0,000	\$0,000	\$0,000
City of Bellevue - Household Survey	\$0,000	\$0,000	\$0,000
Subtotal Project Specific Revenue	\$0,000	\$0,000	\$0,000
CPSEDD Revenue			
CPSEDD - EDA Planning Grant	\$200,000	\$200,000	\$0,000
Subtotal CPSEDD Revenue	\$200,000	\$200,000	\$0,000
Carryover PSRC	\$17,961,000	\$8,196,000	\$9,765,000
Tenant Allowance	\$100,000	\$100,000	\$0,000
Basic Funding Total	\$44,689,000	\$34,924,000	\$9,765,000
Anticipated Funding			
Anticipated MPO	\$150,000	\$150,000	\$0,000
Anticipated Funding Total	\$150,000	\$150,000	\$0,000
Total	\$44,839,000	\$35,074,000	\$9,765,000

(a) EDD Membership dues have been collected from PSRC membership since 2005 to support Economic Development.

Table 5 - Distribution of Matching funds

Basic Funding	Draft Supplemental Biennial FY2024-2025	Sept 23 Amended Biennial FY2024-2025	Variance
Basic Funding Match			
MPO combined	\$2,340,000	\$2,340,000	\$0,000
Other Federal - FTA 5307	\$625,000	\$625,000	\$0,000
Other Federal STBGP	\$312,000	\$312,000	\$0,000
EDA Match	\$200,000	\$200,000	\$0,000
Anticipated Funding Match			
Contingency EDD Dues	\$25,000	\$25,000	\$0,000
Contingency	\$370,000	\$370,000	\$0,000
Balance of EDD Local Dues	\$101,000	\$101,000	\$0,000
Balance of Local Dues	\$1,260,000	\$1,260,000	\$0,000
Total	\$5,232,000	\$5,232,000	\$0,000

Table 6 - FY2024-2025 Expenditure Allocation

		SALARIES BENEFITS	OVERHEAD*	DIRECT COST	CONSULTANTS	OTHER**	Budget FY2022-2023 TOTAL
TASK							
000	PLANNING MANAGEMENT	\$1,658,000	\$753,000	\$61,000	\$450,000	-	\$2,921,000
100	REGIONAL GROWTH PLANNING	\$1,860,000	\$846,000	\$12,000	\$200,000	-	\$2,918,000
200	TRANSPORTATION PLANNING	\$4,853,000	\$2,207,000	\$26,000	\$5,367,000	-	\$12,453,000
300	ECONOMIC DEVELOPMENT	\$329,000	\$149,000	\$23,000	\$0,000	-	\$501,000
400	DATA	\$6,565,000	\$2,984,000	\$580,000	\$915,000	-	\$11,045,000
500	COUNCIL SUPPORT	\$1,236,000	\$562,000	\$248,000	\$300,000	-	\$2,346,000
600	COMMUNICATIONS	\$1,678,000	\$762,000	\$83,000	\$285,000	-	\$2,808,000
700	ENCUMBRANCE	\$67,000	-	-	-	\$7,349,000	\$7,416,000
800	CONTINGENCY/RESERVE	-	-	-	-	\$2,431,000	\$2,431,000
GRAND TOTAL		\$18,245,000	\$8,263,000	\$1,033,000	\$7,517,000	\$9,780,000	\$44,839,000

* Overhead includes Administrative Staff, Direct Costs, and Consultants associated with Finance, Human Resources, Information Technology, Graphics, and Information Center.

** Other includes unfunded contracts and Contingency Reserves.

TABLE 7
FY2024 & FY2025 REVENUE ALLOCATION

TASK	RTPO	FHWA	FHWA Match 13.5%	FHWA Carryover	FHWA Carryover match
000 PLANNING MANAGEMENT	127,000	2,038,000	318,000	-	-
100 REGIONAL GROWTH PLANNING	864,000	180,000	28,000	340,000	53,000
200 TRANSPORTATION PLANNING	515,000	910,000	142,000	191,000	30,000
300 ECONOMIC DEVELOPMENT	-	-	-	-	-
400 DATA	-	1,643,000	256,000	2,584,000	403,000
500 COUNCIL SUPPORT	-	568,000	89,000	922,000	144,000
600 COMMUNICATIONS	-	1,352,000	211,000	221,000	35,000
700 ENCUMBRANCE	-	4,064,000	634,000	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-
TOTALS	1,506,000	10,756,000	1,679,000	4,258,000	665,000

Revenue Allocation (Continued)	FTA 5307 2024	FTA 5307 Match 20.0%	FTA 5307 Carryover	FTA 5307 Carryover Match	STBGP 2024
TASK					
000 PLANNING MANAGEMENT	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	-	-	-	-	-
200 TRANSPORTATION PLANNING	980,000	245,000	480,000	120,000	1,000,000
300 ECONOMIC DEVELOPMENT	-	-	-	-	-
400 DATA	687,000	172,000	480,000	120,000	1,000,000
500 COUNCIL SUPPORT	-	-	-	-	-
600 COMMUNICATIONS	-	-	-	-	-
700 ENCUMBRANCE	833,000	208,000	-	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-
TOTALS	2,500,000	625,000	959,000	240,000	2,000,000

Revenue Allocation (Continued)	EDD EDA grant	*EDA grant Match	*EDD Dues	Tenant Allowance	Carryover Local
TASK					
000 PLANNING MANAGEMENT	-	-	-	-	198,000
100 REGIONAL GROWTH PLANNING	-	-	-	-	50,000
200 TRANSPORTATION PLANNING	-	-	-	-	50,000
300 ECONOMIC DEVELOPMENT	200,000	200,000	101,000	-	-
400 DATA	-	-	-	-	150,000
500 COUNCIL SUPPORT	-	-	-	-	300,000
600 COMMUNICATIONS	-	-	-	-	984,000
700 ENCUMBRANCE	-	-	-	100,000	338,000
800 CONTINGENCY/RESERVE	-	-	25,000	-	2,037,000
TOTALS	200,000	200,000	126,000	100,000	4,107,000

*EDD membership dues have been collected from PSRC membership since 2005 to support Economic Development function.

TABLE 7 (continued)
FY2024 & FY2025 REVENUE ALLOCATION

TASK	FTA5303	FTA 5303 Local Match 13.5%	FTA5303 Carryover	FTA5303 Carryover Match	Safe Streets for All Carryover	Safe Streets for All Carryover Match
000 PLANNING MANAGEMENT	-	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	567,000	88,000	439,000	69,000	-	-
200 TRANSPORTATION PLANNING	1,502,000	234,000	439,000	69,000	3,982,000	995,000
300 ECONOMIC DEVELOPMENT	-	-	-	-	-	-
400 DATA	2,165,000	338,000	439,000	69,000	-	-
500 COUNCIL SUPPORT	-	-	-	-	-	-
600 COMMUNICATIONS	-	-	-	-	-	-
700 ENCUMBRANCE	-	-	-	-	870,000	217,000
800 CONTINGENCY/RESERVE	-	-	-	-	-	-
TOTALS	4,234,000	661,000	1,318,000	206,000	4,851,000	1,213,000

Revenue Allocation (Continued)	STBGP 2024 Match 13.5%	FTA 5310 2024	Seattle Household Survey Carryover	Bellevue Household Survey Carryover	University of Washington Carryover
000 PLANNING MANAGEMENT	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	-	-	-	-	-
200 TRANSPORTATION PLANNING	156,000	200,000	-	-	-
300 ECONOMIC DEVELOPMENT	-	-	-	-	-
400 DATA	156,000	-	92,000	30,000	22,000
500 COUNCIL SUPPORT	-	-	-	-	-
600 COMMUNICATIONS	-	-	-	-	-
700 ENCUMBRANCE	-	-	-	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-
TOTALS	312,000	200,000	92,000	30,000	22,000

Revenue Allocation (Continued)	Local	Basic Funding Subtotal	Federal Anticipated	Federal Match Anticipated	Anticipated and Match Subtotal	FY2024-25 Budget
000 PLANNING MANAGEMENT	239,000	2,921,000	-	-	-	2,921,000
100 REGIONAL GROWTH PLANNING	239,000	2,918,000	-	-	-	2,918,000
200 TRANSPORTATION PLANNING	213,000	12,453,000	-	-	-	12,452,000
300 ECONOMIC DEVELOPMENT	0,000	501,000	-	-	-	501,000
400 DATA	239,000	11,045,000	-	-	-	11,045,000
500 COUNCIL SUPPORT	323,000	2,346,000	-	-	-	2,346,000
600 COMMUNICATIONS	5,000	2,808,000	-	-	-	2,808,000
700 ENCUMBRANCE	-	7,265,000	150,000	-	150,000	7,415,000
800 CONTINGENCY/RESERVE	370,000	2,432,000	-	-	-	2,432,000
TOTALS	1,630,000	44,690,000	150,000	-	150,000	44,839,000

*EDD membership dues have been collected from PSRC membership sin

Table 8 - Estimated Carryover Funds from FY2023

	Total Grant Funds Remaining	Contractual Remaining	Other Remaining
FHWA	4,258,047	-	4,258,047
FTA 5303	1,318,471	-	1,318,471
FTA 5307	959,242	-	959,242
FTA 5310	-	-	-
DOT Safe Streets	4,851,381	4,787,156	64,225
UW Partnership	22,146		22,146
City of Seattle - HHSurvey	91,895	-	91,895
City of Bellevue - HHSurvey	29,780		29,780
Subtotal	11,530,963	4,787,156	6,743,807
Carryover local match	2,322,979		
Carryover local funds	2,069,756		
EDD Carryover local Funds	-		
Contingency/Reserve Carryover (PSRC)	2,037,000		
Total Carryover from FY2023	\$ 17,960,699		

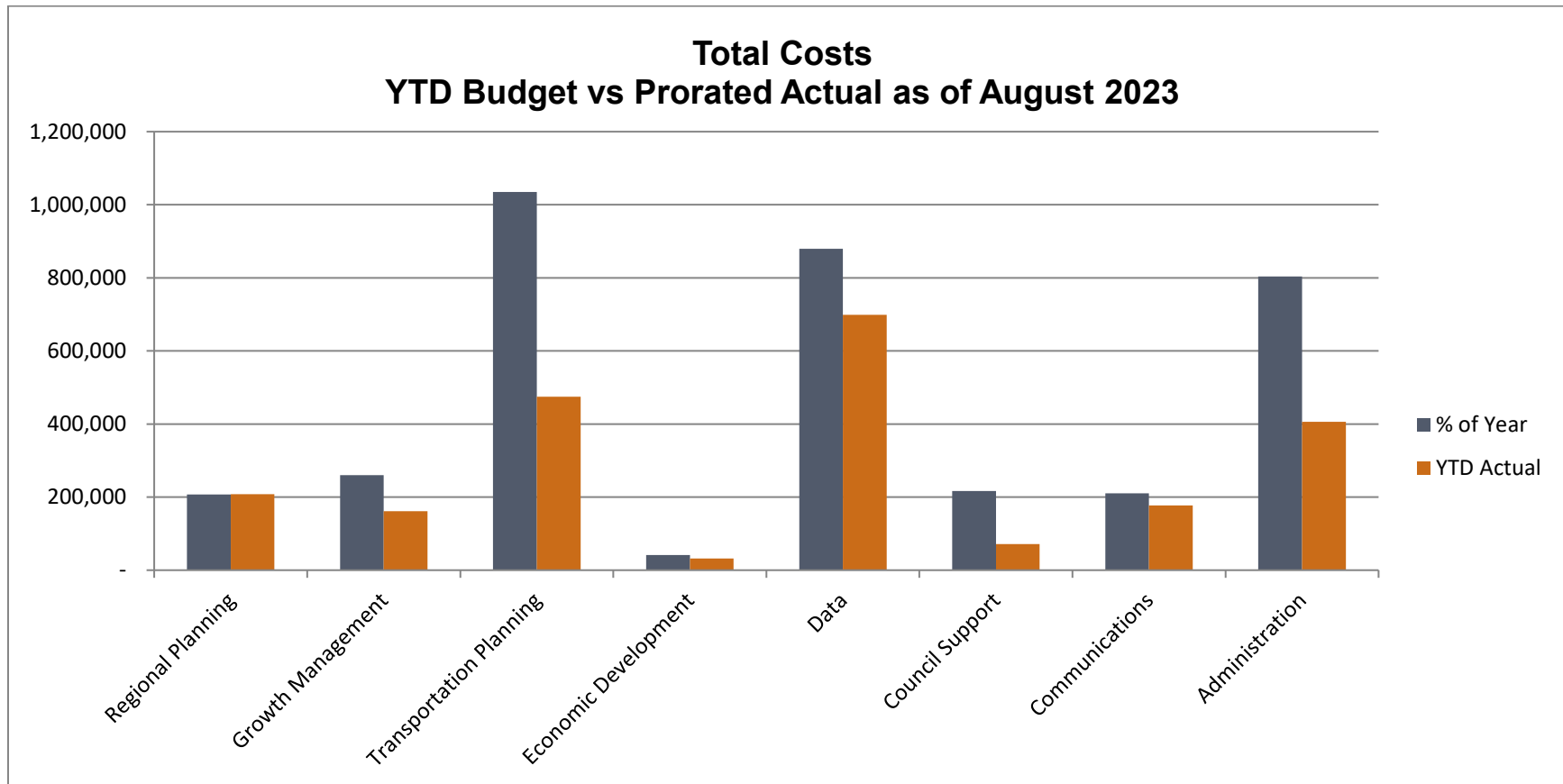
PSRC Office Move Progress Reporting

6.a

As of October 11, 2023

Move Phase	Status	Board Authority*	Board Approved	Costs to Date	Estimated Total Costs
Pre-Construction					
Office Space Planning - Design/Configuration	As needed to assist with late changes	\$ 12,000	9/22	\$ 11,231	\$ 12,000
Audio-Visual Design/Assessment	Completed 3/23	\$ 12,000	9/22	\$ 21,643	\$ 18,000
Construction Phase					
General Tenant Construction	<ul style="list-style-type: none"> • Mostly complete; final punch list walk through scheduled for 7/20/2023; Final "back punch list walk" anticipated in October • Costs to date financed by landlord 	-	-	-	\$ 2,300,000
Low Voltage Installation	• IT cabling installed and completed	\$ 185,000	01/23; 03/23	\$ 182,534	\$ 170,000
AV Equipment Purchase & Installation	• Finalized and signed off on order; AV equipment to be installed by 9/15; programming and commissioning scheduled for week of 11/13	\$ 485,000	02/23	\$ 348,134	\$ 483,618
Furniture Purchase & Installation	• Order finalized and submitted; Phase 1 (cubicles, offices) installed; Phase 2 anticipated in August 2023 50% deposit	\$ 432,000	10/22	\$ 399,556	\$ 405,338
Post Construction					
Graphics Installation	Graphics working on designs; selected vendor. Work to install reception wall wrap in October; remainder in November	\$ 20,000	9/23		
Internet & Phone System Installation	Moving to internet based system with expanded internet services	\$ 135,000	7/23		
Copiers	IT researching options (\$42k for 3 years and/or \$50-70k for 6 years)	\$42,000 (for 3 years)	9/23		
Moving	Soliciting quotes from state contractors				
Plants	Solicited quotes for installation and monthly maintenance; contract authority sought is for 3 years of maintenance plus initial installation 10/3 - Signed one-year contract with Botanical Designs. Estimate includes tax.	\$ 40,000	9/23		\$16,736
Clean Up at Waterfront Place					
Document Imaging	Staff has solicited quotes and compared contracts recently awarded through an RFP process at Kitsap County for similar services	\$ 15,000	9/23		
Disposal/Recycling	Staff is currently soliciting quotes and researching options				

*nb: staff may increase contract amounts in an amount not to exceed \$10,000 over contract authority



Budget as of July 2023 Amended Biennial Budget.

Percent of Year represents the amount of expenses that each department should have based on the current month of the fiscal year as it relates to the department's annual budget.

14.0% of labor, 1.9% of overall consultant budget which includes Safe Streets and Roads for All Subrecipients, and 4.7% of direct budget expensed.

Beginning of biennium. Most of the consultant budget has not been expensed.

6.c

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**Puget Sound Regional Council
GRANT STATUS REPORT**

6.d

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 8/31/23	Remaining to be Expended	Billed as of 8/31/2023	Remaining to bill	Grant Period
FHWA Carry Forward Funding FY22-23	Regional Planning	Lili Mayer	Multiple	5,674,823.11	765,633.42	4,909,189.69	765,633.42	4,909,189.69	7/1/21 - tbd
FTA 5303 Carry Forward Funding FY22-23	Regional Planning	Lili Mayer	Multiple	1,861,706.43	261,230.00	1,600,476.43	261,230.00	1,600,476.43	7/1/21 - tbd
RTPO FY24-25	Regional Planning	Lili Mayer	Multiple	1,507,158.00	125,596.00	1,381,562.00	125,596.00	1,381,562.00	7/1/23 - 6/30/24
STBG FY24-25	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	166,668.20	1,833,331.80	166,668.20	1,833,331.80	7/1/23 - 6/30/24
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	40,039.77	259,960.23	25,000.00	275,000.00	4/1/23 - 3/31/26
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	2,500,000.00	1,712,110.00	787,890.00	1,712,110.00	787,890.00	1/5/22 - 3/31/24
USDOT Office of Safety	Safety Action Plans	Ben Bakkenta	Multiple	4,860,363.00	16,688.03	4,843,674.97	15,591.30	4,844,771.70	4/17/23 - 12/31/25
WSDOT 5310 Special Needs Transp.	Regional Planning	Gil Cerise	002.39.0.0	200,000.00		200,000.00		200,000.00	7/1/23 - 6/30/25
18,904,050.54								15,832,221.62	
Recently Completed									
University of Washington*	Models Research	Brian Lee	004.72.0.0	61,674.00	51,731.62	9,942.38	51,731.62	9,942.38	9/1/22 - 8/31/23
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	300,000.00	-	300,000.00	-	4/1/20 - 3/31/23
WSDOT 5310 Special Needs Trans	Regional Planning	Gil Cerise	002.39.0.0	400,000.00	400,000.00	-	400,000.00	-	5/1/20 - 6/30/23
WA Department of Ecology	Stormwater Parks	Erika Harris	Multiple	268,965.00	174,686.24	94,278.76	143,519.27	125,445.73	8/1/20 - 12/30/22
EDA CARES Act Grant	Regional Planning	Jason Thibedeau	003.08.0.0	400,000.00	352,245.57	47,754.43	352,245.57	47,754.43	7/1/20 - 6/30/22
FTA 5307 Regional Transit Planning	Regional Planning	Gil Cerise	Multiple	2,500,000.00	2,500,000.00	-	2,500,000.00	-	12/17/19 - 3/31/22
FHWA Carry Forward Funding FY21	Regional Planning	Lili Mayer	Multiple	2,664,679.00	2,664,679.00	-	2,664,679.00	-	7/1/21 - 2/28/22
FTA 5303 Carry Forward Funding FY21	Regional Planning	Lili Mayer	Multiple	408,478.00	408,478.00	-	408,478.00	-	7/1/21 - 12/31/21
*Grant ended August 31, though we anticipate a new one with a similar arrangement to begin soon.									