

# Performance and Expenditure Annual Report

Reporting Period: SFY 2019 (July 1, 2018 – June 30, 2019)

Submitted: September 2019



*Benton-Franklin Council of Governments*  
P.O. Box 217  
Richland, WA 99352  
(509) 943-9185  
<http://bfcog.us/transportation/>  
[transportation@bfcog.us](mailto:transportation@bfcog.us)



## Benton-Franklin Council of Governments Board

| Jurisdiction                           | Member                      |
|--|-----------------------------|
| Ben Franklin Transit                   | Bob Koch                    |
| Benton County                          | Jim Beaver                  |
| Benton Public Utilities District (PUD) | Lori Saunders               |
| City of Benton City                    | Linda Lehman                |
| City of Connell                        | Lee Barrow                  |
| City of Kahlotus                       | Chad Davis                  |
| City of Kennewick                      | Ed Frost                    |
| City of Mesa                           | Patti Bailey                |
| City of Pasco                          | Ruben Alvarado              |
| City of Prosser                        | Mary Ruth Edwards           |
| City of Richland                       | Brad Anderson               |
| City of West Richland                  | Ken Stocker                 |
| Franklin County                        | Brad Peck (Vice President)  |
| Port of Benton                         | Bob Larson                  |
| Port of Kennewick                      | Skip Novakovich (President) |
| Port of Pasco                          | Vicki Gordon (Secretary)    |
| WSDOT – South Central                  | Todd Trepanier              |

### *Ex Officio Members*

|   |                              |
|---|------------------------------|
| United States Senate                      | Senator Maria Cantwell       |
| United States Senate                      | Senator Patty Murray         |
| Washington State House of Representatives | Representative Matt Boehnke  |
| Washington State House of Representatives | Representative Mary Dye      |
| Washington State House of Representatives | Representative Bill Jenkin   |
| Washington State House of Representatives | Representative Brad Klippert |
| Washington State House of Representatives | Representative Skyler Rude   |
| Washington State House of Representatives | Representative Joe Schmick   |
| Washington State Senate                   | Senator Sharon Brown         |
| Washington State Senate                   | Senator Mark Schoesler       |
| Washington State Senate                   | Senator Maureen Walsh        |
| Department of Energy                      |                              |

### **Title VI Notice**

The Benton-Franklin Council of Governments (BFCG) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form call (509) 943-9185 or online at <http://bfcog.us/title-vi-information/>.

### **Americans with Disabilities Act (ADA) Information**

Materials can be provided in alternate formats by contacting the Benton-Franklin Council of Governments (BFCG) at (509) 943- 9185 or <http://bfcog.us/transportation/>.



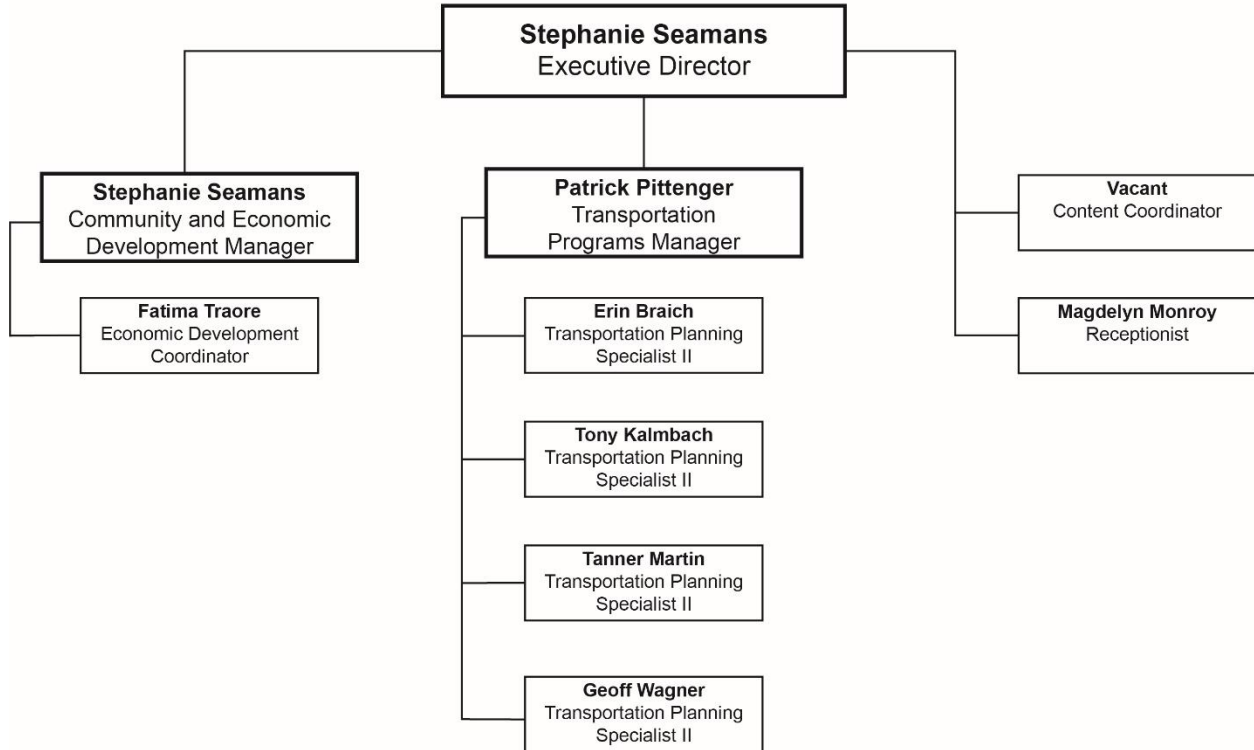
*Benton-Franklin Council of Governments  
Tri-Cities Metropolitan Planning Organization  
Benton-Franklin Regional Transportation Planning Organization*

## Benton-Franklin Council of Governments Organizational Structure



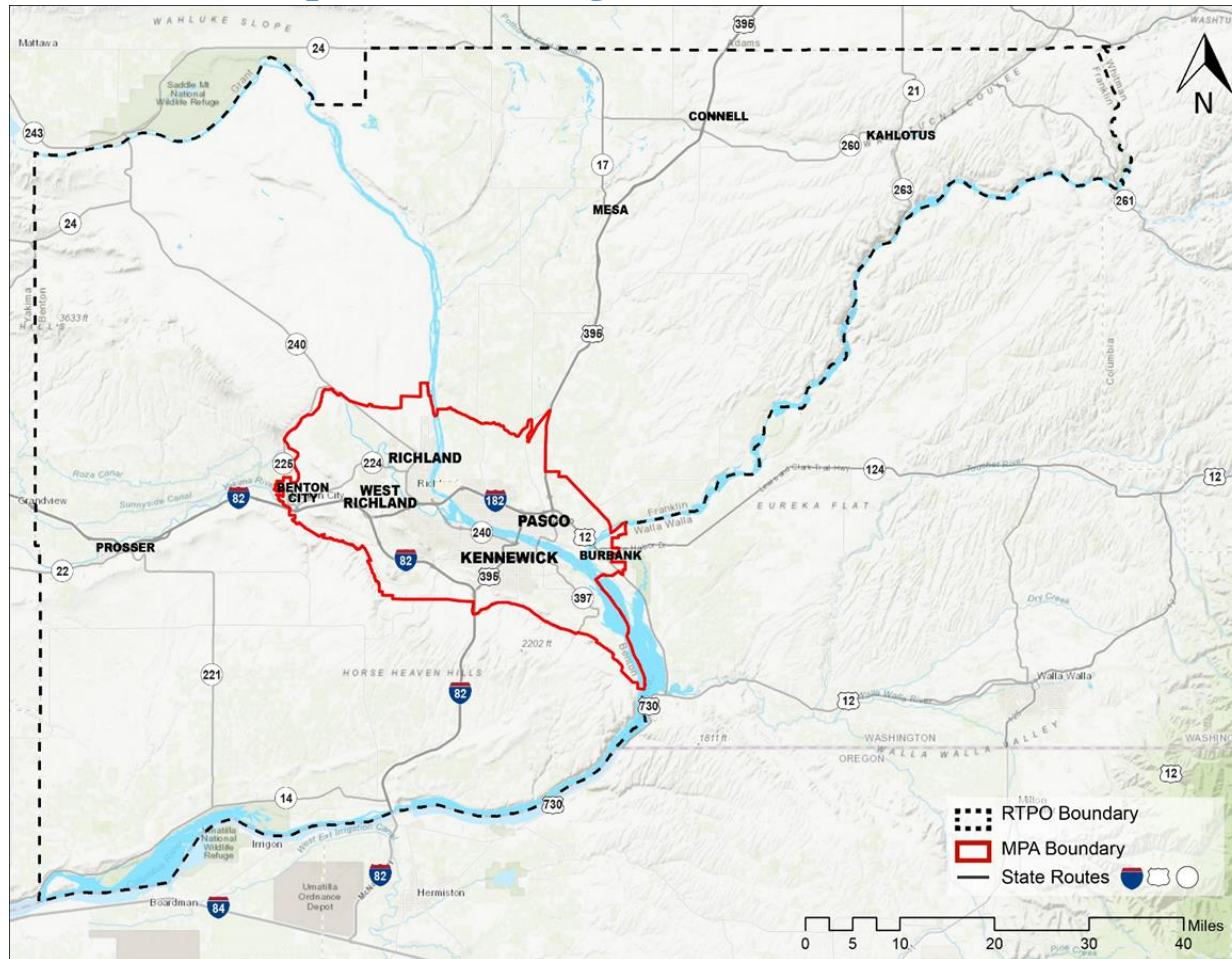
### **BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

Providing Economic Development, Transportation Planning & Metropolitan Planning for Benton and Franklin Counties in Washington State.





## Benton-Franklin Council of Governments' Regional Transportation Planning (RTPO) and Metropolitan Planning Area (MPA) Boundaries





## **Introduction**

### *Background*

The Benton-Franklin Council of Governments (BFCG) is the lead agency for coordinating transportation planning in the Tri-Cities Metropolitan Area, and in Benton and Franklin Counties. BFCG is the Metropolitan Planning Organization (MPO) for the Tri-Cities and the Regional Transportation Planning Organization (RTPO) for Benton and Franklin Counties. Also, due to the Tri-Cities having a population over 200,000, the area is also designated a Transportation Management Area (TMA). MPO's and TMA's are federal mandates, while the RTPO is a state requirement.

BFCG was initially designated by the Governor in 1973 as the MPO for the Tri-Cities Metropolitan Area. This was a result of the bi-county area becoming a federally designated Urban Area based on the 1970 U.S. Census. The MPO designation was reaffirmed by local jurisdictions in 1983. Upon designation as the MPO for the Kennewick-Pasco-Richland urbanized area, the BFCG established the Technical Advisory Committee (TAC) to fulfill the duties included in 23CFR450.300. The TAC is a multi-jurisdictional program comprised of engineers and planners representing local jurisdictions, special purpose districts, and WSDOT South Central Region. The TAC meets monthly or as needed and provides input, guidance and review of work program activities. Additionally, the TAC provides recommendations to BFCG's Board of Directors to be discussed further during BFCG's regularly scheduled monthly Board Meeting. This multi-level forum, provides local jurisdictions, elected officials and our community the opportunity to provide input and opportunities for coordination, inclusion, and to build consensus prior to adoption of work program products.

### *Purpose*

The BFCG Unified Planning Work Program (UPWP) Annual Report describes the progress and accomplishments outlined in the UPWP. The SFY 2019 UPWP outlined the transportation planning efforts of Benton, Franklin, and a portion of Walla Walla County (Burbank) in Washington State for the period of July 1, 2018 to June 30, 2019. The tasks and activities laid out in the UPWP support a continuing, coordinated, and comprehensive transportation planning process. This report reflects the UPWP for the SFY 2019 for the Benton-Franklin Council of Governments.



## **State Fiscal Year (SFY) 2019 Key Accomplishments**

Below are key accomplishments of BFCG during SFY 2019 organized by UPWP Task.

### **1. Program Administration**

---

- Completed SFY 2019 UPWP.
- Completed and submitted Title VI Annual Report and Plan to WSDOT.
- Developed Calendar Year 2020 BFCG Budget.
- Hired a new Transportation Programs Manager and two Transportation Planning Specialists.
- Developed an updated Public Participation Plan.
- Undertook efforts to review and improve agency policies and procedures.

### **2. Transportation Improvement Plan (TIP)**

---

- Developed and approved the 2019-2024 Transportation Improvement Program (TIP).
- Maintained current TIP with amendments and administrative modifications processed monthly and uploaded on ArcGIS online.
- Completed the 2018 Project Obligation Report.

### **3. Public and Stakeholder Participation and Coordination**

---

- Hosted a Complete Streets workshop.
- Participated in the Tri-Cities Ozone Pre-Cursor Study and workshop.
- Coordinated with the U.S. Census to assist in 2020 Census Report.
- Held a public meeting for the updated Public Participation Plan and Title VI Plan.
- Distributed newsletters on BFCG activities.
- Attended community events, festivals, and meetings to promote BFCG activities.
- Participated in the State Route 240 Integrated Scoping Project and open house.
- Held an open house to present the draft 2019-2024 TIP to the public.

### **4. Regional Transportation Products**

---

- Incorporated and adopted WSDOT's Target Zero and safety performance measures.
- Worked in coordination with Ben Franklin Transit to develop a Human Services Transportation Plan (HSTP) that was adopted in January 2019.
- Began developing a Bicycle Level of Service (BLOS) formula on roadways within BFCG's MPA and RTPO boundaries.
- Updated regional traffic counts for locations throughout the MPO/RTPO area and summarized findings into a report.
- Conducted single-occupancy/high-occupancy windshield survey and summarized findings into a report.
- Completed Park and Ride Surveys.



## Major Work Elements

The SFY 2019 UPWP identified priorities for the Benton-Franklin Council of Governments and allocated resources to specific needs and projects. It also assisted local, state, and federal agencies in coordination of urban transportation planning activities.

### 220 Program Administration, Interagency Coordination, and Public Involvement

The tasks in this work element included activities related to the overall administration of BFCG’s transportation planning program. All tasks are annual or ongoing activities undertaken to maintain compliance with federal/state regulations, organize and manage MPO/RTPO activities, and improve staff skills.

Approved UPWP Revisions:

- Increased FHWA PL funding.
- Decreased FHWA STBG funding.
- Increased RTPO funding due to statewide RTPO funding distribution.

Funding:

**UPWP Budget**

| Funding Source | Amount           |
|----------------|------------------|
| FHWA PL        | \$189,526        |
| FHWA STBG      | \$0              |
| FTA 5303       | \$22,890         |
| RTPO           | \$28,783         |
| Local          | \$33,152         |
| <b>Total</b>   | <b>\$275,680</b> |

**Remaining Funds**

| Funding Source      | Amount          |
|---------------------|-----------------|
| FHWA PL / FTA 5303* | \$18,638        |
| RTPO                | (\$1,397)       |
| Local               | \$2,909         |
| <b>Total</b>        | <b>\$20,150</b> |

\*Note: FHWA PL and FTA 5303 are combined because under a Consolidated Planning Grant (CPG) funds may be used for all eligible tasks through the invoicing process.



## **220.1 Administration**

### Tasks Outlined in SFY 2019 UPWP:

- Participate in the BFCG committee process throughout the program year. Prepare materials and information in support of these meetings.
- Maintain contact and collaboration with MPOs, RTPOs and other regional organizations through the MPO/RTPO/WSDOT Coordinating Committee meeting.
- Participate in webinars, conferences and workshops for professional development.
- Ensure compliance of MPO activities with federal regulations throughout the program year.
- Perform management and coordination of MPO/RTPO activities throughout the program year.
- Communication with federal and state officials.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 220.1 Administration. The following additional tasks were completed:

- Improved administrative functions, including financial tracking and invoicing.

## **220.2 UPWP/Annual Report**

### Tasks Outlined in SFY 2019 UPWP:

- In the SFY 2020 UPWP outline the following items: description of work elements including tasks and outcomes; schedule for completing each work element; source of funds and budget amount for each project; and unfunded projects in appendix.
- In the SFY 2018 Annual Report describe the following items: comparison of actual performance with established goals; progress in meeting schedules; status of expenditures in a format compatible with the work program, including a comparison of budgeted (approved) amounts and actual costs incurred; cost overruns or underruns; approved work program revisions; and other pertinent supporting data.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 220.2 UPWP/Annual Report. The following additional tasks were completed:

- Amended UPWP.

## **220.3 Public Involvement/Outreach**

### Tasks Outlined in SFY 2019 UPWP:

- Maintain/update database of contacts.
- Increase public awareness of BFCG activities.
- Monitor implementation of public involvement procedures.
- Identify methods to increase information distribution on BFCG and open houses.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 220.3 Public Involvement/Outreach. The following additional tasks were completed:

- Completed Public Participation Plan.





## **220.4 Title VI – Environmental Justice**

### Tasks Outlined in SFY 2019 UPWP:

- Title VI Coordinator will monitor elements of the Title VI and Environmental Justice Program that are required in the core transportation planning functions at the BFCG.
- Title VI Coordinator will participate in educational opportunities, via webinars, workshops and trainings as appropriate on Title VI and Environmental Justice topics.
- Ongoing data collection efforts to compile demographic data in BFCG planning areas.
- Title VI Coordinator will prepare/submit Annual Report to WSDOT each April that includes ongoing related work tasks and educational development.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 220.4 Title VI – Environmental Justice. The following additional tasks were completed:

- Completed BFCG Title VI Plan.

## **220.5 STBG/TAP**

### Tasks Outlined in SFY 2019 UPWP:

- Reporting/Tracking; includes quarterly reports of federal obligations, updates prepared for Tri- MATS and BFCG Board. Maintenance of documentation.
- Internal review of format and content of project application and TIP policies.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 220.5 STBG/TAP.

## **220.6 Air Quality Coordination**

### Tasks Outlined in SFY 2019 UPWP:

- Identify and prepare contact information for list of stakeholders.
- Meet with Benton Clean Air Agency, Washington Department of Ecology, WSDOT and regional stakeholders.
- Training for staff.
- Study educational tools for successful community outreach.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 220.6 Air Quality Coordination. The following additional tasks were completed:

- Participated in the Tri-Cities Ozone Precursor Study and continued coordination with partner agencies on air quality education.
- Coordination with Department of Ecology on media campaign for public awareness on ozone.



## 221 Regional Transportation Planning

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

### Approved UPWP Revisions:

- Increased FHWA PL funding.
- Increased RTPO funding.
- Increased RTPO funding due to statewide RTPO funding distribution.

### Funding:

#### UPWP Budget

| Funding Source | Amount           |
|----------------|------------------|
| FHWA PL        | \$187,605        |
| FHWA STBG      | \$0              |
| FTA 5303       | \$53,497         |
| RTPO           | \$96,038         |
| Local          | \$37,629         |
| <b>Total</b>   | <b>\$374,768</b> |

#### Remaining Funds

| Funding Source      | Amount          |
|---------------------|-----------------|
| FHWA PL / FTA 5303* | \$70,054        |
| RTPO                | (\$2,710)       |
| Local               | \$10,933        |
| <b>Total</b>        | <b>\$78,276</b> |

\*Note: FHWA PL and FTA 5303 are combined because under a Consolidated Planning Grant (CPG) funds may be used for all eligible tasks through the invoicing process.



## **221.1 Multi-Modal Planning**

### Tasks Outlined in SFY 2019 UPWP:

- For Bicycle Level of Service (BLOS) complete the following: develop scope of work and project schedule; coordinate data collection in ArcGIS; identify bike connectivity issues; collect bike lane and path locations conditions data; and BLOS calculations with written report (Spring 2019).
- For Sidewalk Inventory complete the following: finalize pilot program and present to BFCG TAC and Board; evaluation and refinement of pilot program; coordinate data collection in ArcGIS; and data analysis and report creating (Fall 2018).
- For Benton Franklin RTPO All Weather Road (AWR) Report complete the following: scope of work with project schedule; identify and adopt criteria to help standardize identification and prioritization of AWR; create/manage an Advisory Committee for jurisdiction input/validation as regional AWR is developed; identify and map existing AWR segments and commodity storage and processing facilities in the RTPO; identify, map and adopt a list of projects with associated cost estimates; and write a report documenting AWR system development (Spring 2019).

### Tasks Completed:

- Developed BLOS formula for BFCG Metropolitan Planning Area (MPA).
- Collected data in ArcGIS from local jurisdictions on Class 1 (shared use paths), Class 2 (bike lanes), Class 3 (bike routes), and sharrows.
- Due to staff turnover and modified priorities the Sidewalk Inventory and All Weather Road Report was not completed.
- Continued coordination with Ben Franklin Transit and People For People on various subjects.

## **221.2 TMA Congestion Management Process**

### Tasks Outlined in SFY 2019 UPWP:

- Monitor and participate in federal and state plans and discussions for performance data and measures.
- Begin development and framework for update to the CMP Plan/document.
- Reconvene the BFCG CMP Committee.
- Ongoing review and research of 2014-2016 CMP summary data (GPS Travel Times) and other available data sets (ex: RITIS/NPRDMS, StreetLight, BFCG Regional Traffic Count Program).

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 221.2 TMA Congestion Management Process. The following additional tasks were completed:

- Conducted procurement of consultant for CMP assistance and acquiring additional travel data.



### **221.3 GMA Activities**

#### Tasks Outlined in SFY 2019 UPWP:

- Work with local governments in the early stages of local comprehensive plan and countywide planning policy development to more effectively identify and resolve consistency issues.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 221.3 GMA Activities. The following additional tasks were completed:

- Completed GMA Certification Review of the City of West Richland's Transportation Element in the Comprehensive Plan.

### **221.4 GIS & Data Services**

#### Tasks Outlined in SFY 2019 UPWP:

- Develop organized effort to collect, update and maintain regional planning data.
- Ongoing development, maintenance and update of our regional planning GIS data. Includes outreach to local agencies and jurisdictions for new/updated data.
- Developed RTPO Roadway Traffic Count data and maps.
- Regional Traffic Flow Mapping.
- Support for Congestion Management Process, Human Services Transportation Plan, SOV/HOV Survey, Park & Ride Inventory and Active Transportation Plan.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 221.4 GIS and Data Services. The following additional tasks were completed:

- Updated BFCG website with ongoing and recently completed project data.
- Presented to the Washington State House of Representatives State Government & Tribal Relations Committee on how BFCG utilizes GIS as a planning tool.
- Coordinated with the U.S. Census to assist in 2020 Census Report.
- Completed WSDOT's Freight and Goods Transportation System (FGTS) update for the Tri-Cities region.

### **221.5 Transportation Improvement Program (TIP)**

#### Tasks Outlined in SFY 2019 UPWP:

- Develop and implement the BFCG 2019-2022 Metropolitan/Regional TIP. Includes collaboration with local agencies and BFCG review of local TIPs.
- Public Outreach – Implement Public Participation activities, including; TIP public meeting notices sent via email to MPO/RTPO public involvement distribution list, GIS mapping, post draft TIP on the BFCG website/prepare newspaper ads/newsletter for public meeting notice, Tri- MATS/Board process, review and prepare responses to comments.
- Conduct the TIP action process for amendments and administrative modifications throughout the program year and process the full package for submittal to WSDOT.



- Maintain project listings and documentation of financial constraint. Prepare 2018 Annual Listing of Federal Obligations.
- Collaborate with WSDOT SC to hold an informational workshop regarding an overview of project development.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 221.5 Transportation Improvement Program (TIP) besides the following:

- Information with WSDOT SC is postponed, but still planned pending additional input on obligation authority policies.

### **221.6 Fast Act Implementation**

Tasks Outlined in SFY 2019 UPWP:

- WSDOT and MPOs have quarterly meetings and special information sessions to address the need to set performance targets. The meetings began in May 2014 and are expected to continue until targets have been set and will conclude this process.
- WSDOT and MPOs work together on developing comments for each target setting.
- BFCG staff review and discuss using the BFCG process.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 221.6 Fast Act Implementation. The following additional tasks were completed:

- Worked with WSDOT regarding safety performance measures target setting.

### **221.7 Statewide Planning Activities**

Tasks Outlined in SFY 2019 UPWP:

- BFCG and WSDOT will work together with corridor planning studies efforts by examining current and future travel conditions and cooperatively developing recommendations consistent with Practical Solution Design.
- Participate in the stakeholder's working groups with MPOs, RTPOs, and other agencies within the state by reviewing products and commenting upon the draft products.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 221.7 Statewide Planning Activities.



## 222 Traffic Data Management, Analysis, and Monitoring Program

The travel demand model and data forecasts future demand for roadway and transit facilities. It is a critical tool to serve the member agencies regarding land use development and evaluation of potential projects with regional impacts. The model also calculates the share of trips completed by a combined bicycle/pedestrian mode. The travel demand model is an important tool in planning for a transportation system that serves the future needs of the region.

### Approved UPWP Revisions:

- Increased FHWA PL funding.
- Increased RTPO funding due to statewide RTPO funding distribution.

### Funding:

#### **UPWP Budget**

| Funding Source | Amount          |
|----------------|-----------------|
| FHWA PL        | \$48,518        |
| FHWA STBG      | \$0             |
| FTA 5303       | \$7,147         |
| RTPO           | \$8,998         |
| Local          | \$8,688         |
| <b>Total</b>   | <b>\$73,341</b> |

#### **Remaining Funds**

| Funding Source      | Amount          |
|---------------------|-----------------|
| FHWA PL / FTA 5303* | \$27,806        |
| RTPO                | \$336           |
| Local               | \$4,633         |
| <b>Total</b>        | <b>\$32,774</b> |

\*Note: FHWA PL and FTA 5303 are combined because under a Consolidated Planning Grant (CPG) funds may be used for all eligible tasks through the invoicing process.



## **221.1 Traffic Count Program**

### Tasks Outlined in SFY 2019 UPWP:

- Obtain, update, convert, refine, and maintain traffic count data for the MPO/RTPO area. This includes national highway system, state highway system, county and local roadways.
- Continue traffic counting program to support transportation modeling, CMP and corridor studies.
- Conduct traffic count windshield surveys and park and ride lot counts regionally.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 221.1 Traffic Count Program. The following additional tasks were completed:

- Updated traffic count data was published on the BFCG website in an interactive ArcGIS map.
- Presented data from the 2018 regional traffic counts to the TAC and BFCG Board.

## **222.2 Travel Demand Model**

### Tasks Outlined in SFY 2019 UPWP:

- Ongoing review of model network, attributes, data updates.
- Input of new 2017 fixed-route service changes for Ben Franklin Transit.
- Input of the 2018 traffic count data.
- Research on travel behavior data within the MPA.
- Research land-use models available for agency use and integration into the travel model that would local planners with long-range planning forecasts.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 222.2 Travel Demand Model. The following additional tasks were completed:

- Training for staff.
- Conducted procurement of consultant for travel demand modeling assistance and acquiring additional travel data.

## **222.3 Travel Demand Model – Support**

### Tasks Outlined in SFY 2019 UPWP:

- Complete/track model data/analysis requests for member jurisdictions and agencies.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 222.3 Travel Demand Model – Support.



## 223 Human Services Transportation Plan

BFCG’s HSTP works in conjunction with Washington State’s Human Service Transportation Plan and meets federal requirements for 5310 federal funding allocation. The Human Services Transportation Plan (HSTP) ensures coordinated transportation planning between local agencies; state; MPO; and the community to improve transportation services for persons with special needs; their personal attendants; and those who are unable to transport themselves due to physical or mental limitations; income; or age.

Approved UPWP Revisions:

- N/A

Funding:

**UPWP Budget**

| Funding Source | Amount          |
|----------------|-----------------|
| FHWA PL        | \$0             |
| FHWA STBG      | \$0             |
| FTA 5303       | \$0             |
| HSTP           | \$13,000        |
| Local          | \$0             |
| <b>Total</b>   | <b>\$13,000</b> |

**Remaining Funds**

| Funding Source      | Amount     |
|---------------------|------------|
| FHWA PL / FTA 5303* | \$0        |
| RTPO                | \$0        |
| Local               | \$0        |
| <b>Total</b>        | <b>\$0</b> |

\*Note: FHWA PL and FTA 5303 are combined because under a Consolidated Planning Grant (CPG) funds may be used for all eligible tasks through the invoicing process.





## **223.1 Human Services Transportation Plan**

### Tasks Outlined in the SFY 2019 UPWP:

- Convene a public meeting regarding the Human Services Transportation Plan.
- Continue stakeholder outreach
- Issue a Call for Projects/ Develop a Prioritized Project List
- Write 2018 BFCG Coordinated Human Service plan documenting the planning process and establishing a context of human service planning related data in Benton and Franklin Counties
- Manage HSTP Steering Committee meetings.

Tasks Completed: All tasks outlined in the SFY 2019 UPWP were completed for 223.1 Human Services Transportation Plan.