



AGENDA ITEM #5c


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
- Tumwater School District
- Intercity Transit
- LOTT Clean Water Alliance
- Port of Olympia
- PUD No. 1 of Thurston County

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Jared Burbidge, Deputy Director 

DATE: February 23, 2018

SUBJECT: 2017 Financial Report

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

PURPOSE

Each year the financial report from the end of the previous year is presented for approval by the Council. The report essentially provides a snapshot of the Council's financial position going into the new budget year.

**Summary:**

- The fund balance on December 31, 2017 was \$746,046.38.
- These funds are obligated to carryover to 2018.

REQUESTED ACTION

Approve the 2017 Financial Report.

79:bm

Attachment

ASSOCIATE MEMBERS:

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



Marc Daily  
Executive Director

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**Fund Resources Arising From Cash Transactions**  
**(Detailed)**  
**As of December 31, 2017**

	Budget	Actual
<b>Fund Balance - Beginning of Period</b>	<b>\$869,498.29</b>	<b>\$869,498.29</b>
<b>Revenues</b>		
<b>Assessments</b>	<b>\$604,721.00</b>	<b>\$604,721.00</b>
<b>Charges for Services</b>	<b>348,230.00</b>	<b>308,847.56</b>
<b>Grants</b>	<b>2,353,100.00</b>	<b>2,095,071.12</b>
<b>Miscellaneous</b>	<b>28,000.00</b>	<b>38,525.46</b>
<b>Total Revenues</b>	<b>\$3,334,051.00</b>	<b>\$3,047,165.14</b>
<b>Total Fund Balance and Revenues</b>	<b>\$4,203,549.29</b>	<b>\$3,916,663.43</b>
<b>Expenditures</b>		
<b>Planning and Community Development</b>		
<b>Salaries and Wages</b>	<b>\$1,452,349.00</b>	<b>\$1,358,992.70</b>
<b>Personnel Benefits</b>	<b>655,450.00</b>	<b>518,372.58</b>
<b>Supplies</b>	<b>100,993.29</b>	<b>56,211.56</b>
<b>Services and Charges</b>	<b>1,509,425.00</b>	<b>1,152,172.61</b>
<b>Vehicle</b>	<b>30,332.00</b>	<b>29,006.60</b>
<b>Capital Outlay</b>	<b>155,000.00</b>	<b>55,861.00</b>
<b>Reserve</b>	<b>300,000.00</b>	<b>0.00</b>
<b>Total Operating Expenditures</b>	<b>\$4,203,549.29</b>	<b>\$3,170,617.05</b>
<b>Excess (Deficit ) of Revenues over Expenditures</b>		<b>-\$123,451.91</b>
<b>Fund Balance - End of Period</b>		<b>\$746,046.38</b>

*Janet Burdge*  
1/11/18  
*W. Cl...*  
1-11-18

**THURSTON REGIONAL PLANNING COUNCIL  
REVENUE REPORT**

As of December 31, 2017

REVENUE SOURCE	BUDGETED	RECEIVED	OUTSTANDING	OVER (UNDER)
Beginning Fund Balance	869,498.29	869,498.29		0.00
<b>GRANTS</b>				
DOT-RTPO - Regional Transportation Planning	91,000.00	73,077.31	0.00	-17,922.69
FHWA PL - Regional Transportation Planning	285,000.00	302,147.07	0.00	17,147.07
FTA - Regional Transportation Planning	71,000.00	43,247.00	0.00	-27,753.00
FHWA STP-Planning - Regional Transportation Planning	600,000.00	644,082.96	0.00	44,082.96
FTA Rural and Tribal Non-Traditional Transportation	704,000.00	621,024.33	0.00	-82,975.67
Human Services Coordination Plan	5,000.00	0.00	0.00	-5,000.00
DOT-CTR Program Coordination	237,100.00	150,435.69	0.00	-86,664.31
Emergency Ride Home Program	20,000.00	15,855.14	0.00	-4,144.86
Department of Commerce - Climate Adaptation Plan	155,000.00	138,148.92	0.00	-16,851.08
JBLM/I-5 Congestion	30,000.00	34,794.02	160.13	4,954.15
Main Street Rochester Study	90,000.00	69,737.03	0.00	-20,262.97
Yelm - Tenino Trail Extension Feasibility Study	5,000.00	0.00	0.00	-5,000.00
Regional Transportation Data Management Program	60,000.00	2,521.65	0.00	-57,478.35
<b>TOTAL GRANTS</b>	<b>2,353,100.00</b>	<b>2,095,071.12</b>	<b>160.13</b>	<b>-257,868.75</b>
<b>CONTRACTS</b>				
Capitol Way Dynamic Modeling	29,794.00	29,794.01	0.01	0.02
Senior Planning	33,986.00	31,877.87	0.00	-2,108.13
Tenino Planning	23,986.00	22,236.35	0.00	-1,749.65
Thurston County LID Planning	3,550.00	3,539.10	0.00	-10.90
Thurston County Hazard Mitigation Plan (2016)	965.00	958.94	0.00	-6.06
Thurston County Deschutes Watershed Study (2016)	840.00	838.88	0.00	-1.12
Thurston County Flood Hazard Mitigation Plan	73,700.00	69,003.92	0.00	-4,696.08
Pedestrian and Bicycle Plan for Lacey and Lacey UGA	12,000.00	11,792.00	0.00	-208.00
Thurston County Transportation Comp Plan	48,600.00	37,457.35	1,317.20	-9,825.45
Thurston County Dynamic Modeling	16,500.00	16,489.29	0.00	-10.71
Lewis County Transportation Model	40,750.00	40,749.25	0.00	-0.75
Tenino Comp Plan (2016)	111.00	110.63	0.00	-0.37
Intercity Transit Walk and Roll	240.00	240.06	0.00	0.06
Thurston County Emergency Mngmt	5,000.00	4,995.00	0.00	-5.00
Yelm Business Community	2,208.00	2,208.30	0.00	0.30
Yelm Traffic Model	46,000.00	36,556.61	12,232.35	2,788.96
Grand Mound Transportation Study	10,000.00	0.00	0.00	-10,000.00
<b>TOTAL CONTRACTS</b>	<b>348,230.00</b>	<b>308,847.56</b>	<b>13,983.72</b>	<b>-25,398.72</b>

**THURSTON REGIONAL PLANNING COUNCIL  
REVENUE REPORT**

As of December 31, 2017

REVENUE SOURCE	BUDGETED	RECEIVED	OUTSTANDING	OVER (UNDER)
<b>ASSESSMENTS</b>				
Thurston County	197,808.00	197,808.00	0.00	0.00
City of Olympia	105,780.00	105,780.00	0.00	0.00
City of Lacey	97,457.00	97,457.00	0.00	0.00
City of Tumwater	47,232.00	47,232.00	0.00	0.00
City of Tenino	1,819.00	1,819.00	0.00	0.00
City of Yelm	17,384.00	17,384.00	0.00	0.00
City of Rainier	1,932.00	1,932.00	0.00	0.00
Town of Bucoda	700.00	700.00	0.00	0.00
North Thurston Pulic Schools	7,364.00	7,364.00	0.00	0.00
Olympia School District	4,879.00	4,879.00	0.00	0.00
Intercity Transit	38,240.00	38,240.00	0.00	0.00
LOTT Alliance	38,240.00	38,240.00	0.00	0.00
Confederated Tribes of the Chehalis Reservation	965.00	965.00	0.00	0.00
Nisqually Indian Tribe	805.00	805.00	0.00	0.00
Timberland Regional Library	1,000.00	1,000.00	0.00	0.00
Thurston PUD	1,876.00	1,876.00	0.00	0.00
Puget Sound Regional Council	1,000.00	1,000.00	0.00	0.00
The Evergreen State College	1,000.00	1,000.00	0.00	0.00
Lacey Fire District #3	1,000.00	1,000.00	0.00	0.00
Economic Development Council Thurston County	0.00	0.00	0.00	0.00
Port of Olympia	38,240.00	38,240.00	0.00	0.00
<b>TOTAL ASSESSMENTS</b>	<b>604,721.00</b>	<b>604,721.00</b>	<b>0.00</b>	<b>0.00</b>
Miscellaneous	28,000.00	29,041.97	294.00	1,335.97
Investment Interest		9,483.49		9,483.49
<b>TOTAL REVENUE</b>	<b>4,203,549.29</b>	<b>3,916,663.43</b>	<b>14,437.85</b>	<b>-272,448.01</b>
<b>TOTAL ADJUSTED REVENUE</b>		<b>3,916,663.43</b>		

**THURSTON REGIONAL PLANNING COUNCIL**  
**EXPENDITURES**  
As of December 31, 2017

	BUDGETED	EXPENDED	BALANCE
<b>Personnel Services</b>			
Salaries & Wages	1,452,349.00	1,358,992.70	93,356.30
Vacation Pay	50,000.00	1,165.66	48,834.34
Overtime	500.00	0.00	500.00
Extra Help	10,000.00	9,246.90	753.10
Social Security	104,000.00	103,528.71	471.29
Retirement	180,000.00	162,561.23	17,438.77
Med./Dental/Life/Vision	300,000.00	233,969.26	66,030.74
Industrial Insurance	5,650.00	4,007.43	1,642.57
Unempl. Compensation	5,300.00	3,893.39	1,406.61
<b>Subtotal</b>	<b>2,107,799.00</b>	<b>1,877,365.28</b>	<b>230,433.72</b>
<b>Supplies</b>			
Office Supplies	25,993.29	17,996.63	7,996.66
Minor Equipment	75,000.00	38,214.93	36,785.07
<b>Subtotal</b>	<b>100,993.29</b>	<b>56,211.56</b>	<b>44,781.73</b>
<b>Other Services &amp; Charges</b>			
Professional Services (Non-specified)	75,000.00	68,765.73	6,234.27
Prof. Services - Temporary/Recording	800.00	775.77	24.23
Professional Services - Rural and Tribal Transportation	540,000.00	522,722.65	17,277.35
Professional Services - Transportation	48,000.00	11,128.89	36,871.11
Professional Services - CTR Program Coordination	10,000.00	6,506.10	3,493.90
Professional Services - Climate Adaptation Plan	60,000.00	40,573.32	19,426.68
Professional Services - JBLM	750.00	750.00	0.00
Professional Services - Yelm Tenino Trail Extension Feasibility	0.00	0.00	0.00
Professional Services - Main Street Rochester Study	15,000.00	15,000.00	0.00
Legal Services	10,000.00	551.35	9,448.65
Communications / Postage	45,000.00	28,767.77	16,232.23
Travel	40,000.00	13,819.92	26,180.08
Advertising	20,000.00	8,915.86	11,084.14
Office Rental	310,000.00	246,113.60	63,886.40
Equipment Rental	7,500.00	172.44	7,327.56
Copier Lease	20,000.00	14,874.39	5,125.61
Insurance	24,490.00	24,490.00	0.00
Repairs and Maintenance	175,000.00	92,914.29	82,085.71
Dues	15,000.00	5,906.70	9,093.30
State Audit	16,400.00	10,985.80	5,414.20
Conference/Training	22,500.00	10,827.00	11,673.00
Printing	15,000.00	7,890.00	7,110.00
Subscriptions	10,000.00	735.95	9,264.05
<b>SUBTOTAL OTHER SERVICES AND CHARGES</b>	<b>1,480,440.00</b>	<b>1,133,187.53</b>	<b>347,252.47</b>

**THURSTON REGIONAL PLANNING COUNCIL**  
**EXPENDITURES**  
As of December 31, 2017

	<b>BUDGETED</b>	<b>EXPENDED</b>	<b>BALANCE</b>
<b>Intergovernmental Services</b>			
Prof Svcs- T. C. Central Svc	15,035.00	5,035.08	9,999.92
Prof Svcs- T. C. Auditor	13,950.00	13,950.00	0.00
<b>Subtotal</b>	<b>28,985.00</b>	<b>18,985.08</b>	<b>9,999.92</b>
<b>Capital Outlay</b>			
Machinery and Equipment	155,000.00	55,861.00	99,139.00
<b>Subtotal</b>	<b>155,000.00</b>	<b>55,861.00</b>	<b>99,139.00</b>
<b>Vehicle Supplies</b>	200.00	97.77	102.23
<b>Vehicle Fuel</b>	1,500.00	703.87	796.13
<b>Vehicle Repairs/Maintenance</b>	1,500.00	1,072.93	427.07
<b>Vehicle ER &amp; R Machinery and Equipment</b>	27,132.00	27,132.03	-0.03
<b>Subtotal</b>	<b>30,332.00</b>	<b>29,006.60</b>	<b>1,325.40</b>
<b>Reserve</b>	<b>300,000.00</b>		<b>300,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>4,203,549.29</b>	<b>3,170,617.05</b>	<b>1,032,932.24</b>
<b>TOTAL ADJUSTED EXPENDITURES</b>	<b>4,203,549.29</b>	<b>3,170,617.05</b>	