



ST. CLAIR COUNTY TRANSPORTATION STUDY UNIFIED PLANNING WORK PROGRAM

SEMCOG FISCAL YEAR JULY 1, 2011 - JUNE 30, 2012

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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 (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, livability, freight planning, and congestion reduction to the forefront of transportation planning.

The SCCOTS program provides participating local units of government 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. The SCCOTS program is also involved with transportation issue advocacy at the regional, state and national levels.

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. These clients include:

- St. Clair County Government;
- Local Units of Government (cities, villages and townships);
- Public and Private Transportation Providers;
- Federal, State, and Regional Regulatory Agencies (FHWA, MDOT, SEMCOG, etc.);
- The General Public;
- The Business Community; 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., cities, villages and townships); 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 the Technical Subcommittee's principle activities is the development of priority lists for the inclusion of projects in SCCOTS and SEMCOG's Transportation Improvement Program (TIP). The membership of the STS is comprised of SCCOTS Advisory Committee members that represent *Act 51* agencies (villages, cities, SCCRC, BWATC, MDOT and SEMCOG). All decisions made by the Technical Subcommittee are forwarded to the Advisory Committee for action.

PLANNING STAFF

The Executive Director of the MPC, Planning Staff, and Administrative Services Staff each play a role in administering the SCCOTS transportation planning program. The Executive 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 (MTPA).

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 2011-2012 SEMCOG fiscal year. The entire community benefits when SCCOTS' services are utilized by agencies that provide and maintain facilities that the county's citizens use on a daily basis. The SFY2011-2012 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 wherein staff manages the working group. SCCOTS staff performs a supporting role for the other programs which are coordinated through a diverse number of planning entities.

SCCOTS staff closely monitors local agency plans and planning efforts, providing analysis and formal reports that gauge whether those local plans and projects are consistent with county and local master plans.

2.0 SUSTAINABILITY/ LIVABILITY SERVICES

The Sustainability/Livability Services program element includes planning activities that are intended to support local and regional comprehensive planning efforts and reinforce the interface between sustainable land-use patterns and transportation planning.

This program element also focuses on the protection and enhancement of the region's built and natural environments, including land, water, and air resources. These special resources, along with the critical relationship between land use and transportation, have a direct impact on the quality of life for residents in St. Clair County. The Washington State Department of Transportation suggests that a "livable future" requires a balance of three key societal goals:



1) vibrant communities, 2) a vital economy and 3) a sustainable environment—all goals for which good transportation is essential.¹

The United States Department of Transportation (USDOT) has developed a set of “Livability Principles” to better define the role of transportation planning plays on improving the quality of life for citizens. These Livability Principles² include:

1. Provide more transportation choices.
2. Promote equitable, affordable housing.
3. Enhance economic competitiveness.
4. Support existing communities.
5. Coordinate policies and leverage investment.
6. Value communities and neighborhoods.

3.0 PLANNING SERVICES

This group of delivery 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.

This 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.

Lastly, this program 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 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.

¹ “The Road to Livability,” American Association of State Highway and Transportation Officials (AASHTO), April 21, 2010.

² “Livability in Michigan: A Scan by the FHWA-Michigan Division,” September, 2010.



4.0 PLAN IMPLEMENTATION

The Program Implementation element is centered on the short-term implementation of longer-term plans as detailed in Program Element 1.0 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 program element and includes:

- a specific **OBJECTIVE**;
- guided by a **METHODOLOGY**;
- defined by specific **PLANNING RELATIONSHIPS**, by direct and indirect clients;
- and results in **PRODUCTS AND ACTIVITIES** that summarize the planning, implementation and evaluation of the delivery unit.



1.0 PLAN MONITORING

1.1 PLAN MONITORING: *CORRIDOR STUDIES AND THOROUGHFARE PLANS*

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 significance including review of environmental documentation.

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 ***26 Mile Road Corridor Study***

A specific objective of this task is to better analyze the impact of recent infrastructure investments and industrial development along the 26 Mile Road, from County Line Road to the Marine City Airport. SCCOTS will provide support to and participate in collaborative efforts to study and plan for future growth along the corridor.

1.2.3 ***M-29 Heritage Route Committee***

A specific objective of this task is to assist the M-29 Heritage Route Committee with its ongoing efforts to have M-29 designated as a Heritage Route, from the city of Marysville to the city of New Baltimore. M-29 exhibits exceptional scenic, recreational, and historic quality and passes through an area of significant regional importance.

METHODOLOGY

Staff works closely with participating local agencies to research and monitor development along a corridor. 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.

Staff will provide assistance to these collaborative planning efforts by participating in planning meetings and by providing timely data and other resources as it is available.



PLANNING RELATIONSHIPS

Direct:

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

Indirect:

- The General Public
- County Government
- The Business Community

PRODUCTS AND ACTIVITIES

1. Staff reports detailing the activities of corridor study advisory committees.
2. Staff reports detailing the progress of corridor studies.
3. Documentation of corridor 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 10- and 20-Year Urban and General Services Districts, as designated by the St. Clair County Master Plan.
6. Potential grant applications.
7. Area and/or corridor bylaws.
8. A description of issues and Committee-resolved courses of action.
9. Resulting sub-area or corridor plans, which may include:
 - a. Access management guidelines
 - b. Land use planning guidelines
 - c. Land development guidelines
 - d. Traffic control implementation plans
 - e. Rights-of-way plans

1.2 PLAN MONITORING: *BLUE WATER BRIDGE PLAZA STUDY*

OBJECTIVE

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 design plans were revised in late 2010. As such, a new Draft Environmental Impact Statement will be produced. 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.

PLANNING RELATIONSHIPS

Direct:

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

Indirect:

- The General Public
- County Government
- The Business Community

PRODUCTS AND ACTIVITIES

1. Staff reports detailing the progress of studies.
2. Supplemental documentation to the 2035 Long Range Transportation Plan from the public involvement performed.
3. Reports and comments regarding documents produced by associated agencies throughout the Study, including the Draft Environmental Impact Statement, Final Environmental Impact Statement, Finding of No Significant Impact, and Record of Decision.
4. Final recommendations.

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. Each year, 50% of the federal-aid road network is evaluated.

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 established the Transportation Asset Management Council (TAMC) and charged it to develop an asset management process for the State of Michigan. Data collected is scheduled according to TAMC guidelines.

PLANNING RELATIONSHIPS

Direct:

- County Government
- Local Units of Government
- Federal, State, and Regional Regulatory Agencies

Indirect:

- The General Public

PRODUCTS AND ACTIVITIES

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 and submit them to the county for HPMS and other planning purposes.

PLANNING RELATIONSHIPS

Direct:

- Local Units of Government
- County Government
- Federal, State, and Regional Regulatory Agencies



Indirect:

- The General Public
- Transportation System Users

PRODUCTS AND ACTIVITIES

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-week adjustment factors for traffic counts.

1.5 PLAN MONITORING: *FREIGHT PLANNING AND MONITORING*

OBJECTIVE

The objective of this task is to evaluate the primary categories of goods and movement in St. Clair County and identify impediments to freight transportation. The Blue Water Bridge serves as the primary international gateway to and from St. Clair County. This United States/Canadian border crossing is the second busiest in terms of commercial freight traffic and with improvements to enhance border crossings, this gateway should continue to provide access to significant levels of freight movement.

METHODOLOGY

Staff will closely monitor freight movement on the county’s roadways and railways through the compilation and analysis of border crossing statistics, economic data associated with the movement of goods, and other data as it becomes available. SCCOTS will also participate in and contribute to any regional freight studies or planning efforts that may commence. It will also be important to interact with freight stakeholders to better understand the freight system, identify common issues

PLANNING RELATIONSHIPS

Direct:

- County Government
- Local Units of Government
- Federal, State, and Regional Regulatory Agencies

Indirect:

- The General Public
- The Business Community

PRODUCTS AND ACTIVITIES

1. Collection and accumulation of freight movement statistics across the border and on area



- roadways, railways and at port facilities to create a database of tools for better planning.
2. Staff reports to SCCOTS committees and the MPC, as appropriate.
 3. Annual freight movement profile based on available data and statistics.

1.6 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. A further intent of this task is to actively promote transportation system security and emergency preparedness planning.

METHODOLOGY

Safety and security of our transportation system is a national priority and is a key emphasis of SAFETEA-LU. Data collection, analysis, training, education, enforcement, and engineering are key aspects of improving transportation system safety and security. This program element unit examines safety and security issues within the county that may be addressed through design improvements and/or the deployment of countermeasures. There are monthly meetings of the Workgroup subcommittee and quarterly meetings of the entire body. SCCOTS assembles a yearly ‘Safety Profile’ highlighting countywide safety challenges.

PLANNING RELATIONSHIPS

Direct:

- Local Units of Government
- County Government
- Federal, State, and Regional Regulatory Agencies

Indirect:

- The General Public
- The Business Community

PRODUCTS AND ACTIVITIES

1. Staff research and reports as necessary.
2. Attendance at a one day training seminar on the systematic and organized approach to safety conscious planning, when available and staff time allows.
3. Identification and mapping of high-crash locations.
4. Recommendations for projects based on safety solutions.
5. Staff participation, as appropriate, in conferences, workshops and meetings on homeland security, mass evacuation planning and emergency preparedness issues, both at the organizational and countywide levels.
6. *St. Clair County Traffic Safety Profile* in paper and electronic format.



7. Repository of information on current best practices for Michigan and the United States.
8. When requested, coordinate and assist schools in the utilization of the *Safe Routes to School* program.

1.7 PLAN MONITORING: LONG RANGE TRANSPORTATION PLAN MONITORING

OBJECTIVE

The objective of this task is to monitor and implement the goals and objectives of the *St. Clair County 2035 Long Range Transportation Plan* (LRTP) and the *St. Clair County Master Plan*, and to assist in the periodic update of SEMCOG’s *Direction2035* – the Regional Transportation Plan (RTP) for Southeast Michigan. SCCOTS will also assist and coordinate with SEMCOG in the update of the regional Travel Demand Forecast Model.

METHODOLOGY

The *St. Clair County 2035 Long Range Transportation Plan* and the *St. Clair County Master Plan* were adopted at the county level in 2009. The SCCOTS 2035 LRTP defines the goals and objectives, outlines the transportation decision making process, and identifies fiscally constrained multi-modal transportation improvements for St. Clair County to the year 2035. The projects identified as part of this LRTP are ultimately incorporated into SEMCOG’s Regional Transportation Plan (RTP).

SCCOTS will actively participate in the monitoring, implementation, and updating of these long range plans as necessary. The SEMCOG Travel Demand Forecast Model contains various elements that mirror the series of decisions faced by travelers including: whether to make a trip (trip generation), which route to take (trip distribution), what mode to use (mode choice), and which route to travel (traffic assignment).

PLANNING RELATIONSHIPS

Direct:

- County Government
- Federal, State, and Regional Regulatory Agencies
- Local Units of Government

Indirect:

- The General Public
- The Business Community

PRODUCTS AND ACTIVITIES

1. Staff Reports on long range transportation planning activities.
2. Project working papers.
3. Participation and data sharing in travel demand modeling activities.
4. Participation in long range planning meetings.



2.0 SUSTAINABILITY/LIVABILITY SERVICES

2.1 SUSTAINABILITY/LIVABILITY SERVICES: *TRANSPORTATION/LAND USE PLANNING AND REVIEW*

OBJECTIVE

In accordance with Michigan Public Act 33 of 2008, the objective of this task is to fulfill St. Clair County Transportation Study and Metropolitan Planning Commission responsibilities for local plan development and review. SCCOTS and the Metropolitan Planning Commission address actual and potential effects of land use and population development on the transportation system, with particular attention focused on efficiency, safety, mobility, the environment and congestion.

METHODOLOGY

The Metropolitan Planning Commission is charged with review of local Master Plans, Comprehensive Plans, Zoning Ordinances, and updates or amendments to each; and with the development of coordinated comprehensive planning documents. Reports and recommendations are generated regarding the consistency of these documents with corresponding regional, county, and local plans.

SCCOTS and the Metropolitan Planning Commission develops and reviews plans that are coordinated, harmonious, efficient and economical; that take into account land and population development; that lessen congestion on streets; that make well-guided use of public funds; that promote livability and sustainability; and that best promote public health, safety, order, convenience, and general welfare. The overarching goal of review and analysis efforts is to ensure better integration of transportation planning and land use. There will also be an increased focus on integrating Complete Streets principles into community planning activities.

PLANNING RELATIONSHIPS

Direct:

- Local Units of Government

Indirect:

- The General Public
- County Government
- The Business Community
- Public and Private Transportation Providers
- Federal, State, and Regional Regulatory Agencies

PRODUCTS AND ACTIVITIES

1. Staff informational reports and recommendations.



2. Staff activity reports.
3. Collaboration with staff for expertise in related program areas.
4. Research and working papers on topics as necessary.
5. Maintenance of formal plans focused on coordinated development.

2.2 SUSTAINABILITY/LIVABILITY SERVICES: *LAND USE DATA DEVELOPMENT AND MAINTENANCE*

OBJECTIVE

The objectives of this task are to collect, maintain, and distribute transportation-related data for planning needs and public inquiry and for SCCOTS to 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.

SCCOTS will also collect other data, as available, to support transportation planning needs, such as park and ride usage, parking infrastructure, safety data, housing/population/economic data, and other data as necessary.

PLANNING RELATIONSHIPS

Direct:

- County Government
- Federal, State, and Regional Regulatory Agencies
- Local Units of Government
- The Business Community
- The General Public

Indirect:

- None

PRODUCTS AND ACTIVITIES

1. Transportation data and map products for use in SCCOTS and MPC planning activities.



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

2.3 SUSTAINABILITY/LIVABILITY SERVICES: *NON-MOTORIZED, TRANSIT AND MULTIMODAL PLANNING*

OBJECTIVE

The objective of this task is to facilitate the development and implementation of non-motorized, transit, and multimodal plans within St. Clair County; and to coordinate these efforts with others in the region. It is also an objective of this task is to create an awareness of alternative and combined modes of transportation, to enhance community non-motorized safety, and to implement capital improvement projects that facilitate non-motorized, transit, and multimodal travel.

METHODOLOGY

SCCOTS staff provides technical support for the creation of non-motorized, transit, and multimodal transportation evaluation tools, performs an evaluation of these tools with the assistance of the public and target user groups, and reports comments back to the respective lead agency. Staff assists in providing non-motorized, transit, and multimodal transportation evaluation tools, safety materials, and resources to the public. Staff will work with State, regional and local agencies to implement project planning and scoping documents that highlight the inclusion of non-motorized, transit, and multimodal transportation options.

PLANNING RELATIONSHIPS

Direct:

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

Indirect:

- The General Public
- The Business Community

PRODUCTS

1. Presentations on non-motorized safety, transit, and multimodal transportation options.
2. Evaluation of State and regional programming documents.
3. Staff reports on county non-motorized, transit, and multimodal transportation planning.



2.4 SUSTAINABILITY/LIVABILITY SERVICES: PEDESTRIAN ENHANCEMENT PROJECTS

OBJECTIVE

The objective of this task is to support and promote local and regional efforts to improve pedestrian mobility and walkability throughout the county, particularly in traditional downtowns. Creating more walkable communities will further strengthen the high quality of life that county residents enjoy, will enhance the unique characteristics of communities, and promote healthy, vibrant neighborhoods.

METHODOLOGY

SCCOTS will provide planning assistance and funding information to local Downtown Development Authorities (DDAs), local units of government and other stakeholder groups interested in promoting and increasing walkability in their community. Additionally SCCOTS will assist local units of government and other organizations within the community in preparing grant applications for pedestrian-centered enhancement projects.

The St. Clair Community Foundation and the City of Port Huron are currently exploring the development of a river walk promenade along the St. Clair River in the Desmond Landing area of downtown Port Huron. SCCOTS will provide assistance and information as requested to this collaborative effort.

PLANNING RELATIONSHIPS

Direct:

- County Government
- Federal, State, and Regional Regulatory Agencies
- Local Units of Government
- The Nonprofit Community

Indirect:

- The General Public
- The Business Community

PRODUCTS AND ACTIVITIES

1. Presentations and informational reports on transportation enhancement grants.
2. Fact sheets on walkable communities.
3. Potential grant applications.
4. Recommendations for integrating walkability and pedestrian mobility into master plans.



2.5 SUSTAINABILITY/LIVABILITY SERVICES: AIR QUALITY AND CLIMATE CHANGE

OBJECTIVE

The objective of this task is to address climate change, directly and indirectly, by addressing elements of transportation that are linked to climate change. An additional objective of this task is to understand the implications of possible non-attainment of federal air quality standards and, in cooperation with SEMCOG and other agencies, 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.

METHODOLOGY

Planning staff will perform a scan of the existing Long Range Transportation Plan and County Master Plan to identify ways to indirectly incorporate climate change mitigation by emphasizing linkages between climate change and existing plan goals. Staff will research best management practices (BMPs) for incorporating climate change mitigation in transportation and land use planning, such as demand management strategies. Additionally, staff will monitor trends such as growth in vehicle miles traveled (VMT), changes in land use and development patterns, changing water levels, system congestion, and new developments in vehicle technology and alternative fuels.

PLANNING RELATIONSHIPS

Direct:

- County Government
- Federal, State, and Regional Regulatory Agencies
- Local Units of Government

Indirect:

- The General Public
- The Business Community

PRODUCTS AND ACTIVITIES

1. Staff Reports, when applicable.
2. Web-based fact sheets on climate change and air quality issues.
3. Database of best management practices for climate change mitigation.
4. Participation in regional climate change and air quality initiatives.
5. Recommendations for climate change and air quality planning goals and objectives.



2.6 SUSTAINABILITY/LIVABILITY SERVICES: COUNTY ECONOMIC INDEX/FORECAST

OBJECTIVE

The objective of this task is to enhance St. Clair County’s economic competitiveness through the identification of livability benchmarks for the county as part of an annual Economic Index/Forecast that is indirectly tied to the countywide *Economic Development Strategic Plan*, adopted in 2010.

METHODOLOGY

The purpose of the Economic Index/Forecast is to evaluate the county’s performance in a set of defined economic and quality of life indicators that will allow planners to gauge progress over time and provide direction for improvements. The selected economic indicators encompass the health of the overall economy in terms of employment, education, and wages, as well as economic competitiveness in targeted industries. These indicators will show how well St. Clair County is performing in the areas of being a livable community, the quality of education, and the characteristics of our workforce.

The Economic Index/Forecast includes three primary categories of indicators: Livable Communities Indicators, Educational Excellence Indicators, High-Skilled/High-Wage Job Indicators. Work performed under the FY2011-2012 UPWP for this task will only pertain to the Livable Communities Indicators, which include:

- # of days of good/moderate air quality
- Energy use
- Mean commute time
- Recycling
- % of carpool drivers
- Housing affordability

PLANNING RELATIONSHIPS

Direct:

- County Government
- Federal, State, and Regional Regulatory Agencies
- Local Units of Government

Indirect:

- The General Public
- The Business Community

PRODUCTS AND ACTIVITIES

1. Staff Reports on livability performance measures.
2. Posting of the annual Economic Index/Forecast on agency websites.
3. Recommendations for policy changes to improve performance and to improve the interface of transportation, affordable housing, education, and access to employment.



3.0 PLANNING SERVICES

3.1 PLANNING SERVICES: *COMMITTEE INVOLVEMENT*

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 *FY2011-2012 SCCOTS Unified Planning Work Program*, ensuring that regional positions are considered as part of local studies and plans.

METHODOLOGY

Staff will maintain active participation in committees, conferences, studies, and meetings related transportation, land use, and/or sustainable development, including: the Michigan Transportation Planning Association (MTPA) and subcommittees; 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
- County Government
- Local Human Services Agencies
- Local Units of Government

Indirect:

- The General Public
- The Business Community

PRODUCTS AND ACTIVITIES

1. Staff reports.
2. Resolutions from Advisory Committee or Metropolitan Planning Commission 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 MTPA Conference.



3.2 PLANNING SERVICES: PUBLIC PARTICIPATION AND COMMUNITY OUTREACH

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:

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

Indirect:

- The Business Community
- Transportation System Users

PRODUCTS AND ACTIVITIES

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.



3.3 PLANNING SERVICES: *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. An additional objective is to maintain and update the SCCOTS website in order to provide timely information on transportation-related issues.

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 maintains information on two websites: 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 General Public

Indirect:

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

PRODUCTS AND ACTIVITIES

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

3.4 PLANNING SERVICES: *LEGISLATIVE MONITORING*

OBJECTIVE

The objective of this task is to advise SCCOTS, MPC, and other local officials of the impact of state and federal legislation on SCCOTS policies and programs and to advise state and federal legislators on SCCOTS policies, plans, programs and the legislative impact on them.



METHODOLOGY

SCCOTS staff needs to have the opportunity and capability to review legislative initiatives and inform the SCCOTS Advisory and Policy Committees of the potential impact these initiatives may have on the overall transportation network. Participation in organizations such as the Michigan Transportation Planners Association (MTPA), the Southeast Michigan Council of Governments (SEMCOG), the American Planning Association (APA), the Michigan Association of Planning (MAP), the Institute of Transportation Engineers (ITE), the Michigan Townships Association (MTA) and the Michigan Association of Counties (MAC) provide SCCOTS with valuable updates and connections to national and statewide trends and information on transportation policy.

Staff will maintain an information base on pending and approved legislation and distribute information to the SCCOTS Advisory and Policy Committees as appropriate. In addition, as directed, staff will prepare information pertaining to bills and regulations for SCCOTS to transmit to appropriate legislative bodies and legislators. The objective is to have informed legislators, local officials, and staff with the ability to expeditiously respond to pending legislative actions that affect the county's transportation system.

PLANNING RELATIONSHIPS

Direct:

- County Government
- Local Units of Government
- Elected Officials
- National, State, and Regional Planning Agencies
- Federal, State, and Regional Regulatory Agencies

Indirect:

- The General Public
- The Business Community

PRODUCTS AND ACTIVITIES

1. Fact sheets or other information on pending legislative and regulatory actions, as needed.
2. Updated legislative information on the SCCOTS website.
3. Communication of policies, plans and programs to elected officials, as needed
4. Meetings with legislators and/or elected officials, as appropriate.



4.0 Plan Implementation

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

OBJECTIVE

The objective of this task is to develop and manage a 4-year list of fiscally-constrained capital improvement and technical study projects including STP Urban, STP Rural, STP Safety, TEDF Category-D, and CMAQ. This task is performed in conformance with the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) for the effective implementation of the SCCOTS Long Range Transportation Plan.

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:

- County Government
- Federal, State, and Regional Regulatory Agencies
- Local Units of Government

Indirect:

- The General Public
- The Business Community

PRODUCTS AND ACTIVITIES

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.



4.2 PLAN IMPLEMENTATION: *PROJECT DEVELOPMENT AND PLANNING ASSISTANCE*

OBJECTIVE

The objective of this task is to facilitate the development of federally-funded local transportation infrastructure projects including STP Urban, STP Rural, STP Safety, TEDF Category-D, and CMAQ. 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:

- County Government
- Local Units of Government
- Economic Development Agencies

Indirect:

- The General Public
- Federal, State, and Regional Regulatory Agencies
- The Business Community

PRODUCTS AND ACTIVITIES

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 transportation goals in local planning documents. SCCOTS directs communities to additional 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:

- County Government
- Local Units of Government
- Federal, State, and Regional Regulatory Agencies

Indirect:

- The General Public
- The Business Community

PRODUCTS AND ACTIVITIES

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 resource/grant opportunities
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 PL 112 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:

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

Indirect:

- Local Units of Government
- The Business Community
- The General Public

PRODUCTS AND ACTIVITIES

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. Minutes and reports of business items for each meeting are prepared in a timely manner for distribution.

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.

PLANNING RELATIONSHIPS

Direct:

- County Government
- Local Units of Government
- Federal, State, and Regional Regulatory Agencies

Indirect:

- The Business Community
- The General Public

PRODUCTS AND ACTIVITIES

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 regard to transportation planning theory and 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 and security, accessibility, quality of life, connectivity and system preservation.

PLANNING RELATIONSHIPS

Direct:

- County Government
- Federal, State, and Regional Regulatory Agencies
- Local Units of Government

Indirect:

- The Business Community
- The General Public

PRODUCTS AND ACTIVITIES

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



PROGRAM STAFF COST BY ELEMENT

	Director (hours/cost)	Planner III (hours/cost)	Planner III (hours/cost)	Planner II (hours/cost)	Planner I (hours/cost)	GIS Analyst (hours/cost)	GIS Specialist (hours/cost)	Office Manager (hours/cost)	Secretary (hours/cost)	TOTAL (hours/cost)
1.0 PLAN MONITORING										
1.1 Corridor Studies	4	0	30	6	0	2	0	0	0	42
1.2 Blue Water Bridge Plaza Study	5	4	20	4	0	0	0	0	0	33
1.3 Transportation Asset Management Council (TAMC)	0	0	6	30	0	0	0	0	0	36
1.4 Highway Performance Monitoring System (HPMS)	0	0	6	34	0	0	0	0	0	40
1.5 Freight Planning and Monitoring	0	0	0	25	10	0	0	0	0	35
1.6 Transportation Safety & Security	0	0	40	0	0	0	0	0	0	40
1.7 Long Range Transportation Plan Monitoring	4	4	40	10	0	0	0	0	0	58
Program Area Subtotal	13	8	142	109	10	2	0	0	0	284
	\$967.33	\$644.48	\$10,282.22	\$7,455.60	\$626.60	\$138.32	\$0.00	\$0.00	\$0.00	\$20,114.55
2.0 SUSTAINABILITY/LIVABILITY SERVICES										
2.1 Transportation/Land Use Planning & Review	4	4	6	10	6	5	0	0	0	35
2.2 Land Use Data Development & Maintenance	4	4	20	4	15	0	10	0	0	57
2.3 Non-Motorized, Transit, & Multimodal Planning	0	0	55	0	0	0	0	0	0	55
2.4 Pedestrian/Walkability Projects	4	0	20	0	0	0	0	0	0	24
2.5 Air Quality & Climate Change	0	4	20	0	0	0	0	0	0	24
2.6 County Economic Index/Forecast	0	0	0	8	0	0	0	0	0	8
Program Area Subtotal	12	12	121	22	21	5	10	0	0	203
	\$892.92	\$966.72	\$8,761.61	\$1,504.80	\$1,315.86	\$345.80	\$428.80	\$0.00	\$0.00	\$14,215.51
3.0 PLANNING SERVICES										
3.1 Committee Involvement	50	5	150	10	4	5	5	6	24	259
3.2 Public Participation	20	4	30	4	4	0	0	0	4	66
3.3 New sletters, Publications, and Electronic Communications	0	0	30	0	0	0	0	0	20	50
3.4 Legislative Monitoring	0	0	18	0	0	0	0	0	0	18
Program Area Subtotal	70	9	228	14	8	5	5	6	48	393
	\$5,208.70	\$725.04	\$16,509.48	\$957.60	\$501.28	\$345.80	\$214.40	\$243.06	\$1,931.52	\$26,636.88
4.0 PLAN IMPLEMENTATION										
4.1 Transportation Improvement Program	0	0	600	0	0	0	0	0	0	600
4.2 Project Development and Planning Assistance	0	0	280	0	0	0	0	0	0	280
4.3 Funding Resource Management & Policy Consultation	0	0	275	0	0	0	0	0	0	275
Program Area Subtotal	0	0	1155	0	0	0	0	0	0	1155
	\$0.00	\$0.00	\$83,633.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83,633.55
5.0 ADMINISTRATION										
5.1 SCCOTS Unified Planning Work Program	10	0	48	0	0	0	0	0	12	70
5.2 General Program & Contract Administration	20	4	48	0	4	4	4	4	896	984
5.3 Professional Development	5	5	40	5	5	5	0	0	0	65
Program Area Subtotal	35	9	136	5	9	9	4	4	908	1119
	\$2,604.35	\$725.04	\$9,847.76	\$342.00	\$563.94	\$622.44	\$171.52	\$162.04	\$36,537.92	\$51,577.01
UPWP Program Area Hours Total	130	38	1,782	150	48	21	19	10	956	3,154
UPWP Budget Total	\$9,673.30	\$3,061.28	\$129,034.62	\$10,260.00	\$3,007.68	\$1,452.36	\$814.72	\$405.10	\$38,469.44	\$196,178.50
Local Share	\$1,755.70	\$555.62	\$23,419.78	\$1,862.19	\$545.89	\$263.60	\$147.87	\$73.53	\$6,982.20	\$35,606.40
Federal Share	\$7,917.60	\$2,505.66	\$105,614.84	\$8,397.81	\$2,461.79	\$1,188.76	\$666.85	\$331.57	\$31,487.24	\$160,572.10



PROGRAM BUDGET

Program Costs	Description	Cost - Federal	Cost - Local	Cost - Total
Professional Training	Conference & workshop costs	\$1,228	\$272	\$1,500
Tuition Reimbursement	(per county personnel policy)	\$0	\$0	\$0
Travel - Mileage	Cost of mileage reimbursement for travel	\$1,023	\$227	\$1,250
Travel - Other	Parking, lodging, meals, etc.	\$1,023	\$227	\$1,250
Memberships, subscriptions & books	Memberships & professional publications	\$982	\$218	\$1,200
Technology	Software/Hardware/subscriptions	\$1,146	\$254	\$1,400
Maintenance & consulting services	Consulting and other contracted services	\$409	\$91	\$500
	Additional Program Costs	\$5,811	\$1,289	\$7,100
	Staff Costs	\$160,572	\$35,606	\$196,179
	Total Transportation Planning Costs	\$166,383	\$36,895	\$203,279

TOTAL PROGRAM COST BY ELEMENT

	Personnel	Training	Tuition	Mileage	Travel	Memberships	Technology	Consultant	Total Federal	Total Local	Total
1.0 PLAN MONITORING	\$20,115	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,464	\$3,651	\$20,115
2.0 SUSTAINABILITY/LIVABILITY SERVICES	\$14,217	\$0	\$0	\$0	\$0	\$0	\$700	\$500	\$12,618	\$2,798	\$15,417
3.0 PLANNING SERVICES	\$26,637	\$0	\$0	\$700	\$700	\$0	\$0	\$0	\$22,948	\$5,089	\$28,037
4.0 PLAN IMPLEMENTATION	\$83,634	\$0	\$0	\$0	\$0	\$0	\$700	\$0	\$69,027	\$15,307	\$84,334
5.0 ADMINISTRATION	\$51,577	\$1,500	\$0	\$550	\$550	\$1,200	\$0	\$0	\$45,326	\$10,051	\$55,377
PROGRAM TOTAL	\$196,179	\$1,500	\$0	\$1,250	\$1,250	\$1,200	\$1,400	\$500	\$166,383	\$36,895	\$203,279