

# **Fiscal Year 2009**

# **ANNUAL WORK PLAN**

*(Unified Planning Work Program -  
UPWP)*

July 1, 2008 – June 30, 2009

ADOPTED  
MAY 21, 2008



***Chittenden County  
Metropolitan Planning  
Organization***

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



***Chittenden County  
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 21<sup>st</sup> 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 2009 Annual Work Plan (Unified Planning Work Program)* (FY 2009 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, 2008 and June 30, 2009. The **Prospectus** provides an overview of the Chittenden County Metropolitan Planning Organization (CCMPO) 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.

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## *Metropolitan Planning Area*

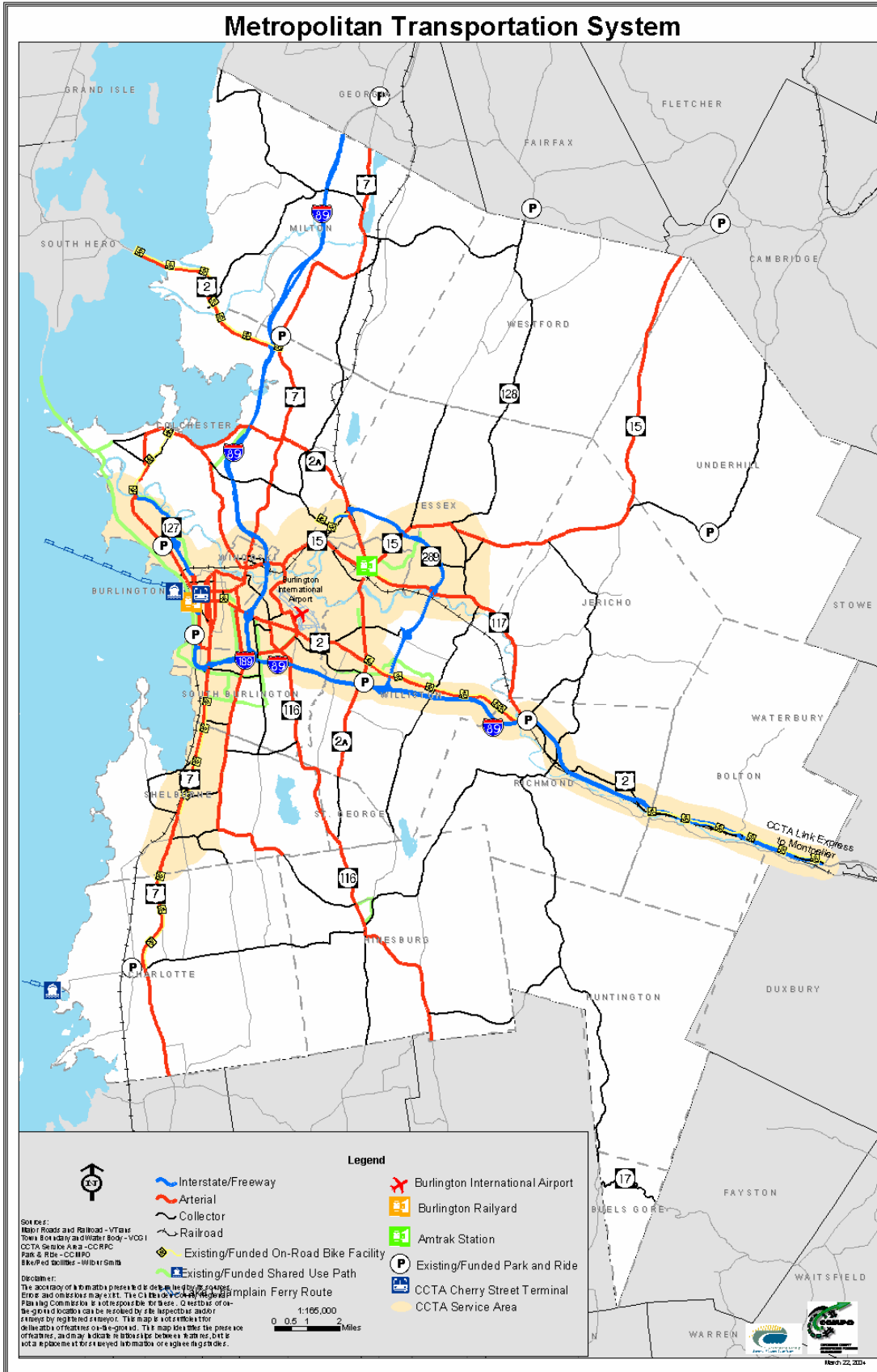
The CCMPO planning area consists of the 18 Chittenden County municipalities, as shown on the map on the next page. In the year 2000, the population of the County was 146,571; in 2005 it was estimated at 151,500. The land area is 539 square miles. Chittenden County is currently defined as being in “attainment” 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.

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## *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 member agencies in Chittenden County. It shows which agencies will do planning studies, when the work will be completed, and what the final products and benefits will be.

# Metropolitan Transportation System



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

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. Board adoption is anticipated in May.

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

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### **Key Products of the Planning Process**

SAFETEA-LU and its implementing regulations require that the CCMPO planning process produce and manage the implementation of three principal products, all of which must be updated regularly:

- ▶ The Unified Planning Work Plan (UPWP);
- ▶ The Chittenden County Metropolitan Transportation Plan (MTP); and
- ▶ The Chittenden County Transportation Improvement Program (TIP).

CCMPO is also 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 12 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 ensure 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.

## 2060 Metropolitan Transportation Plan

CCMPO and CCRPC are working collaboratively on the 2060 MTP, which will be the replacement for the 2025 MTP. Naturally, this work will build off of the CCRPC Regional Plan that was completed within the past year. Further, the scenario planning elements of the 2060 MTP will essentially represent the beginning of the process to update the RPC plan in a few years as the scenarios will of necessity include many land use choices. 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 2060 MTP in early 2010 as required under federal law. Work on the 2060 MTP is currently under way and is being

undertaken primarily by CCMPO staff with some specific work tasks performed by specialty consultants and the CCRPC staff.

### **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 2009 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) 2009 Annual Work Plan – Unified Planning Work Program (UPWP), which will begin on July 1, 2008 and end on June 30, 2009

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

To fulfill this mission, this work program breaks the work of the organization into four main areas with the twelve goals distributed as subtasks within them:

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 United States Department of Transportation (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)*

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### 1.1.1 Safety Program

**Objective:** To develop a program to enhance safety in Chittenden County by implementing low cost safety solutions for roadway sections and intersections; to assist municipalities with informal safety reviews at problem locations; to develop criteria for incorporating safety into project prioritization; and to continue coordination with VTrans in their ongoing safety initiatives.

**Description:** Safety programs that focus on reducing crashes and addressing transportation safety issues are an important focus of SAFETEA-LU. The CCMPO, through active participation in one of Vermont's Strategic Highway Safety Plan's (SHSP) subcommittees (Infrastructure), is working with VTrans to develop processes to identify high hazard locations and corridors that exhibit safety problems for rural local roads in the county. These processes will be utilized in the High Risk Rural Roads program (HRRR) along with the Highway Safety Improvement Program (HSIP). The HRRR prioritizes crash locations on rural roads and conducts Road Safety Audit Reviews (RSAR) to determine low cost safety solutions for the near term while proposing longer term solutions as well. The HSIP prioritizes the top 50 high crash locations throughout the state and proposes various alternatives to improve safety. In addition, the CCMPO will continue to provide assistance to municipalities—through informal safety reviews—to identify safety solutions to problematic locations. Staff will also work to develop criteria to integrate safety into the prioritization process for both projects and scoping selection.

**Products:**

- |  |              |
|--|--------------|
| 1. Continued participation in the Infrastructure Committee of the Strategic Highway Safety Plan. | Ongoing      |
| 2. Continued participation in the HRRR and HSIP programs.  | Ongoing      |
| 3. 3 RSARs and 3 corridor field reviews.   | June 2009    |
| 4. Program for Low Cost Safety Improvements.   | March 2009   |
| 5. Recommendations for safety criteria to be used in the prioritization of scoping projects.     | January 2009 |

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### 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.

**Description:** Based on relationships established in FY2008, CCRPC will work with staff from the Department of Public Safety to implement training for local elected and appointed officials who did not have the opportunity to participate in training on the Incident Command System (ICS) and other relevant tools used by their emergency management personnel when they respond to highway and other transportation related emergencies.

**Product:** A cycle of ICS training events throughout the fiscal year to be offered on varying schedules to enable local officials to attend according to their own time constraints. Each cycle will contain three Incident Command System courses: ICS 100, Introduction to the Incident Command System; ICS 200, a primer for supervisory personnel; and ICS 248. The CCRPC will coordinate the training with the Vermont Department of Homeland Security.

Cycle One, August – October  
Cycle Two, December - January  
Cycle Three, April - June

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### ***1.1.3.1 Planning Assistance and Coordination***

**Objective:** To provide low-effort technical planning assistance to CCMPO member agencies, local municipalities, CCRPC, VTrans, and other entities seeking guidance on transportation issues, project development, and/or coordination.

**Description:** This task is a combined staff/consultant effort to improve our ability to assist CCMPO member communities 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 |
| 3. Recommendations to communities for identified transportation problems | Ongoing |

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### 1.1.3.2 VTrans Planning Assistance and Coordination

**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 technical tasks.

**Products:**

1. Coordination with VTrans on planning and project development studies Ongoing
2. Participate with VTrans in outreach efforts to update the Highway System Policy Plan

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### 1.1.3.3 Planning Assistance – Locally Managed

**Objective:** To provide municipalities access to federal fiscal 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, 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. Communities provide all match required as a prerequisite for inclusion in this program.

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, 2009 unless prior agreement is obtained from CCMPO to extend the study completion date.

**Products:**

- |   |         |
|---|---------|
| 1. Colchester Water Tower Hill Transportation Study | FY 2009 |
| 2. Burlington Colchester Avenue Study               | FY 2009 |
| 3. Burlington Streetcar Feasibility Study           | FY 2009 |
| 4. Winooski Street Circulation Study                | FY 2009 |
| 5. Essex Junction Circulation Study                 | FY 2009 |

## Technical Assistance/Scoping/Locally Managed/TLC Comparison

<b>Program</b>	<b>Description/Difference</b>
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)	Core program; projects 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.

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

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#### ***1.2.1 Transportation Systems Management (TSM)***

**Objective:** To improve transportation operations for roadways and intersections including promoting good access management goals; provide guidance for implementing the recommendations of CCMPO’s Intelligent Transportation Systems (ITS) Plan; coordinate with VTrans; and 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 continue as detailed in CCMPO’s ITS Plan. 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. Project development coordination 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. Ongoing
  2. Attendance and participation in ITS coordination meetings at VTrans. Ongoing
  3. Identification of corridors to include in the signal optimization program. Ongoing
  4. Identify and develop recommendations for two TSM solutions in Chittenden County
    - a. Kimball Avenue September 2008
    - b. Spear Street September 2008
  5. Training programs to build knowledge of the utility of TSM will be developed and offered. December 2008
  6. Host regular forum with Chittenden County road foremen and Local Roads to promote information sharing. Semi-annually
- 

**1.2.2 Efficiency Improvements (ITS Applications) – CCTA**

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

**Description:** To evaluate ITS applications, develop plans, conceptual specifications and requests for proposals (RFPs) for ITS systems at the Downtown Transit Center, bus stops, onboard buses, multimodal applications, signal priority, traffic signals to support transit operations, and at CCTA's operations and maintenance center. Includes work on radio system upgrade with data and GPS capacity, next bus type passenger information, and digital recording systems.

**Product:** Requests for Proposals for ITS applications that lead to project implementation. CCTA will provide monthly updates on the progress being made related to ITS implementation throughout the region.

## 2.0 Sustainability / Livability Services

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

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#### 2.1.2 Regional Models – CCRPC

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

**Description:** In cooperation with CCMPO staff, the CCRPC will assess, apply, and refine various analytical and/or GIS based models to portray and forecast land use, transportation, and other conditions and impacts. For FY2009 some models reviewed may have general application to transportation-related topics not directly connected to the preparation of the MTP.

**Products:** Monthly reports to CCMPO executive director and staff identifying tools that may: 1) more effectively model the relationship between transportation and land use, or 2) provide for more precise data sets useful for analysis of the land use/transportation relationship.

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#### 2.1.4 Development Review

**Objective:** To provide objective reviews of 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 and continue its coordination with VTrans on Act 250 reviews. 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 impact studies for municipalities | As necessary |

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

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### ***2.2.2 Land Use Data Update & Maintenance – CCRPC***

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

**Description:** Under this task number, CCRPC staff will update various Geographic Information System (GIS) data layers that may not relate directly to preparation of the MTP (e.g. data for AssetGIS, the Vermont Online Bridge and Culvert Inventory Tool, non-motorized transportation such as sidewalk inventories, sewer service areas, data for use in the MPO's planned environmental tasks). Staff also will 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 specific GIS data sets, including but not limited to: Existing Land Use (Land Based Classification System), Regional Sewage Capacity Study, Water and Sewer Service Areas, Employment Database, VOBCIT data, Burlington sidewalk inventory.

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### ***2.2.3 Environmental Planning***

**Objective:** To develop a baseline environmental inventory of Chittenden County, including a report exploring air quality issues and developing strategies related to maintaining air quality conformity in Chittenden County.

**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 develop a baseline environmental inventory of Chittenden County from available information. With this inventory staff will work with statewide and regional partners to 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 CCRPC to convene a group of stakeholders to fully explore air quality issues that affect Chittenden County and develop possible strategies for maintaining conformity. The CCMPO is developing modeling tools under Task 4.3.8 that will enable the review and utility of program and policy choices that may emerge from this process.

**Products:**

1. Baseline environmental inventory of Chittenden County.
2. Begin to identify possible programs and actions that can be undertaken to address environmental issues, in association with statewide and regional partners such as VTrans, ANR, CCRPC and others.
3. Develop a series of briefing papers exploring relevant issues regarding air quality, in a joint program with CCRPC.
4. Convene a group of stakeholders to review briefing papers and develop strategies for maintaining air quality conformity, in a joint program with CCRPC.
5. Updates to TAC and CCMPO Board as necessary.

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### ***2.2.3.1 Land use, transportation and air quality – CCRPC***

**Objective:** To examine the land use implications of possible non-attainment of federal air quality standards in Chittenden County; and, in cooperation with the CCMPO, to identify and recommend policies and actions at the regional, local and individual level that would help the region stay in, or return to, attainment status..

**Description:** CCRPC will work very closely with CCMPO to review current air quality issues and the immediate consequences of non-attainment (see MPO Task 2.2.3). We expect to define in greater detail with the CCMPO the roles each of our organizations will play in work on this topic. Possible recommendations might address land use, transportation, local regulations, and education programs for municipalities and the general public. Tie-ins to other issues, such as energy, climate change and public health are expected. This project is viewed as part of a broader effort by CCMPO and its partners to plan for designation as a non-attainment area. Such efforts are anticipated to include participation in developing air emission inventories, evaluation and recommendations on actions to include in the State Implementation Plan, development and application of tools to model future emissions, and preparation for conformity review of the TIP and MTP. We anticipate that in FY09 the work will involve a broad public education component to brief municipal officials, business leaders, legislators and other stakeholders on the reasons for non-attainment and the consequences of this status.

**Products:** Working with CCMPO, identify and recruit members for a broad-based Advisory Group, July 2008

Prepare briefing papers on:

1. Information and model policies for municipal plans (air quality, land use, transportation, and energy sections) – August 2008. Transportation portion to be done by CCMPO.
2. Relationship to and impacts of state land use policies (Growth Centers, Act 250) – September 2008.
3. Land use strategies to support reduced VMT (zoning, development/design standards, compact/mixed use development; parking; park & ride; bike/pedestrian facilities; transit) – September 2008. Transportation section to be done by CCMPO.
4. Other local strategies to support reduced VMT and emissions (Safe routes to school, anti-idling, supporting commercial/residential energy efficiency, buy local, urban forestry, etc.) – October 2008.
5. Individual actions to reduce VMT and air emissions (Reducing driving (e.g. car pooling), driving patterns (e.g., trip chaining), vehicle maintenance, vehicle choice, transit, alternate transportation, buy local, residential energy efficiency, etc. – October 2008.
6. Modeling tools to predict air emissions for local and/or regional scenarios (models, purpose, scale, capacity needs/issues, ideal demonstration projects) – November 2008.

Convene the Advisory Group monthly beginning in July 2008 to:

- Review Briefing Papers (i.e., learn about issues together)
- Identify priorities
- Develop consensus recommendations on strategies most useful for Chittenden County
- Oversee a *Recommendations Report*
- Oversee preparation of an outreach plan and materials

In cooperation with CCMPO, prepare a *Recommendations Report* based on Advisory Committee priorities and recommendations to be completed by June 2009.

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## ***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)***

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### ***2.3.1 Regional Comprehensive Planning Involvement – CCMPO***

**Objective:** To coordinate planning activity with the CCRPC.

**Description:** The CCRPC and CCMPO, as regional planning entities with oversight over the same jurisdiction and in some cases overlapping areas of responsibilities, need to work together on projects. The CCMPO and CCRPC often have staff work collaboratively on 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. Guidance and support to CCRPC on their CCMPO work plan tasks | As needed |

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### ***2.3.2 Western Corridor Transportation Management Plan***

**Objective:** To manage the development of Vermont’s Western Corridor Transportation Management Plan (WCTMP). The WCTMP will provide a unified, long term vision for the highways and rail corridors in western Vermont. The plan will develop a framework of shared goals and multimodal strategies to maximize system efficiency; balance movements of people, goods and services; promote economic vitality, and environmental responsibility while maintaining Vermont’s unique and valued quality of life.

**Description:** The Vermont Agency of Transportation (VTrans), the Chittenden County Metropolitan Planning Organization acting as the project manager, and the five Regional Planning Commissions along western Vermont are partnering in an effort to develop a multimodal Transportation Management Plan (Plan) for Western Vermont. Development of the Plan was deemed necessary by VTrans and its regional partners, to determine the most effective ways to improve the infrastructure and operations as well as maximize the efficiencies of the transportation system—rail and highway—in western Vermont over the next 20 years thus improving the economic opportunities of the region. A consultant team lead by *PB Americas, Inc.* was hired to assist in the development of the Plan. The study area extends from the Massachusetts state line to the Canadian border. This effort was initiated in the summer of 2007 and it is expected to be completed in the spring of 2009.

**Products:**

1. Interim Reports:
  - a. Future Conditions; September 2008
  - b. Corridor Vision, Goals and Objectives; November 2008
  - c. Implementation Plan; March 2009
  - d. Draft Final Western Corridor Transportation Management Plan. April 2009
2. Modeling use and analysis necessary to support project  
Ongoing through future conditions analysis fall 2008
3. Final Western Corridor Transportation Management Plan June 2009

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### ***2.3.3 Corridors and Circulation***

**Objective:** To convene and facilitate the US 2 and VT 15 Corridor working groups, and to manage studies requested by municipalities to address issues of local circulation, access management, and acute congestion resulting in unsafe conditions for the traveling public. These studies will primarily focus on short roadway segments within villages, town centers and growth areas.

**Description:** Both the US 2 and VT 15 Corridor studies recommend that a Corridor Working Group be formed at the end of the study process to ensure that identified corridor strategies are implemented. These groups will include representatives from all participating municipalities and institutions along the corridor; state and regional transportation and land use agencies; local businesses; advocates and the general public. These groups will convene twice a year to review progress and define next steps for implementing the corridor plans. In addition, manage studies that will review, analyze and provide alternatives for local circulation and access management issues which result in unsafe conditions (for all modes of travel) within villages, downtowns and growth centers.

**Products:**

- |   |              |
|---|--------------|
| 1. Corridor Working Group Progress Reports            | Twice a year |
| 2. Updates of the US 2 and VT 15 Implementation Plans | As needed    |

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**2.3.5 and 2.3.5.1 Transportation for Livable Communities (TLC)**

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

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

**Products:**

- |                               |                  |
|-------------------------------|------------------|
| 1. Program solicitation       | July/August 2008 |
| 2. Award decisions            | September 2008   |
| 3. Completed documented plans | June 2010        |

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**2.3.6 Futures Initiative**

**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 be available in 30 years? If not, how will we replace this fuel source? How does a less secure and stable world affect 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 policies 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. 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 2009 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 and potentially to have them become the lead organization.

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### ***2.3.6.1 Futures Initiative Land Use Assistance – CCRPC***

**Objective:** A coordinated CCMPO/CCRPC re-orientation of our long-range planning and analysis to focus on the primary “drivers” for anticipated change.

**Description:** CCRPC will continue to work cooperatively with CCMPO to focus on the energy and demographic change “drivers” in a 50 year planning horizon, using CCMPO funding to support staff time for research, analysis and preparation of a draft regional strategic energy plan and a white paper on public policy and demographic change.

**Products:** A *Long-Range Strategic Energy Plan for Chittenden County* (please see the attached draft outline) and a white paper on demographic change and public policy, both ready for presentation to member municipalities, regional partners and the general public for review and comment. A major focus of each of these products will be the land use/transportation policy nexus. For example, our analysis of demographic change will most likely address questions such as: what are the most probable transportation needs of an aging rural population in an environment where petroleum costs continue to escalate, state land use policy focuses on greater concentration of housing and employment, and state transportation resources decline.

1. The first draft of the *County Strategic Energy Plan* completed by January 2009.
2. The *Final Plan* completed by March 2009.
3. The *Demographic Change and Public Policy* paper completed by May 2009.

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

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### ***2.4.1 Alternative Fuels Plan***

**Objective:** To begin a dialogue regarding development and use of alternative fuels in Chittenden County and determine appropriate roles for the CCMPO.

**Description:** CCMPO will provide support to the Champlain Initiative and the CCRPC, as well as other stakeholders to incorporate alternative energy strategies into an energy plan for our region. CCMPO will continue our efforts with the University Transportation Center and Clean Cities Programs.

**Products:**

1. An energy plan for Chittenden County that includes alternative fuels. December 2008
2. UTC and Clean Cities Program coordination. Ongoing
3. CCMPO role in alternative fuels options analysis January 2009

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## 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)**

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**3.1.1-3.1.5 Create and Improve (shown as Task 3.1.1 on budget spreadsheet)**

### **3.1.1 Passenger Shelters & Signage – CCTA**

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

**Description:** This project is to conceptually design, site and permit new 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. Staff will identify stop locations and coordinate with operations, utilities, and with property owners to provide adequate and appropriate bus stops.

**Product:** Site plans for three shelters. CCTA will provide monthly progress updates on the shelter program, including a summary of any ongoing planning, permitting, or construction activities.

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### **3.1.2 Market Research and Data Collection – 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 planning new service development, service changes and to gain insight into regional views of CCTA. CCTA will provide a copy of all market research analyses that are completed by July 15, 2009.

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### **3.1.3 Vehicle Needs Planning & Cost Comparison – 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:** Current data on bus size, fuel type, propulsion systems to guide in bus purchase decisions. CCTA will provide summaries of activities in support of this element in monthly reports from CCTA to CCMPO.

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### ***3.1.4 Coordinated Human Service and Paratransit Planning – 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 provide coordinated human service transportation services provided in a cost-effective manner 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. CCTA will provide a summary of the coordination meetings held, procedures updated, and services implemented in the monthly reports CCTA submits to the CCMPO.

---

### ***3.1.5 Regional Public Transportation Expansion – CCTA***

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

**Description:** Continuation of the previous 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. New services, education and information that could lead to legislation in support of this objective.

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### ***3.1.6 Public Transportation Planning by CCMPO***

**Objective:** To effectively conduct, coordinate, communicate, and participate in 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. Short Range Transit Plan - coordination activities with other transit stakeholders including VTrans and CCTA in the development of an updated 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.

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### ***3.1.7 Aging of Vermont Transportation Users***

**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 the entire region and prepare appropriate documentation for inclusion in the 2060 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.
4. Participate in the Human Service Coordination Advisory Group on the Unmet Need Survey Task with VTrans.

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### ***3.1.8 & 3.1.8.1 Safe Routes to Schools (SRTS)***

**Objective:** To coordinate with SRTS stakeholders and selected SRTS schools to increase walk and bike trips to and from school.

**Description:** SRTS 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. SRTS programs focus on five 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.
5. Evaluation – gage the effectiveness of the previous four “E” programs

The CCMPO will continue its advice and assistance role to Local Motion and SRTS schools in order to better deliver SRTS services.

**Products:**

1. SRTS related data collection in school zones.
2. Evaluation and review of walking and cycling impediments in school zones.
3. SRTS school and Local Motion consultations.

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### ***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)***

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#### ***3.2.1 Transportation Improvement Program (TIP) Development***

**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 2009 to FY2012 TIP that includes projects that conform to the Metropolitan Transportation Plan. The FY 2009-2012 TIP will be completed and submitted for the Governor’s approval in July 2008.
2. A draft FY2010 to FY2013 TIP that includes projects that conform to the MTP. The FY2010-2013 TIP will be completed and submitted for the Governor’s approval in July 2009.
3. CCMPO projects will be prioritized and submitted to VTrans as required by June of 2009.

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### ***3.2.2 TIP Project Tracking and Management***

**Objective:** To monitor the status of Chittenden County projects to facilitate necessary revisions to the Transportation Improvement Program (TIP) and Metropolitan Transportation Plan (MTP) and to provide input to the local communities and Chittenden County Legislators to assist with project advancement.

**Description:** As projects move from project development through design to construction, numerous factors may cause the projects to be delayed. These may include unexpected design changes, environmental and permitting issues, and right-of-way issues. CCMPO staff will track project costs and schedules in order to identify the need for amendments to the 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. FY2008 Annual Listing of Projects Obligating Funds to be made available on CCMPO website.

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### ***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)***

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#### ***3.3.1-3.3.3 Access and Mobility (CCTA) (shown as Task 3.3.1 on budget spreadsheet)***

##### ***3.3.1 Ridecheck – 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. This data is considered in route restructuring. This information is provided to the MPO for use in the regional model, as well as municipalities and VTrans for other planning purposes and will be provided to CCMPO by July 15, 2009.

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### ***3.3.2 Time Point Analysis – 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. The CCTA Board of Commissioners will set the priorities for which routes undergo a timepoint analysis in their fall 2008 retreat. CCTA will provide a summary of the timepoint analysis to CCMPO by July 15, 2009.

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### ***3.3.3 Rider Surveys – 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. CCTA will provide a copy of all survey questions, summary reports, and analyses to CCMPO by July 15, 2009.

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### ***3.3.4 2060 Metropolitan Transportation Plan (MTP)***

**Objective:** To continue progress on the 2060 MTP

**Description:** The 2025 MTP was adopted in January 2005. 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. The document will be revised and extended to 2060 entailing revised land-use and population forecasts. New visioning and scenario planning exercises will take place, and when combined with survey results, leading to refined MTP 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. Reports on visioning, scenario planning development and fiscal issues
4. Draft sections of 2060 MTP.
5. Municipal and public outreach on status, strategies and projects.
6. Consultant management tasks.

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### 3.3.4.1 CCRPC MTP Support (CCRPC)

**Objective:** To support CCMPO's efforts to successfully employ Scenario Planning in the preparation of the *2060 Chittenden County Metropolitan Transportation Plan* by building the capacity to employ one or more models to prepare one or more scenarios of Chittenden County at the future times, spatial scales, and that address the matters, all as identified by CCMPO.

**Description:** Based on direction provided by CCMPO, CCRPC will work with staff from UVM's Spatial Analysis Lab to employ UrbanSim in building the appropriate scenarios and will prepare such other regional models, as needed. To ensure that these models yield credible and useful scenarios, CCRPC will search for, format, and update the data and other inputs required by these models to prepare the scenarios identified by CCMPO. Should UrbanSim not be available, CCRPC will work with CCMPO to identify and deploy other appropriate models to support preparation of the MTP.

**Products:** Data sets, model inputs, and model selection/specification needed to prepare scenarios of Chittenden County's future that will aid CCMPO to prepare the *2060 MTP*.

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### 3.3.5 Freight Transportation Planning

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

**Description:** CCMPO staff will continue to implement directives outlined in the Rail Resolution of 2004, based upon emerging imperatives. This work will continue through FY 2009 and 2010 to be drafted into a planning element within the forthcoming 2060 MTP.

It is imperative that Chittenden County undertake a host of measures to continue efficient movement of freight concurrent with reduction of pollutants and emissions. Considering that freight traffic via truck is projected to double in Vermont by 2020 (Freight Analysis Framework, 2006), the climbing price of diesel fuel has reached unprecedented levels, and the likelihood that Chittenden County will fall out of attainment for air quality is in the near future, initiatives to reduce petroleum consumption and extend the life of transportation infrastructure will need to be implemented as soon as possible.

Trucking is the predominant mode for freight movement in the U.S. because there is a disproportional investment in highway infrastructure over rail, a historically affordable fuel cost for trucks, and a consumer culture accustomed to "Just In Time Delivery" (JIT). Hence, railroads are an under-utilized mode of moving freight in this country.

The CCMPO adopted Rail Resolution of 2004 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 16<sup>th</sup> 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 and state rail infrastructure and merit further investigation.

CCMPO has submitted a proposal for a STEP grant with FHWA to supplement the work contemplated here. If unsuccessful, the product list below represents a multi-year effort.

**Products:**

1. A cost-benefit analysis for implementing a small scale container transload facility (200-700 average lifts per month) somewhere on the Vermont Western Rail Corridor. The study would investigate the number of trucks diverted from the highway system, the potential amount of emissions saved, and infrastructure cost comparisons for both rail and highway. An additional component within this study will help to determine profitability of the operation of a proposed transload facility. **June 2009**
2. A countywide market study identifying shippers/receivers who would be willing to either convert from a JIT delivery practice for the less timely rail shipping, or those who simply could accommodate such a schedule to some degree. The study would further investigate the effectiveness of establishing a Rail-freight Co-op, which could advocate, broker, rent, and share railcars, railcar space, or container space in order to ship members' bulk and non-bulk commodities. Additionally, a proposed economic policy will need to be developed to encourage private sector participation in a regional Rail-freight Co-op. **June 2009**
3. Work with CCRPC to develop "Model" local land-use zoning language to encourage such use to accommodate regional small-scale transload implementation. **June 2009**
4. Participate in outreach efforts with VTrans to update the Statewide Freight Study.

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

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#### ***3.4.1 Pedestrian/ Bicycle Transportation Planning***

**Objective:** To complete the update of the regional Pedestrian/Bicycle Plan; Advance and monitor its implementation efforts.

**Description:** CCMPO staff will complete the final tasks related to the Pedestrian/Bicycle Plan update and monitor pedestrian/bicycle implementation efforts through selected project scoping, data collection, and involvement with appropriate local, regional and state groups. Implementation and management of the sidewalk grant program will also continue under this task. Preparation for and attendance at pedestrian/bicycle meetings of CCMPO, VTrans, and others is included in this task.

**Products:**

1. Pedestrian/bicycle data collection related to Pedestrian/Bicycle Plan implementation **August 2008**
2. Administer/manage the sidewalk grant program. (Funding for this task will come from non-UPWP sources.) **April 2009**
3. Complete final tasks related and document revisions on the regional Pedestrian Bicycle Plan. **August 2008**
4. Adoption of Updated Regional Pedestrian Bicycle Plan. **October 2008**

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### ***3.4.1.1 2010 Campaign for Active Transportation Program***

**Objective:** To document pedestrian and bicycle planning efforts and position Chittenden County as a possible candidate recipient for nonmotorized transportation funds in the next federal transportation authorization.

**Description:** The passage of SAFETEA-LU included the Nonmotorized Transportation Pilot Program in which four communities from across the country were chosen to receive \$25 million each over a four-year period. Efforts to expand this program in the next transportation bill are underway to fund dozens of communities with \$50 million each over six years to promote trails, walking and biking for improved mobility. Chittenden County has been identified as a candidate community for this potential program. This work task will include efforts to continue developing Chittenden County pedestrian and bicycle planning, and to educate member municipalities, regional “active transportation” partners, and the general public about the 2010 campaign.

**Products:**

1. Educational materials to publicize and engage our region in this program. Ongoing
2. Continue advancing other UPWP work tasks that demonstrate our commitment to active transportation programs. Ongoing
3. Federal authorization – monitor progress of legislation. Ongoing

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### ***3.4.1.2 Regional/Inter-Regional Pedestrian/Bicycle Coordination***

**Objective:** To effectively coordinate the planning and provision of bicycle/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:** Coordinate with municipal pedestrian/bicycle 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 Pedestrian/Bicycle Plan. Assist, as needed, local path committees and pedestrian/bicycle organizations such as Local Motion and the Lake Champlain Bikeways, to advance the plans and implementation of pedestrian and bicycle 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 pedestrian/bicycle efforts.
2. Meetings with local committees and other groups to advance pedestrian/bicycle facilities.
3. Administer/manage pedestrian/bicycle planning efforts.
4. Presentations and other educational material.

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### ***3.4.1.2.1 Regional/Inter-Regional Pedestrian/Bicycle Coordination – Local Motion***

**Objective:** To assist Local Motion in their efforts to improve walking, biking, and other nonmotorized opportunities in Chittenden County.

**Description:** Local Motion serves the Greater Burlington area in their mission to promote bicycling, walking, running, inline skating and the facilities that make such travel safe, easy and fun. Their Close the Gaps campaign seeks to connect municipal paths into a regional network and was launched with the Pedestrian/Bicycle Summit in May 2007. Through this work task the CCMPO will assist Local Motion in closing the gaps in the existing bicycle and pedestrian system.

**Products:**

1. Support provided to Local Motion’s Close the Gaps program.

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### ***3.4.2 Reduce SOV (Service and Operations Planning & Development) – 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. Projects include but are not limited to:

UMall/Airport/Route 2 improvements, Williston, Milton, Shelburne Road and new commuter routes.

**Product:** New and revised bus routes and schedules. For all major service changes, CCTA is required to hold a public hearing. CCTA will provide a copy of all public hearing PowerPoint presentations, any other handouts, and the official hearing minutes by July 15, 2009. Service proposals to support grant applications.

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### ***3.4.3 Transportation Demand Management (TDM)***

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

**Description:** To advance TDM efforts in Burlington, the CCMPO will continue working with the Burlington Business Association (BBA) and CATMA toward establishment of a downtown Transportation Management Association (TMA). Staff will also continue its cooperation with CCRPC staff on developing model municipal TDM related implementation regulations. Continued park and ride planning and coordination with VTrans, and coordination efforts with Green Mountain Car Share will also take place under this task.

**Products:**

1. Implementation efforts through model municipal regulations such as Transit Oriented Development (TOD).
  2. TMA creation in Burlington – CCMPO provides assistance to BBA.
  3. Coordination meetings with VTrans on park and ride development.
  4. Green Mountain Car Share creation – CCMPO provides assistance.
- 

### ***3.4.3.1 Way to Go! Commuter Challenge***

**Objective:** To increase the levels of non-SOV travel during a selected week in spring 2009

**Description:** This program advocates and provides incentives for individuals to travel using alternative modes during the Way to Go! Commuter Challenge. 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 the program website ([www.waytogovt.org](http://www.waytogovt.org)) and administering the registration database. As this program has grown and expanded beyond Chittenden County, discussion on alternative management strategies will also take place under this task.

**Products:**

1. Manage/administer WTG Partners and project contractor.
  2. Outreach activities to encourage event participation.
  3. Project website maintenance 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***

**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 a 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 and for improvements to be funded with 100% local funds.

CCMPO selects 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.

Municipalities provide 3% local cash match for scoping projects in their communities. This creates ownership of the project and helps provide additional non-federal match.

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

The projects that are currently under contract with consultants, and will carry over into FY09 are listed below.

**Table 4 Scoping Studies Currently Underway**

MTP Category	Project	Status as of June 2008	Completion Goal
Capacity Expansion	I-89 Exit 12B (South Burlington)	Underway	FY09
	US2/Exit 14/ Staples Lane (South Burlington)	Underway	FY09
Function and Performance Preservation	US2/Oak Hill/North Williston Road (Williston)	Underway	FY09
	VT2A/James Brown Drive (Williston)	Underway	FY09
	VT15/Ethan Allen Avenue (Essex)	Underway	FY09

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### Scoping Projects for Consideration in FY2009

The candidate projects in Table 5 are projects that will be considered and do not represent projects guaranteed to be “scoped” in FY2009.

**Table 5 Scoping (including Locally Managed) Projects for Consideration in FY2009**

MTP Category	Project
Capacity Increase	Williston Road Capacity Improvements, Kennedy Drive to Industrial Avenue (South Burlington and Williston)
Function and Performance Preservation	School Street Extension to US Route 2 (Richmond)
	Intervale Road Improvements (Burlington)
	Gosse Court Access Planning (Burlington)

MTP Category	Project
	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)
	Pedestrian/Bicycle Connection between Burlington and Winooski
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.

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### 3.4.4.3 Project Definition (Scoping) Studies – Locally Managed

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

**Description:** Each year the CCMPO receives 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.

---

### 3.4.5 Transportation Action Grants

**Objective:** To allow communities and organizations in Chittenden County access to resources to advance programs and or initiatives that will advance new types of transportation solutions and to build new types of transportation capacity in our region.

**Description:** This initiative is intended to be a one to two year program to allow Chittenden County communities and organizations to leverage available transportation funding dollars in

ways that will create action on a local or regional initiative. Funding will be available as “locally managed”, meaning that 80% of funds will be federal planning funds and 20% would need to be provided by the requesting entity.

The focus of applications for funding is to target any local or regional ideas that meet the use criteria for FHWA federal planning dollars for projects that will:

- 1) Move programs, concepts or initiatives forward towards actual implementation;
- 2) Incentivize the creation of new types of transportation infrastructure, systems, and or governance structures;
- 3) Assist in the creation of new financial models and methods for accomplishing transportation improvements;
- 4) Advance programs or concepts for alternative forms of transportation;
- 5) Provide new research on issues of significance to Chittenden County transportation issues;
- 6) Connect transportation issues to a broader range of issues (economy, energy, land use, environment); and / or,
- 7) Other similarly focused and eligible transportation planning functions

This funding opportunity is not intended to replace our three existing locally managed programs – scoping, technical assistance, or transportation for livable communities. In fact, these programs remain in place. Rather, this funding provides the opportunity to both develop new ideas that “don’t fit those boxes” and are potentially available to supplement those programs.

Funding will be available for projects that are deemed worthy of implementation on a two tier basis. First, Chittenden County towns and cities’ applications will be reviewed and decisions made about funding. If funding remains available subsequent to these decisions, other non-profit organizations’ proposals will be evaluated and funding decisions will be made.

**Products:** Each grantee will be required to identify specific deliverables in their proposal which will become deliverables of this work plan item. From a process perspective the timeline below is accomplishable:

- |  |                   |
|--|-------------------|
| 1) Request for Proposals available       | July 1, 2008      |
| 2) Proposals received                    | September 1, 2008 |
| 3) Grant Awards made                     | November 1, 2008  |
| 4) A minimum of four grants are complete | June 30, 2009     |

## 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)*

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#### *4.1.1-4.1.2 Education (shown as Task 4.1.1 on budget spreadsheet)*

##### *4.1.1 Public Involvement – 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. In past years, public involvement has included attendance at public hearings related to major transportation projects, Burlington NPA meetings, bicycle/pedestrian meetings, local concerns meetings, and specific transit related meeting called for by municipalities or private entities. CCTA will provide a summary of all public involvement conducted in a particular month in the monthly reports CCTA submits to the CCMPO.

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##### *4.1.2 Multi-modal and Regional Coordination and Planning – CCTA*

**Objective:** To participate in MPO, State and municipal land-use and transportation planning to integrate public transportation into these areas. To be involved transit and transportation plans and projects managed by municipalities, the MPO, and the State of Vermont.

**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, transit and transportation facilities and infrastructure, and land-use planning. CCTA will be actively engaged in the State Short Range Transit Planning process.

**Product:** Meeting attendance and collaboration to better integrate public transit into other modes and planning processes. CCTA will review and comment on plans and projects relevant to CCTA's operations and constituents. Summaries of CCTA's involvement and

comments will be provided in the monthly reports CCTA submits to the CCMPO.  
Completion of a Short Range Transit Plan by June 30, 2009.

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### ***4.1.3 Traffic Alert Program***

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

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

**Products:**

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](http://www.ccmpto.info/cta)).
- 

### ***4.1.4 Communications***

**Objective:** To increase 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 communication 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 website.

**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! Commuter Challenge marketing                       | September – May |
| 6. Provide monthly emails detailing project progress to members  | Throughout      |
| 7. Develop links to project management system for use by members | Throughout      |

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

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### ***4.2.1-4.2.2 Improve Facilities***

#### ***4.2.1. Maintenance and Facility Planning – CCTA***

**Objective:** To assure that 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.

**Product:** Bids and RFPs for equipment and facility repair, upgrades and replacements. Assistance with municipal projects that support this objective. CCTA will provide monthly updates on all maintenance and facility planning efforts.

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#### ***4.2.2 Financial Planning – CCTA***

**Objective:** To assure that 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 SRTP, 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 of 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.

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#### ***4.2.3 Small Community Service Initiative***

**Objective:** To assist Chittenden County communities in analyzing and addressing their local transportation challenges.

**Description:** Many communities in Chittenden County have limited staff available to address all of their 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 program provides a “circuit rider” type of service to these communities.

**Products:**

1. Outreach materials to alert communities to the various programs, services, and funding opportunities available. Ongoing
2. Assistance to communities in preparing applications to services, programming and funding opportunities. Ongoing
3. Periodic updates about new or potential opportunities (grants, funding sources, or other resources), to celebrate successes in other towns, and to convey other relevant and/or timely information. Ongoing
4. CCMPO point-of-contact for town staff and officials. Ongoing

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#### ***4.2.4 Project Coordination Assistance Initiative***

**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***

**Objective:** To educate and involve the public in regional transportation planning 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:** CCMPO staff, along with consultants when necessary, will implement the policies and recommendations of the 2008 Public Involvement Plan. Staff will monitor public involvement in CCMPO projects and meetings against performance measures

identified in the Plan. Staff will be responsible for carrying out public involvement activities for the various CCMPO projects as outlined in the Plan.

**Products:**

1. Annual evaluation of public involvement in CCMPO activities.
2. Continue to explore and implement new public involvement techniques.

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## ***4.3 Management and Implementation***

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### ***4.3.1 Agency Administration***

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

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

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

This work also includes some limited research and analysis, preparation of reports, presentations, agendas, minutes and mailings for all CCMPO Board and Executive Committee meetings. An annual meeting will be held near the end of the fiscal year to provide an opportunity to share information with the committee members, partners, stakeholders, and friends of the organization. Special emphasis areas include, but are not limited to recruiting, orienting and involving new leadership, providing assistance to the officers, ensuring all board members serve on at least one other CCMPO Committee, scheduling the major activities of the board, and facilitating the board in the decision making process.

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 CCRPC support close working relationships between the two agencies, and the administration of this is included.

Finally, the CCMPO encourages 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). CCMPO intends to investigate participation in Association for Commuter Transportation (ACT) during this year.

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 2009     |
| 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. Appropriate audits are completed and followed up                    | Ongoing       |
| 10. Compliance with Federal Requirements                               | Ongoing       |

---

#### **4.3.2 Transportation Advisory Committee (TAC)**

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

**Description:** This task includes only the staff time required to provide agendas, minutes and mailings for all Transportation 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. Transportation 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***

**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

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### ***4.3.4 Training – 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. CCTA will provide a summary of all training attended and received by Planning Staff in a particular month in the monthly reports CCTA submits to the CCMPO.

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### ***4.3.5 Coordination & Assistance with CCMPO Activities – 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 Program (TIP) process; the Transportation 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. . Monthly reports to CCMPO will itemize specific work accomplished and likely work to be done in following months.

---

#### 4.3.6. *Technical Assistance to CCMPO (CCRPC)*

**Objective:** To provide CCRPC staff time for unanticipated CCMPO 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.

**Products:** Technical assistance products as needed. Monthly reports to CCMPO will itemize specific work accomplished and likely work to be done in following months.

---

#### 4.3.7 *Data Collection and Maintenance*

**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 (ATR) counts
- Intersection Turning Movement counts
- Bicycle & Pedestrian shared-use path volumes
- Park & 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) during the summer months and purchasing or maintaining traffic counting equipment. For FY2008 and FY2009, CCMPO has purchased an infrared bicycle & pedestrian counter, which will be deployed to collect data on shared-use paths and urban/suburban pedestrian throughways.

**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. Update Park and Ride usage counts   | November 2008 |
| 5. Participate in the Town Highway Major Collector Sufficiency Data Program in partnership with VTrans and other regions | Ongoing       |
- 

#### ***4.3.8 Transportation Model Maintenance and Enhancement***

**Objective:** To ensure the regional transportation model continues to provide state of the art analysis capabilities in support of CCMPO planning needs.

**Description:** CCMPO initiated an update of the regional transportation model in FY2008 to enhance the model's capabilities to analyze traffic flow over the entire day instead of just the AM and PM peak hours. This daily model will enhance the MPO's ability to examine air quality issues associated with the transportation system and will also provide significant upgrades to the public transportation and walking / bicycling mode representations within the model.

Additional improvements may be explored as new modeling techniques are identified in the update process.

This work item is funding a multi-year consultant contract expiring in March 2013 to provide ongoing upgrades and support as CCMPO identifies additional model needs and continues work over future fiscal years.

**Products:**

- |                                       |               |
|---------------------------------------|---------------|
| 1. Daily regional travel demand model | February 2009 |
|---------------------------------------|---------------|
- 

#### ***4.3.9 Research Initiative for Highway Investments***

**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 completed a traffic study of before and after conditions along US 7. CCMPO staff will research available studies from before and after the construction effort to examine benefits and impacts related to the project. 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 Update | June 2009 |
|--|-----------|

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### 4.3.10 Legislative Monitoring

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

**Description:** CCMPO staff needs to have the opportunity and capability to review legislative initiatives and inform the CCMPO of the potential impact these initiatives may have on the transportation system overseen by the organization. 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 2009 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 2008 |

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### 4.3.11 Performance Measures and Indicators Initiative

**Objective:** To develop and track measures to show how our transportation system and the CCMPO is performing.

**Description:** For organizations to succeed in their mission, all involved must have clear objectives and a way to measure 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 system's ability to successfully meet the goals of the MTP and our vision.

**Products:**

- |  |                |
|--|----------------|
| 1. Draft "state of the system" measures and indicators for review  | September 2008 |
| 2. Report to Board of a suite of "system" measures and indicators. | March 2009     |
| 3. Suite of draft internal operating measures                      | May 2009       |

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### ***4.3.12 Performance Tracking – 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. CCTA will provide copies of monthly ridership reports (ridership reports are not available until after the 3<sup>rd</sup> Wednesday of the following month) including a graphic tracking of Link Express route ridership. Additionally, CCTA will provide an annual summary of route-by-route performance. The annual summary will be provided by July 15, 2009.

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### ***4.3.13 Innovative Finance Initiative***

**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 policy, rule and technical recommendations related to financial, standards, project delivery and governmental roles through our blue ribbon commission by December 2008.
2. Provide information to the Vermont Legislature in the 2009 session on the outcome of this analysis.
3. Utilize input from innovative finance in development of financials analysis and projections for 2060 MTP.

## Appendix A – Budget Summary

### PROJECTED RESOURCES

Funding Source	Federal Share	State Match	Local/Other Match*	Total Funding
<b>FHWA PL</b>	<b>1,849,594</b>	<b>176,950</b>	<b>273,467</b>	<b>2,300,011</b>
<b>FTA 5303</b>	<b>352,055</b>	<b>52,234</b>	<b>35,250</b>	<b>439,539</b>
<b>FY08 Carryover</b>	<b>152,000</b>	<b>17,770</b>	<b>20,230</b>	<b>190,000</b>
<b>Fed. Earmark (Non-MPO)</b>	<b>395,036</b>	<b>98,759</b>	<b>0</b>	<b>493,795</b>
<b>SPR Funds</b>	<b>19,174</b>	<b>4,793</b>	<b>0</b>	<b>23,967</b>
<b>Total Funding</b>	<b>2,767,859</b>	<b>350,506</b>	<b>328,947</b>	<b>3,447,312</b>

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

### PROJECTED EXPENDITURES

	Projected Expenditures
<b>CCMPO</b>	<b>939,561</b>
<b>Direct Expenses</b>	<b>69,050</b>
<b>CCRPC</b>	<b>231,000</b>
<b>CCTA</b>	<b>332,501</b>
<b>TLC &amp; Locally Managed Projects</b>	<b>552,500</b>
<b>Consultants</b>	<b>1,132,700</b>
<b>FY08 Carryover</b>	<b>190,000</b>
<b>Total Projected Expenditures</b>	<b>3,447,312</b>

### PROPOSED EQUIPMENT PURCHASES

Items	Estimated Cost	
Office furniture & equip.	\$ 5,000	Used for all tasks
Computers	\$ 5,000	Used for all tasks
Traffic & bike/ped counters	\$ 6,000	Used for data collection (direct cost)
<b>Total</b>	<b>\$16,000</b>	