
2014 UNIFIED PLANNING WORK PROGRAM (UPWP) ANNUAL REPORT

INTRODUCTION

ABOUT SCOG

Skagit Council of Governments (SCOG) is a voluntary organization of local governments whose purpose is to foster a cooperative effort in resolving problems that are common and regional. SCOG is responsible for the functions of the Metropolitan Planning Organization (MPO) and the Skagit-Island Regional Transportation Planning Organization (SIRTPO). Through these organizations, federally and state-required planning actions are carried out. One of these actions is the development of the Skagit-Island Unified Planning Work Program.

WHAT IS A UPWP?

The [Skagit-Island Unified Planning Work Program \(UPWP\)](#) is a report detailing the planned work tasks and expenses for the State Fiscal Year (July 1st to June 30th). The UPWP identifies how state and federal planning requirements will be addressed, who will perform the work, the schedule for completing the work, and a summary of the funding that will be used.

WHAT IS THE ANNUAL REPORT?

Agencies that submit a UPWP to WSDOT are required by [23 CFR 420.117](#) to report annually on UPWP progress. SCOG must submit performance and expenditure reports detailing the progress made in fulfilling the UPWP which includes:

- Comparison of actual performance with established goals
- Progress in meeting schedules
- Budgeted amounts compared to actual expenses
- Cost overruns or underruns
- Approved work program revisions

This report is a documentation of the requirements listed above.

PROGRAM ELEMENTS

ELEMENT 1: ADMINISTRATION

This work element focuses on all aspects of agency and personnel management, policy board support, meeting coordination, budgeting, transportation and land use policy development and review, and annual work program reporting and development. SCOG's role in identifying potential funding sources for planned regional transportation improvements is also included in this element.

SFY 2014 ACCOMPLISHMENTS

- [2013 UPWP annual report](#)
- Preparation and adoption of the [2015 UPWP](#)
- Adoption of the [2014 budget](#)
- Developed SCOG agreement for member agencies (Note: the agreement was ratified on July 1, 2014 and changed the name of Skagit Metropolitan Planning Organization to Skagit Council of Governments, as the earlier MPO agreement was superseded.)

- Completion of the [Title VI Annual Report](#)
- Update of the [Title VI Plan](#)
- Completion of the [MPO Self-Certification](#) process
- Updated [SCOG Website](#)
- Held regular Technical Advisory Committee (TAC) and Policy Board meetings

WORK NOT COMPLETED

- 1.3 SCOG did not adopt an updated Public Participation Plan (PPP) in the fourth quarter of calendar year 2013. SCOG has a contract with a consultant to develop the PPP in coordination with Skagit Transit. It is anticipated that the PPP will be adopted at the end of calendar year 2014.
- 1.4 SCOG did not complete Memorandums of Understanding (MOU's) with WSDOT and Skagit Transit. This is because WSDOT has advised SCOG to wait until they develop a template for this action to standardize similar agreements across Washington State. SCOG anticipates that this will be completed in SFY 2015.

EXPENDITURES

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$169,900	\$266,098	-\$96,198	157%

When the 2014 UPWP was adopted, SCOG staff did not anticipate the amount of staff time that would be needed for task 1.4: Governance. Much of the Executive Director's time was diverted to developing a new agreement and bylaws to streamline the administration of SCOG. As a result, more of the budget was devoted to administrative functions and less ended up being spent in other elements.

ELEMENT 2: MULTI-MODAL PLANNING

This work program element focuses on the development, ongoing maintenance and update of the Skagit/Island Regional Transportation Plan (RTP). The latest RTP was approved in August 2010. Additional priority tasks include modal plans, corridor plans, and planning assistance for member jurisdictions.

SFY 2014 ACCOMPLISHMENTS

- Completed [Demographic Profile of Skagit County](#)
- Completed [Environmental Justice assessment](#) of Skagit TAP & STP projects
- Provided transportation planning assistance to member jurisdictions
- Continued work on the [Skagit Regional Non-Motorized Plan](#)
- Completed [Skagit industrial lands inventory](#)
- Began scheduled update to the Transportation Element of the Island County Comprehensive Plan
- Implemented radar feedback signage improvement projects on Whidbey Island
- Coordinated with WSDOT Ferries, City of Mukilteo and other agencies on the Mukilteo Multimodal Ferry Project
- Assisted Island County and local agencies with commute trip reduction efforts

- Completed a report on historic roads in Island County

WORK NOT COMPLETED

- 2.1 The Skagit-Island Metropolitan/Regional Transportation Plan had no changes made to it in SFY 2014. Outside of the development of the regional travel demand model identified in Element 4, little staff time was dedicated to this work item because the plan is still current and did not require any changes.
- 2.2 The Human Services Transportation Plan (HSTP) was not adopted by June 30, 2014. After the development of the 2014 UPWP, WSDOT issued a schedule for completing HSTPs. The schedule did not call for adoption of the plans until the end of CY 2014. SCOG expects to follow the timeline identified by WSDOT. A consultant is currently under contract to aid in the development of the Plan and a committee has been formed to assist with HSTP development.
- 2.9 The Skagit Regional Non-Motorized plan has not yet been completed. SCOG staff is currently writing a draft of the plan that will be available for review in the third quarter of CY 2014.

EXPENDITURES

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$662,400	\$319,976	\$342,424	48%

The reason Skagit MPO and Skagit-Island RTPO were under budget in this element is because focus of staff was pulled from this element to meet the administrative needs of managing the MPO and RTPO. A couple of consultant contracts for work done in this element have not yet been billed. These billings would have added \$155,000 to the amount expended under Element 2.

With the development of the Regional Transportation Plan Update, more staff time will be spent in this work element in SFY 2015.

ELEMENT 3: PRIORITIZATION & PROJECT PROGRAMMING

SCOG is obligated by federal and state regulations to develop and manage a programming process to program federally-funded and other regionally significant transportation improvement projects over a four-year period. The Skagit Metropolitan Transportation Improvement Program (SMTIP) and the Skagit/Island Regional Transportation Improvement Program (S/IRTIP) is updated annually, and is amended on an as-needed basis throughout the year. The [MTIP and RTIP](#) are effectively an ongoing process of programming federal, state, and local expenditures to implement the M/RTP planning goals and state and federal planning emphasis areas.

SFY 2014 ACCOMPLISHMENTS

- Adopted the [2014-2017 MTIP and RTIP](#) in October 2013
- Managed the FY 2014-2017 MTIP and RTIP through formal amendments and administrative modifications

- Published [Annual Listing of Federally Obligated Projects](#) for calendar year 2013
- Adoption of Transportation Alternatives Program (TAP) [selection process](#) and [selection criteria](#)
- [Awarded six years' worth of TAP funding to regional projects](#)
- Adoption of Surface Transportation Program (STP) [selection criteria](#) and issued call for projects to program six years' worth of STP funding in 2015-2018 TIP
- [Awarded and allocated STP funds](#) to meet obligation targets

WORK NOT COMPLETED

3.1 The formal selection process for projects to be included in the MTIP and Skagit RTIP which includes project evaluation and selection criteria was intended to be adopted in SFY 2014. This process was adopted by the SCOG Transportation Policy Board in July 2014, a few weeks after the State Fiscal Year ended.

EXPENDITURES

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$53,000	\$73,088	-\$20,088	138%

The overrun in this element was largely due to the SCOG staff time spent on developing Surface Transportation Program project selection and the associated criteria. An initial round of project selection commenced in January 2014 with the TAC requesting that projects be reassessed several times. The development of more refined project selection criteria followed, which took a considerable amount of staff time which was not anticipated. The new criteria will expedite selection processes in the future.

ELEMENT 4: TRAVEL DEMAND FORECASTING & DATA MANAGEMENT

A regional travel demand model is used to inform transportation policy decisions. Varying funding and project scenarios can be run to establish a reasonable estimate of what the regional transportation needs will be in the future. The RTP is based on the development of the regional transportation model. Similarly, member agencies base the transportation elements of their comprehensive plans on the regional travel demand model. This element includes maintenance, updating and ongoing utilization of the VISUM travel demand forecasting software package and the utilization of a traffic analysis computer software package (Synchro) for intersection operation analysis for long-range planning, concurrency analysis, level-of-service analysis and development impact assessment by member jurisdictions.

SFY 2014 ACCOMPLISHMENTS

- Maintained regional travel demand model
- Worked with consultant to update travel demand model
- Assisted local jurisdictions with transportation modeling and operational analysis

WORK NOT COMPLETED

4.1 The 2014 UPWP predicted that the transportation model would be complete in early 2014. Work has commenced on the model but the update is not yet complete. Land use and forecasting assumptions, made in cooperation with local planners, took longer than

expected. SCOG expects the regional travel demand model to be complete in the third quarter of CY 2014.

- 4.2 SCOG staff maintained an electronic library of traffic counts but did not devote the staff time necessary to make this information readily available to the public. This feature was not viewed as a high priority compared to other work tasks accomplished by staff. SCOG staff has completed a draft long range economic forecast that is expected to be finalized in third quarter CY 2014. This task will be done concurrently with the Regional Transportation Plan update in SFY 2015. SCOG also anticipated that Puget Sound Regional Council would conduct a household travel survey that also polled Skagit and Island County residents, but the designated area to be surveyed did not include Skagit or Island counties as expected. This work was not completed by the end of SFY 2014.

EXPENDITURES

Amount Budgeted	Amount Expended	Remaining Balance	Percent Expended
\$182,400	\$71,401	\$110,999	63%

The reason Skagit MPO and Skagit-Island RTPO were under budget in this element is because the travel demand model was not completely updated in SFY 2014. Island County currently has a consultant updating the Skagit and Island County travel demand models and developing forecast conditions models for use in the Island County Comprehensive Plan Transportation Element Update and the Regional Transportation Plan Update. The model update is expected to be completed by the end of CY 2014.

SUMMARY OF EXPENDITURES

	Program Fund Source	Element 1: Administration	Element 2: Multimodal Planning	Element 3: Project Programming	Element 4: Travel Demand Forecasting & Data Management	Total Expenditures
SMPO	FHWA PL Federal Funds	\$87,600	\$119,400	\$20,100	\$72,000	\$299,100
	Actual	\$136,267	\$54,494	\$38,896	\$33,747	\$263,404
	FTA 5303 PL Federal Funds	\$14,200	\$31,100	\$3,000	\$1,300	\$49,600
	Actual	\$32,155	\$9,462	\$402	\$81	\$42,099
	FTA 5310 Federal Funds	\$0	\$30,000	\$0	\$0	\$30,000
	Actual	\$0	\$5,667	\$0	\$0	\$5,667
	Total	\$101,800	\$180,500	\$23,100	\$73,300	\$378,700
Actual	\$168,421	\$69,623	\$39,298	\$33,828	\$311,171	
SIRTPO	RTPO Planning Funds*	\$46,000	\$49,700	\$7,800	\$7,400	\$110,900
	Actual	\$57,609	\$35,978	\$12,811	\$3,387	\$109,785
Skagit RTPO	RTPO Planning Funds	\$22,300	\$42,000	\$6,800	\$7,400	\$78,500
	Actual	\$46,021	\$19,083	\$9,305	\$3,387	\$77,796
	STP Funds	\$4,000	\$110,300	\$8,800	\$101,700	\$224,800
	Actual	\$19,369	\$67,650	\$39,928	\$68,585	\$195,532
	Total	\$26,300	\$152,300	\$15,600	\$109,100	\$303,300
Actual	\$65,390	\$86,734	\$49,233	\$71,972	\$273,328	
Island RTPO	RTPO Planning Funds	\$23,800	\$7,700	\$1,000	\$0	\$32,500
	Actual	\$11,589	\$16,895	\$3,505	\$0	\$31,989
	STP Funds	\$18,000	\$302,900	\$13,300	\$0	\$334,200
	Actual	\$20,698	\$135,263	\$7,811	\$0	\$163,772
	Total	\$41,800	\$310,600	\$14,300	\$0	\$366,700
Actual	\$32,287	\$152,158	\$11,316	\$0	\$195,761	
Special HPP Projects	North Sound Connecting Communities Project	\$0	\$19,000	\$0	\$0	\$19,000
	Actual	0	11461.34	0	0	\$11,461
	Total Planned Expenses	\$169,900	\$662,400	\$53,000	\$182,400	\$1,067,700
	Actual Expenses	\$266,098	\$319,976	\$99,847	\$105,800	\$791,722

*RTPO Planning Funds are an apportionment to SIRTPO. The funds are distributed to Skagit and Island Sub-RTPO's based on work program cost estimates.

COMMENTS

When the 2014 UPWP was adopted, Skagit MPO and Skagit-Island RTPO planned on spending over \$1 million to perform the work identified. Actual expenses came in at \$791,722. The budget surplus can largely be explained by the fact that a couple of large consultant contracts underway have not been billed. Island County expects to spend another \$125,000 in Surface Transportation Program (STP) funds on their Transportation Element Update. SCOG expects to spend \$40,000 in STP funds on the travel demand model update and \$30,000 in FTA 5310 funds on the HSTP. These tasks are currently underway but because they are not yet completed, the invoices for the services have not been received.

Do to the unforeseen difficulties in developing new governance documents for SCOG, Skagit MPO and Skagit Sub-RTPO, staff time and resources were disproportionately applied to administration and pulled from Elements 2 and 4. With the adoption of the new agreements on July 1, 2014, SCOG expects to be able to devote more staff time to multimodal planning and travel demand model development.