



STAFF REPORT / RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: November 27, 2018
SUBJECT: **YR 2019 RTC Work Program and Budget, Resolution 12-18-29**

AT A GLANCE - DISCUSSION

The purpose of this resolution is to present the YR 2019 Work Program and Budget for Board adoption.

INTRODUCTION

RTC's 2019 core Work Program is based on the program activities described in the approved FY 2019 Unified Planning Work Program (UPWP) (*adopted by: BR 05-18-09*).

UPWP web hyper-link: <https://rtc.wa.gov/programs/upwp/docs/UPWP2019-20180501-Adopted.pdf>

RTC's UPWP focuses on the continuing and comprehensive regional planning and collaborative decision making process and general administration (*outlined in detail in the FY 2019 UPWP*). The UPWP work program produces the bulk of the agency's products and services to members.

In addition to the core work program of the UPWP, staff have identified those work efforts that will receive focused emphasis during YR 2019. These activities support development of specific projects, programs and strategies and will shape the region's investment strategies for years to come.

YR 2018 BUDGET STATUS

Expenditures through year-end 2018 are expected to be at or below the YR 2018 budgeted amount. Notwithstanding the lower than forecast expenditures, the activities to date have allowed full progress of the 2018 Work Program and project delivery.

Current projections estimate expending roughly \$138,000 less than the planned YR 2018 budget. Savings were incurred across most budget categories. The notable budget variance (savings) was due to deferred expenditures for professional services, deferred office rent increase, and significant savings in one-time costs associated with the office move.

A summary of expenditures-to-date (as of mid-November 2018) and forecast expenditures through December 31 are listed as follows:

**Regional Transportation Council
Budget versus Forecast for 2018**

<u>EXPENSES</u>	<u>2018 Budget</u>	<u>2018 Estimate Actual & Forecast</u>	<u>Difference Budget vs Forecast</u>
Salaries	\$965,856	\$964,287	1,569
Benefits	497,959	\$498,849	(890)
Professional Services	302,000	222,346	79,654
Rent	77,500	59,964	17,536
Supplies and Equipment	24,700	22,533	2,167
Travel, Training and Staff Development	25,500	19,800	5,700
Communications	16,100	16,078	22
Other Expenses	58,700	26,259	32,441
TOTAL EXPENSES	\$1,968,315	\$1,830,116	138,199

YR 2019 EMPHASIS AREAS

The work program of YR 2019 includes a significant portfolio of project related studies. This will be greater than a typical year and will require significant investment of staff time and commitment of resources to professional services.

Regional Studies

Several major studies are planned across the three-county RTC region. In some instances, RTC will lead the studies, and in other cases will provide policy and technical support to external lead agencies. Notable among RTC led studies include: a comprehensive data collection and traffic analysis effort as part of a Clark regional Origin Destination Study, which will be followed by an intensive study of low(er) cost freeway traffic operations strategies along I-5 and other freeway corridors as part of the Clark regional Urban Freeway Corridor Operations Study. In other cases, RTC will support Member agencies with major studies including: the Discovery Corridor Adaptive Infrastructure Study; WSDOT’s corridor studies of I-205 and SR-500/Fourth Plain Blvd. congestion hot-spots; and will provide support to Member agencies with specific project development; and several agencies have planned transportation system planning studies which RTC will also support.

Lastly, RTC will be engaged in providing technical and policy input for ongoing and emerging bi-state studies including: the Hood River Bridge replacement EIS; discussions for an I-5 Bridge Replacement project; regional policy and project discussions regarding interstate tolling and congestion pricing; and will continue to pursue a joint bi-state study (named “Columbia Connections”) which will examine the flow of people and economic activity between Vancouver/Portland for areas proximate to the Columbia River.

Regional Transportation Implementation

Anticipated completion of the 2018 Clark County Regional Transportation Plan update during the first-quarter of 2019 will allow staff to turn attention to Plan implementation. Priority among activities slated for follow-up implementation is development of a work program for the Clark regional Active Transportation Plan assessment. This planning assessment will examine and document needs, projects, and services at a regional scale. That work element was a required follow-up component of the RTC's Federal Certification Review mandate from 2017. Also planned for review in 2019 is the re-evaluation of a 10-Year Project Priority Report, which will update work and reporting which reinforce the legislative project requests and Member agency legislative affairs.

Regional Modeling Program

Upon completion of the Clark County Regional Transportation Plan update, RTC's modeling program will turn its focus towards scoping the regional Household Activity Survey data collection initiative planned for the YR 2019/2020 timeframe. This effort is a cornerstone component of the regional modeling program and is generally completed on a 10-year interval. In addition, RTC will fine-tune its approach to regional modeling with our partner Metro and will expand the agency's sub-area modeling tools and capabilities. RTC's sub-area traffic modeling will be a focused initiative to provide greater micro-scale traffic modeling capabilities and data for RTC's smaller Member agencies and consultants. Further, refinements of the modeling and technical services program will roll out in 2019.

YR 2019 BUDGETING

Planned Revenues

Revenues on hand or projected to be granted to RTC during YR 2019 will fully support RTC operations at current staffing levels and implementation of the 2019 Work Program.

The YR 2019 Budget revenues are tied to State and Federal grants in hand or expected to be granted from the following sources: Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Washington State DOT (WSDOT) for both RTPO and one-time project activities, and one-time commitment of STBG grants that have been previously committed to RTC operations. Supplementing the agencies core revenues are Member Dues, enterprise revenues, and gains from RTC's pooled investments.

The following is a summary of the anticipated revenues to support RTC operations.

REVENUES	2019 Budget
FHWA	\$617,960
FTA	257,725
STBG*	968,053
RTPO	186,430
WS MVA*	450,000
Local MPO Dues	188,000
Partner Match	5,000
Interest	18,000
Gain/Loss on Investments	2,200
Enterprise Services	7,000
TOTAL REVENUES	\$2,700,368

* Includes one-time and project specific revenue

Planned Expenses

Personnel and Administration:

The YR 2019 Budget reflects expense structures which implement RTC policies and procedures and program cost structures. Costs for operating activities have been individually reviewed and are planned at levels consistent with historic patterns and have selectively been adjusted to account for planned increases and in response to operational needs. Major operating cost categories include: personnel and benefit program; administrative costs associated with RTC's purchase of support services from Clark County, business operations costs for business equipment and supplies, staff training programs, and related incidental operational activities.

Staffing levels for YR 2019 remain unchanged at 9.75 FTE. Additional emphasis will be placed on staffing succession planning in line with business needs, and also procuring college student special projects and establishment of relationships with local university/college institutions.

The following is a summary of the proposed major operating expenses to support RTC operations.

EXPENSES	2018 Budget	2019 Budget
Salaries	\$965,856	\$1,004,490
Benefits	497,959	504,000
Rent	77,500	78,500
Office	72,000	72,000
Copy Machine/Other	5,500	6,500
Supplies and Equipment	24,700	47,000
Office and Computer Supplies	9,000	10,000
Software/Licenses	8,700	30,000
Computer and Office Equipment	7,000	7,000
Travel, Training and Staff Development	25,500	34,000
Travel	13,000	18,000
Registration/Tuition	7,500	10,000
Dues/Memberships	5,000	6,000
Communications	16,100	19,500
Telephone/FAX/Postage	2,300	2,700
Other Communication (CVTV)	13,800	16,800
Other Expenses	58,700	101,178
Advertising	2,200	2,800
Insurance	5,500	6,200
Miscellaneous	Previous Match Recovered	76,178
	Office Relocation Expense	15,000
	Other Miscellaneous	1,000

Programs and Projects:

Professional services are utilized to supplement RTC staffing and to provide specialty services on a project-by-project basis. Several interlocal agreements and contracts are in place to provide specialty 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 and agreement amounts.

The following is a summary of the planned Professional Services for YR 2019.

Professional Services	302,000	911,700
Study Agreements	220,000	821,000
Information Services	6,000	7,200
Modeling Services	15,000	15,000
Accounting/HR Services	23,000	26,000
State Audit	10,000	12,000
Legal Services	18,000	18,000
Other Professional Services	10,000	12,500

RTC management intends to utilize professional services for specific project / program activities. Those services are solicited on a case-by-case basis in order to implement components of the technical work program. For YR 2019, a professional services budget is allocated to multiple activities including: VAST program management services; regional traffic counting services; Clark regional Origin Destination Study; Clark regional Urban Freeway Corridor Operations Study; and Clark Regional Active Transportation Plan. Further, RTC management intends to either enter into interlocal agreements or procure professional services for the expenditure of funds with regards to multi-agency studies and regional traffic data collection efforts. Specific proposed activities include: regional traffic counting services; Discovery Corridor Adaptive Infrastructure study; and provide capacity to support a new bi-state study (named: Columbia Connections) should that study scoping progress.

For YR 2019, a budget of \$821,000 is planned to be allocated to these regional study activities. Professional services revenues will be committed only when study activities proceed, otherwise the funds will be retained for future use.

The following is a summary of the planned Professional Services: Study Agreements.

Professional Services:	Study Agreements
Vancouver Area Smart Trek (VAST)	\$80,000
Regional Origin Destination Study	275,000
Urban Freeway Corridor Operation Study	300,000
Traffic Counts	20,000
Clark Regional Active Transportation Plan	66,000
Discovery Corridor Adaptive Infrastructure Study	30,000
Columbia Connections Study	50,000
TOTAL STUDY AGREEMENTS	\$821,000

POLICY IMPLICATION

The 2019 Work Program incorporates the adopted UPWP and adds additional activities described in the work program document. The 2019 Work Program is designed to make incremental progress in implementing the policies and funding projects of the adopted Regional Transportation

Plan. Policy recommendations which are developed in conjunction with the 2019 Work Program may be presented to the Board for final policy consideration and adoption (as needed).

The 2019 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 2019 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 \$2,700,368 will be established for the period of January 1 to December 31, 2019. Available revenues and pending grants will fully fund RTC operations as planned.

ACTION REQUESTED

Adoption of Resolution 12-18-29, 2019 RTC Work Program and Budget.

ADOPTED this 4th day of December 2018, by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Ron Onslow
Chair of the Board

Matt Ransom
Executive Director

Attachments:

- 1) Year 2019 Work Program and Budget
- 2) Unified Planning Work Program for Fiscal Year 2019

Work Program and Budget

Year 2019

Southwest Washington Regional Transportation Council



RTC YR 2019 Work Program & Budget

Regional trends point to continued and sustained growth in the broader metropolitan region. Within Clark County specifically, new household and business formations combined with a vibrant regional economy and low unemployment, are creating high demands for regional and local mobility and infrastructure services. The region's current 6-Year Transportation Improvement Program forecasts over \$331 Million in planned transportation system investment and maintenance. Even with that level of planned investment, many of the region's needs may remain unmet, and both additional and wiser investment and mobility strategies will need to be deployed. The YR 2019 Work Program and Budget are designed to support the regional collaboration needed to progress studies, strategies, and projects which will shape the region's transportation investment strategy for years to come.

Several major studies are planned across the three-county RTC region. In some instances, RTC will lead the studies, and in other cases will provide policy and technical support to external lead agencies. Notable among RTC led studies include: a comprehensive data collection and traffic analysis effort as part of a Clark regional Origin Destination Study, which will be followed by an intensive study of low(er) cost freeway traffic operations strategies along I-5 and other freeway corridors as part of the Clark regional Urban Freeway Corridor Operations Study. In other cases, RTC will support Member agencies with major studies including: the Discovery Corridor Adaptive Infrastructure Study; WSDOT's corridor studies of I-205 and SR-500/Fourth Plain Blvd. congestion hot-spots; and will provide support to Member agencies with specific project development; and several agencies have planned transportation system planning studies which RTC will also support.

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As a whole, the RTC Work Program consists of a major portfolio of work. Budget resources needed to deliver this work program will increase with regards to professional services technical support and partnership agreements with external agencies. Staffing resources and related operating costs remain unchanged, after factoring in forecast personnel and operating cost adjustments.

YR 2019 Core Work Program

RTC's Work Program is based on the program activities described in the approved FY 2019 Unified Planning Work Program (UPWP) (*adopted by: BR 05-18-09*).

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Year 2019 Emphasis Areas

The 2019 Work Program - Emphasis Areas are generally topics that are current and need to be addressed in 2019. 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 2019 Work Program

Emphasis Areas

1. Regional Project Funding

- a. Grant Program Policy and Scoring Review Committee (STBG; CMAQ; TAP)
- 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. Implementation Activities
- c. 10-Year Project Priority Evaluation

3. Regional Studies

- a. Clark Regional Origin Destination Study
- b. Clark Urban Freeway Corridor Operations Study
- c. Clark Regional Active Transportation Study
- d. Discovery Corridor Adaptive Infrastructure Study (RTC in technical support role)
- e. Columbia Connections Bi-state Study (*RTC / Metro joint proposal*)
- f. WA SB-5806 I-5 Legislative Task Force (*RTC in technical support role*)
- g. Hood River Bridge EIS (*RTC in technical support role*)

4. Program Management

- a. Vancouver Area Smart Trek (VAST)
 - i. IDC Smart Cities Community Assessment
 - ii. OSP Insight Data – Cloud Services
 - iii. Portal Database Management
 - iv. Fiber Monitoring Software Administration
- b. Congestion Management Process
- c. Transportation Improvement Program (TIP) Administration
- d. Regional Traffic Modeling Program
 - i. Project Scoping for Household Activity Survey
 - ii. Sub-Area Traffic Modeling Program Refinement
 - iii. Enterprise Services

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. Student Intern / Project(s)

2019 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 2019. The CY Budget is consistent with the FY UPWP budget and supplemented to support Emphasis Areas and new project activities.

RTC's CY 2019 Budget revenues include sources such as: federal and state grants, member agency assessments, and enterprise fees. Expenses for RTC are primarily related to: staffing, specialty professional services, and miscellaneous operations activities (ex. rent, support services, equipment, staff development, etc.)

Implementation of the YR 2019 Work Program with staffing, specialty consulting services, and operations support is budgeted to cost: \$2,700,368.

Budget Summary

Revenues:

- Federal and State grants to RTC increase for YR 2019.
- One-time funding commitments from WSDOT for regional studies support professional services expenses.
- Member Dues of \$188,000 are applied to the budget for YR 2019. A re-examination of dues based on current Board policy is expected spring 2019, and any assessment adjustments will become effective January 2020.
- Revenues available for YR 2019 will fully fund RTC operations. (Resources include: Federal and State grant revenues combined with dues and enterprise fees.)

Expenses:

- Cost structures for benefits and personnel compensation are consistent with established employee position classification schedules, market conditions, and benefit plans. 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 Services and Study Agreements to support for RTC's planning activities (\$821,000); and Office Relocation Expenses related to final upgrades of RTC's offices within the Clark County Public Service Center (\$15,000).

Staffing:

- The 2019 Budget retains current staffing levels (9.75 FTE). Opportunities will be explored for procuring student project assignments with our local university partners, and administrative strategies developed for future staff succession planning.

**Regional Transportation Council
Budget for 2019**

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