

# Planning District Commission #15

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

FY 06

*September 1, 2006*

*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**

## **Fiscal Year 2006**

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### ***ELEMENT #1***

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## **Strategic Planning**

### **Strategic Plan Development Activities**

In fiscal year 2006, the Richmond Regional Planning District Commission continued to focus on the support of existing plans and programs in several strategic plan vision areas. In Air, Land and Water, the planning district commission remained involved with Virginia's Coastal Resource Management Program by coordinating environmental planning efforts with localities within the planning district commission and with other planning districts in the state's coastal region. The planning district commission played an active role in both the Virginia Association of Planning District Commission's Coastal Committee and York River and James River tributary strategy roundtables. The agency's Environmental Resources Technical Advisory Committee, comprised of staff representing each local government within the region, remains active in identifying key environmental planning issues. 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 to develop strategies to broaden local government participation in the Chesapeake Bay Program.

Under the Governance vision area, the Richmond Regional Planning District Commission 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 fifth Annual Richmond Regional PDC Area Planning Commissioners' Forum was held in FY 06, 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 mixed use development and affordable housing alternatives in the region. Roundtable

discussions focused on implementation tools available and those needed to enable affordable housing within each jurisdiction.

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. **Public Transportation for the Elderly, Disabled, and Low-Income: Phase I – Needs Assessment Report** – This study provides an assessment of the public transportation needs of the region’s elderly, disabled, and low-income population groups and an initial review of the region’s primary public transportation services (i.e., GRTC Transit System, CARE, Access Chesterfield, Red Cross, and transportation services for several other human service agencies). This study provides the following:

- Identification of transportation disadvantaged (TD) population groups (i.e., elderly, disabled, and low-income)
- Identification of major travel destinations, travel times, and trip purposes of TD groups
- Identification of specialized transportation providers/programs, and their eligibility requirements and service areas
- Identification of barriers and deficiencies of their existing transportation system to meet TD groups’ mobility needs.

This report was accepted at the February 2, 2006 MPO meeting and has been posted on the RRPDC web site and distributed to study participants and members of the MPO’s Technical Advisory Committee (TAC) and Elderly and Disabled Advisory Committee (EDAC).

2. **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. In response to the MPO’s action, a draft scope of work was prepared by RRPDC staff and presented at the December 8, 2005 MPO meeting. VDOT advised that it would commit up to \$125,000 in State Transportation Planning Grant (STPG) pilot program funds and an amendment to the MPO’s *FY 06 Unified Work Program* (UWP) was prepared, submitted, and approved at the February 2, 2006 MPO meeting. In addition to STPG funds, the MPO programmed \$245,000 in FHWA/PL and FTA Section 5303 funds for a total FY 07 study budget of \$370,000 (\$275,000 budgeted for consultant services; total does not include study development and administrative work charged to MPO Maintenance/Special Studies in FY 06). Work on the consultant review and selection process is scheduled to begin in early FY 07 (following VDOT action to authorize execution of the VDOT/RRPDC STPG funds agreement).

The study will be a comprehensive review and analysis providing for the development and implementation of a regional mass transit system based on the following study objectives:

- Produce a plan of action for the development and implementation of regional mass transit programs and services over mid-range (three to 10 years) and long-range (10 to 25 years) time horizons with consideration given to corridor prioritization.
  - Study will cover the entire Planning District 15 area and linkages to adjacent areas including metropolitan areas as appropriate for consideration of all public transportation modes.
  - Study will address all surface public transportation modes (i.e., local and express bus, car and vanpool programs, ADA/specialized public transportation services, bus rapid transit, streetcar/trolley, light rail, and commuter rail).
  - Study will provide recommendations for dedicated, on-going funding programs to meet capital and operating needs.
  - Study will provide recommendations for supportive land uses appropriate to enhancing public transportation services.
  - Study will review and provide recommendations for the MPO's adopted Human Services Public Transportation Coordination Plan.
3. Recommended Alignment Changes to Interstate Bicycle Routes 1 and 76 in the Richmond Region – Action was taken at the February 2, 2006 MPO meeting to support proposed realignment of U.S. Bicycle Routes 1 and 76 in portions of Chesterfield and Henrico counties. This effort was initiated based on a request from CTAC and presented at the October 13, 2005 MPO meeting where it was reported that the location for these two interstate bicycle routes had not been reviewed since they were first established in the Richmond area approximately 30 years ago. CTAC's representative from the Richmond Area Bicycling Association (RABA) and RRPDC staff met with staffs from those jurisdictions in the Richmond region where U.S. Bicycle Routes 1 and 76 were located. As a result of these meetings, a work group of RRPDC and local government staffs and the RABA CTAC member agreed on proposed realignment of these two bike routes in Chesterfield and Henrico counties. The boards of supervisors for Chesterfield and Henrico counties took action, along with the MPO, to approve proposed changes recommended by the work group and these resolutions were submitted to VDOT for their review and action (i.e., resolutions submitted to the American Association of State Highway and Transportation Officials, AASHTO, which is responsible for approving changes to the location of these two interstate bicycle routes). AASHTO is expected to take action in the summer of 2006 on this request.
4. MPO Study Area Expansion – In preparation for the next Long-Range Transportation Plan (LRTP) update, MPO area local governments that have areas outside of the MPO study area, reviewed their current boundary line to consider if all areas of the jurisdiction that are expected to be urbanized in the next 20 years (by 2031) are within the current MPO study area. New Kent County found that a major new development (the Farms of New Kent) was partly outside the current MPO study area and requested that the study area be expanded to include the area covered by this development. The MPO took action at its April 13 meeting to approve New Kent's proposed MPO study area expansion and the MPO's request was submitted to VDOT for their review and action. VDOT has given tentative approval to this expansion with final action to be made by the Governor's office.

5. Memorandum of Understanding (MOU) for Coordination of Regional Transportation and Air Quality Planning in the Richmond Nonattainment/Maintenance Area – Action was taken at the April 6, 2006 Metropolitan Richmond Air Quality Committee (MRAQC) to approve this five party agreement. It was first approved by the MPO on February 13, 2003. Execution of the agreement by MRAQC and VDEQ was delayed due to the need to reestablish MRAQC (the CAAA Section 174 lead planning organization for the Richmond Nonattainment/Maintenance area for ozone air quality standards). MRAQC was reestablished in mid-2005 with appointments made by the Governor. Signatory parties to the MOU are the Richmond Area MPO, Tri-Cities Area MPO, MRAQC, VDOT, and VDEQ.
6. Consultation Procedures for the Richmond Ozone Nonattainment Area in Support of the Transportation Conformity Regulations – Action was taken at the October 13, 2005 MPO meeting to approve this procedures document. Modification of it was needed to provide for the addition of the City of Petersburg and Prince George County to the Interagency Consultation Group (ICG), which is established by this document. The addition of Petersburg and Prince George to the ICG was based on action by EPA to add these two jurisdictions to the Richmond Nonattainment Area for ozone air quality standards. The ICG serves as the review group for the air quality conformity analysis process providing for review and approval of the conformity analysis schedule, criteria, and projects included for conformity analysis (conducted as part of the TIP and LRTP development process).
7. Richmond Area MPO Transportation Improvement Program (TIP) Amendment and Regional Surface Transportation Program (RSTP)/Congestion Mitigation Air Quality (CMAQ) Allocation Transfer Guidelines – In FY 05, staff developed draft TIP amendment/adjustment procedures based on a proposal by VDOT to provide RRPDC staff with authority to amend the current TIP for various minor changes and revisions to projects currently programmed in the TIP (i.e., TIP adjustments). This draft document was reviewed and approved at the July 14, 2005 MPO meeting. In working under these new procedures, staff recommended that further revisions be made to allow for staff to amend (i.e., make adjustments) the TIP when there are significant changes to project cost estimates, addition of minor new projects, and changes made to obligation amounts. These staff adjustments would be made in consultation with and approval from the appropriate local government or implementing agency. Staff also recommended that the TAC Chairman be allowed to determine when a proposed TIP amendment should be submitted for TAC review and comment, and if there were no objections, the proposed amendment can proceed forward for MPO review and action. The MPO took action at its June 8, 2006 MPO meeting to approve revised TIP amendment/adjustment procedures, and this document was submitted for VDOT review and authorization.

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 06, 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.

A new, user-friendly web site has been created with additional tools to share information. As in previous years, the Richmond Regional PDC has continued posting the online newsletter, 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 mid- and post-session 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 CRC legislators on the region’s upcoming legislative priorities

## **Homes, Neighborhoods, Safety**

PDC staff assisted the City of Richmond by conducting a field inventory of over 2,500 structures as part of the city’s national vacant building campaign. 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 was then tied to city real estate records to better assess areas for revitalization or demolition. The city plans to use the information to further develop its redevelopment program.

## **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 06, staff worked to prepare the FY 06 – FY 08 TIP. The MPO took action at its June 8, 2006 MPO meeting to adopt the TIP and it has been submitted to VDOT for its review and authorization to post on the RRPDC web site and distribute as a final report. In developing the draft TIP, RRPDC staff identified 24 RSTP and CMAQ funded projects where MPO and VDOT records did not agree with most problems dealing with the amount of allocated funds (which impacts the ability to obligate these funds). This issue was resolved based on an understanding between VDOT, RRPDC, and FHWA staffs that the projects in question will be programmed in the TIP and an agreed to series of steps and schedules ("blueprint") put in place to resolve these differences. Final resolution of these differences is scheduled to be completed by the fall of 2006 (i.e., by December 22, 2006).

### **Regional Priority Transportation Projects**

The MPO took action at its October 13, 2005 meeting to adopt an updated list of Regional Priority Transportation Projects as follows:

**RESOLVED**, that the Richmond Area Metropolitan Planning Organization (MPO) approves the following updated list of Regional Priority Transportation Projects and authorizes the submission of this list to the Commonwealth Transportation Board for its review and consideration in selecting transportation projects and allocating state and federal funds in the upcoming Virginia Department of Transportation Six-Year Improvement Program.

(Regional priority transportation projects are identified and ranked as follows):

<b><u>Priority</u></b>	<b><u>Project</u></b>
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 360 West (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 10 Widening (Chesterfield)
- RMA and Powhite Parkway Extension Toll Removal
- Widening of I-64 between I-295 (at Short Pump) and Route 288 to six lanes
- Virginia Capital Trail project (Richmond to Williamsburg)

### **Other Priority Issues**

- Regional Mass Transit Study

This list of projects was developed based on consideration of recommendations submitted by the MPO's Citizens Transportation Advisory Committee (CTAC), Elderly and Disabled Advisory Committee (EDAC), and Technical Advisory Committee (TAC) and based on a report from the MPO's Executive Committee. The MPO's list of priority projects was submitted to the Commonwealth Transportation Board (CTB) for their review and consideration at the October 17, 2005 preallocation public meeting. Note that VDOT allocated funds for several of these projects, including the Regional Mass Transit Study, which is jointly funded by both the MPO and VDOT (study is programmed in the FY 07 Unified Work Program).

### **Allocations for RSTP and CMAQ Projects**

The MPO took action at its April 13, 2006 meeting to authorize the submission of its proposed list of FY 07 Regional Surface Transportation Program (RSTP) and Congestion Mitigation Air Quality (CMAQ) projects to the Commonwealth Transportation Board (CTB) for its consideration and inclusion in the VDOT Six-Year Improvement Program (SYIP) and for air quality conformity analysis and public review as part of the MPO's upcoming (FY 07 to FY 10) Transportation Improvement Program (TIP). The MPO's FY 07 allocation of RSTP and CMAQ funds is \$24,013,300 (i.e., \$13,691,300 in RSTP funds and \$10,322,000 in CMAQ funds; includes federal funds and state matching funds).

## **Chesterfield County Express Bus Service**

The MPO took action at its September 8, 2005 meeting to amend the current TIP to add a new project providing for the expansion of express bus service into Chesterfield County (i.e., service from the Brandermill area to downtown Richmond, and modification of the Richmond to Petersburg route to provide for a stop at John Tyler Community College in Chester). This new service is funded with state-provided CMAQ funds (i.e., TERMS program) with \$828,000 obligated for FY 05 to 07 (i.e., \$268,000 for FY 05, \$276,000 obligated for FY 06, and \$284,000 obligated for FY 07). As a part of the MPO's action, it was noted that there is no financial commitment beyond the period of CMAQ program funding for this project. Service on the Brandermill area route (Route 82) started on November 14, 2005 and the Richmond/Petersburg express line stop at John Tyler Community College started on December 5, 2005.

## **Amendments to LRTP and TIP for Route 30 Widening and Route 895/Wilton Parkway Connector and Route 895 Interchange Projects**

The MPO took action at the July 14, 2005 meeting to authorize public review for proposed amendments to the *2026 Long-Range Transportation Plan (LRTP)* and *FY 05 – FY 07 Transportation Improvement Program (TIP)*, and to authorize the MPO's Technical Advisory Committee (TAC) to take action on behalf of the MPO to amend the LRTP and TIP following completion of the air quality conformity analysis and the public review process for the following proposed projects:

- Route 30 widening (from two to four lanes)
  - Hanover County
  - From I-95 to the Hanover/Caroline County line
  - Primary System funding (included in VDOT Six-Year Improvement Program)
  - Total estimated cost of approximately \$8,477,000
- Route 895/Wilton Parkway Connector –
  - Henrico County (between New Market Road/Route 5 and Osborne Turnpike)
  - New four-lane divided collector road
  - Privately funded project
  - Total estimate cost of approximately \$9,300,000
- Route 895 Interchange –
  - Henrico County (approximately one mile east of the James River)
  - Modification of existing overpass to add ramps with toll collection facilities
  - Privately funded project
  - Total estimated cost of approximately \$4,540,000

A two-week public review period was conducted on these proposed amendments and air quality conformity analysis findings and the TAC took action at its August 18, 2005 meeting to amend the LRTP and TIP to include these projects.

## **GPS Travel Time Runs**

Staff conducted travel time runs along 23 major travel corridors throughout the region (with eight runs conducted on each corridor during morning and late afternoon/evening peak travel times). Staff installed Geologger software and used these units to conduct the travel time runs. This software should allow for plotting and analysis of travel time data. Runs were initiated in March and completed in early June (a total of 192 runs). Several runs were re-run due to data collection overwriting. With data collection completed in FY 06, staff will map travel time runs onto the regional roadway network in early FY 07. In trying to process and map these runs, staff found that the GIS roadway network needed updating and worked with Geostats (provider for Geologger GPS units and software) to provide a roadway network that is compatible with the current VDOT road network data base.

## **Duties Performed**

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

1. Richmond Regional Hazard Mitigation Plan – The 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 completed and is awaiting final review and approval required by FEMA.
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, PDC approached WCVE-FM to provide guaranteed service. PDC staff has drafted MOUs that are being adopted by all of the region’s localities and WCVE-FM.
3. Public Transportation for the Elderly, Disabled, and Low-Income: Phase I – Needs Assessment Report – (See description in Element #1, section on Strategic Plan Development Activities).
4. Regional Mass Transit Study (RMTS) – (See description in Element #1, section on Strategic Plan Development Activities).
5. MPO Study Area Expansion – (See description in Element #1, section on Strategic Plan Development Activities).

### **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 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 Richmond Regional 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 – The Richmond Regional Planning District Commission 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.

### **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. The Technical Advisory Committee develops a work plan for the PDC to address issues of mutual interest as well as locality-specific projects.
3. Rural Transportation Work Program – Each year, Richmond Regional PDC staff works with local county planners to develop a work program for rural transportation planning projects. The work program is developed to address locality-specific transportation issues as well as projects of regional importance. Major projects for FY 06 included: New Kent County Providence

Forge Village Plan Phase IV, New Kent County Rural Bike Mapping and Signage Program Phase II, New Kent County Courthouse Village Plan, New Kent County–Washington Rochambeau Route, Charles City County Route 5, Phase II, Goochland County–Courthouse Bicycle and Pedestrian Circulation Plan and development of several TEA-21 Enhancement Grant Applications for localities.

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 06 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. VAPDC Coastal Committee – Richmond Regional PDC staff continues to participate actively in the VAPDC’s Coastal 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 06 include:
    - 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 07 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 a voting membership of 28, has 23 members appointed by local governments. Voting representation on the MPO’s three standing advisory committees (Technical, Citizens Transportation, and Elderly and Disabled) is as follows:

<b>REPRESENTATION STATUS</b>		
<b>COMMITTEE</b>	<b>LOCAL GOVERNMENT</b>	<b>AT-LARGE</b>
TAC	9	7
CTAC	12	8
EDAC	–	15

The Richmond Area MPO and its advisory committees meet routinely to conduct business and address regional transportation issues. In FY 06, 38 meetings of the MPO, Executive Committee, TAC, CTAC, and EDAC were held. In addition, there were two work group/committee meetings and three meetings of the Metropolitan Richmond Air Quality

Committee (MRAQC). Note that the MPO is a voting member on MRAQC.

11. Reduction of CARE Advance Reservation Period from 14 Days to Seven Days – At the February 22, 2006 MPO Elderly and Disabled Advisory Committee (EDAC) meeting, GRTC Transit System staff requested EDAC input on its proposal to reduce the advance reservation period for reserving CARE (Community Assisted Ride Enterprise, GRTC’s ADA paratransit service provider) service from 14 days to seven days. This change is anticipated to reduce the number of “no-shows” due to the lengthy time period between making a ride reservation and taking the ride. In discussing GRTC’s request, it was noted that GRTC would need to hold a public hearing on this proposed change, and GRTC was requested to advise EDAC of the date, time, and location of the hearing. At the April 26, 2006 EDAC meeting, GRTC announced that the public hearing was set for May 16, 2006, from 4:00 p.m. to 6:00 p.m. at CARE’s offices in South Richmond. At the June 28, 2006 EDAC meeting, GRTC reported on the May 16 public hearing noting that several EDAC members attended and there were only a few other citizens in attendance. GRTC reported that it provided extensive notice for this hearing. A presentation was provided on the proposed changes at the public hearing. Several EDAC members expressed interest in viewing this presentation before taking action on GRTC’s request; however, other members noted that GRTC should proceed with this change that was first brought to EDAC’s attention several months ago. EDAC took action with all voting in favor, except for one vote opposed and one vote in abstention to recommend endorsement of GRTC’s request for a reduction in the CARE 14-day advance reservation period from the current 14 days to seven days. Notice of EDAC’s recommendation was provided to GRTC on July 11, 2006 (FY 2007) and will be reported as an information item to the MPO in early FY 2007.
12. Annual Regional Planning Commissioners’ Forum for all nine member localities’ planning commissioners – See description for Governance Vision under Strategic Plan Development Activities.

### **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 06, the Richmond Regional PDC reviewed 376 requests (up from 301 requests last year) representing over 2515 street names (up from 1517 names last year).
2. Charles City County Zoning Ordinance – Charles City County requested Richmond Regional Planning District Commission staff to assist the county in updating their zoning ordinance. With the assistance of the Richmond Regional PDC, the ordinance—developed over seven years and

with extensive work from the county planning commission—promotes maintaining the county’s attractive, rural character while providing updated standards for uses throughout the county. RRPDC staff contributed to the ordinance 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 Washington-Rochambeau Trail – County staff requested the assistance of the PDC to explore ways that New Kent could highlight the historic Washington Rochambeau Revolutionary Route where it passes through the county. PDC worked with the county staff and the New Kent County Historic Commission to examine existing conditions of the official state route and to consider what actions state and federal agencies have taken to commemorate or preserve the route, to examine what projects other localities have undertaken, and to identify opportunities for coordination with other communities. PDC staff prepared a report that included possible locations for development of historic interpretation.
5. Capital John Smith Water Trail – Several localities in the region requested assistance from the PDC to coordinate regional support of a federal study looking into the feasibility of creating a national historic trail due to its significance within the region. PDC staff researched and prepared a resolution for consideration of the commission and sent the National Park Service the resolution requesting the expedited completion of the Captain John Smith Chesapeake National Historic Trail Feasibility Study and Environmental Assessment.

### **Provide technical assistance to local governments**

1. Charles City County Chesapeake Bay Gateway – At the request of the county, PDC staff assisted the county with the preparation of an application to become a part of the Chesapeake Bay Gateways Network which is sponsored in part by the National Parks Service. The application was successful and Lawrence Lewis, Jr. Park located on the James River is now a member of an extensive network of places in the Bay watershed where public access and interpretation of natural and historic resources is promoted through the Networks' website, maps, and guides. The county also has received a grant from the Network to provide special signage to interpret the history of the former wharf and the wildlife at the park.
2. Charles City County Zoning Ordinance – Planning district commission staff has worked throughout the year with the Charles City County Planning Commission on the re-write of the entire zoning ordinance. Planning staff provided expertise on needed technical updates and legislative mandates, as well as formatting and style, and provided assistance to legal council on

possible interpretations. The ordinance has been referred to the board of supervisors for public hearing.

3. City of Richmond 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 the City of Richmond by conducting a field inventory of over 2,500 structures as part of the city's national vacant building campaign. 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 was then tied to city real estate records to better assess areas for revitalization or demolition. The city plans to use the information to further develop its redevelopment program.
4. 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.

### **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 Interstate 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 and MPO on Topics of Mutual Concern:

- K Alferio, City Celebrations–National Folk Festival (*RRPDC*)
- The Honorable Walter A. Stosch, Virginia Senate–Commonwealth of Virginia budget (*RRPDC*)
- Dr. Robert Holsworth, Director, Center for Public Policy, Virginia Commonwealth University–November 2005 election results (*RRPDC*)
- Mr. Bill Miller, Vice President and General Manager, WCVE–Broadcasting capabilities following a disaster (*RRPDC*)
- Mr. Jon Lugbill, Sportsbackers–Presentation on programs (*RRPDC*)
- Doug Ellis, Executive Director, Virginia Capital Trail Foundation – Virginia Capital Trail Greenway Project (*MPO*)
- Mr. Lloyd Vye, Richmond Area Bicycling Association Representative on CTAC – Interstate Bicycle Routes 1 and 76: Realignment, Recommended Changes, and Signage (*MPO, CTAC*)
- The Honorable Patricia S. O’Bannon, Henrico County Board of Supervisors and Representative of National Association of Counties, High-Speed Rail Development and Maglev Technology (*MPO, CTAC*)
- Mr. Ivan Rucker, Community Planner, Federal Highway Administration, Richmond Office – Summary of Key SAFETEA-LU Provisions for Metropolitan Planning (*MPO, CTAC*)
- Mr. Travis Bridewell, VDOT Transportation Planning Engineer, VDOT Richmond District Office – Development of Potential Traffic Operations and Safety Projects on the Primary System (*MPO, TAC*)
- Mr. David G. Dreis, VDOT Traffic Engineer, Richmond District Office – Changes in Regional Traffic Patterns following Completion of Route 288 (*MPO, TAC, CTAC*)
- Mr. John M. Lewis, Chief Executive Officer, GRTC Transit System, Impact of Rising Gas Prices on GRTC Ridership and RideFinders Carpool and Vanpool Formation (*MPO, CTAC*)
- Ms. Doris McLeod, Air Quality Planner, VDEQ – Metropolitan Richmond Air Quality Committee Status and EPA Implementation Guidelines (*TAC*)
- Mr. Stephen Read, Highway Safety Improvement Program Manager, VDOT Traffic Engineering Division – Presentation on SAFETEA-LU Highway Safety Improvement Program (HSIP) (*TAC*)
- Ms. Karen Rae, Director, Virginia Department of Rail and Public Transportation – Presentation on Rail in Virginia: Status, Priorities, and Initiatives (*CTAC*)
- Ms. Von S. Tisdale, Director of Specialized Transportation, GRTC Transit System, and/or Marvin A. Greene, CARE Project Manager, Laidlaw Transit Services, Inc. – Reduction of CARE 14-Day Advance Reservations to Seven Days (*EDAC*)
- Mr. Harris Spindle, Projects Manager, and Mr. Jim Congable, Transportation Coordinator, both with Senior Connections, The Capital Area Agency on Aging – Current Transportation Services Coordination Program at Senior Connections (*EDAC*)
- Mr. Frank Vance, Transportation Coordinator, Access Chesterfield, and Mr. Steven Rich, General Manager, Van Go, Inc. of Richmond – Development of Access Chesterfield Program (*EDAC*)

- Mr. Ken Pollock, Transit Director, Bay Transit (operated by Chesapeake Bay Agency on Aging, Inc. – Development, Operation, and Expansion of Bay Transit Program (*EDAC*))
- Mr. Paul Grossman, CFO and Transportation Coordinator, Powhatan–Goochland Community Action Agency – Development, Operation, Funding and Future Plans of Goochland Community Action Agency Transportation Programs (*EDAC*)
- Mr. Neil Sherman, Specialized Transportation Program Manager, Virginia Department of Rail and Public Transportation (VDRPT) – SAFETEA-LU Guidelines for Human Service Agency Transportation Coordination Plan and Program Funding (*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.

#### **Review local government aid applications**

- The Greater Richmond Association of Retarded Citizens, FTA Section 5310 Program Funding for the Greater Richmond Association for Retarded Citizens request to purchase one (1) 15-passenger van with a wheelchair lift.
- Department of Environment Quality, Virginia water protection permits for water supply intake – Henrico County.

- Office of Air Regulation Department, State air pollution control board proposed changes to NOx emission control areas, open burning, and permits for new and modified sources.
- Specialized Transportation Program Manager, FTA Section 5310 program funding for the American Red Cross Greater Richmond Chapter – Request to purchase two (2) 5-passenger minivans with ramps.
- Department of Rail and Public Transportation, FTA Section 5310 program funding for Chesterfield County mental health/retardation/substance abuse services-request to purchase one (1) 14-passenger body on chassis with wheelchair lift, one (1) modified minivan with wheelchair ramp and one (1) 15-passenger body on chassis with wheelchair lift.
- Department of Environmental Quality, VPDES permit No. VA00T254 Addison/Evans facility.
- Department of Environmental Quality, VPDES VA0052906 Doswell All-America Travel Plaza.
- Richmond Community Action Program Inc., James Black music center VCU-City of Richmond FTA Section 5310 program funding for Richmond Community Action Program, Inc. – Request to purchase one (1) 19-passenger van with wheelchair lift.
- Department of Environmental Quality, Goochland I-64 areas wastewater – Goochland County.
- Department of Conservation and Recreation, Proposed changes to dam safety regulations.
- Department of Conservation and Recreation, Proposed changes to Virginia Stormwater.
- Department of Conservation and Recreation, Proposed changes to Virginia Stormwater permit regulations regarding local Stormwater programs CZMA consistency certification-Richmond International Airport – Henrico County.
- Department of Environmental Quality, VPDES permit VA0086151 Kinder Morgan Deepwater Terminal Facility – City of Richmond
- Department of Environmental Quality, VPDES permit VA0090301 Richmond International Airport – Henrico County.
- Department of Environmental Quality, VPDES permit VA0003077 DuPont Tejin Films – Chesterfield County.
- Department of Environmental Quality, Beaver management at Fort Harrison-NPS – Henrico County.

- Department of Environmental Quality, [06-1] FY 2006 state revolving fund capitalization grants.
- Dewberry & Davis, Inc., Atlee Manor sewerage project – Hanover County.
- Department of Environmental Quality, Improvement of Pocahontas State Park – Chesterfield County.
- Alliance for the Chesapeake Bay, Alliance for the Chesapeake Bay Funding request for coordination of the local government advisory committee of the Chesapeake Bay Program.
- Department of Environmental Quality, Water quality standards regulation of lakes and reservoirs.
- Department of Environmental Quality, VWP-The Galleria – Chesterfield.
- Department of Environmental Quality, VCU-Ad Center-Monroe Campus City of Richmond.
- Department of Environmental Quality, VWP-Wellspring subdivision – Chesterfield County.
- Department of Environmental Quality, VPDES Permit VA0091499 Old Dominion Landfill – Henrico County.
- Department of Environmental Quality, VWP-South Creek Development – Chesterfield County.
- Department of Environmental Quality, Richmond International Airport-Reconstruct taxiway – Henrico County.
- Department of Environmental Quality, VWP Magnolia Green Sewer line – Chesterfield County.
- Department of Environmental Quality, [06-2] Hopewell Air Toxic Sampling Project.
- Department of Environmental Quality, Richmond Deepwater Terminal Turning Bush.
- Department of Environmental Quality, VPDES Permit VA0029165 Kinder Morgan Bickerstaff Road Facility.
- Department of Environmental Quality, VPDES Permit VA0004880 DuPont James River Plant – Chesterfield County.
- Department of Environmental Quality, VCU-Physical plan administration building – City of Richmond.
- EBI Consulting, Proposed Monopole at 7950 Upper Western Run Lane – Henrico County

- Department of Environmental Quality, VPDES VA0004624 Smurfit Stone – Hopewell.
- Department of Environmental Quality, [06-3] DOD Cooperative agreement.
- Department of Environmental Quality, [06-3] Chesapeake Bay monitoring program.
- Department of Game and Inland Fisheries, Anadromous fish passage coordination funding – DGIF
- Mid-Atlantic Regional Office, Telecommunications Monopole – Elko waste water Station – Henrico County.
- National Fish and Wildlife Foundation, Small watershed grants program – National Fish and Wildlife Foundation.
- Department of Environmental Quality, VCU institute for Life and Health Science Engineering – City of Richmond.
- Department of Drinking Water, Safe drinking water act – public water system supervision grant.
- Department of Environmental Quality, Virginia Water Protection Permit-Harvest Glen – Chesterfield County.
- Department of Environmental Quality, [06-4] Environmental results for UST.
- Department of Environmental Quality, VCU 11<sup>th</sup> and East Broad Streets parking facility.
- Department of Environmental Quality, Groundwater withdrawals permit Strawhorn Division – Hanover County.
- Department of Environmental Quality, Groundwater withdrawal permit Sinclair Manor Subdivision – Hanover County.
- Department of Environmental Quality, Virginia Water protection permit-Harper’s Mill – Chesterfield County.
- Department of Environmental Quality, [06-7] Pollution prevention grant program.
- Department of Environmental Quality, [06-8] Virginia Coastal Resource Management Program Grant.
- Department of Environmental Quality, Virginia water protection permit-Galleria – Chesterfield County.

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

Refer to Element #1 – Strategic Plan Implementation Activities – Transportation.

Refer to Element #2 – Conduct studies with regional significance –Coordinated Regional Emergency Broadcasting.

Refer to Regional Hazard Mitigation Plan below.

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

1. 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).
2. 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.

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

1. Annual Virginia GIS Conference – The Richmond Regional PDC hosted the Sixteenth Annual Virginia GIS Conference in Richmond, Virginia in October 2005. This conference is sponsored by the Virginia Association of Planning District Commissions (VAPDC) and hosted by the Richmond Regional Planning District 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.

**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.

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**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.

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**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.

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**Highlight #4**

**Technical Assistance—City of Richmond and Charles City County**

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

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**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**

**Public Transportation for the Elderly, Disabled, and Low-Income:  
Phase I – Needs Assessment Report**

See Element #1, Strategic Plan Development Activities.

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**Highlight #7**

**Regional Mass Transit Study**

See Element #1, Strategic Plan Development Activities.

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**Highlight #8**

**Transportation Improvement Program (TIP)**

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

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**Highlight #9**

**Chesterfield County Express Bus Service**

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

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**Highlight #10**

**Fifth Annual Planning Commissioners' Forum**

See Element #1, Strategic Plan Development Activities.

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**Highlight #11**

**Bimonthly Regional Planning Directors' Meetings**

See Element #1, Strategic Plan Development Activities.



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**ELEMENT #4**

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**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**

Town of Ashland	Faye O. Prichard
County of Charles City	Michael L. Holmes, Treasurer
County of Chesterfield	Renny B. Humphrey R. M. "Dickie" King, Jr., Vice Chairman Sherman W. Litton Kelly E. Miller George Roarty Arthur S. Warren Teri Cofer Beirne
County of Goochland	Malvern R. Butler Frank M. Hartz
County of Hanover	Amy M. Cheeley Elizabeth W. Moorhouse John E. Gordon, Jr. Robert R. Setliff
County of Henrico	James B. Donati Gentry Bell Richard W. Glover David A. Kaechele Patricia S. O'Bannon Frank J. Thornton Ernest B. Vanarsdall
County of New Kent	Thomas W. Evelyn Stran L. Trout
County of Powhatan	Robert R. Cosby Russell E. Holland, Chairman David T. Williams
City of Richmond	John C. Grier Eugene A. Mason Wm. Russell Jones, III Kathy C. Graziano William J. Pantele, Secretary Ellen F. Robertson

## Operating Revenues, Pass Through Funds and Fund Balance

**Table 2007A - Operating Revenues, Pass Through Funds and Fund Balance**

Fiscal Year 2007 Revised Budget  
Richmond Regional Planning District Commission

Category	<u>Column 1</u> <b>FY 07 Dec 05 Preliminary</b>	<u>Column 2</u> <b>FY 07 April 06 Revised</b>	<u>Column 3</u> <b>Change December to April</b>	<u>Column 4</u> <b>FY 07 % of Total Budget</b>
<b>Line # Operating Revenue</b>				
1 State Appropriation (RCA)	\$ 165,300	\$ 165,300	\$ -	7.2%
2 Local Membership Dues	\$ 560,600	\$ 559,600	\$ (1,000) <sup>1</sup>	24.2%
3 FHWA/PL - Urban Transportation Planning	\$ 770,300	\$ 1,133,600	\$ 363,300 <sup>2</sup>	49.1%
4 FHWA/PL - Urban Transportation Planning Prior Year(s)	\$ -	\$ -	\$ -	0.0%
5 FTA/Section 5303 - Urban Transit Planning	\$ 149,400	\$ 189,200	\$ 39,800 <sup>2</sup>	8.2%
6 FTA/Section 5303 - Urban Transit Planning Prior Year(s)	\$ -	\$ -	\$ -	0.0%
7 VDOT - Rural Transportation Planning Program	\$ 48,000	\$ 48,000	\$ -	2.1%
8 VDEQ VCRMP - Coastal Management Programs	\$ 27,500	\$ 28,800	\$ 1,300 <sup>3</sup>	1.2%
9 VDEM - Hazard Mitigation Plan Grant	\$ -	\$ -	\$ -	0.0%
10 Interest Income	\$ 11,500	\$ 50,000	\$ 38,500 <sup>4</sup>	2.2%
11 Miscellaneous Revenue	\$ 1,200	\$ 1,200	\$ -	0.1%
12 From Unrestricted Fund Balance	\$ 337,500	\$ 133,900	\$ (203,600) <sup>5</sup>	5.8%
<b>13 Total Operating Revenue</b>	<b>\$ 2,071,300</b>	<b>\$ 2,309,600</b>	<b>\$ 238,300</b>	<b>100.0%</b>
<b>14 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>\$ 2,071,300</b>	<b>\$ 2,309,600</b>	<b>\$ 238,300</b>	<b>100.0%</b>
16 Unrestricted Fund Balance FY 05 reduced by FY 06 and FY 07 Estimated Draws		\$ 1,646,215 <sup>6</sup>		

*Notes:*

- <sup>1</sup> Reflects Weldon Cooper 2005 population estimates released January 2006, see Attachment 2007 C. Dues remain at \$0.60 per capita (\$0.55 General Dues Assessment; \$0.05 Additional MPO Assessment).
- <sup>2</sup> Actual allocations per the draft FY 07 UWP to be presented to the MPO for action on 4/13/06.
- <sup>3</sup> Increase in the federal fiscal year grant from \$27,500 to \$30,000 beginning 10/1/06.
- <sup>4</sup> Reflects expected continuation of recent trends.
- <sup>5</sup> Increase from FY 06 estimated amount of unrestricted funds required to balance the budget.
- <sup>6</sup> Reported for information only.

## Operating and Pass Through Expenses

**Table 2007B - Operating and Pass Through Expenses**  
Fiscal Year 2007 Revised Budget  
Richmond Regional Planning District Commission

Category	Column 1 FY 07 Dec 05 Preliminary	Column 2 FY 07 April 06 Revised	Column 3 Change December to April	Column 4 FY 07 % of Total Budget
<b>Line # Operating Expenses</b>				
1 Personnel	\$ 1,496,600	\$ 1,573,500	\$ 76,900	1 68.1%
2 Legal Fees				
3 RRPDC	\$ 10,000	\$ 10,000	\$ -	0.4%
4 MPO	\$ 5,000	\$ 5,000	\$ -	0.2%
5 Computer Operations	\$ 101,400	\$ 111,400	\$ 10,000	2 4.8%
6 Training	\$ 20,000	\$ 20,000	\$ -	0.9%
7 Printing	\$ 113,900	\$ 111,400	\$ (2,500)	3 4.8%
8 Rent	\$ 163,500	\$ 163,700	\$ 200	4 7.1%
9 Travel (Agency)	\$ 36,800	\$ 39,300	\$ 2,500	5 1.7%
10 Travel (Board)	\$ 20,000	\$ 20,000	\$ -	0.9%
11 Books and Periodicals	\$ 8,000	\$ 8,000	\$ -	0.3%
12 Dues	\$ 12,400	\$ 12,400	\$ -	4 0.5%
13 Postage	\$ 16,000	\$ 16,000	\$ -	4 0.7%
14 Supplies	\$ 17,500	\$ 18,700	\$ 1,200	4 0.8%
15 Telephone	\$ 7,500	\$ 7,500	\$ -	0.3%
16 Audit and Insurance	\$ 23,100	\$ 23,100	\$ -	1.0%
17 Vehicle Lease and Maintenance	\$ 13,300	\$ 13,300	\$ -	0.6%
18 MPO Regional Mass Transit Study - Consultant	\$ -	\$ 150,000	\$ 150,000	6 6.5%
19 Miscellaneous	\$ 6,300	\$ 6,300	\$ -	4 0.3%
<b>20 Total Operating Expenses</b>	<b>\$ 2,071,300</b>	<b>\$ 2,309,600</b>	<b>\$ 238,300</b>	<b>100.0%</b>
		\$ -		
<b>21 Pass Through Expenses</b>	\$ -	\$ -	\$ -	0.0%
<u>Urban Transportation Planning</u>				
FHWA/PL - Urban Transportation Planning	\$ -	\$ -	\$ -	0.0%
FHWA/PL - Urban Transportation Planning Prior Year(s)	\$ -	\$ -	\$ -	0.0%
FTA/Section 5303 - Urban Transit Planning	\$ -	\$ -	\$ -	0.0%
FTA/Section 5303 - Urban Transit Planning Prior Year(s)	\$ -	\$ -	\$ -	0.0%
<b>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>\$ 2,071,300</b>	<b>\$ 2,309,600</b>	<b>\$ 238,300</b>	<b>100.0%</b>

*Notes:*

- <sup>1</sup> Reflects full staffing of 20 full-time funded positions with a 4.0% salary increase effective 7/1/06 and 4 part-time interns. Includes impacts of assumed 20% increase in health insurance costs effective 1/1/07 and increase in VRS-established employer contribution rate from 6.0% to 7.32% effective 7/1/2006.
- <sup>2</sup> Increase for purchase of transportation modeling software originally planned for FY 06.
- <sup>3</sup> Includes \$27,900 for the Long-Range Transportation Plan and the Regional Mass Transit Study included in the draft FY 07 UWP for MPO action on 4/13/06; also reflects reduced lease rate for new copy machine.
- <sup>4</sup> Reflects assumptions of changes in program requirements or cost inflation factors.
- <sup>5</sup> Assumes continued high gasoline prices.
- <sup>6</sup> Consultant costs for the Regional Mass Transit Study included in the draft FY 07 UWP for MPO action on 4/13/06.

Matching Funds Required for Grants:	
Urban Transportation Planning:	\$147,100
Rural Transportation Planning:	\$12,000
Virginia Coastal Resources Management Program	\$28,750

**Table 2007C - Member Dues Assessment**  
 Fiscal Year 2007 Revised Budget  
 Richmond Regional Planning District Commission

<b>Locality</b>		<b>Column 1</b>		<b>Column 2</b>		<b>Column 3</b>	
		<b>FY 07</b>		<b>FY 07</b>		<b>Change</b>	
<b>(Dues Rate: \$0.55 General Assessment; \$0.05 Additional MPO Assessment)</b>		<b>Dec 05<sup>1</sup> Preliminary</b>		<b>April 06<sup>2</sup> Revised</b>		<b>December to April</b>	
<i>Line #</i>							
1	Charles City County	<i>Dues</i>	\$ 4,230	\$ 4,080	\$ (150)		
		<i>Population</i>	7,050	6,800	(250)		
2	Chesterfield County	<i>Dues</i>	\$ 172,310	\$ 171,900	\$ (410)		
		<i>Population</i>	287,184	286,500	(684)		
3	Goochland County	<i>Dues</i>	\$ 11,433	\$ 11,580	\$ 147		
		<i>Population</i>	19,055	19,300	245		
4	Hanover County	<i>Dues</i>	\$ 58,052	\$ 57,060	\$ (992)		
		<i>Population</i>	96,753	95,100	(1,653)		
5	Henrico County	<i>Dues</i>	\$ 170,021	\$ 169,980	\$ (41)		
		<i>Population</i>	283,369	283,300	(69)		
6	New Kent County	<i>Dues</i>	\$ 9,046	\$ 9,420	\$ 374		
		<i>Population</i>	15,076	15,700	624		
7	Powhatan County	<i>Dues</i>	\$ 15,709	\$ 15,480	\$ (229)		
		<i>Population</i>	26,181	25,800	(381)		
8	Town of Ashland	<i>Dues</i>	\$ 4,166	\$ 4,166	\$ -		
		<i>Population</i>	6,943	6,943	-		
9	City of Richmond	<i>Dues</i>	\$ 115,635	\$ 115,980	\$ 345		
		<i>Population</i>	192,725	193,300	575		
10		<b>Total Dues</b>	<b>\$ 560,602</b>	<b>\$ 559,646</b>	<b>\$ (956)</b>		

*Notes:*

1 The FY 06 May 05 Estimate is the 2004 provisional population estimate released by the Weldon Cooper Center for Public Service in February of 2005. For Ashland it is the 2003 US Bureau of the Census Population estimate released June 24, 2004

2 The FY 07 April 06 Estimate is the 2005 provisional population estimate released by the Weldon Cooper Center for Public Service in January of 2006. For Ashland it is the 2004 US Bureau of the Census Population estimate released June 30, 2005.