

# Biennial **Budget** and Work Program

Fiscal Years 2020 – 2021 (July 2019 – June 2021)

Adopted Budget



Puget Sound Regional Council

Washington  
May 2019

Lake Dorothy, Alpine Lakes Wilderness Area



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Puget Sound Regional Council  
Washington**

For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Morill*

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Puget Sound Regional Council (PSRC), Washington, for its Annual Budget for the fiscal year beginning July 1, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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# MESSAGE from the EXECUTIVE DIRECTOR

## Introduction

We are pleased to present the 2020-2021 budget and work program for the Puget Sound Regional Council for your review and approval. This steady state budget supports PSRC's core regional planning, funding and data activities and continues to provide essential services to our members.

In an increasingly complex and changing region, PSRC helps bring leaders together to work on solutions to the challenges in front of us. Amazing economic gains in recent years have made our region among the fastest growing in the country. We know that people are concerned about the effects of rapid growth on housing affordability, cost of living, and transportation. Not all parts of the region are sharing in economic gains yet. Our work program pays attention to these concerns, focusing on both near- and long-term planning, implementation and funding actions to make progress in addressing these issues and prepare for future growth.

During this biennium, a major milestone will be the adoption of VISION 2050. This plan will guide anticipated growth in ways that support regional objectives for thriving communities, a strong economy and a healthy environment.

Other major activities during this period include completing the Regional Aviation Baseline Study and beginning an update to the Regional Transportation Plan. PSRC will also select projects to receive federal transportation funding and provide regional data and forecasts essential for regional and local planning. Communicating what we do at PSRC to our members and the public will continue to be a high priority, using social media, video and other techniques to increase awareness of our work.

## Planning for a Growing Region

Population in our region has surged to over 4 million, with more than 440,000 new residents added since 2010. More growth is coming. Forecasts show the region needs to plan for 1.8 million additional people and 1.2 million new jobs by 2050. In 2019-2020, PSRC will put the finishing touches on VISION 2050, working with our members and other stakeholders and seeking public input to shape the final plan.

VISION 2050 will address several priority topics that are top of mind of many in the region, including social equity and housing affordability. Following adoption of



Arlington

VISION 2050 in spring 2020, we will be working with members on actions focused on housing and implementing the regional growth strategy.

A strong economy is driving growth and increased activity at the region's airports. PSRC is leading a Regional Aviation Baseline Study to produce information critical for understanding the region's aviation needs – and options for meeting those needs in the future. The study will set the stage for future planning and will be the first phase of potentially more focused studies on specific areas of emphasis.

## Keeping the Region Moving



Capitol Hill Link Station

PSRC will continue to focus on improving the regional transportation system through planning and funding activities. Through our work to maintain the region's 2019-2022 Regional Transportation Improvement Program, we will advance transportation investments worth over \$6 billion that will maintain and improve mobility. Additional federal funds will be distributed through PSRC's competitive project selection processes in 2019 and 2020.

We will also kick off the update to the Regional Transportation Plan. This work will include policy and technical research into a variety of transportation topics, including transit, passenger ferries and technology. We will convene a multi-sector working group focused on helping our members prepare for innovations in transportation technology and shared mobility.

## Sustaining Economic Vitality

The regional economic strategy *Amazing Place* is the guiding document for key regional economic initiatives. The Economic Development District Board will continue to shepherd a work plan of initiatives to implement the strategy. This will include identifying emerging industry opportunities and bringing together economic development interests in the region.



Eagle Harbor Marina - Bainbridge Island



Everett Community College

feedback on our work and thank you for joining us at the regional table to create a bright future for central Puget Sound.

Josh Brown  
Executive Director, Puget Sound Regional Council

PSRC will continue to serve as a center for regional data and forecasts on population, housing, land use, transportation and the economy. PSRC's forecasting models will be put to work to inform analysis for VISION 2050 and the Regional Transportation Plan, including future year land use and travel conditions. We will also conduct a fourth wave of the Puget Sound Regional Travel Survey, which collects the household travel data that feeds into PSRC's models. We will continue to track data trends to measure the performance of our regional plans.

More information on our budget and work program is described in the pages ahead. I encourage your



# PSRC at a GLANCE

## 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.



Community Transit - Mountlake Terrace Transit Center

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

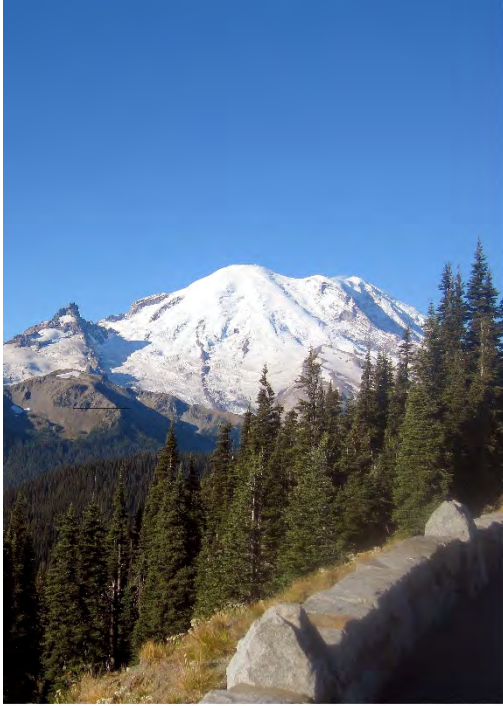
In addition to its own governing Interlocal Agreement, PSRC operates under numerous federal and state laws, including:

- The federal Fixing America's Surface Transportation (FAST) Act
- 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.



Mount Rainier

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)).

## Regional Profile

The Puget Sound Regional Council covers over 6,267 square miles in land area. There are 82 cities and towns that make up the membership of PSRC. In 2018, the Puget Sound region accounted for 56% of the population of Washington State. Over 71% of the region's population lived in the region's thriving incorporated cities and towns as of April 2018. Since 2010, over 94% of the population growth in the region has occurred in the region's incorporated areas

Area	2010 Population	2018 Population	Change in Population
Region	3,691,000	4,135,000	444,000
Incorporated	2,527,000	2,945,000	418,000
Unincorporated	1,164,000	1,190,000	26,000

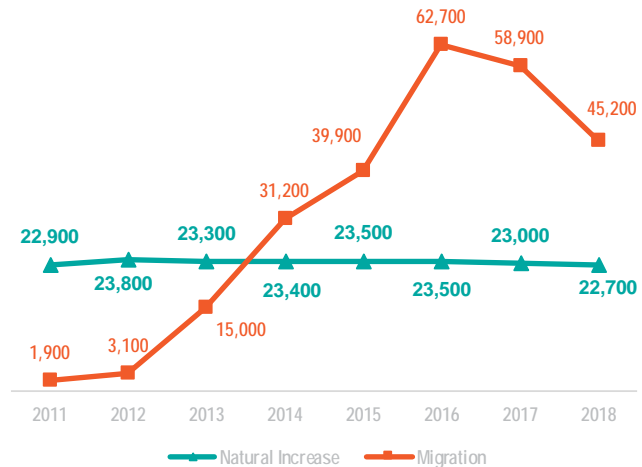
City	2010 Population	2018 Population	Change in Population
Seattle	609,000	730,000	121,000
Tacoma	198,000	209,000	11,000
Bellevue	122,000	142,000	20,000
Kent	92,000	129,000	37,000
Everett	103,000	111,000	8,000

Source: April 1, 2018 Population of Counties, Washington State Office of Financial Management

Seven of the ten largest cities in Washington are located in the PSRC area. Of these, the top five largest in cities in the region are shown in the table above. Seattle continues to be the largest city in the state and has increased the most in population since 2010, accounting for over 27% of the total regional population growth since 2010. Overall, the top five largest cities in the region have accounted for more than 44% of the total regional population since 2010.

## Population Growth

The region has experienced a rapid increase in population since early 2013 as the region has continued to recover from the Great Recession. Between 2015 and 2018 almost 167,000 new people moved to the region. Over 70% of the population increase between 2015 and 2018 is attributed to people migrating to the region from other places both inside and outside of Washington. Californians made up the largest component of the migration from places outside of Washington.

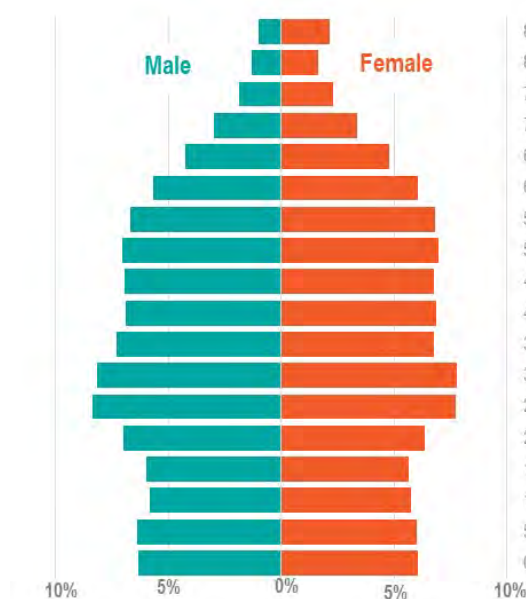


Source: 2018 Population and Components of Change, Washington State Office of Financial Management

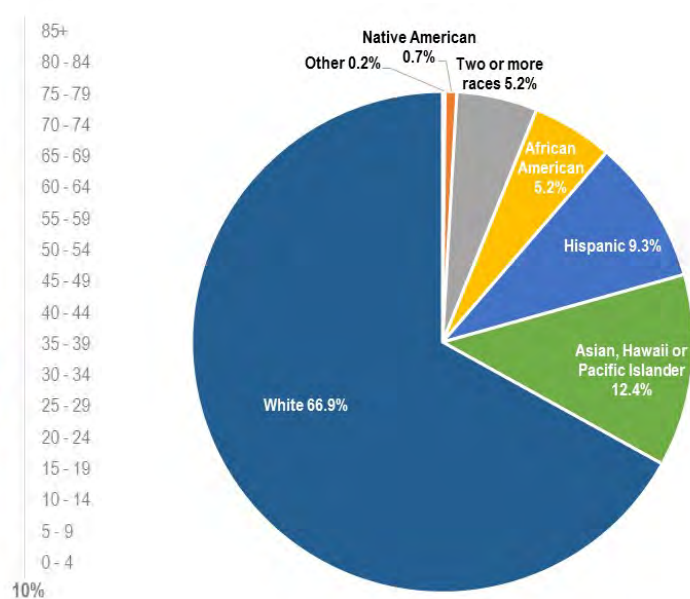
## Population Distribution

According to the latest American Community Survey data, approximately 67% of the population of the region is non-Hispanic white followed by over 12% Asian, Hawaiian or Pacific Islander. The region continues to attract many new people from outside the region and the demographic profile continues to reflect those changes in diversity.

Men and women between the age of 25-35 made up almost 16% of the region's population in 2015 and were the two largest 5-yr age groups for both men and women in the region. As the population continues to age, it is expected that the upper end of the age/gender pyramid will shift to a larger population share in the older age groups.



Source: United States Census Bureau, ACS 2015 1yr Data table S0101



Source: United States Census Bureau, ACS 2015 5yr Data table B03002



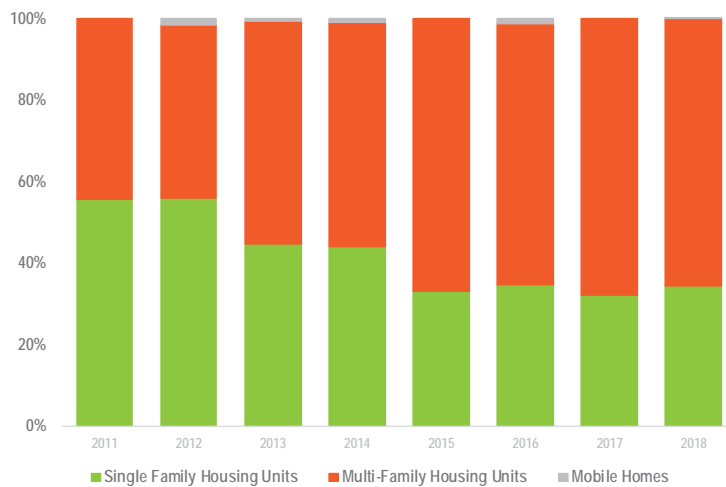
## Housing Growth

Recovery in the housing market following the Great Recession accelerated in the Puget Sound Region along with the population and employment growth in late 2012 and 2013. In the past year the region added over 24,000 housing units to the market – almost 2.5 times the number of housing units that were added between 2010 and 2011.

New Housing Units	2010 to 2011	2011 to 2012	2012 to 2013	2013 to 2014	2014 to 2015	2015 to 2016	2016 to 2017	2017 to 2018
Total	9,860	9,430	13,960	17,780	20,510	21,020	23,340	24,290
Single Family	5,500	5,280	6,250	7,860	6,790	7,290	7,520	8,360
Multi-Family	4,370	4,010	7,610	9,760	13,740	13,460	15,910	15,910

Source: Postcensal Estimates of April 1 Housing Units, 1990 to Present, Office of Financial Management, Forecasting and Research Division

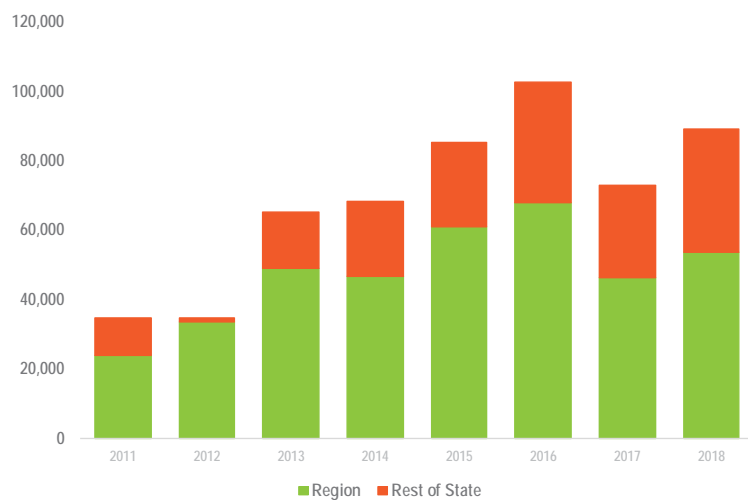
As the region continues to grow, a larger share of the new housing being provided in the region is multi-family housing. Between 2010 and 2011, approximately 45% of all new construction was multi-family housing. This increased to over 66% between 2017 and 2018.



Source: Postcensal Estimates of April 1 Housing Units, 1990 to Present, Office of Financial Management, Forecasting and Research Division

## Employment Growth

Total employment in the Puget Sound Region totaled over 2 million jobs in 2016 and job growth averaged over 3.2% in 2016 - almost twice the rate of our record population growth. All four counties in our region added jobs. The services sector, which includes jobs from IT, business services, recreation and food services, added the most jobs in the region between 2017 and 2018. Almost 70% of the statewide increase in jobs between 2010 and 2018 occurred in the region.



# Puget Sound Regional Council Member Jurisdictions

– Counties, Cities and Tribes



Figure 1 – Map of PSRC Member Jurisdictions

## 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, 76 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.



Bellevue Public Library

Associate members include the Snoqualmie Tribe, and the Tulalip Tribes, Island County, the Thurston Regional Planning Council, 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 \$234 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



Kitsap County Point No Point

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.



Pacific Science Center



## *Budget Strategy & Overview*



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.

### **PSRC's Integrated Planning Timeline**

The Integrated Planning Timeline (Figure 2) 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.

### **How the PSRC budget ties to long term planning goals and priorities**

The biennial budget and work program supports regional land use, transportation, and economic development planning and coordination. The budget provides resources to complete an update of the region's growth management strategy, VISION 2050, and for preliminary work on a scheduled 2022 update of the Regional Transportation Plan. Resources are also identified for continued improvement of the region's transportation demand and land use models, development of updated growth forecasts, and for collection and analysis of data to support the planning work. Forward-looking regional plans and up-to-date data and analysis tools are timed to support required updates of PSRC members' local comprehensive plans, anticipated for adoption in the 2024-2025 biennium.



Tacoma Narrows Bridge

# Integrated Planning Timeline, 2019-2027

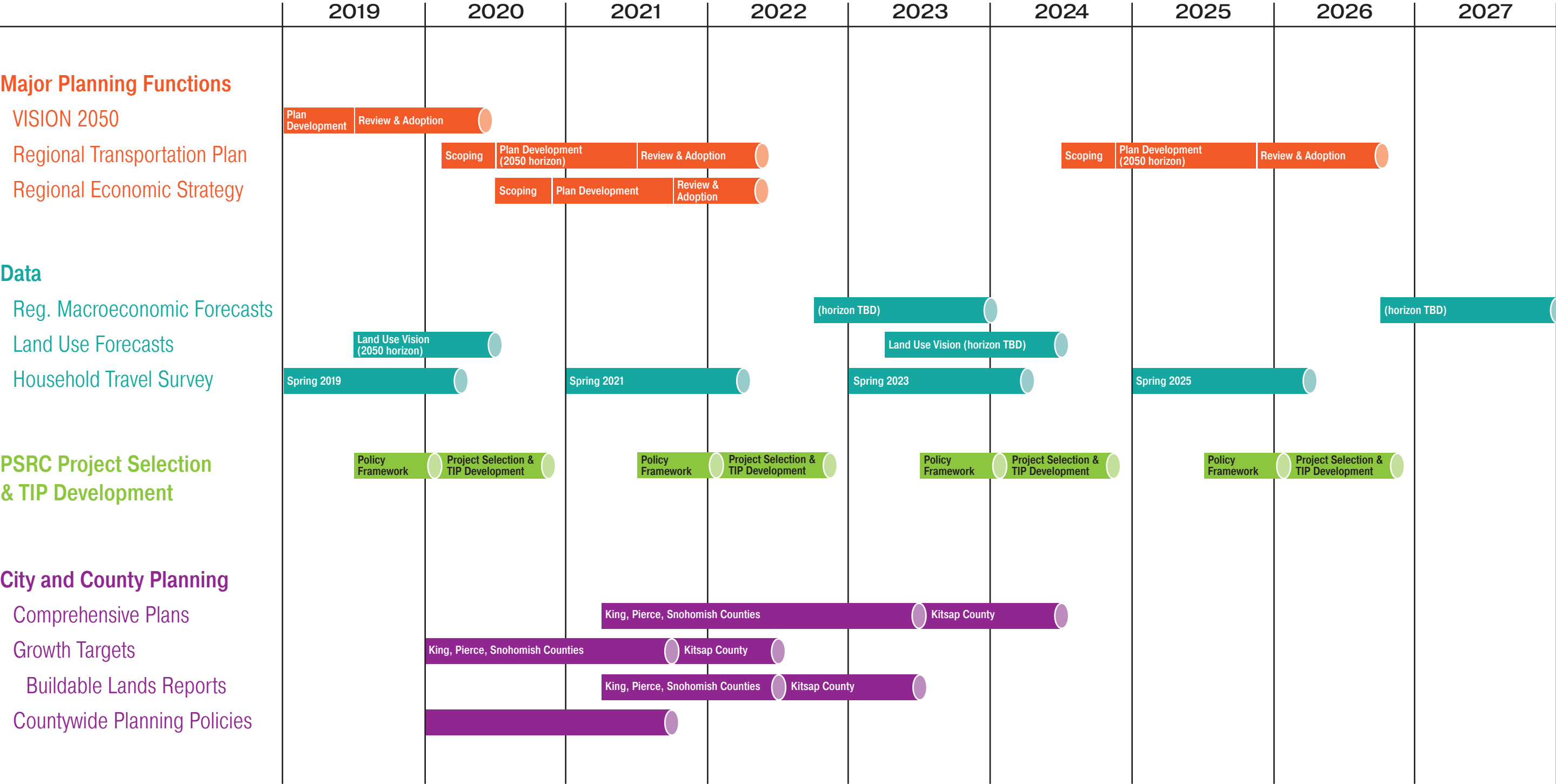


Figure 2 - Integrated Planning Timeline (FY2019-2027)

## Short-term factors influencing budget decisions

During the development of the biennial budget proposal several factors were taken into consideration including:

- PSRC's effort to sustain financial health, ensure agency resources are used in an effective and accountable manner, and maintain internal management controls.
- The need for a balanced budget proposal based on conservative revenue estimates from reliable sources.
- Accomplishing the regional planning activities that are outlined in the Integrated Planning Timeline.
- Completing work tasks on time with identified resources.
- Updating policies to keep current with the latest regulations.
- Inflationary factors.
- Maintaining sufficient funds to meet current expenses (cash flow).
- Increasing amount of reserve funds to meet minimum recommended balance.
- Impact of the rising costs of employee benefits on the total cost of labor.
- The need for wage increases sufficient to remain competitive in job market

## Estimated Revenues and Expenditures



Bremerton Fountain Park

The revenue and expenditure assumptions are illustrated in tables 1 - 7 and figures 3 - 5. Figures 3 - 5 show the revenue and expenditure comparison between the Adopted FY2020-2021 Budget and the Adopted Supplemental FY2018-2019 Budget (May 2018).

**Funding Sources:** Table 1 summarizes the revenue by funding source and compares the adopted budget to the current budget. Table 4 provides a more detailed listing of each revenue source and amount.

As shown on Table 4, of the different funding sources, the largest are the planning funds provided by Federal Highway Administration (FHWA) and Federal Transit Administration (FTA 5303) grants. 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 Regional 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 partly supported by state and local funds.)

Regional Transportation Planning Organization (RTPO) funds provided by the Washington State Department of Transportation to Regional Transportation Planning Organizations such as PSRC provide for local governments and the state to coordinate transportation planning for regional transportation facilities.

Federal Transit Administration Urbanized Area Formula Grants (FTA5307) are available for transportation-related planning.

Federal Transit Administration Enhanced Mobility of Seniors & Individuals with disabilities – Section 5310 (FTA 5310) formula funding is made available to states for the purpose of assisting nonprofit groups in meeting transportation needs of the elderly and persons with disabilities.

Surface Transportation Block Grant Program (STBGP) funds from FHWA are allocated by WSDOT to Metropolitan Planning Organizations for prioritizing and selecting projects that align with regional priorities.

The Economic Development Administration (EDA) Planning Grant supports the work of the Central Puget Sound Economic Development District. See the Economic Development work element.

Membership dues from member towns, cities, counties, tribes and transit agencies provide matching funds for grants, support various elements of the work program and provide for PSRC's reserve funds. Anticipated revenues are revenues from traditional sources that are expected but not yet available.

Of the \$27.39 million in total revenues for the Adopted FY2020-2021 Budget, \$16.64 million is from federal grants, \$1.23 million is from state grants, \$4.34 million in local and grant funds carried over from previous fiscal years, \$4.74 million in local funds, and \$440,000 in anticipated funds from MPO Planning fund. The local funds include \$4.45 million in local membership and transit dues, and \$295,000 from the Central Puget Sound Economic Development District. The distribution of the local membership dues and transit dues are shown in Table 5.

Overall revenues for the Adopted FY2020-2021 Budget are .4% lower than the revenues for the Supplemental FY2018-2019 budget. Federal funds increased approximately 5.7% and local dues increase approximately 7.6% for the biennium. The proceeds from the dues increase will be used to help build PSRC's reserve fund balance to the recommended target of 2 months of operating expenditures or \$2.08 million. These revenue increases are more than offset by a decrease of approximately 23.5% in carryover funds.

**Funding Uses:** Table 2 summarizes the expenditures by category for the adopted budget and compares them to the expenditures in the current budget. Of the \$27.39 million total budget, 70% is used to fund personnel costs, 15% percent is used for

overhead, 7% is for contingency reserve, 4% is for project consultants, 2% is for direct project costs and 2% is encumbered for anticipated revenues and future work.

Overall salaries in the Adopted FY2020-2021 Budget are less than 1% greater than salaries in the Supplemental FY2018-2019 budget. The Adopted FY2020-2021 Budget includes a 5% annual merit pool and a 5% decrease in staff positions. Benefits are expected to increase by approximately 3.8% percent per year. Indirect costs are expected to increase by approximately 1.2% per year.

Direct costs, consultant costs and the amount encumbered for long-term projects continue to decrease in the budget as we complete work that had been carried forward from past budget periods.

Table 5 summarizes the distribution of local dues. Of the \$4.74 million in local dues, \$2.97 million is used as match for the federal/state funds. For every dollar of local match, members receive approximately four dollars in grant funded planning services. The remaining local dues are allocated to Growth, Transportation, and Economic Development Planning, Data, Planning Management, and Executive and Administrative Services.

Membership dues also provide support for PSRC to manage and distribute project money to the region.

Table 3 shows staffing levels decreasing from 69 FTEs to 66, or about 5%.



Puget Sound

Table 1 - Revenue Comparison Summary

Basic Funding	Adopted FY2020-2021	May-2018 Supplemental FY2018-2019	Variance
State	\$1,226,000	\$1,226,000	\$0,000
Federal	\$16,642,000	\$15,733,000	\$910,000
Local Funds, EDD and Service Income	\$4,742,000	\$4,404,000	\$338,000
Carryover (a)	\$4,337,000	\$5,672,000	(\$1,335,000)
Tenant Improvement Reimbursement Carryover	\$0,000	\$55,000	(\$55,000)
State/Federal/Local Anticipated	\$440,000	\$431,000	\$9,000
<b>Total</b>	<b>\$27,387,000</b>	<b>\$27,521,000</b>	<b>(\$134,000)</b>

Table 2 - Expenditure Comparison Summary

Basic Funding	Adopted FY2020-2021	May-2018 Supplemental FY2018-2019	Variance
Salaries (b)	\$11,605,000	\$11,493,000	\$112,000
Benefits (c)	\$7,657,000	\$7,107,000	\$550,000
Overhead	\$3,969,000	\$3,854,000	\$115,000
s+b+oh	\$23,231,000	\$22,454,000	\$777,000
Direct	\$659,000	\$874,000	(\$215,000)
Consultant	\$1,117,000	\$1,399,000	(\$282,000)
Anticipated	\$440,000	\$560,000	(\$120,000)
Tenant Improvement	\$0,000	\$55,000	(\$55,000)
Encumbered for Future Work	\$0,000	\$596,000	(\$596,000)
Contingency Reserve PSRC	\$1,940,000	\$1,583,000	\$357,000
<b>Total</b>	<b>\$27,387,000</b>	<b>\$27,521,000</b>	<b>(\$134,000)</b>

Table 3 - Staffing Comparison by Task

	Adopted FY2020-2021	May-2018 Supplemental FY2018-2019	Variance
Planning Management	3	3	(0)
Regional Growth Planning	6	6	(0)
Transportation Planning	17	19	(2)
<b>Subtotal Planning</b>	<b>26</b>	<b>28</b>	<b>(2)</b>
Economic Development District	1	1	(0)
Data	19	19	-
Council Support	3	4	(1)
Communications	3	3	0
Administrative Services (d)	14	14	(0)
<b>Total (e)</b>	<b>66</b>	<b>69</b>	<b>(3)</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 5% merit pool first year and 5% merit pool second year and allowance for salary survey results.
- (c) Benefits include vacation, sick leave, holiday, retirement medical, dental, short and long term disability, life, a deferred compensation plan, etc.
- (d) Administrative Services include: Executive Administration, Finance, HR, IT, Information Center, and Graphics.
- (e) Staffing reduced due to restructuring of roles.  
Any and all lobbying will be paid with local funds.

Table 4 - Revenue Comparison by Source

Basic Funding	Adopted FY2020-2021	May-2018 Supplemental FY2018-2019	Variance
<b>Grant and Local Revenue</b>			
<b>Planning funds</b>			
Regional Transportation Planning Org	\$1,226,000	\$1,226,000	\$0,000
Federal Transit Administration (MPO) and	\$3,094,000	\$3,094,000	\$0,000
Federal Highway Administration (MPO)	\$8,648,000	\$8,479,000	\$169,000
Subtotal Planning funds	\$12,968,000	\$12,799,000	\$169,000
<b>Project Funding</b>			
FTA/5307	\$2,500,000	\$2,250,000	\$250,000
Estimated STBGP	\$2,000,000	\$1,500,000	\$500,000
FTA/5310	\$200,000	\$200,000	\$0,000
Subtotal Project Funds	\$4,700,000	\$3,950,000	\$750,000
<b>Local Funding</b>			
Local Membership Dues	\$3,367,000	\$3,113,000	\$254,000
EDD Membership Dues (a)	\$295,000	\$273,000	\$22,000
Subtotal Membership Dues	\$3,662,000	\$3,386,000	\$276,000
Transit Agency Dues	\$1,079,000	\$998,000	\$81,000
Subtotal Local Funding	\$4,741,000	\$4,384,000	\$357,000
<b>Grant and Local Revenue Subtotal</b>	<b>\$22,409,000</b>	<b>\$21,133,000</b>	<b>\$1,276,000</b>
<b>Project Specific Revenue</b>			
LiDAR	\$0,000	\$10,000	(\$10,000)
Subtotal Project Specific Revenue	\$0,000	\$10,000	(\$10,000)
<b>CPSEDD Revenue</b>			
CPSEDD - EDA Planning Grant	\$200,000	\$200,000	\$0,000
CPSEDD - IMCP Carryover	\$0,000	\$20,000	(\$20,000)
Subtotal CPSEDD Revenue	\$200,000	\$220,000	(\$20,000)
Carryover PSRC	\$4,337,000	\$5,672,000	(\$1,335,000)
Tenant Improvement Allowance Carryforward	\$0,000	\$55,000	(\$55,000)
<b>Basic Funding Total</b>	<b>\$26,947,000</b>	<b>\$27,090,000</b>	<b>(\$143,000)</b>
<b>Anticipated Funding</b>			
FAA Anticipated	\$0,000	\$315,000	(\$315,000)
Anticipated MPO	\$440,000	\$116,000	\$324,000
<b>Anticipated Funding Total</b>	<b>\$440,000</b>	<b>\$431,000</b>	<b>\$9,000</b>
<b>Total</b>	<b>\$27,387,000</b>	<b>\$27,521,000</b>	<b>(\$134,000)</b>

(a) EDD Membership dues have been collected from PSRC membership since 2005 to support Economic Development.

Table 5 - Distribution of Matching funds

Basic Funding	Adopted FY2020-2021	May-2018 Supplemental FY2018-2019	Variance
<b>Basic Funding Match</b>			
Federal Transit Administration combined	\$1,833,000	\$1,806,000	\$26,000
Other Federal - FTA 5307	\$625,000	\$563,000	\$63,000
Other Federal STBGP	\$312,000	\$234,000	\$78,000
EDA Match	\$200,000	\$200,000	\$0,000
<b>Anticipated Funding Match</b>			
FAA Anticipated	\$0,000	\$35,000	(\$35,000)
Anticipated Federal	\$0,000	\$76,000	(\$76,000)
Anticipated MPO	\$0,000	\$18,000	(\$18,000)
Contingency	\$356,000	\$331,000	\$25,000
Balance of Local Dues	\$1,615,000	\$1,048,000	\$567,000
<b>Total</b>	<b>\$4,741,000</b>	<b>\$4,111,000</b>	<b>\$630,000</b>



Table 6 - FY2020-2021 Expenditure Allocation

TASK		SALARIES BENEFITS	OVERHEAD*	DIRECT COST	CONSULTANTS	OTHER**	Budget FY2020-2021 TOTAL
000	PLANNING MANAGEMENT	\$939,000	\$519,000	64,000	\$57,000	100,000	\$1,679,000
100	REGIONAL GROWTH PLANNING	\$1,400,000	\$775,000	\$10,000	\$0,000	100,000	\$2,285,000
200	TRANSPORTATION PLANNING	\$4,193,000	\$2,323,000	\$32,000	\$275,000	100,000	\$6,923,000
300	ECONOMIC DEVELOPMENT	\$290,000	\$160,000	\$23,000	\$0,000	-	\$473,000
400	DATA	\$5,440,000	\$3,014,000	\$286,000	\$410,000	50,000	\$9,200,000
500	COUNCIL SUPPORT	\$1,155,000	\$640,000	\$231,000	\$200,000	90,000	\$2,316,000
600	COMMUNICATIONS	\$1,469,000	\$814,000	\$13,000	\$175,000	-	\$2,471,000
700	ENCUMBRANCE	\$100,000	-	-	-	\$0,000	\$100,000
800	CONTINGENCY/RESERVE	-	-	-	-	\$1,940,000	\$1,940,000
GRAND TOTAL		\$14,984,000	\$8,247,000	\$659,000	\$1,118,000	\$2,380,000	\$27,387,000

\* Overhead includes Administrative Staff, Direct Costs, and Consultants associated with Finance, Human Resources, Information Technology, Graphics, and Information Center.

\*\* Other includes unfunded contracts and Contingency Reserves.

**TABLE 7  
FY2020 & FY2021 REVENUE ALLOCATION**

TASK	RTPO	FHWA	FHWA Match 13.5%	FHWA Carryover	FHWA Carryover match	FTA5303	FTA 5303 Local Match 13.5%	FTA5303 Carryover	FTA5303 Carryover Match	FTA 5307 2020
000 PLANNING MANAGEMENT	240,000	417,000	65,000	-	-	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	663,000	424,000	66,000	171,000	27,000	405,000	63,000	64,000	10,000	-
200 TRANSPORTATION PLANNING	324,000	869,000	136,000	171,000	27,000	1,322,000	206,000	64,000	10,000	1,470,000
300 ECONOMIC DEVELOPMENT	-	-	-	-	-	-	-	-	-	-
400 DATA	-	3,833,000	598,000	171,000	27,000	1,367,000	213,000	64,000	10,000	1,030,000
500 COUNCIL SUPPORT	-	1,350,000	211,000	171,000	27,000	-	-	-	-	-
600 COMMUNICATIONS	-	1,670,000	261,000	171,000	27,000	-	-	-	-	-
700 ENCUMBRANCE	-	87,000	14,000	-	-	-	-	-	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,226,000</b>	<b>8,648,000</b>	<b>1,350,000</b>	<b>855,000</b>	<b>133,000</b>	<b>3,094,000</b>	<b>483,000</b>	<b>191,000</b>	<b>30,000</b>	<b>2,500,000</b>

TASK	FTA 5307 Match 20.0%	FTA 5307 Carryover	FTA 5307 Carryover Match	STBGP 2020	STBGP 2020 Match 13.5%	FTA 5310 2020	FAA Carryforward	FAA Carryforward Match 10.0%	FAA Additional CF Local	EDD EDA grant
000 PLANNING MANAGEMENT	-	-	-	-	-	-	547,000	61,000	49,000	-
100 REGIONAL GROWTH PLANNING	-	-	-	-	-	-	-	-	-	-
200 TRANSPORTATION PLANNING	368,000	159,000	40,000	1,000,000	156,000	200,000	-	-	-	-
300 ECONOMIC DEVELOPMENT	-	-	-	-	-	-	-	-	-	200,000
400 DATA	258,000	107,000	27,000	1,000,000	156,000	-	-	-	-	-
500 COUNCIL SUPPORT	-	-	-	-	-	-	-	-	-	-
600 COMMUNICATIONS	-	-	-	-	-	-	-	-	-	-
700 ENCUMBRANCE	-	-	-	-	-	-	-	-	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>625,000</b>	<b>266,000</b>	<b>67,000</b>	<b>2,000,000</b>	<b>312,000</b>	<b>200,000</b>	<b>547,000</b>	<b>61,000</b>	<b>49,000</b>	<b>200,000</b>

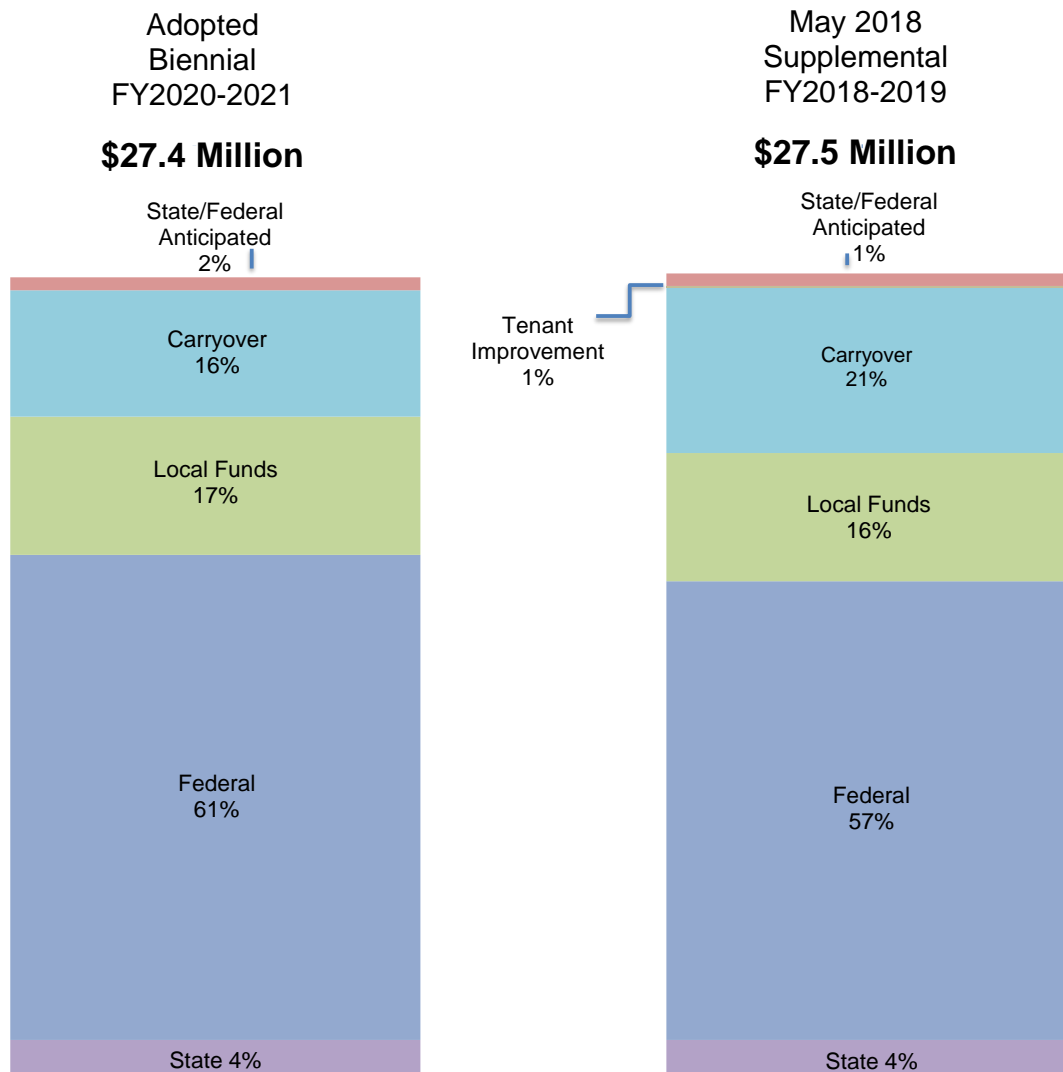
TASK	*EDA grant Match	*EDD Dues	Carryover Local	Local	Basic Funding Subtotal	Federal Anticipated	Federal Match Anticipated	Anticipated and Match Subtotal	FY2020-21 Budget
000 PLANNING MANAGEMENT	-	-	92,000	108,000	1,579,000	100,000	-	100,000	1,679,000
100 REGIONAL GROWTH PLANNING	-	-	92,000	200,000	2,185,000	100,000	-	100,000	2,285,000
200 TRANSPORTATION PLANNING	-	-	92,000	210,000	6,823,000	100,000	-	100,000	6,923,000
300 ECONOMIC DEVELOPMENT	200,000	73,000	-	0,000	473,000	-	-	-	473,000
400 DATA	-	-	92,000	198,000	9,150,000	50,000	-	50,000	9,200,000
500 COUNCIL SUPPORT	-	-	92,000	375,000	2,226,000	90,000	-	90,000	2,316,000
600 COMMUNICATIONS	-	-	92,000	250,000	2,470,000	-	-	-	2,470,000
700 ENCUMBRANCE	-	-	-	-	100,000	-	-	-	100,000
800 CONTINGENCY/RESERVE	-	22,000	1,583,000	335,000	1,940,000	-	-	-	1,940,000
<b>TOTALS</b>	<b>200,000</b>	<b>95,000</b>	<b>2,138,000</b>	<b>1,676,000</b>	<b>26,946,000</b>	<b>440,000</b>	<b>-</b>	<b>440,000</b>	<b>27,387,000</b>

\*EDD membership dues have been collected from PSRC membership since 2005 to support Economic Development function.

**Table 8 - Estimated Carryover Funds from FY2019**

	<b>Total Grant Funds Remaining</b>	<b>Contractual Remaining</b>	<b>Other Remaining</b>
FHWA	855,194	-	855,194
FTA 5303	190,714	-	190,714
FTA 5307	266,252	-	266,252
FAA	547,121	-	547,121
FAA Additional Local		-	
<b>Subtotal</b>	<b>1,859,281</b>	<b>-</b>	<b>1,859,281</b>
Carryover local match	340,041		
Carryover local funds	554,686		
Contingency/Reserve Carryover	1,583,000		
<b>Total Carryover from FY2017</b>	<b>\$ 4,337,008</b>		
Less EDD Carryover	-		
<b>PSRC Carryforward</b>	<b>\$ 4,337,008</b>		

Figure 3 - **Revenue Comparison**



	Adopted Biennial FY2020-2021	May-18 Supplemental FY2018-2019	Variance
State	\$1,226,000	\$1,226,000	\$0,000
Federal	\$16,642,000	\$15,733,000	\$910,000
Local Funds	\$4,742,000	\$4,404,000	\$338,000
Carryover (a)	\$4,337,000	\$5,672,000	(\$1,335,000)
Tenant Improvement	\$0,000	\$55,000	(\$55,000)
State/Federal Anticipated	\$440,000	\$431,000	\$9,000
Total	\$27,387,000	\$27,521,000	(\$134,000)

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



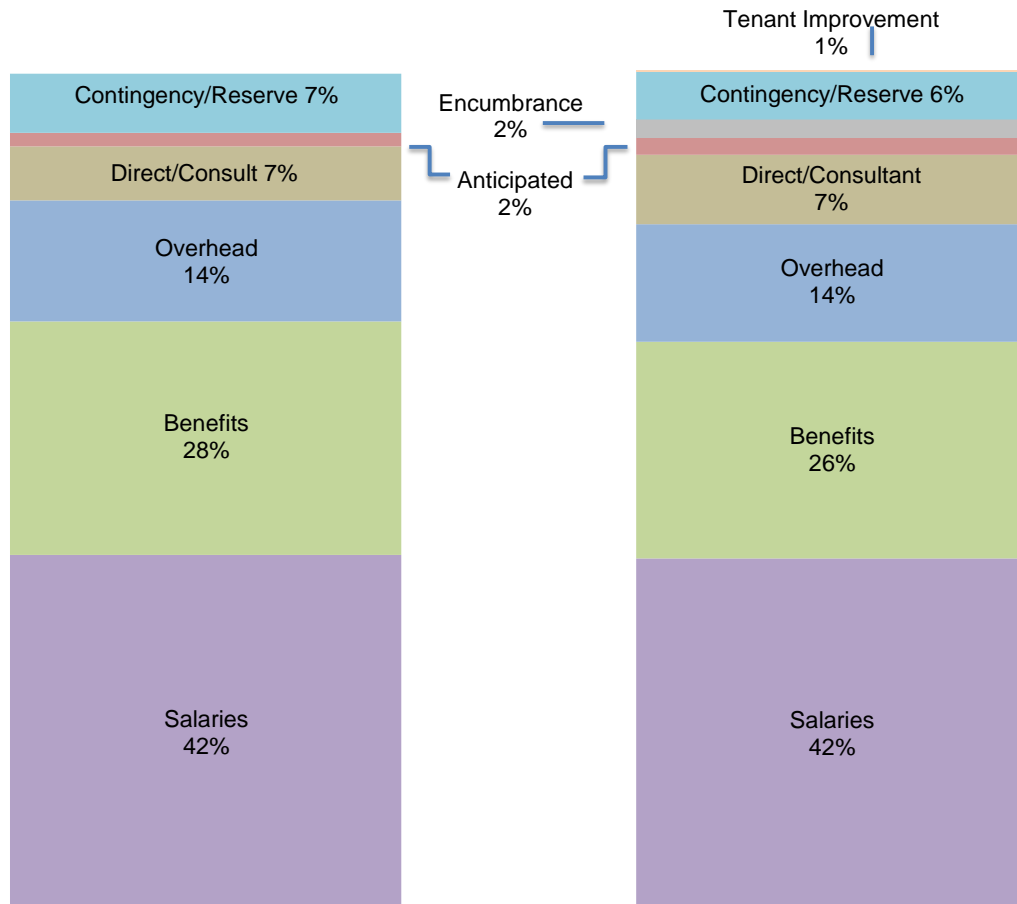
Figure 4 - **Expenditure Comparison**

Adopted  
Biennial  
FY2020-2021

**\$27.4 Million**

May 2018  
Supplemental  
FY2018-2019

**\$27.5 Million**



	Adopted Biennial FY2020-2021	May-18 Supplemental FY2018-2019	Variance
Salaries	\$11,605,000	\$11,493,000	\$112,000
Benefits	\$7,657,000	\$7,107,000	\$550,000
Overhead	\$3,969,000	\$3,854,000	\$115,000
Direct/Consult.	\$1,776,000	\$2,273,000	(\$497,000)
Anticipated	\$440,000	\$560,000	(\$120,000)
Encumbrance	\$0,000	\$596,000	(\$596,000)
Contingency/ Reserve	\$1,940,000	\$1,583,000	\$357,000
Tenant Improvement	\$0,000	\$55,000	(\$55,000)
Total	\$27,387,000	\$27,521,000	(\$134,000)

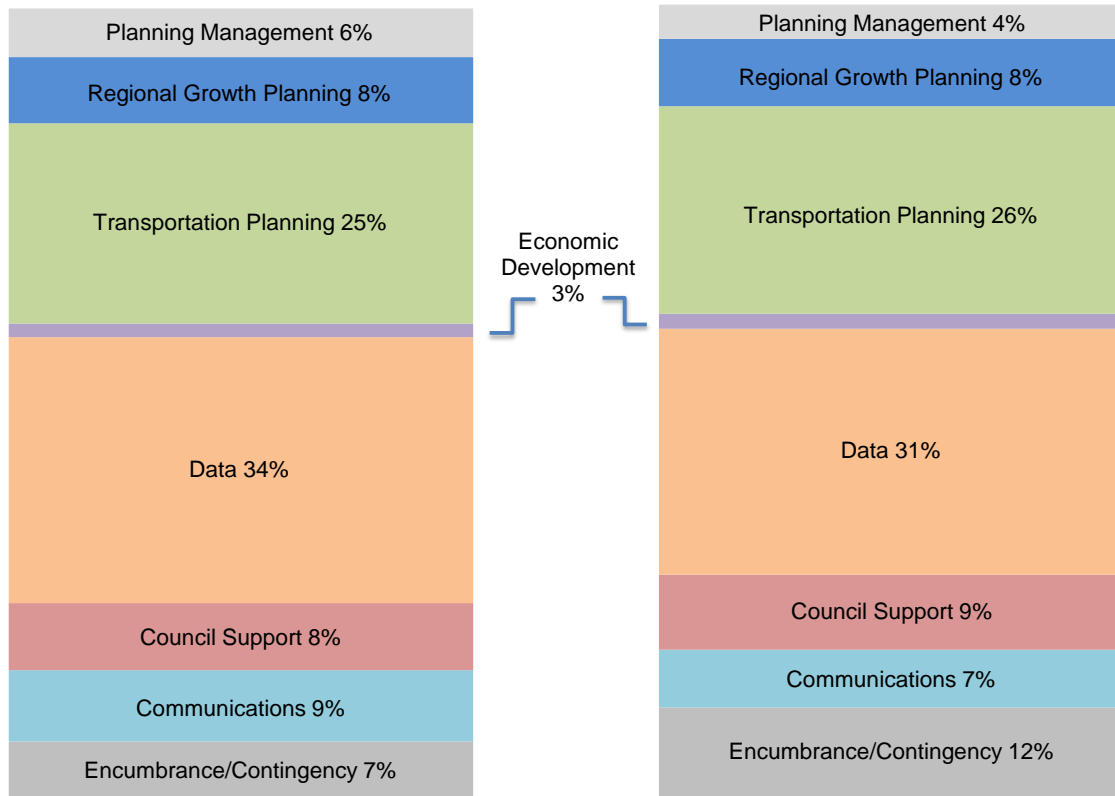
Figure 5 - **Expenditures by Work Task**

Adopted  
Biennial  
FY2020-2021

**\$27.4 Million**

May 2018  
Supplemental  
FY2018-2019

**\$27.5 Million**



	Adopted Biennial FY2020-2021	May-18 Supplemental FY2018-2019	Variance
Planning Management	\$1,679,000	\$1,187,000	\$492,000
Regional Growth Planning	\$2,285,000	\$2,325,000	(\$40,000)
Transportation Planning	\$6,923,000	\$7,177,000	(\$254,000)
Economic Development	\$473,000	\$518,000	(\$45,000)
Data	\$9,200,000	\$8,503,000	\$697,000
Council Support	\$2,316,000	\$2,592,000	(\$276,000)
Communications	\$2,471,000	\$2,000,000	\$471,000
Encumbrance & Contingency	\$2,040,000	\$3,219,000	(\$1,180,000)
Total	\$27,387,000	\$27,521,000	(\$134,000)

## Financial Structure and Process

### Fund Descriptions:

PSRC has one fund, the General Fund. The General Fund is the chief operating fund and it accounts for all financial resources except those required to be accounted for in another fund. PSRC does not currently have any financial resources required to be accounted for in other funds, such as debt or capital items. All of PSRC' departmental functions are captured under the General Fund. Revenues include federal grants, state grants, and member dues. Expenditures include salaries, benefits, overhead, and direct costs. For a complete description of revenues and expenditures, see Tables 1 - 5.



Seattle Center

### Basis of Budgeting:

The basis of budgeting determines when revenues and expenditures should be recognized for budget control. The basis of accounting determines when revenues and expenditures are recognized in the financial reporting system. PSRC uses the modified accrual basis for both accounting and budgeting. Expenditures are created when the underlying liability is incurred. Revenues are recognized when they are measurable and available.

### Capital Budget & Debt:

PSRC does not have debt payments or a capital budget, which simplifies the relationship between accounting and budgeting basis.

### Fund Balance:

Fund balance is the difference between a governmental fund's assets and liabilities. In the fund financial statements, governmental funds report the following classes of fund balances in accordance with GASB 54, Fund Balance Reporting and Governmental Fund Type Definitions.

Nonspendable fund balances are amounts that cannot be spent because they are either in a nonspendable form or are

legally/contractually required to be maintained intact, including inventories, prepaid expenses, advances, etc.

Restricted fund balances are amounts that can be spent only for specific purposes stipulated by donors, grantors, creditors or by law.

Committed fund balances are amounts that are constrained for a specific purpose determined by a formal action of PSRC's General Assembly and Executive Board, PSRC's highest level of decision-making authority. The same action is required to remove or change the constraint as it did to impose the constraint.

Assigned fund balances are amounts constrained by the PSRC's intent that they will be used for specific purposes. PSRC has adopted its policy to delegate the authority to assign amounts to be used for specific purposes to its Executive Board and/or Executive Director. PSRC's General Assembly adopts its budget, including amounts assigned for contingency purposes. The Executive Board has approved increases to the contingency reserve going forward, up to the recommended level of two months of operating expenses. Dues increases fund the increases to the contingency reserve.

Unassigned fund balances are amounts not classified as nonspendable, restricted, committed or assigned in the general fund. For a complete description of PSRC's components of fund balance, see the FY2016 audit report on the Office of the Washington State Auditor at:

<http://portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1018785&isFinding=false&sp=false>



Tacoma Glass Museum



Four Year Consolidated and Fund Financial Schedules:

Revenues	Actual FY16-17	Budgeted* FY18-19	Budgeted FY20-21
State/Federal	17,454,964	16,959,000	17,868,000
Local Funds, EDD and Service Income	4,330,526	4,404,000	4,742,000
Carryover (a)	-	5,672,000	4,337,000
Tenant Improvement Reimbursement	81,223	55,000	-
State/Federal/Local Anticipated	-	431,000	440,000
<b>Total</b>	<b>21,866,713</b>	<b>27,521,000</b>	<b>27,387,000</b>

Expenditures	Actual FY16-17	Budgeted* FY18-19	Budgeted FY20-21
Salaries (b)	10,332,077	11,493,000	11,605,000
Benefits (c)	6,333,060	7,107,000	7,657,000
Overhead	2,983,341	3,854,000	3,969,000
s+b+oh	19,648,478	22,454,000	23,231,000
Direct	266,710	874,000	659,000
Consultant	1,906,999	1,399,000	1,117,000
Encumbrance/Anticipated	-	1,211,000	440,000
Contingency/Reserve PSRC	-	1,583,000	1,940,000
<b>Total</b>	<b>21,822,187</b>	<b>27,521,000</b>	<b>27,387,000</b>
<b>Change in Fund Balance</b>	<b>44,526</b>	<b>-</b>	<b>-</b>

\* As of May, 2018 Supplemental Budget. FY2018 actual costs have not been audited as of December 2018.

The above table shows PSRC's revenues, expenditures, and changes in fund balance. The data is displayed for the most recent biennium of actual costs in FY2016-2017, the latest adopted supplemental FY2018-2019 budget, as well as the adopted FY2020-2021 budget. While PSRC does not project a change in fund balance, it does show an increase in contingency funds. This is the result of an increase in member dues in order to achieve the recommended two months of operating expenditures. For budgetary purposes, PSRC displays fund balance information on a biennial basis.

## Budget Development

The Puget Sound Regional Council budget is a two-year budget and work program running from July 1, 2019 through June 30, 2021. The biennial budget includes the option for adjustment after the first year with a supplemental budget or a simple budget amendment. The work program is divided into tasks. The work tasks are presented in detail in the Work Descriptions by Task section of the budget. The next budget and work program section presents more specifics on work tasks by the program areas to better reflect the ongoing effort of PSRC to build cross-departmental teams that more effectively perform the work required of the agency.



Mukilteo Ferry Dock

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 ensure that the budget and work program contains items important and helpful to member jurisdictions.

In May 2019 the General Assembly adopted the FY2020-2021 Budget and Work Program.

Changes since the FY2018-2019 Budget and Work Program include:

- Consolidation of Long-Range Transportation Planning and Short-Range Transportation Planning into a single task called Transportation Planning.

## Budget Policies

The 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 75% 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 2020 and 2021 will be dedicated to the reserve fund. 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 2021, would be subject to reassessment during the development of the fiscal years 2022 to 2023 biennial budget and work program.



Issaquah

## Unfunded Sub-Tasks

The narratives include references to unfunded and partially funded work. When developing the FY2020-21 Budget and Work Program staff identified additional work (staff & consultant) that could be pursued in the event additional revenue is identified.

The following unfunded or partially funded sub-tasks are identified in the narratives:

### **Planning Management and Regional Planning**

- Economic Data (consultant unfunded)
- Data acquisition and research (consultant unfunded)

### **Growth Planning**

- Vision 2050 Implementation (consultant unfunded)

### **Transportation**

- Regional Transportation Plan Implementation (consultant unfunded)

### **Data**

- Data Acquisition and research (consultant unfunded)

### **Council Support**

- Strategic Initiatives (consultants – partially funded)

## FY2020-21 Biennial Budget & Work Program Development Key Dates

### **September 2018**

Prepare estimates of revenues and expenses.

### **September 2018**

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

### **September 2018**

Operations Committee receives proposed budget schedule.

### **September 2018**

Executive Committee reviews budget assumptions for revenues and expenditures.

### **September – November 2018**

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

### **September – November 2018**

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 describe the major tasks and milestones proposed over the next two years.

### **October 25, 2018**

Operations Committee reviews budget assumptions for revenue and expenditures and reviews budgetary policies.

### **November 2018**

Prepare Internal Draft Biennial Budget and Work Program and distribute to Directors and Program Managers. Discuss proposed budget assumptions and schedule at all staff meeting.

### **December 5, 2018**

Economic Development Board reviews EDD Work element of Draft Budget and Work Program, forward comments to Operations Committee by December 31 for consideration in January.

### **December 6, 2018**

Operations Committee receives and reviews full balanced Draft Budget and Work Program.

### **January 2019**

Operations Committee finalizes full Draft Budget and Work Program and briefs Executive Board. Staff authorized to release Draft Budget and Work Program. The draft budget is posted on PSRC.org website for review by members of Transit Operators Committee (TOC), ED 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.

### **February – March 2019**

Transportation Policy Board & Growth Management Policy Board as well as Economic Development Board, review Draft Budget and Work Program, forward comments to



Operations Committee for consideration by March. All PSRC staff committees forward comments on draft budget to Operations Committee by March 16.

### **March 2019**

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

### **April/May 2019**

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

### **April - June 2019**

General Assembly acts on Final Draft Budget.

### **April/May 2019**

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

### **April – June 2019**

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.

### **June or July 2019**

Economic Development Board adopts Economic Development portion of the budget.

### **July 1, 2019**

Biennial Work Program and Budget Begins.

### **September 2019**

Board action to amend budget.

### **December 2019**

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

### **January – February 2020**

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

### **February – March 2020**

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

### **Spring 2020**

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

### **Spring 2020**

General Assembly adopts the Supplemental Biennial Budget and Work Program.

### **Spring 2020**

Economic Development Board adopts Economic Development portion of the Supplemental Budget and Work Program.

## Performance Measures, Milestones & Reporting

The budget and work program identifies milestones and products for the various tasks and sub-tasks.

Once the budget and work program is approved, progress toward completion of milestones and products is reported to PSRC funding partners in monthly, quarterly and/or semi-annual progress reports. The frequency of reporting depends on reporting requirements of each funding source. Project level accounting reports track expenditures on projects and compare the budgeted expenditures to actual. Contract expenditures and percent complete are tracked separately in a monthly contract status report.

Directors and Program Managers meet quarterly with finance staff to review budget-to-actual reports and to discuss project timelines. The emphasis of these meetings is to complete contracts and work tasks on time and under budget. These meetings also provide an opportunity for program staff to communicate with finance staff. If necessary, transfers of resources may be needed to complete vital projects on time or in other instances when timelines may need to be adjusted due to unforeseen circumstances, such as staff vacancies or competing priorities.

As a requirement of our MPO agreement with WSDOT, PSRC produces an annual progress report that is published on our website (PSRC.org) and delivered to WSDOT, FHWA and FTA within three months of the close of each fiscal year (June 30).

The following reports are provided to the Operations Committee and Executive Board at each meeting:

- Contract status report
- Grant status report
- Budget-to-actual comparison by program area
- Recently completed contracts list

The budget and work program is reviewed and updated annually.

## Long Term Financial Projections & Strategy

PSRC's six-year financial projections are shown in Tables 9 - 12.

In preparing these estimates we made the following assumptions:

- State and Federal grant revenue projections for MPOs and RTPOs are based on estimates provided by our funding partners (WSDOT, FTA, FHWA).
- We have projected no increases in the funding level from the Economic Development Administration (EDA). This funding has remained relatively constant for the past 10 years.

- Funding from FTA 5307 and STBGP are based on Project Selection Task Force recommendations and approved by the PSRC Executive Board. The region's transit agencies are consulted on the amounts of FTA 5307 funds. The projects funded with FTA 5307 funds are developed in collaboration with the Transit Operators Committee and are approved by the region's transit executives.



State Route 520

- FTA 5310 funds are projected to remain at the current level of \$200,000 per biennium.
- LiDAR funds are not currently available.
- Carryover indicates available funds and related work that remain unspent in the previous budget cycle and can be used in the next budget. Carryover amount for FY2020-21 is based on projected revenues and expenditures in Fiscal Year 2019. Carryover for time periods beyond fiscal year 2021 is based on historical trends and can be adjusted over time.
- Until the reserve funds balance reaches the target of two months of operating expenditures, we have assumed a 4% per year increase in membership dues that will be used to increase the reserve fund balance, subject to biennial review and approval by Operations Committee.
- Anticipated funds are estimates that are likely but not known and may be contingent upon a future event. We budget the potential revenue and encumber the potential expenditures until the amount and the exact nature of the work are known. The anticipated MPO amount listed is based on possible increases in annual funding resulting from the FAST Act. Until we have a more accurate estimate we will show these funds as anticipated and related expenditures will not be authorized until funding becomes available.

Analysis: PSRC is required to adopt a balanced budget for each biennium. The projections shown in this six-year plan show a balanced budget for fiscal years 2020-2021, an approximate 9.74% deficit in fiscal years 2022-2023 and a projected 16.57% deficit in fiscal years 2024-2025. If additional revenues are not identified by the time that these future budgets are prepared for adoption, then reductions in expenditures will be required. These reductions will come from salaries, consultant or direct costs and will be determined during the budget development process.

Table 9 - Revenue Comparison Summary

	Projected Biennial FY2020-2021	Projected Biennial FY2022-2023	Projected Biennial FY2024-2025
<b>Basic Funding</b>			
State	\$1,226,000	\$1,226,000	\$1,226,000
Federal	\$16,642,000	\$16,642,000	\$16,642,000
Local Funds, EDD and Service Income	\$4,741,000	\$5,128,000	\$5,547,000
Carryover (a)	\$4,337,000	\$4,000,000	\$4,000,000
State/Federal/Local Anticipated	\$440,000	\$0,000	\$0,000
<b>Total</b>	<b>\$27,387,000</b>	<b>\$26,996,000</b>	<b>\$27,415,000</b>

Table 10 - Expenditure Comparison Summary

	Projected Biennial FY2020-2021	Projected Biennial FY2022-2023	Projected Biennial FY2024-2025
<b>Basic Funding</b>			
Salaries (b)	\$11,605,000	12,729,000	14,033,000
Benefits (c)	\$7,657,000	\$8,586,000	\$9,675,000
Overhead (d)	\$3,969,000	\$4,298,000	\$4,417,000
s+b+oh	\$23,231,000	\$25,613,000	\$28,125,000
Direct	\$659,000	\$470,000	\$491,000
Consultant	\$1,117,000	\$1,500,000	\$1,500,000
Encumbrance/Anticipated (e)	\$440,000	\$0,000	\$0,000
Contingency/Reserve PSRC	\$1,939,000	\$2,326,000	\$2,745,000
<b>Total</b>	<b>\$27,386,000</b>	<b>\$29,909,000</b>	<b>\$32,862,000</b>
Variance (Revenues - Expenditures)	\$0,000	(\$2,913,000)	(\$5,447,000)
	0.00%	9.74%	16.57%

Table 11 - Staffing Comparison by Task

	Projected Biennial FY2020-2021	Projected Biennial FY2022-2023	Projected Biennial FY2024-2025
Planning Management	3	3	3
Regional Growth Planning	6	6	6
Long-Range Transportation Planning	17	17	17
<b>Subtotal Planning</b>	<b>26</b>	<b>26</b>	<b>26</b>
Economic Development District	1	1	1
Technical And Data Services	19	19	19
Council Support	3	3	3
Communications	3	3	3
Administrative Services (f)	14	14	14
<b>Total</b>	<b>66</b>	<b>66</b>	<b>66</b>

(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 5% merit per year

(c) Benefits include vacation, sick leave, holiday, retirement medical, dental, short and long term disability, life, a deferred compensation plan, etc.

(d) Overhead assumes a growth of 5% per year on some expenses.

(e) Encumbrance/Anticipated includes State/Federal/Local Anticipated, Tenant Improvement, and Local Match for Anticipated.

(f) Administrative Services include: Finance, HR, IT, Information Center, and Graphics

\*Any and all lobbying will be paid with local funds.



Table 12 - Revenue Comparison by Source

	Projected Biennial FY2020-2021	Projected Biennial FY2022-2023	Projected Biennial FY2024-2025
<b>Basic Funding</b>			
<b>Grant and Local Revenue</b>			
<b>Planning funds</b>			
Regional Transportation Planning Org	\$1,226,000	\$1,226,000	\$1,226,000
Federal Transit Administration (MPO) and	\$3,094,000	\$3,094,000	\$3,094,000
Federal Highway Administration (MPO)	\$8,648,000	\$8,648,000	\$8,648,000
Subtotal Planning funds	\$12,968,000	12,968,000	12,968,000
<b>Project Funding</b>			
FTA/5307	\$2,500,000	\$2,500,000	\$2,500,000
FTA/5310	\$200,000	\$200,000	\$200,000
STBGP	\$2,000,000	\$2,000,000	\$2,000,000
Subtotal Project Funds	\$4,700,000	\$4,700,000	\$4,700,000
<b>Local Funding</b>			
Local Membership Dues	\$3,367,000	\$3,641,000	\$3,939,000
EDD Membership Dues (a)	\$295,000	\$320,000	\$346,000
Subtotal Membership Dues	\$3,662,000	\$3,961,000	\$4,284,000
Transit Agency Dues	\$1,079,000	\$1,167,000	\$1,263,000
Subtotal Local Funding	\$4,741,000	\$5,128,000	\$5,547,000
<b>Grant and Local Revenue Subtotal</b>	\$22,409,000	\$22,796,000	\$23,215,000
<b>CPSEDD Revenue</b>			
CPSEDD - EDA Planning Grant	\$200,000	\$200,000	\$200,000
Subtotal CPSEDD Revenue	\$200,000	\$200,000	\$200,000
Carryover PSRC	\$4,337,000	\$4,000,000	\$4,000,000
<b>Basic Funding Total</b>	<b>\$26,947,000</b>	<b>\$26,996,000</b>	<b>\$27,415,000</b>
<b>Anticipated Funding</b>			
Anticipated MPO (b)	\$440,000		
<b>Anticipated Funding Total</b>	<b>\$440,000</b>	<b>\$0,000</b>	<b>\$0,000</b>
<b>Total</b>	<b>\$27,387,000</b>	<b>\$26,996,000</b>	<b>\$27,415,000</b>

(a) EDD membership dues have been collected by PSRC membership since 2005 to support Economic Development function.

(b) Anticipated MPO reflects a 2% per year increase in FHWA MPO Funding. Subject to FAST Act Funding.

\*Table shows a 4% per year dues increase through FY2025. Updated PL Funds per letter.

## Budget Trends

Figures 6 and 7 illustrate the historical biennial revenue and expenditure trends. Here are some observations based on this graphical representation of eight years of budgets past, present and future:

- Overall total revenues have been declining.
- The steepest decline has been in the amount of carryover funds. This decline in carryover funds is related to the completion of several multi-period projects that carried over from one budget period to the next. The proposed budget has fewer of these carryover projects and less related direct and consultant expenditures.
- The decline in the encumbered amount of expenditures is also related to the completion of long-term projects in carry-over.
- Amounts from other funding sources other than carry-over are relatively stable.
- Over the eight years budgeted salaries, benefits and overhead continue to rise creating a growing gap between revenues and expenditures.
- The budgets have been balanced by decreasing staff and keeping direct and consulting costs to a minimum.
- The contingency amount has grown as a result of dues increases dedicated to increasing reserves.



Seattle Waterfront

Figure 6 - **Biennial Revenue Trends**

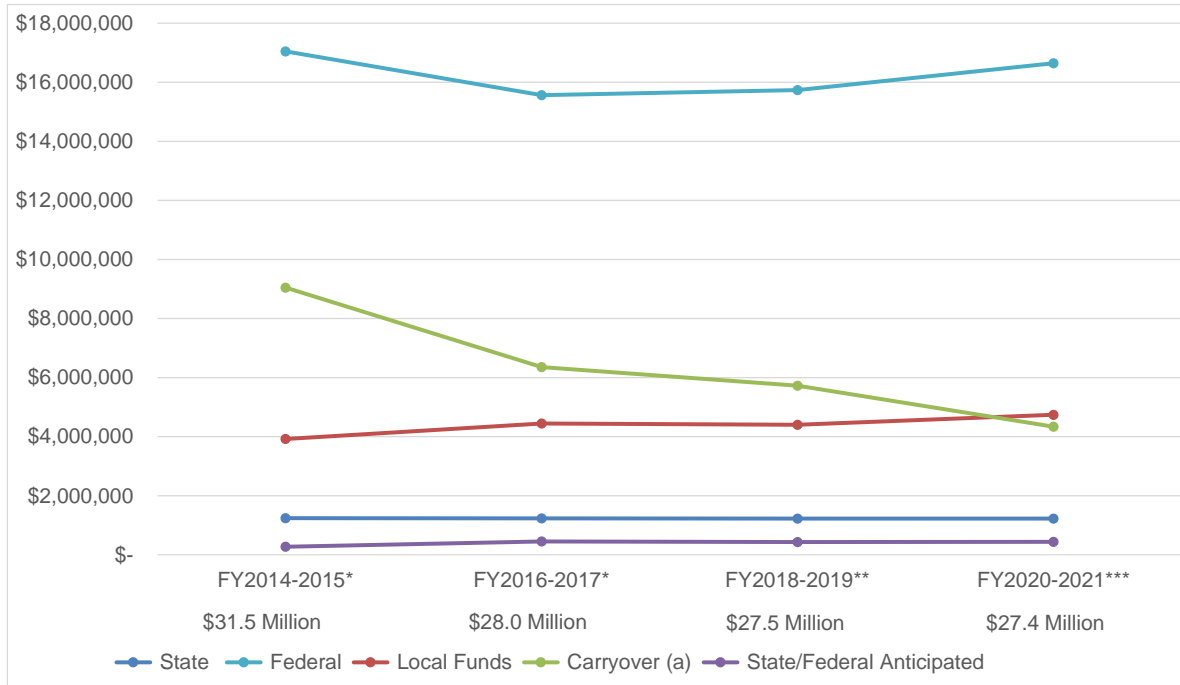
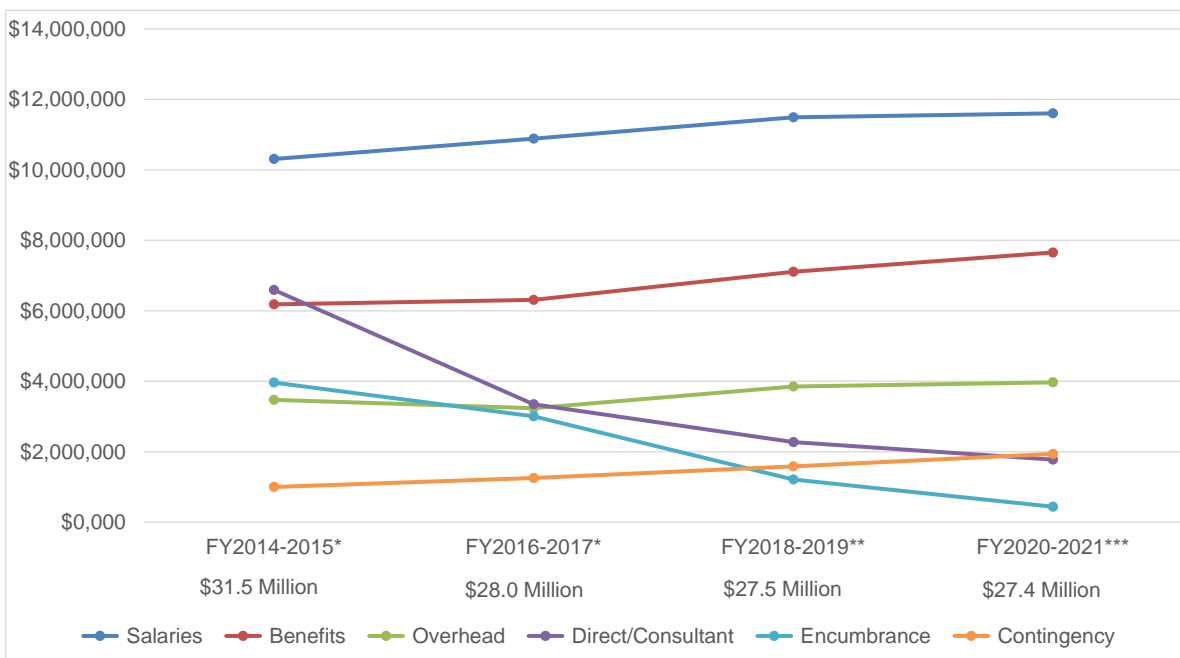


Figure 7 - **Biennial Expenditure Trends**



\* FY2014-2015 and FY2016-2017 reflect the Final Biennial Budgets.

\*\*FY2018-2019 as of May 2018 Supplemental Budget.

\*\*\*FY2020-2021 Adopted Biennial Budget.



## *Work Descriptions by Task*



## Regional Planning (Task 000)

### Objective

Oversee the development, maintenance and implementation of effective regional strategies for growth and transportation, and to improve regional coordination of planning programs. Develop short-term regional planning projects and programs in response to emerging issues and identified agency priorities.

### Sub-Tasks

#### **Sub-Task 1. Departmental Administration**

Manage and administer the regional planning work program, including work program development, schedule, budget, progress and evaluation reports and related documentation. Participate on the PSRC Executive Management Team to set strategic direction for the agency. Represent PSRC in local, regional, state and national planning efforts, providing regional, and informing regional planning from that work. Budget includes resources for on-call Hearing Examiner associated with development of long range plans.

#### **Sub-Task 2. Regional Staff Committee**

Convene the Regional Staff Committee at least quarterly to discuss key issues to help inform the work of the policy boards, Operations Committee, and Executive Board. Develop meeting agendas and supporting materials; facilitate meetings and special events sponsored by the Regional Staff Committee.

#### **Sub-Task 3. Aviation Planning**

In cooperation with the Federal Aviation Administration, airport operators, and the WSDOT Aviation Division, develop a Regional Aviation Baseline Study to provide a clear picture of the aviation activities and needs in the central Puget Sound region and set the stage for future planning. Master planning is underway at several airports within the central Puget Sound region, including King County International Airport (Boeing Field), Renton Municipal Airport, and Seattle-Tacoma International Airport. Overall growth in activity at the region's airports is increasing due to the strength of the regional economy. The baseline study is expected to produce information critical for understanding the region's aviation needs and options for policy makers to consider for meeting those needs in the future. This will be the first phase of potentially more focused studies on specific areas of emphasis. This study is not intended to provide final decisions, but rather to inform follow-on action.

#### **Sub-Task 4. Growth Management Planning: VISION 2050 Development**

Support development of VISION 2050, including ongoing policy development, public outreach, and technical research into a range of growth management and other topics. Support the development of draft and final VISION 2050 documents and supporting materials.

### Sub-Task 5. Equity and Social Justice

PSRC has worked to incorporate equity and social justice in regional growth, transportation, and economic development planning and analysis, and continues to seek ways to improve its tools, methodologies, public engagement, and policies. Through continued research and collaboration with stakeholders and community partners, PSRC will work to incorporate and center equity and social justice in its public and member engagement, approaches to analysis, and development of regional policy.

### Sub-Task 6. Long Range Transportation Planning

Support development of the 2022 Regional Transportation Plan, including ongoing policy and technical research into a wide variety of transportation mobility topics. Key elements include transit, including special needs transportation, transportation demand management and passenger only ferries; freight; active transportation; technology; maintenance and preservation; and financial planning.

#### Unfunded Sub-Tasks

None

#### Major Milestones and Products

1. Monthly Regional Staff Committee agendas and meetings (*Ongoing*)
2. Research, analysis, coordination and planning work for the development of the Regional Aviation Baseline Study (*Ongoing*, final report and products *June 2020*)

#### 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, Fixing America's Surface Transportation (FAST) Act, 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, Fixing America's Surface Transportation (FAST) Act, Federal Clean Air Act, Clean Air Washington Act, 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, Fixing America's Surface Transportation

(FAST) Act, Federal Clean Air Act.

5. **Implementing VISION 2040, the Regional Transportation Plan, and Amazing Place, the Regional Economic Strategy:**

VISION 2040 and the Regional Transportation Plan 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.

6. **Regional Airport Systems Policies**, adopted in the Regional Transportation Plan that address existing capacity and planning for the future.

### 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.

### Summary of Revenues and Expenditures

#### Revenues:

RTPO	\$240,000
FHWA	\$417,000
FHWA Local Match	\$65,000
FAA Carryover	\$547,000
FAA Carryover Match	\$61,000
FAA Additional Local	\$49,000
Carryover Local	\$92,000
Local	\$108,000
Federal Anticipated	\$100,000
<b>Total</b>	<b>\$1,679,000</b>

#### Expenditures:

Salaries & Benefits	\$939,000
Overhead	\$519,000
Direct Costs	\$64,000
Consultants	\$57,000
Unfunded Contracts	\$100,000
<b>Total</b>	<b>\$1,679,000</b>

#### Budget Comparison:

Adopted Biennial	
FY 20-21	\$1,679,000
May 2018	
Supplemental FY 18-19	\$1,284,000

#### FTE Staffing Comparison:

Adopted Biennial	
FY 20-21	2.70
May 2018	
Supplemental FY 18-19	2.87

### Summary of Consultants within Planning

Sub-Task	Description of Work	Amount	Start Date	End Date
1	Hearing Examiner	\$7,500		

	Regional Public Opinion Survey	\$50,000		
	Total Funded Contracts	<b>\$57,500</b>		
	Economic Data	\$50,000		
	Data Acquisition and Research	\$50,000		
	Total Unfunded Contracts	<b>\$100,000</b>		
	<b>Total Consultant Costs</b>	<b>\$157,500</b>		



## Regional Growth Management Planning (Task 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.

### Sub-Tasks

#### **Sub-Task 1. Departmental Administration**

Manage and administer the 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 the Puget Sound Regional Council.

#### **Sub-Task 2. VISION 2050**

PSRC is drafting VISION 2050 to extend the region's existing plan, VISION 2040, to keep the central Puget Sound region healthy and vibrant as it grows. As the region prepares to add more people and jobs in the coming decades – about 1.8 million more people by 2050 – VISION 2050 will identify the challenges we should tackle together as a region and renew the vision for the next 30 years.

VISION 2040 was the result of a planning process that 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. PSRC is updating VISION to respond to the tremendous change since the adoption of VISION 2040, to consider new information and perspectives about the region, and to support the next round of local plan updates.

Over the course of the prior budget period, PSRC developed multiple growth alternatives to explore how the growth strategy could be adjusted to better achieved desired outcomes; reviewed new information about the region's growth, housing, transportation and other topics; and developed a draft VISION 2050 plan that includes an updated Regional Growth Strategy and Multicounty Planning Policies.

Following the development of the draft plan in 2017-2019, it is anticipated that the draft VISION 2050 will be reviewed by the policy boards in 2019-2020 and adopted at General Assembly in 2020.

**a. Draft VISION 2050 Engagement**

To ensure a strong level of public and member engagement in the plan update, the project will include a number of outreach components during review of the draft VISION 2050, including:

- Presentations to countywide forums, member jurisdictions, and other interest groups
- An enhanced website with extensive information about the update, an online open house, and appropriate social media communication
- Direct community outreach, including hard-to-reach and historically underrepresented populations
- Events with the Regional Staff Committee, countywide groups and other partners to promote review of the draft and adoption of the final update

**b. Draft VISION 2050 Review**

PSRC will engage its boards, members and the broader community in reviewing a draft VISION 2050 plan that encompasses a range of planning issues and extends the Regional Growth Strategy to the year 2050.

Building off PSRC's 2050 economic forecast, the work of the centers framework update, and an evaluation of actual growth trends, and using input from environmental review of three district growth alternatives, the Regional Growth Strategy will be updated to extend growth to 2050 among the four counties and the individual regional geographies.

In addition to extending the plan horizon to 2050, the Growth Management Policy Board has identified several foundational changes to consider in the update based on public input during the scoping process:

- Policy updates per statutory changes, including school siting
- Updating outdated information
- Information from recent regional plans, including:
  - Regional Open Space Conservation Plan
  - Regional Transportation Plan
  - Regional Economic Strategy
- Updates to address board commitments, including implementation of the Regional Centers Framework Update

The Growth Management Policy Board also identified a set of priority policy issues to be addressed as part of the VISION 2050 update process, based on input received during scoping and discussions among members of both the Growth Management Policy Board and Executive Board. The draft VISION 2050 plan review process will provide an opportunity for the region to assess regional direction on housing, climate change, resiliency, social equity and other policy topics prior to development of a final plan for adoption.

The Growth Management Policy Board recognizes that VISION is a regional plan and growth strategy where topics are often interrelated, requiring an integrated

approach. The board identified that a significant element of the update needs to focus on implementation of the plan, including regional actions and how to support countywide and local efforts.

**c. Final Environmental Review**

VISION 2050 has included environmental analysis under the State Environmental Policy Act, through a Draft Supplemental Environmental Impact Statement (SEIS) that considered three potential growth pattern alternatives that fall within the range of analysis considered by the VISION 2040 EIS. The consultant contract to prepare these environmental documents will continue into this biennium to support development of a Final Supplemental Environmental Impact Statement on the final draft prior to adoption.

**Sub-Task 3. VISION 2050 Implementation**

A key step in the success of VISION 2050 will be to follow through with successful implementation steps, including supporting the counties and cities in their efforts to make VISION 2050 a reality at the local level. This Sub-Task will include outreach, assistance and technical development to support implementation of VISION 2050 through direct PSRC actions and through support to jurisdictions, agencies, and interest groups.

**a. Housing Implementation**

A priority topic for VISION 2050 is how to ensure that the region's housing supply keeps up with the region's strong economic and job growth, how to provide greater affordability options, and to lessen the risk and potential impact of displacement. This Sub-Task may include specific coordination with member agencies to improve the information available related to housing supply and affordability, support local housing strategy efforts, and provide guidance for local comprehensive plan updates.

**b. Growth Strategy Implementation**

With the adoption of VISION 2050 and an updated Regional Growth Strategy, PSRC will develop guidance and provide assistance on how the growth strategy can be used to support development of new countywide targets as required by the Growth Management Act.

**Sub-Task 4. Technical Assistance and Coordination**

Conduct outreach and provide technical assistance to jurisdictions, agencies, and interest groups on PSRC plans, policies, and programs, especially as a means to support implementation of VISION 2050. The sub-task will include building support and providing guidance for incorporating VISION 2050 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. Specific technical assistance will be provided to local jurisdictions regarding establishing growth targets, implementing housing affordability strategies, countywide planning policies, comprehensive plans, centers plans, and transit

station area plans to foster alignment with VISION 2050 and the Regional Transportation Plan.

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 the Regional Transportation Plan 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.

#### **Sub-Task 5. Support Boards and Committees**

Support PSRC's Growth Management Policy Board and key technical committees. This sub-task will provide and support forums for regional policy development and decision making. Growth Management Policy Board work items are expected to include review and recommendation of a final VISION 2050, work to implement VISION 2050, and review of recommendation on certification of local comprehensive and subarea plans.

#### **Sub-Task 6. Regional Centers Implementation**

Based on the adopted Regional Centers Framework, PSRC will work on a number of implementation steps identified in the final report, including coordination with countywide groups and local jurisdictions on centers identification and planning, incorporating updated centers information into VISION 2050, and providing assistance to local jurisdictions as they update center subarea plans to be consistent with the framework.

#### **Sub-Task 7. 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, members will begin the process of updating countywide planning policies. Individual jurisdictions will be adopting limited local updates that fall between the required periodic update schedules. PSRC will provide assistance and guidance to countywide and local organizations in preparation for upcoming plan updates.

#### **Sub-Task 8. PSRC Performance Trends Support**

PSRC will continue to implement a program to assess regional trends and successes in implementing the policy objectives, projects, and programs adopted in VISION 2040/2050, the Regional Transportation Plan, 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 division, develop findings, assess policy implications, and develop Performance Trends products.

#### **Sub-Task 9. Monitor Legislation**

Periodically monitor and review proposed state and federal legislation related to growth management. 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 sub-task will ensure PSRC boards, committees, membership and agency staff are aware of potential legislation and implement relevant requirements.

### **Sub-Task 10. 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 sub-task will fulfill the agency's responsibilities under the Washington State Environmental Policy Act and PSRC SEPA Procedures. This will include SEPA responsibilities related to the updates of the Regional Transportation Plan and VISION 2050 (addressed above under Sub-Task 1).

## **Unfunded Sub-Tasks**

### **Sub-Task 11. Additional VISION 2050 Implementation**

A variety of work elements may be identified in the development of VISION 2050 that extend beyond the scope and budget included herein. This may include data collection, consultant needs, collaboration with university research departments, or other items that will further the region's understanding of important policy areas. As VISION 2050 is completed, more information will be available to determine priority work program items. An estimated additional \$100,000 is identified to support this work.

## **Major Milestones and Products**

1. Public review of draft VISION 2050. *(Fall 2019)*
2. Policy board recommendations for VISION 2050. *(January 2020)*
3. Publication of Final Supplemental Impact Statement for VISION 2050. *(February 2020)*
4. Adoption of VISION 2050. *(May 2020)*
5. VISION 2050 implementation guidance. *(May 2021)*
6. Coordination with jurisdictions and agencies to support implementation of VISION 2050. *(June 2020 to June 2021)*
7. Provide technical assistance to local jurisdictions. *(Ongoing)*
8. Coordinate with regional, state, and federal partners related to growth management. *(Ongoing)*

## **Mandates**

This work element provides for the maintenance and implementation of VISION 2040/2050 as the region's growth management, environmental, economic and transportation plan. 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 2040/2050 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 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. **Fixing America's Surface Transportation Act** (FAST Act), 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).

## 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).

## Summary of Revenues and Expenditures

Revenues:		Expenditures:	
RTPO	\$663,000	Salaries & Benefits	\$1,400,000
FHWA	\$424,000	Overhead	\$775,000
FHWA Local Match	\$66,000	Direct Costs	\$10,000
FHWA Carryover	\$171,000	Unfunded Contracts	\$100,000
FHWA Carryover Local Match	\$27,000	<b>Total</b>	<b>\$2,285,000</b>
FTA 5303	\$405,000		
FTA Local Match	\$63,000		

FTA 5303 Carryover	\$64,000
FTA 5303 Carryover Match	\$10,000
Carryover Local	\$92,000
Local	\$200,000
Federal Anticipated	\$100,000
<b>Total</b>	<b>\$2,285,000</b>

<b>Budget Comparison:</b>	
Adopted Biennial FY 20-21	\$2,285,000
May 2018 Supplemental FY 18-19	\$2,325,000

<b>FTE Staffing Comparison:</b>	
Adopted Biennial FY 20-21	5.51
May 2018 Supplemental FY 18-19	5.99

### Summary of Consultants within Regional Growth Planning

Sub-Task	Description of Work	Amount	Start Date	End Date
	Total Funded Contracts	\$ -		
	VISION 2050 Implementation	\$100,000		
	Total Unfunded Contracts	\$100,000		
	<b>Total Consultant Costs</b>	<b>\$100,000</b>		

## Transportation Planning (Task 200)

### Objective

Provide regionally coordinated long-range transportation planning to support VISION, the Regional Economic Strategy, and to meet state and federal requirements. Develop and maintain a Regional Transportation Improvement Program, including the distribution of PSRC-managed federal funds through a competitive project selection process and implementation of a project tracking program to ensure timely delivery of projects throughout the region. Continue PSRC's work with federal, state, regional and local partners to monitor air quality issues in the region, and advance regional policies related to the reduction of emissions and preparation of the region for the impacts from climate change and other natural hazards.

### Sub-Tasks

#### **Sub-Task 1. Departmental Administration**

Manage and administer the 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.

#### **Sub-Task 2. Long-Range Transportation Planning**

Begin development of the 2022 Regional Transportation Plan, including ongoing policy and technical research into a wide variety of transportation mobility topics. Key elements include transit, including special needs transportation, transportation demand management and passenger only ferries; freight; active transportation; technology; maintenance and preservation; and financial planning.

Continue planning and coordination with member agencies and PSRC advisory committees to expand upon the topics above. In particular, coordinate with the region's transit and mobility providers via the Transportation Operators Committee, Transportation Demand Management Advisory Committee and the Special Needs Transportation Committee to continue development of the regional integrated transit network and improve accessibility for all users. Coordinate with PSRC's freight stakeholders to address goods movement and freight mobility issues throughout the region. Coordinate with the Bicycle Pedestrian Advisory Committee on implementation of the Active Transportation Plan. Coordinate with the Regional Traffic Operators Committee and other stakeholders on addressing needs and gaps of regional Intelligent Transportation Systems (refer to Sub-Task 3 for PSRC's new mobility and emerging technology work program). Work will also continue to advance the regional understanding of maintenance and preservation needs, including consistent data collection, reporting and cost estimation. Work will continue to monitor the implementation of the financial strategy of the adopted Regional Transportation Plan and to prepare for the future planning work.

### **Sub-Task 3. Emerging Technologies and New Mobility**

Continue research, coordination and improvements to analytical tools to prepare the region for innovations in transportation technology and shared mobility. This work is expected to include the convening of a multi-sector stakeholder working group, and the preparation of technical guidance and policy assistance, as appropriate, to assist PSRC member agencies to plan and be ready for a changing transportation system and mobility needs.

### **Sub-Task 4. Regional Transportation Improvement Program (TIP)**

Maintain the 2019-2022 Regional TIP, including the following: maintenance of the monthly routine amendment process; maintenance and improvements to the Regional TIP database; provision of assistance to member agencies; maintenance of the web-based TIP map; and continued improvements to the website and online applications system.

Develop the 2021-2024 Regional TIP, following the 2020 project selection process for PSRC's federal funds. This will include the following: air quality conformity analysis; addressing performance-based planning requirements; environmental justice / social equity analysis; rigorous reviews of projects for consistency with federal and state rules and regional policy; web mapping; and a public comment process.

### **Sub-Task 5. PSRC Funding**

Conduct the project selection process for PSRC's FHWA and FTA funds in 2020, beginning with convening a Project Selection Task Force and developing the *2020 Policy Framework for PSRC's Federal Funds*. This process will also include supporting the Project Evaluation Committee, Transportation Operators Committee, and the four countywide committees. In addition, as available and necessary, distribute funds via the PSRC adopted contingency funding processes.

Maintain and enhance the project tracking system to monitor progress of projects funded with PSRC funds and ensure the region successfully meets its annual delivery targets for FHWA 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.

### **Sub-Task 6. Air Quality and Climate Change**

Continue to 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 sub-task will ensure PSRC meets federal and state requirements regarding the conformity of the Regional Transportation Plan and the Regional TIP to the State Implementation Plan for Air Quality, including ongoing interagency consultation, and will advance regional policies related to the reduction of emissions.

Continue to improve the technical tools for estimating project-level emissions, both for project selection and the reporting of estimated emissions from projects funded with PSRC's



Congestion Mitigation and Air Quality Improvement Program funds, as well as for additive improvements to the regional technical analyses.

Continue to monitor the implementation of the region's adopted Four-Part Greenhouse Gas Strategy and continue technical and policy research into the reduction of greenhouse gas emissions.

Advance the region's work on climate preparedness and resilience, including development of a regional inventory and continued research and coordination with partner agencies such as the Puget Sound Regional Climate Preparedness Collaborative.

### **Sub-Task 7. Planning Coordination**

Continue to coordinate with federal, state, regional and local partners on all relevant planning work. This will include continued participation in state forums such as the WSDOT/MPO/RTPO Coordination Committee and specific state planning efforts on various transportation related topics.

Continue cooperative planning efforts with member agencies, in particular the region's transit agencies as identified in PSRC's 5307 Work Program. This work program includes the update to VISION to the year 2050, and corresponding transit needs for the forecasted population and employment growth, in particular high capacity transit and transit-oriented development. In addition, data and policies from VISION 2050 will be utilized to support the 2022 Regional Transportation Plan, including an identification of potential transit needs, passenger only ferry research, innovations in mobility, and ongoing work related to transit accessibility.

### **Unfunded Sub-Tasks**

### **Sub-Task 8. Regional Transportation Plan Implementation**

A variety of work elements are being considered to advance the implementation of the Regional Transportation Plan. These may include data collection activities, consultant needs, collaboration with university research departments, or other items that will further the region's understanding of each of the major plan elements, including: freight, technology, maintenance and preservation, resilience, transit, active transportation and finance. Pending available resources, an estimated \$100,000 is identified to proceed with this work.

### **Major Milestones and Products**

1. Research, analysis, coordination and planning work for the development of the 2022 Regional Transportation Plan. *(July 2019 through June 2021)*
2. Continue to improve the federally required Congestion Management Process and performance-based planning measures as part of the Regional Transportation Plan and analysis of regional outcomes, including submittal of required reporting. *(Ongoing)*
3. Publish the annual Regional Transit Integration Report. *(Fall 2019 and Fall 2020)*
4. Project selection process for PSRC's Federal Funds. *(July 2019 through July 2020)*

5. Development and adoption of the 2021-2024 Regional TIP. *(July 2020 through January 2021)*
6. Monthly amendments to the TIP. *(Ongoing)*
7. Project tracking of PSRC funded projects and implementation of FHWA delivery targets. *(Ongoing)*
8. Continue work with regional, state and federal partners to monitor air quality and climate change issues, and coordinate on the implementation of emission reduction strategies. *(Ongoing)*
9. Continue to advance work on climate preparedness and regional resilience to hazards, including the preparation of a regional inventory and best practices. *(Ongoing)*

## 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**  
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.
2. **Regional Transportation Planning Organization** legislation (RCW 47.80), which requires the preparation of a regional transportation plan and development of a regional transportation improvement program (TIP).
3. **Fixing America's Surface Transportation Act (FAST)** [23 CFR Part 450 Subpart C (FHWA) and 49 CFR Part 613, Subpart A (FTA)], which requires a metropolitan planning process that includes the development of a transportation plan and an integrated multimodal transportation system, including a description of performance measures and targets, as well as the development of a transportation improvement program (TIP).
4. **Federal Clean Air Act** (42 USC Section 7401-7671q) and **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.
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.
7. **Washington's Commute Trip Reduction (CTR) Program** (RCW 70.94.521-555 and WAC 468-63) which requires interjurisdictional cooperation in affected urban growth areas for implementation of CTR plans.

## 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 advisory committees, including the Regional Staff

Committee (RSC), Regional Project Evaluation Committee (RPEC), and the Transportation Operators Committee (TOC), as well as the four countywide transportation organizations. 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.

## Summary of Revenues and Expenditures

Revenues:		Expenditures:	
RTPO	\$324,000	Salaries & Benefits	\$4,193,000
FHWA	\$869,000	Overhead	\$2,323,000
FHWA Local Match	\$136,000	Direct Costs	\$32,000
FHWA Carryover	\$171,000	Consultants	\$275,000
FHWA Carryover Local Match	\$27,000	Unfunded Contracts	\$100,000
FTA 5303	\$1,322,000	<b>Total</b>	<b>\$6,923,000</b>
FTA Local Match	\$206,000		
FTA 5303 Carryover	\$64,000		
FTA 5303 Carryover Match	\$10,000		
STBGP	\$1,000,000		
STBGP Local Match	\$156,000		
FTA 5307	\$1,470,000		
FTA 5307 Local Match	\$368,000		
FTA 5307 Carryover	\$159,000		
FTA 5307 Carryover Match	\$40,000		
FTA 5310	\$200,000		
Carryover Local	\$92,000		
Local	\$210,000		
Federal Anticipated	\$100,000		
<b>Total</b>	<b>\$6,923,000</b>		

Budget Comparison:		FTE Staffing Comparison:	
Adopted Biennial		Adopted Biennial	
FY 20-21	\$6,923,000	FY 20-21	17.29
May 2018		May 2018	
Supplemental FY 18-19	\$7,177,000	Supplemental FY 18-19	19.03

## Summary of Consultants within Transportation Planning

<b>Sub-Task</b>	<b>Description of Work</b>	<b>Amount</b>	<b>Start Date</b>	<b>End Date</b>
	RTP and SEPA	\$175,000		
	RTP Outreach	\$25,000		
	TIP Database	\$35,000		
	AirQuality Tool	\$40,000		
	Total Funded Contracts	<b>\$275,000</b>		
	RTP Implementation	\$100,000		
	Total Unfunded Contracts	<b>\$100,000</b>		
	<b>Total Consultant Costs</b>	<b>\$375,000</b>		

## Economic Development District (Task 300)

### Objective

Provide staff support to the Economic Development District (EDD) Board of Directors. Maintain the central Puget Sound region's eligibility for economic development planning and technical assistance funding from the federal Economic Development Administration. Develop, update and assist in implementation of *Amazing Place*, which serves as the region's Comprehensive Economic Development Strategy (CEDS). Under direction from the EDD Board of Directors, coordinate with public, private and community stakeholders to develop and implement initiatives that strengthen the region's economy.

### Sub-Tasks

#### **Sub-Task 1. EDD General**

Ongoing administrative, managerial and operational efforts are required to maintain status as the Central Puget Sound Economic Development District (EDD), including:

- a. Convene and provide staff support to the EDD Board of Directors, subcommittees and other working groups or taskforces;
- b. Annually update the regional economic strategy, *Amazing Place*;
- c. Develop and maintain tracking tools, performance measure data and other products to facilitate strategy implementation;
- d. Coordinate events and programs, as appropriate, to aid in implementation of *Amazing Place*;
- e. Prepare budget and work program;
- f. Review and evaluate employee performance;
- g. Develop, apply for and monitor grants and contracts in support of *Amazing Place*.

#### **Sub-Task 2. Regional Economic Strategy Implementation**

The regional economic strategy *Amazing Place*, adopted in September 2017, is the guiding document for key regional economic initiatives. The EDD Board will maintain a work plan of initiatives to implement the strategy, informed by ongoing evaluation. Economic development staff will work with regional partners to implement these initiatives, including:

- a. Identify emerging industry opportunities, subsectors, or cross-cluster opportunities;
- b. Identify challenges and opportunities faced by the region's economy;
- c. Perform and coordinate qualitative and quantitative analysis to help detail the region's strengths, weaknesses, opportunities, and threats;
- d. Develop, run, and collaborate on events that bring together economic development interests in the region and highlight regional priorities.

### Unfunded Sub-Tasks

**None**



## Major Milestones and Products

1. Annual Economic Development Work Plan Developed and Adopted (2020 and 2021)
2. EDA Planning Grant Secured (June 2019, June 2020, and June 2021)

## 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 seq.*) 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).

## Policy Direction and Interagency Staff Involvement

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

## Summary of Revenues and Expenditures

Revenues:		Expenditures:	
EDA Grant	\$200,000	Salaries & Benefits	\$290,000
*EDD Dues	\$273,000	Overhead	\$160,000
		Direct Costs	\$23,000
<b>Total</b>	<b>\$473,000</b>	<b>Total</b>	<b>\$473,000</b>

Budget Comparison:		FTE Staffing Comparison:	
Adopted Biennial		Adopted Biennial	
FY 20-21	\$473,000	FY 20-21	1.21
May 2018		May 2018	
Supplemental FY 18-19	\$518,000	Supplemental FY 18-19	1.45

\*EDD membership dues have been collected from PSRC membership since 2005 to support the Economic Development function.

## Summary of Consultants within Economic Development

None

## Data (Task 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.

### Sub-Tasks

#### **Sub-Task 1. Data Administration**

Manage and administer the Data department work program, including development, schedule, budget, progress and evaluation reports and related documentation. Assure compliance with rules and regulations of funding agencies and PSRC. Administration also includes staff training and education to support effective implementation of the Data work program.

#### **Sub-Task 2. Data/GIS/Model Development and Maintenance**

**Data and Visualization.** PSRC produces and serves as a clearinghouse for an array of regional demographic, housing, land use, economic, transportation, and forecast datasets that form the core data infrastructure supporting the agency's forecasting/modeling efforts and regional planning analyses, as well as local planning by PSRC member agencies. Maintenance and regular updates to these datasets are among the mandated MPO functions that constitute this work sub-task:

- Demographic: Decennial Census, American Community Survey
- Housing: residential building permit estimates
- Land Use: parcel/assessor data, future land use dataset
- Economic: employment estimates, wage estimates
- Transportation: Census Transportation Planning Package (CTPP), household travel survey data, park and ride data, parking inventory data, bicycle & pedestrian counts
- Forecast: regional macroeconomic forecast, small area land use projections (Land Use Vision)

The Data and Visualization subtask continues the effort to grow staff capacity and expertise in the area of data visualization, including web-mapping and other interactive web-based data tools, visual analytics for modeling systems, and common programming languages (e.g. Python, JavaScript, R) used for data visualization applications.

**Modeling.** 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:

- A macroeconomic model of the four-county region

- The UrbanSim land use modeling suite
- A four-step travel demand model known as 4K
- An activity-based travel model known as SoundCast

While the models have seen significant advances in their capabilities, ongoing refinement and improvement remains an agency priority. In FY2020-2021, this work will center on continued improvement to support major PSRC planning efforts such as the Regional Transportation Plan update scheduled to begin in FY2020. The focus of travel model updates will continue to be the SoundCast activity-based travel model. These updates may include but are not limited to:

- Transit modeling
- Updated Base Year
- Shared Mobility and Technology enhancements
- Continued data collection and preparation to update to a modeling base year of 2018

The UrbanSim land use forecasting tools are currently in operation and have been used for allocating subarea growth in the Land Use Vision data product. In FY2020-2021, PSRC staff will prioritize updating key model inputs and will begin migrating to the next generation UrbanSim 2.0 model platform. This migration is needed for a variety of reasons including the fact that the UrbanSim code currently in use at PSRC is no longer commercially supported. This update will also enable faster run times, increased transparency and enhanced collaboration with other users around the country.

The Updated Base Year will require updated data from the on-going survey program, a recently completed parking inventory and newer transit and traffic flow data.

### **Sub-Task 3. Internal Technical Support**

This sub-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 demographic, land use, employment and transportation data and forecasts on an ongoing basis for policy development and alternatives evaluation.

Data, analysis and forecasting/modeling support for both the Regional Transportation Plan and VISION 2050 fall under this sub-task. The VISION-related analysis will include the final technical analysis documented in the Final VISION 2050 EIS that will be adopted in spring 2020. Other data efforts related to the Regional Transportation Plan will include work to enhance the technology and shared mobility components of PSRC's modeling tools.

This sub-task also includes ongoing support for the PSRC Performance Trends program. The Performance Trends program integrates planning and data activities and draw resources from all PSRC program areas. The Data team will continue to develop and analyze data to support this program, as well as participate on project teams with other agency staff to develop findings, assess policy implications, and develop Performance Trends products.

#### **Sub-Task 4. External Technical Support**

This sub-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 WSDOT, rely on PSRC for regional data collection, estimation, forecasting, analysis and modeling support on an ongoing basis. This sub-task also involves outreach and data/modeling coordination efforts through the Land Use Technical Advisory Committee (LUTAC), and Model Users Group (MUG), as well as general support for the agency's Boards and other Committees as needed.

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.

#### **Sub-Task 5. Continuous Household Travel Survey**

In FY2014-2015, PSRC initiated a program of continuous household travel survey data collection. 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 PSRC and many 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.

A third wave of the regional household travel survey will occur during the FY2020-2021 budget period. This work is supported by a budget of \$200,000 for consultant services. 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 winter 2020/2021, for survey work targeted to begin in spring 2021.

Consultant costs include:

- \$200,000 to conduct a third wave of PSRC's continuous household travel survey program in spring 2021. Note: Based on add-on commitments for previous waves of the survey, it's anticipated that one or more member jurisdictions may purchase add-on samples for the 2021 survey, increasing the total budget.

### **Sub-Task 6. Regional Macroeconomic Forecast**

A consultant contract project could be initiated during FY2020 to update the Regional Macroeconomic Forecast if updates to the 2050 horizon year are required for inclusion in the update to the Regional Transportation Plan. An updated final forecast would be published in FY2021, timed to support the early planning phase of the Regional Transportation Plan update.

Consultant costs include:

- For FY2020-20201, \$50,000 planned for the full execution of an updated 2050 Macroeconomic forecast.

### **Sub-Task 7. AMPORF/ActivitySim**

PSRC is continuing collaboration 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 that work is planned to continue through FY2020-2021. This work is leading to major improvements that will make their way into PSRC's current activity-based model in subsequent budget periods. These improvements include optimized code, faster run time and improved code readability and ease of use.

Consultant costs include:

- \$70,000 for continued collaboration with the AMPORF consortium to support development of future versions of the regional Activity Based Model.

### **Sub-Task 8. Data Management System Improvements**

During FY2017, the Data Department undertook a consultant project to have its data management practices and related IT systems evaluated. The project goal was to identify targeted improvements that could be implemented to: a) improve basic data organization and management, b) support and promote more efficient work flows and data processes, and c) facilitate easy and intuitive data access and dissemination, both internally within the agency and externally to the public.

This task represents the implementation phase of this initiative effort, and may include (but is not limited to) the following potential improvement measures: 1) establish formal data management standards and protocols, 2) establish a new file/folder structure, 3) design and build a central SQL database, 4) migrate data and databases to the new SQL platform, 5) develop data catalogs to facilitate data search, access, and dissemination, 6) provide staff training on new standards, systems, and practices. A consultant contract will begin in the spring of 2019 with a focus to help staff in the hands on development of the central database and subsequent tool development.

### **Sub-Task 9. Transit Model Tools**

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



continued transit modeling updates. The grant will also be used to enhance ferry modeling capabilities for incorporation into future ferry planning efforts across the region. 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 Sub-Tasks

### Sub-Task 10. Travel Demand Model - Freight/Truck Component

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 sub-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 sub-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 sub-task is subject to additional funding.** Funds 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.

## Major Milestones and Products

1. 2018 Updated Base Year for modeling (*Spring 2020*)
2. Updated Regional Economic Forecast (if necessary) (*Fall 2020*)
3. Wave three of the regional household travel survey (*collection begins Spring 2021*)
4. Technology and Shared Mobility modeling related improvements (*Winter 2020*)
5. Updated Puget Sound Trends (*Ongoing*)
6. Phase 1 of UrbanSim 2.0 conversion (*Fall 2020*)

## 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 the Regional Transportation Plan 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. **Fixing America's Surface Transportation Act (FAST)** [23 CFR Part 450 Subpart C (FHWA) and 49 CFR Part 613, Subpart A (FTA)], which requires a metropolitan planning process that includes the development of a transportation plan and an integrated multimodal transportation system, including a description of performance measures and targets, as well as the development of a transportation improvement program (TIP).
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.

## 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), Technical Forum (RTF), Land Use Technical Advisory Committee (LUTAC), and Model Users Group (MUG).

## Summary of Revenues and Expenditures

Revenues:		Expenditures:	
FHWA	\$3,833,000	Salaries & Benefits	\$5,440,000
FHWA Local Match	\$598,000	Overhead	\$3,014,000
FHWA Carryover	\$171,000	Direct Costs	\$286,000
FHWA Carryover Local Match	\$27,000	Consultants	\$410,000
FTA 5303	\$1,367,000	Unfunded Contracts	\$50,000
FTA Local Match	\$213,000	<b>Total</b>	<b>\$9,200,000</b>
FTA 5303 Carryover	\$64,000		
FTA 5303 Carryover Match	\$10,000		
STBGP	\$1,000,000		
STBGP Local Match	\$156,000		
FTA 5307	\$1,030,000		
FTA 5307 Local Match	\$258,000		
FTA 5307 Carryover	\$107,000		
FTA 5307 Carryover Match	\$27,000		
Carryover Local	\$92,000		
Local	\$198,000		

Federal Anticipated	\$50,000
<b>Total</b>	<b>\$9,200,000</b>

<b>Budget Comparison:</b>	
Adopted Biennial FY 20-21	\$9,200,000
May 2018 Supplemental FY 18-19	\$8,503,000

<b>FTE Staffing Comparison:</b>	
Adopted Biennial FY 20-21	19.22
May 2018 Supplemental FY 18-19	19.22

### Summary of Consultants within Data

<b>Sub-Task</b>	<b>Description of Work</b>	<b>Amount</b>	<b>Start Date</b>	<b>End Date</b>
	Macroforecast Update	\$50,000		
	Household Activity Survey	\$200,000		
	AcivitySim	\$70,000		
	UrbanSim II	\$25,000		
	Panel/Working Group	\$5,000		
	Data Acquisition and Research	\$50,000		
	Peer Networking	\$10,000		
	<b>Total Funded Contracts</b>	<b>\$410,000</b>		
<b>Sub-Task</b>	<b>Description of Work</b>	<b>Amount</b>	<b>Start Date</b>	<b>End Date</b>
	Data Acquisition and Research	\$50,000		
	<b>Total Unfunded Contracts</b>	<b>\$50,000</b>		
	<b>Total Consultant Costs</b>	<b>\$460,000</b>		

## Council Support (Task 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.

### Sub-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. Establish working relationships with member organizations' elected officials and staff and participate in countywide planning and decision processes.
7. Conduct a regional workshop for newly elected officials.
8. Conduct legislative briefings and develop legislative positions.
9. Participate in the National Association of Regional Council's NARC.
10. Implement an integrated ongoing program to evaluate regional trends and success in effecting the policy objectives, projects, and programs adopted in VISION 2050, the Regional Transportation Plan, and the Regional Economic Strategy.
11. Continued outreach efforts to member jurisdictions and other groups.
12. 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.
13. Provide reports to the Executive Board related to conferences and other major events where Executive Board members participate.

### Unfunded Sub-Tasks

None

### Major Milestones and Products

1. 2020/2021 General Assembly meetings (*Spring 2020, 2021*)
2. Regional workshop for newly elected officials (*January 2020*)

### 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.

2. **Fixing America's Surface Transportation Act (FAST Act)**, which requires that a continuing, cooperative and comprehensive planning process be maintained that results in plans and programs for an integrated intermodal transportation system.

## 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.

## Summary of Revenues and Expenditures

Revenues:		Expenditures:	
FHWA	\$1,350,000	Salaries & Benefits	\$1,155,000
FHWA Local Match	\$211,000	Overhead	\$640,000
FHWA Carryover	\$171,000	Direct Costs	\$231,000
FHWA Carryover Local Match	\$27,000	Consultants	\$200,000
Carryover Local	\$92,000	Unfunded Contracts	\$90,000
Local	\$375,000	<b>Total</b>	<b>\$2,316,000</b>
Federal Anticipated	\$90,000		
<b>Total</b>	<b>\$2,316,000</b>		

Budget Comparison:		FTE Staffing Comparison:	
Adopted Biennial		Adopted Biennial	
FY 20-21	\$2,316,000	FY 20-21	2.97
May 2018		May 2018	
Supplemental FY 18-19	\$2,592,000	Supplemental FY 18-19	3.88

## Summary of Consultants within Council Support

Sub-Task	Description of Work	Amount	Start Date	End Date
	Strategic Initiatives	\$ 200,000		
	<b>Total Funded Contracts</b>	<b>\$ 200,000</b>		
	Strategic Initiatives	\$ 90,000		
	<b>Total Unfunded Contracts</b>	<b>\$ 90,000</b>		
	<b>Total Consultant Costs</b>	<b>\$ 290,000</b>		



## Communications (Task 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.

### Sub-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 public participation plans providing for public involvement and education as appropriate; coordinate agency's MPO and RTPO requirements for public involvement. Continuously evaluate the effectiveness of public involvement and outreach strategies and make changes that reflect ongoing analysis of effectiveness. Actively seek public 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. Maintain agency 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, individuals with disabilities, and native tribes. Continuously evaluate the effectiveness of strategies and make changes, as needed, to the agency's plan.

## Unfunded Sub-Tasks

None

## Major Milestones and Products

1. Maintain and continuously improve agency website (*Ongoing*)
2. Weekly blog postings (*Ongoing*)
3. Engage the public through digital outreach, including social media and email marketing (*Ongoing*)
4. Maintain, improve and implement agency Public Participation Plan (*Ongoing*)
5. Awards program (*Annually*)
6. Ongoing support for all of the initiatives identified in the agency's budget and work program including: updating the regional transportation plan, VISION 2050, and producing performance trends (*Ongoing*)

## Mandates

1. 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. **Fixing America's Surface Transportation Act (FAST Act)**, which requires that a continuing, cooperative and comprehensive planning process be maintained that results in plans and programs for an integrated intermodal transportation system.
  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 [RCW 42.17.130]). PSRC's Public Records Officer may be reached via PSRC's website (<https://www.psrc.org/contact-center/information-center/public-records-request>), phone (206-464-7532) or email ([amarkley@psrc.org](mailto:amarkley@psrc.org)). All public records requests are answered within five business days.

## Policy Direction and Interagency Staff Involvement

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

## Summary of Revenue and Expenditures

### Revenues:

FHWA	\$1,670,000
FHWA Local Match	\$261,000
FHWA Carryover	\$171,000
FHWA Carryover Local Match	\$27,000
Carryover Local	\$92,000
Local	\$250,000
<b>Total</b>	<b>\$2,471,000</b>

### Expenditures:

Salaries & Benefits	\$1,469,000
Overhead	\$814,000
Direct Costs	\$13,000
Consultants	\$175,000
<b>Total</b>	<b>\$2,471,000</b>

### Budget Comparison:

Adopted Biennial	
FY 20-21	\$2,471,000
May 2018	
Supplemental FY 18-19	\$2,000,000

### FTE Staffing Comparison:

Adopted Biennial	
FY 20-21	3.45
May 2018	
Supplemental FY 18-19	3.25

## Summary of Consultants within Communications

Sub-Task	Description of Work	Amount	Start Date	End Date
	On-Call Comm. and Outreach Support	\$ 175,000		
	Total Funded Contracts	<b>\$ 175,000</b>		
	<b>Total Consultant Costs</b>	<b>\$ 175,000</b>		

## Administrative Services (Task 900)

### Objective

To develop and maintain an effective and responsive administrative program for the Puget Sound 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.

### Sub-Tasks

#### **Sub-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.

#### **Sub-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, and overseeing 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, the agency's Employee Handbook and Affirmative Action Plan, and prepare and implement organizational and leadership continuity plan for PSRC.
- g. Coordinate Title VI reporting, including actions in response to FHWA and FTA's certification report.

Note: Consultant Costs of \$78,000 will be used for HR support, \$157,000 for Legal support, and \$146,000 for accounting services. \$16,000 of consultant services will also be needed for the PSRC's continuity planning.

### **Sub-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 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 \$90,000 will go toward network services and maintenance and audio-visual systems support.

### **Sub-Task 4. Information Center**

- a. Outreach and Public Service Activities
  - Answer reference questions about the agency and its products for members and the public.
  - Make agency products accessible for public review.
  - Support outreach activities and distribute agency products.
  - Respond to Public Records Act requests.
- b. Council and Staff Support
  - Support the work of staff by responding to requests for information and conducting research.
  - Serve as a parliamentary resource.
  - Assist with proofreading and editing agency products.
- c. Technology Support
  - Assist with the agency's social media program and track web and social media statistics.
  - Manage and maintain the agency's intranet.
  - Maintain the agency website.
  - 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 and agency products.
  - Digitize older PSRC reports.
- e. Planning and Implementation of Agency's Records Management Program.
  - Follow state records retention schedules and disposition of obsolete records.
  - Oversee removal of noncurrent records from active office storage.
  - Transfer historically valuable records to the State Archives system.
  - Support staff records management activities.
  - Maintain records databases.



### Sub-Task 5. Facilities

Routine maintenance and repairs as necessary.

### Sub-Task 6. Graphics

- a. Provide ongoing graphics support for Agency.
  - Maintain agency's visual brand, including designing logo, letterhead, and templates for agendas and presentations
  - Design and produce agency reports and other publications
  - Develop and maintain digital library of photos for agency use
  - Design and order staff business cards, office name plates and update organization charts for agency
  - Develop plaques and awards for agency
- b. Plan, implement, and maintain the agency website and social media presence
  - Support maintenance and plan improvements to the website
  - Provide support for maintaining accessibility of agency's electronic publications
  - Design charts, infographics and other visuals for agency's website, social media and email campaigns
- c. Provide support for agency meetings and events
  - Advise staff on room set-up
  - Design and produce materials for meetings, including nametags, signs, and handouts.

### Unfunded Sub-Tasks

None

### Major Milestones and Products

1. Prepare Supplemental FY2018-2019 Budget (*Spring 2018*)
2. Prepare FY2020-2021 Biennial Budget and Work Program (*Spring 2019*)
3. Coordinate annual audit with State Auditor's Office (*Winter 2017/2018*)

### 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.
2. **Fixing America's Surface Transportation Act** (FAST Act), which requires that a continuing, cooperative and comprehensive planning process be maintained that results in plans and programs for an integrated intermodal transportation system.

### Policy Direction and Interagency Staff Involvement

None

## Summary of Revenues and Expenditures

### Expenditures:

Salaries & Benefits	\$4,278,000
Overhead	\$0,000
Direct Costs	\$3,446,000
Consultants	\$523,000
<b>Total</b>	<b>\$8,247,000</b>

### Budget Comparison:

Adopted Biennial	
FY 20-21	\$8,247,000
May 2018	
Supplemental FY 18-19	\$7,640,000

### FTE Staffing Comparison:

Adopted Biennial	
FY 20-21	13.92
May 2018	
Supplemental FY 18-19	14.12

## Summary of Consultants within Administrative Services

Sub-Task	Description of Work	Amount	Start Date	End Date
2	HR Support	\$78,409		
2	Legal Support	\$156,818		
2	Accounting Support	\$146,363		
2	Continuity Planning	\$15,682		
3	Network Support	\$94,091		
3	Disaster Planning	\$20,909		
Total Funded Contracts		<b>\$512,272</b>		
Total Consultant Costs		<b>\$512,272</b>		



## *Appendix A*

*Puget Sound Regional Council Committee Structure*

*PSRC Organization Resolution*

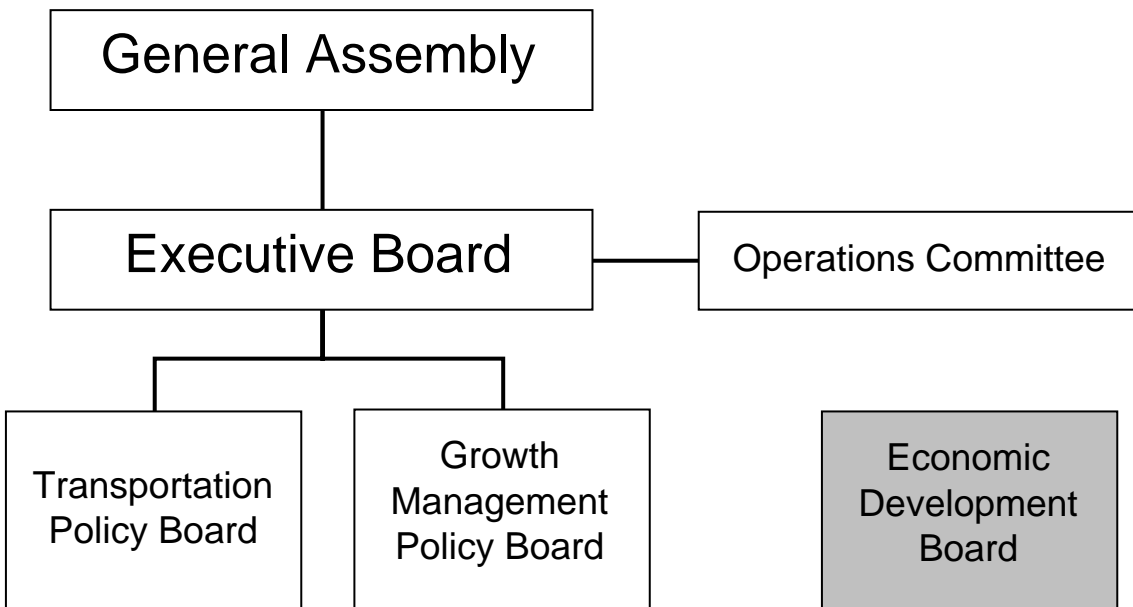
*PSRC Organization Chart*

*Position Summary Schedule*



# Puget Sound Regional Council

## 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.

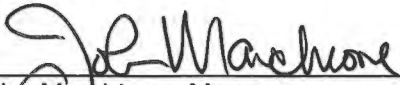
**WHEREAS**, because of the various formal arrangements under which the PSRC has operated for nearly sixty years, and because of the variety of tasks the PSRC performs under applicable law, it is appropriate to confirm the PSRC's multiple sources of legal authority and responsibilities.


**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)

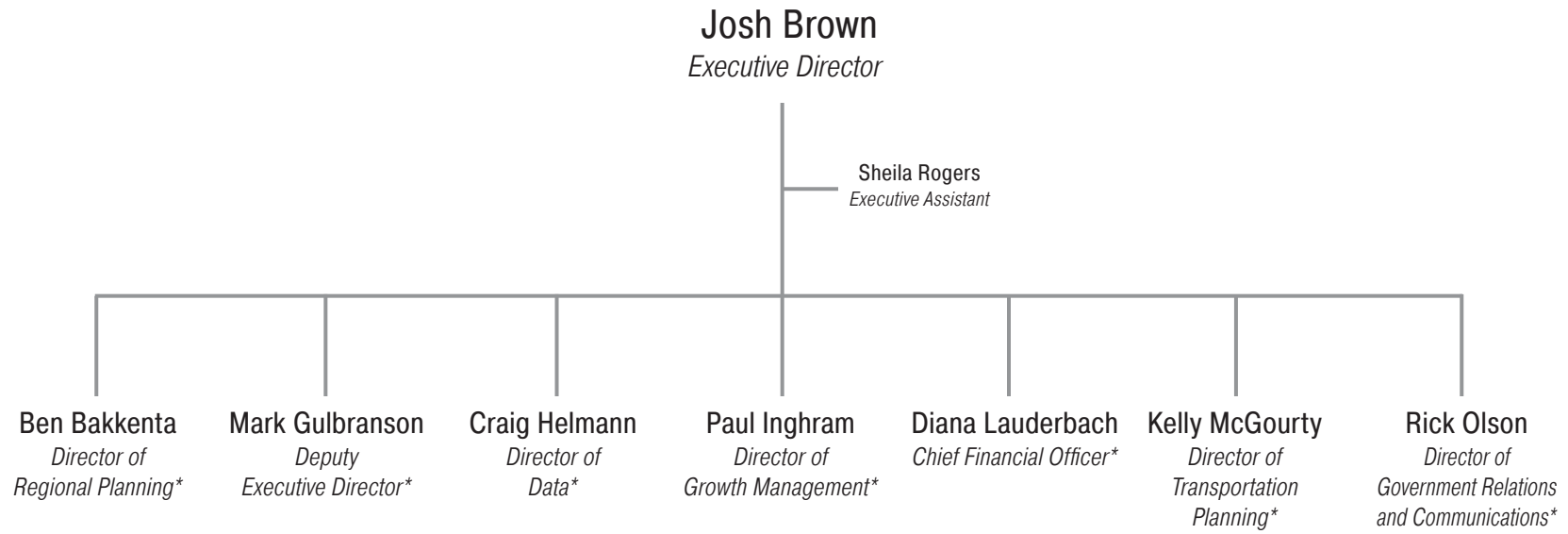
**BE IT FURTHER RESOLVED** that all acts of the Puget Sound Regional Council, its officers, and employees consistent with the provisions of this resolution are ratified and confirmed.

**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

# Management Team



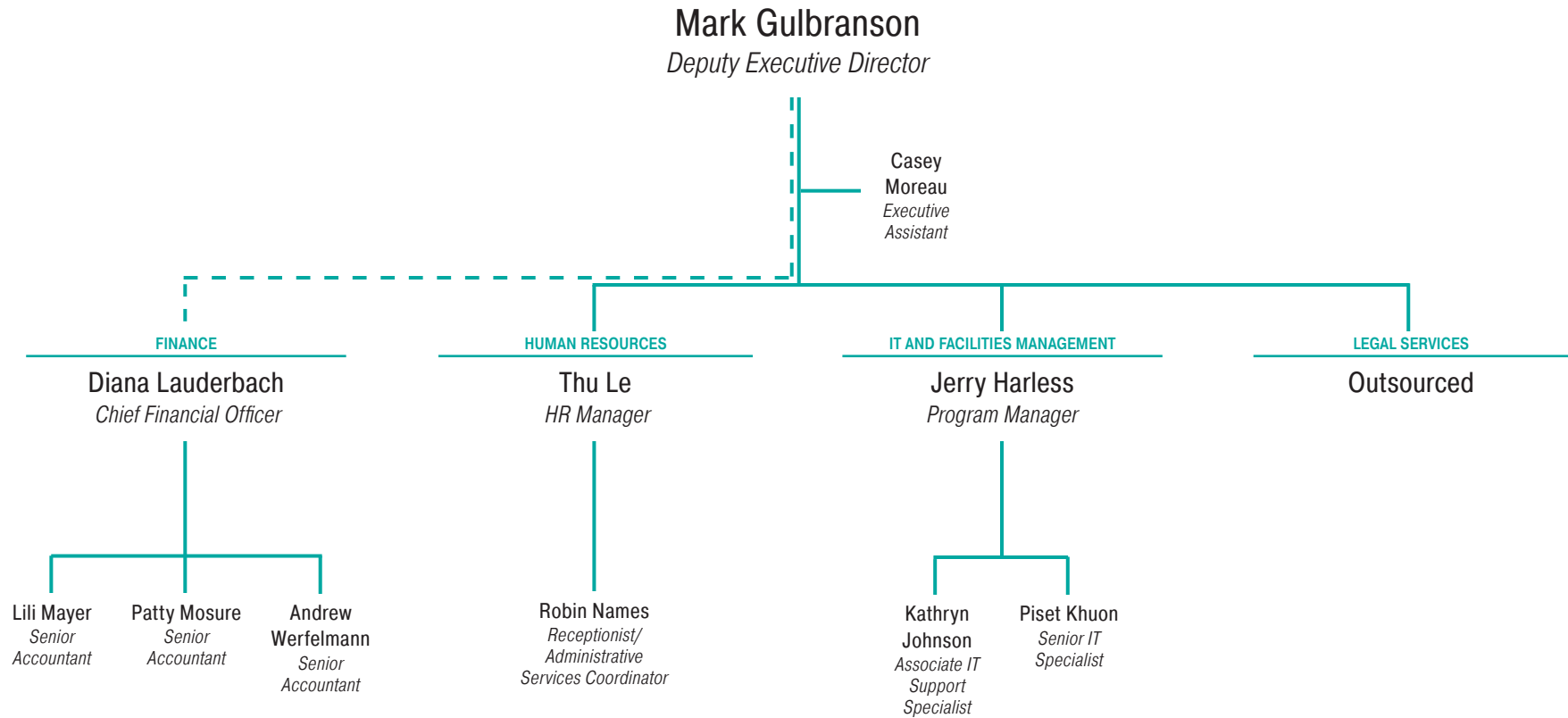
FTE = 2

\* Counted in other department  
Appendix A

FY2020-2021 Budget and Work Program



# Administrative Services



FTE = 11

indirect report  
Appendix A

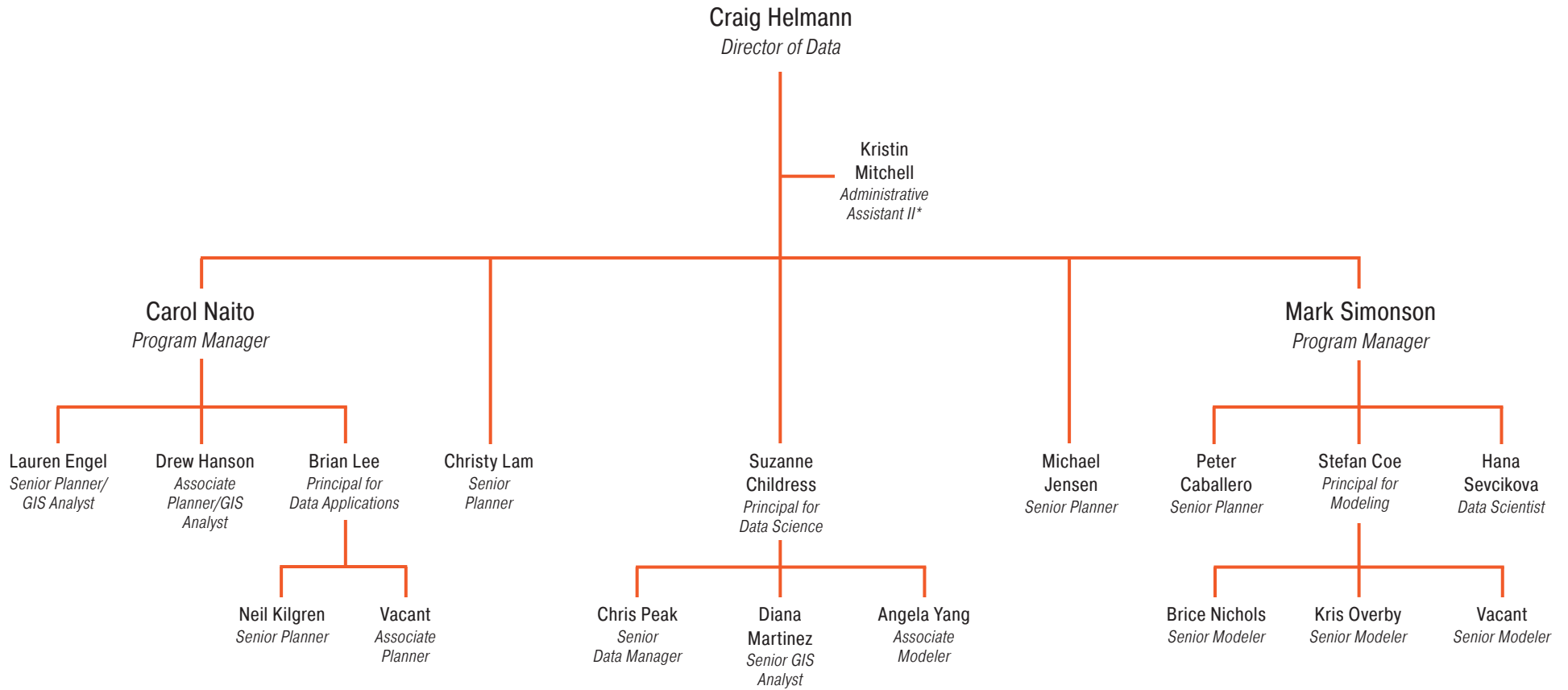
FY2020-2021 Budget and Work Program



Puget Sound Regional Council  
A - 4

11/1/18  
Adopted Budget  
May 2019

# Data



FTE = 14

Part-Time = 4

\* Counted in other department

Appendix A

FY2020-2021 Budget and Work Program



Puget Sound Regional Council  
A - 5

11/1/18

Adopted Budget  
May 2019

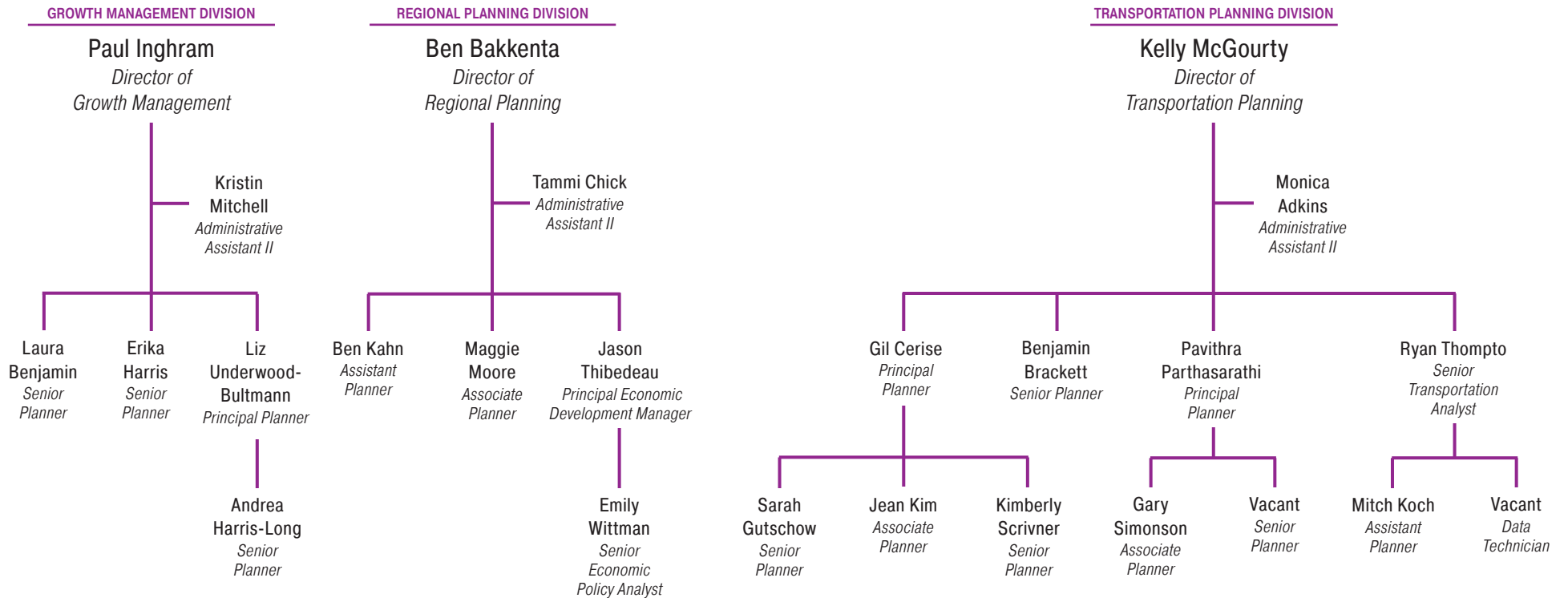
# Government Relations and Communications



FTE = 7

\* Counted in other department  
Appendix A  
FY2020-2021 Budget and Work Program

# Planning



## Position Summary Schedule

<b>Position</b>	<b>2016-2017 Budget</b>	<b>2018-2019 Budget</b>	<b>2020-2021 Budget</b>
<b>Planning</b>			
Administrative Assistant	2.5	1.7	-
Administrative Assistant II	-	0.7	2.4
Assistant Planner	2.5	1.0	2.0
Associate Economic Policy Analyst	-	0.3	-
Associate Planner	3.5	4.0	4.0
Associate Planner/GIS Analyst	-	0.5	-
Data Technician	0.5	1.0	1.0
Director of Government Relations & Communications	-	-	0.1
Director of Growth Management	-	-	1.0
Director of Regional Planning	1.0	0.1	1.0
Director of Transportation Planning	-	-	1.0
Executive Assistant	1.0	1.0	0.3
Executive Director	-	-	0.4
Principal Economic Development Manager	-	0.3	0.3
Principal Planner	4.5	5.0	4.0
Program Manager	4.0	0.1	-
Senior Air Quality Modeler	1.0	1.0	-
Senior Data Manager	1.0	1.0	-
Senior Economic Policy Analyst	-	-	0.4
Senior Planner	5.5	7.0	7.0
Senior Program Manager	-	3.0	-
Senior Transit Planner	1.0	-	-
Senior Transportation Analyst	-	-	1.0
<b>Total</b>	<b>28.0</b>	<b>27.6</b>	<b>25.9</b>
<b>Economic Development District</b>			
Administrative Assistant II	0.8	0.1	0.1
Assistant Economic Policy Analyst	1.0	-	-
Principal Economic Development Manager	0.5	0.7	0.5
Program Manager	0.5	-	-
Senior Economic Development Specialist	0.6	0.7	-
Senior Economic Policy Analyst	-	-	0.6
Senior Economic Policy Specialist	0.5	-	-
<b>Total</b>	<b>3.9</b>	<b>1.5</b>	<b>1.2</b>
<b>Data</b>			
Administrative Assistant	-	0.3	-
Administrative Assistant II	1.0	-	0.3
Associate GIS Analyst	1.0	1.0	-
Assistant Planner	1.0	1.0	-
Associate Modeler	1.0	2.0	1.0
Associate Planner	0.5	-	-
Associate Planner/GIS Analyst	-	-	1.0
Data Scientist	-	-	0.5
Data Systems Technical Expert	1.0	0.5	-
Director of Data	1.0	1.0	1.0
Principal Modeler	1.0	1.0	2.0
Principal Planner	-	0.8	1.0

Principal GIS Analyst	-	1.0	-
Program Manager	2.8	1.8	1.8
Senior GIS Analyst	1.2	0.1	0.1
Senior Data Manager	-	-	1.0
Senior Modeler	2.0	2.0	3.0
Senior Planner	4.0	5.0	5.0
Senior Planner/GIS Analyst	1.0	1.0	1.0
Senior Program Manager	-	1.0	-
<b>Total</b>	<b>18.5</b>	<b>18.3</b>	<b>18.7</b>

#### **Council Support**

Administrative Assistant II	1.0	0.6	0.2
Associate Planner	0.1	0.1	-
Deputy Executive Director	0.5	0.5	0.5
Director of Government Relations & Communications	-	-	-
EDD Program Manager	-	-	-
Executive Assistant	0.5	0.5	0.8
Executive Director	0.6	0.6	0.3
Principal Economic Development Manager	-	0.1	0.2
Principal Planner	-	0.2	-
Program Manager	1.0	1.0	-
Senior Economic Policy Analyst	-	-	0.1
Senior Graphics Designer	0.5	0.5	0.5
Senior Planner	0.1	0.1	-
<b>Total</b>	<b>4.3</b>	<b>3.9</b>	<b>2.7</b>

#### **Communications**

Director of Government Relations & Communications	1.0	1.0	0.9
Senior Communications & Public Involvement Coordinator	1.0	1.0	1.0
Senior Communications Specialist	0.8	0.8	1.0
Senior Graphic Designer	0.5	0.5	0.5
<b>Total</b>	<b>3.3</b>	<b>3.3</b>	<b>3.4</b>

#### **Administrative Services**

Accountant	3.0	3.0	3.0
Accounting Assistant	-	-	-
Accounting Manager	1.0	-	-
Administrative Assistant	1.0	-	-
Administrative Assistant II	-	0.7	-
Assistant IT Support Specialist	1.0	1.0	1.0
Chief Financial Officer	1.0	1.0	1.0
Deputy Executive Director	0.5	0.5	0.5
Executive Assistant	-	0.5	0.8
Executive Director	0.5	0.4	0.3
HR Manager	1.0	1.0	1.0
IT & Facilities Manager	1.0	1.0	1.0
Librarian	1.0	1.0	1.0
Library Manager	1.0	1.0	1.0
Receptionist/Administrative Services Coordinator	1.0	1.0	1.0
Senior Graphics Designer	1.0	1.0	1.0
Senior IT Specialist	1.0	1.0	1.0
<b>Total</b>	<b>15.0</b>	<b>14.1</b>	<b>13.6</b>

<b>PSRC Total</b>	<b>73.0</b>	<b>68.7</b>	<b>65.5</b>
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## *Appendix B*

*Puget Sound Regional Council FY2018 and FY2019 Dues Assessment*

*PSRC Financial & Budgetary Policies*

*FTA FY2017 Cost Allocation Plan Review Approval*

*PSRC FY2019 Cost Allocation Plan*

**COMBINED PSRC AND CPSEDD  
DUES FOR FY2020-2021**

	Estimated FY2020			Estimated FY2021			FY20-21 Total
	PSRC FY2020 DUES	*CPSEDD FY2020 DUES	Total FY2020 Dues	PSRC FY2021 DUES	*CPSEDD FY2021 DUES	Total FY2021 Dues	Total FY2020-2021 Dues
<b>UNINCORPORATED COUNTIES</b>							
King	86,692	7,609	94,301	90,160	7,913	98,073	192,373.96
Kitsap	51,366	4,508	55,874	53,420	4,689	58,109	113,983
Pierce	115,814	10,165	125,979	120,447	10,572	131,019	256,998
Snohomish	112,562	9,880	122,442	117,065	10,275	127,340	249,782
<b>TOTAL COUNTIES</b>	<b>366,435</b>	<b>32,162</b>	<b>398,597</b>	<b>381,092</b>	<b>33,448</b>	<b>414,541</b>	<b>813,137</b>

**CITY MEMBERSHIPS**

Algona	623	55	678	648	57	705	1,383
Arlington	5,887	517	6,404	6,123	538	6,660	13,065
Auburn*	24,751	2,173	26,924	25,741	2,259	28,000	54,924
Bainbridge Island	11,626	1,020	12,646	12,091	1,061	13,152	25,799
Beaux Arts	218	19	237	227	19	247	484
Bellevue	79,872	7,011	86,883	83,067	7,291	90,358	177,241
Black Diamond	623	55	678	648	57	705	1,383
Bonney Lake	6,363	558	6,921	6,617	581	7,198	14,119
Bothell*	17,677	1,552	19,229	18,384	1,614	19,998	39,226
Bremerton	10,459	918	11,378	10,878	955	11,833	23,210
Buckley	1,357	120	1,477	1,411	124	1,536	3,013
Burien	15,505	1,361	16,867	16,126	1,416	17,541	34,408
Clyde Hill	623	55	678	648	57	705	1,383
Covington	6,000	526	6,526	6,240	547	6,787	13,313
Darrington	368	32	400	383	34	416	817
Des Moines	9,301	816	10,117	9,673	849	10,522	20,639
Du Pont	3,137	276	3,412	3,262	287	3,549	6,961
Duvall	2,540	223	2,762	2,641	231	2,873	5,635
Eatonville	623	55	678	648	57	705	1,383
Edgewood	3,481	306	3,787	3,620	318	3,938	7,725
Edmonds	16,294	1,430	17,724	16,945	1,487	18,433	36,156
Enumclaw	3,438	302	3,740	3,576	314	3,889	7,629
Everett	36,170	3,175	39,345	37,617	3,302	40,919	80,264
Federal Way	27,512	2,415	29,927	28,613	2,511	31,124	61,051
Fife	4,056	356	4,412	4,218	370	4,588	9,000
Fircrest	1,985	175	2,160	2,065	182	2,246	4,407
Gig Harbor	4,437	389	4,826	4,614	405	5,019	9,844
Granite Falls	623	55	678	648	57	705	1,383
Hunts Point	623	55	678	648	57	705	1,383
Issaquah	16,441	1,444	17,885	17,099	1,501	18,600	36,485
Kenmore	8,238	723	8,961	8,567	752	9,319	18,280
Kent	41,153	3,612	44,765	42,799	3,756	46,555	91,320
Kirkland	40,037	3,514	43,551	41,638	3,655	45,293	88,844
Lake Forest Pk	5,189	456	5,644	5,396	474	5,870	11,514
Lake Stevens	9,523	836	10,359	9,904	870	10,774	21,133
Lakewood	16,498	1,448	17,945	17,157	1,506	18,663	36,608
Lynnwood	12,936	1,136	14,071	13,453	1,181	14,634	28,705
Maple Valley	8,103	711	8,814	8,427	740	9,167	17,981
Marysville	18,983	1,666	20,649	19,742	1,733	21,475	42,124
Medina	623	55	678	648	57	705	1,383
Mercer Island	17,154	1,506	18,660	17,840	1,566	19,406	38,066
Mill Creek	7,257	636	7,894	7,547	662	8,209	16,103
Milton*	2,257	198	2,454	2,347	206	2,553	5,007
Monroe	5,576	490	6,066	5,800	509	6,309	12,375
Mountlake Terrace	6,644	583	7,227	6,909	607	7,516	14,743
Mukilteo	8,405	737	9,143	8,741	767	9,508	18,651
Newcastle	5,382	472	5,854	5,597	491	6,088	11,942
Normandy Park	2,675	235	2,910	2,782	244	3,026	5,936
North Bend	2,540	223	2,762	2,641	231	2,873	5,635
Orting	2,114	185	2,299	2,199	193	2,391	4,691
Pacific*	1,949	171	2,120	2,027	177	2,204	4,324
Port Orchard	4,127	362	4,489	4,292	376	4,668	9,157
Poulsbo	3,529	310	3,839	3,670	322	3,992	7,831
Puyallup	12,870	1,129	13,999	13,385	1,175	14,559	28,559
Redmond	31,486	2,763	34,249	32,745	2,874	35,619	69,869
Renton	35,045	3,076	38,121	36,447	3,199	39,646	77,767

**COMBINED PSRC AND CPSEDD  
DUES FOR FY2020-2021**

	Estimated FY2020			Estimated FY2021			FY20-21 Total
	PSRC FY2020 DUES	*CPSEDD FY2020 DUES	Total FY2020 Dues	PSRC FY2021 DUES	*CPSEDD FY2021 DUES	Total FY2021 Dues	Total FY2020-2021 Dues
Ruston	405	35	440	421	37	458	897
Sammamish	27,463	2,411	29,874	28,562	2,507	31,069	60,943
SeaTac	11,179	981	12,160	11,626	1,020	12,646	24,806
Seattle	337,281	29,603	366,884	350,773	30,787	381,559	748,443
Shoreline	19,888	1,745	21,633	20,683	1,815	22,498	44,131
Skykomish	63	5	69	66	5	71	140
Snohomish	3,231	284	3,515	3,361	295	3,656	7,171
Snoqualmie	5,375	472	5,847	5,590	491	6,081	11,928
Stanwood	2,060	181	2,241	2,143	188	2,331	4,572
Steilacoom	1,975	174	2,149	2,054	181	2,235	4,383
Sultan	1,344	118	1,461	1,397	122	1,520	2,981
Sumner	4,538	398	4,936	4,719	414	5,133	10,069
Tacoma	60,067	5,272	65,339	62,470	5,483	67,953	133,292
Tukwila	9,508	834	10,342	9,888	867	10,755	21,097
University Place	9,585	841	10,426	9,968	875	10,843	21,269
Woodinville	5,675	498	6,173	5,902	518	6,420	12,594
Woodway	623	55	678	648	57	705	1,383
Yarrow Point	623	55	678	648	57	705	1,383
<b>TOTAL CITIES</b>	<b>1,123,786</b>	<b>98,638</b>	<b>1,222,423</b>	<b>1,168,738</b>	<b>102,583</b>	<b>1,271,321</b>	<b>2,493,745</b>
<b>INDIAN TRIBE MEMBERS*</b>							
The Suquamish Tribe	623	55	678	648	57	705	1,383
Muckleshoot Indian Tribal Council	623	55	678	648	57	705	1,383
Puyallup Tribe of Indians	623	55	678	648	57	705	1,383
<b>TOTAL INDIAN MEMBERS</b>	<b>1,869</b>	<b>165</b>	<b>2,034</b>	<b>1,944</b>	<b>172</b>	<b>2,116</b>	<b>4,150</b>
<b>TOTAL COUNTY, CITIES &amp; INDIAN TRIBE</b>	<b>1,492,088</b>	<b>130,965</b>	<b>1,623,054</b>	<b>1,551,774</b>	<b>136,204</b>	<b>1,687,977</b>	<b>3,311,032</b>
<b>ASSOCIATE MEMBERS</b>							
Island County	623	-	623	648	-	648	1,271
Puget Sound Partnership	623	55	678	648	57	705	1,383
Port of Edmonds	623	55	678	648	57	705	1,383
The Snoqualmie Tribe	623	55	678	648	57	705	1,383
Thurston Regional Planning Council	623	55	678	648	57	705	1,383
Tulalip Tribes	623	55	678	648	57	705	1,383
University of Washington	623	55	678	648	57	705	1,383
Alderwood Water & Wastewater District	623	55	678	648	57	705	1,383
Washington State University	623	55	678	648	57	705	1,383
<b>TOTAL ASSOCIATE MEMBERS</b>	<b>5,606</b>	<b>441</b>	<b>6,047</b>	<b>5,831</b>	<b>459</b>	<b>6,290</b>	<b>12,336</b>
<b>STATUTORY MEMBERS</b>							
Port of Bremerton	5,126	450	5,576	5,331	468	5,800	11,376
Port of Seattle	77,657	6,819	84,476	80,763	7,092	87,855	172,331
Port of Tacoma	46,596	4,091	50,688	48,460	4,255	52,715	103,403
Port of Everett	15,531	1,363	16,895	16,153	1,418	17,571	34,465
State Transp. Commission	7,767	681	8,448	8,077	708	8,786	17,234
<b>TOTAL STATUTORY MEMBERS</b>	<b>152,677</b>	<b>13,406</b>	<b>166,082</b>	<b>158,784</b>	<b>13,942</b>	<b>172,726</b>	<b>338,808</b>
<b>TOTAL DUES</b>	<b>1,650,371</b>	<b>144,812</b>	<b>1,795,183</b>	<b>1,716,389</b>	<b>150,604</b>	<b>1,866,993</b>	<b>3,662,176</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: 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 2020 & a 4% increase for Fiscal Year 2021.

\*EDD membership dues have been collected from PSRC membership since 2005 to support Economic Development function.

**PUGET SOUND REGIONAL COUNCIL  
TRANSIT OPERATORS DUES ASSESSMENT  
FOR THE FISCAL YEARS 2020-2021**

	Estimated FY2020 Dues	Estimated FY2021 Dues	FY 2020-2021 Total Dues
<b>Transit Operator</b>			
Sound Transit**	240,818	250,451	491,269
King County-Metro Transit***	169,782	176,573	346,355
Pierce Transit*	43,556	45,298	88,855
Community Transit*	45,541	47,362	92,903
Everett Transit****	8,622	8,966	17,588
Kitsap Transit*	20,711	21,539	42,250
<b>Total Transit Dues</b>	<b>529,029</b>	<b>550,190</b>	<b>1,079,220</b>

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

\*Source: OFM.WA.GOV - Population - Special Area - 2018 Population Estimates of Public Transportation Benefit Area

\*\*Source: Sound Transit - as agreed by Transit Operators Committee February 2017

\*\*\*Source: OFM.WA.GOV - Population - April 1, 2018 Population of cities, towns, and counties - King County

\*\*\*\*Source: OFM.WA.GOV - Population - April 1, 2018 Population of cities, towns, and counties - City of Everett

Note: 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 2020 & a 4% increase for Fiscal Year 2021.

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

# PSRC FINANCIAL & BUDGETARY POLICIES

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. **Budget Development, Adoption and Amendment**

The Operations Committee has primary responsibility for the development and maintenance of the biennial budget and work program. Every two years a biennial budget is prepared with the option of a supplemental budget after the first year. The Operations Committee recommends budgets and budget amendments to the Executive Board for approval. The General Assembly meets annually in the spring and votes to adopt the approved biennial budget or supplemental budget.

**Budget amendments:** A budget amendment is needed for a major revision to the budget and work program that involves either the addition or deletion of a major work task; the addition or deletion of a new funding source; or any transfer of funds within the budget that exceeds 10% of the overall budget. Budget amendments require Executive Board approval.

Administrative budget modifications: Administrative budget modifications include minor changes to the funding of a previously- included work task; or minor changes (less than 10% of total budget amount) to a previously included funding amounts. Administrative budget modifications do not require Operations Committee review or Executive Board approval.

**5. 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.

**6. 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.

**7. 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.
- Finance staff, with the help of IT staff, will inventory and assess the condition of all capital assets annually. Information recorded about assets may include description, location, physical dimension, condition, warranties, maintenance history, estimated replacement cost, usage statistics (mileage), book value, original useful life and remaining useful life. Assets will also be evaluated periodically to determine if they still provide the most appropriate method to deliver services.
- Upon completion of the annual inventory, a list of assets that need replacement will be proposed by the chief Financial Officer and presented for approval by the Executive Director or his/her designee. Procurement for asset replacement(s) will follow PSRC's Purchasing Policies.
- The biennial budget will anticipate the need for asset replacements and provide ample budget within the depreciation line item of the indirect cost budget to cover the cost of replacing obsolete assets.

**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.

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.

## AMENDMENTS

Approved by the Operations Committee December 4, 2014  
Adopted by the General Assembly April 30, 2015  
Amended by the Operations Committee December, 2016  
Administratively Amended May, 2017



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION X  
Alaska, Idaho, Oregon,  
Washington

915 Second Avenue  
Federal Bldg. Suite 3142  
Seattle, WA 98174-1002  
206-220-7954  
206-220-7959 (fax)

February 15, 2018

Diana Lauderbach  
Chief Financial Officer  
Puget Sound Regional Council  
1011 Western Avenue, Suite 500  
Seattle, WA 98104

RE: 2017 Cost Allocation Plan  
Puget Sound Regional Council

Dear Ms. Lauderbach:

This letter concludes the Federal Transit Administration (FTA) review of the 2016-2017 Cost Allocation Plan submitted by the Puget Sound Regional Council (PSRC). FTA understands that the submitted Cost Allocation Plan is the second such plan submitted by Metro for Federal approval following a change in PSRC's rate type to a "fixed with carryforward" rate. For the review, PSRC identified FTA as its "cognizant agency" – which is the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans and indirect cost rate proposals on behalf of all Federal agencies.

FTA contracted with TFC Consulting, Inc (TFC) to complete the review. A copy of the Final Report dated January 9, 2018 is enclosed. Based on the results of the review, FTA accepts the recommendation of the TFC, and hereby approves the following rate for PSRC:

<b>Type</b>	<b>Effective</b>	<b>Base</b>	<b>Indirect Cost Rate</b>
Fixed	1/1/2017 – 12/31/2017	Direct Salaries and Wages	53.73%

TFC consulting conducted its review during the summer and fall of 2017. The approved rate is based on actual costs for the fiscal year ending June 30 2015, and would be applied in the period ending June 30, 2017. Differences between the applied rate and the actual costs of the period covered by that rate are treated as a carried forward adjustment to the rate computation for the subsequent period.

In accordance with FTA Circular 5010.1E, each year's Cost Allocation Plan (CAP) and/or Indirect Cost Rate Proposal (ICRP) shall be updated and made available to the agency's

independent auditor at the annual audit. Note that Appendix F of FTA Circular 5010.1E requires that subsequent CAP/ICRPs be submitted to the cognizant Federal agency for approval when one or more of the following events occurs:

- The recipient has made a change in its accounting system that significantly impacts the previously approved Indirect Cost Rate Proposal and its basis of application.
- The recipient's proposed Indirect Cost Rate Proposal exceeds the rate(s) last approved by FTA by more than 20 percent.
- The recipient changes the Indirect Cost Rate Proposal methodology.
- The recipient is either a local governmental unit that receives more than \$35 million in direct federal funding or a non-profit entity. In accordance with 2 CFR part 200, these entities must submit their plan annually to their cognizant agency.

Prior to charging indirect costs to an FTA grant, a grant recipient must first have a CAP/ICRP approved by its cognizant agency, and any indirect costs must be specifically identified in the grant prior to grant approval. Thus, in order to seek FTA reimbursement for indirect costs, the following steps must occur: (1) the cognizant Federal agency approves the CAP/ICRP; (2) the approved CAP/ICRP is attached as part of the FTA electronic grant at the time of application; and (3) the proposed FTA grant application specifically identifies indirect costs as a grant expense (usually by identifying a specific activity line item in the budget).

If you have comments or questions regarding the enclosed report or indirect costs, please feel free to contact Scot Rastelli, FTA Transportation Program Specialist, at 206.220.7965.

Sincerely,

Susan Fletcher  
Director of Operations and Program Management

Enclosure

cc: Andrew Werfelmann, PSRC  
Jedediah Stancato, TFC Consulting, Inc.



Puget Sound Regional Council

July 25, 2018

Mrs. Linda Gehrke  
Regional Administrator for Region 10  
Federal Transit Administration – Region 10  
915 Second Avenue, Suite 3142  
Seattle, Washington 98174

Dear Mrs. Gehrke,

Attached is the proposed indirect cost plan produced for review by the Federal Transit Administration. The rate is based on budgeted fiscal year 2019 indirect expenses and uses fixed rate with carryforward as a basis for the indirect cost plan.

The budgeted fiscal year 2019 benefit rate is 62.31% of salaries. The proposed indirect rate is 49.94% of direct labor costs.

Please also find the following attached for your review:

- Cost Allocation Rate Proposal
- An Organization Chart
- Fiscal Year 2017 Audited Financial Statements
- Proposal Reconciliation with FY 17 Financial Statements
- Certification of Conformance with 2 CFR 200

If you have any questions or concerns you may contact me at 206-464-5416 or [dlauderbach@psrc.org](mailto:dlauderbach@psrc.org).

Thank you,

Diana Lauderbach  
Chief Financial Officer  
Phone: 206-464-5416  
Email: [dlauderbach@psrc.org](mailto:dlauderbach@psrc.org)  
Enclosure

## INTRODUCTION

The Puget Sound Regional Council (PSRC) is a voluntary organization of local governments in King, Kitsap, Pierce, and Snohomish counties. As set forth in the interlocal agreement, the mission of the Regional Council is to preserve and enhance the quality of life in the central Puget Sound area. In so doing, it shall

- 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 upon local comprehensive plans of jurisdictions within the region;
- Ensure implementation in the region of the provisions of state and federal law which pertain to regional transportation planning and regional growth management.

The Regional Council is financed by a variety of federal, state and local agencies and jurisdictions. The basic sources of funding are the Federal Transit Administration, the Federal Highway Administration, Federal Aviation Administration, Washington State Department of Transportation, local transit agencies, and dues assessed to member jurisdictions.

PSRC develops its indirect cost plan based on the requirements of FTA Circular 5010.1E Appendix F "Cost Allocation Plans" and Appendix G "Indirect Cost Rate Proposals", 2 CFR 200 Appendix V "State/Local Government-wide Central Service Cost Allocation Plans", and 2 CFR 200 Appendix VII "States and Local Government and Indian Tribe Indirect Cost Proposals".

Methodology: PSRC will use a fixed indirect cost rate with carry forward. PSRC began using the fixed with carry forward method July 1, 2016. Before the adoption of 2 CFR 200, PSRC used a provisional rate with a reconciliation at year end to actual indirect costs. The new method of fixed with carry forward will present a more accurate allocation, while also limiting administrative efforts of updating the plan.

Cost Bases: PSRC charges indirect costs to its federal grants under the indirect cost plan. Indirect costs are defined as those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted. These costs include, but are not limited to, rent, office supplies, office maintenance, hardware, software, and insurance. The cost base for indirect costs is total direct salaries and benefits.

PSRC also charges costs for support staff and benefits under the indirect cost plan. Support staff includes, but are not limited to Information Technology, Human Resources, Finance, and Administrative employee costs. PSRC's indirect cost plan has a benefits rate and an indirect cost rate. The cost base for benefits costs is total salaries.

As PSRC's proposed indirect rate of 49.94% does not exceed its previously approved 2017 rate of 53.73% by more than 20% PSRC will not submit the plan to FTA for approval but will be kept on file and made available to review as required.



**RECONCILIATION OF ALLOCATED DIRECT EMPLOYEE BENEFITS AND OH  
VS PAID DIRECT EMPLOYEE BENEFITS  
FOR THE YEAR ENDING JUNE 30, 2017**

<b>Total Employee Benefits Incurred:</b>			
Employee Leave Benefits		938,969	
Employee non-leave Benefits		2,252,929	
<b>Total Employee Benefits Incurred</b>		<b>\$ 3,191,898</b>	
<b>2017 Actual Benefit Rate Calculation:</b>			
	<u>Total Actual Benefits</u>	<u>3,191,898</u>	<b>61.68%</b>
	Total Actual Salaries	5,175,207	
Total Direct Salaries		\$ 3,991,777	
Total Allocated Direct Benefits (@ 58.65% of Total Direct Salaries)		2,341,177	
Total Direct Salaries and Allocated Direct Benefits		<u>\$ 6,332,955</u>	
Total Allocated Indirect Cost ((@ 53.73% of Direct Salaries and Allocated Benefits (\$6,333,993 x 53.73%))		\$ 3,402,697	
Less: Total Actual Net Indirect Cost for FY 2016		3,444,714	
<b>Allocated Indirect Cost less Actual Indirect Cost</b>	<b>Over (Under)</b>		<b>\$ (42,017)</b>
Total Allocated Direct Benefits		\$ 2,341,177	
Less: Total Actual Direct Benefits		2,461,997	
<b>Allocated Direct Benefits less Actual Direct Benefits</b>	<b>Over (Under)</b>		<b>\$ (120,819)</b>
<b>Allocated Indirect Cost and Direct Benefits</b>	<b>Over (Under)</b>		<b>\$ (162,836)</b>
Indirect Salaries		1,183,430	
Indirect Benefits		729,901	
Indirect Costs		1,531,383	
<b>Total Indirect Incurred</b>		<b>\$ 3,444,714</b>	
<b>2017 Actual Indirect Rate Calculation:</b>			
	<u>Total Actual Indirect Costs</u>	<u>3,444,714</u>	<b>53.38%</b>
	Total Direct Salaries/Benefits	6,453,775	

Note: FY 2017 Allocated Benefit Rate of 58.65% and Indirect Rate of 53.73% (Based on final Budget vs Actual Report for FY2017)

PUGET SOUND REGIONAL COUNCIL  
BENEFIT RATE CALCULATION  
FOR THE YEAR ENDING JUNE 30, 2019

FY 2019 Budgeted Benefits	<u>\$ 3,616,698</u>
FY 2019 Budgeted Direct Salaries	4,769,411
FY 2019 Budgeted Indirect Salaries	1,034,763
Total Salaries	<u>\$ 5,804,174</u>

**BENEFIT RATE**

<u>Total Benefits</u>	=	<u>3,616,698</u>	=	<b>62.31%</b>
Total Salaries		5,804,174		

PUGET SOUND REGIONAL COUNCIL  
ESTIMATED FY 2019 BENEFIT COST

Benefit	2019 Budget
Fica/Medicare	\$ 504,127
State L&I	26,360
State Unemployment	39,539
Vacation/Personal Time	625,911
Excess comp	0
Sick leave	837
Floating holiday	56,860
Holiday	249,903
Bereavement/Other	7,721
State Retirement	848,119
ICMA	234,938
Medical /Vision Insurance	835,361
Dental Insurance	71,481
LTD	17,578
Life insurance	6,067
Long term care	4,012
STD	17,175
EAP/Misc	3,000
Jury duty	1,241
EE recog	500
Transportation Incentive	65,969
<b>Total</b>	<u><b>\$ 3,616,698</b></u>

PUGET SOUND REGIONAL COUNCIL  
INDIRECT COST RATE CALCULATION  
FOR THE YEAR ENDING JUNE 30, 2019

FY 2019 Budgeted Indirect Cost	\$ 3,866,053
FY 2019 Budgeted Direct Salaries	4,769,411
FY 2019 Budgeted Direct Benefits (Budgeted Salaries x Budgeted Benefit Rate)	2,971,820
Estimated FY 2019 Direct Salaries & Benefits	<u>\$ 7,741,231</u>

INDIRECT COST RATE

<u>Total Indirect Cost</u>	=	<u>3,866,053</u>	=	49.94%
Total Direct Salaries & Benefits		7,741,231		

PUGET SOUND REGIONAL COUNCIL  
ESTIMATED FY 2019. INDIRECT COST BUDGET

Categories	2019 Budget
Indirect Salaries and Benefits	\$ 1,679,545
Other contract services	200,000
Accounting and auditing	50,000
legal services	75,000
Rent	962,197
Paper	5,000
Copier Expense	45,000
Graphics & Printing	5,000
Postage	5,000
Office Supplies	12,000
Records Storage	3,000
Maintenance & Repairs	20,000
Telephone	30,000
Furniture & fixtures	45,000
Delivery charges	250
Advertising	4,000
Conferences	6,000
Education & Training	40,000
Meetings	5,000
Professional Dues	6,000
Publications	5,000
Web Page	35,000
Equipment lease	30,000
Recruiting & Advertising	8,000
moving	1,000
Vehicle Parking & Fuel& maintenance	20,000
Miscellaneous	2,000
Hardware	60,000
Software	35,000
Hardware Maintenance	25,000
Software Maintenance	25,000
Telecoferencing	25,000
Internet	16,000
Computer Supplies	6,000
Cloud Services	70,000
Temporary Personnel	20,000
Insurance	50,000
Travel	15,000
Depreciation	60,000
<b>FY2019 Total Indirect Costs</b>	<b>3,705,992</b>
Plus: Estimated Cumulative Under Allocation as of 06/30/2017	160,062
<b>Totals</b>	<u><u>\$ 3,866,053</u></u>

**PUGET SOUND REGIONAL COUNCIL  
SCHEDULE OF DIRECT AND INDIRECT COST  
FOR THE YEAR ENDING JUNE 30, 2017**

<b>Categories</b>	<b>Total Cost</b>	<b>Direct Cost</b>	<b>Indirect Cost</b>
Salaries	\$ 5,175,207	\$ 3,991,777	\$ 1,183,430
Benefits	3,191,898	2,461,997	729,901
Total Salaries & Benefits	<u>\$ 8,367,105</u>	<u>\$ 6,453,775</u>	<u>\$ 1,913,330</u>
Other contract services	798,521	687,993	110,529
Accounting and auditing	23,337	0	23,337
legal services	46,747	0	46,747
Rent	916,308	0	916,308
Paper	2,867	0	2,867
Copier Expense	26,219	0	26,219
Graphics & Printing	12,458	0	12,458
Postage	750	0	750
Office Supplies	15,968	396	15,572
Records Storage	2,284	0	2,284
Maintenance & Repairs	4,331	0	4,331
Telephone	21,897	0	21,897
Furniture & fixtures	6,087	0	6,087
Delivery charges	70	70	0
Advertising	835	563	273
Conferences	20,155	17,080	3,075
Education & Training	4,639	0	4,639
Meetings	23,062	23,062	0
Professional Dues	9,113	4,150	4,963
Publications	5,217	1,996	3,222
Web Page	20,199	443	19,756
Equipment lease	22,121	0	22,121
Recruiting & Advertising	3,706	0	3,706
moving	0	0	0
Vehicle & Parking	18,738	0	18,738
Miscellaneous	3,682	0	3,682
Hardware	1,133	0	1,133
Software	33,961	333	33,628
Hardware Maintenance	18,997	0	18,997
Software Maintenance	60,566	35,513	25,053
Teleconferencing	21,920	0	21,920
Internet	15,090	0	15,090
Computer Supplies	1,450	0	1,450
Cloud Services	6,095	0	6,095
Temporary Personnel	90,035	85,226	4,809
Insurance	40,573	1,333	39,240
Travel	37,109	33,414	3,695
Depreciation	86,712	0	86,712
<b>Totals</b>	<b>\$ 2,336,241</b>	<b>\$ 891,570</b>	<b>\$ 1,531,383</b>

**Total Actual Net Indirect Cost for FY 2017**

**3,444,714**

**Total Indirect Cost Collected :**

(Direct Salaries + Allocated Benefits ) x Indirect Rate

**\$ 3,402,697**

Total Allocated Indirect Cost less Actual Net Indirect Cost

**\$ (42,017)**

Total Allocated Direct Employee Benefits less

Direct Employee Benefits Paid

**\$ (120,819)**

**Allocated Cost FY2017 less Actual Cost**

**Over (Under) Allocated**

**\$ (162,836)**

**Total Over (Under) Allocated Cost Collected for Year Ending 06/30/17**

**\$ (162,836)**

**Cumulative Over (Under) Allocated Carryforward from 06/30/16**

**2,774**

**Cumulative Over (Under) Allocated @ 06/30/17**

**(160,062)**

## CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal for the fiscal year ending June 30, 2019, are to establish billing or final indirect costs rates for July 1, 2018 through June 30, 2019 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR 200 Appendix VII "States and Local Government and Indian Tribe Indirect Cost Proposals". Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct

Governmental Unit: Puget Sound Regional Council

Signature: Diana Lauderbach

Name of Official: Diana Lauderbach

Title: Chief Financial Officer

Date of Execution: July 26, 2018

PSRC will maintain the board approved cost allocation plan on file for audit purposes. Annually, PSRC will prepare a cost allocation plan which covers all anticipated indirect costs , plus or minus, over or under, recovered indirect costs from the previous year.



## *Appendix C*

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

*FY2020-2021 Unified Planning Work Program Organization*

*State Fiscal Year 2019 UPWP (July 1, 2018 – June 30, 2019)*

*Regional Transportation Planning Activities with Federal Funding*

*Under and Unfunded Work Elements for the 2020 – 2021 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. The remainder are identified or referenced here.

## 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 in July of 2018. The following recommendations resulted from the review:

### Performance Based Planning:

- PSRC should continue to develop a clear and understandable performance-based evaluation system to identify investment priorities and strategies. PSRC should continue to add and refine performance objectives and measures to address Federal requirements as well as local needs.

PSRC adopted the required federal performance targets for transit asset management, safety, pavement and bridge condition, system performance, and the Congestion Mitigation and Air Quality (CMAQ) Improvement Program in 2018. In addition, performance measures were adopted for the 2018 Regional Transportation Plan, and these measures will continue to be refined and coordinated with federal performance based planning requirements as part of the next plan update.

### Financial Planning / Fiscal Constraint:

- PSRC should further develop a long-term financial plan (*for the Regional Transportation Plan*) that includes additional detail to support justification of future revenue assumptions and document why these assumptions should be considered reasonable by federal partners.

PSRC will continue to monitor the implementation of the financial strategy of the Regional Transportation Plan, and engage with federal, state and regional partners on new initiatives and approaches to transportation finance. In particular, current activities in the state and region include new tolling assumptions for facilities such as the SR 99 Tunnel through downtown Seattle, the pilot of the road usage charge by the Washington State Transportation Commission, and ongoing research into local finance mechanisms.

## **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 May 2016.
- 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 November 2017.
- 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 September 2015.
- 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.

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 74 cities and towns in the region, the Muckleshoot Tribal Council, the Suquamish Tribe and the Puyallup Tribe of Indians. Statutory members include the four port authorities of Everett,

Seattle, Bremerton and Tacoma; WSDOT; and the Washington State Transportation Commission. Associate members include the Alderwood Water & Wastewater District, Port of Edmonds, Island County, Puget Sound Partnership, Snoqualmie Indian Tribe, Thurston Regional Planning Council, the Tulalip Tribe, the University of Washington and Washington State University.

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)

## **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 the Regional Transportation Plan, the Regional Transportation Improvement Program (TIP), the UPWP, and study committees. For more information, please refer to Task 200 (Transportation Planning) of the Budget and Work Program.

## 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.

A major effort during fiscal years 2020-2021 work program is an update to the region's growth management strategy, VISION 2040. The updated strategy will be called VISION 2050.

PSRC completed the most recent version of the Regional Transportation Plan in May 2018. The next update to the plan will include demographic and land use changes out to 2050 and will be supportive of VISION 2050 and *Amazing Place*, the Regional Economic Strategy. The plan will be responsive and compliant with all relevant federal and state requirements.

Work related to these regional planning priorities is represented throughout PSRC's Budget and Work Program, with greatest emphasis in element 200 (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 2019-2022 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 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 <https://www.psrc.org/our-work/funding/transportation-improvement-program>.

PSRC receives several types of federal funds available through programs established by the Fixing America's Surface Transportation (FAST) Act for transportation projects and programs in the central Puget Sound region. The FAST Act 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 Regional Transportation Plan. Overall guidance for the allocation and programming of PSRC funds is

provided by VISION 2040, the Regional Transportation Plan, and local comprehensive plans as required by the state Growth Management Act. In addition, PSRC is required 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 February 22, 2018 and is available at <https://www.psrc.org/sites/default/files/00tip-2018policyframeworkforpsrcsfederalfunds.pdf>. Projects selected to receive PSRC's funds in 2018 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 2019-2022 Regional TIP titled "2018 Project Selection Process" available at <https://www.psrc.org/our-work/funding/transportation-improvement-program>.

### **PSRC's Transportation Planning**

The budget and work program includes a description of PSRC's planning activities. The main emphasis will be on conducting research and analysis in preparation for the next Regional Transportation Plan, which will plan for growth and investment through 2050. This will include demographic and land use changes as well as updates to reflect new project information and emerging issues such as expansion of passenger only ferry service and new technologies. The update will be supportive of VISION 2050, to be adopted in 2020; *Amazing Place*, the Regional Economic Strategy; and will be responsive and compliant with all relevant federal and state requirements. The scope of the Transportation Plan is likely to require a new environmental analysis under the Washington State Environmental Policy Act. Additional consultant support will be obtained for public involvement and environmental justice outreach. PSRC will also continue to advance the work program in the areas of freight, special needs transportation, active transportation, resilience, air quality and climate change, performance-based planning and the financial strategy. Please refer to element 200 (Transportation Planning) of the PSRC work program for a full description of these 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.

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

WSDOT planning for the central Puget Sound region is carried out by several offices. These include the Northwest and Olympic Regions, Tolling, Public Transportation, Multimodal Planning, Washington State Ferries, Rail, as well as the newly formed Management of Mobility within the Urban Mobility and Access Office. These WSDOT offices plan and manage the state transportation system in the Puget Sound region and coordinate their plans with the Puget Sound Regional Council, Federal agencies and local partners.

WSDOT performs numerous transportation planning and external coordination activities in the Puget Sound region. Some of the key activities are conducted through the WSDOT/MPO/RTPO Coordinating Committee, as well as various corridor and planning studies throughout the region in which PSRC participates. Examples include the Planning Alignment Work Group, the Puget Sound Gateway Program Steering Committee, the US 2 Technical Working Group and the I-5 System Partnership.

### **Transit Agencies**

There are eight agencies within the central Puget Sound region that provide public transportation service: Community Transit, Everett Transit, King County Metro, Kitsap Transit, Pierce County Ferries, Pierce Transit, Sound Transit, and the City of Seattle. Each of the public transportation agencies in the region are working to implement their long-range plans consistent with PSRC's Regional Transportation Plan. Many of the PSRC planning initiatives, particularly those found in PSRC's transit-related work program, are planning efforts that help the region's public transportation agencies to accomplish their work and implement the projects found within the Regional Transportation Plan.

In addition to this work led by PSRC, planning projects of regional significance that are being conducted by public transit agencies in PSRC's FY 2020-2021 biennium include:

- **Next Generation ORCA:** The seven transit agencies that make up the region's One Regional Card for All (ORCA) fare system partnership are working together to develop and design the next generation of ORCA fare payment, which is scheduled to come online in phases, beginning in 2021.
- **Tacoma to Seattle Fast Ferry Study:** Pierce Transit is leading on a fast ferry study for a potential passenger only ferry route connecting Tacoma to Seattle. Partners in this study include City of Tacoma and the Port of Tacoma.
- **Mobility on Demand Sandbox Programs:** Several transit agencies in the region are leading specific FTA Mobility On Demand Sandbox research studies. Pierce Transit has partnered with Lyft on a Limited Access Connections project that evaluates use of Lyft and similar transportation network companies (TNCs) to provide first/last mile connectivity to public transportation. King County Metro and Sound Transit are partnering with Los Angeles Metro on a two-region research project to test the use of TNC services as first/last mile solutions to access transit. Work in both transit-led projects will help inform the PSRC transit-related work program.

### **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 other stakeholders. 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 and emissions 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 and the four-year Transportation Improvement Program (TIP) to the SIP, under the requirements of the federal Clean Air Act, Fixing America's Surface Transportation (FAST) Act 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: Muckleshoot Indian Tribe, Puyallup Tribe of Indians, Tulalip Tribes, Sauk-Suiattle Indian Tribe, Port Gamble S'klallam Tribe, Snoqualmie Indian Tribe, Stillaguamish Tribe of Indians, The Suquamish Tribe, and Nisqually Indian Tribe, which also coordinates with the Thurston Regional Planning Council. The region is also home to the Duwamish Tribe.

PSRC encourages full involvement of Tribes in the development of the Regional Transportation Plan, the Transportation Improvement Program, and other regional planning. Consultation may include outreach meetings, sending informational letters, newsletters, and emails, providing presentations, and attending meetings. PSRC will also continue participating on and hosting meetings of WSDOT's statewide Tribal Transportation Planning Organization (TTPO), including supporting specific events the TTPO puts on. This statewide planning forum is a good venue to present and get feedback on PSRC work program efforts from Tribes that choose to participate in the TTPO. The Washington Indian Transportation Policy Advisory Committee (WITPAC), which WSDOT also convenes, 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.

Tribal governments are encouraged to become PSRC members, which includes voting seats on the Transportation and Growth Management Policy Boards, as well as being able to vote at PSRC's General Assembly. The Muckleshoot Indian Tribe, Puyallup Tribe of Indians, and The Suquamish Tribe are PSRC members. The Snoqualmie Indian Tribe and Tulalip Tribes are associate PSRC members. Tribes that are current PSRC members have also been invited to participate in specific committees, including the Regional Project Evaluation Committee, Regional Staff Committee, and Special Needs Transportation Committee.

All Tribes are included in outreach efforts related to the agency's work on transportation, land use and economic development planning. 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>
<b>Program Administration</b> <u>References:</u> a. <i>Regional Planning, <a href="#">Sub-Task 3</a></i> b. <i>Growth Management Planning, <a href="#">Sub-Task 1</a></i> c. <i>Transportation Planning, <a href="#">Sub-Task 1 &amp; 2</a></i> d. <i>Data, <a href="#">Sub-Task 1</a></i> e. <i>Administration, <a href="#">Sub-Task 2</a></i>	a. <u>Program Management:</u> The Directors of Regional Planning, Growth Management Planning, Transportation Planning and Data manage and administer their respective work programs, including compliance with all federal and state rules and regulations.  b. <u>Regional and Statewide Coordination:</u> PSRC coordinates with local, regional, state, tribal and federal partners, and other government entities.  c. <u>Professional Development:</u> PSRC provides internal administrative support, including all aspects of human resources.
<b>Unified Planning Work Program</b>  <u>Reference:</u> <i>Administration, <a href="#">Sub-Task 1</a></i>	Develop the two-year budget and work program, detailed project milestones, progress reports, dues schedule, and related documentation.
<b>Public and Stakeholder Participation and Education</b>  <u>Reference:</u> <i>Communications, <a href="#">Sub-Task 13</a></i>	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.
<b>Tribal Consultation</b>  <u>References:</u> <i>Communications, <a href="#">Sub-Task 2 &amp; 3</a> and Transportation Planning, <a href="#">Sub-Task 7</a></i>	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.
<b>Data Acquisition, Analysis &amp; Reporting</b>  <u>Reference:</u> <i>Data – <a href="#">All Sub-Tasks</a></i>	The Data Department 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.
<b>Metropolitan Transportation Plan</b>  <u>Reference:</u> <i>Transportation Planning, <a href="#">Sub-Task 2</a></i>	PSRC prepares, maintains, and updates the region's long-range transportation plan every four years. The next update will incorporate population and employment forecasts out to 2050; continue implementation of the regional integrated transit network; and address key issues such as changing

	technology, maintenance and preservation needs and freight mobility.
<b>Transportation Improvement Program</b>  <u>References:</u> <i>Transportation Planning, Sub-Task 4</i>	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 the Regional Transportation Plan.
<b>Air Quality Conformity</b>  <u>Reference:</u> <i>Transportation Planning, Sub-Task 6</i>	PSRC will continue working with planning partners to monitor air quality issues in the region, estimate regional emissions and ensure conformity of the Regional Transportation Plan and the Regional Transportation Improvement Program to the State Implementation Plan for Air Quality.
<b>Congestion Management Process</b>  <u>Reference:</u> <i>Transportation Planning, Sub-Task 2 and Milestone 2</i>	PSRC has integrated the Congestion Management Process into the agency-wide performance trends and performance based planning program. Work continues to improve these processes, including refined measures and baseline inventories leading up to the next transportation plan update.
<b>Intelligent transportation Systems</b>  <u>Reference:</u> <i>Transportation Planning, Sub-Task 2</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>  <u>Reference:</u> <i>Transportation Planning, Sub-Task 7</i>	PSRC will continue to participate in national, state, regional, and local transportation planning efforts.
<b>Title VI Plan and Annual Report</b>  <u>Reference:</u> <i>Administration, Sub-Task 2</i>	PSRC will coordinate Title VI reporting, including actions in response to FHWA and FTA's certification report.
<b>Action Strategy -Biennial Report</b>  <u>Reference:</u> <i>Transportation Planning, Sub-Task 1 &amp; 2</i>	PSRC prepares a biennial report on the region's progress implementing the Regional Transportation Plan and also summarizes the region's transportation investment priorities for the coming decade.
<b>Certify transportation elements of comprehensive plans</b>  <u>Reference:</u> <i>Growth Management, Sub-Task 7</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>  <u>Reference:</u> <i>Transportation Planning, <a href="#">Sub-Task 2</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.
<b>Participate in statewide activities related to the Highway System Plan and other modal plans as appropriate</b>  <u>Reference:</u> <i>Transportation Planning, <a href="#">Sub-Task 7</a></i>	PSRC will continue to participate in state transportation planning such as corridor plans, the Washington State Transportation Plan and various modal planning programs.
<b>WA State Policy Goal: Economic Vitality</b>  <b>FAST Act Planning Factor: Economic Vitality</b>  <u>References:</u> <i>Economic Development District Support, <a href="#">All Sub-Tasks</a> &amp; <a href="#">Transportation Planning, Sub-Task 2</a></i>	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 the Regional Transportation Plan.
<b>WA State Policy Goal: Preservation</b>  <b>FAST Act Planning Factor: Preservation</b>  <u>Reference:</u> <i>Transportation Planning, <a href="#">Sub-Task 2</a></i>	Preservation and maintenance of the existing transportation system is a key goal of the Regional Transportation Plan. PSRC's ongoing work program includes significant efforts focused on keeping the region's transportation system in a state of good repair.
<b>WA State Policy Goal: Safety</b>  <b>FAST Act Planning Factor: Safety</b>  <u>Reference:</u> <i>Transportation Planning, <a href="#">Sub-Task 2 &amp; 4</a></i>	Safety continues to be a key issue in PSRC's transportation planning programs. The Regional Transportation Plan includes integration with the state's Target Zero Plan, and safety performance trend reporting.
<b>FAST Act Planning Factor: Security</b>  <u>Reference:</u> <i>Transportation Planning, <a href="#">Sub-Task 2 &amp; 6</a></i>	PSRC coordinates with partner agencies on safety & security efforts related to transportation as applicable. A related work program is the effort to advance resilience and preparedness to climate and other impacts.
<b>WA State Policy Goal: Mobility</b>  <b>FAST Act Planning Factor: Accessibility &amp; Mobility of People &amp; Freight</b>  <u>References:</u> <i>Transportation Planning, <a href="#">Sub-Task 2</a></i>	PSRC coordinates the long-range regional transportation planning work in the four-county region. The Regional Transportation Plan includes a variety of mobility elements for all users of the system, including transit, freight, special needs transportation, nonmotorized access and others.

<p><b>WA State Policy Goal: Environment</b></p> <p><i>References: Regional Growth Management, <a href="#">Sub-Task 2c</a> &amp; Transportation Planning, <a href="#">Sub-Task 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>FAST Act Planning Factor: enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between Transportation improvements and State and local planned growth and economic development patterns.</b></p> <p><i>References: Regional Growth Management, <a href="#">Sub-Task 2</a>, &amp; Transportation Planning, <a href="#">Sub-Task 2 &amp; 4</a></i></p>	<p>The objective of the Regional Growth Management element is to maintain and implement VISION 2040 (soon to be 2050) 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.</p> <p>The Regional Transportation Plan and the distribution of the federal funds PSRC manages are designed to develop a sustainable, multimodal transportation system that supports the policies and regional growth strategy in VISION.</p>
<p><b>MAP-21 Implementation</b></p> <p><b>Performance Measures</b></p> <p><i>References: Transportation Planning, <a href="#">Sub-Task 2 &amp; 4</a></i></p>	<p>PSRC has completed the first set of federal performance based planning targets, and continues working with WSDOT on required updates and implementation. The Regional Transportation Plan and the development of the Regional Transportation Improvement Program use a consistent set of performance measures to implement regional goals and federal policy.</p>
<p><b>WA State Policy Goal: Stewardship</b></p> <p><b>FAST Act Planning Factor: System Management and Operation</b></p> <p><i>References: Transportation Planning, <a href="#">Sub-Task 2</a></i></p>	<p>PSRC supports ongoing planning activities related to transportation system management and operations including the Regional Transportation Operators Committee. The Regional Transportation 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: Transportation Planning, <a href="#">Sub-Task 7</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="#">Sub-Task 2</a></i></p>	<p>PSRC maintains several Interlocal agreements that are maintained and updated on an as needed basis.</p>

<b>Website Requirement</b> <i>References: Administrative Support, <a href="#">Sub-Task 4c &amp; 6</a></i>	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.
<b>FAST Act Planning Factor: Enhance the integration and connectivity of the transportation system, across and between modes, people and freight</b> <i>Reference: Transportation Planning, <a href="#">Sub-Task 2</a></i>	PSRC has developed a Regional Integrated Transit Network as part of the Regional Transit Plan that will reflect long-range transit service planning of all transit agencies in the region. PSRC also works closely with the Ports, the State of Washington and freight stakeholders through ongoing regional planning work.
<b>FAST Act Planning Factor: Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation</b> <i>Reference: Transportation Planning, <a href="#">Sub-Task 2 &amp; 6</a></i>	PSRC will continue to work with local planning agencies on system resiliency. Reliability is now a measure in both the freight and system performance. As in the last plan update, PSRC continues to refine cost estimates related to mitigating stormwater impacts in the region.
<b>FAST Act Planning Factor: Enhance travel and tourism</b> <i>Reference: Economic Development District Support, <a href="#">Sub-Task 1</a> &amp; Regional Planning, <a href="#">Sub-Task 3</a></i>	PSRC's Economic Strategy contains a Tourism cluster. Additionally, tourism is a consideration in PSRC aviation planning.



# Unified Planning Work Program (UPWP) Guidance for Metropolitan Planning Organizations and Regional Transportation Planning Organizations

## State of Washington

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State Fiscal Year (SFY) 2020  
July 1, 2019 – June 30, 2020

December 2018



Prepared jointly by the WSDOT Multimodal Planning Division, WSDOT Public Transportation Division, the Federal Highway Administration and the Federal Transit Administration

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## 1. Purpose of the Guidance

This Unified Planning Work Program (UPWP) Guidance is intended to assist the Metropolitan Planning Organizations (MPOs) in developing work programs that meet federal statutes and regulations, and to assist Regional Transportation Planning Organizations (RTPOs) in developing work programs that meet state statutes and regulations. This guidance is not intended to be a comprehensive summary of all federal and state requirements.

The guidance shares federal and state emphasis areas. The emphasis areas may include long-standing tasks in regulation that need attention, MAP-21/FAST Act tasks still in process, as well as federal and state initiatives.

The guidance serves as a resource to assist MPOs and RTPOs, to:

- Meet federal UPWP requirements in [23 CFR 450.308](#) and [23 CFR 420.111](#); [49 USC § 5303](#), [49 USC § 5305](#) and [FTA Circular 8100.1C](#)
- Meet state UPWP requirements 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 Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

We encourage MPO and RTPO leadership and staff to read the state and federal statutes and regulations listed above regarding the MPO and RTPO planning process. Formal adoption of the SFY 2020 UPWP by your respective board should not occur until federal and state partners have completed the UPWP coordination visit with your MPO/RTPO.

## 2. Federal Requirements

Each organization may continue to develop the UPWP in a way that best suits its needs while addressing required components. For MPOs, the CFRs provide specific direction on the level of detail required for each work task.

### 2.1 Required Details of the UPWP

Each MPO, in cooperation with WSDOT and the public transportation operator(s), is required to develop a UPWP that includes a discussion of the planning priorities within 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](#).
- Descriptions of work in sufficient detail to indicate per [23 CFR 450.308](#) and [23 CFR 420.111](#):
  - 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
- 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

## **2.2 Annual Performance and Expenditure Report (Annual Report)**

The annual report should summarize progress made on approved UPWP tasks, programs, and planning activities. The monthly invoice detail provides useful information when 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 contain 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 amounts and actual expenditures
- Cost overruns or underruns
- Approved work program revisions
- Other pertinent supporting data

Annual performance and expenditure reports are due to WSDOT by September 30, 2019 for all Washington MPOs. This is 90 days after the end of the SFY 2019 reporting period.

The Lewis-Clark Valley MPO's annual performance and expenditure report is due by December 30, 2019.

## **3. Federal Requirements – Metropolitan Planning Organizations (MPOs)**

### **3.1 Essential Programs and Activities**

FHWA and FTA expect the UPWP to 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 2.1 when describing each task/activity in your UPWP.

Examples of essential tasks/activities include, but are not limited to work associated with the following:

- Program Administration
- Unified Planning Work Program
- Annual Performance and Expenditure Report
- MPO Self-Certification
- Public and Stakeholder Participation and Education

- Tribal Consultation
- Data Acquisition, Analysis, and Reporting
- Transportation Performance Management
- Metropolitan Transportation Plan
- Transportation Improvement Program
- Air Quality Conformity (PSRC, SRTC, TRPC, YVCOG)
- Congestion Management Process (BFCG, PSRC, RTC, SRTC)
- Intelligent Transportation Systems
- Planning Consultation and Services
- Special Studies and Plans
- Transportation Planning related to adjacent states and the international border
- Title VI Plan and Annual Report

### **3.2 Governance**

MPOs should include any work related to reviewing and updating interlocal agreements and bylaws.

### **3.3 Joint WSDOT/MPO Self-Certification Process**

All MPOs will use the short-form certification for calendar year (CY) 2019, which will be distributed to MPOs in September 2019. Please continue to ensure compliance with all federal and state regulations. If you have any questions pertaining to federal or state laws and regulations, please contact your WSDOT Regional Coordinator or FHWA/FTA, as appropriate.

### **3.4 Metropolitan Transportation Improvement Program (TIP)**

If you have not already done so, MPOs should review and document their TIP project identification, prioritization, and selection procedures to ensure that project planning and programming for all four years of the TIP are consistent with federal regulations ([23CFR450.326](#)). TIP project identification, prioritization, and selection procedures are discussed at the UPWP review meeting (see agenda on p. 10).

### **3.5 Financial Planning and Fiscal Constraint**

Federal regulations require Metropolitan Transportation Plans (MTPs), Transportation Improvement Programs (TIPs), and the Statewide Transportation Improvement Program (STIP) to be “fiscally constrained”. MTPs, TIPs, and the STIP demonstrate fiscal constraint by including sufficient financial information to confirm that projects in those documents can be implemented using committed or available revenue sources, with reasonable assurance that the federally supported transportation system is adequately operated and maintained. For the TIPs and the STIP, fiscal constraint applies to each program year. Fiscal constraint has been a key component of transportation planning and program development since the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991, enhancing the credibility and usefulness of planning products.

The requirement for fiscal constraint is met through the preparation of financial plans, the requirements for which are contained in the joint FTA/FHWA regulations for Statewide and Metropolitan Transportation Planning ([23 CFR 450](#)).

### **3.6 Metropolitan Transportation Planning Agreements**

As required in [23 CFR 450.314](#), agreements between MPOs, public transportation operators, and the state must be reviewed and updated. If your MPO has not completed this task or will be updating this agreement, please include this activity and the associated work, in your SFY 2020 UPWP.

## **4. State Requirements – Regional Transportation Planning Organizations**

### **4.1 General**

There are no changes to state law or regulations regarding RTPO duties.

### **4.2 Regional Transportation Planning Organization (RTPO) Duties**

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

### **4.3 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 in the Growth Management Act (GMA). The GMA establishes RTPOs as the venues for identifying regional priorities and coordinating planning at all jurisdictional levels with local comprehensive plans.

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

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

To achieve consistency, state law also requires RTPOs to certify that the transportation elements of local comprehensive plans:

- Reflect the guidelines and principles established by the respective RTPO
- Are consistent with the adopted the respective regional transportation plan
- Conform to the requirements of [RCW 36.70A.070](#)

WSDOT 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 from preparing the transportation elements of local comprehensive plans are in [WAC 365-196-430](#).

WSDOT encourages RTPOs to work as partners with local governments through all phases of comprehensive plan and countywide planning policy updates. The Washington State Department of Commerce also produces a useful [GMA Update Schedule Map](#).

#### **4.4 Coordinated Public Transportation – Human Services Transportation Plan (CPT-HSTP)**

All human services programs funded through WSDOT’s Consolidated Grant Program that support transportation services for people with disabilities, older adults, and people with low incomes as well as transportation needs in rural communities have coordinated planning requirements. This coordinated planning, otherwise known as a Coordinated Public-Transit Human-Services Transportation Plan, i.e., coordinated plan, also satisfies funding requirements for the FTA Section 5310 program ([49 U.S.C. Section 5310](#) and [FTA Circular C. 9070.1G](#)), whose funds are awarded as part of the Consolidated Grant Program. RTPOs may develop the coordinated plan when there is no MPO.

A coordinated plan identifies the transportation needs of individuals with disabilities, seniors, people with low incomes, and other special transportation needs populations; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation.

Essential components of the plan include:

- An assessment of available services that identifies current transportation providers (private, public, and nonprofit)
- An assessment of transportation needs of individuals with disabilities and seniors
- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery
- Priorities for implementation based on resources, time, and feasibility for implementing specific strategies and/or activities identified

WSDOT prepared a [coordinated plan template and a](#) deliverables checklist that may help the MPOs and RTPOs understand and meet the requirements for coordinated planning.

Coordinated plans must be updated every four years, while project lists should be updated every two years. The next update to the coordinated plan is due in 2022, while project lists must be updated in 2020. Efforts to sustain ongoing coordination between planning updates are highly recommended.

#### **4.5 Transportation Demand Management and Commute Trip Reduction**

Under Washington State’s Commute Trip Reduction (CTR) law (RCW 70.94.521), major employers within designated urban growth boundaries are required to implement a program



designed to reduce the number of drive alone vehicles commuting to worksite(s). These major employers work with one locally based agency (counties, cities, towns, or regional transportation planning organizations) to lead implementation of CTR programs, including development of a regional four-year CTR Plans to measure the decrease in Single Occupancy Vehicle (SOV) miles traveled. Affected RTPOs may be involved in these activities in several different roles:

- Develop regional CTR plan
- Provide technical support to local jurisdictions
- Certify Growth and Transportation Efficiency Centers (GTEC) for funding
- Monitor regional progress

#### **4.6 Additional UPWP Work Tasks**

WSDOT and its federal partners recognize that budget decisions 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 its budget to continue working with WSDOT on the following activities to ensure plans and priorities are reflected in these statewide and corridor efforts.

- Involvement in WSDOT planning activities, including, but not limited to:
  - Corridor Studies
  - FAST Act / MAP-21 Target Setting / Reporting
  - Performance Framework
  - Practical Solutions
  - Plan Alignment Work Group
  - Statewide Modal Plans
  - Washington Transportation Plan
- Developing "action plans" with WSDOT for incorporation of into your M/RTP, if being updated in this timeframe.
- Analysis of FAST Act and MAP-21 final rules to understand potential impacts to planning practices.
- Ongoing coordinated human service transportation discussions.

#### **4.7 Title VI and Reporting**

MPOs submit annual Title VI reports by following their Title VI plan. MPOs and RTPOs that receive FTA funding must report their Title VI compliance following the guidance and requirements in [FTA Circular 4702.1B](#).

## **5. Federal Emphasis Areas**

### **5.1 MAP-21 and FAST Act Implementation**

#### **Transportation Performance Management (MAP-21 and the FAST Act)**

Pertaining to all performance measures, state targets and MPO targets have now been adopted. Through the robust MAP-21 collaboration process established between WSDOT and the MPOs, all Washington MPOs chose to support the initial state targets, adopted in 2017-2018, for each performance measure.

WSDOT will continue to work with the MPOs in providing the necessary data and information regarding the FAST Act or final rules associated with MAP-21 target setting. Through the established MAP-21 collaboration process, WSDOT will continue to work with MPOs via the MAP-21 Framework Group, Technical Teams, and Working Group, as appropriate, to ensure that ongoing discussion occurs through the reporting process and tracking of targets in the upcoming years.

### **5.2 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 area(s). This cooperation and coordination could occur 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 DOTs, MPOs, and operators of public transportation activities such as: data collections, data storage and analysis, analytical tools, and performance based planning.

### **5.3 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 include 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.

## **6. State and Federal Emphasis Areas**

### **6.1 Tribal Consultation**

MPOs and RTPOs are encouraged to coordinate and invite tribal governments to participate in the development of their regional transportation plans and programs. WSDOT encourages MPOs and RTPOs to use technology, such as webinars, conference calls, and video conferencing, to include tribal governments in policy board and technical advisory committee (TAC) meetings.

WSDOT maintains and values government-to-government relations with 35 Federally Recognized Tribes located in the State of Washington and bordering states of Idaho and Oregon. The 1989 Centennial Accord and the 1999 Millennium Agreement between nearly all of the State of Washington and the Federally Recognized Tribes establishes the framework and context for the government-to-government relationship. WSDOT is committed to consulting with Tribes on decisions that may affect tribal rights and interests and promotes and shares the process with MPOs and RTPOs in the state.

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 and the [WSDOT Tribal Communication and Consultation Protocols for Statewide Policy Issues](#) provide WSDOT employees with specific roles, responsibilities, and procedures for working with Tribes on projects. In addition, the USDOT [Tribal Transportation Program Delivery Guide](#) and the [WSDOT Tribal Consultation Best Practices Guide for Metropolitan and Regional Planning Organizations in Washington State](#) and the [WSDOT Cultural Resources policies and procedures](#) webpage are technical resources with guidelines for tribal governments, federal agencies, and state and local governments.

### **6.2 Interlocal Agreements**

Interlocal agreements are the legal instrument used to establish MPOs and RTPOs. Interlocal agreements should be created or updated when:

- No interlocal agreement exists
- The interlocal agreement existed but cannot be located
- The interlocal agreement is scheduled to expire
- There is an organizational change within the MPO or its member organizations
- MPA boundary changes modify membership

Interlocal agreements are governed by the Washington State Interlocal Cooperation Act ([RCW 39.34](#)).

### **6.3 Statewide Planning Efforts / Action Plans for State Facilities**

MPOs/RTPOs are encouraged to participate in statewide planning efforts, particularly the development of the statewide long-range transportation plan (WTP) and modal plans. WSDOT is also preparing to provide input pertaining to state transportation facilities for each M/RTP as

they are developed. This is expected to mirror PSRC's "[State Facilities Action Plan](#)", tailored for each unique planning area in the state.

Additionally, the Plan Alignment Work Group (PAWG) provides a forum for MPOs/RTPOs and WSDOT to collaborate and share information on each planning effort.

## 7. UPWP Development

### 7.1 UPWP Development Schedule

Key Due Dates	Key Action Due
On or before December 31, 2018	WSDOT Tribal and Regional Coordination Office (TRCO) provides estimated planning funding allocations to MPOs and RTPOs for SFY 2020.
February 2019	WSDOT TRCO schedules UPWP coordination meetings among WSDOT, FHWA, FTA, and the MPOs/RTPOs (as applicable).
March 15, 2019	MPOs send draft UPWPs electronically to the WSDOT TRCO, FHWA and FTA. RTPOs send draft UPWPs electronically to the WSDOT TRCO. <i>Exceptions:</i> <i>RTC: UPWP Due Date - January 5, 2019 (draft only)</i> <i>LCVMPO: UPWP Due Date - August 15, 2019</i>
April – June 2019	WSDOT TRCO, Public Transportation Division, WSDOT Region Planners, FHWA, and FTA representatives meet with MPOs to discuss the draft UPWPs. <i>Note: WSDOT will meet separately with RTPOs not affiliated with MPOs during this same time period.</i>
May - June 2019	MPOs and RTPOs take final UPWPs to Policy Boards for adoption.
June 17, 2019	MPOs and RTPOs submit the adopted UPWPs electronically to the WSDOT TRCO.
June 21, 2019	WSDOT TRCO submits MPO adopted UPWPs electronically to FHWA/FTA
June 28, 2019	FHWA/FTA UPWP issue formal approval
July 1, 2019	Approved SFY 2020 UPWP work begins

## 7.2 On-Site Coordination Meeting and Draft Agenda

For your convenience, an agenda for the spring 2019 MPO/RTPO on-site UPWP coordination meetings is included below (Figure 1).

FIGURE 1  
Sample Agenda

### MPO/RTPO SFY 2020 Unified Planning Work Program On-Site Coordination Meeting

1.	Introductions and Meeting Objectives	WSDOT
2.	MPO/RTPO Presentation <ul style="list-style-type: none"><li>a. Successes and Key Accomplishments – SFY 2019</li><li>b. Major work in progress</li><li>c. Issues and challenges facing the MPO/RTPO</li><li>d. Overview of membership, organizational structure, and decision-making processes</li><li>e. Tribal consultation process</li><li>f. MAP-21 Target Setting/FAST Act</li><li>g. Overview of the proposed SFY 2019 Unified Planning Work Program</li></ul>	MPO/RTPO
3.	How can the federal and state team assist more?	All
4.	Federal Agency Feedback <ul style="list-style-type: none"><li>• Identify high points</li><li>• Provide comments and feedback</li></ul>	FHWA/FTA
5.	State Feedback <ul style="list-style-type: none"><li>• Identify high points</li><li>• Provide comments and feedback</li></ul>	State DOTs
6.	Next Steps <ul style="list-style-type: none"><li>• Any follow up action</li><li>• Policy Board adoption date</li></ul>	All
7.	Closing Comments	All

Note: **This sample agenda can be modified** as appropriate. The meetings will last approximately 2 hours based on the need for discussion, and will be scheduled with the MPOs/RTPOs during January and February for April – June meetings.

### **7.3 Budget/Financial Table**

WSDOT has developed a budget/financial table template (Appendix A) as an example for MPOs/RTPOs to use when developing their UPWP. The budget/financial table has been developed using previous UPWP funding tables from MPOs in Washington State; however, please understand this budget/financial table is only for your information. If you choose not to use the budget/financial table template, please use the methods and procedures you already have in place to track revenues, expenditures, and to develop your organization's annual report.

### **7.4 Special Studies**

MPOs and RTPOs 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.

### **7.5 Unfunded Work**

Unfunded planning activities should be listed within your UPWP, along with the approximate budget, schedule, and deliverable(s) associated with the unfunded activity. Having these unfunded lists across the state is helpful in understanding the transportation planning work that could be completed if resources become available.

### **7.6 Sources of Other Federal Planning Funds**

[23 CFR 450.308](#) requires that UPWPs list other federal funding being received for transportation planning.

### **7.7 Implementing the UPWP**

The UPWP document is your work plan and should be used to guide planning tasks/activities for your MPO/RTPO in SFY 2020. The UPWP will assist the MPO/RTPO in actively participating and adhering to federal and state planning requirements.

## **7.8 Amendments**

The WSDOT TRCO approves UPWP amendments for RTPs, while FHWA and FTA jointly approve UPWP amendments for all MPOs. The WSDOT TRCO is available to assist MPOs/RTPs with any questions in submitting amendments.

## **Appendices**

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

[Appendix B: Scope of the Metropolitan Transportation Planning Process](#)

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



**Regional Transportation Planning Activities with Federal Funding in the 2019-2022 Regional Transportation Improvement Program**

<b>Project Sponsor</b>	<b>Project ID</b>	<b>Project Title</b>	<b>Funding Source</b>	<b>Federal Funds</b>	<b>Total Cost of Planning Phase</b>
Kitsap Transit	KT-49	South Base	FTA 5339	\$270,861	\$338,576
Kitsap Transit	KT-55	Gateway Center Planning	STP/UL	\$160,000	\$200,000
King County Metro	MET-219	KCM System Expansion Eighth Base	FTA 5307	\$1,601,335	\$2,001,669
Port Orchard	PO-10	Bay Street Pedestrian Pathway West, Situational Study	STP/UL	\$490,000	\$566,474
PSRC	PSRC-11	Rural Town Centers and Corridors - Planning and Capital Program	STP/UL	\$5,000,000	\$5,675,000
PSRC	PSRC-21	Regional Transportation Planning and Programming, FY19-21	STP/UL, FTA 5307	\$4,500,000	\$5,437,138
PSRC	PSRC-23	Regional Transportation Planning and Programming, FY22-23	STP/UL, FTA 5307	\$4,500,000	\$5,107,500
Tacoma	TAC-105	Links to Opportunity	FTA Discretionary	\$1,160,000	\$1,450,000

## FY2020-21 Unfunded Work Elements of the 2020-2021 PSRC Budget/UPWP:

### **Planning Management and Regional Planning**

Consultants – Economic Data .....	<a href="#">Pg. 42</a>
Consultants – Data acquisition and research .....	<a href="#">Pg. 42</a>

### **Growth Planning**

Consultants – VISION 2050 Implementation .....	<a href="#">Pg. 49</a>
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### **Transportation**

Consultants – Regional Transportation Plan Implementation .....	<a href="#">Pg. 55</a>
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### **Data**

Consultants – Data Acquisition and research .....	<a href="#">Pg. 64</a>
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### **Council Support**

Consultants – Strategic Initiatives .....	<a href="#">Pg. 66</a>
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## *Appendix D*

*PSRC Fiscal Years 2018 – 2019 Highlights  
(to be added at completion of FY2019)*



## *Appendix E*

*Glossary of Financial Terms*

*Frequently Used Acronyms*

## Glossary of Financial Terms

**Accounting System** – The total set of records and procedures that are used to record, classify, and report information on the financial status of an entity or fund during a specific time period. PSRC uses Microsoft's Dynamics SL accounting software for almost all of its accounting. This is a computerized, integrated accounting system that provides the basic financial information and detailed reporting. In addition, PSRC uses excel spreadsheets for additional reporting, particularly for reconciliation and analysis of accounting information.

**Accrual Basis** – A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**Approved Budget** – The official expenditure plan of PSRC as authorized by the General Assembly for a specified Biennium.

**Amended Budget** – A budget that includes PSRC and granting agencies authorized changes to the original adopted budget.

**Balanced Budget** – A balanced budget is defined where PSRC's estimated expenditures match PSRC's estimated available revenue. PSRC cannot plan to spend more than is available.

**Benefits** – Federal and State mandated employee benefits and other Regional Council approved programs such as health insurance, dental, retirement, etc. PSRC is a member of the Washington State Department of Retirement Systems (DRS).

**Capital Budget** – A financial plan for projected capital projects (i.e., a building) containing estimated expenditures and revenues to cover those expenditures for a specified period of time.

**Contingency** – Unallocated appropriations for unanticipated expenditures.

**Direct Costs** – Expenses specifically traceable to specific goods, services, or programs. Direct expenses differ from indirect expenses in that the latter cannot be specifically traced and so must be allocated on a systematic and rational basis.

**DRS** – The Washington State Department of Retirement Systems, of which most state employees, school districts, political subdivisions, and council of governments in Washington are members.

**Encumbered Carryforward** – A reserve of financial resources for work in a prior year that are brought forward to a subsequent fiscal year.

**Expenditures** – The total amount of funds paid out by PSRC to acquire various goods and services.

**Fiscal Year (FY)** – The period designated for the beginning and ending of transactions. PSRC sets this period as beginning July1 and ending June 30.

**Fringe Benefits** – Non-salary employee compensation.

**Full Time Equivalent Positions (FTE's)** – The amount of staff resources dedicated to a function converted to a decimal equation related to a full time position. PSRC budgets 1832 hours for a full time position with the remaining hours attributed to Holidays or Personal Time Off which is budgeted under benefits.

**Fund** – A fiscal and accounting entry with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities or balances, and changes therein, are recorded and segregated to carry on specific activities to attain certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Balance** – The amount of resources remaining in a fund when revenues exceed expenditures.

**Funds** – An accounting entity with a self-balancing set of accounts in which financial resources, related liabilities and residual equity or balances, are recorded and segregated for specific activities or to attain certain objectives in accordance with regulations, restrictions, or limitations.

**General Fund** – This fund is used to account for the general operations and activities of PSRC not requiring the use of other funds.

**General Assembly** – The governing body of the PSRC made up of all mayors, county executives, commissioners, and councilmembers of PSRC member jurisdictions which meets at least annually to vote on major decisions, establish the budget and elect new officers.

**Generally Accepted Accounting Principles** – Generally Accepted Accounting Principles (GAAP) which refer to a set of standard accounting rules and procedures used by governmental agencies to account for the receipt and expenditures of funds.

**Grant** – A contribution by a government or other organization to support PSRC programs as authorized by the General Assembly.

**Indirect Cost** – Those elements of cost necessary in the production of a good or service which are not directly traceable to the product or service. Usually these costs relate to objects of expenditure that do not become an integral part of the finished product or service, such as rent, insurance, and audit services. PSRC files an indirect cost plan annually with the Federal Transportation Administration. Approval of this plan, allows PSRC to be reimbursed throughout the year at the approved rate.

**In-Kind Contributions** – Match requirements met by non-monetary means.

**Line-Item Budget** – A traditional budget format. Costs included in a line-item budget include items such as personnel, benefit costs, indirect costs (overhead), direct, and consultants that are allocated to specific program functions.

**Modified Accrual** – A method for recording the receipt and expenditure of funds in which revenues are recorded when the amount becomes measurable and available to pay current liabilities and expenditures are recorded when the liability is actually incurred.

**One-time** – Refers either to revenues or expenditures and denotes budget items that will only have an impact for one fiscal year.

**Ongoing** – Refers either to revenues or expenditures. Ongoing items are expected to impact budgets for several years, if not indefinitely.

**Operating Budget** – A financial plan for providing day to day cost of performing PSRC programs for a specified period of time, usually a biennial period.

**Paratransit** – Any type of public transportation that is distinct from conventional transit, such as flexibly scheduled and routed services such as airport limousines, carpools, etc.

**Performance Measure** – A target or result to accomplish during a one-year time frame (or other time frame as noted) which is specific, measurable, realistic, and consistent with overall departmental and organizational goals. Data is subsequently collected to determine how effective or efficient a program is in achieving its overall goals.

**Personnel Cost** – A category of expenditures for employee salaries and related taxes benefits.

**Program** – An organized set of activities directed toward a common goal proposed by an organization to carry out its responsibilities.

**Program Budget** – A budget that shows all costs related to providing a particular program.

**Restricted Reserves** – Resources including monies, the use of which is restricted by legal or contractual requirements.

**Revenues** – The gross income received by PSRC to be used for the provision of programs.

**Special Revenue Funds** – These funds account for the use of revenues earmarked for a particular purpose.

**Task** – A task is the lowest level in the PSRC Unified Planning and Work Program (UPWP) and Biennial Budget structure. The most specific service performed for the purpose of accomplishing a program for which PSRC is responsible.

**Unencumbered Carryforward** – Grant award available to pay current or future fiscal year expenditures.



**Unified Planning Work Program and Budget** - The UPWB and Biennial Budget is prepared biennially by PSRC program staff to describe the regional planning activities that will be conducted during the coming biennium. The report highlights the accomplishments of the prior biennium and identifies the goals, objectives, and new projects that PSRC will pursue in the new biennium.

The UPWP details the regional activities that PSRC conducts and coordinates with federal and state grantors and local participating agencies. Information about how these planning activities will be administered is included in the UPWP and Biennial Budget.

## Frequently Used Acronyms

### Organizations

**AMPO** – Association of Metropolitan Planning Organizations  
**AMPORF** – Association of Metropolitan Planning Organizations Research Foundation  
**FHWA** – Federal Highway Administration  
**FTA** – Federal Transit Administration  
**GFOA** – Government Finance Officers Association  
**NACSLB** – National Advisory Council on State and Local Budgeting  
**OFM** – Office of Financial Management  
**PSRC** – Puget Sound Regional Council  
**RSC** – Regional Staff Committee  
**WSDOT** – Washington State Department of Transportation

### Committees

**BPAC** – Bicycle/Pedestrian Advisory Committee  
**FAST** – FAST Freight Advisory Committee  
**FMRT** – Freight Mobility Roundtable  
**GMPB** – Growth Management Policy Board  
**LUTAC** – Land Use Technical Advisory Committee  
**MUG** – Model Users Group  
**RFPC** – Regional Food Policy Council  
**RPEC** – Regional Project Evaluation Committee  
**RSC** – Regional Staff Committee  
**RTF** – Regional Technical Forum  
**RTOC** – Regional Traffic Operations Committee  
**RTOD** – Regional Transit-Oriented Development Committee  
**SNTC** – Special Needs Transportation Committee  
**TOC** – Transportation Operators Committee  
**TPB** – Transportation Policy Board

### Growth Related Terms

**FLU** – Future Land Use  
**GTC** – Growing Transit Communities  
**LUV** – Land Use Vision  
**MPP** – Multicounty Planning Policies  
**MPO** – Metropolitan Planning Organization  
**RGS** – Regional Growth Strategy  
**ROSS** – Regional Open Space Strategy  
**SEPA** – State Environmental Policy Act

### Transportation Related Terms

**CMP** – Congestion Management Process  
**CTR** – Commute Trip Reduction  
**FAC** – Freight Advisory Committee

**FAST ACT**– Fixing America’s Surface Transportation Act  
**FAF** – Freight Analysis Framework  
**HOV** – High Occupancy Vehicle  
**ITS** – Intelligent Transportation System  
**LOS** – Level of Service  
**MAP-21** – Moving Ahead for Progress in the 21<sup>st</sup> Century  
**RTPO** – Regional Transportation Planning Organization  
**SAFETEA-LU** – Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users  
**STBGP** – Surface Transportation Block Grant Program  
**TDM** – Transportation Demand Management  
**TIP** – Transportation Improvement Plan  
**TOD** – Transit Oriented Development  
**WSF** – Washington State Ferries  
**WTP** – Washington Transportation Plan

### Economic Related Terms

**CPSEDD** – Central Puget Sound Economic Development District  
**EDA** – Economic Development Administration  
**IRBC** – International Regional Benchmarking Consortium  
**RES** – Regional Economic Strategy

### Data Terms

**CTPP** – Census Transportation Planning Package  
**GIS** – Geographic Information System  
**LiDAR** – Light Imaging, Detection and Ranging

### Miscellaneous

**CFR** – Code of Federal Regulation  
**CY** – Calendar Year  
**FY** – Fiscal Year  
**GMA** – Growth Management Act  
**RCW** – Revised Code of Washington  
**UPWP** – Unified Planning and Work Program  
**USC** – United States Code  
**WAC** – Washington Administrative Code