

**PDC # 15 ANNUAL REPORT**  
**July 1, 2007– June 30, 2008**

**Element #1: Strategic Planning:**

Document progress in developing and implementing strategic planning in the planning district.

**Strategic Plan Development Activities**

Please indicate the current status of your regional strategic planning activities. Provide information on the process used to produce the plan, persons and organizations, involved in producing the plan, and the key recommendations and activities that were identified. Discuss how priorities for action were established.

**A.** In FY 08 the Richmond Regional Planning District Commission established a partnership with the Greater Richmond Chamber of Commerce to form the Capital Region Collaborative. The Collaborative will bring together all segments of the Richmond region – citizens, government, business – to identify issues to be addressed and to develop strategies for addressing them. The regional strategic plan process has as its hallmarks transparency, inclusiveness and sustainability. A lead group has been identified with representation from both the private and public sectors.

Regional and local plans have been analyzed to identify common themes that should be addressed through the Collaborative's process. Volunteers – citizens, political and business leaders, interest groups, emerging leaders – will be encouraged to join the effort to identify strategies to improve the quality of life in the region and to plan for the future. Plans also call for involvement of the Urban Land Institute and developing and implementing a Reality Check exercise for the Richmond region.

**B.** Providing support for the urban 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. 2031 Long-Range Transportation Plan (LRTP) Update – The LRTP serves as the framework and initial step in developing the region's multimodal network of transportation facilities and services. The LRTP considers projected needs for all surface transportation modes (i.e., highway, transit, car and vanpools, bicycle and pedestrian, freight, and intermodal connections). The LRTP is developed to help address the region's long-term mobility needs with consideration given to impacts on the human and natural environment. The LRTP must meet various federal requirements, which include financial capacity, air quality conformity, environmental justice, consultation with state and federal agencies, and public review.

In FY 2008, the MPO initiated work on development of the 2031 LRTP Update. Major work activities and accomplishments are noted as follows:

- Initiation of 2031 LRTP Advisory Committee Review Activities – The MPO took action in FY 07 (at its April 12, 2007 meeting) to establish the 2031 LRTP Advisory Committee as a joint technical/citizen review and advisory committee for work conducted on the 2031 LRTP Update. The initial committee meeting was held on November 15, 2007. In FY 08, there were a total of 13 committee meetings.
- Public Review – An initial public review meeting was held on Saturday, November 17 to initiate the public review process for the 2031 LRTP Update. Continuing public review activities for the LRTP included public comment periods at all committee meetings, posting meeting agendas and other materials (e.g., draft chapters of the LRTP) on the RRPDC’s web site, submitting meeting agendas to interested citizens, and notifying the news media of committee meetings. Ongoing public involvement was also achieved through the LRTP Advisory Committee’s composition, which included significant voting representation from the MPO’s Citizens Transportation Advisory Committee (CTAC) and Elderly and Disabled Advisory Committee (EDAC) on the committee (total of 16 members on the committee with four from CTAC and three from EDAC; almost one-half of the advisory committee).
- Financially Constrained List of Projects – The MPO received from VDOT in early November 2007, annual estimates (from FY 2009 to FY 2031) for projected levels of state and federal transportation funds by funding source. The methodology for development of these estimates was provided by VDOT in late November 2008. The RRPDC used these estimates and applied an annual inflation factor (grouped into six-year time periods). Using these estimates, staff worked with the LRTP Advisory Committee to develop the LRTP’s list of proposed projects in two steps. The first step involved using projects programmed in VDOT’s Six-Year Improvement Program (SYIP) local government secondary SYIPs/Capital Improvement Programs (CIP) and GRTC’s CIP to identify existing and committed projects. The second step involved determining the amount of funds remaining (by funding source) and determining what other projects could be included in the LRTP (i.e., proposed projects). Included in the second step was determination of the project cost based on an assumed rate of inflation. Both of these steps required an examination of each project’s schedule and determining the amount of funds available (by source) for those projects based from the projected revenue estimates. This process required several committee meetings to complete and the MPO took action at its March 13 meeting to authorize this list (along with local and private funded projects) for air quality conformity analysis, environmental justice analysis, and public review. VDOT was able to complete the conformity analysis in late April and RRPDC staff conducted a two-week public review period on this list of projects. The MPO took action at its June 12 meeting to find the air quality conformity analysis for regionally significant projects included in the LRTP to be in conformance with applicable federal requirements and accepted the report as presented. The MPO’s action was submitted to VDOT on June 12 and on June 20, FHWA Virginia Division Office staff submitted the conformity report to EPA initiating its formal 30-day review period.
- Draft 2031 LRTP Update – RRPDC staff completed work on the draft 2031 LRTP Update document and the LRTP Advisory Committee took action at its June 19 meeting

to authorize the final draft plan document for public review. The Committee will meet after the public review period, when the final draft document is completed, to review these comments and to take action recommending the final draft LRTP to the MPO (scheduled for action at the August 14, 2008 MPO meeting).

2. Regional Mass Transit Study (RMTS) – Work on the RMTS was initiated in January 2007 (FY 07). The MPO established the RMTS Advisory Committee consisting of 13 members from the Technical Advisory Committee (TAC) (one from each local government and from VDOT, VDRPT, GRTC, and RideFinders); four members from the Citizens Transportation Advisory Committee (CTAC) and three members from the Elderly and Disabled Advisory Committee (EDAC). The study was conducted by on-call consultants under contract to VDRPT. The consultant services budget totaled \$388,493 and was funded by MPO allocated PL funds (\$263,493) and VDOT allocated State Transportation Planning Grant funds (\$125,000). The Study Advisory Committee held several meetings to review and comment on the consultant's work. In addition, the study consultants conducted five workshop/input meetings with the Greater Richmond Chamber of Commerce and its business councils early in the study process to receive input from the business community. Note that the Chamber paid the direct costs for these meetings under a separate contract with the study consultants.

The RMTS provides a comprehensive study for the development and implementation of a regional mass transit system in the Richmond region. The study analyzes the potential for public transportation throughout the region and considers all surface public transportation modes (i.e., local and express bus, car and vanpool programs, demand responsive specialized transportation services, bus rapid transit, streetcar/trolley, light rail, and commuter rail). The study proposed mid-range (10 years) and long-range (25 years) transit services and provides recommendations for dedicated, ongoing funding programs. The MPO took action at its May 8 meeting to accept the RMTS.

3. GRTC Comprehensive Operations Analysis (COA) – GRTC conducted and completed a comprehensive operations analysis of its routes and services. The study examined GRTC's current service area to identify various changes in current route structures, schedules, and other operating characteristics in order to make service more efficient and effective. The COA also looked at short-term (i.e., one to five years) improvements. Two major improvements recommended from the COA include the development of major transfer centers and a bus rapid transit (BRT) line. The transfer centers include a dual downtown center (with one located along Broad Street near 2nd Street and the other located at Main Street Station). The other transfer centers would be neighborhood type centers (located at Willow Lawn, Southside Plaza and Southside at Hull Street and Commerce Road). The recommended BRT line would run along Broad Street (starting at Willow Lawn), through downtown Richmond, then extend out to Rocketts Landing (along route 5, near the City of Richmond/Henrico County line). The COA also recommends a possible future extension along Broad Street from Willow Lawn out to Short Pump in western Henrico County. BRT is a new concept in express bus service that combines the use of low-floor (for rapid boarding) articulated vehicles that travel in dedicated bus lanes with priority traffic signals, and make a limited number of stops at designated stations. A BRT line would offer a high-

capacity transportation service along one of the region's busiest travel corridors, moving more people at higher speeds and less congestion than traditional bus service.

The GRTC COA was presented to the MPO as an information item and it is subject to action by the GRTC Board of Directors.

4. Human Services Public Transportation Coordination Plan (HSPTCP) – Work on the HSPTCP was initiated in FY 07 with VDRPT advising MPOs and PDCs across the state that it had hired a consultant to lead the development of these plans for each MPO and PDC with each area/region providing assistance in contacting area human service agencies and organizations, transportation service operators and other interested parties, and making arrangements for their respective area's/region's workshop. For the Richmond and Tri-Cities Area MPOs, a workshop was held on December 5, 2007 at the RRPDC offices and RRPDC staff contacted area agencies, organizations, and other interested parties to invite their participation in this workshop. The workshop was well attended with 40 individuals in attendance. The VDRPT study consultant reviewed results from the May 2, 2007 (FY 07) workshop (i.e., summary of unmet transportation needs and issues and comments from workshop participants). The workshop focused on a review of proposed strategies and possible projects with potential funding sources identified for each project. Following the workshop, the study consultants developed a draft HSPTCP and GRTC developed a draft Management Plan. On May 5, RRPDC staff met with staff's from Crater PDC (i.e., Tri-Cities Area MPO staff), City of Petersburg (i.e., Petersburg Area Transit staff), GRTC, VDRPT, and VDRPT's study consultants to review the draft plans and discuss the need for action by the Tri-Cities Area MPO to designate the Richmond Urbanized Area recipient for FTA Sections 5316 and 5317 funds. Crater PDC and City of Petersburg staffs agreed to designate GRTC and at the June 12, 2008 Tri-Cities MPO meeting, action was taken to designate GRTC as the Richmond Urbanized Area's designated recipient for FTA Sections 5316 and 5317 funds. In addition, the Tri-Cities Area MPO took favorable action on the HSPTCP and GRTC Management Plan. Note that the Richmond Area MPO took action at its April 12, 2007 (FY 07) meeting to designate GRTC as the recipient for FTA Sections 5316 and 5317 funds. A final draft HSPTCP and GRTC Program Management Plan should be completed in early FY 2009 and submitted to the Richmond Area MPO in early FY 2009 for review and comment by the MPO's Technical Advisory Committee (TAC) and Elderly and Disabled Advisory Committee (EDAC). The MPO should take action on the final draft HSPTCP and GRTC Management Plan at the October MPO meeting.
5. Socioeconomic Data Development – A major component of the MPO's regional transportation planning process, socioeconomic data and forecasts are developed by the RRPDC staff and area local governments for use in various MPO and VDOT regional plan and study activities including data input for trip generation in the regional travel demand model, corridor studies, and various other area and sub-area plans and studies. Development of socioeconomic data and forecasts is a multiyear process. It involves the use of data and forecasts from area local governments, Census Bureau, Virginia Employment Commission (VEC), private vendors (e.g., Woods & Poole) and other sources to develop base year (2000) and forecast year (2031) demographic data at jurisdiction and transportation analysis zone

(TAZ) levels. Demographic data and forecasts developed for the Socioeconomic Data Report and reported at the TAZ level are as follows:

- Total population
- Students, grades K-12
- Students, college
- Group quarters population
- Total households
- Total housing units
- Total automobiles
- Total employment
- Retail employment
- Non-retail employment

The first draft *2000 and 2031 Socioeconomic Data Report* was presented for review and action at the June 26, 2007 (FY 07) MPO meeting. Several MPO members expressed concern that the population forecasts were low and the staff should use the latest available VEC forecasts in order to more accurately reflect projected population. Staff advised that development of such forecasts takes several months and due to need for VDOT to proceed with work on the region's travel demand model (for work on the 2031 LRTP and the RMTS), these were the best available projections at this time. The MPO deferred action at its June 26, 2007 meeting and reconsidered the matter at its August 9, 2007 meeting. At the August 7 meeting, staff advised that further delays would delay work on the 2031 LRTP and RMTS; however, the MPO directed RRPDC staff to proceed with revising the year 2031 population and population related forecasts and to submit a revised final draft Socioeconomic Data Report as soon as possible. Staff estimated that this work would take approximately 90 days; however, staff was able to expedite this effort, and with the support and cooperation of local government staffs (i.e., the Socioeconomic Data Work Group), a revised final draft *2000 and 2031 Socioeconomic Data Report* was completed and submitted for review and action at the November 8, 2007 MPO meeting. The MPO approved the report as presented and authorized the use of data and forecasts in the report for MPO plans, studies, reports and programs. FHWA and VDOT approvals of the report (i.e., authorization to print and distribute the report as per contract requirements) were received on December 21 (from FHWA) and on January 3 (from VDOT). The final report was posted on the RRPDC web site and hard copies of the final report were made and distributed on January 17 to TAC, Socioeconomic Data Work Group, Crater PDC staff, and VDOT staff.

6. Intermodal Strategies and Actions for Inter-Regional Freight Movement – RRPDC staff prepared and submitted a letter of intent (on December 4, 2007) to the VDOT Multimodal Planning Office for a proposed Intermodal Strategies and Actions Inter-Regional Freight Movement Study. Staff's application proposed a \$175,000 consultant services study utilizing VDOT on-call consultants to conduct the study. VDOT notified staff on December 20 to proceed with submitting a grant application and staff prepared and submitted its proposal to TAC on December 28. The draft application was reviewed and recommended by TAC at its January 12 meeting. Due to the January 25 submission deadline, it was submitted to VDOT following TAC review and recommendation. It was submitted for review and action at the

February 14 MPO meeting and the MPO took action to endorse the application. The FY 08 UWP was also amended by the MPO to add this study and to program funds being made available under VDOT's Multimodal Planning Grant program. The study budget was set at \$175,000 (\$17,500 in RRPDC local match funds and \$157,500 in VDOT Multimodal Planning Grant funds). RRPDC local match funds will be provided as in-kind match (i.e., RRPDC staff time paid for by local RRPDC funds). On March 4, RRPDC staff received notice from VDOT that its grant proposal for this study was approved. Work on the study is scheduled to begin in FY 2009 (following FHWA approval of all the grants awarded statewide under the Multimodal Planning Grant program). The end product should be a study that identifies strategies and actions to improve freight flow in and through the region's transportation network by increasing freight mobility options and opportunities within the region. The study should identify both short and long-term actions to be considered for incorporation into the LRTP and for programming into the TIP (following state action to include such projects into the SYIP).

7. 2031 LRTP Update and FY 09 – FY 12 TIP Air Quality Conformity Analysis – Conducted as part of the MPO's 2031 LRTP Update and FY 09 – FY 12 TIP, an air quality conformity analysis was conducted by VDOT with the RRPDC staff conducting the public review process and providing technical and administrative support in submitting this analysis for MPO review and action. Work on the conformity analysis was initiated by VDOT with review and authorization by the Interagency Consultation Group (ICG) of the proposed list of LRTP and TIP projects at the ICG's March 14 meeting. VDOT conducted the conformity analysis. The final draft report was submitted for review, recommendation and authorization to proceed with public review at the May 7 TAC meeting. The draft report found that proposed projects to be included in the draft LRTP and TIP are in compliance with applicable federal Clean Air Act requirements. TAC took action to authorize the report for public review and to recommend it to the MPO. RRPDC staff conducted a two-week public review period on the final draft report. There were no public comments submitted as a result of this review and the final draft report, along with TAC's and RRPDC staff's recommendations, were submitted for review and action at the June 12 MPO meeting. The MPO took action to find the air quality conformity analysis for regionally significant projects included in the draft LRTP and TIP to be in conformance with all applicable federal air quality conformity analysis requirements and accepted the conformity analysis findings as presented subject to final MPO action on the 2031 LRTP Update and the FY 09 – FY 12 TIP. RRPDC staff submitted the MPO's resolution to VDOT on June 12 and on June 20, staff received a copy of the FHWA Virginia Division office letter requesting that EPA initiate its formal 30-day review period on the conformity analysis report.

### **Strategic Plan Implementation Activities**

What is the current status of your plan's implementation? What has been accomplished to date? What are the next projects or activities that will be undertaken? Who is involved with and responsible for the implementation of the plan?

A. The Capital Region Collaborative was conceived in FY 08, and the groundwork has been laid for the bulk of its work to take place in FY 09. See A. under Element #1: Strategic Planning: Strategic Plan Development Activities.

## B. Urban 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 08, RRPDC staff work focused on maintaining (i.e., amendments and adjustments) the current TIP, updating the current TIP to meet new SAFETEA-LU requirements (previous FY 06 – FY 08 TIP amended to cover projects from FY 07 to FY 10 and revised to meet new SAFETEA-LU requirements) working with VDOT to improve the TIP development process, working with VDOT to obtain financial close-out of completed RSTP and CMAQ funded projects, conducting the RSTP and CMAQ funds allocation process, conducting the MPO's regional priority transportation projects review and selection process, and initiating and completing the draft FY 09 – FY 12 TIP (final TIP to be adopted by MPO in early FY 09).

1. TIP Amendments and Adjustments – In FY 08, RRPDC staff processed four TIP amendment actions by the MPO covering 33 projects. Most of the project amendments (28) were conducted at the September 27, 2007 MPO meeting as part of the MPO's action to update the previous (FY 06 – FY 08) TIP to meet SAFETEA-LU requirements (updated to cover new four-year TIP timeframe, FY 07 – FY 10). In FY 08, RRPDC staff also processed 10 TIP adjustment actions covering 86 projects.
2. SAFETEA-LU Compliant TIP – Under SAFETEA-LU, TIPs are required to reflect a four-year list of projects with planned obligations that are scheduled to occur during this four-year period. In late FY 2007 (on June 22), VDOT advised MPOs across the state that it had reached an agreement with FHWA and FTA on a strategy to achieve a SAFETEA-LU compliant TIP with completion to be achieved sometime in FY 2008. Note that SAFETEA-LU requires compliant TIPs to be in place no later than July 1, 2007 except under certain circumstances (VDOT's agreement with FHWA and FTA allowed for an extension of the requirement). VDOT's June 22 e-mail to MPOs across the state reporting the extension agreement VDOT reached with FTA and FHWA was the first communication VDOT provided on this matter, even though RRPDC staff made several inquiries to VDOT between mid and late FY 2007 and VDOT did not respond to staff's inquiries. At the August 9 MPO meeting, RRPDC staff reported to the MPO on VDOT's strategy to complete a SAFETEA-LU compliant TIP and requested MPO action to endorse VDOT's proposed process. The strategy for incorporating project obligations by phase for FY 09 and FY 10 through

administrative adjustments and amendments provides for extending the current TIP to include FY 09 and FY 10 (and relegating FY 06 project obligations to previous status) in order to cover the new requirement for a four-year program of projects. The MPO took action to endorse VDOT's proposed process and the MPO's action was submitted to VDOT on August 27. Staff prepared and submitted a revised, SAFETEA-LU compliant TIP projects list to TAC and it was recommended by TAC at its August 16 meeting. The revised TIP provided for the addition of 22 projects. Staff also noted that the format for listing each project should now include the state ID number (which is used to access authorization information easily in the federal accounting system). In addition, the TIP revision included six new projects resulting from the CTB's approval to fund FTA Section 5310 projects in the state's Six-Year Improvement Program (SYIP). At the September 27 MPO meeting, action was taken to amend the current TIP to add 22 projects as submitted as part of VDOT's STIP addendum and to add six new transit FTA Section 5310 projects. The MPO's resolution along with revised sections of the amended TIP were submitted to VDOT on October 11.

3. Regional Priority Transportation Projects – RRPDC staff conducted the review and selection process for submission of the MPO's Regional Priority Transportation Projects to the Commonwealth Transportation Board (CTB) for their review and consideration in allocating state and federal transportation funds. Staff worked with the MPO's standing committees (i.e., TAC, CTAC, and EDAC) to obtain their recommendations for submission to and consideration by the MPO Executive Committee and the MPO board. Based on the report submitted by the MPO Executive Committee, the MPO's list of Regional Priority Projects was approved at its September 27 meeting as follows (note that the top six projects are ranked in priority order while projects shown as other are not ranked):

<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 10 Widening (Route 1 to Meadowville Road, Chesterfield)
4	Parham Road/Patterson Avenue Urban Interchange (Henrico)
5	Huguenot Bridge Reconstruction
6	Route 250 Widening from Rt. 623 to Rt. 621 (Goochland)

**Other Regional Priority Projects**

- I-64 Widening to New Kent/James City County Line and Rail Improvements, Richmond to Hampton Roads
- Route 360 Widening (western Chesterfield)
- Widening of I-64 from Rt. 288 to 1.6 km west of Rt. 623 to six lanes (Henrico-Goochland counties)

- Virginia Capital Trail project (Richmond to Williamsburg)
- I-95/Lewistown Road Interchange Improvements (Hanover)

In addition, the MPO's action stated that next year's projects be grouped such that all fully funded projects (i.e., projects with previous, actual and scheduled allocations equal to the project's current estimated cost) are shown separately; that projects with balances to complete or that are unfunded be shown separately; that provisions are made for identifying new regional priority projects; and that small scale projects with a cumulative significant impact also be identified for the CTB.

The MPO Chairman presented the MPO's list of priority projects at the October 16 VDOT/CTB Fall Transportation Meeting/Preallocation Public Hearing. Included with the MPO Chairman's remarks and submitted to VDOT for the public hearing record was the MPO's September 27 resolution, a detailed report of the projects (including a location map, cost estimates, descriptions, funding sources, and other project related information) and a summary list and description of the projects. Items submitted at the October 6 preallocation public meeting/hearing were also distributed to the MPO, local government chief administrative officers, CTAC, EDAC, and TAC.

4. State TIP (STIP) Procedures Memorandum of Agreement (MOA) – VDOT advised MPO's across the state in December 20 (via videoconference) that it has developed a four-party MOA between VDOT, VDRPT, FHWA and FTA, which provides a framework and process for streamlined STIP development and management process. One of the primary features of the streamlined process is the grouping of projects in the TIP in order to minimize individual project reviews, adjustments and amendments. VDOT requested that MPOs provide them with any comments on the MOU by the end of January 2008. Staff submitted a letter to VDOT on January 11 in which staff expressed concern that the draft MOA should make provisions for reporting financial close-out of projects, especially, RSTP and CMAQ funded projects and that major reconstruction projects should not be shown under grouped projects. Staff also noted the need for VDOT to provide regular and periodic reports showing changes made to projects shown as grouped obligations and providing an initial detailed listing for those projects. In response to staff's January 11 letter, VDOT responded (by letter dated February 11) stating that it does not believe that the MOA is the appropriate means for addressing staff's concern on the need for the MOA to make provisions for reporting financial close-out of projects programmed in the TIP, especially RSTP and CMAQ funded projects. VDOT also stated that it is committed to providing as part of the TIP, an appendix that will show the projects that make up each grouped item/list of projects. VDOT will also develop a report that will show changes to grouped projects that will be shared with the MPO on a regular basis, and that the MPOs will have an opportunity to provide input on the development of this report through coordination with VDOT staff. This matter was discussed with VDOT Richmond District Programming Division staff at TAC's March 20 meeting. Staff stated that VDOT's use of federal criteria for air quality conformity analysis was not a good means for deciding which projects should be shown as grouped (i.e., listed in TIP appendix as a summary list of projects) or ungrouped (i.e., programmed in the TIP as separate/individual projects). At the TAC meeting, VDOT requested this item be addressed at TAC's April meeting with a recommendation going forward for review and action at the

May MPO meeting. RRPDC staff review comments were distributed at the April 17 TAC meeting along with background information on the draft STIP Procedures MOA. Staff finalized its comments and submitted them to VDOT on May 15. As of the end of the fiscal year (i.e., June 30), VDOT had not responded to staff's comments. Note that VDOT had no report on the status of its response to staff's comments at the June 19 TAC meeting. It is staff's understanding that the four-party STIP Procedures MOA has been executed; however, VDOT would still like for the MPO to take action to endorse the MOA.

5. Financial Close-out for Completed RSTP and CMAQ Funded Projects – In FY 07, the MPO initiated a formal request to VDOT for a report on the financial status of 29 projects, which the MPO had identified as being completed and likely to have a positive balance of funds remaining for allocation (action taken at the April 12, 2007 MPO meeting). At the MPO's August 9, 2007 meeting, this list was expanded to include 38 projects which staff believes to have either a zero balance or a deficit balance (i.e., funds owed). Based on available information, staff estimated that these 67 projects contained a surplus of \$4,607,000 in RSTP funds and a surplus of \$1,706,000 in CMAQ funds (total of approximately \$6.3 million). VDOT established a joint divisions review team to review these projects' financial status and advised that it would have its report to the MPO by the end of December 2007. Note that VDOT had previously estimated its review would be completed in late September/early October 2007. At the February 21 TAC meeting, VDOT district staff reported that its review for all RSTP and CMAQ projects had been completed and its report was submitted to VDOT central office staff. At the March 13, 2008 MPO meeting, VDOT distributed a letter from Reta Busher, VDOT Chief Financial Officer, who reported that work is still underway to determine the amount of RSTP and CMAQ funds available for reallocation, that it is a precedent-setting effort in that it is a comprehensive review of such projects, and that it would provide its report to the MPO as soon as possible. At the MPO meeting, VDOT could not advise when this might occur. As follow-up, a letter was prepared by staff from the MPO Chairman expressing its disappointment over VDOT's inability to provide the MPO with the requested information, and Ms. Busher was requested to attend the May 8 MPO meeting to address and answer the following two questions:

- What is the amount of RSTP and CMAQ funds available to the Richmond Area MPO from previously completed projects?
- When will VDOT be able to advise us as to these funds being available so that we can proceed to reallocate these funds to other projects?

At the May 8 MPO meeting, Ms. Busher reported that she could not answer either of these two questions explaining difficulties VDOT had in examining various sources and records. After extended discussion, Ms. Busher indicated that VDOT should be able to provide a report on this to the MPO by the end of the year. Ms. Busher submitted a letter to the MPO on May 28 advising that VDOT is committed to complete this work no later than December 1, 2008 and will make sure that the MPO is given status reports at each of its meetings.

6. Annual List of Project Obligations – Section 450.322 of the MPO planning regulations requires that no later than 90 calendar days following the ends of the state program year (i.e., by December 29, 2007) that the state, MPO, and public transit operator cooperatively

develop a list of projects for which certain federal transportation funds were obligated in the preceding year (federal fiscal year 2007, October 1, 2006 to September 30, 2007) and that the list identify for each project the amount of federal funds requested in the TIP, the federal funds that were obligated during the preceding year, and the federal funding remaining and available for subsequent years. On December 14, 2007, RRPDC staff received VDOT's submission of the federal fiscal year (FFY) 2007 list of project obligations. VDOT's submission did not include the amount of federal funds requested/programmed in the TIP and the amount of federal funds remaining and available for subsequent years (information required by federal regulation). RRPDC staff advised VDOT on December 18 that its submission was incomplete, and it was requested that VDOT and RRPDC staff meet as soon as possible since this information is required to be submitted and made available for public review by December 29, 2007. Staff met with VDOT district, programming, and environmental division staffs and Crater PDC staff on January 9 to review this matter. VDOT agreed to provide RRPDC staff with a correct and complete list by late January (staff received this revised list on February 5). Staff noted that the revised list still had missing information and reported this to VDOT. At the March 20 TAC meeting, staff provided a status report noting that information for approximately 30 projects was missing. Staff advised VDOT of these missing projects in late March. Staff worked with VDOT staff to obtain this missing information corresponding with VDOT several times in March and April. Final corrections were made to the list and RRPDC staff posted this list on the RRPDC web site on April 20, 2008. A summary of the information posted on the RRPDC web site is presented in the table below.

**Summary of Planned vs. Actual Obligations  
Federal Fiscal Year 2007  
(10/01/06 – 09/30/07)**

Funds Obligation	No. of Projects/ Funds	Administrative System					Totals
		Inter-state	Misc.	Prim.	Sec.	Urban	
Planned/ TIP	No.	10	3	51	38	29	131
	Funds (\$000)	1,041.9	942.6	15,749.5	22,698.1	7,397.3	\$47,829.4
Actual Obligation	No.	10	3	51	38	29	131
	Funds (\$000)	4,2586.3	8.0	13,111.5	19,103.6	5,222.0	\$80,031.4

- RSTP and CMAQ Allocations Project Review and Selection – Work on the annual project review, selection and allocation of RSTP and CMAQ funds allocated to the Richmond Area MPO was conducted by RRPDC staff with the first-time application of the MPO-approved “RSTP and CMAQ Funding Programs; RSTP and CMAQ Project Selection Process.” These guidelines were approved by the MPO on December 9, 2004; however, due to the large number of existing RSTP and CMAQ projects programmed in the TIP and the large balance due for these projects, the MPO limited its allocation of new RSTP and CMAQ funds to existing projects for the next three years. The RSTP and CMAQ project review selection and

funds allocation process was initiated with RRPDC staff providing a report at the November 15 TAC meeting on the anticipated schedule and procedure for conducting the process. Staff also outlined a list of concerns identified during the FY 09 – FY 11 project review, selection and allocation process and identified suggested strategies to address those concerns. On January 9, staff received from VDOT its preliminary report on actual and projected allocations of RSTP and CMAQ funds. Staff prepared and submitted a report to TAC comparing last year's projected allocations to this year's actual and updated projected allocations. Note that actual FY 09 RSTP and CMAQ allocations were reported by VDOT as \$14,448,000 (for RSTP funds) and \$8,445,000 (for CMAQ funds). Staff's report was submitted for review and discussion at the January 17 TAC meeting. A special TAC meeting was set for March 6 to review the RSTP and CMAQ funds project review, selection and allocation process. Staff had set a deadline of February 21 for those TAC members submitting applications for RSTP and CMAQ funds. At the March 6 TAC meeting, the project review, selection and allocations process was reviewed and a final determination was made on the amount of available funds. Note that VDOT has been scheduled to complete and submit a report to the MPO by late December/early January on the amount of surplus RSTP and CMAQ funds (estimated at approximately \$6 to \$7 million) to be available from completed projects and available for reallocation by the MPO; however, this report was not available. A joint VDOT/RRPDC staff work group was established to review the RSTP and CMAQ funds applications. Using the MPO's RSTP and CMAQ funds project review, selection and allocation guidelines, RRPDC staff presented a report including the recommendation of the joint RRPDC/VDOT staffs work group. In conducting this process, priority consideration was given to those projects underway or ready to move forward. TAC made several recommended changes to the allocations and took unanimous actions recommending both the RSTP and CMAQ project lists. TAC's recommendations were presented at the April 10 MPO meeting and the MPO took unanimous action to authorize the submission of FY 09 – FY 12 RSTP and CMAQ project allocations as presented to VDOT for inclusion in VDOT's Six-Year Improvement Program and for inclusion in the MPO's FY 09 – FY 12 TIP.

8. RSTP and CMAQ Funding Programs; Project Review, Selection and Allocations Process Guidelines – The MPO took action at its March 13 meeting to revise these guidelines based on VDOT's recommendation to eliminate the reserve account provisions. The MPO utilized the revised guidelines in conducting its annual RSTP and CMAQ project review, selection and allocations process.
9. TIP Development – RRPDC staff initiated work to develop the MPO's FY 09 – FY 12 Transportation Improvement Program (TIP). Note that a revised FY 07 – FY 10 TIP was approved at the September 27 MPO meeting to meet SAFETEA-LU requirements. Staff conducted notification and review activities in July and August for those agencies and organizations interested in applying for transportation enhancement funds, and in November and December for those agencies and organizations interested in applying for FTA Section 5310 funds. RRPDC staff met with staffs from several VDOT divisions and Crater PDC staff on January 9 to review and discuss the schedule and work requirements for the upcoming TIP. Staff noted the importance of submitting any TIP project amendments for review and action no later than the April MPO meeting due to the MPO's 2026 LRTP Update

lapsing after April (due to work on the 2031 LRTP Update being behind schedule and not anticipated for completion until early FY 2009). At its January 9 meeting, VDOT staff agreed to provide its project list to RRPDC staff by January 14 and that it would provide project obligation information by February 14. Staff received this information and reported to TAC at its February 21 meeting that it was working to develop the TIP projects list. Staff reported that VDOT had provided a very extensive number of projects under the “grouped” category (i.e., projects shown under certain funding categories with no individual project information including obligations). Staff noted that extensive editing of the draft TIP document would be needed to accommodate VDOT’s submission of projects. Staff also noted that TAC action would be needed in early March to authorize the projects for the air quality conformity analysis process (with the ICG set to meet on March 14 to approve this list so the conformity analysis process could move ahead). During March, April and May, RRPDC staff worked with TAC local government and GRTC staffs to identify those projects which should be moved from the “grouped” category to the “ungrouped” (i.e., individual project programmed in the TIP) category. An initial draft FY 09 – FY 12 TIP was submitted to TAC on June 6 and a revised TIP incorporating comments received from several TAC members and providing documentation of the TIP development process, (i.e., introduction, narrative, and appendices) was provided to TAC on June 16. At the June 19 TAC meeting, it was reported that 13 projects previously listed under the grouped category and moved by TAC to the ungrouped category were incomplete (i.e., project obligations, funding source, and other individual project information missing). Due to the need to move the draft TIP forward (so it would be completed in time for submission as part of VDOT’s State TIP submission in late summer/early fall to USDOT), TAC took action to authorize the revised draft TIP as presented for public review and comment. TAC also requested that it take final review and recommendation action on the final draft TIP before it is submitted for MPO review and action.

## **Element #2: Duties Performed:**

Provide a concise description of all activities accomplished pursuant to the duties assigned under the Regional Cooperation Act.

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

1. 2031 Long-Range Transportation Plan (LRTP) Update – (See description in Element #1, section on Strategic Plan Development Activities).
2. Regional Mass Transit Study (RMTS) – (See description in Element #1, section on Strategic Plan Development Activities).
3. GRTC Comprehensive Operations Analysis (COA) – (See description in Element #1, section on Strategic Plan Development Activities).
4. Human Services Public Transportation Coordination Plan (HSPTCP) – (See description in Element #1, section on Strategic Plan Development Activities).
5. Intermodal Strategies and Actions for Inter-Regional Freight Movement – (See description in Element #1, section on Strategic Plan Development Activities).
6. Rural Long Range Transportation Plan
7. Regional Build Out Analysis

8. Regional Green Infrastructure Assessment
9. Regional E911 Microwave System
10. Regional Recreational Facilities Inventory
11. Regional Hazard Mitigation Plan Update

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

1. Regional PSIC grant for E911 microwave system
2. Regional PSAP grants for Charles City and New Kent counties, and Powhatan, Cumberland and Amelia counties.
3. Regional Environmental Training and Education Workshops
4. ArcGIS 1 ESRI Introduction to GIS training
5. Regional GIS Coordinators Meetings
6. Regional GIS Users Group Meetings
7. Regional Hazard Mitigation Plan
8. Rural Long Range Transportation Plan

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

1. MPO/MPO Advisory Committees – The Richmond Area MPO is the federally designated organization for regional transportation planning and programming and is staffed by the Richmond Regional PDC. The Richmond Area MPO and two of its three standing committees have a majority of their voting membership appointed by area local governments, ensuring representation of local interests at the regional level. The MPO, with an authorized voting membership of 28, has 23 members appointed by local governments. Voting representation authorized on the MPO’s three standing advisory committees (Technical, Citizens Transportation, and Elderly and Disabled) is as follows:

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

In addition to the three standing committees, two special purpose MPO study advisory committees were active in FY 08. The MPO Regional Mass Transit Study (RMTS) Advisory Committee held five meetings and completed its task of reporting the final draft RMTS to the MPO (for review and action at the May 8 MPO meeting). The MPO Long-Range Transportation Plan (LRTP) Advisory Committee was established in FY 07, but did not hold its first meeting until FY 08. Work on the 2031 LRTP Update continued into FY 09 and this committee is expected to complete its work after the MPO takes action to adopt the 2031 LRTP Update. The LRTP Advisory Committee held 13 meetings in FY 08. Both the LRTP Advisory Committee and the RMTS Advisory Committee were established as special purpose committees with their membership

drawing from the MPO’s three standing committees (CTAC, EDAC and TAC). Voting representation on these two committees is composed of local government and at-large representatives as follows:

<b>REPRESENTATION STATUS</b>		
<b>COMMITTEE</b>	<b>LOCAL GOVERNMENT</b>	<b>AT-LARGE</b>
LRTP	11	5
RMTS	9	12

The MPO also has an Executive Committee composed of local elected officials (one from each MPO area local government) that are MPO voting members.

The Richmond Area MPO and its committees meet routinely (as needed) to conduct business and address regional transportation issues. Notice for all meetings is posted on the RRPDC web site at least three days in advance of each meeting (generally one week’s notice is provided). In FY 08, there were a total of 60 MPO board and MPO committee meetings.

2. Regional Priority Transportation Projects – (See description in Element #1, section on Strategic Plan Implementation Activities).
3. RSTP and CMAQ Allocations Project Review and Selection – (See description in Element #1, Section on Strategic Plan Implementation Activities).
4. RRPDC Jurisdiction Committees

The RRPDC established two jurisdictional committees – one for the four larger jurisdictions in the region, the LJC, and one for the five smaller localities, the SJC. These committees meet regularly, both separately and jointly, to identify and discuss issues common to the member jurisdictions, and to develop recommendations to the RRPDC for addressing those issues. Several issues that have been brought to the fore in FY 08 are transportation funding, local planning and development tools, a grants warehouse resource, and GIS and regional infrastructure initiatives.

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

1. Charles City County Comprehensive Plan Update
2. Charles City County Countywide GIS Program Implementation
3. New Kent and Charles City County E911 PSAP grant application
4. Powhatan County E911 PSAP grant application
5. Grants Warehouse – in its formative stage at this point
6. Proactive Legislative Program – both federal and state is being developed at the request of local governments
7. APA Webinars – offered to planners across the region and in other locales; provides continuing education credits

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

1. Charles City County Agriculture/Forestral Zoning District Development
2. Charles City County Historic Map
3. Charles City County Septic Pump-Out Database and Implementation Program
4. Charles City County Housing Needs Assessment
5. Chesterfield County Ettrick Housing Study
6. New Kent County Zoning Ordinance Update
7. New Kent, Powhatan and Charles City Counties E911 PSAP grant technical oversight and computer maintenance

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

1. Invite Public Policy Leaders to Address MPO and MPO Committees on Topics of Mutual Concern:

MPO

- “Unifying the System Investment Process; SYIP, TIP and STIP,” Jennifer DeBruhl, Special Assistant to the Deputy Commissioner, VDOT
- “Maritime Highway Presentation,” Marty Moynihan, Executive Director, Port of Richmond
- “2007 Virginia General Assembly Transportation Bill (HB 3202),” Brad Shelton, Senior Policy and Planning Analyst, VDOT
- “Improving Richmond Public Transportation,” John Lewis, Chief Executive Officer, GRTC Transit System
- “Statewide Rail Plan and Current Rail Initiatives,” Mike Knott, Manager of Rail Development, VDRPT

TAC

- “GRTC Comprehensive Operations Analysis (COA), Initial Draft Report,” Larry Hagin, Director of Planning and Government Relations, GRTC Transit System
- “Impact of Route 288 on Regional Traffic Patterns,” David Dreis, Traffic Engineer, VDOT Richmond District
- “Marine Highway Presentation,” Marty Moynihan, Executive Director, Port of Richmond
- “GRTC Comprehensive Operations Analysis (final draft),” Larry Hagin, Director of Planning and Government Relations, GRTC, Transit System
- “Proposed Secondary Street Acceptance Requirements,” Nicholas Donohue,

Assistant Secretary of Transportation, VDOT

- “Statewide Rail Plan and Current Rail Initiatives,” Mike Knott, Manager of Rail Development, VDPRT
- “Partnering for Safer Drivers and Roadways,” Michael Sawyer, State Highway Safety Engineer, VDOT
- “The Commonwealth’s Highway Safety Improvement Programs,” Stephen Read, Highway Safety Improvement Program Manager, VDOT
- “Highway Safety Improvement Program and Road Safety Assessments,” Travis Bridewell, Regional Traffic Engineer, VDOT Richmond District

### CTAC

- “Richmond Region Transportation Needs; Views and Opinions from Virginia General Assembly Members,” Delegate John O’Bannon, Chris Huttman (Delegate Katherine Waddell’s office)
- “Maritime Highway Presentation,” Marty Moynihan, Executive Director, Port of Richmond
- “GRTC Comprehensive Operations Analysis (initial draft),” Larry Hagin, Director of Planning and Government Relations, GRTC Transit System
- “Impact of Route 288 on Regional Traffic Patterns,” David Dreis, Traffic Engineer, VDOT Richmond District
- “2007 Transportation Funding Bill (HB 3202),” Brad Shelton, Senior Policy and Planning Analyst, VDOT
- “GRTC Comprehensive Operations Analysis (final draft),” Larry Hagin, Director of Planning and Government Relations, GRTC Transit System
- “Transportation and Housing Alliance Toolkit,” Teri Barker-Morgan, Program Manager, Virginia Board for People with Disabilities and Kelly Hickok, Community Advocate, Resources for Independent Living

### EDAC

- “City of Richmond Expanded CARE Service Report,” Von Tisdale, Director of Specialized Transportation, GRTC Transit System
- “GRTC Comprehensive Operations Analysis (initial draft),” Larry Hagin, Director of Planning and Government Relations, GRTC Transit System
- “GRTC Comprehensive Operations Analysis Presentation (final draft),” Larry Hagin, Director of Planning and Government Relations, GRTC Transit System

- “CARE Ridership Reports for Expanded CARE service in Richmond and Henrico, Von Tisdale Director or Specialize Transportation GRTC Transit System
  - “Transportation and Housing Alliance Toolkit Presentation,” Teri Barker Morgan, Program Manager, Virginia Board for People with Disabilities, and Kelly Hickok, Community Advocate, Resources for Independent Living
2. Provide the link between local governments and a host of state agencies on varied issues. Examples are the Virginia Department of Emergency Management, Virginia Department of Environmental Quality, the Coastal Zone Management and Chesapeake Bay Programs, Virginia Department of Transportation, Virginia General Assembly, Stormwater Management, Hazard Mitigation Planning, Solid Waste Planning, Department of Conservation and Recreation, Virginia Department of Housing and Community Development, etc.
- G. Review local government aid applications.**
1. Review Charles City County Community Development Block Grant applications
- H. Develop regional functional plans upon request.**
1. Prepared Rural Long Range Transportation Plan.
- I. Assist state agencies, upon request, in developing sub-state plans.**
1. Developed Rural Long Range Transportation Plan for VDOT
2. Implemented Virginia Coastal Program for VDEQ/NOAA
3. Implemented Regional Hazard Mitigation Plan for VDEM
- J. Participate in statewide geographic information system.**
1. Member of VAPDC GIS and Information Technology Committee
- K. Serve as a state data center affiliate and collect and maintain demographic, economic, and related data for the region and member governments.**
1. Develop and maintain 3C data for urban transportation planning process
2. Update RIPE Report – social and economic data for the Richmond and Petersburg areas
3. Hold regularly scheduled meetings of the region’s GIS User Group to facilitate resource sharing and data development

**Element #3: Highlight successes and achievements of special note with regional efforts in cooperation.**

**Highlight #1:**

During the time the agency was in transition between executive directors, the Commissioners discussed at some length how the RRPDC could best serve its member jurisdictions. The convergence of new issues, new technologies, and new challenges seemed to call for a fresh approach to conducting the region's business. To that end, the board established two committees one for the four larger jurisdictions in the region, the LJC, and one for the five smaller localities, the SJC - to identify issues relevant to jurisdictions individually and collectively, and to explore options for addressing those issues regionally. These committees met regularly, both separately and jointly. Members of the committees included political leadership from the Richmond region's member jurisdictions as well as top administrative officials from those localities. After a fairly thorough self-examination through the two jurisdictional committees, the board unanimously adopted five priorities that, taken together, form the vision and will guide the future direction of RRPDC. The priorities adopted by the RRPDC are:

- Retain the Two Jurisdictional Committees to Facilitate Continued Discussion of Matters Specific to Each and to Recommend Additional Priorities.

Discussion has focused on further defining the adopted priorities and identifying specific strategies and actions in furtherance of those priorities; the committees are also charged with identifying over time additional priorities for consideration by the Commission.

- Proactive Legislative Action

The intent is to identify legislative issues of substance that are of interest to one or more jurisdictions in the region and that would benefit from a stance of regional support. This priority also includes defining the elements and scope of a proactive legislative program at the state and federal levels designed to benefit the region. Two issues are already being addressed by the RRPDC – transportation funding and land use and development tools.

- Communication, Visibility, and Effectiveness

- Create a Regional Community Vision to define and empower the Region

The RRPDC is working through the Capital Region Collaborative to in guide the development of a unified vision for the region. This

priority calls for the facilitation of meetings with stakeholders in the region's future - individuals, groups, organizations, and other entities, both public and private - to develop a comprehensive understanding of past, planned, and continuing visioning efforts or programs in the region and to discuss a collective approach to setting and implementing a vision for the nine jurisdictions in the Richmond region.

- Create and execute a Public Relations Strategy

One element of this priority is to bring the region's local leaders together on a regular basis to create more positive relations, to communicate a positive message to all the citizenry regarding the future of the region, to create a foundation for identifying opportunities collectively and cooperatively, and to serve as a central source for updates on regional activities

- Establish a facility for PDC-to-PDC Collaboration and Cooperation

The RRPDC will work with other planning districts and through the VAPDC to identify existing or potential planning issues and explore best practices in addressing them

- Develop a Grants Warehouse for the region's local government.

This will provide local governments with assistance in identifying grant opportunities and in writing grant proposals

- Regional Infrastructure Assessment and/or Initiatives

The first step is to assess the elements of the FY 09 Work Program for consistency with specific strategies and actions identified by the committees and to design a detailed work scope for implementation

- GIS Regional Initiatives

The first step is to assess the elements of the FY 09 Work Program for consistency with specific strategies and actions identified by the committees and to design a detailed work scope for implementation

**Highlight #2:**

## Transportation Funding Strategies Work Group

As part of the work of the jurisdiction committees established by the RRPDC, legislation introduced during the legislature's regular session in 2008 was earmarked for discussion. A specific outcome of the committees' work was that the Richmond Regional Planning District Commission established a work group to take a realistic look at transportation needs in our region of nine local jurisdictions in central Virginia and to discuss and develop options for funding those needs.

Membership on the group included representation from all nine governments that are members of the RRPDC, top administrators of the region's counties, city and town, state legislative representation, and business leaders identified by the Greater Richmond Chamber. The work group met several times prior to the end of FY08 to discuss general issues surrounding transportation funding, while the substance of the work was conducted during FY 09 after the outcome of the 2008 Special Session II was known.

The work group represents diverse segments of the region's leadership and, as such, provides a model for regional collaboration and cooperation in tackling difficult issues facing all levels of government and impacting all citizens today. Through open discussion and fair debate among the local, state, and business leaders who served on this group, options for funding transportation needs were identified that local constituents, the business community, and state legislatures will be asked to support. Specifically, the outcome of the group's work is draft language that could be used to frame legislation for consideration by the legislature in 2009.

**Highlight #3:***2031 Long-Range Transportation Plan (LRTP) Update*

See Element #1, Strategic Plan Development Activities

**Highlight #4:***Regional Mass Transit Study (RMTS)*

See Element #1 Strategic Plan Development Activities

**Highlight #5:**

## Regional Priority Transportation Projects

See Element #1, Strategic Plan Implementation Activities

**Highlight #6:**

## RSTP and CMAQ Allocations Project Review and Selection

See Element #1, Strategic Plan Implementation Activities

**Element #4: Submit a work plan for the coming year that includes a budget and lists of member jurisdictions and commission members:**

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

- Work Plan/Program: YES   X   NO \_\_\_\_\_
- Budget: YES   X   NO \_\_\_\_\_
- List of member jurisdictions: YES   X   NO \_\_\_\_\_
- List of commission members: YES   X   NO \_\_\_\_\_

**Richmond Regional Planning District Commission  
PDC #15**

**Member Jurisdictions**

Town of Ashland  
Charles W. Hartgrove, Town Manager  
101 Thompson Street  
PO Box 1600  
Ashland VA 23005-4600  
804.798.9219

County of Charles City  
John F. Miniclier, Jr., PE, County  
Administrator  
PO Box 128  
Charles City VA 23030  
804.652.4701

County of Chesterfield  
James J.L. Stegmaier, County Administrator  
9901 Lori Road  
PO Box 40  
Chesterfield VA 23832-0040  
804.748.1211

County of Goochland  
Gregory K. Wolfrey, County Administrator  
1800 Sandy Hook Road  
PO Box 10  
Goochland VA 23063  
804.556.5800

County of Hanover  
Cecil R. Harris, Jr., County Administrator  
PO Box 470  
Hanover VA 23069  
804.365.6005

County of Henrico  
Virgil R. Hazelett, PE, County  
Administrator  
PO Box 27032  
Richmond VA 23273-7032  
804.501.4206

County of New Kent  
John A. Budesky, County Administrator  
PO Box 50  
New Kent VA 23124  
804.966.9861

County of Powhatan  
Carolyn Cios, County Administrator  
3834 Old Buckingham Road, Suite A  
Powhatan VA 23139  
804.598.5612

City of Richmond  
Sheila Hill-Christian, Chief Administrative  
Official  
900 East Broad Street  
Richmond VA 23219  
804.646.7978

## Table 2009A - Operating Revenues, Pass Through Funds and Fund Balance

Fiscal Year 2009 Revised Budget  
Richmond Regional Planning District Commission

	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
Category	<b>FY 08 May 08 Update</b>	<b>FY 09 May 08 Revised</b>	<b>Change FY 08 to FY 09</b>	<b>FY 09 % of Total Budget</b>
<b>Line # Operating Revenue</b>				
1 State Appropriation (RCA)	\$ 157,000	\$ 157,000	\$ -	1 6.7%
2 Local Membership Dues	\$ 566,900	\$ 576,300	\$ 9,400	2 24.6%
3 FHWA/PL - Urban Transportation Planning	\$ 1,043,200	\$ 1,078,600	\$ 35,400	3 46.1%
4 FHWA/PL - Urban Transportation Planning Prior Year(s)	\$ 53,800	\$ 119,300	\$ 65,500	3 5.1%
5 FTA/Section 5303 - Urban Transit Planning	\$ 202,600	\$ 216,600	\$ 14,000	3 9.3%
6 FTA/Section 5303 - Urban Transit Planning Prior Year(s)	\$ 132,900	\$ -	\$ (132,900)	3 0.0%
7 VDOT - Rural Transportation Planning Program	\$ 48,000	\$ 48,000	\$ -	2.1%
8 VDEQ VCRMP - Coastal Management Programs	\$ 30,000	\$ 30,000	\$ -	1.3%
9 Interest Income	\$ 60,000	\$ 60,000	\$ -	2.6%
10 Sublease Revenue	\$ -	\$ 41,400	\$ 41,400	4 1.8%
11 Miscellaneous Revenue	\$ 2,400	\$ 6,300	\$ 3,900	5 0.3%
12 Revenues Under Expenses - From Fund Balance	\$ 55,300	\$ 6,200	\$ (49,100)	6 0.3%
<b>13 Total Operating Revenue</b>	<b>\$ 2,352,100</b>	<b>\$ 2,339,700</b>	<b>\$ (12,400)</b>	<b>100.0%</b>
<b>Pass Through Funds</b>				
<b>14 Total Pass Through Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>15 Total Operating Revenue and Pass Through Funds</b>	<b>\$ 2,352,100</b>	<b>\$ 2,339,700</b>	<b>\$ (12,400)</b>	<b>100.0%</b>
16 Total Fund Balance: Estimated FY 09 Beginning Balance		\$ 1,699,100		7
17 Restricted Fund Balance		\$ 1,000,000		
18 Unrestricted Fund Balance: Estimated FY 09 Beginning Balance		\$ 699,100		
19 Estimated Use of Unrestricted Fund Balance for FY 09		\$ (6,200)		
20 Unrestricted Fund Balance: Estimated FY 09 Ending Balance		\$ 692,900		

*Notes:*

- <sup>1</sup> Funding provided in the state budget adopted at the 2008 session of the General Assembly.
- <sup>2</sup> Based on population estimates for 2007 released by the Weldon Cooper for Public Service, see Attachment 2009 C. Dues remain at \$0.60 per capita (\$0.55 General Dues Assessment; \$0.05 Additional MPO Assessment).
- <sup>3</sup> Based on the Unified Work Program for FY 09 adopted by the Richmond Area MPO at its April 10, 2008 meeting.
- <sup>4</sup> Assumes full lease for 12 months.
- <sup>5</sup> Includes reimbursement from Powhatan county for printing GIS maps.
- <sup>6</sup> Shifts to FY 09 \$6,200 to be realized late in FY 08.
- <sup>7</sup> Reported for information only.

**Table 2009B - Operating and Pass Through Expenses**

Fiscal Year 2009 Revised Budget

Richmond Regional Planning District Commission

Line #	Category	Column 1	Column 2	Column 3	Column 4
		FY 08 May 08 Update	FY 09 May 08 Revised	Change FY 08 to FY 09	FY 09 % of Total Budget
<b>1</b>	<b>Personnel</b>	\$ 1,449,300	\$ 1,720,900	\$ 271,600	<sup>1</sup> 73.6%
1a	Salaries and Fringe nec	\$ 1,314,300	\$ 1,547,400	\$ 233,100	<sup>1</sup> 66.1%
1b	Retirement VRS	\$ 117,100	\$ 157,400	\$ 40,300	<sup>1</sup> 6.7%
1c	Retirement ICMA	\$ 17,900	\$ 16,100	\$ (1,800)	<sup>1</sup> 0.7%
2	Legal Fees				
3	RRPDC	\$ 10,000	\$ 10,000	\$ -	0.4%
4	MPO	\$ 5,000	\$ 5,000	\$ -	0.2%
5	Computer Operations	\$ 82,000	\$ 82,000	\$ -	<sup>2,5</sup> 3.5%
6	Training	\$ 10,000	\$ 12,500	\$ 2,500	<sup>3</sup> 0.5%
7	Printing	\$ 84,500	\$ 65,500	\$ (19,000)	<sup>4</sup> 2.8%
8	Rent	\$ 310,300	\$ 274,900	\$ (35,400)	<sup>5</sup> 11.7%
9	Travel (Agency)	\$ 32,100	\$ 36,200	\$ 4,100	<sup>2</sup> 1.5%
10	Travel (Board)	\$ 14,300	\$ 14,000	\$ (300)	<sup>2</sup> 0.6%
11	Books and Periodicals	\$ 4,000	\$ 5,000	\$ 1,000	<sup>2</sup> 0.2%
12	Dues	\$ 10,300	\$ 11,200	\$ 900	<sup>2</sup> 0.5%
13	Postage	\$ 13,800	\$ 13,800	\$ -	<sup>2</sup> 0.6%
14	Supplies	\$ 38,800	\$ 15,400	\$ (23,400)	<sup>4,5</sup> 0.7%
15	Telephone	\$ 11,400	\$ 8,800	\$ (2,600)	<sup>5</sup> 0.4%
16	Audit and Insurance	\$ 17,600	\$ 21,200	\$ 3,600	<sup>6</sup> 0.9%
17	Vehicle Lease and Maintenance	\$ 6,700	\$ 14,500	\$ 7,800	<sup>7</sup> 0.6%
18	Consultant Study - Regional Mass Transit Study	\$ 240,000	\$ -	\$ (240,000)	<sup>8</sup> 0.0%
19	Miscellaneous	\$ 12,000	\$ 28,800	\$ 16,800	<sup>5,9</sup> 1.2%
20	<b>Total Operating Expenses</b>	<b>\$ 2,352,100</b>	<b>\$ 2,339,700</b>	<b>\$ (12,400)</b>	<b>100.0%</b>
21	<b>Total Pass Through Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
22	<b>Total Operating and Pass Through Expenses</b>	<b>\$ 2,352,100</b>	<b>\$ 2,339,700</b>	<b>\$ (12,400)</b>	<b>100.0%</b>

*Notes:*

<sup>1</sup> Assumes full staffing with hiring communication coordinator on 9/1/08; includes 2% COLA and 3% merit dependent on performance evaluation on 7/1/08.

<sup>2</sup> Adjusted to reflect revised FY 08 base amount.

<sup>3</sup> Reductions reflect training of \$500 per year for 21 staff; includes continuation of APA webinar program for planning staff and officials in the region.

<sup>4</sup> Reflects changes for cost efficiencies and/or programmatic changes.

<sup>5</sup> Removes one-time increases in prior year for office move and system installations.

<sup>6</sup> Increase reflects timing of \$1,500 payment for VARisk insurance; 5% growth in property/casualty insurance premiums, and 6% growth in audit fees.

<sup>7</sup> Assumes commencement of lease on second vehicle for sole use by executive director.

<sup>8</sup> Assumes Regional Mass Transit Study will conclude in FY 08.

<sup>9</sup> Includes funding for consultant study on personnel, tenant build out.

		Urban Transportation Planning Match Funds		
		Funded by 5 cents MPO Dues	Funded using additional 13 cents from 55 cents General Dues	
Matching Funds Required for Grants:				
Urban Transportation Planning:	\$174,700			
Rural Transportation Planning:	\$12,000	\$ 48,023.65	\$ 126,676.35	
Virginia Coastal Resources Management Program	\$30,000	27.49%	72.51%	4/28/08

**Table 2009C - Member Dues Assessment**  
 Fiscal Year 2009 Revised Budget  
 Richmond Regional Planning District Commission

	<b>Locality</b>			<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
				<b>FY 08</b>	<b>FY 09</b>	<b>Change</b>
				<b>May 07<sup>1</sup></b>	<b>May 08<sup>2</sup></b>	<b>FY 08 to FY 09</b>
				<b>Approved</b>	<b>Revised</b>	
<b>(Dues Rate: \$0.55 General Assessment; \$0.05 Additional MPO Assessment)</b>						
<i>Line #</i>						
1	Charles City County	<i>Dues</i>	\$	4,228	\$ 4,243	\$ 14
		<i>Population</i>		7,047	7,071	24
2	Chesterfield County	<i>Dues</i>	\$	175,495	\$ 179,232	\$ 3,737
		<i>Population</i>		292,491	298,720	6,229
3	Goochland County	<i>Dues</i>	\$	11,878	\$ 12,263	\$ 386
		<i>Population</i>		19,796	20,439	643
4	Hanover County	<i>Dues</i>	\$	57,785	\$ 58,541	\$ 755
		<i>Population</i>		96,309	97,568	1,259
5	Henrico County	<i>Dues</i>	\$	172,105	\$ 173,872	\$ 1,767
		<i>Population</i>		286,842	289,787	2,945
6	New Kent County	<i>Dues</i>	\$	9,839	\$ 10,253	\$ 414
		<i>Population</i>		16,398	17,088	690
7	Powhatan County	<i>Dues</i>	\$	16,119	\$ 16,469	\$ 350
		<i>Population</i>		26,865	27,448	583
8	Town of Ashland	<i>Dues</i>	\$	4,198	\$ 4,231	\$ 34
		<i>Population</i>		6,996	7,052	56
9	City of Richmond	<i>Dues</i>	\$	115,219	\$ 117,180	\$ 1,961
		<i>Population</i>		192,032	195,300	3,268
10		Total Dues	\$	566,866	\$ 576,284	\$ 9,418

*Notes:*

- The FY 08 May 07 Estimate is based on estimates for 2006 released by the Weldon Cooper Center for Public Service on January 22, 2007. For Ashland it is the 2005 US Bureau of the Census Population estimate released June 30, 2006.
- The FY 09 May 08 Estimate is based on estimates for 2007 released by the Weldon Cooper Center for Public Service on January 28, 2008. For Ashland it is the 2006 US Bureau of the Census Population estimate released June 30, 2007.