

Fiscal Year 2008

ANNUAL WORK PLAN

*(Unified Planning Work Program -
UPWP)*

July 1, 2007– June 30, 2008

Adopted by CCMPO Board
June 20, 2007



**Chittenden County
Metropolitan Planning
Organization**

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



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Metropolitan Planning
Organization***

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Prospectus

The 1991 enactment of the Federal Intermodal Surface Transportation Efficiency Act (ISTEA) and its follow-on legislation, the Transportation Equity Act for the 21st Century (TEA-21), established a new vision for transportation and changed the federal focus of transportation planning. On August 10, 2005, President George W. Bush signed the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU authorizes the Federal surface transportation programs for highways, highway safety, and transit for the 5-year period 2005-2009. The laws to date continue to enhance the role of Metropolitan Planning Organizations (MPOs) and require an MPO/state/local partnership to plan the multimodal transportation system of a region. In particular, this regional partnership is to focus its efforts on reconciling the multiple objectives of mobility for persons and freight, economic and community vitality, equity for transportation users, and sensitivity to the environment of the region.

This document, the *Fiscal Year 2008 Annual Work Plan (Unified Planning Work Program)* (FY 2008 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 work elements described are to be accomplished during the period between July 1, 2007 and June 30, 2008. 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 2005 it was estimated at 151,500. 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.

The UPWP also serves as a management tool, a program budget and includes anticipated financial resources and expenditure information for the fiscal year covered.

The process for developing the annual UPWP includes a careful consideration of critical transportation issues facing the region and the analytical capabilities necessary to address them. This assessment is 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. This year the CCMPO held a public forum in January to gather ideas and concerns from the public to assist in the development of this UPWP. As a result of this broader public involvement strategy, Board adoption is anticipated in June of this year. A continuation of this enhanced level of public involvement is anticipated in future years; however, it will occur earlier so that the adoption schedule will revert back to May.

In an effort to better link the work of the UPWP with the regional goals of the 2025 MTP, this work plan is being developed to focus the work plan elements on the goals in new ways. The purpose of the document is to provide the organization's work plan in a new format that is more accountable to our long range goals.

Key Products of the Planning Process

In addition to the annual UPWP document, SAFETEA-LU 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 eight 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 **2025 Metropolitan Transportation Plan** was adopted by the CCMPO Board on January 19, 2005. This plan lays out twelve regional transportation goals as noted below:

1. Preserve and improve the physical condition and operational performance of the existing transportation system.
2. Support local and regional comprehensive planning and reinforce sustainable land use patterns and growth centers.
3. Create a transportation system that offers constantly improving safety, accessibility, flexibility, and comfort for all users, including the elderly, the disabled, and youth.
4. Establish a transportation system that minimizes the time and total cost of moving people and goods, thereby allowing the economy of the Region to thrive.
5. Protect and enhance the region's built and natural environments, including land, water, and air resources.
6. Improve the transportation system in a manner that builds community, increases the vitality of neighborhoods, and minimizes disturbance caused by noise, glare, and vibration.
7. Provide levels of access and mobility that insure people and goods can get where they need to go, when they need to go there.
8. Consider ways to improve transportation system efficiency before increasing transportation capacity.
9. Establish a transportation system that uses diverse sources of power and maximizes energy efficiency and conservation.
10. Develop a transportation system that features a variety of travel modes and encourages the reduction of single occupant vehicle use.
11. Educate the public—from children to seniors—about the implications of different development patterns and mode choice decisions.
12. Provide improvements to transportation facilities and services expeditiously through an inclusive and cost effective process.

2030 Metropolitan Transportation Plan

CCMPO and CCRPC are working collaboratively on the update of the CCRPC Regional Plan and the 2030 MTP, which is intended to be limited to an update of the 2025 MTP. This provides 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 timing of the development of these plans will allow for the completion of the 2030 MTP in calendar year 2007. Work on the 2030 MTP is currently under way and is being undertaken primarily by CCMPO staff with some specific work tasks performed by specialty consultants.

Transportation Improvement Program

The Transportation Improvement Program (TIP) implements the MTP through a prioritized and fiscally-constrained four-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.

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. A Memorandum of Understanding (MOU) between the CCMPO, VTrans, the Chittenden County Transportation Authority (CCTA) and the Vermont Transportation Authority (VTA) includes guidance as to which agency provides the local match for various funding sources and work types. 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.

FY 2008 Annual Work Plan – (Unified Planning Work Program)

CCMPO outlines the work that will be undertaken and the costs for this work in the Fiscal Year (FY) 2008 Annual Work Plan - Unified Planning Work Program (UPWP), which will begin on July 1, 2007 and end on June 30, 2008

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

To fulfill this mission, CCMPO has historically incorporated eight work plan elements – multi-year achievement statements, which translate into the eight 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
8. Strategic Planning

This advisory draft work program maintains these core elements, but redistributes the work into new categories that link the work done on an annual basis with the organizations long term goals. This redistribution breaks the work of the organization into four main areas with the twelve goals distributed as subtasks within them as follow:

1. Existing System Preservation and Improvement Services
 - 1.1. Preserve and improve the physical condition and operational performance of the existing transportation system. (Goal 1)
 - 1.2. Consider ways to improve transportation system efficiency before increasing transportation capacity. (Goal 8)
2. Sustainability / Livability Services
 - 2.1. Support local and regional comprehensive planning and reinforce sustainable land use patterns and growth centers. (Goal 2)
 - 2.2. Protect and enhance the region's built and natural environments, including land, water, and air resources. (Goal 5)
 - 2.3. Improve the transportation system in a manner that builds community, increases the vitality of neighborhoods, and minimizes disturbance caused by noise, glare, and vibration. (Goal 6)
 - 2.4. Establish a transportation system that uses diverse sources of power and maximizes energy efficiency and conservation. (Goal 9)
3. Multi & Inter modal Services
 - 3.1. Create a transportation system that offers constantly improving safety, accessibility, flexibility, and comfort for all users, including the elderly, the disabled, and youth. (Goal 3)

- 3.2. Establish a transportation system that minimizes the time and total cost of moving people and goods, thereby allowing the economy of the Region to thrive. (goal 4)
- 3.3. Provide levels of access and mobility that insure people and goods can get where they need to go, when they need to go there. Goal 7)
- 3.4. Develop a transportation system that features a variety of travel modes and encourages the reduction of single occupant vehicle use. (Goal 10)
4. Involvement, Effectiveness, & Administration Services
 - 4.1. Educate the public-from children to seniors-about the implications of different development patterns and mode choice decisions. (Goal 11)
 - 4.2. Provide improvements to transportation facilities and services expeditiously through an inclusive and cost effective process. (Goal 12)

This UPWP fulfills the requirement of USDOT for an MPO (Metropolitan Planning Organization) to have a “Unified Planning Work Program” as specified in 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 purpose 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.

During the coming year, the CCMPO will develop indicators to gauge progress on the implementation of the major work of the organization. These indicators will be integrated into future versions of this document.

1. Existing System Preservation and Improvement Services

1.1 Preserve and improve the physical condition and operational performance of the existing transportation system. (Goal 1)

1.1.1 Safety Program (305)

Objective: To focus on improving transportation safety for roadways and intersections for all modes of travel; to develop criteria for incorporating safety into project prioritization; and to continue coordination with VTrans in their ongoing safety initiatives.

Description: Safety programs that identify and address transportation safety issues are an important focus of SAFETEA-LU. FHWA has directed VTrans to concentrate on the four “E’s” – Engineering, Education, Enforcement and Emergency Services in an effort to reduce highway injuries and deaths. CCMPO is working with VTrans as a partner in promoting strategies to accomplish specific goals in improving safety, specifically through implementation of the Strategic Highway Safety Plan (SHSP). The SHSP was completed in December of 2006 and the CCMPO will work with VTrans to implement recommendations on the Critical Emphasis Areas identified as priorities in reducing fatal and serious injury crashes.

In addition, the CCMPO will continue its active role in evaluating and providing recommendations to improve the safe and efficient flow of traffic including private and commercial vehicles, buses, pedestrians and bicycles. This task will be accomplished in part with continued coordination with VTrans and other relevant partners in ongoing safety programs including the Road Safety Audit Review (RSAR) to determine low cost, proactive measures to address highway safety and the Highway Safety Improvement Program (HSIP), recommending improvements at high accident locations in the county. Staff will also work to develop criteria to integrate into the prioritization process for both projects and scoping selection.

Products:

1. Continued participation in the implementation of VTrans’ Strategic Highway Safety Plan.
2. Attendance and participation in the VTrans’ safety programs – RSAR and HSIP.
3. Recommendations for safety criteria to be used in the prioritization of scoping projects.

1.1.2 Incident Management Training- CCRPC

Objective: To improve the ability of municipal elected and appointed officials to interact effectively with emergency management personnel during transportation related emergency situations such as train derailments, major highway crashes, aircraft crashes, etc.

Description: The CCRPC will work with staff from the Department of Public Safety to implement training for local elected and appointed officials familiarizing them with the

National Incident Management System (NIMS) and other relevant tools used by emergency management personnel when they respond to highway and other transportation related emergencies.

Product: At least one specific NIMS training event for local officials.

1.1.3.1 Planning Assistance and Coordination (4.01.1)

Objective: To provide low effort technical planning assistance specifically 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.

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

- ▶ Safety analyses of transportation facilities
- ▶ Small area transportation studies
- ▶ Traffic control device recommendations
- ▶ Speed limit recommendations
- ▶ Bicycle and pedestrian planning assistance
- ▶ Highway facilities capacity analyses
- ▶ Intersection control warrants
- ▶ Intersection design alternatives
- ▶ Orthoimagery and Digital Terrain Model assistance
- ▶ Infrastructure management software assistance (Asset Management)
- ▶ Coordination with CCRPC on planning studies unrelated to the Regional Plan and MTP (e.g. growth center plan)
- ▶ Coordination with municipalities on local planning studies

CCMPO generally responds to requests for assistance as they are received, provided staff and consultant resources are available. This effort typically breaks down about equally between staff and consultants.

Products:

- | | |
|---|---------|
| 1. Transportation technical assistance studies | Ongoing |
| 2. Infrastructure Management software maintenance and support | Ongoing |

1.1.3.2 VTrans Planning Assistance and Coordination (4.02.1.1)

Objective: To provide technical planning assistance to VTrans on transportation issues, project development, and/or coordination.

Description: This task represents CCMPO staff time spent on coordination with VTrans projects and initiatives. This includes VTrans corridor and environmental studies, such as the Circ-Williston EIS.

CCMPO staff participation in VTrans studies will generally include coordination with local municipal and regional stakeholders, document review, advisory committee participation, and other similar tasks which are technical in nature.

Products:

1. Coordination with VTrans on planning and project development studies Ongoing

1.1.3.3 Planning Assistance – Locally Managed (4.02.2)

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, in coordination with VTrans, 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. All work should be completed by June 30, 2008 unless prior agreement is obtained from CCMPO to extend the study completion date.

Products:

1. City of Burlington Transportation Plan FY 2008
2. City of South Burlington Dorset Street Study FY 2008
3. City of Burlington/Hill Institutions Flex Car analysis FY 2008

Technical Assistance/Scoping/Locally Managed/TLC Comparison

Program	Description/Difference
Technical Assistance/Project Definition (Scoping)	Core program; CCMPO provide assistance to resolve or identify potential solutions to transportation problems in Chittenden County.
Locally Managed Technical Assistance/Project Definition (Scoping)	Same except managed with CCMPO oversight, by community and with greater fiscal participation by community.
Transportation for Livable Communities (TLC)	Competitive grant based program to allow for project identification or resolution of issues related to livability such as bike and pedestrian needs and public space landscaping projects.

1.2 Consider ways to improve transportation system efficiency before increasing transportation capacity. (Goal 8)

1.2.1 Transportation Systems Management (TSM) (3.09)

Objective: To focus on improving transportation operations 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 traffic including private and commercial vehicles, buses, pedestrians and bicycles. These tasks will be accomplished in part with continued coordination with VTrans in ITS and project development. Staff will work to insure that the recommendations for ITS project implementation as detailed in CCMPO’s ITS Plan continue. In addition, the CCMPO 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 problem locations.
2. Attendance and participation in ITS coordination meetings at VTrans.
3. A continuation of the signal optimization program.
4. Training programs.
5. Host regular forum with Chittenden County road foremen and Local Roads to promote information sharing.

1.2.2 ITS Applications – CCTA (3.01.1)

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, multimodal applications, signal priority, and at CCTA's operations and maintenance center.

Product: Requests for Proposals for ITS applications that lead to project implementation.

2.0 Sustainability / Livability Services

2.1 Support local and regional comprehensive planning and reinforce sustainable land use patterns and growth centers. (Goal 2)

Recent State transportation funding policies de-emphasize new construction as a tool for addressing congestion. Chittenden County should consider enhanced public transit services/ridership as a cost-effective tool to relieve traffic congestion. In 2003, the KFH Group produced a report for the CCTA on short-term transit expansion options. The need remains to analyze current conditions and future land-use policies that would facilitate long-term expansion of public transit services.

2.1.1 Defining Substantial Regional Impact (SRI) (2.01) - CCRPC

Objective: To respond to critique from local officials by revising the definition of “substantial regional impact” (SRI) currently set forth in the *2006 Chittenden County Regional Plan*.

Description: In FY08 the Commission will complete work by the Task Force of municipal representatives to recommend an SRI definition for the Commission’s consideration as an amendment of the *2006 Regional Plan* for use by the District Environmental Commission in Act 250 cases in which the regional plan and the plan for the municipality hosting the development disagree.

Product: A draft SRI amendment for the *2006 Chittenden County Regional Plan*.

2.1.2 Regional Models (2.01) - CCRPC

Objective: To identify and employ appropriate modeling tools for analysis of trends and policies related to the land use/transportation interface.

Description: In cooperation with MPO staff, the CCRPC will assess, apply, and refine various analytical and/or GIS based models (such as Community Viz and Urban Sim) to portray and forecast land use, transportation, and other conditions and impacts. These tools must provide meaningful “value added” technical services to Chittenden County municipalities more sophisticated than their in-house capabilities.

Products: Presentation of appropriate models and tools to the CCMPO and through at least one CCRPC sponsored “planners lunch” for professional municipal planners in Chittenden County.

2.1.3 Chittenden County Public Transit Futures (2.01) - CCRPC

Objective: Complete a review of municipal land use plans and capital investment plans to analyze goals and policies that will influence the success of public transit.

Description: Recent State transportation funding policies de-emphasize new construction as a tool for addressing congestion. Chittenden County will have to consider enhanced public transit services as a cost-effective tool to relieve traffic congestion. In 2003, the KFH Group produced a report for the CCTA on short-term transit expansion options. The need remains to future land-use policies that would facilitate long-term expansion of public transit services. In consultation with the CCTA, CCMPO Public Transportation Committee, and member municipalities, CCRPC will prepare a white paper that (1) analyzes likely future development patterns supported by existing and planned infrastructure capacity and state and municipal land-use policies and programs and (2) identifies needed changes in regional and municipal economic development, infrastructure, and community development policies to facilitate enhanced public transportation services.

Products: : A white paper analyzing the impact of current land use and infrastructure policies on the expansion of public transit.

2.1.4 Development Review (3.11)

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 ensure 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. The CCMPO does not have any formal party status to Act 250 permit hearings; however CCMPO has been reviewing Act 250 permits and traffic impact studies as an expert party when requested by the CCRPC. The CCMPO will continue these reviews in accordance with the CCRPC's Regulatory Review Committee's policy as well as continue its coordination with VTrans on Act 250 reviews. The goal of the CCMPO in these reviews will be to continue to include multi-modal transportation strategies for development proposals. 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 |

2.2 Protect and enhance the region's built and natural environments, including land, water, and air resources. (Goal 5)

2.2.1 A Regional Open Space Plan (2.01)- CCRPC

Objective: To develop strategic plans for two open space functions

Description: The CCRPC Regional Open Space Plan is designed to provide public, private organizations, and government officials with the information and insights needed to make

responsible decisions and informed policies concerning the County's open space system; to facilitate local efforts to prioritize and target non-regulatory strategies to implement local conservation plans; and to achieve the necessary levels of coordination to support the protection and enhancement of the County's open space system. The CCRPC completed an analysis of the Region's open spaces and cataloged their suitability for outdoor recreation, working landscape and natural areas, and provided this information to our member municipalities. The goal of this task is to take the next step by developing and providing to our members and the public a series of recommended strategies, including those related to transportation and access, they may use to best achieve desired outcomes for one (and possibly two) major open space functions.

Products: Strategic Plans for one, and possibly two, open space functions to be chosen by our Commissioners.

2.2.2 Data Update & Maintenance (2.01) - CCRPC

Objective: To keep the CCRPC data base up to date and functional for CCMPO transportation modeling and other uses related to integrated transportation and land use planning.

Description: CCRPC staff will update various Geographic Information System (GIS) data layers (e.g. sewer service area, housing points, natural resource data, commercial / industrial database, employment data, telecom and other utilities and facilities) during the course of FY2008. Staff will also reach out to member municipalities to “ground truth” certain data sets and to present data for other local feedback. This work will include ongoing housekeeping of the CCRPC/CCMPO GIS data library.

Products: Updated GIS data sets.

2.2.3 Environmental Planning (3.02.1)

Objective: To continue a dialogue with statewide and regional partners regarding ways CCMPO can become involved in important environmental issues resulting in enhanced programs within the fiscal year.

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 work with statewide and regional partners to develop an Environmental Action Plan which will identify areas where CCMPO can begin programs and actions to target environmental issues.

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) required 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 limited 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), CCRPC and other regional partners 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 (vehicle miles traveled) in Chittenden County.

Products:

1. In association with statewide and regional partners such as VTrans, ANR, CCRPC and others, complete an Environmental Action Plan to identify possible programs and actions that can be undertaken to address environmental issues.
2. Updates to TAC and CCMPO Board as necessary.
3. Begin to implement programs identified in the Environmental Action Plan.

2.2.3.1 Land use, transportation and air quality (2.01) - CCRPC

Objective: To examine the land use implications of possible non-attainment of federal air quality standards in Chittenden County.

Description: As various trends or events influence the possibility that Chittenden County may fall out of attainment with federal air quality standards, it is important to understand the impact such a change could have on state and municipal land use policies and trends. The CCRPC will work with the CCMPO to review current air quality issues and the immediate consequences of non-attainment (see MPO Task 2.2.3). The Commission will then work with municipal officials and commissioners to prepare recommendations for land use policies and programs needed to conform to state and federal requirements.

Products: Recommendations for land use policies consistent with non-attainment of federal air quality standards.

2.3 Improve the transportation system in a manner that builds community, increases the vitality of neighborhoods, and minimizes disturbance caused by noise, glare, and vibration. (Goal 6)

2.3.1 Regional Comprehensive Planning Involvement– CCMPO (2.02)

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 |
| 4. Provide guidance and support to CCRPC on their CCMPO work plan tasks | As needed |

2.3.2 Western Vermont Gateway Corridor Study (3.13.1)

Objective: To facilitate the Western Vermont Gateway Corridor Study and to develop a plan that fully integrates the highway and rail infrastructure into one multi-modal system that may be maximized, recognizing the strengths and weaknesses of each.

Description: SAFETEA LU included an earmark project that requires that the Route 7 highway and rail corridor be jointly planned for along the length of the western side of Vermont. The five RPC's along the corridor, the MPO and VTrans have agreed that these organizations, under the leadership of the MPO, should be the implementers of this study.

This corridor study will utilize the VTrans Corridor Planning Manual as its basis and will rely heavily on past efforts, public involvement, and collaboration. This effort was initiated in FY07 and is expected to be completed in FY08.

Products: (To be developed after consultant selection)

- 1.

2.3.3 and 2.3.3.1 Route 15 Corridor Study (3.15 & 3.15.1)

Objective: To finalize a detailed multi-modal plan for the Route 15 Corridor from the Burlington/Winooski town line to the Essex/Jericho town line and to design and implement a public involvement effort for this project.

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 on projects related to Route 15. These stakeholders have worked together through a Route 15 Stakeholders Group and several action committees. A Joint Resolution adopted by the municipalities provided a "blueprint" for corridor development in this area.

The Route 15 Corridor Study has been an ongoing project using the Vermont Corridor Management Handbook as a guide. Work remaining on the project for FY08 includes preparing a draft implementation plan and incorporating the project documentation (Existing Conditions, Goals and Objectives, Planning Year Analysis, Strategy Evaluation and Draft Plan) into a Final Plan.

Products:

- | | |
|-------------------------------|----------------|
| 1. Draft Implementation Plan. | September 2007 |
| 2. Final Plan | December 2007 |

2.3.3.2 Route 15 Corridor Transportation & Land Use Analysis (2.01)-CCRPC

Objective: To integrate transportation planning in the RT.15 Corridor with municipal needs to implement policies and programs necessary for the success of downtowns and village centers that have received formal "designation" under the provisions of the Vermont Downtown Program.

Description: The CCRPC will work with the CCMPO, municipalities in the Rt. 15 Corridor, and consultants to assess the impacts of proposed transportation improvement projects on the state-designated downtowns in Burlington and Winooski, and the state-designated village centers in Essex Junction and Jericho.

Products: A report reviewing the impacts of proposed transportation improvements on the designated downtowns and village centers.

2.3.4 Milton Town Core Traffic Circulation Study (3.16)

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

Description: CCMPO has been working with the Town of Milton to produce a study for providing 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. To date, the consultant has completed the Existing Conditions and Preliminary Traffic Projections and participated in a Community Information and Visioning Workshop and a Design Charrette. Tasks for FY07 were to include reviewing future traffic conditions and developing alternatives for a future roadway network, and preparing a final

report, but was not done as the Town of Milton halted work indefinitely. A Synchro model will be provided to the Town when the project is finished to be used as an evaluation tool for future development analysis.

Products:

- | | |
|---|---------------|
| 1. Future Traffic Analysis and Alternatives Development | November 2007 |
| 2. Final Report | February 2008 |

2.3.5 and 2.3.5.1 Transportation for Livable Communities (TLC) (4.05 &4.05.1)

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
2. Award decisions
3. Completed documented plans

2.3.6 Futures Initiative (8.02)

Objective: To identify and describe the challenges and opportunities of the future so that our planning and implementation choices are fact based and can meet both our short term and long term needs.

Description: Today's world is complex – and the future only looks more complicated. Will oil exist in 30 years? How will we replace this fuel source? How does a less secure and stable world effect Chittenden County? As the world “flattens” how will Vermont change and what new transportation challenges will emerge as a result? What impacts on our environment and economy will climate change bring on us? How do land use choices impact our environmental, economic, and energy future? How can transportation systems and choices be best evaluated in light of these and other emerging challenges?

In short, we are fast approaching a time when transportation, energy, economic, environmental and land use policy will no longer be able to be separate issues. This initiative will begin as a means to provide education and information to decision makers and the general public on these emerging issues. Then, based on what we may learn and how transportation may be used as a positive lever for desired change, action plans will be developed and implemented.

Products:

1. Develop education and public information program on issues of interest.
2. Host or co-host a minimum of two workshops during FY 2008 on issues that emerge.

3. Develop articles for newsletter(s), newspapers and other media outlets to provide information to public on issues that emerge.
4. Work with Champlain Initiative to integrate learning of initiative across regional planning efforts

2.3.6.1 Futures Initiative Land Use Assistance (2.01) – CCRPC

Objective: A re-orientation of the CCRPC planning process to include a longer range perspective for the analysis of trends and planning for anticipated change.

Description: Unlike the CCMPO Metropolitan Transportation Plan that has a twenty-year perspective, the CCRPC regional plan typically has only a five year time horizon. This is an inadequate approach to analyzing, understanding and planning for the change taking place in Chittenden County, especially in relation to the interface between land use and significant transportation projects. Through this task the CCRPC will work cooperatively with the CCMPO to consider integrated, longer-range land use and transportation planning in Chittenden County.

Products: A white paper on a long-range CCRPC planning program.

2.4 Establish a transportation system that uses diverse sources of power and maximizes energy efficiency and conservation. (Goal 9)

2.4.1 Alternative Fuels Plan (3.02.2)

Objective: To begin a dialogue regarding development and use of alternative fuels in Chittenden County.

Description: CCMPO will convene a working group of appropriate regional and statewide partners to evaluate what role CCMPO might have in promoting the use of alternative fuels in Chittenden County.

Products:

1. Convene a working group of regional and statewide partners knowledgeable about alternative fuels to evaluate how alternative fuel development and use can be encouraged in Chittenden County.
2. Prepare an Alternative Fuels Plan to document results from the working group.
3. Co-host a workshop on alternative fuels based topic

2.4.1.1 Alternative Fuels Plan Assistance (2.01)- CCRPC

Objective: To analyze the potential for municipal goals and policies related to alternative fuel production and use.

Description: In cooperation with the CCMPO (see MPO Task 2.4.1) the CCRPC will explore opportunities for production of alternative fuels or their raw materials in Chittenden County, and for the use of such fuels by our member municipalities.

Products: (This will depend on the division of labor with the CCMPO on this topic.) A possible white paper on the current issues related to production and distribution of alternative fuels and their use in the County.

3.0 Multi & Intermodal Services

3.1 Create a transportation system that offers constantly improving safety, accessibility, flexibility, and comfort for all users, including the elderly, the disabled, and youth. (Goal 3)

3.1.1 Passenger Shelters (3.01.1)-CCTA

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

Description: This project is to design, site and permit new style post and beam shelters at higher ridership locations (based on ridecheck data). It will also provide for replacement 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: Site Plans for three shelters in addition to those programmed for construction in FY 07 and 08.

3.1.2 Market Research and Data Collection(3.01.1) - CCTA

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. This includes projects such as online demographic research, phone surveys, employer start/end time research. Participation in and coordination with State, regional and local transportation entities, committees, and training events.

Product: Data and information to be used in the planning new service development, service changes and to gain insight into regional views of CCTA.

3.1.3 Vehicle Needs Planning & Cost Comparison (3.01.1)- CCTA

Objective: To provide input on the size of buses to be purchased in CCTA's ongoing replacement program.

Description: Operating and maintenance costs are being collected for each bus and group of buses by size. With every bus purchase, CCTA analyzes ridership data, bus scheduling, driver scheduling, and capital carrying needs to determine the proper mix of bus sizes to optimize these multiple competing goals. This data is also useful for the authority to compare the potential cost of current vehicle life cycle costs of varying sized vehicles and for benchmarking these costs against the cost of alternative fueled vehicles, as operating and maintenance cost is one of the major considerations. It is also crucial in helping

determine when buses are truly worn out (when the cost of maintaining an old bus exceeds the capital costs of purchasing a new one).

Products: Updated information as required for bus purchases in the areas of bus sizing, fleet operating and maintenance costs for comparisons of bus sizes and propulsion technology.

3.1.4 Coordinated Human Service and Paratransit Planning (3.01.1)-CCTA

Objective: To work with Chittenden County human service providers and municipalities and CCMPO to efficiently and effectively coordinate human service and ADA paratransit transportation.

Description: Holding coordinating meetings for seniors and disabled human service transportation and ADA paratransit, working with human service transportation contractors, cab companies, municipalities, human service providers, the CCTA Board and the State of Vermont. Development of plans, policies and procedures necessary to implement these services.

Product:

1. Jointly provided coordinated human service transportation services provided in as cost effective a manner as possible to meet the agency/client needs, as well as policies, procedures to implement these services.
2. Implementation of a Chittenden County volunteer driver program.

3.1.5 Regional Public Transportation Expansion (3.01.1) - CCTA

Objective: To pursue funding other than property taxes to support public transportation in the region.

Description: Continuation of the past efforts to create a public transportation authority and to develop a funding source other than the property tax. This may require 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. New local and regional services funded through means other than the property tax.

3.1.6 Public Transportation Planning by CCMPO (3.01.2)

Objective: To advance the implementation of the CCMPO 2025 Metropolitan Transportation Plan (MTP) transit element and the CCTA Short Range Transit Plan; and to effectively conduct, coordinate, communicate, and participate in all transit related planning activity in the region.

Description: Under the direction of the CCMPO Committee on Public Transportation, 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; communicate with municipalities and other interested groups the needs and benefits of public transportation; and monitor and propose appropriate legislative policy for the CCMPO Board's consideration.

Products:

1. Public Transportation committee agendas, minutes, memos and reports
2. Coordination activities with other transit stakeholders including CCTA in the development of an updated Short Range Transit Plan
3. Public transportation communications with interested parties
4. Efforts in support of alternatives to the property tax
5. Participation in CCTA's Elders and Persons with Disabilities Transportation Committee.
6. Hold long term public transit visioning session.

3.1.7 Aging of Vermont Transportation Users (3.12)

Objective: To adequately anticipate and plan for the transportation needs and impacts of a population growing older in number and as a percentage of the overall population.

Description: Follow-up work with the AARP and City of Burlington on their Livable Community project focusing on the mobility needs of an aging population. Apply lessons learned from this project to a region wide area and prepare appropriate documentation for inclusion into the 2030 or 2035 Metropolitan Transportation Plan.

Products:

1. Participation in Burlington/AARP planning process as necessary.
2. Report documenting related issues from a county perspective.
3. Relevant input to the MTP development process.

3.1.8 Safe Routes to Schools (SR2S) (3.03.3)

Objective: To work with SR2S stakeholders and VTrans selected schools with the aim to increase walk and bike trips to and from school.

Description: 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 focus 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 will continue work with schools selected for VTrans' SR2S program, and other interested schools, on these four program areas.

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 and technical assistance around schools.
5. Baseline and tracking data to assess program success.
6. Staff oversight of the SR2S contractor and participation on the SR2S Steering Committee. (Funding for this task will come from non-UPWP sources.)

3.1.8.1 Safe Routes to Schools (LITE) or Pre-Planning for SR2S (new)

Objective: To improve the conditions for walking and bicycling to schools interested in, but not enrolled in, VTrans Safe Routes to Schools program and help prepare them for future application to that program.

Description: There are currently seven Chittenden County schools involved in VTrans SR2S non-infrastructure program. However, several others have expressed their desire to participate as well. The CCMPO intends to help these schools best prepare for the next round of non-infrastructure grants. To achieve this, we will work with an estimated five to seven interested schools to, 1) document the barriers that inhibit walking and bicycling to school, 2) help develop school and municipal activities that encourage more walking and bicycling, 3) encourage formation of school/parent/municipal official collaborations to promote more walking and bicycling, and 4) assist with applications to the 2008 VTrans SR2S non-infrastructure program.

Product:

1. Survey of schools to solicit level of interest,
2. Documentation of walking and bicycling barriers for selected schools,
3. Outreach/training on school activities to encourage walking and bicycling and intra-community coalition building to support these programs, and
4. SR2S non-infrastructure program application assistance.

3.2 Establish a transportation system that minimizes the time and total cost of moving people and goods, thereby allowing the economy of the Region to thrive. (Goal 4)

3.2.1 Transportation Improvement Program (TIP) Development (5.01)

Objective: To develop a transportation spending program that supports CCMPO's short-term plans and programs and helps us move the region toward the goals embodied in the Metropolitan Transportation Plan.

Description: The Transportation Improvement Program (TIP) for Chittenden County is the regional four-year budget for implementation of transportation improvements. The TIP is

based on the region's priorities as laid out in the MTP. The TIP is submitted to VTrans as the region's input for the Statewide Transportation Improvement Program (STIP).

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 CCMPO's adopted 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 adopted FY 2008 to FY2011 TIP that includes projects that conform to the Metropolitan Transportation Plan. The FY 2008-2011 TIP will be completed and submitted for the Governor's approval in July 2007.
2. A draft FY2009 to FY2012 TIP that includes projects that conform to the MTP. The FY2009-2012 TIP will be completed and submitted for the Governor's approval in July 2008.

3.2.2 TIP Project Tracking and Management (5.02)

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. FY2007 Annual Listing of Projects Obligating Funds to be made available on CCMPO website.

3.3 Provide levels of access and mobility that insure people and goods can get where they need to go, when they need to go there. (Goal 7)

3.3.1 Ridecheck (3.01.1) - CCTA

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: number of passengers boarding, number of passengers de-boarding, and bus load. 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. This project incorporates timepoint and route variation database updating since it is necessary for this project as well as the timepoint analysis.

Product: Updated information in spreadsheet report format on CCTA route, route segment and stop performance to be considered in route restructuring at least annually. This information is provided to the MPO for use in the regional model, as well as municipalities and VTrans for other planning purposes.

3.3.2 Time Point Analysis (3.01.1) - CCTA

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

Description: Based on driver, passenger and operations management reports, CCTA considers the validity of timepoints and running times on individual routes. This project is implemented with either written observations or a GPS based system depending on the magnitude of the problem(s).

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

3.3.3 Rider Surveys (3.01.1)- CCTA

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

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

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

3.3.4 2030 Metropolitan Transportation Plan (MTP) (3.04)

Objective: To complete the update of the 2025 MTP to 2030

Description: The 2025 MTP was completed and adopted in January 2005. **The 2030 MTP will be an update of this plan.** CCMPO staff will be reviewing, updating and reanalyzing sections of the 2025 MTP and sharing this information with the CCMPO Board appointed MTP advisory committee. Also, with the completion of the CCRPC's Regional Plan, the CCMPO will update the MTP to 2030 based upon Regional Plan land use and population

forecasts. The latest public opinion survey will be examined for its applicability to MTP recommended goals, strategies and projects.

Product:

1. Continue project advisory committee review of update status and draft documents.
2. Perform Transportation and land use modeling analyses.
3. Prepare draft sections of 2030 MTP.
4. Municipal and public outreach on status, strategies and projects.
5. Complete draft 2030 MTP.

3.3.5 Freight Transportation Planning (3.13)

Objective: To advance appropriate utilization of the rail & highway system for Chittenden County.

Description: CCMPO staff will continue to implement directives outlined in the Rail Resolution of 2004, based upon emerging initiatives. This work will continue through FY 2007 and 2008 to be drafted into a planning element within the forthcoming 2030 MTP.

The adopted Rail Resolution of 2004 also states that a 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*”).

It may be possible to undertake projects which best utilize county & state rail infrastructure and merit further investigation.

Products:

1. Adopt a strategy to establish more transload service within the region. winter 2007-08

3.4 Develop a transportation system that features a variety of travel modes and encourages the reduction of single occupant vehicle use. (Goal 10)

3.4.1 Bicycle/Pedestrian Transportation Planning (3.03.1)

Objective: To monitor implementation of the regional Bike/Pedestrian Plan and increase trips using these transportation modes.

Description: CCMPO staff will monitor bike/pedestrian implementation efforts through selected project scoping, data collection, and involvement with local, regional and state groups advocating, planning and designing bike/pedestrian facilities. Implementation and management of the sidewalk grant program will also continue under this item. Preparation for and attendance at bike/pedestrian meetings of CCMPO, VTrans, and others is included in this task..

Products:

1. Bike/Pedestrian data collection related to Bike/Pedestrian Plan implementation
2. Administer/manage the sidewalk grant program. (Funding for this task will come from non UPWP sources.)

3.4.1.1 Update Bike/Pedestrian Plan (new)

Objective: To revise and update the 2003 Regional Bike Pedestrian Plan.

Description: The Regional Bike/Pedestrian Plan was completed and approved in FY 2003. Taking results from the May 2007 Pedestrian & Bike Summit, input from the CCMPO's Pedestrian and Bicycle Committee and the public, redo the Plan with more up to date information that better reflects changing community desires.

Products:

1. A new draft regional bike/pedestrian plan.
2. Staff management of project consultant
3. Administer the development process for the bike/pedestrian plan.

3.4.1.2 Regional/Inter-Regional Bike-Pedestrian Coordination (3.03.2)

Objective: To effectively coordinate the planning and provision of bike/pedestrian facilities both within Chittenden County and with neighboring regions. To educate and inform the public on the benefits of bicycle/pedestrian and other non-single occupant vehicle (SOV) travel modes.

Description: Liaise with municipal bicycle/pedestrian committees, those from adjoining regions, and local and regional planners in order to coordinate the planning for trails, shared use paths, on-road bicycle facilities and sidewalks in Chittenden County as well as the facility links to municipalities outside the region. Coordinate inter-regional path plans such as the Island Line and Cross Vermont Trail and local level efforts to assure implementation of the CCMPO Regional Bike/Pedestrian Plan. Assist, as needed, local path committees and bike/pedestrian organizations such as Local Motion and the Lake Champlain Bikeways, to advance the plans and implementation of bicycle and pedestrian infrastructure consistent with CCMPO priorities. Work with interested parties, the media, and schools to inform/educate on the benefits on non-SOV travel.

Products:

1. Status reports on local, regional and inter-regional bike/pedestrian efforts.
2. Meetings with local committees and other groups to advance bicycle/pedestrian facilities.
3. Administer/manage bicycle/pedestrian planning efforts.
4. Presentations and other educational material.

3.4.2 Service and Operations Planning & Development (3.01.1) - CCTA

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

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

Product: New and revised bus routes and schedules.

3.4.3 Transportation Demand Management (TDM (3.06)

Objective: To pursue recommendations from the TDM Education, Outreach, and Support Implementation Strategy, and continue support for other TDM efforts.

Description: To continue advancing efforts in Burlington, the CCMPO will host a downtown Burlington summit/conference with major employers and business groups to explore ways to implement TDM programs downtown and discuss establishment of a downtown Transportation Management Association (TMA). Subsequent work will further advance the TMA concept downtown. Also, cooperation with CCRPC staff on developing model municipal TDM implementation regulations will take place under this task. In addition, this task will include park and ride planning coordination with VTrans.

Products:

1. TDM summit/conference for downtown Burlington.
 2. Implementation efforts through model regulations.
 3. Downtown TMA start-up.
 4. Coordination meetings with VTrans on park and ride development.
-

3.4.3.1 Way to Go Week (3.06)

Objective: To increase the levels of non-SOV travel during a selected week in spring 2008

Description: Enlisting businesses and the general public advocate for, and provide incentives to, travel by alternative modes during Way To Go week. This project includes extensive business, school, and public outreach through a variety of communication methods in order to market to a large audience. Work also includes updating and maintaining project web site and administering registration database.

Products:

1. Manage/administer WTG Partners and project contractor
 2. Outreach activities to encourage event participation
 3. Project web site upkeep and development
 4. Manage registration database
 5. Creative/design work for project brand
 6. Printing of project media
 7. Radio and print advertising
 8. Report of project results
 9. Baseline and tracking data to assess success of program.
-

3.4.4.1 Project Definition (Scoping) Studies – CCMPO Staff (7.01.1)

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 screening 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 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.

3.4.4.2 Project Definition (Scoping) Studies (Consultant) (7.01.2)

The projects that are currently under contract with consultants, and will carry over into FY08, are listed below.

Table 4 Scoping Studies Currently Underway

MTP Category	Project	Status as of June 2007	Completion Goal
Capacity Expansion	I-89 Exit 12B (South Burlington)	To begin, spring 2007	FY08
Function & Performance Preservation	VT15/Sand Hill Road Intersection (Essex)	Underway	FY08
	US2/Oak Hill/North Williston Road (Williston)	To begin, spring 2007	FY08
	VT2A/James Brown Drive (Williston)	To begin, spring 2007	FY08

MTP Category	Project	Status as of June 2007	Completion Goal
Bridge Preservation	Queen City Park Road Bridge, Burlington	Underway	FY08
	Bridge Street Bridge, Richmond	Underway	FY08
Bike/Pedestrian	VT15 Recreational Path, Colchester, Essex, Essex Junction	Underway	FY08

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

Scoping Projects for Consideration in FY2008

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. The candidate projects in Table 5 are projects that will be considered and do not represent projects guaranteed to be “scoped” in FY2008.

Table 5 Scoping (including Locally Managed) Projects for Consideration in FY2008

MTP Category	Project
Capacity Increase	Williston Road Capacity Improvements, Kennedy Drive to Industrial Avenue (South Burlington & Williston)
	Exit 14, third lane at Staples (previously scoped, may be an update)
Function & Performance Preservation	School Street Extension to US Route 2 (Richmond)
	VT2A/Industrial Avenue/Mountain View (Williston)
	VT15/I-89 Exit 15 Improvements (Winooski)
	Route 15 Signalization, East Entrance to Fort Ethan Allen
	Intervale Road Improvements (Burlington)
	Gosse Court Access Planning (Burlington)
	Shelburne Road improvements, I-189 to Imperial Drive (South Burlington)
Bridge Preservation	Bridge #6 on Main Road (Huntington)
	Bridge #8 on Main Road (Huntington)
	Bridge #10 on Main Road (Huntington)
	Gentes Road Bridge (Essex)
	Bay Road Bridge over LaPlatte (Shelburne)
Bike/Pedestrian	Access to Ethan Allen Homestead via North Avenue (Burlington)

Intermodal	I-89 Exit 16 Park & Ride (Colchester)
	VT15/VT289 Park & Ride (Essex)
	VT15, Underhill Flats Park & Ride (Jericho)
	Heineberg Bridge/VT289 Park & Ride, (Colchester)

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

3.4.4.3 Project Definition (Scoping) Studies Locally Managed (7.02)

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 oversee 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.

4.0 Involvement, Effectiveness, & Administration Services

4.1 Educate the public-from children to seniors-about the implications of different development patterns and mode choice decisions. (Goal 11)

4.1.1 Public Involvement (3.01.1) - CCTA

Objective: To include the public in the decision making process for new and changed service.

Description: CCTA advertises, develops materials for and holds public meetings and hearings to gain feedback on changes as well as general public outreach to our service area through attendance of meetings on other topics.

Product: Public hearing, outreach resulting in information for the Board and staff to consider in service in planning processes and implementation as well as a feel for the needs and priorities of the areas we serve.

4.1.2 Multi-modal and Regional Coordination and Planning (3.01.1) - CCTA

Objective: To participate in MPO, State and municipal land use and transportation planning to integrate public transportation into these areas.

Description: CCTA will attend and participate in MPO, State and municipal projects that are relevant to public transportation such as zoning rewrites, municipal plan development, corridor studies, transportation studies, and land use planning.

Product: Meeting attendance and collaboration to better integrate public transit into other modes and planning processes.

4.1.3 Traffic Alert Program (4.04)

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:

1. Weekly traffic alert updates issued for the duration of the construction season. (Weekly from late April through early November).

2. Maintain the data entry system used for the web-based alert log (www.ccmpto.info/cta).

4.1.4 Communications (6.02)

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 develops an annual Communications Plan. CCMPO staff and consultants will continue to manage project outreach activities and update the web site.

Products:

- | | |
|--|-----------------|
| 1. Annual Report | August 2008 |
| 2. Outreach and Education | Throughout |
| 3. TIP Summary | July 2007 |
| 4. Specific project activity | As needed |
| 5. Way to Go Week marketing | September – May |
| 6. Provide monthly e-mails detailing project progress to members | Throughout |
| 7. Develop links to project management system for use by members | Throughout |

4.2 Provide improvements to transportation facilities and services expeditiously through an inclusive and cost effective process. (Goal 12)

4.2.1 Maintenance and Facility Planning (3.01.20) - CCTA

Objective: To assure CCTA has adequate passenger facilities, support equipment and facilities to operate and maintain current and expanded service and to serve our customers well.

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. Collaboration with municipalities in multimodal center design.

Product: Bids and RFP's for equipment and facility repair, upgrades and replacements. Assistance with municipal projects that support this objective.

4.2.2 Financial Planning (3.01.1) - CCTA

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. This is not finance department budget preparation work, but rather planning work such as evaluation of existing service costs, as well as future service and capital needs so as to support and implement the TIP and MTP. This work requires knowledge of planning concepts and future service planning goals, which is a Planning Department knowledge base. The accurate determination of the economic feasibility of proposed service depends on a firm understanding operating costs and ridership potential.

Product: Annual updates of financial information for use in the budgeting and planning process. Accurate data to be used in the planning for future service implementation.

4.2.3 Small Community Service Initiative (4.06)

Objective: To assist communities in Chittenden County to fully participate in the opportunities that exist to analyze and address transportation challenges they face.

Description: Many communities in Chittenden County have very small staffs addressing their entire suite of municipal responsibilities and services. Often, these communities report that they either do not know about funding or service opportunities in the transportation sector or they have no staff time available to apply for such programs or services. This initiative would provide a “circuit rider” type of service to these communities.

Products:

1. Develop outreach materials to alert communities to the availability of this service.
2. Identify communities with interest in participating.
3. Assist communities in preparing applications to services, programming and funding opportunities.

4.2.4 Project Coordination Assistance Initiative (4.07)

Objective: To assure that projects being developed continue to move forward as rapidly as possible into and through the design phase.

Description: Communities in Chittenden County have expressed frustration over the amount of time the development of projects takes to address congestion concerns. Of particular concern is the apparent disappearance of projects after the issue has been successfully scoped and or a technical assistance report has been issued. This period between the end of the planning process and the beginning of the design process is typically long, with no one in the region tracking progress of the projects. A second issue of concern is the need to push projects in scoping or technical assistance to final conclusion. The concern is that occasionally, projects are allowed to sit for long periods for lack of a decision or due to the existence of a controversial project element.

In each case, having staff time available to keep track of projects and issues, to advocate for their continual forward progress, and to generally be a continual source to apply pressure and obtain information are desired by our communities.

Products:

1. A comprehensive list of all projects that have been through scoping or technical assistance that have not been completed to date, complete with current status.
 2. Communication with communities and VTrans as to interest in moving projects forward and current barriers.
 3. Quarterly report on status of all projects.
 4. Tool to provide current information on projects to communities.
-

4.2.5 Public Involvement (6.01)

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.

Products:

1. Written Public Involvement Plans by project.
 2. Update/Review CCMPO Public Involvement Plan
-

4.3 Management and Implementation

4.3.1 Agency Administration (1.01)

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.

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 Planning 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, and 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.

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 2008 |
| 2. CCMPO Board Meetings | Nine Per Year |
| 3. Executive Committee Meetings | Monthly |
| 4. Joint CCRPC and CCMPO Executive Committees Meetings | Quarterly |
| 5. Special meetings | As necessary |
| 6. Staff meetings | Bi-Weekly |
| 7. Attending meetings with partners and stakeholders | As necessary |
| 8. Active participation in national, regional, and state organizations | Ongoing |
| 9. Develop and assure appropriate audits are complete and followed up on | Ongoing |
| 10. Develop and assure compliance with Federal Requirements | Ongoing |

4.3.2 Technical Advisory Committee (TAC) (1.02)

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 |

4.3.3 Training and Staff Development (1.03)

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 |
|------------------------------------|--------------|

4.3.4 Training (3.01.1) - CCTA

Objective: To increase planning staff knowledge of transportation in order to improve planning and management of the system.

Description: Staff will attend local, regional and national training on general and specific areas of expertise that relate to the areas outlined in this work program.

Product: Improved public transportation services through improved staff knowledge.

4.3.5 Coordination & Assistance with CCMPO Activities (2.01) - CCRPC

Objective: To ensure close coordination between CCMPO and CCRPC programs and projects.

Description: To accomplish close coordination of land use and transportation issues, and effective communications, CCRPC staff will participate in CCMPO Board and program meetings and planning projects including, but not limited to: the Transportation Improvement Plan (TIP) process, the Technical Advisory Committee (TAC), the Metropolitan Transportation Plan (MTP) Advisory Committee, and annual work program development planning (Unified Plan Work Program Subcommittee).

Products: Effective coordination between land-use and transportation planning activities

4.3.6. Technical Assistance to CCMPO (CCRPC)

Objective: To provide CCRPC staff time for unanticipated MPO technical assistance requests not included in this work plan.

Description: From time to time the CCMPO undertakes work requested by municipal clients or others not built into the annual work plan. Such work may require CCRPC technical assistance including preparation of land-use or other data, training / assistance, or GIS analysis. Due to the rigorous demands on CCRPC staff time, we have budgeted 64 hours in FY2008 we can make available to the MPO when requested.

Products: Technical assistance products as needed.

4.3.7 Data Collection and Maintenance (4.01)

Objective: Collect, maintain, and distribute transportation-related data for planning needs and public inquiry.

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

- Automatic traffic recorder counts
- Intersection turning movement counts
- Bicycle and pedestrian shared-use path volumes
- Park and ride lot usage
- Parking infrastructure inventory (GIS-based)
- Pavement sample data used to derive Pavement Condition Index (PCI)
- 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 |
| 3. A parking infrastructure database | Ongoing |

4.3.8 Transportation Model Maintenance and Enhancement (4.03)

Objective: To ensure the regional travel demand model continues to function effectively and efficiently as well as making incremental improvements to enhance model operation.

Description: CCMPO completed an update of the regional transportation model in FY2006. The updated model is now versioned with releases occurring as necessary when errors are discovered or minor improvements are made.

In addition to regular model maintenance, CCMPO will begin three significant model upgrades in FY2008:

1. A Household travel survey will be completed to identify daily trip-making patterns for Chittenden County households. The most recent Chittenden County household survey data was collected in 1998. The MPO would like to establish a ten year cycle for updating this data as it provides critical information on the quantity and quality of trips made by households over the course of the day. There may be an opportunity to partner with VTrans on joint household survey if the state makes funds available for a cooperative effort.
2. The modeling period will be expanded to a full day. The current model has separate components for AM and PM peak hour analysis. Moving to a daily model will allow for better modeling of transportation emissions over the full day as well as more explicit representation of congestion occurring outside of the AM and PM peak hours.
3. The model area will be expanded to provide better analytical capabilities for the highest travel flows to and from Chittenden County which are located in Franklin County. CCMPO will work with Northwest Regional Planning Commission (NRPC) staff to examine issues relevant to the model expansion geography and potential applications for the model in NRPC's planning.

This work will likely carry over into FY2009.

Other improvements may be explored as new modeling techniques are refined in the state of the practice.

This task includes necessary staff and consultant time to maintain and improve the model for use by CCMPO. Applications of the transportation model in studies or planning processes will be assigned to relevant tasks whenever possible.

Products:

- | | |
|---|---------------|
| 1. Regional travel demand model operational updates | Ongoing |
| 2. RFP for Model Upgrades | July 2007 |
| 3. Household Survey Complete | December 2007 |

4.3.9 Research Initiative for Highway Investments (4.08)

Objective: To examine the long term effects of increased capacity and access management on land use and traffic flow.

Description: The US Route 7 Shelburne Road reconstruction project was completed in 2006. This project included additional travel lanes as well as a median barrier providing enhanced access management. VTrans has commissioned a traffic study of before and after conditions which is expected to be complete in summer 2007. CCMPO staff will research available studies from before and after the construction effort to examine benefits and impacts related to the project. Of particular interest will be information on multi-modal traffic volumes, delay, and business turnover in the corridor. This effort is expected to culminate in a brief report which will be updated annually over the next few years to provide a long-term examination of the benefits and costs accruing from substantial investments in new transportation capacity. Other major investments, such as the Winooski Downtown transportation improvements are also candidates for this research initiative.

Products:

- | | |
|---|-----------|
| 1. US 7 Shelburne Road Reconstruction Benefit/Cost Report | June 2008 |
|---|-----------|

4.3.10 Legislative Monitoring (6.03)

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 Legislative Briefing in Montpelier at the start of the 2008 session.

Products:

- | | |
|---|---------------|
| 1. Information on pending legislative and regulatory actions | As needed |
| 2. Communication of policies, plans and programs to elected officials | As needed |
| 3. Host Legislative gathering prior to session to share information | December 2007 |
-

4.3.11 Performance Measures and Indicators Initiative (8.03)

Objective: To develop and track measures to show how our transportation system and the CCMPO is improving (or declining) in performance.

Description: For organizations to succeed in their mission, all involved must have clear objectives and a way to see progress. As J. Edwards Deming put it “What gets measured gets done.” This initiative will develop a suite of external and internal measures and indicators to gauge the progress of the CCMPO and of our transportation systems ability to successfully meet the goals of the MTP and our vision.

Products:

1. Develop draft measures and indicators for review by November 2007.
2. Board adoption of a suite of measures and indicators in March of 2008.
3. Submit measures and indicators report by June of 2008.

4.3.12 Performance Tracking(3.01.1)- CCTA

Objective: To track performance measures used in service planning and evaluation.

Description: Analysis of individual routes and the CCTA system as a whole using widely accepted performance measures, including cost per passenger, passengers per hour, passengers per mile, passengers per trip, and farebox recovery rate. Additionally, part of the performance tracking will involve comparison to a national peer benchmark as well as comparison with past CCTA performance (time trend analysis).

Product: Monthly and annual updates of service oriented performance data for use by Staff, CCTA’s board as well as funding entities such as the State of Vermont and the Federal Transit Administration.

4.3.13 Innovative Finance Initiative (8.04)

Objective: To determine innovative methods to better afford the needed transportation system and operations of Chittenden County.

Description: For years, the region has expressed concern and exasperation with our method of funding public transportation services. More recently, our State has determined that our ability to pay for necessary highway projects is less than the need for projects to avoid a future with far greater congestion. This is not a problem unique to Vermont. Across the United States, states and regions have been searching for and implementing innovative funding methods to advance transportation projects and programs.

The CCMPO will work on this initiative collaboratively with VTrans, as they have expressed a similar interest in first understanding the innovative finance options available to us and then to consider how best to implement those that make sense in Vermont.

Products:

1. Develop potential new financial tools.

2. Provide information to the Vermont Legislature in the 2008 session on the outcome of this analysis.
3. Co-host follow up workshop(s) to further identify and support the process of developing new methods to fund transportation initiatives.

Appendix A - Budget Summary

PROJECTED RESOURCES

Funding Source	Federal Share	State Match	Local/Other Match*	Total Funding
FHWA PL	1,432,900	163,010	178,455	1,774,365
FTA 5303	328,444	47,632	33,250	409,326
FY07 Carryover	196,116	9,071	39,959	245,146
Fed. Earmark (Non-MPO)	400,000	100,000	0	500,000
FHWA SPR (Non-MPO) c/o	32,800	4,100	4,100	41,000
Total Funding	2,390,260	323,813	255,764	2,969,837

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

PROJECTED EXPENDITURES

	Projected Expenditures
CCMPO	893,277
Direct Expenses	91,100
CCRPC	231,000
CCTA	332,501
TLC & Locally Managed Projects	170,000
Consultants**	965,813
FY07 Carryover	286,146
Total Projected Expenditures	2,969,837

PROPOSED EQUIPMENT PURCHASES

Items	Estimated Cost	
Traffic Counters	\$ 3,000	Used for data collection task 4.3.7
Computers	\$ 7,500	Used for all tasks
Total	\$10,500	