

# Planning District Commission #15

- FY 07 -

## Annual Report to the Department of Housing and Community Development

September 1, 2007

*Town of  
Ashland  
Counties of  
Charles City  
Chesterfield  
Goochland  
Hanover  
Henrico  
New Kent  
Powhatan  
City of  
Richmond*



*Planning District Commission*

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**PDC #15 ANNUAL REPORT**  
**July 1, 2006 – June 30, 2007**

**ELEMENT #1**

**STRATEGIC PLANNING**

***Strategic Plan Development Activities***

In fiscal year 2007, the Richmond Regional Planning District Commission (also abbreviated as RRPDC, PDC, and the Commission) continued to focus on the support of existing plans and programs in several strategic plan vision areas. *In Air, Land and Water*, the RRPDC's executive director served as a member of the Chesapeake Bay Local Government Advisory Committee (LGAC)—a body of officials appointed by the Governors of Maryland, Pennsylvania, Virginia, and the Mayor of the District of Columbia to improve the role local governments play in Bay restoration efforts and to develop strategies to broaden local government participation in the Chesapeake Bay Program.

Under the *Governance* vision area, the Richmond Regional PDC maintains a Regional Emergency Response Technical Advisory Committee to help coordinate local government emergency response activities and to support planning for the region's Metropolitan Medical Response System—a federally funded effort to help urban areas prepare for a large-scale medical emergency. Key emergency personnel from the entire region's jurisdictions met several times to address topics such as regional radio communication, shelter resources throughout the region, federal and state funding for emergency planning, hospital coordination of patient surges, and support of regional planning efforts. Staff also undertook two major new initiatives including regional coordination of emergency radio broadcasting and completion of the Richmond Region Hazard Mitigation Plan.

The sixth Annual Richmond Regional PDC Area Planning Commissioners' Forum was held in FY 07, coordinated by the Richmond Regional PDC and hosted by Goochland County. Over 40 local planning commissioners and staff attended the daylong event. This year's forum concentrated on the subject of Geographic Information Systems analysis as a tool to accomplish a variety of planning studies and policy initiatives. Roundtable discussions focused on how to implement and coordinate GIS within local government departments.

The planning district commission also coordinated regional meetings of the local planning directors. These meetings were held in alternating localities every other month. Discussions focused on regional and local planning issues as well as on emerging trends.

Providing support for the transportation vision, the Richmond Area Metropolitan Planning Organization (MPO) continued to advance the efforts of the region by initiating and/or completing the following major studies and other work activities:

1. Regional Mass Transit Study (RMTS) – At the October 13, 2005 MPO meeting, action was taken to add “Regional Mass Transit Study” to the MPO’s list of Regional Priority Transportation Projects. RRPDC staff worked with GRTC, VDOT, and VDRPT staffs and officials (including the Richmond District CTB member) to develop a scope of work and budget. VDOT provided \$125,000 in State Transportation Planning Grant funds and the MPO provided an initial \$150,000 from its FHWA/PL funds, for a total of \$275,000 budgeted for consultant services. The RMTS was added to the MPO *FY 06 Unified Work Program (UWP)* on February 2, 2006. During the rest of FY 06 and into FY 07, staff worked with VDOT to develop and execute the VDOT/RRPDC State Transportation Planning Grant (STPG) funds agreement (for use of \$125,000 in STPG funds) and to initiate the consultant review and selection process. Due to delays in getting the STPG funds agreement executed, it was decided in September 2006 to use one of VDRPT’s on-call consultants and staff initiated the work scope, budget, and schedule process with the study consultants (in consultation with VDRPT and GRTC staffs; GRTC’s involvement was required due to one of the study consultant’s subcontractor serving as the lead consultant for the GRTC Comprehensive Operations Analysis with some of this work also being used in the RMTS). Staff prepared and came to an agreement with VDRPT on a memorandum of understanding for “Consultant and RRPDC Staff Responsibilities.” The study scope of work budget and schedule was prepared based on a negotiation between RRPDC staff and the study consultants. In order to complete the work tasks specified in the UWP and due to the need for meeting MPO public participation requirements, the cost for consultant services increased by approximately \$55,000. At the December 14, 2006 MPO meeting, action was taken to amend the FY 07 UWP to budget these additional funds. On December 19, 2006, RRPDC staff provided written notice to VDRPT of the MPO’s action to amend the FY 07 UWP to provide additional MPO funds for the study, and of the MPO’s action to establish the RMTS Advisory Committee (established by the MPO at its December 14 meeting). The final VDRPT “purchase order” (i.e., consultant services agreement) with the on-call consultants was set at \$329,984.41 and was executed on December 21, 2006 with a delivery (i.e., completion of study) set for December 29, 2007. RRPDC staff received notice from VDRPT on January 9, 2007 that the purchase order was executed and the study consultants available to initiate work. The initial meeting of the RMTS Advisory Committee was held on February 23 and a second meeting was held on April 17. In FY 07, the study consultants completed work on Task One, Area Development and Service Demand, and completed most of Task Two, Assessment of Influencing Factors. The study consultants have also initiated work on Task Three, Peer Group Review, and Task Four, Analysis of Model Alternatives. The consultants are working with VDOT staff to utilize the region’s travel demand model (under development by VDOT for use in the MPO’s *2031 Long-Range Transportation Plan* update) and they are also utilizing socioeconomic data being developed by RRPDC staff with the cooperation and assistance of MPO area local governments and in conformance with state requirements for population forecasts. Note that VDOT and the study consultants were using year 2031 forecasts for population and other demographic factors conditionally approved at the November 16, 2006 MPO Technical Advisory Committee meeting. As a result of the MPO taking action at its June 26, 2007 meeting to defer action on the *Socioeconomic Data Report; Years 2000 and 2031* to its

August 9, 2007 (FY 08) MPO meeting, work on the RMTS will be delayed beyond the December 29, 2007 scheduled delivery.

2. Human Services Public Transportation Coordination Plan – Work to develop the Richmond Area Human Services Public Transportation Coordination Plan (HSPTCP) was substantially delayed due to a late start by VDRPT in providing consultant services assistance as part of its series of plan development workshops held throughout the state (workshop for the Richmond and Petersburg regions was held on May 2, 2007). At the August 23, 2006 VDOT Metropolitan Planning Videoconference, VDRPT staff gave a presentation on “SAFETEA-LU Transit Highlights” that included work being conducted by VDRPT to develop a Statewide Human Services Public Transportation Coordination Plan and that a consultant had been hired to develop grant application procedures (which were being “fast-tracked” in order for these procedures to be in place for completion by November 1, 2006 when the grant application process begins) and to develop a Statewide Human Services Public Transportation Coordination Plan that could serve as a “template” for each region in the state in preparing their region’s plan. Staff requested that VDRPT provide a copy of the consultant services scope of work in order for staff to review and coordinate its work activities with VDRPT’s study consultant. VDRPT staff advised RRPDC staff after the videoconference that the scope of work and schedule were not available at that time and when it was approved, VDRPT would distribute it. Following several requests by staff to VDRPT for updates as to when it would receive a copy of the consultant’s work scope and the schedule for these workshops (originally these meetings were planned for January 2007 but the first workshop was held on March 20, 2007 and the Richmond workshop was held on May 2, 2007) VDRPT staff finally provided a copy of the consultant’s scope of work (i.e., Development of Local Coordination Plans Topic Outline – Work Order #2, Cambridge Systematics, Inc. and KFH Group) on February 2, 2007. On March 13, staff was advised by VDRPT of the schedule for the regional planning workshops. Due to limited distribution of the notice by VDRPT, RRPDC staff took the initiative to distribute the VDRPT workshop invitation notice to the MPO’s Technical Advisory Committee (TAC), Elderly and Disabled Advisory Committee (EDAC), area human service agencies and organizations, interested private transportation operators, and others (total of 258 notices/workshop invitations mailed or e-mailed). Staff assisted VDRPT study consultants in conducting the May 2 workshop by preparing and providing a presentation on its Phase One Needs Assessment Report on Public Transportation for the Elderly, Disabled, and Low-Income. Shortly after the workshop, RRPDC staff met with GRTC, VDRPT, the VDRPT study consultant, FTA (on speakerphone), and Crater PDC staffs to discuss development of the region’s Coordination Plan. FTA advised that Tri-Cities Area MPO will need to take action to designate GRTC and/or PAT (Petersburg Area Transit) as a/the recipient for FTA Sections 5316 (Job Access and Reverse Commute Program) and 5317 (New Freedom Program) funds. Note that the Richmond Area MPO took action at its April 12 meeting to designate GRTC as the designated recipient for FTA Sections 5316 and 5317 funds based on guidance from GRTC and VDRPT and the MPO’s action was submitted to VDRPT for its review and submission to the governor’s office for their review and submission to FTA. Due to the costs involved in administering these funds and the relatively low amount of funds that will be allocated by formulas to the Richmond urbanized area (which includes both the Richmond Area and Tri-Cities Area MPOs), PAT was uncertain as to whether or not it should request such a designation. RRPDC staff has not been advised of any action by Tri-Cities Area MPO to designate the Richmond Urbanized Area Section 5316 and 5317 designated

recipient. RPRDC staff did agree to prepare a joint Richmond Area MPO and PD 15 Human Services Public Transportation Coordination Plan so that all areas of the Richmond region would be covered. It is staff's understanding that this would allow for all areas of the region to be eligible for FTA Section 5316 and 5317 funds as well as Section 5310 (Elderly Individuals and Individuals with Disabilities Program) funds. These funds, however, will be subject to the development and implementation (i.e., approval) of a Human Services Public Transportation Coordination Plan for the region. Based on this expanded study area, staff initiated work to develop an expanded needs assessment report for the Richmond region. Staff used Census Transportation Planning Package (CTPP) to develop year 2000 demographic information in map and table form on elderly, disabled, and low-income population groups for the entire Richmond region by transportation analysis zone (TAZ). Staff provided this information to GRTC, Crater PDC, VDRPT, and VDRPT's study consultant on June 25, 2006 for their review and comment (no comments have been received). Staff also developed an initial draft outline of the Human Services Public Transportation Coordination Plan.

3. Realignment Changes to Interstate Bicycle Routes 1 and 76 in the Richmond Region – Based on action taken by the MPO and the Chesterfield and Henrico Board of Supervisors in FY 06, AASHTO (American Association of State Highway and Transportation Officials) took action to approve the recommendation of the MPO, Chesterfield, and Henrico to realign portions of Interstate Bicycle Routes 1 and 76 (approved on May 6, 2006; written notice of these approvals received by the RPRDC on September 21, 2006 and reported to the MPO as part of the October 12, 2006 MPO agenda). During FY 07, local staffs and members of the Richmond Area Bicycling Association (RABA) worked with VDOT to develop route identification signs and to have these signs placed along the new portions of the route and in other places where route signs were missing.
4. MPO Study Area Expansion – As part of the September 14, 2006 MPO meeting agenda, staff advised the MPO of action by Governor Timothy Kaine (letter from Governor Kaine dated July 26, 2006) to approve the MPO's April 13, 2006 (FY 06) action to adjust the MPO study area boundary in New Kent County.
5. MPO Public Participation Plan – In response to new SAFETEA-LU planning requirements requiring extensive consultation efforts with various government agencies and interested parties/organizations, the RRPDC staff prepared proposed revisions to the MPO's Guidelines for Public Participation to incorporate these new requirements as well as requirements for engaging limited English-speaking citizens and communities as directed by the MPO's August 10, 2004 FHWA/FTA Transportation Planning Process Certification Review corrective action. The initial draft MPO Public Participation Plan (PPP) was reviewed and recommended by TAC, CTAC, and EDAC at their January meetings and staff revised the initial draft PPP incorporating comments made by TAC (to give additional consideration to use of the region's local newspapers and public radio when providing notice for public review meetings). The revised draft PPP was submitted for review and action at the February 8, 2007 MPO meeting and action was taken to authorize staff to proceed with a 45-day public review and comment period prior to the MPO taking final action. Staff conducted the 45-day review process and received two comments that expressed support for the revised draft PPP. The MPO took action at the April 12, 2007 MPO meeting to approve the PPP as presented. The adopted plan was posted on the

RRPDC web site and distributed to state and federal agencies (for records and files) and to CTAC, EDAC, TAC and various interested parties.

6. 2026 Long-Range Transportation Plan (LRTP) Update Supplement – In response to guidance from VDOT (at the August 23, 2006 VDOT Metropolitan Planning Videoconference on proposed new SAFETEA-LU planning requirements) and based on the draft MPO planning regulations (published in the June 9, 2006 Federal Register), staff initiated work to revise the MPO’s adopted 2026 LRTP to be compliant with SAFETEA-LU requirements. Note that due to the absence of the LRTP project manager staff position (vacated on March 31, 2006 and filled on September 18, 2006), staff work to develop a SAFETEA-LU compliant LRTP was significantly delayed. Federal regulations required that the MPO have in place by June 30, 2006 a SAFETEA-LU compliant LRTP. Should the LRTP not be SAFETEA-LU compliant, the MPO would not be able to amend its Transportation Improvement Program (TIP). Work to develop the LRTP supplement was conducted in conformance with the MPO’s new Public Participation Plan (adjusted by the MPO on April 12, 2007). The LRTP supplement consisted of three parts as follows:
  - Part One: Discussion of Potential Environmental Mitigation Activities
  - Part Two: Safety Element
  - Part Three: Security Element

In addition, the 2026 LRTP was submitted to 23 federal and state resource agencies along with Part One of the LRTP supplement. For Part Two, staff referenced and summarized the state’s “Strategic Highway Safety Plan” for general and specific goals and for strategies applicable to the LRTP. For Part Three, staff referenced the state’s “Secure Commonwealth Initiative Strategic Plan” for general and specific goals and for strategies applicable to the LRTP. The draft 2026 LRTP Supplement was prepared, posted on the RRPDC web site, and notice for public review was posted and advertised for the two-week review period (conducted in early to mid-June). The draft 2026 LRTP Supplement was submitted to the MPO and action was taken at the June 26, 2007 meeting to amend the 2026 LRTP Update to provide for the addition of the supplement (with one minor revision reported at the MPO meeting).

7. FY 08 Unified Work Program (UWP) – The UWP serves as the MPO’s staffing and budgeting program defining work tasks and activities, staff responsibilities, and task budgets in support of the MPO’s planning and programming process. The FY 08 UWP was developed in consultation with the MPO’s Technical Advisory Committee (TAC) and it was adopted at the April 12, 2007 MPO meeting.
8. Functional Classification Review of MPO Study Area Roads – As part of VDOT’s statewide functional classification review, the proposed functional classification for Richmond area roads was reviewed with TAC. VDOT’s initial review maps were distributed to TAC on October 27, 2006 and comments were submitted by several area local government TAC members. In response to questions from TAC and the MPO, VDOT provided a written report to these questions at the January 18, 2007 TAC meeting. At the April 19 TAC meeting, VDOT distributed updated information and tables showing mileage by functionally classified roads for jurisdictions in the Richmond MPO urbanized area and jurisdictions in VDOT’s Richmond

District in rural areas. VDOT reported that the functional classification maps and designations have been submitted to FHWA and VDOT considering them as final. On June 6, 2007, staff was advised by VDOT that FHWA has approved the functional classification update for Richmond area roads. Staff requested that VDOT provide staff with a final version of these maps along with the accompanying list of roads (by jurisdiction) showing the functional classification and related information (road termini, classification level, etc.). Staff anticipates that VDOT will submit this information in early FY 08.

9. Final Draft Socioeconomic Data Report; Years 2000 and 2031 – Work to develop the MPO study area base year (2000) and forecast year (2031) socioeconomic data was conducted in FY 06. At the June 15, 2006 TAC meeting, an initial draft *Socioeconomic Data Report, 2000 – 2031* was distributed for TAC review and comment. Starting in July 2006, staff initiated a major rewrite of the Socioeconomic Data Report to provide a more complete and detailed description of the base year and forecast year data development methodology, and to reformat and restructure the report document (i.e., integrating TAZ level data, forecasts, and maps with the report on data development and methodology). The revised draft report was submitted to TAC local government members and alternates, VDOT travel demand model staff, and the Socioeconomic Data Work Group on October 16 with final comments requested by October 17. The final draft report was submitted to TAC on November 3 and at the November 16 TAC meeting, qualified action recommending the report to the MPO was taken as follows:

**RESOLVED**, that the MPO Technical Advisory Committee (TAC) recommends submission of the *Socioeconomic Data Report, 2000 and 2031* for MPO review and action at a time necessary and appropriate for proceeding with the development of the 2031 Long-Range Transportation Plan Update subject to MPO area jurisdictions being able to revise their demographic projections in the Socioeconomic Data Report should the Virginia Employment Commission agree to revised projections as requested by those jurisdictions.

Staff completed edits on the final draft report in January 2007 and notified members of TAC, the Socioeconomic Data Work Group, VDOT travel demand model staff, and the RMTS consultants that the report and data are available in draft form on the RRPDC's web site. In its notice, staff reported that it anticipates the report will be submitted to the MPO after July 1, 2007 (after work is completed to amend the 2026 LRTP to be SAFETEA-LU compliant) for its review and action. This delay was due to the requirement for use of the most recently available and adopted data in developing the LRTP; staff wanted to make sure that the 2026 LRTP was amended to comply with SAFETEA-LU requirements before submitting the Socioeconomic Data Report to the MPO for action so as to avoid any question on the need to use updated data and forecasts as part of the 2026 LRTP amendment. The final draft *Socioeconomic Data Report; 2000 and 2031* was submitted to the MPO for review and action at the June 26, 2007 MPO meeting (following action to amend the 2026 LRTP to include the supplement for SAFETEA-LU compliance). As part of the MPO meeting report, staff reported that it had not received any revised population projections from VEC and that due to the need for VDOT to proceed with work on the 2031 LRTP and for the study consultants for the RMTS, staff advised that the data and forecasts were available in draft form. At the MPO meeting, concerns were raised by several members over how realistic the population forecasts were and the MPO took action to defer the report to the

August 9, 2007 (FY 08) MPO meeting and requested a report by TAC on its review and recommendation for using more current population estimates. Following the MPO meeting, staff became aware of the Virginia Employment Commission (VEC) posting updated population forecasts, which staff believes were posted in May 2007.

Progress in the 11 Topics incorporated into the Richmond region's strategic plan—Air, Land, & Water; Arts, Heritage, & Culture; Downtown; Governance; Homes & Neighborhoods; James River; Jobs; Learning; People; Recreation & Sports; and Transportation—are showcased throughout the Richmond region and are highlighted throughout this document.

### ***Strategic Plan Implementation Activities***

The Richmond Regional PDC focuses its activities to address the 11 underlying goal statements of the region. The goal statements speak to the 11 topics above and include:

1. Responsible development established through regional cooperation that preserves and improves the quality of air, land, and water.
2. A thriving regional community of arts, heritage, and cultural resources.
3. The safest downtown in the United States.
4. A regional consensus to recognize and prioritize regional interests.
5. A high measure of safe neighborhoods and communities, the threat of violence and loss of life greatly minimized.
6. Waterfront development that respects the natural environment while providing a balanced mixture of uses.
7. Economic growth and development that attract businesses and residents.
8. Quality lifelong educational opportunities that keep pace with the changing demands of work and community.
9. Each individual's human potential is promoted and maintained.
10. Programs and events that teach discipline, sportsmanship, teamwork, and self-confidence.
11. A transportation system that minimizes harmful impacts on the natural environment.

In FY 07, these goals—driven by our regional vision—have led to the following:

#### ***Air, Land, & Water***

The Richmond Regional Planning District Commission coastal planning program continues to provide assistance to coastal localities and the region as a whole regarding environmental issues. Staff has hosted meetings at the request of local governments addressing issues such as evolving state storm water management regulations and environmental compliance.

PDC staff also is a member of the Local Government Participation Action Plan review team. The task of this team is to ensure that local government has a voice in the process to meet the commitments of the Chesapeake 2000 Agreement. The RRPDC's executive director is a member of the Chesapeake Bay Local Government Advisory Committee (LGAC)—a body of officials appointed by the Governors of Maryland, Pennsylvania, Virginia, and the Mayor of the District of Columbia to improve the role local governments play in Bay restoration efforts and develop strategies to broaden local government participation in the Chesapeake Bay Program. LGAC actively supports local government participation in the Chesapeake Bay Program through quarterly meetings that provide the forum for policy development and periodic adjustment to programming functions and organizational direction.

### ***Governance***

In support of the *Governance* vision and to better serve its public, the Richmond Regional Planning District Commission has continued to maintain and expand its web site, providing greater information of regional interest.

The RRPDC has continued to advance open government by striving to increase public participation for all communities. The MPO has recently updated a public participation plan, developed in consultation with interested parties. The intent of the Public Participation Plan is to provide meaningful citizen input for the metropolitan transportation planning and programming process through effective citizen involvement activities, open and accessible information, and opportunities for participation.

This updated Public Participation Plan builds upon proven components of the MPO's public participation process and incorporates new procedures and activities to address newly emphasized areas set forth in the rules developed to implement SAFETEA-LU.

New to the RRPDC web site is a translation tool which accommodates English as a Second Language citizens, allowing additional participation by accommodating a wide variety of communities and advancing the *Governance* vision.

In addition, The RRPDC proactively provides meeting agenda packages, public meeting notices, and other documents and information to our blind EDAC members, alternates, and agencies serving the blind by e-mail in formats compatible with their computer and screen reader equipment. Meeting advertisements in newspapers note that those needing special accommodations for disabilities should contact the RRPDC for assistance.

As in previous years, the Richmond Regional PDC has continued to publish newsletters, posting them online, allowing additional exposure of regional events relating to goals. Minutes of PDC and

of MPO meetings are maintained on the web site as they are approved, enabling additional coverage of meetings for those unable to attend.

Numerous reports and documents have been added, as well as the continuation of monthly postings of all public meetings, legislative priorities for the region, and legislative updates. The “legislative update” page has also been continued, and provides additional information on session highlights, alerts, and bills impacting localities.

Legislative tracking while the General Assembly is in session continues to be an important function of the *Governance* vision. Monthly legislative updates are presented to the PDC Board while the Virginia General Assembly is in session and legislative issues are discussed as they occur with impacted jurisdictions.

When the General Assembly is not in session, staff monitors legislative meetings which may impact local jurisdictions and routinely attends Capital Region Caucus meetings to discuss topics of interest to the region. The most informative and best-attended meeting is that which occurs in December. At this annual meeting, the region’s legislative liaisons provide information to the Capital Region Caucus legislators on the region’s upcoming legislative priorities.

### ***James River***

The Richmond Regional PDC continues to distribute maps that depict historic sights, safety tips, locations of rapids and boat landings, making it easier to chart the boater’s course along the James River.

These boaters’ guides include two maps—the first portrays the western area, embarking at the Columbia Boat Access ramp in Cumberland County, continuing to the Huguenot Memorial Bridge. The second map picks up at the Edward Willey Bridge and ends at Rockett’s Landing.

These highly descriptive guides to the James were partially funded by the Coastal Program of the Virginia Department of Environmental Quality and are a great resource for citizens navigating the river.

### ***Transportation***

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

The TIP is the MPO’s program of federal and state funded transportation projects and programs. It is a staged, multi-year program that authorizes obligation of funds for projects that are ready to move forward for preliminary engineering (PE), right-of-way (R/W) acquisition and/or construction and for other projects and programs (generally transit) that are ready for operations and implementation. Obligation of funds means that VDOT Programming Division has determined that funds are available for these projects.

In FY 07 staff work focused on maintaining and updating (i.e., amendments and adjustments) the current FY 06 – FY 08 TIP, making improvements to the TIP development and maintenance process

and procedures, attempting to incorporate new SAFETEA-LU requirements into the current TIP (for a SAFETEA-LU compliant TIP by July 1, 2007), conducting the annual Regional Priority Transportation Projects review and selection process, and conducting the RSTP and CMAQ funds allocations process.

**TIP Maintenance**

In FY 07, the *TIP Amendment and RSTP/CMAQ Allocation Transfer Guidelines* were modified at the January 18, 2007 TAC meeting to incorporate language addressing the approval process for proposed district wide (i.e., “grouped”) category projects to expedite TAC review. Grouped projects typically are minor safety or maintenance projects that are generally district wide and draw on funds from a single project entry. These Guidelines were first approved by the MPO on July 14, 2005 and revisions to the Guidelines were approved on June 8, 2006 providing that projects involving changes to cost estimates, additions of minor new projects, and changes to obligation amounts could be treated as adjustments. Staff continued to provide a high level of support for maintaining the current TIP by processing 95 requests for TIP amendments with 86 processed as adjustments, four submitted and approved by the MPO as amendments, and five requests either denied or withdrawn.

**TIP Program Improvements**

Staff worked with VDOT staff and reported to TAC on various efforts underway to improve the TIP development and maintenance process. Major staff efforts in this area are noted as follows:

1. Access to the Federal Management Information System (FMIS) project records – Staff executed an agreement with USDOT to allow it to have read-only access to FMIS project records. This allows staff to view the current obligation status for all federal-aid projects. However, staff has not been able to use this tool due to complicated procedures involved in using the system and due to the lack of cross reference records between state and federal project tracking systems.
2. RSTP and CMAQ Close-Out Process – Staff continues to advocate to VDOT the need to establish closeout procedures for RSTP and CMAQ projects that have been completed so that remaining funds can be reallocated by the MPO to other projects or additional funds can be allocated to closed out projects that have a negative balance remaining. Staff has also been working with VDOT staff to identify RSTP and CMAQ projects that appear to be closed out to further charges. Staff was able to identify a total of 54 RSTP and CMAQ funded projects with either a surplus or deficit funding balance as follows:

Type of Funds	No. of Projects	Funding Balance	
		Surplus	Deficit
RSTP	18	5,000,000	--
RSTP	10	--	325,000
CMAQ	11	2,000,000	--
CMAQ	15	--	390,000
<b>TOTAL</b>	<b>54</b>	<b>\$7,000,000</b>	<b>\$715,000</b>

VDOT is working to provide staff with a final closeout report on these projects and estimates that such a report should be completed and submitted to RRPDC staff in September 2007 (FY 08).

3. List of obligated Projects – Staff was advised by VDOT of the need to provide the MPO’s list of obligated projects for public viewing. Staff received from VDOT this list of projects for the federal fiscal year (FFY) 2005 (October 1, 2004 to September 30, 2005) and the projects were posted on the RRPDC web site in August 2006. Staff did not receive any information on funds obligated for projects for FFY 06 (October 1, 2005 to September 30, 2006) from VDOT during FY 07.
4. Transportation Enhancement Projects – The MPO took action at its October 12, 2006 meeting to endorse those applications for federal transportation enhancement funds that are endorsed by area local governments or by quasi-jurisdictional entities in the region. This resolution was submitted to VDOT, TAC, and to applicants requesting a copy.
5. Project Allocation Schedule and Obligation Process Information – TAC received a report from VDOT Programming Division staff at their November 16, 2007 TAC meeting addressing questions related to scheduling projects and obligating funds. As follow-up to this meeting and additional questions on how the allocation process fits into the project programming process, a special called TAC meeting was held on April 23, 2007 with VDOT Programming division staff providing a presentation on process and procedures for project allocations, obligations, and financial close-out.
6. FTA Section 5310 Projects – The MPO took action at its December 14, 2006 meeting to endorse those applications for FTA Section 5310 funds as requested by applications for FTA Section 5310 funds as requested by applicants and authorized their inclusion in the TIP subject to their selection for funding by the CTB and subject to any further action as may be required by the MPO’s Human Services Public Transportation Coordination Plan (to be developed in FY 08).
7. Obligation Status for Inactive Projects – Staff worked with VDOT and FHWA staffs to report to TAC on inactive projects (approximately 1,400 such projects statewide with obligations totaling approximately \$225 million as of mid-FY 07). TAC has requested and FHWA has provided quarterly reports to RRPDC staff and staff has provided these reports to TAC. It was also requested that VDOT provide a report to TAC on which of these 1,400 projects are in the Richmond MPO area. VDOT staff reported at the June 21, 2007 TAC meeting that VDOT is working to develop a list of projects that have been subject to rescission and is also working to minimize the amount of funds obligated on inactive projects.

### **SAFETEA-LU Compliant TIP**

Under SAFETEA-LU, TIPs are required to reflect a four-year list of projects with planned obligations that are scheduled to occur during this four-year period. The MPO planning regulations

also state that except under certain circumstances, the MPO must have this four-year SAFETEA-LU compliant TIP in place by July 1, 2007. During the last half of FY 07, RRPDC staff made several inquiries to VDOT as to the status of its submission of FY 09 and FY 10 project obligations for programming in the TIP and staff did not receive any response until June 22 when VDOT e-mailed MPO staffs across the state advising that it had reached an agreement with FHWA and FTA on a strategy to achieve a SAFETEA-LU compliant TIP with completion to be achieved sometime in FY 08 (i.e., after July 1, 2007). VDOT also advised that it would conduct a videoconference on July 2, to explain its strategy and the role that the MPO would play in this process.

### **Regional Priority Transportation Projects**

RRPDC staff conducted the review and selection process for submission of the MPO's Regional Priority Transportation Projects to the Commonwealth Transportation Board (CTB) for their review and consideration in allocating state and federal transportation funds. Staff worked with the MPO's standing committees (i.e., TAC, CTAC, and EDAC) to obtain their recommendations for submission and consideration by the MPO Executive Committee and the MPO board. Based on the report submitted by the MPO Executive Committee, the MPO's list of Regional Priority Projects was approved at its October 12, 2006 meeting as follows (note that the top six projects are ranked in priority order while projects shown as other are not ranked):

<u>Priority</u>	<u>Project</u>
1	RIC Expansion and Access Improvements
2	Main Street Station, High-Speed Intercity Rail, GRTC Improvements
3	Route 360 East of I-295 (Hanover) and Route 10 Widening (Route 1 to Meadowville Road, Chesterfield)
4	Parham Road/Patterson Avenue Urban Interchange (Henrico)
5	Huguenot Bridge Reconstruction
6	Route 250 Widening from Rt. 623 to Rt. 621 (Goochland)

### **Other Regional Priority Projects**

- I-64 Corridor and Rail Improvements, Richmond to Hampton Roads
- Route 360 Widening (western Chesterfield)
- Widening of I-64 from Rt. 288 to 1.6 km west of Rt. 623 to six lanes [Note: For compliance with federal conditions for interchange approval at I-64/Rt. 288]
- Virginia Capital Trail project (Richmond to Williamsburg)
- I-95/Lewistown Road Interchange Improvements (Hanover)

## **RSTP and CMAQ Funds Allocation**

Staff initiated the RSTP and CMAQ projects review and funds allocation process at the January 18, 2007 TAC meeting with a staff report submitted to TAC identifying 49 existing active projects with approximately \$73 million in allocations in order to be fully funded (note that the MPO was advised by VDOT in late January that its preliminary FY 08 RSTP and CMAQ allocations are \$13.9 million and \$8.9 million respectively). Due to the large number of projects with a balance to complete that will take several years of RSTP and CMAQ allocations, staff recommended that no new projects be added and that further consideration be given to develop a priority screening process for existing projects with a balance to complete with priority given to those projects requiring relatively small amounts of funds and able to be completed within the year, and that further consideration also be given to prioritizing projects based on their schedule where there are immediate funding needs due to construction, right-of-way acquisition, or preliminary engineering needs.

A special TAC meeting was held on February 1, 2007 to review and provide for a recommended process for allocating RSTP and CMAQ funds to existing projects (with RideFinders receiving 11.4 percent off-the-top allocation of CMAQ funds for its programs and services). Staff prepared and submitted a report at the February 8, 2007 MPO meeting on TAC's February 1 meeting, which included a summary of VDOT's preliminary RSTP and CMAQ allocations, the recommended process for allocating funds (i.e., tiered priority process with projects in construction phase receiving top priority) and TAC's and staff's recommendations. The MPO took action to authorize action by TAC on behalf of the MPO to submit the MPO's list of proposed FY 08 – FY 11 RSTP and CMAQ projects for inclusion in the tentative SYIP.

At the February 15 TAC meeting, staff prepared/summarized the list of existing projects submitted by TAC members with projects grouped into tiers with debt payment (for close-out) and projects underway and in need of additional funding for completion shown first. The tiered list was organized based on their schedules and phases (i.e., construction, right-of-way, preliminary engineering). TAC went through an extensive review process for these projects taking various actions to allocate FY 08 and FY 11 funds to various projects, revise project cost estimates on some projects, and to move up out-year allocations in order to fully utilize FY 08 allocations. Following the TAC meeting, staff was advised by VDOT on February 26 of revised preliminary RSTP and CMAQ allocations for FY 08 to FY 13. Staff prepared and provided a report on this funding reduction showing annual decreases in RSTP and CMAQ funds of approximately \$588,600 (for RSTP) and \$356,800 (for CMAQ).

A special called TAC meeting was held on March 7 and TAC took action to reduce the RSTP funding for one project and to shift the remaining balance needed to meet the reduced funding level for another project in FY 09 (since all FY 09 RSTP funds were not fully allocated). To cover the reduction in CMAQ funds, RideFinders' FY 08 off-the-top allocation was reduced and TAC utilized "residual" state CMAQ funds (i.e., state funds not used but available due to those projects that were 100 percent federally

funded) that were available from FY 05 to FY 07. Since TAC's actions were authorized as on behalf of the MPO, staff submitted these final numbers for the tentative SYIP to VDOT and they were entered into VDOT's "MPO GEN MOD" module for recording RSTP and CMAQ allocations prior to VDOT's March 16 deadline. TAC's submission of projects and allocations served as the report submitted for review and action at the April 12 MPO meeting and the MPO took action by a vote of 14 in favor, five opposed, and one in abstention to authorize the submission of FY 08 to FY 11 RSTP and CMAQ project allocations as recommended and submitted by TAC.



## **DUTIES PERFORMED**

### ***A. Conduct studies with regional significance (initiated and/or completed)***

1. Richmond Regional Hazard Mitigation Plan – The Richmond Regional PDC is involved in coordinating the planning efforts of the counties of Charles City, Goochland, Hanover, Henrico, New Kent and Powhatan; the City of Richmond; and the Town of Ashland to address regional and local actions needed to better mitigate natural hazards. The process included an advisory committee comprised of locality appointed staff. The plan has been approved by FEMA and is being implemented at the local level.
2. Regional Coordination of Emergency Broadcasting – In April, the Commission began an initiative to enhance radio broadcast of local emergency information following a storm or other disaster. To this end, the PDC approached WCVE-FM to provide guaranteed service. PDC staff has developed MOUs that were adopted by the region’s localities and WCVE-FM. The program has been tested and is being implemented.
3. Regional Build-Out Analysis – Staff has worked during the last year to develop methodology to model build-out scenarios on a regional level. To date, staff has completed work on one county; the draft study is undergoing peer review prior to its application region wide.
4. Regional Mass Transit Study (RMTS) – (See description in Element #1, section on Strategic Plan Development Activities).
5. Human Services Public Transportation Coordination Plan – (See description on Element #1, section on Strategic Plan Development Activities).
6. Realignment Changes to Interstate Bicycle Routes 1 and 76 in the Richmond Region – (see description in Element #1, section on Strategic Plan Development Activities).
7. 2026 Long-Range Transportation Plan (LRTP) Update Supplement – (see description in Element #1, Section on Strategic Plan Development Activities).
8. Functional Classification Review of MPO Study Area Roads – (see description in Element #1, section on Strategic Plan Development Activities).
9. Final Draft Socioeconomic Data Report, Years 2000 and 2031 – (see description in Element #1, section on Strategic Plan Development Activities).

***B. Identify and study opportunities for local cost savings and staff efficiencies through coordinated local efforts***

**Geographic Information Systems (GIS) Regional Coordination**

1. Regional GIS Coordinators Meetings – Because of the success of the Regional GIS Users Meetings, the Richmond Regional PDC hosts quarterly meetings of the region’s GIS coordinators. The purpose of the group is to identify areas of mutual interest, enable peer-to-peer discussions of technical issues, and coordinate resources for training of the region’s GIS users.
2. Regional GIS User Meetings – The PDC staff play a lead coordination and planning role in the development of regular meetings of the area’s Arc GIS Users group. These meetings are hosted by the PDC and held in Henrico County. Staff also attended the regular meetings of the VAPDC GIS/Technology Committee. These meetings share information pertaining primarily to GIS from several state agencies such as VDOT, VEDP (Virginia Economic Development Partnership), VEC (Virginia Employment Commission), VGIN (Virginia Geographic Information Network), and the Library of Virginia.
3. Regional Emergency Response Technical Advisory Committee – PDC staff hosts regular meetings of the Regional Emergency Response Technical Advisory Committee (RERTAC). In conjunction with this group, PDC staff also participates as a member of the Hazard Mitigation Advisory Committee, Richmond Metro Hazard Materials Team, Metropolitan Medical Response System Steering Committee, Red Cross Disaster Preparedness Coalition, and Terrorism Preparedness Work Group. Several members of these committees serve on two or more of the above committees, which allows for sharing of information. PDC staff continues to seek federal funding assistance to assist the region’s localities. The committee believes that it will be able to leverage greater resources through the PDC's regional coordination efforts.

***C. Identify mechanisms for coordinating local interests on a regional basis***

1. Regional CDBG Priorities – Each year, Richmond Regional PDC staff works with the region’s non-entitlement localities to develop a prioritized list of possible community development block grant projects. Richmond Regional PDC staff requests local planners to rank the project categories. Oftentimes this requires review by local elected officials prior to its submission to PDC staff. PDC staff in turn takes each locality’s submission and prepares a draft regional priority list. This list is submitted to the Richmond Regional PDC Board in March for review and approval prior to its submission to the Department of Housing and Community Development.
2. Rural Transportation Planning Program, Technical Advisory Committee – For many years, urban localities have benefited from the presence of an urban transportation planning program managed by local metropolitan planning organizations (MPOs). Several years ago, VDOT created a rural transportation planning program to serve rural areas. This program assists PDCs by providing funding that can be used to address locality-specific and regional transportation-

related issues. VDOT provides partial funding to the Richmond Regional PDC (\$48,000 annually) for rural transportation planning. This program has greatly expanded the ability of the Richmond Regional PDC to provide transportation planning services to our rural counties. To better serve our localities, the Richmond Regional PDC established a Rural Transportation Technical Advisory Committee. Membership includes each of the four rural counties in the region, the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, the Federal Highway Administration (FHA), and Ridefinders, Inc.

3. Rural Transportation Work Program – Historically, Richmond Regional PDC staff works with local county planners to develop a work program for rural transportation planning projects. The work program was developed to address locality-specific transportation issues as well as projects of regional importance. This past year, VDOT initiated a new program—a Rural Long-Range Transportation Plan—to parallel the urban MPO planning efforts. This new program is envisioned to assist rural localities to better plan for transportation needs and therefore better leverage state and federal funding for projects.
4. VAPDC Transportation Committee – Richmond Regional PDC staff continues to participate actively in the VAPDC’s Transportation Committee. During the year, the major issue for discussion was the changes underway in VDOT administration and priority work projects as well as intelligent transportation system efforts underway in Virginia and across the country. Richmond Regional PDC staff also continued to work with the committee on village planning efforts and the use of GIS in linking transportation planning to land use and community facilities planning. This committee has been an essential link to gaining timely access to transportation-related information.
5. Regional Environmental Technical Advisory Committee – The Richmond Regional PDC hosts a Regional Environmental Technical Advisory Committee to assist with its efforts to identify and address environmental issues. Originally established under the auspices of the Richmond Regional PDC’s Coastal Resources Management Program, the committee now includes all nine jurisdictions in the region. The committee currently meets every other month and provides a venue for local governments to discuss environmental issues of local and regional significance; to share ideas; and to meet with representatives of the Department of Environmental Quality, the Department of Conservation and Recreation, the Department of Game and Inland Fisheries, as well as other environmental agencies.

The Richmond Regional PDC serves as an environmental data resource for local governments. PDC staff distributes information and answers questions related to a wide variety of information as the need arises, including Chesapeake 2000 Agreement updates, Chesapeake Bay Preservation Act regulations, groundwater withdrawal permit applications, Virginia water protection permit applications, and other local issues.

6. Regional Environmental Work Program – Each year, Richmond Regional PDC staff works with local planning staff and DEQ staff to develop a work program for environmental and coastal planning projects. The work program is developed to address locality-specific environmental issues as well as projects of regional importance. Major projects for FY 07 included:

- Regional Impervious Surface Analysis, Phase II
  - Mapping of environmental data
  - Assistance to local governments with tributary strategies
  - Assistance to local governments with C2K commitments
  - Coordination of appropriate Chesapeake Bay Preservation Act activities
  - Coordination of appropriate coastal activities
  - Membership into the Metro Areas Work Group and the Local Government Participation Action Plan review team
  - Support of the Environmental Resources Technical Advisory Committee
  - Local grant writing application assistance
7. Coastal PDC Committee – Richmond Regional PDC staff continues to participate actively in the Virginia Coastal Zone Management Coastal PDC Committee. During the year, the major issue for discussion was the continued development of tributary strategies for the coastal region of Virginia. Richmond Regional PDC staff also continued to work with the committee on other major coastal planning efforts and potential impacts on local government implementation. This committee has been an essential link to gaining timely access to coastal-related information.
8. Regional Emergency Response Technical Advisory Committee – The Richmond Regional PDC, working with the region’s chief administrative officials, established a Regional Emergency Response Technical Advisory Committee to identify and address issues of regional importance. The committee is scheduled to meet every other month. Oftentimes the committee brings in experts from related fields to discuss technical issues.
9. Regional Emergency Services Work Program – The Richmond Regional PDC staff worked with members of the Regional Emergency Response Technical Advisory Committee to develop a work program for emergency services planning projects. The work program is developed to address locality-specific emergency services issues as well as projects of regional importance. Major projects for FY 07 included:
- Complete the Regional Hazard Mitigation Plan
  - Support regional emergency services initiatives
  - Support Regional Emergency Response Technical Advisory Committee
  - Coordinate regional interoperability
  - Seek federal and state funding opportunities
  - Develop memorandum of understanding between localities
  - Develop regional emergency services FY 08 work program
10. MPO/Advisory Committees – The Richmond Area MPO is the federally designated organization for regional transportation planning and programming and is staffed by the Richmond Regional PDC. The Richmond Area MPO and two of its three standing committees have a majority of their voting membership appointed by area local governments, ensuring representation of local interests at the regional level. The MPO, with an authorized voting membership of 28, has 23 members appointed by local governments. Voting representation authorized on the MPO’s three standing advisory committees (Technical, Citizens Transportation, and Elderly and Disabled) is

as follows:

<i>REPRESENTATION STATUS</i>		
<i>COMMITTEE</i>	<i>LOCAL GOVERNMENT</i>	<i>AT-LARGE</i>
<i>TAC</i>	<i>9</i>	<i>7</i>
<i>CTAC</i>	<i>12</i>	<i>8</i>
<i>EDAC</i>	<i>–</i>	<i>16</i>

The Richmond Area MPO and its advisory committees meet routinely to conduct business and address regional transportation issues. In FY 07, 33 meetings of the MPO, Executive Committee, TAC, CTAC, and EDAC were held.

11. Annual Regional Planning Commissioners’ Forum for all nine member localities’ planning commissioners – See description for *Governance* Vision under Strategic Plan Development Activities.

***D. Implement services upon request of local governments***

1. Regional Street Name Clearinghouse – The Richmond Regional PDC manages a street name clearinghouse for the region. The purpose of this service is to aid in the cataloging of street name reservations from residential and commercial developers in an effort to avoid duplication of names within the region. This procedure minimizes confusion for police, fire, and other emergency service providers. When developers propose new street names, they submit these names to the Richmond Regional PDC for review and staff compares the proposed names to the existing database. Similar sounding names or spellings and exact duplications are researched, and staff notifies the developer as to whether the proposed names meet the regional criteria for use, although final determination remains with the locality. In FY 07, the Richmond Regional PDC reviewed 396 requests (up from 376 requests last year) representing over 2220 street names (down from 2515 names last year).
2. Charles City County Comprehensive Plan – Charles City County requested RRPDC staff to assist the county in updating their comprehensive plan. With the assistance of the RRPDC, the plan promotes maintaining the county’s attractive, rural character while providing designated areas for future growth and development. RRPDC staff contributed to the plan development through research, writing and organizing sections, and working with the planning commission and county commonwealth’s attorney.
3. Charles City County E911 Map Book – Charles City County requested Richmond Regional Planning District Commission staff to assist the county in the development of a map book that can be used by the county emergency dispatch center and first responders. PDC staff supervised the county’s GIS intern to merge several GIS tax and real estate databases, correct data, integrate new street centerline data and create a county map book. This effort required the PDC to assist in the coordination of activities between multiple county developments including development, public works, building, sheriff, information technology, administration, and commissioner of

revenue.

4. New Kent County Zoning Ordinance – County staff requested the assistance of the PDC to assist in review and potential update of various sections of the county’s zoning ordinance. To this end, PDC staff meets twice a month with the county’s zoning ordinance review committee, a subcommittee of the planning commission, to assist in the development of recommendations.
5. Goochland County Comprehensive Plan – During recent staff transitions, Goochland County requested the assistance of PDC staff to lead the county through a series of public meetings to gather public comments on a vision for the county. PDC staff prepared displays and handouts and collected and organized public comments. The county plans to use the public comments as the basis for updating the county plan.

***E. Provide technical assistance to local governments***

1. Charles City County Zoning Ordinance – Planning district commission staff has worked with the Charles City County Planning Commission to develop a new zoning district to preserve agricultural and forestall lands. The new ordinance was adopted by the board of supervisors. PDC staff is now assisting the county on rezoning all parcels greater than 40 acres countywide to the new zoning classification.
2. Chesterfield County Technical Assistance – One of the services that the Richmond Regional PDC offers to the four most populous jurisdictions is technical assistance on a project of the jurisdiction’s choosing. This is done on a revolving basis and covers the City of Richmond and Chesterfield, Hanover, and Henrico counties. This year, PDC staff assisted Chesterfield County by conducting a field inventory of structures within the Ettrick community. Small teams of PDC staff spent weeks in the field collecting information on the condition of structures and taking photographs. PDC staff entered this information into an Access database that will be tied to county real estate records to better assess areas for revitalization or demolition. The county plans to use the information to further develop its redevelopment program.
3. Charles City County Comprehensive Plan – Charles City County requested PDC staff to assist in the update of their comprehensive plan. To this end, PDC staff has been working to update the existing conditions portion of the plan including demographics, historic resources, natural resources, transportation facilities, affordable housing, and community facilities. Staff will work with the county’s planning commission in FY 07 to complete the existing conditions section of the plan and guide them through public process of developing goals, strategies, and objectives for future land use.

***F. Serve as liaison between local governments and state agencies as requested***

1. As in prior years, the Richmond Regional PDC has served as a liaison between the Department of Environmental Quality (DEQ), the Department of Conservation and Recreation (DCR), the DCR-Chesapeake Bay Local Assistance Division, and other state environmental departments

and member governments for coastal and Chesapeake Bay actions. An important element of the Richmond Regional PDC environmental program is the liaison work performed by staff on behalf of our member governments. This includes periodic meetings with staff from DEQ, DCR, the DCR-Chesapeake Bay Local Assistance Division as well as notices to member governments regarding upcoming programs and activities related to environmental issues. This is especially important for the smaller governments that have limited resources available to monitor environmental issues and actions.

2. PDC staff has been playing an increasing role in coordinating planning activities between state emergency response agencies and local first responders. PDC staff routinely coordinates with several state agencies including the Virginia Department of Emergency Management, Virginia Department of Transportation, Virginia Department of Health, and Virginia State Police. Several major issues being addressed include the state's I- 64 lane reversal project, hazardous materials emergency response, coordinated emergency broadcasting, and implementation of the region's hazard mitigation plan.
3. Invite Public Policy Leaders to Address the Commission, MPO, and MPO Committees on Topics of Mutual Concern:
  - Ms. Marilyn Blake, NACo Annual Conference
  - Dr. Eugene Trani, President, Virginia Commonwealth University
  - Mr. Bill Baxter, President and CEO, Retail Merchants Association
  - Mr. James B. Kennedy, Director of Operations, Richmond Metropolitan Authority (RMA), Powhite Parkway Expressway Project (MPO)
  - Mr. James G. Carr, Assistant Secretary of Transportation, Commonwealth of Virginia, Virginia Capital Trail Project (MPO)
  - Mr. Rick Canizales, Prince William County, *TransAction 2030*, the long-range transportation plan and process for the Northern Virginia Transportation Authority (MPO)
  - Mr. Alan Tobias, Passenger Rail Program Manager, Rail Division, Virginia Department of Rail and Public Transportation, Washington/Richmond/Hampton Roads Passenger Rail Study (MPO and CTAC)
  - Mr. Walter Pribble, Senior Transportation Planner, Virginia Department of Transportation (VDOT), Transportation and Mobility Planning Division, "Roundabouts, the Virginia Experience" (TAC)
  - Mr. Doug Ellis, Executive Director, Virginia Capital Trail Foundation, Virginia Capital Trail Project (TAC)
  - Mr. Neil Sherman, Specialized Transportation Program Manager, and Ms. Felicia Woodruff, Urban Programs Manager, Virginia Department of Rail and Public Transportation (VDRPT), Statewide Human Services Transportation Coordination Plan (TAC)
  - Mr. Mark E. Riblett, Richmond District Transportation Planning Engineer, Virginia Department of Transportation, and Mr. Ivan Rucker, Community Planner, Federal Highway Administration, SAFETEA-LU Compliant Work Activities (TAC)
  - Ms. Janice L. Richard, Financial Manager, U. S. Department of Transportation, Federal Highway Division, Virginia Office, Federal FIRE (Financial Integrity Review and Evaluation) Effort (TAC)

- Ms. Diane Mitchell, Director, Programming Division, Virginia Department of Transportation (VDOT), The Programming Process: Allocations, Obligations and Project Close Out (TAC)
- Senator Walter A. Stosch, Senator John C. Watkins, Senate of Virginia, and Delegate John O'Bannon, Virginia House of Delegates, Views and Opinions on Meeting the Richmond Region's Transportation Needs (CTAC)
- Mr. John M. Lewis, Chief Executive Officer, GRTC Transit System, Comprehensive Operations Analysis (CTAC and EDAC)
- Mr. Jeremy Raw, Senior Modeling Systems Analyst, Virginia Department of Transportation, Long-Range Transportation Plan (LRTP) Travel Demand Model (CTAC)
- Von Tisdale, Director of Specialized Transportation, Greater Richmond Transit System, and E. Todd Eure, Transportation Development Engineer, Department of Public Works, Henrico County, Expansion of Henrico County CARE Service (EDAC)

#### 4. Other Liaison Activities

- Facilitate monthly meetings of the legislative liaisons from the region to exchange information about the work of state study committees and commissions, as well as activities within each jurisdiction.
  - Schedule meetings of the Capital Region Legislative Caucus throughout the year and prepare agenda items for these meetings.
  - Prepare and present PowerPoint presentations and legislative priorities to the Capital Region Legislative Caucus each December prior to the General Session convening.
  - Track legislation of local interest, updating localities as necessary and prepare annual summary of legislative actions in the *Yeas and Nays Report*.
  - Participate in Virginia Municipal League and Virginia Association of Counties activities to facilitate collaborative action.
  - Assist member localities in developing joint legislative activities and positions.
  - Meet with local legislators to share regional concerns and learn of proposed General Assembly actions.
  - Maintain legislative web page from the General Assembly while the General Assembly is in session.
  - Actively participate in Virginia Association of Planning District Commission activities.
5. Intergovernmental Reviews – On a regular basis, the Richmond Regional PDC is asked to comment on a variety of projects proposed by state and federal agencies. A first step in this process is to ensure that local governments have received notification of the project. In addition, staff seeks comments related to the project.

#### **G. Review local government aid applications**

- Department of Environmental Quality, Green Alley Capital Improvements Acquisition – City of Richmond

- Department of Environment Quality, Goochland Rest Area Eastbound I-64 Goochland County
- Department of Environmental Quality, [07-03] VA Wetlands Monitoring and Assessment
- Department of Environmental Quality, FTA Section 5310 Program Funding for Chesterfield County Department of Mental Health Support Services – Request to Purchase Two (2) 15-Passenger Body on chassis with Wheelchair Lifts and Two (2) Modified Minivans with Wheelchair Ramps
- Dominion Due Diligence Group, White Oak Apartments – HUD Review – Chesterfield County
- Department of Environmental Quality, Fort Lee Range Master Plan
- Alliance for the Chesapeake Bay, Alliance for Chesapeake Bay – Communications Associated
- Department of Environmental Quality, Inger and Walter Rice Center Education Building Construction – Charles City County
- Department of Environmental Quality, Battery Park Repair Options – City of Richmond
- Department of Environmental Quality, Renovation of 9<sup>th</sup> St. Office Building and Replacement of 8<sup>th</sup> St. Office Building – City of Richmond
- Telamon Corporation, Telamon Corporation – Grant proposal outline-Henrico County
- Department of Environmental Quality, SACA Atlantic Woods Superfund Site – City of Portsmouth
- Department of Environmental Quality, VWP Woodlands – Chesterfield County
- Department of Environmental Quality, EIR for Wilkins Tree Service Property – Chesterfield County
- Department of Environmental Quality, VWP Fox Creek Phase II – Chesterfield County
- Department of Environmental Quality, Fort Lee Range Master Plan – Prince George County
- Virginia Department of Civil & Environmental Engineering, Chesapeake Bay Program Point Source and Toxics Information
- Terracon, Proposed Broadband Pole – Powhatan County
- Department of Environmental Quality, Groundwater Withdrawal Days Inn – Prince George County
- Virginia Tech Department of Civil & Environmental Engineering
- Department of Environmental Quality, FY 07 VA Pollution Prevention Initiatives
- Department of Environmental Quality, Charles City County Schools WWTP - VPDES
- Department of Environmental Quality, FY 07 Chesapeake Bay Monitoring Program
- Department of Environmental Quality, Anadromous Fish Passage – Coordination and Monitoring
- Department of Environmental Quality, FY 07 State Revolving Fund Capitalization Grant Application
  
- Department of Environmental Quality, Outer Continental Shelf Oil and Gas Leasing Program
- Department of Environmental Quality, VWP Charter Colony 6 and 7 – Chesterfield County
- Department of Environmental Quality, VWP – Cobbs Creek Reservoir Project –Cumberland County

#### ***H. Develop regional functional plans upon request***

1. Refer to Element #1 – Strategic Plan Implementation Activities – Transportation.
2. Refer to Element #2 – Conduct studies with regional significance – Coordinated Regional Emergency Broadcasting.
3. Refer to Regional Hazard Mitigation Plan below.

#### ***I. Assist state agencies, upon request, in developing sub-state plans***

4. Community Development Block Grants – Developing Regional Priorities – Each year DHCD asks PDCs to establish these priorities for their non-entitlement localities. In the Richmond region, the non-entitlement localities are the Town of Ashland and the counties of Charles City, Goochland, Hanover, Powhatan, and New Kent. Richmond Regional PDC staff requested each non-entitlement locality to prepare its list of priorities. Oftentimes this requires review by local elected officials prior to its submission to PDC staff. PDC staff in turn takes each locality's submission and prepares a draft regional priority list. This list is submitted to the Richmond Regional PDC Board in March for review and approval prior to its submission to the Department of Housing and Community Development (DHCD).
5. Regional Hazard Mitigation Plan – The Virginia Department of Emergency Response in cooperation with the Federal Emergency Management Agency is developing a statewide Hazard Mitigation Plan to better prepare for natural disasters. To this end, VDEM and FEMA requested the PDC develop a regional plan that could be used by the state. PDC worked with the region's localities to develop the plan in accordance with specific federal and state guidance and planning processes. The plan has received preliminary approval and formal approval is expected.

#### ***J. Participate in statewide geographic information system***

1. Annual Virginia GIS Conference – The Richmond Regional PDC participated in the Seventeenth Annual Virginia GIS Conference in Roanoke, Virginia in October 2006. This conference is sponsored by the Virginia Association of Planning District Commissions (VAPDC) and hosted by the Roanoke Valley-Alleghany Regional Commission. Approximately 350 professionals attended the conference.
2. PDConnect – Through its affiliation with VAPDC's Information Systems Management Committee, the Richmond Regional PDC staff participates in an annual survey on GIS development and usage by the state's PDCs.

#### ***K. Serve as an affiliate of the state data center and collect and maintain demographic,***

***economic, and related data for the region and member governments***

1. The Richmond Regional PDC participated in the State Data Center Network by collecting and disseminating data generated by the Bureau of the Census and other agencies, including the Virginia Employment Commission, the Bureau of Economic Analysis, and the Bureau of Labor Statistics.
2. The Richmond Regional PDC maintains a web site, informing the public of activities and publications, highlighting the goals and visions of the strategic plan and presenting demographic and economic data about the region.
3. The Richmond Regional PDC received local governments' data regarding 2000 population and compiled the information into a regional report. Staff received socioeconomic data from the all nine of the region's localities at the census tract level and used 2000 distribution factors to develop 2000 traffic analysis zone level data.



**HIGHLIGHT SUCCESSES AND ACHIEVEMENTS OF  
SPECIAL NOTE WITH REGIONAL EFFORTS IN COOPERATION**

**Highlight #1**

***Richmond Regional Hazard Mitigation Plan***

See Element #2, Identify and study opportunities for local cost savings and staff efficiencies through coordinated local efforts and identify mechanisms for coordinating local interest on a regional basis.

\*\*\*\*\*

**Highlight #2**

***Regional GIS Coordinators and Users Meetings***

See Element #2, Identify and study opportunities for local cost savings and staff efficiencies through coordinated local efforts and identify mechanisms for coordinating local interest on a regional basis.

\*\*\*\*\*

**Highlight #3**

***Regional Coordination of Emergency Broadcasting***

See Element #2, Identify and study opportunities for local cost savings and staff efficiencies through coordinated local efforts and identify mechanisms for coordinating local interest on a regional basis.

\*\*\*\*\*

**Highlight #4**

***Technical Assistance—Charles City, Chesterfield, Goochland, and New Kent Counties***

See Element #2, Provide technical assistance to local governments.

\*\*\*\*\*

**Highlight #5**

***Staff/Assist Richmond Area Metropolitan Planning Organization***

The Richmond Regional PDC provides lead staffing and primary administrative and technical support for the Richmond Area MPO for major projects and reports (i.e., the Long-Range Transportation Plan, Transportation Improvement Program, Regional Priority Projects, etc.).

See Element #1, Strategic Plan Development Activities and Strategic Plan Implementation Activities.

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**Highlight #6**

***Human Services Public Transportation Coordination Plan***

See Element #1, Strategic Plan Development Activities.

\*\*\*\*\*

**Highlight #7**

***Regional Mass Transit Study***

See Element #1, Strategic Plan Development Activities.

\*\*\*\*\*

**Highlight #8**

***Transportation Improvement Program (TIP)***

See Element #1, Strategic Plan Implementation Activities – Transportation.

\*\*\*\*\*

**Highlight #9**

***Realignment Changes to Interstate Bicycle Routes 1 and 76  
in the Richmond Region***

See Element #1, Strategic Plan Development Activities.

\*\*\*\*\*

**Highlight #10**

***Sixth Annual Planning Commissioners' Forum***

See Element #1, Strategic Plan Development Activities.

\*\*\*\*\*

**Highlight #11**

***Bimonthly Regional Planning Directors' Meetings***

See Element #1, Strategic Plan Development Activities.





**ELEMENT #4**



**SUBMIT A WORK PROGRAM FOR THE COMING YEAR THAT INCLUDES A BUDGET AND  
LISTS OF MEMBER JURISDICTIONS AND COMMISSION MEMBERS**

*Please see accompanying work program and budget.*

**ITEMS INCLUDED IN REPORT**

*Check the appropriate responses for items that are to be included in this report.*

*Work Program:*  YES *NO*

*Budget:*  YES *NO*

*List of Commission members:*  YES *NO*



**Richmond Regional Planning District Commission  
Member Jurisdictions and Commission Members**

<b>Town of Ashland</b>	Faye O. Prichard
<b>County of Charles City</b>	Michael L. Holmes, Vice Chairman
<b>County of Chesterfield</b>	Renny B. Humphrey R. M. "Dickie" King, Jr., Chairman Sherman W. Litton Kelly E. Miller George Roarty Donald D. Sowder Arthur S. Warren
<b>County of Goochland</b>	Malvern R. Butler Courtney Hyers
<b>County of Hanover</b>	Amy M. Cheeley John E. Gordon, Jr. Elizabeth W. Moorhouse Robert R. Setliff
<b>County of Henrico</b>	Thomas M. Branin James B. Donati, Secretary Richard W. Glover Jerilynn T. Grigsby David A. Kaechele Patricia S. O'Bannon Frank J. Thornton
<b>County of New Kent</b>	Brenda L. Snyder Stran L. Trout
<b>County of Powhatan</b>	Robert R. Cosby Russell E. Holland David T. Williams
<b>City of Richmond</b>	Kathy C. Graziano John C. Grier Beverley C. Lacy Delores L. McQuinn William J. Pantele, Treasurer Ellen F. Robertson

## Operating Revenues, Pass Through Funds and Fund Balance

**Table 2008A - Operating Revenues, Pass Through Funds and Fund Balance**

Fiscal Year 2008 Revised Budget

Richmond Regional Planning District Commission

Category	<i>Column 1</i> <b>FY 08 December 06 Preliminary</b>	<i>Column 2</i> <b>FY 08 May 07 Revised</b>	<i>Column 3</i> <b>Change December to May</b>	<i>Column 4</i> <b>FY 08 % of Total Budget</b>
<b>Line # Operating Revenue</b>				
1 State Appropriation (RCA)	\$ 165,300	\$ 165,300	\$ -	6.70%
2 Local Membership Dues	\$ 565,000	\$ 566,900	\$ 1,900 <sup>1</sup>	22.90%
3 FHWA/PL - Urban Transportation Planning	\$ 1,133,600	\$ 1,232,300	\$ 98,700 <sup>2</sup>	49.70%
4 FHWA/PL - Urban Transportation Planning Prior Year(s)	\$ 53,800	\$ 53,800	\$ -	2.20%
5 FTA/Section 5303 - Urban Transit Planning	\$ 189,200	\$ 202,600	\$ 13,400 <sup>2</sup>	8.20%
6 FTA/Section 5303 - Urban Transit Planning Prior Year(s)	\$ -	\$ -	\$ -	0.00%
7 VDOT - Rural Transportation Planning Program	\$ 48,000	\$ 48,000	\$ -	1.90%
8 VDEQ VCRMP - Coastal Management Programs	\$ 30,000	\$ 30,000	\$ -	1.20%
9 Interest Income	\$ 65,000	\$ 65,000	\$ -	2.60%
10 Sub Lease Revenue	\$ 42,300	\$ 42,300	\$ -	1.70%
11 Miscellaneous Revenue	\$ 2,400	\$ 2,400	\$ -	0.10%
12 From Unrestricted Fund Balance	\$ 66,600	\$ 71,900	\$ 5,300 <sup>3</sup>	2.90%
<b>13 Total Operating Revenue</b>	<b>\$ 2,361,200</b>	<b>\$ 2,480,500</b>	<b>\$ 119,300</b>	<b>100.0%</b>
<b>Pass Through Funds</b>				
<b>14 Total Pass Through Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>15 Total Operating Revenue and Pass Through Funds</b>	<b>\$ 2,361,200</b>	<b>\$ 2,480,500</b>	<b>\$ 119,300</b>	<b>100.0%</b>
16 Unrestricted Fund Balance FY 07 Estimate less FY 08 Estimated Draw		\$ 1,752,100 <sup>4</sup>		

*Notes:*

<sup>1</sup> See Attachment 2008 C for updated population estimates. Dues remain at \$0.60 per capita (\$0.55 General Dues Assessment; \$0.05 Additional MPO Assessment).

<sup>2</sup> Per the FY 08 UWP approved by the MPO at its April 12, 2007 meeting.

<sup>3</sup> Estimated increase in the use of unrestricted funds required to balance the budget.

<sup>4</sup> Reported for information only.

## Operating and Pass Through Expenses

**Table 2008B - Operating and Pass Through Expenses**

Fiscal Year 2008 Revised Budget

Richmond Regional Planning District Commission

Category	Column 1 FY 08 December 06 Preliminary	Column 2 FY 08 May 07 Revised	Column 3 Change December to May	Column 4 FY 08 % of Total Budget
<b>Line # Operating Expenses</b>				
1 Personnel	\$ 1,659,400	\$ 1,614,700	\$ (44,700) <sup>1</sup>	65.1%
2 Legal Fees				
3 RRPDC	\$ 10,000	\$ 10,000	\$ -	0.4%
4 MPO	\$ 5,000	\$ 5,000	\$ -	0.2%
5 Computer Operations	\$ 107,000	\$ 97,400	\$ (9,600) <sup>2</sup>	3.9%
6 Training	\$ 21,000	\$ 21,000	\$ -	0.8%
7 Printing	\$ 115,000	\$ 107,000	\$ (8,000) <sup>3</sup>	4.3%
8 Rent	\$ 268,400	\$ 268,400	\$ -	10.8%
9 Travel (Agency)	\$ 44,200	\$ 38,900	\$ (5,300) <sup>3</sup>	1.6%
10 Travel (Board)	\$ 20,000	\$ 20,000	\$ -	0.8%
11 Books and Periodicals	\$ 8,000	\$ 8,000	\$ -	0.3%
12 Dues	\$ 12,200	\$ 12,700	\$ 500 <sup>3</sup>	0.5%
13 Postage	\$ 16,000	\$ 16,000	\$ -	0.6%
14 Supplies	\$ 20,600	\$ 18,700	\$ (1,900) <sup>2</sup>	0.8%
15 Telephone	\$ 7,900	\$ 7,900	\$ -	0.3%
16 Audit and Insurance	\$ 27,300	\$ 25,200	\$ (2,100) <sup>3</sup>	1.0%
17 Vehicle Lease and Maintenance	\$ 13,300	\$ 13,300	\$ -	0.5%
18 MPO Regional Mass Transit Study - PL Funds for Consultant	\$ -	\$ 190,000	\$ 190,000 <sup>4</sup>	7.7%
19 Miscellaneous	\$ 5,900	\$ 6,300	\$ 400 <sup>3</sup>	0.3%
<b>20 Total Operating Expenses</b>	<b>\$ 2,361,200</b>	<b>\$ 2,480,500</b>	<b>\$ 119,300</b>	<b>100.0%</b>
<b>Pass Through Expenses</b>				
<b>21 Total Pass Through Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>22 Total Operating and Pass Through Expenses</b>	<b>\$ 2,361,200</b>	<b>\$ 2,480,500</b>	<b>\$ 119,300</b>	<b>100.0%</b>

*Notes:*

<sup>1</sup> Assumes senior planner position in Urban Transportation Planning filled 7/1/07 and executive director position filled 10/1/07. Assumes full staffing of 21 full-time funded positions thereafter with a 4.0% salary increase effective 7/1/07; includes 4 part-time interns. Includes impact on VRS contributions for prior service buyback.

<sup>2</sup> Reflects reductions from prior year one-time moving costs.

<sup>3</sup> Reflects assumptions of changes in program requirements or cost inflation factors.

<sup>4</sup> Continuation of the Regional Mass Transit consultant study per the FY 08 UWP approved by the MPO at its April 12, 2007 meeting.

Matching Funds Required for Grants:	
Urban Transportation Planning:	\$165,600
Rural Transportation Planning:	\$12,000
Virginia Coastal Resources Management Program	\$30,000

Urban Transportation Planning Match Funds	
Funded by 5 cents MPO Dues	Funded using additional 13 cents from 55 cents
\$ 47,200	\$ 118,400
28.50%	71.50%

4/26/07

## Member Dues

**Table 2008C - Member Dues Assessment**  
 Fiscal Year 2008 Revised Budget  
 Richmond Regional Planning District Commission

<u>Locality</u>	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	
<u>(Dues Rate: \$0.55 General Assessment; \$0.05 Additional MPO Assessment)</u>	<u>FY 08</u>	<u>FY 08</u>	<u>Change</u>	
	<u>Dec 06 <sup>1</sup></u>	<u>May 07 <sup>2</sup></u>	<u>December to</u>	
	<u>Preliminary</u>	<u>Revised</u>	<u>May</u>	
<i>Line #</i>				
1	Charles City County	Dues \$ 4,080	\$ 4,228	\$ 148
		Population 6,800	7,047	247
2	Chesterfield County	Dues \$ 174,420	\$ 175,495	\$ 1,075
		Population 290,700	292,491	1,791
3	Goochland County	Dues \$ 11,940	\$ 11,878	\$ (62)
		Population 19,900	19,796	(104)
4	Hanover County	Dues \$ 57,240	\$ 57,785	\$ 545
		Population 95,400	96,309	909
5	Henrico County	Dues \$ 171,780	\$ 172,105	\$ 325
		Population 286,300	286,842	542
6	New Kent County	Dues \$ 9,660	\$ 9,839	\$ 179
		Population 16,100	16,398	298
7	Powhatan County	Dues \$ 15,660	\$ 16,119	\$ 459
		Population 26,100	26,865	765
8	Town of Ashland	Dues \$ 4,166	\$ 4,198	\$ 32
		Population 6,943	6,996	53
9	City of Richmond	Dues \$ 116,040	\$ 115,219	\$ (821)
		Population 193,400	192,032	(1,368)
10	Total Dues	\$ 564,986	\$ 566,866	\$ 1,880

*Notes:*

<sup>1</sup> The FY 08 December 06 Estimate was developed by the RRPDC based on the growth from 2004 to 2005 estimated by Weldon Cooper Center for Public Service. For Ashland it is the 2005 US Bureau of the Census Population estimate released June 30, 2006.

<sup>2</sup> The FY 08 May 07 Estimate is based on estimates for 2006 released by the Weldon Cooper Center for Public Service on January 22, 2007. For Ashland it is the 2005 US Bureau of the Census Population estimate released June 30, 2006.