

# **Spokane Regional Transportation Council**

## **FY 2014 Unified Planning Work Program Annual Report**

**September 15, 2014**

**Spokane Regional Transportation Council**  
221 W. First Avenue, Suite 310  
Spokane, WA 99201-3613  
(509) 343-6370  
[www.srtc.org](http://www.srtc.org)

## Overview

This annual report summarizes the planning activities, accomplishments, and expenditures by the Spokane Regional Transportation Council (SRTC) during State Fiscal Year 2014, which covers the period from July 1, 2013 through June 30, 2014. During this reporting period, several noteworthy events occurred:

- On December 12, 2013, the major update to the Metropolitan and Regional Transportation Plan, Horizon 2040, was approved by the SRTC Policy Board.
- The new SRTC Procurement Manual and Code of Ethics were approved by the Board in March 2014.
- A new Public Participation Plan was developed by staff and approved by the Board.
- SRTC developed the 2014 TIP Policies and Procedures Guidebook.
- Staff developed the FY 2015 Unified Planning Work Program (UPWP) which was approved by the Board in June 2014.
- Staff developed Phase 1 of the SRTC Interim Plan Review Guidelines to ensure consistency between local plans and Horizon 2040.
- SRTC continued development of the Congestion Management Process (CMP).
- SRTC developed and published the 2013 Year in Review.
- SRTC initiated the Horizon 2040 Implementation Toolkit project, a planning study to prioritize performance measurement opportunities and address requirements.

Work elements conducted during FY 2014 were divided into the eight tasks noted below. The FY 2014 UPWP also contained a ninth task describing activities that would be undertaken if additional resources were secured.

- Task 1 – Program Administration and Coordination
- Task 2 – Public and Stakeholder Participation and Education
- Task 3 – Systems Analysis and Information Management
- Task 4 – Metropolitan Transportation Plan (MTP)
- Task 5 – Transportation Improvement Program (TIP)
- Task 6 – Congestion Management Process (CMP)
- Task 7 – Planning Consultation & Studies
- Task 8 – RTPO Planning Functions
- Task 9 – Unfunded Planning Activities

The following is a summary of the work activities completed for each task. The Appendix at the end of this report provides a summary of revenues and expenditures.

## Task 1 – Program Administration and Coordination

### Activities Completed During FY 2014

- Prepared the 2014 calendar year budget which was approved by the SRTC Policy Board.
- An indirect cost plan was prepared and approved by the SRTC Board and submitted to WSDOT in December 2013.
- Staff provided notices, minutes, and general staff support to the SRTC Board, Transportation Technical Committee (TTC), Transportation Advisory Committee (TAC) and other transportation related committees and meetings. Meeting agendas, notices and minutes are all provided to Board and committee members one week prior to the monthly meeting of each respective

group. This information is also placed on the SRTC website at the time and notification is sent out via social media and news release for the Board packet, in order to be available to the public.

- Completed the 2013 MPO Self Certification Report.
- A training plan was created for the staff during FY 2014. Various staff members have completed training in the following areas: Python/ArcPy, MOVES, Access, Word, Excel and Project.
- Completed annual audit process with the Washington State Auditor's Office.
- Continued monitoring of and reporting on corrective actions as outlined in the 2012 Certification Review.
- Developed FY 2013 UPWP annual report of MPO and RTPPO activities.
- Administered and tracked on a monthly basis the implementation of the FY 2014 Unified Planning and Work Program (UPWP).
- The FY 2015 UPWP was drafted and approved by the SRTC Board in June 2014.
- SRTC staff updated the SRTC Board on UPWP items and approved two amendments to the UPWP in February and March of 2014.
- Executive Director attended quarterly RTPPO coordination meetings.

#### Activities Not Completed During FY 2014

- All items were completed in the Program Administration and Coordination task.

## **Task 2-Public and Stakeholder Participation and Education**

#### Activities Completed During FY 2014

- Completed and submitted Title VI Annual Update to WSDOT.
- The Public Participation Plan (PPP) was developed by staff and approved by the SRTC Board. The PPP includes a Tribal consultation process.
- Developed the 2014 Communications Plan.
- Ongoing updates of contacts database.
- Provided information to the public through the website, public meetings and community events, quarterly newsletters, blogs, Twitter and Facebook.
- Completed regular updates and other updates as necessary to the SRTC website.
- Developed and published the SRTC 2013 Year in Review.
- Participated in coordinated public meetings with Spokane Transit Authority, City of Spokane and other local agencies.
- SRTC staff presented agency related information to the Spokane Area Good Roads Association, the Inland Northwest Associated General Contractors Annual Convention, the Spokane County Planning Commission, the Spokane Valley Chamber Transportation Committee, the Spokane Regional Board of Health, Spokane City's Community Assembly, the Spokane Transit Authority Board, Bicycle Advisory Board, Kiwanis Club, National Association of Women in Construction, Commission on Pan Asian Affairs, Commute Trip Reduction meetings, the Perry Street Fair, Felts Field Neighbor Days and Spokane Summer Parkways events.

#### Activities Not Completed During FY 2014

- All items were completed in the Public and Stakeholder Participation and Education task.

## **Task 3-System Analysis and Information Management**

#### Activities Completed During FY 2014

- Implemented ArcGIS Online for agency use to disseminate map-based information to member

jurisdictions and the public.

- Completed Highway Urban Area update and review of Metropolitan Planning Area Boundary.
- Updated Federal Functional Classifications based on new Highway Urban Area.
- Reviewed and updated the Freight and Goods Transportation System (FGTS).
- Updated nonmotorized network inventory.
- Acquired and maintained demographic, socioeconomic and land use datasets.
- Provided mapping/cartographic products and support to member jurisdictions.
- Disseminated releases from the U.S. Census Bureau surveys and programs.
- Provided the Washington State Department of Ecology HQ with VMT data from the Horizon 2040 model set (2010, 2020, 2030, & 2040) for their statewide air quality prediction model.
- Provided model data sets to member jurisdictions for various projects.
- Developed transportation demand model documentation, including validation process and procedures, as part of Horizon 2040 planning assumptions.
- Conducted air quality conformity determinations on 2014-2017 TIP and TIP Amendments.
- Performed transportation air quality conformity analysis for Horizon 2040.
- Conducted project-level air quality analysis on various transportation projects.
- Completed the FY 2013 Annual Congestion Management Air Quality (CMAQ) report.

#### Activities Not Completed During FY 2014

- All items in the Systems Analysis and Information Management task were completed.

### **Task 4-Metropolitan Transportation Plan (MTP)**

#### Activities Completed During FY 2014

- The major update of the MTP, Horizon 2040, was completed.
  - Horizon 2040 was finalized and approved by the SRTC Board December 2013.
  - Public and agency outreach on Horizon 2040 included the Perry Street Fair, Spokane County Planning Commission, CTR luncheon meeting, the Spokane Transit Board as well as numerous other presentations, meetings and community events.
  - Developed new Planning Assumptions documentation.
  - Updated Bike and Vehicular network maps.
  - Extensive consultation and coordination occurred with FHWA, FTA, STA, WSDOT, KMPO, federal land management agencies, Tribal governments and local jurisdictions.
  - The extensive and ongoing public education and outreach process, including a formal public comment period, was concluded.
- The Horizon 2040 Implementation Toolkit project was initiated.

#### Activities Not Completed During FY 2014

- All MTP tasks were completed except the Horizon 2040 Implementation Toolkit project which was initiated in FY 2014.

### **Task 5-Transportation Improvement Program (TIP)**

#### Activities Completed During FY 2014

- Developed the FY 2014-2017 TIP which was approved in October 2013. Development of TIP included Tribal consultation.
- Completed FY 2014-2017 TIP Update to maintain consistency with Horizon 2040.
- Managed several TIP amendments or administrative modifications which were processed on a monthly basis.

- Developed the 2014 TIP Policies and Procedures Guidebook which was approved by the SRTC Board in December 2013.
- Solicited, prioritized and selected projects for FY 2017-2019 regional allocations of the Surface Transportation Program (STP).
- Finalized the selection of a program of projects and contingency list for the FY 2014-2017 regional allocations of Congestion Mitigation Air Quality program (CMAQ) and Transportation Alternatives Program (TAP).
- Completed the 2013 Project Obligation Report (annual listing of federal obligations) in full compliance with federal regulations.
- Utilized the project tracking system (pre-obligation and post-obligation) for all projects in the TIP. Established baseline schedules for projects.

#### Activities Not Completed During FY 2014

- All items in the TIP task were completed.

### **Task 6-Congestion Management Process (CMP)**

#### Activities Completed During FY 2014

- Multi-jurisdictional CMP working group met monthly to assist in the development of the new SRTC CMP.
- Defined a two-tiered system of congested corridors. Tier two corridors will be monitored annually. Tier one corridors will be evaluated further and congestion management strategies will be developed.
- Used INRIX data as well as collision, truck and transit data for evaluating traffic issues in corridors.
- Developed and refined performance measures.
- Attended monthly Board meetings of the Spokane Regional Transportation Management Center (SRTMC) Operations Board.

#### Activities Not Completed During FY 2014

- All CMP task items were completed except the development of a system to monitor performance measures. This will be developed as part of the Horizon 2040 Implementation Toolkit project (Task 4). In the meantime, an annual review by GIS of available data will be conducted.

### **Task 7-Planning Consultation & Studies**

#### Activities Completed During FY 2014

- Regional pedestrian network database was secured and the initial maintenance procedures of the inventory were developed and provided to member jurisdictions.
- Assisted KMPO with GIS and Census data.
- Assisted the City of Spokane with the West Plains Transportation Study.
- Participated in STA's stakeholders meetings for the Central City Line project. Provided technical assistance for the Central City Line project.
- Facilitated an economic impact study of the proposed STA Central City Line.
- Provided modeling assistance to City of Spokane for their Main Avenue study.
- Participated in WSDOT's Barker Road Interchange Justification Report.
- Provided modeling support for WSDOT's North Spokane Corridor project.
- Provided modeling support for Spokane County's Bigelow Gulch Forker project.

- Participated in the City of Spokane Valley's Sullivan Corridor project.
- Provided modeling support for STA's West Plains Transit Center project.
- Assisted the City of Spokane with the update of their comprehensive plan transportation chapter.
- Provided support for the City of Spokane's TIGER grant application.
- Developed MOVES GHG emission factors for use in quantifying emissions on high-demand commute routes within Spokane County for WSDOT's Corridor Capacity Report.
- Participated in WSDOT Main Street meetings.

#### Activities Not Completed During FY 2014

- All Planning Consultation & Studies task items were completed.

### **Task 8-RTPO Planning Functions**

#### Activities Completed During FY 2014

- Reviewed the State's Draft Rail Plan.
- Reviewed comprehensive plan amendments for transportation conformity and consistency.
- Reviewed regional level of service methodologies used by cities and Spokane County to promote a consistent regional evaluation of transportation facilities and corridors.
- Developed scope of work and schedule for the RTPO Policies and Procedures Update.
- Created interim comprehensive plan review guidelines to clarify how SRTC will evaluate comprehensive plans for certification in the next couple of years.
- Provided GIS and land use assistance with Spokane County's UGA review process.
- Coordinated with tribal staff on housing unit and other trust land development and associated tracking. Consultation meeting with Kalispel Tribe in February 2014.
- Participation on the statewide Commute Trip Reduction Board.
- Prepared annual Commute Trip Reduction Report.
- Initiated update to the Spokane County Coordinated Public Transit - Human Services Transportation Plan (HSTP).
- Participated in WSDOT's Advisory Committee meeting for the Washington Transportation Plan update.
- Met with small town representatives to discuss planning issues and future activities.

#### Activities Not Completed During FY 2014

- All activities in the RTPO Planning Functions task were completed. The update to the HSTP is scheduled to be approved by the SRTC Board in November 2014.

### **Task 9-Unfunded Planning Activities**

#### Activities Completed During FY 2014

- One item was listed as an unfunded planning activity: conduct a planning study to prioritize performance measurement opportunities and requirements. STP and local carry forward funding was secured enabling this activity to be initiated. The resulting Horizon 2040 Implementation Toolkit project was amended into Task 4 in March 2014.

#### Activities Not Completed During FY 2014

- The one item in the Unfunded Planning Activities task was amended into Task 4. The project was initiated in FY 2014.

# Appendix

## Summary of Actual Revenues and Expenditures

**SPOKANE REGIONAL TRANSPORTATION COUNCIL**  
**FY 2014 Unified Planning Work Program**  
**July 1, 2013 through June 30, 2014**

<b>Task</b>	<b>Budget</b>	<b>Year-to-Date</b>	<b>% Spent</b>
<b>1. Program Administration and Coordination</b>			
FHWA	150,000	202,465	135%
FTA	47,000	54,879	117%
RTPO	25,000	26,404	106%
Local	36,000	13,760	38%
Total	258,000	297,508	115%
<b>2. Public/Stakeholder Participation &amp; Education</b>			
FHWA	70,000	77,740	111%
FTA	20,000	17,017	85%
RTPO	9,000	12,134	135%
Local	8,000	2,655	33%
Total	107,000	109,546	102%
<b>3. Systems Analysis/Information Management</b>			
FHWA	155,000	169,415	109%
FTA	46,000	37,500	82%
RTPO	10,000	15,007	150%
Local	25,000	17,286	69%
Total	236,000	239,208	101%
<b>4. Metropolitan Transportation Plan (MTP)</b>			
FHWA	40,000	-	0%
FTA	20,000	-	0%
STP	306,650	156,172	51%
RTPO	15,000	18,881	126%
Local	48,350	5,493	11%
Total	430,000	180,546	42%
<b>5. Transportation Improvement Program (TIP)</b>			
FHWA	50,000	79,522	159%
FTA	12,000	15,172	126%
STP	25,000	-	0%
RTPO	8,000	12,137	152%
Local	8,000	2,642	33%
Total	103,000	109,473	106%
<b>6. Congestion Management Process (CMP)</b>			
FHWA	52,000	97,683	188%
FTA	15,000	21,739	145%
STP	50,000	-	0%
Local	22,000	18,638	85%
Total	139,000	138,060	99%
<b>7. Planning Consultation and Studies</b>			
FHWA	86,000	28,399	33%
FTA	17,000	5,990	35%
STP		14,154	-
RTPO	8,000	13,314	166%
Local	13,000	2,209	17%
Total	124,000	64,066	52%
<b>8. RTPO Planning Functions</b>			
FTA	25,135	-	0%
RTPO	70,000	39,897	57%
Local	10,000	-	0%
Total	105,135	39,897	38%
<b>Totals</b>	<b>1,502,135</b>	<b>1,178,304</b>	<b>78%</b>