



MEMORANDUM

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director 
DATE: October 25, 2016
SUBJECT: **YR 2017 RTC Budget - DRAFT**

AT A GLANCE - DISCUSSION

The RTC's 2017 Work Program is founded on the adopted FY 2017 Unified Planning Work Program and supplemented by activities to receive additional emphasis during YR 2017. Implementation of the YR 2017 Work Program relies upon staffing and professional contracted and support services, which anticipated expenses are summarized in the Budget. The 2017 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 Areas 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 2016 BUDGET STATUS

Expenditures through year end 2016 are expected to be at the 2016 budgeted amount. Current projections estimate a roughly \$2,000 budget savings, which at this point in the year demonstrates spending levels consistent with the approved Budget. The expenditures to date allowed full progress of the 2016 Work Program.

Savings were incurred across all budget categories. However additional expenses were incurred as a result of new projects in support of members, resulting in an increase of consultant agreement related expenditures. A summary of Expenditures to date (as of mid-October 2016) and forecast expenditures through December 31 are listed in Table 1.

Table 1: CY 2016 Expenditures to Date (*thru October Claims*) and Projected Year-End

Regional Transportation Council						
Budget versus Forecast for 2016						
	2016	2016 Estimate	Difference			
EXPENSES	Budget	Actual & Forecast	Budget vs Forecast			2017 Budget
Salaries	\$896,600	\$890,036	6,564			\$928,000
Benefits	448,300	\$428,041	20,259			464,000
Professional Services	287,400	349,015	(61,615)		*	468,200
Rent	69,000	65,199	3,801			69,000
Supplies and Equipment	35,000	23,019	11,981			32,000
Travel, Training and Staff Development	28,500	11,774	16,726			28,500
Communications	18,000	15,792	2,208			18,000
Other Expenses	9,500	6,588	2,912			10,500
TOTAL EXPENSES	\$1,792,300	\$1,789,464	\$2,836			\$2,018,200
* Note: Board approved consultant contracts for Bus on Shoulder and Bingen/WS Data Collection in 2016 (BR 03-16-04, BR 08-16-18). Board approval for Circulation Study will be requested in Nov.						

YR 2017 BUDGET

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).

The 2017 Budget which implements the 2017 UPWP and Emphasis Areas work program is summarized in Table 2.

Table 2: DRAFT 2017 Budget

Regional Transportation Council						
DRAFT Budget for 2017						
REVENUES						2017 Budget
Unified Planning Work Program						\$1,209,700
	FHWA					578,000
	FTA					185,000
	STP					275,000
	RTPO					171,700
Vancouver Area Smart Trek (STP)						210,000
Other Local						251,600
Bingen/White Salmon Circulation Study						115,700
Bus on Shoulder Study						46,200
Other Miscellaneous Projects						5,000
Local MPO Dues						180,000
TOTAL REVENUES						\$2,018,200
EXPENSES				2016 Budget	2017 Budget	
Salaries				\$896,600	\$928,000	
Benefits				448,300	464,000	
Professional Services				287,400	468,200	
	Consultant			180,000		376,200
	Information Services			8,000		8,000
	Modeling Services			30,000		15,000
	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
Rent				69,000	69,000	
	Office			62,000		62,000
	Copy Machine/Other			7,000		7,000

Table 2: Continued

Supplies and Equipment			35,000		32,000
Office and Computer Supplies			12,000		12,000
Software/Licenses			10,000		10,000
Computer and Office Equipment			13,000		10,000
Travel, Training and Staff Development			28,500		28,500
Travel			13,500		13,500
Registration/Tuition			10,000		10,000
Dues/Memberships			5,000		5,000
Communications			18,000		18,000
Telephone/FAX/Postage			4,000		4,000
Other Communication (CVTV)			14,000		14,000
Other Expenses			9,500		10,500
Advertising			2,000		2,500
Insurance			5,000		5,500
Miscellaneous			2,500		2,500
TOTAL EXPENSES			\$1,792,300		\$2,018,200

NEXT STEPS

Following the November Board meeting, staff will finalize the YR 2017 RTC Work Program and accompanying RTC YR 2017 Budget process and present both for adoption at the December RTC Board meeting.