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## FY2018-2019 BUDGET AND WORK PROGRAM PROGRESS REPORT

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Planning Management  
(Task 000)

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

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

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


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, Puget Sound Regional Council Resolution A-96-02, Washington’s Commute Trip Reduction (CTR) Program, Corridor Planning [RCW 47.06.120].

4. **Short-Range Transportation Planning and PSRC Funding:** Interlocal Agreement for Regional Planning of the Central Puget Sound Area, Regional Transportation Planning Organization (RTPO) Legislation, Fixing America’s Surface Transportation (FAST) Act, Federal Clean Air Act.

5. **Implementing VISION 2040, Transportation 2040, and the Regional Economic Strategy:** VISION 2040 and Transportation 2040 commit the region to periodically report on environmental, growth management, transportation, and economic issues, based on the region’s adopted goals and multicounty planning policies.

6. **Puget Sound Regional Council Resolution A-96-02,** adopted on July 11, 1996, amended the 1995 Metropolitan Transportation Plan. A-96-02 was subsequently included in Destination 2030 to include plans for a third runway at Seattle-Tacoma International Airport. The resolution provides for ongoing monitoring for noise reduction measures and runway construction.

**Summary Revenues & Expenditures**

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<td>RTPO 240,000</td>
<td>Scheduled Completion   50%</td>
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<td>FHWA 819,000</td>
<td>Actual Completion      40%</td>
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<td>FHWA Local Match 128,000</td>
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Major Milestones and Products

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

Policy Direction and Interagency Staff Involvement

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

Ongoing Sub-Tasks

Sub-Task 1. Planning Work Program
Oversee the delivery of the planning work program for growth and transportation. This includes providing leadership and direction to planning staff; monitoring and reviewing staff and budget progress; bringing staff work to boards and committees, and bringing policy direction back to staff for implementation; monitoring state and federal legislation and regulations; implementing new laws or regulations; ensuring that planning processes meet requirements; providing strategic direction for the PSRC planning work. Develop meeting agendas for the Growth Management Policy Board and the Transportation Policy Board, and respond to board direction. Participate on the PSRC Executive Management Team to set strategic direction for the agency. Represent PSRC in local, regional, state and national planning work, providing regional input to that work, and informing regional planning from that work. Budget includes resources for on-call Hearing Examiner associated with development of long range plans.

- Management and oversight was provided to the Planning Department to accomplish PSRC’s planning work programs for transportation and growth management. Provided ongoing program administration and oversaw the work of the program managers in assigning and using staff resources on work program tasks. Senior Program Managers held regular bi-weekly meetings to coordinate progress on the work program.
- Developed material for the amended FY2018-19 budget and work program and the FY2018-19 supplemental budget and work program, monitored the budget and work program, and provided progress reports.
- Monitored state and federal legislation and ensured that agency complied with all rules and regulations. Continued to work with state and federal partners on implementing requirements of the FAST Act.
- Oversaw development of an updated Memorandum of Understanding for the region’s transit agencies. Federal law requires PSRC, as the region’s Metropolitan Planning Organization, and providers of public transportation to cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process.
and that these responsibilities be clearly identified in a written agreement between PSRC and the providers of public transportation.

- Developed and conducted a one-day conference (“Where We’re Growing: Planning for a Sustainable Region” on November 8, 2017) for local planners and stakeholders to learn more about PSRC, its responsibilities as the region’s MPO and RTPO, and ongoing and emerging regional planning efforts.
- Developed agendas and materials for 10 meetings of the Transportation Policy Board and 11 meetings of the Growth Management Policy Board. This included providing briefing memos on agenda topics, meeting with the chairs and vice chairs to review agendas, staffing the board meetings, preparing summaries of actions taken, and following up on the actions taken at the meetings.
- Participated in weekly meetings of the PSRC Executive Management Team to set strategic direction for the agency, provide input to PSRC board work programs, and coordinate on issues related to agency activities and management.

### Unfunded Sub-Tasks

#### Sub-Task 2. Aviation Planning

In cooperation with FAA, airport operators, and the WSDOT Aviation Division, PSRC is involved in a wide variety of activities related to planning and support for the central Puget Sound region’s public use airport system. Periodically, PSRC receives funding from the FAA to support aviation planning in the region. Most recently, PSRC received a grant from the FAA to support implementation of NextGen.

PSRC’s aviation planning element is unfunded in its adopted budget and work program.

### Summary of Consultants within Planning

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<thead>
<tr>
<th>Sub-Task</th>
<th>Description of Work</th>
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<th>Start Date</th>
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<tr>
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<td><strong>Total Consultant Costs</strong></td>
<td><strong>$7,500</strong></td>
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Objective
Maintain and implement VISION 2040 as the region’s growth management, environmental, economic and transportation strategy, ensure conformity and consistency of local plans and policies with state and regional planning requirements, and provide technical assistance on PSRC plans, policies, and programs.

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

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area**
   a. Section VI, which provides direction for certifying transportation elements in local comprehensive plans, reviewing transportation projects for consistency with the regional transportation plan, and commenting on proposed actions and projects with potential significant impact on implementation of the regional transportation plan.
   b. Sections VII, B, E, and F, which require maintaining VISION 2040 as the adopted regional growth management and transportation strategy, providing technical assistance to jurisdictions as required, and which establish PSRC as a forum for discussing regional issues.

2. **Regional Transportation Planning Organization (RTPO) Legislation** (RCW 47.80), which requires certification of consistency between countywide policies and the adopted the regional transportation plan, as well as the transportation-related provisions in local comprehensive plans.

3. **Washington’s Growth Management Act** (RCW 36.70A.210, RCW 47.80, WAC 468.86), which requires multicounty planning policies to provide a common framework to ensure consistency in planning efforts where there are common borders or related regional issues. [RCW 36.70A.510] and **Planning Enabling Act** [RCW 36.70.547] requires cities and counties to use their comprehensive plan and development regulations to discourage the siting of incompatible uses adjacent to general aviation airports. PSRC evaluates consistency of airport compatible land uses as part of its review and certification of local plans.

4. **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).
Major Milestones and Products

1. Implement the regional centers framework update (July 2018).
2. Draft a regional open space conservation plan to support local efforts and inform the update of VISION 2040 (July 2018).
3. Initiate update to VISION 2040, including scoping, outreach, environmental review, policy review, and adjustments to plan horizon and growth allocation (July 2019).
5. Support local comprehensive plan updates and adopt certification reports for local comprehensive plans as significant updates occur (Ongoing).
6. PSRC comment letters and other communications on regionally significant environmental documents (Ongoing).

Policy Direction and Interagency Staff Involvement

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

Ongoing Sub-Tasks

Sub-Task 1. Departmental Administration
Manage and administer growth management work program, including work program development, schedule, budget, progress and evaluation reports, and related documentation. Ensure compliance with rules and regulations of funding agencies and PSRC. Provide program administration, including staff assignments and evaluation,
consultant selection, contract negotiation and monitoring, and development and maintenance of interlocal agreements.

PSRC continued to manage and administer the growth management work program ensuring compliance with rules and regulations of funding agencies, administering program, and managing staff assignments.

Sub-Task 2. 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 recommend certification of local comprehensive plans, briefings regarding the update of Transportation 2040, implementation of the Centers Framework, review of policy issues, and extension of the Regional Growth Strategy to 2050 for the update of VISION 2040.

PSRC continued to support the Growth Management Policy Board and its role in implementing and updating VISION 2040. To engage in the early development of VISION 2050, the 10-year extension of VISION 2040, the board held several extended meetings over the course of the year, in addition to its other regular meetings. These extended meetings allowed the board to discuss the scope of the update and review key issues, such as housing affordability, in greater depth. The board also continued to review and certify local comprehensive plans and subarea plans for designated regional centers.

Sub-Task 3. State Environmental Policy Act
Prepare and communicate PSRC’s comments on regionally significant environmental documents and function as the SEPA Responsible Official when PSRC undertakes environmental reviews. The 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 Transportation 2040 and VISION 2040 (addressed below under Sub-Task 7).

PSRC issued a SEPA addendum in support of the Regional Transportation Plan (the update to Transportation 2040) and began environmental review work to support the update to VISION 2040. PSRC issued a Determination of Significance for VISION 2050 and indicated its expectation to prepare a Supplement to the VISION 2040 EIS. PSRC contracted with Parametrix to prepare the SEIS. PSRC also issued a SEPA addendum to the VISION 2040 FEIS in support of the Regional Centers Framework Update.

Sub-Task 4. Monitor Legislation
Periodically monitor and review proposed state and federal legislation. Particular attention will be given to topics consistent with legislative priorities identified by the Growth Management Policy Board and adopted by the Executive Board as recommendations to the Washington State Legislature. Interpret and implement appropriate new and existing state and federal regulations, statutes and policies. This sub-task will ensure PSRC boards, committees, membership and agency staff are aware of potential legislation and implement relevant requirements.

PSRC continued to monitor legislation. Senate Bill 5254 was adopted by the state, which calls for changes to the buildable lands process. PSRC staff have participated in a state review committee to support the state Department of Commerce’s work in response to SB 5254.
Several legislative issues have been raised by members that PSRC continues to track, including interest in condo liability reform, funding for planning grants, and fixes to the GMA timing deadlines.

**Sub-Task 5.  Technical Assistance and Outreach**

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

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

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

*PSRC’s Growth Management team continued to work closely with PSRC’s Transportation, Regional Planning, Economic Development and Data teams to support PSRC’s broader mission. The Growth Management team also continued to coordinate with and support countywide planning groups and individual member communities. Examples of these activities include presenting at the City of Issaquah’s staff training, participating on King County’s Regional Affordable Housing staff team, and participating on the state Commerce’s Buildable Lands review committee.*

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

The Washington State Growth Management Act and Regional Transportation Planning Organization legislation directs PSRC to formally certify countywide planning policies and the transportation-related provisions in local comprehensive plans for conformity with state planning requirements and consistency with adopted regional plans and multicounty policies. Certification reports are brought to policy and executive boards on an ongoing basis. During this budget cycle, jurisdictions will be adopting limited updates that fall between the required periodic update schedules.

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

a. Review of local, countywide, transit agency, and regional center plans and policies – including amendments and updates – for consistency with VISION 2040 and Transportation 2040, and compliance with GMA requirements in RCW 36.70A.

b. Maintenance and enhanced tracking of local and countywide efforts to update and amend plans. This includes at least a once-a-year contact with all jurisdictions, follow-up communications, and information entries.

c. Continued refinement of plan review guidance materials. Provision of information and assistance to jurisdictions, countywide planning groups, and agencies as they work on refining and updating policies and provisions in their countywide planning policies, comprehensive plans, centers plans, station area plans, and related documents.
The sub-task will ensure conformity and consistency of local plans and policies with state and regional planning requirements.

*PSRC completed review and certification of nearly all of the region’s comprehensive plans that were adopted under the recent GMA review cycle. PSRC staff have continued to provide support to cities and counties with review of minor updates and helping the few remaining communities complete their comprehensive plans.*

*PSRC certified recent updates for Seattle and King County.*

*PSRC completed full certification for comprehensive plans that were initially approved with conditions. Those plans included Pierce County, South Prairie, Wilkeson, Tukwila, Carnation, Arlington, Duvall, Granite Falls, Pacific, Bonney Lake, Orting and Milton. PSRC extended the conditional review period for Puyallup to allow time for the city’s continued subarea planning work.*

**Sub-Task 7. Regional Centers Framework Implementation**

Based on board direction following the centers framework update review, 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, providing input to the update of the Regional Growth Strategy and VISION 2040, consideration of implications to the PSRC funding policy framework, and other recommendations as defined.

*PSRC adopted a new Regional Centers Framework in March 2018 following an extensive public review process and coordination with stakeholders. The new Centers Framework:*

- Encourages larger Regional Growth Centers to plan for more growth
- Creates a new path for designating Manufacturing Industrial Centers
- Provides an approach to re-designate existing regional centers
- Recognizes Major Military Installations
- Increases planning and performance for all centers
- Establishes guidelines to designate countywide centers

*PSRC staff worked with the board to draft the centers framework proposal and solicited public comment on the draft. The Growth Management Policy Board incorporated several changes to the framework and made a recommendation to PSRC’s Executive Board. After a robust debate, which included discussion about how best to recognize military installations, the provision of transit for manufacturing industrial centers, and minimum standards for countywide centers, the Executive Board opted to vote requiring a two-thirds supermajority to pass. The new framework passed with 76% of the vote.*

*Staff has continued work on implementation of the centers framework through coordination with countywide planning groups, development of updated designation procedures (adopted June 2018) and drafting of new application materials, expected to be available this summer.*

**Sub-Task 8. VISION 2040 Update**

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

The region has experienced tremendous change since the adoption of VISION 2040. It has grown by more than 350,000 people and 100,000 jobs and fundamental actions have been set in motion, including the construction of light rail transit and state adoption of a major transportation funding package.

To account for change in the region, VISION 2040 must be periodically updated to capture emerging issues and actions that have taken place since it was adopted in 2008. When PSRC members next update their local plans as part of GMA-required periodic updates in 2023/24, they will adopt planning horizons beyond the year 2040. At minimum, the planning horizon must be extended beyond the current planning year of 2040 to 2050 to provide a long-range vision for regional and local planning. It is anticipated that the update of VISION will occur in the 2018-2020 timeframe with the bulk of the update work occurring during this biennium.

This budget makes an assumption that the board direction to update VISION will build off of the current policy direction and growth strategy. Nonetheless, an update of VISION is a major task with several significant components.

During this past fiscal year, PSRC shifted from general preparation for the update of VISION 2040 to formally scoping the update and launching the VISION 2050 project. Growth Management staff worked closely with the Data team on developing new 2050 growth projections and reporting to the Growth Management Policy Board important information about trends shaping the region. A scoping notice was issued in February followed by a public comment period. Significant outreach activities during the scoping period included five public listening sessions, online notice, and social media posts.

During the scoping period, PSRC received comments from three countywide organizations, 24 individual jurisdictions, 23 other organizations and agencies, and 37 individuals. Combined with the listening session comments, staff delineated over 1,300 individual comments to inform the plan scope and SEPA environmental review.

The Growth Management Policy Board adopted the scoping report for VISION 2050 in June 2018. The board immediately went to work on its priority issues, holding an extended meeting on housing and an extended meeting on the Regional Growth Strategy. Staff completed a background paper on housing, held a Peer Networking session focused on housing, and coordinated broadly with housing planners and experts to support the VISION 2050 housing work. PSRC also worked to prepare multiple growth scenarios to test how the current growth strategy might be adjusted to better meet the region’s objectives. Modeling tools are being constructed to allow evaluation of the scenarios, which will be used to form alternatives for SEPA environmental analysis.

a. Project Scoping and Outreach

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

- Scoping to identify a full set of issues to address during the update process
- Presentations to countywide forums, member jurisdictions, and other interest groups
- A broad public opinion survey about regional objectives and planning for the future conducted in partnership with other organizations
• 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 the promote the update process, review of the draft and adoption of the final update

b. Emerging Issues and Policy Review

PSRC will engage its boards, members and the broader community in reviewing a range of planning issues as part of the scoping process and as a means of assessing and updating VISION 2040.

Recent projects will be a primary source of issue identification, including the 2016 assessment of the plan update and review process. For the first time, local plans and policies completed in 2015-16 responded to direction provided in the VISION 2040 Regional Growth Strategy and address a number of new Multicounty Planning Policies adopted in 2008. These local updates provide PSRC an opportunity to work with local jurisdictions to identify and evaluate issues that arose during local plan development and adoption, consider different approaches to address those issues, and to identify areas where PSRC might refine VISION 2040 strategies and Multicounty Planning Policies in a future VISION 2040 update.

Other projects completed since the last update will also provide valuable policy direction, including the Centers Framework update, update of the Regional Economic Strategy, update of Transportation 2040, Growing Transit Communities, the Industrial Lands report, and local planning work on emerging issues. We also anticipate that the scoping process will identify additional research into emerging issues through the development of issue papers and other policy research, which may result in 3-4 research papers.

c. Extend Regional Growth Strategy to 2050

Building off PSRC’s anticipated 2050 economic forecast, the work of the centers framework update, and an evaluation of actual growth trends, the Regional Growth Strategy will be reviewed and updated to extend growth to 2050 among the four counties and the individual regional geographies. This may include consideration of changes to regional geographies based on an assessment of growth patterns and jurisdictional characteristics.

Since VISION 2040 was adopted in 2008, the region has made progress on some fundamental planning and transportation issues that could affect the distribution of growth. These include passage of Sound Transit 2, which added funding for new light rail corridors, potential funding for Sound Transit 3, which would further extend the light rail network, and a reexamination of the region’s centers framework to consider additional compact development areas. It is likely that policymakers will want to consider alternative distributions of growth within the designated Urban Growth Area. PSRC will conduct scenario analysis, particularly through new methods of growth modelling, visualization and display of scenarios and results.

d. Update Multicounty Planning Policies
The update process will require an audit of the existing Multicounty Planning Policies and work with member staff and elected to identify and draft targeted policy updates. The final plan will not be adopted until spring of 2020, but the policy review will largely occur during this biennium. Updates will address policies that are out of date or that need be made consistent with other regional plans or state or federal laws, emerging issues, to reflect the updates of the Regional Economic Strategy and Transportation 2040, and to address improvements identified through the 2016 assessment.

e. SEPA Analysis

The VISION 2040 update will require a complete review under the State Environmental Policy Act, likely through Supplemental Environmental Impact Statement (SEIS). PSRC will require the assistance of a consultant or consultants with expertise in SEPA analysis and document preparation to complete the SEIS, which will need to consider the impacts associated with extending the planning horizon to 2050, and other impacts associated with changes to the growth strategy and regional policies.

Sub-Task 9. PSRC Performance Trends Support

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

PSRC staff compiled information about trends in the region in support of the VISION 2040 update. This included a report on key trends shaping the region, performance of the adopted Regional Growth Strategy, and background data on housing affordability.

Sub-Task 10. Accelerating Regional Open Space Conservation in the Central Puget Sound Region

Develop a regional open space conservation plan focused on preserving high priority and threatened ecosystems. This plan will knit together plans from counties, cities, watershed protection plans by WRIA, Puget Sound Partnership implementation strategies, and other organizations as appropriate. It will also be informed by data and the Open Space Services Valuation Tool developed by the Regional Open Space Strategy project (ROSS). This plan will enable those organizations funding open space efforts to identify the region’s critical and most threatened areas, thus supporting the work of counties and cities and enabling the best use of scarce funds. An advisory group will be convened to support this work.

Following a two-year process of technical development, significant outreach to stakeholders, and the work of an advisory committee, PSRC completed the Regional Open Space Conservation Plan in June 2018. This innovative open space plan ties together information about existing open space and plans for conservation from across all four counties. This plan will support local conservation efforts and funding applications, provide guidance for new regional conservation actions, and support the planning for VISION 2050.
### Unfunded Sub-Tasks
None

### Summary of Consultants within Regional Growth Planning

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**Total Funded Contracts:** $275,000

**Total Unfunded Contracts:** $-

**Total Consultant Costs:** $275,000
Objective

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

Mandates

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

1. Interlocal Agreement for Regional Planning of the Central Puget Sound Area,
   a. Article VII requires that PSRC produce a Regional Transportation Plan as prescribed by federal and state law and regulations and is based on local comprehensive planning. The plan is required to establish planning direction for regionally significant transportation projects, as defined in state law, and to be consistent with the regional growth management strategy. It also requires transportation modeling capabilities to support development of the regional transportation plan and regional growth management strategy and to carry out Regional Transportation Planning Organization (RTPO) functions. Article VII. Section D, requires the establishment and maintenance of a regional database to support development of Transportation 2040 and the regional growth management strategy, and forecasting and monitoring economic, demographic, and travel conditions in the region.
   b. Article VI, which provides direction for certifying transportation elements in local comprehensive plans, reviewing transportation projects for consistency with Transportation 2040, and commenting on proposed actions and projects with potential significant impact on implementation of Transportation 2040.
   c. (Article VII, Sections B, E, and F), which require maintaining VISION 2040 as the adopted regional growth management and transportation strategy, providing technical assistance to jurisdictions as required, and establish PSRC as a forum for discussing regional issues.

2. Regional Transportation Planning Organization (RTPO) Legislation [RCW 47.80], which requires the establishment and maintenance of an integrated, comprehensive planning program for regional transportation systems. It also requires preparation and update of a regional transportation plan, assessment of regional development patterns, capital investments and other measures necessary to preserve and make the most efficient use of transportation facilities. It requires certification of consistency between countywide policies and the adopted Transportation 2040, as well as the transportation elements in local comprehensive plans.

3. Washington’s Growth Management Act (RCW 36.70A.210, RCW 47.80, WAC 468.86), which requires multi-county planning policies, for consistency in planning efforts where there are common borders or related regional issues. [RCW 36.70A.510] and Planning Enabling Act [RCW 36.70.547] requires cities and counties to use their comprehensive plan and development regulations to discourage the siting of incompatible uses adjacent to general aviation airports. PSRC evaluates consistency of airport compatible land uses as part of its review and certification of local plans.

4. The Fixing America’s Surface Transportation Act Public Law 114-94 (FAST Act) funds surface transportation programs—including, but not limited to, Federal-aid highways—at over $305 billion for fiscal years (FY) 2016 through 2020. It is the first long-term surface transportation authorization enacted in a decade that provides long-term funding certainty for surface transportation. This summary reviews the policies
and programs of the FAST Act administered by the Federal Highway Administration (FHWA).

5. **The Moving Ahead for Progress in the 21st Century Act (MAP-21)**, enacted in 2012, included provisions to make the Federal surface transportation more streamlined, performance-based, and multimodal, and to address challenges facing the U.S. transportation system, including improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The FAST Act builds on the changes made by MAP-21.

6. **Federal Clean Air Act [42 USC Section 7401-7671q]** and **Washington Clean Air Act [RCW 70.94.37]** which legislate federal and state requirements through air quality conformity rules for transportation plans, programs and projects.

7. **Washington’s Commute Trip Reduction (CTR) Program [RCW 70.94.521-555]**, as updated by the CTR Efficiency Act (ESSB 6566), which focuses the CTR program into the state’s most congested urban growth areas and requires modification of city and county CTR plans and development of regional CTR plans.

8. **Corridor Planning [RCW 47.01.078 and 47.06.130]**, which lay out content and analysis requirements for state corridor planning studies and other special planning studies.

### Summary Revenues & Expenditures

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### Major Milestones and Products

1. Introduce web-based Performance-Based Planning program, integrating federal performance measurement requirements, the Congestion Management Process, and other regional measures to tell the transportation story for the central Puget Sound region. *(Fall 2017)*

2. Updated Congestion Management Process (CMP) to support Transportation 2040 update, ongoing monitoring and regional performance data *(Fall 2017 and ongoing)*

3. Special Needs Transportation Funding Distribution *(Fall 2018 through Spring 2019)*

4. Updated Regional Freight Strategy *(Summer/Fall 2017)*

5. Active Transportation Workshop Series *(Ongoing)*


7. Performance Trends reporting as data becomes available *(Ongoing)*

8. Regional Transit Integration Report *(Fall 2017; Fall 2018)*

9. Transit Access Assessment/Toolkit *(Summer 2017)*

10. Quarterly Regional Transit Oriented Development Committee meetings *(Ongoing)*

11. Support of Regional Reduced Fair Permit (RRFP) Task Force and materials *(As Needed)*

12. Peer networking meetings and events *(Ongoing)*

13. Guidance on best practices for transit supportive urban form and infrastructure design *(Ongoing)*

14. Health and Social Equity communication strategy and assessment guidance. *(Ongoing)*

### Policy Direction and Interagency Staff Involvement

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

### Ongoing Sub-Tasks

**Sub-Task 1. Departmental Administration**

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

*All rules and regulations have been met as part of the Long-Range Transportation work program throughout FY2018, the budget was maintained, and all deadlines were successfully met.*

**Sub-Task 2. Modal and Freight Planning**

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

a. **Safety and Security System Coordination**

   PSRC will continue regional safety and security planning efforts through ongoing support of the implementation of the Strategic Highway Safety Plan, “Target Zero”. PSRC will monitor vehicular collision data from WSDOT and incorporate this information in future planning processes as appropriate. PSRC will continue to
produce regional safety trend reports and incorporate safety into the long-range transportation plan. WSDOT will regularly provide regional, county-level, and block group-level data for PSRC to use for our reporting requirements, trends documents, and CMP process.

PSRC will work to address new resiliency requirements and will work with federal, state, and regional partners to advance resiliency in the planning process and address key infrastructure needs. PSRC will also leverage work that WSDOT is doing on a separate seismic resiliency effort.

In addition, more broadly PSRC will continue to explore our role in security and emergency management planning. Staff will continue to incorporate the Transportation Recovery Annex products into PSRC planning processes such as the Congestion Management Process (CMP) and the Transportation 2040 (2018 Update); and coordinate passenger security efforts by air, water and land, where appropriate.

PSRC participated in the stakeholder process with WSDOT on the development of statewide safety targets as part of the federal performance measures process. Regional safety targets were also successfully adopted in January 2018.

The Regional Transportation Plan adopted in May 2018 incorporated safety and resilience, including information related to seismic retrofits as part of the State Facilities Action Plan. Both of these are ongoing work items with specific tasks being pursued in the next fiscal year.

b. Transit Planning
PSRC will continue the coordination and facilitation of regional transit planning through meetings of the Transportation Operators Committee (TOC) and associated subcommittees. Additional ongoing activities include:
- Reviewing and providing comments on long range plans and implementation studies.
- Reviewing and providing comments on Transit Development Plans.
- Reviewing and providing comments on major corridor studies related to transit options.
- Participating in the development of transit options in Congestion Management Process work.
- Reviewing and evaluating HOV lane operations and park-and-ride policies through committee support.

Working with the Transportation Operators Committee and the agencies they represent to ensure compliance with federal requirements

PSRC continued coordinating and facilitating TOC meetings and meetings of the Transit Caucus of the Transportation Policy Board, as well as participating in various other transit meetings related to transit integration, transit asset management and others. As part of the Regional Transportation Plan, the regional integrated transit network was successfully developed, working in coordination with the transit agencies and their recently adopted long-range plans. Ongoing work continues to coordinate and collaborate with the region’s transit agencies on a variety of topics, including the transit access and parking strategy and the annual transit integration report.
c. **Special Needs Transportation Planning**

PSRC, as a designated recipient of FTA Section 5310 funds, has a lead role in coordinated planning for special needs transportation populations in the central Puget Sound region. Specifically, PSRC convenes a Special Needs Transportation Committee which takes a lead role in updating the region’s Coordinated Transit-Human Services Transportation Plan and providing fair and equitable award of federal and state funding for special needs transportation programs. The FTA Section 5310 program allows a maximum of 10% of the annual apportionment to be utilized for planning and administration expenses. The allowable administrative funds PSRC receives are used to conduct the tasks related to the Special Needs Transportation Program that consists of activities related to planning, administering the funding program, and staffing a region-wide committee.

PSRC continued convening the Special Needs Transportation Committee, which acts as the region’s steering committee for advancing work in special needs transportation. The Transit Human Services Coordinated Plan was updated as part of the 2018 Regional Transportation Plan. In addition, work concluded to transition the distribution of PSRC’s FTA Section 5310 funds to more fully integrate with the state’s consolidated grant program.

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

ITS and operations strategies optimize the efficiency and effectiveness of the transportation system by managing congestion, increasing reliability, and providing connections for people and goods. PSRC will continue to facilitate and convene regional traffic operations and ITS operators in the region, as part of the Regional Traffic Operations Committee (RTOC). PSRC will facilitate the committee structure to respond to regional safety transit, freight, and emergency management planning needs.

PSRC continued to facilitate the RTOC committee throughout FY2018. The ITS elements of the 2018 Regional Transportation Plan were updated, and work continues to advance our understanding of this topic. For example, discussions have begun for a FY2019 work program item to conduct an inventory of basic ITS infrastructure throughout the region.

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

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

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

- Hosting and facilitating regular meetings of the TDM Steering Committee;
- Coordinating with jurisdictions to review local CTR plans for consistency with the regional CTR plan, Transportation 2040, the requirements of the law, and state CTR Board requirements.
- Participating in local, regional, state, and national TDM efforts that affect the region and PSRC stakeholders.
PSRC continued to facilitate the Regional TDM Steering Committee throughout FY2018. The Regional TDM Action Plan was updated as part of the 2018 Regional Transportation Plan.

f. **Ferry System Planning**
   PSRC staff provides ongoing planning support to Washington State Ferries (WSF) and providers of passenger-only ferry service in the region. In FY 18 PSRC will work with WSF, Kitsap Transit, and the King County Water Taxi to update the ferry element of the regional transportation plan to coincide with recent developments and new thinking about the future the ferry system. In FY 19 staff has committed to support the WSF long-range plan update through direct participation in stakeholder engagement and provision of access to enhanced service planning tools. As part of an effort to provide tools for coordinated multi-modal transit system planning PSRC has committed to provide access and technical support to WSF and providers of passenger-only ferry related to the REMIX service planning software so long as it is in use.

The Regional Transportation Plan incorporated updated information related to vehicle and passenger-only ferries from all providers, including financial information and as part of the regional integrated transit network. PSRC continues to engage in ferry system planning, through coordination with WSF and other partners, and participation in emerging forums and planning on this topic.

g. **Freight Planning**
   PSRC will continue to support regional freight planning through two advisory groups: The Regional Freight Mobility Roundtable and the FAST Freight Advisory Committee (FAST FAC). The Regional Freight Mobility Roundtable is a public-private forum to define and recommend actions serving freight mobility needs in and through central Puget Sound. FAST FAC is an advisory committee that works to solve regional freight mobility problems with coordinated solutions. The activities of this freight program will support the implementation of Transportation 2040, Vision 2040, and the Regional Economic Strategy, as well as subsequent plan updates. Activities will involve:
   - Coordinating with the Regional Freight Mobility Roundtable, FAST Freight Advisory Committee, and WSDOT, as well as other subject matter expert groups and committees as appropriate.
   - Update the Transportation 2040 freight element with recent developments and opportunities included in the FAST Act, and align with the update process for the State Freight Mobility Plan.
   - Assisting the Freight Mobility Roundtable through coordination and engagement based on pressing issues to the freight mobility community.
   - Monitoring implementation and federal rulemaking with regards to new provisions for freight and goods movement.
   - Supporting the FAST Freight Advisory Committee in implementation of Transportation 2040.
   - Participating, as appropriate, in broader groups with compatible interests for regional freight mobility, such as the Coalition for America’s Gateways and Trade Corridors.
   - Working with WSDOT, FMSIB, and members of the FAST Freight Advisory Committee to identify and support freight projects that meet new federal eligibility requirements established in the FAST Act.
Working with WSDOT, FMSIB, and members of the FAST Freight Advisory Committee to evaluate and update the adopted Critical Urban Freight Corridors that are a part of the national Primary Highway Freight Network as provided for in the FAST Act.

Staff continued to support the FAST Freight Advisory Committee throughout FY2018. The Regional Freight Mobility Roundtable did not meet regularly in FY2018, and work is currently underway to review and refresh both groups with an updated work program.

The 2018 Regional Transportation Plan incorporated updated information related to freight and goods movement throughout the region. In addition, the advisory committee assisted in the efforts of the Freight Mobility Strategic Investment Board to identify priority road-rail conflicts and corresponding projects.

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

- Update the Active Transportation Plan to make it more actionable, concise and outcome oriented.
- Elevate the health and equity elements in the Active Transportation Plan and advise PSRC staff and boards on methods to enhance the safety and increased physical activity components of health in transportation planning for the various stages of the planning process including the update of T2040 and for project selection.
- Enhance the data collection and development activities of bicycle and pedestrian data by:
  - developing data collection standards for non-motorized data
  - identifying additional data sources and working with partners on data sharing
  - coordinate with key stakeholders to encourage and promote data collection standards
  - continue to update PSRC’s regional bicycle and pedestrian asset data sets with updated standards and continue to grow PSRC’s nonmotorized data development in support of the data team incorporating active transportation into the modeling framework (such as the new bike model).
- Seek increased representation and diversity of stakeholder groups on the BPAC.
- Work with partner agencies to promote education and outreach opportunities for local agencies.
- Identify additional bicycle and pedestrian data sources and discuss recommendations for future data collection and target setting.
- Work with partner agencies to develop strategies that can most effectively implement the adopted Regional Bicycle Network.
- Leverage opportunities to increase funding for bicycle and pedestrian projects and programs within the region.
- Document best practices and provide resources for local jurisdictions.
- Identify a regional role for bicycle and pedestrian safety in coordination with regional stakeholders and coordinate with stakeholders for opportunities to increase bicycle and pedestrian safety.
- Participate in advisory meetings with partner agencies such as the Sound Transit Bicycle Advisory Group.
• Provide appropriate bicycle and pedestrian information to the T2040 Update Maintenance and Preservation Working Group related to data collection recommendations (inventory and attributes for facilities such as sidewalks, pedestrian crossings, etc.

The Bicycle Pedestrian Advisory Committee continued to meet throughout FY2018. The Active Transportation Plan was updated as part of the Regional Transportation Plan, including an updated regional bicycle network. Staff continued to participate in external efforts such as the SR 7/Pacific Avenue High Capacity Transit corridor efforts to promote walkability.

i. PSRC Performance-Based Planning Program

The Transportation 2040 Performance-based Planning Program is intended to integrate regional system performance trends, implementation of the long-range transportation plan as well as meeting federal performance-based planning requirements.

Performance Trends - PSRC is implementing an integrated program to assess regional trends and success in implementing the policy objectives, projects, and programs adopted in VISION 2040, Transportation 2040, and the Regional Economic Strategy. The Performance Trends program integrates planning and data activities and draws resources from all PSRC program areas. The Long-Range Transportation Planning team participates with other agency staff to develop findings, assess policy implications, and develops Performance Trends products.

Regional Outcomes – Transportation 2040 Regional Outcomes is a process to evaluate transportation investments based on policies in VISION 2040. While not providing the final answer, the Regional Outcomes framework informs decision-making using measures selected to assess how well projects implement regional goals. This framework applies to the long-range plan, federal funding competitions as well as system performance trends. The Transportation 2040 performance measure categories are broader than the FAST Act categories, and include regional policy areas of air quality, freight, jobs, multimodal, Puget sound land and water, safety and system security, social equity and access to opportunity, support for centers and travel and maintenance and preservation. Additional measures to be considered by the TPB include health/physical activity.

Meeting Requirements - The transportation performance-based planning program will describe congestion and mobility issues as part of the federally required Congestion Management Process (CMP). Additionally, the program will track the region’s progress on transportation funding and environmental programs, as well as the implementation of projects and programs adopted in the plan. This will include FAST Act required performance measures and targets as they are finalized. The following tasks are included:

• Defining performance measures
• Coordinating with WSDOT and transit agencies on the development of MAP-21 / FAST Act measures and targets.
• Producing Transportation Performance Trend reports
• Updating data
• Updating the Congestion Management Process in support of the next long-range plan update. This process will lay out existing transportation system conditions that will be used as a baseline to compare future data reporting
efforts at the regional and SMART Corridor subarea levels. Additionally, the process will expand on reporting existing conditions through integration of key elements from the Performance Trends program to provide a meaningful approach for reporting measures of congestion and mobility that will add value to all of the PSRC technical advisory committees, partner agencies, and the general public.

- Reviewing Level of Service (LOS) Standards for regionally significant state highways, as needed.

The 2018 Regional Transportation Plan was based on 11 board-adopted regional outcomes, and the plan was evaluated against each of these performance measures. These outcomes include air quality and climate change; support for centers; choices; freight; health; jobs; maintenance and preservation; Puget Sound land and water; safety and system security; social equity and access to opportunity; and travel. A system performance report was prepared and included in the plan, summarizing the analytical results within this framework.

In addition, the system performance report provides information on the federal performance-based planning requirements and the status of target setting as of May 2018. PSRC has continued to coordinate with WSDOT as these targets come online.

The system performance report also provides information on the region’s Congestion Management Program, which is a combination of the regional outcomes framework and existing conditions data that is provided in a web-based format on PSRC’s website. This information is currently in the process of being updated, to reflect the most current data as well as to correlate the data with investments either underway or planned. As part of that effort, PSRC and WSDOT initiated a project as part of the State Facilities Action Plan to focus on local priority state routes. Work has begun to identify the most current existing conditions on those facilities, and build upon that data with other known data, including transit routes, nonmotorized facilities, current projects and planned investments. This compilation of data will then be analyzed to identify areas of concern, and a few pilot locations will be selected for further exploration. This effort was begun in FY2018 but will continue throughout FY2019.

Sub-Task 3. Planning Coordination

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

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

Participate in work groups and committees established by the Legislature, WSDOT and city and county associations designed to provide guidance on state programs and legislation.

Work collaboratively with WSDOT on the development of the Washington Transportation Plan (WTP) which meets federal planning requirements, including the adoption of performance measures, targets, and strategies to achieve performance outcome expectations.

Support development and review of congestion relief methodologies and measurements.

Coordinate with cities, counties, ports and other local and regional transportation agencies to develop data and compile adopted needs for the WTP implementation, including:

- County road and city street needs
- Transit needs
- Airport needs
- Non-motorized needs
- Ferry needs
- Port, marine/riverine navigation, and other freight needs

Coordinate Transportation 2040 with the themes and programs identified in the WTP.

Outreach, consultation and ongoing coordination with tribes on transportation planning issues.

Continue participation in the Port of Seattle and Northwest Seaport Alliance Terminal 5 Improvements Project.

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

- Sound Transit-Federal Way Transit Extension: Planning program to extend high capacity transit from SeaTac to Federal Way
- Community Transit Long Range Plan Update
- SR 522 Planning Update (funded in the 2016 Supplemental Transportation Budget). WSDOT is conducting coordination meetings with primary stakeholders to identify interim and lower cost concepts for the SR 522 corridor between Maltby and the Snohomish River Bridge.
- Gorst Planning Study
- SR 162 Corridor Study
- I-5/SR 529 Interchange Expansion Project
- Washington State Freight Mobility Plan Update
- WSDOT Freight Rail Assistance Program
- Regional Advisory Council for the Eastside Rail Corridor
- Joint Transportation Committee Road-Rail Conflicts Study
- Tolling Studies: Continue to monitor and support work being conducted by WSDOT at the direction of the Legislature or supported by federal grants to conduct tolling studies, including but not limited to:
  - Express lanes system integration issues and implementing express lanes on I-5
  - SR-167 extension and SR-509 improvements
  - An express lane network including SR-512, SR-167 and I-405
• Community Transportation Planning Programs: Support local transportation planning programs to improve coordination among agencies and consistency with regional transportation planning objectives
• Washington State Transportation Commission Road User Charge Study and Pilot Program

Additionally, the PSRC and WSDOT have been coordinating closely as WSDOT moves forward with the Corridor Sketch Initiative. WSDOT is undertaking a statewide effort to build on regional transportation plans and examine potential performance deficiencies at the corridor level, followed up by a process to identify or develop cost-effective strategies to address those deficiencies. Opportunities to integrate the work of this effort, with the planning timeline for the Transportation 2040 Update are being pursued for integration and plan-level consistency.

PSRC continues to work closely with partner agencies at the local, regional, state and federal level. This coordination includes regular meetings around the region, such as the transportation forums hosted within each of the four counties, at both the staff and elected official level. This is in addition to other regular meetings and coordination with PSRC member organizations.

PSRC regularly coordinates with WSDOT in a variety of ways, including bi-weekly meetings between PSRC and the Urban Mobility and Access division. PSRC also regularly participates in the MPO/RTPO/WSDOT quarterly coordination committee meetings and participated in the MAP-21 target setting meetings.

At the federal level, PSRC participates in various AMPO, National Association of Regional Council, and other forums. We coordinate regularly with our FHWA and FTA partners, including most recently with our federal certification process.

PSRC also participates in a variety of corridor and other studies hosted by our member organizations. Some of these are listed above, but new requests come in on a regular basis.

In addition to the regular coordination mentioned, PSRC also monitors key activities in the region and state and participates as appropriate. These efforts include emerging work on passenger-only ferries, the state’s road usage charge pilot, and others.

Sub-Task 4. Transportation 2040 Update and Implementation
The region’s long-range transportation plan, Transportation 2040, is updated every four years, as required by Federal law. The Transportation 2040 (2018 Update) will reflect changes that have occurred since 2014. This will include showcasing the recently approved transportation investments implementing Transportation 2040, addressing remaining gaps, and longer-term issues including climate change, technology and the development of a sustainable funding strategy. The update will be supportive of VISION 2040, local comprehensive plans, the Regional Economic Strategy and responsive to needs of regional partners and compliant with all relevant federal and state requirements.

Transportation Finance
The majority of work in the 2018-2019 biennium will be in completing the 2018 Update and then starting implementation activities identified in the plan. Early work will include updating data relevant to the regional transportation finance planning program. Other tasks relevant to the 2018 Update will include the preparation of relevant background material, updating the region’s current law revenue forecast, refinement of approaches
used to develop the plan’s financial strategy, integrating the results of the Transportation Futures effort, and reconvening the Finance Working Group. Additionally, staff will continue to develop a local projects database that will allow the region to better document and understand local transportation investments identified in partner agency comprehensive plans. Other implementation tasks related to the transportation finance planning program include providing a point of contact for questions on the adopted transportation financial strategy, providing input to the regional performance trends program, and supporting efforts pertinent to transportation finance.

Maintenance and Preservation
Staff has received clear feedback from PSRC Boards and stakeholders that there is a need for additional data and decision-support tools to more specifically articulate the tradeoffs and consequences of investing in capacity expansion versus state of good repair. This particularly relates to pavement and bridge preservation, but also to other elements of the transportation system such as bicycle and pedestrian infrastructure. Under the guidance of an ad hoc group comprised of local transportation asset management professionals, PSRC staff will prepare a proposal for an enhanced work program aimed at addressing these concerns and federal mandates. This proposal will be presented to the Transportation Policy Board and Executive Board for further direction.

During the 2018-2019 biennium, PSRC will begin to implement a performance-based planning approach related to state of good repair as required by MAP-21. The first phase of this work will involve coordination with WSDOT to establish regional pavement and bridge condition targets. Direction from PSRC Boards regarding an improved State of Good Repair Planning program could also result in enhanced additional data collection efforts; however, PSRC will at a minimum, need to maintain existing efforts to collect data from WSDOT related to both pavement and bridge conditions.

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

Transit Planning: Develop an integrated and coordinated transit service network to guide transit service across agencies to meet future ridership demand. This work will be carried out by an ad hoc committee, in close coordination with the TOC. This ad hoc group will focus on technical aspects of the regional transit system. Once this work is completed for the T2040 Plan update, we will use information gathered through this exercise to help inform transit-related updates to the next VISION update.

Special Needs Coordinated Transit-Human Services Transportation Plan Update: PSRC will complete an update of the Coordinated Plan that refreshes the needs and gaps, prioritized strategies, and addresses Ladders of Opportunity through outreach to special needs populations in the region.

Technology: Staff will seek opportunities to incorporate the Regional ITS Implementation Plan (RITSIP) into the 2018 update, as part of a broader strategy for regional operations coordination. PSRC will continue to track and participate in efforts
related to emerging transportation technologies (e.g. Autonomous/Connected Vehicles, Shared Mobility) These technologies will also be incorporated into the 2018 Update.

PSRC will also maintain agency involvement with ITS Washington and ITS America. In addition, we will continue to maintain and update the ITS Architecture as needed.

As noted throughout this document, the Regional Transportation Plan was updated in 2018 and incorporated updates to key elements such as the financial strategy, the Active Transportation Plan, the Transit Human Services Coordinated Plan and a variety of other elements. The plan recognizes the extraordinary level of transportation investment that is being implemented around the region, with the passage of Sound Transit 3, Connecting Washington and local initiatives. The plan addresses near-term gaps in performance and funding; gets ahead on key issues such as technology, climate change, maintenance and preservation and others; meets federal and state requirements; and includes other administrative items such as updating the list of regional capacity projects and environmental analysis under SEPA. Key implementation items are noted in the plan, and staff has already begun moving forward to advance these work programs, some of which have been identified throughout this document.

Sub-Task 5. Enhanced Regional Transit Support
Enhanced regional transit support addresses transit- and ferry-related projects that are above and beyond the ongoing functions PSRC addresses in other parts of this budget and work program. This effort, supported by Federal Transit Administration 5307 program funds, includes several discrete elements that support long-range planning work of both PSRC and local transportation operators in the region. Planning work program elements include:

- **Coordination and Integration.** Regional support for ongoing transit agency coordination and integration. Work will include completion of an annual transit integration report, staff support for Transportation Policy Board’s Transit Caucus, and other coordination support, as needed.

- **Policy and Planning Support.** Continuation of work on transit networks and service, access, nonmotorized connectivity, parking management, and TOD policy issues. Work will include incorporation of these issues into the 2018 update of Transportation 2040, and continuing work with transit agencies to further implement policies in these areas. Tasks will focus on updating future transit networks (2025 and 2040) in the Transportation 2040 Plan update, refinements to the Transit Access Toolkit and implementation, support for the Regional TOD program, additional work on parking management, nonmotorized data collection and coordination, transit speed and reliability corridor evaluation, and transit agency plan and policy update support, as needed.

- **Data and Modeling Support.** Regional data and modeling to better reflect public transportation. Products will make the data and modeling products more accessible and useful to transit agencies within the region for their own work. Transit data analysis will draw from the ORCA Data Analysis project, regional household survey, and updates to the SoundCast travel model to better reflect public transportation.

- **Emerging Issues.** Staff support and coordination on emerging issues, such as incorporation of health & equity, special needs transportation, and ferry planning work from the last work program into the 2018 update of Transportation 2040, Regional Reduced Fare Permit Task Force support, continuing efforts to advance equity
considerations in transit planning, and additional convening associated with regional
target setting as part of federally-required performance-based planning.

PSRC continues to support the enhanced transit work program. The 2017 annual transit
integration report was completed in November 2017, and work is underway on the 2018
report. As mentioned earlier, the Regional Transportation Plan includes a regional
integrated transit network and a transit access and parking strategy, and work continues
with the Regional TOD Advisory Committee. Our modeling efforts continue to improve, and
the work to build the integrated transit network and include the most current data from our
transit agency partners was successfully implemented as part of the Regional
Transportation Plan. Coordination continues on all relevant topics, including planning for
growth out to 2050.

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

Unfunded Sub-Tasks
None

<table>
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<tr>
<th>Summary of Consultants within Long-Range Planning</th>
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<tr>
<td>Sub-Task</td>
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<td>Total Consultant Costs</td>
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Short-Range Transportation Planning
(Task 260-261)

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

Mandates
This work element maintains the Regional Transportation Improvement Program as required by:
1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area** (Article VII, A.3), which requires setting categories of priorities of regionally significant transportation projects recommended for funding.
2. **Regional Transportation Planning Organization** legislation (RCW 47.80.023), which requires development of a regional transportation improvement program (TIP)
3. **Fixing America’s Surface Transportation Act (FAST)** (23 CFR Part 450 Subpart C (450.326) (FHWA) and 49 CFR Part 613, Subpart A (FTA)), which requires a metropolitan planning process that includes the development and maintenance of a transportation improvement program (TIP).
4. **Federal Clean Air Act** (42 USC Section 7401-7671q) and **Clean Air Washington Act** (RCW 70.94.37) which legislates federal and state requirements through Air Quality Conformity rules for Transportation Plans, Programs and Projects.
5. **Memorandum of Understanding** between the Puget Sound Clean Air Agency, Washington State Department of Ecology and PSRC regarding the preparation of maintenance plans and regional transportation conformity analyses.

Summary Revenues & Expenditures

<table>
<thead>
<tr>
<th>Revenues:</th>
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**Major Milestones and Products**

1. Monthly TIP amendment process for projects funded with federal, state and local funds *(Ongoing).*
2. Project tracking including monitoring of the status of PSRC funded projects, obligation delivery and project completion, with regular reports to PSRC committees and Boards *(Ongoing).*
3. Conduct project selection process for the Transportation Alternatives Program *(Fall 2017).*
4. Development of the 2019-2022 Regional TIP, including the project selection process for PSRC’s 2021-2022 funds:
   a. Project evaluation committee and Project Selection Task Force support and preparation of recommendations for the Policy Framework *(July-December 2017)*;
   b. Adoption of 2018 Policy Framework for PSRC’s Federal Funds *(January 2018)*;
   c. Conduct project selection process for PSRC’s FHWA and FTA funds *(February – July 2018)*;
   d. Preparation of Draft 2019-2022 Regional TIP, including regional conformity analysis, for public comment *(September 2018)*;
   e. PSRC Board adoption of 2019-2022 Regional TIP *(October 2018).*
5. Refinements and monitoring of the Transportation 2040 Regional Capacity Projects database *(Ongoing).*
6. Finalize the air quality conformity and climate change analyses and documentation for the Transportation 2040 update *(July 2017-Spring 2018).*
7. Ongoing collaboration with regional air quality consultation partners regarding emerging air quality issues *(Ongoing).*
8. Annual CMAQ emissions estimation report to WSDOT/FHWA *(January 2018, January 2019).*
9. Continue work with the Puget Sound Regional Climate Preparedness Collaborative *(Ongoing).*

**Policy Direction and Interagency Staff Involvement**

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

<table>
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<th><strong>Budget Comparison:</strong></th>
<th><strong>FTE Staffing Comparison:</strong></th>
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Sub-Tasks

Sub-Task 1. Routine Maintenance of the TIP & Project Tracking

The production and maintenance of the Regional TIP is a robust exercise, with ongoing processing of projects from local jurisdictions and strict expectations for data and delivery from our federal and state partners. PSRC continues to find ways to improve our processing and our service to member jurisdictions. Activities will include:

a. Maintain the routine amendment process for adding projects to and amending existing projects in the Regional TIP.
b. Maintain and improve the Regional TIP database.
c. Provide assistance to local and state agencies.
d. Continue to electronically map TIP projects and expand the capabilities of the web mapping system.
e. Continue to maintain the TIP on the agency’s website.
f. Continue efforts to improve the TIP applications and maintain and improve the web-based application system.
g. Maintain and enhance the project tracking system to monitor progress of projects funded with PSRC funds 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.

Monthly amendments of the Regional TIP continued to be provided in FY2018. This involved a rigorous review of every project submitted, ongoing assistance to project sponsors, continued improvements to our online application system, and submittal of information to the state. This work also included updates to the TIP webmap each month and posting of information to the website. The Regional TIP database continued to be maintained and improved, with numerous data requests accomplished throughout the year regarding the TIP as a whole and the distribution and status of PSRC funds. Staff continues to provide assistance to project sponsors on an ongoing basis. In addition, the project tracking program continues to be successful. Project sponsors submit progress reports twice a year, and the region continues to work together to ensure delivery targets are met. We regularly monitor the status of all PSRC-funded projects and have an established process in place to redistribute returned funds and keep projects moving.

Sub-Task 2. PSRC Funding & Development of the Regional TIP

a. Conduct project selection processes for PSRC’s federal funds:
   • Support the Regional Project Evaluation Committee, Transportation Operators Committee, Regional FTA Caucus, the four countywide committees and the Project Selection Task Force.
   • Conduct the process for the 2018 distribution of PSRC’s federal funds: review policies and procedures with the recommending forums for the preparation and approval of the 2018 Policy Framework; prepare and distribute a call for projects and conduct the competitive process for approval of recommendations by PSRC boards.

b. Prepare the documentation of the 2019-2022 Regional TIP, including air quality conformity analysis, addressing performance-based planning requirements, environmental justice analysis, project reviews, mapping, and a public review process.

c. Conduct a project selection process for the Transportation Alternatives program.

d. Continue the annual contingency funding processes, as available.
PSRC continues to conduct monthly meetings of the Regional Project Evaluation Committee and the Regional FTA Caucus, and participates in the monthly meetings of each of the four countywide forums.

The 2018 project selection process was successfully conducted, competitively distributing FFY 2021-2022 funds. The process began with the convening of the Project Selection Task Force, comprised of volunteer members of all four of PSRC’s boards. The Task Force met four times in late 2017 and recommended the 2018 Policy Framework for PSRC’s Federal Funds to the Transportation Policy Board. The Framework was adopted in February 2018, and the call for projects for the competition was then launched, with project recommendations developed by the end of June 2018. The boards approved the projects in July, and staff is now working on the development of the new 2019-2022 Regional TIP.

The competition to distribute Transportation Alternatives Program funds was conducted in late 2017 to early 2018, with projects approved by the board in January 2018. Contingency funds – from returned funds, funds remaining after grant closeouts and from higher federal allocations – were also distributed to projects in June 2018.

**Sub-Task 3. Transportation 2040 Regional Capacity Projects**

The Transportation 2040 Regional Capacity Projects database and application process continues to be refined and improved and will require ongoing maintenance and improvements to provide better reporting and more accurate data for communication to PSRC committees, Boards and member organizations. Activities will include:

- a. Maintain the protocols and procedures for Transportation 2040 project amendments and PSRC’s approval process.
- b. Maintain and improve the Transportation 2040 project database, including improvements to the web-based application and better reporting and quality control features.
- c. Continue to electronically map Transportation 2040 projects and expand the capabilities of the web mapping system.

The majority of the work to update the Regional Capacity Projects list for the 2018 Regional Transportation Plan (RTP) was primarily concluded in FY2017. Summary reports on the projects were prepared as part of the RTP, and the webmap and final reporting posted to the website. The database continued to be refined and updated, for better data retrieval, tracking and reporting. Several approval requests were also presented to the boards for action in 2018.

**Sub-Task 4. Air Quality**

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

- a. Provide air quality modeling and policy assistance.
- b. Conduct the air quality conformity analyses for the Regional TIP and Transportation 2040 updates.
- c. Prepare the annual CMAQ emissions report for submittal to WSDOT/FHWA.
- d. Work in consultation with the region’s air quality partner agencies to monitor and discuss issues affecting air quality in the region.
- e. Review Regional TIP and Transportation 2040 project actions for consistency with the regional conformity determination.
f. Continue to improve the technical tools for estimating project-level emissions, both for project selection and CMAQ reporting as well as for additive improvements to the regional technical analyses.

PSRC continues to have regular discussions with our air quality consultation partners about issues in the region, particularly the Puget Sound Clean Air Agency on whose Advisory Council we sit. The TIP and plan continue to maintain conformity. The annual CMAQ report is successfully provided each January. Consistency with the region’s air quality conformity determination is one of the key reviews of every project submitted into the TIP, for either monthly amendment or in the creation of the new TIP. In addition, staff continued to support external agencies, including participation in the update to the Maritime Emissions Inventory.

Sub-Task 5. Climate Change
PSRC will continue to work with our federal, state, regional and local partners to monitor climate change issues in the region and to estimate regional greenhouse gas emissions from plans, programs and projects using the best available technical tools. This sub-task will advance regional policies related to the reduction of greenhouse gas emissions as well as climate resiliency. Activities will include:

a. Continue to monitor the implementation of Transportation 2040’s Four-Part Greenhouse Gas Strategy.

b. Continue technical and policy research into the reduction of greenhouse gas emissions, adaptation and resiliency, and provide technical assistance and guidance to project sponsors and other jurisdictions.

c. Continue engagement with federal, state, regional and local partner agencies on the topic of climate change.

d. Continue the partnership with the Puget Sound Regional Climate Preparedness Collaborative to provide technical and policy assistance to jurisdictions and create a framework for leveraging opportunities for the region.

e. Monitor state and federal activities regarding climate change and prepare for any regional implementation or impacts.

PSRC continues to participate in the Puget Sound Climate Preparedness Collaborative and serves on the Steering Committee of this group. Work was concluded on the climate change element of the Regional Transportation Plan, including an update to the Four-Part Greenhouse Gas Strategy and inclusion of resilience, both of which were conducted in partnership with the National Academies of Sciences Resilient America Roundtable and the Puget Sound Clean Air Agency.

We continue to provide support to external agencies, such as the work on the regional greenhouse gas emissions inventory and analysis of strategies in partnership with the Puget Sound Clean Air Agency. PSRC attended several meetings and conferences related to climate and technology, such as the Electrify America Seattle Kick-Off meeting in August 2017 and the Forth Mobility Conference in June 2018. PSRC also presented at several forums such as the AIA Seattle Resilience Thinking Forum in December 2017 and the Puget Sound Knowledge Exchange hosted by the National Academies in January 2018.

Sub-Task 6. Departmental Administration
Manage and administer the short-range transportation planning work program, including development, schedule, budget, progress and evaluation reports and related documentation. Administration will also include assuring compliance with rules and regulations of funding agencies and PSRC.
All rules and regulations have been met as part of the Short-Range Transportation work program throughout FY2018, the budget was maintained, and all deadlines were successfully met.

**Sub-Task 7. PSRC Performance Trends Support**
PSRC will implement an integrated program to assess regional trends and success in implementing the policy objectives, projects, and programs adopted in VISION 2040, Transportation 2040, and the Regional Economic Strategy. The Performance Trends program will integrate planning and data activities and draw resources from all PSRC program areas. The Short-Range Transportation Department will participate on projects teams with other agency staff to compile data and develop Performance Trends.

*No new performance trend data was prepared in FY2018, but ongoing data analysis and reports are prepared related to transportation project funding, project completions, and regional emissions analyses.*

**Unfunded Sub-Tasks**
None

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Description of Work</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>1-3</td>
<td>Improvements to PSRC's project-level tracking tools.</td>
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**Total Funded Contracts** $30,000

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<thead>
<tr>
<th>Description of Work</th>
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<tbody>
<tr>
<td><strong>Total Unfunded Contracts</strong></td>
<td>$-</td>
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</table>

**Total Consultant Costs** $30,000

For Tasks 1, 2 & 3, consultant costs in the amount of $30,000 will be programed for on-call assistance for improvements to PSRC’s existing web-based applications system.
Objective
Provide staff support to the EDD Board of Directors and maintain, update and assist in implementation of the Regional Economic Strategy (RES), which serves as the economic development blueprint for the central Puget Sound region. Maintain the central Puget Sound region’s eligibility for economic development planning and technical assistance from the federal Economic Development Administration (EDA). Contribute to key Economic Development District (EDD) projects and activities, as required by the EDA and requested by the EDD’s Board of Directors and public agencies within the region. Coordinate with public, private and community stakeholders to develop and implement initiatives that strengthen the region’s economy.

Mandates
This work element provides for program development, administration and management of regional economic development planning activities as required by:
3. Federal authority for the creation, recognition and funding of multi-jurisdictional economic development districts is found in the **Public Works and Economic Development Act of 1965** (Public Law 89-136, 42 U.S.C. 3121 et sec.) as amended, including the comprehensive amendments by the Economic Development Administration Reform Act of 1998 (Public Law 105-393) and the Economic Development Administration Reauthorization Act of 2004 (Public Law 108-373). Criteria for district program functions and funding are found in 13 CFR Part 301 (area eligibility), 302 (district designation), 303 (district planning process) and 306 (planning assistance).

Summary Revenues & Expenditures

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<td>$ 886,000</td>
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Major Milestones and Products

2. EDA Planning Grant Secured (June 2017, June 2018, and June 2019)
3. Performance Trends support (ongoing)

Policy Direction and Interagency Staff Involvement

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

Ongoing Sub-Tasks

Sub-Task 1. EDD General
Ongoing work is required to maintain status as the Central Puget Sound Economic Development District (EDD). This involves administrative, managerial and operational tasks, including:

a. Convene and provide staff support to the EDD Board of Directors, subcommittees and other working groups or taskforces;
b. Annually update the region’s comprehensive economic development strategy (CEDS), locally known as the Regional Economic Strategy (RES);
c. Develop and maintain tracking tools, performance measure data and other products to facilitate CEDS implementation;
d. Coordinate events and programs, as appropriate, to aid in implementation of the Regional Economic Strategy;
e. Prepare budget and work program;
f. Review and evaluate employee performance;
g. Develop, apply for and monitor grants and contracts in the support of the RES.

Sub-Task 2. PSRC Performance Trends Support
PSRC continues to implement an integrated program to assess regional trends and success in implementing the policy objectives, projects, and programs adopted in VISION 2040, Transportation 2040, and the Regional Economic Strategy (RES). The Performance Trends program integrates planning and data activities and draws resources from all PSRC program areas. Economic development staff participate on project teams with other agency staff to assess data developed by the Data Systems and Analysis division, develop findings, assess policy implications, and develop Performance Trends products. This effort satisfies the CEDS requirement to develop and report performance measures relative to regional economic development goals and strategies.

In FY2018 Planning, Data, and Communications staff drafted a series of different trends covering transportation and demographic trends. These trends covered transit ridership, housing supply and demand, continued population growth and the strong regional economy that has been a key driver to this growth.

Initiative Sub-Tasks

Sub-Task 3. Regional Economic Strategy Implementation
The updated Regional Economic Strategy, adopted in September 2017, is the guiding document for key regional economic initiatives. The EDD Board will adopt and maintain a work plan of initiatives to implement the strategy, informed by ongoing evaluation and board input. Economic development staff will work with regional partners to implement these board adopted initiatives. Resource support will be from Strategic Initiatives budget line item under Council Support.
Amazing Place, the region’s new economic strategy was adopted in September 2017. Since adoption, the Economic Development Board and staff have focused on strategy implementation, including the adoption of three Action Items to implement the strategy. In addition to work on implementation Action Items, the ED Board had working sessions on important economic competitiveness opportunities for the region, including autonomous electric vehicles and the Cross Laminated Timber industry.

Board-Adopted Implementation Action Items:

**Commercial Space Sector Study**

At its December 2017 meeting, the Economic Development Board adopted an Action Item to facilitate analysis of the region’s commercial space sector, describing and quantifying the sector and identifying the region’s competitors and competitive strengths, to help support the growth of the sector. This effort will identify the state and region’s assets in the space sector and collect data to understand the sector with an emphasis on areas of significant potential. The study will help identify strengths to build on and weaknesses to shore up. It will identify other areas in the U.S. that the region is competing with and guide the region’s efforts to grow this sector. The study will be released in September 2018.

**Boeing New Midmarket Aircraft**

At its December 2017 meeting, the Economic Development Board adopted an Action Item to support efforts to secure design, production, and final assembly of Boeing’s New Midmarket Aircraft (NMA) and strengthen the supplier base in Washington state. Stakeholders representing aerospace related communities and industries are working to organize, fund, advocate, and communicate efforts regarding the NMA and other build opportunities. This work will increase positive public perception of the aerospace industry, strengthen the state’s economy, and prepare the state to build many or all facets of the NMA and other Boeing airplanes. PSRC staff worked to facilitate the initial convening of the Governor’s Choose Washington NMA Council in early 2018 and has continued to facilitate group convenings. In February, the Council announced the selection of the Teal Group to conduct a transparent and independent in-depth analysis of the state’s competitive position to design, manufacture, and assemble the NMA. The report was released in June 2018. PSRC anticipates that staff support will continue until a decision is announced by The Boeing Company, projected as Q1 2019.

**Aviation Baseline Study**

At its May 2018 meeting, the Economic Development Board adopted an Action Item to facilitate development of a baseline study of the aviation activities and needs in the region. The Federal Aviation Administration has requested that PSRC lead the study, which would build on emerging airport master plans and set the stage for future planning. PSRC staff has worked with the FAA to develop a draft scope of work for the study. PSRC anticipates the study will begin in September 2018 and be completed by the end of 2019.

| Unfunded Sub-Tasks | None |
### Summary of Consultants within Economic Development

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<td><strong>Total Consultant Costs</strong></td>
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**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.

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

1. **Interlocal Agreement for Regional Planning of the Central Puget Sound Area** (Article VII), which requires that, as requested, the agency shall provide technical assistance to local, state, and federal governments through regional data collection and forecasting services, consistent with the mission and functions of the agency; and that a regional database (including demographic, economic, and travel condition data) and modeling capabilities will be established and maintained to support development of Transportation 2040 and VISION 2040.

2. **Regional Transportation Planning Organization legislation** [RCW 47.80], which requires establishment and maintenance of a coordinated planning program for regional transportation systems and facilities, and integrated transportation and comprehensive planning.

3. **Moving Ahead for Progress in the 21st Century** (MAP-21) [23CFR, Part 450, Subpart C (FHWA) and 49 CFR, Part 613, Subpart A (FTA)] which requires a comprehensive database to support continuing, cooperative, and comprehensive planning processes.

4. **Federal Clean Air Act** (42 USC Section 7401-7671q) and the **Washington Clean Air Act** [RCW 70.94.37] which legislates federal and state requirements through air quality conformity rules for transportation plans, programs, and projects.

**Summary Revenues & Expenditures**

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Major Milestones and Products

1. Conduct regular maintenance and updates to PSRC’s major data products (ongoing)
2. Conduct regular maintenance and updates to PSRC’s GIS spatial data assets and functionalities (ongoing)
3. Coordinate and manage activities per our Puget Sound LiDAR Consortium contract, including quality assurance and distribution of LiDAR data (ongoing)
5. Continue conversion of the UrbanSim land use forecasting model to a version 2.0 code platform (Summer 2018)
6. Complete minor updates and refinements to the UrbanSim model as needed to support VISION 2050; produce future land use scenarios using UrbanSim to inform planning work to extend the regional growth strategy to 2050; produce VISION 2050 land use alternatives for environmental analysis (spring thru fall 2018)
7. Provide data and technical analysis to support internal PSRC planning efforts, e.g. 2018 Regional Transportation Plan, VISION 2050, Performance Trends program (ongoing)
8. Provide data, technical analysis, and data/modeling outreach and coordination activities to support PSRC’s members, Boards, and Committees (ongoing)
9. Puget Sound Regional Travel Survey: a) release the 2017 survey dataset (Summer 2018), and b) plan to conduct the 2019 survey (Spring 2019)
10. Update the Regional Parking Inventory (Spring 2018)
11. Release an updated Regional Macroeconomic Forecast extended out to the year 2050 (Spring 2018)
12. Implement targeted data management system improvements per the department’s data management strategic implementation plan (ongoing)
13. As part of the FTA Transit Model Tools grant project, implement targeted improvements to the non-motorized layers in the agency’s transportation geodatabase to better inform non-motorized access to transit
14. As part of the FTA Transit Model Tools grant project, continue improvement of transit forecasting and ridership estimation capabilities of the region’s modeling tools (ongoing)

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).

Ongoing 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.

Administration of the Data Department is ongoing. Over the past fiscal year, the management team for the data department has ensured that project timelines have been met for our major deliverables as described below. Management has continued moving our strategic vision forward and began the transition to an updated organizational structure that will continue to be refined into the next fiscal year.

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, ACS
- Housing: residential building permit estimates
- Land Use: parcel/assessor data, future land use (FLU) 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)

Note: See Initiative Tasks 5, 6, and 7 below for information on the 2019 household travel survey, 2018 regional parking inventory, and 2018 regional macroeconomic forecast. This sub-task covers ongoing maintenance of databases and data products once the initiative project has concluded.

The Data and Visualization subtask also includes an effort to build 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. This subtask is supported by a direct cost budget of $15,000 for acquisition/licensing of visualization software.

During FY2018, staff published regular updates to a number of datasets including Census/ACS, residential building permits, employment, park and ride, and the regional macroeconomic forecast.

Data staff began moving data visualization forward in exciting new ways in FY2018. Several department staff have learned Tableau and have successful deployed visualizations that have helped inform technical processes across the agency using this new knowledge. An initial performance data website utilizing Tableau was developed and deployed in the past fiscal year and is being actively developed to meet our performance-based planning needs.

Staff have also developed further R scripting skills that have led to the development of more technically focused dashboards using open source software for the dissemination of technical data to our technical committees. These data resources have allowed staff to better communicate with our member agencies and have worked to increase transparency in the agency’s technical analysis.
Agency staff also worked to automate the compilation of American Community Survey data profiles that are shared with our member agencies via PSRC’s website.

**GIS/LiDAR.** PSRC’s repositories of transportation, land use and economic data, together with analytical tools, reside in a Geographic Information System linked to forecasting and modeling systems. This work sub-task will fulfill MPO responsibilities to maintain and update all non-project-specific Geographic Information Systems data updates (e.g., transportation network updates, changing transit routes, city and county land use plans, etc.), as well as system and database schema changes needed to accommodate new and updated data. The GIS transportation network data schema is maintained to make travel demand model links for assignment as needed, including a specified scenario of transportation projects.

LiDAR data acquisition projects for the Puget Sound LiDAR Consortium (PSLC) are coordinated by PSRC staff. The level of effort varies with the amount of financial support for data collection and quality control. The schedule is ongoing and as-needed with seasonal workload adjustments to accommodate project work schedules. During this biennium LiDAR management/coordination tasks are expected to include transfer of PSLC data download services to other agencies. As LiDAR is acquired within the region during 2017 and 2018, this sub-task includes merging the data into a highly accurate bare-earth elevation GIS layer, which is purposed for both analysis and display.

During the prior year, spatial data layers within the geodatabase were consistently updated to support existing models and data analysis. These updates included the transportation network used within the Regional Transportation Plan as well as several updates to the Regional Bicycle Network. Staff also finalized a strategic plan for the GIS program at PSRC and undertook several initial steps at moving the agency’s geographic information systems forward. One major improvement made over the past fiscal year involved updates to the licensing system that allowed GIS software to be installed on all agency computers.

FY2018 was also the final year for PSRC’s active involvement with the Puget Sound LiDAR Consortium (PSLC). PSRC finalized work on the LiDAR coverages and all data was transferred to the Washington State Department of Natural Resources, the agency that will continue the mission of the PSLC moving forward.

**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 FY2018-2019 this work will center on continued improvement to support major PSRC planning efforts like the VISION 2040 update.

The focus of travel model updates will be the SoundCast activity-based travel model. Enhancements in FY2018-2019 for SoundCast may include but are not limited to:

- Transit modeling (described in Sub-Task 10 Transit Model Tools)
- Interim freight model improvements
- Ongoing model validation with survey data
- Data collection and preparation to update to a modeling base year of 2018
- Expanded outreach and support for SoundCast’s use in the region, including user training, model documentation, and more accessible model output summaries

Interim improvements to the freight model will be integrated into SoundCast based on new datasets that will be available from the Northwest Seaport Alliance and the Washington State Department of Transportation. These data pieces will better inform the origin/destination flows on trucks within the region and will help further validate and improve the existing truck model framework until funds are made available for further model improvements as identified in the unfunded section of this document. In addition, staff will incorporate additional truck counts obtained from various member jurisdictions for use in truck model validation. Staff will begin working on an updated 2018 modeling base year. And finally, to support SoundCast’s wider use in the region, PSRC will continue to work to ‘daylight’ SoundCast by making the code and documentation available on the web, while supporting user training, and providing expanded model output summaries and visualizations. Initiative Sub-Task 13, described below, is contingent upon additional funding, but would expand these outreach efforts to develop a full Modeling Service Center.

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 FY2018-2019, PSRC staff will prioritize updating key model inputs and running tests with UrbanSim prior to its expected use supporting the VISION 2040 update. On a separate track, staff 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. And toward the end of FY2019, data collection and preparation to update to a 2018 UrbanSim model base year will begin.

Note: See Initiative Sub-Task 7 below for information on the 2018 regional macroeconomic forecast.

Consultant costs include:
- $25,000 for SoundCast model development and support. These funds would be used to add flexible on-call expertise for SoundCast issues that arise during the operation or expansion of the model.

In FY2018, model calibration and re-estimation of SoundCast was finalized and the model was used to analyze the Regional Transportation Plan update. Several new performance measures were generated for the updated plan to better reflect changes in regional outcomes related to walkability, transportation access, and social equity. Transportation outcomes were documented in the Regional Transportation Plan and shared via a variety of Tableau Dashboards over the course of the plan update.

PSRC’s truck model was enhanced over FY2018 to further the analysis capabilities related to truck movement and to support new truck related outcomes in the Regional Transportation Plan. Improvements included use of big data to further inform the flow of trucks in and out of the region, addition of several hundred new truck count locations to further improve the truck model validation, and a new and improved truck generation process that better aligned the locations of truck trip activity in the model.

Staff also continued improvements to the UrbanSim land use model and tested its application for the VISION 2050 update. These improvements further enabled the model to support production of the updated PSRC forecast product, the Land Use Vision. These improvements are being closely coordinated among the Integrated Planning Team. Further
Integration between land use and travel modeling was tested and a new cloud-based approach to modeling was started among the modeling teams.

**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 2018 Regional Transportation Plan and VISION 2050 will fall under this sub-task. The transportation plan analysis will include the final technical analysis that is documented in the Final 2018 Regional Transportation Plan.

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 effort, as well as participate on project teams with other agency staff to develop findings, assess policy implications, and develop Performance Trends products.

Data, analytic, and modeling support continued for an array of PSRC planning initiatives during FY2018 including the Regional Transportation Plan update and its associated working groups, Coordinated Transit-Human Services Transportation Plan update, TOD benefits analysis, Regional Outcomes program and continued scoping tasks related to the forthcoming VISION update. Data and trend analysis was provided for staff presentations to PSRC boards, committees and external audiences, and for the Performance Trends program.

In FY2018, Planning, Data, and Communications staff drafted a series of different trends covering transportation and demographic trends. These trends covered transit ridership, housing supply and demand, continued population growth and the strong regional economy that has been a key driver to this growth. The team also continued work on the automation of trend production to lessen the staff resources required for these monthly trends creation. Several trends were used in presentations to the Transportation and Growth Management Policy Boards and the Executive Board.

**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 the 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.
Data, analytic, and modeling support was provided to PSRC member agencies and other external entities on an ongoing basis throughout FY2018. Support activities included publishing standard data resources on the agency website; responding to requests for routine and custom data and technical support; providing land use and travel modeling support and assistance to PSRC member agencies; and supporting regional data and modeling coordination efforts through the Land Use Technical Advisory Committee (LUTAC) and Model Users Group (MUG).

### Initiative Sub-Tasks

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

A fourth wave of the regional household travel survey will occur during FY2018-2019, supported by a budget of $150,000 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 2019/2020. Public release of the survey dataset, subsequent to quality checking and data clean-up efforts, is targeted for Spring 2020.

Consultant costs include:

- $150,000 to conduct a fourth wave of PSRC’s continuous household travel survey program in spring 2019. Note: Based on add-on commitments for the third (2017) wave of the survey, it's anticipated that one or more-member jurisdictions may purchase add-on samples for the 2019 survey, increasing the total budget.

*After survey field work was completed in the spring of 2017, the project team spent several months in FY2018 cleaning up the survey records, standardizing outputs for use by member jurisdictions and creating survey datasets for use both internal and external to PSRC. The survey was completed in coordination with the cities of Redmond and Seattle to enhance the amount of data collected across the region. Survey results were shared with the Regional Staff Committee and various survey-related data requests were fulfilled over FY2018. Work also began on the scoping of the next round of regional surveying that is scheduled to begin in the spring of 2019.*

**Sub-Task 6. Regional Parking Inventory**

An update to the Regional Parking Inventory will occur in FY2018-2019. The inventory will be a data collection effort of accessible off-street parking in the defined study areas: Seattle, Bellevue, Bremerton, Everett, and Tacoma central business districts, the Bainbridge, Kingston, and Southworth ferry terminals, and the University District. The primary data attributes that will be collected are parking capacity, occupancy, rate, and parking type.
The data collected from the inventory will help support the development of both the land use and travel demand forecast models. In addition, the data will be a resource for local planners working with parking policies and parking supply management. In FY2018-2019, PSRC will assess whether a full-scale field survey effort is required to update the Regional Parking Inventory, versus a reduced version supplemented by other sources of parking data that have emerged, such as archived real-time use and availability data provided by parking apps.

PSRC hired two interns to begin the collection of parking data for use in regional modeling and transportation analysis. The team developed an innovative approach to data collection that involved a significant increase in the use of online and app-based research to lessen the staff demands for data collection and the use of smart technology for field collection. These innovative approaches allowed the work to be completed with two interns instead of our typical six and shortened the collection time in the field significantly without impacting the quality of data collected, and is projected to lower the overall inventory cost. The data collection and final report are due for completion in early FY2019.

Sub-Task 7. Regional Macroeconomic Forecast
A consultant contract project will have been initiated during FY2017 to update the Regional Macroeconomic Forecast to extend the horizon year out to 2050 and make select improvements to the regional econometric model. A final forecast is scheduled to be published in FY2018, timed to support the early planning phase of the VISION 2040 plan update.

Consultant costs include:
- For FY2018-2019, no additional consultant costs are anticipated, although some portion of the original consultant budget is expected to carry-forward into this biennial budget to complete the project.

In spring of FY2017, work began on the update for the region’s macroeconomic forecast. Consultant selection was completed, and the initial scope of work was developed with a majority of the work to occur in FY2018. In FY2018, draft and final forecasts of population, households and jobs were completed out to the year 2050. Forecasts were shared with a variety of PSRC committees and boards and the forecasts were used to start work on the VISION 2050 update. Further work on the transportation revenue components related to this updated macroeconomic forecast are scheduled for completion in early FY2019.

Sub-Task 8. AMPORF/ActivitySim
PSRC is collaborating with several agencies on state-of-the-practice techniques to improve run time, quality, and usefulness of travel forecasting products. That collaboration began in FY2014-2015 through a contract with the Association of Metropolitan Planning Organization Research Foundation (AMPORF), continued through FY2016-2017, with Phase II of the research beginning February 2016, scheduled to end in February 2017. PSRC has budgeted consultant funds for additional phases of research beginning in FY2018.

Consultant costs include:
- $70,000 ($35,000 of which is encumbered anticipated funding) for continued collaboration with the AMPORF consortium to support development of future versions (1.x/2.x) of the SoundCast model.

In the AMPORF project, progress on the new contract scope through the end of the fiscal year was satisfactory. PSRC contributed $35,000 to the consultant costs per the terms of the interagency agreement. Further versions of the model have been developed and are in current testing. PSRC continues to support this project in our budget and work program and is part of a bi-weekly project management team that helps direct the focus of this long-term research effort.
Sub-Task 9. 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 general public.

Sub-Task 9 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.

Consultant costs include:
- $85,000 (with an additional $15,000 of which is encumbered anticipated funding and $25,000 unfunded) for consultant services and other direct expenses (e.g. training, software, etc.) to support implementation of the aforementioned data management improvement initiatives.

Staff began establishing formal data management standards and protocols and a new file/folder structure in FY2018. Due to staffing constraints, the design and construction of a central SQL database and the migration of current data and databases to the new SQL platform is slated for FY2019.

Sub-Task 10. 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, which may include but not be limited to development of a SoundCast web-based portal for transit, moving from a zone-based to a transit stop-based network model and improvement and enhancement of non-motorized access to transit in the model including bike-to-transit. The grant will also be used to enhance ferry modeling capabilities and incorporation of the Washington State Ferries Long Range Plan. 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).

In FY2018, model calibration and re-estimation of SoundCast was finalized with a focus on improving the forecasting of transit ridership. The team worked with transit partners to create the region’s first truly integrated regional transit network that was analyzed in the Regional Transportation Plan update. Data staff also worked to provide relevant data support to our transit partners including providing population, employment and demographic forecasts for a variety of transit-related grant applications and planning processes.

Sub-Task 11. SHRP2
PSRC is participating with the Metropolitan Transportation Commission (MTC) of Oakland, California in a research effort funded by a SHRP2 Implementation Assistance grant. The objective is to develop and implement a disaggregate, person-based transit accessibility and assignment tool that is capable of representing of transit capacity, transit reliability, and individual passenger types. The contract began in FY2015, and work continued through FY2016-2017. PSRC’s portion of the work is expected to be wrapped up in Winter 2017/18.
PSRC staff hours will continue to be supported with funds received from the grant via an interagency contract with MTC.

Staff work on the SHRP2 Implementation Assistance Grant was finalized in FY2018 and continued to focus on a variety of tasks, including development of a detailed dwell time model based on local transit conditions and enhancements to the draft software design. Final documentation and presentation of key tasks and deliverables was shared with the project team and the grant was successfully completed at the end of FY2018.

### Unfunded Sub-Tasks

**Sub-Task 12. Service Center for Data and Modeling**
PSRC has always provided its data and tools to members, but the complex nature of the tools hasn’t always made that access easy. Under this sub-task, a new web-based "Data and Modeling Service Center" and associated business plan would be developed. The Service Center would provide a single point of contact for data requests and for modeling requests. Some standard off-the-shelf data products will be downloadable directly from the website, while more complex modeling needs will go through a request process and shepherded by PSRC staff.

This **sub-task is subject to additional funding**. This is currently unfunded. Funds would need to be identified for consultant services to develop a business plan for and to design and implement the Service Center web portal.

This task remained **unfunded during FY2018**.

**Sub-Task 13. 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.

This task remained **unfunded during FY2018**.

**Sub-Task 14. Next-Generation UrbanSim Platform**
As described under Sub-Task 2, PSRC will be updating the UrbanSim land use model to the updated code base, UrbanSim 2.0, using in-house staff. While some enhancement of existing modeling capability will occur through this code update, this initiative sub-task would support further developing UrbanSim’s capabilities through consultant contracts that would
allow the agency to tap expanded data visualization and scenario analysis tools being developed for UrbanSim 2.0 nationally.

**This sub-task is subject to additional funding.** An estimated $50,000 would need to be identified for consultant services to pursue expanded UrbanSim 2.0 modeling and analysis capabilities.

*This task remained unfunded during FY2018.*

### Summary of Consultants within Data

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**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.

**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.

**Summary Revenues & Expenditures**

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**Major Milestones and Products**

2. Regional workshop for newly elected officials (*January 2018*)

**Policy Direction and Interagency Staff Involvement**

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

1. Provide assistance to the General Assembly

   The General Assembly met on March 31, 2018, at The Sanctuary at the Mark Seattle. At the meeting, the Assembly reelected Snohomish Council Executive Dave Somers as President and Pierce County Executive Bruce Dammeier as Vice President of PSRC. The Assembly adopted the 2018 Regional Transportation Plan, which maps out how the region will meet transportation needs over the next two decades and keep pace with expected growth. The Assembly adopted the agency’s supplemental budget and work program for fiscal years 2018-2019. The meeting was capped off with a panel discussion featuring Everett Mayor Cassie Franklin, Seattle Mayor Jenny Durkan and Tacoma Mayor Victoria Woodards, moderated by Poulsbo Mayor Becky Erickson. Staff planned the event and helped with tasks, including preparing materials, securing a quorum, registration, name tags, taking notes, directing members and serving as parliamentarian.

2. Provide assistance to the Executive Board

   The Executive Board met in January, February, March, April, June, July, September, October and December of 2017; and January, February, March, April, June and July of 2018. (The Board is expected to also meet in September, October and December of 2018.) Staff helped secure a quorum for the meetings, prepared and distributed meeting materials, attended all meetings, took notes and prepared minutes, answered questions, and served as meeting parliamentarian. Meetings were broadcast live and summaries of these meetings are available on the PSRC website at psrc.org.

3. Provide assistance to the Operations Committee

   The Operations Committee met nine times during the fiscal year. The committee’s meetings were held prior to each Executive Board meeting to discuss and vote on action items to recommend to the Executive Board. Staff ensured that contracts for authorization were on the agenda as needed, agency vouchers were submitted for approval, and committee members were provided a status update on the budget, contracts, grants and pending grants. Staff attended all meetings, took notes, prepared agenda materials, secured quorum, updated the committee web page and followed up on member requests.

4. Provide support for Executive Committee meetings

   The Executive Committee met in March, July and September of 2017; and January, March and June of 2018. (The Committee is expected to also meet in September, October and December of 2018.) Staff attended all meetings in support of the Committee.

5. Provide assistance to the Economic Development District Board.

   The Economic Development District Board met in July, September and December of 2017 and February and May of 2018. Staff helped secure a quorum for the meetings, prepared and distributed meeting materials, attended all meetings, took notes and prepared minutes, answered questions, and served as meeting parliamentarian. The region’s new economic strategy, Amazing Place, was adopted by the board at its September 2017 meeting. Meetings in December, February and May focused on making
progress on the economic strategy, including adoption of Action Items for PSRC staff implementation. (See Task 300 for more details on implementation Action Items)

6. Convene Regional Staff Committee at least quarterly to discuss key issues to help inform the work of the policy boards, Operations Committee, and Executive Board

Administrative services staff, along with staff from other PSRC departments, continued to provide support to the Regional Staff Committee (RSC), which met every month in FY 2018, except August 2017.

The committee is led by four members of the RSC who serve as co-chairs. Prior to each meeting, the co-chairs participate in a preparatory call to go over the agenda and the presentations with staff. The co-chairs meet biannually with PSRC’s Executive Director to discuss specific work program efforts and the committee’s corresponding role.

Though RSC is a long-standing committee at PSRC, its membership and operating procedures had not been formalized. There was a need for clarification before the committee began to work through the update of VISION. The RSC membership and operating guidelines were reviewed by PSRC leadership and the committee’s co-chairs. To align the committee with representation of PSRC policy boards, a new membership structure and operating procedures were proposed and became effective January 2018. There was also a change in PSRC’s co-chair representative, with Mark Gulbranson stepping down. Ben Bakkenta, Senior Program Manager – Regional Planning, became the new PSRC co-chair January 2018.

The committee accomplished the following during FY 2018:

- Received briefings on the Regional Transportation Plan. The committee received presentations on the plan’s work elements, results from modeling the draft plan, PSRC’s process to establish Safety Performance Targets, public outreach for the plan and themes from public comment. The committee was also provided information on air quality and climate change elements of the plan, responses to public comment and recommendation to the Transportation Policy Board.
- The Regional Centers Framework project continued to be a significant part of the preparation to update VISION 2050. The committee received regular briefings on the project, and at the request of the Growth Management Policy Board, provided technical assistance. The committee was also briefed on the updated designation procedures for New Regional Centers.
- The committee was briefed on early work preparing for the update of VISION 2050. The topic was a major focus for the committee during FY 2018, with presentations on the project schedule, growth projections, stakeholder outreach, Growth Management Policy Board engagement, public engagement plan, public survey and draft scope. The topic will continue to be a discussion item as work on the update continues into the next fiscal year.
- The committee was briefed on a new regional aviation baseline study. PSRC was asked to complete the study by the Federal Aviation Administration. The committee provided feedback on the preliminary draft scope of work for the study.
- The committee was kept apprised of PSRC’s Data Systems and Analysis suite of modeling and forecasting tools, all of which support PSRC’s planning and policy work. This included presentations on the Regional Growth Strategy Performance Data and Regional Macroeconomic Forecast to 2050. The committee also received a presentation on highlights from the 2017 Household Travel Survey.
• Received briefings on other key growth management issues, including: the regional open space conservation plan and trends in travel, housing and growth. The committee also heard a presentation from the Washington State Department of Commerce regarding Critical Areas Monitoring and Adaptive Management.

• Received a presentation on the developments of the Regional Economic Strategy (RES)

• Heard round-the-room highlights from RSC members. This is an opportunity for members of the committee to share work and success stories from their jurisdiction. This item is typically scheduled quarterly, though may happen less frequently due to timing of other planning work being shared with the committee.

• Received information on PSRC’s work program and budget.

A peer networking series, which immediately followed RSC meetings, focused on best practices and resources for local planning and implementation. The sessions are intended for professionals from local jurisdictions and organizations to share perspectives, opportunities, and lessons learned. Starting January 2018, the frequency of the peer networking series was changed to a quarterly workshop. The workshops are extended sessions that provide an in-depth study of current planning topics, featuring guest speakers and breakout discussions.

On November 8, the RSC co-chairs hosted a one-day conference at PSRC. The conference objective was to engage planners to learn more about regional planning efforts and to share ways to create and sustain thriving and equitable places. Opening remarks were provided by PSRC’s Executive Director, Josh Brown and PSRC’s President, Dave Somers, Snohomish County Executive. A plenary panel answered questions about current work and perspectives in the region. Breakout sessions included: Sustainability Planning for a Changing Environment, Multimodal Transportation in Local Communities, Affordability and Changing Needs for Changing Demographics. The event concluded with a walking tour of Pioneer Square.

7. Establish working relationships with member organizations’ elected officials and staff and participate in countywide planning and decision processes

Throughout the year staff met with elected officials and staff from several member organizations. PSRC staff also attended monthly meetings for each of the four countywide planning organizations.

8. Convene the Regional Food Policy Council

In September 2017, PSRC convened a regional food policy forum on farmland access, addressing both the cost of accessing farmland as well as stewardship for beginning farmers. PSRC also convened a forum on the state of the region’s food policy in June 2018, with speakers addressing changes over the last 10 years for a variety of food system sectors. Staff convened the food policy steering committee to plan both events. Staff also responded to questions on food policy issues from members and other interested parties.

9. Conduct a regional workshop for newly elected officials

PSRC hosted a workshop for newly elected councilmembers, mayors and commissioners from the four-county region on January 31, 2018. PSRC’s executive director facilitated the workshop, providing an overview of recent growth trends and the role of PSRC in addressing regional challenges. In small group discussions, the new
leaders identified the most important regional issues in their communities. A panel of experienced regional leaders offered advice and answered questions from the new elected leaders.

10. Conduct legislative briefings and develop legislative positions

*No activity to report.*

11. Participate in the Association of Metropolitan Planning Organizations

*PSRC continued its membership in the Association of Metropolitan Planning Organizations (AMPO) in FY2018, and PSRC participated in the annual conference in October 2017. Staff also participated in various AMPO subcommittees or forums on topics such as technology, air quality, federal funding and the target setting process under the federal performance-based planning rules.*

12. Implement an integrated ongoing program to evaluate regional trends and success in effecting the policy objectives, projects, and programs adopted in VISION 2040, Transportation 2040, and the Regional Economic Strategy. Consultant resources will be used to support Regional Economic Strategy initiatives under Economic Development (Task 300)

*PSRC staff developed a framework for ongoing performance trends reporting along with an annual release schedule. This work included developing a consistent set of data resources to allow for the production of trends on monthly and quarterly schedules. See PSRC website Blogs and Trends.*

13. Continued outreach efforts to member jurisdictions and other groups

*PSRC staff has established an on-going outreach effort to meet with all member jurisdictions and other groups regarding the programs and planning activities of PSRC.*

14. Organize with PSRC leadership and associated staff the approach to PSRC’s Federal Planning Certification Review process, including preparing the response submittal and organizing the site visit. Coordinate PSRC’s responses and ensure timely follow up, if there are any actions determined by the federal review team. Document all follow-up action items for the next review

*PSRC staff prepared for the Federal Planning Certification Review scheduled for July 2018. PSRC provided the links associated with the review and met with our Federal and State partners throughout the year to discuss the different components of the Certification Review.*

15. Provide reports to the Executive Board related to conferences and other major events where Executive Board members participate

*PSRC staff report out at every Executive Board meeting about meetings and events with our members and other groups that staff attend.*

### Initiative Sub-Tasks

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### Summary of Consultants within Council Support

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Government Relations and 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.

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

1. **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 [RCW42.17.130]). PSRC’s Public Records Officer may be reached via PSRC’s website (https://www.psrc.org/contact-center/information-center/public-records-requests), phone (206-464-7532) or email (amarkley@psrc.org). All public records requests are answered within five business days.

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**Major Milestones and Products**

1. Maintain and continuously improve agency website (Ongoing)
2. Weekly blog postings (Ongoing)
3. Engage the public through social media on Facebook and Twitter (Ongoing)
4. Maintain, improve and implement agency Public Participation Plan (Ongoing)
5. Awards program (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)

**Policy Direction and Interagency Staff Involvement**

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

**Ongoing Sub-Tasks**

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

Communications staff continues to write, edit and design quality publications and presentations. PSRC produced 55 publications during the fiscal year, including 9 Puget Sound Trends and the Regional Transportation Plan. In addition, staff published over 130 blog posts, developed and sent 26 emails from the Executive Director highlighting current PSRC activities and data, and produced At Work summaries for each board meeting.
Communications staff assisted the executive director and other staff in developing effective presentations for speaking engagements and PSRC board and committee meetings.

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.

Communications staff continues to help track the agency’s public involvement activities. Full documentation is part of the agency’s Title VI Annual Report and is also documented as part of each planning process. Communications staff work to implement the Public Participation Plan agency-wide.

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.

Communications staff wrote a semi-weekly email from the executive director, a variety of reports, registration materials and visual presentations for major events and other speaking engagements. Communications staff continued to maintain and enhance the website with additional content on PSRC activities, including blog posts and highlighting the agency’s activities on Facebook and Twitter. Communications staff opened an Instagram account and expanded the agency’s social media presence on a new platform.

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.

PSRC staff coordinated the General Assembly in May 2018, VISION 2040 Awards presentations throughout the end of 2017, and assisted with other agency sponsored events.

5. Conduct the PSRC’s annual VISION 2040 Awards Program. Continue to actively promote VISION 2040 awards in a variety of media.

Communications staff managed the 2017 VISION 2040 Awards Program. This included writing blog posts, interacting with potential nominators, reviewing nominations, meeting with the selection committee, informing the nominators of the results, setting up individual awards presentations, and coordinating the program at each event.

6. Maintenance of agency mailing list of community, business, and special interest groups and disseminate newsletters and other information materials to these groups as appropriate.

Communications staff embarked on a major improvement to the agency’s contact database, undertaking the move to a constituent relationship management system. This will greatly enhance the agency’s ability to improve mailing lists and track interactions with PSRC members and interested parties.
7. Provide information to the public and officials on issues, projects, and agency operations.

All information about issues, projects, and agency operations is shared widely with the public in mind. Staff regularly meets with elected leadership within the region, civic organizations, business and labor leaders, and state policymakers on regional issues. The PSRC communicates regularly with all 87 members of the state Legislature within the region on actions and issues that come before the Transportation Policy Board and the Executive Board. The agency has cultivated relationships with traditional news media and new media – reaching out in newspapers, radio and television, and bloggers about topics related to PSRC’s mission and work program.

8. Assist internal staff communications as appropriate.

Staff meets regularly to discuss agency activities. The agency maintains an internal website, Grapevine, which houses personnel and procedural information.

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.

Through agency publications, presentations and ongoing contact with member associations and the public, communications staff worked to maintain a high level of quality in all communication efforts. All publications and web material are proofread and edited for grammar and consistency. Staff maintains an active blog and social media presence.

10. Coordinate work of vendors for printing, production, reproduction, and mailing of agency products; assist in maintaining vendor files and price lists.

Communication staff coordinated work with vendors as needed and managed tasks related to on-call services for communications, public involvement, and website hosting and technical support.

11. Prepare and distribute news releases concerning actions and activities as appropriate.

Communications staff wrote and distributed 13 news releases, notifying the media and membership about various opportunities to comment on or engage with PSRC’s work.

12. Maintain contacts with the news media; arrange/coordinate press interviews and conferences with local officials and staff as appropriate; monitor press coverage.

Staff continued to cultivate relationships with the media, monitor media changes and coverage of topics pertinent the agency’s work, maintain and update a media contact list, regularly distribute new releases, and coordinate media interviews with PSRC staff and elected leadership. Through the agency’s blog, staff developed content that was easy to understand and distribute to a wide audience. The blog was useful for highlighting data on growth, population, housing, employment, and transportation trends. Staff extended the reach of the blog by posting links on Twitter, Facebook, Instagram and in the executive director’s email newsletter. These strategies resulted in consistent coverage of PSRC’s data and planning activities by a variety of media in the region. These communications are core to the agency’s state and federal mandates and a critical factor in establishing awareness of the agency, which is essential to carrying out public involvement on plans and programs.
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.

*Communications staff continues to implement and keep track of the agency’s public involvement activities. Full documentation is part of the agency’s Title VI Annual Report. Communications staff met with FTA and FHWA to review its activities for public involvement and Title VI and continued to implement the agency’s plans for both.*

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Administrative Services  
(Task 900)

**Objective**

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

**Mandates**

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

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

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.

**Summary Expenditures**

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**Major Milestones and Products**

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

**Policy Direction and Interagency Staff Involvement**

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

   All the tasks listed above were addressed throughout the year.

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, oversee legal counsel to ensure the Regional Council carries out the role and responsibility as the designated Metropolitan Planning Organization and Regional Transportation Planning Organization under federal and state law.
   c. Review and analyze proposed state and federal legislation and regulations affecting Regional Council responsibility.
   d. Facilitate process, preparation and amendments of the agency’s two-year operating budget and work program.
   e. Prepare, monitor and report financial operations, including organizational cash flow, disbursement of payments to contractors, and investment of agency funds.
   f. Maintain and implement the agency’s personnel, recruitment, compensation and training programs, and the agency’s Employee Handbook and Affirmative Action Plan, prepare and implement organizational and leadership continuity plan for PSRC.
   g. Develop agenda/program for staff retreat.
   h. Coordinate Title VI reporting, including actions in response to FHWA and FTA’s certification report.

   Note: Consultant Costs of $100,000 will be used for HR support, $100,000 for Legal support, and $40,000 for accounting services. $100,000 of consultant services will also be needed for the PSRC’s continuity planning.

   All the administrative, legal and financial management tasks listed above were addressed during the fiscal year.

   In November 2017, we received notice that PSRC had received their first Distinguished Budget Award from the Government Finance Officers Association (GFOA) for the Biennial Budget and Work Program for Fiscal Years 2018-19.

   In February 2018, we completed the fiscal year 2017 audit by the State Auditor’s Office. The audit results were announced at the exit conference on February 7, 2018. Both PSRC and EDD received clean audits. There were no findings reported. Audit results and financial statements are published on the State Auditor’s website at www.sao.wa.gov.
On May 31, 2018, the General Assembly adopted a Supplemental Biennial Budget and Work Program for Fiscal Years 2018-19.

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.

Agency network, data and meeting room audio/visual systems were maintained in good working order. The principal technology plan project for the year was migration of on-premise computing resources to the cloud. Substantial progress was made in this regard with the primary file server and majority of data resources and applications migrated to Amazon Web Services cloud. We began scoping and testing of the land use and travel demand modeling applications in preparation for moving them to the cloud in the summer of 2018.

Sub-Task 4. Information Center
a. Outreach and Public Service Activities
   ▪ Answer reference questions about the agency and its products for members, the public, businesses, community organizations, and others.
   ▪ Collect and organize agency products for public review.
   ▪ Support outreach activities and distribute agency products through the internet, local libraries or other methods.
   ▪ Respond to Public Records Act requests.
   ▪ Proofread, edit and format agency products.
b. Council and Staff Support
   ▪ Support the work of staff by responding to requests for information and conducting research.
   ▪ Track state and federal legislation for staff.
   ▪ Serve as a parliamentary resource.
   ▪ Provide new staff orientations and training in research tools.
c. Technology Support
   ▪ Assist with the agency’s social media program.
   ▪ Track web and social media statistics.
   ▪ Develop and maintain the agency intranet.
   ▪ Support staff use of technology by training, troubleshooting and providing information about tools and shortcuts.
d. Management of Collection and Agency Products
   ▪ Acquire and manage reference materials and subscriptions.
   ▪ Develop and maintain databases for reference materials, agency products, and subscriptions.
   ▪ Digitize older PSRC reports.
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.
**Outreach and Public Service Activities.** Responded to requests for research and PSRC products. Among the requesters were members, the public, and businesses. Distributed agency reports, as well as information about new agency publications and data. As PSRC’s Public Records Officer, one of the librarians answered public records requests and trained new employees in public records law.

**Council and Staff Support.** Responded to staff research requests. Provided parliamentarian services at all policy board meetings and the General Assembly. Performed bill tracking.

**Technology Support.** Developed a database for VISION 2050 scoping. Managed selection and deployment of a new contact management system for the agency, which will be integrated with PSRC’s email communications. Assisted with maintenance, improvements, and training for the new website. Updated data visualizations on the website. Assisted with work to improve website accessibility per federal standards. Delivered analytics data on performance of the website and social media. Supported agency’s social media work on YouTube, Instagram, Facebook, and Twitter. Supported Data Department’s project on data management by researching best practices and records management requirements. Maintained the agency’s intranet.

**Management of Collection and Agency Products.** Archived more than 3,800 agency products for long-term preservation and access. Performed other activities listed.

**Records Management Program.** As PSRC’s Records Management Officer, one of the librarians performed all duties on records management.

**Sub-Task 5. Facilities**

The PSRC office suite at Waterfront Place was extensively remodeled in 2013 with funding from a tenant improvement allowance provided by the landlord as part of a renewed lease.

PSRC coordinated with the landlord’s building management staff to keep the office space clean, safe and functional.

Responding largely to staff input, the agency decided not to remodel the built-in workspaces as originally planned. The lighting upgrades were completed, and a large corner office converted to a staff meeting room complete with audio and video teleconferencing capabilities.

**Initiative Sub-Tasks**

Se contract. The priority for this project was optimizing the spaces used by PSRC boards and committees and so limited resources prevented replacement/remodeling of some of the staff spaces. The facilities task and funding will upgrade some built-in workspaces that were built in 1994 and are approaching their useful life in addition, we will provide additional lighting and other minor improvements to the physical space.

**Sub-Task 6. Graphics**

- Ongoing graphics support for Agency.
- Plan, implement, and maintain the agency website.

Graphics staff continued to provide ongoing graphics support for Agency by:

- Maintaining the agency’s visual brand, including designing logo, letterhead, and templates for agendas and presentations
- Designing and producing agency reports and other publications
- Developing and maintaining a digital library of photos for agency use
- Designing and ordering staff business cards, office name plates and updating organization charts for agency
- Developing plaques and awards for agency

Staff also assisted in improving and providing ongoing maintenance for the agency’s website and social media accounts, including providing photos and designing charts, infographics and other visuals for the agency’s website, social media and email campaigns.

Staff also provided support for agency meetings and events, including advising staff on room set-up and designing and producing meeting materials, including nametags, signs, and handouts.

<table>
<thead>
<tr>
<th>Initiative Sub-Tasks</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unfunded Sub-Tasks</td>
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**Summary of Consultants within Administrative Support**

<table>
<thead>
<tr>
<th>Sub-Task</th>
<th>Description of Work</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
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<td>2</td>
<td>HR Support</td>
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<td>2</td>
<td>Legal Support</td>
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<td>2</td>
<td>Accounting Support</td>
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<td>Continuity Planning</td>
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<td>3</td>
<td>Network Support</td>
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<td>3</td>
<td>Disaster Planning</td>
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</table>

**Total Consultant Costs** $ 490,000
# Schedule of Expenditures of Federal Awards
## For The Year Ending June 30, 2018

### Federal Awards Expended

<table>
<thead>
<tr>
<th>Federal Agency (Pass-Through Agency)</th>
<th>Federal Program</th>
<th>CFDA Number</th>
<th>Other Award Number</th>
<th>From Pass-Through Awards</th>
<th>From Direct Awards</th>
<th>Total</th>
<th>Passed through to Subrecipients</th>
<th>Note</th>
</tr>
</thead>
<tbody>
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<td><strong>Economic Development Cluster</strong></td>
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<td>Department of Commerce</td>
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<td>Economic Development Administration</td>
<td>Economic Adjustment Assistance</td>
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<td>$17,183</td>
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<td>Federal Highway Administration (FHWA), (via WA State Department of Transportation)</td>
<td>Highway Planning and Construction</td>
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<td>Federal Transit Administration (FTA)</td>
<td>Enhanced Mobility of Seniors and Individuals with Disabilities</td>
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<td>65,723</td>
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<tr>
<td><strong>Total Transit Services Program Cluster:</strong></td>
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<tr>
<td><strong>Environmental Protection Agency (EPA), (United States Endowment for Forestry and Communities)</strong></td>
<td>Metropolitan Transportation Planning and State and Non-Metropolitan Planning and Research</td>
<td>20.505</td>
<td>GCB 1768A</td>
<td>66.441 E16_HWS</td>
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<tr>
<td><strong>Total Federal Awards Expended:</strong></td>
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<td>$7,644,708</td>
<td>$17,183</td>
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</tbody>
</table>

The accompanying notes are an integral part of this schedule.
NOTES:

NOTE 1 - BASIS OF ACCOUNTING
The schedule of expenditures of federal awards is prepared on the accrual basis of accounting. The information on this schedule is presented in accordance with the requirements of 2 CFR 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards". Therefore, some amounts presented in this schedule may differ from amounts presented, or used in the preparation of the basic financial statements.

NOTE 2 - PROGRAM COST
The amounts shown as current year expenditures represent only the Federal grant portion of the program cost. Entire program cost, including Puget Sound Regional Council's portion, may be more than shown.

NOTE 3 - MPO PLANNING FUNDS
For purposes of this report, these have been reported separately, although the state consolidates these under agreement number GCB 1768A.

NOTE 4 - INDIRECT COST RATE
The Council has not elected to use the 10-percent de minimus indirect cost rate allowed under the Uniform Guidance. The amount expended includes $3,245,516 claimed as an indirect cost recovery using an approved indirect cost rate of 53.07% of direct salaries and benefits.