

Fiscal Year 2006 UNIFIED PLANNING WORK PROGRAM (UPWP)

July 1, 2005 – June 30, 2006

Adopted 5/18/05 by CCMPO Board



***Chittenden County
Metropolitan Planning
Organization***

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



***Chittenden County
Metropolitan Planning
Organization***

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TABLE OF CONTENTS

Prospectus	1
Metropolitan Planning Area	1
Purpose of the UPWP	1
Key Products of the Planning Process	3
Metropolitan Transportation Plan.....	3
Transportation Improvement Program	4
CCMPO Organization	4
Board Committees	6
CCMPO Staff.....	7
Transportation Funding	8
Linkage and Integration with Chittenden County Comprehensive Planning	8
Federal Program Emphasis Areas.....	9
FY 2006 Unified Planning Work Program.....	10
1. CCMPO Management	11
1.01 Agency Administration.....	11
1.02 Technical Advisory Committee (TAC).....	13
1.03 Training and Staff Development	13
2. Regional Comprehensive Planning.....	14
2.01 Regional Comprehensive Planning – CCRPC.....	14
2.02 Regional Comprehensive Planning – CCMPO.....	15
3. Multimodal Transportation Planning.....	16
3.01 Public Transportation Planning	16
3.01.1 Public Transit Planning by CCTA.....	16
3.01.2 Public Transportation Planning by CCMPO	19
3.02 Environmental Planning	22
3.02.1 10% Challenge	23
3.03 Bicycle/Pedestrian Transportation Planning.....	24
3.04 Metropolitan Transportation Plan (MTP).....	25
3.04.1 2025 Metropolitan Transportation Plan (MTP).....	25
3.04.2 2030 Metropolitan Transportation Plan (MTP).....	26
3.06 Transportation Demand Management (TDM	26
3.07 Route 15 Corridor Land/Use Transportation Plan.....	27
3.09 Transportation Systems Management (TSM).....	29
3.11 Development Review.....	30
3.12 Freight Transportation Planning	31
3.14 Route 2 Corridor Study.....	32
3.16 Route 7 Circulation Study	33
4. Municipal and Regional Service.....	34
4.01 Data Collection and Maintenance.....	34
4.02.1 Planning Assistance and Coordination.....	34
4.02.2 Planning Assistance – Locally Managed.....	35

4.03 Transportation Model Maintenance.....	36
4.04 Traffic Alert Program.....	36
4.05 Transportation for Livable Communities (TLC).....	37
5. Transportation Programming.....	38
5.01 TIP Development.....	38
5.02 TIP Project Tracking and Management.....	38
6. Public Involvement and Communications.....	40
6.01 Public Involvement.....	40
6.02 Communications.....	40
6.03 Legislative Monitoring.....	41
7. Project Development.....	42
7.01 Project Definition (Scoping) Studies.....	42
7.01.1 Scoping Studies Currently Underway.....	43
7.01.2 Scoping Projects for Consideration in FY2006.....	43
7.02 Locally Managed Scoping Studies.....	44
8.CCMPO Strategic Plan.....	46
Appendix A - Budget Summary.....	47
Appendix B – Priorities for Additional Funding.....	48

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 still debating the reauthorization of TEA-21. TEA-21 expired on October 1, 2004, but Congress has been passing a number of continuing resolutions. 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. Indications are that the Congress will continue this and may enhance it. 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 2006 Unified Planning Work Program* (FY 2006 UPWP) defines the regionally agreed upon transportation planning priorities and the roles and responsibilities of various participants in the transportation planning process for Chittenden County. The **Prospectus** provides an overview of the Chittenden County Metropolitan Planning Organization (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.

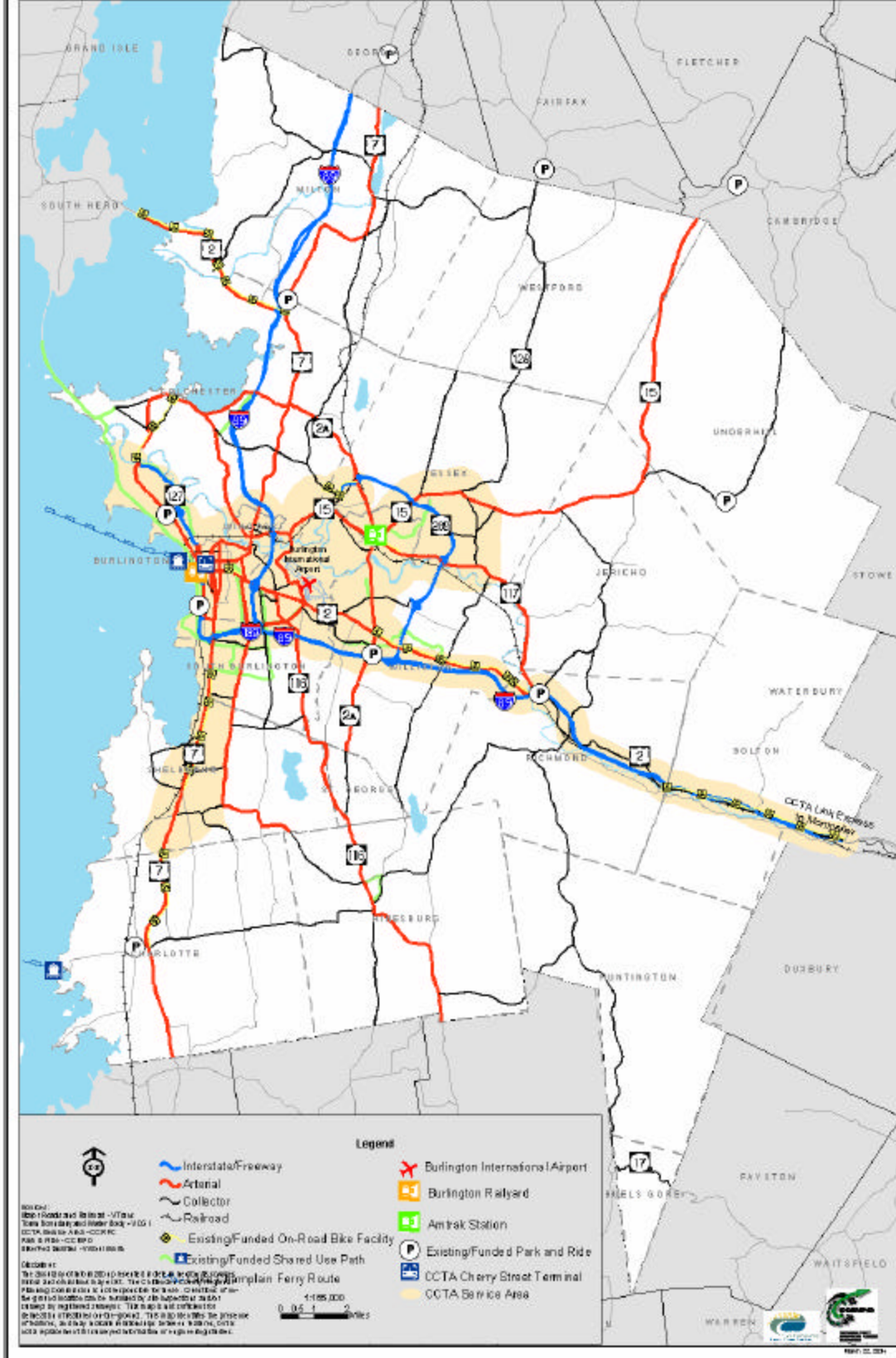
Metropolitan Planning Area

The CCMPO planning area consists of the eighteen 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 2003 it was estimated at 148,990. 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). The map on the following page also shows the transportation facilities for which CCMPO has some responsibility.

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.

Metropolitan Transportation System



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 **2025 Metropolitan Transportation Plan**. Opportunity for public comment on the draft UPWP are typically available between April and May of each year, with a final public hearing in May 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).

Finally, CCMPO is responsible to its membership and provides technical and planning assistance to the municipalities within the county and to the Vermont Agency of Transportation (VTrans).

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 Metropolitan Transportation Plan* was adopted by the CCMPO Board on January 19, 2005.

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. The Regional Plan will be input into the 2030 MTP. Therefore, it is anticipated that the 2030 MTP will be completed in 2007. Work began on the 2030 MTP in FY 2004 with the development of a scope of work. This plan will be undertaken primarily by CCMPO staff with some specific work undertaken by specialty consultants.

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.

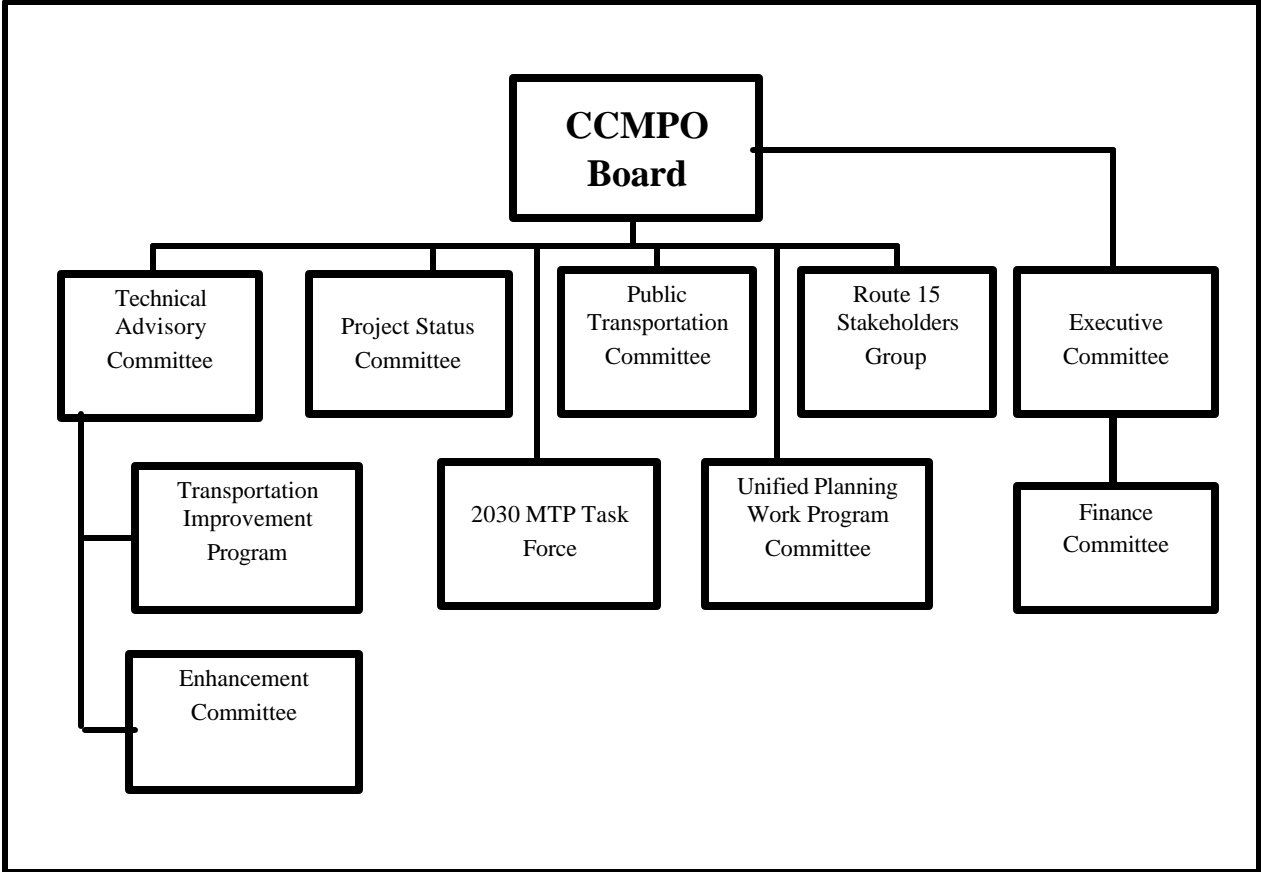
CCMPO Organization

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 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.

Figure 1 - Organization Structure of CCMPO



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

Executive Committee

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, the immediate past chair and two At-Large members elected at the annual meeting. One of the latter is generally from a rural municipality and one from an urban municipality.

Technical Advisory Committee

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 for further investigation. The TAC is comprised of appointed representatives of the CCMPO member jurisdictions and agencies, and includes representatives of various communities and interests whose views are critical to understand as part of the planning process. The detailed work of the TAC is conducted primarily through subcommittees.

Board Committees

Following are the ad hoc committees reporting to the board.

Finance Committee

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

Unified Planning Work Program (UPWP) Committee

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

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 Committee

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 met monthly in 2004.

The purpose of the Task Force was 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).

This Task Force completed its work and reported to the CCMPO Board in November 2004. A Short-Term Ad Hoc Committee was then formed to determine the next steps. Generally, the work outlined included the following:

1. Funding for the unmet needs study.
2. Convening the 5310 committee.
3. Create a standing CCMPO Public Transportation Committee.
4. The Public Transportation Standing Committee would have available a public transportation coordinator who will:
 - a. Monitor legislation.
 - b. Build and convene coalition groups with an interest in promoting public transportation (e.g. Vermont League of Cities and Towns (VLCT), Vermont Association of Planning and Development Agencies (VAPDA), Vermont Public Transportation Association (VPTA) and VTrans.)
 - c. Meet regularly with Chittenden County Selectboards to keep them apprised of activity around public transportation including the results of the unmet needs study.
 - d. Work with CCTA member municipalities to forge a consensus on a direction for increasing public transportation's service area and deepening the service area.
 - e. Continue to liaison with CCTA around all these issues.

2030 MTP Task Force

The Update of the 2025 Metropolitan Transportation Plan to 2030 will be guided by a "2030 MTP Task Force". The composition and purpose of this committee will be detailed in the scope of work prepared for the 2030 Plan and approved by the Board.

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.

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, 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, but there are two primary 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% federal and 20% non-federal. There is a Memorandum of Understanding (MOU) 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 both FHWA and FTA funds is shared evenly between the CCMPO and VTrans at 10% each. Both CCTA and CCRPC provide 10% of funding passed through to them. For CCMPO, local jurisdictions are annually assessed for the CCMPO share of the 10% of the non-federal match. 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 plans of CCMPO, 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. The Executive Committees of CCRPC and CCMPO meet jointly every three months to coordinate activities.

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. In FY 2005, it was agreed that this may be a long term goal, but in the short run, the two organizations will coordinate their activities as much as possible. They have one person responsible for IT. For FY 2005, the work programs of each organization were more similar and both organizations have the same accounting process. Effective with the FY 2006 UPWP, there will be new personnel manuals and salary structure in place. There are several joint activities in the work programs of the two agencies. 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.

FHWA and FTA have jointly identified five National Planning Emphasis Areas:

1. Consideration of Safety and Security in the Transportation Planning Process,
2. Linking the Planning and NEPA Processes,
3. Consideration of Management and Operations within Planning Processes,
4. State DOT Consultation With Non-Metropolitan Local Officials, and
5. Enhancing the Technical Capacity of Planning Processes.

The FY 2006 CCMPO work program integrates these themes, except for #4 which is not applicable, 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 2006 Unified Planning Work Program

CCMPO outlines the work that we will undertake and the costs for this work in the Fiscal Year (FY) 2006 Unified Planning Work Program (UPWP), which will begin on July 1, 2005 and end on June 30, 2006.

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 Executive 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.

The CCMPO and Chittenden County Regional Planning Commission support close working relationships between the two agencies, and the administration of this 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 several years, CCMPO has become more innovative in finding local match for our federal funds. In FY 2006, we may begin researching 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), the Institute of Transportation Engineers (ITE), the Vermont Association of Planning and Development Agencies (VAPDA) and the Vermont Planners Association (VPA).

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 2006 |
| 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. Attending meetings with partners and stakeholders | As necessary |
| 8. Fundraising Plan | February 2006 |
| 9. 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 and minutes | Monthly |
| 2. Ad hoc and special sub-committee meetings and minutes | 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

DRAFT 03/15/05 Not yet reviewed by CCRPC Executive Committee or by full Commission (Note: These are estimated costs that will be refined as the commission completes work program & budget design over the next 30 days)

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

Proposed CCMPO Funding of CCRPC FY 2006 Work Program Activities

Task #	CCRPC Work Task	Description of Work	CCMPO Total	Total Cost
1.1.1	Complete preparation of the 2006 Regional Plan.	Complete the final draft of the 2006 Regional Plan and present it to member municipalities, to the CCMPO for coordination with the MTP process, and to other regional organizations, and the public for review and discussion. The process will include preparation of population and employment forecasts, and other baseline data, to be used by CCMPO in preparation of its 2030 MTP.	\$158,152 \$158,152*	\$200,000+
2.1.1	Regional Build-out Analysis	Update and refine software for Regional Build-out Analysis (RBA).	\$15,260 \$15,260*	\$15,260
2.1.2	Decision Support System (DSS)	Update and refine software for the Land Use-Transportation Decision Support System. In cooperation with CCMPO, possibly evaluate other similar tools for greater credibility of underlying assumptions.	\$0 \$15,891*	\$15,891
2.2.1	Asset Management Support	Support municipalities wishing to utilize CCMPO's Asset Management Software, including data collection, data input, and software support. Tasks would include update of culvert and road infrastructure (signs, street lights etc.) inventories. All data development will be consistent with standards established by VCGI.	\$9,141 \$9,141*	\$9,141

Proposed CCMPO Funding of CCRPC FY 2006 Work Program Activities - Continued

Task #	CCRPC Work Task	Description of Work	CCMPO Total	Total Cost
2.2.4	Storm Water Planning	Participate in discussions with ANR storm water division regarding the use of Quickbird satellite imagery for identification of impervious surfaces within storm water impaired watersheds.	\$0 \$3,074*	\$3,074
2.2.5	Data Update & Maintenance	Update various GIS data layers (e.g. sewer service areas, 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	\$24,456 \$24,456*	\$41,015
3.3.2	Coordination with and Assistance for Metropolitan Transportation Planning	Participate in the CCMPO board meetings and planning process, the Transportation Improvement Plan (TIP) process, the Technical Advisory Committee (TAC) and annual work program development planning (UPWP). Provide land use data, GIS training/assistance to CCMPO staff and GIS analysis in support of CCMPO planning procedures.	\$16,267 \$19,237*	\$21,161
	Route 15	Support of the municipalities and CCMPO on the development of a transportation/ land use plan for the corridor	\$25,000*	\$25,000
			\$223,276 \$270,211*	\$305,542

* Footnoted amounts indicate totals for tasks should additional PL funds become available.

Note: "CCMPO Totals" include CCRPC indirect costs *and* 10% local match.

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.

Products:

- | | |
|--|-----------|
| 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 multimodal 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.

Products: 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 date 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.

Products: 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.

Products: 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.

Products: 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.

Products: 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 location. 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.

Products: 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.

Products: 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.

Products: 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.

Products: 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: Continuation of previous two years' efforts to create a public transportation authority that is based on regional funding other than the property tax. Requires changes to the CCTA charter, changes to the composition of the CCTA Board of Commissioners and changes to the local funding mechanism.

Product: Movement towards this goal.

3.01.2 Public Transportation Planning by CCMPO

Objective: To 1) pursue a transit funding strategy that decreases reliance on the local property tax and encourages more municipalities to participate in a regional public transportation system; and 2) to collect and analyze human service transportation unmet needs; and to communicate with municipalities and other interested groups the needs and benefits of public transportation.

Description: This work effort will be conducted under the auspices of the CCMPO Standing Committee on Public Transportation.

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. Support and facilitation was provided to the Task Force by a consultant. This was a collaborative effort of CCMPO and CCTA. The Task Force was 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 also had a liaison present at the meetings.

The Task Force established a deliberative process to inform and educate the public, the business community, municipal officials, the state legislators and the Administration about public transportation issues and concerns, and make recommendations to the CCMPO. The response to the first round of the public information effort helped to shape the recommendation of the Task Force. The response to the Task Force’s recommendation for financing and governance of a regional public transportation entity gathered through the second round of community visits led to a restructuring of the process and goals for financing and governance of public transportation in our region. The Task Force’s final recommendation, adopted by the CCMPO Board in late 2004, is to work on two parallel fronts.

First, to continue to explore options with CCTA member municipalities and legislators for alternative funding to the property tax for paying the non-federal share of public transportation funding. And, second to quantify the public transportation needs in our region, and to communicate these needs with municipalities, legislators and businesses. These needs are both for economic development and human services. 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 unmet public transportation needs (See Human Services Transportation Analysis, below).
2. Develop a comprehensive inventory of all public transportation services being provided in Chittenden County municipalities.
3. Communicate these needs with major stakeholders; selectboards, legislators, and businesses.
4. Support alternatives to the property tax to enable municipalities to fund a public transportation system to meet these needs.

5. Create alliances with statewide organizations interested in public transportation and VTrans, to shape a policy plan that would limit the percentage of local property taxes required for match on certain routes.
6. Work with CCTA and other transportation providers to develop a stronger demand response system.
7. Continue to publicize public transportation's benefits and unmet needs through the regular placement of articles in local newspapers and CCMPO's newsletter and potentially through a separate public transportation e-newsletter.

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. This work will be undertaken in the revised VTrans Guidance dated May 12, 2005 for "United We Ride."

Products:

1. Information and educational activities Ongoing
2. Human service transportation unmet needs analysis summer/fall 2005
3. Inventory of public transportation services provided throughout Chittenden County summer/fall 2005
4. Communicate human service transportation needs with major stakeholders; selectboards, legislators, and businesses. fall/winter/spring 2005 - 2006.
5. Efforts supporting alternatives to the property tax to enable municipalities to fund a public transportation system to meet these needs fall/winter 2005.
6. Create alliances with statewide organizations interested in public transportation and VTrans, to shape a policy plan that would limit the percentage of local property taxes required for match on certain routes. summer 2005
7. Participation/discussion/recommendations from the Elders and Persons with Disabilities Transportation Committee. On-going
8. Participation/discussion/recommendations from the Public Transportation standing committee of the CCMPO On-going
9. Work with CCTA and other transportation providers to improve service quality and coordination, and to develop a stronger demand response system. On-going
10. Continue to publicize public transportation's benefits and unmet needs through the regular placement of articles in local newspapers and CCMPO's newsletter and potentially through a separate public transportation e-newsletter Ongoing

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, storm water runoff, habitat disturbance and archaeological and historic resources. Staff will monitor environmental issues, federal laws and court decisions that affect transportation projects in Chittenden County.

Of particular interest is for Chittenden County to maintain compliance with the National Ambient Air Quality Standards as established by the Clean Air Act. 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. CCMPO will work with VTrans, the Vermont Agency of Natural Resources (ANR) and the Alliance for Climate Action (ACA) to evaluate appropriate roles and responsibilities for CCMPO related to maintaining our status as an attainment area. Activities may range from education initiatives to help inform the public and implementation of plans and policies related to reducing VMT in Chittenden County.

In addition, we will review the material prepared by “It all adds up to Cleaner Air” <http://knowledge.fhwa.dot.gov/cops/italladdsup.nsf/home> , 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. After review, we will begin implementation of a specifically designed program for the county to call to the attention of those who work, live, and visit Chittenden County the importance of clean air.

Products:

1. Update Air Quality in Chittenden County report.
2. Work with partners such as VTrans, ANR and the Alliance for Climate Action on strategies to reduce emissions of criteria pollutants.
3. Updates to TAC and CCMPO Board as necessary.
4. Implementation of the “It all adds up to Cleaner Air” program for Chittenden County.

3.02.1 10% Challenge

Objective: Increase awareness of decision-makers, planners and the public about the relationship between transportation choices and air quality.

Description: Transportation accounts for about 32 percent of national carbon emissions and is the fastest growing sector in the U.S. At home, carbon emissions in Burlington increased from 30 to 37 percent between 1997 and 2001. Clean air is a goal at all levels including municipal plans, the 2025 Chittenden County Metropolitan Transportation Plan (MTP) and Public Involvement Plan.

This work program element will continue to address transportation and air quality problems by complimenting the work of others (i.e., CCTA and CATMA). ACA with others will continue to raise awareness and encourage voluntary actions to save energy and protect air quality. Goals 10 and 11 of the 2025 MTP will be implemented, in particular “to encourage reduction in the use of single occupant vehicles and education of all ages about different patterns and mode choice decisions”. Decision-makers at all levels including individuals, businesses and employees will be targeted for action through a variety of existing tools and resources.

In addition this work program element will support tasks that implement MTP Goals 2, and 5, particularly “reinforce sustainable land use patterns, such as growth centers and protect and enhance the regions built and natural environments”. Continuing to reinforce a consistent definition for growth centers and to raise awareness about the benefits of integrating transportation demand management in land use planning and development decisions will help to achieve reductions in VMT and promote higher occupancy vehicles. Consequently, transit ridership and the demand for transportation alternatives will increase. The goal is to support government, business and other organizations to lead by example.

CCMPO is a member of the Alliance for Climate Action (ACA), a group of state, regional and local governments, non-profits and institutions working together to save energy, reduce waste and greenhouse gas emissions. ACA will continue to raise awareness of decision-makers and the public about the relationship between transportation choices and air quality and will continue to seek resources that encourage broader collaboration among communities, regions and the state to address the problem for the state as a whole.

ACA through its 10% Challenge program provides the CCMPO with the individual user interface through its successful multi-layered marketing program. 10% Challenge, the

region's program to reduce greenhouse gas emissions, provides a non-regulatory and voluntary approach to move initiatives quickly into the marketplace (e.g., Way to Go Week; vehicle idling; clean fuels and infrastructure, EPA Best Workplaces for Commuters and It all adds up to Cleaner Air). ACA provides the collaborative structure, the vehicle and the flexibility to advance and implement consensus goals. Below are specific tasks to support both MTP and good principles to public participation.

Primary Products:

1. Participate and assist in coordination of activities and events (Way-to-Go Week and Best Workplaces for Commuters, Earth month events at institutions and businesses) to promote use of transportation alternatives and energy conservation.
2. Work with and support Chittenden County communities on energy reduction programs including supporting use of alternative forms of transportation to single occupant vehicles--Seek supplemental resources to support local planning and implementation for clean air and promotion of higher occupancy vehicles and increased transit use. Specific activities include student research projects, employee energy challenge program developed and piloted, and participation in Vermont Clean Vehicles Coalition meetings including project planning and development for outside funding.
3. Collaborate with and advance no idling initiatives and other clean air initiatives in Chittenden County communities and schools with partners including American Lung Association of Vermont, Vermont Department of Health, Champlain Initiative, Agency of Natural Resources and others.
4. Education, outreach, and public participation: Raise awareness of planners, decision-makers and the public via workshops/presentations, brown bag lunches, newsletter articles including case studies, success stories and lessons learned.

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 and appended to the approved MTP in January 2005. 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 also participate in VTrans update to the statewide Bike/Pedestrian Plan and continue implementation of the sidewalk program begun in FY05.

Products:

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 of the sidewalk grant program.

4. Staff oversight of the SR2S coordinator and participation on the SR2S Steering Committee.

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.

The CCMPO has hired a part time coordinator for this two year pilot program working with Camels Hump Middle School, Hinesburg Community School, and CP Smith Elementary to implement the 4E areas mentioned above.

Products:

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 evaluation 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: Work will be undertaken to implement the 2025 MTP and provide input for the development of the 2030 MTP. A more detailed scope of activities will be prepared in the

last part of FY 2005 and approved by the Board. Some of this work will include the coordination of activities that are throughout the UPWP. In particular, we are considering to more clearly define the process that takes a prospective project or program from MTP to corridor study or technical study and into scoping and, finally, onto the TIP. This process will use a scoping and TIP prioritization process as developed under Work Task 5.01. Staff will be working with the municipalities to locate problem areas; better define the scoping process (See Work Task 7); evaluate information and data (e.g. accident/congestion, such as in Work Task 3.09) to generate projects in cooperation with the municipalities; and investigate the interrelationship between land use and transportation when evaluating alternatives and communicate this to municipalities and the general public. We also want to have VTrans fully involved in the process so that they can support the outcomes.

Products: To be determined by the Scope of Work

3.04.2 2030 Metropolitan Transportation Plan (MTP)

Description: The goal of the CCRPC and the CCMPO is to better coordinate the CCRPC Regional Plan and the CCMPO MTP. 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. The CCRPC began their update in FY05.

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.

The 2025 MTP was completed and adopted in January 2005. **The 2030 MTP will be an update of the 2025 MTP.** CCMPO staff will be reviewing the 2025 MTP 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.

Product:

1. Study Design

summer 2005

3.06 Transportation Demand Management (TDM)

Objective: To finalize the Chittenden County TDM Plan, and follow up on its recommendations.

Description: The CCMPO will complete the TDM Education, Outreach, and Support Program document and begin implementation efforts based on the plan’s recommendations such as facilitating new TDM programs in downtown Burlington.

We also will continue involvement with “Way to Go Week,” along with partners from the Lake Champlain Committee, CCTA, CATMA, the Alliance for Climate Action and Local Motion. This event highlights the benefits and opportunities for people to experience other modes of transportation besides the single occupancy vehicle.

Products:

1. A final regional TDM Education, Outreach, and Support Program Document
summer 2005
2. Implementation efforts to spread TDM program opportunities to other parts of Chittenden County –
on-going
3. Participation/oversight for Way to Go Week
winter/spring 2006

3.07 Route 15 Corridor Land/Use Transportation Plan

Objective: To develop a land use/transportation plan in the Route 15 Corridor from downtown Winooski to downtown Essex Junction that will be implemented by the four municipalities by identifying the existing conditions, analyzing possible future conditions of the corridor based upon both current land use and transportation practices and alternative practices such as, but not limited to Transit Oriented Development (TOD) or Context Sensitive Design (CSD), and make recommendations on how to manage issues that exist and/or will arise along the corridor in the future with respect to access and mobility, land use, economic vitality, quality of life, and that respects our natural resources and cultural heritage.

Description: CCMPO in collaboration with the municipalities of Winooski, Colchester, Essex, and Essex Junction and the Chittenden County Transportation Authority (CCTA), the Vermont Agency of Transportation (VTrans), the University of Vermont (UVM), St. Michael’s College, Fletcher Allen Health Care (FAHC), Camp Johnson, the Champlain Valley Exposition (CVE), IBM and the offices of Senators Leahy and Jeffords have been working together over the last several years. The City of Burlington has also been a partner in this process. These Stakeholders have worked together through a Route 15 Stakeholders Group and several action committees. A Joint Resolution adopted by the municipalities has provided a “blueprint” for corridor development in this area. The CCMPO has staffed this effort and coordinated with members, municipalities and others.

This work grew out of the Burlington to Essex Commuter Rail Corridor Study. This was an Earmark for the State of Vermont. VTrans and CCMPO agreed to have CCMPO lead the planning efforts. This work resulted in a multimodal recommendation which was included in the 2025 MTP and the TIP included the purchase of the right-of-way. The next phase of work was Transit Oriented Development (TOD). It became apparent that although commuter rail may be a long term goal, to achieve that it would be necessary to improve public transportation within the corridor, as well as traffic flow, and tie it to economic development,

land use, and quality of life. The municipalities jointly adopted a resolution which established the following priorities:

1. Completion of the Circumferential Highway
2. Implementation of improvements to include:
 - The installation of Intelligent Transportation Systems (ITS) infrastructure to enable traffic signal coordination and the use of “smart” technology, such as adaptive signal control systems which continuously adapt to traffic patterns to optimize traffic flow, throughout the entire Route 15 corridor including the feeder routes that impact Route 15.
 - Emergency pre-emption and transit priority at all signalized intersections
 - Pedestrian improvements and activated signal crossings
 - Public transit/bus improvements including increased frequency service, express service, feeder routes and transit shelters.
 - Minor capacity improvements such as turn lanes at major feeder routes, providing they do not cause a disruption to existing neighborhoods.
3. Aesthetic improvements to the corridor.
4. Additional education and analysis of the desirability of Transit Oriented Development for our elected and appointed officials.
5. Passenger rail improvements once the above short term, interim measures are in place.

Over the last several years a number of development programs and projects have been initiated – and some implemented – as part of the corridor plan: rail corridor development and acquisition, a part of the regional bike path along Route 15, signal optimization, scoping for ITS, a CCMPO TLC grant to Essex to study multi use development along the Susie Wilson Corridor in concert with a CCMPO study of this area for TOD, intersection improvements, a \$900,000 TCSP grant and \$1 million in STP funds for a “Campus Road Connector” (a service road connecting the campus of St, Michaels College, Camp Johnson, and Fort Ethan Allen), a commitment from our Senators for an ITS Earmark, and the Blue Bridge Scoping Study to connect the Bike path system across the Winooski River to connect Winooski and Burlington.

The work on TOD resulted in 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.

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.

In the fall of 2004, all but about \$50,000 of the remaining Earmark was removed from CCMPO. Any remaining Earmark planning funds that might have been used toward this activity were lost when the funds were transferred to FRA from FTA.

In a meeting of VTrans and CCMPO officials, it was agreed that a new joint effort with the municipalities would be needed and new sources of funding would be needed along with the regular planning funds of CCMPO. CCMPO agreed that it would work with the municipalities and other stakeholders in the corridor to develop a scope of work for the continuation of this work.

Products:

To be determined by scope of work developed in FY 2005

3.09 Transportation Systems Management (TSM)

Objective: To focus on improving transportation operations and safety for roadways and intersections including promoting good access management goals; to provide guidance for implementing the recommendations of CCMPO's Intelligent Transportation Systems (ITS) Plan; to continue coordination with VTrans; and to continue the signal optimization program.

Description: Transportation Systems Management (TSM) programs that promote improving 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) projects, intersection improvements, traffic calming and traffic signal optimization. In this work element, the CCMPO 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 active coordination with VTrans and other relevant partners in three areas: safety, ITS and project development. The CCMPO 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. The CCMPO will also remain involved in the VTrans' Highway Safety Improvement Program (HSIP), recommending improvements at high accident locations in the county. With the completion of CCMPO's ITS Plan in FY05, staff will work to insure that the recommendations for ITS project implementation continue. In addition, the MPO staff will remain an active participant coordinating with VTrans' staff on ITS projects in Chittenden County. 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. Coordination on project development will include focusing on implementing the recommendations of the Vermont Access Management handbook, developed by VTrans in 2004.

We will provide training to member municipalities and other relevant parties on traffic operations, access management and related subjects.

Products:

1. Recommendations for projects to advance to scoping based on issues identified in review of congestion and safety problem locations.
2. Attendance and participation in the VTrans' safety programs – RSAR and HSIP.
3. Attendance and participation in ITS coordination meetings at VTrans.
4. A continuation of the signal optimization program.
5. Training programs.

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; and to review the cumulative impacts of development proposals on the transportation system.

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. 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 Freight Transportation Planning

Objective: To implement as much as possible the December 2004 CCMPO Rail Resolution for Chittenden County and the Western Vermont Corridor.

Description: CCMPO staff will continue to implement directives outlined in the Rail Resolution of 2004 (December 17, 2004), based upon new initiatives and historical information from the 2001 “Chittenden County Freight Study”. This work, started in FY 2005, will likely continue through FY 2006 and 2007 to be drafted into a planning element within the forthcoming 2030 MTP.

The adopted Rail Resolution of 2004 states that the top rail priority for Chittenden County is the purchase of the Burlington to Essex rail line Right-Of-Way (from the Burlington Railyard to the Essex Depot). CCMPO will continue discussions with the State on this issue to clarify the issues and opportunities. The CCMPO could, working with VTrans, explore the issues and opportunities related to acquisition or access rights to the rail corridor and provide a report of the findings.

The adopted Rail Resolution of 2004 also states that the second priority for Chittenden County is to examine the feasibility of developing a Rail Transload intermodal freight facility within Chittenden County. Additionally, the 2001 Freight Study garnered recommendations from regional stakeholders (“*Freight Stakeholders’ Focus Group*”, August 16th 2000), including the identification and development of sites for transload and container ramp facilities (Appendix E. of “*Chittenden County Freight Study*”).

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 millions tons by 2020. It is due to the anticipation of this substantial increase in roadway congestion that CCMPO proposes a comprehensive review of a transload intermodal facility 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. Diverting Chittenden County inbound freight from truck to rail will decrease overall road congestion, as well as reduce air pollution from large trucks, and wear on the inbound routes. Truck delivered freight offloaded from major rail transload facilities in bordering states (e.g. Albany, NY, Springfield, MA & Montreal, Canada) could be shifted to Vermont’s short-line rail system, via “piggyback” or TOFC, instead of long-haul trucks.

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 methodology will be required (e.g. Travel-Demand model adjustment, and development of a Rail Freight Transload Facility prioritization plan) to address means to ease increases in local truck traffic near a new transload facility or BIA. 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.

Highlight initiatives outlined in the Rail Resolution of 2004, such as acquisition of the Burlington to Essex rail line, and the relocation of the Burlington Rail Yard from its current waterfront location. In the meantime, it may be possible to undertake projects which best utilize the county rail infrastructure and merit further investment.

On addition, CCMPO will work with the Greater Burlington Industrial Corporation (GBIC), the Chamber of Commerce, and CCRPC to undertake an identification of marketable and developable property adjacent to railroad rights-of-way. This was requested by VTrans.

Products:

1. Form a TAC subcommittee to assist the CCMPO in evaluating the potential of diverting existing truck traffic into the Chittenden County area onto rail. The study will also determine the potential rail freight traffic and propose methods for unloading and distribution of that traffic into the region. Generic size of facility preliminary estimates will be provided. fall 2005
2. Develop the study involving the Vermont railroad companies, in order to identify how a potential transload facility would serve the region, the most appropriate locations and the potential impacts of operation. fall 2005
3. Modify the trip table to accommodate trucks within the CCMPO travel-demand model, making it possible to illustrate the local impact of a new intermodal facility. fall 2005
4. Upon completion of the needs study, develop an RFQ and do a preliminary study of one or more of the highest rated potential facility locations. FY 2007
5. Identification of marketable and developable property adjacent to railroad rights-of-way FY 2007

3.14 *Route 2 Corridor Study*

Objective: To develop a detailed multimodal plan for the Route 2/Williston Road Corridor from downtown Burlington to the village center in Williston, and to design and implement a public involvement effort for this project.

Description: The Metropolitan Transportation Plan (MTP) has identified the Route 2 corridor as needing highway capacity improvements. The purpose of the corridor project will be to identify existing and future transportation system deficiencies and recommend solutions. The scope will address traffic operations including Intelligent Transportation Systems (ITS) and access management, as well as land use. The scope will be developed using the *Vermont Corridor Management Handbook* as a guide. In keeping with the goals of

the 2003 Public Involvement Plan, a public involvement effort will be designed and implemented with key staff and consultants.

The outcome will be a system-wide approach that addresses the transportation needs in the corridor including pedestrian, bicycle, bus, light rail/busway, and highway. A Stakeholders' committee will be formed to detail the geographic and technical scope in a Study Design. This will be reviewed by the TAC and approved by the Board. It is anticipated that the corridor will extend from downtown Burlington to the village center in Williston. This will be a multi-year task, and much of the work will be undertaken by transportation consultants, selected through an RFQ/RFP process.

Products:

- | | |
|--|----------------|
| 1. Study Designed including Public Involvement Plan. | September 2005 |
| 2. Consultants under Contract | December 2005 |

3.16 Route 7 Circulation Study

Objective: To work with the Town of Milton to develop a Route 7 Circulation Study to provide a system-wide assessment of traffic flow and congestion in the Town Core.

Description: Sections of the US Route 7 corridor in Milton have been studied with individual intersection scoping projects at Lake Road, Rebecca Lander Drive and Middle Road/Railroad Street. Lake Road has proceeded and the project is in design, however the other two projects were stopped due to a desire on the part of the Town to have an overview of the issues associated with impacts on the entire corridor as a result of the selected alternatives. The purpose of the proposed plan is to provide guidance in identifying the impacts of proposed development projects, reviewing the effects of alternative improvement proposals on the roadway system, and understanding the effects of new connections and improved access management projects on traffic flow in the Town Core.

Products:

- | | |
|-------------------------------|-----------|
| 1. Study Designed | July 2005 |
| 2. Consultants under Contract | July 2005 |

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, housing, and population data for use in modeling
- Census 2000 Transportation Planning Package (CTPP) data
- Orthoimagery and Digital Terrain Model data preparation and distribution
- Other data as necessary

Once data is collected, it is organized and maintained in the CCMPO data library. The data library is updated regularly 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 |

4.02.1 Planning Assistance and Coordination

Objective: To provide technical planning assistance to CCMPO member agencies, local municipalities, CCRPC, VTrans, and other entities seeking guidance on transportation issues, 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.

The task includes CCMPO and consultant time for maintaining the CCMPO Infrastructure Management System software developed in FY2005 and assisting municipal staff in implementing the software.

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 control recommendations
- ☛ Orthoimagery and Digital Terrain Model assistance
- ☛ Coordination with CCRPC on planning studies unrelated to the Regional Plan and MTP
- ☛ Coordination with VTrans on scoping studies and environmental document preparations

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

Products:

- | | |
|---|---------|
| 1. Transportation technical assistance studies | Ongoing |
| 2. Infrastructure Management maintenance and support | Ongoing |
| 3. Coordination with VTrans on planning and project development studies | Ongoing |

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. Funds for the Locally Managed Planning Assistance Program are allocated based on direct requests from the municipalities and the availability of federal transportation planning funds (PL Funds) usually in the order in which they are received until the annual funding is exhausted. Except for the Burlington Transportation Plan, all work should be completed by June 30, 2006. Because of the cost of the Burlington Transportation Plan, that work will be funded over at least two years.

Products:

- | | |
|---|---------|
| 1. City of Burlington Transportation Plan | FY 2007 |
| 2. Other Studies as requested | Ongoing |

4.03 Transportation Model Maintenance

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

Description: CCMPO will complete an update of the regional travel demand model in FY2005. Due to subcontractor delays, work on the freight modeling component of the model update will be removed from the FY2005 update scope and will likely continue into FY2006. This task includes necessary staff and consultant time to maintain the model for use by CCMPO and other interested parties. Actual modeling work will be assigned to relevant tasks whenever possible.

Products:

- | | |
|---|-------------|
| 1. Regional travel demand model operational updates | Ongoing |
| 2. Truck Freight Model complete | August 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.

Products:

- | | |
|-----------------------|--|
| 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.

Products:

- | | |
|-------------------------------|-------------|
| 1. Program Solicitation | summer 2005 |
| 2. Award decisions | fall 2005 |
| 3. Completed documented plans | FY07 |

5. Transportation Programming

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

5.01 TIP Development

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

Description: The Transportation Improvement Program (TIP) for Chittenden County is based on the region's priorities. The TIP is submitted to VTrans as the region's input for the Statewide Transportation Improvement Program (STIP).

Update of the CCMPO project prioritization process will be completed FY2006. The new prioritization process is based on the goals of the MTP and includes projects to undergo scoping as well as TIP projects for consistency in prioritization from concept to construction.

Before approving the CCMPO 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 2006 to FY2008 TIP that includes projects that conform to the Metropolitan Transportation Plan. The FY 2006-2008 TIP will be completed and submitted for the Governor's approval in July 2005.
3. A draft FY2007 to FY2009 TIP that includes projects that conform to the MTP. The FY2007-2009 TIP will be completed and submitted for the Governor's approval in July 2006.

5.02 TIP Project Tracking and Management

Objective: To monitor the status of Chittenden County projects to facilitate necessary revisions to the Transportation Improvement Plan (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 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. FY2005 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. She will assist CCMPO staff to implement the recommendations of the *2003 Public Involvement Plan* that a short public involvement plan be prepared for all CCMPO projects in order to institutionalize public participation in all CCMPO's activities. Staff will be responsible for carrying out their respective plans within each Work Task.

Tasks:

- Attend CCMPO staff meetings every other month to coordinate with staff.
- Assist staff in preparing and implementing public involvement plans for specific projects.

Products: Written Public Involvement Plans

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 four "annual" Communications Plans and begun to establish a framework for an ongoing communications plan process. CCMPO had a consulting team undertake the work through FY 2005. Our work in FY 2005 had been cut back to a minimum compared to the previous three years. In FY 2006, we will select a new communications consultant and keep their work to a minimum. CCMPO staff will continue to manage project outreach activities and update the web site. We will be re-evaluating our entire communications program to make the most effective use of our funds, to determine

what audience we should be addressing, what the parts of the program should be, and educating the public on the interrelationship between transportation and land use. This re-evaluation will be undertaken by an ad hoc committee reporting to the Board and will include, but not be limited to, Board members, staff members, other public officials, and representatives of the communications industry.

Products:

- | | |
|--|-----------------|
| 1. Annual Report | June 2006 |
| 2. Newsletters | Periodically |
| 3. Outreach and Education | Throughout |
| 4. TIP Summary | July 2006 |
| 5. Specific project activity | As needed |
| 6. Way to Go Week marketing | September – May |
| 7. Implementation of “It all Adds up to Cleaner Air” program | September 2005 |

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. 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 2005 and Legislative Briefings in Montpelier at the start of the 2006 session.

Products:

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

7. Project Development

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

7.01 Project Definition (Scoping) Studies

Objective: To advance prioritized projects through the planning process by providing Project Scoping 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 studies under part of the project development process called scoping. The scoping process evaluates alternatives at a concept level and does a screen level review of environmental constraints. Scoping concludes with the acceptance of a locally preferred alternative. CCMPO performs scoping studies in accordance with the VTrans Project Development Manual. CCMPO will coordinate with VTrans on selection of projects for scoping.

CCMPO also provides scoping services for projects intending to apply to the Transportation Enhancement program, VTrans Bicycle/Pedestrian program, and for improvements to be funded with 100 percent local funds.

CCMPO is currently updating our project prioritization process. This task will be completed in FY2006 and will be undertaken with the guidance of a subcommittee of the Board and TAC, and will include representation from VTrans. The new prioritization process is based on the goals of the MTP and includes projects to undergo scoping as well as TIP projects for consistency in prioritization from concept to construction.

CCMPO will select projects for scoping studies based on the accepted prioritization process, with input from the TAC and VTrans. The available CCMPO financial resources for scoping studies will be first dedicated to completing studies carried over from prior year(s), and then to new candidate scoping studies, which will be addressed generally in order of 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 scoping process and one candidate alternative path project completes the scoping process during this fiscal year.

7.01.1 Scoping Studies Currently Underway

The projects that are currently under contract with consultants, and will carry over into FY06, are listed below.

Table 4 Scoping Studies Currently Underway

MTP Category	Project	Status as of June 2005	Completion Goal
Function & Performance Preservation	Airport Dr. Relocation w/Alternative Path (S. Burlington)	Underway – need for additional funds not anticipated	FY06
	I-89 Exit 12B - Operations & Safety (South Burlington)	Underway	FY07
	Main Street (VT15)/ Educational Drive Intersection Improvements (Essex Junction)	Underway	FY06
Alternative Transportation (Bikeway)	VT 15 Alternative Path (Colchester/ Essex/Essex Jct.)	Underway	FY06
	Bike/Pedestrian Crossing of US7 at Queen City Park Road (S. Burlington)	Underway	FY06
	Williston-South Burlington Shared Use Path over Muddy Brook	Underway	FY06

Products: The scoping process results in the completion of a Scoping Study document. Ideally, the scoping study will document an accepted locally preferred alternative.

7.01.2 Scoping Projects for Consideration in FY2006

This year municipalities will be again 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 Projects for Consideration in FY2006

MTP Category	Project
Capacity Increase	Williston Road Capacity Improvements, Kennedy Drive to Industrial Avenue (South Burlington & Williston)
Function & Performance Preservation	US2/US7/I-89 Exit 17 Operations & Safety Improvements (Colchester)
	VT15/I-89 Exit 15 Improvements (Winooski)
	VT15/Sand Hill Road Improvements (Essex)
	East Road Railroad Crossing Improvements at Trestle (Milton)
	Streetscape Improvements to Town Green (Westford)
	Main Street Improvements (Milton)
	US7 Reconstruction & Drainage Improvement Project (Milton)
	School Street Extension to US Route 2 (Richmond)
Bridge Preservation	US7 Bridge over New England Central RR (Winooski)
	Weaver St. Bridge over New England Central RR (Winooski)
	Hinesburg Road Culvert over Potash Brook (South Burlington)
	Bridge Street Bridge over Winooski River (Richmond)
Alternative Transportation	Essex Jct. Main Street pedestrian, bicycle, streetscape and safety improvements
Intermodal	Hinesburg Village Park & Ride
	I-89 Exit 16 Park & Ride, Colchester
	VT15/VT289 Park & Ride, Essex
	VT15, Underhill Flats Park & Ride, Jericho
	Heineberg Bridge/VT289 Park & Ride, Colchester
	I-89 Exit 11 Park & Ride, Richmond

Products: The scoping process results in the completion of a Scoping Study document. Ideally, the scoping study will document an accepted locally preferred alternative.

7.02 Locally Managed Scoping Studies

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

Description: Each year, CCMPO has more requests for scoping 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 scoping studies in their jurisdictions. CCMPO will assist with consultant selection and will initiate and administer the consultant contracts. CCMPO will also review billings, and monitor project progress.

Products: The scoping process results in the completion of a Scoping Study document. Ideally, the scoping study will document an accepted locally preferred alternative.

Table 6 Locally Managed Scoping/Project Definition Projects Underway or for Consideration in FY2006

MTP Category	Project	Status
Function & Performance Preservation	North Ave./Rte 127 Geometric Improvements (Burlington)	Underway – to be completed in FY06
	Route 15/Browns Trace Road (Jericho)	Not yet started
	N. Winooski Ave./Archibald St. Geometric Improvements (Burlington)	Not yet started
	Silver Street Improvements (Hinesburg)	Underway – to be completed in FY06
	Shelburne Road Rotary Redesign Study (Burlington)	Not yet started
	Jericho – Project to be identified	Not yet started
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
	Waterfront Bike Path Improvement Study	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: In FY 2005 CCMPO hired a consultant to work with 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. Strategic Plan | fall 2005 |
| 2. Revised Bylaws | winter 2006 |
| 3. Revised Committee Structure | spring 2006 |
| 4. CCMPO Legal Status resolved | June 2006 |
| 5. Operating Procedures for each CCMPO committee | summer 2006 |

Appendix A - Budget Summary

PROJECTED RESOURCES

Funding Source	Federal Share	State Match	Local/Other Match*	Total Funding
FHWA PL	\$1,136,007	\$123,756	\$141,323	\$1,401,086
New Appropriation	\$150,000	\$14,694	\$19,056	\$183,750
FTA 5303	\$285,173	\$37,594	\$33,700	\$345,467
FY05 Carryover	\$205,776	\$17,672	\$33,772	\$257,220
Total Funding	\$1,776,956	\$193,716	\$227,851	\$2,198,523

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

PROJECTED EXPENDITURES

	Projected Expenditures	New Appropriations	Total Projected Expenditures
CCMPO	\$712,877		\$712,877
Direct Expenses	\$8,300		\$8,300
CCRPC	\$223,276	\$46,935	\$270,211
CCTA	\$300,000		\$300,000
TLC & Locally Managed Projects	\$140,000	\$36,815	\$176,815
Consultants**	\$373,100	\$100,000	\$473,100
FY05 Carryover	\$257,220		\$257,220
Total Projected Expenditures	\$2,014,773	\$183,750	\$2,198,523

Appendix B – Priorities for Additional Funding

CCMPO has insufficient funds for all of the activities that it would like to undertake in FY 2006. As a contingency, at the recommendation of the Executive Director additional funding from the reauthorization of the transportation bill is being included. It appears that Congress may pass a Transportation Bill in the near future. The Administration is behind a \$284 billion Bill, the House has passed that Bill, and the Senate is working on a Bill at the same level as last year \$318 billion; it is anticipated that there may be a compromise. However, anticipating the \$284B level, this would mean another \$20 million for Vermont. Since we get about 1% of the funding coming into Vermont, it is estimated that we would get an additional \$200,000 per year. Since our budget year is 9/12 of the federal fiscal year, this would mean an additional \$150,000 for us. I discussed budgeting this with both FHWA and VTrans as a contingency, and they agreed to it. We would also get an additional amount of FTA funds, but it would not be a lot so we did not include this. The Budget tables show where these additional funds would be used. The following table shows the priority of these funds if less than \$150,000 becomes available to CCMPO.

PRIORITY FOR ADDITIONAL FEDERAL FUNDING

Priority	Work Task		Budget			
	Number	Description	FHWA PL	State Match	Local	Total
1	3.14	Route 2 Corridor Study	\$ 43,000	\$ 5,375	\$ 1,075 ¹	\$ 50,000
2	4.02.2	Planning Assistance (Locally Managed)	40,000	0	0	50,000 ²
3	2.01	Regional Comprehensive Planning (CCRPC)	37,548	4,693	0 ³	46,935
4	7.02	Locally Managed Project Definition (Scoping) Studies	29,452	0	0	36,815 ⁴
TOTAL			\$150,000	\$10,068	\$ 1,075	\$183,750

¹ There is additional in-kind

² Municipalities provide 20% local match

³ CCRPC provides local match

⁴ Municipalities provide 20% local match