



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
- Tumwater 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 Conservation District
- Thurston Economic Development Council
- Timberland Regional Library

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Veena Tabbutt, Deputy Director

DATE: August 27, 2021

SUBJECT: Budget Amendment (TRPC Resolution 2021-07)

Amendment of the 2021 Thurston Regional Planning Council (TRPC) consolidated budget.

Summary:

- At the beginning of each annual budget cycle, staff estimate projected revenues from federal and state grants, consultant contracts, and other sources. Actual revenues can vary throughout the year due to a number of factors such as project delays, extended contract negotiations, state and federal fiscal restraints, and new projects and revenue sources that become available.
- As these changes to revenues and expenditures occur during the year, we have an opportunity to amend the budget to accurately reflect the actual revenues and expenditures.
- There is no limit to the number of budget amendments we can conduct throughout the year. This year, due to a change in how we're budgeting the purchase of our servers, we chose to do an update in the fall.
- This amendment increases revenues by \$130,647 and expenditures by \$315,922, for a projected end of the year fund balance of \$900,152.

REQUESTED ACTION

Approve Resolution 2021-07 amending the 2021 Thurston Regional Planning Council Consolidated Operating Budget table.

vt:bl

Attachments



Marc Daily
Executive Director

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EQUITY CONSIDERATIONS

1. What are the equity impacts of this particular decision?

Sound fiscal management benefits all residents of the region.

2. Who will benefit from or be burdened by the particular decision?

The public will benefit.

3. Are there strategies to mitigate the unintended consequences?

N/A

ADDITIONAL INFORMATION

The largest change reflected in the amended budget is under Information Technology (IT): IT Capital Outlay. When we developed the budget, we anticipated leasing servers under a five-year operating lease, thereby spreading the cost over five years. The state auditor has changed how cash-based entities categorize leasing, removing a distinction between operating and capital leases that previously allowed us to capture operating expenses in our indirect cost plan. With this change, and to save on the interest charged with a lease, we decided to do a purchase of the equipment. While this led to a large increase in our budget in 2021, it will save us around \$40,000 in interest payments in the long term. We had sufficient funds in our fund balance to cover the purchase.

The server purchase was a replacement for existing equipment and will allow us to greatly enhance our ability to work remotely in a secure environment.

Other IT budget amendments address increased cybersecurity risks from attacks and the ransomware epidemic, premature failures of critical server room power equipment, and increased professional services costs for replacing the agency phone system.

Notable increases in revenue are related to three planning projects that are either new or had additional funds added to them after the budget was developed.

September 3, 2021

THURSTON REGIONAL PLANNING COUNCIL

RESOLUTION NO. 2021-07

Relating to the amendment of the 2021 Consolidated Operating Budget for Thurston Regional Planning Council;

Whereas this resolution is necessary in the best interest of good government.

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

That TRPC will adopt the amendment to the Calendar Year 2021 Consolidated Operating Budget table, as attached herein, effective immediately.

Adopted this 3rd day of September 2021.

ATTEST:

Marc Daily, Executive Director
Thurston Regional Planning Council

JW Foster, Chair
Thurston Regional Planning Council

Attachment:

Amended Budget Table

THURSTON REGIONAL PLANNING COUNCIL CONSOLIDATED OPERATING BUDGET
Amended September 3, 2021

	CY 2021	Amended September 3, 2021
BEGINNING FUND BALANCE	\$1,085,427	\$1,085,427
REVENUE		
Federal and State Revenue		
<i>Transportation Planning Funds</i>		
Federal Highway Administration (FHWA) PL	\$350,000	\$350,000
Federal Transit Administration (FTA) 5303	\$150,000	\$150,000
Surface Transportation Program Block Grant (STBG) Planning	\$655,254	\$655,254
WSDOT: Regional Transportation Planning Organization	\$160,000	\$160,000
<i>STBG, STBG Set-Aside and CMAQ Funded Projects</i>		
Grand Mound Transportation Study	\$15,530	\$15,530
Martin Way Corridor Study	\$271,304	\$271,304
Safe and Active Routes to Schools	\$2,789	\$2,243
School Walk Route Mapping	\$26,923	\$26,923
High Capacity Transportation Study	\$20,000	\$20,000
Capitol Campus Travel Demand Management	\$25,950	\$25,950
<i>Other Programs and Grants</i>		
Recreation Conservation Office: WRIA 13 Lead Entity	\$120,000	\$120,000
Puget Sound Partnership - WRIA 13 Strategy	\$59,946	\$53,245
WSDOT: rural Transit	\$749,500	\$749,500
WSDOT: Commute Trip Reduction and Emergency Ride Home	\$277,000	\$277,000
WSDOT: I-5 Tumwater to Mounts Road PEL Study	\$115,796	\$154,680
WSDOT: HeretoThere Website Update Grant	\$16,000	\$16,000
Thurston County Bike Map	\$10,000	\$10,000
Total Federal and State Revenue	\$3,025,992	\$3,057,629
Local Revenue		
<i>Contracts for Services</i>		
Boundary Review Board	\$20,000	\$20,000
Buildable Lands Program	\$86,351	\$92,351
Housing Action Plan	\$57,252	\$57,252
Disaster Recovery Framework Implementation Scoping	\$25,000	\$25,000
Thurston Disaster Recovery Framework Update	\$20,000	\$20,000
State Capitol Campus Travel Demand Management (Olympia)	\$123,015	\$120,745
Thurston Conservation District - DOE Deschutes	\$15,000	\$15,000
City of Rainier Planning Support	\$4,245	\$3,202
Climate Action Plan Phase II	\$2,450	\$2,424

	CY 2021	Amended September 3, 2021
Climate Action Plan Phase II Supplement	\$20,000	\$17,988
Climate Action Plan Phase III	\$169,000	\$169,000
Thurston County Agriculture Mapping	\$10,000	\$10,000
Extension of Transportation Model to Grays Harbor	\$16,754	\$15,082
Intercity Transit - Smart Corridors	\$40,000	\$40,000
Olympia - Housing Story Map	\$9,000	\$9,000
Rural Mobility Study	\$150,000	\$150,000
Rochester-Grand Mound Trail Study		\$50,000
Hazard Mitigation Plan Update		\$50,000
<i>Local Match for Federal Projects</i>		
Grand Mound Transportation Study	\$2,424	\$2,457
Total Local Revenue	\$770,490	\$869,500
Intergovernmental Assessments¹		
City of Lacey	\$108,579	\$108,579
City of Olympia	\$111,123	\$111,123
City of Rainier	\$2,268	\$2,268
City of Tenino	\$1,898	\$1,898
City of Tumwater	\$50,483	\$50,483
City of Yelm	\$19,290	\$19,290
Confederated Tribes of the Chehalis Reservation	\$1,003	\$1,003
Intercity Transit	\$40,777	\$40,777
Lacey Fire District #3	\$1,000	\$1,000
LOTT Clean Water Alliance	\$40,777	\$40,777
Nisqually Indian Tribe	\$861	\$861
North Thurston Public Schools	\$7,357	\$7,357
Olympia School District	\$4,916	\$4,916
Port of Olympia	\$40,777	\$40,777
Puget Sound Regional Council	\$1,000	\$1,000
The Evergreen State College	\$1,000	\$1,000
Thurston County	\$209,086	\$209,086
Thurston PUD	\$2,000	\$2,000
Timberland Regional Library	\$1,000	\$1,000
Town of Bucoda	\$700	\$700
Tumwater School District	\$3,087	\$3,087
Thurston Conservation District	\$1,000	\$1,000
Total Intergovernmental Assessments	\$649,982	\$649,982
Miscellaneous Revenue	\$5,000	\$5,000
Interest	\$15,000	\$15,000
TOTAL REVENUE	\$4,466,465	\$4,597,112

	CY 2021	Amended September 3, 2021
Salary, Wages, and Benefits		
<i>Salary and Wages</i>		
Salaries and Wages	\$1,953,643	\$1,953,643
Accrued Vacation	\$30,000	\$30,000
Overtime	\$0	\$0
Extra Help	\$5,000	\$5,000
<i>Benefits</i>		
Social Security	\$149,454	\$149,454
Retirement	\$251,364	\$251,364
Medical/Dental/Life/Vision	\$282,175	\$282,175
Industrial Insurance	\$5,544	\$5,544
Unemployment Compensation	\$10,159	\$10,159
Paid Family Medical Leave	\$4,949	\$4,950
Total Salary, Wages, and Benefits	\$2,692,288	\$2,692,289
Professional Services		
Professional Services - Non-specified	\$100,000	\$100,000
Professional Services - rural Transit	\$576,000	\$576,000
Professional Services - Transportation	\$150,000	\$150,000
Professional Services - Emergency Ride Home Program	\$2,000	\$2,000
Professional Services - WRIA 13 Strategy Update	\$50,256	\$49,778
Professional Services - Capitol Campus TDM - Olympia	\$20,000	\$25,000
Professional Services - Martin Way Corridor Study	\$100,000	\$100,000
Total Professional Services	\$998,526	\$1,002,778
Other Services and Charges		
Office Supplies	\$18,000	\$25,000
Minor Equipment	\$20,000	\$15,000
Capital Outlay	\$6,000	\$6,000
Legal Services	\$5,000	\$3,000
Communications / Postage	\$50,000	\$50,000
Travel	\$8,000	\$8,000
Advertising	\$5,000	\$5,000
Office Rental	\$210,425	\$210,425
Equipment Rental	\$500	\$500
Copier Lease	\$16,000	\$16,000
Insurance	\$25,412	\$25,666
Repairs and Maintenance	\$1,000	\$1,000
Dues	\$7,000	\$7,000
Annual State Audit	\$19,500	\$19,380
Conference/Training	\$10,000	\$10,000
Printing	\$40,000	\$40,000
Subscriptions	\$500	\$500
Total Other Services and Charges	\$442,337	\$442,471

	CY 2021	Amended September 3, 2021
Information Technology		
IT Capital Outlay	\$77,128	\$374,765
IT Supplies & Equipment	\$43,000	\$30,500
IT Services & Maintenance	\$116,666	\$137,698
IT Communications	\$26,000	\$26,264
IT Professional Services	\$49,150	\$53,982
Total Information Technology	\$311,944	\$623,209
Intergovernmental Services		
Thurston County Central Services	\$8,500	\$8,500
Thurston County Auditor (payroll services)	\$11,540	\$11,540
Total Intergovernmental Services	\$20,040	\$20,040
Vehicle		
Vehicle Supplies	\$100	\$100
Vehicle Fuel	\$500	\$500
Vehicle Repairs/Maintenance	\$1,000	\$1,000
Total Vehicle	\$1,600	\$1,600
TOTAL EXPENDITURES	\$4,466,465	\$4,782,386
ENDING FUND BALANCE	\$1,085,427	\$900,152
Reserved	\$444,963	\$444,963

¹ Does not include assessments for the Thurston Economic Development Council (EDC) as they are waived in exchange for the EDC waiving its dues to TRPC.