

# Biennial Budget and Work Program

Fiscal Years 2016 – 2017 (July 2015 – June 2017)



March  
2016

Puget Sound Regional Council

FY2016-2017

Adopted Supplemental Budget

Whitehorse Mountain, Town of Darrington

# Supplemental Biennial Budget and Work Program

The Supplemental FY2016-2017 Biennial Budget and Work Program incorporates the following changes since the budget was last amended in September 2015.

## Basic Funding

- State/Federal Funding increased by \$204,000 due to additional Federal Transit Administration funds and WSDOT Transit Integration Funds.
- Local Funds increased by \$1,000 with the addition of Alderwood Water & Wastewater District.
- Carryover was reduced by \$10,000 to reflect additional FY2015 expenses.
- State/Federal/Local Anticipated increased overall by \$2.2 million with a \$300,000 reduction of anticipated funds from Economic Development Administration (EDA) which was originally to be used to support a consultant to assist with the five-year Regional Economic Strategy (RES) Update, including the collection of quantitative and qualitative data, facilitation of stakeholder meetings and compilation of the final document. As well as \$2.5 million in additional funds from Department of Commerce for The Regional Equitable Development Initiative (REDI) Fund, a tool for achieving equitable transit-oriented development (TOD). Washington State has granted \$2.5 million to PSRC to pass through to the REDI Fund, to be joined with an equal amount of local dollars: \$1 million from City of Seattle, \$1 million from King County, and \$500,000 from A Regional Coalition for Housing for a total of \$5.0 million as public seed money for the fund. The Fund will be administered by Enterprise Community Loan Fund, a national non-profit.

## Expenditures

- Labor reduced by \$298,000 to reflect staffing changes.
- Direct costs increased by \$152,000 due to reclassification of Consultant costs and purchase of Remix Software.
- Consultants reduced by \$30,000 to reflect reduction and reclassification of Consultant costs.
- Encumbered/Anticipated increased by \$2.2 million due to the addition of State/Federal/Anticipated funds as stated above, as well as an additional \$370,000 in encumbrance which is a mixture of increased revenue and decreased expenses, for a total increase of \$2.57 million.

## Work Elements

- Updated Integrated Planning Timeline ..... [Page 9](#)
- Long-Range Transportation – Updated Task 4, Added Task 8 ..... [Page 39](#)
- Economic Development – Updated Expenditures, Major Milestones, and Tasks ..... [Page 49](#)

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# MESSAGE from the EXECUTIVE DIRECTOR

## Introduction

We are pleased to present the 2016-2017 budget and work program for the Puget Sound Regional Council for your review and approval.

This document is a blueprint guiding PSRC's work over the next two years. It is a steady-state, balanced budget that supports PSRC's regional planning mission and builds the agency's reserves. However, we continue to face long-term uncertainty due to the federal government's inability to address shortfalls in the Highway Trust Fund. We assumed flat growth in federal funds and plan to proactively manage our agency resources over the course of this budget to ensure PSRC is on stable financial footing.

Over the past year, we've conducted a comprehensive outreach effort involving more than 100 meetings with PSRC's member jurisdictions. One of the goals of this outreach was to better connect the work of PSRC with what is important to our members. This feedback has influenced the focus of our agency and the development of this budget. Highlights of our work program include:

## Making an Impact on Transportation

The region is experiencing dramatically growing congestion on roads, overcrowded buses stuck in traffic, and marathon commutes. Providing the transportation needed to move people and freight in a region that will eclipse 4 million residents by 2016 is essential. In this budget, we're focusing on ways we can support regional and state action on transportation as part of meeting our federal and state mandates for regional planning. In addition, PSRC has taken on new responsibilities as part of this work program to enhance regional transit integration and assessment of transit access, as well as support for transit-oriented development.

Through our merit-based competition, we'll be distributing an estimated \$700 million of the region's federal funds to urgently needed projects that support transportation to job centers and align with our long-term growth strategy.

At the same time we're funding current projects, we're also launching an independent task force to investigate new approaches for funding and sustaining the regional transportation system for the long term. Funded primarily with a federal grant, the Transportation Futures Task Force will meet over the course of 2015 and will develop recommendations for regional leaders. This work will help inform our next update of Transportation 2040.

## Comprehensive Planning for Growth

As cities and counties complete their comprehensive plan updates, a major focus of our growth management staff will be to review and certify those plans, one of our primary responsibilities under the Growth Management Act. We will conduct a centers market study as the final step of a three-part process to update PSRC's regional centers framework. Along with these planning efforts, PSRC will begin to roll out a program to assess the

region's success in implementing VISION 2040. This effort will be known as Performance Trends and will integrate planning and data activities from across our agency.

## Enhancing our Data Tools

In recent years PSRC has made major investments in next generation modeling tools. Over the next two years we'll be putting those models to work, giving regional leaders the analysis critical to making informed decisions for the region. Supporting these models will be a new approach to collecting data from real people. In lieu of regional household surveys conducted once a decade, we will begin to conduct surveys on a rolling basis, allowing our agency to be more nimble as travel habits evolve. We will continue providing high quality data and modeling support to the region's jurisdictions, and will explore development of a service center to improve customer response and sustainability for our data modeling services.

## Regional Economic Development

This past year our economic development team was successful in securing an Investing in Manufacturing Communities Partnership (IMCP) designation from the Department of Commerce. This is just one of the ways that we are working to implement our current Regional Economic Strategy. A decade ago our agency launched the Prosperity Partnership and the region's first economic strategy. An upcoming major planning effort at PSRC is development of our next strategy. This effort will launch in 2016 and will be completed in 2017. We plan to engage our partners throughout the region this year to solicit input and build the coalition necessary for our region to succeed.

I invite you to dig into the budget and work program and welcome your feedback. Moving forward, we will continue our outreach efforts to ensure that PSRC's focus and priorities reflect the needs of our membership. I look forward to our continued strong partnerships and collaboration on important regional issues.

Josh Brown  
Executive Director, Puget Sound Regional Council

## SUMMARY

### What is the Puget Sound Regional Council?

The Puget Sound Regional Council (PSRC) is a regional planning organization that develops policies and makes decisions about transportation planning, economic development and growth management in the four-county Puget Sound region.

Under state and federal mandates and an Interlocal Agreement signed by its members, PSRC conducts and supports numerous state and federal planning, compliance and certification programs which enable members and other jurisdictions and entities in the region to obtain state and federal funding.

PSRC is designated under federal law as the Metropolitan Planning Organization, and under state law as the Regional Transportation Planning Organization, for King, Kitsap, Pierce and Snohomish counties.

PSRC provides creative, pragmatic regional planning and research to address current issues, and to explore future needs and options that could benefit the region.

As a regional planning agency, PSRC does not duplicate the activities of local and state operating agencies, but supports their needs with complementary planning and advocacy. PSRC performs strategic analyses of trends, consequences of future growth and transportation policies, and implications of future options to address growth and transportation needs. It is a center for the collection, analysis and dissemination of information vital to business, citizens and governments in the region.

### Mission

The mission of the Puget Sound Regional Council as established in the Interlocal Agreement is "...to preserve and enhance the quality of life in the central Puget Sound area." To achieve this mission, the PSRC will:

- Prepare, adopt and maintain goals, policies, and standards for regional transportation and regional growth management in the central Puget Sound area, in accordance with federal and state law and based on local comprehensive plans of jurisdictions within the region.
- Ensure that provisions of state and federal laws pertaining to regional transportation planning and regional growth management are implemented in the region.

### Functions

PSRC 's Interlocal Agreement establishes the organization's growth management, transportation, economic development, forum and technical assistance responsibilities, highlighting the following functions:

- Meet Metropolitan Planning Organization responsibilities for the four counties, including development and maintenance of a regional transportation plan, and programming federal transportation funds.
- Fulfill Regional Transportation Planning Organization requirements prescribed by state law for the four counties; ensure that regional transportation, land use and economic development plans are integrated and that state, regional and local transportation plans are consistent.
- Maintain VISION 2040 as the adopted regional growth, transportation and economic strategy.
- Develop and maintain a regional database; forecast and monitor economic,

demographic and travel conditions in the region as the foundation for local and regional planning.

- Provide technical assistance to local governments, state and federal governments, and business and community organizations.
- Provide a forum to discuss emerging regional issues.
- Provide staff support for the region's Economic Development District.

## Other Agency Mandates

In addition to its own governing Interlocal Agreement, PSRC operates under numerous federal and state laws, including:

- The federal Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)
- Amendments to the federal and state Clean Air Acts
- The state Growth Management Act
- Numerous state transportation statutes, including transportation demand management and commute trip reduction laws, and the High Capacity Transit Act

As the designated Metropolitan Planning Organization for the four-county central Puget Sound region, PSRC meets these federal and state requirements so that the region is eligible to receive transportation funds from the state and federal government.

PSRC works to meet its mandates under these and other laws in a variety of ways. It has specifically established institutional relationships with member governments and other key regional decision-makers to help ensure these mandates are met and the region's goals are achieved.

For example, in addition to representation from local government members, PSRC 's Transportation Policy Board includes representatives from the Washington State Department of Transportation, the state Freight Mobility Strategic Investment Board, transit operators, ports, tribes, the Puget Sound Clean Air Agency, businesses, labor groups, community groups and other organizations. The Growth Management Policy Board includes representatives from business/labor, environmental and community organizations.

PSRC also utilizes a number of other advisory bodies, including a Regional Staff Committee composed of senior staff from local governments, state agencies, transit agencies, and ports, to provide ideas and valuable insights on ways to address important regional issues.

Other committees, involving member agency staff and representatives of business, environmental, citizen and other interests, research and resolve technical issues related to regional policy development, and review and recommend major transportation projects, including bicycle, pedestrian and other transportation enhancement projects, for funding.

PSRC also engages in many outreach activities to inform and involve communities and residents of the region. These efforts include forums, surveys, workshops, conferences, open houses, and a large variety of reports, technical papers and other publications. PSRC also maintains a website ([www.psrc.org](http://www.psrc.org)).

# Puget Sound Regional Council Member Jurisdictions

– Counties, Cities and Tribes



Figure 1 – Map of PSRC Jurisdiction

## Membership and its Benefits

The PSRC membership includes the four counties of King, Kitsap, Pierce, and Snohomish and most of the cities they contain, and the Muckleshoot Tribe, Puyallup Tribe of Indians, and Suquamish Tribe. Of the 82 cities in the region, 73 are members of the PSRC. The jurisdictions of the region are shown in Figure 1. Statutory members of the PSRC include the four port authorities of Everett, Seattle, Bremerton and Tacoma; the Washington State Department of Transportation, and the Washington State Transportation Commission. Associate members include the Snoqualmie Tribe, and the Tulalip Tribes, Island County, the Thurston Regional Planning Council, Washington State Aerospace Partnership, University of Washington, and Port of Edmonds. In addition, a memorandum of understanding with the region's six transit agencies outlines their participation in the PSRC. Fifty percent of the county and city elected officials who serve on the PSRC Executive Board must also serve on transit boards.

### Benefits of Membership

- **A voice in key regional decisions** – Membership provides opportunities for elected officials and staffs of member jurisdictions and agencies to work together and to resolve growth, transportation and economic issues that cross jurisdictional boundaries.
- **Distribution of federal transportation dollars** –PSRC receives approximately \$220 million in federal transportation dollars each year and conducts a competitive project selection process every two to three years.
- **Economic Development** – The Central Puget Sound Economic Development District and the Puget Sound Regional Council joined forces in 2004 to better integrate economic, growth and transportation planning for the region. In addition to benefiting the members, we are working closely with the federal Economic Development Administration and the public and private partners around the region to promote economic development.
- **Technical assistance to obtain federal and state funding** – Membership also provides access to information and technical assistance to obtain federal and state transportation funds. A large portion of the dues that members pay is used as matching funds for state and federal grants; more than six dollars are received in state and federal grants for every dollar of dues used as matching funds.
- **Education & training** – Members participate in a wide variety of workshops and other education and training opportunities to learn about important issues for local jurisdictions.
- **Data to meet special planning needs** – Membership also makes available a broad range of information and data to meet specific needs. This information includes employment, population and travel data necessary to meet the requirements of the Growth Management Act and other laws, and technical studies and policy analyses available through universities, private research and other sources, to meet special needs. This includes a large amount of data and information that a number of PSRC members, especially smaller jurisdictions, might not have enough staff time or resources to acquire on their own. Members receive highest priority when requesting data or information.
- **Geographic Information Systems** – Many of the PSRC databases are integrated into map formats for use in Geographic Information System (GIS) software. These databases are accessible to members, along with GIS assistance and custom map products.
- **Free standard and secondary data products and working data sets** – These data are provided free to members. Members also are not charged for custom requests that can be done in a short period of time, and a portion of the costs for members' larger requests are charged against a prorated portion of members' dues, while non-members pay the full costs of custom data requests.

- **Technical expertise** – Membership also provides access to an extensive range of technical expertise in areas such as transit and transportation planning, economics and economic development, growth management, demographics, and use of geographic information systems.

## Organization and Decision-Making

The Puget Sound Regional Council is governed by a General Assembly and Executive Board. The Growth Management and Transportation Policy Boards and Operations Committee advise the Executive Board.

Appendix A, (Page A-1; Puget Sound Regional Council Committee Structure) provides an overview of the Regional Council's organizational structure.

### **General Assembly**

The General Assembly is composed of all member jurisdictions and agencies. At Assembly meetings, all elected officials from the executive and legislative branches of member cities, towns, counties, tribes, ports and representatives from the state agencies are eligible to attend and vote on behalf of their members. Votes are allocated proportionally as specified in the Interlocal Agreement signed by all members. The Assembly meets at least annually to review and vote on key Executive Board recommendations such as those concerning the budget and work program and growth and transportation plans and amendments. The General Assembly also elects the president and vice president of PSRC.

### **Executive Board**

Members of the Executive Board are appointed by their General Assembly constituents to represent the member governments. The Board is chaired by the PSRC president, meets monthly, and carries out delegated powers and responsibilities between meetings of the General Assembly.

### **Operations Committee**

The Operations Committee is composed of Executive Board members and is chaired by the PSRC's vice president. The committee reviews and makes recommendations to the Executive Board on the budget and work program, and on contracts and other financial and personnel issues.

### **Policy Boards**

The Interlocal Agreement provides for two key policy boards to advise the Executive Board – a Transportation Policy Board and a Growth Management Policy Board. The Transportation Policy Board also is required under PSRC's responsibilities as the Regional Transportation Planning Organization for the central Puget Sound region. Both boards include representatives of the PSRC's member jurisdictions and other appropriate representatives of regional business, labor, civic and environmental groups.

### **Economic Development District**

Through the signed Memorandum of Agreement with the Central Puget Sound Economic Development District, PSRC provides contract services to support District Board activities and work program.



*Budget Overview*

# BUDGET OVERVIEW

## Introduction

The Puget Sound Regional Council budget is a two-year budget and work program running from July 1, 2015 through June 30, 2017. The biennial budget includes the option for adjustment after the first year with a supplemental budget or a simple budget amendment.

The work elements are divided into two program areas for FY2016-2017: Planning (which includes Regional Growth, Transportation, and Economic Development Planning, Data) and Executive and Administrative Services. The next budget and work program section presents more specifics on work elements by the program areas to better reflect the ongoing effort of PSRC to continue to build cross-departmental teams that more effectively perform the work required of the agency.

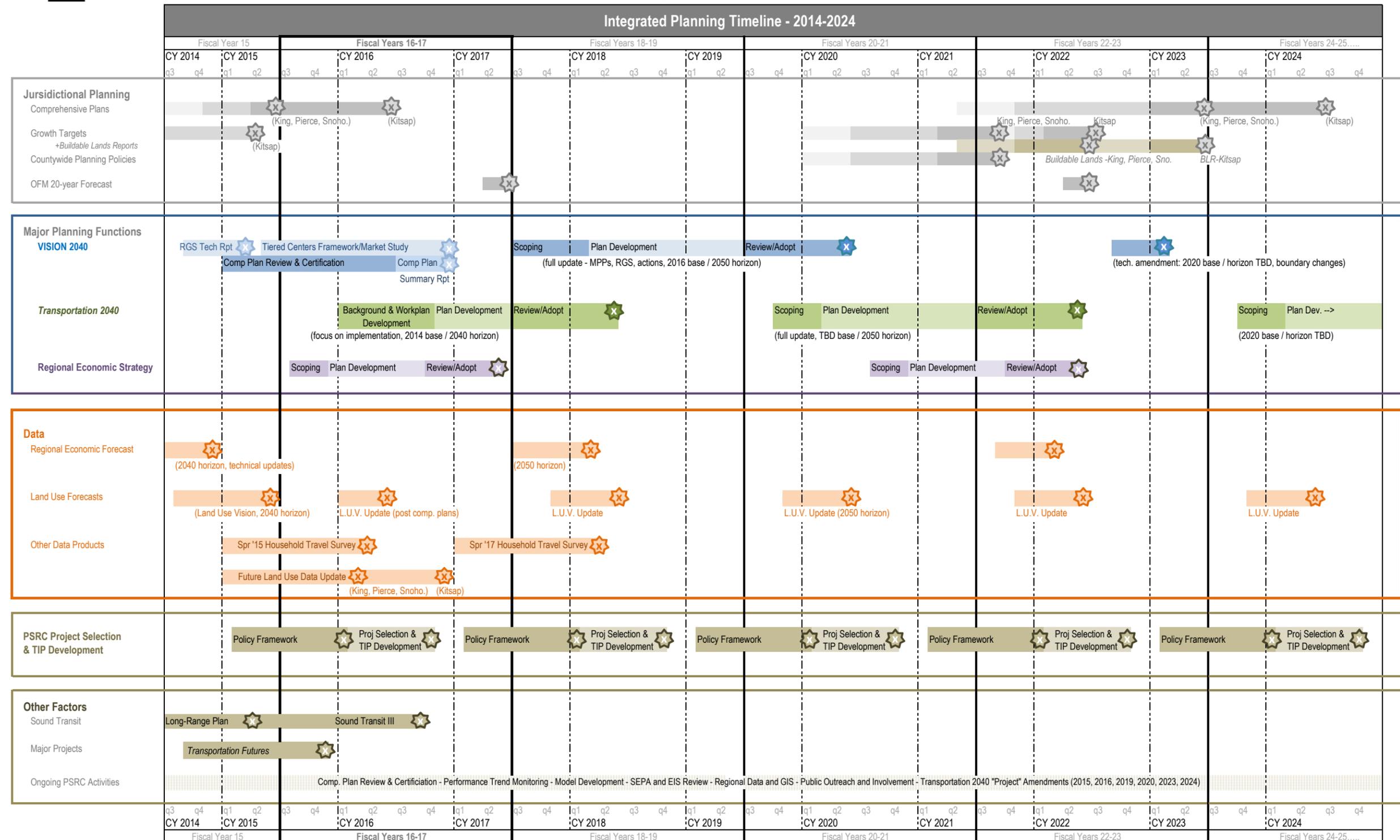
The original budget review process begins with the Operations Committee meeting in December to review and refine the budget and work program. The process continues in January through March with reviews by the Growth Management and Transportation Policy Boards, Economic Development Board, Regional Staff Committee and other PSRC staff committees, and analysis and input from the countywide planning organizations, member jurisdictions, and state and federal agencies, to help assure that the budget and work program contains items important and helpful to member jurisdictions.

In April 2015 the General Assembly adopted the FY2016-2017 Budget and Work Program.

There is a new look to the Proposed FY2016-2017 Budget and Work Program. Some of the improvements include:

- Updated budget cover and overall design
- New Executive Summary provided by PSRC Executive Director Josh Brown
- Updated table of contents with more hyperlinks to help you navigate
- Newly added Integrated Planning Timeline (Fig. 2) -The timeline is a multi-year schedule of PSRC's regional planning activities. The intent is to coordinate major planning products to ensure that PSRC meets state and federal requirements, avoids conflicts, integrates with local planning schedules, and completes internal work needed to support major planning products in a timely manner. The Integrated Planning Timeline will be regularly updated as requirements and conditions change.
- Appendix C (UPWP) has a new table of contents with hyperlinks
- New Budget and Financial Policies section in Appendix B

Figure 2



Note: the items below are tentative and not timebound. They are intended to provide an early snapshot of potential issues to be addressed in updates to **VISION 2040** and **Transportation 2040**.

**VISION 2040 - Potential Topics**

- \* Reflect updated comprehensive plans
- \* Updates RGS numbers and guidance
- \* Updates related to RCW/WAC/etc.
- \* GTC / Stations / Centers
- \* Housing Needs Analysis

- \* Updated Implementation Actions
- \* Greenhouse Gases / Climate Change
- \* Puget Sound / Water Issues
- \* Regional Economic Strategy

**Transportation 2040 - Potential Topics**

- \* Transit Planning
- \* Project Prioritization
- \* Financial Strategy
- \* Tolling
- \* 2014 Transportation 2040 "parking lot"
- \* State Ferry Plan

- \* Freight Strategy
- \* Greenhouse Gases / Climate Change
- \* State of Good Repair II
- \* Technology / Automation
- \* MAP 21 "targets"

## Budget Strategy

The budget and work program supports regional objectives, local government priorities, mandates associated with PSRC's designation as the Metropolitan Planning Organization and Regional Transportation Planning Organization for the region, and established state and federal emphasis areas, the state Growth Management Act, and the services provided to the Central Puget Sound Economic Development District. The revenue and expenditure assumptions are illustrated in tables 1–7 and figures 4, 5, and 6. Figures 4, 5 and 6 show the revenue and expenditure comparison between the Proposed Supplemental FY2016-2017 Budget and the September 2015 Amended Supplemental FY2014-2015 Budget.

Table 1 summarizes the revenue by funding source comparison for the September 2015 Amended FY2016-2017 Budget and the Proposed Supplemental FY2016-2017 Budget. Of the different funding sources, the largest are the Federal Highway Administration (FHWA) and Federal Transit Administration grants, shown on Table 4. The funds from the FHWA and FTA are associated with the Metropolitan Planning Organization requirements of federal law. To remain eligible for these funds, the Regional Council is required to:

- Review Transportation 2040 (Metropolitan Transportation Plan) for conformance with federal requirements and revise it, if necessary;
- Develop, in all four counties now included in the designated Metropolitan Area Boundary (rural and urbanized areas), a transportation project selection process and analyze the operations of the current and future transportation systems; and
- Ensure that the Transportation Improvement Program meets new federal requirements.

These activities are supported by federal, state and local funds.

Of the \$29.7 million in total revenues for the Proposed Supplemental FY2016-2017 Budget, \$15.6 million is from federal and state grants, \$7 million in local and grant funds carried over from previous fiscal years, \$4.1 million in local funds, and \$3 million in anticipated funds. The local funds include \$3.8 million in local membership and transit dues, and \$252,000 from the Central Puget Sound Economic Development District. The distribution of the local membership dues and transit dues are shown in Table 5, Local Dues/Transit Dues Allocation Comparison.

Of the \$3.8 million in local dues, \$2.6 million is used as match for the federal/state funds. For every dollar of local match, members receive approximately six dollars in grant funded planning services. The remaining local dues are allocated to Growth, Transportation, and Economic Development Planning and Monitoring, Data Systems and Analysis, and Executive and Administrative Services.

Membership dues also provide support for PSRC to manage and distribute project money to the region. In 2016 PSRC will manage and distribute approximately \$700 million in project funds. And over \$5 billion of federal investment money will be tracked through the regional Transportation Improvement Program over the next four years.

Beginning in September 2014, and as part of the budget development process, the Operations Committee developed a set of financial and budgetary policies based on the Government Finance Officers association (GFOA) and National Advisory Council on State and Local Budgeting (NACSLB) recommendations to local governments for a minimum set of financial policies. The resulting set of recommended PSRC Financial and Budgetary Policies can be found in Appendix B of this document.

The policies are designed to guide and inform decision making and related administrative procedures and practices. The policies include a reserve fund policy with a target reserve

fund balance of two months of operating expenditures. Currently, the agency's reserve fund balance is approximately half of the recommended target. In order to build the reserve fund to the recommended target level, the additional local funds generated by a 4% dues increase in each of the fiscal years 2016 and 2017 will be dedicated to the reserve fund. This is the first dues increase since 2009. The recommended policies also call for a reassessment of the need for a dues increase each biennium during the biennial budget development process. Any future dues increase, beyond fiscal year 2017, would be subject to reassessment during the development of the fiscal years 2018 to 2019 biennial budget and work program.

## Unfunded Tasks

As you read through the narratives you will notice references to unfunded and partially funded work. When developing the FY2016-2017 Budget and Work Program staff identified additional work (staff & consultant) that could be pursued in the event additional revenue is identified.

The following unfunded tasks are identified in the narratives:

### **Long-Range Transportation Planning**

- Research on how to capture ORCA transit usage data for transportation planning
- Additional support for Transportation 2040 Update (Consultants)

### **Short-Range Transportation Planning**

- Development of additional web mapping and on-line application tools
- Additional Research on climate resiliency in partnership with the University of Washington

### **Economic Development**

- New Cluster Analysis to Support RES Update

### **Regional Services**

- Conduct Project Scoping for Redeveloping the Regional Microeconomic Model
- Develop a Service Center for Data and Modeling
- Update the Freight/Truck Component of PSRC's Travel Demand Model

In the event that additional funding is identified and received PSRC will consider funding the items listed above and/or newly identified work priorities. The budget can be amended throughout the biennium as needed.

## Biennial Revenue Trends

Figure 3 illustrates the historical revenue trends for the past two biennium. Based on historical trends it is likely that PSRC will identify additional funds during the FY2016-2017 Biennial Budget time period.

Sources of additional funds may include:

- Difference between estimated and actual amounts of federal planning funds
- Newly identified project specific grants and contracts
- Realization of anticipated revenues
- Difference between estimated and actual amounts of carryover funds from previous biennial budgets

Figure 3 - **Biennial Revenue Trends**

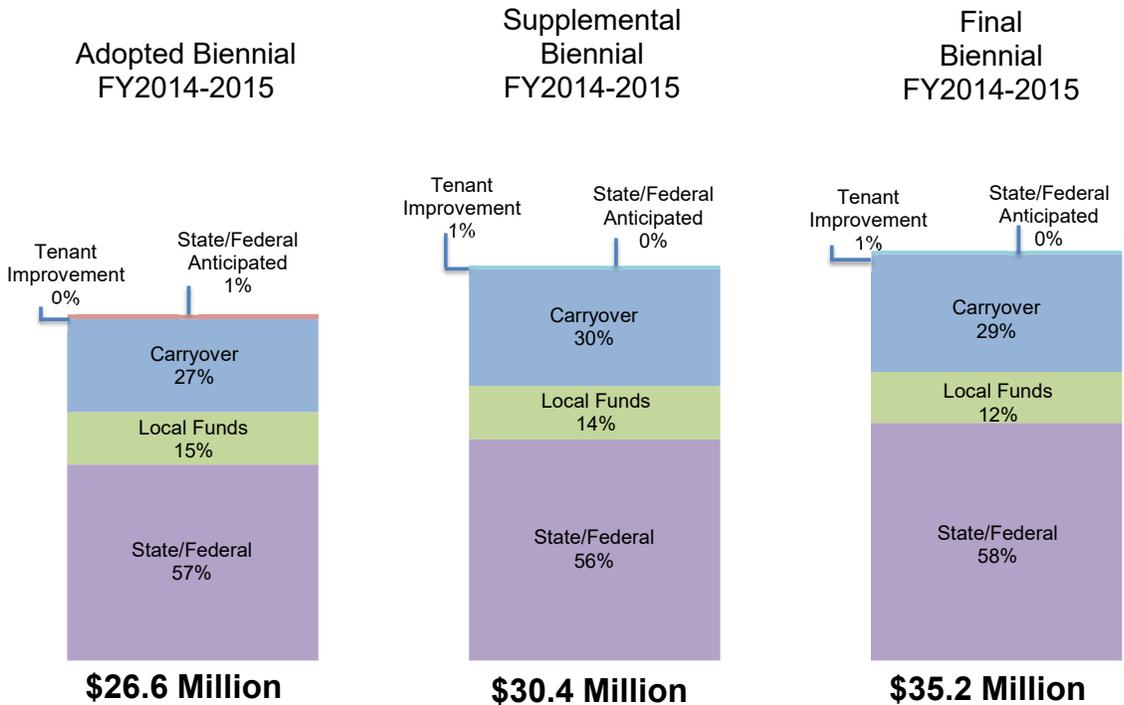
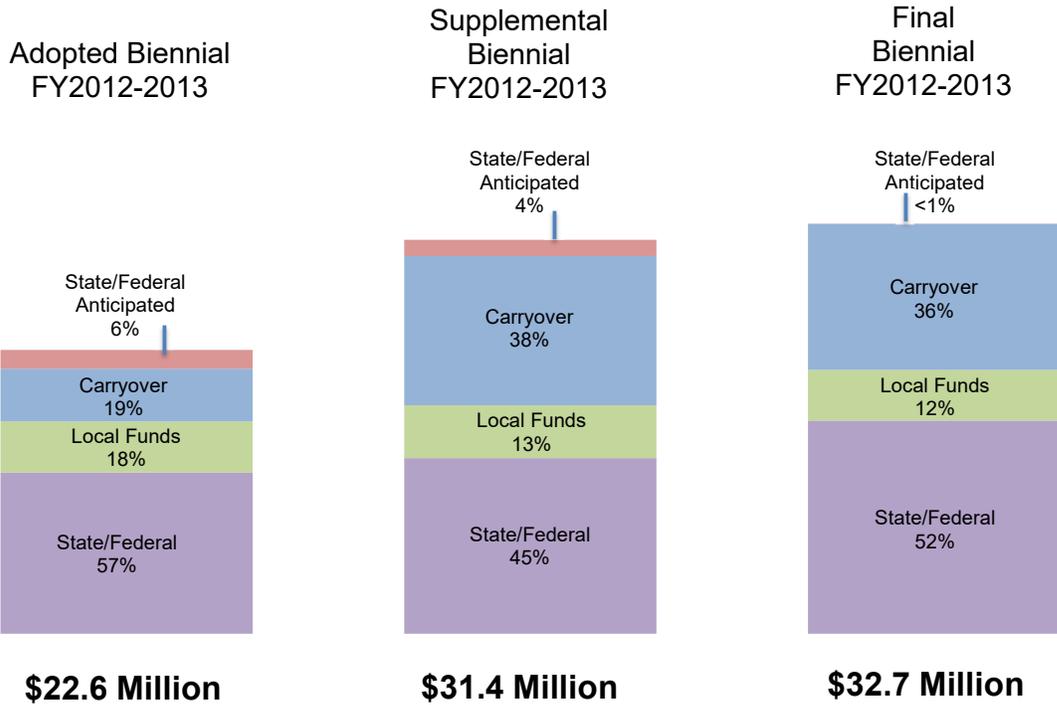


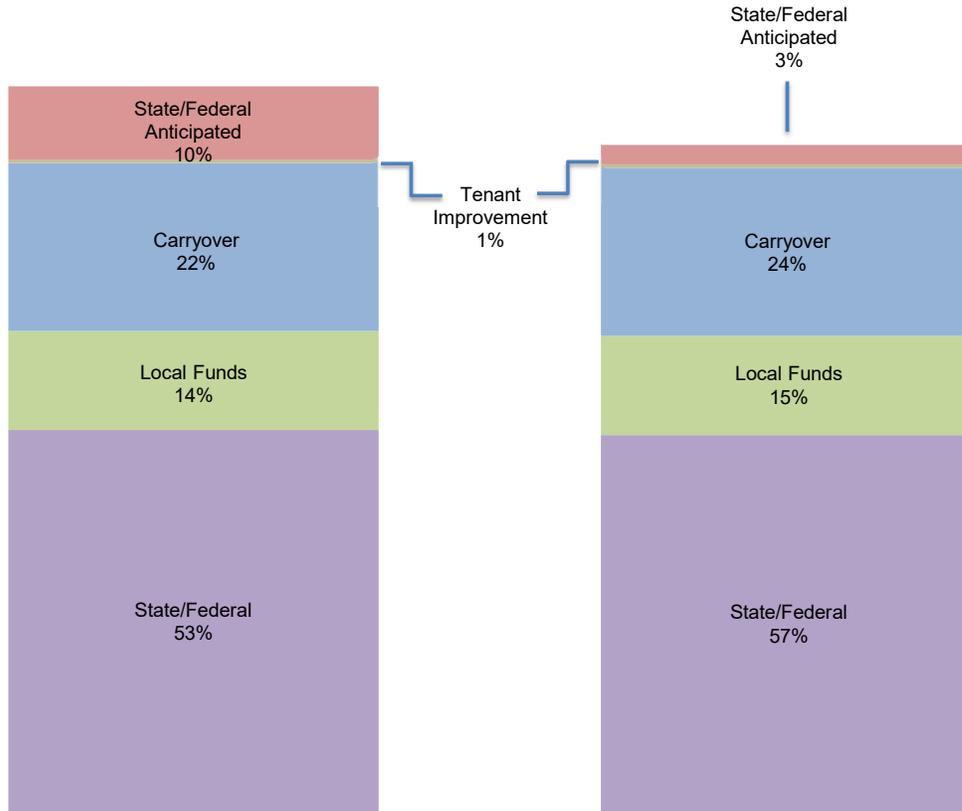
Figure 4 - **Revenue Comparison**

Proposed  
Supplemental Biennial  
FY2016-2017

**\$29.8 Million**

September 2015  
Amended Biennial  
FY2016-2017

**\$27.4 Million**



	Proposed Supplemental Biennial FY2016-2017	Sept. 2015 Amended Biennial FY2016-2017	Difference Between Proposed Supplemental FY2016-2017 and Sept. 2015 Biennial FY2016-2017
State/Federal	\$15,733,000	\$15,529,000	\$204,000
Local Funds	\$4,053,000	\$4,052,000	\$1,000
Carryover (a)	\$6,872,000	\$6,882,000	(\$10,000)
Tenant Improvement	\$136,000	\$136,000	\$0,000
State/Federal Anticipated	\$3,004,000	\$804,000	\$2,200,000
<b>Total</b>	<b>\$29,799,000</b>	<b>\$27,404,000</b>	<b>\$2,395,000</b>

(a) Carryover are available funds that remain unspent in the previous budget cycle and can be used in the next budget cycle.

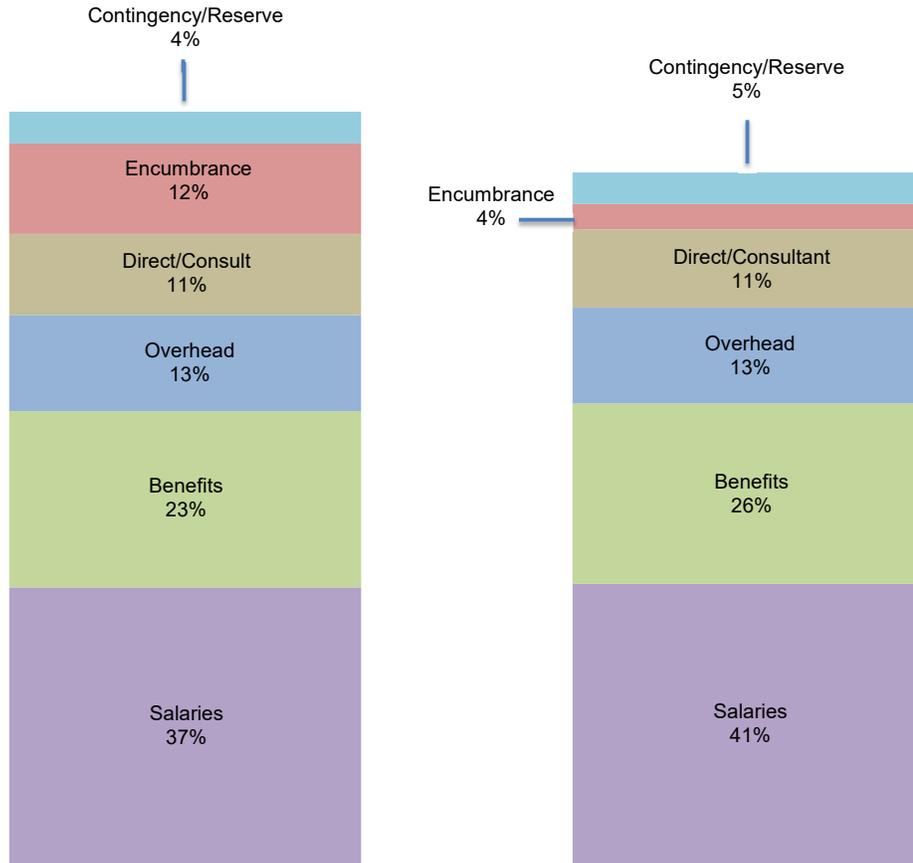
Figure 5 - **Expenditure Comparison**

Proposed  
Supplemental Biennial  
FY2016-2017

**\$29.8 Million**

September 2015  
Amended Biennial  
FY2016-2017

**\$27.4 Million**



Difference Between  
Proposed Supplemental  
FY2016-2017  
and  
Sept. 2015  
Biennial  
FY2014-2015

	Proposed Supplemental Biennial FY2016-2017	September-15 Amended Biennial FY2014-2015	Difference
Salaries	\$11,013,000	\$11,150,000	(\$137,000)
Benefits	\$6,962,000	\$7,123,000	(\$161,000)
Overhead	\$3,789,000	\$3,789,000	(\$0,000)
Direct/Consult.	\$3,207,000	\$3,085,000	\$122,000
Encumbrance	\$3,575,000	\$1,005,000	\$2,570,000
Contingency/ Reserve	\$1,252,000	\$1,252,000	\$0,000
<b>Total</b>	<b>\$29,799,000</b>	<b>\$27,404,000</b>	<b>\$2,395,000</b>

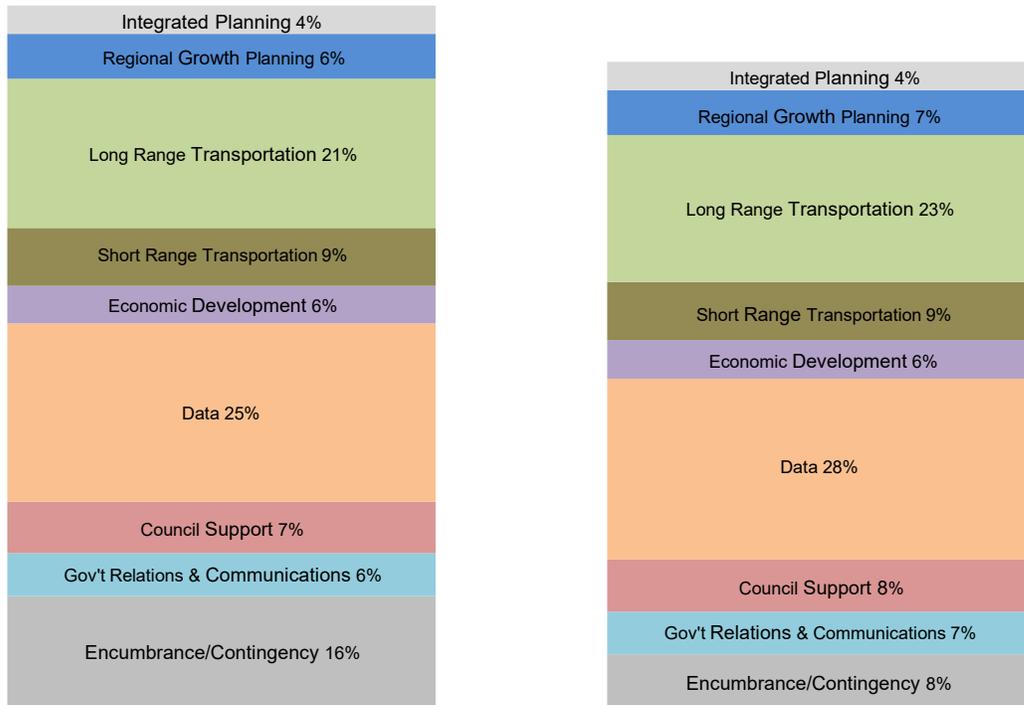
Figure 6 - **Expenditures by Work Element**

Proposed  
Supplemental Biennial  
FY2016-2017

**\$29.8 Million**

September 2015  
Amended Biennial  
FY2016-2017

**\$27.4 Million**



	Proposed Supplemental Biennial FY2016-2017	Sept. 2015 Amended Biennial FY2016-2017	Difference Between Proposed Supplemental FY2016-2017 and Sept. 2015 Amended Biennial FY2016-2017
Integrated Planning	\$1,201,000	\$1,199,000	\$2,000
Regional Growth Planning	\$1,905,000	\$1,902,000	\$3,000
Long Range Transportation Planning	\$6,345,000	\$6,243,000	\$102,000
Short Range Transportation Planning	\$2,458,000	\$2,454,000	\$4,000
Economic Development	\$1,580,000	\$1,648,000	(\$68,000)
Data	\$7,564,000	\$7,676,000	(\$112,000)
Council Support	\$2,198,000	\$2,215,000	(\$17,000)
Gov't Relations & Communications	\$1,813,000	\$1,810,000	\$3,000
Encumbrance & Contingency	\$4,733,000	\$2,257,000	\$2,476,000
<b>Total</b>	<b>\$29,799,000</b>	<b>\$27,404,000</b>	<b>\$2,395,000</b>

**Table 1 - Revenue Comparison Summary**

<b>Basic Funding</b>	<b>Proposed Supplemental Biennial FY2016-2017</b>	<b>September 2015 Amended Biennial FY2016-2017</b>	<b>Difference Amended Biennial FY2016-2017 and Sept. Amended Biennial FY2016-2017</b>
State/Federal	\$15,734,000	\$15,530,000	\$204,000
Local Funds, EDD and Service Income	\$4,053,000	\$4,052,000	\$1,000
Carryover (a)	\$6,872,000	\$6,882,000	(\$10,000)
Tenant Improvement Reimbursement Carryover	\$136,000	\$136,000	\$0,000
State/Federal/Local Anticipated	\$3,004,000	\$804,000	\$2,200,000
<b>Total</b>	<b>\$29,799,000</b>	<b>\$27,404,000</b>	<b>\$2,395,000</b>

**Table 2 - Expenditure Comparison Summary**

<b>Basic Funding</b>	<b>Proposed Supplemental Biennial FY2016-2017</b>	<b>September 2015 Amended Biennial FY2016-2017</b>	<b>Difference Amended Biennial FY2016-2017 and Sept. Amended Biennial FY2016-2017</b>
Salaries (b)	\$11,013,000	\$11,150,000	(\$137,000)
Benefits (c)	\$6,963,000	\$7,123,000	(\$160,000)
Overhead	\$3,789,000	\$3,789,000	(\$0,000)
s+b+oh	\$21,765,000	\$22,062,000	(\$297,000)
Direct	\$652,000	\$500,000	\$152,000
Consultant	\$2,555,000	\$2,585,000	(\$30,000)
Encumbrance/Anticipated	\$3,575,000	\$1,005,000	\$2,570,000
Contingency/Reserve PSRC	\$1,252,000	\$1,252,000	\$0,000
<b>Total</b>	<b>\$29,799,000</b>	<b>\$27,404,000</b>	<b>\$2,395,000</b>

**Table 3 - Staffing Comparison by Function**

	<b>Proposed Supplemental Biennial FY2016-2017</b>	<b>September 2015 Amended Biennial FY2016-2017</b>	<b>Difference Amended Biennial FY2016-2017 and Sept. Amended Biennial FY2016-2017</b>
Integrated Planning	2	2	-
Regional Growth Planning	6	6	-
Long-Range Transportation Planning	13	13	-
Short-Range Transportation/PSRC Funding	8	8	-
Economic Development District	5	5	-
Data	19	19	-
Executive & Administrative Services	22	22	-
<b>Total</b>	<b>75</b>	<b>75</b>	<b>-</b>

Notes:

- (a) Carryover are available funds that remain unspent in the previous budget cycle and can be used in the next budget cycle.
- (b) Includes all agency staff salaries for the two year period. Assume 3% merit pool first year and 3% merit pool second year.
- (c) Benefits include vacation, sick leave, holiday, retirement medical, dental, short and long term disability, life, a deferred compensation plan, etc.

Any and all lobbying will be paid with local funds.

**Table 4 - Revenue Comparison by Source**

	<b>Proposed Supplemental Biennial FY2016-2017</b>	<b>September 2015 Amended Biennial FY2016-2017</b>	<b>Difference Amended Biennial FY2016-2017 and Sept. Amended Biennial FY2016-2017</b>
<b>Basic Funding</b>			
<b>Grant and Local Revenue</b>			
<b>Planning funds</b>			
Regional Transportation Planning Org	\$1,238,000	\$1,238,000	\$0,000
Federal Transit Administration (MPO) and	\$3,162,000	\$3,162,000	\$0,000
Federal Highway Administration (MPO)	\$7,890,000	\$7,890,000	\$0,000
Subtotal Planning funds	\$12,290,000	\$12,290,000	\$0,000
<b>Project Funding</b>			
FTA/5307	\$2,000,000	\$2,000,000	\$0,000
Estimated STP	\$1,000,000	\$1,000,000	\$0,000
FTA/5310	\$100,000	\$0,000	\$100,000
Subtotal Project Funds	\$3,100,000	\$3,000,000	\$100,000
<b>Local Funding</b>			
Local Membership Dues	\$2,878,000	\$2,877,000	\$1,000
EDD Membership Dues	\$252,000	\$252,000	\$0,000
Subtotal Membership Dues	\$3,130,000	\$3,129,000	\$1,000
Transit Agency Dues	\$923,000	\$923,000	\$0,000
Subtotal Local Funding (a)	\$4,053,000	\$4,052,000	\$1,000
<b>Grant and Local Revenue Subtotal</b>	<b>\$19,443,000</b>	<b>\$19,342,000</b>	<b>\$101,000</b>
<b>Project Specific Revenue</b>			
LiDAR	\$40,000	\$40,000	\$0,000
Seattle Children's Hospital	\$0,000	\$0,000	\$0,000
State Transit Integration Grant - WSDOT	\$104,000	\$0,000	\$104,000
Subtotal Project Specific Revenue	\$144,000	\$40,000	\$104,000
<b>CPSEDD Revenue</b>			
CPSEDD - EDA Planning Grant	\$200,000	\$200,000	\$0,000
CPSEDD - ICMP Carryover	\$400,000	\$400,000	\$0,000
DOD/OEA Match Carryover	\$16,000	\$16,000	\$0,000
Subtotal CPSEDD Revenue (b)	\$616,000	\$616,000	\$0,000
Carryover PSRC	\$6,456,000	\$6,466,000	(\$10,000)
Tenant Improvement Allowance Carryforward	\$136,000	\$136,000	\$0,000
<b>Basic Funding Total</b>	<b>\$26,795,000</b>	<b>\$26,600,000</b>	<b>\$195,000</b>
<b>Anticipated Funding</b>			
FAA Anticipated FY2016	\$315,000	\$315,000	\$0,000
Anticipated MPO	\$189,000	\$189,000	\$0,000
EDA Anticipated	\$0,000	\$300,000	(\$300,000)
REDI Fund - WA State Department of Commerce	\$2,500,000	\$0,000	\$2,500,000
<b>Anticipated Funding Total</b>	<b>\$3,004,000</b>	<b>\$804,000</b>	<b>\$2,200,000</b>
<b>Total</b>	<b>\$29,799,000</b>	<b>\$27,404,000</b>	<b>\$2,395,000</b>

(a) Dues Increase in 2016 and 2017

(b) Moved EDD Dues to Membership Dues for clarity

**Table 5 - Distribution of Matching funds**

<b>Basic Funding</b>	<b>Proposed Supplemental Biennial FY2016-2017</b>	<b>September 2015 Amended Biennial FY2016-2017</b>	<b>Difference Amended Biennial FY2016-2017 and Sept. Amended Biennial FY2016-2017</b>
<b>Basic Funding Match</b>			
Federal Transit Administration combined	\$1,725,000	\$1,725,000	\$0,000
Other Federal - FTA 5307	\$500,000	\$500,000	\$0,000
Other Federal STP	\$156,000	\$156,000	\$0,000
EDD	\$200,000	\$200,000	\$0,000
State Transit Integration Grant - WSDOT	\$12,000	\$0,000	\$12,000
<b>Anticipated Funding Match</b>			
FAA Anticipated	\$35,000	\$35,000	\$0,000
Anticipated MPO	\$29,000	\$29,000	\$0,000
Contingency	\$232,000	\$232,000	\$0,000
Balance of Local Dues	\$911,000	\$923,000	(\$12,000)
<b>Total</b>	<b>\$3,800,000</b>	<b>\$3,800,000</b>	<b>\$0,000</b>

**Table 6 - FY2016-2017 Expenditure Allocation**

WORK ELEMENT		SALARIES BENEFITS	OVERHEAD	DIRECT COST	CONSULTANTS	OTHER	Budget FY2016-2017 TOTAL
000	INTEGRATED PLANNING	\$782,000	\$419,000	-	-	-	\$1,201,000
100	REGIONAL GROWTH PLANNING	\$1,149,000	\$618,000	\$39,000	\$100,000	-	\$1,905,000
200-259	LONG RANGE TRANSPORTATION PLANNING	\$2,973,000	\$1,594,000	\$169,000	\$1,609,000	-	\$6,345,000
260	SHORT RANGE TRANSPORTATION/PSRC FUNDING	\$1,557,000	\$835,000	\$7,000	\$60,000	-	\$2,458,000
300	ECONOMIC DEVELOPMENT	\$837,000	\$449,000	\$78,000	\$158,000	59,000	\$1,580,000
400	DATA	\$4,552,000	\$2,442,000	\$156,000	\$379,000	35,000	\$7,564,000
500	COUNCIL SUPPORT	\$1,271,000	\$682,000	\$196,000	\$50,000	-	\$2,198,000
600	GOVERNMENT RELATIONS & COMMUNICATIONS	\$1,044,000	\$560,000	\$9,000	\$200,000	-	\$1,813,000
700	ENCUMBRANCE	-	-	-	-	\$3,481,000	\$3,481,000
800	CONTINGENCY/RESERVE	-	-	-	-	\$1,252,000	\$1,252,000
<b>GRAND TOTAL</b>		<b>\$14,167,000</b>	<b>\$7,599,000</b>	<b>\$652,000</b>	<b>\$2,555,000</b>	<b>\$4,827,000</b>	<b>\$29,799,000</b>

**TABLE 7  
FY2016 & FY2017 REVENUE ALLOCATION**

WORK ELEMENT	RTPO	FHWA	FHWA Match 13.5%	FHWA Carryover	FHWA Carryover match	TRANS FUTURE (FHWA) Carryover	FTA5303	FTA Local Match 13.5%	FTA5303 Carryover	FTA5303 Carryover Match	FTA 5307 2015	FTA 5307 Match 20.0%	FTA 5307 Carryover	FTA 5307 Carryover Match
000 INTEGRATED PLANNING	240,000	832,000	130,000	-	-	-	-	-	-	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	663,000	441,000	69,000	180,000	28,000	-	167,000	26,000	190,000	30,000	-	-	54,000	13,000
200-259 LONG RANGE TRANSPORTATION PLANNING	336,000	674,000	105,000	180,000	28,000	1,120,000	406,000	63,000	293,000	46,000	1,195,000	299,000	447,000	112,000
260 SHORT RANGE TRANSPORTATION/PSRC FUNDING	-	869,000	136,000	180,000	28,000	-	875,000	137,000	177,000	28,000	-	-	-	-
300 ECONOMIC DEVELOPMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
400 DATA	-	1,921,000	300,000	180,000	28,000	-	1,714,000	268,000	540,000	84,000	805,000	201,000	332,000	83,000
500 COUNCIL SUPPORT	-	1,596,000	249,000	180,000	28,000	-	-	-	-	-	-	-	-	-
600 GOVERNMENT RELATIONS & COMMUNICATIONS	-	1,317,000	206,000	180,000	28,000	-	-	-	-	-	-	-	-	-
700 ENCUMBRANCE	-	239,000	37,000	-	-	-	-	-	-	-	-	-	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,238,000</b>	<b>7,890,000</b>	<b>1,231,000</b>	<b>1,081,000</b>	<b>169,000</b>	<b>1,120,000</b>	<b>3,162,000</b>	<b>493,000</b>	<b>1,200,000</b>	<b>187,000</b>	<b>2,000,000</b>	<b>500,000</b>	<b>833,000</b>	<b>208,000</b>

Revenue Allocation (Continued)	WSDOT Transit Integration	WSDOT Transit Integration Match	STP 2015	STP 2015 Match 13.6%	FTA 5310 2015	LIDAR	FAA Carryover	FAA Match Carryover	EDD EDA grant	EDA grant Match (PSRC local)	EDD Dues	DOD/IEA Local Match Carryover	EDD ICMP Carryover	EDD ICMP Match Carryover
000 INTEGRATED PLANNING	-	-	-	-	-	-	-	-	-	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	-	-	-	-	-	-	-	-	-	-	-	-	-	-
200-259 LONG RANGE TRANSPORTATION PLANNING	104,000	12,000	500,000	78,000	100,000	-	61,000	7,000	-	-	-	-	-	-
260 SHORT RANGE TRANSPORTATION/PSRC FUNDING	-	-	-	-	-	-	-	-	-	-	-	-	-	-
300 ECONOMIC DEVELOPMENT	-	-	-	-	-	-	-	-	200,000	200,000	252,000	16,000	200,000	200,000
400 DATA	-	-	500,000	78,000	-	40,000	-	-	-	-	-	-	-	-
500 COUNCIL SUPPORT	-	-	-	-	-	-	-	-	-	-	-	-	-	-
600 GOVERNMENT RELATIONS & COMMUNICATIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 ENCUMBRANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>104,000</b>	<b>12,000</b>	<b>1,000,000</b>	<b>156,000</b>	<b>100,000</b>	<b>40,000</b>	<b>61,000</b>	<b>7,000</b>	<b>200,000</b>	<b>200,000</b>	<b>252,000</b>	<b>16,000</b>	<b>200,000</b>	<b>200,000</b>

Revenue Allocation (Continued)	SHRP2 Carryover	SHRP2 Match Carryover	Carryover Local	Local	Tenant Improvement Carryover	Basic Funding Subtotal	Federal Anticipated	Federal Match Anticipated	Anticipated and match Subtotal	FY2014-15 Budget
000 INTEGRATED PLANNING	-	-	-	-	-	1,201,000	-	-	-	1,201,000
100 REGIONAL GROWTH PLANNING	-	-	29,000	15,000	-	1,905,000	-	-	-	1,905,000
200-259 LONG RANGE TRANSPORTATION PLANNING	-	-	98,000	80,000	-	6,345,000	-	-	-	6,345,000
260 SHORT RANGE TRANSPORTATION/PSRC FUNDING	-	-	12,000	17,000	-	2,458,000	-	-	-	2,458,000
300 ECONOMIC DEVELOPMENT	-	-	209,000	302,000	-	1,580,000	-	-	-	1,580,000
400 DATA	85,000	85,000	49,000	272,000	-	7,564,000	-	-	-	7,564,000
500 COUNCIL SUPPORT	-	-	2,000	143,000	-	2,199,000	-	-	-	2,199,000
600 GOVERNMENT RELATIONS & COMMUNICATIONS	-	-	-	82,000	-	1,813,000	-	-	-	1,813,000
700 ENCUMBRANCE	-	-	-	-	136,000	413,000	3,004,000	64,000	3,068,000	3,481,000
800 CONTINGENCY/RESERVE	-	-	1,020,000	232,000	-	1,252,000	-	-	-	1,252,000
<b>TOTALS</b>	<b>85,000</b>	<b>85,000</b>	<b>1,420,000</b>	<b>1,143,000</b>	<b>136,000</b>	<b>26,730,000</b>	<b>3,004,000</b>	<b>64,000</b>	<b>3,068,000</b>	<b>29,799,000</b>

**Table 8 - Carryover Funds from FY2015**

	<b>Total Grant Funds Remaining</b>	<b>Contractual Remaining</b>	<b>Other Remaining</b>
FHWA	1,080,988	106,271	974,717
Transportation Futures	1,120,412	990,555	129,857
FTA 5303	1,199,645	-	1,199,645
FTA 5307	833,393	-	833,393
SHRP2	84,617		84,617
FAA	61,148	59,637	1,511
Tenant Improvement	136,416		136,416
DOD/OEA Local Match	-	-	-
EDD ICMP	200,000		200,000
<b>Subtotal</b>	<b>4,716,619</b>	<b>1,156,463</b>	<b>3,560,156</b>
Carryover local match	872,130		
Carryover local funds	419,893		
Contingency/Reserve Carryover	1,000,000		
<b>Total Carryover from FY2013</b>	<b>\$ 7,008,642</b>		
Less EDD Carryover	416,434		
<b>PSRC Carryforward</b>	<b>\$ 6,592,208</b>		



*Work Elements by Program Area*

# Planning

## Manage Planning Department (000)

### Objective

To oversee the development, maintenance and implementation of effective regional strategies for Growth, Transportation, and Data and to improve regional coordination of planning programs.

### Mandates

This work element provides for the program development, administration and management of the regional planning and implementation work element as required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Region:** requires that PSRC provide information and services to local governments, state and regional agencies, Indian tribes, community organizations, businesses, individuals, and other interested parties. This work also is mandated by numerous federal and state requirements for public information and involvement.
2. **VISION 2040 Maintenance and Implementation:** Interlocal Agreement for Regional Planning of the Central Puget Sound Area, Regional Transportation Planning Organization (RTPO) Legislation, Washington's Growth Management Act, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), VISION 2040, Washington State Environmental Policy Act.
3. **Long-Range Transportation Planning:** Interlocal Agreement for Regional Planning of the Central Puget Sound Area, Regional Transportation Planning Organization (RTPO) Legislation, Washington's Growth Management Act, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), Federal Clean Air Act, Clean Air Washington Act, Puget Sound Regional Council Resolution A-96-02, Washington's Commute Trip Reduction (CTR) Program, Corridor Planning [RCW 47.06.120].
4. **Short-Range Transportation Planning and PSRC Funding:** Interlocal Agreement for Regional Planning of the Central Puget Sound Area, Regional Transportation Planning Organization (RTPO) Legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), Federal Clean Air Act.
5. **Regional Data:** Interlocal Agreement for Regional Planning of the Central Puget Sound Area, Regional Transportation Planning Organization (RTPO) Legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21), Federal Clean Air Act, Washington Clean Air Act.
6. **Implementing VISION 2040, Transportation 2040, and the Regional Economic Strategy:**  
VISION 2040 and Transportation 2040 commit the region to periodically report on environmental, growth management, transportation, and economic issues, based on the region's adopted goals and multicounty planning policies.

#### Summary Revenues & Expenditures

##### Revenues:

RTPO	239,804
FHWA	831,718
FHWA Local Match	129,806
<b>Total</b>	<b>\$ 1,201,328</b>

##### Expenditures:

Salaries & Benefits	781,891
Overhead	419,437
<b>Total</b>	<b>\$ 1,201,328</b>

##### Budget Comparison:

Proposed	
Supplemental FY 16-17	\$ 1,201,328
September 2015	
Amended FY 16-17	\$ 1,198,980

##### FTE Staffing Comparison:

Proposed	
Supplemental FY 16-17	2.00
September 2015	
Amended FY 16-17	2.00

## Major Milestones and Products

1. Monthly Growth Management Policy Board ..... Board Agendas and Board
2. Transportation Policy Board, Executive Board meetings ..... Policy direction
3. Deliver Budget Initiatives ..... As defined in budget

## Policy Direction and Interagency Staff Involvement

Policy Direction from the PSRC Policy Boards, the PSRC Executive Board, and from the PSRC Executive Management Team. Interagency staff involvement with the Regional Staff Committee; Subarea and county-wide planning forums; Transit Executives and the Transportation Operators Committee; Sound Transit staff; WSDOT staff; and other local agency staff from around the region.

## Ongoing Tasks

### **Task 1. Integrated Work Program**

Oversee the delivery of an integrated work program for growth, transportation, and data. This includes providing leadership and direction to planning staff; monitoring and reviewing staff and budget progress; bringing staff work to boards and committees, and bringing policy direction back to staff for implementation; monitoring state and federal legislation and regulations; implementing new laws or regulations; ensuring that planning processes meet requirements; providing strategic direction for the PSRC planning work. Develop meeting agendas for boards, including the Growth Management Policy Board and the Transportation Policy Board, and respond to board direction. Participate on the PSRC Executive Management Team to set strategic direction for the agency.

## Initiative Tasks

### **Task 2. PSRC Performance Trends Support**

Implement an integrated program to assess regional trends and success in effecting the policy objectives, projects, and programs adopted in VISION 2040, Transportation 2040, and the Regional Economic Strategy. *(September 2015)*

Develop and maintain effective data collection and analysis tools to support the Integrated Performance Trends program. *(Ongoing)*

Assess implications and develop findings based on the Integrated Performance Trends organizing plan and policy framework. *(Ongoing)*

Produce Integrated Performance Trends visual, written, and electronic materials and publish them in various ways, including on PSRC's webpage and other social media. *(Ongoing)*

Track the Integrated Performance Trends program's findings, to help inform future updates to each of the three regional plans: VISION 2040, Transportation 2040, and the Regional Economic Strategy *(Ongoing)*.

## Unfunded Tasks

**None**

## Summary of Consultants within Planning

**None**

# Regional Growth Management Planning

## VISION 2040 Maintenance and Implementation (100)

### Objective

Maintain and implement VISION 2040 as the region's growth management, environmental, economic and transportation strategy, ensure conformity and consistency of local plans and policies with state and regional planning requirements, and provide technical assistance on PSRC plans, policies, and programs.

### Mandates

This work element provides for the maintenance and implementation of VISION 2040 as the region's growth management, environmental, economic and transportation strategy. These activities are designed to fulfill PSRC's responsibilities as the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) for the central Puget Sound region, as required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area**
  - a. Section VI, which provides direction for certifying transportation elements in local comprehensive plans, reviewing transportation projects for consistency with the regional transportation plan, and commenting on proposed actions and projects with potential significant impact on implementation of the regional transportation plan.
  - b. Sections VII, B, E, and F, which require maintaining VISION 2040 as the adopted regional growth management and transportation strategy, providing technical assistance to jurisdictions as required, and which establish PSRC as a forum for discussing regional issues.
2. **Regional Transportation Planning Organization (RTPO) Legislation (RCW 47.80)**, which requires certification of consistency between countywide policies and the adopted the regional transportation plan, as well as the transportation-related provisions in local comprehensive plans.
3. **Washington's Growth Management Act (RCW 36.70A.210, RCW 47.80, WAC 468.86)**, which requires multicounty planning policies to provide a common framework to ensure consistency in planning efforts where there are common borders or related regional issues. [RCW 36.70A.510] and **Planning Enabling Act [RCW 36.70.547]** requires cities and counties to use their comprehensive plan and development regulations to discourage the siting of incompatible uses adjacent to general aviation airports. PSRC evaluates consistency of airport compatible land uses as part of its review and certification of local plans.
4. **Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)**, which requires that a continuing, cooperative and comprehensive planning process be maintained that results in plans and programs for an integrated intermodal transportation system.
5. **VISION 2040** (adopted April 2008), which includes the region's adopted multicounty planning policies, per the state Growth Management (RCW 36.70A), and the regional growth strategy.
6. **Washington State Environmental Policy Act (RCW 43.21c)** and PSRC's Adopted Procedures and Policies Implementing the State Environmental Policy Act (Resolution EB 97-01).

## Summary Revenues & Expenditures

Revenues:	
RTPO	662,633
FHWA	441,259
FHWA Local Match	68,867
FHWA Carryover	180,165
FHWA Carryover Local Match	28,118
FTA 5303	166,700
FTA Local Match	26,017
FTA 5303 Carryover	189,859
FTA 5303 Carryover Match	29,631
FTA 5307 Carryover	53,961
FTA 5307 Carryover Local Match	13,490
Local	15,134
Local Carryover	29,330
<b>Total</b>	<b>\$ 1,905,164</b>

Expenditures:	
Salaries & Benefits	1,149,027
Overhead	617,637
Direct Costs	38,500
Consultants	100,000
<b>Total</b>	<b>\$ 1,905,164</b>

Budget Comparison:	
Proposed	
Supplemental FY 16-17	\$ 1,905,164
September 2015	
Amended FY 16-17	\$ 1,902,243

FTE Staffing Comparison:	
Proposed	
Supplemental FY 16-17	5.98
September 2015	
Amended FY 16-17	5.64

## Major Milestones and Products

1. Adopted conformity and consistency reports for King, Pierce, and Snohomish county jurisdictions' 2015 local comprehensive plans and policies (*February 2016*).
2. Adopted conformity and consistency reports for Kitsap County jurisdictions' 2016 local comprehensive plans and policies (*December 2016*).
3. Growth Management Policy Board meetings (*Ongoing*)
4. PSRC comment letters and other communications on regionally significant environmental documents (*Ongoing*).
5. Assessment of 2015 local comprehensive plan development issues (*July 2017*)
6. Regional Centers Market Study (*December 2015*)
7. Recommendations for a refined centers framework, potentially including countywide centers, transit station areas, military facilities, and industrial areas (*December 2016*)

## Policy Direction and Interagency Staff Involvement

Policy direction is received from the Executive Board, Growth Management Policy Board (primary policy direction and guidance for overall growth management, environmental, economic, and transportation policy and programs), Transportation Policy Board (primary policy direction and guidance for transportation issues and plans), and the Economic Development District Board (primary policy direction on economic issues).

## Ongoing Tasks

### Task 1. Departmental Administration

Manage and administer growth management work program, including work program development, schedule, budget, progress and evaluation reports, and related documentation. Ensure compliance with rules and regulations of funding agencies and PSRC. Provide program administration, including staff assignments and evaluation,

consultant selection, contract negotiation and monitoring, and development and maintenance of interlocal agreements.

**Task 2. Support Boards and Committees**

Support PSRC's Growth Management Policy Board and key technical committees. This task will provide and support forums for regional policy development and decision making.

**Task 3. State Environmental Policy Act**

Prepare and communicate PSRC's comments on regionally significant environmental documents and function as the SEPA Responsible Official when PSRC undertakes environmental reviews. The task will fulfill the agency's responsibilities under the Washington State Environmental Policy Act and PSRC SEPA Procedures.

**Task 4. Monitor Legislation**

Periodically monitor and review proposed state and federal legislation. Particular attention will be given to topics consistent with legislative priorities identified by the Growth Management Policy Board and adopted by the Executive Board as recommendations to the Washington State Legislature. Interpret and implement appropriate new and existing state and federal regulations, statutes and policies. This task will ensure PSRC boards, committees, membership and agency staff are aware of potential legislation and implement relevant requirements.

**Task 5. Technical Assistance and Outreach**

Conduct outreach and provide technical assistance to jurisdictions, agencies, and interest groups on PSRC plans, policies, and programs. The task will include building support and providing guidance for incorporating VISION 2040 into countywide planning policies, local comprehensive plans, and other planning efforts.

Key activities include outreach to member jurisdictions, countywide planning groups, and other partner agencies and interest groups on the region's adopted plans and policies. Specific technical assistance will be provided to local jurisdictions regarding establishing growth targets, countywide planning policies, comprehensive plans, centers plans, and transit station area plans to foster alignment with VISION 2040 and Transportation 2040.

In addition, the Growth Management team assists other PSRC teams in carrying out their work. This includes support of the Transportation Improvement Program, work on Transportation 2040 implementation, Regional Economic Strategy implementation, climate change work, and other work as assigned. This task will improve the overall coordination and compatibility of planning and research efforts throughout the four-county region.

## Initiative Tasks

**Task 6. Local Comprehensive Plan Review and Certification**

The Washington State Growth Management Act and Regional Transportation Planning Organization legislation directs PSRC to formally certify countywide planning policies and the transportation-related provisions in local comprehensive plans for conformity with state planning requirements and consistency with adopted regional plans and multicounty policies.

Certification reports are brought to policy and executive boards on an ongoing basis. During this budget cycle, jurisdictions will be adopting required periodic updates to their comprehensive plans. The schedule for plan updates in King, Pierce and Snohomish counties is on or before June 30, 2015. The schedule for Kitsap County is on or before June 30, 2016. Participation in these updates will require significant dedication of staff resources.

Established in 2003, PSRC has a process for conducting certification review that enables the region to work together with localities, countywide planning bodies, transit agencies, and jurisdictions with designated regional centers to improve the overall coordination and compatibility of planning efforts throughout the four-county area. Key subtasks include:

- a. Review of local, countywide, transit agency, and regional center plans and policies – including amendments and updates – for consistency with VISION 2040 and Transportation 2040, and compliance with GMA requirements in RCW 36.70A.
- b. Maintenance and enhanced tracking of local and countywide efforts to update and amend plans. This includes at least a once-a-year contact with all jurisdictions, follow-up communications, and information entries.
- c. Continued refinement of plan review guidance materials. Provision of information and assistance to jurisdictions, countywide planning groups, and agencies as they work on refining and updating policies and provisions in their countywide planning policies, comprehensive plans, centers plans, station area plans, and related documents.

The task will ensure conformity and consistency of local plans and policies with state and regional planning requirements.

#### **Task 7. VISION 2040 Implementation and Update Preparation**

VISION 2040 was the result of a planning process that took place between 2004 and 2008. The work resulted in an adopted vision for the central Puget Sound region that combined a public commitment to a growth strategy with the transportation investments and programs needed to support it. VISION 2040 has served as the framework for both countywide and local planning conducted under the Growth Management Act. VISION 2040 also identified policies and key actions necessary for implementation.

VISION 2040 must be periodically updated to catch up with issues and actions that have taken place since it was adopted in 2008. At minimum, the planning horizon must be extended beyond the year 2040 to provide a long-range vision for regional and local planning.

In this biennium, three tasks have been identified to continue implementation of VISION 2040, and to prepare for an anticipated update of the plan in the 2018-2020 time frame.

##### **a. Countywide Centers and Market Study**

Focusing population and employment growth into centers lies at the heart of VISION 2040's regional growth strategy and multicounty planning policies. At the regional level, PSRC formally designates new Regional Growth Centers and Regional Manufacturing Industrial Centers. Given the importance of regional centers in accommodating future population and employment growth, they are prioritized for regional and countywide transportation and economic development funding. This task completes the final step of a three-part process to update PSRC's regional centers framework, building on the updated Designation Procedures for New Regional Centers, and the updated Regional Centers Monitoring Report – 2013 Edition.

The 2013 centers report includes a recommendation for the exploration of a refined center's typology or hierarchy that includes subregional – or countywide – centers and connects to regional transportation and economic development funding. PSRC's existing framework for centers focuses on the most regionally significant locations while still encouraging local centers. Some peer regions have more complex systems that contain multiple center types differentiated by the roles they play in the region. A center's hierarchy could better reflect this diversity of center types and functions in

the region, while also responding to recent member requests to develop a tiered centers designation framework. Work on refined policies or guidelines for an additional tier of centers can build on the work of the Growing Transit Communities project to begin implementing multicounty planning policies related to countywide centers.

As part of this work, PSRC will engage consultants to conduct a regional centers market study to gain better information about how to assess and grow demand in regional centers in advance of additional work on the centers structure and designation and the next update of VISION 2040. The work will also help PSRC to provide guidance for jurisdictions seeking regional centers designations through the development of a recommended template for local market studies, and guidance to improve local market strength.

**b. Assessment of 2015/2016 Local Comprehensive Plan Updates**

The Growth Management Act requires that local jurisdictions conduct periodic updates of local comprehensive plans. Jurisdictions in King, Pierce, and Snohomish counties are required to complete updates by June 2015. Kitsap County jurisdictions have a June 2016 deadline. For the first time, these local plans and policies will respond to direction provided in the VISION 2040 Regional Growth Strategy, and address a number of new Multicounty Planning Policies adopted in 2008. This provides PSRC an opportunity to work with local jurisdictions to identify and evaluate issues that arose during local plan development and adoption, consider different approaches to address those issues, and to identify areas where PSRC might refine VISION 2040 strategies and Multicounty Planning Policies in a future VISION 2040 update. PSRC will convene a working group to evaluate and assess significant issues identified in these local update processes, and produce a report documenting findings and recommendations.

**c. Industrial Lands**

VISION 2040 calls for the recognition and preservation of existing centers of intensive manufacturing and industrial activity. Multicounty planning policies also call for the provision of infrastructure and services necessary to support industrial areas. In 2014, PSRC developed an *Industrial Lands Analysis for the Central Puget Sound Region* report, which contains recommendations for additional work to plan for and support industrial and manufacturing activity. Growth Management division staff will work with the Economic Development division to assess and implement these recommendations, as appropriate.

**Task 8. PSRC Performance Trends Support**

PSRC will implement an integrated program to assess regional trends and success in implementing the policy objectives, projects, and programs adopted in VISION 2040, Transportation 2040, and the Regional Economic Strategy. The Performance Trends program will integrate planning and data activities and draw resources from all PSRC program areas. The Growth Management division will participate on project teams with other agency staff to assess data developed by the Data Systems and Analysis division, develop findings, assess policy implications, and develop Performance Trends products.

**Unfunded Tasks**

**Task 2. Support Boards and Committees**

There is an additional \$25,000 of unfunded consultant work related to the Regional Centers Market Analysis.

## Summary of Consultants within Regional Growth Planning

Task	Description of Work	Amount	Start Date	End Date
7a	Regional Centers Market Analysis	\$ 100,000	Jul-15	Jun-16
	Total Funded Contracts	<b>\$ 100,000</b>		
	Total Unfunded Contracts	<b>\$ -</b>		
	<b>Total Consultant Costs</b>	<b>\$ 100,000</b>		

## Regional Transportation Planning

### Long-Range Transportation Planning (200-259)

#### Objective

Provide regionally coordinated long-range transportation planning to support VISION 2040, the Regional Economic Strategy, and to be consistent with state and federal law.

#### Mandates

These activities and other related activities are designed to fulfill PSRC's responsibilities as the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) for the central Puget Sound region, as required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area**,
  - a. Article VII requires that PSRC produce a Regional Transportation Plan as prescribed by federal and state law and regulations and is based on local comprehensive planning. The plan is required to establish planning direction for regionally significant transportation projects, as defined in state law, and to be consistent with the regional growth management strategy. It also requires transportation modeling capabilities to support development of the regional transportation plan and regional growth management strategy and to carry out Regional Transportation Planning Organization (RTPO) functions. Article VII, Section D, requires the establishment and maintenance of a regional database to support development of Transportation 2040 and the regional growth management strategy, and forecasting and monitoring economic, demographic, and travel conditions in the region.
  - b. Article VI, which provides direction for certifying transportation elements in local comprehensive plans, reviewing transportation projects for consistency with Transportation 2040, and commenting on proposed actions and projects with potential significant impact on implementation of Transportation 2040.
  - c. (Article VII, Sections B, E, and F), which require maintaining VISION 2040 as the adopted regional growth management and transportation strategy, providing technical assistance to jurisdictions as required, and establish PSRC as a forum for discussing regional issues.
2. **Regional Transportation Planning Organization (RTPO) Legislation** [RCW 47.80], which requires the establishment and maintenance of an integrated, comprehensive planning program for regional transportation systems. It also requires preparation and update of a regional transportation plan, assessment of regional development patterns, capital investments and other measures necessary to preserve and make the most efficient use of transportation facilities. It requires certification of consistency between countywide policies and the adopted Transportation 2040, as well as the transportation elements in local comprehensive plans.
3. **Washington's Growth Management Act** (RCW 36.70A.210, RCW 47.80, WAC 468.86), which requires multi-county planning policies, for consistency in planning efforts where there are common borders or related regional issues. [RCW 36.70A.510] and **Planning Enabling Act** [RCW 36.70.547] requires cities and counties to use their comprehensive plan and development regulations to discourage the siting of incompatible uses adjacent to general aviation airports. PSRC evaluates consistency of airport compatible land uses as part of its review and certification of local plans.
4. **Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)** is a 27-month update to the previous federal transportation act, SAFETEA-LU. It requires the development and update of a long-range transportation plan (Transportation 2040) and the development and use of a congestion management process as part of a continuing, cooperative and comprehensive planning process. MAP-21 creates a streamlined, performance-based,

multimodal program to address transportation challenges, including improving safety, maintaining infrastructure, reducing congestion, improving the efficiency of the system and freight movement, protecting the environment and reducing delays in project delivery.

5. **Federal Clean Air Act [42 USC Section 7401-7671q] and Washington Clean Air Act [RCW 70.94.37]** which legislate federal and state requirements through air quality conformity rules for transportation plans, programs and projects.
6. **Puget Sound Regional Council Resolution A-96-02**, adopted on July 11, 1996, amended the 1995 Metropolitan Transportation Plan. A-96-02 was subsequently included in *Destination 2030* to include plans for a third runway at Seattle-Tacoma International Airport. The resolution provides for ongoing monitoring for noise reduction measures and runway construction.
7. **Washington's Commute Trip Reduction (CTR) Program [RCW 70.94.521-555]**, as updated by the CTR Efficiency Act ([ESSB 6566](#)), which focuses the CTR program into the state's most congested urban growth areas and requires modification of city and county CTR plans and development of regional CTR plans.
8. **Corridor Planning [RCW 47.06.120]**, which lays out content and analysis requirements for state corridor studies.

Summary Revenues & Expenditures	
Revenues:	
RTPO	335,563
FHWA	674,270
FHWA Local Match	105,233
FHWA Carryover	180,165
FHWA Carryover Local Match	28,118
FTA 5303	405,874
FTA Local Match	63,344
FTA 5303 Carryover	293,496
FTA 5303 Carryover Match	45,806
Transportation Futures Carryover	1,120,412
STP	500,000
STP Local Match	78,035
FTA 5307	1,195,000
FTA 5307 Local Match	298,750
FTA 5307 Carryover	447,231
FTA 5307 Carryover Match	111,808
FAA Carryover	61,148
FAA Carryover Match	6,794
FTA 53010	100,000
Local	80,100
Local Carryover	98,382
<b>Total</b>	<b>\$ 6,229,529</b>

Expenditures:	
Salaries & Benefits	2,972,937
Overhead	1,593,922
Direct Costs	168,900
Consultants	1,608,770
<b>Total</b>	<b>\$ 6,344,529</b>

Budget Comparison:	
Proposed	
Supplemental FY 16-17	\$ 6,229,529
September 2015	
Amended FY 16-17	\$ 6,242,581

FTE Staffing Comparison:	
Proposed	
Supplemental FY 16-17	12.92
September 2015	
Amended FY 16-17	12.93

## Major Milestones and Products

1. Report transportation performance data (2015 - Spring 2016, then updated regularly thereafter based on data availability)
2. Updated Congestion Management Process (CMP) document, "Transportation 2040 Monitoring: Congestion & Mobility Report" (June 2016)
3. Security Planning: Mid Term Recovery Meetings to be held annually (Summer 2015)
4. Conformity Review of Sound Transit System Plan (Planned: Winter 2016)
5. Special Needs Transportation Funding Distribution (Fall 2016 through March 2017)
6. Update the Regional Freight Strategy (June 2017)
7. Active Transportation Workshop Series (Feb - August 2015)
  
8. Transportation Plan update: Activities in support of the next plan update: Background & Work Program (September 2016), Plan Development (June 2017), Performance Trends reporting as data becomes available (Ongoing)
  - o Safety data will be reported annually (Summer and as needed)
9. Future Transit Network (Summer 2017)
10. Regional Transit Integration Report (Spring 2016, Spring 2017)
11. Annual Transit Summit (Spring 2016, Spring 2017)
12. Transit Access Assessment/Toolkit (Summer 2017)
13. Quarterly Regional Transit Oriented Development Committee meetings (Ongoing)
14. Additional Convening of RRF Task Force (Ongoing)
15. Annual updates to RRF brochure materials (Winter 2016, Winter 2017)
16. Peer networking meetings and events (Ongoing)
17. Comprehensive Plan Evaluation Summaries and Reports (Ongoing)
18. Guidance on best practices for transit supportive urban form and infrastructure design (Ongoing)
19. Health and Social Equity communication strategy and assessment guidance. (Ongoing)
20. Transportation Futures Final Report (January 2016)

## Policy Direction and Interagency Staff Involvement

Policy direction and oversight will continue under the Transportation Policy Board, with formal actions taken by the Executive Board. This work element will continue to have extensive involvement from PSRC's Regional Staff Committee (RSC), PSRC advisory committees and the Transportation Operators Committee (TOC).

## Ongoing Tasks

### **Task 1. Departmental Administration**

Manage and administer the long-range transportation planning work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies and the Puget Sound Regional Council.

### **Task 2. Modal and Freight Planning**

Coordinate the multimodal and freight, long-range regional transportation planning work in the four-county region, including board and agency support, the convening of modal and freight advisory committees, and modal and freight plan development and updates.

#### **a. Safety and Security System Coordination**

PSRC will continue regional safety and security planning efforts through ongoing support of the implementation of the Strategic Highway Safety Plan, "Target Zero". PSRC will monitor vehicular collision data from WSDOT and ensure this information

is considered when establishing the policy framework and criteria for PSRC's project selection process.

With regards to regional transportation security planning, PSRC provides a supporting role for the Mid Term Recovery Steering Committee led by King County. This includes developing agendas, membership and data collection. The Mid Term Recovery Steering Committee is a product of the Transportation Recovery Annex, a plan developed in 2011 by the Regional Catastrophic Preparedness Team. The Transportation Recovery Annex provides recommended guidelines for regional coordination, collaboration, decision-making, and priority setting among Puget Sound area emergency response and transportation agencies. The Regional Catastrophic Preparedness Team consists of the four central Puget Sound counties (King, Kitsap, Pierce and Snohomish) plus four additional counties (Island, Thurston, Mason and Skagit.) The purpose of the team was to manage the Regional Catastrophic Preparedness Grant Program. PSRC work will continue to explore our role in security and emergency management planning. Staff will continue to incorporate the Transportation Recovery Annex and Mid Term Recovery Steering Committee products into PSRC planning processes such as the Congestion Management Process (CMP) and the Transportation 2040 (2018 Update); and coordinate passenger security efforts by air, water and land, where appropriate.

**b. Transit Planning**

PSRC will continue the coordination and facilitation of regional transit planning through meetings of the Transportation Operators Committee (TOC).

Additional ongoing activities include:

- Supporting Sound Transit in actions needed to develop a next-stage investment plan should the Sound Transit Board decide to pursue a ballot measure in 2016. This work may include, depending on the Sound Transit Board decision, work to shape, analyze, and communicate a next stage investment package, including conducting any required conformity reviews for adopted ST expansion plans.
- Reviewing and providing comments on Transit Development Plans.
- Reviewing and providing comments on major corridor studies related to transit options.
- Participating in the development of transit options in Congestion Management Process work.
- Reviewing and evaluating HOV lane operating and park-and-ride policies through committee support.
- Working with the Transportation Operators Committee and the agencies they represent to ensure compliance with transit-related guidance in MAP-21, including addressing performance measures identified in MAP-21.
- Additional work relating to Transit Planning can be found under the Initiatives section under Livable Communities 3.

**c. Special Needs Transportation Planning**

PSRC has a lead role in coordinated planning for special needs transportation populations in the central Puget Sound region. Specifically, PSRC, as a designated recipient of Enhanced Mobility of Seniors and Individuals with Disabilities program funding (FTA 5310 funds), convenes a Special Needs Transportation Committee in the Seattle-Tacoma-Everett urbanized area. This program allows a maximum of 10% of the annual apportionment to be utilized for planning and administration expenses. The allowable administrative funds PSRC receives are used to conduct the tasks related to the Special Needs Transportation Program that consists of

activities related to planning, administering the funding program, and staffing a region-wide committee.

PSRC updated its Coordinated Transit-Human Services Transportation Plan for 2015-2018 (Coordinated Plan); the plan is the foundation for the fair and equitable distribution of Enhanced Mobility of Seniors and Individuals with Disabilities funds and is incorporated into Transportation 2040. PSRC will continue to administer a fair and equitable distribution of Enhanced Mobility of Seniors and Individuals with Disabilities dollars apportioned to the Seattle-Tacoma-Everett Urbanized Area; this funding distribution occurs every two years and is next scheduled to begin in summer 2016 and conclude in spring 2017. PSRC will monitor FTA MAP-21 guidance related to special needs transportation programs and funds, and incorporate changes as necessary. One example of this activity is the development of performance measures related to the Enhanced Mobility of Seniors and Individuals with Disabilities grant funding program, as required in MAP-21.

Additional work relating to Special Needs Transportation Planning can be found under the Initiatives section under Livable Communities 3.

d. **Intelligent Transportation Systems (ITS) Strategies, Architecture and Regional Operations**

This subtask provides overall support of regional operations and ITS in the region as required by MAP-21. ITS and operations strategies optimize the efficiency and effectiveness of the transportation system by managing congestion, increasing reliability, and providing connections for people and goods. This work will support the Regional Traffic Operations Committee (RTOC). PSRC will convene and facilitate the committee structure to respond to regional safety transit, freight, and emergency management planning needs.

e. **Transportation Demand Management (TDM)**

PSRC will continue to play a coordination and collaboration role in TDM efforts across the region, working with state and local TDM agencies and implementers. Transportation demand management refers to activities that help people use the transportation system more efficiently. The Regional TDM Action Plan adopted as part of the Transportation 2040 update in 2014 describes the strategic priorities for TDM implementers throughout the region, and articulates the role of PSRC and the PSRC-facilitated TDM Steering Committee in supporting and enhancing local TDM activities, improving the efficiency of transportation projects and services, and helping achieve the goals and strategies described in Transportation 2040.

Key activities related to regional TDM planning, coordination, and technical assistance will include:

- Hosting and facilitating regular meetings of the TDM Steering Committee;
- Coordinating with jurisdictions to review local CTR plans for consistency with the regional CTR plan, Transportation 2040, the requirements of the law, and state CTR Board requirements.
- Participating in local, regional, state, and national TDM efforts that affect the region and PSRC stakeholders.

f. **Aviation Planning**

PSRC is involved in a wide variety of activities related to planning and support for the central Puget Sound region's public use airport system. The system includes Seattle-Tacoma International Airport, five General Aviation Reliever airports, 20 other

General Aviation airports, and two military airfields. Activities include continuing actions under Resolution A-96-02 (supporting the third runway at Sea-Tac Airport), airport ground access planning, regional air cargo planning, cooperative efforts with the WSDOT Aviation Division in planning for long-range airport capacity, ongoing efforts to address airport compatible land use under the Growth Management Act (GMA) authority, and new work to implement Next Generation technologies at the region's busy general aviation airports.

In 2010, PSRC completed an update of the regional Airport Compatible Land Use Program. The update was developed to augment the WSDOT Airports and Compatible Land Use Guidebook. During the coming fiscal years, PSRC staff will continue to work with member agencies to help them address airport compatible land use issues as they complete GMA-required comprehensive plan amendments.

As an ongoing element of the PSRC airport system planning program, PSRC staff will continue to participate in local and statewide airport planning activities as requested, including master plan advisory committees for Boeing Field, Renton Airport, Pierce County Airport/Thun Field, and Harvey Field (Snohomish), and an update to the Washington State Airport System Plan.

**g. Ferry System Planning**

PSRC staff provide ongoing planning support and coordination related to regional ferry system (passenger and auto). In FY 16-17 staff will provide technical and policy support to Washington State Ferries (WSF) as they update their Long Range Ferry Plan.

In 2009, the PSRC Executive Board passed a resolution directing staff to foster coordinated planning to address key issues and support implementation of passenger ferry service in the region. Since that time, activities have included staff workshops, leadership meetings, a regional ferry summit, and the preparation of a legislative agenda. PSRC continues to work with passenger ferry operators, local agency staff, and elected officials to address common issues and advance the region's passenger ferry system. In 2014, staff worked with King County Ferry District on their Passenger Ferry Strategy Plan. As part of an expanded effort to coordinate multi-modal transit system planning using FTA 5307 funds, PSRC staff will work with transit agencies and ferry service providers to enhance ferry system modeling capabilities and enhance ferry-transit connections throughout the region. This work is described under the Initiatives section under Livable Communities 3.

**h. Freight Planning**

PSRC will continue to support regional freight planning through two advisory groups: the Regional Freight Mobility Roundtable and the FAST Freight Advisory Committee (FAST FAC). The Regional Freight Mobility Roundtable is a public-private forum to define and recommend actions serving freight mobility needs in and through central Puget Sound. FAST FAC is an advisory committee that works to solve regional freight mobility problems with coordinated solutions. The activities of this freight program will support the implementation of Transportation 2040, Vision 2040, and the Regional Economic Strategy, as well as subsequent plan updates. Activities will involve:

- Coordinating with the Regional Freight Mobility Roundtable, FAST Freight Advisory Committee, and WSDOT, as well as other subject matter expert groups and committees as appropriate.

- Building upon the recommendations in the Regional Freight Strategy (Appendix J in Transportation 2040) to integrate the freight modes (roads, rail, air and marine) as appropriate.
- Assisting the Freight Mobility Roundtable through coordination and engagement based on pressing issues to the freight mobility community.
- Monitoring implementation and rulemaking for MAP 21 with regards to new provisions for freight and goods movement.
- Supporting the FAST Freight Advisory Committee in implementation of Transportation 2040.
- Participating, as appropriate, in broader groups with compatible interests for regional freight mobility, such as the Coalition for America's Gateways and Trade Corridors.
- Completing identification and refinement of Regionally Significant Freight and Goods System.

i. **Regional Bicycle and Pedestrian Planning**

PSRC will continue to support bicycle and pedestrian planning through the Bicycle and Pedestrian Advisory Committee and implementing the goals and strategies of the Active Transportation Plan. Additional activities will include

- Seek increased representation and diversity of stakeholder groups.
- Work with partner agencies to promote education and outreach opportunities for local agencies.
- Coordinate with stakeholders on data collection and standardization and continue to update regional bicycle and pedestrian asset data sets.
- Identify additional bicycle and pedestrian data sources and discuss recommendations for future data collection and target setting.
- Work with partner agencies to develop strategies that can most effectively implement the adopted Regional Bicycle Network.
- Leverage opportunities as appropriate to increase funding for bicycle and pedestrian projects and programs within the region.
- Document best practices and provide resources for local jurisdictions.
- Identify a regional role for bicycle and pedestrian safety in coordination with regional stakeholders and coordinate with stakeholders for opportunities to increase bicycle and pedestrian safety.
- Continue to define how health and equity play a role in transportation planning, particularly active transportation, and identify a regional role to promote health and equity in transportation.
- Participate in advisory meetings with partner agencies such as the Sound Transit Bicycle Advisory Group as well as continued participation with the Pronto! Cycle Share board of directors.

j. **PSRC Performance Trends Support**

PSRC will implement an integrated program to assess regional trends and success in implementing the policy objectives, projects, and programs adopted in VISION 2040, Transportation 2040, and the Regional Economic Strategy. The Performance Trends program will integrate planning and data activities and draw resources from all PSRC program areas. The Long-Range Transportation Planning division will participate on project teams with other agency staff to assess data developed by the Data Systems and Analysis division, develop findings, assess policy implications, and develop Performance Trends products.

For long-range transportation planning, PSRC has developed a Transportation 2040 Performance Trends Program. This program is a data-driven, strategic approach,

providing for public and stakeholder involvement and accountability, in order to make investment and policy decisions to attain desired performance outcomes for the long-range transportation plan. There are three stages of long-range planning incorporated into the Transportation 2040 Performance Trends Program:

- Prioritizing investments in the long range transportation plan
- Implementing the plan through project selection
- Measuring progress of the regional system

This Transportation Performance Trends Program will describe congestion and mobility issues as part of the federally required Congestion Management Process (CMP). Additionally, the program will track the region's progress on transportation funding and environmental programs, as well as the implementation of projects and programs adopted in the plan. This will include MAP-21 performance based planning approach performance measures and targets once they are defined. The following tasks are included:

- Defining performance measures
- Coordinating with WSDOT and transit agencies on the development of MAP-21 measures and targets.
- Producing Transportation Performance Trend reports
- Updating data
- Updating the CMP document, "Transportation 2040 Monitoring: Congestion & Mobility Report" in support of the next long-range plan update. This report will lay out existing transportation system conditions that will be used as a baseline to compare future data reporting efforts at the regional and SMART Corridor subarea levels. Following the completion of the CMP existing conditions report, staff will develop a CMP report expanding on the baseline. CMP efforts include outreach to all of the PSRC technical advisory committees as well as partner agencies.
- Reviewing Level of Service (LOS) Standards for regionally significant state highways, as needed.

### **Task 3. Planning Coordination**

This task will maintain compliance and influence development of federal and state laws, rulemaking/regulation, initiatives and the state transportation plan. PSRC will continue to participate in national efforts, in state transportation planning as well as monitor and provide input on federal legislative initiatives that will impact metropolitan planning programs and funding. Specifically, this includes federal MAP-21 requirements as well as coordination with the State of Washington Transportation Plan. Examples of national and state coordination are listed below:

- Participate in Association of Metropolitan Planning Organizations (AMPO) activities
- Monitor and provide input on federal reauthorization efforts
- Work with WSDOT to review and update as needed regional HOV operating policies.
- Work with federal representatives on initiatives that support implementation of Transportation 2040, including environmental and funding programs
- Provide regular updates to boards on the status of state and federal initiatives and legislation
- Continue to support state programs and initiatives that facilitate and promote the implementation of Transportation 2040
- Participate in efforts to coordinate the regional transportation planning organizations (RTPO) state initiatives

- Monitor pending state legislation and other initiatives that impact regional transportation programs and funding.
- Participate in work groups and committees established by the Legislature, WSDOT and city and county associations designed to provide guidance on state programs and legislation
- Work collaboratively with WSDOT on the development of the Washington Transportation Plan (WTP) which meets federal planning requirements, including the adoption of performance measures, targets, and strategies to achieve performance outcome expectations.
- Support development and review of congestion relief methodologies and measurements
- Coordinate with cities, counties, ports and other local and regional transportation agencies to develop data and compile adopted needs for the WTP implementation, including:
  - County road and city street needs
  - Transit needs
  - Airport needs
  - Non-motorized needs
  - Ferry needs
  - Port, marine/riverine navigation, and other freight needs
- Coordinate Transportation 2040 with the themes and programs identified in the WTP
- Outreach, consultation and ongoing coordination with tribes on transportation planning issues.

Examples of specific local and state projects in which PSRC is currently consulting and or coordinating include:

- Sound Transit- Lynnwood Link: Planning program to extend Link Light Rail service from Northgate to Lynnwood
- Sound Transit-Federal Way Transit Extension: Planning program to extend high capacity transit from SeaTac to Federal Way
- Sound Transit System Plan (ST3)
- King County Metro Long Range Plan
- Pierce Transit Long Range Plan
- Kitsap Transit Long Range Plan
- Community Transit Long Range Plan Update
- SR 523 (NE 145<sup>th</sup> St) Route Development Plan
- I-5/SR 529 Interchange Expansion Project
- Regional Advisory Council for the Eastside Rail Corridor
- WSDOT Multimodal Terminal at Colman Dock in Seattle
- Tolling Studies: Continue to monitor and support work being conducted by WSDOT at the direction of the Legislature or supported by federal grants to conduct tolling studies, including but not limited to:
  - Express lanes system integration issues and implementing express lanes on I-5
  - SR-167 extension and SR-509 improvements
  - An express lane network including SR-512, SR-167 and I-405
  - Alaskan Way Viaduct replacement tunnel
- Community Transportation Planning Programs: Support local transportation planning programs to improve coordination among agencies and consistency with regional transportation planning objectives:

- Seattle Transit Plan
- Seattle Freight Master Plan
  - Port of Seattle and City of Seattle Industrial Area Access Study

## Initiative Tasks

### **Task 4. Transportation 2040 (2018 Update)**

The region's long-range transportation plan, Transportation 2040, is updated every four years, as required by MAP-21. The Transportation 2040 (2018 Update) will reflect changes that have occurred since 2014. This will include the recently approved legislative package of transportation investments approved by the State Legislature, a new performance based planning approach (see description below), demographic and land use changes as well as updates to reflect new project information, updates from local transit long-range planning including the recent Sound Transit 3 long range plan update. The update will be supportive of VISION 2040, the Regional Economic Strategy and responsive to needs of regional partners and compliant with all relevant federal and state requirements.

A determination will be made as to whether or not this update will require a new environmental analysis consistent with the Washington State Environmental Policy Act requirements. Additional consultant support will be obtained for social engagement, environmental justice outreach, and financial planning to build on the work from the Transportation Futures project (see below).

The PSRC boards will receive background reports and then develop and approve a scope of work for the Transportation 2040 (2018 Update) by the third quarter of calendar year 2016. The first half of calendar year 2017 to focus on the refinement of regional near term initiatives and project updates. This scope of work will build upon and incorporate statutory and other tasks summarized below:

#### Transportation Finance

The majority of work in the 2016-2017 biennium will be in preparation for the Transportation 2040 (2018 Update). Early work will include updating data relevant to the regional transportation finance planning program. As the plan update approaches, tasks will include the preparation of background material to support scoping, updating the region's current law revenue forecast, refinement of approaches used to develop the plan's financial strategy, integrating the results of the Transportation Futures effort, and reconvening the Finance Working Group. Additionally, staff will continue to develop and evaluate the utility of a local projects database that will allow the region to better document and understand local transportation investments identified in partner agency comprehensive plans.

Ongoing tasks related to the transportation finance planning program include working with PSRC partners to incorporate regional financial assumptions in local planning efforts, providing a point of contact for questions on the adopted transportation financial strategy, providing input to the regional performance trends program, and supporting efforts pertinent to transportation finance.

#### State-of-Good-Repair

Staff has received clear feedback from PSRC Boards and stakeholders that there is a need for additional data and decision-support tools to more specifically articulate the tradeoffs and consequences of investing in capacity expansion versus state of good repair. This particularly relates to pavement and bridge preservation, but also to other

elements of the transportation system such as bicycle and pedestrian infrastructure. Under the guidance of an ad hoc group comprised of local transportation asset management professionals, PSRC staff will prepare a proposal for an enhanced work program aimed at addressing these concerns and mandates established by MAP-21. This proposal will be presented to the Transportation Policy Board and Executive Board for further direction.

During the 2016-2017 biennium PSRC will begin to implement a performance-based planning approach related to state of good repair as required by MAP-21. The first phase of this work will involve coordination with WSDOT to establish regional pavement and bridge condition targets. Direction from PSRC Boards regarding an improved State of Good Repair Planning program could also result in enhanced additional data collection efforts; however PSRC will at a minimum, need to maintain existing efforts to collect data from WSDOT related to both pavement and bridge conditions. Eventually PSRC will be required to report on progress towards achieving these targets in a system performance report tied to the regional transportation plan; however this reporting falls outside the 2016-2017 biennium.

#### Action Strategy - Biennial Plan Review

This report meets state mandates for a biennial report on the region's progress implementing Transportation 2040 and lays out the region's transportation investment priorities for the coming decade. Staff will prepare the plan review in collaboration with WSDOT, local transit agencies, Sound Transit, local jurisdictions, and ports, and submit a report to WSDOT. Additional reports will be prepared off the two-year cycle as needed to maintain currency.

Transit Planning: Develop an integrated and coordinated transit service network to guide transit service across agencies to meet future ridership demand. This work will be carried out by an ad hoc transit concepts group, in close coordination with the TOC. This ad hoc group will focus on technical aspects of the regional transit system. This work will be supplemented by efforts described below under the Initiative: "Regional Transit Integration".

Special Needs Coordinated Human Services Transportation Plan Update: Update of the next Coordinated Plan, as part of the Transportation 2040 (2018 Update) will focus on addressing identified needs and gaps through the plan's prioritized strategies. PSRC will build upon its existing coordinated planning efforts, as well as environmental justice and other access to opportunity initiatives to explore Ladders of Opportunity issues. Specifically, as part of the Special Needs Transportation Committee's work program PSRC will assess and evaluate potential performance measures and analytical methods to measure the transportation system's connectivity to essential services, particularly for traditionally underserved populations. This effort will also assess potential solutions to address any gaps identified.

Regional Intelligent Transportation Systems / Management and Operations: Staff will seek opportunities to promote and implement the Regional Operations and ITS Implementation Plan as well as maintain and update Regional ITS Architecture. PSRC will further integrate the ITS Architecture with the long-range transportation plan, and Congestion Management Process (CMP) through regional operations coordination efforts and maintain agency involvement with ITS Washington and ITS America. As part of the subtask PSRC will also track and participate as appropriate with the advancement of transportation technologies such as Connected Vehicle and Autonomous Vehicle development.

Regional Transportation Demand Management: PSRC will focus on implementing the Regional TDM Action Plan and potentially beginning an update as part of Transportation 2040 (2018 Update). Staff will develop, update, and/or monitor a regional Commute Trip Reduction (CTR) plan for incorporation into Transportation 2040, as necessary;

Ferry Planning: PSRC will integrate Washington State Ferries (WSF) long-range Ferry System Plan update into the Transportation 2040 (2018 Update).

Regional Freight Plan: There are consultant costs of \$50,000 to assist PSRC in data development to support the update of the Regional Freight Strategy. This work will focus on developing a regional commodity flow analysis to better establish the connection between transportation and the economy for the Transportation 2040 (2018 Update). More specifically this will include integrating the Freight Analysis Framework (FAF 4.0) as well as other sources of data such as Transearch. Regional disaggregation of the FAF data has been used to develop county and regional commodity flow profiles. FAF 4.0 data reflecting the 2012 Commodity Flow Survey will be available in late 2015 or early 2016. Disaggregation of FAF data to county level or TAZ will inform the Regional Freight Plan update by answering questions such as:

- What commodities are moving into, out of, and through the central Puget Sound region?
- What is the economic value?
- What transportation facilities are important to the region's economic clusters?
- How do these flows compare to the rest of the state?
- Where in the transportation network are freight flows the heaviest?

Development of the tool will also include key stakeholder involvement from the FAST Freight Advisory Committee and others as appropriate to help validate assumptions from the FAF.

Regional Bicycle and Pedestrian Planning: PSRC will continue work on integrating bicycle and pedestrian planning into the region's long-range transportation plan and agency activities. Technical assistance activities include:

- Coordinating with the Bicycle Pedestrian Advisory Committee on developing measures outlined in the Performance Trends program and identify any additional measures that may be used in the future.
- Preparing for the Transportation 2040 (2018 Update) by identifying changes and updates needed for the Active Transportation Plan.

### **Task 5. Livable Communities 3**

The Livable Communities 3 program addresses transit- and ferry-related projects that are above and beyond the ongoing functions PSRC addresses in other parts of this budget and work program. This effort, supported by Federal Transit Administration 5307 program funds, includes several discrete elements that support long-range planning work of both PSRC and local transportation operators in the region. The full list of planning work program elements includes:

- **Regional Transit Vision and Coordination/Integration:** PSRC will further work begun in the last biennium on developing a regional transit vision and an updated future transit network in support of the 2018 update of Transportation 2040. Work will also be completed to prepare annual transit integration reports and transit summits to further regional transit coordination and integration activities.

- **Regional Transit-Supportive Corridors and Transit Access:** PSRC will complete a regional assessment of transit access and continued regional TOD implementation. This work also includes preparation of transit-supportive land use and infrastructure investments to local jurisdictions.
- **Health and Social Equity:** Staff will coordinate transit agency and other regional partners' efforts to assess and implement health and social equity as a part of their planning processes.
- **Special Needs Transportation Planning:** PSRC will investigate and implement aspects of the Coordinated Plan, such as developing better ways of visualizing the region's needs and gaps.
- **Transit Data and Modeling:** Staff will make improvements to transit-related data and modeling capabilities in support of the 2018 update of Transportation 2040 and other efforts noted in this work program.
- **Ferries Planning and Data Analysis:** Work will support ferry service providers in long-range planning activities, improving modeling capabilities for ferries, and related efforts.

This work program was developed in cooperation with the region's transit executives.

#### **Task 6. Transportation Futures**

PSRC will complete a Transportation Futures study in FY 2016 which will help to inform the 2018 update of the region's long-range transportation plan. The Transportation Futures study will help to define next steps needed to implement the region's transportation system.

PSRC is the lead agency for this project, with WSDOT and King County providing direct staff participation. A total of \$1.729 million in grant funding from the FHWA Value Pricing Pilot program is supporting the effort. Approximately \$1.529 million of the budget will be used for three consultant contracts to provide project management, task force facilitation, technical program support, public opinion research, traffic and revenue analysis, and financial analysis.

The work program focuses on convening and supporting a task force to discuss critical regional, national, and international issues that will have a direct impact on the region's current and future transportation system. The task force is comprised of regional leaders, (civic, business, government, and community) representing regionally diverse interests. The task force is being supported by agency staff and an interdisciplinary team of consultants and independent subject matter experts. The task force is examining different long-range approaches to implementing transportation, and will propose and evaluate alternative paths to implementation.

Major tasks include:

- **Task Force.** Convening and facilitating a project task force.
- **Key Trend Investigation.** Developing a baseline of information on the regional, national, and international trends that affect the current and future transportation system operating environment. A series of papers, technical materials, and other resources are being produced to support the work of the project task force.
- **Public Engagement.** Outreach is being conducted early and throughout the process, offering a number of opportunities for both key stakeholders and the general public to inform the study.
- **Scenario Analysis.** Alternative tolling, phasing, and funding approaches to achieve the region's transportation needs will be analyzed.

- Policy Framework Report. Findings and recommendations will be published in a final project report, to be completed by January 2016, prior to the initiation of project scoping for next update of the region's plan in 2018, and the beginning of the 2016 Washington State Legislature.

**Task 7. Acquire Regional Access to Remix Sketch Planning Software Platform and Evaluate**

PSRC, in coordination with the region's transportation operators, will acquire an enterprise license that allows access to the Remix sketch planning platform for PSRC and member agencies through June 2017. Remix is an online browser-based public transportation planning platform that allows users to create complex scenarios and communicate their ideas visually, extremely quickly and simply. The Remix platform will enable and facilitate collaboration between PSRC staff, public transit agencies and ferry operators within the region, all of whom will be able to use the Remix platform to collaborate with each other on a wide variety of planning efforts. Remix will be used to help develop a regional integrated future transit network for use in Transportation 2040, and to assist transportation operators in the region in development and update of their plans, short-term service changes, and other related planning functions. PSRC will facilitate a technical committee composed of agencies using the software platform to evaluate its utility and make recommendations for use beyond June 2017.

**Unfunded Tasks**

**Task 8. ORCA Data Analysis**

This purpose of this task is to demonstrate how data collected through the use of electronic fare media (i.e. ORCA cards) can significantly benefit the transportation planning processes of PSRC, transit agencies, local jurisdictions, and WSDOT. The intended goal of this task is to demonstrate how modern data analytics can take advantage of existing large data systems to improve the selection and implementation of transportation demand management (TDM) activities, transportation plans, mobility programs, and congestion reduction measures, as well as improve the calibration of the travel models used for transportation planning. This task is subject to additional funding. PSRC has applied for FHWA grant funds and is also involved in a proposal through WSDOT's Research Program to support this task.

**Summary of Consultants within Long-Range Planning**

Task	Description of Work	Amount	Start Date	End Date
4	Transportation 2040 (2018 Update): Public Involvement	\$ 40,000	Mar-16	Aug-17
4	Support	\$ 30,000	Mar-16	Aug-17
4	Transportation 2040 (2018 Update): Environmental Justice	\$ 58,000	Mar-16	Aug-17
4	Transportation 2040 (2018 Update): Environmental Analysis	\$ 345,500	Mar-16	Aug-17
4	Transportation 2040 (2018 Update): Regional Freight Planning Analysis and Tool Analysis	\$ 50,000	Mar-16	Aug-17
	Carryover Contracts from FY2014-2015 Biennium	\$ 1,085,270		
<b>Total Funded Contracts</b>		<b>\$ 1,608,770</b>		



## Regional Transportation Planning

### Short-Range Transportation Planning (260-261)

#### Objective

This work element provides for the development and maintenance of a Regional Transportation Improvement Program (TIP) with an emphasis on customer service, conducting the project selection processes for the federal funds PSRC manages, and implementing regional policy related to the effective use of PSRC funds and the timely delivery of projects to implement Transportation 2040. This work element also manages the Transportation 2040 Regional Capacity Projects list, and the continuation of PSRC's work with our federal, state, regional and local partners to monitor air quality and climate change issues in the region, and to estimate regional emissions from plans, programs and projects using the best available technical tools. This work program will ensure PSRC meets federal and state requirements regarding the conformity of Transportation 2040, the region's adopted Metropolitan Transportation Plan, and the Regional Transportation Improvement Program to the State Implementation Plan for Air Quality, including ongoing interagency consultation, and will advance regional policies related to the reduction of emissions.

#### Mandates

This work element maintains the Regional Transportation Improvement Program as required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area** (Article VII, A.3), which requires setting categories of priorities of regionally significant transportation projects recommended for funding.
2. **Regional Transportation Planning Organization** legislation (RCW 47.80.023), which requires development of a regional transportation improvement program (TIP)
3. **Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)** [23 CFR Part 450.324 Subpart C (FHWA) and 49 CFR, part 613, subpart A (FTA)], which requires a metropolitan planning process that includes the development and maintenance of a transportation improvement program (TIP).
4. **Federal Clean Air Act** (42 USC Section 7401-7671q) and **Clean Air Washington Act** (RCW 70.94.37) which legislates federal and state requirements through Air Quality Conformity rules for Transportation Plans, Programs and Projects.
5. **Memorandum of Understanding** between the Puget Sound Clean Air Agency, Washington State Department of Ecology and PSRC regarding the preparation of maintenance plans and regional transportation conformity analyses.

#### Summary Revenues & Expenditures

Revenues:	
FHWA	868,861
FHWA Local Match	135,603
FHWA Carryover	180,165
FHWA Carryover Local Match	28,118
FTA 5303	875,424
FTA Local Match	136,627
FTA 5303 Carryover	176,598
FTA 5303 Carryover Match	27,562
Local	17,181
Local Carryover	12,211
<b>Total</b>	<b>\$ 2,458,349</b>

Expenditures:	
Salaries & Benefits	1,556,611
Overhead	835,154
Direct Costs	6,908
Consultants	59,676
<b>Total</b>	<b>\$ 2,458,349</b>

Budget Comparison:	
Proposed	
Supplemental FY 16-17	\$ 2,458,349
September 2015	
Amended FY 16-17	\$ 2,453,638

FTE Staffing Comparison:	
Proposed	
Supplemental FY 16-17	7.92
September 2015	
Amended FY 16-17	7.89

## Major Milestones and Products

1. Monthly TIP amendment process for projects funded with federal, state and local funds (*Ongoing*).
2. Project tracking including monitoring of the status of PSRC funded projects, obligation delivery and project completion, with regular reports to PSRC committees and Boards (*Ongoing*).
3. Conduct project selection process for the Transportation Alternatives Program, depending on the status of this program through the new / extended federal transportation act (*tbd*).
4. Development of the 2017-2020 Regional TIP, including the project selection process for PSRC's 2018-2020 funds:
  - a. Project evaluation committee support and preparation of recommendations for the Project Selection Task Force (*July – December 2015*);
  - b. Adoption of 2016 Policy Framework for PSRC's Federal Funds (*January 2016*);
  - c. Conduct project selection process for PSRC's FHWA and FTA funds (*February – July 2016*);
  - d. Preparation of Draft 2017-2020 Regional TIP, including regional conformity analysis, for public comment (*September 2016*);
  - e. PSRC Board adoption of 2017-2020 Regional TIP (*October 2016*).
5. Minor amendment to the Transportation 2040 Regional Capacity Projects list (*Spring 2015*).
6. Regional air quality conformity analysis for 2015 minor amendment to the Transportation 2040 Regional Capacity Projects list (*Spring 2015*).
7. Regional air quality conformity analysis of the 2017-2020 Regional Transportation Improvement Program (*August 2016*).
8. Ongoing collaboration with regional air quality consultation partners regarding upcoming ozone standard and other emerging air quality issues (*Ongoing*).
9. Annual CMAQ emissions estimation report to WSDOT/FHWA (*January 2016, January 2017*).

## Policy Direction and Interagency Staff Involvement

Policy direction and oversight will continue under the Transportation Policy Board, with formal actions taken by the Executive Board. This work element will continue to have extensive involvement from PSRC's Regional Project Evaluation Committee (RPEC), the countywide organizations, the Transportation Operators Committee (TOC) and the Regional Federal Transit Administration Caucus. This work element will also continue to have extensive involvement from PSRC's regional air quality consultation partners, including the Puget Sound Clean Air Agency, Washington State Departments of Ecology and Transportation, the U.S. Environmental Protection Agency, and the Federal Highway and Transit Administrations.

## Ongoing Tasks

### Task 1. Routine Maintenance of the TIP & Project Tracking

The production and maintenance of the Regional TIP is a robust exercise, with ongoing processing of projects from local jurisdictions and new expectations for data and delivery

from our federal and state partners. PSRC continues to find ways to improve our processing and our service to member jurisdictions. Activities will include:

- a. Maintain the routine amendment process for adding projects to, and amending existing projects in the Regional TIP.
- b. Maintain and improve the Regional TIP database.
- c. Provide assistance to local and state agencies.
- d. Continue to electronically map TIP projects and expand the capabilities of the new agency integrated web map.
- e. Continue to maintain the TIP on the agency's website.
- f. Continue efforts to improve the TIP applications, and maintain and improve the web-based application system.
- g. Maintain and enhance the project tracking system to monitor progress of projects funded with PSRC funds. Continue the monitoring and reporting of project statuses to each of the recommending committees and the PSRC Boards, with a key focus on the annual delivery targets.

### **Task 2. Transportation 2040 Regional Capacity Projects**

The Transportation 2040 Regional Capacity Projects database has been rebuilt, and will require ongoing maintenance and improvements to provide more structure with better reporting to communicate to PSRC committees, Boards and member organizations, and to provide accurate data for the next plan update. Activities will include:

- a. Maintain the protocols and procedures for Transportation 2040 project amendments and PSRC's approval process.
- b. Maintain and improve the Transportation 2040 project database, including the creation of a new web-based application and better reporting and quality control features.
- c. Continue participation in agency database integration efforts, including improving the linkages between modeling data and the Transportation 2040 projects database, as well as the new agency integrated web map and the geodatabase.

For Ongoing Tasks 1 & 2, consultant costs in the amount of \$30,000 will be programed for on-call assistance for improvements to and maintenance of the TIP and Transportation 2040 project databases; for further improvements to PSRC's existing web-based TIP applications and project progress report forms; and for the creation of new web-based applications for Transportation 2040 projects.

### **Task 3. Air Quality**

PSRC will continue to work with our federal, state, regional and local partners to monitor air quality issues in the region and to estimate regional emissions from plans, programs and projects using the best available technical tools. This task will ensure PSRC meets federal and state requirements regarding the conformity of Transportation 2040 and the Regional Transportation Improvement Program to the State Implementation Plan for Air Quality, including ongoing interagency consultation, and will advance regional policies related to the reduction of emissions. Activities will include:

- a. Maintain the air quality web page on the agency's website to provide information about air quality topics and PSRC's work program.
- b. Provide air quality modeling and policy assistance.
- c. Conduct the air quality conformity analyses for the Regional TIP and Transportation 2040 updates.
- d. Prepare the annual CMAQ emissions report for submittal to WSDOT/FHWA.
- e. Work in consultation with the region's air quality partner agencies to monitor and discuss issues affecting air quality in the region.
- f. Review Regional TIP and Transportation 2040 project actions for consistency with the regional conformity determination.

- g. Improve the technical tools for estimating project-level emissions, both for project selection and CMAQ reporting as well as for additive improvements to the regional technical analyses.

Consultant costs in the amount of \$20,000 will be programmed for improvements to the estimation of project-level emissions, including data collection and continued improvements to PSRC's new technical estimation tool.

**Task 4. Departmental Administration**

Manage and administer the short-range transportation planning work program, including development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies and PSRC.

**Initiative Tasks**

**Task 5. PSRC Funding & Development of the Regional TIP**

- a. Conduct project selection processes for PSRC's federal funds:
  - Support the Regional Project Evaluation Committee, Transportation Operators Committee, Regional FTA Caucus, the four countywide committees and the Project Selection Task Force.
  - Conduct the process for the 2016 distribution of PSRC's federal funds: review policies and procedures with the recommending forums for the preparation and approval of the 2016 Policy Framework; prepare and distribute a call for projects and conduct the competitive process for approval of recommendations by PSRC boards.
- b. Prepare the documentation of the 2017-2020 Regional TIP, including air quality conformity analysis, environmental justice analysis, project reviews, mapping, and a public review process.
- c. Conclude the project selection process for the 2015 Rural Town Centers and Corridors Program, to begin in FY 2015.
- d. As federal transportation legislation unfolds, conduct a project selection process for the Transportation Alternatives program, including the formation of a new project selection committee.
- e. Continue the annual contingency funding processes, as available.

**Task 6. Climate Change**

PSRC will continue to work with our federal, state, regional and local partners to monitor climate change issues in the region and to estimate regional greenhouse gas emissions from plans, programs and projects using the best available technical tools. This task will advance regional policies related to the reduction of greenhouse gas emissions as well as climate resiliency. Activities will include:

- a. Continue to monitor the implementation of Transportation 2040's Four-Part Greenhouse Gas Strategy.
- b. Continue technical and policy research into the reduction of greenhouse gas emissions, adaptation and resiliency, and provide technical assistance and guidance to project sponsors and other jurisdictions.
- c. Continue engagement with federal, state, regional and local partner agencies on the topic of climate change.
- d. Begin work to review and update the Four-Part Greenhouse Gas Strategy, including research into new technologies and specific data on the region's vehicle fleet.
- e. Continue the development of the Puget Sound Regional Collaborative on Climate Resiliency, working with federal, state, regional and local partner agencies to provide technical and policy assistance to jurisdictions throughout the region, as well as create a framework for leveraging opportunities for the region.

- f. Monitoring of state and federal activities around climate change, and preparation for any regional implementation or impacts.

**Task 7. PSRC Performance Trends Support**

PSRC will implement an integrated program to assess regional trends and success in implementing the policy objectives, projects, and programs adopted in VISION 2040, Transportation 2040, and the Regional Economic Strategy. The Performance Trends program will integrate planning and data activities and draw resources from all PSRC program areas. The Short-Range Transportation Department will participate on projects teams with other agency staff to compile data and develop Performance Trends.

**Unfunded Tasks**

**Task 8. Regional TIP & PSRC Funding**

Further improvements to PSRC’s web-based applications, including the expansion to a new on-line system for project selection grant applications will be pursued, as well as improvements to data integration and communications, including to the agency’s integrated web-based map and the ability to dynamically report data online. These additional improvements would be funded with \$25,000 in consultant costs.

**This task is subject to additional funding.**

**Task 9. Climate Change**

Additional research supporting the Regional Collaborative on Climate Resiliency, including contracting with the University of Washington for improved climate services for local jurisdictions. This additional work would be funded with \$25,000 in consultant costs.

**This task is subject to additional funding.**

**Summary of Consultants within Short-Range Planning**

Task	Description of Work	Amount	Start Date	End Date
8	Expansion of online applications to include the project selection grant applications, and further improvements to the T2040 and TIP web-based applications and progress report forms.	\$ 30,000	Jul-15	Jun-16
3	Improvements to PSRC's project-level emissions estimation tool.	\$ 20,000	Jan-16	Dec-16
	Carryover Contracts from FY2014-2015 Biennium	\$ 9,676		
<b>Total Funded Contracts</b>		<b>\$ 59,676</b>		
1/2	On-call assistance for improvements to the TIP and T2040 databases, and improvements to data integration and communications, including the agency's integrated web-based map and the ability of dynamically report data online.	\$ 25,000	Jul-16	Jun-17
9	Additional research supporting the Regional Collaborative on Climate Resiliency.	\$ 25,000	Jul-15	Dec-16
<b>Total Unfunded Contracts</b>		<b>\$ 50,000</b>		
<b>Total Consultant Costs</b>		<b>\$ 109,676</b>		

## Economic Development

### Economic Development District Support (300)

#### Objective

Provide staff support to the EDD Board of Directors and maintain, update and assist in implementation of the Regional Economic Strategy, which serves as the economic development blueprint for the central Puget Sound region. Maintain the central Puget Sound region's eligibility for economic development planning and technical assistance from the federal Economic Development Administration (EDA). Contribute to key Economic Development District (EDD) projects and activities, as required by the EDA and requested by the EDD's Board of Directors and public agencies within the region. Coordinate with public, private and community stakeholders to develop and implement initiatives that strengthen the region's economy.

#### Mandates

This work element provides for program development, administration and management of regional economic development planning activities as required by:

1. **EDD/PSRC Memorandum of Agreement** dated June 27, 2002.
2. Authority for the CPSEDD creation is by a **Joint Exercise of Powers Agreement** between the counties of King, Kitsap, Pierce and Snohomish dated May 5, 1971 and amended November 13, 2003.
3. Federal authority for the creation, recognition and funding of multi-jurisdictional economic development districts is found in the **Public Works and Economic Development Act of 1965** (Public Law 89-136, 42 U.S.C. 3121 *et sec.*) as amended, including the comprehensive amendments by the Economic Development Administration Reform Act of 1998 (Public Law 105-393) and the Economic Development Administration Reauthorization Act of 2004 (Public Law 108-373). Criteria for district program functions and funding are found in 13 CFR Part 301 (area eligibility), 302 (district designation), 303 (district planning process) and 306 (planning assistance).

#### Summary Revenues & Expenditures

Revenues:	
EDA Grant	200,000
EDA Grant Local Match	200,000
EDD Dues	252,497
EDD ICMP Carryover	200,000
EDD ICMP Carryover Match	200,000
DOD/OEA Carryover Match	16,434
Local Carryover	209,354
Local	302,173
<b>Total</b>	<b>\$ 1,580,458</b>

Expenditures:	
Salaries & Benefits	837,297
Overhead	448,954
Direct Costs	77,607
Consultants	157,600
Encumbered	59,000
<b>Total</b>	<b>\$ 1,580,458</b>

#### Budget Comparison:

Proposed	
Supplemental FY 16-17	\$ 1,580,458
September 2015	
Amended FY 16-17	\$ 1,647,965

#### FTE Staffing Comparison:

Proposed	
Supplemental FY 16-17	4.33
September 2015	
Amended FY 16-17	4.93

## Major Milestones and Products

1. Annual Action Items and Legislative Recommendations Adopted (*December 2015 & December 2016*)
2. EDA Planning Grant Secured (*June 2015, 2016 & 2017*)
3. Successful close-out of EDA Investing in Manufacturing Communities Partnership (IMCP) grant including funding for catalytic investments (*October 2016*)
4. Redesignation of EDA IMCP designation (*Spring/Summer 2016*)
5. Successful International Regions Benchmarking Consortium (IRBC) Core Team meeting & conference (*September 2015, Fall 2016*)
6. Launch of new IRBC website and data platform (*Summer 2015*)
7. Successful close-out of Dept. of Defense OEA grant including military contractor analysis (*October 2016*)
8. Launch of Performance Trends data platform (*Winter 2016*)
9. Launch of RES Update (*Spring 2016*)
10. Adoption of RES Update (*Spring 2017*)

## Policy Direction and Interagency Staff Involvement

Economic Development receives policy direction from the EDD Board of Directors.

## Ongoing Tasks

### **Task 1. EDD General**

Ongoing work is required to maintain status as the Central Puget Sound Economic Development District (EDD). This involves administrative, managerial and operational tasks, including:

- a. Convene and provide staff support to the EDD Board of Directors, subcommittees and other working groups or taskforces, including the Legislative Taskforce;
- b. An annual update of the region's comprehensive economic development strategy (CEDS), i.e. the Regional Economic Strategy (see appendices for the 2015 Action Items and federal and state legislative recommendations);
- c. Development and maintenance of tracking tools, performance measure data and other products to facilitate CEDS implementation;
- d. Coordinating events and programs, as appropriate, to aid in implementation of the Regional Economic Strategy;
- e. Budget and work program preparation;
- f. Employee performance reviews;
- g. Development, application and monitoring of grant award contracts.

### **Task 2. Investing in Manufacturing Communities Partnership (IMCP)**

In June 2014, the U.S. Department of Commerce designated the Puget Sound Region and I-90 Corridor as one of twelve Manufacturing Communities as a result of an application assembled by economic development staff. The designation lasts two years and gives the region preference on several federal grants across several federal agencies. While the designation did not come with funding, staff successfully applied for a grant of \$400,000 in January 2015 to offset costs of program administration as well as implement a more robust work program. \$85,000 of this amount was budgeted for the Consulting line for data acquisition, data dashboard development and supply chain mapping. The data acquisition is complete (\$27,400); but please note it has been recategorized as Direct Expense, so it no longer shows up on the Consultants line. Tasks include:

- a. Fostering intraregional manufacturing partnerships
- b. Leading a national benchmarking effort with the other eleven Manufacturing Communities
- c. Assisting with implementation and funding of six regional catalytic investments

- d. Developing communication and data tools to aid in implementation of the program.

**Task 3. International Regions Benchmarking Consortium (IRBC)**

PSRC and The Trade Development Alliance of Greater Seattle (TDA) serve as the coordinating organizations for the International Regions Benchmarking Consortium, a network of a ten regions from around the world focused on sharing regional data and economic development best practices. The group has held six conferences and produced research on key areas of mutual interest. In FY 2015, the group established an ongoing partnership with Community Attributes to create an online, interactive benchmarking website to convey the data. Additional work will be completed in FY 2016 to better promote global partnerships and collaboration, and invite new regions from underrepresented continents, including South America. The Core Group meeting will be held in Seattle in September 2015. The Conference will be held in FY 2017 in Stockholm, Sweden. A portion of this work is funded by corporate grants managed by the Trade Development Alliance.

**Task 4. Washington Military Alliance/DOD OEA Grant**

With over 91,000 employees, the Puget Sound region’s military cluster has a huge impact on the economic health of this region. The Washington Military Alliance (WMA) serves as the successor organization to the Washington Defense Partnership, formerly housed at PSRC, and is staffed by the State Military Sector Lead. ED staff will continue to support the WMA’s work plan by providing \$25,035 of in-kind match to the Washington State Department of Commerce’s \$4.3 million Department of Defense (DOD) OEA grant. Specifically, ED staff will provide communication, stakeholder management and data analysis assistance. The grant provides funding for an in-depth analysis of the state’s defense contractors and strategies. Funding for a catalytic investment within the IMCP program, the NextGen LEAN pilot to help small and medium size manufacturers increase efficiency and better manage costs, is also included in the grant.

**Task 5. PSRC Performance Trends Support**

PSRC will implement an integrated program to assess regional trends and success in implementing the policy objectives, projects, and programs adopted in VISION 2040, Transportation 2040, and the Regional Economic Strategy (RES). The Performance Trends program will integrate planning and data activities and draw resources from all PSRC program areas. Economic development staff will participate on project teams with other agency staff to assess data developed by the Data Systems and Analysis division, develop findings, assess policy implications, and develop Performance Trends products. This effort satisfies a requirement in the current RES to develop and report performance measures relative to RES goals and strategies.

**Initiative Tasks**

**Task 6. Regional Economic Strategy Update**

The current Regional Economic Strategy (RES) was adopted in July 2012 and is scheduled to undergo a complete five-year update in during this biennial budget cycle. The five-year update includes a thorough review of the current vision for the strategy, a series of stakeholder meetings, and ultimately, development of a new RES for the region. In previous iteration, a consultant was used to collect quantitative and qualitative data, facilitate stakeholder meetings, and compile the final document. Given the expertise on the ED team, availability of recent economic impact studies, and the high cost of previous consultants, the ED team intends to minimize the use of consultants during the RES update process.

## Summary of Consultants within Economic Development

Task	Description of Work	Amount	Start Date	End Date
2	Data dashboard development	\$ 27,600	Feb-16	Dec-16
2	Advanced manufacturing supply chain mapping	\$ 30,000	Jan-16	Dec-16
6	Regional Economic Strategy Update	\$ 100,000	Mar-16	Jun-17
<b>Total Funded Contracts</b>		<b>\$ 157,600</b>		
<b>Total Unfunded Contracts</b>		<b>\$ -</b>		
<b>Total Consultant Costs</b>		<b>\$ 157,600</b>		

## Data

### Data (400)

#### Objective

To oversee the development and maintenance of effective data collection, management, and analysis tools to support all PSRC activities including planning, modeling, forecasting, and technical assistance to local jurisdictions.

#### Mandates

This work element provides for the program development, administration, and management of the regional technical assistance, data collection, data maintenance, forecasting, and modeling activities as required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area** (Article VII), which requires that, as requested, the agency shall provide technical assistance to local, state, and federal governments through regional data collection and forecasting services, consistent with the mission and functions of the agency; and that a regional database (including demographic, economic, and travel condition data) and modeling capabilities will be established and maintained to support development of Transportation 2040 and VISION 2040.
2. **Regional Transportation Planning Organization legislation [RCW 47.80]**, which requires establishment and maintenance of a coordinated planning program for regional transportation systems and facilities, and integrated transportation and comprehensive planning.
3. **Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) [23CFR, Part 450, Subpart C (FHWA) and 49 CFR, Part 613, Subpart A (FTA)]** which requires a comprehensive database to support continuing, cooperative, and comprehensive planning processes.
4. **Federal Clean Air Act** (42 USC Section 7401-7671q) and the **Washington Clean Air Act [RCW 70.94.37]** which legislates federal and state requirements through air quality conformity rules for transportation plans, programs, and projects.

#### Summary Revenues & Expenditures

##### Revenues:

FHWA	1,921,472
FHWA Local Match	299,883
FHWA Carryover	180,165
FHWA Carryover Local Match	28,118
FTA 5303	1,714,002
FTA Local Match	267,503
FTA 5303 Carryover	539,692
FTA 5303 Carryover Match	84,229
STP	500,000
STP Local Match	78,035
FTA 5307	805,000
FTA 5307 Local Match	201,250
FTA 5307 Carryover	332,201
FTA 5307 Carryover Match	83,050
LiDAR	40,000
SHRP2 Carryover	84,617
SHRP2 Carryover Match	84,617
Local	271,504
Local Carryover	48,547
<b>Total</b>	<b>\$ 7,563,886</b>

##### Expenditures:

Salaries & Benefits	4,552,377
Overhead	2,441,694
Direct Costs	155,634
Consultants	379,181
Encumbered	35,000
<b>Total</b>	<b>\$ 7,563,886</b>

Budget Comparison:	
Proposed	
Supplemental FY 16-17	\$ 7,563,886
September 2015	
Amended FY 16-17	\$ 7,675,845

FTE Staffing Comparison:	
Proposed	
Supplemental FY 16-17	19.19
September 2015	
Amended FY 16-17	18.98

## Major Milestones and Products

1. Conduct regular maintenance and updates to PSRC's Geographic Information System spatial data assets and functionalities (*Ongoing*).
2. Coordinate and manage activities as per the Puget Sound LiDAR Consortium contract. This includes quality assurance and distribution of LiDAR data pending funding from the LiDAR contract (*Ongoing*).
3. Conduct regular maintenance and updates to PSRC's core set of regional demographic, land use, economic, transportation, and forecast datasets (*Ongoing*).
4. Complete a major update to the future land use (FLU) dataset, a regional representation of locally allowed land uses and development densities as established through comprehensive plans, zoning, and other local development regulations (*phase 1 March 2016; phase 2 December 2016*).
5. Develop and release an updated Land Use Vision (LUV) small area forecast to reflect the revised FLU dataset (*June 2016*).
6. Provide data and technical support as requested to PSRC member agencies (*Ongoing*).
7. Provide data and technical support to regional planning projects and analyses, including development of the 2017 Regional Economic Strategy and 2018 regional transportation plan (*Ongoing*).
8. Produce a final report on the status of the UrbanSim land use modeling tool, including results of stress-testing conducted to demonstrate its scenario-analysis capability (*December 2015*).
9. Achieve full implementation of version 1.0 of the SoundCast activity-based travel model, including integration with the UrbanSim land use forecasting model. Public release of SoundCast 1.0 will include code and model documentation (*June 2017*).
10. Develop a 2015 parcel/assessor dataset to support a shift of the parcel-based SoundCast and UrbanSim models to a 2015 base year (*December 2016*).
11. Produce a final report on the AMPORF travel model development research to support development of future versions (1.x/2.x) of the SoundCast activity-based travel model (*July 2016*).
12. Produce a final report on the SHRP2 transit accessibility and assignment tool research and development project (*June 2017*).
13. Conduct the third wave of PSRC's continuous household travel survey (*Spring 2017*). Complete a consultant contract to design and conduct the survey and produce final survey records, reports and other deliverables (*December 2017*). Issue a public release of the survey dataset, subsequent to quality checking and data clean-up efforts (*March 2018*).
14. Conduct an evaluation of DSA's data management systems and develop a strategy and roadmap for implementing a series of short-, mid-, and long-term system enhancements (*June 2016*).
15. Provide data and analysis support to the Integrated Performance Trends Program (*Ongoing*).
16. Improve Regional Freight Modeling by integrating new additional data sources, improved local data sources, and refining the region's freight model approach (*June 2017*).

## Policy Direction and Interagency Staff Involvement

Policy direction is received from the Executive Board. This work element will also have regular ongoing interactions with the Regional Staff Committee (RSC), Regional Technical Forum (RTF), Land Use Technical Advisory Committee (LUTAC), and Model Users Group (MUG).

## Ongoing Tasks

### **Task 1. Data Administration**

Manage and administer the Data division work program, including development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies and the PSRC.

Direct costs include:

- \$18,133 for general administrative costs, meetings, conferences and travel

### **Task 2. Maintain and Improve Spatial Data Systems**

PSRC's repositories of transportation, land use and economic data, together with analytical tools, reside in a Geographic Information System linked to forecasting and modeling systems. This work task will fulfill MPO responsibilities to maintain and regularly update the core spatial data components (e.g. transportation network updates, changing transit routes, commonly used GIS shape files, etc.) and functionalities of the agency's Geographic Information System. The task also addresses minor system and database schema changes needed to accommodate new and updated data.

Specific sub-tasks include: ongoing maintenance and improvement of spatial data assets including quality assurance and quality control of legacy data layers added to the geodatabase; updating and improving visualizations of spatial indicators for planning, modeling and forecasting; updating web map display and interactive capabilities for presentation of metropolitan transportation plan alternatives, including project-based scenarios, for both internal use and public facing plan and forecast products; revising and streamlining GIS data transfer between land use, travel demand, and economic models; and training for staff agency-wide in the use of tools and data available for accessing geodatabase data.

Another subcomponent of this task is the regional LiDAR consortium effort (coordinated by PSRC staff). LiDAR data collection takes place in winter months and data quality control and distribution primarily in the spring and summer. The level of effort varies with the amount of financial support for data collection/quality control. Revenues specific to the Puget Sound LiDAR Consortium are anticipated at \$40,000 for the biennium. The schedule is ongoing with seasonal workload adjustments to accommodate project work schedules.

Direct costs include:

- \$52,000 for ESRI/ENVI GIS and image software licensing

### **Task 3. Develop and Maintain Demographic, Land Use, Economic and Transportation Data and Forecasts**

PSRC produces and serves as a clearinghouse for a number of regional demographic, land use, economic, transportation and forecast datasets. These datasets form the core information infrastructure supporting the agency's model development efforts and regional planning analyses, as well as local planning by PSRC member agencies. As an affiliate of the Washington State Data Center, PSRC also serves as a repository and resource for access and education on Census Bureau data.

Maintenance and regular update of these regional datasets are among the mandated MPO functions that constitute this work task:

- a. Demographic: Census/ACS, population and housing estimates
- b. Land Use: residential building permit estimates, parcel/assessor data, future land use (FLU) dataset
- c. Economic: employment estimates, wage estimates
- d. Transportation: Census Transportation Planning Package (CTPP), household travel survey data, parking inventory data, traffic counts, bicycle/pedestrian counts
- e. Forecast: regional economic and revenue forecast, small area land use forecasts

In this biennium, the future land use (FLU) dataset will undergo a major update. The FLU dataset is a regional representation of locally allowed land uses and development densities as established through comprehensive plans, zoning, and other local development regulations. It is a key input to the UrbanSim land use forecasting model and a suite of small area land use forecast datasets. The FLU dataset will be updated to reflect required local comprehensive plan updates due in 2015/2016 under Washington's Growth Management Act. This work will be completed during FY2016-2017 in two phases: 1) to incorporate comprehensive plan updates by King, Pierce, and Snohomish county jurisdictions by March 2016, and 2) to incorporate comprehensive plan updates by Kitsap County jurisdictions by December 2016. Additionally, the Land Use Vision (LUV) small area forecast will be updated to reflect the revised FLU dataset. The LUV dataset is a policy-guided land use forecast that reflects the adopted regional growth strategy in PSRC's VISION 2040 plan, as well as local implementation of the regional strategy through Growth Management Act (GMA) growth targets. This version of the LUV land use forecast will support modeling analysis for development of the 2018 regional transportation plan. This work task is anticipated to be completed in June 2016.

Direct costs include:

- \$29,500 for temporary intern personnel to assist with data development efforts

#### **Task 4. Maintain and Improve Regional Economic, Land Use and Travel Demand Models**

PSRC's suite of forecasting models are integral to the agency's planning efforts, supporting analysis of future year land use and travel conditions, whether being used to produce forecast products or to inform policy analysis and plan development. Currently, the agency maintains the following primary models:

- An econometric model of the four-county region developed by ECO Northwest
- The UrbanSim land use modeling suite
- A advanced four-step travel demand model known as the 4K model
- The new activity-based travel model, known as SoundCast

While the models have seen significant advances in their capabilities, further refinement and improvement remains an agency priority. In FY2016-2017 this work will center on preparing the models to support major PSRC planning efforts highlighted in Task 6, including the update of Transportation 2040, the region's transportation plan.

A number of improvement initiatives have been identified for each model, supported by staff and consultant funding. SoundCast will be run alongside the current 4K four-step model while undergoing further evaluation and refinement. Full implementation of version 1.0 of the SoundCast activity-based travel model, including basic integration with the UrbanSim land use forecasting model and model documentation is anticipated by June 2017. Improvements to the region's freight model will be integrated into the 4K and SoundCast models.

The UrbanSim land use forecasting tools are currently in operation and have already been used for allocating subarea growth. In FY2016-2017 the UrbanSim tools will undergo "stress-testing" to verify their reasonableness under a wide variety of scenario

configurations, resulting in a final report on the tool's capabilities by December 2015. Staff will also investigate, and if determined to be feasible, migrate the UrbanSim land use forecasting model to the next generation UrbanSim 2.0 model platform by June 2017. Near the end of FY2017, DSA staff plan to initiate an evaluation and improvement effort to prepare the regional econometric model for use in FY2018, when the next update to the regional economic forecast is scheduled.

Direct costs include:

- \$21,500 for temporary personnel (interns) to assist with development of model inputs
- \$24,500 is required for INRO Emme software licensing

A total of \$100,000 in consultant costs would support a number of modeling improvement efforts in FY 2016-2017. Depending on priorities established during the biennium, the following tasks are candidates for consultant funding:

- **Improving Data Inputs:** UrbanSim's micro-simulation format requires detailed parcel-level inventories of existing land use and employment data, among other inputs. Consultant expertise would be contracted to develop a methodology of creating base year employment estimates free from data suppression requirements tied to the current QCEW datasets, and to assist staff in determining an efficient procedure to annually generate updated parcel data inputs from assessor's files, including better use of software tools to automate tasks where feasible.
- **SoundCast and UrbanSim Support:** Ongoing refinement of SoundCast would be supported by annual on-call contracts. For UrbanSim, consultant support would be used to assist staff in the conversion of UrbanSim to the next-generation software and visualization tools. Finally, software coding consultants could be retained to support internal efforts to operationally integrate SoundCast and UrbanSim into a single operating model sequence.
- **Macroeconomic Forecast:** Prior to the beginning of the scheduled update to VISION 2040, PSRC intends to update the regional economic forecast from its 2015 release, with an extension of the horizon year to 2050. While VISION 2040's update is not scheduled to commence until FY 2018-2019, staff may elect to begin the forecast update support contract in FY 2017.

#### **Task 5. Provide Technical Support to PSRC Member Agencies**

This task includes preparation and dissemination of data, analytical and modeling products and services to support PSRC members, per PSRC's MPO mandates and Interlocal Agreement. PSRC's member agencies, including counties, cities, tribes, ports, transit agencies and the WSDOT, rely on PSRC for regional data collection, estimation, forecasting, analysis and modeling support on an ongoing basis. This task also involves outreach and data/modeling coordination efforts through the Regional Technical Forum, Land Use Technical Advisory Committee (LUTAC), and Model Users Group (MUG).

Examples of technical support tasks include responding to data and modeling requests by members, PSRC support for regional data coordination efforts, and online publication of data and analysis and other technical resources. In addition to routine products and services, members may occasionally request assistance with large labor-intensive projects that may involve additional revenues provided by the member agency. Develop a business plan concept for a Service Center.

#### **Task 6. Provide Technical Support to PSRC Planning Projects**

This task includes preparation and evaluation of data and analytical products to support internal PSRC planning efforts as opposed to external consumers such as member jurisdictions. Regional growth management, transportation and economic development planning depends on reliable demographic, land use, employment and transportation data and

forecasts on an ongoing basis to provide a robust factual and analytical basis for policy development and alternatives evaluation.

Examples include baseline data about land use, transportation and the economy as well as predictive modeling/forecasting and technical analysis of policy alternatives. Data, analysis and forecasting/modeling to support development of the 2017 Regional Economic Strategy and 2018 regional transportation plan fall under this work task.

## Initiative Tasks

### **Task 7. Deliver Next Generation Modeling Tools (SoundCast; UrbanSim)**

PSRC is continuously sharpening its analytical tools. For models and tools already in use, improvements planned for FY2016-2017 are discussed in Ongoing Task 4, Maintain and Improve Regional Economic, Land Use and Travel Demand models. In parallel, PSRC is collaborating with several agencies on state-of-the-practice techniques to improve run time, quality, and usefulness of travel forecasting products. That collaboration began in FY2014-2015 through a contract with the Association of Metropolitan Planning Organization Research Foundation (AMPORF) and will continue in FY2016-2017. A final report on the AMPORF travel model development research is scheduled for July 2016.

In addition, PSRC also is participating with the Metropolitan Transportation Commission of Oakland, California (MTC) in a research effort funded by a SHRP2 Implementation Assistance grant. The objective is to develop and implement a disaggregate, person-based transit accessibility and assignment tool that is capable of representing issues of transit capacity, reliability, and passenger heterogeneity. The desired outcome is the use of such a tool to objectively develop and evaluate transit system expansion and maintenance plans as well as compare the relative merits and costs of such transit investments within the context of long-range transportation planning. PSRC staff hours will be supported with funds received from the grant via an interagency contract with MTC, with the work scheduled to start in FY 2015 and continue into the 2016-2017 work program. A final report on the SHRP2 transit accessibility and assignment tool research and development is scheduled for June 2017.

Consultant costs include:

- \$50,000 for continuing the collaboration with AMPORF to support development of future versions (1.x/2.x) of the SoundCast model. The partnership was initiated during FY2014-2015, will continue through this second phase of work that will conclude by July 2016.

### **Task 8. Establish a Continuous Travel Survey Data Collection Approach**

A regional household travel survey data collection project will occur during 2016-2017, with a total budget of \$150,000 for consultant services. In FY2014-2015 PSRC initiated a program of continuous survey collection. PSRC conducted a large survey of 6,000 households in 2014, and followed up in 2015 with an additional sample of 1,200 households. These two data deliveries mark the beginning of the continuous travel survey data collection approach, with the next data collection occurring in 2017 under this initiative task.

The goal is to conduct the survey annually or biannually as budget allows. Historically, PSRC collected household travel survey data every 7-8 years to understand trends in travel behavior and to support modeling, but this continuous approach offers several advantages. One advantage to more continuous collection is that rapidly changing travel trends such as technological shifts can be incorporated into planning and modeling. This approach also allows for better monitoring of transportation changes. Finally, the more frequent surveying approach will reduce initial survey startup efforts since each survey design and analysis phase will occur more often and with a smaller time gap since last survey.

Data produced by the travel survey is used by the PSRC as well as many of our member agencies to develop models that predict household travel behavior. In addition, the surveys have been used to build household location models used in land use analysis. The continuous survey approach will also provide information for performance measures such as mode choices in regional centers and for before-after studies of infrastructure improvements.

Consultant costs include:

- \$150,000 to conduct a third wave of PSRC's continuous household travel survey program in spring 2017. This budget will go toward survey design by consultants, administering the survey to a sample of regional residents, and completion of final survey deliverables by consultants in December 2017. Public release of the survey dataset, subsequent to quality checking and data clean-up efforts, is targeted for March 2018.

### **Task 9. Evaluate and Enhance DSA Data Management Systems**

The development of new and improved model systems (e.g. SoundCast activity-based travel model, UrbanSim land use model) necessitates new data storage and management systems. This task will review existing data management systems and intersystem data flows within the Data Systems and Analysis (DSA) division work program, with an eye toward building a central data repository and consistent data architecture for maintaining key datasets as well as streamlining and automation of tasks. This effort is designed to achieve greater staff and resource efficiencies as well as improved reliability, usefulness and access to the underlying data. In particular, this will focus on parcel data development, management and utilization for downstream systems. Increasingly, regional data systems have a fine-grained spatial orientation.

Consultant costs include:

- \$50,000 to evaluate and develop a strategy and roadmap for implementing a series of short-, mid-, and long-term system enhancements to DSA's data management systems.

### **Task 10. PSRC Performance Trends Support**

PSRC will implement an integrated program to assess regional trends and success in implementing the policy objectives, projects, and programs adopted in VISION 2040, Transportation 2040, and the Regional Economic Strategy. The Performance Trends program will integrate planning and data activities and draw resources from all PSRC program areas. The Data Systems and Analysis division will develop and analyze data to support this program effort, as well as participate on project teams with other agency staff to develop findings, assess policy implications, and develop Performance Trends products.

### **Task 11. Support Regional Transit Vision and Regional Coordination/ Integration (Transit Model Tools) – Phase 2**

A remaining portion (\$100,000) of the grant from the Federal Transit Administration (FTA) known as the FTA 5307 program in last biennium's budget will be carried forward into 2016-2017. These funds will support the Spring 2015 Regional Travel Study and activity-based model development. The PSRC activity-based model, SoundCast, will be improved using these grant funds. Activity-based models allow for better representation of transit, nonmotorized travel, and non-work trips. Also, these models allow for individual qualities such as household income, auto ownership, and proximity to transit to more strongly influence a person's predicted travel behavior. Beyond the imminent release of SoundCast 1.0, the PSRC modeling team will explore more advanced representations of transit routing and of the coefficients, constants, and variables embedded in the model's mathematical underpinnings. This fine-tuning above and beyond typical model calibration should help

capture the intricacies of travel behavior for transit users. These transit improvements to the model will be in development throughout calendar year 2015.

A portion of the grant will also be spent to oversample transit using households in the 2015 Regional Travel Study. Furthermore, households surveyed in the 2014 study which were affected by transit service reductions or additions will be asked to participate in the survey again, which will help transit operators understand the repercussions of transit cuts on system users. Efforts to analyze the results for these transit users will be funded under this grant.

**Task 12. Support Regional Transit Vision and Regional Coordination/ Integration (Transit Model Tools) – Phase 3**

Updates to PSRC modeling capabilities that improve functionality for transit and transit-related modeling will be funded through \$855,000 of a grant from the Federal Transit Administration (FTA) known as the FTA 5307 program.

\$700,000 of the grant will be spent pursuing transit modeling updates, which may include but not be limited to development of a SoundCast web-based portal for transit; moving from a zone-based to a transit stop-based network model; more detailed development of future transit network beyond the scope and horizon of transit agency long range plans; and improvement and enhancement of nonmotorized access to transit in the model including bike-to-transit.

The remaining \$155,000 of the grant will be used to enhance ferry modeling capabilities, building on a Washington State Ferries 2013 ferry user survey, Pierce County Ferry System survey data, and the 2014 PSRC Travel Survey to improve our understanding of issues, trends, travel choices, and travel behavior of ferry riders. The results of this work may be useful to the region's ferry operators for their long- and short-range facility, service, and operations planning.

Refinements to this work program will be coordinated with transportation operators through the Transportation Operators Committee (TOC).

## Unfunded Tasks

**Task 13. Conduct Project Scoping for Redeveloping the Regional Macroeconomic Model**

Under this task, a detailed review would be conducted of the current structure of the agency's regional macroeconomic forecasting model, followed by the identification and scoping of feasible recommendations to expand the model's functionality. This could involve initiatives on several fronts including the following:

- Higher spatial detail: Expand the model's sub-regional reporting geographies to allow for forecasts below county level
- Scenario analysis capability: Add structure, such as input-output or social accounting matrices, that would enable the model to be responsive to policy analysis and scenario testing
- Cross-model linkages: As currently structured, the macroeconomic model is a stand-alone component of the agency's modeling suite, providing a four-county projection of future households, population and employment that function as uni-directional inputs to other models and forecasts. In theory, linking the macroeconomic model in a feedback loop with other models could support broader 'what if' analyses by quantifying the impact of downstream model outputs (for example, high levels of future year traffic congestion, or constrained land supply and higher real estate prices) on the economic forecast results.

**This task is subject to additional funding.** An estimated \$50,000 would need to be identified for consultant services in FY2016-2017 to conduct initial model review and project scoping, with the understanding that actual implementation of the improvements would occur, subject to additional funding, during the following biennium.

**Task 14. Develop a Service Center for Data and Modeling**

PSRC has always provided its data and tools to members, but the complex nature of the tools hasn't always made that access easy. Under this task, a new web-based "Data and Modeling Service Center" and associated business plan would be developed. The Service Center would provide a single point of contact for data requests and for modeling requests. Some standard off-the-shelf data products will be downloadable directly from the website, while more complex modeling needs will go through a request process and shepherded by PSRC staff.

**This task is subject to additional funding.** An estimated \$50,000 would need to be identified for consultant services to develop a business plan for and to design and implement the Service Center web portal.

**Task 15. Update the Freight/Truck Component of PSRC's Travel Demand Model**

An area of identified need within the PSRC model systems is an improved representation of freight movement within the region. To better understand and plan for freight movements in the region, a new freight model would need to be included in PSRC's travel models. This improved freight model would allow PSRC to understand how freight movements are expected to change over time. This model would also allow for estimates of the costs of congestion encountered by freight, and how freight movements would change under different types of scenarios such as regional tolling. The current freight model lacks the sensitivity to adequately model questions such as these. Fairly rudimentary freight modeling is typical of most travel models around the country, but the state of the art is improving.

This work task is to improve our understanding of freight movement within the region and the impact on it from various land use, economic development and transportation policy and capital investment alternatives. This task will identify and implement specific model improvements to better characterize freight movement activities in a manner that can be incorporated into both existing trip-based and activity-based travel models.

**This task is subject to additional funding.** An estimated \$150,000 would need to be identified for consultant services to develop a new freight model component to the travel demand model. This includes both data development and model development expenditures.

**Summary of Consultants within Data**

Task	Description of Work	Amount	Start Date	End Date
4	Regional economic, land use and transportation model	\$ 65,000	Jul-15	Jun-17
8	Establish a continuous household travel survey program	\$ 150,000	Jan-17	Mar-18
9	Evaluate and enhance DSA data management systems	\$ 50,000	Jul-15	Jun-16
	Carryover Contracts from FY2014-2015 Biennium	\$ 114,181		
	<b>Total Funded Contracts</b>	<b>\$ 379,181</b>		

<b>Task</b>	<b>Description of Work</b>	<b>Amount</b>	<b>Start Date</b>	<b>End Date</b>
13	Conduct project scoping for redevelopment of the regional macroeconomic model	\$ 50,000	Jul-15	Jun-17
14	Develop a service center for data and modeling and business plan	\$ 50,000	Jul-15	Jun-17
15	Update the freight/truck component of PSRC's travel demand model	\$ 150,000	Jul-15	Jun-17
		<b>Total Unfunded Contracts</b>	<b>\$ 250,000</b>	
		<b>Total Consultant Costs</b>	<b>\$ 629,181</b>	

## Executive Services

### Council Support (500)

#### Objective

To provide staff assistance to the Puget Sound Regional Council General Assembly, Executive Board, Operations Committee, Economic Development District Board, and member jurisdictions.

#### Mandates

This work element supports numerous PSRC functions as required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area**, which requires providing information and services to local governments, state and regional agencies, Indian tribes, community organizations, businesses, individuals, and other interested parties. This work also is mandated by numerous federal and state requirements for public information and involvement.

#### Summary Revenues & Expenditures

Revenues:	
FHWA	1,596,158
FHWA Local Match	249,111
FHWA Carryover	180,165
FHWA Carryover Local Match	28,118
Local	142,968
Local Carryover	1,957
<b>Total</b>	<b>\$ 2,198,478</b>

Expenditures:	
Salaries & Benefits	1,271,156
Overhead	681,735
Direct Costs	195,587
Consultants	50,000
<b>Total</b>	<b>\$ 2,198,478</b>

#### Budget Comparison:

Proposed	
Supplemental FY 16-17	\$ 2,198,478
September 2015	
Amended FY 16-17	\$ 2,215,377

#### FTE Staffing Comparison:

Proposed	
Supplemental FY 16-17	3.83
September 2015	
Amended FY 16-17	3.87

#### Major Milestones and Products

1. 2016/2017 General Assembly meetings (*Spring 2016, 2017*)
2. Regional workshop for newly elected officials (*January 2016*)

#### Policy Direction and Interagency Staff Involvement

The Executive Board and General Assembly provide policy direction. The Regional Staff Committee and countywide planning organizations provide interagency staff involvement.

#### Ongoing Tasks

1. Provide assistance to the General Assembly
2. Provide assistance to the Executive Board
3. Provide assistance to the Operations Committee
4. Provide support for Executive Committee meetings
5. Provide assistance to the Economic Development District Board.

6. Convene Regional Staff Committee at least quarterly to discuss key issues to help inform the work of the policy boards, Operations Committee, and Executive Board
7. Establish working relationships with member organizations' elected officials and staff and participate in countywide planning and decision processes
8. Convene the Regional Food Policy Council
9. Conduct a regional workshop for newly elected officials
10. Conduct legislative briefings and develop legislative positions
11. Participate in the Association of Metropolitan Planning Organizations
12. Implement an integrated ongoing program to evaluate regional trends and success in effecting the policy objectives, projects, and programs adopted in VISION 2040, Transportation 2040, and the Regional Economic Strategy
13. Continued outreach efforts to member jurisdictions and other groups
14. Organize with PSRC leadership and associated staff the approach to PSRC's Federal Planning Certification Review process, including preparing the response submittal and organizing the site visit. Coordinate PSRC's responses and ensure timely follow up, if there are any actions determined by the federal review team. Document all follow-up action items for the next review

### Initiative Tasks

None

### Unfunded Tasks

None

### Summary of Consultants within Council Support

Task	Description of Work	Amount	Start Date	End Date
12	Outreach Efforts	\$ 50,000	Ongoing	
	Total Funded Contracts	<b>\$ 50,000</b>		
	<b>Total Consultant Costs</b>	<b>\$ 50,000</b>		

## Executive Services

### Government Relations and Communications (600)

#### Objective

To develop effective visual, written and electronic communications materials for the Puget Sound Regional Council's activities and responsibilities, and assist the agency and its staff in reaching out to and effectively involving member jurisdictions, citizens and other interests throughout the region in Puget Sound Regional Council activities.

#### Mandates

This work element helps the Puget Sound Regional Council meet the federal, state and local requirements for consultation, coordination and public participation, including the following laws:

- 1. Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)**  
Federal surface transportation law underscores the need for public involvement and requires metropolitan planning agencies such as PSRC to “provide citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation and other interested parties with a reasonable opportunity to comment” on transportation plans and programs. Federal surface transportation legislation also requires PSRC to consult with affected local, regional, state and federal agencies and Tribal governments.
- 2. Title VI of the Civil Rights Act of 1964**  
The Title VI of the Civil Rights Act of 1964 requires that transportation planning and programming be nondiscriminatory on the basis of race, color, national origin or disability. The fundamental principles of environmental justice include:
  - Avoiding, minimizing or mitigating disproportionately high and adverse health or environmental effects on minority and low-income populations
  - Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process
  - Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities
- 3. State Environmental Policy Act (SEPA), RCW 43.21C**  
PSRC uses SEPA to guide its environmental review for key decision making. SEPA rules adopted by the Puget Sound Regional Council require that whenever PSRC issues a Declaration of Non-Significance (DNS) under WAC 197-11-360-(3), PSRC will give public notice.
- 4. State Growth Management Act (GMA), RCW 36.70A**  
For the development and adoption of multicounty policies under the GMA, the Puget Sound Regional Council will comply with GMA procedures that apply to countywide planning policies, including "a public hearing or public hearings on the proposed policies," [RCW 36.70A.210 (2)(e)] with appropriate public notification and participation. The public notification and procedures will include, as required by the GMA, "broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, and consideration of and response to public comments." [RCW 36.70A.140]
- 5. Washington State Open Public Meetings Act, RCW 42.30**  
All PSRC committee and board meetings are open to the public, and public comment periods are provided during each regular meeting. Board chairs may limit comment periods as needed. PSRC streams Executive Board, Transportation Policy Board,

Growth Management Policy Board, and Economic Development Board meetings live on its website.

**6. Public Records Act, RCW 43.56**

Anyone may request to view PSRC records for any reason (although Washington state places some limits on how certain records may be used, including but not limited to prohibiting using lists of individuals for commercial purposes [RCW 42.56.070(9)] and prohibiting using lists of persons to promote election of persons or for promotion or opposition of ballot measures [RCW42.17.130]). PSRC’s Public Records Officer may be reached via PSRC’s website (<http://www.psrc.org/about/infocenter/prr>), phone (206-464-7532) or email ([amarkley@psrc.org](mailto:amarkley@psrc.org)). All public records requests are answered within five business days.

<b>Summary Revenues &amp; Expenditures</b>	
<b>Revenues:</b>	
FHWA	1,317,186
FHWA Local Match	205,572
FHWA Carryover	180,163
FHWA Carryover Local Match	28,119
Local	82,127
Local Carryover	-
<b>Total</b>	<b>\$ 1,813,167</b>

<b>Expenditures:</b>	
Salaries & Benefits	1,044,294
Overhead	560,179
Direct Costs	8,694
Consultants	200,000
<b>Total</b>	<b>\$ 1,813,167</b>

<b>Budget Comparison:</b>	
Proposed	
Supplemental FY 16-17	\$ 1,813,167
September 2015	
Amended FY 16-17	\$ 1,810,038

<b>FTE Staffing Comparison:</b>	
Proposed	
Supplemental FY 16-17	3.03
September 2015	
Amended FY 16-17	3.03

## Major Milestones and Products

1. Maintain and continuously improve agency Website (*Ongoing*)
2. Weekly blog postings (*Ongoing*)
3. Engage the public through social media on Facebook and Twitter (*Ongoing*)
4. Maintain, improve and implement agency Public Participation Plan (*Ongoing*)
5. Awards program (*Spring 2016, Spring 2017*)
6. Ongoing support for all of the initiatives identified in the agency’s budget and work program including: updating the regional transportation plan, updating the regional economic strategy, producing performance measures, and the Transportation Futures Task Force (*Ongoing*)

## Policy Direction and Interagency Staff Involvement

Policy direction comes from the General Assembly and the Executive Board. Interagency staff involvement occurs as needed.

## Ongoing Tasks

1. Develop and apply Puget Sound Regional Council publication standards; assist staff in editing documents and in planning presentations.

2. Prepare and carry out citizen participation plans providing for public involvement and education as appropriate; coordinate agency's MPO and RTPO requirements for citizen involvement. Continuously evaluate the effectiveness of public involvement and outreach strategies and make changes that reflect ongoing analysis of effectiveness. Actively seek citizen participation on appropriate PSRC committees and task forces.
3. Design, publish, and coordinate production of newsletters, electronic newsletters, newspaper supplements, brochures, maps, as well as other materials including registration materials and other graphics products as required; prepare visual presentations covering issues and projects; assist in development and enhancement of PSRC's website.
4. Investigate partnership opportunities for coordinating and developing a program of periodic conferences or other events related to Puget Sound Regional Council responsibilities and regional priorities.
5. Conduct the PSRC's annual VISION 2040 Awards Program. Continue to actively promote VISION 2040 awards in a variety of media.
6. Assist reception with the maintenance of mailing lists of community, business, and special interest groups and disseminate newsletters and other information materials to these groups as appropriate.
7. Provide information to the public and officials on issues, projects, and agency operations.
8. Assist internal staff communications as appropriate.
9. Create and maintain a professional image for the Puget Sound Regional Council; maintain a consistent, high level of quality in all communications via a variety of tools, including a blog and social media.
10. Coordinate work of vendors for printing, production, reproduction, and mailing of agency products; assist in maintaining vendor files and price lists.
11. Prepare and distribute news releases concerning actions and activities as appropriate.
12. Maintain contacts with the news media; arrange/coordinate press interviews and conferences with local officials and staff as appropriate; monitor press coverage.
13. Work with Federal Transit Administration and Federal Highway Administration staff to assure that the agency's public participation plan and public involvement strategies meet and exceed federal guidance relating to engaging traditionally underserved (minority and low income) communities, engaging people with limited English proficiency, disabled individuals, and native tribes. Continuously evaluate the effectiveness of strategies and make changes, as needed, to the agency's plan.

## Initiative Tasks

**Support for all agency initiatives.**

## Unfunded Tasks

**None**

## Summary of Consultants within Government Relations and Communications

<b>Task</b>	<b>Description of Work</b>	<b>Amount</b>	<b>Start Date</b>	<b>End Date</b>
1-13	On-Call Communications and Outreach Support	\$ 200,000	Jul-15	Jun-17
	Total Funded Contracts	<b>\$ 200,000</b>		
	<b>Total Consultant Costs</b>	<b>\$ 200,000</b>		

## Administrative Services

### Administrative Support (900)

#### Objective

To develop and maintain an effective and responsive administrative program for the Regional Council that includes administering the budget and work program, and supporting the agency's legal, personnel, contractual, computer operations, Information Center, office management, graphic design operations, mail and copy center, purchasing, and financial duties.

#### Mandates

This work element provides for the program development, administration and management of the Executive and Administrative Services required by:

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area**, which requires providing information and services to local governments, state and regional agencies, Indian tribes, community organizations, businesses, individuals, and other interested parties. This work also is mandated by numerous federal and state requirements for public information and involvement.

#### Summary Expenditures

##### Expenditures:

Salaries & Benefits	3,809,979
Overhead	-
Direct Costs	3,173,732
Consultants	615,000
<b>Total</b>	<b>\$ 7,598,711</b>

##### Budget Comparison:

Proposed	
Supplemental FY 16-17	\$ 7,598,711
September 2015	
Amended FY 16-17	\$ 7,616,184

##### FTE Staffing Comparison:

Proposed	
Supplemental FY 16-17	15.49
September 2015	
Amended FY 16-17	15.49

#### Major Milestones and Products

1. Prepare Supplemental FY2016-2017 Budget (*Spring 2016*)
2. Prepare FY2018-2019 Biennial Budget and Work Program (*Spring 2017*)
3. Coordinate annual audit with State Auditor's Office (*Winter 2015/2016*)
4. Website redesign (*Summer 2016*)

#### Policy Direction and Interagency Staff Involvement

The Executive Board and Operations Committee provide policy direction and the Regional Staff Committee provides staff involvement, as appropriate.

## Ongoing Tasks

### **Task 1. Program Development and Management**

- a. Prepare and adopt administrative recommendations that improve the operational relationship of the Regional Council with members, businesses, community organizations, and the public.
- b. Develop and prepare the two-year budget, detailed project milestones, progress reports, dues schedule, and related documentation.
- c. Provide internal administrative support services, including all aspects of human resource management such as recruitment, staff assignment and evaluation; develop and process interagency agreements; manage consultant selection, contract negotiation, and contract performance; and assure agency compliance with appropriate rules, regulations, and conditions.

### **Task 2. Administration, Legal and Financial Management**

- a. Monitor contracts with federal and state agencies; ensure agency compliance with regulations; and maintain liaison with federal, state, and local officials and state auditors.
- b. Manage outside legal support service required by the Regional Council, including such activities as drafting and/or reviewing all agency legal documents, oversee legal counsel to ensure the Regional Council carries out the role and responsibility as the designated Metropolitan Planning Organization and Regional Transportation Planning Organization under federal and state law.
- c. Review and analyze proposed state and federal legislation and regulations affecting Regional Council responsibility.
- d. Facilitate process, preparation and amendments of the agency's two-year operating budget and work program.
- e. Prepare, monitor and report financial operations, including organizational cash flow, disbursement of payments to contractors, and investment of agency funds.
- f. Maintain and implement the agency's personnel, recruitment, compensation and training programs, and the agency's Affirmative Action Plan, prepare and implement organizational and leadership continuity plan for PSRC.
- g. Develop agenda/program for staff retreat.
- h. Coordinate Title VI reporting, including actions in response to FHWA and FTA's certification report.

Note: Consultant Costs of \$100,000 will be used for HR support, \$100,000 for Legal support, and \$100,000 for accounting services. \$100,000 of consultant services will also be needed for the PSRC's continuity planning.

### **Task 3. Technology and Information Systems**

PSRC's information systems function provides and maintains the computer server, network and desktop infrastructure as well as electronic technology for the five board and meeting rooms. The latter includes audio and video conferencing, live webcasting, and digital multimedia presentation facilities. The agency maintains a Technology Plan, most recently updated in January 2015, which sets forth agency technology strategies and goals. The goal of this work task is to maximize the efficiency of PSRC staff efforts and communication with our member agencies and with the public.

Most tasks are ongoing. Consultant costs of \$150,000 will go toward network services and maintenance and audio-visual systems support.

### **Task 4. Information Center**

- a. Outreach and Public Service Activities
  - Answer reference questions about the agency and its products for members, the public, businesses, community organizations, and others.

- Collect and organize agency products for public review.
  - Support outreach activities and distribute agency products through the internet, local libraries or other methods.
  - Respond to Public Records Act requests.
  - Proofread, edit and format agency products.
- b. Council and Staff Support
- Support the work of staff by responding to requests for information and conducting research.
  - Track state and federal legislation for staff.
  - Serve as a parliamentary resource.
  - Provide new staff orientations and training in research tools.
- c. Technology Support
- Assist with the agency's social media program.
  - Track web and social media statistics.
  - Develop and maintain the agency intranet.
  - Support staff use of technology by training, troubleshooting and providing information about tools and shortcuts.
- d. Management of Collection and Agency Products
- Acquire and manage reference materials and subscriptions.
  - Develop and maintain databases for reference materials, agency products, and subscriptions.
  - Digitize older PSRC reports.

**Task 5. Facilities**

The PSRC office suite at Waterfront Place was extensively remodeled in 2013 with funding from a tenant improvement allowance provided by the landlord as part of a renewed lease contract. The priority for this project was optimizing the spaces used by PSRC boards and committees and so limited resources prevented replacement/remodeling of some of the staff spaces. The facilities task and funding will upgrade some built-in workspaces that were built in 1994 and are approaching their useful life in addition, we will provide additional lighting and other minor improvements to the physical space.

**Task 6. Graphics**

- Ongoing graphics support for Agency.
- Plan, implement, and maintain the agency website. Consultant Costs of \$75,000 will be used in FY 2016 for updating the PSRC website.

**Initiative Tasks**

**Task 7. Website Redesign**

\$75,000 consultant included in indirect cost plan to update PSRC's website.

**Unfunded Tasks**

**None**

## Summary of Consultants within Administrative Support

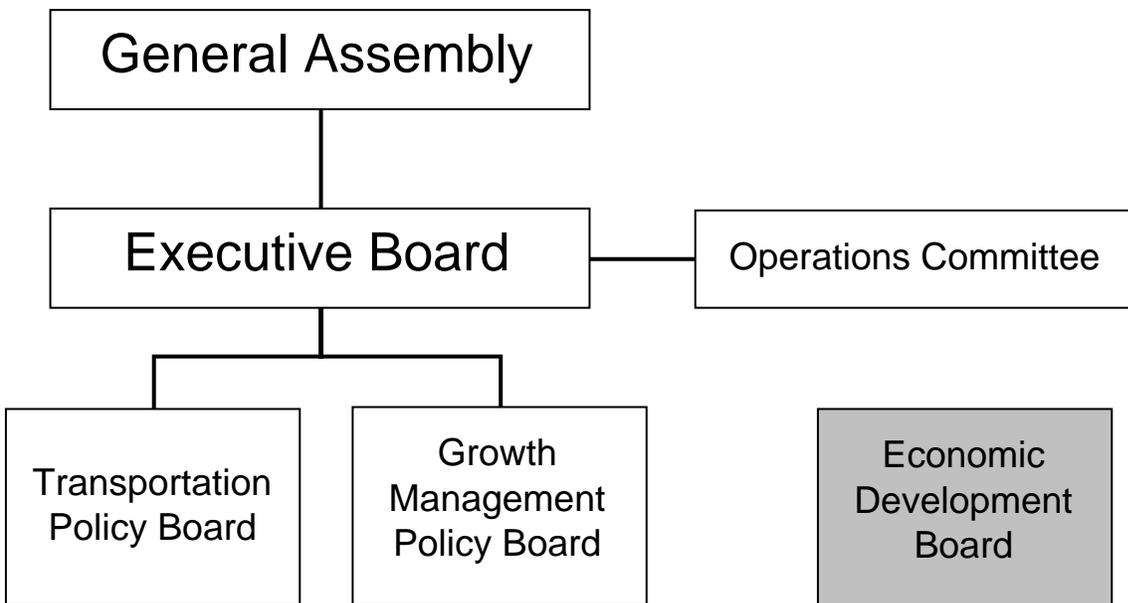
<b>Task</b>	<b>Description of Work</b>	<b>Amount</b>	<b>Start Date</b>	<b>End Date</b>
2	HR Support	\$ 100,000	Jul-15	Jun-17
2	Legal Support	\$ 100,000	Jul-15	Jun-17
2	Accounting Support	\$ 70,000	Jul-15	Jun-17
2	Continuity Planning	\$ 100,000	Jul-15	Jun-17
3	Network Support	\$ 150,000	Jul-15	Jun-17
5	Disaster Planning	\$ 20,000	Jul-15	Jun-17
7	Website Redesign	\$ 75,000	Jul-15	Jun-16
<b>Total Consultant Costs</b>		<b>\$ 615,000</b>		



# *Appendix A*

*Puget Sound Regional Council Committee Structure*

## Committee Structure





**RESOLUTION NO. PSRC-EB-2015-01**

**A RESOLUTION of the Puget Sound Regional Council  
Confirming the Council's Organizational Status**

**WHEREAS**, a regional planning agency now known as the Puget Sound Regional Council (PSRC) was organized in 1956 as the "Puget Sound Regional Planning Conference" by resolution of King, Kitsap, Pierce and Snohomish Counties. The entity changed its name to the "Puget Sound Governmental Conference" in 1958. Several cities within those counties soon joined the entity, which in 1965 was reorganized consistent with changes in state law. In 1975 it was again reorganized as the "Puget Sound Council of Governments," and in 1991 as the "Puget Sound Regional Council." In 1993 the current "Interlocal Agreement for Regional Planning in the Central Puget Sound Area" was executed.

**WHEREAS**, because of the various formal arrangements under which the PSRC has operated for nearly sixty years, and because of the variety of tasks the PSRC performs under applicable law, it is appropriate to confirm the PSRC's multiple sources of legal authority and responsibilities.

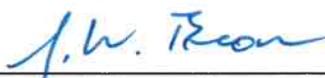
**NOW THEREFORE BE IT RESOLVED** that the Puget Sound Regional Council confirms that it draws its membership, exercises its authority, and carries out its responsibilities pursuant to a variety of statutes, including without limitation:

1. Chapter 39.34 RCW (Interlocal Cooperation Act);
2. RCW 36.64.080-.110 (Joint Governmental Activities);
3. RCW 36.70.060 (Regional Planning Commissions);
4. Chapter 47.80 RCW (Regional Transportation Planning Organizations);
5. Chapter 36.70A RCW (Growth Management Act);
6. RCW 36.01.085 (County Economic Development Activities)
7. RCW 35.21.703 (City Economic Development Activities);
8. 23 U.S.C. §§134-135 (Metropolitan Planning Organizations);
9. RCW 35.21.660-670, RCW 35A.35.020 (Model Cities);
10. RCW 35.21.730-.755 (Federally-assisted Programs, Projects, and Activities); and
11. RCW 35.63.070 (Regional Planning Commissions)
12. 42 USC 3121, 42 USC 3211; 13 CFR 302 & 304 (Public Works and Economic Development Act of 1965)

**BE IT FURTHER RESOLVED** that all acts of the Puget Sound Regional Council, its officers, and employees consistent with the provisions of this resolution are ratified and confirmed.

**ADOPTED** by the Executive Board this 23 day of July, 2015.

  
\_\_\_\_\_  
John Marchione, Mayor  
City of Redmond  
President, Puget Sound Regional Council

ATTEST:   
\_\_\_\_\_  
Josh Brown, Executive Director



## *Appendix B*

*Biennial Budget Work Program Development Key Dates*

*Puget Sound Regional Council FY2016 and FY2017 Dues Assessment*

*PSRC Financial & Budgetary Policies*

# FY2016-17 Biennial Budget & Work Program Development Key Dates

## **September 2014**

Prepare estimates of revenues and expenses.

## **September 2014**

Operations Committee receives proposed budget schedule.

## **September - October 2014**

Executive Management Team begins discussion on proposed budget schedule and deadlines, initial budget assumptions, and outline of work program elements and format.

## **October 2014**

Executive Committee reviews budget schedule and assumptions for revenue and expenditures.

## **October - December 2014**

Executive Management Team collect information from project leads and program managers on individual work element narratives, review the budget assumptions and review the initial revenue and expenditure projections. Staff describes the major tasks and milestones proposed over the next two years.

## **October – December 2014**

Executive Management Team coordinates with STE FTA Caucus on proposed use of FTA5307 funds.

## **January 2015**

Operations Committee reviews budget and schedule assumptions for revenue and expenditures.

## **January 2015**

Prepare Internal Draft Biennial Budget and Work Program and distribute to Directors and Program Managers.

## **February 2015**

Operations Committee receives and reviews full Draft Budget and Work Program and briefs Executive Board on Budget and Work Program. Staff authorized to release Draft Budget and Work Program. Includes emailing to EDD Board, PSRC Policy Boards, the Regional Staff Committee, RPEC, STE FTA Caucus, Transit General Managers and other PSRC staff committees, member jurisdictions, countywide planning agencies, state and federal funding agencies and other interested parties.

## **March 2015**

Transportation Policy Board & Growth Management Policy Board as well as Economic Development District Board review Draft Budget and Work Program, forward comments to Operations Committee for consideration by March 20.

## **March 2015**

All PSRC staff committees forward comments on draft budget to Operations Committee for consideration by March 20.

**March 2015**

Staff meets with federal and state funding agencies on Draft Budget and Work Program, comments given to Operations Committee.

**March 26, 2015**

Operations Committee submits Final Draft Budget and Work Program and any additional changes to the Executive Board. Executive Board transmits Final Draft Budget including revisions to General Assembly.

**April 2015**

General Assembly Agenda including Final Draft Budget and Work Program mailed.

**April 30, 2015**

General Assembly acts on Final Draft Budget.

**May 2015**

Final Budget and Work Program submitted to federal and state funding agencies.

**May - June 2015**

PSRC staff works with state and federal funding agencies on grant applications that support Budget and Work Program, status reports on the progress are given to the Operations Committee and Executive Board as needed.

**July 1, 2015**

Biennial Work Program and Budget Begins.

**September 2015**

Board Action to amend budget.

**December 2015**

Supplemental Biennial Budget is drafted and reviewed by the Economic Development District Board.

**December 2015 – February 2016**

Supplemental Biennial Budget is drafted and reviewed by the Operations Committee.

**January - February 2016**

Draft Supplemental Biennial Budget and Work Program is reviewed by the Growth Management Policy Board, the Transportation Policy Board, the Economic Development District Board, and the Executive Board.

**February 2016**

The Executive Board is asked to propose action on the Supplemental Biennial Budget and Work Program by the General Assembly in March.

**March 2016**

General Assembly adopts the Supplemental Biennial Budget and Work Program.

**COMBINED PSRC AND CPSEDD  
DUES FOR FY2016-2017**

	Actual FY2016			Estimated FY2017			FY16-17 Total
	PSRC FY2016 DUES	CPSEDD FY2016 DUES	Total FY2016 Dues	PSRC FY2017 DUES	CPSEDD FY2017 DUES	Total FY2017 Dues	Total FY2016-2017 Dues
	<b>UNINCORPORATED COUNTIES</b>						
King	82,498	7,241	89,739	85,955	7,544	93,499	183,238
Kitsap	46,880	4,115	50,995	50,668	4,448	55,115	106,110
Pierce	101,347	8,895	110,242	106,341	9,334	115,676	225,918
Snohomish	95,422	8,375	103,797	98,369	8,634	107,004	210,801
<b>TOTAL COUNTIES</b>	<b>326,147</b>	<b>28,626</b>	<b>354,773</b>	<b>341,333</b>	<b>29,960</b>	<b>371,293</b>	<b>726,066</b>

**CITY MEMBERSHIPS**

Algona	532	47	579	554	49	602	1,181
Arlington	5,302	465	5,767	5,583	490	6,073	11,840
Auburn*	21,778	1,911	23,689	22,612	1,985	24,597	48,286
Bainbridge Island	10,252	900	11,152	10,911	957	11,868	23,020
Beaux Arts	204	18	222	188	16	204	426
Bellevue	68,664	6,027	74,691	70,659	6,202	76,861	151,552
Black Diamond	532	47	579	554	49	602	1,181
Bonney Lake	5,440	477	5,917	5,562	488	6,049	11,966
Bothell*	15,612	1,370	16,982	15,280	1,341	16,621	33,603
Bremerton	9,159	804	9,963	9,676	849	10,525	20,488
Buckley	532	47	579	554	49	602	1,181
Burien	13,265	1,164	14,429	13,807	1,211	15,018	29,447
Clyde Hill	532	47	579	554	49	602	1,181
Covington	5,188	455	5,643	5,356	470	5,827	11,470
Darrington	324	28	352	366	32	398	750
Du Pont	3,098	272	3,370	3,290	289	3,579	6,949
Duvall	2,302	202	2,504	2,319	203	2,522	5,026
Eatonville	532	47	579	554	49	602	1,181
Edgewood	2,797	245	3,042	2,914	255	3,169	6,211
Edmonds	14,277	1,253	15,530	14,951	1,312	16,263	31,793
Enumclaw	3,119	274	3,393	3,203	281	3,484	6,877
Everett	31,513	2,766	34,279	33,378	2,930	36,308	70,587
Federal Way	24,392	2,141	26,533	25,417	2,231	27,648	54,181
Fife	3,649	320	3,969	4,119	361	4,480	8,449
Fircrest	1,786	157	1,943	1,886	165	2,052	3,995
Gig Harbor	3,493	307	3,800	3,623	318	3,941	7,741
Granite Falls	532	47	579	554	49	602	1,181
Hunts Point	532	47	579	554	49	602	1,181
Issaquah	13,795	1,211	15,006	13,934	1,223	15,158	30,164
Kenmore	7,220	634	7,854	7,374	647	8,021	15,875
Kent	36,076	3,166	39,242	37,753	3,314	41,067	80,309
Kirkland	34,523	3,030	37,553	35,116	3,083	38,199	75,752
Lake Forest Pk	4,684	411	5,095	4,750	417	5,168	10,263
Lake Stevens	8,022	704	8,726	8,205	720	8,925	17,651
Lakewood	14,979	1,315	16,294	16,080	1,411	17,492	33,786
Lynnwood	11,364	997	12,361	12,051	1,058	13,109	25,470
Maple Valley	7,258	637	7,895	7,296	640	7,937	15,832
Marysville	16,752	1,470	18,222	17,311	1,520	18,831	37,053
Medina	532	47	579	554	49	602	1,181
Mercer Island	14,933	1,311	16,244	15,588	1,368	16,956	33,200
Mill Creek	6,481	569	7,050	6,662	585	7,247	14,297
Milton*	1,330	117	1,447	2,076	182	2,257	3,704
Monroe	4,742	416	5,158	5,002	439	5,442	10,600
Mountlake Terrace	5,756	505	6,261	5,942	521	6,464	12,725
Mukilteo	7,675	674	8,349	8,080	710	8,789	17,138
Newcastle	4,353	382	4,735	4,428	388	4,816	9,551
Normandy Park	2,455	216	2,671	2,509	221	2,730	5,401
North Bend	2,214	194	2,408	2,213	195	2,408	4,816
Orting	1,743	153	1,896	1,750	154	1,904	3,800
Pacific*	1,769	155	1,924	1,910	168	2,078	4,002
Port Orchard	3,744	329	4,073	4,024	354	4,377	8,450
Poulsbo	3,081	270	3,351	3,315	291	3,606	6,957
Puyallup	11,446	1,005	12,451	12,278	1,077	13,356	25,807
Redmond	27,595	2,422	30,017	28,529	2,504	31,033	61,050
Renton	30,765	2,700	33,465	31,783	2,789	34,572	68,037

**COMBINED PSRC AND CPSEDD  
DUES FOR FY2016-2017**

	Actual FY2016			Estimated FY2017			FY16-17 Total
	PSRC	CPSEDD	Total	PSRC	CPSEDD	Total	Total
	FY2016	FY2016	FY2016	FY2017	FY2017	FY2017	FY2016-2017
	DUES	DUES	Dues	DUES	DUES	Dues	Dues
Ruston	303	27	330	307	27	334	664
Sammamish	20,788	1,825	22,613	20,738	1,820	22,558	45,171
SeaTac	9,289	815	10,104	10,100	887	10,987	21,091
Seattle	271,831	23,858	295,689	280,081	24,584	304,665	600,354
Shoreline	17,414	1,528	18,942	17,968	1,577	19,545	38,487
Skykomish	58	5	63	65	5	70	133
Snohomish	2,798	246	3,044	2,975	261	3,236	6,280
Snoqualmie	4,793	421	5,214	4,632	407	5,039	10,253
Stanwood	1,858	163	2,021	1,976	173	2,149	4,170
Steilacoom	1,758	154	1,912	1,858	163	2,022	3,934
Sultan	1,142	100	1,242	1,211	106	1,317	2,559
Sumner	3,906	343	4,249	4,079	358	4,437	8,686
Tacoma	53,496	4,695	58,191	56,816	4,987	61,804	119,995
Tukwila	8,844	776	9,620	9,565	839	10,404	20,024
University Place	8,614	756	9,370	9,127	801	9,928	19,298
Woodinville	5,119	449	5,568	5,366	470	5,836	11,404
Woodway	532	47	579	554	49	602	1,181
Yarrow Point	532	47	579	554	49	602	1,181
<b>TOTAL CITIES</b>	<b>947,700</b>	<b>83,180</b>	<b>1,030,880</b>	<b>983,462</b>	<b>86,321</b>	<b>1,069,784</b>	<b>2,100,664</b>
<b>INDIAN TRIBE MEMBERS*</b>							
The Suquamish Tribe	532	47	579	554	49	602	1,182
Muckleshoot Indian Tribal Council	532	47	579	554	49	602	1,182
Puyallup Tribe of Indians	532	47	579	554	49	602	1,182
<b>TOTAL INDIAN MEMBERS</b>	<b>1,597</b>	<b>140</b>	<b>1,738</b>	<b>1,661</b>	<b>146</b>	<b>1,807</b>	<b>3,545</b>
<b>TOTAL COUNTY, CITIES &amp; INDIAN TRIBES</b>	<b>1,275,444</b>	<b>111,946</b>	<b>1,387,391</b>	<b>1,326,456</b>	<b>116,428</b>	<b>1,442,884</b>	<b>2,830,275</b>
<b>ASSOCIATE MEMBERS</b>							
Island County	532	-	532	554	-	554	1,086
Puget Sound Partnership	532	47	579	554	49	602	1,182
Port of Edmonds	532	47	579	554	49	602	1,182
The Snoqualmie Tribe	532	47	579	554	49	602	1,182
Thurston Regional Planning Council	532	47	579	554	49	602	1,182
Tulalip Tribes	532	47	579	554	49	602	1,182
Washington Aerospace Office	532	47	579	554	49	602	1,182
University of Washington	532	47	579	554	49	602	1,182
Alderwood Water & Wastewater District	355	31	386	554	49	602	988
<b>TOTAL ASSOCIATE MEMBERS</b>	<b>4,611</b>	<b>355</b>	<b>4,970</b>	<b>4,984</b>	<b>390</b>	<b>5,373</b>	<b>10,343</b>
<b>STATUTORY MEMBERS</b>							
Port of Bremerton	4,381	385	4,766	4,557	400	4,957	9,723
Port of Seattle	66,382	5,829	72,211	69,037	6,062	75,100	147,311
Port of Tacoma	39,831	3,498	43,328	41,424	3,637	45,062	88,390
Port of Everett	13,277	1,166	14,442	13,808	1,212	15,020	29,463
State Transp. Commission	6,639	582	7,222	6,905	606	7,511	14,732
<b>TOTAL STATUTORY MEMBERS</b>	<b>130,510</b>	<b>11,460</b>	<b>141,970</b>	<b>135,731</b>	<b>11,918</b>	<b>147,649</b>	<b>289,619</b>
<b>TOTAL DUES</b>	<b>1,410,565</b>	<b>123,761</b>	<b>1,534,330</b>	<b>1,467,172</b>	<b>128,736</b>	<b>1,595,906</b>	<b>3,130,237</b>

Dues are calculated annually based on the most recent OFM population, and assessed values.  
The amounts listed above are merely estimates and are not guaranteed.

Note: This is the first dues increase since 2009. As stated in our Financial and Budgetary Policies "Each biennium, while developing the revenue and expenditure assumptions for the next biennial budget and work program, PSRC will reassess the need for a dues increase." This budget provides for a 4% increase for Fiscal Year 2016 & a 4% increase for Fiscal Year 2017.

Source for Information: Assessed Valuation: County Assessor's 2012 Assessed Values for 2013 Taxes  
Population: State of Washington - Office of Financial Management as of 06/30/2012

**PUGET SOUND REGIONAL COUNCIL  
TRANSIT OPERATORS DUES ASSESSMENT  
FOR THE FISCAL YEARS 2016-2017**

<b>Transit Operator</b>	<b>Actual FY2016 Dues</b>	<b>Estimated FY2017 Dues</b>	<b>FY 2016-2017 Total Dues</b>
Sound Transit*	201,508	211,784	413,292
King County-Metro Transit*	146,390	148,995	295,385
Pierce Transit**	38,578	40,757	79,335
Community Transit**	39,786	41,320	81,106
Everett Transit*	7,493	7,994	15,487
Kitsap Transit**	18,488	19,483	37,971
<b>Total Transit Dues</b>	<b>452,243</b>	<b>470,333</b>	<b>922,576</b>

**Dues are calculated annually based on the service population.**

\*Source: National Transit Database as submitted from Transit Operators

\*\*Source: Population Estimates of Public Transportation Benefit Areas per  
WA Office of Financial Management

Note: This is the first dues increase since 2009. As stated in our Financial and Budgetary Policies "Each biennium, while developing the revenue and expenditure assumptions for the next biennial budget and work program, PSRC will reassess the need for a dues increase." This budget provides for a 4% increase for Fiscal Year 2016 & a 4% increase for Fiscal Year 2017.

Actual Dues may vary based on future updates to population information.

The following financial and budgetary policies were developed to guide and inform decision making, and related administrative procedures and practices. These policies will be incorporated into the Biennial Budget and Work Program and will be reviewed and updated every two years by the Operations Committee during the budget development process, or as necessary.

PSRC exercises its authority and carries out its responsibilities pursuant to a variety of statutes per Resolution No. PSRC-EB-2015-01, adopted July 23, 2015 (Appendix A-2).

## FINANCIAL & BUDGETARY PLANNING POLICIES

### 1. **Balanced Budget Policy**

PSRC is committed to a balanced budget and will maintain a balanced budget over the two-year period of the Biennial Budget and Work Program. This means that operating revenues must fully cover operating expenditures.

### 2. **Budgeted Carryover**

Awarded grant revenues that were not expended in the biennium will be carried over into the next biennium. The local funds required to match the remaining grant would also be carried over into the next biennium. Project progress will be monitored by quarterly progress meetings as described in the Operating Expenditure Accountability policy.

### 3. **Budgetary Authority**

Two levels of budgetary authority exist to amend budgetary amounts within the corresponding three levels of budgetary classifications of Task, Work Elements, and Functions within the Biennial Budget and Work Program:

- Program Managers will have the flexibility to transfer budgetary amounts from one task to another within a Work Element.
- Directors will have the authority to transfer budgetary amounts between Work Elements provided that the amount transferred does not exceed 10% of the total biennial budget.
- The Executive Board's approval will be required to transfer budgetary amounts between Work Elements when the amount exceeds 10% of the biennial total budget.

### 4. **Unified Planning Work Program Amendments (UPWP)**

Washington State Department of Transportation (WSDOT) tracks all amendments to the UPWP. Budget amendments that do not exceed 10% of the total budget may be amended without approval by WSDOT. All other budget amendments, including those that add new sources of funding and new scopes of work, must be included in an UPWP amendment request sent to WSDOT, Federal Highway Administration and Federal Transit Administration for approval before funds can be spent.

### 5. **Long Range Financial Planning**

PSRC will assess the long term financial implications of changes to our current or proposed budget. PSRC will develop and maintain a six year financial plan and project a long-term revenue and expenditure forecast of proposed changes. The six year financial plan will serve as a forecast of likely financial outcomes of our proposed workplan.

## 6. Assets

### a. Inventory

Accounting is responsible for maintaining records for all assets (capital and small and attractive assets) belonging to the Puget Sound Regional Council.

- Capital assets are any asset such as computers, office equipment and software systems, with a unit cost greater than \$5,000 and an estimated useful life in excess of two years. Capital assets are recorded at cost and depreciated or amortized on the straight-line method over the estimated useful life of the asset.
- A small and attractive asset is any asset with a unit cost of more than \$300 and less than \$5,000, excluding furniture, but may include smart phones, laptop computers, photographic equipment, etc. Small and attractive assets are inventoried for physical and accounting control, but not capitalized.

### b. Lost or Stolen Property

It is PSRC's duty to immediately report any known or suspected loss of public funds or assets or illegal activities (RCW 43.09.185). If, after a thorough search, an asset is determined to be lost or stolen, it will be reported immediately to the Chief Financial Officer (CFO). The CFO will report the loss to the State Auditor's Office. For more information on reporting known or suspected losses, refer to the SAO website at <http://www.sao.wa.gov>.

## REVENUE POLICIES

### 1. Revenue Diversification & Stabilization

PSRC encourages diversification of revenue sources by seeking funding opportunities that contribute to accomplishing the Budget and Work Program and fulfill the mission of PSRC. Diversified sources of revenue enhance agency stabilization and allow PSRC to handle fluctuation in any one revenue source.

### 2. Membership Dues

PSRC and Central Puget Sound Economic Development District (EDD) assess dues to membership annually. Revenue from membership dues is used to provide match funds for Federal and State grants and to support the agency Work Program.

PSRC and EDD dues are invoiced annually to each member on a single combined invoice. Each biennium, while developing the revenue and expenditure assumptions for the next biennial budget and work program, PSRC will reassess the need for a dues increase.

### 3. Use of Project Specific Revenues

Project specific revenues will support project specific expenditures as well as the appropriate overhead cost.

### 4. Use of Unpredictable Revenues

For budgeting purposes, revenues shall be estimated conservatively. Highly likely but uncertain revenue sources will be classified as anticipated. The expenditures associated with these anticipated revenues will be shown in the budget as encumbered until the anticipated revenues are secured.

## EXPENDITURE POLICIES

### 1. Debt Capacity

Use of debt requires authorization of the Operations Committee and Executive Board. PSRC may use short-term debt, with a term of three years or less, to cover cash flow shortages that may be caused by a temporary delay in receiving federal and or state grant reimbursements.

The use of long term debt, with a term of more than three years, may be considered on a case-by-case basis subject to approval by the Executive Board.

### 2. Reserve Account

A reserve fund amount will be budgeted every two years to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs or decreases in revenue.

PSRC will maintain a reserve fund balance of between one and three months of projected expenditures. A target reserve fund balance of two months of operating expenditures is recommended. If PSRC falls below the recommended reserve fund balance then any excess year-end local funds will be used to build or replenish the reserve fund.

#### a. Authorization of Use of Reserve Funds

Reserve funds can be authorized for use in either a non-emergency or emergency situation.

Authorization of reserve funds in a non-emergency situation will be approved by the Operations Committee and Executive Board. A non-emergency situation can include, but is not limited to temporary revenue shortfalls, temporary cash flow shortfalls or unpredicted one-time expenditures.

In an emergency, either the PSRC Executive Board President or Vice President may determine if an emergency situation exists and authorize the Executive Director or their designated representative to use reserve funds to provide continuity of business. Use of reserve funds for an emergency shall not exceed more than 50% of total reserve funds. An emergency is generally considered to be an event or set of circumstances—natural, technological, or human-caused—that requires a response to protect life or property, or results in loss of life or property (e.g., earthquakes, severe weather, flood or water damage, fire, tsunamis, public health and medical emergencies, and other occurrences requiring an emergency response).

Following an emergency, financial staff will complete a financial reconciliation report of emergency funds expended for review by the Operations Committee.

### 3. Operating Expenditure Accountability

To help project managers stay on time and under budget with their projects, monthly budget-to-actual, grant status, and contract status reports are produced by finance and distributed to directors, program managers and project managers. Quarterly meetings between financial management and program management ensure that project progress is monitored and operating expenditures are consistent with revenues. Budget adjustments are made as necessary.



## *Appendix C*

*PSRC Metropolitan Transportation Planning Process Unified Planning  
Work Program (UPWP)*

*FY2016-2017 Unified Planning Work Program Organization*

*State Fiscal Year 2014 UPWP (July 1, 2014 – June 30, 2015)*

*Regional Transportation Planning Activities with Federal Funding*

*Under and Unfunded Work Elements for the 2016 – 2017 PSRC  
Budget/UPWP*

# PSRC's Unified Planning Work Program (UPWP) Guide

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# PSRC's Unified Planning Work Program (UPWP) Guide

As part of the Metropolitan Transportation Planning process, federal regulations require Metropolitan Planning Organizations (MPOs) such as the Puget Sound Regional Council (PSRC), in cooperation with the state and operators of publicly owned transit, to maintain a Unified Planning Work Program (UPWP) for the identified planning area (Planning Regulation 23, CFR, Part 450, Subpart C). The majority of elements required in PSRC's UPWP are included in previous sections of the PSRC's Budget and Work Program document. The remainder are identified or referenced in this document.

## PSRC as Coordinating Agency

PSRC was created as a regional planning agency that provides a forum for local governments to work on issues of regional significance. PSRC serves in a coordinating capacity, and supports the activities of local governments, state transportation agencies, and local and regional transit providers through cooperative regional planning. PSRC also serves as a center for the collection, analysis, and dissemination of information vital to citizens and governments in the region by providing baseline population, employment, and transportation forecasts that are used by local agencies as part of their planning activities. Federal laws require the establishment of Metropolitan Planning Organizations (MPOs) in major metropolitan areas around the country to work on regional transportation issues. Each of the four counties – King, Kitsap, Pierce, and Snohomish – are required to be members of an MPO. The governor designates the actual boundaries of the MPO.

## Federal Certification Review Recommendations

Every four years, the federal government completes a certification review of PSRC. The purpose of certification is to validate that the MPO is operating according to federal transportation planning laws and regulations, and is complying with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. The most recent certification review was conducted June of 2014. The following recommendations resulted from the review:

### Update MOA with WSDOT and establish a regular review cycle for all MOAs:

- PSRC should establish a policy and procedures for periodic review and update of contracts and agreements to ensure more timely and accurate revisions.
- PSRC should complete an updated MOA with WSDOT defining each agency's roles and relationship, including project funding and priorities, consistent with 23 CFR 450.314.

Staff will resume coordination with WSDOT to update the 2009 Memorandum of Understanding between PSRC and WSDOT. The update to the MOU between PSRC and the Transit agencies is deferred pending final MAP-21 guidance; nevertheless, staff is preparing for the update so that it will be completed in a timely manner. PSRC is implementing a regular process to review existing agreements, updating them based on new or revised requirements or any other necessitating reasons.

### Make improvements to better address ADA in long-range planning:

- Consistent with the Section 504 requirements of 49 CFR Part 27.7 and the ADA requirements of 28 CFR 35.130, PSRC should more specifically consider the condition of

the region's pedestrian access routes in conjunction with the mobility needs of persons with disabilities when updating the MTP and TIP.

PSRC would find examples of other large MPOs that have addressed pedestrian route ADA conditions very useful. We would benefit from further discussion with our federal partners about expectations, and how we can best utilize resources to accomplish the objective of the comment.

Prepare a more understandable Congestion Management Process and integrate it with a broader performance-based planning approach:

- The Review Team recommends that PSRC continue to develop a more transparent description of how the CMP contributes to identifying investment priorities and strategies. As PSRC moves toward a broader performance-based planning approach outlined by MAP-21, this systematic understanding of transportation monitoring will play an important role in reaching consensus among numerous interested parties.

PSRC will continue working to communicate the structure and contributions of the Congestion Management Process to policy discussions regarding short-range and long-range priorities and investments.

Continue to refine long-term financial strategy with detailed actions, implementation schedule, and demonstrated local/ state support:

- PSRC's financial strategy documentation should continue to further refine the large number of individual revenue actions that will be required to implement T2040. The timing and exact nature of each action may be uncertain but additional detail will be needed to maintain reasonable assurance that new revenue will be available on a schedule that generally supports planned transportation investments. Specifically, future MTP updates must include a detailed strategy and timeline for gaining state legislative and public support.

PSRC's future financial strategy documentation will continue to refine the large number of revenue actions required to implement Transportation 2040. Action or inaction by Congress, the state Legislature, or the region's voters will substantially influence implementation of the plan. Additionally, the region is initiating the Transportation Futures study that will include an assessment of current and future transportation needs and alternative funding approaches. Sponsored by FHWA through a value-pricing grant, the project will outline an approach to address long-term transportation funding challenges currently facing the region. Results of the study will inform future MTP updates. We are committed to continually reviewing our financial plans, and updating them on a regular basis as required by federal law. It would be useful for the federal review team to provide us with examples of long-range metropolitan transportation financial plans that contain the "detailed strategy and timeline for gaining state legislative and public support" for new revenue sources that the recommendation states that our next plan update must include.

Expand outreach to general public with different meeting locations and times of day:

- To facilitate better opportunities for the general public to participate in PSRC's meetings, it is recommended that PSRC consider holding periodic Policy Board and/or technical advisory committee meetings in alternative locations around the region and at different times during the day.

- PSRC should regularly review and evaluate its public outreach techniques to ensure that information and meeting notices are accessible to broadest range of local residents possible, including those without internet access.

Incorporate signed USDOT Title VI Assurances in its Title VI Program Plan. In addition, Appendices A and E (of the USDOT Title VI Assurances) need to be incorporated into all PSRC contracts/agreements:

- PSRC needs to incorporate signed USDOT Title VI Assurances in its Title VI Program Plan. In addition, Appendices A and E (of the USDOT Title VI Assurances) need to be incorporated into all PSRC contracts/agreements.

Staff have reviewed PSRC’s Title VI Plan and contract template, and updated it with the appropriate USDOT Title VI Assurances, as indicated.

## **Interlocal Agreements**

PSRC develops and maintains interlocal agreements (memorandums of understanding or agreement) with local and state entities to define responsibilities and procedures between the MPO, state, and transit operators for planning (including corridor and subarea studies) and programming (project selection), as well as between the MPO and State Implementation Plan development agencies for air quality planning responsibilities. PSRC currently maintains the following interlocal agreements relevant to the UPWP:

- MOU for Transportation Planning Coordination and Cooperation between the Puget Sound Regional Council and the Washington State Department of Transportation (WSDOT). Effective September 15, 2009. This MOU is being updated.
- MOA Implementing the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21) between the Puget Sound Regional Council, the Puget Sound Clean Air Agency, and the Washington State Department of Ecology. This MOA establishes responsibilities for the development of the Puget Sound region’s air quality maintenance plan and the preparation of air quality conformity analyses. Effective December 2001. This MOA is being updated.
- MOU for Planning Coordination and Cooperation between the Puget Sound Regional Council and the Central Puget Sound Regional Transit Authority (Sound Transit); Snohomish County Public Transportation Benefit Area Corporations; City of Everett, Transportation Services; King County Metro; Kitsap Public Transportation Benefit Area Authority; Pierce County Public Transportation Benefit Area Authority; and City of Seattle. Effective October 2009. This update is on hold until MAP-21 guidance is final.
- MOA to Implement a Regional Reduced Fare Permit for Seniors and Disabled Persons is an agreement that PSRC holds for thirteen public transportation operators in western Washington. PSRC is not a signatory or enforcer of the agreement, but holds the original MOA and convenes a Task force made up of signatory agencies to implement the agreement. The current MOA is effective December 1, 2012. The MOA is currently being updated, and will expand by two additional transportation operators as a result of the 2015 update.

- MOA Between the Puget Sound Regional Council and the Central Puget Sound Economic Development District concerning coordination of Economic Planning Efforts between the two Agencies. Effective June 2004.
- Growing Transit Communities Regional Compact, which is the ongoing commitment among public, private, and non-profit partners from around the region to continue the work towards implementing equitable transit communities. Original signatures are kept on file at PSRC.
- i6 Joint Management Agreement is between the Puget Sound Regional Council, Innovate Washington Foundation, City of Seattle, Clean Tech Open and South Seattle Community College to jointly manage The Washington Clean Energy Partnership Project funded by the Economic Development Administration. Effective October 1, 2011.

The entities and agencies listed above all engage in ongoing coordination regarding regionally significant planning activities, and provide staff expertise to each other as needed.

## **Interagency Coordination through PSRC's Boards**

In addition to the four counties of King, Kitsap, Pierce, and Snohomish, PSRC's members include 73 cities and towns in the region, the Muckleshoot Tribal Council, and the Suquamish Tribe. Statutory members include the four port authorities of Everett, Seattle, Bremerton and Tacoma; WSDOT; and the Washington State Transportation Commission. Associate members include the Port of Edmonds, Snoqualmie Tribe and the Tulalip Tribes, Island County, Thurston Regional Planning Council, the University of Washington's Daniel J. Evans School of Public Affairs, the Puget Sound Partnership, and the Washington Aerospace Office.

PSRC is governed by a General Assembly and Executive Board. The Growth Management and Transportation Policy Boards advise the Executive Board. The boards include all agencies responsible for regional transportation planning, and discussions by the boards include conversations about major regional transportation planning efforts. In addition, 50 percent of the county and city elected officials who serve on PSRC's Executive Board must also serve on transit boards.

All PSRC member jurisdictions and agencies are members of the General Assembly, with votes allocated based on population as indicated in PSRC's Bylaws. Member jurisdictions and agencies are represented at the Assembly by elected officials from the executive and legislative branches of member cities, towns, and counties; port commissioners; tribal council members; and representatives of member state transportation agencies. The Assembly meets at least annually each spring, and votes on key Executive Board recommendations, such as those concerning the annual budget and major policy documents.

Executive Board members are appointed by their General Assembly constituents to represent the member governments. The Board is chaired by the PSRC president and carries out delegated powers and responsibilities between meetings of the General Assembly. It generally meets on the fourth Thursday of each month. The Growth Management and Transportation Policy Boards include representatives of PSRC's member jurisdictions, the Puget Sound Clean Air Agency, and other appropriate representatives of regional business, the state legislature, labor, civic, and environmental groups. The Growth Management Policy Board generally meets on the first Thursday of the month, and the Transportation Policy Board generally meets on the second Thursday of each month.

PSRC also coordinates with and relies on the work of other key technical advisory committees and countywide groups. The countywide groups include the following:

- Kitsap Regional Coordinating Council
- Pierce County Regional Council
- Snohomish County Tomorrow Steering Committee
- Eastside Transportation Program (King County)
- South County Area Transportation Board (King County)
- SeaShore Transportation Forum (King County)

PSRC staff also has regular monthly meetings with staff from Sound Transit.

## **Coordination in Developing the UPWP**

In addition to the ongoing coordination between PSRC and other entities undertaking transportation planning activities in the region, formal coordination occurs through the development and maintenance of Transportation 2040 (the regional transportation plan), the Regional Transportation Improvement Program (TIP), the UPWP, and study committees. For more information, please refer to elements 200-259 (Long-Range Transportation Planning) and 260 (Short-Range Transportation Planning) of the Budget and Work Program.

To develop this specific UPWP, PSRC led the effort by meeting with staff of WSDOT, Sound Transit, the Puget Sound Clean Air Agency, and other groups. PSRC also requested information and text regarding regionally significant transportation planning. In addition, each group was given the opportunity to review the text before it was finalized.

## **Regional Planning Priorities**

The primary planning priority facing the central Puget Sound region continues to be the maintenance and refinement of the regional transportation and financial plan, as well as the programming of transportation investments, to most effectively achieve the policies adopted in VISION 2040, the region's growth management, environmental, economic and transportation strategy.

PSRC completed Transportation 2040, the Metropolitan Transportation Plan (MTP), in May 2010 and later updated it in May of 2014. The 2014 update reflected changes that have occurred within the region since the 2010 approval of Transportation 2040 and responds to and complies with federal and state requirements.

The next update, Transportation 2040 (2018 Update) will be a major update, to reflect changes that have occurred since 2014. This will include demographic and land use changes as well as updates to reflect new project information, including the recent Sound Transit 3 long range plan. The update will be supportive of VISION 2040, the Regional Economic Strategy and responsive and compliant with all relevant federal and state requirements. This will require a new environmental analysis, consistent with the Washington State Environmental Policy Act requirements. Additional consultant support will be obtained for public involvement, environmental justice outreach, and financial planning (to build on the work from the Transportation Futures project.)

Work related to these regional planning priorities is represented throughout PSRC's Budget and Work Program, with greatest emphasis in element 200-259 (Long-Range Transportation Planning).

## **Regionally Significant Transportation Planning**

The UPWP of MPOs such as PSRC is required to include the following:

- Documentation of planning activities to be performed with funds provided under Title 23, USC, and the Federal Transit Act.
- A description of all metropolitan transportation and transportation-related air quality planning activities (including the corridor and subarea studies discussed in §450.318) anticipated within the area during the next one or two year period, regardless of funding sources or agencies conducting activities.

These descriptions should include who will perform the work, the schedule for completing it, and products to be produced. The following text describes regionally significant transportation planning activities in the central Puget Sound region.

### **Transportation Planning Using Federal Funds**

Attached is a list of all planning activities programmed in the 2015-2018 Regional Transportation Improvement Program (TIP) to receive federal funds. The Regional TIP is a four year program of projects that is developed through the regional decision-making process, maintained by PSRC, and updated every two to three years. Under federal and state legislation, the Regional TIP is required to include all of the region's transportation projects requesting federal transportation funding under Title 23 CFR (Highways) and 49 CFR (Transit), as well as all non-federally funded, regionally significant projects. For more information on any of the projects or programs in the attached list, please refer to the specific entry in the Regional TIP, available at <http://www.psrc.org/transportation/tip/current>.

PSRC receives several types of federal funds available through programs established by MAP 21 for transportation projects and programs in the central Puget Sound region. MAP 21 requires the region to develop a funding recommendation and allocation program to identify, prioritize, and make decisions regarding the funding of transportation projects consistent with the region's long-range Metropolitan Transportation Plan, *Transportation 2040*. Overall guidance for the allocation and programming of PSRC funds is provided by VISION 2040, *Transportation 2040*, and local comprehensive plans as required by the state Growth Management Act. In addition, PSRC is required by MAP 21 to maintain a board-adopted document providing more specific policy direction, guidance, and procedures for recommending projects to receive PSRC funds. The *Policy Framework for PSRC's Federal Funds* serves this purpose.

The framework is updated and adopted prior to PSRC's project recommendation process and corresponding development of a new Regional TIP. The document includes policies and procedures for the recommendation process, as well as the funding estimates available for programming. The most recent version of the Policy Framework was adopted by the Executive Board on January 23, 2014, and is available at <http://www.psrc.org/assets/11211/2014-FullPolicyFramework.pdf>. Projects selected to receive PSRC's funds in 2014 were recommended using the process outlined in the framework, which includes extensive collaboration with local governments, transit agencies, WSDOT, and PSRC. For more information, please refer to Appendix B of the 2015-2018 Regional TIP titled "2014 Project

Selection Process” available at: <http://www.psrc.org/assets/11978/Appendix-B-ProjectSelection.pdf>.

### **PSRC’s Transportation Planning**

The budget and work program includes a description of PSRC’s planning activities. The main emphasis for the next two years will be the next update, Transportation 2040 (2018 Update) which will reflect changes that have occurred since 2014. This will include demographic and land use changes as well as updates to reflect new project information, including the recent Sound Transit 3 long range plan. The update will be supportive of VISION 2040, the Regional Economic Strategy and responsive and compliant with all relevant federal and state requirements. This will require a new environmental analysis, consistent with the Washington State Environmental Policy Act requirements. Additional consultant support will be obtained for public involvement, environmental justice outreach, and financial planning (to build on the work from the Transportation Futures project.) In addition to the plan update PSRC will continue to work on the congestion and mobility, environmental and funding strategies and providing ongoing support for special needs, freight, and nonmotorized planning work in both urban and rural areas of the region. Please refer to element 200-259 (Long-Range Transportation Planning) of the PSRC work program for a full description of the update and other transportation planning activities.

### **Transportation Planning by Other Agencies**

Additional planning activities for the central Puget Sound region, beyond those included in the Regional TIP and identified in the PSRC budget and work program, are undertaken by a number of agencies. One of PSRC’s primary roles as an MPO and Regional Transportation Planning Organization (RTPO) is to coordinate these regional planning activities between the participating jurisdictions, agencies, and interest groups to help ensure the optimal use of limited local, state, and federal resources. The following sections summarize regionally significant transportation planning activities by other agencies in the region and include a description of PSRC’s corresponding roles.

### **Washington State Department of Transportation (WSDOT)**

#### **WSDOT Urban Planning Office**

The WSDOT Urban Planning Office (UPO), established in 1992, serves as a central point of contact for WSDOT planning activities in the Puget Sound region. UPO serves as the lead office to coordinate planning, modeling, data collection and analysis, and programming activities with the Puget Sound Regional Council and agency divisions within WSDOT. The four-county PSRC region includes WSDOT’s Northwest and Olympic regions. In addition to several interstate and state routes that serve the region, WSDOT operates ferry service, vanpools and Amtrak services. UPO works directly with tribes, cities, counties, agencies and organizations on transportation issues.

#### **WSDOT Strategic Plan – Results WSDOT**

In 2014 WSDOT updated its strategic plan to underpin the agency’s commitment to the Governor’s Results Washington initiative. Results WSDOT, the agency’s strategic plan, has six policy goals.

- Goal 1: Strategic Investments - Effectively manage system assets and multimodal investments on corridors to enhance economic vitality.

- Goal 2: Modal Integration - Optimize existing system capacity through better interconnectivity of all transportation modes.
- Goal 3: Environmental Stewardship - Promote sustainable practices to reduce greenhouse gas emissions and protect natural habitat and water quality.
- Goal 4: Organization Strength - Support a culture of multi-disciplinary teams, innovation and people development through training, continuous improvement and Lean efforts.
- Goal 5: Community Engagement - Strengthen partnerships to increase credibility drive priorities and inform decision making.
- Goal 6: Smart Technology - Improve information system efficiency to users and enhance service delivery by expanding the use of technology.

When serving on the PSRC boards and committees, WSDOT will look for opportunities to incorporate Results WSDOT into the discussions and decision-making. For more information contact: Stacy Trussler, Director at [trussler@wsdot.wa.gov](mailto:trussler@wsdot.wa.gov) or Charles Prestrud, Systems Planning Manager at [prestrc@wsdot.wa.gov](mailto:prestrc@wsdot.wa.gov).

#### Multi Modal Planning: FY 2016 Work Program Highlights

WSDOT performs several transportation planning and external coordination activities. The activities included below represent multimodal planning strategies within Results WSDOT that focus on transportation planning; they are not inclusive of all WSDOT projects and programs. This information highlights how the state's planning process connects with the MPO and RTPO planning processes statewide. Each region office may also have specific planning studies that are underway.

#### Practical Solutions

- Practical Solutions is a two-part strategy that includes least cost planning and practical design. WSDOT is undertaking Practical Solutions to enable more flexible and sustainable transportation investment decisions. It encourages this by increasing the focus on project purpose and need throughout all phases of project development: planning, program management, environmental analysis, design, construction, and operations.
- WSDOT planning staff will apply practical solutions approaches in their planning work with MPOs and RTPOs.
- For more information: [www.wsdot.wa.gov/Projects/PracticalDesign/](http://www.wsdot.wa.gov/Projects/PracticalDesign/).

#### Growth Management Act (GMA) Enhanced Collaboration

- WSDOT's vision of providing a sustainable and integrated multimodal transportation system requires them to utilize all available capacity on the system and to leverage our limited resources. This is only possible by refocusing on working together with communities and other partners.
- WSDOT recognizes city and county GMA Comprehensive Plans as the cornerstone of community decision-making, creating the foundations for future subarea plans, regional plans, development regulations, and transportation investment programs. Therefore, it is important for WSDOT to participate, listen to and understand these goals and plans, and

share WSDOT strategies and policies for implementing a multimodal transportation system.

- WSDOT strives to increase regional planning staff interaction and coordination with cities, counties, and MPOs and RTPOs early in the comprehensive plan process.
- For more information on the Washington State Department of Commerce Comprehensive Plan update schedule, refer to: <http://www.commerce.wa.gov/Documents/GMS-GMA-Update-Schedule-2015-2018.pdf>

#### Governor's Executive Order 14-04, Transportation Efficiency

- The Washington State Departments of Transportation, Commerce and Ecology are working with the RTPOs, counties, and cities to develop a new program of financial and technical assistance to help local governments implement measures to improve transportation efficiency, and to update their comprehensive plans.
- We will rely on the subcommittee we formed of MPOs and RTPOs plus representatives of the Association of Washington Cities (AWC) and the Washington State Association of Counties (WSAC).
- For more information: <http://www.wsdot.wa.gov/SustainableTransportation/CleanTranspo.htm>

#### 314 and Interlocal Agreement

- The Tribal and Regional Coordination Office is facilitating and coordinating the development of agreements to satisfy 23CFR450.314. The agreements will be between the MPO, the State(s), and the public transportation operator(s) to describe their mutual roles and responsibilities in carrying out the metropolitan transportation planning process.
- In addition, several MPOs and RTPOs have recently begun organizational structure change discussions. These changes create a need to update interlocal agreements and bylaws. Depending upon the MPO/RTPO, WSDOT's need to sign the documents is unique. In some cases these may require Attorney General review and signature by the Secretary of Transportation.

#### Framework for MAP-21 Target Setting

- MAP-21 requires that State DOTs and MPOs work together to address the performance measures set forth in MAP-21 through a collaborative process of setting performance targets.
- WSDOT and MPOs have quarterly meetings and special information sessions to address the need to set performance targets. The meetings began in May 2014 and are expected to occur through June 2017, the approximate date for MPOs to set targets and conclude this process.

#### Community Engagement Plan

- WSDOT will deliver an updated Public Involvement Plan (aka Community Engagement Plan) by Summer 2015 that strives to:

- 1) Increase consent on decisions made by WSDOT, communities, stakeholders and the Legislature based on a shared understanding of transportation needs and opportunities.
- 2) Improve the understanding of transportation expenditures and investments and respective benefits (outcomes).
- 3) Improve public access to information and decision making so that WSDOT is recognized as the most credible source for information.

#### Transportation Plans and Corridor Studies

- WSDOT is in the process of working on the update of several transportation plans with a statewide focus, including:
  - 1) The Washington Transportation Plan, Phase II
  - 2) The Highway System Plan
  - 3) The State Public Transportation Plan
  - 4) The Aviation System Plan
  - 5) The Ferry System Plan

WSDOT will also conduct corridor planning studies and corridor sketches on state routes. Corridor planning studies are a fundamental building block of various state transportation plans; examining current and future travel conditions and developing recommendations consistent with “Results WSDOT,” Least Cost Planning and Practical Design.

#### Statewide Multimodal Travel Demand Model

- A statewide multimodal travel demand model is an analytical tool that will help us better understand where people live and how they travel around the state. This multimodal forecasting model will allow us to better understand the statewide transportation system and how future projects and land use changes may affect it.
- When this project is funded by the legislature, a stakeholder’s working group will be formed. MPOs, RTPOs, and other agencies within the state will participate. This group will take part in the process of reviewing products and commenting upon the draft report.

#### WSDOT Ferries

- Washington State Ferries (WSF) completed an updated Long-Range Plan in response to direction from the 2007 legislative session. A draft plan was issued for public review and comment in early 2009 and finalized on June 30, 2009. This plan used the most recent forecast information available. Using Puget Sound Regional Council’s (PSRC’s) regional model as a base, WSF forecast passenger and vehicle travel out to 2020 and 2030.
- WSF will begin the update process for the Long Range Plan in 2015. Regional forecast assumptions will be re-evaluated and the transportation demand management techniques identified in the plan, such as, peak period pricing and reservations will continue to be considered. Revised ferry level-of-service methods and standards will be discussed at regional transportation forums and incorporated into regional transportation plans where appropriate.
- WSF’s system-wide origin/destination survey and long range ridership forecasts were updated in 2013. The travel forecast horizon will be extended to 2040 to synchronize

with other regional planning efforts. These efforts will provide a technical foundation for the 2015 update of the WSF Long Range Plan. For more information, please contact Ray Deardorf, WSDOT Ferries' Planning Director, at (206) 515-3491 or [deardorf@wsdot.wa.gov](mailto:deardorf@wsdot.wa.gov).

### **King County Ferry District**

In April 2007, the King County Ferry District (KCFD) was created to deliver waterborne transit services. The KCFD funds and oversees the operations of water taxi services on two routes: service between Vashon and Downtown Seattle and between West Seattle and Downtown Seattle.

Effective January 2015, the KCFD was assumed by King County, with the Marine Division continuing to operate water taxi service under the King County Department of Transportation. In 2015, the King County Marine Division (KCMD) will begin researching the potential viability of expansion routes, primarily on Lake Washington and in Puget Sound. This will include an assessment of passenger only ferry expansion options, consistent with the ferry district's strategic plan, that builds on new transit options that are projected to be delivered through Sound Transit's University Link and other funded regional transit expansions being delivered in the next decade.

The KCMD continues to have an interest in partnering with and coordinating new and existing passenger ferry services connecting to King County with its main service hub in the core of the downtown Seattle waterfront. The KCMD will work with PSRC for planning and coordinating these regional public transportation systems, facilities and services. For more information contact: Peter Heffernan, Intergovernmental Relations, King County Department of Transportation at (206)477-3814 or at [peter.heffernan@kingcounty.gov](mailto:peter.heffernan@kingcounty.gov).

### **City of Seattle (Monorail and Streetcar)**

In the Spring of 2012, Seattle completed development of its Transit Master Plan (TMP). The TMP identifies a network of 15 priority transit corridors for future development and planning, including high-capacity transit corridors appropriate for the development of rail transit or bus rapid transit (BRT). Analysis of Corridor 11 (Ballard to Downtown) was undertaken in conjunction with Sound Transit as a joint HCT study that was completed in 2014. This work is now being led by Sound Transit as part of developing a potential Sound Transit 3 transit system vote. Project definition of corridors 6 (Madison bus rapid transit) and 8 (Roosevelt to Downtown HCT) launched in 2014 with an intent by the end of 2015 to find a Locally Preferred Alternative for each, and prepare to enter the FTA project development process. Five other TMP corridors (Beacon/Broadway #3, Aurora #9, Greenwood #15, plus two Center City priority corridors on Pike/Pine and Yesler) are undergoing multimodal analysis during 2015 to reach 10% design. In addition, Seattle is doing early concept design (0-5%) to define project cross sections on other important regional corridors during this biennium, including Lake City Way (SR 522) and East Marginal Way, a major freight corridor.

The City is also engaged in project development, to include environmental review and final design, for the Center City Connector streetcar project, which would link the South Lake Union Streetcar on the north side of downtown to the First Hill Streetcar on the south side, and the Broadway Streetcar extension of the First Hill Streetcar. Pending approval of full funding, these projects will advance into construction during the 2015-17 biennium.

Seattle is actively engaged with its regional transit partners in planning transit corridor improvements. In addition to the work with Sound Transit on the study for the Ballard to Downtown HCT corridor, Seattle has worked with Sound Transit on two other corridors within Seattle that were identified as part of ST2 for further planning analysis for HCT: the Ballard to U-District corridor and the Downtown to Delridge and Burien corridor. Seattle will be an active partner in transit planning for these regionally significant corridors as Sound Transit's system plan for a potential ST3 vote is developed. Seattle is a lead agency in planning for Transit Oriented Development at Sound Transit's Link Light Rail stations within the City, including managing a Housing and Urban Development Community Challenge grant for Link Light Rail stations in Southeast Seattle. Seattle and King County are collaborating on development of transit corridor improvements on several principal arterials included in the enhanced National Highway System (NHS) as well.

As the home of two regionally designated manufacturing and industrial centers and the Port of Seattle's freight and fishing terminals, Seattle is undertaking regionally significant freight planning efforts as well. Seattle is the lead agency, in partnership with the Port of Seattle, on a federally funded Industrial Areas Freight Access Study. This study will be completed in early 2015, and will identify and prioritize freight mobility improvements to serve the City's two manufacturing and industrial areas. Work on the Freight Access Project will feed into the development of a city-wide Freight Master Plan that will identify key freight connections and a set of recommended improvements to the freight network, including the NHS. Work on the Freight Master Plan is underway, and the plan will be completed and adopted by City Council by early 2016.

In 2015, Seattle will also begin an update of its citywide Pedestrian Master Plan. This project will be completed in early 2016. The Pedestrian Master Plan helps prioritize investments that the City makes in the pedestrian realm in areas including the City's regional growth centers, and how the city's pedestrian facilities connect to facilities in adjoining cities. Seattle will also complete an urban trails upgrade plan in 2015, which includes looking at trails of regional significance. Finally, in 2015, SDOT will also begin planning to analyze opportunities to provide an additional crossing of the Lake Union Ship canal that could serve bicycles, pedestrians and/or transit. This crossing would be a significant addition to regional networks for these modes.

Other Seattle transportation planning activities of regional significance that are underway during the biennium include continued planning and corridor design work for the Seattle Central Waterfront. For more information, please contact Kevin O'Neill, Planning and Urban Design Manager, Seattle Department of Transportation, [kevin.oneill2@seattle.gov](mailto:kevin.oneill2@seattle.gov) or (206) 386-4556.

### **Community Transit:**

In 2014 Community Transit updated its Transit Development Plan for 2014-2019. The plan describes an agency that is expanding service to meet the demands of a growing market and planning for future growth. The cornerstones of this plan are bringing back Sunday bus and paratransit service in 2015 and planning the next Swift BRT line for implementation in 2018. While current revenues will support crucial levels of Sunday service, expanding the Swift BRT network and increasing service levels throughout the PTBA will require new funding. Increasing state support for transit, as well as gaining authority for additional local funding, are high priorities for the agency. The 2014-2019 Transit Development Plan was approved in May 2014.

In 2014 Community Transit completed a consultant-led Bus Rapid Transit Corridor Planning Study for an east-west Swift alignment between Canyon Park and Boeing in southwest Everett. This study, partially funded by a state budget line item, confirmed viability of this corridor for Swift service and identified a preferred route and supporting capital investments for the line. Later in 2014, Community Transit received FTA approval to begin Project Development on the new line as a precursor to applying for FTA Small Starts funding to build the project. Project Development work will continue through 2015 and is funded via a \$3.3 million federal grant. As noted above, operation of the new line will be contingent on Community Transit gaining more local revenue authority.

In 2015, Community Transit will begin an update of its Long Range Transit Plan, first developed in 2009-2010 and approved in 2011. The plan update will reflect new baseline system realities and progress made on major system developments such as Swift BRT and Sound Transit's Lynnwood Link Extension. The effort will provide an opportunity to refresh transit, land use and infrastructure planning coordination with local jurisdiction partners. The agency will also revisit and refine transit service design and performance standards which have evolved with changing service levels since the original plan was developed.

For more information, contact Roland Behee, Strategic Planning Unit Manager, at (425) 348-2368 or [roland.behee@commtrans.org](mailto:roland.behee@commtrans.org).

### **Everett Transit**

Everett Transit plans to sustain and improve urban public transportation services, facilities and programs. These improvements include options for high capacity transit, HOV lanes, transportation demand management (TDM) and respond to area growth in order to meet local and regional economic development, congestion, energy and clean air objectives.

Everett Transit continues to partner with Puget Sound transportation agencies to implement service and capital projects in the following activities:

- Continue coordination in the development of the Mukilteo Ferry Dock and Multimodal Station
- Facilitate the use of Everett Station for current and future partners
- Coordinate with local tribes for transit options
- Completion of the Puget Sound core HOV lanes
- Administer and expand current Commute Trip Reduction efforts for employers and develop new community based TDM strategies
- Evaluate and purchase alternative fuel vehicles

Everett Transit is engaged in the City of Everett's Comprehensive Plan Update and plans to develop a long range plan that will address forecasted population growth and transit demand.

For more information, please contact Melinda Marine, Program Manager, at 425-257-8915 or [mmarine@everettwa.gov](mailto:mmarine@everettwa.gov).

## **King County Metro**

King County Metro plans for and provides a range of public transportation services across King County. Metro is guided by its Strategic Plan for Public Transportation 2011-2021 and associated service guidelines, which were adopted in July 2011 and updated in 2013.

This new planning framework was influenced by two major planning processes: the King County Strategic Plan and the Regional Transit Task Force (RTTF). The King County Strategic Plan 2011-2014, developed with input from all branches of County government as well as thousands of residents and County employees, provides the framework for Metro's Strategic Plan for Public Transportation. The RTTF, formed in 2010 and comprising members who represented different parts of the county and diverse interests, recommended a new approach to allocating transit service that was incorporated into Metro's strategic plan and service guidelines.

The new planning framework emphasizes productivity, social equity (ensuring that bus services are available for those most dependent on transit), and geographic value (providing value to the diverse cities and communities throughout the county). Metro's strategic plan is consistent with the King County Comprehensive Plan, the Puget Sound Regional Council's Vision 2040 and Transportation 2040, and the Washington State Growth Management Act.

In the years since these planning documents were adopted, Metro has completed four service guidelines reports and the County has updated the service guidelines and adjusted service 10 times. Further refinements to the service guidelines, building on the lessons learned in the past three years, could help ensure that future transit investments reflect the intent of the RTTF's policy guidance. Toward this end, in 2015 a new Service Guidelines Task Force will further analyze how transit service is allocated and measured across the region. They will review and recommend changes in the following areas:

- How transit service performance is measured, and potential changes to reflect the varied purposes of different types of transit service
- How the goal of geographic value is included in the guidelines, and potential new approaches including minimum service standards
- How the goal of social equity is included in the guidelines, and potential new approaches
- Financial policies for the purchase of additional services within a municipality or among multiple municipalities
- Guidelines for alternative services implementation.

In June 2014, Metro launched its sixth line in the RapidRide bus rapid transit system. RapidRide operates along 62 corridor miles. Its characteristics include a unique fleet of 113 vehicles as well as corridor and system capital investments such as transit signal priority and improved passenger facilities. Ridership on RapidRide has consistently increased since implementation. Two lines have achieved over 70 percent ridership growth in less than five years of operation, exceeding the program's goal of 50-percent growth in five years. In 2014, ridership on the RapidRide lines constituted nearly 15 percent of Metro's total weekday ridership, with more than 55,000 boardings each weekday. Total RapidRide ridership for 2014 was over 16.5 million.

In March 2016, Sound Transit is scheduled to open the University Link (U-Link) Extension. Testing will begin prior to implementation, during the fall 2015 service change. The U-Link Extension will add two stations—one in Capitol Hill at Broadway and East John Street, and one at the University of Washington at Husky Stadium. As part of the process of integrating this new asset into the region's transportation system, Metro and Sound Transit will consider changes to

service in one or both of the areas surrounding the stations. Metro and Sound Transit are conducting an integrated planning process for changes and are engaging many internal and external stakeholders, including the University of Washington community, the City of Seattle, Seattle Children's, and the general public.

In fall 2013, Metro launched its first Alternative Services project with the Snoqualmie Valley Shuttle, providing service between North Bend and Duvall. The shuttle is funded through a public/private partnership between Metro and the Snoqualmie Tribe, and is operated by a local nonprofit organization, Snoqualmie Valley Transportation. Metro's 2015-2016 budget appropriates \$12 million over two years for an expansion of alternative services. Metro is developing a new suite of alternative service products that are best suited to areas with lower density or dispersed origins and destinations—characteristics that make it challenging to provide productive fixed-route service.

Metro's 2013 strategic plan update added Strategy 6.1.2, which explicitly calls for the development and maintenance of a long-range plan. The long-range planning process, which launched in January 2015, will define Metro's role in enhancing the public's mobility, build on existing policies, and garner regional support for public transportation across the county. Over the next two years, several ongoing and upcoming planning efforts will be integrated into Metro's long range plan (Sound Transit's System Development Plan, PSRC's Transportation 2040 update, and comprehensive plan updates). The long-range plan will describe future public transportation service, capital infrastructure, and financial requirements needed to maximize people's ability to get around while minimizing the total costs.

Metro is undertaking an Access to Transit Study to identify opportunities to improve access to transit, with a focus on transit access infrastructure. In this study, Metro explores the role played by infrastructure such as park-and-rides and pedestrian and bicycling facilities in providing and enhancing access to transit, as well as industry best practices and innovative approaches to improving access to transit. Metro has also been actively participating in the regional Transit Access Working Group facilitated by PSRC.

In 2013, the Low-Income Fare Options Advisory Committee submitted a report to the King County Council recommending that a low-income fare program be created. The King County Council adopted a fare ordinance incorporating a low-income fare, and Metro will introduce this fare in March 2015. Fares will increase by 25 cents per trip in all current Metro fare categories for all regularly scheduled transit services, fares will increase by \$0.50 per trip for Access paratransit service, and Metro will offer the new reduced fare of \$1.50 per trip for qualifying riders who have low incomes. This new fare will be available only through use of an ORCA fare card.

In fall 2014, Metro and Sound Transit produced the Transit Integration Report, which identifies opportunities to further integrate planning and operations of the two agencies and create efficiency dividends to better serve the needs of riders. The report focused on short- and long-term planning, rider engagement and information, capital facilities, and operational efficiencies. Metro and Sound Transit will continue integration efforts and will produce an annual integration report with partner agencies.

Metro is also participating in a five-agency group with the City of Seattle, Community Transit, Sound Transit, and the Washington State Department of Transportation to address the significant

infrastructure, development, and transit operations changes coming to downtown Seattle over the next 10 years.

Over the next two years, Metro will participate in many regional planning efforts. For example, Metro is actively engaged in identifying and implementing transit components of projects of regional significance such as the Alaskan Way Viaduct Replacement Project, Seattle's Seawall Replacement and Waterfront Development project, the SR-520 Bridge Replacement and HOV Project, and the I-405 Eastside Express toll lane project and other corridors that include pricing strategies to fund and manage facilities. Metro will look for integration opportunities with the City of Seattle's First Hill Streetcar project and other potential streetcar expansion projects. Metro also works closely with Sound Transit to facilitate bus connections to Sound Transit Link light rail and commuter rail service. This coordination includes planning activities related to ST2 Link extensions.

For more information, please contact Victor Obeso, Manager, Service Development, Metro Transit Division, King County Department of Transportation, at (206) 263-3109 or [victor.obeso@kingcounty.gov](mailto:victor.obeso@kingcounty.gov).

### **Kitsap Transit:**

Kitsap Transit envisions a 20-year passenger ferry business plan and county-wide multi-modal plan composed of:

- Augmentation of existing ferries and facilities between Bremerton, Annapolis and Port Orchard
- High speed Passenger-Only Ferry (POF) service from Bremerton to Seattle
- Bus Rapid Transit (BRT) facilities on SR305 and SR303/Bethel Road Corridors
- Peak-hour High Occupancy Vehicles (HOV) lanes and Park and Ride/Transit Oriented Development (TOD) facilities

PSRC will participate in planning and programming the improvements for the areas of the passenger ferry and multi-modal plan. All areas were evaluated in the 2010 MTP update Transportation 2040. For any future planning, PSRC will participate in planning and programming as appropriate.

For more information, please contact Steffani Lillie, Kitsap Transit's Service & Capital Development Director at (360) 478-6931 or [steffanil@KitsapTransit.com](mailto:steffanil@KitsapTransit.com).

### **Pierce Transit**

Pierce Transit is a Public Transportation Benefit Area Corporation (PTBA) incorporated under authority of Chapter 36.57A of the Revised Code of Washington. In 1979 voters passed a 0.3 percent sales tax to fund public transportation, which also formed the PTBA. The Agency is currently funded through a combination of sales tax revenues (currently at 0.6%), fares and grants. Pierce Transit provides public transport services in the urbanized portions of Pierce County. This is an area covering 292 square miles that generally conforms to the county's growth management boundary and contains an estimated 70 percent of the county population. The service area includes the incorporated cities and towns of Auburn, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Milton, Pacific, Puyallup, Ruston, Steilacoom, Tacoma, and University Place. It also includes multiple population centers within unincorporated Pierce County.

As the public transportation provider for Pierce County, Pierce Transit provides a full range of transportation services. These services include local and regional express bus, Americans with Disabilities Act of 1990 (ADA) paratransit service for persons with disabilities, Vanpool, rideshare, and special use van programs. Each has been developed cooperatively through working partnerships with local governments, area employers, schools, community organizations and the system's customers. In addition, Pierce Transit is the service provider for Sound Transit's regional express bus routes that originate in Pierce County.

Due to declining sales tax revenues as a result of the recession, Pierce Transit has implemented fixed route service reductions over the last several years, in order to bring expenditures more in alignment with revenues. Over the past six years, the agency was forced to reduce fixed route service hours to 427,716 in 2014 from a high of 660,657 in 2008. Fortunately, service hours are gradually being reinstated and the current budget will fund almost 443,000 hours in 2015.

Local economic conditions and retail spending play major roles in the generation of sales tax revenue, which is Pierce Transit's primary operating revenue source. In fact, the agency relies heavily on sales tax collected within its Public Transportation Benefit Area (PTBA) for its operating revenue. Sales tax contributed 51 percent of total operating revenues in 2013 (69 percent excluding Sound Transit regional transit service revenue), and was expected to generate \$66 million in sales tax revenue in 2014. Pierce Transit's sales tax collections showed steady improvements during 2014. Changes in Gross Domestic Product (GDP) and increased employment are some of the main drivers of the growth in sales tax. GDP was expected to grow by about 2.9 percent in 2014 and Washington State employment was expected to increase by about 1.9 percent in 2014. Together, these factors should contribute to a modest growth in sales tax revenue for Pierce Transit. Annual operating revenues are expected to grow from \$129.5 million in 2014 to \$168.6 million in 2020. Pierce Transit recognizes that its heavy reliance on sales tax revenues makes it more susceptible to economic fluctuations than most government agencies. On a positive note, 2014 sales tax revenues exceeded budget by \$3.5 million (5.51%) at the end of the collection year.

At the end of 2014, surpluses in the operating budget, coupled with delays in funding short-term capital projects, generated an additional 16,000 service hours that are being implemented in 2015. An innovative strategy for funding the additional service hours includes the use of excess reserves from outer years, elimination of certain capital expenditures, elimination of vacant positions and, if necessary, the issuance of debt to finance future capital purchases. The Board of Commissioners approved service planning staff's recommendations to address weekday afternoon capacity issues on Route 1, address weekend span of service issues on multiple routes, and add peak frequency on weekday trips of Routes 400 and 502 in order to improve connections for commuters.

Changes to the regional transportation landscape in the South Puget Sound area (aka South Sound) have made it imperative that Pierce Transit begin planning beyond just the six-year horizon. Steady population and employment growth projected in *Vision 2040* and *Transportation 2040* call for increased transit services to meet the demand in the South Sound. The Washington

State Office of Financial Management projections of 2012 show the Pierce County population growing by 31 percent from 2010 to 2040; an additional 247,000 residents. In addition, Sound Transit's Long Range Plan update (currently in progress) provides a picture of future travel demand and fully integrated public transportation networks in the region. Pierce Transit is currently embarking on its own long range planning effort – called *Destination 2040* - to facilitate coordination with these future plans and to articulate a unique transit vision that provides appropriate transportation solutions and multimodal alternatives for Pierce County.

Per MAP-21, the performance-based Long Range Plan will be used to establish a vision for the Agency. It will then provide guidance or direction as Pierce Transit begins developing implementation strategies for capital projects and service improvements over both the mid-term and long-term (i.e., over a 25-year planning horizon). A key component of *Destination 2040*, Pierce Transit's Long Range Plan, is to internally develop and analyze three hypothetical fixed route transit network scenarios for incremental growth and one for another potential "worse case" reduction in services beyond the agency's control. These four future growth scenarios – three fiscally constrained and one "vision" - will be further used to determine directly related capital improvement projects or infrastructure that would also be required in tandem. The various service scenarios will evaluate current conditions against future population and employment projections for Pierce County, Washington, as well as considering buildable lands, household densities, employment densities, major activity or industrial centers, and any other criteria or data known to generate transit ridership and related demand.

For more information please contact Darin L. Stavish, Principal Planner, Transit Development Department at (253) 983-3329 or [dstavish@piercetransit.org](mailto:dstavish@piercetransit.org).

### **Sound Transit**

Sound Transit has several planning initiatives underway that include planning and project development phases up through preliminary engineering. Many of the activities listed here are ongoing:

- Regional High Capacity Transit System Planning: Work has been initiated to develop a regional high capacity transit system plan that identifies transit investments for public and agency review and Board action. This plan would go to voters in 2016 for funding authorization.
- Annual 2016 Service Implementation Plan (SIP): Will be developed in 2015 for adoption in December 2015. Service Implementation Plans are developed and approved on an annual basis.
- Lynnwood Link Extension: Environmental review is underway for extending light rail from Northgate to Lynnwood. A Draft EIS was issued in May 2014. The Preferred alternative was identified in July 2014. A Final EIS is anticipated summer 2015.
- Federal Way Transit Extension: A Draft EIS will be issued in 1<sup>st</sup> quarter of 2015. A Preferred alternative will be identified by mid-2015. A Final EIS is anticipated to be issued in 2016.
- Tacoma Link Expansion: Alternatives analysis and initiate environmental study and conceptual engineering by spring 2015.

- Sounder Yard & Shops Project: Sound Transit has launched the environmental phase of a project to determine the feasibility of building a new yard and shops facility by 2020. The facility would support in-house maintenance of existing and future Sounder train service.
- Link Operations & Maintenance Satellite Facility: Programming and siting a Link light rail fleet maintenance and storage facility necessary to accommodate additional vehicles as the Link system is expanded. A draft EIS was issued in May 2014. A preferred alternative, located in Bellevue, was identified by the Sound Transit Board in July 2014. A final EIS is anticipated in summer 2015.
- ST Express O&M Facility Project: Analyze alternatives and conduct environmental analysis for developing operations & maintenance capacity to support ST's Regional Express bus services.

#### Completed studies/projects/plans

- High Capacity Transit Corridors: study potential HCT corridors to provide information to inform the update of the Sound Transit Long-Range Plan. These studies were completed in 2014. They include:
  - South Corridor Alternatives Plan: study the high capacity transit corridor between Federal Way and Tacoma Dome Station.
  - Ballard to Downtown Seattle HCT Corridor: study the high capacity transit corridor between downtown Ballard and downtown Seattle—study was completed in 2014.
  - Lynnwood to Everett HCT Corridor
  - Central and East HCT Corridor: including Ballard to U-District, U-District to Kirkland to Redmond, I-405 Bus Rapid Transit, Eastside Rail Corridor, and Kirkland to Bellevue to Issaquah
  - South King County: Downtown Seattle to West Seattle to Burien and Burien to SeaTac to Tukwila to Renton
- Puyallup and Sumner Sounder commuter rail stations: study alternatives and conduct environmental analysis of access improvements at two Sounder stations. The Sound Transit Board identified access improvements for Puyallup. They include a 420-stall parking garage and pedestrian bridge at Fifth Street NW to the Sounder station, a surface parking lot at Third Ave NW and additional leased parking at the Red Lot. For Sumner, a 400-stall parking garage was identified at the Sumner station. For both projects, environmental review and preliminary engineering will be completed by 2016 and construction is anticipated to be complete by 2020.
- Tacoma Link Fare Policy: The Sound Transit Board adopted fare policy for Tacoma Link to be implemented in September 2016.
- Sound Transit Long-Range Plan Update: An updated Long-Range Plan was adopted by the Sound Transit Board in December 2014.

For more information, please contact David Phillip Beal, Sound Transit's Director of Planning and Project Development, at (206) 398-5124 or [david.beal@soundtransit.org](mailto:david.beal@soundtransit.org).

## **Pierce County Marine Transportation**

Pierce County provides ferry service to approximately 375,000 passengers per year between the town of Steilacoom, Anderson Island and Ketron Island. The service area is encompassed entirely within the Nisqually Reach Aquatic Reserve.

Pierce County plans to update the 2003 Waterborne Transportation Study to address the impacts of fare policy and rising fuel and other costs on ridership. Contact: Airport and Ferry Administration, 2702 South 42<sup>nd</sup> Street, Suite 201, Tacoma, WA 98409 (253) 798-7109, [deb.wallace@co.pierce.wa.us](mailto:deb.wallace@co.pierce.wa.us).

## **Air Quality Planning**

The Puget Sound Clean Air Agency (PSCAA) is responsible for carrying out certain requirements of the state and federal Clean Air Acts in King, Pierce, Snohomish, and Kitsap counties. This organization encompasses a variety of sources of emissions including stationary, area and on and off-road mobile sources, except for certain types of stationary sources regulated statewide by the State Department of Ecology. The clean air agency works to adopt and enforce air quality regulations, sponsor voluntary initiatives to improve air quality and educate people and businesses about clean-air choices.

PSCAA and the Washington State Department of Ecology (Ecology) develop and administer the State Implementation Plan for Air Quality (SIP) in the Puget Sound region, in cooperation with the Environmental Protection Agency and with the assistance of PSRC and a stakeholder group consisting of representatives from industry, health, environmental, community and other governmental agencies,. The SIP provides a blueprint of how maintenance and nonattainment areas will meet the National Ambient Air Quality Standards (NAAQS). In developing the plan, PSCAA and Ecology, in coordination with these other agencies, prepare emission inventories, conduct air quality modeling, develop control strategies and voluntary measures, prepare motor vehicle emission budgets, and ensure compliance with the Washington State Environmental Policy Act (SEPA) and the National Environmental Policy Act (NEPA). PSRC provides transportation data and technical expertise required to complete the SIP for the Puget Sound Region.

PSRC is responsible for demonstrating conformity of the long-range regional transportation plan, *Transportation 2040*, and the four-year Transportation Improvement Program (TIP) to the SIP, under the requirements of the federal Clean Air Act, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) and the Washington Clean Air Act. The intent of transportation conformity is to ensure that new projects, programs and plans do not impede an area from meeting and maintaining air quality standards. Formal consultation procedures for conducting conformity analyses are required under federal and state conformity rules, a major task of which is the presentation of methodologies and assumptions. PSRC holds a public scoping meeting with federal, state, and local agencies to present the key analytical assumptions involved in the conformity analysis. Those invited to the meeting include representatives from the following agencies (referred to as PSRC's air quality consultation partners): the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), EPA, the Washington State Department of Transportation (WSDOT), Washington Department of Ecology, and Puget Sound Clean Air Agency (PSCAA).

In addition to SIP and conformity work, PSRC and PSCAA provide technical expertise and assistance to each other for various work programs related to air quality planning. For example,

PSCAA participates as a member of PSRC's Regional Project Evaluation Committee, which has a lead role in PSRC's project selection process for federal funds. PSRC participates on PSCAA's advisory committees and stakeholder processes as appropriate (PSRC is currently appointed to the PSCAA Advisory Council). In addition, PSRC works on a regular basis with the air quality consultation partners mentioned above to coordinate and assist with air quality issues affecting the region, including the emerging issues related to reducing greenhouse gases and addressing climate change.

## **Tribal Governments**

The central Puget Sound region is home to nine federally recognized tribal governments: The Muckleshoot Indian Tribe, The Puyallup Tribe of Indians, The Tulalip Tribes, The Sauk-Suiattle Indian Tribe, The Port Gamble S'klallam Tribe, The Snoqualmie Indian Tribe, The Stillaguamish Tribe of Indians, The Suquamish Tribe, and The Nisqually Indian Tribe, which also coordinates with the Thurston Regional Planning Council. PSRC encourages full involvement of Tribes in the development of the Regional Transportation Plan, the Transportation Improvement Program, and other regional planning. This may include outreach meetings, sending informational letters, newsletters, and emails, providing presentations, and attending meetings. PSRC will also continue working with and hosting meetings of the statewide Tribal Transportation Planning Organization (TTPO). This statewide planning forum is a good venue to present and get feedback from Tribes that choose to participate in the TTPO. The Washington Indian Transportation Policy Advisory Committee (WITPAC), which WSDOT convenes, also discusses issues related to MPOs from time to time. Upon invitation, PSRC will attend these meetings when MPO and other relevant matters are on the agenda.

All Tribes within the region are encouraged and welcomed to become PSRC members, which includes voting seats on the Transportation and Growth Management Policy Boards, as well as votes at the PSRC's General Assembly. The Muckleshoot Indian Tribal Council, The Puyallup Tribe of Indians, and the Suquamish Tribe are PSRC members. The Snoqualmie Tribe and The Tulalip Tribes are associate PSRC members. Tribes that are current PSRC members have also been invited to participate in the Regional Project Evaluation Committee (RPEC). They also are included in outreach efforts as part of the countywide groups for receipt of materials and opportunities to apply for funding. PSRC will evaluate the effectiveness of its efforts with the goal of continuously improving the coordination between PSRC and the Tribes in regional affairs.

<b>Planning Activity &amp; Budget and Work Program Reference</b>	<b>Budget and Work Program Element:</b>
<p><b>Program Administration</b></p> <p><u>References:</u></p> <p>a. <i>Planning, <a href="#">Task 1</a></i></p> <p>b. <i>Long-Range Transportation Planning, <a href="#">Task 3</a></i></p> <p>c. <i>Administration, <a href="#">Task 2</a></i></p>	<p>a. <u>Program Management:</u> The Director of Integrated Planning manages and administers the transportation, growth management, economic development, and data systems and analysis planning work programs.</p> <p>b. <u>Regional and Statewide Coordination:</u> PSRC coordinates with local, regional, state, tribal and federal partners, and other government entities.</p> <p>c. <u>Professional Development:</u> PSRC provides internal administrative support, including all aspects of human resources.</p>
<p><b>Unified Planning Work Program</b></p> <p><u>Reference:</u> <i>Administration, <a href="#">Task 1</a></i></p>	<p>Develop the two-year budget and work program, detailed project milestones, progress reports, dues schedule, and related documentation.</p>
<p><b>Public and Stakeholder Participation and Education</b></p> <p><u>Reference:</u> <i>Government Relations, <a href="#">Task 13</a></i></p>	<p>Work with federal partners to assure that the agency's public participation plan and public involvement strategies meet and exceed federal requirements relating to engaging traditionally underserved communities, engaging people with limited English proficiency, disabled individuals, and native tribes.</p>
<p><b>Tribal Consultation</b></p> <p><u>References:</u> <i>Government Relations, <a href="#">Task 2 &amp; 3</a> and Long-Range Transportation Planning, <a href="#">Task 3</a></i></p>	<p>The central Puget Sound region is home to nine federally recognized tribal governments. PSRC will continue to conduct ongoing outreach, consultation and coordination with tribes on transportation planning issues.</p>
<p><b>Data Acquisition, Analysis &amp; Reporting</b></p> <p><u>Reference:</u> <i>Data – <a href="#">All Tasks</a></i></p>	<p>The Data Systems and Analysis division develops and maintains effective data collection, management, and analysis tools to support all PSRC activities including planning, modeling, forecasting, and technical assistance to local jurisdictions.</p>
<p><b>Metropolitan Transportation Plan</b></p> <p><u>Reference:</u> <i>Long-Range Transportation Planning, <a href="#">Task 4</a></i></p>	<p>PSRC prepares, maintains, and updates the region's long-range transportation plan every four years. The next update will include a new performance based planning approach (implementing MAP-21), incorporate demographic and land use changes, updates to reflect new project information, and the recent Sound Transit 3 long-range plan update.</p>
<p><b>Transportation Improvement Program</b></p> <p><u>References:</u> <i>Short Range Transportation Planning, <a href="#">Tasks 1 &amp; 5</a></i></p>	<p>This work element provides for the development and maintenance of a Regional Transportation Improvement Program (TIP) with an emphasis on customer service, conducting the project selection processes for the federal funds PSRC manages, and implementing regional policy related to the effective</p>

	use of PSRC funds and the timely delivery of projects to implement Transportation 2040.
<b>Air Quality Conformity</b>  <i>Reference: Short Range Transportation Planning, <a href="#">Task 3</a></i>	PSRC will continue working with planning partners to monitor air quality issues in the region, estimate regional emissions and ensure conformity of Transportation 2040 and the Regional Transportation Improvement Program to the State Implementation Plan for Air Quality.
<b>Congestion Management Process</b>  <i>Reference: Long-range Transportation Planning, <a href="#">Task 2j</a></i>	PSRC has integrated the Congestion Management Process into the agency-wide Performance Trends Support program.
<b>Intelligent transportation Systems</b>  <i>Reference: Long-range Transportation Planning, <a href="#">Task 2d</a></i>	PSRC convenes, facilitates and coordinates ongoing work of the Regional Traffic Operations Committee (RTOC). The agency also develops and maintains the Regional ITS Architecture as well as other planning activities related to ITS and regional operations.
<b>Planning Consultation and Services</b>  <i>Reference: Long-range Transportation Planning, <a href="#">Task 3</a></i>	PSRC will continue to participate in national, state, regional, and local transportation planning efforts.
<b>Special Studies and Plans</b>  <i>Reference: Long-range Transportation Planning, <a href="#">Task 6</a></i>	PSRC will complete a Transportation Futures study which will inform the next long-range transportation plan update. This study will help define next steps needed to implement the region's transportation system, with an emphasis on sustainable transportation funding.
<b>Title VI Plan and Annual Report</b>  <i>Reference: Administration, <a href="#">Task 2</a></i>	PSRC will coordinate Title VI reporting, including actions in response to FHWA and FTA's certification report.
<b>Action Strategy -Biennial Report</b>  <i>Reference: Long-range Transportation Planning, <a href="#">Task 2</a></i>	PSRC prepares a biennial report on the region's progress implementing Transportation 2040 and also summarizes the region's transportation investment priorities for the coming decade.
<b>Certify transportation elements of comprehensive plans</b>  <i>Reference: Growth Management, <a href="#">Task 6</a></i>	PSRC will continue conducting certification reviews that improve the overall coordination and compatibility of planning efforts.
<b>Coordinated Human Service Transportation Plan</b>  <b>Ladders of Opportunity</b>  <i>Reference: Long-range Transportation Planning, <a href="#">Task 2c &amp; 4</a></i>	PSRC develops and maintains the Coordinated Transit-Human Services Transportation Plan. Consistent with the Ladders of Opportunity initiative, PSRC will develop and use performance measures and analytical methods to assess the transportation system's connectivity to essential services, particularly for traditionally underserved populations.

<p><b>Participate in statewide activities related to the Highway System Plan and other modal plans as appropriate</b></p> <p><i>Reference:</i> Long-range Transportation Planning, <a href="#">Task 2c &amp; 4</a></p>	<p>PSRC will continue to participate in state transportation planning such as corridor plans, the Washington State Transportation Plan and various modal planning programs.</p>
<p><b>WA State Policy Goal: Economic Vitality</b></p> <p><b>MAP-21 Planning Factor: Economic Vitality</b></p> <p><i>References:</i> <i>Economic Development District Support, <a href="#">All Tasks</a> &amp; Long-Range Transportation Planning, <a href="#">Tasks 2h &amp; 4</a></i></p>	<p>In 2003, the Economic Development District (EDD) merged with the PSRC. The EDD carries out several tasks to ensure economic vitality within the region including the Regional Economic Strategy which is incorporated in VISION 2040 and Transportation 2040.</p>
<p><b>WA State Policy Goal: Preservation</b></p> <p><b>MAP-21 Planning Factor: Preservation</b></p> <p><i>Reference:</i> Long-Range Transportation Planning, <a href="#">Task 4</a></p>	<p>Preservation and maintenance of the existing transportation system is a key goal of the Transportation 2040 plan. PSRC's ongoing work program includes significant efforts focused on keeping the region's transportation system in a state of good repair.</p>
<p><b>WA State Policy Goal: Safety</b></p> <p><b>MAP-21 Planning Factor: Safety</b></p> <p><i>Reference:</i> Long-Range Transportation Planning, <a href="#">Tasks 2a, 2j</a> and <a href="#">Task 4</a></p>	<p>Safety continues to be a key issue in PSRC's transportation planning programs. Transportation 2040 includes integration with the state's Target Zero Plan, and safety performance trend reporting.</p>
<p><b>MAP-21 Planning Factor: Security</b></p> <p><i>Reference:</i> Long-Range Transportation Planning, <a href="#">Tasks 2a</a></p>	<p>With regards to transportation system security, PSRC provides a supporting role for the Mid Term Recovery Steering Committee led by King County.</p>
<p><b>WA State Policy Goal: Mobility</b></p> <p><b>MPA-21 Planning Factor: Accessibility &amp; Mobility of People &amp; Freight</b></p> <p><i>References:</i> Long-Range Transportation Planning, <a href="#">Tasks 2</a></p>	<p>PSRC coordinates the multimodal and freight, long-range regional transportation planning work in the four-county region.</p>
<p><b>WA State Policy Goal: Environment</b></p> <p><i>References:</i> <i>Regional Growth Management, <a href="#">Task 3</a> &amp; Short Range Transportation Planning, <a href="#">Tasks 3 &amp; 6</a></i></p>	<p>The PSRC SEPA Official communicates PSRC's comments on regionally significant environmental documents and functions as the SEPA Responsible Official when PSRC prepares environmental documents. PSRC also will continue to work with partners to monitor air quality emissions and climate change issues.</p>
<p><b>MAP-21 Planning Factor: enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between</b></p>	<p>The objective of the Regional Growth Management element is to maintain and implement VISION 2040 as the region's growth management, environmental, economic and transportation strategy, ensure conformity and consistency of local plans and policies</p>

<p><b>Transportation improvements and State and local planned growth and economic development patterns.</b></p> <p><i>References: Regional Growth Management, <a href="#">Tasks 5, 6 &amp; 7</a>, &amp; Planning, <a href="#">Task 1</a></i></p>	<p>with state and regional planning requirements, and provide technical assistance on PSRC plans, policies, and programs.</p> <p>PSRC has created a new Integrated Planning element to oversee the development, maintenance and implementation of effective regional strategies for Growth, Transportation, Economic Development and Data and to improve regional coordination of planning programs.</p>
<p><b>MAP-21 Implementation</b></p> <p><b>Performance Measures</b></p> <p><i>References: Long-Range Transportation Planning, <a href="#">Task 2, 3 &amp; 4</a></i></p>	<p>PSRC is monitoring federal and state planning guidance for MAP-21 implementation in coordination with local, state and federal partners. This includes the implementation of modal and freight programs as well as the new emphasis on performance measurement.</p>
<p><b>WA State Policy Goal: Stewardship</b></p> <p><b>MAP-21 Planning Factor: System Management and Operation</b></p> <p><i>References: Long-Range Transportation Planning, <a href="#">Task 2 &amp; 4</a></i></p>	<p>PSRC supports ongoing planning activities related to transportation system management and operations including the Regional Transportation Operators Committee. The Transportation 2040 plan supports the commitment to continuously improve the quality, effectiveness, and efficiency of the transportation system.</p>
<p><b>Models of Regional Cooperation</b></p> <p><i>Reference: Long-Range Transportation Planning, <a href="#">Task 3</a></i></p>	<p>PSRC will continue to participate in national, state, regional, and local transportation planning efforts. Data sharing and coordination is a frequent part of this type of collaboration, particularly at the state and local levels.</p>
<p><b>Interlocal Agreements</b></p> <p><i>Reference: Administrative Support, <a href="#">Task 2</a></i></p>	<p>PSRC maintains several Interlocal agreements that are maintained and updated on an as needed basis.</p>
<p><b>Website Requirement</b></p> <p><i>References: Administrative Support, <a href="#">Task 4c &amp; 7</a></i></p>	<p>PSRC maintains an extensive website at <a href="http://www.psrc.org">www.psrc.org</a> that contains extensive regional data and information. This website is refreshed daily with blog posts regarding economic, transportation and land use issues within the four county region.</p>

***Transportation Planning Guidance for  
Metropolitan Planning Organizations and  
Regional Transportation Planning Organizations***

**State Fiscal Year 2016 Unified Planning Work Program  
July 1, 2015 through June 30, 2016**

December 19, 2015

Prepared jointly by the WSDOT Multimodal Planning Division, Public Transportation Division, the Federal Highway Administration, and the Federal Transit Administration, in collaboration with Washington State's Metropolitan and Regional Transportation Planning Organizations.

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## I. PURPOSE OF GUIDELINES

The primary purpose of this Unified Planning Work Program (UPWP) Guidance is to assist the MPOs in developing work programs that meet Federal statutes and regulations and assist the RTPOs in developing work programs that meet state statutes and regulations.

The Guidance also shares Federal and State emphasis areas. The emphasis areas may include long standing tasks in regulation that need attention, MAP-21 tasks not fully implemented, and federal and/or state initiatives.

The Guidance also serves as a resource to assist new and existing MPOs and RTPOs, to:

- Meet unified planning work program requirements in [23 CFR 450.308](#) and [23 CFR 420.111](#); [49 U.S.C. § 5303](#), [49 U.S.C. § 5305](#) and [FTA Circular 8100.1C](#).
- Meet work program requirements and the intent of agreements as outlined in [RCW 47.80](#) and [WAC 468-86](#).
- Provide WSDOT sufficient detail to determine eligibility of work tasks, programs, and activities and allow the State to recommend approval to FHWA/FTA.

MPO and RTPO leadership and staff are encouraged to read the state and federal statutes and regulations listed above for a comprehensive refresher on the MPO and RTPO planning process. Briefing your technical advisory committees (TACs) and policy boards is also encouraged as you develop the UPWP. Formal adoption of the SFY 2016 UPWP by your respective board should not occur until federal and state partners have facilitated the UPWP coordination visit with your MPO/RTPO.

NOTE: WSDOT Tribal and Regional Coordination Office is available to assist the MPOs and RTPOs in developing UPWPs and Annual Performance and Expenditure Reports and other planning activities and processes, to meet federal and state requirements.

## II. FEDERAL REQUIREMENTS OF UPWP

Each organization can continue to develop the UPWP in a way that best suits their needs while addressing required components. For MPOs, the CFRs provide specific direction on the level of detail required for each work task. The guidelines are not intended to be a comprehensive summary of all the federal and state requirements.

### **A. Required Details of the Unified Planning Work Program (UPWP)**

Each MPO, in cooperation with WSDOT and public transportation operator(s), is required to develop a UPWP that includes a discussion of the planning priorities facing the Metropolitan Planning Area. The UPWP shall identify:

- Work proposed for the next one or two-year period by major activity and task, including activities that address the planning factors in 23 CFR 450.306.
- Per 23 CFR 450.308 and 23 CFR 420.111, Descriptions of the work must be in sufficient detail to indicate:
  - Who will perform the work (e.g., MPO, State, public transportation operator, local government, or consultant)

- The schedule for completing the work
- The resulting products
- The proposed funding by activity/task
- A summary of the total amounts and sources of federal and matching funds (this includes federal funds from sources other than Title 23 U.S.C. and/or Title 49 U.S.C.)
- Unfunded tasks

### **B. Annual Performance and Expenditure Report**

The annual report should summarize progress made on approved UPWP tasks, programs, and planning activities. The monthly invoice detail provides a handy status log for use in developing the annual report.

WSDOT is required by [23 CFR 420.117](#) to submit MPO annual performance and expenditure reports to FHWA and FTA, including a report from each MPO, which contains at a minimum:

- Comparison of actual performance with established goals
- Progress in meeting schedules
- Status of expenditures in a format compatible with the work program, including a comparison of budgeted (approved) amounts and actual costs incurred
- Cost overruns or underruns
- Approved work program revisions
- Other pertinent supporting data

Annual reports are due to WSDOT by September 30, 2015. This is 90 days after the end of the reporting period. WSDOT will review and submit the annual reports to FHWA and FTA.

## **III. FEDERAL REQUIREMENTS – METROPOLITAN PLANNING ORGANIZATIONS**

### **A. Essential Programs and Activities**

The UPWP should identify essential programs and planning activities that are cross-referenced to the list of work tasks/activities in the UPWP. Please use the details listed in section II (A) when describing each task/activity in your UPWP.

Examples of the essential tasks/activities include, but are not limited to:

- Program Administration
  - Program Management and Support
  - Regional and Statewide Coordination
  - Professional Development and Training
- Unified Planning Work Program
- Public and Stakeholder Participation and Education
- Tribal Consultation
- Data Acquisition, Analysis, and Reporting
- Metropolitan Transportation Plan
- Transportation Improvement Program
- Air Quality Conformity (PSRC, SRTC, TRPC, RTC, YVCOG)

- Congestion Management Process (PSRC, RTC, SRTC, BFCG)
- Intelligent Transportation Systems (as relevant to the particular MPO)
- Planning Consultation and Services (as relevant to the particular MPO)
- Special Studies and Plans (as relevant to the particular MPO)
- Title VI Plan and Annual Report

### **B. Governance**

As a part of this work program, MPOs are requested to review, verify, and update, as necessary, all agreements and bylaws affecting the authority and governance of the MPO to ensure consistency with the minimum requirements of Federal and State law. Specifically, the organization of the MPO, its policy board, its decision making process, and the relationship to its lead agency, must clearly be shown. Required parties are represented on the policy board to accomplish the transportation planning functions required of an MPO.

*(23 USC 134 (2) METROPOLITAN PLANNING ORGANIZATION.—the term “metropolitan planning organization” means the policy board of an organization established as a result of the designation process under subsection (d).*

*23 CFR 450.310 (2) STRUCTURE.—Not later than 2 years after the date of enactment of MAP-21, each metropolitan planning organization that serves an area designated as a transportation management area shall consist of—(A) local elected officials;(B) officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation; and (C) appropriate State officials.*

### **C. Joint WSDOT/MPO Self-Certification Process**

In reviewing the calendar-year 2014 Self-Certification documents for each MPO, WSDOT and each MPO identified areas of improvement/emphasis that need to be addressed in the SFY 2016 UPWP. WSDOT acknowledges that PSRC, WCOG, SRTC, TRPC, and RTC will submit short form self-certifications in 2016. WSDOT staff looks forward to working with YVCOG, BFCG, WWVMPO, CWCOG, LCVMPPO, SMPO, CDTC, leadership and staff as they complete the long-form self-certification.

### **D. Metropolitan Transportation Improvement Program (MTIP)**

As a part of this work program, MPOs are requested to review and document their MTIP project identification, prioritization, and selection procedures to ensure that the planning and programming of projects for all four years of the MTIP are consistent with Federal requirements. *23CFR450.104, 324 (a) and (h). (H) PRIORITIES.—the transportation improvement program shall reflect the priorities for programming and expenditures of funds, including transportation enhancement activities, required by this title and chapter 53 of title 49.* MTIP project identification, prioritization, and selection procedures will be discussed at the UPWP review meeting (see sample agenda on p. 13).

### **E. Memorandums of Agreements (MOAs)**

As required in 23 CFR 450.314, MOAs between MPOs, public transportation operators, and the state must be reviewed and updated as referenced in the 2014 long-form certification. WSDOT staff will work with MPOs to ensure these MOAs are completed. In early 2015, WSDOT will release a schedule and structured template for developing the MOAs with each MPO.

### **F. Metropolitan Planning Area (MPA) Boundaries**

MPOs whose MPA boundaries are not countywide or have not been updated in the last four years should include a task in their SFY2016 UPWP to work with WSDOT on reviewing and updating their MPA boundaries. The MPA is determined by an agreement between the MPO and the Governor. WSDOT requires all MPA boundary proposals to include an accurate map of the new boundary and an updated interlocal agreement signed by all members within the new boundary.

## **IV. STATE REQUIREMENTS – REGIONAL TRANSPORTATION PLANNING ORGANIZATIONS**

### **A. General**

There have been no significant changes to the state law or rule regarding RTPO duties have occurred since the mid-1990s; however, with the recent economic recession and current uncertainty surrounding development of state budgets, RTPO allocations are also subject to slight reallocation and are based on 2010 Census population numbers for each county.

### **B. Regional Transportation Planning Organization (RTPO) Tasks**

RTPO duties are defined in [RCW 47.80.023](#) and [WAC 468-86](#) in state law and rules. WSDOT encourages RTPOs to include the core requirements in this section of the UPWP.

### **C. RTPOs and Local Comprehensive Plans**

*“Efficient multimodal transportation systems based on regional priorities and coordinated with county and city comprehensive plans”* is one of 13 [statewide planning goals](#) established by the Growth Management Act (GMA). The GMA sets up [RTPOs](#) as the venues for identifying regional priorities and coordinating transportation planning at all jurisdictional levels with local comprehensive plans.

The regional transportation plans prepared by RTPOs play an important role in achieving consistency between state, county, city, and town plans and policies. [State law](#) requires regional transportation plans to be consistent with:

- Countywide planning policies adopted under the GMA
- County, city, and town comprehensive plans
- State transportation plans

In order to achieve consistency, [state law](#) requires RTPOs to certify that the transportation elements of local comprehensive plans:

- Reflect guidelines and principles established by the RTPOs
- Are consistent with the adopted regional transportation plan
- Conform to the requirements of RCW 36.70A.070

WSDOT has prepared a list of [GMA requirements and resources for statewide transportation planning](#) that may help the local governments in your region understand and

meet the requirements of [RCW 36.70A.070](#). Additional guidance for preparing the transportation elements of local comprehensive plans are in [WAC 365-196-430](#).

[State law](#) requires RTPOs to certify that countywide planning policies are consistent with the regional transportation plan.

In addition to certifying adopted local plans and policies, WSDOT encourages RTPOs to work as partners with local governments in the early stages of local comprehensive plan and countywide planning policy development to more effectively identify and resolve consistency issues.

There is no set schedule for updating countywide planning policies so check with the counties in your jurisdiction to determine if they are planning an update. Comprehensive plans may be amended once per year and must be updated periodically. (See the [GMA Update Schedule Map](#) for more information on the timing of periodic updates)

#### **D. Coordinated Human Services Transportation Plan (HSTP)**

Former SAFETEA-LU Federal Transit Administration (FTA) Section 5316, Job Access and Reverse Commute (JARC) and FTA Section 5317, New Freedom programs were repealed and consolidated under other programs in MAP-21. The MAP-21 enhanced Section 5310 program continues to require that projects selected for funding must be included in a locally developed coordinated public transit-human services transportation plan. While the federal requirement applies only to certain programs, WSDOT has extended the requirement to all projects selected for funding through WSDOT's Public Transportation Consolidated Grant Program. For large UZAs, the TMA or MPO may develop and/or participate in the development of a HSTP and integrate HSTP goals, objectives, and projects as part of the MPOs MTP. RTPOs may also develop HSTP when there is no MPO. HSTPs must update demographics and planning assumptions every four years, while projects lists should be updated every two years. The next update is due in 2018. Continued work on the measurement and coordination elements of the HSTP may be conducted in between plan updates.

#### **E. Incorporation of the Six State Transportation Policy Goals**

State Law requires that each UPWP describe the work programmed to support and address the six legislative transportation system policy goals of [RCW 47.04.280](#). The transportation system policy goals include Economic Vitality, Preservation, Safety, Mobility, Environment, and Stewardship.

#### **F. Additional Work Tasks**

WSDOT and our federal partners recognize that shrinking budgets make it increasingly challenging to address the mandatory work elements described in state and federal statutes. As part of WSDOT's planning responsibilities, we engage in planning activities that invite MPOs and RTPOs as active partners. We encourage each organization to allocate a portion of their budget to continue working with us on the following activities to ensure their plans and priorities are reflected in these statewide and corridor efforts.

- Involvement in state planning activities:
  - Washington Transportation Plan 2040, Phase II
  - Highway System Plan
  - Map-21 Target Setting Collaboration

- Transportation Efficiency (E.O. 14-04)
- Aviation System Plan
- Corridor Planning Studies
- Statewide Travel Demand Model
- Practical Solutions
- GMA Enhanced Collaboration
- Incorporation of pertinent aspects of statewide transportation plans into your RTP/MTP if being updated in this timeframe.
- Analysis of MAP-21 final rules to understand potential impacts to planning practice in Washington State.
- Ongoing coordinated human service transportation discussions.

### **G. Title VI and Reporting**

MPOs submit annual Title VI reports by following their Title VI plan steps. MPOs and RTPOs that receive FTA funding must report their Title VI compliance following the guidance and requirements in [FTA Circular 4702.1B](#). WSDOT, in cooperation with FHWA and FTA, has facilitated Title VI training in 2013 to assist agencies with understanding federal expectations for compliance. MPOs/RTPOs are encouraged to pay particular attention to the language translation requirements under Title VI.

## **V. FEDERAL 2016 EMPHASIS AREAS**

(Per USDOT letter dated April 23, 2014)

### **A. MAP-21 Implementation**

*Transition to Performance Based Planning and Programming.*

The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

### **B. Models of Regional Planning Cooperation**

*Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.*

This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among State DOT(s), MPOs, and operators of public transportation activities such as: data collection, data storage and analysis, analytical tools, and performance based planning.

### **C. Ladders of Opportunity**

*Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services.*

Essential services included housing, employment, health care, schools/education, and recreation. This emphasis area could include MPO and State identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

FHWA and FTA division staff explained that this emphasis area isn't new. They are nudging the MPOs and states to continue building on the work they are already doing, e.g., environmental justice, coordinated human service plans, and addressing the disadvantaged and underserved population access to transportation services and facilities.

## **VI. STATE AND FEDERAL EMPHASIS AREAS**

### **A. Tribal Consultation**

MPOs and RTPOs are encouraged to coordinate and invite participation with tribal governments on the development of their regional transportation plans. WSDOT encourages MPOs and RTPOs to utilize technology, such as webinars, conference calls, and video conferencing, to engage tribal governments in policy board and Technical Advisory Committee (TAC) meetings.

The 1989 Centennial Accord and 1999 Millennium Agreement between nearly all of the State of Washington and the Federally Recognized Tribes establishes the framework and commitment to a government-to-government relationship. WSDOT maintains government-to-government relations with 35 Federally Recognized Tribes located in the State of Washington and bordering states of Idaho and Oregon. WSDOT is committed to consulting with Tribes on decisions that may affect their rights and interests.

Consultation is defined as a “respectful, effective communication in a cooperative process that works toward a consensus, before a decision is made or an action is taken.” Additionally, the [WSDOT Centennial Accord Plan](#) outlines how the agency establishes and maintains government-to-government relationships with tribal governments. The

WSDOT Secretary's [Executive Order E 1025.01](#) on Tribal Consultation also provides WSDOT employees with specific roles, responsibilities, and procedures for working with Tribes on projects.

The Tribal Transportation Program Delivery Guide cites the statutory/regulatory requirements of 25 CFR 170, stating that Tribes should consider coordinating with and must inform (25CFR 170.108(a)(1)) the State DOT and as appropriate any Metropolitan Planning Organization (MPO) on their transportation planning process to ensure any programs and projects adjacent to Tribal lands are consistent and appropriate with Tribal needs and interests. Further information may be found at:

<http://flh.fhwa.dot.gov/programs/ttp/guide/>

### **B. Annual Reports**

Along with the federal requirement for MPOs to complete annual reports (see section II –

B) WSDOT requires RTPOs to complete annual reports. RTPOs should complete annual reports using their UPWP and provide similar information as what it required by an MPO.

### **C. Interlocal Agreements**

An Interlocal Agreement is a written arrangement between a grant recipient and another public body to provide eligible grant match contributions to a project. Interlocal agreements are subject to [RCW 39.34](#), Interlocal Cooperation Act ([WAC 173-95A-020](#)). [23 CFR 450.316](#) describes the process for involving interest parties, participation, and consultation with those parties with the MPA boundary. Interlocal agreements should be created and updated by all MPOs and signed by member organizations. An interlocal agreement should be created or updated if:

- No interlocal agreement exists
- An interlocal agreement cannot be located
- An interlocal agreement is scheduled to expire (WSDOT recommends the update process begin no later than six months prior to expiration.)
- There is an organizational structure change within an MPO or its member organizations
- The MPA boundary changes (if the change results in modifications to membership)

### **D. Statewide Planning Efforts**

MPOs are required to participate in statewide planning efforts with respect to the various state modal plans and the statewide long-range transportation plan. Per [23 CFR 450.314](#), MPOs will enter into agreements with WSDOT and the public transportation provider(s) in 2014 that will specifically identify the mutual responsibilities in carrying out the metropolitan transportation planning process.

### **E. Website Requirement**

MPO websites are required to be updated with accurate information that must be readily available to the public. Per [23 CFR 450.316](#), (1)(iv) Making public information (technical and meeting notices) available to electronically accessible formats and means, such as the World Wide Web, is required. Please include the MPO website link in all UPWPs and verify that documents requiring to be made available to the public are posted in English with the option to the public of requesting a document in a different language, if applicable.

### **F. Corridor Planning**

*23 CFR 450.212 Transportation planning studies and project development*

*(a) Pursuant to section 1308 of the Transportation Equity Act for the 21st Century, TEA-21 (Pub. L. 105-178), a State(s), MPO(s), or public transportation operator(s) may undertake a multimodal, systems-level corridor or subarea planning study as part of the statewide transportation planning process. To the extent practicable, development of these transportation planning studies shall involve consultation with, or joint efforts among, the State(s), MPO(s), and/or public transportation operator(s). The results or decisions of these transportation planning studies may be used as part of the overall project development process consistent with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. 4321 et seq.) and associated implementation regulations (23 CFR part 771 and 40 CFR parts 1500-1508). Specifically, these corridor or subarea studies may result in producing any of the following for a proposed*

*transportation project:*

- (1) Purpose and need or goals and objective statement(s);*
- (2) General travel corridor and/or general mode(s) definition (e.g., highway, transit, or a highway/transit combination);*
- (3) Preliminary screening of alternatives and elimination of unreasonable alternatives;*
- (4) Basic description of the environmental setting; and/or*
- (5) Preliminary identification of environmental impacts and environmental mitigation.*

### **G. Performance Measures**

The [MAP-21 Implementation Schedule](#) identifies the approximate time frame for the release of the remaining Notices of Proposed Rulemakings (NPRMs). USDOT has yet to release several NPRMs, as of December 2014. WSDOT will continue to collaborate with MPOs and RTPOs and others as official comments to the USDOT dockets are prepared. WSDOT will also continue to collaborate with the MPOs to define a framework for setting state level performance measures.

## **VII. KEY ISSUES AND TIMELINES FOR MANAGING THE UPWP**

### **A. Roles and Responsibilities**

The UPWP is the framework for the 3C Planning Process of each organization:

- Development and Adoption
  - MPO/RTPO Lead
- Review and Approval
  - WSDOT/FHWA/FTA Lead
- Implementation and Reporting
  - MPO/RTPO Lead

**B. UPWP Development Schedule**

<u>KEY DUE DATES</u>	<u>KEY ACTION DUE</u>
On or before Thursday, December 31, 2015	The WSDOT Tribal and Regional Coordination Office will provide estimated planning funding allocations to MPOs and RTPOs for SFY 2016.
February 2015	The WSDOT Tribal and Regional Coordination Office, the Public Transportation Division, Federal Highways, and the Federal Transit Administration schedule coordination meetings collaborative with the MPOs and RTPOs.
Monday, March 23, 2015	MPOs send draft UPWPs electronically to the WSDOT Tribal and Regional Coordination Office, the Public Transportation Division, the Federal Highway Administration, and the Federal Transit Administration. RTPOs send draft UPWPs electronically to only the WSDOT Tribal and Regional Coordination Office. Please refer to the MPO/Directory for WSDOT contacts. Exceptions: <i>RTC: UPWP Due Date – Thursday, February 5, 2015</i> <i>LCVMPO: UPWP Due Date – Tuesday, August 11, 2015</i>
April – June, 2015 On-site coordination meetings	The WSDOT Tribal and Regional Coordination Office, Public Transportation Division, WSDOT Region Planners, FHWA, and FTA representatives meet with MPOs to coordinate on draft UPWPs. <i>Note: WSDOT will meet separately with RTPOs not affiliated with MPOs during this same time period.</i>
5 business days after the on-site coordination	The WSDOT Tribal and Regional Coordination Office submits joint comments from WSDOT Planning, Public Transportation, and Regions to the MPOs and RTPOs.
May - June, 2015	MPOs and RTPOs take final UPWPs to Policy Boards for adoption. Organizations that meet quarterly may need to schedule another meeting to adopt the UPWP during this window.
Friday, June 19, 2015	MPOs and RTPOs submit the adopted UPWP electronically to the WSDOT Tribal and Regional Coordination Office. New financial agreements are signed and the UPWPs are attached as the scope of work for the fiscal period.
Wednesday, June 24, 2015	The WSDOT Tribal and Regional Coordination Office submits MPO adopted UPWPs electronically to FHWA/FTA for federal review.
Tuesday, June 30, 2015	FHWA/FTA UPWP approval is due to the WSDOT Tribal and Regional Coordination Office.
Wednesday, July 1, 2015	Approved SFY 2016 UPWPs take effect.

NOTE: FHWA asked for two-part meetings with MPOs that completed the Long-Form Certification for calendar year 2014. This includes a lunch break. Leadership and staff are encouraged to invite policy board and TAC members.

### **C. On-Site Coordination Meeting and Draft Agenda**

Please review the sample agenda template for the spring 2015 MPO/RTPO on-site UPWP coordination meeting is included below (Figure 1). We encourage that the meeting follow this format, as it is the one event each year where WSDOT HQ, region staff, FHWA and FTA staff visit MPOs on-site.

**FIGURE 1**

**Sample Agenda**

**MPO/RTPO SFY 2016 Unified Planning Work Program  
On-Site Coordination Meeting**

1.	Introductions and meeting objectives	WSDOT Headquarters Staff
2.	<p>MPO/RTPO Presentation</p> <p>a. Successes and Key Accomplishments during State Fiscal Year 2015 to date</p> <p>b. Major work in progress</p> <p>c. Issues and challenges facing the MPO/RTPO</p> <p>d. Overview of membership, organizational structure, and decision-making processes</p> <p>e. Tribal consultation process</p> <p>f. MAP-21 changes</p> <ul style="list-style-type: none"> <li>• Project Prioritization criteria for STP and TA funds</li> </ul> <p>g. MTIP &amp; RTIP project identification, selection, and prioritization</p> <p>h. Overview of the proposed MPO/RTPO SFY 2016 Unified Planning Work Program and how it addresses these challenges (timeline of deliverables)</p>	MPO/RTPO Leadership and Staff
3.	How can the federal-state team assist more?	WSDOT Headquarters Staff
4.	What training topics are high priorities for your staff?	MPO/RTPO Staff Leadership/Members
5.	<p>Federal Agency Feedback</p> <ul style="list-style-type: none"> <li>• Identify high points</li> <li>• Identify any feedback that will be included in writing</li> </ul>	FHWA & FTA
6.	<p>WSDOT Feedback</p> <ul style="list-style-type: none"> <li>• Identify any feedback that will be included in writing</li> <li>• Identify high points</li> </ul>	WSDOT Headquarters Staff
7.	Next Steps	All
8.	Closing Comments and agreed to next steps	MPO/RTPO Leadership & Staff

#### **D. Budget/Financial Table to be Used in UPWP**

WSDOT has developed a budget/financial table template (Appendix A) for MPOs to use when developing their UPWP. The budget/financial table has been developed using previous UPWP funding tables from MPOs in Washington State. This table will ensure that MPOs are in compliance with CFR and will allow for efficient invoicing and reimbursements to occur in SFY 2016 so that planning activities are directly related to revenues and expenditures. This is also intended to streamline the compilation of funds for the UPWP Annual Report.

#### **E. Special Studies**

RTPOs and MPOs may contract with another agency or a private firm for services to implement tasks identified in the UPWP. Before pursuing contracted services, please discuss your needs with your WSDOT Region Planning Manager, as WSDOT may already have some of the technical resources you need.

Please refer to the sections in the *Metropolitan/Regional Transportation Planning Organization Two-Year Financial Agreement* related to subcontracting and purchases.

The WSDOT Tribal and Regional Coordination Office is a resource for each MPO/RTPO considering contracting out for UPWP activities. WSDOT must recommend approval of the UPWP expenditure of Metropolitan Planning (PL) funds, Federal Transit Administration section 5303 funds, and approve state RTPO funds before any consultant selection process begins. Subcontracting agreements are subject to specific requirements as outlined in the money agreements.

#### **F. Unfunded Work**

MPA unfunded planning activities should be listed as an appendix, or at the end of your UPWP. Having these unfunded lists across the state is helpful in conveying the magnitude of transportation planning work that could and should be done if resources become available. We appreciate this section being included, with as detailed a budget, schedule, and deliverables as possible. This will assist in the eligibility review during the spring on-site coordination meetings. This is very important as funding changes may occur under MAP21.

#### **G. Sources of Other Federal Planning Funds**

MAP-21 (23 CFR 450.308) requires that UPWPs list other federal funding being received for transportation planning.

It is important that WSDOT's Tribal and Regional Coordination Office and Public Transportation Division, as well as your WSDOT Region Planning Manager, FHWA and FTA receive your draft UPWP by Monday, March 23, 2015, so the federal and state review team can prepare for the meeting in advance. The Tribal and Regional Coordination Office will conduct phone meetings with each organization prior to the on-site review to allow the MPO/RTPO to seek clarification on issues in order for these topics to be addressed by the organization prior to the arrival of the review team, and to finalize/customize the meeting agenda.

WSDOT recommends that MPO/RTPO meeting attendees include the MPO/RTPO Transportation Manager, Executive Director, Technical Advisory Committee Chair and Policy Board Chair, or equivalent. State and Federal officials will include the WSDOT Region Planning Manager, Headquarters Statewide Transportation Planning Office and Public Transportation Division; the Federal Highway Administration and Federal Transit Administration.

Organizations that are solely RTPOs should expect a similar coordination agenda with only WSDOT representatives. Because they do not have an MPO, the meetings at Northeast Washington RTPO, Palouse RTPO, Peninsula RTPO, and Quad County RTPO will not include representatives from FHWA or FTA. Federal agency feedback and federal team assistance is unnecessary as these RTPOs receive only state transportation planning funds.

### **H. Implementing the UPWP**

The UPWP document should be used to guide planning tasks/activities for your MPO/RTPO in SFY 2016. The UPWP will assist the MPO/RTPO in actively participating and adhering to federal and state planning requirements.

### **I. Amendments**

**The WSDOT Multimodal Planning Division approves UPWP amendments for RTPOs while FHWA and FTA jointly approve UPWP amendments for all MPOs. The Statewide Transportation Planning Office is available to assist in making this process simple.**

FHWA/FTA/WSDOT will be proposing a structured UPWP amendment process in 2015 to keep minor amendments streamlined. If a MPO or RTPO determines they need to reprioritize work, address changes in funding, or address new issues, they should consult with the Statewide Transportation Planning Office. Depending on the scale and content of the amendment, the Statewide TPO will forward the MPO UPWP amendment requests to FHWA/FTA or review and approve the requests from RTPOs. We will continue to coordinate with the MPO/RTPOs to keep the process flexible, while getting necessary federal and state approvals.

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## **Appendices**

Appendix A: [Budget/Financial Table Template](#)

Appendix B: [Scope of the metropolitan transportation planning process](#)

Appendix C: [National Goals and Performance Management Measures](#)

###

# Ongoing Regional Transportation Planning Activities with Federal Funding

Project Sponsor	Project ID	Project Title [FHWA Federal Aid # or FTA Grant #]	Funding Source	Federal Funds	Total Cost of Projects Planning Phase
<b>Projects in: 2002</b>					
Tukwila	TUK-42	Tukwila Transit Oriented Development at Longacres	FHWA Discretionary	\$1,486,961	\$1,486,961
<b>Projects in: 2006</b>					
King County Department of Transportation (Road Services)	KGCO-101	King County Cultural Resource Protection Project Phase II	STP(E)	\$460,000	\$674,000
King County Department of Transportation (Transit)	MET-143	Vashon Island Passenger Only Ferry and Waterborne Transportation Study	FTA Discretionary	\$994,100	\$1,149,249
King County Department of Transportation (Transit)	MET-148	Highline Community College Intermodal Transit Facility and Parking Garage	5309(Bus)	\$841,500	\$1,051,875
<b>Projects in: 2009</b>					
Fife	FIF-14	Port of Tacoma Road Interchange with I-5	FHWA Discretionary Demonstration	\$904,540 \$359,960	\$1,264,500
Kitsap Transit	KT-6	Small Passenger Only Vessels	FHWA Discretionary	\$2,537,500	\$3,171,875

Project Sponsor	Project ID	Project Title [FHWA Federal Aid # or FTA Grant #]	Funding Source	Federal Funds	Total Cost of Projects Planning Phase
<b>Projects in: 2011</b>					
Bicycle Alliance of Washington	BAW-1	Active Communities Go by Bike (also called Go by Bike)	STP(E)	\$290,520	\$290,520
Burke Museum of Natural History & Culture	BURKE-1	ORCAMAP - A Statewide Archaeological Collections Finder	STP(E)	\$156,350	\$156,350
King County Historic Preservation Program	KCHPP-1	King County Historical Archaeological Planning Project (CRPP Phase 3)	STP(E)	\$425,000	\$445,000
Kitsap Regional Coordinating Council	KRCC-1	Kitsap Countywide Multi-Modal Transportation Plan Phase 1 Assessment	STP(U)	\$125,000	\$175,000
Kitsap Transit	KT-35	High Capacity Planning Integrating Kitsap County Land Use and Transit	5307(Urban)	\$100,000	\$175,000
National Association for Olmsted Parks	NAOP-1	Olmsted Brothers Designed Boulevards, Parkways and Park Systems GIS Mapping	STP(E)	\$235,000	\$235,000
Pacific Northwest Railroad Archive	PNRA-1	Historic Railroad Dispatcher Train Sheet Digitization Project	STP(E)	\$18,500	\$18,500
Puget Sound Regional Council	PSRC-15	Regional Transportation Planning and Programming	5307(Urban)	\$359,999	\$937,500
Snohomish County	SNOCO-118	Centennial Trail PastForward	STP(E)	\$99,080	\$99,080
Tacoma	TAC-87	Prairie Line Trail	STP(E)	\$465,000	\$465,000
Washington State Cemetery Association	WSCA-1	Railroad Cemetery Historic Context Project	STP(E)	\$14,360	\$14,360
Wilkeson	WILK-1	Town of Wilkeson Rural Town Center and Corridor Planning Project, SR-165	STP(U)	\$110,000	\$130,000

<b>Project Sponsor</b>	<b>Project ID</b>	<b>Project Title [FHWA Federal Aid # or FTA Grant #]</b>	<b>Funding Source</b>	<b>Federal Funds</b>	<b>Total Cost of Projects Planning Phase</b>
WSDOT Northwest Region in King Countywide Area	WDNW-929	SR-523 Corridor Safety Study	STP(W)	\$300,000	\$312,500
WSDOT Northwest Region in Snohomish Countywide Area	WDNW-902	US-2: Port of Everett to SR-9 - Route Development Plan	STP(U)	\$101,803	\$501,803
WSDOT Tolling Division	WDTOLL-1	I-90 Comprehensive Tolling Study and Environmental Review	STP(W)	\$8,000,000	\$8,320,000
<b>Projects in: 2012</b>					
Puget Sound Regional Council	PSRC-11	Rural Town Centers and Corridors--Planning & Capital Program	STP(U)	\$2,000,000	\$2,312,139
Puget Sound Regional Council	PSRC-14	PSRC JARC and New Freedom Planning Funds	5317	\$22,222	\$22,222
Puget Sound Regional Council	PSRC-15	Regional Transportation Planning and Programming	5307(Urban) STP(U)	\$750,001 \$750,000	\$937,500
Seattle	SEA-164	Center City Connector Transit Alternatives Analysis	5339	\$900,000	\$1,200,000
Sound Transit	RTA-81	Tacoma Link Expansion Project	5339	\$1,461,000	\$1,826,250

Project Sponsor	Project ID	Project Title [FHWA Federal Aid # or FTA Grant #]	Funding Source	Federal Funds	Total Cost of Projects Planning Phase
<b>Projects in: 2013</b>					
Kent	KEN-34	Kent Regional Trails Connector	CMAQ	\$15,000	\$17,350
King County	MET-200	Interstate 90/State Route 18 Park & Ride Study	NHPP	\$160,000	\$184,971
Pierce County	PCO-146	Countywide and I-5 Corridor Transportation Demand Management Project	FTA Discretionary	\$750,000	\$867,055
Port of Seattle	PS-11	Seattle Industrial Areas Freight Access Project	STP(U)	\$250,000	\$283,690
PSRC	PSRC-17	Infrastructure Volunatry Evaluation Sustainability Tool (INVEST)	FHWA Discretionary	\$14,100	\$28,200
Puget Sound Regional Council	PSRC-15	Regional Transportation Planning and Programming	STP(U)	\$500,000	\$578,035
Puyallup	PUY-13	SR 161/Meridian Corridor Safety Improvements	CMAQ	\$25,950	\$30,000
Sound Transit	RTA-82	Federal Way Transit Extension (formerly South Corridor HCT Transit Extension)	5307	\$1,588,050	\$40,856,050

Project Sponsor	Project ID	Project Title [FHWA Federal Aid # or FTA Grant #]	Funding Source	Federal Funds	Total Cost of Projects Planning Phase
<b>Projects in: 2014</b>					
Kitsap County	KTCO-33	Kingston Complete Streets & SR104 Corridor Planning Study	STP(US)	\$250,000	\$291,017
Kitsap Transit	KT-34	Electric Vehicle Charging Systems, Alternative Fuel Plan	5307(Urban)	\$100,000	\$120,000
Pacific	PAC-7A	West Valley Highway Reconstruction (County Line Rd. to Jovita Blvd)	STP(UL)	\$100,000	\$1,915,000
PSRC	PSRC-18	Transportation Futures Study	Variable Pricing Pilot	\$1,729,000	\$2,161,250
Puget Sound Regional Council	PSRC-15	Regional Transportation Planning and Programming	STP(U)	\$500,000	\$578,035
Puyallup	PUY-18	Non-Motorized Transportation Plan Project	STP(UL)	\$129,750	\$150,000
Seattle	SEA-186	Canton and Nord Alleys Repaving	TAP(UL)	\$851,018	\$1,251,551
Shoreline	SL-12	145th Street (SR 523) Route Development Plan	STP(UL)	\$246,000	\$396,000
Tulalip Tribes	TTW-7	Marine Drive Pedestrian/Bike Improvements 7th Dr NW to 36th Ave NW	STP(R)	\$3,000,000	\$6,200,000
UW	UW-2	Hec Edmundson Pedestrian/Bicycle Bridge Replacement Project	TAP(UL)	\$1,470,500	\$12,000,000

Project Sponsor	Project ID	Project Title [FHWA Federal Aid # or FTA Grant #]	Funding Source	Federal Funds	Total Cost of Projects Planning Phase
<b>Projects in: 2015</b>					
Kitsap County	KTCO-34	SR3/SR16 Gorst Feasibility Study	STP(US)	\$346,000	\$400,000
PSRC	PSRC-19	Regional Transportation Planning and Programming-2016-19	5307(Urban) STP(UL)	\$3,000,000 \$1,500,000	\$5,484,106 \$5,484,106
Puget Sound Regional Council	PSRC-15	Regional Transportation Planning and Programming	5307(Urban)	\$1,000,000	\$1,250,000
Tacoma	TAC-103	Traffic Model Update/Mode Choice/Pavement Management integration Project - Phase II	STP(UL)	\$420,000	\$495,000
<b>Projects in: 2016</b>					
Puget Sound Regional Council	PSRC-15	Regional Transportation Planning and Programming	5307(Urban)	\$1,000,000	\$1,250,000

FY2016-17 Unfunded Work Elements of the 2016-2017 PSRC Budget/UPWP:

**Regional Long-Range Transportation Planning**

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Task 7 – ORCA Data Analysis .....[Pg. 43](#)

**Regional Short-Range Transportation Planning**

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Task 14 – Develop a Service Center for Data and Modeling .....[Pg. 62](#)  
Task 15 – Update the Freight/Truck Component of PSRC’s  
Travel Demand Model.....[Pg. 62](#)



## *Appendix D*

*PSRC Fiscal Years 2014 – 2015 Highlights*

## **FISCAL Year 2014-2015 Highlights (July 1, 2013-June 30, 2015)**

During FY 2014-2015, PSRC worked in multiple ways to provide the planning, funding and data needed for regional and local planning. Following are brief highlights of the agency's major accomplishments during this fiscal period. For more information, please reference PSRC's 2014 and 2015 Annual Reports.

### **INTEGRATED PLANNING**

#### Growth Management

**Plan Review and Tools for Local Planning:** PSRC continued to review and certify local comprehensive plans, planning policies, and transit agency plans. As cities and counties in the region prepared major comprehensive plan updates, PSRC offered assistance and developed new resources to support this work, including:

- **Planning for Whole Communities Toolkit** – a web-based resource to help local governments promote health, equity and sustainability in policies and plans
- **Housing Element Guide** – guidance on housing policies and tools to promote a range of housing choices
- **Growth Targets and Mode Split Goals for Regional Centers** – guidance on growth targets and goals for increasing transit, bicycle and pedestrian trips in regional centers
- **Planning for Transit Supportive Densities and Land Uses** – recommendations on housing, employment and land use patterns in transit station areas to support and grow transit service
- **Peer networking and webinar series** – monthly series with resources for local planning and implementation

**Growing Transit Communities:** On July 12, 2013, the Growing Transit Communities (GTC) Oversight Committee took action to approve the Growing Transit Communities Strategy to support equitable transit communities in the central Puget Sound region. The PSRC Executive Board authorized the Executive Director to sign the Growing Transit Communities Compact in September 2013. To date, more than 40 partners have signed the Compact, pledging an ongoing commitment to attracting growth to transit communities, providing more housing choices, and increasing access to opportunity for all residents.

**Regional Transit-Oriented Development:** PSRC convened a Regional Transit-Oriented Development Committee that provides guidance to the Growth Management Policy Board on creating and sustaining transit communities in the region.

**Industrial Lands Report:** In March 2015, PSRC published an updated industrial lands analysis and recommended strategies for preserving and enhancing industrial land in the future.

**Centers monitoring report:** In 2014, PSRC published a report with updated information on how centers are accommodating growth and recommendations for helping centers are successful going forward.

**Regional Food Policy:** With guidance from the Regional Food Policy Council, staff developed a set of Food Policy Blueprints for local governments that provide recommendations and examples of how local communities can support the local food system and provide access to nutritious food for all residents.

### Transportation Planning

**Transportation 2040 Update:** In 2014, PSRC updated the regional transportation plan to reflect new forecasts and analysis tools, project updates, a new financial plan and other refinements to the original plan adopted in 2010.

**Transportation Demand Management Action Plan:** As part of the Transportation 2040 Update process, the agency developed a Regional TDM Action Plan to support TDM efforts in the region.

**Active Transportation Plan:** As part of the Transportation 2040 update, PSRC adopted a regional Active Transportation Plan that includes a Regional Bicycle Network and new data collection recommendations.

**NextGen aviation planning:** PSRC continued leading the NextGen project, funded by the Federal Aviation Administration (FAA), to help the region's airports get ready for emerging aviation technology.

**Special needs transportation coordination:** PSRC updated the regional Coordinated Transit-Human Services Transportation Plan in conjunction with the update of Transportation 2040.

**Transit integration** – Directed by the PSRC Executive Board, staff developed the first Transit Coordination Report in February 2014. A second annual report will be published in June 2015.

**Coal train economic impact study:** In 2014, PSRC published a study evaluating the economic effects of the proposed Gateway Pacific Terminal on the central Puget Sound region.

**Transportation Plan Status Report:** In 2015, PSRC completed its biennial review of the regional transportation plan and published a report reviewing data on system performance, public attitudes about transportation, and the status of plans to improve transportation within the region through the year 2025.

### PSRC Funding and Transportation Improvement Program

PSRC maintained the regional Transportation Improvement Program to ensure transportation projects meet clean air requirements and help achieve the region's transportation goals. Major activities during FY 2014-2015 included:

- Completing the 2014 project selection process for PSRC's federal funds, leading to the adoption of the 2015-2018 Regional Transportation Improvement Program.
- Conducting the project selection processes for other funding programs, including:
  - 2013 Rural Town Centers and Corridors Program
  - Transportation Alternatives program
  - Special needs transportation
  - Annual contingency funding processes

- Continuing to maintain and enhance the project-tracking system to monitor progress of projects receiving PSRC's federal funds.
- Maintaining and improving the Regional TIP database.
- Conducting air quality analysis for the TIP and continuing efforts to incorporate climate change into the agency's planning and programming processes.

## Regional Economic Development

The Economic Development District (EDD) and the Puget Sound Regional Council continued to work with the federal Economic Development Administration (EDA) and partners around the region to promote economic development. Activities included:

**Supporting aerospace and manufacturing:** In 2014, PSRC led a successful proposal to designate the state's aerospace industry as a Manufacturing Community under the federal Investing in Manufacturing Communities Partnership. Staff also continued to support efforts of the Washington Aerospace Partnership to grow the region's aerospace sector.

**Energy efficiency:** Through a federal i6 grant, PSRC supported emerging efforts that support "smart building" technology to help save energy and operational costs for buildings. Examples include:

- **High Performance Buildings Pilot Project**, launched by the City of Seattle, Microsoft and the Seattle 2030 District, which uses software and the cloud to fine tune building performance in real time.
- **Smart Building Center**, set to open spring of 2015, which will allow owners and operators to see live technologies to select the best product and inventors can test their technologies to demonstrate their efficacy.
- **Worker training** – In 2014, South Seattle College worked with industry leaders to develop a Bachelor of Applied Science (BAS) in Sustainable Building Science Technology (SBST) program.

**Maritime:** In fall 2013, PSRC helped produce an economic impact study of the region's maritime industry to learn more about the needs and opportunities this economic cluster, which generates about \$30 billion annually statewide.

**Cultural Access:** Economic development staff continued to support creation of a cultural access fund that would increase access to cultural institutions and education experiences – a top priority of the Regional Economic Strategy. In 2015, legislation advanced to allow voters to create special districts in support of art, science and heritage institutions.

**Statewide tourism program:** Staff also continued to support the work of the Washington Tourism Alliance and support legislative action to create an industry-funded mechanism to promote the state as a travel and tourism destination. The Visitors and Tourism industry is one of 10 industry clusters identified in the Regional Economic Strategy.

**International Regions Benchmarking Consortium (IRBC):** PSRC continued to participate in data-sharing and research activities with other metropolitan regions around the world. In 2014, PSRC helped sponsor the 2014 International Regions Benchmarking Consortium (IRBC)

Conference in Munich. The focus was on Smart Cities and the role of technology in forwarding sustainability, increasing civic engagement and promoting innovation.

**Military:** PSRC continued to support work to strengthen the military sector, one of the key industry clusters identified in the Regional Economic Strategy. PSRC helped provided material support to an effort to secure a \$4.3 million Department of Defense grant to restart and sustain the Washington Military Alliance and help local defense contractors weather federal budget cuts.

**Performance First:** PSRC released an online version of the Performance First program designed to help corporations from leading industry clusters improve procurement and purchasing systems related to minority- and women-owned businesses.

**Regional Economic Development Coordination:** Staff will continue to provide technical assistance to member jurisdictions related to regional industry cluster employment and analysis, grant applications and other economic development needs.

### Regional Data and Analysis

PSRC continued to collect and analyze data to support regional and local planning needs. Data products and analysis included:

- Population, housing and employment estimates
- Residential building permits
- Survey of on- and off-street parking in key locations
- Traffic counts
- Bicycle and pedestrian data
- Freight data, including truck counts and speeds
- American Community Survey products
- Geographic information systems

**Puget Sound Travel Survey:** PSRC surveyed more than 6,000 households throughout King, Kitsap, Pierce and Snohomish counties in spring 2014. In fall 2014, the agency completed a survey focusing on college students. In spring 2014, there was a follow-up survey of households previously surveyed.

**SoundCast:** In 2014, PSRC completed a test launch of a new advanced modeling tool, Sound Cast, that will help leaders better understand tradeoffs in planning decisions. SoundCast can be used to understand how packages of transportation projects, demographic trends and other factors will affect the region's transportation networks.

**Trip-based 4K travel model:** A new trip-based travel model was released for local agency and consultant use. It has greater geographic detail with 4,000 zones represented to better capture more local behavior like walking to transit and biking.

**Regional Economic Forecast:** In spring 2015, PSRC produced an updated long-term forecast of population and job growth through the year 2040.

**Small area forecasts:** In summer 2014, PSRC updated two small area forecast datasets – the Land Use Targets and Land Use Baseline, to facilitate local comprehensive planning efforts.

**LiDAR:** PSRC continues to be an active member of the Puget Sound LiDAR Consortium (PSLC). PSRC houses and distributes LiDAR data holdings for the consortium via the PSLC website. The consortium currently has data for all four counties covered by PSRC—King, Kitsap, Pierce, and Snohomish—plus many other locations in Washington state.

## **Administrative Service**

**Information Center:** The PSRC Information Center continued to ensure efficient access to agency information by answering reference questions, distributing agency publications in print and via the website, and responding to public disclosure requests.

**Outreach:** PSRC's new executive director conducted a major outreach effort to PSRC members beginning in 2014, with more than 100 meetings with mayors, councilmembers and other leaders throughout the region. One of the goals of the outreach was to better connect the work of PSRC with what is important to its members. Feedback from the outreach has informed the focus of the PSRC work program.

**Workshop for Newly Elected Officials:** In January 2014, PSRC conducted a workshop for newly elected officials focusing on regional issues and how local officials can engage in regional decision-making.

**Communications:** The agency continuously evaluated the effectiveness of its communications methods. Staff increasingly used blog posts, customized news releases, email campaigns, and social media to communicate about PSRC activities and regional news, enhancing engagement with member jurisdictions and Puget Sound residents.

**Title VI:** PSRC continued to evaluate Title VI activities throughout the agency, and provided an annual report on Title VI compliance to the Washington State Department of Transportation.

**VISION 2040 Awards Program:** The agency conducted its annual awards program in 2014 and 2015, honoring innovative projects, programs and plans that help achieve the region's growth, economic and transportation strategy.

### **Accounting and Finance:**

In March 2014 we received the results from our third clean audit in a row. During the past fourteen years we have had thirteen clean audits. In April, 2015 we adopted new financial policies which seek to increase our reserves over time. These policies will be reviewed and updated every two years as part of the development of the biennial budget and work program.

PSRC also received a clean audit from the Federal Transit Administration (FTA) as part of the 2013 triennial review by FTA.

**Technology and Information Systems and Facilities:** In our continuous search to improve efficiencies we have reduced printing costs by over \$100,000 through the use of new technologies.

**Human Resources:** In July 2013, PSRC completed a compensation study and of the nineteen positions surveyed, fifteen positions were within the 10 percent of the midpoints of the survey data. During this period, the agency worked with a recruiting firm to recruit a new Executive Director since our former Executive Director retired in December 2013 and in January 2014, we

welcomed our new Executive Director. In September/October 2014, we compared our non-medical benefits costs (i.e., insurance and disability plans) to the package offered by the State of Washington Public Employees Benefits Board (PEBB) and came to a conclusion that the non-medical benefits we provide to staff is a much better package and still within the agency's budget.

PSRC continued to work on the leadership continuity project. This project helps PSRC prepare the organization for the future.

The goals of the project are:

1. sustain and continuously improve PSRC's role in regional affairs
2. sustain and enhance the integrity of the internal operations
3. sustain and grow staff leadership within the agency to better prepared for the future
4. to assure that critical functions are filled as staff ages and new leadership emerges