

**CLARK COUNTY  
STAFF REPORT**

**DEPARTMENT/DIVISION:** Public Works / Administration

**DATE:** January 21, 2014

**REQUEST:** Authorize the Public Works Department to pay the 2014 Membership Dues for the Regional Transportation Council in the amount of \$36,300.

**CHECK ONE:**  Consent  Chief Administrative Officer

**PUBLIC WORKS GOALS:**

- Provide safe and efficient transportation systems within Clark County
- Continue responsible stewardship of public funds
- Promote family-wage job creation and economic development to support a thriving community
- Maintain a desirable quality of life
- Improve environmental stewardship and protection of natural resources
- Increase partnerships and foster an engaged, informed community
- Make Public Works a great place to work

**BACKGROUND:** The Southwest Washington Regional Transportation Council (RTC) budget for 2014 is \$1,488,000, to serve as the federal Metropolitan Planning Organization (MPO) and the WA State Regional Transportation Planning Organization (RTPO). State and federal law required the formation of the MPO/RTPO to facilitate regional transportation decisions and serve as a conduit for grants to local agencies. Clark County's membership dues are \$36,300.

**COMMUNITY OUTREACH:** None

**BUDGET AND POLICY IMPLICATIONS:** The Membership Dues of \$36,000 for 2014 are in the adopted 2014 budget. There are no policy implications associated with this action.

**FISCAL IMPACTS:**  Yes (See Attached Fiscal Impacts Form)  No

**ACTION REQUESTED:** Authorize the Public Works Department to pay the 2014 Membership Dues for the Regional Transportation Council in the amount of \$36,300.

**DISTRIBUTION:** Please forward a copy of the approved staff report to Public Works Administration.

  
\_\_\_\_\_  
Heath H. Henderson  
Public Works Director/County Engineer

APPROVED:   
CLARK COUNTY, WASHINGTON  
BOARD OF COMMISSIONERS

Jan. 28, 2014  
SR 21-14

HHH/TG/pam



PW14-006

*Handwritten notes:*  
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OK  
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# FISCAL IMPACT ATTACHMENT

## Part I: Narrative Explanation

I.A - Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information.

The Southwest Washington Regional Transportation Council (RTC) budget for 2014 is \$1,488,000, to serve as the federal Metropolitan Planning Organization (MPO) and the WA State Regional Transportation Planning Organization (RTPO). State and federal law required the formation of the MPO/RTPO to facilitate regional transportation decisions and serve as a conduit for grants to local agencies. Clark County's membership dues are \$36,300. The Membership Dues are in the adopted 2014 budget and no further budget action is required.

## Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	Road Fund	Total	Road Fund	Total	Road Fund	Total
Road Fund - 1012	\$36,300.00	\$36,300.00				
Total:	\$36,300.00	\$36,300.00	\$0.00	\$0.00	\$0.00	\$0.00

II.A - Describe the type of revenue (grant, fees, etc.)

Road Fund Property Tax

## Part III: Estimated Expenditures

III.A - Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		Road Fund	Total	Road Fund	Total	Road Fund	Total
1012 / Road Fund	0	\$36,300.00	\$36,300.00				
Total:		\$36,300.00	\$36,300.00	\$0.00	\$0.00	\$0.00	\$0.00

III.B = Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	Road Fund	Total	Road Fund	Total	Road Fund	Total
Salary/Benefits						
Contractual	\$36,300.00	\$36,300.00				
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total:	\$36,300.00	\$36,300.00	\$0.00	\$0.00	\$0.00	\$0.00

JM



1300 Franklin Street, Floor 4  
P.O. Box 1366  
Vancouver, WA 98666-1366

360-397-6067  
360-397-6132 fax  
<http://www.rtc.wa.gov/>

**Member Jurisdictions**

- Clark County
- Skamania County
- Klickitat County
- City of Vancouver
- City of Camas
- City of Washougal
- City of Battle Ground
- City of Ridgefield
- City of La Center
- Town of Yacolt
- City of Stevenson
- City of North Bonneville
- City of White Salmon
- City of Bingen
- City of Goldendale
- C-TRAN
- Washington DOT
- Port of Vancouver
- Port of Camas-Washougal
- Port of Ridgefield
- Port of Skamania County
- Port of Klickitat
- Metro
- Oregon DOT
- 14th Legislative District
- 17th Legislative District
- 18th Legislative District
- 20th Legislative District
- 49th Legislative District

**MEMORANDUM**

**TO:** Mark McCauley, County Administrator  
**FROM:** ~~MAR~~ Matt Ransom, Executive Director  
**DATE:** January 7, 2014  
**SUBJECT:** 2014 Membership Dues

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Attached for your information is a copy of the RTC Board of Directors Resolution 12-13-25, which adopted the agency's 2014 budget. The budget includes the same level of local agency funding support as was the case for 2013. This annual assessment is identified on the attached invoice.

The attached annual invoice for Clark County covers the period of January 1, 2014, to December 31, 2014 for the 2014 Metropolitan Planning Organization/ Regional Transportation Planning Organization membership dues.

- 2014 Membership Dues \$36,300

**Enclosure:** 2014 RTC Budget Resolution  
2014 Invoice

**CC:** ✓ Clark County Public Works Accounting Department

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SW WA Regional Transportation Council  
PO Box 1366  
Vancouver, WA 98666-1366



**Invoice**  
Invoice Number:  
11945

Invoice Date:  
Jan 6, 2014

Page:  
1

Voice: 360-397-6067  
Fax: 360-397-6132

Sold To:  
Clark County  
PO Box 5000  
Vancouver, WA 98666-5000

Customer ID	Payment Terms	Sales Rep ID
CLCO	Due on Receipt	Patty

Invoice Date	Description	Amount
Jan 6, 2014	2014 Membership Dues	36,300.00

**INVOICE**

**TOTAL DUE** 36,300.00



## STAFF REPORT/RESOLUTION

**TO:** Southwest Washington Regional Transportation Council Board of Directors  
**FROM:**  Dean Lookingbill, Transportation Director  
**DATE:** November 26, 2013  
**SUBJECT:** 2014 RTC Work Plan and Budget, Resolution 12-13-25

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### *AT A GLANCE - ACTION*

*The purpose of this resolution is to seek RTC Board adoption of the 2014 Work Plan and Budget.*

### **BACKGROUND**

Attached are the proposed January 1 to December 31, 2014, work plan and budget for the Southwest Washington Regional Transportation Council. The 2014 Work Plan outlines how RTC will address the major regional transportation, planning, and policy projects in 2014 as well as how the agency will maintain its continuing overall regional transportation program. The proposed budget anticipates a total of \$1,488,000 in salaries and other expenses, which is balanced by federal, state, and local revenues. The proposed 2014 budget maintains the existing staffing level.

2013 was a very productive year for RTC. A listing of RTC's 2013 Work Plan and accomplishments can be viewed by clicking [this link](#).

The 2014 Work Plan sets out the path for RTC's regional transportation planning, policy setting, and project programming activities for this next year that is responsive to the ever changing transportation issues facing our region. One of the Work Plan's principal activities is an update of the Regional Transportation Plan for Clark County. Another key work program activity to ensure that RTC continues to meet federal transportation requirements is that the federal transportation bill, Moving Ahead for Progress in the Twenty First Century (MAP-21), in 2014 requires RTC to transition to "performance-managed" transportation system investments. The Work Plan includes a specific work task for RTC to revise its project programming process to include the performance measures required as a part of MAP-21. The Work Plan also provides the resources for a continuing and comprehensive public forum led by the RTC Board and supported by informed, accurate data/analysis that result in a collaborative transportation decision-making process to address the region's transportation problems and solutions.

The proposed budget holds the contribution of local MPO funds at the same as last year, which total to \$104,500. The individual assessments to the jurisdictions and agencies continue to remain the same as they have been since 1992. The planning funds from the Federal Highway Administration and the Federal Transit Administration are expected to be near the 2013 levels.

**POLICY IMPLICATION**

Adoption of the January 1 through December 31, 2014, budget provides staffing and resources for the operation of RTC's 2014 Work Program as the MPO for Clark County and as the RTPO for Clark, Skamania, and Klickitat Counties. Adoption of the budget also incorporates Clark County's policies and procedures, including the 2014 changes in the Clark County medical and benefit plans and the changes in the employee merit program.

**BUDGET IMPLICATION**

The budget total of \$1,488,000 and its related categories of revenues and expenses would be established for the period of January 1 to December 31, 2014.

**ACTION REQUESTED**

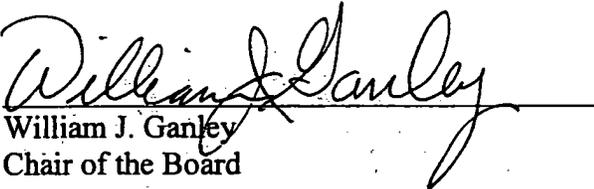
Adoption of Resolution 12-13-25, 2014 RTC Work Plan and Budget.

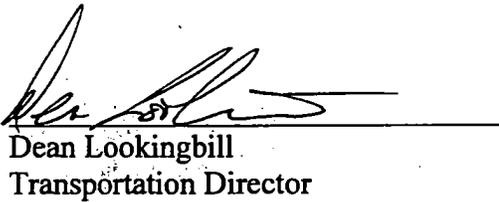
ADOPTED this 3rd day of December, 2013,

by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

  
William J. Ganley  
Chair of the Board

  
Dean Lookingbill  
Transportation Director

Attachments

**2014 RTC BUDGET**  
**January 1, 2014 - December 31, 2014**  
Page 1 of 2

<u>REVENUES</u>	<u>2014 Budget</u>
Unified Planning Work Program (FHWA)	\$701,900
Unified Planning Work Program (FTA)	184,400
Unified Planning Work Program (STP)	100,000
Unified Planning Work Program (RTPO)	172,500
VAST (CMAQ, STP)	140,800
Congestion Management Process (STP)	83,900
Local MPO	104,500
<b>TOTAL REVENUES</b>	<b><u>\$1,488,000</u></b>

<u>EXPENSES</u>	<u>2013 Budget</u>	<u>2014 Budget</u>
Salaries	\$793,200	\$821,000
Benefits	364,900	394,100
Supplies	12,000	12,000
General Office	5,000	5,000
Computer	7,000	7,000
Professional Services	99,400	138,400
Consultant	55,000	93,000
Information Services	8,000	8,000
Accounting / HR Services	27,900	27,900
State Audit	8,500	9,500
Communications/Postage	4,000	12,400
Telephone/FAX	2,500	2,500
Postage	1,500	1,500
Other Communication (CVTV)	0	8,400

**2014 RTC BUDGET**  
**January 1, 2014 - December 31, 2014**  
Page 2 of 2

	<u>2013 Budget</u>	<u>2014 Budget</u>
<b>Travel</b>	<b>8,000</b>	<b>8,000</b>
<b>Advertising</b>	<b>2,000</b>	<b>2,000</b>
<b>Rent</b>	<b>68,000</b>	<b>68,000</b>
Office	62,000	62,000
Copy Machine	5,000	5,000
Other	1,000	1,000
<b>Insurance</b>	<b>1,600</b>	<b>1,600</b>
<b>Miscellaneous</b>	<b>23,000</b>	<b>20,000</b>
Dues/Subscriptions	3,500	3,500
Printing	1,000	1,000
Software/Licenses	13,000	10,000
Registration/Tuition	3,000	3,000
Other	2,500	2,500
<b>Capital Related</b>	<b>10,500</b>	<b>10,500</b>
Depreciation	2,500	2,500
Computer Equipment	6,000	6,000
Office Equipment	2,000	2,000
<b>TOTAL EXPENSES</b>	<b><u><u>\$1,386,600</u></u></b>	<b><u><u>\$1,488,000</u></u></b>