



## STAFF REPORT/RESOLUTION

**TO:** Southwest Washington Regional Transportation Council Board of Directors  
**FROM:** Matt Ransom, Executive Director  
**DATE:** November 29, 2016   
**SUBJECT:** **YR 2017 Work Program and Budget, Resolution 12-16-31**

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### ***AT A GLANCE - ACTION***

*The purpose of this resolution is to seek RTC Board adoption of the YR 2017 Work Program and Budget.*

### **BACKGROUND**

The proposed YR 2017 (*January 1 to December 31*) Work Program and Budget for the Southwest Washington Regional Transportation Council are prepared annually as planning tools for implementation of the agency's work. The 2017 Work Program outlines how RTC will be engaged in the major regional transportation planning and grant funding efforts in 2017 as well as engaged with members on issues of emphasis to advance implementation of the Regional Transportation Plan (2014) and to develop inputs to the Plan's scheduled update by year 2018. The Work Program and Budget are planning tools to guide the agency's work and planned expenditures.

### **YR 2016 IN REVIEW**

Calendar year 2016 was a productive year, and RTC's program remains compliant with current regulations enabling the flow of state and federal grant funds to the RTC region. RTC's expenditures were less than planned across every major budget category, except for Professional Services, where the RTC took up several new project management assignments on behalf of members. The corresponding funds to pay for those additional Professional Services expenditures were granted to RTC in conjunction with the related project management contracts. A synthesis of work completed by RTC is found in the [2016 Annual Report](#).

### **YR 2017 WORK PROGRAM**

RTC's 2017 Work Program is based on the program activities described in the approved [FY 2017 Unified Planning Work Program](#) (UPWP) (*adopted by: BR 05-16-08*).

RTC's UPWP focuses on the continuing and comprehensive regional planning and collaborative decision making process and general MPO administration (*outlined in detail in the FY 2017 UPWP*). The UPWP work program produces the bulk of the agency's products and services to members. The UPWP work program relies on accurate data, research, analysis, and special

program management, each supports the RTC region's plan to address pressing current and future regional transportation demands.

In addition to the core work program of the UPWP, staff has identified work efforts that will receive additional emphasis during YR 2017. The intent of the Emphasis Area designation is to provide focus on a specific topic, due to either a current mandate, external influences, and/or in response to contemporary and relevant regional issues discussion.

#### YR 2017 EMPHASIS AREAS

In YR 2017, the RTC will be working to complete a couple regional studies that were initiated in YR 2016 (Bus on Shoulder Feasibility Study and Bingen/White Salmon Circulation Study). RTC will begin efforts to develop inputs to the 2018 Regional Transportation Plan (RTP) update. In addition, a significant uptick in work for MAP-21 related performance planning and measures is expected for those measures and targets which need to be adopted in 2017.

In support of the new activities planned for pre-development of the 2018 RTP and MAP-21 performance measures implementation, staff is recommending an allocation of one-time professional services budget resources (\$75,000) to support these focused efforts. A brief description of those efforts is below.

***2018 Regional Transportation Plan Update.*** As part of the 2017 Work Program, staff will begin background research and development of the input assumptions for the 2018 plan update. Two areas of additional activity (and supported by professional services) relate to deploying some form of stakeholder *Engagement Process* and to engage *Technical Assistance* for inclusion of MAP-21 related performance measures into the Plan. Scoping of both of these efforts will include member agencies through RTAC and the RTC Board as appropriate.

***MAP-21 Performance Based Planning.*** Just recently USDOT began to finalize performance measure rulemaking and the first state performance target in the Safety category is expected to be set (by the State) at the end of 2016. With this recent activity, RTC will need to formalize and adopt performance measures, including building those targets into the Regional Transportation Plan. *Technical Assistance* is needed to help shape the framework for how RTC implements performance targets (i.e. the targets/measures, reporting, and inclusion in RTC's planning documents.)

#### **YR 2017 BUDGET**

RTC prepares a calendar year (CY) budget for financial planning purposes. The RTC's CY budget is set to support staffing and services which enable progress on the Work Program's UPWP and Emphasis Areas components.

Revenues, which support 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 general operations activities (ex. rent, support services, equipment, staff development, etc.)

Revenues on hand or projected to be granted to RTC during CY 2017 is balanced to projected expenses and will fully support RTC operations at current staffing levels and implementation of the 2017 Work Program. The Budget reflects RTC policies and procedures and program cost structures including the 2017 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 2017 Budget reflects the adopted increase to the Member Dues assessments, which now total \$180,000. 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 slightly above the 2016 levels.

Beyond anticipated operating cost increases, the 2017 budget reflects allocation resources for consulting contracts to several projects now underway (ex. VAST, Bus on Shoulder Feasibility Study, Bingen/White Salmon Circulation Study). Further, the Budget reflects a proposed allocation of \$75,000 in resources for technical assistance in support of the Emphasis Areas identified in the Work Program (Specifically: Regional Transportation Plan and MAP-21 engagement and technical support.)

### **POLICY IMPLICATION**

The 2017 Work Program incorporates the adopted UPWP and adds additional activities described as *Emphasis* work areas. The 2017 Work Program is designed to make incremental progress in implementing the policies and funding projects of the adopted Regional Transportation Plan (2014). Policy recommendations which are developed in conjunction with the 2017 Work Program may be presented to the Board for final policy consideration and adoption (if needed).

The 2017 Work Program includes programmed projects and revenue generated by RTC project management and enterprise activities on behalf of member agencies. RTC anticipates a commitment to this type of work in 2017 and is programming additional capacity to take on additional work of this type in the travel modeling and technical services areas.

### **BUDGET IMPLICATION**

The Budget for planned expenditures totaling \$2,073,400 will be established for the period of January 1 to December 31, 2017. Available revenues and pending grants will fully fund RTC operations as planned.

**ACTION REQUESTED**

Adoption of Resolution 12-16-31, 2017 RTC Work Program and Budget.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2016,

by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

\_\_\_\_\_  
Jack Burkman  
Chair of the Board

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Matt Ransom  
Executive Director

Attachment

# **Work Program and Budget**

**Year 2017**

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**Southwest Washington Regional Transportation Council**





## **RTC YR 2017 Work Program & Budget**

Resurgence of the regional economy and continued growth in population are increasing the demands upon our region's transportation infrastructure. RTC's congestion monitoring report indicates growing pressure on key commute corridors. In response, regional efforts have been initiated to study less costly, system operations strategies, as short-term actions that are designed to optimize the performance of the existing systems. Meanwhile, longer term projects remain a focus for funding in state and federal competitive grant programs.

As the region continues to work on infrastructure planned upgrades, the 2017 Work Program initiates pre-development efforts as part of the planned update to the Regional Transportation Plan in 2018. Among those efforts include continued integration of performance based planning measures into the region's Plan and a focused scenario planning effort to elicit stakeholder input in shaping the overall plan's strategies.

As a whole, trend forecasting indicates a continued growth in population and an increasing diversification of our region in terms of age demographics, incomes, and transportation mode choice. These trends will drive a need for continued evolution in policy and strategy to provide for a modern and diverse regional transportation network which underlies and supports a planned for vibrant regional economy. The efforts of the 2017 Work Program anticipates many of these demands, and is designed to help shape the region's transportation investment strategy for years to come.

### **YR 2017 Core Work Program**

RTC's 2017 Work Program is based on the program activities described in the approved FY 2017 Unified Planning Work Program (UPWP) (*adopted by: BR 05-16-08*).

#### **UPWP web hyper-link:**

<http://rtc.wa.gov/programs/upwp/docs/UPWP2017-20160503-Adopted.pdf>

RTC's UPWP focuses on the continuing and comprehensive regional planning and collaborative decision making process and general MPO administration (*outlined in detail in the FY 2017 UPWP*). The UPWP work program produces the bulk of the agency's products and services to members. The UPWP work program is informed by accurate data, research, analysis, and special program management, each of which is used to identify needs and strategies that address the RTC region's pressing current and future regional transportation demands.

### **Year 2017 Emphasis Areas**

The 2017 Work Program - Emphasis Areas, are generally topics that are current and need to be addressed in 2017. The intent of the Emphasis Area designation is to provide focus on a specific topic, due to either a current mandate, external influences, and/or in response to contemporary and relevant regional issues discussion.

# RTC YR 2017 Work Program

## Emphasis Areas

### 1. Regional Project Funding

- a. Grant Program Policy and Scoring Review
- b. Annual Grant Program Call for Projects/Evaluation/Awards

### 2. 2035 Regional Transportation Plan Implementation

- a. Engagement for 2018 Plan Update
- b. Technical Preparations for 2018 Plan Update
- c. Federal Functional Classification Review for Regional Roadways
- d. Complete & Safe Streets Policy Review & Recommendations to Board
- e. Regional Traffic Model Updates to YR 2015 Baseline and 2040 Future

### 3. Studies

- a. Bus on Shoulder Phase I Study Evaluation
- b. Bingen/White Salmon Circulation Study

### 4. Regional Freight / Commerce Planning and Data Collection

- a. Regional Freight Priority Project – Consultation with member agencies for FAST Act grants and related state plan updates
- b. Interest Group Outreach and Engagement
  - i. Coordination with SW Freight and Commerce Task Force
  - ii. Coordination with Metro Freight Task Force

### 5. MAP-21 Implementation

- a. Performance Target Setting with Board
  - i. Safety
  - ii. Bridge and Pavement
  - iii. Transit Measures
- b. Monitoring and Comments to Federal Rule Making Process
  - i. MPO Reform and Coordination
- c. Multi-jurisdictional Committee for Target Setting and Performance Monitoring

### 6. Partnership Building

- a. Bi-State Coordination Committee(s) Support & Outreach
- b. Partner Outreach and Engagement (ex. CREDC, ICC, MCCED, etc.)
- c. Enterprise Activity Support

### 7. Administrative

- a. Ongoing review of administrative policies and procedures

## 2017 BUDGET

RTC prepares a calendar year (CY) budget for financial planning purposes. It is used as a planning tool, and if adjustments to the Budget are needed during the year, they will be presented to the Board for consideration. The RTC's CY Budget outlines the anticipated revenues and expenses for the calendar year 2017. The CY Budget is consistent with the FY UPWP budget and supplemented to support Emphasis Areas and emergent activities.

RTC's CY 2017 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.)

Implementation of the YR 2017 Work Program with staffing, specialty consulting services and operations support is budgeted to cost: \$2,073,400.

### Budget Summary

- Federal and State grants to RTC are projected to remain relatively stable in CY 2017.
- Resources available or forecast to be available for CY 2017 will fully fund RTC operations. (Resources include: Federal and State grant revenues combined with dues and enterprise fees)
- Member Dues of \$180,000 are now applied to the budget for CY 2017.
- The 2017 Budget retains current staffing levels.
- Cost structures for benefits and personnel compensation are consistent with established schedules and benefit plan bids, which are maintained by Clark County (RTC's payroll and benefit provider).
- Indirect service contract expenses are consistent with the provider's (*Clark County*) cost structures and policy (RTC's accounting, treasury, IT and human resources support provider).
- Implementation of the YR 2017 Work Program with staffing, specialty consulting services and operations support is budgeted to cost: \$2,073,400.

Regional Transportation Council						
Budget for 2017						
REVENUES						2017 Budget
<b>Unified Planning Work Program</b>						<b>\$1,232,000</b>
	FHWA					597,700
	FTA					187,600
	STP					275,000
	RTPO					171,700
<b>Vancouver Area Smart Trek (STP)</b>						<b>210,000</b>
<b>Other Local</b>						<b>243,900</b>
<b>Bingen/White Salmon Circulation Study</b>						<b>141,100</b>
<b>Bus on Shoulder Study</b>						<b>61,400</b>
<b>Other Miscellaneous Projects</b>						<b>5,000</b>
<b>Local MPO Dues</b>						<b>180,000</b>
<b>TOTAL REVENUES</b>						<b>\$2,073,400</b>
EXPENSES				2016 Budget	2017 Budget	
<b>Salaries</b>				<b>\$896,600</b>	<b>\$928,000</b>	
<b>Benefits</b>				<b>448,300</b>	<b>464,000</b>	
<b>Professional Services</b>				<b>287,400</b>	<b>523,400</b>	
	Consultant			180,000	416,400	
	Information Services			8,000	8,000	
	Modeling Services			30,000	30,000	
	Accounting/HR Services			27,900	25,000	
	State Audit			11,500	14,000	
	Legal Services			20,000	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>35,000</b>	<b>32,000</b>	
	Office and Computer Supplies			12,000	12,000	
	Software/Licenses			10,000	10,000	
	Computer and Office Equipment			13,000	10,000	
<b>Travel, Training and Staff Development</b>				<b>28,500</b>	<b>28,500</b>	
	Travel			13,500	13,500	
	Registration/Tuition			10,000	10,000	
	Dues/Memberships			5,000	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>9,500</b>	<b>10,500</b>	
	Advertising			2,000	2,500	
	Insurance			5,000	5,500	
	Miscellaneous			2,500	2,500	
<b>TOTAL EXPENSES</b>				<b>\$1,792,300</b>	<b>\$2,073,400</b>	