



MEMORANDUM

**TO:** Southwest Washington Regional Transportation Council Board of Directors  
**FROM:** Matt Ransom, Executive Director   
**DATE:** November 2, 2015  
**SUBJECT:** YR 2016 RTC Work Program: Budget

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***AT A GLANCE - DISCUSSION***

*The RTC's 2016 Work Plan is founded on the adopted FY 2016 Unified Planning Work Program and supplemented by activities to receive additional emphasis during YR 2016. Implementation of the YR 2016 Work Program relies upon staffing, professional contracted and support services which anticipated expenses are summarized in the Budget. The 2016 Budget is balanced for anticipated revenues and expenditures and fully supports RTC operations and Work Program implementation.*

**INTRODUCTION**

RTC prepares a calendar year (CY) budget for financial planning purposes. The CY budget is consistent with the FY UPWP budget, and supplemented to support Emphasis Area and emergent activities.

The RTC's CY budget supports staffing and services which enable progress on the Work Program's UPWP and Emphasis Areas components. Revenues, which fund RTC operations, include sources such as: federal and state grants, member agency assessments and enterprise fees. Expenses for RTC are primarily related to: staffing, specialty consulting services, and miscellaneous operations activities (ex. rent, support services, equipment, staff development, etc.).

**YR 2015 BUDGET STATUS**

Expenditures through year end 2015 are expected to be below the 2015 budgeted amount. The expenditure levels achieved by staff allowed full progress of the 2015 Work Program. In select instances, fewer professional contracted services were utilized due to project delivery schedule adjustments, future benefit obligations (vacation accruals) were unrealized, and miscellaneous purchases for ongoing operations were below budgeted amounts. A summary of Expenditures to date (as of October 2015 Claims) and forecast expenditures through December 31, are listed in Table 1.

Table 1: CY 2015 Expenditures to Date (*thru October Claims*) and Projected Year-End

	2015	2015 Est.	Difference
EXPENSES	Budget	Actual & Forecast	Budget vs. Forecast
Salaries	\$858,000	\$856,848	\$1,152
Benefits	429,000	395,610	33,390
Professional Services	274,400	217,211	57,189
Supplies	12,000	6,978	5,022
Communications	18,000	13,330	4,670
Travel	12,500	8,816	3,684
Advertising	2,000	388	1,612
Rent	69,000	63,966	5,034
Insurance	1,600	3,561	(1,961)
Miscellaneous	34,000	24,619	9,381
Capital Related	15,500	8,865	6,635
<b>TOTAL EXPENSES</b>	<b>\$1,726,000</b>	<b>\$1,600,190</b>	<b>\$125,810</b>
Notes:			
1 - Board approved increased insurance policy coverage during 2015 (BR 04-15-05)			

## YR 2016 BUDGET

Revenues on hand or projected to be granted to RTC during CY 2016 is balanced to projected expenses, and will fully support RTC operations at current staffing levels and implementation of the 2016 Work Program. The Budget reflects RTC policies and procedures and program cost structures (which are mirrored to Clark County policy, or purchased directly from Clark County in the case of benefits programs and miscellaneous financial and support functions), including the 2016 adjustments to the RTC's medical and benefit plans; changes in the employee compensation program; and, the indirect cost allocation plan for direct and indirect services purchased from and administered by Clark County. The budget also reflects a change in RTC's capitalization level from \$1,000 to \$5,000, bringing RTC in line with the Federal and County's threshold of \$5,000.

The 2016 Budget leaves unchanged the contribution of Member Dues assessments, which total \$104,500. State and Federal grants in hand or expected to be granted from Washington State DOT (WSDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) are expected to be near the 2015 levels. The 2016 Budget which implements the 2016 UPWP and Emphasis Areas work program is summarized in Table 2.

YR 2016 RTC Work Program: Budget

November 2, 2015

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Table 2: 2016 Budget

Regional Transportation Council			
Budget for 2016			
REVENUES			2016 Budget
<b>Unified Planning Work Program</b>			<b>\$1,145,000</b>
FHWA			548,000
FTA			175,000
STP			250,000
RTPO			172,000
<b>Vancouver Area Smart Trek (STP)</b>			<b>204,000</b>
<b>Other Local</b>			<b>226,800</b>
<b>Congestion Management Process (STP)</b>			<b>92,000</b>
<b>Other Miscellaneous Projects</b>			<b>5,000</b>
<b>Local MPO Dues</b>			<b>104,500</b>
<b>TOTAL REVENUES</b>			<b>\$1,777,300</b>
EXPENSES		2015 Budget	2016 Budget
<b>Salaries</b>		<b>\$858,000</b>	<b>\$896,600</b>
<b>Benefits</b>		<b>429,000</b>	<b>448,300</b>
<b>Professional Services</b>		<b>274,400</b>	<b>272,400</b>
Consultant		174,000	180,000
Information Services		8,000	8,000
Modeling Services		15,000	15,000
Accounting/HR Services		27,900	27,900
State Audit		9,500	11,500
Legal Services		30,000	20,000
Other Professional Services		10,000	10,000
<b>Rent</b>		<b>69,000</b>	<b>69,000</b>
Office		62,000	62,000
Copy Machine/Other		7,000	7,000
<b>Supplies and Equipment</b>		<b>37,500</b>	<b>35,000</b>
Office and Computer Supplies		12,000	12,000
Software/Licenses		10,000	10,000
Computer and Office Equipment		15,500	13,000
<b>Travel, Training and Staff Development</b>		<b>34,000</b>	<b>28,500</b>
Travel		12,500	13,500
Registration/Tuition		15,500	10,000
Dues/Subscriptions		6,000	5,000
<b>Communications</b>		<b>18,000</b>	<b>18,000</b>
Telephone/FAX/Postage		4,000	4,000
Other Communication (CVTV)		14,000	14,000
<b>Other Expenses</b>		<b>6,100</b>	<b>9,500</b>
Advertising		2,000	2,000
Insurance		1,600	5,000
Miscellaneous		2,500	2,500
<b>TOTAL EXPENSES</b>		<b>\$1,726,000</b>	<b>\$1,777,300</b>

**NEXT STEPS**

Following the November Board meeting, staff will complete the YR 2016 RTC Work Program and accompanying RTC YR 2016 Budget process and present both for adoption at the December RTC Board meeting.