

St. Clair County Transportation Study

FY 18-19 Unified Planning Work Program

SEMCOG FISCAL YEAR JULY 1, 2018- JUNE 30, 2019

APPROVED BY SCCOTS ADVISORY COMMITTEE: DECEMBER 13, 2017

APPROVED BY METROPOLITAN PLANNING COMMISSION: DECEMBER 13, 2017

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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, FTA, 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 eight commissioners appointed by representation categories (i.e. finance, local government, recreation/tourism, etc.), two 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 principal 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. A new MOU was developed in fiscal years 2011-2012.

The following section identifies the transportation planning services SCCOTS will provide during the 2018-2019 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 SFY2018-2019 SCCOTS Unified Planning Work Program is outlined in four general program elements.

Fixing America's Surface Transportation Act or the "FAST Act" is a 5-year bill that was approved in December 2015. This will guide how SCCOTS will spend federal aid money amongst our transportation system. It includes roads, bridges, public transit, safety, and railroads. It is crucial for planning purposes to have a long term bill and will be found to be very beneficial.

PROGRAM ELEMENTS

1.0 Data Collection and Analysis

The SCCOTS program provides data collection and analysis to assist 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.

Lastly, this program element addresses the dissemination of custom information upon request to clientele that are 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.

Staff will work to implement performance-based planning amongst the county, region, and state. And be consistent with the Notice of Proposed Rulemaking (NPRM) set by Federal Highway Association from the most current Transportation Bills; Moving Ahead for Progress in the 21st Century (Map-21) and the Fixing America's Surface Transportation (FAST) Act.

1.1 Data Collection and Analysis: Transportation Asset Management Council (TAMC)

Purpose/Outcome

The objective of this task is to gather pavement condition data for a statewide asset assessment, and to assemble a four-year priority list of projects that references the data; and to facilitate local implementation of an asset management plan. Each year, 50% of the federal-aid road network is evaluated.

Method

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 with developing an asset management process for the State of Michigan. Data collection is scheduled according to TAMC guidelines using the *Pavement and Surface Evaluation Rating* or PASER method.

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.

1.2 Data Collection and Analysis: Data Collection and Maintenance

Purpose/Outcome

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 spatial data upon request.

Method

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.

Products

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

2. Staff reports on project status.
3. Transportation data and map products for use in SCCOTS and MPC planning activities.
4. Staff reports on project status.
5. HPMS Data that is collected by the locals

1.3 Data Collection and Analysis: Traffic Counts and Pedestrian/Bicycle Counts

Purpose/Outcome

To develop and expand a long term program for traffic volume data and determining Annual Average Daily Traffic (AADT) for strategic locations with the County, to assist SEMCOG and MDOT in supplemental counts, i.e. assistance in FAST-Act activities, and non-attainment requirements for air quality. Staff will develop a count program that will determine which counts will be done each year. Traffic counts will be taken for Federal Aid Roads and along major pedestrian/bicycle facilities in the county. The counts will be collected by appropriate agencies for the specific scenario, but project management will be handled by SCCOTS staff.

Method

This work will directly benefit MDOT and other local agencies, as it ties directly to other transportation activities performed for MDOT, such as: The HPMS Update, Fulfilling air quality non-attainment area requirement, Socio-economic data updates and analysis.

Traffic data has long been recognized as a primary tool for identifying economic growth areas. As such, this work will also benefit the jurisdictions throughout the county by making frequently requested traffic information available to public and private agencies, as well as MDOT. We will continue to have our relationship with SEMCOG in regards to sharing traffic counts that are available on their website.

Products

1. Develop an off-trunkline system count program in coordination with the local jurisdictions (county road commission, communities, and parks and recreation), and with SEMCOG and MDOT. The new system will conduct a smaller number of counts on an annual basis.
2. Work with SEMCOG to maintain detailed interactive web based traffic count and pedestrian/bicycle count database.

1.4 Data Collection and Analysis: GIS Data and Mapping

Purpose/Outcome

The objective of this task is to collect, develop and gather data to be used to develop maps and graphics to be used for various transportation planning and projects. Utilization of the county's Geographic Information System aids planners in analyzing current trends and conditions.

Method

Using data from a variety of sources to create maps that can be used by any/all county departments as well as any municipality that requests a map. Data is often shared and used to benefit the entire county.

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. Where appropriate, this data will be mapped to support planning and decision making.

Products

3. Transportation data and map products for use in SCCOTS and MPC planning activities.
 4. Land use data and map products for use in SCCOTS and MPC planning activities.
 5. Staff reports on project status.
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2.0 Plan and Policy Development

This program element consists of the review, analysis, development, and coordination of various plans and projects.

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 plan projects in St. Clair County.

2.1 Plan and Policy Development: Local Plan Review and Analysis

This program element consists of reviewing and analyzing local master plans, subarea plans, development plans, and zoning ordinances and identifying impacts to the overall transportation network, public transportation systems, nonmotorized transportation, and key growth corridors. The work performed in this program element has a direct impact on areas internal and external to the County, with a focus on the land use/transportation interface.

SCCOTS staff serves as lead agency in the study of various corridors, areas, and projects in the county. They will work closely with various municipalities and agencies as they study key corridors, areas, projects.

SCCOTS/MPC staff will work with community partners to develop various types of documents as a result of the studies.

Purpose/Outcome

In accordance with Michigan Public Act 33 of 2008 (Michigan Planning Enabling Act), 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.

Method

The Metropolitan Planning Commission is charged with review of local master 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 develop and review plans that are: coordinated, harmonious, efficient and economical; that take into account land and population development; that reduce 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.

MPC planners attended training for Redevelopment Ready Communities (RRC) hosted by the Michigan Economic Development Corporation and are well-versed in RRC best practices to assist communities in completing the certification process through the state program.

Products

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 Plan and Policy Development: Long Range Transportation Plan

Purpose/Outcome

The objective of this task is to begin the development of the St. Clair County 2045 Long Range Transportation Plan (LRTP) and to assist in the development of SEMCOG's Regional Transportation Plan (RTP) for Southeast Michigan.

Method

The St. Clair County 2045 Long Range Transportation Plan is set to be adopted at the county level in 2018. The SCCOTS 2045 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 2045. The projects identified as part of this LRTP are ultimately incorporated into SEMCOG's Regional Transportation Plan (RTP).

Products

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.
5. Performance measures and rules that come out of the FAST Act will be included in the development of this plan.

2.3 Plan and Policy Development: St. Clair County Master Plan**Purpose/Outcome**

The objective of this task is to assist in the update of the St. Clair County Master Plan. The master plan has a 20-year planning horizon and is reviewed and updated every five years.

Method

The county's updated master plan will be adopted sometime in FY2020-2021; we will begin some of the analysis and work occurring during this Fiscal Year. This document will be used as planning guidance for all of the municipalities throughout the County.

Products

1. Staff progress reports.
2. Staff presentations.
3. Public presentations.
4. An updated County Master Plan document.
5. Integration of the plan into local or area project and policy reviews.

2.4 Plan and Policy Development: Transportation Project Coordination**Purpose/Outcome**

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 to improve the comprehensive Transportation System through projects that benefit the entire county and/or region.

Method

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.

Products

1. Staff reports detailing project advancement.

2. White paper reports on the requirements of funding resources.
3. Annual summary of federal transportation expenditures.

2.5 Plan and Policy Development: Tourism/Trail Towns

Purpose/Outcome

The objective of this task is to work with local communities to improve placemaking, livability, and tourism initiatives that will connect recreation, nonmotorized transportation, and economic development efforts throughout the County. The MPC has completed a regional Trail Towns Master Plan with partners throughout the Blue Water Region. Efforts under this task will be focused on working with local partners and stakeholders to implement recommendations contained in the Trails Towns Master Plan, as well as additional planning for trails, greenways, and water trails.

Method

MPC staff will work with local units of government and other partners to carry out public planning processes that enhance the development of nonmotorized transportation amenities that are tied to placemaking efforts. Planning staff will also help the communities market and advertise the vital components that help the economic vitality of the community, such as special events, unique facilities, trail signage, hike/bike trail access, and water trail access.

Products

1. Assist with Grant Applications for improvements; TAP Grants, etc
2. Assist with public input activities; visioning sessions, surveys
3. Assist in the development and implementation of trail town plans and projects
4. Staff Reports, social media posts, etc

2.6 Plan and Policy Development: Sustainability and Livability

Purpose/Outcome

The objective of this task is to address air quality and climate adaptation, directly and indirectly, by addressing elements of transportation that are linked to air quality. 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.

This objective also includes items such as green infrastructure, water resources, and another attributes involved with creating a good quality of life. This will occur by keeping the principles of resiliency and environmental sensitivity in the center of these planning activities.

Method

Planning staff will perform a scan of the existing Long Range Transportation Plan and County Master Plan to identify ways to indirectly incorporate climate adaptation measures by

emphasizing linkages between the effects of transportation and air quality and the existing plan goals. Staff will research best management practices (BMPs) for incorporating climate adaptation measures into 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. As standards change this could be something that needs to be addressed here in St. Clair County.

Products

1. Staff reports, when applicable.
2. Web-based fact sheets on the effects of transportation and air quality and potential climate adaptation.
3. Database of best management practices for addressing air quality and climate adaptation issues.
4. Participation in regional air quality and/or climate adaptation initiatives.
5. Recommendations for air quality and climate adaptation planning goals and objectives.

2.7 Plan and Policy Development: Corridor Studies

Purpose/Outcome

The objective of this task is to develop and/or update specialized corridor studies of the significant corridors within the county, including the Range Road Corridor plan originally adopted in 2001. This corridor has been identified as a critical corridor in St. Clair County for future Commercial/Industrial development. Staff will work with communities along the corridor and other organizations such as the St. Clair County Road Commission and the Economic Development Alliance of St. Clair County to identify goals and objectives for the plan. Continued participation with the I-69 Trade Corridor Group and other corridors will be examined as they come up. Other key growth corridors will be studied as needed.

Method

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; and
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.

Products

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 Urban and General Services District, as designated by the St. Clair County Master Plan.
6. The potential use of the SEMCOG Corridor Toolkit and Partnering for Prosperity: Economic Development Strategy for Southeast Michigan.
7. Potential grant applications.
8. Area and/or corridor bylaws.
9. A description of issues and committee-resolved courses of action.
10. Resulting sub-area or corridor plans:
 - a. Access management guidelines
 - b. Land use planning guidelines
 - c. Land development guidelines
 - d. Traffic control implementation plans
 - e. Rights-of-way plans

2.8 Plan and Policy Development: Environmental Justice

Purpose/Outcome

The objective of this task is to participate and learn about the laws and requirements of Environmental Justice, Title VI, Americans with Disabilities Act, and other equity planning efforts.

Method

SCCOTS staff will attend trainings, develop plans, implement procedures, educate local officials, and explore other activities related to equity planning.

Products

1. Update Title VI Plan and develop reports as needed.
2. Work to complete the county's ADA Transition Plan.
3. Attend trainings, provide written reports.
4. Implement Environmental Justice principles in all planning activities.

3.0 Plan Implementation

The Plan 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 plan 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 plan projects in St. Clair County.

3.1 Plan Implementation: Committee Involvement

Purpose/Outcome

The objective of this task is to constructively participate in federal, state, regional or local transportation studies and activities not directly addressed in the *FY2017-18 SCCOTS Unified Planning Work Program*, ensuring that regional positions are considered as part of local studies and plans.

Method

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 Coordinating Council, Technical Transportation Team, SCCOTS Advisory Committee and Technical Subcommittee, and the St. Clair County Metropolitan Planning Commission.

Products

1. Staff reports.
2. Resolutions from SCCOTS Advisory Committee or Metropolitan Planning Commission, as necessary.
3. Collaboration with staff for analysis in other program areas.
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. Staff report on Annual MTPA Conference.

3.2 Plan Implementation: Transportation Improvement Program (TIP)

Purpose/Outcome

The objective of this task is to manage a four-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 *Fixing America's Surface Transportation (FAST) Act* for the effective implementation of the SCCOTS Long Range Transportation Plan.

Method

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.

Products

1. Transportation Improvement Program and subsequent amendments.
2. Prioritization Process for Project Selection
3. Work with SEMCOG to insure that our TIP Documents match
4. Enter Projects in SEMCOG's ProjTracker and MDOT's Jobnet (web databases)
5. Annual Report to Advisory Committee, Metropolitan Planning Commission, and County Board of Commissioners on obligation of federal funds.
6. 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
7. Develop a list of Previously Obligated Projects

3.3 Plan Implementation: Multimodal Planning

Purpose/Outcome

The objective of this task is to support and promote local and regional efforts to improve non-motorized transportation mobility and walkability throughout the County, particularly in traditional downtowns. Creating more walkable and bikeable 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. It is also an objective of this task 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. The FAST Act converts the Surface Transportation Program to a block grant, which maximizes flexibility of STP. A great deal of this work will be implemented through the Transportation Alternatives Program.

Method

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 and bicycling activity in their communities. Additionally, SCCOTS will assist local units of government and other organizations within the community in preparing grant applications for pedestrian-centered and bicycle-focused enhancement projects. Staff will also participate in the coordination of SEMCOG's Regional Non-Motorized Transportation Plan, working toward its implementation.

SCCOTS staff will also provide technical support for the creation of non-motorized, transit, and multimodal transportation evaluation tools, perform 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. They will work with the Act 51 Agencies to develop solid TAP Grant Applications.

Products

1. Presentations on non-motorized safety, transit, multimodal transportation options, and transportation alternatives grants
2. Port Huron Amtrak Station Replacement Study Project- Blue Water Area Transportation Study
3. Fact sheets on walkable communities and bicycle-friendly infrastructure.
4. Evaluation and research on implementing and funding a targeted bike share program.
5. Evaluation of state and regional programming documents.
6. Potential grant opportunities/applications.
7. Recommendations for integrating walkability and bicycle and pedestrian mobility into community master plans.
8. Staff reports on county non-motorized, transit, and multimodal transportation planning.

3.4 Plan Implementation: Transportation Safety and Security

Purpose/Outcome

The objective of this task is to promote “Safety Conscious Planning” (the inclusion of safety measures in the transportation process) through a variety of activities. A further intent of this task is to actively promote transportation system security and emergency preparedness planning.

Method

Safety and security of our transportation system is a national priority and is a key emphasis of the Fixing America’s Surface Transportation (FAST) Act. With more money being available within this bill for safety projects, MPC Staff will assist the local communities with these types of projects by providing collecting and analyzing data. Staff will also attend trainings, education opportunities, and enforce policies. Staff will also work in coordination with the Southwest Michigan Traffic Safety Plan. 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.

Products

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. Staff participation in the implementation of the regional safety plan (Southwest Michigan Traffic Safety Plan)

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.

4.0 Support Services

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 resulting in **PRODUCTS AND ACTIVITIES** that summarize the planning, implementation and evaluation of the delivery unit.

4.1 Support Services: SCCOTS Unified Planning Work Program (UPWP)

Purpose/Outcome

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

Method

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.

Products

1. Development of timeline for UPWP input and approval.
2. File on PL112 grant funding and balance sheets.
3. Annual Unified Planning Work Program document.

4.2 Support Services: General Program and Contract Administration

Purpose/Outcome

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.

Method

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.

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.

4.3 Support Services: Legislative and Policy Consultation

Purpose/Outcome

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.

SCCOTS will also work 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.

Method

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.

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 refer the information to appropriate agencies and county departments.

Products

1. Fact sheets or other information on pending legislative and regulatory actions, as needed.
2. Updated legislative information on the SCCOTS website and/or social media platforms.
3. Communication of policies, plans and programs to elected officials, as needed.
4. Meetings with legislators and/or elected officials, as appropriate.
5. Staff reports/correspondence as needed on specific situations and funding opportunities
6. White paper reports on planning policies and grant opportunities
7. Grant application/participation where applicable.
8. Discussion and recommended action for transportation planning and policy requests.

4.4 Support Services: Public Outreach

Purpose/Outcome

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.

This includes distributing information 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 and social media in order to provide timely information on transportation-related issues.

Method

Program staff will organize, stage, and evaluate public meetings that satisfy federal requirements for the transportation planning process, as presented in their Public Participation Plan. The success of this delivery unit is dependent on staff effectively communicating 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.

General documents are posted on the St. Clair County website and more specific information is posted on the CIS site. We will link our sites to SEMCOG's website as well, to provide the regional connection. 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. Additionally, social media platforms such as Facebook or Twitter will be utilized as appropriate.

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
5. Fact sheets (white papers).
6. Updated SCCOTS website content.
7. News articles and project updates posted electronically.
8. News articles and project updates distributed in project-oriented newsletters.
9. Press releases describing agency achievements or public involvement announcements.
10. Information and topical notices distributed through social media updates.

4.5 Support Services: Professional Development

Purpose/Outcome

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.

Method

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.

Products

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

SCCOTS 2018-2019 UWP Timeline													
		July	August	September	October	November	December	January	February	March	April	May	June
Element 1	Data Collection and Analysis												
1.1	Transportation Asset Management Council												
1.2	Data Collection and Maintenance												
1.3	Traffic Counts and Pedestrian/Bicycle Counts												
1.4	GIS Data and Mapping												
Element 2	Plan and Policy Development												
2.1	Local Plan Review and Analysis												
2.2	Long Range Transportation Plan												
2.3	St. Clair County Master Plan												
2.4	Transportation Project Coordination												
2.5	Tourism and Trail Towns												
2.6	Sustainability and Livability												
2.7	Corridor Studies												
2.8	Environmental Justice												
Element 3	Plan Implementation												
3.1	Committee Involvement												
3.2	Transportation Improvement Program (TIP)												
3.3	Multimodal Planning												
3.4	Safety and Security												
Element 4	Support Services												
4.1	SCCOTS Unified Planning Work Program												
4.2	General Program and Contract Administration												
4.3	Legislative and Policy Consultation												
4.4	Public Outreach												
4.5	Professional Development												

	Hours	FHWA PL 112	Match PL 112	TOTAL	
1.0 DATA COLLECTION AND ANALYSIS					
1.1	Transportation Asset Management Council (TAMC)	60	\$ 2,829	\$ 627	\$ 3,456
1.2	Data Collection and Analysis	165	\$ 7,657	\$ 1,698	\$ 9,355
1.3	Traffic Counts and Pedestrian/Bicycle Counts	80	\$ 3,754	\$ 833	\$ 4,587
1.4	GIS Data and Mapping	120	\$ 5,829	\$ 1,292	\$ 7,121
	Program Area Subtotal	425	\$ 20,069	\$ 4,450	\$ 24,519
2.0 PLAN AND POLICY DEVELOPMENT					
2.1	Local Plan Review and Analysis	215	\$ 10,466	\$ 2,321	\$ 12,787
2.2	Long Range Transportation Plan	415	\$ 19,819	\$ 4,395	\$ 24,214
2.3	St. Clair County Master Plan	110	\$ 5,380	\$ 1,193	\$ 6,573
2.4	Transportation Project Coordination	165	\$ 8,186	\$ 1,815	\$ 10,001
2.5	Tourism and Trail Towns	105	\$ 4,975	\$ 1,103	\$ 6,078
2.6	Sustainability and Livability	130	\$ 6,392	\$ 1,417	\$ 7,809
2.7	Corridor Studies	105	\$ 5,268	\$ 1,168	\$ 6,436
2.8	Environmental Justice	75	\$ 3,632	\$ 805	\$ 4,437
	Program Area Subtotal	1320	\$ 64,117	\$ 14,218	\$ 78,335
3.0 PLAN IMPLEMENTATION					
3.1	Committee Involvement	200	\$ 9,488	\$ 2,104	\$ 11,592
3.2	Transportation Improvement Program (TIP)	160	\$ 7,765	\$ 1,722	\$ 9,487
3.3	Multimodal Planning	135	\$ 9,502	\$ 1,460	\$ 8,042
3.4	Safety and Security	125	\$ 6,063	\$ 1,344	\$ 7,407
	Program Area Subtotal	620	\$ 32,817	\$ 6,630	\$ 36,528
4.0 SUPPORT SERVICES					
4.1	SCCOTS Unified Planning Work Program	130	\$ 6,221	\$ 1,379	\$ 7,600
4.2	General Program & Contract Administration	1185	\$ 45,057	\$ 9,991	\$ 55,048
4.3	Legislative and Policy Consultation	60	\$ 3,069	\$ 680	\$ 3,749
4.4	Public Outreach	135	\$ 6,374	\$ 1,413	\$ 7,787
4.5	Professional Development	220	\$ 10,461	\$ 2,320	\$ 12,781
	Program Area Subtotal	1730	\$ 71,181	\$ 15,784	\$ 86,965
	TOTALS	4095	\$188,184	\$41,082	\$226,347

Cost Allocation Plan

	Total	Direct	Indirect
Direct			
Wages	413,821	413,821	
Subtotal Salaries	413,821	413,821	-
Overtime	-	-	
Health Insurance	64,751	64,751	
Life Insurance	692	692	
Disability Insurance	5,682	5,682	
Retirement	30,848	30,848	
Retiree Healthcare	7,821	7,821	
457 Match	15,002	15,002	
FICA	25,445	25,445	
Medicare	5,951	5,951	
Unemployment Insurance	1,242	1,242	
Worker's Compensation	3,712	3,712	
Subtotal Fringes	161,146	161,146	-
Mileage reimbursement	1,053	-	-
Travel	1,390	655	
Meals	473	92	
Dues and Subscriptions	3,602	305	
Office supplies	895	3	
Fuel	-	-	
Legal Services	20	-	20
Professional services	1,295	-	1,295
Maintenance contracts	330	-	330
Telephone	480		480
Postage/freight	462	19	
Program Promotion	-		
Printing and publishing	539	-	539
Repairs and maintenance	126		126
Training	2,010	1,295	
Uncapitalized assets	1,091	364	
Refunds Paid	-	-	
Miscellaneous expense	344	-	344
Leased assets	-	-	-
Subtotal Other	14,110	2,733	3,133
Building Depreciation	41,983		41,983
Legislative	-		-
Admin/Controller	6,713		6,713
Accounting	2,458		2,458
Human Resources	3,472		3,472
Purchasing	-		-
Treasurer	1,325		1,325
Information Technology	32,623		32,623
IT Telephone Support	4,824		4,824
Building & Grounds	1,854		1,854
Motor Pool	1,005		1,005
Insurance	6,316		6,316
Grand River Building*	36,257		36,257
Total Cost Allocation Plan Amounts	138,830		138,830

Indirect Cost Calculation:

Total Indirect Costs	141,963	
Direct Sal & Fringes	574,967	24.6907%

* The Grand River Building is not Depreciation of the building, it is made up of utilities, custodial services repair and maintenance costs and other supply costs.