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# *Introduction*

The Regional Cooperation Act of 1995 authorizes PDCs to assist member governments and their partners in identifying and implementing actions, plans, and processes to improve the well-being of the entire region. The Regional Competitiveness Act of 1996 emphasizes the importance of localities working together in a strategic planning process to meet the demands of an increasingly competitive world marketplace.

The staff of the Richmond Regional Planning District Commission also serves as staff to the Richmond Area Metropolitan Planning Organization which is authorized, under Section 134 of the Federal Aid Highway Act of 1973, as amended, to maintain and conduct a "continuing, cooperative, and comprehensive" (3-C) transportation planning and programming process that results in plans and programs consistent with local comprehensive plans for the Richmond area. The MPO serves as the forum for cooperative transportation decision making in the Richmond area.

The Richmond Regional PDC serves nine member governments: the City of Richmond; the Town of Ashland; and the counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, and Powhatan.

Funding sources for both the PDC and MPO programs include a variety of federal, state, and local sources. The state provides an annual appropriation; member localities pay annual dues; federal and state transportation planning funds are allocated to this region; and the agency has had a history of successful grant applications for rural transportation, water resources, and coastal planning.

The Richmond Regional PDC Work Program presented here shows all currently programmed work in support of the Richmond Regional PDC and the Metropolitan Planning Organization. It incorporates the PDC's commitments as defined in the FY 03 UWP that was adopted by the MPO at its April 11, 2002 meeting. Approximately 45 percent of the PDC staff's time is focused on programs in support of the MPO. The remainder is devoted to a host of planning programs including the rural transportation planning program, environmental resources program, technical assistance to member governments, Regional Cooperation Act and Regional Competitiveness Act program requirements, regional planning assistance, emergency services programs, information systems development, and historic resources programs and to general agency administration including personnel management, financial accounting and reporting, providing legislative liaison services to member governments, and coordinating with other regional entities.

*Executive Summary*

TOTAL BUDGET

For fiscal year 2003, the Richmond Regional PDC estimates total revenues to be $2.082 million of which 90.1 percent is earmarked for agency operations and 9.9 percent is to be passed through to other agencies and organizations. The PDC currently has 20 full-time staff positions, 19 of which are funded and one of which is to be filled in FY 04. Part-time student interns are used as needed. The operating budget provides funding for a variety of administrative, technical, and planning services for the development of regional planning projects in transportation, economic competitiveness, water resources, and coastal management—in short, to fulfill the Richmond Regional PDC's mission as outlined in the Regional Cooperation Act of "…planning for the physical, social, and economic development of the region." This mission is accomplished through cooperation, coordination, and progressive interaction with member governments; a host of federal, state, regional, and local agencies; and the public.

FUND SOURCES

A variety of federal, state, and local funds are available for regional planning. The Richmond Regional PDC receives an annual appropriation from the Commonwealth for its activities under the Regional Cooperation Act. Member governments pay membership dues on a per capita basis. The rate established in FY 92 remains at $0.60 per capita with $0.55 earmarked for Richmond Regional PDC activities and $0.05 for Richmond Area MPO planning programs. The MPO portion of member dues will provide slightly more than one-third of the match required for federal and state transportation and transit planning funds available for regional transportation planning in FY 03. Competitive grants have also been approved for rural transportation planning and coastal management planning.

The following table summarizes the sources of funds for the Richmond Regional PDC in FY 03.

Fund Sources - Fiscal Year 2003

| Category | FY 03 Budget December 2002 | | Percent[1] of Budget |
|---|---|---|---|
| Operating Revenue | | | |
| State Appropriation (RCA) | $ | 182,500 | 8.8% |
| Local Membership Dues | $ | 530,000 | 25.5% |
| FHWA/PL - Urban Transportation Planning | $ | 858,500 | 41.3% |
| FTA/Section 5303 - Urban Transportation Planning | $ | 224,300 | 10.7% |

Fund Sources - Fiscal Year 2003

| Category | | FY 03<br>Budget<br>December 2002 | Percent[1]<br>of<br>Budget |
|---|---|---|---|
| VDOT - Rural Transportation Planning Program | $ | 48,000 | 2.3% |
| VDEQ VCRMP - Coastal Management Programs | $ | 25,000 | 1.2% |
| Interest Income | $ | 5,800 | 0.3% |
| Miscellaneous | $ | 1,200 | 0.1% |
|    Total Operating Revenue | $ | 1,875,300 | 90.1% |
| | | | |
| Pass Through Funds | | | |
| Urban Transportation Planning | $ | 72,600 | 3.5% |
| Regional Competitiveness Program | $ | 134,600 | 6.5% |
|    Total Pass Through Funds | $ | 207,200 | 9.9% |
| Total Operating Revenue and Pass Through Funds | $ | 2,082,500 | 100.0% |

[1]Calculations are rounded to one decimal and do not sum to totals.

A. OVERVIEW

In this division are the support functions for the agency—the administrative and technical services needed to maintain the Richmond Regional PDC as well as its regional planning processes and liaison activities with other regional entities. Responsibilities include staff support to the board and its committees including, for example, the Executive Committee, the Bylaws Committee, the Audit Committee, the Personnel and Operating Policies Committee, and the Richmond Regional Competitiveness Committee; preparing the agency's budget and work program; maintaining the agency's accounting system and processes; preparing financial reportings related to the agency's grants and contracts, budget tracking, and overall agency financial position; personnel management; support for special studies and projects; and maintaining connections with other regional entities, coordinating activities, as appropriate with them, and bringing to the Commission reports and presentations on regional efforts and progress of other organizations and agencies.

In addition, staff in the Administration Division routinely monitors bills considered by the General Assembly.  Special attention is given to proposed legislation that has been identified as important to the region and its member jurisdictions.   Staff periodically reports to the board on the progress of legislative study commissions and takes action, as appropriate, to apprise the study commissions of regional concerns.

B. KEY ACTIVITIES AND PRODUCTS – GENERAL ADMINISTRATION

1. Commission meeting administration - Prepare agendas and minutes of the Commission meetings and of other committee and subcommittee meetings as appropriate.

   Product:  Agendas, minutes.

2. Coordinate activities of the Richmond Regional PDC with the Richmond Area MPO and other local, regional, and state agencies involved with regional planning and programming.

   Product: Monthly status report.

C. KEY ACTIVITIES AND PRODUCTS – FINANCIAL MANAGEMENT

1. Prepare annual budget and work program (Project Manager:  Jo Evans).

   Product:  Annual RRPDC Budget and Work Program, interim budget tracking.

2. Develop and maintain accounting processes and system (Project Manager: Jo Evans).

Product:  Accounting Processes Financial database, bill payments, check deposits.

3.  Prepare financial reports for board review (Project Manager: Peter Sweetland).

    Product:  Monthly financial reports on revenues and expenditures.

4.  Prepare financial documentation for the annual audit and provide staff support to the Audit Committee  (Project Manager: Peter Sweetland).

    Product:  Annual audit and documentation.

5.  Provide grant application support and contract administration for grant-funded programs  (Project Manager: Peter Sweetland).

    Product:  Grant budgets, contracts, financial reports.

6.  Prepare annual report for DHCD and for publication (Project Manager: Jo Evans).

    Product: Annual report.

7.  Perform and/or assist in special projects, studies, evaluations, and other activities upon direction of Commission.

    Product:  Monthly status report of activities.

## D. KEY ACTIVITIES AND PRODUCTS – PERSONNEL

1.  Provide personnel management—employee hiring, termination, evaluations

    Product:  Interviews, personnel evaluations.

2.  Personnel Support Services—payroll and benefits administration (Project Manager: Jo Evans).

    Product:  Payroll reports, benefits forms; bene  review.

## E. KEY ACTIVITIES AND PRODUCTS – TRAINING

1.  Participate in seminars, meetings, workshops, and conferences related to planning activities (All staff).

    Product: Monthly status report of activities.

F. KEY ACTIVITIES AND PRODUCTS – LEGISLATIVE

1.  Prepare a list of the region's legislative priorities in coordination with the region's legislative liaisons and officials from other localities (Project Manager: Patricia Villa).

    Product: Priority list.

2.  Attend meetings of the Capital Region Caucus (Project Manager: Patricia Villa).

    Product: Monthly status report of activities.

3.  Electronically monitor the status of legislation pertinent to the Richmond Regional PDC and Planning District 15 and the Richmond Area MPO (Project Manager: Patricia Villa).

    Product: Monthly status report of activities.

4.  Attend legislative study commission meetings to monitor the progress of studies relevant to the region and prepare report to the board  (Project Manager: Patricia Villa).

    Product: Monthly status report of activities.

5.  Produce the *Yeas and Nays Report* which summarizes legislative actions of interest to the region and its member governments (Porject Manager: Patricia Villa).

    Product: Report.

G. KEY ACTIVITIES AND PRODUCTS – PUBLIC RELATIONS

1.  Agency newsletter – Prepare quarterly newsletter for the agency (Project Manager: Patricia Villa).

    Product: Newsletter.

2.  Reports and Brochures -- Produce other general agency reports and information brochures (Project Manager: Patricia Villa).

    Product:  Reports and brochures.

3.  Web Site Support – Prepare regular updates to the agency web site (Project Manager: Patricia Villa).

    Product:  Updated web site.

3. Web Server PAT – Develop a proposal for initiating an agency-supported web server  (Project Manager: Patricia Villa).

   Product: Proposal for implementing an agency-supported web server.

4. Miscellaneous – (Project Manager: Patricia Villa).

   Product:  Monthly status report of activities.

## H. KEY ACTIVITIES AND PRODUCTS – ORGANIZATION SUPPORT

1. VAPDC – serve as VAPDC Secretary/Treasurer; participate in various committees.
   Product:  Financial records and reporting, Monthly status report of activities.

2. Executive Roundtable
   Product:  Periodic status report of activities as necessary.

3. APA/VAPA
   Product:  Periodic status report of activities as necessary.

4. Greater Richmond Chamber of Commerce
   Product:  Periodic status report of activities as necessary.

5. Greater Richmond Partnership
   Product:  Periodic status report of activities as necessary.

6. Metro Richmond Convention and Visitors Bureau
   Product:  Monthly status report of activities.

7. Other Organizations/Associations
   Product:  Periodic status report of activities as necessary.

8. Special Projects
   Product:  Periodic status report of activities as necessary.

9. ACIR

   Periodic status report of activities as necessary.

## GENERAL OVERVIEW

The Richmond Regional PDC's Planning and Information Systems Division promotes the agency's mission of planning for the physical, social, and economic development of the region by regularly refocusing attention toward the future.  The division provides a forum for the local governments to exchange information and to develop cooperative initiatives that address regional and local issues and opportunities, as well as state and federal regulations. The division's staff undertakes technical and policy studies and provides technical assistance to the member localities and others.

Through a variety of planning programs, the Planning and Information Systems Division participates in and provides effective planning processes for the region.  The division places major emphasis in the following programs:

- Regional Planning Assistance Program

- Environmental Resources Program

- Rural Transportation Planning Program

- Information Services Program

- Geographic Information Services and Computer Support Services Program

- Emergency Services Program

- Historic Resources Program
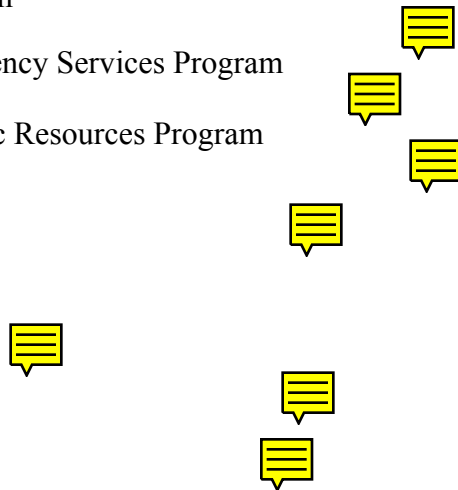
## REGIONAL PLANNING ASSISTANCE PROGRAM

### A. OVERVIEW

This program provides a variety of housing and community development services for the region's nine localities. Key activities include locality-specific project development, research, and regional coordination. The purpose of this program is to support local governments' efforts in long-range community planning by providing value-added resources and technical assistance. This program also investigates opportunities for enhanced regional planning coordination that have the capacity to support local planning efforts. In addition, the program provides technical assistance to one of the region's four urban localities on an annual rotation basis—the rotation is the City of Richmond, Chesterfield County, Henrico County, and Hanover County.

### B. KEY ACTIVITIES AND PRODUCTS - GENERAL REGIONAL

1. Henrico County – As part of the rotation cycle for major technical assistance established by the commission, assist Henrico County with a parking standards study as requested by the county (Project Manager: Jackie Stewart).

   Product: Report.

2. Regional Industrial Standards Inventory – Assist the region's local governments in assessing industrial zoning standards used throughout the region. This project originated from a technical assistance project completed for Hanover County (Project Manager: Christine Fix).

   Product: Report.

3. New Kent County Community Development Block Grant (CDBG) Project Management – Assist New Kent County with the close-out administration of two economic development projects funded through CDBG, Virginia Department of Transportation (VDOT) revenue sharing funds, and county funds (Project Manager: Jackie Stewart).

   Product: DHCD-approved project close-out.

4. Regional Strategic Plan – Implement and maintain the regional strategic plan as required by the Regional Cooperation Act (Project Manager: Jackie Stewart).

   Product: Strategic Plan.

5. Strategic Economic Competitiveness Plan – Provide administrative support to the Richmond Regional Competitiveness Committee, and provide quarterly reports to the

Richmond Regional PDC on the progress of the project(s) funded by the Regional Competitiveness Act (Project Manager: Jodie Evans).

Product: Monthly status report.

6.  Regional Planning Commissioner's Forum –Conduct the second annual regional planning commissioner's forum as the foundation for information sharing and development of initiatives for the region. Hosted by Henrico County (Project Manager: Jackie Stewart).

    Product: Annual forum.

7.  Regional Planning Director's Meetings – Coordinate and participate in regional planning director's meetings to share items of regional and local significance (Project Manager: Jackie Stewart).

    Product: Monthly status report.

8.  Local CDBG Assistance – Assist non-entitlement localities with the preparation of CDBG applications (Project Manager: Todd Rigler).

    Product: Monthly status report.

9.  Regional CDBG Priority List – As required by the Virginia Department of Housing and Community Development each year, develop a regional community development block grant priority list using the priorities established by each of the non-entitlement localities of the region (Project Manager: Todd Rigler).

    Product: Annual priority ranking and resolution of support.

10. Rural Prosperity Commission – Participate in Virginia Rural Prosperity Commission activities to leverage greater resources for the region's rural localities (Project Manager: Todd Rigler).

    Product: Monthly status report.

11. Intergovernmental Reviews – Provide intergovernmental reviews of regionally significant projects (Project Manager: Christine Fix).

    Product: Intergovernmental review document.

12. Goochland County Village Overlay – Assist Goochland County in preparing overlay zoning ordinance text for designated villages. (Project Manager: Todd Rigler).

    Product: Zoning ordinance text.

13. New Kent County Comprehensive Plan– Assist New Kent County with their comprehensive plan update by preparing maps, an environmental management plan, historic and cultural resources preservation plan, transportation plan, park, recreation, greenway and blueway facilities plan, school plan, and providing public presentation support to county staff. (Project Manager: Todd Rigler).

    Product: Comprehensive plan text and mapping.

14. Charles City County Zoning Ordinance – Assist Charles City County Planning Commission in their review of the zoning ordinance. (Project Manager: Jackie Stewart).

    Product: Zoning ordinance text.

15. Charles City County Enterprise Zone – Assist the county with preparing an enterprise zone application. (Project Manager: Todd Rigler).

    Product: Enterprise zone application.

16. Charles City County GIS Assistance – Provide technical assistance to Charles City County in their development of ArcGIS.  (Project Manager: Leigh Medford.)

    Product: Monthly status report of activities.

17. Goochland County GIS Assistance – Provide technical assistance to Goochland County in their development of ArcGIS.  (Project Manager: Alan Gregory.)

    Product: Monthly status report of activities.

18. Chippenham/Midlothian Corridor Study – Provide administrative and technical assistance to Richmond and Chesterfield County in their development of corridor study.

    Product: Monthly status report of activities.

19. City of Richmond Enterprise Zone – Assist the city with development of their enterprise zone application.  (Project Manager: Todd Rigler)

    Product: Monthly status report of activities.

**ENVIRONMENTAL RESOURCES PROGRAM**

**A. OVERVIEW**

This program provides a variety of environmental planning services for the region's nine localities. The coastal portion of this program is supported in large part by an annual grant from the Virginia Coastal Resources Management Program of the Virginia Department of Environmental Quality.

**B. KEY ACTIVITIES AND PRODUCTS – GENERAL ENVIRONMENTAL**

1. Regional Solid Waste Management Plan - Work with the Central Virginia Waste Management Authority (lead agency) and the Crater PDC to support the maintenance and update of the Central Virginia Solid Waste Management Plan project due to be completed by July 2004 (Project Manager: Todd Rigler).

   Product: Monthly status report. (Plan to be prepared by CVWMA.)

**C. KEY ACTIVITIES AND PRODUCTS – COASTAL**

The elements for this program area are part of the Commission's FY 03 coastal grant and a potential FY 03 grant from the Chesapeake Bay Local Assistance Board. The coastal grant is submitted in the spring to the Virginia Department of Environmental Quality and runs in the federal fiscal year cycle beginning October 1 each year. The Bay grant is submitted in December to the Chesapeake Bay Local Assistance Board and runs for the fiscal year beginning July 1 each year.

1. GIS Data Support: Provide GIS analysis of existing and future land uses using locally adopted land use plans and aerial photography. Geographical data distribution and analysis results, as well as maps of environmental resource features such as wetlands and floodplains, will be made available via the PDC's GIS data server (Project Manager: Christine Fix).

   Product: GIS map.

   a. Goochland County FEMA Mapping– Assist Goochland County in preparing updated FEMA coverage for the county. (Project Manager: Leigh Medford).

   Product: GIS mapping.

2. Environmental Resouces Technical Advisory Committee Support: Develop an environmental work program to be implemented in part through the Environmental Resouces Technical Advisory Committee. PDC staff will host periodic meetings of the Environmental Resources Technical Advisory Committee (Project Manager: Christine Fix. ).

Product: Work Program and status report of activities.

3. Local Government Technical Assistance: Assist local governments with their coastal programs by: preparing and administering grant applications, requests for proposals, etc; reviewing local site plans and <u>development proposals for</u> <u>environmental impacts</u>; preparing and assisting with updates to local codes and ordinances; assisting with tributary strategy implementation; and conducting other associated technical assistance efforts as requested (Project Manager: Christine Fix).

Product: Report documents and monthly status report of activities.

4. Public and Private Agencies/Commissions Liaison: Participate in meetings and workshops covered under the Regional Cooperation Act, the Chesapeake Bay Preservation Act, and the Chesapeake 2000 Agreement as well as actively participate as a member of the Metro Areas Work Group and the Local Government Advisory Committee (Project Manager: Christine Fix).

Product: Monthly status report of activities.

5. Grant Administration: Preform necessary financial and administrative tasks to manage the coastal grant, including required reports and meetings with the Virginia Department of Environmental Quality officials (Project Manager: Christine Fix).

Product: Bi-annual and annual reports.

## D. KEY ACTIVITIES AND PRODUCTS – CHESAPEAKE BAY PRESERVATION ACT PROGRAM

1. Regional BMP Index – Phase I: Develop a GIS database of best management practices structures in the rural areas of the region as phase I of a two-phased approach. This project is on hold until state funding is forthcoming (Project Manager: Christine Fix).

Product: Report, GIS database, and map. **Defunded.**

## E. KEY ACTIVITIES AND PRODUCTS – DEPARTMENT OF CONSERVATION AND RECREATION

1. Regional BMP Index – Phase I: Develop a GIS database of best management practices structures in the rural areas of the region as phase I of a two-phased approach. (Project Manager: Christine Fix).

Product: Grant Application and pending report, GIS database, and map. **Not funded.**

## F. KEY ACTIVITIES AND PRODUCTS – LEGISLATIVE SERVICES

1. **Stream Clean Campaign** – Develop a grant proposal in support of the region's stream clean-up efforts. (Project Manager: Christine Fix).

   Product: Grant Application and pending media campaign. **Funding pending.**

## RURAL TRANSPORTATION PLANNING PROGRAM

### A. OVERVIEW

The planning district commission provides rural transportation planning services to the non-urban portions of Charles City, Goochland, New Kent, and Powhatan counties. This program is primarily funded by an annual grant from the Virginia Department of Transportation. A technical advisory committee comprised of members from Charles City, Goochland, New Kent, and Powhatan counties; the Virginia Department of Transportation; Ridefinders; the Federal Highway Administration, and the Virginia Department of Rail and Passenger Trains supports the activities of this program.

### B. KEY ACTIVITIES AND PRODUCTS – GENERAL RURAL TRANSPORTATION ADMINISTRATIVE

1. Staff to Rural TAC – A technical advisory committee was formed primarily to provide input into the work task developed each year as part of the annual work program development. In turn, planning staff provides technical assistance to members of this committee to address rural transportation planning issues (Project Manager: Christine Fix).

   Product: Monthly status report.

2. Quarterly and Annual Reports to VDOT – As a condition of the grant, quarterly reports and an annual report are required. (Project Manager: Christine Fix).

   Product: Quarterly reports (4) and annual report to VDOT.

3. FY 04 Work Program – Each year planning staff works with the Rural Technical Advisory Committee to develop an agency rural transportation planning work program. The focus of the work program has traditionally been to provide direct technical support to the region's rural localities. The items included in the work program are reviewed and approved by the Virginia Department of Transportation, which provides 80 percent of the funding for all work done. This program has been very successful in leveraging state funds for local projects (Project Manager: Christine Fix).

   Product: FY 04 work program and resolution of support.

4. Training – This activity includes periodic attendance at Virginia Planning District Commission Transportation Committee meetings, Rural Planning Caucus, MPO, and other meetings relevant to rural transportation planning and training (Project Manager: Jackie Stewart).

Product: Monthly status report.

Planning and Information Systems Division

## C. KEY ACTIVITIES AND PRODUCTS – TECHNICAL ASSISTANCE

The elements for this program area are part of the commission's FY 03 rural transportation planning grant.  This grant is prepared annually with the assistance of the regional Rural Transportation Technical Advisory Committee and submitted in March to the Virginia Department of Transportation.

1. New Kent County Providence Forge Village Plan:  New Kent County has requested that PDC staff assist the county with the development of a █████age plan focusing on transportation infrastructure for the Providence Forge area.  This plan will be the foundation for possible TEA-21 enhancement grant applications, similar to the Powhatan County Courthouse Circulation Assessment prepared by the PDC (Project Manager: Christine Fix).

   Product: Village plan.

2. Powhatan County Comprehensive Plan Update:  Powhatan County has requested that PDC staff update the census and related statistical data information and narrative as part of the county's comprehensive plan update (Project Manager: Todd Rigler).

   Product: Report.

3. Charles City County Route 5 Development Plan Implementation:  The county development director has requested that PDC staff work with the county planning commission to assist the county in implementing the recommendations of the Route 5 Development Plan.  The implementation of the plan is being coordinated with the implementation of the state's Capital-to-Capital bikeway plan and the re-write of the county's zoning ordinance (Project Manager: Todd Rigler).

   Product: Quarterly report of activities.

4. Rural Flood Prone Roadway Study:  Analyze existing rural roads to identify potential flood prone areas and recommend possible alternate routes during flooding events.  Analysis would include past flooding events and types of damage and data collected by local law enforcement and rescue authorities, the National Weather Service, VDOT road crews, and utility companies (Project Manager: Christine Fix).

   Product: Final report and maps with GIS supporting data.

5. Rural Area Driving Tour (multi-year): As time allows, begin project development and data collection of historical sites and highway markers in the rural portions of the region.  Research will include data collection on all rural historical sites, including those listed on the national and state historic registers and on historic highway markers as part of the

VDHR highway marker program.  The project will be modeled after the Eastern Shore Tourism virtual tour (Project Manager: Todd Rigler).

Product: Quarterly report of activities.

6. Scenic Roads Study (multi-year):  As time allows, begin project development and data collection of existing scenic roads and potential future scenic road designations in the rural portions of the region.  Study will include an analysis of the visual character of the roads and possible improvement to the roads and/or connectors to make them even more pleasing to drive (Project Manager: Todd Rigler).

    Product: Quarterly report of activities.

7. RideFinders Commuting Analysis (on-going):  RideFinders has requested that PDC staff assist with commuting analyses for current and potential major employers located in the rural areas of the region.  The purpose of the analysis is to increase efficiencies, expand and enhance transit services, and increase the use of such services in rural areas (Project Manager: Todd Rigler).

    Product: Maps, GIS supporting data, and technical assistance.

8. TEA-21 Enhancement Grant Applications (on-going):  PDC staff will draft enhancement grant applications at the request of the following rural localities (Project Manager: Christine Fix):

    - Goochland County
    - New Kent County
    - Powhatan County
    - Charles City County

    Product: TEA-21 enhancement grant applications.

9. Traffic Study Analysis (on-going):  Review and analyze traffic studies as part of the local plan of development process as requested by local staff  (Project Manager: Christine Fix).

    Product: Quarterly report of activities.

10. Rural Transportation Web Site (on-going):  In order to continue promoting VDOT's rural transportation planning program, PDC staff will continue to update the rural transportation planning section on the Richmond Regional Planning District Commission's web site.  The section  contains information about the agency's adopted rural transportation work program, rural transportation reports prepared by the PDC, training opportunities, web links (such as VDOT's rural transportation web site and RideFinders), and other pertinent information

related to the region's and to VDOT's rural transportation planning program (Project Manager: Todd Rigler).

Product: Rural transportation planning section on Richmond Regional Planning District Commission web site.

11. GIS Mapping and Expertise (on-going):  PDC staff will continue to map miscellaneous transportation-related data layer updates resulting from local, state, and federal agencies' efforts to update data (on-going).  PDC staff will also continue to provide technical assistance to local GIS planning staff to assist them in analyzing the relationships between land use and transportation facilities to include training local staff on GIS methodology. Goochland and Powhatan counties have specifically requested expert GIS assistance in the development and implementation of new county systems (Project Manager: Alan Gregory).

Product: Map(s) and monthly report of activities.

12. MPO Coordination (on-going):  Continue to coordinate rural transportation planning efforts with urban transportation planning efforts by working with the Metropolitan Planning Organization Technical Advisory Committee and staff (Project Manager: Jackie Stewart).

Product: Quarterly report of activities.

13. Annual Responsibilities (on-going) (Project Manager: Christine Fix.):

- Review of statewide transportation plan and compilation of local government comments relative to plan updates.  (Refer to Task 12.)
- Review of annual statewide transportation improvement programs, including all modes. (Refer to Task 12.)
- Assessment of impacts of major developments.  (Refer to Tasks 1, 3, and 9.)
- Development of land use data for updates of small urban studies.  (Refer to Tasks 1 and 2.)
- Development of regional consensus on priorities of highway and transit programs for consideration by the Commonwealth Transportation Board.  (Refer to Task 12.)
- Identification of major regional issues pertaining to transportation safety, road capacity, and accessibility.  (Refer to Tasks 9 and 11.)
- Identification of methods to expand and enhance transit services and to increase the use of such services. (Refer to Sub-Task K.)
- Any other specific activities as requested by VDOT and/or the Federal Highway Administration.

Product: Annual summary of annual responsibility activities.

**INFORMATION SERVICES PROGRAM**

**A. OVERVIEW**

The Richmond Regional PDC serves as an information clearinghouse that supports internal planning functions, information needs of the agency's member governments, and requests for information about the region from other public and private sector organizations. The PDC collects and disseminates information from its member governments; the U.S. Bureau of the Census; the U.S. Bureau of Labor Statistics; the Bureau of Economic Analysis; the Virginia Employment Commission; Weldon Cooper Center for Public Service at the University of Virginia; and from a host of other federal, state, and local agencies. The PDC also houses the Street Name Clearinghouse program, the goal of which is to eliminate street name duplication and "sound-alike" street names for the region.

**B. KEY ACTIVITIES AND PRODUCTS – GENERAL INFORMATION**

1. State Data Center Affiliate – Participate as a State Data Center Affiliate in the dissemination of Census 2000 data and maintain databases of demographic and economic information (Project Manager: Todd Rigler).

   Product: Database.

2. Information Requests – Respond to requests for demographic data by providing relevant data. (Project Manager: Todd Rigler).

   Product: Monthly status report.

3. Richmond/Petersburg (RIPE) Report– Prepare periodic RIPE reports on population, income, taxable sales, employment, and related data and produce other publications as needed. This information is provided to the public through the agency's web site (Project Manager: Todd Rigler).

   Product: RIPE report.

4. Street Name Clearinghouse – Maintain and implement the regional street name clearinghouse and evaluate its effectiveness by individual jurisdiction. Recommend needed improvements to provide value-added service to the region's jurisdictions (Project Manager: Leigh Medford).

   Product: Street Name Clearinghouse database.

## GIS & COMPUTER SUPPORT SERVICES PROGRAM

### A. OVERVIEW

Richmond Regional Planning District Commission's Geographic Information System (GIS) and Computer Support Services (CSS) Office stores, creates, and updates various types of data for use by local governments, citizens, and other PDCs and maintains the agency's computer network and internet communications. The goals of the GIS section are to support all divisional areas of the planning district commission, and to ensure consistency and integrity of products and in the data on the GIS server. The goal of the CSS section is to ensure network system integrity and plan for resource needs. The GIS section uses ArcGIS 8.1 software to produce maps showing how data relates to land features. Both GIS and CSS sections are located in the planning district commission's GIS Office.

### B. KEY ACTIVITIES AND PRODUCTS – GENERAL GIS

1. Data Dictionary Update – Maintain and update the agency's data dictionary twice a year to include all files (Project Manager: Alan Gregory).

   Product: Data dictionary document.

2. Meta Data Development – In conjunction with the data dictionary update, prepare a meta data listing (Project Manager: Alan Gregory).

   Product: Meta data report.

3. Web Site Support – Work with managers and agency's communications coordinator to provide necessary support to agency web site (Project Manager: Alan Gregory).

   Product: Monthly status report of activities.

4. Web Server – Evaluate the development and long-term management of an in-house web server (Project Manager: Alan Gregory).

   Product: In-house web server evaluation report.

5. GIS Software Support – Provide assistance to staff using Arc software, and work with computer support staff to budget needed GIS hardware and software upgrades and replacements (Project Manager: Alan Gregory).

   Product: Monthly status report of activities.

6. GIS Server Backup: Develop policies and procedures for routine backup of agency's GIS server (Project Manager: Alan Gregory).

Product: GIS server backup policies and procedures manual and implementation compliance.

7.  Staff technical software support – Provide staff support for learning new GIS software (Project Manager: Alan Gregory).

    Product: Monthly status report of activities.

8.  GIS QA/QC Manual – Ensure in-house products made by all staff meet consistent quality assurance and quality control standards (Project Manager: Alan Gregory).

    Product: QA/QC Manual.

9.  Regional GIS Technical Advisory Committee – Assist with regional efforts to coordinate data sharing and technical support that offer value-added service to the region's localities  (Project Manager: Alan Gregory).

    Product: Monthly status report of activities.

10. Statewide GIS Conference – Serve as host agency for the FY 03 GIS conference to be held in late October 2003 in Richmond.  (Project Manager: Alan Gregory)

    Product: FY 03 GIS conference.

11. VAPDC GIS/IT Committee – Participate in VAPDC GIS/IT committee.  (Project Manager: Alan Gregory.)

    Product: Monthly status report of activities.

## C. KEY ACTIVITIES AND PRODUCTS – GIS PROGRAM SUPPORT

1.  Regional Planning Assistance - General

    a.  Regional Strategic Plan – Support the agency in the analysis and development of a regional strategic plan  (Project Manager: Alan Gregory).

        Product: GIS map.

    b.  Charles City County GIS Assistance – Provide technical assistance to Charles City County in their development of Arc GIS (Project Manager: Leigh Medford).
        Product: Monthly status report of activities.

    c.  Goochland County GIS Assistance – Provide technical assistance to Goochland County in their development of Arc GIS (Project Manager: Alan Gregory.)

Product: Monthly status report of activities.

d.  Goochland County Village Overlay – Assist Goochland County in preparing overlay zoning ordinance text for designated villages. (Project Manager: Todd Rigler).

Product: Zoning ordinance text.

e.  New Kent County Comprehensive Plan – Assist New Kent County with their comprehensive plan update by preparing maps, an environmental management plan, historic and cultural resources preservation plan, transportation plan, park, recreation, greenway and blueway facilities plan, school plan, and providing public presentation support to county staff (Project Manager: Todd Rigler-text; Leigh Medford-mapping).

Product: Comprehensive plan text and mapping.

## 3. Environmental Resources - Coastal

a.  Coastal Program Mapping – Prepare GIS data mapping in support of the agency's coastal grant (Project Manager: Leigh Medford).

- Goochland County FEMA Mapping– Assist Goochland County in preparing updated FEMA coverage for the county (Project Manager: Leigh Medford).

  Product: GIS mapping.

Product: GIS map.

b.  Environmental Data Mapping – Maintain regional environmental data base including continued updates to the regional GIS system, and provide GIS technical assistance to local governments, including but not limited to the following (Project Manager: Leigh Medford).:
- Natural Heritage – Update the regional database to include new areas provided routinely by Virginia's Natural Heritage Program.
- Federal Emergency Management Agency (FEMA) – Update the regional database to include revised floodplain areas as provided by FEMA.
- National Wetlands Inventory (NWI) – Update the regional database to include updated wetland information as provided by NWI.

Product: GIS maps.

c.  Development Suitability Inventory – Prepare an inventory of highly erodible soils, highly permeable soils, steep slopes, floodplains, wetlands, and threatened and endangered species to provide a tool for evaluating development suitability throughout the region (Project Manager: Leigh Medford).

Product: GIS map.

4. Environmental Resources - CPBPA

    a. Regional BMP Index – Phase I: Prepare GIS data mapping in support of the agency's Chesapeake Bay grant (Project Manager: Leigh Medford).

    Product: GIS map.   **Defunded**.

4.1 Environmental Resources - DCR

    a. Regional BMP Index – Phase Prepare GIS data mapping in support of the agency's Chesapeake Bay grant (Project Manager: Leigh Medford).

    Product: GIS map. **Not Funded**.

4.2 Environmental Resources – Legislative Services

    b. Stream Clean Campaign – Develop a grant proposal in support of the region's stream clean-up efforts.  (Project Manager: Christine Fix).

    Product: Grant Application and pending media campaign. **Funding pending**.

5. Rural Transportation – Technical Assistance

    a. Rural Transportation GIS Mapping - PDC staff will continue to map miscellaneous transportation-related data layer updates resulting from local, state, and federal agencies' efforts to update data (on-going)  (Project Manager: Leigh Medford).

    Product: GIS maps.

6. Urban Transportation Planning Division (Project Manager: Alan Gregory)

    a. Staff support for development of maps and data linked to GIS map system. Includes staff work in support of the LRTP, CMS, TIP (project location maps for major and priority projects, etc.) and other staff, local, and VDOT plan and study activities.

    b. Technical assistance to GRTC, Ridefinders, and others in mapping data/information for analysis and display of data and/or features on a local, sub area, corridor, or regional basis.

    These items are determined by the adoption of the Unified Work Program.

7. Information Services - General

   a. Information Requests - Provide responses to information requests received (Project Manager: Leigh Medford - mapping).

      Product: GIS map.

   b. Street Name Clearinghouse–Provide responses to street name clearinghouse requests received (Project Manager: Leigh Medford - mapping).

8. Emergency Services - General

   a. Emergency Services Support – Assist the region in the collection, analysis, and dissemination of emergency services data (Project Manager: Leigh Medford-mapping).

      Product: GIS data and map.

   b. Regional Emergency Response Planning Technical Advisory Committee – Provide needed technical support t[=]gional committee  (Project Manager: Leigh Medford - mapping).

      Product: GIS maps.

   c. Center for Disease Control Support – Via the VAPDC GIS Committee, support a request from the CDC in building and in standardizing a GIS database including location of hospitals, hospitals with epidemiologists on staff, potential shelters such as schools, transportation alternatives in the event of medical emergencies, water supply treatment facilities and water sources, bridges, national guard armories, police, fire and rescue stations, and other information as requested by the CDC (Project Manager: Alan Gregory - mapping).

      Product: GIS data and map(s).

9. Historic Resources - General

   a. Regional Historic Resource Inventory – Work with other division staff to provide a regional inventory of historic resources (Project Manager: Christine Fix – text; Leigh Medford - mapping).

      Product: GIS map of historic resources.

## D. KEY ACTIVITIES AND PRODUCTS – GENERAL COMPUTER SUPPORT SERVICES

1. Computer Budget – Develop and maintain a budget that provides for adequate technological resource support for staff, anticipates technological innovations, and incorporates fiscal conservation (Project Manager: Joe Ndanga).

   Product: Computer budget.

2. Internet service provider service contract – Evaluate agency's ISP performance, identify agency's Internet needs, and assess market's ability to provide services (Project Manager: Joe Ndanga).

   Product: Monthly status report of activities.

3. Computer work station upgrades – In accordance with agency's replacement policy, identify agency's computer needs, analyze computer industry's ability to meet these needs, and develop fiscally sound recommendations with specifications about replacing individual workstations. Purchase options should comply with agency's adopted computer budget (Project Manager: Joe Ndanga).

   Product: Replacement schedule.

4. Network peripherals and shared resources evaluation – Identify agency's shared resource needs including printers, and develop fiscally sound recommendations with specifications to meet these needs. Any necessary hardware and/or software purchases should comply with agency's adopted computer budget or be programmed into future budget (Project Manager: Joe Ndanga).

   Product: Monthly status report of activities.

5. Computer network server operation system evaluation – Identify file and application needs of the network server in accordance with the two-year life cycle replacement policy. Develop recommendations for upgrades. Purchase options should comply with agency's adopted computer budget (Project Manager: Joe Ndanga).

   Product: Network server OS upgrade evaluation report.

6. Computer work station operation system evaluation – Monitor the computer industry's development of new operating systems and prepare a recommendation for scheduling and budgeting for agency-wide operating system upgrades. Purchase options should comply with agency's adopted computer budget (Project Manager: Joe Ndanga).

   Product: Workstation OS upgrade evaluation report.

7. Computer work station application upgrade – Monitor the computer industry's development of new software packages and prepare a recommendation for scheduling and budgeting for agency-wide software upgrades and/or replacement. Recommendations should include staff needs.  Purchase options should comply with agency's adopted computer budget  (Project Manager: Joe Ndanga).

   Product: Monthly status report of activities.

8. Network storage backup – Develop and ensure implementation compliance with policies and procedures to provide network backup, including any budget implications.   Any necessary purchase options should comply with agency's adopted computer budget or be programmed into future budget (Project Manager: Joe Ndanga).

   Product: Network storage backup policies and procedures manual and implementation compliance.

9. System security and virus protection – Identify additional LAN security and virus protection needs and develop strategies to address the needs (Project Manager: Joe Ndanga).

   Product: Report of strategies.

10. System fault tolerance strategies – Evaluate system to identify fault tolerance strategies.  Any necessary hardware and/or software purchases should comply with agency's adopted computer budget or be programmed into future budget (Project Manager: Joe Ndanga).

    Product:  Report outlining needed improvements.

11. Staff software training – Work with staff to identify individual training needs, anticipate training needs based on new hardware of software purchases.   Staff training should comply with agency's adopted training budget (Project Manager: Joe Ndanga).

    Product: Monthly status report of activities.

12. Network media and wiring evaluation – Identify network media problems and recommend solutions.  Any necessary hardware and/or software purchases should comply with agency's adopted computer budget or be programmed into future budget (Project Manager: Joe Ndanga).

    Product: Report outlining needed network media and wiring changes.

13. Computer software staff resource library – Maintain and manage the agency's computer resource library, including books and tutorials. (Project Manager: Joe Ndanga).

    Product: Computer software staff resource library.

14. Computer hardware and software inventory – For each of the agency's computers, maintain well-organized computer hardware and software. The file will serve as an inventory of all agency computer hardware and software resources (Project Manager: Joe Ndanga).

    Product: Computer hardware and software inventory report.

15. E-Mail Storage PAT – Develop a process to back-up and store agency e-mail in accordance with FOI requirements (Project Manager: Joe Ndanga).

    Product: Report.

# EMERGENCY SERVICES PROGRAM

## A. OVERVIEW

The primary focus of this program is to support existing local initiatives and provide value-added services to regional initiatives.

## B. KEY ACTIVITIES AND PRODUCTS - GENERAL EMERGENCY SERVICES

1. Regional EMS Service Boundaries - Participate in roundtable discussion to evaluate regional EMS service boundaries (Project Manager: Jackie Stewart).

   Product: Monthly status report of activities.

2. Center for Disease Control (CDC) Assistance - Work with the VAPDC GIS committee to provide information requested by the CDC regarding locations of various strategic facilities and structures (Project Manager: Alan Gregory).

   Product: Monthly status report of activities.

3. Emergency Services Support – Provide support to regional initiatives addressing emergency services (Project Manager: Jackie Stewart).

   Product: Monthly status report of activities.

4. Regional Emergency Response TAC - Support regional coordination efforts of the Regional Emergency Response Technical Advisory Committee (Project Manager: Jackie Stewart).

   Product: Monthly status report of activities.

5. Regional Emergency Services Work Program FY 03 – Work with the Regional Emergency Technical Advisory Committee to develop a work program that addresses areas of needed improvement identified by the committee.  These areas include: 1.) radio communication 2.) shelter resources throughout the region 3.) federal and state funding for emergency planning 4.) support of the Metropolitan Medical Response System planning efforts 5.) Memorandum of Understanding development for all localities throughout the region (Project Manager: Jackie Stewart).

   Product: Monthly status report of activities, reports, and GIS data analysis.

6. Regional Emergency Services Work Program FY 04 – Work with the Regional Emergency Response Technical Advisory Committee to develop an annual work

program to address issues and opportunities of mutual interest in the region (Project Manager: Jackie Stewart).

Product: FY 04 Work Program.

## C. KEY ACTIVITIES AND PRODUCTS - MMRS

1. Metropolitan Medical Response System – Assist the City of Richmond with their efforts to develop a region-wide MMRS (Project Manager: Jackie Stewart).

   Product: Monthly status report of activities.

## HISTORIC RESOURCES PROGRAM

### A. OVERVIEW

Through this program, the Richmond Regional PDC provides value-added assistance to its member governments on long-term projects and on an as-needed basis. A major emphasis for this program is regional support of the "Historic Richmond Region, Easy to Love" campaign.

### B. KEY ACTIVITY AND END PRODUCTS – GENERAL HISTORIC RESOURCES

1. Regional Historic Resource Inventory – Update the 1970 historic sites and structures inventory by assembling local plans and inventories into a GIS format  (Project Manager: Christine Fix).

   Product: Report and GIS database.

2. Historic Richmond Region, Easy to Love Campaign – Support regional efforts to promote the campaign (Project Manager. Christine Fix).

   Product: Monthly status report.

## GENERAL OVERVIEW

The Richmond Regional PDC's Urban Transportation Planning Division provides planning support for the region's urban transportation planning program under the direction of the Richmond Area Metropolitan Planning Organization. The division's staff, along with staff from the PDC's other two divisions, provides administrative support to the MPO board and its committees and prepares technical studies related to the region's urban transportation planning efforts.

Through a variety of planning programs, Urban Transportation Planning Division participates in and provides effective transportation planning and project programming processes for the region. The division's work program covers the following activities:

MPO Maintenance Program
- Program Administration and Special Studies
- Citizen Participation
- Unified Work Program

Long-Range Planning and Surveillance Program
- Socioeconomic Data Development
- Long-Range Transportation Plan
- Transportation Database Development/GIS
- Richmond Regional Bicycle and Pedestrian Plan

Management System/Short Range Planning Program
- Congestion Management System
- Access Management Studies

Transportation Project Programming Program
- Transportation Improvement Program

Transit Planning Program
- Elderly and Disabled Transportation Needs and Services
- Regional Light-Rail Development Program

Intermodal Planning Program
- Intermodal Transportation Development

Air Quality Planning Program
- Air Quality Plan and Program Activities

## PROGRAM ADMINISTRATION & SPECIAL STUDIES

### A. OVERVIEW

The Urban Transportation Division staff provides administrative and technical services in support of the Richmond Area Metropolitan Planning Organization (MPO) administration and special studies program. This program provides for administration of grants and contracts on behalf of the MPO, general office and computer services support, various activities necessary for compliance with federal and state requirements, and other program activities. This program also provides staff support for conducting special studies and reports addressing issues, projects, and programs of interest to the MPO.

### B. KEY ACTIVITIES AND PRODUCTS

1.  Program Administration – Provide administrative services in support of the MPO and MPO committees and other general administrative activities. (Project Manager: Dan Lysy).

    Product: Monthly status report of activities.

2.  Project and Program Reviews – Perform review activities under various state and federal programs and provide comments as appropriate. (Project Manager: Dan Lysy).

    Product: Monthly status report.

3.  Progress Reports – Provide for monthly, quarterly, and annual work and financial status reports.

    Product: Reports

4.  Contracts – Administer VDOT, VDRPT, and pass-through/consultant services contracts (Project Manager: Peter Sweetland).

    Product: Monthly status report of activities.

5.  Legislation/Regulations – Review and comment as appropriate on legislative and regulatory activities, and prepare reports to MPO when needed (Project Manager: Dan Lysy).

    Product: Monthly status report of activities.

6. Training/Conferences – Attend seminars, conferences, workshops, and training sessions related to transportation planning and professional job skills development (Project Manager: Dan Lysy).

   Product: Monthly status report of activities.

7. Advisory Committees – Participate on various VDOT, VDRPT, VTRC, and other advisory committees and associations (Project Manager: Dan Lysy).

   Product: Monthly status report of activities.

8. Special Studies – Conduct special studies on transportation issues, projects, and programs (Project Manager: Dan Lysy and as assigned).

   Product: Monthly status report of activities.

## MPO CITIZEN PARTICIPATION

### A. OVERVIEW

Through this work task, the RRPDC staff provides administrative and technical services for the MPO's public participation process. This support ensures an active and involved citizen participation program which meets federal and state requirements for public involvement in the transportation planning process.

### B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy (except where noted).

1. Citizens Transportation Advisory Committee (CTAC) – Provide administrative and technical support for the MPO CTAC.

2. Web Site – Post meeting agendas and minutes, notices, reports, newsletters, plan documents, and other information on the Richmond Regional PDC/MPO web site (Project Manager: Patricia Villa).

3. Information Requests – Respond to requests for information on plans, studies, reports, and data.

4. Newsletter – Prepare articles and information for RRPDC newsletter (Project Manager: Patricia Villa).

5. Public Reviews – Conduct annual LRTP review meeting and other public review meetings as necessary for the LRTP, CMS, and TIP. Prepare notice for public reviews advertised in newspapers, posted on web site, and submitted to interested parties and others. Draft documents or summaries distributed to area libraries and posted on web site.

6. Best Practices Review for MPO Public Participation – Consultant study to be completed in FY 02 and presented for MPO review and action in FY 03. Based on consultant's findings and on MPO action on recommendations, revisions/modifications to the MPO's public participation process (including formal action to revise MPO Guidelines for Public Participation) may be necessary.

7. Environmental Justice (EJ) – Conduct outreach activities for low-income and minority communities in support of public review and comment on MPO plan and program documents.

## UNIFIED WORK PROGRAM

### A. OVERVIEW

Through this work task, the Richmond Regional PDC prepares the MPO's annual work program and budget. The Unified Work Program (UWP) defines staff, VDOT, and consultant work activities in support of the MPO process, and identifies other federally funded transportation planning studies and pass through funded work tasks conducted by local governments, GRTC, and others for transportation studies and activities.

### B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy (except where noted).

1.  UWP Amendments – Amend adopted UWP as needed (e.g., additional/revised work tasks, budget revisions, etc).

2.  UWP Development –

    - Review initial staff time allocations, work assignments, work tasks, and cost information with the TAC subcommittee on UWP.

    - Solicit input for proposed work tasks from TAC, CTAC, and EDAC.

    - Review proposed staff work and pass through funding work tasks and budgets with TAC and develop proposed UWP work tasks and budgets.

    - MPO action to adopt UWP.

    - RRPDC action to authorize filing of grant applications and execution of contracts.

3.  Grants and Contracts – Prepare and submit PL and Section 5303 planning grant applications and execute contracts with VDOT and VDRPT (Project Manager: Peter Sweetland).

## SOCIOECONOMIC DATA DEVELOPMENT

### A. OVERVIEW

The Richmond Regional PDC staff coordinates the local development of socioeconomic data estimates and forecasts by traffic analysis zone (TAZ) and it develops estimates and projections of employment and automobile registrations.  Through this program, the RRPDC also provides continuing assistance for year 2000 census products development and coordination, and other appropriate data development and reporting activities.

### B. KEY ACTIVITIES AND PRODUCTS

Project Manager:  New Principal Planner for Planning and Information Systems Division (except where noted).

1. Employment and Automobile Data – Provides for completion of work on year 2000 TAZ level estimates of employment and automobile data (Project Manager: Brad Shelton).

2. Employment and Automobile Forecasts – Based on forecast year selected for the next LRTP update, prepare TAZ level forecasts of employment and automobile data (Project Manager: Brad Shelton).

3. Local Data Submissions – Coordinate work by area local governments to prepare and submit socioeconomic data (i.e., population, housing unit/households, and students), and review and compile/report on local data (Project Manager: Jin Lee).

4. Socioeconomic Data Committee Work Group – Administrative and technical support for the meetings of local planning staffs involved in socioeconomic data development (Project Manager: Todd Rigler).

5. Census – Staff support for work by RRPDC and local government staffs in reporting and distributing year 2000 census data and work related to Census Transportation Planning Package (CTPP) development (Project Manager: Brad Shelton).

6. Regional Demographic Profile – Profile of the region's population identifying the location of low income and minority population groups, in addition to other demographic information required for Title VI and Environmental Justice requirements (Project Manager: Brad Shelton).

7.  Urbanized Area – Adjustments made to the MPO study and urbanized area boundary lines (and affected TAZs) based on the final census urbanized area boundary between the Richmond and Tri-Cities MPOs (Project Manager: Dan Lysy).

## LONG-RANGE TRANSPORTATION PLAN (LRTP)

### A. OVERVIEW

The MPO's year 2023 LRTP was adopted on March 8, 2001. The next LRTP update is due to be completed by December 2003 (based on the federal requirement for maintaining a 20-year horizon period for the LRTP. The next LRTP will have 2026 as its horizon year.) In FY 03, staff will prepare and submit a proposed scope of work and initiate work on the next LRTP update.

### B. KEY ACTIVITIES AND PRODUCTS

Project Manager: New Principal Planner for the Urban Transportation Planning Division.

1. LRTP Update – Prepare and submit a proposed LRTP work scope and schedule for MPO review and action and initiate work.

2. LRTP Advisory Task Force – Establish task force and provide administrative and technical assistance for task force meetings.

3. LRTP Amendments – Prepare and submit amendments to the 2023 LRTP as needed. Work activities include coordination with VDOT for meeting air quality conformity analysis requirements (for regionally significant projects), revising/updating the LRTP financial capacity analysis, and conducting the public review process.

## TRANSPORTATION DATA BASE DEVELOPMENT/GIS

### A. OVERVIEW

Conducting the MPO's regional transportation planning and programming process involves extensive work efforts to develop data and information on the region's transportation network.  While some of this information is developed by RRPDC staff, a great deal is developed by VDOT, VDRPT, consultants, area local governments, and others.  Much of this information is of interest to area local governments, transportation agencies, business and marketing firms, educational institutions, citizens groups, and others.  Responding to information requests involving certain data items often results in staff work to develop the appropriate information, refer the requesting organization/individual to another agency, or advising them that the information is not available.  This UWP task provides for work by RRPDC staff to develop data bases and informational reports on the region's transportation system, and to develop and distribute reports, maps, and other information.  Note that work on this portion of the work task has been delayed due to delays in filling the Planning and Information Systems Principal Planner position.

This UWP task also provides for staff development and maintenance of Geographic Information System (GIS) staff services.  The use of GIS has become an integral part of the transportation planning process, providing an ability to work with map information and to graphically display various features, data, and other characteristics in various formats.  The GIS system also provides staff the ability to link map and data information to conduct transportation systems analysis.

### B. KEY ACTIVITIES AND PRODUCTS

Project Manager:  Principal Planner for the Planning and Information Systems division (except where noted).

1.  Development of transportation data for use in various reports, studies, plans, and programs.

2.  Develop, print, and distribute informational reports on transportation plans, programs, activities, and data.

3.  GIS support as follows (Project Manager:  Alan Gregory):

    a.  Staff support for development of maps and data linked to GIS map system. Includes staff work in support of the LRTP, CMS, TIP (project location maps

for major and priority projects, etc.) and other staff, local, and VDOT plan and study activities.

b. Technical assistance to GRTC, Ridefinders, and others in mapping data/information for analysis and display of data and/or features on a local, sub area, corridor, or regional basis.

4. Maintenance and support for the RRPDC's street name clearinghouse program (Project Manager Leigh Medford).

## RICHMOND REGIONAL BICYCLE AND PEDESTRIAN PLAN

### A. OVERVIEW

VDOT has provided funds for conducting the Richmond Regional Bicycle and Pedestrian Plan. This study will be conducted by a VDOT consultant and VDOT will also serve as the study project manager.

The end result of this study will be a detailed draft plan for each participating jurisdiction that it can consider for adoption as part of its comprehensive plan and considered for insertion in the region's long-range transportation plan (LRTP) as part of the LRTP Bicycle and Pedestrian element. The study will involve the RRPDC, VDOT, area local governments, and FHWA.

Work on this plan is being conducted through an MPO special purpose study advisory committee of local government representatives and other groups and organizations. (MPO action established the committee on November 9, 2001.) The detailed study scope of work was set up through and approved by the study advisory committee (approved with modifications as discussed at the committee's March 9, 2001 meeting). Work on the study was initiated by the VDOT study consultant in December 2001, and will continue into FY 03. The final work scope calls for the following major work tasks:

1. Project kickoff events.
2. Establish vision and goals.
3. Assess existing conditions.
4. Assess latent demand for bicycling and walking.
5. Prepare draft and final regional network plan.

### B. KEY ACTIVITIES AND PRODUCTS

Project Manager: VDOT Study Consultant.

1. Administrative/Technical Assistance – The staff will provide administrative assistance in support of the study advisory committee. The staff will also assist the study consultant in gathering information, working with local governments, and reporting on the study to the MPO.

2. Follow-up Activities – Based on final MPO action, additional activities may be needed as follow-up work. Results from this study will be reviewed and considered for incorporation into the draft 2026 LRTP.

## CONGESTION MANAGEMENT SYSTEM

### A. OVERVIEW

Through this program, RRPDC staff provides technical and administrative services in updating the Congestion Management System (CMS).  The CMS provides a systematic process for addressing congestion by providing information on transportation system performance and alternative transportation strategies.  The last CMS update adopted by the MPO was on March 8, 2001.  The CMS is updated every three years.

### B. KEY ACTIVITIES AND PRODUCTS

Project Manager:  Larry Hagin.

1. TIP Input – Conduct review of CMS strategies and actions as part of TIP development process.

2. ITS Coordination – Provide administrative support for the VDOT ITS Steering Committee and incorporate recommendations and projects into the CMS.

3. CMS Task Force – Provide administrative and technical assistance for meetings of the CMS task force.

4. CMS Update – Initiate work activities based on the CMS work scope and schedule.

5. GPS Travel Time Runs – Conduct peak hour travel time runs of major corridors on the CMS network and prepare the GPS travel time runs technical documentation report.

6. CMS Maps and Data – Prepare maps and reports on regional traffic flow, congestion, and other CMS information.

## ACCESS MANAGEMENT STUDIES

### A. OVERVIEW

Through this program, RRPDC staff will use work conducted on previous access management standards studies for Powhatan and Goochland counties as a model for Charles City and New Kent counties. Work on the New Kent study has been initiated; however, due to the departure of the project manager on November 22, 2002, any continuation of this work will be delayed until FY 04. Work on the Charles City Study will also be delayed until FY 04.

### B. KEY ACTIVITIES AND END PRODUCTS

Project Manager: New Principal Planner for the Urban Transportation Planning Division.

1. Review – Review and evaluate existing VDOT minimum standards and existing county policies and ordinances.

2. Oversight Committee – Establish study oversight committee to work with staff in developing proposed standards, providing liaison to development community, and reviewing and consulting on draft report. Members on committee include local planning director and VDOT residency staff.

3. Analysis – Review and analyze issue areas related to road classification, distances between entrances, turn lane/taper lengths, limiting entrances, shared entrances, internal service roads/drives, separation of intersections, locating/distances between median cross-overs, and other characteristics of access management.

4. Recommended standards – Work with oversight committee to develop recommended standards.

5. Reports – Prepare draft reports for MPO, local governments, and development community on proposed standards.

# TRANSPORTATION IMPROVEMENT PROGRAM

## A. OVERVIEW

Through this program, RRPDC staff develops, coordinates, and administers the Transportation Improvement Program (TIP). The TIP provides a three-year program of federal, state, and locally funded transportation projects for which MPO approval is required.

## B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Larry Hagin.

1. Amendments – Based on requests from VDOT, local governments, GRTC, and other transportation agencies, prepare and submit proposed TIP amendments for TAC review and recommendation and for MPO action.

2. Regional Surface Transportation Program (RSTP)/Congestion Mitigation/Air Quality (CMAQ) Tracking Sheets – Maintain record of RSTP and CMAQ funds allocated for area projects in the TIP.

3. RSTP/CMAQ Project Selection – Conduct process for preparing and selecting RSTP and CMAQ projects and program selected projects in the TIP.

4. TIP Development – Prepare the three-year list of proposed projects based on submissions by area local governments, VDOT, VDRPT, GRTC, CRAC, and Ridefinders. Conduct various documentation requirements for incorporation into the TIP document.

5. Public Review – Conduct public review process for proposed RSTP and CMAQ projects and draft TIP document.

6. Conformity Analysis – Coordinate work by VDOT study consultant to review and analyze projects in the TIP for conformity to air quality requirements. Also, provide administrative assistance for work by the Interagency Consultation Group to conduct the conformity analysis process.

7. Environmental Justice – Analyze proposed RSTP and CMAQ projects for meeting EJ requirements and provide documentation for work by VDOT in meeting these requirements.

8. Federal Transportation Administration (FTA) Section 5310 Projects – Provide information on Section 5310 funds program to area local governments and human service agencies. Action taken by the MPO to endorse requests for Section 5310 funding and projects selected by the CTB are programmed in the TIP.

9. Enhancement Projects – Action taken by the MPO to endorse requests for TEA-21 transportation enhancement program funds. Projects selected by the CTB are programmed in the TIP.

10. Regional Priority Projects – Prepare and provide list of the region's priority projects for CTB for consideration during the annual financial planning and programming funds allocation meeting. MPO develops its list of proposed projects based on input from TAC, CTAC, EDAC, and the Chamber of Commerce and based on the report of the Executive Committee.

11. Major Projects Status – Prepare report documenting the implementation status of major highway and transit projects programmed in the TIP.

## ELDERLY AND DISABLED TRANSPORTATION NEEDS AND SERVICES

### A. OVERVIEW

Administrative and technical services for the MPO's Elderly and Disabled Advisory Committee (EDAC) is provided by RRPDC staff. The committee is composed of individuals and organizations representing the region's elderly and disabled and advises the MPO on plans, studies, issues, and other matters relating to the planning of public transportation services.

### B. KEY ACTIVITIES AND PRODUCTS

Project Manager: Dan Lysy (except where noted).

1. EDAC – Provide administrative and technical support for EDAC.

2. Paratransit Studies/Reviews – Review and report as necessary on state and area plans, studies, and reports for paratransit services.

3. Transportation Operators Inventory – Major update of the private and human service agencies inventory of transportation operators completed in FY 02. Support for minor updates and distribution of report to requesting agencies and organizations will be provided in FY 03 (Project Manager: Jin Lee).

## REGIONAL LIGHT RAIL DEVELOPMENT PROGRAM

### A. OVERVIEW

As part of the FY 03 Work Program, VDOT is providing on-call consultant services to prepare and present recommendations for developing and implementing light rail in the region.  The UWP work task originally provided for the consultant to prepare and present a planned program of work elements, costs and benefits, land use considerations, and other work activities deemed necessary for development of a regional light rail study.  Based on the results of the study, staff will work with area local governments, transportation agencies, and others to implement the study recommendations.  The study committee held two meetings in FY 02 during which potential work elements for the study were reviewed and discussed.  Based on direction from the study committee, an initial draft work scope was prepared.  This scope was then reviewed with the study consultant and it was revised based on the consultant's and the study committee's comments.

The final work scope calls for an initial study of potential light rail and commuter rail corridors in the Richmond region, with up to eight initial corridors identified and screened down to the three most promising corridors for a more detailed feasibility analysis.

### B.  KEY ACTIVITIES AND PRODUCTS

Project Manager:  Dan Lysy.

Major work activities identified in the final study work scope are as follows:

1.  Conduct a screening process to determine up to eight potential commuter rail and light rail corridors.  Based on committee input, three corridors will be selected for analysis.  A demand forecast will be conducted for all eight alternative corridors with the consultant providing a technical memorandum describing methods and results of the demand forecast.  Following this analysis, an initial screening will be conducted to identify the three alternatives that appear to have the highest potential for service.  This analysis will be documented and reported to the study committee and presented to the MPO.

2.  Conduct a detailed feasibility analysis for the three identified corridors.   This analysis will include the use of the regional demand forecast model, development of an operating concept, a financial plan, an overall assessment of feasibility and a report on "Next Steps."  Technical memoranda documenting these work activities will be presented to the study committee.  The draft final report will be  presented to TAC, CTAC, and  the MPO.   Based on MPO review comments and action, a final report will be prepared and submitted.

## INTERMODAL TRANSPORTATION DEVELOPMENT

### A. OVERVIEW

In FY 02, the MPO completed work on the Richmond Regional Intermodal Transportation Study. This study examines the potential for an intermodal freight center in the Richmond/Tri-Cities area. It also examines the region's freight transportation network (i.e., highways, rail, airport, and port) and provides recommendations to improve freight movement. While the study concluded that the region does not need an intermodal facility at this time, it recommended the establishment of an Intermodal Advisory Task Force charged with monitoring future demand for such a facility. The task force will also serve as a liaison with the freight movement industry providing for its input into the regional transportation planning process. It will also review the various study recommendations, address concerns and issues facing the freight movement industry, and bring forward to the MPO its recommendations for addressing these concerns and issues.

Note that work on this task will be delayed until late FY 03 due to the departure of the project manager on November 22, 2002.

### B. KEY ACTIVITIES AND PRODUCTS

Project Manager: New Principal Planner for the Urban Transportation Planning Division.

1. Intermodal Advisory Task Force – Provide administrative and technical assistance for meetings of the task force.

2. Review recommendations from the Richmond Regional Intermodal Transportation Study and provide comments and recommendations as appropriate for MPO review and consideration.

3. Intermodal Workshop – Organize and conduct workshops with representatives from the freight movement industry to solicit comments and suggestions on capital and/or operating improvements needed for the region's transportation network.

4. Monitor and report to the MPO on service demand and need for a regional intermodal transportation facility.

## AIR QUALITY PLAN AND PROGRAM ACTIVITIES

### A. OVERVIEW

Through this work task, RRPDC staff coordinates the MPO's participation on the Metropolitan Richmond Air Quality Committee (MRAQC) as it works with the Virginia Department of Environmental Quality (VDEQ) to develop and implement the Nonattainment/Maintenance Area Plan for ozone air quality standards.

The RRPDC staff also works with VDOT staff and consultants in conducting air quality conformity analysis in support of the TIP and LRTP.

### B. KEY ACTIVITIES AND PRODUCTS

Project Manager:  Dan Lysy (except where noted).

1.  MRAQC – Provide assistance in support of MRAQC review of proposed State Implementation Plan (SIP) revisions/amendments by VDEQ.  The SIP serves as the region's plan for attainment of ozone air quality standards and is administered by VDEQ.

2.  Air Quality Data/Reports – Review and report on VDEQ air quality monitoring data and reports.

3.  Conformity Analysis – Provide assistance to VDOT and the VDOT study consultant in conducting the air quality conformity analysis requirements for the TIP and LRTP (Project Manager: Larry Hagin-TIP; new Urban Transportation Planning Division Principal Planner-LRTP).

| Program [1] | Percent of Budget | Total Cost |
|---|---|---|
| Agency Administration and Management Services | 42.5% | $ 515,800 |
| Regional Planning Assistance | 6.6% | $ 79,800 |
| Technical Assistance Services | 2.4% | $ 28,600 |
| Environmental Planning | 2.4% | $ 29,000 |
| Rural Transportation Planning | 1.6% | $ 19,900 |
| Information Systems and Services | 6.5% | $ 78,500 |
| Emergency Services Planning | 1.4% | $ 17,500 |
| Historic Resources Planning | 0.4% | $ 5,100 |
| Urban Transportation Planning | 36.2% | $ 438,900 |
| *FY 2003 Total Personnel Allocation* | 100.0% | $ 1,213,100 |

[1] Program categories have been redefined to broaden the definition of management services which now includes legislative support and communications services and to disaggregate regional planning services into programmatic areas.

# Appendix A

## FREQUENTLY USED TERMS AND ABBREVIATIONS

**"3-C" Process** ("Continuing, Cooperative, and Comprehensive") Language from federal legislation establishing MPOs and used in reference to the regional transportation planning and programming process

**ACG** Address Coding Guide

**ADT** Average Daily Traffic; used in conjunction with current and projected traffic volumes

**CAO** Chief Administrative Officer

**CARE** Community Assisted Rider Enterprise; program operated by GRTC providing demand-response paratransit service for the elderly and disabled in the City of Richmond and Henrico County

**CMS** Congestion Management System

**COA** Comprehensive Operational Analysis

**FY** Fiscal Year (July 1 to June 30)

**MPO** Metropolitan Planning Organization; the Richmond Area MPO's membership includes the following local governments and agencies: Ashland, Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, Richmond, CRAC, GRTC, RMA, RRPDC, VDOT, Ridefinders, FHWA, FTA, and VDA; serves as the forum for cooperative transportation decision making in the Richmond area

**MSA** Metropolitan Statistical Area; the Richmond/Petersburg MSA includes the cities of Colonial Heights, Hopewell, Petersburg, and Richmond; the counties of Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, New Kent, Powhatan, and Prince George; and the Town of Ashland

**NAAQS** National Ambient Air Quality Standards; defined by EPA

**NHS** National Highway System

**RFP** Request for Proposals; process used for reviewing and selecting proposals for consultant study activities (goods and non-professional services)

**RFQ** Request for Quotes (Consultant Services)

**SIP** State Implementation Plan; identifies control measures and process for achieving and maintaining NAAQS; eligible for CMAQ funding

**SOV** Single Occupant Vehicles

**STP** Surface Transportation Program

**Study Area** The area projected to become urbanized within the next 20 years; defines the area for MPO plans, programs, and studies

**TAZ** Transportation or Traffic Analysis Zone; generally defined as areas of homogeneous activity served by one or two major highways; TAZs serve as the base unit for socioeconomic data characteristics used in various plans and studies

**TCM** Transportation Control Measures (for Air Quality Control); eligible for CMAQ funding

*TDM*    *Traffic Demand Management;
program for CMAQ funding*

*TDP*    *Transit Development Program*

*TIP*    *Transportation Improvement
Program; a staged, multiyear,
intermodal program of
transportation projects that is
consistent with the transportation
plan*

*TMA*    *Transportation Management Area
(i.e., MPOs greater than 200,000 in
population)*

*Transportation Plan*
    *The MPO's adopted Long-Range
Transportation Plan; serves as the
initial step and framework in
developing a regionally based
network of transportation facilities
and services that meets travel needs
in the most efficient and effective
manner possible*

*Urbanized Area*  *Term used by the U.S.
Census Bureau to designate
urban areas. These areas
generally contain population
densities of at least 1,000 persons
per square mile in a continuously
built-up area of at least 50,000
persons; factors such as
commercial and industrial
development, and other types and
forms of urban activity centers
are also considered*

*UWP*    *Unified Work Program; MPO's
program of work activities noting
planning priorities, assigned
staffs, work products, budgets,
and funding sources*

*VMT*    *Vehicle Miles Traveled*

*VOC*    *Volatile Organic Compounds;
emissions from cars, power
plants, etc; when VOCs react
with oxides of N (NOx), Ozone,
or smog*

# Appendix B

**RICHMOND REGIONAL PDC**                                    **RICHMOND AREA MPO**

*Executive Committee*

*Richmond Regional PDC/Richmond Area MPO Joint Committee*

| | |
|---|---|
| *Charter and Bylaws Committee* | *EDAC  Elderly and Disabled Advisory Committee* |
| *Personnel and Operating Policies Committee* | *CTAC  Citizens Transportation Advisory Committee* |
| *Audit Committee* | *TAC  Technical Advisory Committee* |
| *ETAC  Environmental Technical Advisory Committee* | |
| *RTAC  Rural Technical Advisory Committee* | |
| *Richmond Regional Competitiveness Committee* | |

## FEDERAL, STATE, AND REGIONAL AGENCIES

| | | | |
|---|---|---|---|
| *CRAC* | *Capital Region Airport Commission* | *MARAD* | *Maritime Administration* |
| *EPA* | *Environmental Protection Agency* | *RMA* | *Richmond Metropolitan Authority* |
| *FAA* | *Federal Aviation Administration* | *RRPDC* | *Richmond Regional Planning District Commission* |
| *FHWA* | *Federal Highway Administration* | *USDOT* | *United States Department of Transportation* |
| *FRA* | *Federal Railroad Administration* | *VDA* | *Virginia Department of Aviation* |
| *FTA* | *Federal Transit Administration* | *VDOT* | *Virginia Department of Transportation* |
| *GRTC* | *GRTC Transit System* | *VDEQ* | *Virginia Department of Environmental Quality* |
| *MRAQC* | *Metropolitan Richmond Air Quality Committee* | *VDHCD* | *Virginia Department of Housing and Community Development* |
| *Ridefinders, Inc.* | *A public, nonprofit corporation that provides carpool/vanpool matching and other commuter and transportation services* | *VDRPT* | *Virginia Department of Rail and Public Transportation* |
| | | *VTRC* | *Virginia Transportation Research Council* |

<u>FEDERAL AND STATE LEGISLATION</u>

*ADA of 1990*      *Americans With Disabilities Act.*

*CAAA of 1990*      *Clean Air Act Amendments.*

*RCA*      *Virginia  Regional Cooperation Act of 1995; authorizing state legislation for planning districts and defines their mission, duties, powers, etc.  This act updates the founding legislation – the Virginia Area Development Act of 1968.*

*RCP*      *Virginia Regional Competitiveness Act; state legislation provides the authorization for the competitiveness program that was established in 1997.*

*TEA-21*      *Transportation Equity Act for the 21st Century; signed into law on June 9, 1998; authorizes federal funds for highways, highway safety, transit, and other surface transportation programs for the next six years.  Builds on and continues many of the initiatives established in the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991.*

*NEPA*      *National Energy Policy Act; focuses on use of alternative energy.*

FUNDING PROGRAMS

*CMAQ*     *Congestion Mitigation/Air Quality funds also available for eligible planning activities leading to project implementation.*

*HPR*     *Highway Planning and Research; funds allocated to VDOT in support of rural transportation program activities.*

*Local Dues*     *Local funds paid by planning district member governments to planning district commissions for general operations, technical assistance, and other programs. Current dues structure is $0.55 per capita for planning district programs and $0.05 per capital for transportation planning.*

*Local Match*     *Funds required by recipients of certain grants for matching federal and/or state grant funds. Section 5303 and PL funds require a 10 per cent match, with VDOT providing 10 per cent and the remaining 80 per cent provided by the federal source. HPR funds for rural transportation require a 20 per cent match. VCRMP funds require a 50 per cent local match.*

*PL*     *Planning funds available from FHWA for MPO program activities.*

*RCA*     *State funds allocated to planning district commissions for regional planning.*

*RCP*     *State funds available to regional partnerships for economic development programs.*

*Section 5303*     *Planning funds available from the FTA for MPO program activities.*

*SPR*     *State Planning and Research; funds allocated to VDOT in support of MPO program activities.*

*TEIF*     *Transportation Efficiency Improvement Fund; purpose of program is to reduce traffic congestion by supporting transportation demand management programs designed to reduce use of single occupant vehicles and increase use of high occupancy vehicle modes; operated by the Commonwealth Transportation Board.*

*VCRMP*     *Virginia Coastal Resources Management Program; funds available from NOAA through VDEQ for coastal resource management*

# RICHMOND REGIONAL PLANNING DISTRICT COMMISSION

## Work Program
## Fiscal Year 2003

*A Work Program in Support*

*of the*

*Richmond Regional Planning District Commission*

*and the*

*Richmond Area Metropolitan Planning Organization*

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

## December 2002