



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director
DATE: November 28, 2017 
SUBJECT: **YR 2018 Work Program and Budget, Resolution 12-17-22**

AT A GLANCE - ACTION

The purpose of this resolution is to present the YR 2018 Work Program and Budget for Board adoption.

BACKGROUND

The proposed YR 2018 (*January 1 to December 31*) Work Program and Budget for the Southwest Washington Regional Transportation Council (RTC) are prepared annually as planning tools for implementation of the agency's work. The 2018 Work Program outlines the major activities which RTC will be engaged in for regional transportation planning and grant funding efforts in 2018 as well as key initiatives related to implementation of the region's transportation plans. The Work Program and Budget are planning tools to guide the agency's work and planned expenditures.

YR 2017 IN REVIEW

In July 2017, RTC celebrated a 25-year Anniversary as the region's MPO/RTPO, providing transportation investment funding and planning across the three-county region. RTC's grant funding programs awarded over \$10.6 Million in grant awards to eighteen regionally significant projects. Partnerships with member agencies continue to flourish, as RTC managed several key studies on behalf of members, and additional new partnerships were established with local universities providing two student research project assignments. And, RTC's programs remain compliant with current regulations enabling the flow of state and federal grant funds to the RTC region. A summary of major work completed by RTC is found in the [2017 Annual Report](#).

YR 2018 WORK PROGRAM

RTC's 2018 Work Program is based on the program activities described in the approved FY 2018 Unified Planning Work Program (UPWP) (*adopted by: BR 05-17-07*).

UPWP web hyper-link: <http://rtc.wa.gov/programs/upwp/docs/UPWP2018-20170502-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 2018 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.

Supplementing the descriptions of the work program of the UPWP, staff have identified those work efforts that will receive focused emphasis during YR 2018. The *Emphasis Area* outline provides a summary of key activities within Work Program area, which facilitates Board and member agency awareness of emergent activities and relevant regional issues discussion.

YR 2018 EMPHASIS AREAS

Several planning and regional study initiatives will be underway in 2018. RTC staff will be engaged in these efforts (in varying degrees) with the objective of helping regional partners plan for and advance funding for needed transportation investments over the next several years. A brief summary of select key initiatives is described below.

Regional Transportation Plans

In YR 2018, the RTC will be working to complete a major four-year update to the Regional Transportation Plan for Clark County and will also undertake minor updates (as needed) to the Skamania and Klickitat County Regional Transportation Plans. These regional transportation plan updates are important and produce the major policies and projects that the region(s) will be pursuing over the next 20 years.

Emphasis activities that will be in development during the 2018 regional transportation planning process include: development of a web-based public outreach / engagement survey; hiring of college students for project task assignments; and miscellaneous technical support services, the specific scope of which will be identified areas including: finance, project evaluation, MAP-21 performance measures implementation, and economic analysis.

Regional Studies

In addition to development of the three regional transportation plans, RTC staff will be heavily engaged in several regional studies.

RTC is initiating the scoping and development of a Clark regional urban freeway operations study. Much of the work in YR 2018 will be laying the groundwork for the partnership (including securing funding partners) and development of the work scope and responsibilities. The catalyst for this evaluation were the recommendation(s) of the most recent Congestion Management Process, which identified a need for focused "operations" study of freeway and transit service enhancements to provide short-term and low-cost project enhancements along urban freeway corridors.

RTC, along with partners within Clark, Skamania, and Klickitat counties will initiate a periodic update to the Human Services Transportation Plans within the RTC region. This work is funded in part by pass-through funding provided by the WSDOT Public Transit Division (\$40,000). The focus of these updates will be to assess the current needs for services and re-evaluate project priorities, setting the stage for competitive grant funding in coming years.

VAST Partners, with RTC as program manager, will initiate an update to a 10-year needs assessment and update to the regional Intelligent Transportation System (ITS) architecture and network. This plan will lay the groundwork for continued asset sharing of existing ITS related equipment and also identify future investment needs to keep pace with the evolution of traffic signal and communications technology. Further, the VAST program partners will also continue their work in setting the technology needs and policies for regional acceptance of future vehicle needs through evaluation of regional policies and investment criteria for future *Connected and Autonomous Vehicles*.

Additionally, RTC staff are slated to spend considerable time on several key regional studies and initiatives which are being led by several partner agencies across the region. Among those studies where RTC is likely to provide technical or policy support and review include: the I-5 Legislative Task Force authorized by SB-5806; technical support for C-TRAN's Mill Plain Blvd. bus rapid transit project evaluation; the Hood River Bridge replacement Environmental Impact Statement; and traffic modeling technical review in conjunction with the ODOT value pricing evaluation.

Lastly, RTC staff serve as technical advisors to member agencies in numerous areas including: traffic modeling, grant writing, study development and project advisory committees, and legislative outreach. This work is expected to remain robust and active over the next year.

Supporting the technical development of the these plans and regional coordination efforts, staff is recommending a YR 2018 allocation of \$75,000 in professional services resources to enable support services and technical assistance for these numerous activities and initiatives.

Administrative

Several activities have been identified as focused initiatives in the administrative area, including: updates to the RTC's accounting program in relation to recent standard practice advisories (OPEB accounting rules); and implementation of an ADA facility and program audit for RTC facilities and programs. It is planned that RTC will relocate its primary offices within the Clark County Public Services Center. In conjunction with that planned office relocation, RTC staff are planning for one-time investments in select technology and equipment / facility upgrades.

YR 2017 BUDGET STATUS

Expenditures through year end 2017 are expected to be at or below the CY 2017 budgeted amount. The expenditures reported to date allowed full progress of the 2017 Work Program.

Current projections estimate expending roughly \$100,000 less than the planned CY 2017 budget. Savings were incurred across all budget categories, except for Salaries and Benefits, which reflect adjustments associated with a staffing transition, position adjustment and one-time cross training expenses for the Senior Accountant position. (Table 1: CY 2017 Expenditures to Date)

The notable budget variance (savings) was due to deferred expenditures for professional services contracts related to the regional transportation planning and performance management programs. To date, all other planned activities and expenses are tracking at or below planned levels.

RTC's cash flow remains stable. However, there were select delays in reimbursement by a few federal grant programs. As a result, RTC had to cover some of those Expenses due to delays in Federal grant payments. However, to date, most of these federal reimbursement funds have been released, or are expected to be released in the short term.

A summary of Expenditures to date (as of November 2017 Claims) and forecast expenditures through December 31 are listed in Table 1.

Table 1: CY 2017 Expenditures to Date (*thru November Claims*) and Projected Year-End

Regional Transportation Council			
Budget versus Forecast for 2017			
		2017	2017 Estimate
EXPENSES		Budget	Actual & Forecast
			Difference
			Budget vs Forecast
Salaries		\$928,000	\$941,103
Benefits		464,000	\$473,931
Professional Services		468,200	377,909
Rent		69,000	64,823
Supplies and Equipment		32,000	20,891
Travel, Training and Staff Development		28,500	12,632
Communications		18,000	15,555
Other Expenses		10,500	9,514
TOTAL EXPENSES		\$2,018,200	\$1,916,358
			101,842

CY 2018 BUDGETING

Revenues:

Revenues on hand or projected to be granted to RTC during CY 2018 are balanced to projected expenses and will fully support RTC operations at current staffing levels and implementation of the 2018 Work Program. The CY 2018 Budget reflects 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 below the 2017 levels. Member Dues assessment are also included. A nominal forecast of Enterprise revenue from third-parties is planned, and RTC management will consider additional consulting opportunities during the coming year.

Expenses:

The Budget reflects expense structures which implement RTC policies and procedures and program cost structures, including the CY 2018 forecast adjustments to the RTC's medical and benefit plans; changes in the employee compensation and classification program to reflect market conditions and position responsibility; and the indirect cost allocation plan for direct and indirect services purchased from Clark County. Budgeted staffing levels for CY 2018 remain unchanged, and new emphasis has been placed on procuring college student special projects and establishment of relationships with local university/college institutions.

Professional services are utilized to supplement RTC staffing and to provide specialty services on a limited scope/term basis. Several interlocal agreements and contracts are in place to provide select services (ex. information services, accounting/HR services, modeling services, legal services, treasury and investment, etc.) These planned expenses are incorporated into the RTC's budget reflective of current contract or agreement amounts.

RTC management intends to utilize discretionary professional services for project/program specific activities. Those services are solicited on a case-by-case basis in order to implement components of the technical work program. For CY 2018, a Consultant professional services budget of \$220,000 is planned; allocated to three distinct activities: VAST Program services; Traffic Counting services; and one-time professional services associated with the regional transportation planning and performance management program (described below).

Additionally, RTC's office space lease, at the County Public Service Center, is being re-drafted and the monthly rent is planned to increase by approximately \$10,000/year, an increase from roughly \$60,000 up to approximately \$70,000/year. This new recurring expense structure is reflected in the proposed CY 2018 Budget. However, the final lease cost will not be finalized until a suite delineation and lease are finalized.

One-time Expenses:

Professional Services: Consultant. Implementation of the CY 2018 Work Program may require technical and support services beyond the current scope and capacity of RTC employees. In those cases, RTC management intends to authorize solicitation of professional services to supplement RTC staffing and technical expertise. Specific areas of emphasis have been identified in the Work Program *Emphasis Areas*. A one-time planned expenditure of up to \$75,000 is set aside to help RTC staff implement major activities, such as: the Regional Transportation Plan for Clark County update, to support implementation of MAP-21 related performance measures, and to support miscellaneous and college student projects.

Office Move. RTC's lease at the County Public Service Center (PSC) expired on December 31, 2016. Since then, RTC has been occupying its leased space on a month-to-month basis. In the interim, Clark County has been re-evaluating its overall space needs and has since asked RTC to relocate its office suite within the PSC building. In conjunction with the office move, RTC management is planning for a one-time budget allocation of \$50,000, to accommodate office equipment and materials expenses which may need to be purchased in conjunction with the office move and set-up of the new office suite.

POLICY IMPLICATION

The 2018 Work Program incorporates the adopted UPWP and adds additional activities described as *Emphasis* work areas. The 2018 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 2018 Work Program may be presented to the Board for final policy consideration and adoption (if needed).

The 2018 Budget includes programmed expenditures and revenues generated by RTC project management and enterprise activities on behalf of member agencies. RTC anticipates a commitment to this type of work in 2018 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 \$1,968,315 will be established for the period of January 1 to December 31, 2018. Available revenues and pending grants will fully fund RTC operations as planned.

ACTION REQUESTED

Adoption of Resolution 12-17-22, 2018 RTC Work Program and Budget.

ADOPTED this _____ day of _____ 2017,

by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Jeanne E. Stewart
Chair of the Board

Matt Ransom
Executive Director

Attachment: 2018 Work Program and Budget

Work Program and Budget

Year 2018

Southwest Washington Regional Transportation Council



RTC YR 2018 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 2018 Work Program is focused on specific tasks to advance 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 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 2018 Work Program anticipates many of these demands, and is designed to help shape the region's transportation investment strategy for years to come.

YR 2018 Core Work Program

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Year 2018 Emphasis Areas

The 2018 Work Program - Emphasis Areas, are generally topics that are current and need to be addressed in 2018. 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 2018 Work Program

Emphasis Areas

1. Regional Project Funding

- a. Grant Program Policy and Scoring Review Committee (STBG; CMAQ)
- b. Annual Grant Program Call for Projects/Evaluation/Awards
- c. Regional grant online database and mapping

2. 2040 Regional Transportation Plan

- a. Outreach / Engagement Activities
- b. Technical & Policy Committee Work
 - i. Finance
 - ii. Active Transportation Planning
 - iii. Future Technology (VAST program)
 - iv. Environmental Justice
- c. Call for Project and technical evaluation
- d. MAP-21 performance metrics integration
- e. 10-Year project priority evaluation

3. Regional Studies

- a. Clark regional urban freeway operations study – scoping and partnership phase
- b. Human Services Transportation Plan update (Clark, Skamania, and Klickitat counties)
- c. Skamania and Klickitat County Regional Transportation Plan - Updates
- d. Vancouver Areas Smart Trek (VAST) – 10-year ITS Network Needs Assessment
- e. WA SB-5806 I-5 Legislative Task Force (*RTC in technical support role*)
- f. C-TRAN Mill Plain Bus Rapid Transit project development (*RTC in technical support role*)
- g. Hood River Bridge EIS (*RTC in technical support role*)
- h. ODOT Value Pricing evaluation (*RTC in technical reviewer role*)

4. MAP-21 Implementation

- a. Performance Target Setting with Board
 - i. Safety (*est. January 2018*)
 - ii. Bridge and Pavement
 - iii. System Performance and CMAQ
- b. Multi-jurisdictional Committee for Target Setting and Performance Monitoring

5. Partnership Building

- a. Bi-State Coordination Committee(s) Support & Outreach
- b. Clark County Transportation Alliance; Legislative support
- c. Partner Outreach and Engagement (ex. CREDC, ICC, MCCED, etc.)
- d. RTC Member technical support and task work

6. Administrative

- a. Ongoing review of administrative policies and procedures
- b. ADA Facility / Compliance Audit
- c. Office relocation
- d. Technology updates
- e. OPEB accounting rules implementation
- f. Student Intern / Project(s)

2018 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 2018. The CY Budget is consistent with the FY UPWP budget and supplemented to support Emphasis Areas and emergent activities.

RTC's CY 2018 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 2018 Work Program with staffing, specialty consulting services and operations support is budgeted to cost: **\$1,968,315.**

Budget Summary

- Federal and State grants to RTC are projected to remain relatively stable in CY 2018.
- Resources available or forecast to be available for CY 2018 will fully fund RTC operations. (Resources include: Federal and State grant revenues combined with dues and enterprise fees)
- Member Dues of \$180,000 are applied to the budget for CY 2018. A re-examination of dues based on current Board policy is expected spring 2018, and any assessment adjustments will become effective January 2019.
- The 2018 Budget retains current staffing levels. Additional emphasis is also placed on procuring student project assignments with our local university partners.
- Cost structures for personnel compensation and benefits are consistent with established and adjusted employee position classification schedules, market conditions and benefit plan cost structures. RTC's benefit plans (medical, dental, vision, AD&D, etc.) are purchased under contract from Clark County.
- Indirect service contract expenses are to remain stable. RTC purchases payroll processing, treasury, IT (telephone and computer network) and incidental general support services from Clark County.
- One-time expenses are planned for the following activities: Professional Consulting Services to provide technical support for RTC's planning activities (\$75,000); and, Moving Expenses related to relocation of RTC's offices within the Clark County Public Service Center (\$50,000).

**Regional Transportation Council
Budget for 2018**

REVENUES				2018 Budget
Unified Planning Work Program				1,383,000
	FHWA			586,000
	FTA			326,000
	STP			171,000
	RTPO			300,000
Vancouver Area Smart Trek (STP)				205,000
Other Local				13,000
Human Services Trans Plan				40,000
Other Miscellaneous Projects				5,000
Local MPO Dues				\$322,315
TOTAL REVENUES				\$1,968,315
EXPENSES				2017 Budget
				2018 Budget
Salaries				\$928,000
Benefits				464,000
Professional Services				468,200
	Consultant		376,200	220,000
	Information Services		8,000	6,000
	Modeling Services		15,000	15,000
	Accounting/HR Services		25,000	23,000
	State Audit		14,000	10,000
	Legal Services		20,000	18,000
	Other Professional Services		10,000	10,000
Rent				69,000
	Office		62,000	72,000
	Copy Machine/Other		7,000	5,500
Supplies and Equipment				32,000
	Office and Computer Supplies		12,000	9,000
	Software/Licenses		10,000	8,700
	Computer and Office Equipment		10,000	7,000

Travel, Training and Staff Development				28,500	25,500
Travel				13,500	13,000
Registration/Tuition				10,000	7,500
Dues/Memberships				5,000	5,000
Communications				18,000	16,100
Telephone/FAX/Postage				4,000	2,300
Other Communication (CVTV)				14,000	13,800
Other Expenses				10,500	58,700
Advertising				2,500	2,200
Insurance				5,500	5,500
Miscellaneous	Office Relocation Expense				50,000
	Other Miscellaneous			2,500	1,000
TOTAL EXPENSES				\$2,018,200	\$1,968,315