

Fiscal Year 2003 Unified Planning Work Program (UPWP)

October 1, 2002–June 30, 2003

***Approved by the CCMPO Board August 21,
2002***



***Chittenden County
Metropolitan Planning
Organization***

*Communities working together
to meet Chittenden County's
transportation needs*



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The preparation of this document was financed jointly by the eighteen municipalities in Chittenden County and the Chittenden County Transportation Authority; the Vermont Agency of Transportation; and the United States Department of Transportation, Federal Highway Administration, and Federal Transit Administration.

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Prospectus

The 1991 enactment of the federal Intermodal Surface Transportation Efficiency Act (ISTEA) and its follow-on legislation, the Transportation Equity Act for the 21st Century (TEA-21), established a new vision for transportation and changed the federal focus of transportation planning. These laws enhanced the role of Metropolitan Planning Organizations (MPOs) and require an MPO/state/local partnership to plan and manage the multimodal transportation system of a region. In particular, this regional partnership is to focus its efforts on reconciling the multiple objectives of mobility for persons and freight, economic and community vitality, equity for transportation users, and sensitivity to the environment of the region.

This document, the **Fiscal Year 2003 Unified Planning Work Program**, or FY 2003 UPWP, defines the regionally agreed upon transportation planning priorities and the roles and responsibilities of the various participants in the transportation planning process of Chittenden County. The **Prospectus** provides an overview of the CCMPO process and describes how all of the municipalities, agencies, partners, stakeholders and other interests involved in the activities of CCMPO work together in a comprehensive, continuing, and cooperative process to meet critical transportation needs of Chittenden County.

Metropolitan Planning Area

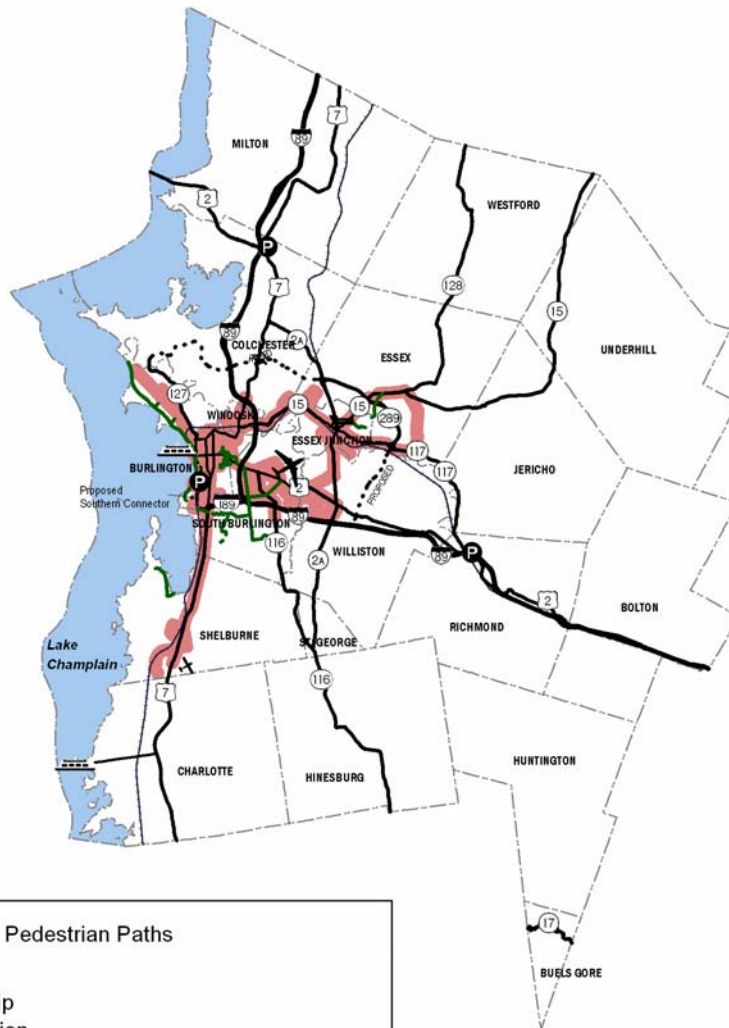
The CCMPO planning area consists of the 18 Chittenden County municipalities, as shown in the map on the next page, with an estimated 2000 population of 146,5711 and a land area of 614 square miles. Chittenden County is currently defined as being in “attainment” for air quality under the Clean Air Act Amendments of 1990 (CAAA).

Purpose of the UPWP

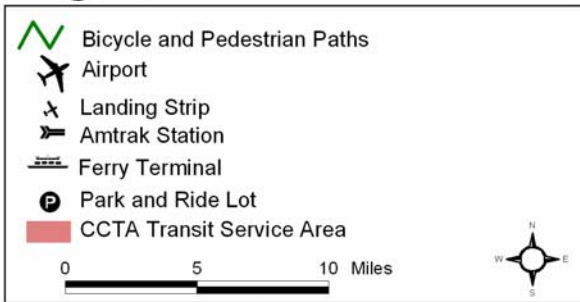
Each fiscal year (October 1 to September 30), the CCMPO prepares a Unified Planning Work Program (UPWP), which guides the CCMPO and summarizes transportation planning activities and priorities for the various agencies in Chittenden County. It shows who will do planning studies, when the work will be completed, and what the final products and benefits will be. The UPWP also serves as a management tool, a program budget and includes anticipated financial resources and expenditure information for the fiscal year covered.

The process for developing the annual UPWP includes a careful consideration of critical transportation issues facing the region and the analytical capabilities necessary to address them. This assessment is intrinsically tied to the regional transportation goals established in the CCMPO’s long-range Metropolitan

Key Features of the Chittenden County Transportation System



Legend



Transportation Plan. Opportunities for public comment on the draft UPWP are typically available between April and July of each year, with a final public hearing in July prior to Board adoption of the document.

Fiscal Year 2003 will be an unusual year for CCMPO. The CCMPO Board has decided to shift the CCMPO from the Federal Fiscal Year (October 1 to September 30) to the Vermont State Fiscal Year (July 1 to June 30). This will be done in FY 2003 by having a nine month fiscal year. That is, the CCMPO FY 2003 will begin on October 1, 2002 and will be completed on June 30, 2003. Beginning with FY 2004, all fiscal years will again be twelve months beginning on July 1. Because of this transitional year, we should be aware that the budget is about 75% of a normal twelve month budget.

Key Products of the Planning Process

In addition to the annual UPWP document, TEA-21 and its implementing regulations require that the CCMPO's planning process produce and manage the implementation of principal products, both of which are periodically updated:

- ◆ The Chittenden County Metropolitan Transportation Plan (MTP); and
- ◆ The Chittenden County Transportation Improvement Program (TIP).

Metropolitan Transportation Plan

Federal law and regulations require that metropolitan areas such as Chittenden County develop and periodically revise and update a Metropolitan Transportation Plan (MTP). The MTP must have a minimum 20-year time horizon and consider needs and issues across all transportation modes. It must tie the plan for transportation investments to a clear statement of regional goals and priorities. Federal law also requires the MTP to address seven metropolitan planning factors to ensure the federal funds spent on the region's transportation system also address national level goals for transportation. The MTP must also be fiscally constrained, which means the projected capital and operating costs associated with all the transportation projects and programmatic actions in the MTP cannot exceed the projected level of financial resources available during the life cycle of the MTP.

The CCMPO MTP must be updated on a maximum five-year cycle. The 1997 Long Range Transportation Plan (LRTP) titled "A Twenty-Year Vision for Transportation in Chittenden County" was adopted by CCMPO in January of 1997. In January 2002, we updated the transportation plan by amending certain sections of the existing plan based upon the work under way for the 2025 Metropolitan Transportation Plan. The 2025 MTP is currently in the final stages, and it is anticipated that the 2025 Metropolitan Transportation Plan will be adopted by December 2002.

The amendment replaces "Part 2: Vision and Goals" and "Part 3: Existing Transportation System" of the 1997 LRTP. All other sections of the 1997 LRTP remain unchanged. It also serves as the Phase I Report of the 2025 Metropolitan Transportation Plan. By defining a vision statement and goals and providing a list of issues and opportunities, it sets the stage for the alternatives analysis. The information and analyses summarized in the amendment was based on two years of technical work and public outreach efforts which have been thoroughly analyzed. A broad based MTP steering committee provided guidance and input on all work completed to date and will continue to provide direction until a final plan is adopted. When complete, the 2025 Metropolitan Transportation Plan will replace and update all sections of the 1997 LRTP.

Table 1, on the next page, summarizes the updates by section of the 1997 LRTP.

This update did not affect any of the projects currently listed in the CCMPO 2002-2004 Transportation Improvement Program, nor any of the following major action items listed in the 1997 Long Range Transportation Plan:

1997 LRTP Sections	January 2002 Updates
Part 1: Introduction	This Introduction describes the connection between the 1997 LRTP and MTP Phase I Report
Part 2: Vision & Goals	Replace entire Part 2 with Chapter 1: Regional Desires and Aspirations
Part 3: Existing Transportation System	Replace entire Part 3 with Chapter 2: Behavior and Trends; Chapter 3: System Conditions; Chapter 4: System Context and Chapter 5: Issues and Opportunities
Part 4: Alternatives Analysis	No Changes
Part 5: Land Use/Transportation	No Changes
Part 6: Action Plan	No Changes

Table 1: Relationship to 1997 Long Range Transportation Plan

- ◆ Maintenance first
- ◆ Growth center based land use
- ◆ Expanding transit service, and bike and pedestrian facilities
- ◆ Roadway efficiency improvements
- ◆ Key highway projects
- ◆ Goods movement and freight

Transportation Improvement Program

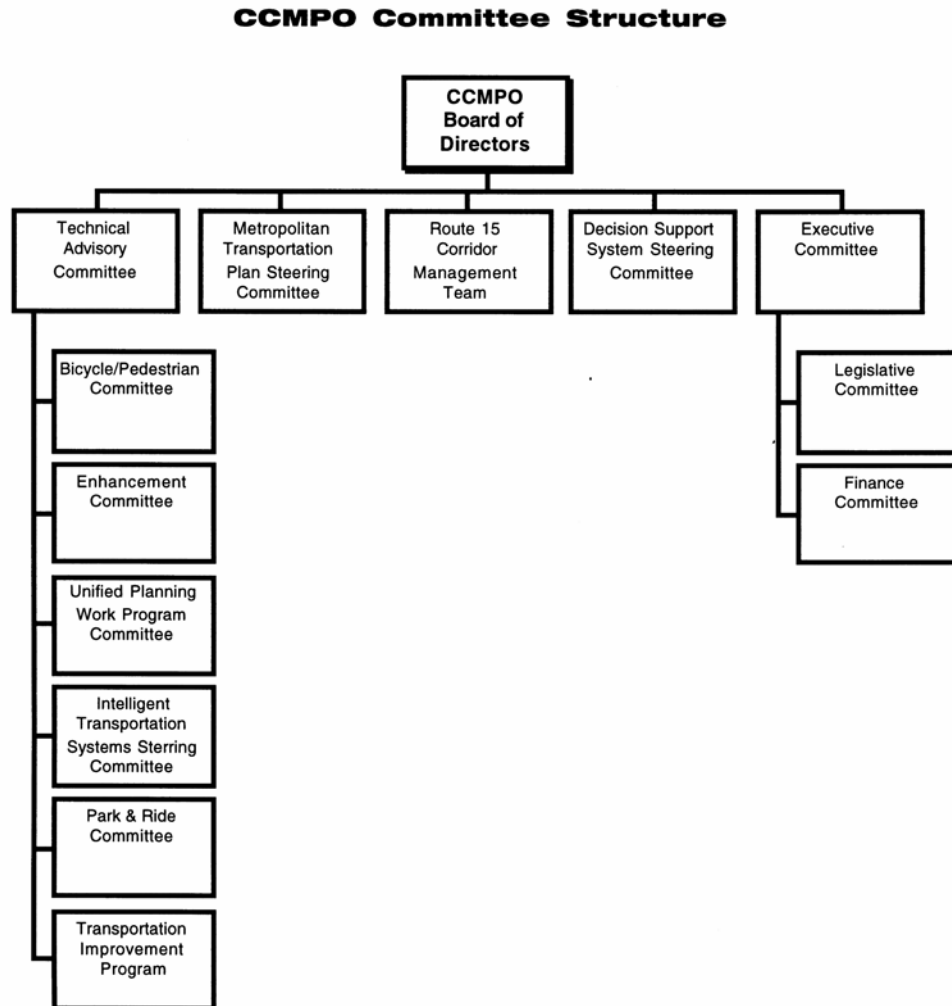
The Transportation Improvement Program (TIP) implements the MTP through a prioritized and fiscally-constrained three-year program of federally-funded projects in Chittenden County. The TIP is updated on an annual basis and submitted for state and federal approval by the end of July. The TIP documents the anticipated timing and costs for transportation projects in Chittenden County from the planning through construction phases. Federal law requires the TIP to be fiscally-constrained. In addition, documentation of private enterprise participation and financial capacity (as required for FTA Sections 3 and 9 programs) are included in the TIP. Projects in the TIP must be prioritized and adhere to project selection criteria established by the CCMPO. Finally, the TIP development process must give the public ample opportunities to review and comment in a constructive manner prior to document finalization.

CCMPO Organization

Figure 1 on the next page, shows the Organization Structure of CCMPO. The CCMPO is the communities working together to meet Chittenden County's transportation needs. Acting through committees is one way the work of the CCMPO is efficiently implemented. Committees provide the opportunity for all stakeholders to meet together and discuss issues, opportunities, policies, plans, and programs. Therefore, the CCMPO, like other MPOs, conducts a significant amount of its business through the committee structure. Committees operate at different levels of the organization. With the exception of the three committees specified in the Bylaws (CCMPO Board, Executive Committee and the Technical Advisory Committee),

committees undertake specific projects and programs. This allows interested stakeholders to participate actively in the work of the committee.

Figure 1: CCMPO Organization Chart



The following outlines the work of the committees.

The CCMPO Board of Directors provides a forum for the development of regional transportation plans and policies for the County and acts as a facilitator for implementation. It is made up of key elected and appointed officials from each of Chittenden County’s 18 municipalities, as well as the Vermont Agency of Transportation, the Chittenden County Transportation Authority, Burlington International Airport, and the U.S. Department of Transportation. Representatives of the rail, freight movement, land use planning, and special needs communities also participate directly in the CCMPO process. The voting members include the 18 municipalities and the Vermont Agency of Transportation (VTrans). The non-voting members provide policy, informational, and expertise linkages to key local, state, federal, and private sector issues that are integral to the CCMPO process.

There are two standing committees: the Executive Committee and the Technical Advisory Committee (TAC).

The Executive Committee reports to the Board, and its purpose is to facilitate the administration of the CCMPO, ensure that policy and planning recommendations are brought before the Board, and ensure that the decisions of the CCMPO are implemented. The members are the CCMPO Chair, Vice Chair, Secretary-Treasurer, and two At-Large members elected at the annual meeting.

The TAC undertakes initial phases of document development and technical project reviews, or other non-policy related tasks as are remanded to it by the Board of Directors for further investigation. The TAC is comprised of appointed representatives of the CCMPO member jurisdictions and agencies, and includes representatives of the various communities and interests whose views are critical to understand as part of the planning process. The detailed work of the TAC is conducted primarily through subcommittees.

Board Committees

Following are the ad hoc committees reporting to the board.

Finance Committee

The Finance Committee oversees the CCMPO financial records, the CCMPO budget, and the annual audit. It insures compliance with state and federal laws and regulations. Members are the Secretary-Treasurer (who serves as Chair) and two Board members.

Metropolitan Transportation Plan (MTP) Steering Committee

The MTP Steering Committee advises the Board on the development of the Metropolitan Transportation Plan (MTP). Members include representatives of ANR, Burlington Bikeways, CCMPO Board/TAC, CCRPC, CCTA, Chamber of Commerce, City of Burlington, CVOEO, FHWA, GBIC, City of South Burlington, Vermont Forum on Sprawl, VTrans, and Williston Public Works

Decision Support System (DSS) Steering Committee

The DSS Steering Committee advises the CCMPO and CCRPC Boards on the development of the transportation/land use decision support tool project. Members include representatives from the CCMPO and CCRPC Boards, Chamber/GBIC, environmental, VAOC&CD, VT Center for Geographic Information, VT Planners Association and VTrans.

Burlington to Essex Task Force (BETF)

This group had been formed to oversee and manage Phase 1B of the Burlington to Essex Project and was composed of representatives from the 18 communities, two from VTrans, CCTA, VTA, NECR, CCRPC, business, IBM, and the environmental community. This group will be reformatted for the continuing phase to include representatives from the five communities along the route and the major stakeholders such as VTrans, CCTA, VTA, St. Michael's, Fletcher Allen, the Fairgrounds, and Camp Johnson.

Technical Advisory Committee Committees

The TAC has a number of standing and ad hoc committees. Frequently, committees are formed for a specific project or program and then are dissolved when that task is completed.

Bicycle/Pedestrian Committee

The Bike/Ped Committee is a standing committee that advises the TAC on the development of regional sidewalk and bicycle/pedestrian plans. Membership includes various communities, agencies, and organizations interested in bicycle and pedestrian activities.

Enhancement Committee

The Enhancement Committee is an ad hoc committee that develops criteria and prioritizes enhancement projects. It makes recommendations to the TAC. Members include those interested members selected from the TAC.

Transportation Improvement Program (TIP) Committee

The TIP Committee is a standing committee that advises the TAC on the development of the annual TIP. It is made up of VTrans and those interested from the TAC.

Unified Planning Work Program (UPWP) Committee

The UPWP Committee is a standing committee that advises the TAC and the Executive Committee on the annual UPWP development. Membership includes VTrans, FHWA, CCTA, CCRPC and representatives from the TAC and the Board.

CCMPO Staff

The CCMPO employs an Executive Director and a professional staff to manage and conduct the CCMPO's transportation planning activities. The Executive Director is responsible to the Board, and all staff report to the Executive Director. The CCMPO staff collects, analyzes and evaluates demographic, land use and transportation-related data and seeks public input to understand the transportation system requirements of the region. Understanding these requirements allows for the development of plans and programs and the implementation of a transportation system that provides for the efficient movement of people, goods, and services. As appropriate, the CCMPO also retains expert consultants to conduct special studies and analyses. Currently, a substantial amount of the work undertaken by CCMPO is through consultants.

Transportation Funding

The CCMPO receives funding for regional transportation planning from several sources. Annually, the federal government, through the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), provides about 80 percent of the CCMPO's funding. Under federal law, these funds must generally be matched by the recipient at a ratio of 80 percent federal/20 percent non-federal. There is an agreement between the CCMPO, VTrans, the Chittenden County Transportation Authority (CCTA) and the Vermont Transportation Authority (VTA), on which agency provides the local match. However, because of limited resources from CCTA and VTrans, special funding arrangements have been made for FY 2003. The responsibility for the non-federal matching funds for FHWA funds is shared evenly between the CCMPO's local jurisdiction members and VTrans, except for those funds passed through to CCRPC. CCRPC provides the total 20 percent match. Thus, local jurisdictions are annually assessed for 10 percent of the non-federal matching share amount for FHWA funds, with the VTrans providing the other 10 percent. For FY 2003, the responsibility for the non-federal matching funds for FTA funds is shared evenly between CCTA and VTrans with VTrans providing its share in Toll Credits. Occasionally, through mutually agreed arrangements, the VTrans or the

local governments may provide additional matching funds to leverage additional federal funds for certain specific planning purposes. Matching funds may also include the value of “in-kind” labor donated by volunteers and municipal staff in support of specific UPWP tasks.

Linkage and Integration with Chittenden County Comprehensive Planning

The CCMPO recognizes the integral linkage between transportation planning and comprehensive (land use) planning in Chittenden County. For that reason, the CCMPO and the Chittenden County Regional Planning Commission (CCRPC), which is charged under state law with developing and periodically updating a comprehensive plan for Chittenden County, have executed a Memorandum of Understanding (MOU) that spells out each organization’s respective roles and responsibilities in the regional planning process. The MOU provides a context for planning activities in the County within which the CCMPO’s federally-mandated plans are based on the latest demographic, land use, and related projections and plans endorsed by the CCRPC. The CCMPO’s plans, in turn, are integrated into the CCRPC’s Comprehensive Plan as that Plan’s transportation element. In addition, through actions of each of the boards, the CCRPC and CCMPO will co-locate into the same facility in FY 2003. Finally, consideration is underway to consolidate CCRPC and CCMPO.

Figure 2 on the next page illustrates the cooperative and continuous process for integrating the CCMPO’s and CCRPC’s work. Through the process depicted, the CCRPC and the CCMPO actively participate in each other’s planning activities to ensure all players in the process have access to the most current and accurate information for decision-making. The CCMPO and the CCRPC monitor and regularly review their jointly-managed planning coordination process to ensure useful revisions and enhancements are made for the benefit of the citizens of Chittenden County.

Federal Program Emphasis Areas for FY 2002 and Beyond

Periodically, the U.S. Department of Transportation, through the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), revises and

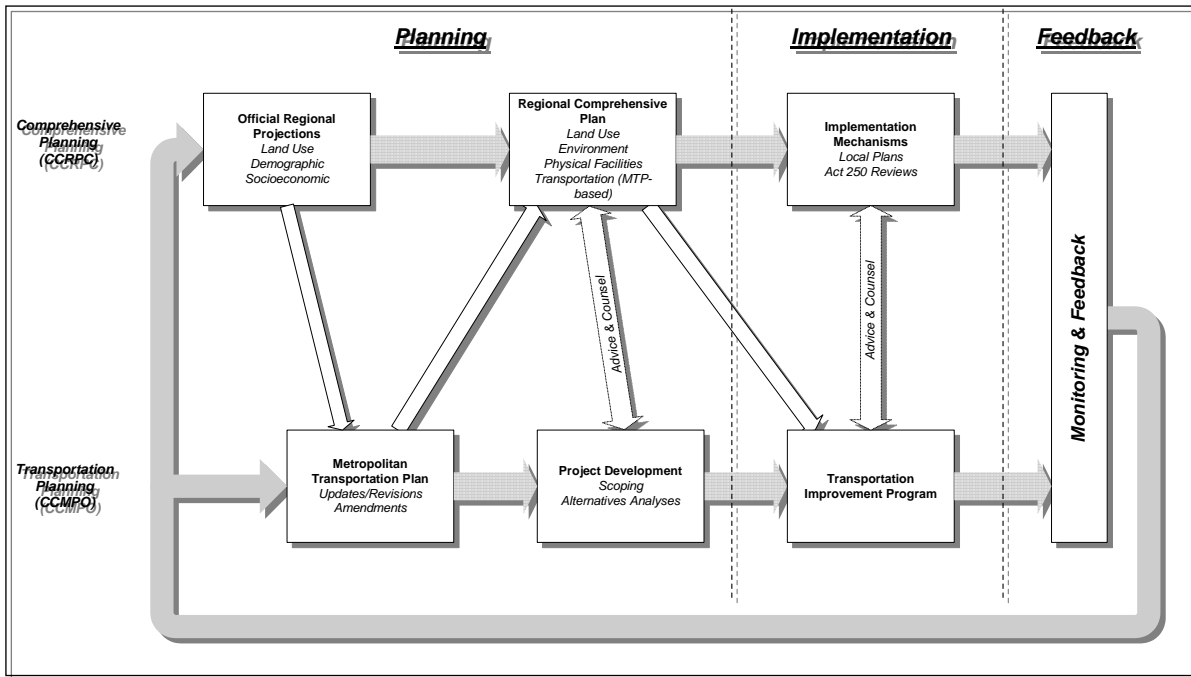


Figure 2: Transportation/Comprehensive Planning Coordination in Chittenden County

updates the program areas that MPOs and other recipients of federal transportation funds must substantively consider in their work programs. These program emphasis areas reflect evolving national priorities for federal investment and the current USDOT Strategic Plan. In addition, the federal government is continuing to pursue a “one size does not fit all” approach to implementing national policy, and thus encourages MPOs to address the program emphasis areas within the relevant local context.

For FY 2002 and 2003, FHWA and FTA have jointly identified five planning themes as national Planning Emphasis Areas.

- 1 Incorporation of safety and security within planning processes,
- 2 Integration of planning and environmental processes,
- 3 Incorporation of management and operations within the planning processes,
- 4 Consultation with local officials in non-metropolitan areas, and
- 5 Enhancing the technical capacity of planning processes to support decision making

The FY 2003 CCMPO work program attempts to integrate these themes either into specific tasks or across multiple tasks. The extent to which the UPWP successfully addresses these national priorities within the local context of the County will be assessed periodically, with the results used to develop revisions and enhancements in future years’ work programs.

FY 2003 Unified Planning Work Program

CCMPO outlines the work that we will undertake and the costs for this work in the Fiscal Year (FY) 2003 Unified Planning Work Program (UPWP). FY 2003 will be a transitional fiscal year and will be nine months long. CCMPO is changing from the federal fiscal year which starts October 1 and ends in the following year on September 30 to the Vermont state fiscal year which starts on July 1 and ends in the following year on June 30. Therefore, the CCMPO fiscal year 2003 will begin on October 1, 2002 and end on June 30, 2003.

The Mission of CCMPO is “Communities working together to meet Chittenden County’s transportation needs.”

To fulfill this mission, CCMPO has seven goals – multi-year achievement statements, which translate into program areas. The UPWP is divided into seven work areas based upon these goals:

- 1 CCMPO Management
- 2 Regional Comprehensive Planning
- 3 Multimodal Transportation Planning
- 4 Municipal and Regional Service
- 5 Transportation Programming
- 6 Public Involvement and Communications
- 7 Project Development

This UPWP fulfills the requirement of USDOT in the Federal Register 23CFR 450.314(a) for an MPO (Metropolitan Planning Organization) to have a “Unified Planning Work Program.” The UPWP is the actual contracting document for work in the transportation planning process under contract with VTrans and for work funded by FHWA, FTA, and VTrans.

Work areas are divided into Work Tasks. Generally, there are four parts to each Work Task: Objective, Description, Products, and Budget.

The Objective is a short statement to (1) identify the problems or opportunities within a functional area, (2) provide the specific objective of a particular phase of the planning process, and/or (3) provide the primary reason for the work.

The Description outlines the approach for solving a particular planning problem or moving the work forward in its continuum, expressed in chronological work steps or components to the solution.

The Product lists specific target dates for reports, processes, meetings, et cetera.

The Budget shows the total cost of the project within the fiscal year and the source of funding.

1. CCMPO Management

Goal: To manage the activities of the CCMPO Board, Technical Advisory Committee and other committees and subcommittees in accordance with the CCMPO Bylaws and committee Operating Procedures; to facilitate the efficient and effective internal operation of CCMPO; to promote the successful completion of the Unified Planning Work Program; and to coordinate the many activities of CCMPO.

1.01 Agency Administration

Objective: To provide for the management and administration of CCMPO, the Board, its committees and subcommittees, and the staff.

Description: CCMPO is described in the CCMPO Bylaws and CCMPO Prospectus. Generally, the work will be undertaken by the staff operating under the CCMPO Bylaws and policies through the Board and the various committees, subcommittees and ad hoc committees.

The work is the responsibility of the Executive Director. General administrative and management work includes, but is not limited to, general program administration, subcontract and consultant contract negotiation and administration, employee recruitment, development and implementation of CCMPO and employee policy, development of the FY2004 Unified Planning Work Program (UPWP); the time and other expenses that may be needed to carry out the policies of the board on co-location and consolidation with CCRPC; improving and maintaining relationships with regional partners and stakeholders; all accounting functions; an independent audit; personnel administration; office management; and financial reporting. Attendance at staff meetings, staff development and timekeeping are included in this task as well. In particular, the personnel policies will be reviewed and revised as may be necessary. Work will continue on the development of CCMPO policies. The outcome is to provide efficient implementation and management of the CCMPO work program, effective operation of the CCMPO offices, accurate financial information, a single audit, enhanced productivity, published periodic organizational reports.

Products:

- | | | |
|---|---|--------------|
| 1 | Staff Meetings | Weekly |
| 2 | Attending meetings with partners and stakeholders | As necessary |
| 3 | Revised Personnel Policies | January 2003 |
| 4 | CCMPO Policies | As necessary |

1.02 CCMPO Board and Executive Committee

Objective: To provide a structure through which public officials, public agencies, and other stakeholders in the region can come together in a collaborative process to address regional transportation issues and facilitate intergovernmental cooperation on transportation and transportation related issues.

Description: Provision of limited research and analysis, preparation of reports, presentations, agendas, minutes and mailings for all CCMPO Board and Executive Committee meetings. An annual meeting will be held near the end of the fiscal year. The purpose of this meeting will be to provide an opportunity to share information with the committee members, partners, stakeholders, and friends of the organization. The Executive Director has the primary responsibility for this with assistance from the Administrative Assistant. There will also be staff support at the Board meeting and on some occasions at the Executive Committee meeting. The outcome is the preparation of information in support of the CCMPO Board and Executive Committee activities. This will provide all CCMPO members and other attendees with the information necessary to make informed decisions.

Products:

- | | | |
|---|---|--------------|
| 1 | Annual Meeting of the CCMPO | June 2003 |
| 2 | CCMPO Board of Trustees Meetings | Monthly |
| 3 | Executive Committee Meetings | Monthly |
| 4 | Joint CCRPC and CCMPO Executive Committees Meetings | Quarterly |
| 5 | Special meetings | As necessary |

1.03 Technical Advisory Committee (TAC)

Objective: To provide a structure through which technical representatives of the CCMPO municipalities and representatives of other stakeholders in the region can come together in a collaborative process to make decisions on technical aspects of regional transportation issues.

Description: This includes the staff time required to provide research and analysis, prepare reports, presentations, agendas, minutes and mailings for all Technical Advisory Committee (TAC) and Subcommittee meetings, as well as attendance at those meetings. The outcome will provide for TAC deliberations, reports, and products; CCMPO staff preparation and distribution of TAC information and minutes. A staff planner will be responsible for this work. For specific ad hoc and sub-committees, additional staff may be assigned as necessary. Activities of the TAC and its Subcommittees help provide the CCMPO Board, staff, and member communities with information necessary to make effective planning decisions.

Products:

- | | | |
|---|---|--------------|
| 1 | Technical Advisory Committee (TAC) meetings | Monthly |
| 2 | Ad hoc and special subcommittee meetings | As necessary |

1.04 CCMPO Strategic Plan

Objective: To develop a vision for CCMPO and an action agenda that will outline the work to be undertaken by CCMPO in the next three to five years; recommend changes in the CCMPO Bylaws and recommend changes in the committee structure of the organization to achieve this; provide an implementation plan and schedule; and to meet the requirements of the CCMPO Prospectus.

Description: CCMPO will hire a consultant to work with the staff to prepare a strategic plan for CCMPO. The plan for the CCMPO will address the organization, operation, regulatory requirements and intergovernmental relations of the agency. The strategic plan will be developed through a series of meetings involving at a minimum the Board and the staff, and some other stakeholders and committee members. The responsibility for this work will be that of the Executive Director working with the Executive Committee. Because of this strategic plan, there will be improved and effective agency operation, regional transportation planning, and services to member communities.

This work was started in FY 2002, and was put on hold while the CCMPO Board considered consolidation with the CCRPC. Although the products can be determined, the specific time line will be determined by the decision of the CCMPO Board to consolidate with CCRPC. If it is decided to consolidate, a strategic plan for both CCRPC and CCMPO would assist in the consolidation activities. For the purpose of this work program, we are assuming that the bulk of the work will be done in FY 2004

Products:

- | | | |
|---|-------------------------------------|----------------|
| 1 | Select Strategic Planning Committee | April 2003 |
| 2 | Select Consultant | June 2003 |
| 3 | Strategic Plan | fall 2003 |
| 4 | Revised Bylaws | winter 2003/04 |
| 5 | Revised committee structure | winter 2004 |
| 6 | Committee operating procedures | spring 2004 |

1.05 Training and Staff Development

Objective: To provide on-going training and development for staff, Board members and key transportation support people.

Description: As may be necessary and appropriate, CCMPO staff, Board members and other key transportation people may take or be directed to take training courses, seminars, attend courses at local universities and colleges, and attend meetings of national, regional, or local professional organizations. This provides staff resources for researching and analyzing data and transportation planning related literature, preparing regionally appropriate reports and/or presentations from this research, and keeping member agencies and the public informed on developments in the transportation, land use, air quality and planning fields. The outcome is better trained, educated, and informed boards and staff, various reports and presentations, informed member agencies and the public. Knowledgeable boards and staff, member agencies and the public better able to contribute to the planning process.

Products:

Attendance at seminars, courses, meetings, conferences, etc. As Necessary

2. Regional Comprehensive Planning

Goal: To ensure that the policies, plans, and programs of CCMPO comply with the Comprehensive Plan developed by the Chittenden County Regional Planning Commission (CCRPC) and facilitate the coordination and strengthening of planning for and analysis of the land use-transportation connection in Chittenden County.

2. REGIONAL COMPREHENSIVE PLANNING

Following is a list of the work to be undertaken by the Chittenden County Regional Planning Commission by CCRPC Work Task

CCMPO Funding of CCRPC FY 02–03 Work Program Activities

Task #	CCRPC Work Task	Description of Work	10/02 – 6/03
2.1.1	Regional Build-out Analysis	Generate visual, narrative, and tabular descriptions of a possible future when all land is developed to the reasonable maximum extent allowed under current law, thereby enabling each municipality and the region to examine the ultimate effects of existing land use policies and regulations. These data will be packaged and presented to local planners, planning commissions, and regional partners.	\$30,835
2.1.2	Decision Support System	Update and refine GIS data inputs and software for the Land Use-Transportation Decision Support System (operational in FY02), as needed. (See Task 4.1.5 for outreach/training on DSS for municipal planners).	\$11,645
2.2.1	Culvert Inventory	Implement the program developed in FY 01-02 of locating with GPS units and assessing culverts in at least six municipalities (Huntington, Hinesburg, Richmond, Bolton, Charlotte, and Buels Gore).	\$8,506
2.2.2	CCTA Data	Assist CCTA with route updates and other maps.	\$2,915
2.2.4	Stormwater Data	Map stormwater infrastructure and storm-water permit locations within selected storm-water impaired watersheds in Colchester, Williston, Shelburne, Burlington, and Milton.	\$8,200
2.2.5	Conserved Lands Data	Assist the Spatial Analysis Lab with updates to the Conserved Lands Database.	\$3,839

CCMPO Funding of CCRPC FY 02–03 Work Program Activities, Continued

Task #	CCRPC Work Task	Description of Work	10/02 – 6/03
3.2.1	Outdoor Lighting	Revising the Commission's <i>Outdoor Lighting Manual for Vermont Municipalities</i> regarding certain applications.	\$8,400
3.3.5	Coordination with Metropolitan Transportation Planning	Participate with the CCMPO's long range planning process (Metropolitan Planning Steering Committee), Transportation Improvement Plan (TIP) process, annual work program development planning (Unified Plan Work Program Subcommittee), and bicycle/pedestrian planning process.	\$13,190
3.3.6	Route 15 Corridor Planning	Participate in the CCMPO's Route 15 Corridor planning process, attend meetings of the Route 15 Corridor Planning Task Force, and assist in the development of Transit Oriented Development planning for the proposed train station areas within the Route 15 corridor.	\$15,211
3.3.7	Byways	Incorporate TOD guidelines and ITS system in Chittenden County Byways Infrastructure; provide general technical assistance to corridor communities; represent Chittenden County in regional issues; and develop walkways database.	\$22,332
3.3.8	TDM Strategies	Continue work planning and coordination efforts, via 10% Challenge, to implement TDM priority strategies, particularly to reduce annual vehicle miles traveled in accordance with local and regional plan goals.	\$10,000
3.4.2	10% Challenge Program	Education and outreach regarding the 10% Challenge program to Chittenden County communities and explore opportunities to expand the use of the program to the region.	\$38,049
4.1.3	Demographic Profiles/Forecasts	Package 2000 Census data on Chittenden municipalities into user-friendly products and prepare five-year and ten-year town level population forecasts.	\$17,553
4.1.4	DSS Training	Train municipal planners in use of DSS Snapshot module. RFP process to select municipal project for piloting DSS in conjunction with municipal planning processes.	\$13,653
4.2.3	Land Use Analysis & Technical Assistance to CCMPO	Provide land use data and analysis in support of CCMPO planning processes.	\$8,029
TOTAL			\$234,801

3. Multimodal Transportation Planning

Goal: To develop, monitor, maintain, and keep current the long range multi-modal Metropolitan Transportation Plan and the transportation system of the region.

3.01.1 Public Transit Planning by CCTA

3.01.11 Passenger Mileage Sampling

Objective: To comply with Federal FTA regulations to sample passenger mileage data every five years.

Description: Continuation of previous year project to conduct passenger mileage sampling to determine average length of a passenger trip. The work item includes conducting the on-board sampling and data management.

Product: Average length of a passenger trip, accurate to the confidence levels required by FTA.

3.01.12 System-wide Time Point Analysis

Objective: To provide the information necessary to adjust time points in the published schedule to reflect accurately actual running time. Results will be used to adjust schedules and identify where additional buses are needed to maintain on-time schedules.

Description:

Phase 1: Continuation of previous year project to conduct running time checks throughout the system.

Phase 2: Comparison and analysis of the data to update schedules to reflect actual running times and to determine what other route or schedule adjustments may be needed to operate efficiently and on time.

Phase 3: Develop route modifications and schedules to be implemented with the relocation of the transfer center from Cherry Street to the Downtown Transit Center and to account for any vehicle requirements or cycle times that need to be adjusted because of the analysis. This phase will continue in FY04.

Product: Comparison and analysis of running times by time of day, day of week and season and a set of revised schedules.

3.01.13 Park and Ride Expansion

Objective: To examine the potential for bus service from park and ride lots and to develop service proposals where appropriate.

Description: Continuation of previous year project to examine commonalities among the CCTA Operations Plan, previous work by CCMPO to prioritize park and ride lots, the Tri-Center Transit Study and the soon to be completed Short Range Public Transit Plan. The project will address corridor transportation needs and the feasibility and sustainability of shuttle or express bus service from park and ride lots to increase transit usage and to develop service proposals and an implementation strategy.

Product: Report on park and ride bus service opportunities and service proposals, including implementation strategies.

3.01.14 Regional Public Transportation Expansion

Objective: To create a regional transportation authority and pursue a regional transit funding strategy.

Description: Continuation of previous year efforts to create a public transportation authority that's based on regional funding. Requires changes to the CCTA charter, changes to the composition of the CCTA Board of Commissioners and changes to the local funding mechanism.

Product: A blueprint for establishing a regional public transportation authority.

3.01.15 ITS Applications

Objective: To determine the extent to which ITS applications are appropriate for CCTA and develop an implementation plan.

Description: Continuation and expansion of previous year project to refine and develop ITS applications for the CCTA system both specifically as they relate to the Downtown Transit Center and more generally to the CCTA system. Areas to be examined include, but are not limited to the following:

- 1 Passenger information systems at the Downtown Transit Center.
- 2 Bus arrival information at key bus stops in downtown Burlington and major stops.
- 3 Automatic Passenger Counting data collection options.
- 4 Analysis of radio system capacity and alternatives.
- 5 Scheduling software to produce more efficient vehicle and driver assignments.

Product: Requests for proposals for ITS applications.

3.01.16 Downtown Passenger Shelters

Objective: To develop a concept for enhanced bus passenger shelters at key points in the downtown to complement the Downtown Transit Center.

Description: This project is to develop a concept for enhanced bus passenger waiting areas at key locations in downtown Burlington that fit into the existing streetscape. Passengers uptown from the Downtown Transit Center may want to catch their bus as it goes through the downtown on the way out of town rather than walking to the

Transit Center. Passenger waiting areas at key locations downtown would enhance the transit system. This project is to develop concepts for appearance, what amenities should be included (lighting, electronic signage with arrival information) and to examine the right of way issues.

Product: Completed conceptual design.

3.01.17 Market Research and Data Collection

Objective: To respond to short term service change requirements

Description: Continue ongoing market research and data collection for short term route and service planning, bus shelter placement, coordination with regional and statewide transportation entities and attendance at transit related meetings, subcommittees and training.

Product: Staff training, revised routes and schedules

3.01.18 Bus Stop Database Maintenance and Tracking

Objective: To develop a comprehensive system for tracking and maintenance of bus stop signs.

Description: Using enhancement grant and other capital funds, CCTA is planning to replace bus stop signs with new, more informative bus stop signs throughout the service area. This project will develop the systems and procedures needed to track what information and sign type is at each stop location, and to maintain the accuracy of the data. It includes developing the annual operating cost estimates to maintain the bus stop signs and the accuracy of the information on the signs. This project includes obtaining ArcView software and training that will allow us to begin maintaining the bus stop database and other GIS data relevant to CCTA that has been developed by the CCRPC and the CCMPO.

Product: A database and procedures for maintaining bus stop and other GIS information relevant to CCTA. Installation of ArcView software and a working knowledge to use it effectively.

3.01.19 Vehicle Type Operating Cost Comparison

Objective: To understand how different fleet compositions would affect the CCTA annual budget and fleet emissions and provide the data that can be useful for evaluating future fleet purchasing decisions.

Description: The size, the type of fuel used and the durability of a transit vehicle all affect the operating cost over the life of the bus. This task will compare the operating and maintenance environment of CCTA to similar transit properties with different fleet compositions to predict the life cycle costs and emissions benefits or disadvantages of small, light-duty transit buses, heavy duty transit buses, and fleets using alternative fuels.

Products: A report comparing the life cycle costs or operating costs of transit vehicles and a report comparing emissions data by vehicle type.

3.02 Environmental/Air Quality Planning

Objective: To monitor and manage CCMPO planning activities related to air quality and other environmental issues.

Description: Numerous environmental issues may be affected by the transportation system, including air quality, noise, stormwater runoff, habitat disturbance and archaeological and historic resources. Will monitoring environmental issues, federal laws and court decisions that affect transportation projects in Chittenden County.

Product: Updates to TAC and CCMPO Board as necessary.

3.03 Bicycle/Pedestrian Transportation Planning

Objective: To monitor implementation of the regional Bike/Pedestrian Plan

Description: The regional Bike/Pedestrian Plan was completed in FY02. Under this task, CCMPO staff will monitor implementation efforts, through selected project scoping and involvement with local, regional and state groups advocating, planning and designing bike/pedestrian facilities.

Product: Preparation and attendance at bike/pedestrian meetings.

3.04 Metropolitan Transportation Plan (MTP) Update

Objective: To update the multimodal transportation plan for Chittenden County for the year 2025.

Description: Federal law requires that the CCMPO update and approve the Chittenden County Metropolitan Transportation Plan (MTP) at least every five years. CCMPO did update the Plan in January 2002 because the federal government determined that the existing plan expired at that time. All work to date was incorporated into the existing plan. See the Prospectus for more detail. The existing Plan will be updated and approved no later than December 2002 (FY 2003). This effort will help ensure the MTP complies with evolving federal and state planning requirements and guidelines and thus help the region maximize access to federal and state transportation sources.

During FY 1999, the CCMPO began developing the parameters of this update and identifying data, information, and analytical tool needs to achieve the year 2002 requirement. During FY2001, the CCMPO assessed regional transportation-related trends, assessed baseline conditions and projected future conditions. This work was completed in FY 2002. Work focused on the development and evaluation of alternatives, selection of a preferred alternative and production of a final draft plan for public comment. A major public involvement and education effort has also been undertaken in conjunction with this task. It will continue throughout the MTP process.

The MTP will provide planners and decision-makers at the regional and local levels a powerful tool for assessing and appropriately dealing with the negative and positive land use and development impacts of major transportation projects and for making the Metropolitan Transportation Plan more valuable.

With the completion of the MTP, the staff will determine the various ways that CCMPO can implement the plan and make recommendations to the board.

Products:

1	Final Draft MTP	October 2002
2	Final MTP	December 2002
3	MTP Brochure	December 2002
4	Implementation Technical Report	March 2003

3.05 Decision Support System

Objective: To implement and refine a transportation and land use modeling tool.

Description: The Decision Support System (DSS) project is designed to provide useful tools for helping decision-makers understand transportation project influences and options for addressing them. CCMPO staff expects to continue working with Chittenden County Regional Planning Commission staff on data collection and quality checking as well as training and pilot implementation for up to three Chittenden County municipalities in FY 2003. The pilot implementation will allow for more rigorous testing of the software system in a municipal planning context.

The DSS tool will require an ongoing commitment to maintain the necessary input data for use in modeling. Housing, employment, zoning and other land use information are necessary inputs which will require regular maintenance. Consultant assistance may be necessary to calibrate the transportation model to the data collected for use in the Decision Support System and the Census 2000 data expected to be released in late 2002. Additional consultant assistance may be necessary to provide ongoing refinements to the software system.

Products:

1	Decision Support System software updates	As Necessary
2	DSS pilot implementation report	May 2003
3	DSS data updates	As Necessary

3.06 Transportation Demand Management (TDM) Program

Objective: To develop Chittenden County specific strategies that result in more efficient use of the region's transportation resources.

Description: TDM measures can potentially provide multiple benefits, including reduced traffic congestion, road maintenance and parking facility cost savings, consumer cost savings, increased road safety, more travel choices, reduced pollution, and energy savings. The CCMPO will undertake a preliminary plan that identifies the relevant parties, issues, and programs appropriate for the region. Such programs may include, but not necessarily be limited to, alternative work schedules, telecommuting, ridesharing, encouragement programs for transit, biking and walking, guaranteed ride home, establishing Transportation Management Associations (TMA), and park and ride development. We will also incorporate the Household Vehicle Trip Reduction Demonstration Project work which was started in FY 2002.

Product: A report completed by January 2003 that identifies all relevant TDM issues in anticipation of a detailed regional TDM plan to follow in FY04.

3.07 Route 15 Corridor Improvement Plan Management

Objective: To develop and implement a coalition of stakeholders that will develop a pilot project to define, develop, and manage the multi-modal improvements needed to maintain maximum mobility, improve the opportunity for economic development, and improve the quality of life along the Route 15 Corridor from Burlington to Essex.

Description: The Burlington to Essex/Route 15 Plan process has developed a number of specific projects. These include upgrade of the rail corridor, regional bike path, ITS, signal optimization, and intersection improvements. Since the development of the plan, additional recommendations to be included in the transportation improvements, include a road linking the two parts of St. Michael's campus across Camp Johnson, a new entrance to Camp Johnson, beautification of the route, placing the utilities underground, and incorporating a median for the full length of the project. There are several development projects within the corridor that include St. Michael's College, the Fanny Allen campus of Fletcher Allen, Camp Johnson, the Fairgrounds, the redevelopment of the A&P shopping center, and the redevelopment of downtown Essex Junction. With the Winooski Park District along side, they are also a major stakeholder

This management plan would provide the opportunity for all of the stakeholders to coordinate the activities within the corridor and, specifically, a series of scoping projects to maintain and improve the transportation options within the Corridor. The goal would be to balance the quality of life for the towns along the Route while maximizing transportation mobility.

An audit of the Champlain Flyer will be undertaken. Since the Burlington to Essex commuter rail is an extension of this project, some additional detailed information is needed.

Note: The Scoping Study or Studies will use combined funds from this work task and work task 7.10 based upon the split of those items which can be funded by the earmark and those which are determined to be highway funding.

Products:

Action Plan	October 2002
Regular Stakeholder Meetings	Monthly
Scoping Studies	June 2003

3.08 Essex Junction Multi-Modal Center:

Objective: To manage the Congressional Earmark for the design, permitting and construction of the Essex Junction Multi-Modal Center.

Description: The Village of Essex Junction and the CCMPO presently have a memorandum of understanding for CCMPO staff to manage the design, permitting and construction of the Essex Junction Multi-Modal Center.

Product: Manage the development of the station site.

3.09 Regional Transportation Operations

Objective: To examine the validity, appropriateness, costs, benefits, inter-jurisdictional concerns, and operational issues of establishing a regional consortium to oversee transportation operations. To start developing corridor signal optimization plans.

Description: Regional consortia have been established in metropolitan areas around the country in order to provide more effective and efficient management of transportation, public safety and emergency services resources. Such consortia have been formed by entities with separate jurisdictions but overlapping interests with an overall goal of providing the most efficient and coordinated functioning of the region's transportation systems. Such entities include transportation providers, police, fire, ambulance services, ITS operators, state agencies of transportation, and MPOs. This task will study the applicability and viability of a Chittenden County operations consortium through a cooperative effort involving all relevant parties. The CCMPO will hire a consultant for this task under the guidance of a steering committee that includes all stakeholders.

In addition, in FY 2003, CCMPO will start a corridor by corridor signal optimization program.

Products:

A report that identifies all relevant issues and recommends clearly identifiable future steps, completed by May 2003

A signal optimization program for a selected corridor.

3.10 Incorporating Multi-Modal Impacts in Development Review

Objective: Provide local and regional planning commissions and the district environmental commissions with a methodology to analyze comprehensively the multi-modal and cumulative impacts of development proposals.

Description: Develop a methodology that accounts for the cumulative impacts of development proposals and incorporates the impacts of all modes of transportation in the development review process. Current development review processes at the local and state levels (Act 250) generally require that the impact of increased traffic on the operation and safety of the highway system be analyzed. If the analysis shows congestion or safety problems are created because of a development's projected traffic, mitigation measures are identified and implemented. There are two apparent shortfalls to this approach. First, the current review process focuses almost exclusively on vehicular traffic and highways rather than access and mobility for people and goods in the context of the entire multi-modal system. Second, the current review process addresses the impacts of development proposals one by one. While the incremental impact of one development is often minor, the cumulative impacts of many may be problematic. This approach can be unfair when the most recent applicant adds the straw that broke the camels back and is required to address the problem. That applicant will often argue that the problem is due to background growth or regional travel (which is no longer associated with a specific development) and should therefore be addressed with public funds. Work will be initiated in FY 2003 after CCMPO has had some experience with the Act 250 Process. Work will be completed in FY 2004.

Products:

Consultant Selected – June 2003

Guidelines and methodology for measuring the cumulative affect of development on highways, transit, pedestrian and bicycle facilities – FY 2004

3.11 Act 250 Review

Objective: To provide objective review of Act 250 permit transportation information.

Description: Act 250 is a land use and development law originally enacted by the state of Vermont in 1970. CCMPO does not have any formal party status to Act 250 permit hearings, but CCMPO has agreed to review Act 250 permits when requested as an expert party by CCRPC. CCMPO will establish a policy directing staff interaction with the CCMPO Board and Technical Advisory Committee when formulating formal responses to requests for Act 250 review.

Once a policy is approved for use, CCMPO staff will work with the necessary parties in formulating comments on Act 250 permit applications as needed.

Products:

- | | | |
|---|-----------------------|--------------|
| 1 | Act 250 Review Policy | January 2003 |
| 2 | Act 250 Permit Review | As necessary |

3.12 Special Services Transportation Agency Strategic Plan

Objective: To conclude this study examining how SSTA should respond to the changing transportation and demographic environment in the region.

Description: This consultant led project started in FY02 to analyze regional special needs transportation trends, estimate future demand, and recommend appropriate transportation services to meet the demand. The plan also addresses coordination with CCTA, describes capital and operational needs, and develops a baseline of special needs transportation information to facilitate future planning.

Product: SSTA Strategic Plan

3.13 Refine Long Range Public Transportation Plan

Objective: To provide a more detailed, comprehensive, long range public transportation system plan for the region.

Description: Numerous mode-specific and short term transit plans have been completed over the past several years while the soon to be completed long range Metropolitan Transportation Plan (MTP) has only cursorily addressed transit over the long term. This study will refine the public transit component of the MTP and comprehensively, with a multimodal approach, plan for long term transit services countywide. This task will commence after the MTP is adopted in FY03, and when completed should become the transit element of the MTP. This work will be performed by a contracted consultant, likely span two fiscal years, and be guided by a steering committee consisting of CCTA, VTrans, the TAC, and FTA. This task will include designing a service to meet the demands of Burlington International Airport

customers and employees, and will reevaluate the mid-1990's Tri-City Transit Center Transit Study reports and update as necessary.

Products:

- | | | |
|---|----------------------------------|---------|
| 1 | Long Range Regional Transit Plan | FY 2004 |
| 2 | Amendment to MTP | FY 2004 |

3.14 Route 2 Corridor Plan

Objective: To develop a more detailed multimodal plan for the Route 2/Williston Road Corridor between Burlington and Richmond.

Description: We are anticipating that the adopted Metropolitan Transportation Plan (MTP) will identify some areas for further study. Route 2 should be at the top of the list. CCMPO has already studied the Route 7 corridor north, and the Route 15 Corridor between Burlington and Essex. For Route 7 south, Shelburne Road will be under construction shortly, and the Champlain Flyer service has been initiated.

A stakeholders task force will be formed to detail the geographic and technical scope in a Study Design. This will be reviewed by the TAC and approved by the Board. It is anticipated that work will include, but not be limited to, all modes of transportation – pedestrian, bicycle, bus, light rail/busway, highway – traffic operations, ITS, access control, TSM, TDM, and land use. It is anticipated that the corridor will extend from the Winooski River on the north to I-89 on the south, with some modification of this east of Williston. This will be a multi-year task, and much of the work will be undertaken by transportation consultants. They will be selected through an RFQ/RFP process.

Products:

- | | |
|--------------------------------|------------|
| Route 2 Stakeholders Committee | April 2003 |
| Study Design | June 2003 |
| Consultants under Contract | FY 2004 |

3.15 Regional Access Management Program

Objective: To maintain the operational efficiency of the regional highway system through access management.

Description: Access management restricts the location of curb cuts and other accesses onto the highway system. VTrans has already undertaken an access management classification system for state-owned highways, but there are many municipally owned highways with access management issues in Chittenden County. CCMPO will review current access management provisions in local municipal bylaws and summarize the findings by town. The report will highlight specific opportunities for Chittenden County towns which are not already implementing access management in their local permitting process. CCMPO staff may solicit consultant assistance to work with towns in developing revised bylaws to implement new access management programs.

Product:

- | | |
|---|-----------|
| Municipal Access Management Recommendations | June 2003 |
|---|-----------|

3.16 Regional Park and Ride Facility Prioritization Update

Objective: To revise and update the CCMPO 1999 park and ride report.

Description: Revisit the 1999 report by reexamining the prioritization criteria, consider potential new locations, and, if warranted, make revised recommendations on location, size, design and priority. CCMPO staff will undertake this work in consultation with CCTA, CATMA, the TAC, VTrans District Transportation Administrators and Local Transportation Facilities personnel, and effected municipalities.

Product: A report identifying, recommending, and prioritizing Chittenden County park and ride facilities completed by March 2003.

4. Municipal and Regional Service

GOAL: To provide CCMPO municipalities, VTrans, other members, businesses and citizens with information, technical services, special studies, and research for transportation planning and community development activities.

4.01 Data Collection and Maintenance

Objective: Collect and maintain transportation-related data for planning needs.

Description: CCMPO collects data to support our planning needs. Data collected includes the following:

- ◆ Automatic traffic recorder counts
- ◆ Intersection turning movement counts
- ◆ Multi-use path information on bicycle and pedestrian volumes
- ◆ Park and ride lot usage
- ◆ Transit usage
- ◆ Safety data on crash locations and frequencies
- ◆ Environmental data on air and water quality
- ◆ Employment and housing data for use in modeling
- ◆ Census 2000 Transportation Planning Package (CTPP) data
- ◆ Constituent data
- ◆ Other data as necessary

Once data collected, it is organized and maintained in the CCMPO data library. The data library will be updated on the CCMPO website for access by local municipalities, consultants, and other interested parties.

We will explore the needs and requirements for a flexible and easy to maintain constituent contact data base for CCMPO. This system will be designed and implemented.

Traffic data collection is accomplished by hiring temporary transportation technicians (usually college students) over the summer months. A CCMPO Senior Transportation Planner is responsible for managing and administering the program.

Products:

Transportation data for use in CCMPO planning activities	Ongoing
CCMPO website data update	February 2003

4.02.1 Planning Assistance and Coordination

Objective: To provide technical planning assistance to CCMPO member agencies, local municipalities and other entities seeking guidance on project development and/or coordination.

Description: This task is a combined staff/consultant effort to improve our ability to assist CCMPO members with transportation problem identification and resolution.

Planning Assistance activities conducted by or for the CCMPO includes, but is not limited to, the following categories of tasks:

- ◆ Assist with speed limit recommendations
- ◆ Highway facilities capacity analyses
- ◆ Intersection control warrants
- ◆ Intersection design alternatives
- ◆ Safety analyses
- ◆ Small area transportation studies
- ◆ Traffic sign recommendations

CCMPO generally responds to requests for assistance as they are received, provided staff and consultant resources are available.

Product:

Solutions will be recommended which may be implemented locally or may proceed through the CCMPO project development process.

4.02.2 Planning Assistance – Locally Managed

Objective: To provide municipalities access to supplemental resources for planning purposes.

Description: Each year, a number of locally-needed transportation planning needs go unmet due to constraints on the availability of non-federal match for CCMPO planning funds and/or CCMPO staffing resources. This task allows CCMPO member communities to conduct and finance authorized transportation planning work in their jurisdictions. CCMPO will administer cooperative work agreements with municipalities, review billings, and monitor project progress.

Funding under this program will be paid out on a reimbursable basis. For each authorized project, the municipality is required to execute a cooperative planning work agreement with the CCMPO prior to beginning work or incurring project costs. Each municipality receiving funding must submit monthly progress reports and bill the CCMPO on a monthly basis. In addition, the municipality will be required to submit a final report/product on each project to the CCMPO before receiving final payment for the work. All work should be completed by June 30, 2003.

Product:

Completion of needed local transportation planning projects and work.

4.03 Regional Travel Demand Model Management, Application, and Improvement

Objective: To ensure the regional travel demand model continues to function effectively and efficiently.

Description: CCMPO staff, with consultant assistance as needed, will monitor modeling needs and issues, and take appropriate actions to address emerging and long-term modeling needs.

A new calibration of the transportation model is necessary to reflect the inclusion of Decision Support System data and the Census 2000 Transportation Planning Package information.

Product:

Re-calibrated regional travel demand model

April 2003

4.04 Chittenden Traffic Alert Program

Objective: To continue to inform the public and affected public agencies of the impacts of construction to the transportation system.

Description: Construction activity updates to the traveling public and public agencies distributed weekly through fax, media, and Internet outlets during the construction season. This is a form of Intelligent Transportation System (ITS) that assists the traveling public. Consultant assistance is expected to complete this task.

Product:

Traffic Alert Updates

Weekly during construction season (late-April through early November)

4.05 Transportation for Livable Communities (TLC) Grant Program

Objective: To fund locally identified transportation related planning projects designed to enhance community character and quality of life.

Description: TLC is a competitive grant program to support development plans and projects that strengthen the link between transportation investments and community needs. The CCMPO will award annual grants to applicants based on the quality of proposed TLC planning projects, the proposal's relationship to the TLC Program objectives, the judgment of the proposal evaluation committee and funding availability.

Product: Documented plans funded by the TLC program

4.06 Infrastructure Management System

Objective: Develop and implement a system for inventorying and assessing the condition of town highways, bridges, and culverts.

Description: This project started in FY2002 to develop asset management system software and perform highway, bridge, and culvert inventories.

CCMPO will continue data collection on culvert infrastructure in FY2003 on the schedule defined in 2002. This includes towns defined as “Year 2” in figure 1 below. Pavement inventory and assessments on Class III town highways will be undertaken as resources allow in towns requesting assistance with this task.

CCMPO will provide training and support resources for towns using the asset management software system developed in FY2002. Consultant assistance will be necessary for any software refinements.

Culvert data collection will be done by CCRPC. Additional data collection on highways and bridges may be done by CCMPO technicians or consultants.

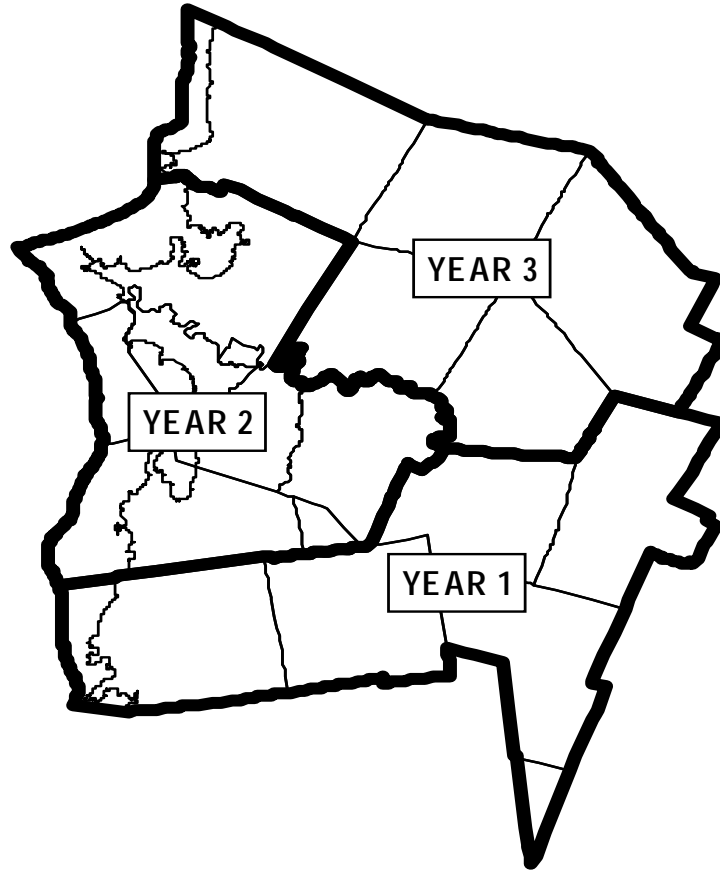


Figure 3 – Infrastructure Management System Data Collection Schedule (FY2003 is Year 2)

Products:

Infrastructure Management software implementation

Comprehensive analysis of costs to maintain the Chittenden County Transportation System at desired performance levels.

4.07 Traffic Signal Operation and Management Training

Objective: To provide training for municipal employees in the Chittenden County responsible for the operation and maintenance of locally owned traffic signals.

Description: The number of traffic signals in Chittenden County continues to grow. However, there are a limited number of private companies available in Chittenden County to respond when changes to timing plans are necessary or for routine maintenance. Traffic signals are, by nature, located along streets and highways that serve regional traffic flows. Providing training for the professionals responsible for their safe and efficient operation will benefit travelers throughout the region. Consultant assistance is expected to provide this training.

Product:

Training Session for Traffic Signal Control Management

June 2003

4.08 Rural Transportation Planning Program

Objective: To determine the transportation planning needs of rural communities in Chittenden County.

Description: CCMPO recognizes there are many rural communities in Chittenden County with limited resources to devote to transportation planning and engineering issues. CCMPO staff will schedule visits with these communities in FY2003 to explain the types of assistance available through CCMPO and solicit information on the kinds of assistance most beneficial to these communities.

CCMPO will respond to any direct requests from rural communities resulting from these meetings as resources allow and will plan to include more specific tasks for rural community assistance in the FY2004 UPWP.

Product:

Rural community assistance work program for FY 2004

June 2003

4.09 Local Project Administrator

Objective: To provide the smaller municipalities with project management expertise for the implementation of projects. To assist these municipalities in locating and acquiring funding sources, which would assist the community in addressing the specific transportation problems facing its community.

Description: The management guidelines and requirements for programs such as the State of Vermont Local Facilities Program, Congressional Earmarks or other funding sources are often very complex. Rural municipalities, who do not customarily have management staff for public works projects, unlike larger municipalities in the region, can find the process burdensome and unmanageable. The local rural administrator often has to balance other priorities concurrent with administering this new project start up. For the manager to become proficient in these projects development skills it will often require a significant investment of time. This is particularly challenging if the project is a one time event. The CCMPO would make these skills available to the rural municipality for its use. The CCMPO would provide, through its office, the knowledge of existing resources, contacts with the State and Federal approval agencies and management capabilities “tool box” and skills to efficiently manage the project. Initially seed money using PL funds will start this work. In the long run, funding will come from the project administration under contract to local municipalities.

Product: A management team, which would assist the rural community, in identifying and managing solutions to the transportation problems facing the community.

5. Transportation Programming

Goal: *To efficiently and effectively allocate, program, monitor, and keep current federal funds for transportation improvements in Chittenden County.*

5.01 TIP Development

Objective: To ensure that CCMPO's short-term plans and programs move the region toward the goals embodied in the Metropolitan Transportation Plan.

Description: The Transportation Improvement Program (TIP) for Chittenden County for the period FY 2004 to FY 2006 will be based on the region's priorities. The TIP will be submitted to the VTrans as the region's input for the Statewide Transportation Improvement Program (STIP). The CCMPO project prioritization process will continue to be applied and refined.

Before approving the CCMPO FY 2004-2006 TIP the CCMPO's process must satisfy the following conditions:

- 1 Projects in the TIP must conform to the adopted Metropolitan Transportation Plan.
- 2 Projects in the TIP must be prioritized per an adopted CCMPO prioritization process.
- 3 The public shall have an opportunity to help develop, review and comment on these projects before they are approved by the CCMPO.
- 4 The TIP must be fiscally constrained.

Products: An adopted FY 2004 to FY2006 TIP that includes projects that conform to the Metropolitan Transportation Plan.

The FY 2004-2006 TIP will be completed and submitted for the Governor's approval in July 2003.

5.02 TIP Project Tracking and Management

Objective: To monitor the status of Chittenden County projects to facilitate necessary revisions to the Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP).

Description: As projects move from project development through design to construction, numerous factors may cause the projects to be delayed. These may include unexpected design changes, environmental and permitting issues, and right of way issues. CCMPO staff will track project costs and schedules in order to identify the need for amendments to the FY03-04 TIP, and to identify funds that may be available for advancing other prioritized projects. Before approving amendments to the CCMPO TIP, the adopted CCMPO Amendment Procedures must be followed.

Products: TIP amendments as needed.

6. Public Involvement and Communications

Goal: To include the citizens of the region – those who live, work, and play here – to set goals, establish objectives, choose priorities, design strategies, develop policies, plan activities, and evaluate the CCMPO; to educate decision makers and the public; and to increase and enhance the public image of CCMPO.

6.01 Public Involvement

Objective: To educate and involve the public in regional transportation planning in order to create an interested, concerned, and involved citizenry.

Description: The CCMPO Board adopted a Public Participation Plan on December 20, 1995. President Clinton issued Executive Order 12898 on February 11, 1994 which reinforces the importance of the fundamental rights and legal requirements contained in Title VI of the Civil Rights Act of 1964 and the National Environmental Policy Act. That Executive Order directs that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.” First, this task will provide for the on-going implementation of the CCMPO Plan. Second, CCMPO will update the Public Participation Plan and include the overlapping requirements of Executive Order 12898 - Environmental Justice (EJ) - and Title VI. CCMPO will hire a consultant and utilize their services to allow CCMPO to have a more professional, widespread and informative public involvement plan. This task will be coordinated with the ongoing activities in the work task on Communications as there are overlapping activities. The outcome will be to have all segments of the public fully involved in the programs and projects of CCMPO. Work will be undertaken under contract to the consultant, Third Sector Associates.

Major tasks are as follows:

- ◆ Review and evaluate past public involvement efforts through staff/board interviews and document review.
- ◆ Collect sample Public Involvement & EJ Plans from other MPOs.
- ◆ Utilize 2000 Census Data to determine low-income and minority population centers by TAZ.
- ◆ Create an oversight or consultative committee for Public Involvement Plan development.

- ◆ Conduct focus groups (or attend neighborhood-level meetings) to ask low-income and minority communities how they would like to participate in the activities of the CCMPO.
- ◆ Create an outline for the new Public Involvement Plan.
- ◆ Determine appropriate EJ and Title VI elements to incorporate into the new Public Involvement Plan.
- ◆ Write draft Plan for review by committee(s) and citizens.
- ◆ Outreach to a variety of organizations and citizens with draft plan.
- ◆ Hold public hearing.
- ◆ Finalize Plan.
- ◆ Approve Plan.

Product:

Public Involvement Plan

June 2003

6.02 Communications

Objective: To create an increased awareness of the involvement of CCMPO in and responsibility for successful regional transportation projects; increase the number of successfully implemented and funded projects; enhance public involvement by integrating audience-driven communication into the day-to-day work of CCMPO; and provide communications between CCMPO and its municipalities, committee members, the private sector, the public, and within the organization.

Description: CCMPO completed a Communications Plan and Style Guidelines in FY 2002, and it was accepted by the Executive Committee. CCMPO has the consulting team of Page Designs Inc. and Marketing Partners, Inc. to continue work on the Communications Plan in FY 2003.

Through effective communication of public participation and informational pieces, this communication will promote the goals of the CCMPO to the public in an inclusive manner, will encourage involvement in the process, and to create a comprehensive awareness of CCMPO. We will place special emphasis on participation in the process as a means of influence over possible outcomes.

As a direct method of engaging the public, a complete overhaul and redesign of the CCMPO Web site will attract a wide range of community members, including residents, policy makers, and special needs populations. The site will clearly explain CCMPO's influence on the county and communicate the numerous projects being planned and implemented, add interactive features to engage the visitor and encourage frequent visits, ensure accessibility for special needs populations through ADA compliance, and offer direct links to town web sites, interactive feedback (such as a bulletin board), and a work-in-progress area for board and staff.

The consultants will also assist with unforeseen opportunities or issues, last minute brushfires, strategize appropriate approaches, and lay the groundwork for media coverage. They will work for optimum coverage of CCMPO events, programs, and messages in the media and collect print clippings and broadcast reports and report results to CCMPO.

Products:

1	Newsletters	Bi-Monthly
2	Web site	December 2002
3	MTP Summary	November 2002
4	Table-top display	November 2002
5	TIP Summary	June 2003
6	Annual Report and invitation	June 2003
7	Articles in local newspapers	Regularly as needed
8	Advertising	Throughout
9	Core Communication Program	Throughout
10	Database Design and Implementation	December 2002

6.02 Legislative Monitoring and Coordination

Objective: To advise state and federal legislators on CCMPO policies, plans, programs and the legislative impact on them, and to advise CCMPO officials of the impact of legislation on CCMPO policies, plans, and programs.

Description: CCMPO staff needs to have the opportunity and capability to review legislative initiatives and inform the CCMPO of the potential impact these initiatives may have on the transportation system overseen by the CCMPO. From time to time, staff and/or policy officials will meet with legislators to explain the impact of proposed legislation on the transportation program of the county. This activity will allow staff to review and critique relevant federal and state transportation, environmental quality, and related planning-oriented legislation introduced during the year. Staff will maintain an information base on such legislation and distribute information to the Board and TAC as appropriate. In addition, as directed, staff will prepare information pertaining to bills and regulations for the CCMPO to transmit to legislative bodies and legislators. The Executive Director will be responsible for this in coordination with the Executive Committee and the Legislative Committee. The objective is to have informed legislators, CCMPO Board, and staff with the ability to expeditiously respond to pending legislative actions that affect the region's transportation system.

Products:

- 1 Information on pending legislative and regulatory actions As needed
- 2 Communication of policies, plans and programs to elected officials As needed

7. Project Development

Goal: To take identified needs/ideas and generate the necessary information to turn an idea into a project for the Transportation Improvement Program.

7.10 Project Definition (Scoping) Studies

Objective: To advance prioritized projects through the planning process to the design phase by providing Project Scoping and Definition services.

Description: The project definition process identifies transportation problems to be solved, obtains early public and elected officials' participation, studies alternatives, evaluates environmental and engineering constraints, selects the preferred alternative for design, and develops conceptual design for that alternative. CCMPO conducts project definition studies in accordance with VTrans Project Development Process, developed in December 1997. CCMPO will coordinate with VTrans on prioritization of project definition studies.

CCMPO will select projects for definition studies based on the accepted prioritization process with input from the TAC. The available CCMPO financial resources for project definition studies will be first dedicated to completing studies carried over from prior year(s) and then to new candidate project definition studies, which will be addressed generally in accordance with the priority, assigned them under the CCMPO's prioritization process. Further, in accordance with the adopted MTP, the CCMPO will use its fiscal resources to ensure at least one candidate alternative path project begins the project definition process and one candidate alternative path project completes the project definition process during this fiscal year.

FY02 Scoping/Project Definition Studies with Possible Funding Needs in FY03

MTP Category	Project	Status as of April 2002	Completion Goal
Condition Preservation	Pleasant Valley Rd. (Underhill)	Underway – need for additional funds not anticipated	FY03
Function & Performance Preservation	US 7/Middle Rd. (Milton)	Underway – need for additional funds not anticipated	FY03
	US 7/Lake St. (Milton)	Underway – need for additional funds not anticipated	FY03
	US 7/Rebecca Lander Dr. (Milton)	Underway – additional funds may be necessary	FY03

MTP Category	Project	Status as of April 2002	Completion Goal
	Airport Dr. Relocation w/Alternative Path (S. Burlington)	Project to resume following completion of Airport Access Study	FY03
	VT 116 Hinesburg Village (Hinesburg)	Underway – need for additional funds not anticipated	FY03
Alternative Transportation (Bikeway)	VT 15 Alternative Path (Colchester/Essex/Essex Jct.)	To be evaluated with Burlington/Essex Rail project	FY03

Scoping/Project Definition Projects for Consideration in FY2003/2004

MTP Category	Project
Capacity Increase	Williston Road from end of four lanes to Industrial Avenue, widen to four lanes (South Burlington & Williston)
Function & Performance Preservation	I-89 Exit 17 – Operations & Safety (Colchester)
	Silver Street Improvements (Hinesburg)
	East Road Railroad Crossing Improvements at Trestle (Milton)
Bridge Preservation	US Rte. 7 Bridge over New England Central RR (Winooski)
	Weaver St. Bridge over New England Central RR (Winooski)
Alternative Transportation	Charlotte-Shelburne-South Burlington-Burlington Alternative Path
	Essex Jct. Main Street pedestrian, bicycle, streetscape and safety improvements
	Bike/Pedestrian Crossing of US7 at Queen City Park Road (S. Burlington)
Intermodal	Hinesburg Park & Ride

Products: The project definition process results in the completion of a Project Definition Study report and a project ready to enter the design phase.

7.20 Locally Managed Project Definition (Scoping) Studies

Objective: To allow municipalities to access CCMPO planning funds to conduct project definition studies.

Description: Each year, CCMPO has more requests for project definition studies than can be accommodated with available budget. Among the factors that establish the budget is the availability of non-federal match for CCMPO planning funds and CCMPO staffing resources. This task allows CCMPO member communities to conduct and provide the non-federal match for project definition studies in their jurisdictions. CCMPO will assist with consultant selection and will initiate the consultant contracts. CCMPO will also review billings, and monitor project progress.

Products: The project definition process results in the completion of a Project Definition Study report and a project ready to enter the design phase.

Budget: Projects will be selected and funded based on the availability of federal funds.

**Locally Managed Scoping/Project Definition Projects for Consideration:
FY2003/2004**

MTP Category	Project
Function & Performance Preservation	North Ave./Rte 127 Geometric Improvements (Burlington)
	N. Winooski Ave./Archibald St. Geometric Improvements (Burlington)
Bridge Preservation	Queen City Park Bridge over VTR (Burlington)

Appendix

FY2003 Budget Tables

PROJECTED RESOURCES

Funding Source	Federal Share	Non-Federal Match*	Total Funding
FHWA PL	\$ 920,629	\$ 230,750	\$1,151,379
FTA 5303	\$ 291,213	\$ 72,210	\$ 363,423
FTA 5309	\$ 189,769	\$ 47,442	\$ 237,211
FHWA SPR			
Total Projected Funding	\$1,401,611	\$ 356,402	\$1,752,013

*Includes matching funds from state, local, CCRPC, CCTA and In-Kind sources.

PROJECTED EXPENDITURES

	Projected Expenditures
CCMPO	\$ 572,312
Member Communities Participants	
CCRPC	\$ 234,801
CCTA	\$ 205,200
TLC & Locally Managed Projects	\$ 5,000
Consultants**	\$ 734,700
TOTAL PROJECTED EXPENDITURES	\$1,752,013