

Fiscal Year 2005 Unified Planning Work Program (UPWP)

August 1, 2004–June 30, 2005

Adopted by CCMPO Board July 21, 2004



***Chittenden County
Metropolitan Planning
Organization***

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



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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. As this work program is being prepared, the Congress is debating the reauthorization of TEA-21. The laws to date have 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. Every indication is that the Congress will continue this and may even enhance it more. 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 2005 Unified Planning Work Program** (FY 2005 UPWP) defines the regionally agreed upon transportation planning priorities and the roles and responsibilities of the various participants in the transportation planning process for 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. In the year 2000, the population of the county was 146,571; in 2002 it was estimated at 148,916. The land area is 539 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 (July 1 to June 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. In an effort to coordinate with the Chittenden County Regional Planning Commission (CCRPC), CCMPO changed its fiscal year beginning in Fiscal Year 2004 so that both organizations had the same fiscal year of July through June of the following year.

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 tied to the regional transportation goals established in the CCMPO 2025 Metropolitan Transportation Plan. Opportunities for public comment on the draft UPWP are typically available between May and June of each year, with a final public hearing in June prior to Board adoption of the document.

Key Products of the Planning Process

In addition to the annual UPWP document, TEA-21 and its implementing regulations require that the CCMPO 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.

2025 Metropolitan Transportation Plan

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 1997. In January 2002, CCMPO 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 it will be adopted in FY05.

The Vision for the MTP is: "Our transportation system enhances and connects healthy, vibrant communities. It is safe, efficient, multi-modal and accessible to all. It supports economic vitality, and is designed and operated to complement and respect our cherished natural resources and cultural heritage."

At this time, the 2025 MTP will include the following:

- ? There will be about \$1 billion available in Chittenden County for transportation capital expenditures over the twenty-five years.
- ? 52.4% of these funds need to be spent on system maintenance including pavement, bridges, bus purchases, and sidewalks.
- ? A primary focus will be on Transportation System Management (TSM) measures – getting the most we can out of our existing system through Intelligent Transportation Systems (ITS) and other relatively minor roadway improvements.
- ? Transportation Demand Management (TDM) strategies in the largest employment areas in the region, and using the model that CATMA has created for the Hill institutions in other parts of our region.
- ? An ambitious bike/pedestrian strategy that involves the construction of over 75 miles of new shared use paths and over 300 miles of on-road bike facilities, the latter constructed as roadways are rehabilitated.
- ? A short and long-term county-wide public transportation program that will see higher frequency bus service in the urbanized areas and peak hour service to some rural towns, as well as commuter rail service.
- ? Completing the Circumferential Highway from I-89 in Williston to the Heineberg Bridge between Colchester and Burlington.
- ? Adding capacity to I-89 between Exits 12 in Williston and the Circumferential Highway in Colchester.
- ? New I-89 interchanges at VT 116 and West Milton Road, and the upgrading of Exits 12, 14, 15, and 17.
- ? Improvement of arterials in several critical corridors.
- ? New sidewalk investments.

2030 Metropolitan Transportation Plan

CCMPO and CCRPC have agreed to work together on the update of the CCRPC Regional Plan and the 2030 MTP, the update of the 2025 MTP. This will provide for the opportunity for these two critical policy documents to be developed together so as to investigate, understand, and provide for the interrelationships between land use and transportation. The CCRPC is required by Vermont Law to update the Regional Plan by October 2006. That provides the timeframe for the update of the MTP. Some preliminary work was undertaken by the CCRPC and CCMPO staffs in FY 2004 to prepare for this.

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

The CCMPO is the communities working together to meet Chittenden County's transportation needs. Figure 1 on the next page, shows the Organization Structure of CCMPO. 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. Over the last several years, the committee structure of CCMPO has been evolving and changing.

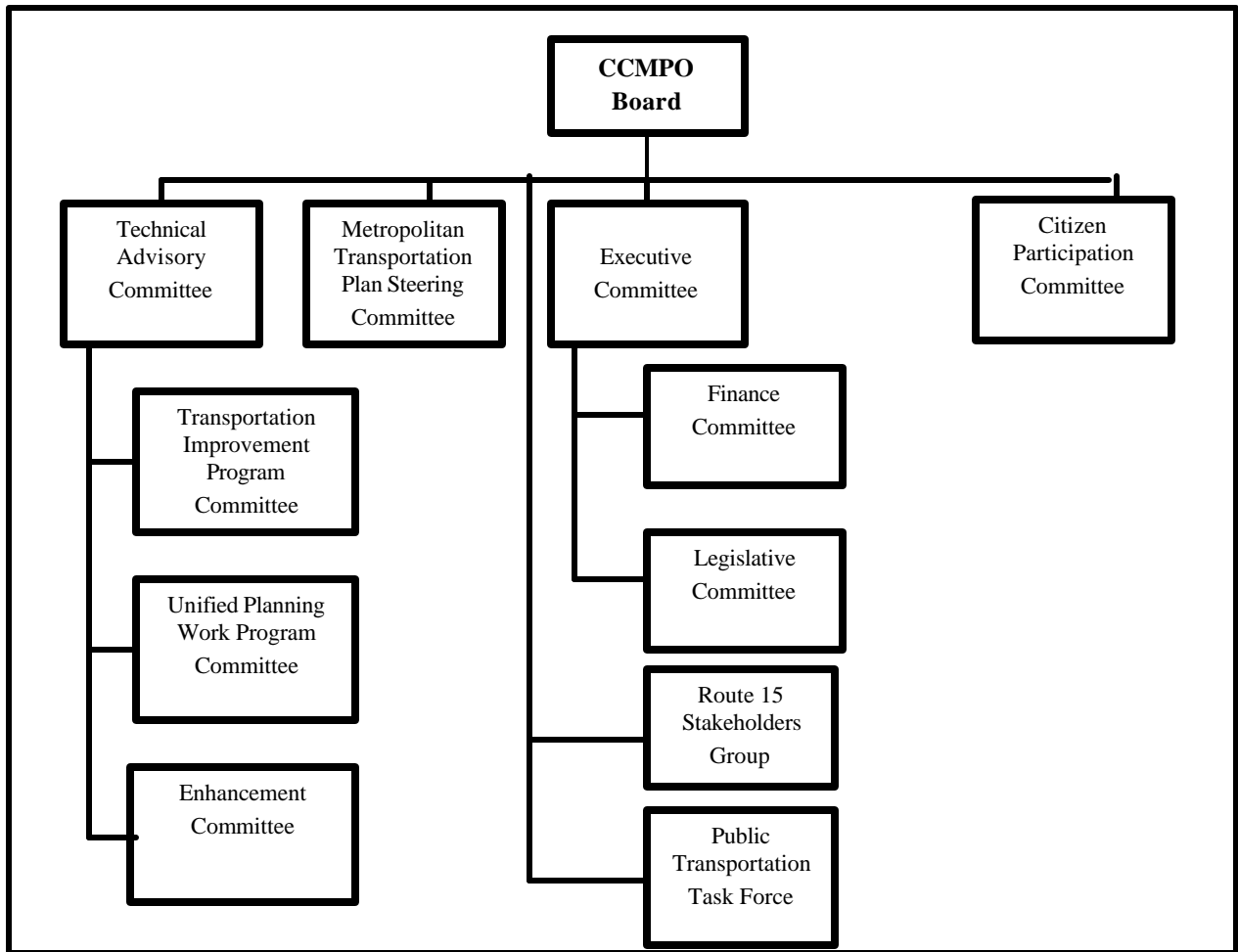
Committees operate at different levels of the organization. With the exception of the three committees specified in the Bylaws (CCMPO Board, Executive Committee and the Technical Advisory Committee (TAC)), committees undertake specific projects and programs. This allows interested stakeholders to actively participate in the committees, and committees to integrate a variety of experiences and perspectives. 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 (VTrans), the Chittenden County Transportation Authority (CCTA), Burlington International Airport (BIA), Vermont Transportation Authority (VTA), Chittenden County Regional Planning Commission (CCRPC) 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 Technical Advisory Committee (TAC) undertakes initial phases of document development and technical project reviews, or other non-policy related tasks as are sent 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.



CCMPO Organization Chart

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.

Legislative Committee

The Legislative Committee is concerned with transportation issues at every level of government (local, state and federal), with a focus on those legislative issues most relevant to transportation issues in Chittenden County. It is to provide helpful information to state legislators and the Vermont congressional delegation on CCMPO policies, plans, programs and the impact on them of state and federal legislation; and to assist CCMPO officials in responding expeditiously to pending legislative actions that affect the Chittenden County transportation systems. It is made up of a board member and others who are interested in legislative influence in Chittenden County transportation.

Citizen Participation Committee

This committee was newly formed in FY 2004 after updating the Public Involvement Plan (PIP). The purpose of this committee is to assist in the development of a comprehensive public involvement process building off of the adopted PIP. The focus of the committee's first year has been establishing protocols for the review of public involvement activities. The committee will work with staff and consultants to devise a meaningful review process that will help to strengthen the CCMPO's public involvement activities. The committee is made up of a CCMPO Board member, a CCMPO staff member, a CCTA representative, a VTrans representative, and representatives of the low income community, seniors, minorities, and the disabled. They meet monthly.

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 Agency of Natural Resources (ANR), Burlington Bikeways, CCMPO Board/TAC, CCRPC, CCTA, Chamber of Commerce, City of Burlington, Champlain Valley Office of Economic Opportunity (CVOEO), FHWA, Greater Burlington Industrial Corporation (GBIC), and South Burlington, VTrans, and Colchester Public Works. With the completion of the 2025 MTP, this committee will sunset.

Route 15 Stakeholders Group

The Route 15 Stakeholders Group is a loose knit organization to help guide the work being undertaken within the Route 15 corridor and the Route 15 Corridor Improvement Plan. The Group includes representatives from Burlington, Winooski, Colchester, Essex, and Essex Junction; CCTA; VTrans; St. Michael's College; UVM; Fletcher Allen Health Care; Camp Johnson; and the Champlain Valley Exposition.

Public Transportation Task Force

CCMPO has undertaken numerous plans for public transportation in Chittenden County. It has tried for years to change the service area, governance, and tax support of public transportation in the region. In April 2003, The CCMPO Board made a commitment to establish and fund a new Regional Transportation District (RTD). To undertake this work, the CCMPO Board established the Public Transportation Task Force. That Task Force has been meeting monthly.

The purpose of the Task Force is to assist in the implementation of the public transportation portion of the CCMPO Metropolitan Transportation Plan (MTP) for 2025, the CCTA Short Range Transit Plan, and the Transit Funding Report [which was made to the Vermont Legislature January 15, 2003] to improve economic development, improve mobility, and improve the quality of life of those who live, work, and recreate in the region. CCMPO is undertaking this work collaboratively with the Chittenden County Transportation Authority (CCTA). Specifically, the Task Force will:

- ? Identify and understand the issues and opportunities relative to the financial and governance issues of providing a RTD.
- ? Identify and analyze obstructions to the implementation of a RTD.
- ? Find solutions, possibly new and innovative, to address the obstructions.
- ? Devise strategies to reach a solution that is acceptable to all parties.

- ? Develop a public information initiative that informs on the regional nature of public transportation services and the need to take the funding burden off local property taxes.
- ? Make a recommendation to the CCMPO Board and the CCTA Board to resolve the financial and governance issues to form a regional public transportation district no later than October 2004.

The Task Force Chair is Bill Keogh – the CCMPO Board representative from Burlington. The Vice-Chair is Dave Davis – CCTA Board Chair and representative from Shelburne. The Task Force includes additional CCMPO and CCTA Board members; the Northwest Regional Planning Commission, as a representative of a larger collaborative public transportation effort in Northwest Vermont; and business community, senior, disabled, and environmental representatives. VTrans has a liaison to the Task Force.

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.

Enhancement Committee

The Enhancement Committee is an ad hoc committee that develops criteria and prioritizes enhancement projects and makes recommendations to the TAC. It is made up of interested TAC members.

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 other interested TAC members.

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. The responsibility for the non-federal matching funds for FHWA funds is shared evenly between the CCMPO's local jurisdiction members and VTrans. Historically, CCRPC has had to match the whole 20%, but this budget proposes that the state provide 10% of the match for CCRPC much as it does for other regional planning commissions in Vermont. 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. The responsibility for the non-federal matching funds for FTA funds is shared evenly between CCTA and VTrans. Occasionally, through mutually agreed arrangements, 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 regional 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.

CCRPC and the CCMPO have actively participated 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.

In November 2002, CCRPC and CCMPO co-located to the same office space. This was a major achievement of the two organizations. This provides the opportunity for both closer coordination and sharing of some resources.

After co-location, a joint CCRPC/CCMPO Consolidation Team was appointed. During FY 2004, a Transition Team made up of board and staff members from each organization worked together to see what steps could be made toward consolidation. At this UPWP is being prepared, the CCMPO board and the CCRPC are discussing as to whether they still want to consolidate. In the short run, the two organizations

have been reviewing ways to combine human resource activities. They have one person responsible for IT. For FY 2005, the work programs of each organization will be more similar. There are several joint activities in the two work programs. Steps are being taken to have the same accounting process. In another words, the two organizations are systematically identifying those activities which will move the two organizations closer together.

Federal Program Emphasis Areas

Periodically, the U.S. Department of Transportation, through the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), revises and updates the program areas that MPOs 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 through 2005, 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 2005 CCMPO work program integrates 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 2005 Unified Planning Work Program

CCMPO outlines the work that we will undertake and the costs for this work in the Fiscal Year (FY) 2005 Unified Planning Work Program (UPWP), which will begin on August 1, 2004 and end on June 30, 2005.

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 the seven major work areas of this UPWP:

- 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 for an MPO (Metropolitan Planning Organization) to have a “Unified Planning Work Program” as specified in the Federal Register 23CFR 450.314(a). 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 three parts to each Work Task: Objective, Description, and Products.

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 is shown on a spreadsheet attached with the total cost of the project within the fiscal year and the sources of funding.

1. CCMPO Management

Goal: *To provide governance through which public officials and other transportation stakeholders can come together in a collaborative process to address regional transportation issues, and to provide for the management and administration of the CCMPO in a safe working environment.*

1.01 Agency Administration

Objective: To provide a structure through which public officials, public agencies, the private sector, and other stakeholders in Chittenden County can 1) come together in a collaborative process to address transportation and related issues; 2) facilitate intergovernmental and public/private cooperation involving transportation and related issues; and 3) provide for the management and administration of the CCMPO Board, its committees and subcommittees, and the staff.

Description: CCMPO is described in the CCMPO Bylaws and CCMPO Prospectus which is contained herein.

The Executive Director has the primary responsibility for this work with assistance from the Administrative Assistant. The outcome is the preparation of information for the CCMPO Board and Executive Committee activities. This provides all CCMPO members and other participants with the information necessary to make informed decisions.

This work also includes some 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 to provide an opportunity to share information with the committee members, partners, stakeholders, and friends of the organization.

Special emphasis areas include, but are not limited to recruiting, orienting and involving new leadership, providing assistance to the officers, ensuring all board members serve on at least one other CCMPO Committee, scheduling the major activities of the board, and facilitating the board in the decision making process.

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 and update of the annual CCMPO Unified Work Program; improving and maintaining relationships with regional partners and stakeholders; all accounting functions including an independent audit; personnel administration; office management; and financial reporting. 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.

Both the CCMPO and Chittenden County Regional Planning Commission have supported consolidation of the two agencies. This is a long term commitment, and the administration of this process is included.

The CCMPO has identified the potential of both a lack of available non-federal match to fully utilize available federal planning dollars and/or, depending upon the level of funding in the reauthorization of TEA-21, insufficient funding for transportation planning in our region. Over the last year, CCMPO has become more innovative in finding local match for our federal funds. In FY 2005, we will research opportunities for new match dollars to fully utilize available federal funds by identifying opportunities for non-federal match. In addition, we may explore alternative state and federal funding for the work which we need to undertake if the reauthorization of TEA-21 does not provide sufficient funding to CCMPO. This work will reflect recommendations of the strategic planning process. The tasks are as follows:

- ? Research funding mechanisms used by other MPOs
- ? Research funding opportunities available for Chittenden County
- ? Write draft and final reports of research
- ? Fundraising Plan

Finally, the CCMPO encourages the participation in national organizations and their regional and state counterparts. This includes, but is not limited to the National Association of Regional Councils (NARC), the Association of Metropolitan Planning Organizations (AMPO), the American Planning Association (APA), and the Institute of Transportation Engineers (ITE).

This work is NOT shown on the budget page as the personnel costs and direct costs are incorporated into the indirect rate and specific tasks where appropriate.

Products:

- | | | |
|----|---|---------------|
| 1 | Annual Meeting of the CCMPO | June 2005 |
| 2 | CCMPO Board Meetings | Monthly |
| 3 | Executive Committee Meetings | Monthly |
| 4 | Joint CCRPC and CCMPO Executive Committees Meetings | Quarterly |
| 5 | Special meetings | As necessary |
| 6 | Staff Meetings | Weekly |
| 7 | Work on consolidation of CCMPO and CCRPC | As necessary |
| 8 | Attending meetings with partners and stakeholders | As necessary |
| 9 | Fundraising Plan | February 2005 |
| 10 | Active participation in national, regional, and state organizations | Ongoing |

1.02 Technical Advisory Committee (TAC)

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

Description: This task includes only the staff time required to provide agendas, minutes and mailings for all Technical Advisory Committee (TAC) and subcommittee meetings that are not project specific. Outcomes will include TAC deliberations, reports, and products; CCMPO staff preparation and distribution of TAC information and minutes. A staff planner is responsible for this work. For specific ad hoc and sub-committees, additional staff may be assigned as is 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.

This work is NOT shown on the budget page as the personnel costs and direct costs are incorporated into the indirect rate and specific tasks where appropriate.

Products:

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

1.03 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, and attend courses at local universities and colleges. Only administrative, managerial training and general staff development will be charged to this work task. Technical training is charged to the specific work task. All training must be approved by the Executive Director as directed by CCMPO policy.

This work is NOT shown on the budget page as the personnel costs and direct costs are incorporated into the indirect rate and specific tasks where appropriate.

Products:

- | | | |
|--|------------------------------------|--------------|
| | Attendance at seminars and courses | As Necessary |
|--|------------------------------------|--------------|

2. Regional Comprehensive Planning

Goal: To ensure that the policies, plans, and programs of the CCMPO are mutually in conformance with those of the Chittenden County Regional Planning Commission (CCRPC)

2.01 REGIONAL COMPREHENSIVE PLANNING – CCRPC

Table 1 below shows the work to be undertaken by the Chittenden County Regional Planning Commission by CCRPC Work Task

Table 1 CCMPO Funding of CCRPC FY 2005 Work Program Activities

Task #	CCRPC Work Task	Description of Work	CCMPO Federal & State	Total Cost
1.1.1	Identify Needed <i>Regional Plan</i> Improvements	Solicit, obtain, and process feedback from municipalities, the public, and stakeholder groups to identify improvements to be made to the <i>2001 Regional Plan</i> . Obtain Commission endorsement of improvements.	\$9,000	\$10,000
1.1.2	Initial Draft <i>2006 Regional Plan</i> .	Develop the initial draft <i>2006 regional Plan</i> based on feedback from municipalities the public and stakeholder groups (including coordination with CCMPO on development of the 2030 MTP). Coordinate draft with municipal plans, plans of neighboring regions. Obtain Commission endorsement of initial draft.	\$90,279	\$100,310
1.7.1	Open Space Plan; Phase II	Develop draft policies for the county's open space system and its relationship to transportation infrastructure. Review these policies with the public and provide for formal Commission consideration of incorporation of these policies in the <i>2006 Regional Plan</i> .	\$18,434	\$20,483
2.1.1	Regional Build-out Analysis	Update and refine GIS data inputs and software for the Regional Build Out Analysis (RBA) as needed.	\$10,347	\$11,526

Table 1 CCMPO Funding of CCRPC FY 2005 Work Program Activities(Continued)

Task #	CCRPC Work Task	Description of Work	CCMPO Federal & State	Total Cost
2.1.2	Decision Support System (DSS)	Update and refine GIS data inputs and software for the Land Use-Transportation Decision Support System as needed.	\$12,351	\$13,724
2.2.1	Culvert Inventory	Implement the program developed in FY 01-02 of locating with GPS units and assessing culverts using the VCGI standards in the following municipalities (Milton, Jericho, Westford, Underhill and Colchester).	\$16,464	\$18,293
2.2.4	Storm water Planning	Provide Planning expertise, guidance and advice on applications and improvements of the web-based computer water quality modeling system developed by the Gund Institute of Ecological Economics.	\$1,080	\$1200
2.2.5	Data Update & Maintenance	Update various GIS data layers (e.g. land use, housing points, natural resource data, commercial/industrial data base, telecom and other utilities and facilities). Outreach to communities to present data and to acquire feedback. Ongoing housekeeping of GIS data library	\$17,172	\$19,080
3.3.2	Coordination and Assistance with 2025 Metropolitan Transportation Planning	Participate with the CCMPO's long range planning process (Metropolitan Planning Steering Committee), coordinate process with CCRPC 2006 <i>Regional Plan</i> process. Participate in the Transportation Improvement Plan (TIP) process including review of proposed VTrans projects for conformance to the "2001 Regional Plan", Technical Advisory Committee (TAC) and annual work program development planning (Unified Plan Work Program Subcommittee).	\$16,504	\$18,338
3.3.4	Land Use-Transportation Decision Support System Planning	Using the Land Use-Transportation Decision Support System (DSS) in collaboration with CCMPO in support of the long range planning process	\$15,300	\$17,000
3.6.1	Comprehensive Economic Development Strategy	Work with GBIC & LCRCC to prepare the CEDS application to federal Economic Development Administration, including extensive public participation process. Consider outcomes of the public process for inclusion in the 2006 <i>Regional Plan</i> . (If accepted by EDA it will qualify Chittenden County projects for EDA project and infrastructure grants.)	\$ 9,000	\$10,000

Table 1 CCMPO Funding of CCRPC FY 2005 Work Program Activities(Continued)

Task #	CCRPC Work Task	Description of Work	CCMPO Federal & State	Total Cost
4.2.0	Route 15 Corridor Improvement Plan	Assist Essex Junction, Essex, Colchester and possibly Winooski, with TOD and other land use planning techniques in the Rt. 15 corridor to encourage greater density and diversity that can be served by various transit options.	\$20,000	\$20,000
4.1.3	GIS Modeling in municipal planning	Provide GIS modeling (DSS Snapshot and Regional Build-out Analysis (RBA) Planning Tool) services to towns. Host a planners lunch related to a GIS modeling project and provide DSS Snapshots and/or RBA training to municipal planners on request.	\$10,867	\$12,074
	TOTAL		\$246,826	\$272,028

Note: CCMPO is also providing funding to CCRPC for the Route 15 Corridor. The details of this task will be worked out jointly with VTrans.

2.02 REGIONAL COMPREHENSIVE PLANNING – CCMPO

Objective: To coordinate planning activity with the CCRPC.

Description: The CCRPC and CCMPO, as regional planning entities with oversight over the same jurisdiction and in some cases overlapping areas of responsibilities, need to work together on projects. It is the mutual goal of the CCMPO and CCRPC to have interchangeable staff on a number of projects. This task accounts for the CCMPO’s staff time assisting the CCRPC in relevant planning efforts of mutual interest.

Product:

- | | | |
|---|-------------------------------------|-----------|
| 1 | Attendance at CCRPC meetings | As needed |
| 2 | Reports, as necessary, to the CCRPC | As needed |
| 3 | Review of CCRPC related reports | As needed |

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 Public Transportation Planning

Objective: To assist in the implementation of the CCMPO Metropolitan Transportation Plan (MTP) for 2025, the CCTA Short Range Transit Plan, and the Transit Funding Report to improve economic development, improve mobility, and improve the quality of life of those who live, work, and recreate in the region; and to effectively conduct, coordinate, communicate, and participate in all transit related planning activity in the region.

3.01.1 Public Transit Planning by CCTA

3.01.11 Ridecheck

Objective: To obtain information on where and when people are boarding buses for use in route planning and placement of stop amenities (stops, shelters, benches, and informational signage).

Description: Continuation of a project begun in FY 03 to survey every trip on every route at least once annually for weekdays, Saturdays and Sundays. The survey will include the following information at each stop: arrival time, passengers boarding, and passengers' de-boarding. CCTA will develop surveys of the system, hire and train surveyors to sample the trips, check surveys, compile survey results, create reports, and consider changes based on results.

Product: Updated information in report format on CCTA route, route segment and stop performance to be considered in route restructuring at least annually.

3.01.12 System-Wide Time Point Analysis

Objective: To publish bus schedules based on actual operating experience.

Description: Continuation of a project funded in FY 02 to develop a series of spreadsheets and two databases to allow CCTA to collect data on on-time bus performance with very low operational costs. The project has been turned over to CCTA staff and will be updated with daily information on on-time performance.

CCTA will continue to: a) update data tables containing complete CCTA schedules for all time points for bus driver runs 3-4 times a year; b) develop samples of service; c) send the GPS unit out on driver runs twice daily; d) download the GPS trace; e) “crack open” the raw data files and split them into single driver runs; f) compare driver run time point files to GPS traces using a GPS utility; g) import the GPS utility results into CCTA’s Analysis of Run Time and Schedule Adherence Database file; and h) reports on and analysis of on-time performance data.

Product: Updated on-time performance data reports and analysis thereof for incorporation in schedule updates at least twice a year.

3.01.13 Rider Surveys

Objective: To obtain demographic information on riders for service planning and marketing, and to obtain feedback on services from riders.

Description: Develop surveys, hire and train surveyors, tabulate surveys and create summary report.

Product: Survey results to be used in marketing existing services, feedback for internal improvement, and for use in service changes.

3.01.14 Service and Operations Planning

Objective: To respond to community requests and internal analyses on potential service changes.

Description: Evaluation of current service, obtain and review data and reports, elicit community input, consider community requests, determine mileage, time and cost for new service, propose new transit service, develop service implementation plans, write bus and driver schedules for new service.

Product: New and revised bus routes and schedules.

3.01.15 ITS Applications

Objective: To evaluate, plan and design ITS applications for deployment.

Description: To evaluate ITS applications, develop plans, specifications and RFP’s for ITS systems at the Downtown Transit Center, bus stops, onboard buses, and at CCTA’s operations and maintenance center.

Product: Requests for Proposals for ITS applications.

3.01.16 Passenger Shelters

Objective: To continue planning and design of our passenger shelter replacement and expansion program in order to provide shelter for bus patrons.

Description: This project is to design, site and permit new style post and beam shelters at higher ridership locations. It will also provide for replacement of older shelters that are worn out and/or provide inadequate protection from the elements. Installation of shelters has been shown to increase bus ridership by creating some permanence around a bus route as well as the obvious protection from the elements.

Product: Installation of sixteen new or replacement shelters per year.

3.01.17 Market Research and Data Collection

Objective: To provide information for use in service planning

Description: Continue and update ongoing market research and data collection for service planning, shelter and stop placement; and participation in and coordination with state, regional and local transportation entities, committees, and training events.

Product: Data and information to be used in the service planning process.

3.01.18 Bus Stop and Route Variation Database Maintenance and Tracking

Objective: To update and maintain the bus stop and route variation database for use in service planning and stop amenities and information planning and upkeep.

Description: In previous years, CCTA obtained lists of bus stops with longitude and latitude coordinates with the assistance of the CCMPO and the CCRPC. CCTA is using this data for two planning projects that utilize computer data bases: the ridecheck and the time point analysis. Soon CCTA will use the bus stop lists and route variation information in a scheduling software package. These three computer programs demand updated data to function accurately and CCTA must update route, route variation and stop information with every service change for the software as well as maintenance, marketing and upkeep tasks.

Product: Updated list of bus stops and each route variation for each route both in tabular and GIS forms.

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.

3.01.20 Maintenance and Facility Planning

Objective: To assure CCTA has adequate revenue vehicles, support equipment, and facilities to operate and maintain current and expanded service.

Description: Consideration of equipment and facilities replacement needs for current and planned service. Development of plans and specifications to maintain, replace and upgrade as needed and as funds allow.

Product: Bids and RFP's for equipment and facility repair, upgrades and replacements.

3.01.21 Financial Planning

Objective: To assure CCTA has adequate funds to meet operational and capital needs for current and planned service.

Description: Analysis of indirect and direct service costs, development of service cost models, and development of short and long term finance plans for the operating and capital budget.

Product: Annual updates of financial plans for use in the budgeting and planning process.

3.01.22 Regional Public Transportation Expansion

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

Description: Work will be done cooperatively with CCMPO as the lead agency. See Work Task 3.01.2 Public Transportation Planning by CCMPO which follows for more detail.

3.01.2 Public Transportation Planning by CCMPO

Objective: To create a regional transportation district and pursue a regional transit funding strategy; and to collect and analyze human service transportation unmet needs.

Description:

Regional Transportation District

In FY 2003, to respond to a request by the Vermont Legislature, a "Transit Funding Task Force" was formed. The Task Force was composed of CCMPO, CCTA, SSTA, VTA, and VTrans. It prepared the document "Transit Funding Report" which was given to the legislature on January 15, 2003. This document dealt with both the funding of and the governance for a regional transit system. Over the last year, the CCMPO Board has been reviewing drafts of the 2025 MTP and has reviewed the CCTA short range plan. The board decided that much planning has been done, but CCMPO needed to become proactive to get the public transportation plans implemented.

In FY 2004, the Public Transportation Task Force (PTTF) was formed. This is to be an action oriented group. Support and facilitation is being provided to the Task Force by a consultant. This is a collaborative effort of CCMPO and CCTA. The Task Force is composed of representatives from the CCTA board, the CCMPO Board, IBM, CATMA, the Vermont Businesses for Social Responsibility, the disabled, the Area Agency on Aging, and other stakeholders. VTrans has a liaison at the meetings.

The Task Force has a program to inform and educate the public, the business community, municipal officials, the state legislators and the Administration about public transportation issues and concerns, and then the recommendation of the Task

Force and CCMPO. For this process to be successful, it will require significant work and may take several years. Specifically we see the following iterative steps:

1. Identify issues and opportunities.
2. Identify and analyze roadblocks.
3. Find solutions, possibly new and innovative, to get past roadblocks.
4. Devise strategies to reach a solution that is acceptable to all parties.

A program is being established to use a combination of public information activities such as media articles and editorial pieces, paid advertising, and public service announcements. This work will be undertaken by the CCMPO communications consultant under the direction of the Task Force Communications Committee.

Human Services Transportation Analysis

As part of a federal and statewide effort, the transportation needs of the elderly (60 and over) and disabled populations (as defined by ADA) of the region will be examined. Data on these populations and trip purposes, as well as additional mileage and cost to meet the needs, will be estimated. The project will more clearly identify the gap between current human service transportation needs and available service. Task goals are to enhance efficiency, reduce costs, and provide more service to the transportation disadvantaged population.

Products:

- | | | |
|---|---|--------------|
| 1 | Funding Policy | August 2004 |
| 2 | Governance | 2004 |
| 3 | Legislation | October 2004 |
| 4 | Information and educational activities | Ongoing |
| 6 | Human service transportation unmet needs analysis | Fall 2004 |

3.02 Environmental Planning

Objective: To monitor and manage CCMPO planning activities related to air quality, water 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. Of particular interest is for Chittenden County to maintain compliance with the National Ambient Air Quality Standards as established by the Clean Air Act.

Staff will monitor environmental issues, federal laws and court decisions that affect transportation projects in Chittenden County.

Product:

- 1 Update *Air Quality in Chittenden County* report.
- 2 Work with partners such as the Alliance for Climate Action on strategies to reduce emissions of criteria pollutants.
- 3 Updates to TAC and CCMPO Board as necessary.

3.02.1 10% Challenge

Objective: To support conformance with federal and state air quality standards by reducing air pollution emissions and supporting the CCMPO efforts to reduce the use of single occupant vehicles.

Description: Air pollution causes a variety of health and environmental problems, including respiratory illnesses and other diseases, crop damage, decreased visibility and structural deterioration. The Clean Air Act (CAA) was enacted in 1970 to address air pollution problems on a national scale. The CAA established federal controls and standards to reduce emissions. States were required to develop and enforce State Implementation Plans (SIPs) to clean up polluted areas and to protect and maintain air quality.

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) requires states and metropolitan planning organizations to carry out a comprehensive transportation planning process to coordinate the best mix of transportation projects to improve air quality. Provisions in the 1990 amendments to the CAA matched the ISTEA requirements and limit federal transportation activities in areas that do not meet the federal air quality standards. Known as “transportation conformity” this CAA provision is intended to integrate the transportation and air quality planning processes to ensure that federal funding and approval goes to transportation activities that are consistent with air quality goals.

Chittenden County is currently in conformance with the requirements of the CAA and CCMPO recognizes the importance of maintaining air quality. As a result, CCMPO has partnered with the Alliance for Climate Action 10% Challenge program. The program seeks to reduce green house gases in Chittenden County using the strategies listed below. Burning of fossil fuels results in the release of a variety of air pollutants in addition to green house gases. By reducing emissions of green house gases, emissions of other regulated air pollutants and air toxins will also be reduced and the overall air quality of Chittenden County will be improved.

CCMPO will contract with the Alliance for Climate Action (ACA) for work to be undertaken by the 10% Challenge that supports CCMPO goals for clean air and reduction in traffic congestion by reducing single occupant vehicle use. In addition, we will review the material prepared by “It all adds up to Cleaner Air”, a program sponsored by the U.S. Department of Transportation's (DOT) Federal Highway Administration, the U.S. Environmental Protection Agency's (EPA) Office of Transportation and Air Quality, and DOT's Federal Transit Administration. The program was established to reduce traffic congestion and improve air quality.

Primary Products:

- 1 Increase awareness of decision-makers, planners and the public about the relationship between transportation choices and air quality.
- 2 Work with and support Chittenden County communities on energy reduction programs including supporting use of alternative forms of transportation to single occupant vehicles.
- 3 Collaborate with and advance no idling initiatives in Chittenden County schools with partners including American Lung Association of Vermont, Vermont Department of Health, Champlain Initiative and Agency of Natural Resources.

Secondary Products:

- 1 Support the efforts of CCMPO, CATMA and CCTA on transportation demand management in development and promotion of alternatives to single occupant vehicle use.
- 2 Participate and assist in coordination of activities and events to promote use of transportation alternatives and energy conservation including: Way-to-Go Week, Best Workplaces for Commuters, employee challenge program.

3.03 Bicycle/Pedestrian Transportation Planning

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

Description: A Regional Bike/Pedestrian Plan was completed and approved in FY 2003. Under this task, CCMPO staff will monitor implementation efforts, through selected project scoping, data collection, and involvement with local, regional and state groups advocating, planning and designing bike/pedestrian facilities. Staff will participate in VTrans update to the statewide Bike/Pedestrian Plan.

Product:

- 1 Preparation for and attendance at bike/pedestrian meetings of CCMPO, VTrans, and others.
- 2 Bike/Pedestrian data collection related to Bike/Pedestrian Plan implementation
- 3 Management support for the SR2S Program

3.03.1 Safe Routes to Schools (SR2S) Pilot Project

Objective: To establish a collaborative program with SR2S stakeholders and selected schools with the aim to increase walk and bike trips to and from school.

Description: This is a pilot study and not an ongoing program. SR2S integrates health, fitness, traffic relief, environmental awareness and safety into a single program. The programs bring together schools, local governments, and the broader community to create healthier lifestyles for children and a safer, cleaner environment for all. SR2S programs have been established in many states, as well as Canada, Europe and Australia. Working directly with selected schools SR2S focuses on four specific areas:

- 1 Encouragement – using events and contests to entice students to try walking and biking.
- 2 Education – teaching students important safety skills and providing media campaigns to educate all road users how to interact safely.
- 3 Engineering – implementing physical improvements to the infrastructure around schools, reducing vehicle speeds and establishing safer sidewalks, crosswalks and path systems.
- 4 Enforcement – working with local law enforcement to ensure drivers obey traffic laws.

Under this task the CCMPO will hire a part time coordinator or consultant for a two year period working with three schools (urban, suburban, and rural) to implement the 4E areas mentioned above.

Product:

- 1 Education programs at selected schools.
- 2 Special school events to encourage walking and biking.
- 3 Law enforcement outreach to focus on school area safety issues.
- 4 Sidewalk/path/crosswalk evaluations around selected schools.
- 5 Baseline and tracking data to assess program success.
- 6 Recommendations on how to expand SR2S programs to other places.

3.04 Metropolitan Transportation Plan (MTP)

Objective: To complete an updated long range multimodal transportation plan for Chittenden County.

3.04.1 2025 Metropolitan Transportation Plan (MTP)

Description: A draft MTP was presented to the CCMPO Board in September 2003 followed by a public presentation. Subsequent comment revealed major deficiencies in the draft requiring significant revisions. Revisions were undertaken by the consultant over the winter and spring of 2004 making substantial progress toward a new draft. Steering Committee, Board, municipal, and public reviews are scheduled for the early fall of 2004 and adoption anticipated in FY05.

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. Also, the CCMPO will more closely coordinate development of the next MTP with the CCRPC's Regional Plan update.

Products:

- | | | |
|---|-----------------|-----------------------|
| 1 | Final Draft MTP | Early FY05 |
| 2 | Final MTP | October/November 2004 |
| 3 | MTP Brochure | November 2004 |

3.04.2 2030 Metropolitan Transportation Plan (MTP)

Description: The goal of the CCRPC and the CCMPO is to update the CCRPC *Regional Plan* and the CCMPO *MTP* together. During FY 2004, staffs from the two organizations began to outline a joint course of action. The CCRPC Commission established a committee to work on the CCRPC regional plan update, and discussed the plan update process and timeline. The CCRPC must update the regional plan by October 2006 under Vermont law.

Conceptually, the CCRPC will base their update on the 2025 MTP. When the Regional Plan has been completed, CCMPO will update the MTP to 2030 based upon the Regional Plan. Analysis will be undertaken using the DSS to investigate the mutual relationships between the Regional Plan and the MTP.

In FY 2005, the CCRPC will solicit, obtain, and process feedback from municipalities, the public, and stakeholder groups to identify improvements to be made to the *Regional Plan* and obtain Commission endorsement. An *Initial Draft 2006 Regional Plan* based on that feedback, including coordination with CCMPO on development of the MTP, coordination with municipal plans and adjoining RPCs, public participation, and preparation of draft work products; and obtain Commission endorsement of Initial Draft.

The 2025 MTP is anticipated to be completed and adopted in the fall 2004. **The 2030 MTP will be an update of the 2025 MTP.** CCMPO staff will be reviewing the 2025 MTP after it has been completed to determine what work will need to be done to improve the published document and analysis. It is also anticipated that some type of stakeholder committee will be needed. However, first, the staff will complete a Study Design to outline in more detail the work to be undertaken based upon all of the above. This Study Design will be approved by the Board and our partners such as VTrans, CCTA, VTA and CCRPC.

In addition, we will undertake an Environmental Justice study to review the 2025 Transportation Plan and the FY 2006-2008 TIP. This will be done with a working committee.

Products:

- | | | |
|---|---|------------------|
| 1 | Study Design | Winter 2004/2005 |
| 2 | Environmental Justice Report on MTP and TIP | Fall 2005 |

3.05 Decision Support System (DSS)

Objective: To use and refine analysis tools in support of transportation and land use planning activities.

Description: The Decision Support System (DSS) tools are designed to provide assistance in helping decision-makers understand transportation project influences and options for addressing them. The software development was completed in FY2004, and CCMPO staff expects to continue working with Chittenden County Regional Planning Commission (CCRPC) staff on data updates and quality checking as well as continued outreach on the possible municipal uses of the DSS Snapshot software.

The Northwest Vermont Smart Growth project currently underway is a collaborative effort by VTrans, CCRPC, and CCMPO. CCMPO staff will support the use of the transportation model in DSS analyses undertaken as part of the Northwest Vermont project.

CCMPO will also coordinate with VTrans on the possible use of the DSS software in major transportation planning studies undertaken in FY 2005.

The DSS requires continued support to maintain the necessary input data for use in modeling. Housing, employment, zoning and other land use information are

necessary inputs which require regular maintenance. CCMPO may hire technical experts to assist in refining the DSS software.

Products:

- | | | |
|---|---|--------------|
| 1 | Decision Support System software and data updates | As Necessary |
| 2 | Coordination with CCRPC on Northwest VT project | FY 2005 |
| 3 | Coordination with VTrans on DSS issues | As Necessary |

3.06 Transportation Demand Management (TDM)

Objective: To develop a Chittenden County TDM Plan, and participate in programs, that identify strategies resulting in more efficiently managed use of the region’s transportation resources.

Description: The CCMPO will complete a TDM Education, Outreach, and Support Program document that involves the relevant TDM parties, identifies pertinent issues, recommends appropriate programs for the region’s major employment centers, and identifies the institutional roles and costs of program implementation.

We also will continue involvement with “Way to Go Week.” This takes place in early May and provides an opportunity for people to experience other modes of transportation besides the single occupancy vehicle.

Product:

- 1 A regional TDM Education, Outreach, and Support Program document.
- 2 Participation in “Way to Go Week” in May 2005

3.07 Route 15 Corridor Improvement Plan Management

Objective: To manage studies that facilitate the Route 15 Stakeholders Coalition’s efforts 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 are to be included in the transportation improvements. One project, the Campus Road project has received a TCSP grant for approximately \$900,000 and will soon complete the preliminary scoping study. It will link, by road and path, the major institutions (campuses) in the Colchester Fort area. 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. The potential exists to initiate joint development projects, i.e. parking structures and other facilities within the communities in proximity to the proposed transit stations. It is also the intent to initiate a short term rapid bus service from Downtown Burlington to the core of Essex Junction and IBM. The project has received substantial involvement and support from the local towns,

major stakeholders and others along the corridor. The Transit Oriented Development (TOD) task has contributed to this work.

This management plan would provide the opportunity for all of the stakeholders to coordinate the activities within the corridor and, specifically, perform a series of scoping projects to maintain and improve the transportation options within the Corridor.

Funding: The Earmark (Section 5309 Funds) was frozen in the spring of 2003, and CCMPO was limited to completing work underway with those funds. Additional funding was undertaken with our regular FTA funding (Section 5303). By letter dated April 21, 2004 VTrans Secretary Patricia McDonald released these funds “to complete the TOD work outlined in your letter of October 28, 2003. The next phase, which will conclude the agency’s participation in the corridor planning for this project, includes two tasks which have been specifically requested by corridor communities: (1) a study of the Susie Wilson Road sub-area and (2) a community participation and education process to explain TOD and its impacts on affected municipalities.” The letter went on to say that CCMPO will undertake the work and a related budget to be detailed with the towns and VTrans. This will include the scope of work for the pass-through funds to CCRPC.

Therefore, work allowable to be charged to Section 5309 Funds will be charged to Work Task 3.07. Any work not allowable under Section 5309 funds will be charged to Section 5303 funds which is Work Task 3.07.1 in the budget.

Products:

- | | | |
|---|---|----------------------|
| 1 | TOD Presentations to towns and other stakeholders | April – October 2004 |
| 2 | Assistance to municipalities with walkable communities projects. | April – June 2005 |
| 3 | Advance express bus use along the Route 15 corridor | April – June 2005 |
| 4 | Development of potential joint partnership sites for transportation infrastructure projects | October 2004 |
| 5 | Conclusion of the scoping for a bike path from Essex Junction to St. Michael’s | October 2004 |
| 6 | Assist VTrans in ROW discussion for the Winooski Branch | As needed |
| 7 | Regular Stakeholders meetings (Project specific) | As needed |
| 8 | Continue Scoping Studies | Ongoing |

3.08 Route 15 Corridor (Jericho-Hardwick) Management Plan

Objective: The purpose of this effort is to identify existing conditions of the corridor, predict future conditions of the corridor based on current land use and transportation practices, and, as necessary, make recommendations on how to avoid and/or manage issues that exist and/or will arise along the corridor in the future with respect to access and mobility.

Description: This task is continued from FY 2004. CCMPO has subcontracted with the Lamoille County Planning Commission which is responsible for this work. Consultant costs are prorated between CCMPO and the Lamoille County Planning Commission based upon road mileage in Chittenden County.

The need for this project is based upon the increasing development pressures and traffic volumes along the corridor, and the interest of preserving capacity, scenic attributes of the corridor, as well as the goal of maintaining and/or increasing safety of travel throughout the corridor. 2000 Census Journey-to-Work information shows that a large proportion, as much as 15%, of Lamoille residents travel to Chittenden County for work. This coupled with the fact that VT15 in the vicinity of the Lamoille County/Chittenden County border has experienced an increase in traffic volumes of approximately 33% since 1986, establishes the need for such a proactive approach to managing the corridor. The largest percentage of traffic growth into Chittenden County has come from Lamoille County. In addition, there are traffic movements through Lamoille County from adjacent counties. Finally, the eastern end point was selected to meet a corridor that has already been studied.

Study Area: The proposed study area extends from the Essex / Jericho town line to the intersection with VT14 in Hardwick. Total mileage as calculated from VTrans highway logs is 44.72 miles. The composition of the mileage is as follows:

Table 2: Route 15 Mileage by County

County	Mileage	% of total study area
Chittenden	11.55	26%
Lamoille	30.95	69%
Caledonia	2.22	5%
Total	44.72	100%

Scope of Work

Task – Completion Date

1 Establish a Plan Advisory Committee (PAC) - February 2004

This committee will provide information, guidance, and input throughout the planning process. This should include municipal representatives from all communities throughout the study area, VTrans officials, regional planning commissions throughout the corridor, and others as identified. The PAC will also assist in identification of issues along the corridor, represent local, regional, and state initiatives relevant to the corridor, and help publicize the effort in an attempt to educate the general public on the purpose and need for the plan.

2 Develop Description of the Corridor / Project Future Conditions – July 2004

Create an inventory of existing conditions including land use and basic traffic information, investigation of relevant local ordinances along the corridor, and resource inventories. The inventory should focus on issues of character and landscape. Conduct an access management survey of access roads, access points and existing traffic and conditions on the highway.

Determine anticipated impacts to the highway with respect to congestion, mobility, and safety based on current local land use policy and practices, anticipated future development, and anticipated traffic.

3 Identify Corridor Level Recommendations – July 2004

Based on sound access management principles and techniques, including the appropriate VTrans access category or categories, prepare a series of recommendations for community officials, local property owners and VTrans,

with regard to actions that can be taken to avoid or significantly mitigate anticipated adverse impacts as alternatives to major capital investments by either the community or the state.

Develop proposed solutions that may include land use regulations, access management practices, village traffic calming, and multimodal transportation options techniques, among other considerations. These should include corridor-wide land-use and transportation recommendations that compliment each other. Care should be taken to make sure recommendations also include access management practices that will preserve character of the corridor and function of the highway.

4 Identify Segment & Site Specific Recommendations – August 2004

Develop proposed solutions for segments of the corridor that stand out as consistent in character, land-uses, and/or serve a particular functional purpose. Recommendations should be made for these particular segments in an effort to reflect and maintain these characteristics into the future. These recommendations should also include land-use and transportation concepts that compliment each other. This section’s recommendations should also address any site-specific issues that require attention, such as particularly problematic intersections or accesses. Concepts of access management and village traffic calming should also be applied in recommendations.

5 Management Plan – September 2004

The primary work product is envisioned as an oversized, visual document, presenting existing conditions and proposed solutions, including corridor layout plans, and visualizations of concepts. Various map products and interim reports along the course of the planning effort may be required to facilitate the process. The final product should be in a form and quality suitable for presentation to policy makers and the general public.

Table 3: Route 15 Jericho-Hardwick Project Budget

	Federal	State	Local / LCPC	Total
CCMPO	\$11,077.80	\$1,384.73	\$1,384.72	\$13,847.25
Lamoille County Planning Commission	\$23,332.20	\$2,916.52	\$2,916.53	\$29,165.25
Total	\$34,410.00	\$4,301.25	\$4,301.25	\$43,012.50

3.09 Transportation Systems Management (TSM)

Objective: To focus on improving transportation operations and safety for roadways and intersections in the county; to prepare an update of CCMPO’s Regional Intelligent Transportation Systems (ITS) Plan; to continue coordination with VTrans; and to continue the signal optimization program.

Description: Transportation Systems Management (TSM) programs that increase the safety and efficiency of existing roadway networks with low cost solutions are

included in the MTP and have been supported by the board. TSM programs include Intelligent Transportation Systems (ITS), intersection improvements, traffic calming and traffic signal optimization. In this work element, the MPO will continue its active role in evaluating and providing recommendations to improve the safe and efficient flow of transportation including vehicles, transit, pedestrians and bicycles. These tasks will be accomplished in part with increased coordination with VTrans and other relevant partners in three areas: safety, ITS and project development. The MPO will work with the traffic safety engineers at VTrans and municipal representatives on the Road Safety Audit Review (RSAR) to determine low cost, proactive measures to address highway safety. Regarding ITS, the MPO staff will continue their involvement with the VTrans' ITS Stakeholders group to insure that decisions affecting Chittenden County will be addressed by VTrans. The effort begun in FY04 to update the CCMPO's ITS Plan will continue. The signal optimization program will continue under this work task with an emphasis on selecting corridors and/or isolated intersections which will result in the greatest benefit for the region.

We will provide training to member municipalities and other relevant parties, such as VTrans, on traffic operations and related subjects.

Products:

- 1 Memos providing updates on the plans and actions for improving safety in the region resulting from coordination with VTrans and other relevant parties.
- 2 Attendance and participation in ITS Stakeholders group at VTrans.
- 3 A continuation of the signal optimization program.
- 4 An updated CCMPO Intelligent Transportation Systems Plan.
- 5 Training programs.

3.10 St Albans Multimodal Center

Objective: Complete planning studies for the St. Albans Multimodal Connector in conjunction with the Northwest Regional Planning Commission and the City of St. Albans.

Description: Federal Street in St. Albans is in the heart of the industrial zone of the community. The city street parallels U.S. Route 7, Interstate 89 and the New England Central Railroad (NECR) main line. The Amtrak station is on Federal Street.

The connector project would construct a new road from I-89 to Federal Street to allow trucks to access industrial sites without utilizing Route 7, which is also, Main Street in St. Albans. This would resolve the current conflict between commercial and pedestrian traffic in the downtown district. In addition to the new section of road (less than ¼ mile) there would be a widening of existing streets, replacement of a bridge, and intersection improvements along the route.

The project also includes the construction of a rail siding to give industrial park manufacturing firms access to the NECR potentially eliminating significant truck traffic from the highway. Another benefit for rail transportation comes from easier passenger access to the Amtrak station on Federal Street. That station is the northern

terminus for Amtrak's Vermonter service to Washington, D.C. This project is also potentially significant to trade between Canada and the northeastern United States, particularly via railroad, and could attract companies that ship by rail from north of the border. The NECR connects with the Canadian National (CN) line to Montreal. Another potential element is a prototype freight container security screening facility on underutilized railroad property.

In addition, the project will examine the feasibility for developing a full multimodal center which would incorporate the above, as well as potential commuter bus or commuter rail serving travelers to and from Chittenden County.

The Northwest Regional Planning Commission completed a conceptual analysis of the project in 1997. This planning and engineering study would build upon the preliminary report, providing additional details and incorporating new ideas generated since the report was completed.

Product: A planning Study of the St. Albans Multimodal Connector

- | | | |
|---|---|---------------|
| 1 | Preliminary Review of Existing Studies and Conditions | December 2004 |
| 2 | Draft Report for Review | March 2005 |
| 3 | Final Report | June 2005 |

3.11 Development Review

Objective: To provide objective reviews of the transportation issues in both local development proposals, as requested, and Act 250 permit applications in accordance with the CCRPC's Regulatory Review Committee's Policy; to insure that transportation is viewed in a multi-modal context in development proposals and includes highways, transit, pedestrian and bicycle facilities; to review the cumulative impacts of development proposals on the transportation system; and to be aware of and involved with any proposed changes in the existing Act 250 permit process.

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; however CCMPO has been reviewing Act 250 permits when requested as an expert party by CCRPC. CCMPO will continue these reviews in accordance with the CCRPC's Regulatory Review Committee's policy as well as coordinating with VTrans for Act 250 reviews. The goal of the CCMPO in these reviews will be to continue to include incorporating consideration of multi-modal transportation in the development process. Furthermore, if the development review process is changed by legislative action, CCMPO will keep informed of the changes and adjust its activities appropriately. In addition, the CCMPO will continue to provide technical assistance as requested to both the District Environmental Commission and municipalities for the review of traffic/transportation effects of development projects.

Products:

- | | | |
|---|--|--------------|
| 1 | Act 250 Permit Review | As necessary |
| 2 | Review of traffic studies for municipalities | As necessary |

3.12 Island Line Signage Plan

Objective: To continue developing and completing a comprehensive signage plan for the Island Line Rail trail from Burlington, north to the Champlain Islands.

Description: With oversight from the CCMPO, City of Burlington, Town of Colchester, VTrans, the Town of South Hero, Local Motion, the Northwest Regional Planning Commission, and others, the selected consultant will finish the signage plan. This task will develop a plan that:

- 1 Produces a graphic image (logo) for the trail,
- 2 Recommends a signage system that includes regulatory, warning, informational and interpretive signs,
- 3 Includes a corridor interpretation element and
- 4 Identifies locations and types of enhanced amenities

Product: A Signage Plan document that addresses the four points identified above and completed by fall 2004.

3.13 Freight Transportation Planning

Objective: To prepare a Freight Implementation Plan to maximize the efficiency of freight movement, while minimizing traffic congestion for Chittenden County and the Western Vermont Corridor.

Description: CCMPO staff will continue updating the freight implementation plan, based upon new initiatives and historical information from the 2001 “Chittenden County Freight Study”. The work will be started in FY 2005 and completed in FY 2006 or 2007. This implementation plan will be further developed and drafted into a planning element intended to become part of the adopted 2030 MTP.

The 2001 Freight Study included a number of recommendations garnered from regional stakeholders. In review, most of the identified capital projects (“*Freight Stakeholders’ Focus Group*”, August 16th 2000) function to facilitate movement of freight through roadway enhancement (Appendix E. of “*Chittenden County Freight Study*”). Only three of the eighteen initiatives offer solutions utilizing rail mode:

1. Install automated rail switches at rail interchange in Essex Junction (*completed in 2002*).
2. Relocate the Burlington Railyard to a more accessible location and expand the facilities (*pending*).
3. Identify and develop sites for transload and container ramp facilities (*pending*).

According to economic forecasts developed by Standard & Poor’s DRI, freight tonnage moving into, out of, and within Chittenden County is predicted to triple from 5.8 up to 20.4 million tons by 2020. Realistically, Chittenden County should anticipate a substantial increase in roadway congestion as a result.

A solution may lie in participation in the “Western Vermont Rail Corridor Project”. Chittenden County could augment this effort by proposing the construction and implementation of a transload intermodal facility located within the county. This will likely yield positive results in alleviating any impending congestion along inbound routes, such as; US 7, VT 22A, and I-89. Through diversion of a greater amount of

Chittenden County destined freight from truck to rail, a measurable decrease in overall road congestion and air pollution from large trucks could be expected. Truck delivered freight offloaded from major rail transload facilities in bordering states (e.g. Albany, NY, Springfield, MA, & Montreal, Canada) could be shifted to the short-line rail system destined to Chittenden County, via “piggyback” or TOFC.

It will further be necessary to evaluate the increasing freight demand and other requirements of the Burlington International Airport (BIA), since it handles 96% of the state’s air freight (*Chittenden County Regional Freight Study, 2001*). BIA is in the process of implementing increased airport expansion which will, in part, improve the opportunities for increasing air freight. Some of this will be transported by trucks that will put additional demand on the highways around the airport.

Decision-support tools and methodology will be required (e.g. Modal Diversion Modeling, Travel-Demand model adjustment, and Freight Project Prioritization as outlined in the freight study) to investigate means to ease potential increases in local truck traffic near a new transload facility or BIA, while satisfying the demand of freight shippers and carriers of all modes. Further, due to the expected increase in international trade flows, it will also be a priority to keep a pulse on the border crossing information as much as possible.

Products:

- 1 Develop a feasibility concept paper (in cooperation with Vermont railroad companies as much as possible), listing impacts of a new intermodal facility. Outline the incentive for railroads to accommodate a tighter/frequent schedule. Study estimates of Class I rail freight destined for Chittenden County, offloaded and transferred on to truck from the aforementioned intermodal terminals
- 2 Acquire waybill data for the study from the railroad companies.
- 3 Modify the trip table to accommodate trucks within the CCMPO travel-demand model, making it possible to illustrate the impact of a new intermodal facility.
- 4 Propose locations based on the railyard study and further feedback from local municipalities. We may want to study the difference between the impact of a footprint of a new railyard site in tandem with a new transload facility, and a transload facility alone. Further, the construction of the Circumferential Highway may offer some sound site possibilities in its area.

3.14 Route 2 Technical Study

Objective: To initiate the first phase of the Route 2 corridor plan by developing a technical study of Route 2 in the area from Kennedy Drive to Industrial Avenue. This effort will include identifying existing deficiencies including traffic congestion and safety issues in the corridor.

Description: The Metropolitan Transportation Plan (MTP) has identified the Route 2 corridor as needing highway capacity improvements. This study is the first phase of a multi-year task to evaluate and develop solutions for transportation in the Route 2 corridor. The purpose of the technical study will be to identify existing system deficiencies and recommend solutions. These improvements may include additional lanes, shoulder widening and intersection modifications. The scope will include the analysis of traffic operations including safety and access management, and a review

of all transportation needs in the corridor including pedestrian, bicycle, bus and highway. Recommendations regarding land use and associated access management issues will also be included in the scope of work.

The section of Route 2 between Hinesburg Road and South Prospect Street is being studied as part of the scoping project for the Interstate 89 Exit 14 southbound exit ramp. Once this work is completed and the regional transportation model is updated, a comprehensive view of the entire Route 2 corridor from downtown Burlington to the village center in Williston will be undertaken, likely in 2006.

Products:

- | | | |
|---|----------------------------|---------------|
| 1 | Study Designed | December 2004 |
| 2 | Consultants under Contract | February 2005 |

3.15 Regional Access Management

Objective: To maintain the operational efficiency of the regional highway system through access management and promote good access management principles through outreach and education.

Description: Access management restricts the location of curb cuts and other accesses onto the highway system to better manage traffic flow. VTrans has developed a training toolbox to be used by local planning and zoning officials and boards for access management education. This work element will include using these materials to implement an education/outreach program with municipalities, developers, consultants and the general public.

Product:

- 1 Attendance at 3 to 5 public meetings to educate on access management goals.
- 2 Provide training to local staff/officials to recognize and encourage good access management principles.
- 3 Coordinate with the CCRPC in their review of local plans and ordinances to include access management language where applicable.
- 4 Publicize access management materials on the CCMPO website.
- 5 Provide a written report to VTrans describing the marketing and educational activities undertaken and the effectiveness of the task in the region.

3.16 Route 7 Corridor Plan

Objective: To continue to evaluate the Route 7 Corridor Plan developed in September 2001 to see if projects can be advanced.

Description: The US Route 7 Winooski to Georgia Corridor Study was prepared in September 2001. Several projects were identified in the study and they have moved forward in scoping. We will continue to work with the municipalities to identify priority projects which should be advanced.

Product:

- 1 Continued interaction with the municipalities to identify scoping projects.

4. Municipal and Regional Service

GOAL: To provide CCMPO municipalities, the State of Vermont, citizens, and other stakeholders with information and technical and planning services for transportation planning and related 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
- ? Management of Aerial Orthoimagery Data Collection
- ? 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.

Traffic data collection is accomplished by hiring temporary transportation technicians (usually college students) over the summer months.

Products:

- | | | |
|---|---|--------------|
| 1 | Transportation data for use in CCMPO planning activities | Ongoing |
| 2 | CCMPO data library website updates | Ongoing |
| 3 | Orthoimagery for several Chittenden County municipalities | October 2004 |

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, 2005.

Products:

- | | | |
|---|--|--------------|
| 1 | Municipal Orthoimagery Program | October 2004 |
| 2 | Jericho Municipal Transportation Study | June 2005 |
| 3 | Other Studies as requested | Ongoing |

4.03 Transportation Model

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

Description: CCMPO is updating the regional travel demand model with new software and modeling techniques. CCMPO staff developed a request for proposals for consultant assistance in FY2004, and this work will continue in FY2005. This update will recalibrate the transportation model using the latest data available from the 2000 Census as well as detailed housing and employment data collected for the Decision Support System (DSS) project. The update will also include new software to provide enhanced mapping and ease-of-use. The modeling software will need additional refinement to maintain system compatibility with the DSS software.

Product:

Updated regional travel demand model

April 2005

4.04 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 late April through early November

4.05 Transportation for Livable Communities (TLC)

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:

- | | | |
|---|----------------------------|--------------|
| 1 | Program Solicitation | January 2005 |
| 2 | Award decisions | March 2005 |
| 3 | Completed documented plans | March 2006 |

4.06 Infrastructure Management System

Objective: Develop and implement a system for inventorying and assessing the condition of municipal transportation infrastructure, including town highways, bridges, and culverts along with assorted other transportation, environmental, and municipally owned assets.

Description: CCMPO issued a Request for Proposals to develop Infrastructure Management System software in FY2004. Information and Visualization Services (IVS) was selected to perform the work and the software development effort is expected to extend into FY2005.

The software product will be an extension to ArcView GIS version 3.x or 8.x which will facilitate asset management data collection using standardized fields for various asset types, such as highways, culverts, traffic signals, etc. The software will integrate with the MicroPaver Pavement Management System developed by the Army Corps of Engineers to provide advanced pavement condition assessment and capital budgeting tools. CCMPO will have a county-wide site license to distribute the software to any interested municipal or regional partner in the county. IVS will provide limited training and support as part of the contract with CCMPO. Additional training and support will be billed directly to municipalities.

CCMPO will continue working with state agencies to coordinate with statewide asset management efforts.

Product:

Infrastructure Management software implementation

October 2004

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 develop tasks specific to rural municipalities using information identified in a survey of the rural municipalities in FY2003. The CCMPO will coordinate with other state funded programs.

Product:

Rural community assistance program

Ongoing

4.09 Local Project Administrator

Objective: To assist smaller municipalities in locating and acquiring funding sources, which would assist the community in addressing the specific transportation problems facing its community; to provide the smaller municipalities with project management expertise; and assist the community to advance projects from concept to design and possibly to construction.

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 project development skills 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 develop the project efficiently. Initially seed money using PL funds will start this work.

Product: Identify funding process for rural communities.

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 Programs (TIP's) for Chittenden County for the period FY 2005 to FY 2007 and FY2006 to FY2008 will be based on the region's priorities. The TIP will be submitted to VTrans as the region's input for the Statewide Transportation Improvement Program (STIP).

The CCMPO project prioritization process will be reviewed and updated in FY2005. The new prioritization process will be developed based on the goals of the MTP and will include projects to undergo scoping as well as TIP projects for consistency in prioritization from concept to construction.

Before approving the CCMPO FY2005-2007 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:

- 1 An updated TIP and Scoping Project Prioritization system.
- 2 An adopted FY 2005 to FY2007 TIP that includes projects that conform to the Metropolitan Transportation Plan. The FY 2005-2007 TIP will be completed and submitted for the Governor's approval in August 2004.
- 3 A draft FY2006 to FY2008 TIP that includes projects that conform to the MTP. The FY2006-2008 TIP will be completed and submitted for the Governor's approval in July 2005.

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) and to provide input to the local communities and Chittenden County Legislators to assist with project advancement.

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 FY05-07 TIP, to notify local communities and Chittenden County Legislators regarding project delays, 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:

- 1 TIP amendments as needed.
- 2 FY2004 Year End Report detailing final TIP amounts and obligations

6. Public Involvement and Communications

Goal: To include all of the citizens of the region in the development of transportation plans, programs and projects; and to provide information to all sectors of the community about the CCMPO and its activities.

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; and to implement the recommendations of the *Public Involvement Plan*, as approved by the CCMPO Board.

Description: Diane Meyerhoff, Principal of Third Sector Associates, will provide public involvement-related consulting services to the CCMPO.

6.01.1 Citizen Participation Committee Support

Objective: To implement the major recommendation of the 2003 Public Involvement Plan, to create and support a Citizen Participation Committee (CPC).

Description: The *Public Involvement Plan* recommends a Citizen Participation Committee, whose purpose is to evaluate public outreach efforts and report back to the CCMPO Board, staff, and consultants. This Committee is currently meeting and will be undertaking the evaluation component as well as other Plan recommendations. The committee will be taking a break from its activities between June 2004 and January 2005. The tasks are as follows:

- ? Organize and facilitate monthly Committee meetings.
- ? Support the Committee through preparation of agendas and meeting notes.
- ? Research “best practices” in public involvement to assist the committee as needed.
- ? Reach out to minority and underrepresented groups to insure their participation in CCMPO activities.
- ? Assist the CPC in recommending revisions to the Public Involvement Plan.

Products:

1. Meeting Agendas
2. Meeting Notes

6.01.2 Public Involvement for Technical Studies and Modeling

Objective: To design and implement a public involvement effort for technical studies, corridor studies, and transportation model update

Description: The CCMPO undertakes a number of technical studies, scoping studies, and corridor analyses in Chittenden County. Each of these projects requires a public involvement element. Work will be charged to individual projects as may be necessary. Specific public involvement activities will follow the outline developed by the CPC and the best practices as recommended. Generally, the tasks are as follows:

- ? Work with CCMPO staff to identify opportunities and draft a plan for public involvement for each project.
- ? Review, critique, and recommend public involvement activities to CCMPO staff and consultants for identified projects, as needed.
- ? Public involvement activities may include: a) identify stakeholders and constitute a Project Steering Committee; b) provide opportunities for stakeholders to be involved in the process; c) coordinate and organize Project Steering Committee meetings; d) update website with new information; and e) prepare a final report on the public involvement process.

Products:

- 1 Written Project Steering Committee Role and Responsibilities
- 2 Committee Agendas
- 3 Meeting Notes
- 4 Mailing List of Stakeholders
- 5 Informational Materials for Stakeholders
- 6 Final Report of Public Involvement

6.02 Communications

Objective: To increase the public awareness of the importance of transportation, of CCMPO projects and programs, and of accomplishments by CCMPO across a wide variety of media such as newspaper articles, television segments, and the electronic media; to positively portray the image of CCMPO, its work, and accomplishments; to increase the number of successfully implemented and funded projects; to enhance public involvement by integrating audience-driven communication into the day-to-day work of CCMPO; and to provide communications between CCMPO and its municipalities, committee members, the private sector, the public, and within the organization.

Description: CCMPO has now completed three “annual” Communications Plans and begun to establish a framework for an ongoing communications plan process. CCMPO has the consulting team of PDI Creative, Inc. and Marketing Partners, Inc. to continue work on the Communications in FY 2005. Our work in FY 2005 has been cut back to a minimum compared to the last three years. The consultants will be working on a few specific projects, and CCMPO staff will manage other outreach activities and will be updating the web site. We will also be switching our newsletter

from printed copy to an electronic format. For those people who either do not have internet access or would prefer a printed copy, a simple printed copy will be produced.

Products:

Note: Those products with a footnote are part of another project Work Task as noted, but are listed here for general information.

1	Annual Report	June 2005
2	Six Newsletters	Bi-Monthly
3	Outreach and Education	Throughout
4	MTP Summary and related activities ¹	September 2004
5	TIP Summary ²	July 2004
6	Way To Go Week marketing ³	September-May

6.03 Legislative Monitoring

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. CCMPO will continue to have an increased presence in Montpelier. At a minimum, CCMPO will sponsor a Chittenden County legislators briefing in the fall of 2004 and a Legislative Briefing in Montpelier at the start of the 2005 session

Products:

1	Information on pending legislative and regulatory actions	As needed
2	Meetings of the Legislative Committee	As needed
3	Communication of policies, plans and programs to elected officials	As needed

¹ Work Task 3.04

² Work Task 5.01

³ Work Task 3.06

7. Project Development

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

7.01 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 Manual. CCMPO will coordinate with VTrans on prioritization of project definition studies.

The CCMPO project prioritization process will be reviewed and updated in FY2005. The new prioritization process will be developed based on the goals of the MTP and will include projects to undergo scoping as well as TIP projects for consistency in prioritization from concept to construction.

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.

The scoping prioritization process is based on goals contained in the Metropolitan Plan. The prioritization process will be updated following the adoption of the Metropolitan Plan update.

7.01.1 Project Definition (Scoping) Studies Currently Underway

These are projects that are currently under contract with consultants and will carry over into FY05.

Table 4 Scoping/Project Definition Studies Currently Underway

MTP Category	Project	Status as of June 2004	Completion Goal
Function & Performance Preservation	US 7/Middle Rd. (Milton)	Underway – need for additional funds not anticipated	FY05
	US 7/Rebecca Lander Dr. (Milton)	Underway – need for additional funds not anticipated	FY05
	Airport Dr. Relocation w/Alternative Path (S. Burlington)	Underway – need for additional funds not anticipated	FY05
	VT 116 Hinesburg Village (Hinesburg)	Underway – need for additional funds not anticipated	FY04
	VT 15 Traffic Study (Colchester/Essex/Essex Jct.)	Underway	FY04
	I-89 Exit 14 - Operations & Safety (South Burlington)	Underway	FY05
	I-89 Exit 12B - Operations & Safety (South Burlington)	Underway	FY07
	I-89 Exit 12 - Operations & Safety (Williston)	Underway	FY05
Alternative Transportation (Bikeway)	VT 15 Alternative Path (Colchester/Essex/Essex Jct.)	Underway – additional funds may be needed	FY04
	Bike/Pedestrian Crossing of US7 at Queen City Park Road (S. Burlington)	Underway	FY05

7.01.2 Project Definition (Scoping) Projects for Consideration in FY2005

This year municipalities will be asked to provide 3% local cash match for new scoping projects in their communities. This will give ownership of the project and help provide additional non-federal match.

Table 5 Scoping/Project Definition Projects for Consideration in FY2005

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)
	East Road Railroad Crossing Improvements at Trestle (Milton)
	Main Street/Educational Drive Intersection Improvements (Essex Junction)
Bridge Preservation	US Rte. 7 Bridge over New England Central RR (Winooski)
	Weaver St. Bridge over New England Central RR (Winooski)
Alternative Transportation	Essex Jct. Main Street pedestrian, bicycle, streetscape and safety improvements
	Williston-South Burlington Bike Path (bridge over Muddy Brook)
Intermodal	Hinesburg Village Park & Ride
Intermodal	I-89 Exit 16 Park & Ride, Colchester
Intermodal	VT15/VT289 Park & Ride, Essex
Intermodal	VT15, Underhill Flats Park & Ride, Jericho
Intermodal	Heineberg Bridge/VT289 Park & Ride, Colchester
Intermodal	I-89 Exit 11 Park & Ride, Richmond

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

7.01.3 Campus Connector Road Feasibility (Scoping) Study

Objective: To advance a project through the planning process to the design phase for construction of a connector road between St. Michael's College and Fort Ethan Allen in Colchester.

Description: Colchester received a federal earmark under the Transportation, Community and System Preservation (TCSP) program for the construction of a new road connecting St. Michael's College to Fort Ethan Allen. In order to advance to construction, the project must complete the scoping process as established by VTrans.

Product: The project definition process will result in the completion of a scoping study, which will allow the project to advance to construction.

7.02 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.

Table 6 Locally Managed Scoping/Project Definition Projects Underway or for Consideration in FY2005

MTP Category	Project	Status
Function & Performance Preservation	North Ave./Rte 127 Geometric Improvements (Burlington)	Underway – to be completed in FY05
	N. Winooski Ave./Archibald St. Geometric Improvements (Burlington)	Not yet started
	Silver Street Improvements (Hinesburg)	Underway – to be completed in FY05
Bridge Preservation	Queen City Park Bridge over VTR (Burlington)	Not yet started
Alternative Transportation	VT2A Bike Path – River Cove Road to Essex Jct. Town Line (Williston)	Not yet started

8. CCMPO Strategic Plan

Goal: *To develop a vision for the CCMPO and an action agenda.*

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; recommend changes in the CCMPO committee structure to achieve goals; 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 Board, staff, and other stakeholders to prepare the CCMPO strategic plan. It will address the organization, operational structure, regulatory requirements and intergovernmental relations of the agency. It will be developed through a series of meetings involving, at a minimum the Board and the staff, and some other stakeholders and committee members. In addition, a survey of our members will be undertaken. The responsibility for this work will be that of the Executive Director working with the Executive Committee. The end result will be improved and effective agency operation, regional transportation planning, and services to member municipalities.

This work was started in FY 2002, and was put on hold while the CCMPO Board considered consolidation with the CCRPC. It appears that the consolidation will be a slow and evolving process. Over the last several years, there has been some concern within the organization as to the responsibility of the TAC. Several new committees and ad hoc committees have been formed. It is appropriate that a comprehensive review of the organization be undertaken.

There have also been some questions raised on the legal status of CCMPO. Clarification of this will be undertaken once the Strategic Plan is completed.

Products:

- | | | |
|---|---|---------------|
| 1 | Select Strategic Planning Committee and Process | July 2004 |
| 2 | Select Consultant | August 2004 |
| 3 | Strategic Plan | December 2004 |
| 4 | Revised Bylaws | Winter 2005 |
| 5 | Revised Committee Structure | Spring 2005 |
| 6 | CCMPO Legal Status resolved | June 2005 |
| 7 | Operating Procedures for each CCMPO committee | Summer 2005 |

Appendix A – Unfunded Priorities

CCMPO has insufficient funds for all of the activities that it would like to undertake in FY 2005. To complicate the situation, the U.S. Congress has not passed a law reauthorizing the Transportation Act – TEA-21. As this document is being prepared, there is a House Bill which would make only a small amount of additional funds available to CCMPO and the Senate Bill which would significantly increase funding to CCMPO.

Therefore, we have prepared a prioritized list of Unfunded Projects. These are implicitly included in the UPWP, but will be funded only if additional federal and state funding becomes available. Through the adoption of the UPWP by the CCMPO Board, they authorize the CCMPO Executive Director to negotiate with VTrans for additional funds as outlined in the table below.

Table 7 FY2005 Unfunded Projects

Priority	Work Task		Budget
	Number	Description	
1	7.01	Project Development (Scoping)	\$100,000
2	4.05	TLC	\$20,000
3	3.02.2	10% Challenge	\$25,000 ⁴
4	6.01	Public Involvement	\$18,000
	6.02	Communication	\$74,510
5	3.10	St. Albans Multimodal Center	\$50,000
		TOTAL	\$287,510

⁴ Including \$5,000 for communications consultant

Appendix B-Budget Summary

Table 8 FY2005 Budget Summary
PROJECTED RESOURCES

Funding Source	Federal Share	State Match	Local/Other Match*	Total Funding
FHWA PL	1,327,703	144,215	161,579	1,633,497
FTA 5303	330,872	43,534	39,184	413,590
FTA 5309	263,333	65,833	0	329,166
FY04 Carryover	391,673	20,748	77,170	489,591
Total Funding	2,313,581	274,330	277,933	2,865,844

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

PROJECTED EXPENDITURES

	Projected Expenditures
CCMPO	790,588
Direct Expenses	13,300
CCRPC	282,028
CCTA	320,160
TLC & Locally Managed Projects	224,522
Consultants**	745,656
FY04 Carryover	489,591
Total Projected Expenditures	\$2,865,845

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