

ST. CLAIR COUNTY TRANSPORTATION STUDY UNIFIED PLANNING WORK PROGRAM

SEMCOG Fiscal Year 2009-2010
July 1, 2009 – June 30, 2010



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St. Clair County Transportation Study
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SERVICE DESCRIPTION

Formal transportation planning began in St. Clair County in 1981. The 1980 decennial census designated Port Huron an Urban Area having a population greater than 50,000. The Port Huron Urban Area Transportation Study (PHUATS) was formed in accordance with the 1962 Federal Highway Act which requires there to be a Continuing, Coordinated and Comprehensive (3-C) planning process operating in all urban areas. PHUATS represented the urbanized portion of St. Clair County. The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) enabled the inclusion of the entire County in the study area. With that expansion, the name of the organization was changed to the St. Clair County Transportation Study (SCCOTS), and the transportation planning process became integrated as a program area within the St. Clair County Metropolitan Planning Commission.

Currently, Federal laws, executive orders, and the policies of the United States Department of Transportation have brought the issues of environmental justice, civil rights, public involvement, safety, air quality, freight planning, and congestion reduction to the forefront of transportation planning.

The SCCOTS program provides participatory local governments and transportation agencies access to 'pass-through' federal and state transportation funds. Other services offered to local governments, transportation agencies, and the citizens and businesses they serve include assistance, advice, and education on particular transportation issues, projects, and programs; and transportation issue advocacy locally, regionally, and internationally.

The service description of each program element takes into account the clientele of SCCOTS Programs; and whether they directly or indirectly benefit from the program. They include:

- St. Clair County;
- Local Governments;
- Public and Private Transportation Providers;
- Federal, State, and Regional Regulatory Agencies (FHWA, MDOT, SEMCOG, etc.);
- The General Public;
- Local Businesses; and
- Transportation System Users.

Committee Structure and Membership

St. Clair County is part of the Detroit Metropolitan Statistical Area (MSA). The Southeast Michigan Council of Governments (SEMCOG) is designated to serve as the Metropolitan Planning Organization (MPO) for St. Clair County. Transportation policy and funding decisions made by SCCOTS committees are forwarded to SEMCOG for further action. SCCOTS activities and programs complement and enhance those of SEMCOG.

Metropolitan Planning Commission

The St. Clair County Metropolitan Planning Commission (MPC) serves as SCCOTS policy Committee, administers the SCCOTS program and decrees transportation planning policy. The St. Clair County Board of Commissioners appoints the eleven-member commission, comprised of seven commissioners appointed by district, three commissioners appointed at large, and one St. Clair County Commissioner.



SCCOTS Advisory Committee

The function of the SCCOTS Advisory Committee (SAC), in addition to taking official action as Federal Aid Committee (FAC) for St. Clair County, is to make recommendations to the MPC on each transportation issue that comes before it. SAC membership is open to all St. Clair County local units of government (e.g., city, village, and township); the County Board of Commissioners; the MPC; other transportation-oriented agencies such as the Blue Water Area Transportation Commission (BWATC), the St. Clair County Road Commission (SCCRC), the Michigan Department of Transportation (MDOT), and the Federal Highway Administration (FHWA); as well as interested civic groups. SCCOTS encourages members of the general public to participate in the meetings and activities of the SAC.

SCCOTS Technical Subcommittee

The SCCOTS Technical Subcommittee (STS) is responsible for analyzing technical issues at the request of the SAC. One of STS principle activities is the development of priority lists for the inclusion of projects in SCCOTS and SEMCOG's Transportation Improvement Program. The membership of STS is comprised of SAC members that represent 'ACT 51' agencies (villages, cities, SCCRC, BWATC, MDOT and SEMCOG). All decisions made by the subcommittee are forwarded to the SAC for action.

Staff

The MPC Director, Planning Staff, and Administrative Services Staff share responsibility for the SCCOTS transportation planning program. The Director of the MPC serves as Director of SCCOTS. The Planning Staff is assigned to transportation planning functions and provides recommendations to the Director, SCCOTS committees and the MPC on pending SCCOTS actions. MPC Administrative Services Staff provide general program clerical support for the transportation-planning program.

Transportation Planning Process

Michigan's MPO's, the FHWA, and MDOT have implemented a Memorandum of Understanding (MOU) designed to administer the transportation planning process in Michigan. St. Clair County will remain at the forefront in policy making through its participation in the Michigan Transportation Planners' Association.

In order to implement this document locally, an additional MOU was developed during the 1998-1999 fiscal year to codify the relationship between SEMCOG, SCCOTS, and BWATC.

The following section identifies the transportation-planning services SCCOTS will provide during the 2009-2010 SEMCOG fiscal year. The entire community benefits when SCCOTS' services are utilized by agencies which provide and maintain facilities that the County's citizens use on a daily basis. The SFY2009-2010 SCCOTS Unified Planning Work Program is outlined in five general program elements.



PROGRAM ELEMENTS

1.0 Plan Monitoring

The SCCOTS program provides project-oriented assistance to Federal, State, Regional, and Local transportation planning agencies. The work performed in this program element has a direct impact on areas internal and external to the County.

SCCOTS staff serves as the lead agency in some endeavors, where staff manages the working group. SCCOTS staff performs a supporting role for the other programs, which are coordinated through diverse planning entities.

SCCOTS staff closely monitors local agency plans and planning efforts, providing analysis and formal reports on consistency with county and local comprehensive planning recommendations.

2.0 Plan Development

SCCOTS, often in cooperation with SEMCOG, develops, monitors, and periodically refines a number of short and long-term plans that guide decisions and make federal and state funding available for particular projects.

Transportation plans are the comprehensive documentation of the transportation planning process. Continuous public involvement and participation is essential at process inception.

3.0 Planning Services

This group of deliver units is comprised of standing committees in which SCCOTS participates. Through these, SCCOTS is able to advocate for the needs of the County and its member units at local, regional, statewide, and national levels. These committees are not assembled within time-constraints, rather they contend with issues that are not generally project specific, but affect Federal policy, funding apportionment, and Legislative efforts.

In addition, this element addresses the dissemination of custom information upon request to clientele that is not frequently involved in the Transportation Planning process. The information provided may consist of Traffic Counts or other spatial data not available or packaged in a generally accessible format by other agencies. This element monitors, analyzes, and updates information relevant to the transportation planning process including land use, transportation, employment, economic, demographic, and environmental data.

These program element units also directly engage the public, while providing some services to agency clientele. The delivery units are designed to actively encourage public involvement and participation in the transportation planning process.

These programs are essential to effective transportation decision making. Positive results depend on not only the degree of involvement resulting from the various units, but also the ease with which the public is able to digest and make conclusions from the information that is presented.

4.0 Plan Implementation

The Program Implementation element is centered on the short-term implementation of longer-term plans as detailed in Program Element 2.0 of this Unified Planning Work Program.

These program element delivery units focus on the provision of capital projects or planning processes administered through local agencies. Staff assists in the development of projects, the



coordination of resources, and access to funding. These delivery units also engage the programmatic requirements for Federal Transportation Funding. SEMCOG, MDOT, and FHWA are the other agencies that program projects in St. Clair County.

5.0 Administration

These delivery units satisfy the administrative duties of the transportation-planning program and include the development of an annual Unified Planning Work Program, general program administration, and professional development, enabling St. Clair County to receive Federal transportation funding. SCCOTS staff performs the administrative functions required for the receipt of Federal PL 112 funding for the transportation-planning program.

An array of delivery units supports each of the above program elements. Each delivery unit:

- Has a specific **OBJECTIVE**;
- Is guided by a **METHODOLOGY**;
- Defines specific **PLANNING RELATIONSHIPS**, by direct and indirect clients;
- Results in **PRODUCTS** that summarize the planning, implementation, and evaluation of the delivery unit.



1.0 Plan Monitoring

1.1 PLAN MONITORING: *LOCAL AGENCY PLAN REVIEW AND ANALYSIS*

OBJECTIVE:

The objective of this task is to fulfill St. Clair County Transportation Study and Metropolitan Planning Commission requirements for local plan review. Specifically, to address actual and potentially adverse affects of land use growth changes on the transportation system; with particular attention focused on efficiency, safety, mobility, the environment, and congestion.

METHODOLOGY:

The Metropolitan Planning Commission is charged with the review of all submitted local Master Plans, Comprehensive Plans, Zoning Ordinances, and updates or amendments to each. Reports and recommendations are generated regarding the consistency of these documents with corresponding Regional, County, and Local plans.

As specified in PA263 of 2001, the County is to (1) provide a statement whether the county planning commission or county board of commissioners, after considering any comments received, considers the proposed plan to be inconsistent with the plan of any city, village, township, or region; and, (2) if the county has a county plan, a statement whether the county planning commission considers the proposed basic plan to be inconsistent with the county plan.

PLANNING RELATIONSHIPS:

Direct:

- Local Government

Indirect:

- The Public
- The County
- Businesses
- Public and Private Transportation Providers
- Federal, State, and Regional Regulatory Agencies

PRODUCTS:

1. Staff informational reports.
2. Staff activity reports at each meeting.
3. Collaboration with staff for other program area analysis.
4. Research and working papers on topics as necessary.



1.2 PLAN MONITORING: *CORRIDOR STUDIES*

OBJECTIVE:

The objective of this task is to facilitate corridor study committees for rural arterials experiencing increased development within the County, and to participate in major project corridor studies of regional and international significance.

1.2.1 *Range Road Corridor Study*

A specific objective of this task is to assist the Range Road Corridor Advisory Committee in attaining its goals in a manner that implements the St. Clair County Master Plan, and the Range Road Corridor Plan.

1.2.2 *Blue Water Bridge / I-94 Corridor Study*

A specific objective of this task is to participate in and enhance the Michigan Department of Transportation's evaluation of existing conditions and future facility needs at the Blue Water Bridge Plaza. Staff will actively engage participants in the proposed expansion and improvement of the Blue Water Bridge Plaza and I-94 Corridor, through project completion.

METHODOLOGY:

The Blue Water Bridge Plaza Advisory Committee and special advisory committees convene to discuss potential countywide impacts of the project. This study will examine conditions, analyze the design and impacts of projects, and provide recommendations.

Staff will perform or assist in the performance of specialized studies as deemed necessary to examine existing and predicted local conditions related to the proposed project. These include, but are not limited to: economic impacts, both domestic and international; traffic impact studies; and community and environmental impact analysis.

The Range Road Corridor Advisory Committee, inter-agency working group, has developed a corridor plan and implemented ordinances to shape development on Range Road. Staff presently serves as the recording secretary for the group. Staff works closely with participating local agencies to research and monitor development along the facility.

The limited resources of the Metropolitan Planning Commission will be most useful in situations where there is:

1. A commitment to adopting new policies and/or programs that provide additional protections for critical natural and cultural resources;
2. A commitment to cooperative planning with one or more neighboring municipalities as a means of developing and adopting these policies and/or programs.

PLANNING RELATIONSHIPS:

Direct:

- Local Government



- Public and Private Transportation Providers
- Federal, State, and Regional Regulatory Agencies

Indirect:

- The Public
- The County
- Businesses

PRODUCTS:

1. Staff reports detailing the affairs of the Advisory Committee.
2. Staff reports detailing the progress of studies.
3. Documentation of studies in the Long Range Transportation Plan.
4. Implementation Ordinances and Policies for the member agencies.
5. Development of other corridor plans, ordinances, and presentations for communities within the Urban and General Services District designated by the County Master Plan.
6. Potential granting applications.
7. Area/corridor bylaws.
8. A description of issues and Committee-resolved courses of action.
9. Resultant area or corridor plans, including:
 - a. Access management guidelines
 - b. Land use planning guidelines
 - c. Land development guidelines
 - d. Traffic control implementation plans
 - e. Rights-of-way plans.



1.3 PLAN MONITORING: *TRANSPORTATION ASSET MANAGEMENT COUNCIL (TAMC)*

OBJECTIVE:

The objective of this task is to gather pavement condition data for a statewide asset assessment, and to assemble a 4-year priority list of projects that reference the data; and to facilitate local implementation of an asset management plan.

METHODOLOGY:

Asset Management is a management approach to our surface infrastructure that emphasizes performance and conditions, not ownership. It is a process predicated on stewardship of public resources, accountability to the users of the system, and continuous improvement. This task will assist SEMCOG in the collection of data needed to fulfill the requirements of P.A. 499 of 2002, which establishes the Transportation Asset Management Council (TAMC), and charges it to develop an asset management process for the State of Michigan. Data collected is scheduled according to TAMC guidelines.

PLANNING RELATIONSHIPS:

Direct:

- The County
- Federal, State, and Regional Regulatory Agencies

Indirect:

- The Public

PRODUCTS:

1. The road network loaded into RoadSoft and updated as necessary.
2. PASER data for the Federal Aid Eligible roads in St. Clair County.
3. Public display of the PASER ratings.
4. Report to the TAMC with PASER, project status, and other data, for St. Clair County.
5. Local development and implementation of a transportation asset management plan.



1.4 PLAN MONITORING: *HIGHWAY PERFORMANCE MONITORING SYSTEM (HPMS)*

OBJECTIVE:

The objective of this task is to report the conditions on roadways for the Highway Performance Monitoring System coordinated by the Michigan Department of Transportation for the Federal Highway Administration.

METHODOLOGY:

This comprehensive review of roadway conditions is updated every three years. The software outputs an estimate of vehicle miles traveled for the County. This estimate of annual vehicle miles traveled (VMT) is the basis for the Port Huron-Marysville Urban Area's Federal transportation apportionment. SCCOTS requests that the agency with jurisdiction of the roadway collect traffic counts.

PLANNING RELATIONSHIPS:

Direct:

- Local Government
- The County
- Federal, State, and Regional Regulatory Agencies

Indirect:

- The Public
- Transportation System Users

PRODUCTS:

1. Annual report and submission to MDOT.
2. Staff reports to Metropolitan Planning Commission.
3. Development of traffic count program.
4. Calculation of seasonal, monthly and day of the week adjustment factors for traffic counts.



1.5 PLAN MONITORING: *TRANSPORTATION SAFETY AND SECURITY*

OBJECTIVE:

The objective of this task is to promote “Safety Conscious Planning” (the inclusion of safety measures in the transportation process) through various means including participation in the engineering subcommittee of the Safe Community Workgroup.

METHODOLOGY:

This program element unit examines safety issues within the County that may be addressed through design improvements and/or the deployment of countermeasures. St. Clair County Community Mental Health administers the group. There are monthly meetings of the subcommittee and quarterly meetings of the entire body. SCCOTS strives for a yearly ‘Safety Summit’ where a profile of the County’s crashes is presented along with information on other safety issues.

PLANNING RELATIONSHIPS:

Direct:

- Local Government
- The County
- Federal, State, and Regional Regulatory Agencies

Indirect:

- The Public
- Businesses

PRODUCTS:

1. Staff research and reports as necessary.
2. Application for “Safe Routes to Schools” program.
3. Safety profile.
4. Recommendations for projects based on safety solutions.
5. Safety addressed within 2035 Long range Transportation Plan, including and analysis of deficiencies and a forecast of funding for safety improvements.
6. Traffic Safety Forum.
7. *St. Clair County Traffic Safety Profile* in paper and electronic format.
8. Repository of information on current best practices for Michigan and the United States.



2.0 Plan Development

2.1 PLAN DEVELOPMENT: *LONG RANGE TRANSPORTATION PLAN (LRTP)*

OBJECTIVE:

The objective of this task is to update and implement the St. Clair County 2035 Long Range Transportation Plan.

METHODOLOGY:

The updated 2035 LRTP, an integrated, multimodal, inclusive transportation plan will be adopted June 2009. This task centers on the comprehensive update and implementation of projects and policies recommended by the 2035 LRTP, as identified through the Travel Demand Model and requisite public involvement.

Staff will work with the Michigan Department of Transportation to implement into the LRTP project planning and scoping documents that highlight the inclusion of alternate modes of transportation.

PLANNING RELATIONSHIPS:

Direct:

- The County
- The Public
- Businesses
- Local Government

Indirect:

- Federal, State, and Regional Regulatory Agencies

PRODUCTS:

1. Staff Progress Reports.
2. Staff Presentations.
3. Public Presentations.
4. Integration and implementation of nonmotorized plans and guidelines.
5. Integration and implementation of multimodal plans and guidelines.
6. Integration of the Plan into local or area project and policy reviews.



2.2 PLAN DEVELOPMENT: *TRAVEL DEMAND MODEL (TDM)*

OBJECTIVE:

The objective of this task is to deliver an updated Travel Demand Model for St. Clair County.

METHODOLOGY:

This model is a technical evaluation tool developed for the 2035 Long Range Transportation Plan. Maintenance of the Travel Demand Model will insure a useful tool for monitoring the impact of development on our transportation network. Corridor studies can utilize the Travel Demand Model's capabilities. SCCOTS will employ contractual maintenance to update and improve the model.

PLANNING RELATIONSHIPS:

Direct:

- The County
- Federal, State, and Regional Regulatory Agencies
- Local Government

Indirect:

- The Public
- Businesses

PRODUCTS:

1. Staff Progress Reports.
2. Staff Presentations.
3. Model Calibration Report.
4. Model Alternatives Report.



2.3 PLAN DEVELOPMENT: *REGIONAL TRANSPORTATION PLAN (RTP)*

OBJECTIVE:

The objective of this task is to assist in the periodic update of SEMCOG's Regional Transportation Plan (RTP). The RTP has a 25-year planning horizon.

METHODOLOGY:

SCCOTS assists SEMCOG in the development of analysis criteria for the RTP. SCCOTS also performs project consultation with local agencies for submission in the RTP. SEMCOG performs Air Quality Conformity, Fiscal Constraint, and Environmental Justice analyses on the recommendations of the Plan.

PLANNING RELATIONSHIPS:

Direct:

- The County
- Federal, State, and Regional Regulatory Agencies
- Local Government

Indirect:

- The Public
- Businesses

PRODUCTS:

1. Staff Reports.
2. Project working papers.
3. County project list.



2.4 PLAN DEVELOPMENT: *ST. CLAIR COUNTY MASTER PLAN*

OBJECTIVE:

The objective of this task is to update and implement the St. Clair County Master Plan.

METHODOLOGY:

The St. Clair County Metropolitan Planning Commission is charged with implementing the St. Clair Master Plan. The Master Plan was adopted in 2000; 2005 signaled the statutory deadline for updating the plan. The Master Plan has specific recommendations for addressing issues arising from public involvement sessions. SCCOTS' staff performs collaborative reviews with other MPC staff to examine planning processes and zoning ordinances for compliance with the Master Plan. Staff also develops and refines model ordinances as necessary for implementation by the three different development districts identified in the Master Plan. The Travel Demand Model for the Master Plan update will use four separate scenarios: No-Build, Build Out at Zoning, Build out at Planning, and Build Out at Countywide Master Plan.

PLANNING RELATIONSHIPS:

Direct:

- The County
- Federal, State, and Regional Regulatory Agencies
- Local Government

Indirect:

- The Public
- Businesses

PRODUCTS:

1. Staff Reports.
2. Staff Presentations.
3. Model Ordinances.
4. 5-year update of the Master Plan.
5. Travel Demand Model Output Reports



3.0 Planning Services

3.1 PLANNING SERVICES: *COMMITTEE PARTICIPATION AND SPECIAL REPRESENTATION*

OBJECTIVE:

The objective of this task is to constructively participate in Federal, State, regional or local transportation studies and activities not directly addressed in the FY2009-2010 SCCOTS UPWP.

METHODOLOGY:

Staff will maintain active participation in committees, conferences, studies, and meetings related transportation, land use, and/or sustainable development, including: the Michigan Transportation Planners Association and subcommittees; the St. Clair County Community Services Coordinating body; SEMCOG's Transportation Advisory Council, Regional Planning Partners, and Transportation Improvement Program Development Committee; SCCOTS Advisory Committee and Technical Subcommittee; and the St. Clair County Metropolitan Planning Commission.

PLANNING RELATIONSHIPS:

Direct:

- Federal, State, and Regional Regulatory Agencies
- The County
- Local Human Services Agencies
- Local Government

Indirect:

- The Public
- Businesses

PRODUCTS:

1. Staff reports.
2. Resolutions from Advisory Committee or MPC as necessary.
3. Collaboration with staff for other program areas' analysis.
4. Project programming that integrates human services into the built environment.
5. Products requested by SEMCOG for assembling the Regional Transportation Plan.
6. Unified Planning Work Program.
7. Annual Report.
8. Transportation Improvement Program.
9. Long Range Transportation Plan.
10. Research and working papers on topics as necessary.
11. Staffs report on Annual Conference.



3.2 PLANNING SERVICES: *DATA COLLECTION, ANALYSIS, DEVELOPMENT AND DISSEMINATION*

OBJECTIVE:

The objective of this task is for SCCOTS provide consistent traffic counts and spatial data upon request.

METHODOLOGY:

SCCOTS serves as a depository for historic traffic counts in St. Clair County. SCCOTS provides traffic counts to the public upon verbal or written request. There is no charge for traffic counts. It is a long-term goal to have the counts mapped and available on the Community Information Services (CIS) website. A consistent and validated method of applying seasonal and day-of-the week adjustment factors is important.

SCCOTS receives requests for spatial data because it is a program within the Metropolitan Planning Commission. SCCOTS may assist in fulfilling the request, or may defer the request to the appropriate staff member within the department. SCCOTS utilizes aerial photography to track land use trends.

PLANNING RELATIONSHIPS:

Direct:

- The County
- Federal, State, and Regional Regulatory Agencies
- Local Government
- Businesses
- The Public

Indirect:

- None

PRODUCTS:

1. Staff reports on project status
2. SCCOTS document deriving Traffic Count Adjustment factors.
3. Web-based traffic count and mapping information.



3.3 PLANNING SERVICES: *PUBLIC PRESENTATIONS AND COMMUNITY PARTICIPATION*

OBJECTIVE:

The objective of this task is to engage the public in the transportation planning process through direct presentation, and to constructively participate in public involvement processes that other agencies develop for their planning activities.

METHODOLOGY:

Program staff will organize, stage, and evaluate public meetings that satisfy Federal requirements for the transportation planning process. The success of this delivery unit is dependent on staff effectively communicating staff expertise, explaining project/program descriptions and results, and reflecting public comment into the transportation planning process. Public presentations must be conducted in places and at times that maximize the availability of public comment, including minorities, the impoverished, and other traditionally underserved segments of the population.

PLANNING RELATIONSHIPS:

Direct:

- Local Government
- Public and Private Transportation Providers
- Federal, State, and Regional Regulatory Agencies
- The Public

Indirect:

- Local Businesses
- Transportation System Users

PRODUCTS:

1. Staff Reports to the SCCOTS Committees and the Metropolitan Planning Commission detailing the purpose of the involvement, the status of the project, and the effectiveness of the interaction.
2. Public involvement documentation portions of Metropolitan Planning Commission products and projects.
3. Staff preparation of reports or working papers for the planning efforts as appropriate to the level of involvement.
4. Staff reports to files of current Metropolitan Planning Commission planning exercises.



3.4 PLANNING SERVICES: NEWSLETTERS, PUBLICATIONS, AND ELECTRONIC COMMUNICATIONS

OBJECTIVE:

The objective of this task is to generate documents and/or positions, and to distribute them via media that reaches a broader market or targets specific segments of the population.

METHODOLOGY:

Program staff will develop in-depth working papers that provide information on specific issues. These fact sheets will be distributed through public agencies. SCCOTS submits articles for printing in the MPC Chronicle and project related newsletters. There are two websites that are available for SCCOTS' use: the general St. Clair County government site www.stclaircounty.org, and the Community Information System, www.cis.stclaircounty.org/transport.asp. General documents are posted on the County site; more specific information is posted on the CIS site. SCCOTS, and the Metropolitan Planning Commission, have determined that strengthening relationships with print and broadcast media is an important factor in developing trust with their clients.

PLANNING RELATIONSHIPS:

Direct:

- The Public

Indirect:

- Local Government
- Public and Private Transportation Providers
- Federal, State, and Regional Regulatory Agencies

PRODUCTS:

1. Fact Sheets (white papers).
2. Updated SCCOTS website.
3. News articles and project updates posted electronically.
4. News articles and project updates distributed via *MPC Chronicle* and project oriented newsletters.
5. Press releases describing agency achievements or public involvement announcements.



4.0 Plan Implementation

4.1 PLAN IMPLEMENTATION: *TRANSPORTATION IMPROVEMENT PROGRAM (TIP)*

OBJECTIVE:

The objective of this task is to assemble a fiscally constrained list of capital improvement and technical study projects for a 4-year period.

METHODOLOGY:

SCCOTS assembles a priority list of projects, capital and technical, with identified funding sources and recognition in a long-range transportation planning process. This Transportation Improvement Program includes at least a project name, scope, boundary, cost estimate, share cost by funding category (Federal, State, or Local) justification, and year of construction. Each TIP requires an inclusive public involvement effort. The final year of one TIP will be the first year of the subsequent TIP.

PLANNING RELATIONSHIPS:

Direct:

- The County
- Federal, State, and Regional Regulatory Agencies
- Local Government

Indirect:

- The Public
- Businesses

PRODUCTS:

1. Transportation Improvement Program and subsequent amendments.
2. Annual Report to Advisory Committee, Metropolitan Planning Commission, and County Board of Commissioners on obligation of Federal funds.
3. Integration of the Transportation Improvement Program into the annual St. Clair County Capital Improvement Program. Subsequent qualifying projects receiving funds would also be inserted and evaluated.
4. Five-Year Investment Strategy.



4.2 PLAN IMPLEMENTATION: *LOCAL AGENCY PROJECT PLANNING ASSISTANCE*

OBJECTIVE:

The objective of this task is to facilitate the development of local transportation infrastructure projects. An overall goal is the mitigation of invasive and negative effects of transportation system enhancements.

METHODOLOGY:

SCCOTS, as the designated transportation-planning agency for St. Clair County, is provided with an annual apportionment of Surface Transportation Program funding. The Advisory Committee prioritizes projects and awards funding. The ‘obligation authority’ that is attached to this, and other funding resources, expires if conditions are not fulfilled according to certain prescribed timelines. SCCOTS also assists in economic development and mobility enhancement project procurement.

PLANNING RELATIONSHIPS:

Direct:

- The County
- Local Government
- Economic Development Agencies

Indirect:

- The Public
- Federal, State, and Regional Regulatory Agencies
- Businesses

PRODUCTS:

1. Staff reports detailing project advancement.
2. White paper reports on the requirements of funding resources.
3. Annual summary of Federal transportation expenditures.



4.3 PLAN IMPLEMENTATION: *FUNDING RESOURCE MANAGEMENT AND POLICY CONSULTATION*

OBJECTIVE:

An objective of this task is to enhance Local government policy development and planning implementation tools, and to function as a clearinghouse for Federal and State transportation grant programs' information and review. An overall goal is the mitigation of invasive and negative effects of transportation system enhancements.

METHODOLOGY:

SCCOTS, through its close working relationship with local communities, is able to respond to requests for assistance in developing and implementing policies that augment the transportation goals in the St. Clair County Master Plan. SCCOTS can also direct communities to the other resources available to them through the St. Clair County Metropolitan Planning Commission. This outreach may be the most direct provision of service to Townships and smaller agencies with little funding resources. The focus area of this delivery unit is the Urban and General Services District in the St. Clair County Master Plan.

SCCOTS, through its close working relationship with Federal, State, and Regional regulatory agencies, is notified of many transportation-funding resources. SCCOTS is able to review the applicability of such resources to situations within the County, or defer the information to appropriate agencies and County Departments.

PLANNING RELATIONSHIPS:

Direct:

- The County
- Local Government
- Federal, State, and Regional Regulatory Agencies

Indirect:

- The Public
- Businesses

PRODUCTS:

1. Staff reports as needed on specific situations.
2. Staff reports/correspondence to agencies on funding opportunities.
3. White paper reports on planning policies.
4. White paper reports identifying funding resources/grant opportunities with the following specific information:
 - a. Purpose;
 - b. Eligibility;
 - c. Monetary amounts;
 - d. Procedural requirements;



- e. Important dates.
- 5. Annual report on effectiveness and utilization of resource service.
- 6. Grant application/participation where applicable.
- 7. Model implementation tools.
- 8. Discussion and recommended action for transportation planning and policy requests.



5.0 Administration

5.1 ADMINISTRATION: *SCCOTS UNIFIED PLANNING WORK PROGRAM (UPWP)*

OBJECTIVE:

The objective of this task is for SCCOTS to develop an annual Unified Planning Work Program.

METHODOLOGY:

The UPWP document guides SCCOTS' activities for the year beginning on July 1 and ending on June 30 of the subsequent year. The document specifies work tasks and funding requests for drawing from the annual PL112 apportionment. The UPWP is organized into program elements, categories, and individual delivery units. Each delivery unit has an objective, a methodology, a definition of planning relationships, products, and an estimated allocation of staff time. The UPWP lists costs for all SCCOTS activities, thus enabling the usage of Federal funds at an 81.85% Federal to 18.15% Local ratio.

PLANNING RELATIONSHIPS:

Direct:

- The County
- Federal, State, and Regional Regulatory Agencies

Indirect:

- Local Government
- Businesses
- The Public

PRODUCTS:

1. Development of timeline for UPWP input and approval.
2. File on PL112 grant funding and balance sheets.
3. Annual UPWP document and Executive Summary.



5.2 ADMINISTRATION: *GENERAL PROGRAM AND CONTRACT ADMINISTRATION*

OBJECTIVE:

The objective of this task is for SCCOTS to prepare resource packets for each Committee meeting and deliver minutes for Committee approval; to monitor the progress of contracts exercised in the provision of transportation planning services; and to prepare reports of completed activities and invoices for reimbursement from the annual PL 112 apportionment.

METHODOLOGY:

SCCOTS assembles Committee packets according to the order of business on each agenda:

- a. Introduction of Members and Guests
- b. Citizens to be Heard
- c. Approval of Minutes
- d. Communications and Notices
- e. Project Updates
- f. Unfinished Business
- g. New Business
- h. Other Items
- i. Adjournment

Minutes of each meeting are prepared the following afternoon for distribution in the Metropolitan Planning Commission packet.

SCCOTS periodically reviews timelines, project deliverables, and milestones for the proper execution of transportation planning services. SCCOTS reviews each invoice for professional services and pays them as appropriate. SCCOTS also develops requests for proposals, requests for qualifications, and project proposals.

SCCOTS prepares reports for billing on a quarterly basis. The information in these quarterly reports is compiled into an annual report that must be submitted by July 31 the following year. Quarterly reports must be submitted to SEMCOG with the first two business weeks of the quarter's close.

SCCOTS is facilitating a study to address the economic impact of Canada on St. Clair County. St. Clair County is located within a bi-national economic region with critical transportation links between Canada and the United States. The Greater Port Huron Area Chamber of Commerce, through the St. Clair County Transportation Study, will develop a methodology and provide an assessment of the total economic impact in areas such as export sales, real estate, banking, business, retail, energy, tourism, employment, education, etc. This study will culminate in a report documenting the economic impact of Canada on St. Clair County.

PLANNING RELATIONSHIPS:

Direct:

- The County



- Local Government
- Federal, State, and Regional Regulatory Agencies

Indirect:

- Businesses
- The Public

PRODUCTS:

1. Meeting Packets.
2. Meeting Minutes.
3. Staff reports/timelines monitoring project progress.
4. Staff review of invoices.
5. Quarterly Reports.
6. Annual Report.



5.3 ADMINISTRATION: *PROFESSIONAL DEVELOPMENT*

OBJECTIVE:

The objective of this task is for SCCOTS to enable the development of critical skills, and a broad base of knowledge with regards to transportation planning practices.

METHODOLOGY:

Due to the dynamic nature of transportation planning, SCCOTS staff is continually engaged in professional development training. Topics include congestion management, federal and state funding programs, public involvement, transportation safety, accessibility, quality of life, connectivity and system preservation.

PLANNING RELATIONSHIPS:

Direct:

- The County
- Federal, State, and Regional Regulatory Agencies
- Local Government

Indirect:

- Businesses
- The Public

PRODUCTS:

1. Staff reports on training sessions.
2. Library information and training materials.



PROGRAM BUDGET

Program Costs	Description	Cost - Federal	Cost - Local	Cost - Total
Professional Training	Conference & workshop costs	\$1,432	\$318	\$1,750
Tuition Reimbursement	(per county personnel policy)	\$0	\$0	\$0
Travel - Mileage	Cost of mileage reimbursement for travel	\$1,228	\$272	\$1,500
Travel - Other	Parking, lodging, meals, etc.	\$1,637	\$363	\$2,000
Memberships, subscriptions & books	Memberships & professional publications	\$1,228	\$272	\$1,500
Technology	Software/Hardware/subscriptions	\$819	\$182	\$1,000
Maintenance & consulting services	Long Range Plan & Travel Demand Model	\$1,637	\$363	\$2,000
Special Studies	Economic Impact Study (separate from PL112 allocation)	\$45,000	\$0	\$45,000
	Additional Program Costs	\$7,980	\$1,770	\$9,750
	Staff Costs	\$158,524	\$35,152	\$193,676.00
	Total Transportation Planning Costs	\$166,504	\$36,922	\$203,426

TOTAL PROGRAM COST BY ELEMENT

	Personnel	Training	Tuition	Mileage	Travel	Memberships	Technology	Consultant	Total Federal	Total Local	Total
1.0 PLAN MONITORING	\$29,619	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,243	\$5,376	\$29,619
2.0 PLAN DEVELOPMENT	\$24,297	\$0	\$0	\$0	\$0	\$0	\$1,000	\$2,000	\$22,342	\$4,954	\$27,297
3.0 PLANNING SERVICES	\$31,358	\$0	\$0	\$750	\$1,000	\$0	\$0	\$0	\$27,099	\$6,009	\$33,108
4.0 PLAN IMPLEMENTATION	\$57,080	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,720	\$10,360	\$57,080
5.0 ADMINISTRATION	\$51,324	\$1,750	\$0	\$750	\$1,000	\$1,500	\$0	\$45,000	\$46,101	\$10,223	\$56,324
TOTAL	\$193,676	\$1,750	\$0	\$1,500	\$2,000	\$1,500	\$1,000	\$2,000	\$166,504	\$36,922	\$203,426