

Capital District Transportation Committee

2010-12 Unified Planning Work Program

Progress Report

April 1, 2011 - September 30, 2011

Prepared by

Capital District Planning Committee Staff

for

CDTC Planning Committee Review and Approval

January 4, 2012

**CAPITAL DISTRICT TRANSPORTATION COMMITTEE  
PROGRESS REPORT**

April 1, 2011 - September 30, 2011

**FHWA Metropolitan Planning Funds**  
FTA Project NY-80-X017 (2008-09)  
FTA Project NY 80-X018 (2009-10)  
FTA Project NY 80-X019 (2010-11)  
FTA Project NY-80-X020 (2011-12)

**FHWA STP Project Development**

**Introduction**

This report is submitted in compliance with Chapter II, Section B7B (2) of the External Operating Manual, Federal Transit Administration (FTA), U.S. Department of Transportation, Washington, D.C., August 1972, and Volume 1, Chapter II, Paragraph 42 of the Highway Planning Programming Manual.

**Work Performed**

The work described in this report was performed solely by the Capital District Transportation Committee Staff (CDTC). This is a progress report that includes all work completed in the six month period beginning April 1, 2011 and ending October 31, 2011.

**TASK 1.51 Committee Activities**

Five Planning Committee meetings were held during the reporting period. The Policy Board and Administrative & Financial Standing Subcommittee each met twice. Issues discussed by members included support for the HUD Sustainable Communities Planning Grant, approval of New Visions 2035 Plan Update and the Regional Coordinated Transit Services Plan, role of CDTC in the Governor's Regional Council, and the MPO role in security planning in light of the severe impacts of flooding in the aftermath of Hurricane Irene, among others.

Seven special presentations were made. The CDTA staff presented the findings of the Washington/Western BRT Concept Design Study (CDTC approved a resolution adopting the findings as a refinement to New Visions, supporting the Authority's efforts to initiate an FTA required Alternatives Analysis for the corridor). CDRPC staff presented a report on the Governor's Regional Council in which CDTC is a member of the Project Planning Workgroup and CDRPC a member of the Strategic Planning Workgroup. CDRPC gave a separate report on the Cleaner, Greener Communities Program which is a competitive grant program to encourage communities to develop sustainable growth strategies. NYSERDA talked about a USDOE program that accelerates deployment of electric vehicle charging infrastructure. CDTA presented findings of the Authority's Route Performance Report. Finally, NYS DOT gave two presentations, one on the Department's High Speed Rail project for the State, and the second on the

Exit 3/4 and Balltown Road TIP projects.

**TASK 1.52     Financial Administration**

Financial services tasks that were completed during the period include the following:

- The Administrative & Financial Standing Subcommittee met twice. Members continued to monitor CDTA's cash flow situation (no action is needed at this time); approved line item budget for 2011-12 (the budget reflects an increase in consultant services but a reduction in statewide contracts to support the MPO Association); approved changes to the CDTC/CDTA host agency agreement (financial reimbursement); and discussed planning for staff continuity in light of expected staff retirements over the next five years.
- FHWA PL and FTA MPP bills were submitted to NYSDOT for payment. Billings were also prepared for the Albany County and Town of Colonie contracts for transportation technical services related to highway condition, Airport Area FGEIS reviews, site planning reviews, and other work.
- Payments were processed for work completed by consultants for CDTC's Linkage studies.
- The draft audit report was presented to the A&F for review and approval.

**TASK 1.61     Certification Review**

Federal Highways (USDOT) last completed an in-person Certification Review in 2008. Annual self-certification by CDTC is also required. This self-certification process was last carried out with the adoption of the 2010-15 TIP. CDTC is preparing for self-certification in Fall 2011. The next USDOT in-person review will take place in 2012.

**TASK 1.64     ADA Compliance**

Guidance on what is expected of MPOs to comply with ADA is currently being developed by NYSDOT and FHWA. CDTC has taken the lead among NYS MPOs in working with NYSDOT to organize a meeting and eventual training on sidewalk accessibility ratings and condition inventories for all the MPOs. CDTC also obtained a GIS layer of sidewalk, crosswalk and ramp accessibility ratings for the State system from NYSDOT. CDTC staff assisted the Town of Bethlehem with obtaining sidewalk accessibility ratings and a condition inventory for the Town of Bethlehem.

**TASK 1.65     UPWP**

The following UPWP tasks were completed during the period:

- CDTC developed and distributed the draft New Visions 2035 Update for public review with adoption anticipated during the next reporting period.
- CDTC staff continues to participate in webinars and other opportunities to learn more about FHWA's Planning and Environmental Linkages effort, now a part of their EDC or Everyday Counts Initiative. Staff has been asked to be part of a NYSDOT Main Office working group on this topic. This group will begin meeting during the next reporting period.
- The UPWP continues to reflect a considerable amount of contractual activity. Staff continues to monitor consultant activity related to CDTC's linkage program and NYSMPO shared-cost studies.
- The 2010-11 Addendum to the UPWP was released for a formal 60-day public review period. Follow up to any comments received adhered to the adopted public participation policy.
- CDTC began the New Visions 2030 Update.
- Several new Linkage studies were initiated, including the Clifton Park Town Center Plan, Wilton Exit 16 Corridor Study, Malta Downtown Master Plan Implementation, the Schodack Town Center Plan and Zoning Amendments and the Schenctady Gateway Linkage Study.

**TASK 1.66     DBE Program Update/Environmental Justice**

CDTC remains in full compliance with Title VI and Environmental Justice requirements; both continue to be a critical component of CDTC's activities. A renewed emphasis on Title VI issues and environmental justice has become a more integral focus of the transportation planning and programming process. This renewed commitment is reflected in CDTC's work program, publications, public involvement efforts, and general way of doing business.

Staff, with the help of CDRPC, will conduct additional Environmental Justice analyses to understand additional aspects of transportation system performance in EJ areas and to compare to performance elsewhere. CDTC will continue to explore improved participation of traditionally under-represented groups in the planning process.

CDTC staff attended a FHWA sponsored training in June focused on requirements and sharing useful strategies related to Title IV, Environmental Justice and ADA transition plan activities among NYS MPOs.

**TASK 1.67**     **Prospectus Update**

The basic documentation defining the roles and responsibilities of the various CDTC agencies is its five year *Continuing Operations Plan* called the *Prospectus*. CDTC staff previously completed a new document that reflects current working relationships and federal regulations, including a new MPO planning agreement that was approved by the Policy Board. The full document, with an updated description of roles and responsibilities and a discussion of upcoming planning and financial issues is almost complete. Next steps would be to develop a five year planning agenda and financial plan. Completion of the Prospectus is dependent upon Congressional approval of a new transportation bill.

CDTC's Reference Guide to the Capital District Transportation Committee continues to provide an accessible description of roles, responsibilities, and policies of CDTC. The Guide will be updated in March 2012.

**TASK 1.68**     **Statewide MPO Association Support**

The CDTC has successfully participated with the twelve other New York MPOs in a Statewide Association. The Association facilitates dialogue among MPOs and State and federal agencies through regular meetings of MPO Directors, periodic technical meetings among MPO staff, and through conferences and training. The Association engages more formally with NYSDOT on certain issues such as the development of formulas for distribution of federal planning funds. The MPO Association is also the focal point for the Shared Cost Initiative program - collaborative statewide planning efforts that use pooled State and Federal funds to support planning activities of a mutually beneficial nature.

CDTC continues to manage the statewide contract which is currently provided by Resource Systems Group, who replaced Wilbur Smith Associates.

CDTC's involvement in the Association involved the following:

- The Bicycle and Pedestrian Working Group has taken the initial steps to be the lead on statewide coordination between the MPOs and NYSDOT. The Working Group has established goals for 2012 that will serve as their work plan for the coming year. The Working Group will work closely with NYSDOT to develop tasks and possible deliverables that will benefit individual MPOs, the NYSMPO Association and NSYDOT.

- Staff continued to represent the MPO Association on the committee looking at creating a statewide pedestrian safety action plan in conjunction with the GTSC, NYSDOH, NYBC and other agencies/advocates.
- CDTC staff took the lead in reactivating the NYSAMPO Travel Demand Modeling / Air Quality Working Group and scheduled a meeting for December. CDTC staff participated in the three NYSAMPO Climate Change Working Group meetings and hosted and participated in an FHWA workshop on Climate Change, presented by FHWA Resource Center staff.
- CDTC, together with the other 12 New York MPOs, continues to participate in a Data Collaboration Scan sponsored by NYSDOT. The purpose of the scan is to determine how New York's MPOs and NYSDOT (1) can share data already collected, and (2) use data collection resources more efficiently to avoid duplication.

The status of statewide initiatives now underway is reported on the Association's website [www.nysmpos.org](http://www.nysmpos.org).

**TASK 2.16 Highway Computer Model Refinement**

CDTC received approval from the Air Quality Conformity Interagency Consultation Group (ICG) for use of the latest generation of the STEP Model in air quality conformity analysis. The STEP Model update is documented in the report, Systematic Transportation Evaluation and Planning Model: The CDTC STEP Model, CDTC, April 2010. The report provides a stronger documentation of the CDTC Model in base year 2000, provides a validation of the model against year 2007 counts; and also reexamines the issue of VMT growth. CDTC revised its methodology for estimating daily VMT from a peak hour model in a way that is consistent with NYSDOT Environmental Science Bureau suggested practice. The result is a stronger agreement between the model and HPMS (Highway Performance Monitoring) estimates of daily VMT.

Some model development and refinement work will continue including time period modeling and validation, and development of the mode split model. The mode choice model will require consultant support.

Staff provided estimates of 2010 greenhouse gas vehicle emissions for Schenectady County and the towns and city within Schenectady County; and for the Town of Bethlehem. The estimates were developed based on the CDTC STEP Model estimates of VMT (vehicle miles traveled).

**TASK 2.25 Collection of Transportation Planning Support Data**

Data collection to keep CDTC's data systems current remains a critical element of CDTC's work program. This continuing project collects and processes travel data for federal-aid street and highway system. Data collected provides input to VMT forecasting, the maintenance of the Congestion Management System Plan, the STEP model calibration and validation, individual project level analysis; and is vital to project development work that addresses highway deficiencies and proposed mitigation actions.

CDTC has made a renewed commitment through New Visions 2035 to facilitate data collection. Data collection over the last two years has been extensive. With the help of Graduate Student interns, the staff has compiled more than 30 traffic and pedestrian counts at 20 intersections with detailed observations at each site. The use of graduate students has proven to be a very cost-effective way of collecting data and will continue for the foreseeable future. All of the data that CDTC collects is organized and maintained for access by municipalities, public and non-profit agencies and groups, consultants, and other interested parties.

With the purchase of GPS technology in 2009, staff has incorporated GPS into data collection efforts. This has allowed for detailed inventories of roadway features such as signs, sidewalks, transit shelters, trail alignments, etc.

The following data was collected during this reporting period:

- MIST data from NYSDOT's TMC is being analyzed in the Northway by the consultant to the Northway Integrated Corridor Management (ICM) Study. The consultant is also developing a data analysis tool that can be used for other parts of the expressway system as well as for future data summaries of the entire system. The tool will be available for use by CDTC staff and NYSDOT staff.
- Continued to collect extensive field information on site-based trip generation routes. This information helps validate previous planning efforts, notably those involving CDTC's STEP model. Three trip generation studies were conducted during this period.
- Continued maintenance of CDTC's web-based traffic Volume Report using traffic counts compiled by CDTC staff, NYSDOT, counties and municipalities, and consultants.
- Continued assessment of before/after conditions of recently constructed transportation projects using traffic, land use, and safety data.

- The MPO continues to work with NYSDOT regarding the new traffic count program on federal aid roadways to meet federal requirements for the HPMS and future changes to the functional classification system. Other data collection needs are also being discussed.

#### **TASK 2.28 Census/Household Travel Survey**

CDTC participated in a Census sponsored webinar that led CDTC in the TAZ delineation process for the 2010 Census Update. This required significant time downloading the necessary software application, learning to use the application and time spent working with additional staff on the actual delineation of zones. CDTC maintained correspondence with the Census Bureau TAZ staff throughout the update process and assisted with submittal of final files.

CDTC continues to be involved in the sharing of information and processes related to the 2010 Census Urban Area Boundary update with necessary staff.

#### **TASK 2.29 Regional Geographic Information System**

GIS is an important planning tool that provides benefits to CDTC, its member agencies, and others by supporting state, regional, county, and local planning projects. GIS is the integration of hardware, software, and data used to collect, store, analyze, and display spatially referenced information. Visualizing information is an integral part of nearly every project and GIS is highly utilized to create maps necessary for meetings and reports. In the Capital District, work under this task is a joint CDTC/CDRPC effort.

- Staff continues to work on gaining access to NYSDOT's existing internal data viewers, CDTC was successful in gaining access to NYSDOT's Environmental Viewer for all of the NYS MPOs. This viewer is a web-based GIS application that delivers nearly 100 environmental data layers. It provides a quick and efficient way to assess environmental issues associated to transportation projects and programs.
- New technical advances and methodologies to provide geospatial information in an efficient manner for use in various technical projects by CDTC, its member agencies, and others will be continuously reviewed by CDTC and CDRPC. Enhancements to existing geospatial data will include the expansion and refinements of attributes and the improvement of the positional accuracy of features.

- CDTC will continue to increase the use of geospatial technology in data collection and analysis. GPS technology will be utilized to enhance existing geographic data, specifically in regard to trail mapping and highway condition scoring.
- CDRPC will continue to process and assemble data and clip the information specific to the Capital Region and the communities within the region. New data coverages will continue to be added as mapped and statistical data become available. CDRPC will work with CDTC and CDTA staffs to coordinate availability of data, including the ACS data, and prepare customized maps to meet the needs of each agency without duplicating efforts. As a member of the NYS GIS Coordinating Body, CDRPC will continue to participate in meetings and dialogue with GIS users statewide in developing policies and protocols regarding distribution of data.
- This task involves the creation, modification, conversion, and maintenance of map features in conjunction with CDRPC's regional GIS effort. GIS continues to play an important role in CDTC's safety management planning, data systems support, and environmental justice work.
- During the last six months, GIS work that was completed or is underway includes: Providing staff with GIS imagery, maps, and data. Provided various consultants and agencies with relevant GIS data, maps, and imagery. Revised, updated, and created several miscellaneous maps and data sets. Downloaded updated data from NYS GIS Data Clearinghouse. Received updated GIS/GPS basemap data and software upgrades. Continue to assist interns and staff with GIS applications and software. GPS technology was utilized for trail and pavement data collection efforts. CDTC staff attended the NYSDOT Highway Data Workshop, the National Highway Data Workshop, NYS MPO GIS Working Group Meetings and participated in several ESRI and other GIS Software/GIS Applications, webinars, and user group meetings.

**TASK 2.30     Routine Highway Condition Inventory**

Both CDTC's long-range plan and capital program rely on pavement condition data that is comprehensive, reliable, and easily accessible. Staff conducts regular surveys of Capital District roads. In 2009, survey based data collection was shifted to a GPS/GIS platform for the non-state federal aid system.

In the Summer and Fall of 2011, the biennial survey of Non-State Federal Aid roadways was conducted. The annual survey of Albany

County-owned roads was repeated under contract. All survey work will use CDTC's GPS/GIS platform.

CDTC staff provided extensive GIS/GPS assistance and support work in undertaking the annual and biennial surveys.

An analysis of highway condition data collected since 1983 will be undertaken as part of the upcoming major New Visions Plan update.

**TASK 2.31 Traffic Volume Report**

CDTC continues to maintain a web-based traffic volume report using traffic counts compiled by CDTC staff, NYSDOT, counties and municipalities, and consultants. The report is continuously updated with traffic volume data as it becomes available from NYSDOT and other local sources. An interim update was completed in September 2011 and a comprehensive update of the report will be repeated in 2012. A review of its format and the potential for integration into ArcGIS in combination with NYSDOT Roadway Information System data will be explored.

**TASK 3.01 Safety and Congestion Management Systems**

Internal CDTC safety planning activities included:

- CDTC staff worked on building a regional five year database (2005 to 2010) of static crash data in ArcGIS based upon data from NYSDOT's Accident Location Information System. A geodatabase was created containing crash data by county and a variety of maps were generated within ArcGIS.
- CDTC staff continues to utilize safety data in its Linkage Program planning studies.

CDTC staff continues its involvement in the NYSMPO's Safety Working Group. CDTC has represented the group at safety related conferences, participated in monthly conference calls, actively participated in the development of the safety working groups' safety goals for 2011, and attended numerous state level safety related meetings on behalf of the MPO's. CDTC staff continues its lead role in ensuring the MPO's are at the table on safety related issues in NYS as the Department of Transportation and other state agencies implement federal requirements. More information on the safety working group can be found at [www.nysmpos.org/safety\\_working\\_group.html](http://www.nysmpos.org/safety_working_group.html).

Staff effort regarding the Safety Working Group (SWG) centered on the following tasks:

- Staff participated in several NYMTC Safety Advisory Working Group teleconferences.

- Staff participated in several teleconferences to develop a safety session at the 2011 NYS Highway Safety Conference.
- A joint meeting of the SWG and the NYSMPO GIS working groups was held in Utica regarding ALIS and best practices on using crash data in GIS.
- Staff continued to work with the MPO SWG on its Comprehensive Safety Planning and Management Task. Tasks have the development of a best practice guidebook for use by the MPOs and their member agencies on network screening techniques for safety data. The guidebook is expected to be completed in 2012.
- SWG Goals for 2011 were revised and updated based on new information and CDTC staff continues to serve as Chair of the working group.
- A podcast series on crash data quality is in development by NYSDOT and CDTC staff participated in the interview process.
- Staff continued to participate in the NYS Traffic Records Coordinating Council including the 2011 Traffic Safety Information Systems Strategic Plan and the crash systems subcommittee.
- Staff continued to participate in meetings of the NYS Association of Traffic Safety Boards.
- Staff attended several safety training webinars regarding traffic safety issues.
- Staff planned for and held a joint meeting of the MPO Safety Working Group and the GIS working group to discuss crash data issues and opportunities.

**TASK 3.02     Air Quality Planning**

The Capital District remains an ozone non-attainment area. Conformity determinations were previously completed for New Visions 2030 and the 2010-15 TIP. A new draft conformity analysis was prepared for the New Visions Plan maintenance update, extending the analysis horizon to 2035. The draft conformity analysis was available for public review from June 16, 2011 to Wednesday August 17, 2011. It was approved by the CDTC Policy Board on September 2.

Staff also participated in several phone conference meetings of

the Inter-Agency Coordination Group for air quality.

CDTC staff attended MOVES Model training in Connecticut.

**TASK 3.05 New Visions Infrastructure Financial Planning**

No activity to report. The work previously completed under this task is documented in CDTC's New Visions 2030 Financial Plan. Next steps involve broadening the needs dialogue on this issue with NYSDOT, legislative representatives, and the general public.

**TASK 3.06 Goods Movement Planning**

Staff has identified and inventoried the major freight facilities in the region. The initial steps have been taken to update the Goods Movement Priority Network. A major effort to revive the Goods Movement Task Force will occur in 2012.

**TASK 3.10 I-87/US 9 Integrated Corridor Study**

CDTC staff has a continuing role as co-manager of the consultant contract. The primary goal of the study is to identify ways to reduce traffic congestion in the corridor through effective incident management derived from an integrated corridor management plan. Integrated corridor management recognized that the Northway is part of a larger travel corridor that includes Route 9, connecting arterials and collectors, and bus routes. From a holistic perspective, the goal is to optimize travel in the whole corridor, not just the Northway or Route 9.

Two Steering Committee meetings, one Advisory Committee meeting and one Stakeholders meeting have been held, and several working meetings have been attended by staff. Preliminary work products have been reviewed and commented on.

**TASK 3.11 I-787 Integrated Corridor Study**

This study will be initiated when the state funding share is secured. The current scope is to evaluate the I-787 corridor within the City of Albany. CDTC staff prepared a TCSP funding application to expand the study scope to include Menands, Watervliet and Colonie through additional funding.

**TASK 3.77 New Visions 2030 / New Visions for a Quality Region**

CDTC has completed a major New Visions 2030 Update reflecting its "quality region" initiative. Considerable effort has been spent pulling together technical papers and other documents that will form the plan as follows:

- CDTC completed a draft version of the maintenance update of the New Visions Plan. The draft Plan was available for public review from June 16, 2011 to August 17, 2011 and was approved by the CDTC Policy

Board on September 2, 2011.

- CDTC in partnership with the Capital District Regional Planning Commission (CDRPC) continued to maintain a website for a Sustainable Development/New Visions Guidebook for planning boards, zoning boards and local officials. The guidebook contains over 20 local case studies on smart growth/sustainable development and over 15 regional development strategies that are consistent with the New Visions plan.
- Assisted CDRPC in the development of the transportation component of a HUD Sustainable Communities Regional Planning Grant application.
- CDTC's New Visions plan and the Linkage Program were featured as a case study in the FHWA/FTA Livability in Transportation Guidebook. [http://www.fhwa.dot.gov/livability/case\\_studies/guidebook/](http://www.fhwa.dot.gov/livability/case_studies/guidebook/)

**TASK 4.07     ADA/Human Service Agency Transportation Options**

The SAFETEA-LU legislation requires recipients of JARC, New Freedom and 5310 funds to certify that their projects were derived from a "locally developed, coordinated public transit-human services transportation plan". CDTC staff formed a new committee, called the Regional Transportation Coordination Committee (RTCC) to work on the new SAFETEA-LU coordination requirements. The RTCC built upon the existing JARC committee that CDTA formed in early 2000. The RTCC met in April and September 2011; a December meeting is scheduled. Staff scheduled the meetings and prepared meeting notes. Notes are posted to CDTC's website under "Task Forces."

Staff advertised the 2011 New Freedom solicitation in February 2011; applications were due in April. An evaluation committee was formed to review the project submissions and select projects for funding. One multi-agency, two county project was awarded all of the New freedom monies available to the Albany-Schenectady-Troy Metropolitan area. Staff met with the four agencies on two occasions to initiate the project. CDTA was awarded the Saratoga New Freedom Monies to complete the funding shortfall required from the accessible Taxi program.

CDTC staff evaluated the six 2011 Section 5310 funding applications that were submitted by human service agencies located in the Capital Region. The evaluations were sent to NYSDOT for inclusion in an interagency review.

Staff updated the 2007 Coordinated Plan as per the requirements of the SAFETEA-LU legislation. The draft was distributed to Planning Committee members for their review in May. The Policy Board approved the document in June. In concert with the update, staff revised the human service agency survey that was conducted in 2006 to gather information regarding needs, barriers and gaps in transportation service. CDTC entered an agreement with United Way 2-1-1 to conduct the survey and provide the results to CDTC. United Way 2-1-1 staff began work on the survey in late September; CDTC staff met with United Way 2-1-1 staff to provide directions and background information about the survey. Survey Monkey will be used; preliminary

results will be shared with the RTCC at the December 2011 meeting.

**TASK 4.17 Arterial Management Planning**

Explored a methodology to update the arterial management Priority Network. Staff worked with the I-87 Integrated Corridor Management Study team to develop an access management strategy for US 9.

**TASK 4.18 ITS Architecture and Integration**

Although NYSDOT has taken the lead in articulating ITS structures, the federal government looks to the MPO to ensure that all TIP candidates are consistent with the regional architecture. Other than participation in NYSDOT meetings and workshops related to ITS strategic planning, there is no other activity to report. Any changes to architecture will have to be identified and approved by the Policy Board. A review of the architecture will take place in 2012.

**TASK 4.19 Trail and Property Owners Survey**

Staff will conduct additional analysis of the data to produce detail mapping tools for trail planning. Staff will follow-through with the offer to assist trail stakeholders with data needs that may not have been prioritized as part of the survey document.

**Task 4.22 Security Planning**

Staff has met federal requirements set forth in SAFETEA-LU for security planning. Staff is taking the initiative to go beyond the minimum requirements. Research is being done to help identify how CDTC can have a more active role in security planning. An inventory of existing emergency plans throughout the region is being conducted. Next steps are to identify the gaps in these plans and discuss options with the Planning Committee and Policy Board.

This task has become more significant in light of the severe impacts of flooding in the aftermath of Hurricane Irene. CDTC will discuss ways in which CDTC could be a resource in planning for emergencies. The role of CDTC's Regional Operations Committee will be explored.

**TASK 4.62 Transit Operations Planning**

The Capital District Transportation Authority is undertaking a major route restructuring of its services in Albany County. CDTC staff has been collaborating with CDTA in its public outreach and route planning efforts.

**TASK 4.67 Bikeway/Pedestrian Facility Planning**

Bicycle and pedestrian planning continued to receive substantial attention consistent with Policy Board direction. Work completed by the staff includes the following:

- The CDTC Bicycle and Pedestrian Task Force continues to meet monthly to discuss all aspects of bicycle and pedestrian projects, programs, and policies. To increase the communication between the Task Force members and their respective Planning Committee/Policy Board representatives, monthly Task Force updates are provided as part of the meeting materials.
- Staff continues to honor requests for copies of both the Mohawk Hudson Bike Hike Map and Regional Bike Hike Map.
- Participated in Bicycle Pedestrian Task Force meetings. Continued to assist with distribution of CDTC's Regional Bike-Hike Map and Mohawk-Hudson Bike-Hike Trail Map. Responded to several bike/ped related data requests.
- Capital Coexist, the localized bicycle education campaign continued to be successful. The capital coexist website continues to be updated with related information and now consists of a discussion forum which serves as model public participation opportunity. The Capital Coexist posters and palm cards are frequently requested. Capital Coexist will be sponsoring events at the Tri-City Valley Cats games and will have material in new driver information packets.
- Under the Capital Coexist logo, CDTC re-printed bicycle education and safety activity books that were originally funded through the Governor's Traffic Safety Committee.
- Contracted in the Spring and Fall with Radio Disney to help promote bicycle education and safety messages to the region's youth. Radio Disney has distributed many Capital Coexist palm cards, stickers and activity books.
- Staff was asked to speak at several meetings and conferences including the Capital District Older Driver Network and Capital District Community Gardens.
- Staff began the process of updating/changing the Bicycle and Pedestrian Priority Network. Attempts are being made to identify objective criteria to be applied for inclusion on the Priority Network.
- Staff collaborated with CDTA on the second year of Regional Bike Rack Program. TDM funds were used to solicit and distribute bike racks throughout the region. Round 2 delivery is expected in early May. The program is expected to continue annually

- Staff worked closely with stakeholders and facilitated discussions related to bicycle and pedestrian accommodations on the Livingston Avenue Bridge.
- Staff represented the NYSMPO Association on NYSDOT's statewide Bicycle and Pedestrian Advisory Council as well as on a committee looking at developing a statewide Pedestrian Action Plan.

**TASK 4.97     TIP Development, Monitoring and Update**

Development and maintenance of CDTC's TIP requires a high level of staff time. Effort centered on the 2010-2015 TIP update:

- Twenty amendments to the 2010-15 TIP were prepared and approved.
- Staff participated with NYSDOT in four county oriented TIP project meetings to confirm the cost and schedules of projects on the 2010-15 TIP.
- E-STIP Maintenance: CDTC staff worked with NYSDOT Region One and CDTA on a regular basis to make changes to the STIP.
- CDTC staff participated with the NYSDOT Main Office and other MPO staffs regarding whether or not to have a 2012-17 TIP Update, and if not, how to adjust the balance of the STIP to accommodate new budget estimates to be provided by the Main Office.
- CDTC staff worked with Region One staff to conduct county-oriented TIP meetings for the purpose of obtaining updated cost and scheduled information. This data would eventually be used in program adjustment efforts.
- CDTC staff worked with Region One staff to make sever STIP changes just before the end of the federal fiscal year.
- FHWA conducted a training session for implementing local projects at NYSDOT Region One. It was attended by many sponsors of local projects in the CDTC area. CDTC staff participated, in order to obtain information that might assist local sponsors. Also, CDTC made a short presentation, on the STIP/TIP amendment procedure.
- CDTC staff participated as members of a task force on tracking and monitoring TIP projects.
- CDTC reviewed new budget estimates from the NYSDOT Main Office and started processing them for possible TIP adjustments.

**TASK 5.01     Railroad Avenue Corridor Study**

Work on this study continues, with focus on developing the draft Railroad Avenue Corridor Revitalization Plan. The Study Advisory Committee met in September to fine tune the draft Plan. The final public meeting will be held and email solicitation of comments from study area business owners will occur during the next reporting period. After comments have been received and the draft plan has been revised accordingly, this study will complete.

**TASK 5.06 Town of New Scotland: Hamlet of New Scotland Area Master Plan**

This is a study approved for the 2010-11 Linkage Program. A consultant selection committee chose Behan Planning with Creighton Manning Engineering. The selected consultant will prepare a master plan concept, zoning code language and design guidelines/standards for future growth in the hamlet of New Scotland area. Work on this was put on hold through the Summer 2011 as the Town worked out some political issues. The Study Advisory Committee reconvened in Fall 2011 and is planning the first public workshop for early December.

**5.07 Town of Rotterdam: Five Corners Land Use and Transportation Study**

BFJ, the selected study consultant, prepared a land use and transportation management plan for the redevelopment of the Five Corners area of the Town of Rotterdam. Two public meeting were held during the reporting period, CDTC staff attended both. This study's products will help the town implement the recommendations of its Comprehensive Plan including access management and driveway consolidation policies, transit amenities, and pedestrian/bicycle improvement plans in the area. The study also included design standards for this area of the town and provided conceptual improvements for the reconfiguration of intersections and any other roadway improvements. The final draft was received by CDTC and posted on their website.

**TASK 5.08 Town of Clifton Park: Clifton Park Town Center Plan**

Behan Planning & Design with Dover, Kohl & Partners were selected for this study. The purpose of the plan is to further analyze and get community input on land use in the town center area. The product is to contain a clear town center vision, a land use concept plan based on schematic design graphics and actionable recommendations including the identification of code changes to implement the plan's vision. A three day design charrette was held as part of the study process.

**TASK 5.09 Wilton Exit 16 Corridor Study**

Barton & Loguidice was selected for this study. The purpose of the plan is to evaluate the Exit 16/Ballard Road study area and develop recommendations that can be implemented to ensure a true center of the community is created, capitalizing on the Hamlet zoning district. The plan will consider the multi-modal needs of residents, businesses and other stakeholders while developing concepts to create a strong sense of identity.

**TASK 5.22 Town of Bethlehem: Delaware Avenue Enhancement Study**

The consultant portion of the study was completed during the last reporting period. CDTC and Town staffs subsequently jointly developed an implementation plan. Materials will be presented to the Town Board for consideration of adopting the final study products during the next reporting period.

**TASK 5.27 Transit Oriented Development (TOD)**

The Cecil Group was selected for this contract which is being held by the City of Albany in partnership with CDTA. CDTC staff participated in the consultant selection process. The study will begin in October 2011.

**TASK 5.28 Scotia Waterfront/Master Plan Overlay**

This study is complete.

**Task 5.30 City of Albany Bicycle Master Plan**

This project is complete.

**Task 5.31 Altamont Bicycle Master Plan**

This project is complete.

**Task 5.42 Albany Education District Study**

CDTC staff continues to work with the City of Albany, the College of St. Rose and the University at Albany on the draft report for this study. The purpose of the study is to address the challenges of safety, security and quality of life in the study area to create a safe, welcoming and vibrant activity center.

**Task 5.43 Colonie/Watervliet/Menands: Route 32 Redevelopment Plan**

The study began in early 2010. Two meetings of the Study Advisory Committee were held between October 2010 and March 2011. CDTC staff and the consultant met with NYSDOT Region 1 in early October to identify outstanding issues. The study was completed in early 2011.

**Task 5.44 Sand Lake Hamlet Linkage Study**

This study has been completed. The study was adopted by the Town Board via resolution in April.

**TASK 5.51 Provision of Technical Services**

The CDTC staff routinely provides "on-call" technical assistance to various public agencies and communities in the Region. The CDTC responded to more than ten requests for technical assistance as follows:

- CDTC Staff responded to a request from a consultant working for the City of Albany for a carbon foot print inventory by road functional

class for the City. This included numbers for VMT, VHT, NOx and VOC emission, fuel consumption as well as total carbon emission.

- CDTC staff continued to respond to the request from consultant to the Schenectady County for their carbon footprint analysis. This included various traffic and emission factors by road functional class for each municipality in the county.
- CDTC staff was asked by NYSERDA to participate on a Technical Evaluation Panel to aid in the selection of projects submitted to NYSERDA under Project Opportunity Notice 2314: Advancing Livable Communities through Sustainable Transportation. Twenty seven proposals were submitted under this PON. The TEP met on October 27<sup>th</sup> to review the proposals and scoring.
- CDTC staff conducted various SEQRA related reviews for various municipalities as requested. Including several for the Town of East Greenbush and the Town of Bethlehem.
- CDTC staff continues to participate in meetings with NYSDOT, the Town of North Greenbush, Rensselaer County, RPI Tech Park staff and others regarding the proposed down-scaled I-90 Exist 8 Phase 2 Connector roadway project. This most recent effort has resulted in draft RFP that the Town of North Greenbush may use to engage consultant services to determine appropriate southern end connections, general design and realistic cost estimate for the reduced scope project.
- Staff participated in several in the series of Designing for Pedestrian Safety webinars sponsored by FHWA and PBIC.
- CDTC staff attended the AMPO conference in Dallas and gave a presentation on Meeting New Planning Challenges with Improved Methods.
- CDTC staff is participating on the Mohawk-Erie Multimodal Transportation Corridor Study as a member of the Capital District/Eastern New York Regional Project Advisory Committee (RPAC) and as a member of the Corridor-wide Project Advisory Committee (CPAC). Staff has participated in a number of meetings and has provided work products and data to the consultant team for the study.
- CDTC Staff is participating in the Empire Corridor Project Advisory Committee (EPAC) for the High Speed Rail Empire Corridor Project. Staff has attended several meetings for this project.
- Staff responded to multiple requests from consultants, developers, real estate companies, and SUNYA students for various traffic and land use data.
- Staff participated in several webinars on the HUD/EPA/DOT Sustainable Communities planning grants and TIGER II programs.

- Staff was represented on NYSDOT's smart growth act implementation committee. Staff assisted in the development of smart growth act implementation tools to be utilized by the Department and ultimately the MPOs. The committee made its recommendations to the main office staff which then were tasked with generating the final set of tools.
- Staff presented in a national webinar on the Linkage Program as part of the 2010 Transportation Planning Excellence Award.
- Staff presented at a session on Complete Streets at the CDRPC Local Government Planning Officials Workshop.
- Staff attended and presented at the NY Upstate Chapter of APA/NY Chapter of ASLA Conference in Utica, NY.
- Staff participated in several webinars on the HUD/EPA/DOT Sustainable Communities planning grants and TIGER II programs.
- Staff participated in several meetings related to the University at Albany's Facilities Plan.
- Staff participated in several webinars regarding the new Highway Capacity Manual.

**TASK 5.52 Provision of Community Services**

The CDTC staff continues to provide traffic data and other limited technical assistance to business, developers, consultants, students, and community groups to support economic development in the region as follows:

- Staff continues to participate in meetings of the Capital District Smart Growth Forum along with CDRPC, NYSDHCR, Schenectady County ECOS, Habitat for Humanity, Better Neighborhoods, Empire State Future, League of Women Voters, and the Saratoga, Schenectady, Schoharie Realtors Association representatives for the purposes of discussing smart growth efforts / New Visions 2035 implementation efforts in the region.
- Staff attended a Town of Malta Town Board Workshop to answer questions about regional transportation planning and the Linkage Program.
- Staff met with representatives from the Town of Schodack regarding the draft Comprehensive Plan. CDTC staff suggested the town pursue a Linkage type study at some point on Routes 9 & 20 to complete a visioning exercise for this important section of town.
- Staff presented at the NYS Association of Traffic Engineers Conference regarding New Visions and the Linkage Program, a session on integrating livability into transportation planning.

- CDTC staff attended and presented at the Environmental Clearinghouse of Schenectady's Sustainability Conference. The presentation topic was on Complete Streets.
- CDTC staff supported and attended the annual Saratoga County Planning and Zoning Conference.
- CDTC hosted on behalf of the Capital District Planners Association three audio conferences sponsored by the American Planning Association and the Lincoln Institute of Land Policy.
- CDTC staff responded to over 20 requests for transportation data over the period including traffic counts, transportation growth rates and trip generation data.
- Staff continues to participate in meetings of the Capital District Smart Growth Forum along with CDRPC, NYSDHCR, Schenectady County ECOS, Habitat for Humanity, Better Neighborhoods, Empire State Future, League of Women Voters, and the Saratoga, Schenectady, Schoharie Realtors Association representatives for the purposes of discussing smart growth efforts/New Visions 2030 implementation efforts in the region.
- Staff participated in a NYSDOT Working Group to develop guidelines for NYSDOT's implementation of the NYS Smart Growth and Public Infrastructure Policy Act of 2010.
- Staff attended the Mighty Waters conference hosted by Congressman Tonko.
- Staff attended several meetings related to the Governor's Capital Region Economic Development Council. Staff was a member of the CREDC Project Planning Workgroup. Staff prepared data as input to a CREDC work product.
- Staff provided input and attended a meeting for the NYSDOT Region 1 draft Complete Streets Checklist for project development and design.
- CDTC hosted on behalf of the Capital District Planners Association two audio/web conferences sponsored by the American Planning Association and the Lincoln Institute of Land Policy.
- CDTC staff responded to over 20 requests for transportation data over the period including traffic counts, transportation growth rates and trip generation data.

**Task 5.53 Albany Bike Master Plan Implementation Program (Bike Share/Signage Strategy)**

Project funded through the 2011-2012 Linkage Program.

#### **Task 5.54 East Greenbush Development of Design Standards**

Project funded through the 2011-2012 Linkage Program

#### **Task 5.55 Malta Downtown Master Plan Implementation**

CDTC staff aided the Town of Malta in developing a scope of services for this Linkage project. The Downtown Master Plan will essentially update the Town's Comprehensive Master Plan by refining the description for Neighborhood 6 known as Downtown Malta. This initiative will develop a form based code, an official map, and a complete street plan including streetscape and design standards for Downtown Malta. It will attempt to address issues related to variability of landscape, building height, mass and scale, setbacks, densities, parking provisions, design standards, linkage roads, transportation, complete street standards, interconnectivity of development, pedestrian and other non-automobile dependent transportation opportunities, and quality green space guidelines.

The scope was advertised in the NYS Contract reporter and in the Urban Transportation Monitor. Four consultant teams submitted letters of Interest. The consultant selection team chose XXX to work on the project. The study kick-off will be scheduled in November 2011 and it is expected that the study will be complete by June 2012.

#### **TASK 5.57 Commuter Support Services**

Staff meets with area businesses on an as-requested basis to provide information about iPool2 and the iPool2 employer module. Staff met with representatives from Global Foundries and the College of St. Rose.

In Spring 2009, BPSI, a national vanpool firm, partnered with CDTC, CDTA and the Downtown Albany BID to conduct a pilot vanpool program in the Capital District. Nineteen vanpools have been formed to date, eliminating over 1,000,000 vehicle miles traveled. Initially, monies from NYSERDA/NYS DOT grant were used to subsidize the vanpool costs by \$500 per month; the subsidy has since expired, but none of the vanpools opted out. A vanpool subsidy program, funded through CMAQ, is available to workers commuting to Saratoga County businesses.

Energy and Environment, the company that developed the GreenRide software behind iPool2 has upgraded their software to a more sophisticated platform called GreenRide Connect. CDTC and CDTA staff met with Energy and Environment staff to review the features and transition aspects of GreenRide Connect. Several conference calls have been held and CDTC staff tested several beta versions of the upgraded platform. It is expected that the iPool2 website will begin to use the GreenRide Connect platform by the end of 2011. The transition will be seamless to iPool2 registrants. SchoolPool will be an added feature of the iPool2 website, allowing students of area colleges to connect with fellow students for commuting and one time event travel. A more sophisticated vanpool matching algorithm and one time event travel matching will be some of the new features that will be offered when the upgrade is complete.

**TASK 5.58**     Schenectady Gateway Linkage Study

CDTC staff is assisting the City of Schenectady with development of Project Scope for the Schenectady Gateway Plaza Implementation Plan Linkage Study.

**Task 5.59**     Schodack Town Center Plan and Zoning Amendments

Project funded through the 2011-2012 Linkage Program. Staff reviewed the Town's previous planning efforts to gain an understanding of the Town's vision of the corridor as expressed in the adopted Comprehensive Plan and Route 9 Corridor Plan. The staff also developed a scoping outline to help sort out data collection needs and responsibilities.

Traffic surveys will begin in October in advance of the REI and should be completed by December, weather permitting. The scope of work will be developed in consultation with the town and NYSDOT. Consultant selection is expected by February 2012, with kick off meeting to follow.

**TASK 5.60**     Public Transit Planning Support

CDTC Staff actively participated in CDTA's Park and Ride Lot Needs Assessment consultant study. Staff attended two meetings arranged by Buckhurst, Fish and Jacquemart, the consultant. Staff reviewed the draft interim report and submitted lengthy comments/suggestions. The consultant is finalizing the draft report; CDTC staff will review the second draft before it is finalized.

**TASK 5.61**     Project Development Support

CDTC continues to provide on-going assistance to NYSDOT Region 1 staff in developing traffic forecasts and compiling other information for project development and design. Specific support ranges from analysis of MPT plans related to bridge or lane closures to sketch planning analysis of traffic diversions from alternative roadway routings. CDTC's effort over the last six months was again fairly substantial, preparing traffic forecasts for the following:

- Route 4/Mannix Road intersection improvement project. Staff reviewed and provided comments on the Draft Design Report consistent with New Visions and the Route 4 Corridor Linkage Study. Staff also provided revised turn movement forecasts and background information regarding the Town of East Greenbush's planning efforts and vision to transform Route 4 into a community street.
- I-87 Exit 3 or 4 Airport Connector; A240; PIN 1721.51; Town of Colonie, Albany County. Additional traffic assignments were run by CDTC staff to evaluate alternatives. NYSDOT staff and CDTC staff met with the Bicycle and Pedestrian Task Force to present options for

bicycle and pedestrian treatments for the project and to receive comments.

- CDTC prepared an analysis of traffic diversion patterns during construction for the Fuller Road Reconstruction project in Albany County.
- I-787, Clinton Avenue Monodeck: General Repairs, A484; PIN 1051.59; City of Albany, Albany County. CDTC staff prepared traffic assignments to model traffic diversions under 6 phases of construction and presented the results to NYSDOT staff. Estimates of turning movements were provided for all intersections which experienced greater than a 15% increase in approach volumes.

**TASK 5.62 Assessment of Land Use and Transportation Concepts in the NY 5 Corridor**

Staff continues to use the tools developed as part of this effort as appropriate for other corridors in the region. Staff also continues to seek opportunities for outreach to municipal planning boards and others to disseminate tools developed as part of this effort, especially the Access Management Site Plan Review Checklist covering access needs/issues for all modes; and an educational slide show on the tools, techniques and benefits of access management in a retrofit environment.

**TASK 5.63 Travel Demand Management Initiative**

This project is led by CDTA with CDTC staff assistance.

A noteworthy achievement of this initiative was the launching of the vanpool program for the Capital Region. CDTC continues to work with CDTA and VPSI in identifying test markets and potential participating employers. To date, eighteen vanpools have been formed.

With the financial assistance of NYSERDA, through a competitive grant, CDTA and CDTC staff worked with Zone 5 to create a TDM website, called Capital Moves ([www.CapitalMoves.org](http://www.CapitalMoves.org)) that encompasses all forms of TDM. The website is interactive and dynamic, to encourage users to consider alternative forms of transportation, consider a vanpool or carpool or learn more about how they can reduce their fuel consumption and/or purchase alternative fuel vehicles. The website was launched in Fall 2011 and CDTA and CDTC will be focusing on promotion of Capital Moves through Spring 2011.

CDTA and CDTC jointly hosted a Car Share Summit in May 2011 that was attended by representatives from municipal governments, business associations, government agencies and authorities. Speakers at the summit included founders and members of Ithaca Car Share, Cornell University Sustainability Office, and Buffalo Car Share. The summit resulted in the formation of a Capital Region Car Share Committee. CDTA and CDTC approved \$5,000 from the TDM budget for consultant services in developing a car share operations plan.

The Request for Tehnical Assistance on this project will be advertised in the Fall of 2011.

CDTA and CDTC met with representatives of CDTA's Consolidated Call Center to discuss issues regarding the Guaranteed Ride Home Program and to develop an after hours program. The bus and iPool2 Guaranteed Ride Home programs were merged and an RFP for tax services for after hours GRH requests was circulated. CDTA contracted with Capitaland Taxi for the after hours piece.

Additional CDTA efforts include:

- Staff support services for TDM at CDTA, including marketing;
- Occasional use parking arrangements for transit users;
- Urban homeowner incentive programs in partnership with urban renewal efforts;
- Refugee transit support to develop new transit markets;
- Free transfers from the private commuter carriers to CDTA;
- Ongoing support for iPool2, the regional ridesharing program;
- Support for the NYSERDA and CMAQ funded vanpool programs;
- Pilot program to establish a bicycle parking program in the region by providing subsidies and simplified procurement for bicycle racks at both public and private destinations.

Each new program component is developed cooperatively with CDTC, with a project proposal, and project evaluations are prepared and shared upon project completion, including estimates of increased ridership, air quality benefits, and other performance measures.

#### **TASK 5.64 Harriman Campus - University at Albany Linkage Study Implementation Support**

CDTC participated in the Bus Rapid Transit Conceptual Design study for the Washington/Western Avenue corridor in the City of Albany. A consultant, IBI Group, developed three alignment options for the system. Funding opportunities for a detailed Alternatives Analyais are being pursued by CDTA.

#### **TASK 5.67 Linkage Program Oversight**

Project sponsors for the 2011-2012 Linkage Program were sent the program administrative guidelines and memorandum of understanding as a starting point in the project initiation process. The five studies programmed for 2011-2012 were in Albany, New Scotland, Schodack, Schenectady and Malta.

This task supports staff activity on a number of Linkage Program studies that do not involve direct CDTC technical work. Activity under this category includes work with project sponsors to develop requests for expressions of interest, to evaluate proposals, select consultants, develop contracts, participate in study advisory committees, monitor work progress and solicit and evaluate proposals for future Linkage Program projects.

In February 2002, CDTC established an ongoing "Linkage Regional Coordination Forum" to meet regularly and review progress on the many Linkage and related local planning efforts. The Forum gained in popularity and continues to meet quarterly. CDTC Staff held meetings with the Linkage Forum in June and September 2011. The next meeting of this group is scheduled for January 2012.

CDTC Staff prepares a status report for all linkage studies on a monthly basis and provides this information to the Planning Committee. Linkage study products, status of active studies and other Linkage Program information are provided on the CDTC website.

**TASK 5.68 Linkage Study Technical Support**

Non-administrative tasks related to Linkage studies such as data collection, analysis and technical writing are included as part of this task:

- CDTC staff collected and analyzed supplemental traffic data for the New Scotland Hamlet Master Plan Linkage Study including motor vehicle pedestrian and bicycle traffic counts, and crash data. In addition CDTC staff took the lead on developing the Existing Conditions report in collaboration with the Study Advisory Committee and study consultant.
- CDTC staff produced maps and provided GIS data and aerial photography for various projects.
- Provided EJ/EM Analysis and documentation of various study areas.
- Provided crash data to consultants for several Linkage Studies.
- Met with NYSDOT staff to review Linkage study concepts.
- CDTC Staff held meetings with the Linkage Forum in June and September 2011. The next meeting of this group is scheduled for January 2012.
- Staff gathered information from communities working on zoning code updates to support the linkage program's new focus on implementation activities.

- CDTC Staff met with several consultants (IBI Group, Laberge Group, Chazen and Synthesis) to discuss access to Linkage studies and what the firms can offer to our communities.

**TASK 5.85 Integrated Transportation and Community Design Phase 2**

In response to FHWA rescissions, this study has been deferred.

**TASK 5.86 Clean Communities**

The U.S. Department of Energy's Clean Cities Program is a voluntary, locally-based government and industry partnership. It is designed to advance the national economic and energy security of the nation by supporting local decisions to reduce use of petroleum fuels in vehicles. Clean Cities carries out this mission through a network of more than 90 volunteer coalitions which develop public/private partnerships to promote alternative fuels and vehicles, fuel blends, fuel economy, hybrid vehicles, idle reduction and VMT reduction. The Capital District Clean Communities coalition was formed in 1999 to take advantage of the environmental, public health, energy, and economic benefits that the program offers. In early 2001 CDTC agreed to assume the lead role in managing the program previously provided by Schenectady County. CDTC is in its ninth year leading the coalition in the Capital District, and is the only MPO in New York to directly host the Clean Communities Program in its region. CDTC received \$20,000 in 2011 from USDOE through a contract with LTI to support the Clean Communities mission in the region.

Efforts will continue to focus on alternative fuels and the coalition meetings will continue to provide a forum for CDTA, the Albany County Airport Authority, local governments, and private sector to jointly explore new technologies. In addition, CDTC's involvement will assure coordination with regional planning and programming activities, including TDM, transit, and ridesharing efforts. USDOE assistance will increase to \$25,000 in 2012.

CDTC staff must submit semi-annual progress reports to receive funding; staff must also complete quarterly Alternative Fuel Price Reports, develop an annual operating plan; complete an annual survey and must attend regional meetings and/or the annual Stakeholder Summit. Staff attended the Stakeholder Summit in Indianapolis in June and will attend the annual Peer Exchange in November. Staff also attended a training Session in Denver in June; this training was attended by a second CDTC staff member so that more than one CDTC staff person will be trained as a coordinator for the coalition.

During the reporting period, staff spent a large portion of time drafting the Annual Operating Plan, conducting Fleet Outreach, and in preparing the semi-annual invoice and supporting documentation.

USDOE conducts monthly conference calls with other Clean Cities coordinators; CDTC staff is expected to join in these calls if scheduling permits. CDTC Staff joined in four conference calls between April 2011 and October 2011.

The Capital District Clean Cities Coalition received almost \$60,000 from NYSERDA for administrative activities related to ARRA/USDOE funding that coalition members received. Requirements for accessing these funds include verification visits to ARRA project sponsors. Staff conducted verification visits to Hoosic Valley Central School District, Gilboa-Conesville Central School District, UAlbany, National Grid, Ballston Spa Central School District, Charlotte Valley Central School District, NYS Department of Environmental Conservation, the Albany Airport Authority, East Greenbush Central School District and the NYS Hazardous Materials/Homeland Security Bureau during the reporting period. Staff will have completed all of the required verification visits by the end of the quarter. Staff also prepared paperwork to invoice USDOE for work performed for two quarters, one ending on June 30th and the second ending on September 30th.

Meetings of the Capital District Clean Communities Coalition (CDCC) were held in June 2011 and September 2011. The next meeting is scheduled for December 2011. CDTC staff created a web link on their homepage devoted to the Capital District Clean Communities effort. These pages list coalition members, provide links to meeting notes and meeting dates and provide links to upcoming area events and the National Clean Cities website. The website also includes separate pages for each of the ARRA projects. The website includes an on-line membership form.

USDOE requires that Clean Cities coalitions be "redesignated" every three years. Redesignation requires a lot of work on the part of the coalition. A lengthy PowerPoint must be prepared, and a webcast format to review the PowerPoint must be arranged. Staff worked on the necessary requirements throughout the quarter; the redesignation webcast meeting will occur the week of December 13th or 20th. Staff will continue to prepare the required documentation during the next quarter.

#### **TASK 5.90     Public Outreach**

- CDTC adopted a social media policy guiding the use of sites such as Twitter and Facebook. The use of the social media sites has proven to be an effective public outreach tool.
- CDTC has converted the TIP mapping from static maps to interactive, mapping using a user-friendly google interface. The new format provides a lot of TIP information in one place.
- The Public Participation Plan has been updated to reflect the new social media policy, Limited English Proficiency, and updated TIP amendment procedures.

#### **CDTC's Internship Program**

CDTC continues to offer internships to graduate students who are interested in pursuing a career in transportation planning or engineering. CDTC's program encourages the exchange of knowledge between the classroom and CDTC and vice versa. The program is designed to help students develop skills,

abilities, and experience at both the technical and professional level. In return, CDTC benefits from good quality work that supports CDTC's ongoing planning program. During the last six months, CDTC employed two part-time interns from SUNYA's Geography Planning Department. The program will continue through the winter with one or two new interns.

### **Statewide Shared Cost Initiatives**

New York MPOs typically dedicate a portion of the statewide allocation of planning funds to support activities of a mutually beneficial nature. The Association has not funded any shared-cost initiatives during the past year. Instead, resources have been allocated to supporting various working group activities.

### **Computer Support Services**

Keeping CDTC's computer capabilities current requires a fair amount of staff time. Some examples of computer-related tasks completed during the period include:

- *CDTC Web Site Routine Updates:* CDTC's website was updated regularly as needed, including material related to the following: UPWP, TIP, Pedestrian/Bike, Clean Communities, New Visions 2030, Planning Committee and Policy Board minutes and materials and Linkage projects. Some minor improvements were also made.
- *Online TIP Listings:* The one-page-per-project TIP listings on CDTC's website now allow a user to advance to the next or previous PIN or TIP Number with one click. They also provide a streamlined method for a user to view listing of a given project as they appeared in previous TIP listings.
- *Online Calendar of Meetings:* A calendar of public CDTC meetings was added to the web site.

### **PROBLEMS ENCOUNTERED**

No significant problems encountered.

### **MEMBERSHIP CHANGES**

Supervisor Chris Koetzle replaces Mayor James Gaughan  
Supervisor Frank Thompson replaces Supervisor Richard McCabe

### **MEETINGS HELD**

April 6 -- Planning Committee  
April 12 -- Bike/Ped  
April 21 - Regional Transportation Coordination Council (RTCC)  
April 28 - I-87/Route 9 SAC  
May 4 -- Planning Committee

May 9 -- Bike/Ped  
June 2 -- Policy Board  
June 13 - Green Ride Upgrade  
June 14 -- Bike/Ped  
June 16 - Linkage Forum  
June 23 - - Clean Communities  
July 6 -- Planning Committee  
July 12 - Bike/Ped  
July 21 - Older Driver Network meeting  
August 3 - Planning Committee  
August 12 - Bike/Ped  
August 23 - Albany County TIP  
September 6 -- Albany County TIP Part 2  
September 13 -- Bike/Ped  
September 15 -- Policy Board  
September 19 -- Northway ICM  
September 20 - RTCC  
September 21 - Climate Change  
September 22 -- Clean Communities  
September 27 - Linkage Forum