

## AGENDA ITEM #6



REGIONAL VISION • COOPERATION • INFORMATION

### MEMBERS:

City of Lacey  
City of Olympia  
City of Rainier  
City of Tenino  
City of Tumwater  
City of Yelm  
Confederated Tribes of the  
Chehalis Reservation  
Nisqually Indian Tribe  
Town of Bucoda  
Thurston County  
North Thurston Public Schools  
Olympia School District  
Intercity Transit  
LOTT Clean Water Alliance  
Port of Olympia  
PUD No. 1 of Thurston County

### ASSOCIATE MEMBERS:

Lacey Fire District #3  
Puget Sound Regional Council  
The Evergreen State College  
Thurston Economic  
Development Council  
Timberland Regional Library

### MEMORANDUM

TO: Thurston Regional Planning Council  
FROM: R. Veena Tabbutt, <sup>VMT</sup> Interim Executive Director  
DATE: December 30, 2016  
SUBJECT: Thurston Regional Planning Council's Operating Budget for 2017

Program Area	Mission Statement
MPO/RTPO	
X Core Services	
Contract Services	
Grant Services	

### PURPOSE

To consider the 2017 consolidated agency operating budget for Thurston Regional Planning Council.

### Summary:

- Each January, TRPC adopts a consolidated agency operating budget (Attachment A). This budget is based on the 2017 Work Program and Funding document that was developed under the direction of a Council subcommittee during the fall of 2016. The work program was presented to the Council in November, and adopted at the December 2, 2016 meeting.
- Revenues for 2017 are estimated from a variety of sources including the regional assessments, various planning contracts and state/federal grants.
- This budget projects revenues and expenditures balanced at a total of \$4,228,115. It reflects an 8% increase from the amended 2016 budget.
- This budget provides a 2.5% cost of living adjustment for salaries. According to the personnel practices that were approved by Council, staff performed a survey of targeted jurisdictions and organizations (Attachment C), which indicates that a cost of living is warranted at this time.
- This budget reflects no change in staffing levels. It takes into account the hiring of a new Executive Director within an annual salary range of \$110,000 - \$120,000 plus associated benefits, merit pay, and travel/relocation expenses up to \$15,000.

### REQUESTED ACTION

Approve Resolution 2017-02 (Attachment B), adopting the 2017 Thurston Regional Planning Council budget in the amount of \$4,228,115.

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Attachments



Veena Tabbutt  
Interim Executive Director

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www.trpc.org

THURSTON REGIONAL PLANNING COUNCIL  
CONSOLIDATED BUDGET  
2017

Attachment A  
12/30/2016

**EXPENDITURES**

Approved

**PERSONNEL**

510000 Z100	Salaries and Wages	1,452,349
510000 Z101	Accrued Vacation	50,000
515000 Z100	Overtime	500
516000 Z100	Extra Help	16,000
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		1,518,849

**PERSONNEL BENEFITS**

521000 Z100	Social Security	94,200
522000 Z100	Retirement	180,000
523000 Z100	Medical/Dental/Life/Vision	391,100
524000 Z100	Industrial Insurance	5,650
525000 Z100	Unemployment Compensation	5,300
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		676,250

**SUBTOTAL SALARIES, WAGES & BENEFITS**

**2,195,099**

**SUPPLIES**

531000 Z100	Office Supplies	24,473
535000 Z102	Minor Equipment	75,000
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**SUBTOTAL SUPPLIES**

**99,473**

**THURSTON REGIONAL PLANNING COUNCIL  
CONSOLIDATED BUDGET  
2017**

**Attachment A  
12/30/2016**

**OTHER SERVICES AND CHARGES**

	Approved
541000 Z103 Professional Services (Non-specified)	75,000
541000 Z104 Prof. Services - Temporary/Recording	1,600
541000 Z112 Professional Services - Rural and Tribal Transportation	510,000
541000 Z114 Professional Services - Transportation	40,000
541000 Z119 Professional Services - CTR Program Coordination	10,000
541000 Z129 Professional Services - Climate Adaptation Plan	89,500
541000 Z130 Professional Services - JBLM	750
541000 Z131 Professional Services - Yelm - Tenino Trail Extension feasibility Study	5,000
541000 Z132 Professional Services - Main Street Rochester Study	53,000
541007 Z103 Legal Services	10,000
542000 Z100 Communications / Postage	45,000
543000 Z100 Travel	40,000
541000 Z100 Advertising	20,000
545000 Z150 Office Rental	290,000
545000 Z151 Equipment Rental	7,500
545000 Z152 Copier Lease	20,000
546000 Z100 Insurance	24,490
548000 Z100 Repairs and Maintenance	150,000
549000 Z160 Dues	15,000
549000 Z161 State Audit	16,400
549000 Z162 Conference/Training	20,000
549000 Z163 Printing	15,000
549000 Z164 Subscriptions	7,500

**SUBTOTAL OTHER SERVICES AND CHARGES 1,465,740**

**INTERGOVERNMENTAL SERVICES**

551000 Z170 Thurston County Central Services	3,765
551000 Z173 Thurston County Auditor	13,950

**SUBTOTAL INTERGOVERNMENTAL SERVICES 17,715**

**CAPITAL OUTLAY**

564000 Z100 Machinery and Equipment/Software /ER&R	125,000
<b>SUBTOTAL CAPITAL OUTLAY</b>	<b>125,000</b>

531000 Z130 Vehicle Supplies	100
532000 Z130 Vehicle Fuel	1,000
548000 Z130 Vehicle Repairs/Maintenance	1,100
564000 Z130 Vehicle ER&R Machinery & Equipment	40,000
	<b>42,200</b>

**RESERVE (ESTIMATE) 282,888**

**TOTAL EXPENDITURES 4,228,115**

**THURSTON REGIONAL PLANNING COUNCIL  
CONSOLIDATED BUDGET  
2017**

**Attachment A  
12/30/2016**

**REVENUE**

	Approved
BEGINNING FUND BALANCE (ESTIMATE)	<b>870,136</b>
<b>386000 Z116 FEDERAL &amp; STATE GRANT REVENUE</b>	
DOT RTPO - Regional Transportation Planning	91,000
FHWA PL - Regional Transportation Planning	285,000
FTA - Regional Transportation Planning	66,000
FHWA STP-Planning - Regional Transportation Planning	600,000
FTA Rural/Tribal Non-Traditional Transportation	704,000
Human Services Coordination Plan	40,000
DOT-CTR Program Coordination	237,100
Emergency Ride Home Program	20,000
Department of Commerce - Climate Adaptation Plan	155,000
JBLM/I-5 Congestion	30,000
Main Street Rochester Study	125,000
Yelm - Tenino Trail Extension Feasibility Study	64,900
Regional Transportation Data Management Program	35,500
	<b>2,453,500</b>
<b>TOTAL FEDERAL AND STATE GRANT REVENUE</b>	<b>2,453,500</b>
<b>338580 Z198 CHARGES FOR SERVICES</b>	
City of Olympia (GIS)	1,000
Capitol Way Dynamic Modeling	25,800
Olympia Public Works Concurrency	27,000
Rainier Planning	33,986
Tenino Planning	23,986
Thurston County LID Planning (2016)	3,550
Thurston County Hazard Mitigation Plan (2016)	965
Thurston County Deschutes Watershed Study (2016)	840
Tenino Comp Plan (2016)	111
Thurston County Flood Hazard Mitigation Plan	45,000
Pedestrian and Bicycle Plan for Lacey and Lacey UGA	17,600
Thurston County Transportation Comp Plan	48,600
Thurston County Dynamic Modeling	16,500
Port of Olympia Real Estate Plan	9,570
Lewis County Transportation Model	40,750
	<b>295,258</b>
<b>TOTAL SERVICES</b>	<b>295,258</b>

**THURSTON REGIONAL PLANNING COUNCIL  
CONSOLIDATED BUDGET  
2017**

**Attachment A  
12/30/2016**

Approved

**338580 Z199 INTERGOVERNMENTAL ASSESSMENTS**

Thurston County	197,808
City of Olympia	105,780
City of Lacey	97,457
City of Tumwater	47,232
City of Tenino	1,819
City of Yelm	17,384
City of Rainier	1,932
Town of Bucoda	700
North Thurston Public Schools	7,364
Olympia School District	4,879
Intercity Transit	38,240
LOTT Alliance	38,240
Confederated Tribes Chehalis Reservation	965
Nisqually Indian Tribe	805
Timberland Regional Library	1,000
Thurston PUD	1,876
Puget Sound Regional Council	1,000
The Evergreen State College	1,000
Lacey Fire District #3	1,000
Economic Development Council Thurston County	1,000
Port of Olympia	38,240
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<b>TOTAL ASSESSMENTS</b>	<b>605,721</b>

**369900 MISCELLANEOUS REVENUE**

**3,500**

**TOTAL REVENUE**

**4,228,115**

January 6, 2017

**THURSTON REGIONAL PLANNING COUNCIL  
RESOLUTION NO. 2017-02**

Relating to the adoption of the 2017 Budget for Thurston Regional Planning Council;

NOW, THEREFORE, BE IT RESOLVED BY THE THURSTON REGIONAL PLANNING COUNCIL:

That the 2017 Budget in the amount of \$4,228,115 be adopted.

BE IT FURTHER RESOLVED:

That this resolution is necessary in the best interest of good government, and shall take effect immediately upon its passage.

Adopted this 6<sup>th</sup> day of January 2017.

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Chairman

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Vice Chairman

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Secretary

ATTEST:

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Executive Director and Recording Secretary

### Thurston Regional Planning Council – 2017 COLA Survey

Intercity Transit	3	“General wage increase” not calling it a COLA
Lacey, City of	2.1	
LOTT	2	
Olympia, City of	4	
Port of Olympia	NA	3% merit pool – awarded based on the performance Not a COLA
Thurston County	2	
Tumwater, City of	2.2	2% COLA plus .2% increase in retirement contribution
Washington, State of	2	Avg of 3% (15-16) & 1% (16-17) 15-17 budget
<b>Average Local</b>	<b>2.47</b>	

For non-represented employees