

***HAMPTON ROADS MPO  
RETREAT AGENDA***



*February 11, 2009*

**Hampton Roads Metropolitan Planning Organization Retreat**  
**“Reform, Transform, Transcend”**

**February 11, 2009**  
**10:00 a.m. to 4:00 p.m.**

**Agenda**

**Call to Order**

**Public Comment Period** (Limit: 3 minutes per individual)

➤ **Introductions**

➤ **Public Comments Previously Received**

Includes comments received during meetings of the MPO Board and Transportation Technical Committee, as well as comments received by MPO staff via electronic mail.

**Tab A – Public Comments Previously Received**

➤ **Designing Our Future**

• The stakes:

MPO’s role in regional competitiveness  
Federal review  
Unsurpassed opportunities

• Goals for the day:

Decisions about organizational governance require the full and thoughtful participation of every MPO Board Member and Stakeholder. They set the course for the future viability of both the organization and the region.

Note: The retreat work is very important but the MPO Board will not be requested to vote on action items until the next Board meeting on March 18, 2009.

➤ **Ground Rules for the Day**

To maximize full participation, the discussions will be facilitated. The facilitators will also direct the review and agreement of ground rules.

- **Vision**
  - Group discussion to describe the future state of the HRMPO
  - “The full potential of the HRMPO will be realized when...”
  - Big thinking, not wordsmithing
  
- **The Paradox: Local Representation/Regional Thinking and Action**
  - The challenges and opportunities of a regional focus as a Board

### Lunch Break

- **Transformation: the Paradox as Progress**
  - Working with a common purpose and modeling regional thinking, discussion on organizational governance and other critical “first choices.”

#### 1. Consensus Voting

Given the significant reform progress of the Hampton Roads MPO, the MPO staff as well as the Best Practices Study, recommend that the MPO Board strive to achieve “consensus” on all future actions. In order to achieve a clear consensus, it is recommended that any proposed action item brought before the MPO Board meet two criteria for approval:

1. The members voting for the action must represent a simple majority of the total number of voting members on the Board.
2. Those members representing a local government voting on an action agenda item must cumulatively represent at least 66 percent of the population of the metropolitan planning area based on official figures of the Weldon Cooper Center for Public Service.

#### 2. Chief Administrative Officers as Alternative Voting Members

The most recent draft of the MPO bylaws specifies that “the representative of each voting locality shall be an elected official appointed by the governing body of the locality.”

With respect to Alternates, the draft bylaws state “in the case of localities, the alternate shall be an elected official.”

*Governance Question: Should Chief Administrative Officers from cities and counties be allowed to serve as alternate voting members on the MPO Board?*

**3. Additional Stakeholders to Serve on MPO Board**

*Governance Question: Should additional stakeholders be added to the MPO Board as members and, if so, should additional stakeholders be included as voting or non-voting members?*

To aid in the discussion, a sample list of potential additional stakeholders is included below:

*Potential Additional Stakeholders*

- Chief Administrative Officers of each locality
- General Assembly Members
- Chair of the Citizen Transportation Advisory Committee (CTAC)
- Railroads
- Trucking Associations
- Military
- Local Airport Authorities

**Tab #3 - Current MPO Board Members**

**4. MPO Advisory Committees**

The current MPO advisory committees consist of the Transportation Technical Committee (TTC), Transportation Advisory Committee (TAC), and the MPO Committee.

*One discussion question is: Has the MPO Committee completed its charge or should it be continued, perhaps renamed and given a different mission, such as providing guidance related to public involvement?*

Two proposed MPO advisory committees currently under consideration are the Citizen Transportation Advisory Committee (CTAC) and the Freight Transportation Advisory Committee (FTAC). The MPO Committee has expressed support for the establishment of both of these committees and the MPO Best Practices Study recommends the establishment of both of these committees.

*Other discussion questions are: Should one or both of the proposed advisory committees mentioned above be established? Are there other advisory committees that should be established at this time?*

*Overriding question: What are the roles of advisory committees and how does the MPO Board productively partner with them?*

**Tab #4 - Additional Information and Discussion Questions**

**5. MPO Legislative Liaison**

The MPO Board has considered whether to establish a new staff position to act as a legislative liaison for the MPO or to engage the services of existing legislative liaisons who currently serve a number of localities and Hampton Roads Transit. At the December 2008 MPO Board meeting, the Board voted to use the existing legislative liaisons through the end of the 2009 legislative session and evaluate the effectiveness of that approach.

During the January 2009 MPO Board meeting, several members expressed an interest in having further discussions during the retreat regarding whether to create a new legislative liaison staff position.

**6. MPO Meetings: Times and Accessibility**

Some MPO Board members and members of the public have expressed concern and/or support for altering the time and/or location of MPO-related public meetings to make the meetings more accessible to citizens wishing to attend.

*Process question: How can the objective for increased accessibility be met?*

**Tab #6 - Considerations Useful to this Discussion**

**7. Naming Options for HRMPO**

According to the definition in federal regulations, a Metropolitan Planning Organization (MPO) is the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

Federal regulations do not, however, require that an organization use “metropolitan planning organization” as its common name. It has been suggested that it might be helpful to public understanding for the name to include the word “transportation”, since MPO’s are specifically responsible for transportation planning.

**Tab #7 – Sample List of Alternate Names Used By Other MPOs**

## **8. MPO Bylaws**

One of the Programmatic Recommendations included in the Quadrennial Certification Review Final Report was to establish MPO bylaws. With legal assistance from the Virginia Beach City Attorney's Office, the MPO Committee has been in the process of developing a set of MPO bylaws for several months.

IMPORTANT - The decisions of the MPO Board on the above discussion items will need to be addressed in the final version of the MPO bylaws prior to approval by the Board.

### **Tab #8 – Draft MPO Bylaws**

## **9. Draft FY 2010 Unified Planning Work Program**

The Hampton Roads MPO Unified Planning Work Program (UPWP) describes transportation planning work to be performed for the Hampton Roads metropolitan planning area (MPA) by the MPO, Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), and the Virginia Department of Transportation (VDOT) for the next one to two year period. Each task in the UPWP includes information on who will perform the work, the schedule for completing the work, resulting end products, and proposed funding and source of funds.

It should be noted that FY 2010 funding information has not yet been provided to the MPO, so budget information is not included in the attached draft that has been made available for public review and comment. Budget information will be added to the UPWP as soon as the funding information becomes available and a second draft of the UPWP will be made available for public review and comment prior to completing work on the final document for approval by the MPO Board.

### **Tab #9 – Draft FY 2010 UPWP Document**

- **Reviewing the Consensus Process**
  - Group assessment of working through completed agenda items.
  - End-of-day reflection on the paradox of local representation and the opportunity for regional thinking and action.
- **Next Steps**
  - Action items for the March 18, 2009 MPO Board meeting.

## **Adjournment**

## **PUBLIC COMMENTS RECORDED AT MPO BOARD MEETINGS**

**Meeting of September 17, 2008**

**Mr. Burnie Mansfield**

*"Good morning. I am Burnie Mansfield. I live in Chesapeake. I live in the South Norfolk part which is close to the Jordan Bridge. I am president of the Chesapeake Council of Civic Organizations which is an umbrella group for the civic leagues in the city of Chesapeake. I'm also a member of the Chesapeake Port Authority as being secretary of the Chesapeake Port Authority. I came to address my concerns about the Jordan Bridge, the closing of the – the proposed closing of the Jordan Bridge. Sir, do you want me to continue with that?"*

*"I am really sad that this presentation that I guess you might see today has not been brought up to the Chesapeake Port Authority. We haven't seen it. I am probably the only one on the Chesapeake Port Authority who has seen this by being a member of the different civic organizations or being president of CCCO. My concern is that the Jordan Bridge is not a South Norfolk issue, but it is also a regional issue, it is an evacuation route for Norfolk, Virginia Beach, Indian River and parts of Chesapeake. We did see when Hurricane Isabelle, I believe it was, when that closed the two tunnels, that all the traffic that had to leave the City of Norfolk would come over the Jordan Bridge. And we just witnessed where this fellow tried to drive his car over the Gilmerton Bridge, tried to jump the Gilmerton Bridge, the big gridlock we had, so my concern is I lived – when the City of South Norfolk had this bridge, it was in great condition and then in 1977 when the City of Chesapeake took it, nothing has been done maintenance-wise to this bridge.*

*"And with the tolls, I have asked the question where are the tolls going for this? In 1995, as the pulleys and the cables were broken, they took the span down and put it on a barge and carried it to a Shipyard or somewhere on the ground and inspections could have been done for the safety of the people that travel across this and repairs could have been done to the span when it was down. But somebody chose not to do any kind of repairs whatsoever on this bridge. I am also concerned of being a facility manager on the waterfront, for the safety of my people. But the issue sometimes is the safety of this bridge, that if it wasn't safe in, I believe '95, to look at and do repairs, you know, why didn't they do that then if they are concerned with the safety?"*

*"Another safety in this presentation they had was they are comparing it to the Minneapolis Bridge and the Jordan Bridge. They are comparing apples to oranges on that. The Minneapolis Bridge – I went on the internet so I would know what I was talking about because I gave a forum on this same thing – if one part goes, the whole bridge falls, but the Jordan Bridge is in three sections, it is steel, not concrete which if that rusted, then we did see that happen.*

*"So my concern today is that you gentlemen, it is a regional issue that I really feel*

*it really is a big concern and also I was speaking with somebody this morning. They put – when they put 464 and put that big interchange, it spent millions and millions of dollars on that interchange and that was supposed to go across the Jordan Bridge so we are going to have an interchange as we hear about the bridge going to nowhere, this is the interchange going to nowhere so money has been spent over the years on this interchange to go across the Jordan Bridge and finally to hook up with 264 over in Portsmouth. So, anyway, I do have a lot of concerns about this as a regional issue and thank you today for me being able to express my concerns with the community and a lot of civic leagues. Thank you, sir."*

**Mr. Frank Lilley**

*"My name is Frank Lilley. I reside at 905 Ohio Street in South Norfolk section. I was president of the civic league and I represent the South Norfolk Civic League today, president for 3½ years.*

*"It kind of concerns me being here because normally we are on the same side of the table with the city of Chesapeake. Chesapeake is great as far as bringing its communities into the decision-making process; however, I don't know what happened with this deal. This didn't take place with the Jordan Bridge. This one just kind of got laid on everybody. I hate to say it was done underhandedly but until somebody can prove us otherwise, that's the way it appears. We found out when everybody else found out. We kind of knew it was in trouble, the Minnesota collapse kind of gave us a small insight and Virginian-Pilot was starting to report some stuff, but we were still – as a community leader, I thought we would be brought in and if it was some real critical issues, we would have been let know what they were.*

*"You know we have talked to the Shipyard, we have talked to the civic leagues over in Portsmouth and we had a civic league meeting the other night and the way it is panning out is this: We have the whole community, everyone on this side of the table, and we have the engineering department, public works on this side of the table by themselves. I can't find a single person outside of the staff in the city that's for this closure. I mean no one. You talk to the Shipyard, they are adamantly – I don't know if they are here today – they are adamantly against this closure. As a matter of fact, they are drafting a letter to their Congressman. They were as surprised as we were and I think things could have been done better. We understand the safety concerns, things were let go as Mr. Mansfield said. We are at a point – no sense, you know, looking at what should have been done, we are at this situation now but we think these critical elements that are being found on the bridge right now can be repaired. The bridge is basically in sections. It can be floated down and there could be some kind of private-public partnership. It is just the options are not being explored fully and this is a vital, vital link to our area and our community. It is unfortunate we are on opposite sides of the table from the city on this one but we think this is too important to regional transportation and the Portsmouth residents are concerned because*

*they feel like they don't have any other say when it comes to Chesapeake and they really don't on this matter.*

*"Anyway, I appreciate you taking the time to listen to me. I think other options can be explored. And ourselves as well as the Shipyard feel like the presentation you will be seeing today, the pictures were cherry picked and just see past all that. Thank you. "*

## **PUBLIC COMMENTS RECORDED AT MPO BOARD MEETINGS**

**Meeting of October 15, 2008**

### **Mr. John Gergely**

*“My name is John Gergely. I live on Winterhaven Drive in Newport News. I don't represent any particular group. My subject is based on the last meeting when they – when you were discussing the weighted voting and the stakeholders voting privileges. I wished to speak at the time, but you were running out of time and I totally understand that and Mayor Frank said to submit a note to him which I did and I have copies which I will pass out. But basically when you are discussing the weighted voting versus the stakeholders, what hit me was you're watering down the rights of the various communities by allowing more stakeholders voting rights in the MPO. I really feel that the Virginia Port Authority and various groups that are – that you are considering for voting rights are not really stakeholders, potential interest, they are subsidized special interest by the state so they're really competing for state dollars and being allowed voting rights and the MPO kind of is a conflict of interest. I really think that the voting should stay with just the cities. I realize you have to come up with some weighted thing because you have large cities and large populations but it certainly should not include special interests that rely on taxes by – on tax support. I really think that should not be part of the voting of the MPO and I will hand a copy of the letter I sent to Mayor Frank over to one of these clerks and you-all can get them later on. Thank you very much.”*

## PUBLIC COMMENTS RECORDED AT MPO BOARD MEETINGS

Meeting of December 17, 2008

### **Steve Johnson**

*"Mr. Jeffrey Fikes had asked me to come and just make a couple brief comments on the benefits of the teleworking program to my organization. And I will just take my three minutes and I hope this is an appropriate meeting to do this, but he thought it would be okay to go ahead and just make my comments.*

*"I am the Executive Director of the Endependence Center in Norfolk and we have been doing the teleworking program for a little over a year now and we have 30 employees and about 10 employees benefit from the telework program. The majority of the people using it are people with disabilities, and there are some different issues that people with disabilities of course have to face in the workplace, and we've found for some of the individuals they have been able to avoid having to get transportation, which is very difficult for the disability community, and then the time it takes to drive to and from work. There are stamina issues and just being able to work at home a couple days a week we found that productivity has gone up, morale has gone up, it is a good benefit, good perk to be able to offer as an employer and it certainly is a way to help with the traffic issues.*

*"We have found that it doesn't work for every employee. You have to have an employee with the right attitude who you can trust and make sure their job description okays working at home. In my case, as a Director, I have to do a lot of stuff related to budgets and grant writing and sometimes being able to telework gives me that space and that time to do it uninterrupted, and is very positive for productivity. And I just want to encourage the Department of Transportation to continue that program, and I think it is something that could really benefit the traffic issues being dealt with in Hampton Roads. And that's it."*

### **Henry Ryto**

*"Good morning. My name is Henry Ryto, I'm a resident of Virginia Beach where I ride the bus virtually daily including this morning's meeting and I wanted to address you this morning on part of what is your agenda item number 6 which is the transfer of \$1.5 million of funds towards helping to pay for a study of a light rail extension not only from Newtown Road to the Virginia Beach oceanfront but from EVMS up to the Norfolk Naval Base. I certainly wholeheartedly support the study as I myself live along bus route 20 which is the busiest bus route in all of Hampton Roads. It runs most of it up and down Virginia Beach Boulevard from Virginia Beach's oceanfront to the Cedar Grove Transfer Center just outside of downtown Norfolk. And anybody who has been out on it at peak periods, it is usually standing room only. So we have got a problem from a transit standpoint. How are we going to relieve route 20. And while the Virginian-Pilot earlier this year ran an editorial where they wanted to put additional rush hour buses on route 20, the problem with that is, you still have the stop and go traffic on the Boulevard so instead of having two late buses per hour, you would have four late buses per hour, which only makes so much sense.*

*"Eventually you are going to have to go up and down that Norfolk-Southern right-of-way with some sort of transit and given that Norfolk has already started construction on the light rail it could simply dovetail to extend that light rail out to the Beach. I would like to thank the City of Norfolk for agreeing to this portion of the study to look from EVMS to the Naval Base which makes more sense for Virginia Beach to join in because from our standpoint when you are going westbound we are not only talking about going downtown now but also having access to both the Navy Base and ODU.*

*"I'd just like to thank you for the opportunity to speak to you this morning."*

## **John Gergely**

*"My name is John Gergely, and I'm a resident of Newport News. Soon, and I believe it will be February, you will be asked to get together on the bylaws. I understand a vote was going to be today but as of the meeting Monday from the committee it will be put off until February. And as you go back to your city council members, I would like you to ponder the two things that are in the bylaws, the current bylaws as written or the draft will affect the smaller communities that are part of this group. In particular, it is the weighted voting and special interest voting powers. The special interest, I'm talking about the various transit authorities and the Virginia Port Authority which is intended to be added, the others now have voting seats but Virginia Port Authority would be added by the bylaws. This is an organization, folks, that flaunts their independence from the state by, you know, insisting on their own travel way methods, their own pay systems, not wanting to make their accounting procedures open but they lobby the state for help so I think they should not be a voting part of this organization.*

*"When you go to the weighted voting, the way it is set up now, Virginia Beach will have five votes, the way it is planned Norfolk will have three and the special interest groups will have five votes together. That's 13 votes. It doesn't take much more to have a total majority, so I think the smaller communities of this area need to really ponder with their city councils the regional cooperation and what they can expect if they pass these bylaws as written.*

*An example of the regional cooperation is the recent Norfolk resolution the Norfolk City Council passed against the Hampton Roads Bridge Tunnel improvements. Now most of the Peninsula area communities are in favor of it, there are recent seminars held and the legislators that asked for the study that VDOT did complained that the study did not - VDOT didn't do it, they got consultants to do it – but the study did not answer their request which was to improve the Hampton Roads Bridge Tunnel without endangering rights-of-way over in Norfolk and the other side so they wanted a minimum improvement and what they gave them was a Cadillac. And it upset Delegates Hamilton and Oder who actually asked for the study because they didn't get what they wanted.*

*"So that's the kind of regional cooperation you can expect particularly if you get this weighted voting. The little cities and communities will not have any say. Thank you very much."*

## **Reid Greenmun**

*"Good morning, my name is Reid Greenmun. I live in the City of Virginia Beach and I'm coming to you today as the Transportation Committee Chairman of the Virginia Beach*

*Taxpayers Alliance. For those of you that are interested, my remarks are available on the desk over there in a paper form.*

*"The VBTA has been greatly interested in the MPO for many years and we applaud a lot of the recent changes under the leadership of our new Executive Director Dwight Farmer and we're very pleased we're here today and have an opportunity to speak to you as a collective body. This is great, but we think that we need more in the future. We have a lot of important discussions that need to take place and I think just as we have with boards of supervisors, and we have with city councils, we should be allowed the right to address each agenda item for up to three minutes because these are complicated issues. What we are asking you to do is to consider moving these meetings into the evening to make them more accessible to the public. I have to take vacation time from my job and make arrangements in order to be here today because I work during the work week. I would like to be a lot more active but it is difficult for me to find time to come here.*

*"In addition to those things, evening meetings, three minutes for each agenda item which we think is reasonable, the VBTA has met and we strongly support weighted voting. We think that the taxpayers are best represented when they have an equitable amount of voice in relation to the amount of taxes that they pay for the recommendations of this body so we strongly support weighted voting. However we think the 75,000 citizens per vote is a tad high, Poquoson has 11,700 people, it is just not equitable. We would like to see that lowered to 25,000 people. We agree with Mr. Gergely in that we don't feel Hampton Roads Transit, Williamsburg Area Transit Authority, VDOT, the Department of Rail and Public Transportation, and especially the Virginia Port Authority should have voting rights. In discussing this with Mr. Farmer, however, we feel that the federal government strongly recommends the Department of Transportation to have voting voice on the MPO and we would be willing to accept that but we would encourage you to have those other four organizations given nonvoting member status.*

*"In making these meetings more accessible to the public so we can be more active involved in what you are doing, we would like you to take note from City of Virginia Beach. Record these things and put on streaming video. It is a fabulous tool. It doesn't cost a lot and it really allows what you are doing to get out to the public. It meets the goals of your best practices and what the general review was talking about. We are not engaging the public enough with what is going on here so streaming video would be terrific. I noticed in the best practices we talked about bringing all the stakeholders to the table but seldom do we mention the taxpayers. I just want you to know Hampton Roads is blessed with many taxpayers organizations and member cities so what we would like you to do is consider working more with the taxpayers. In closing, to Mr. Ryto's comments about the light rail study the VBTA does not oppose a light rail study of running light rail out to the Navy Base we think that is a wise and intelligent thing to pursue. We do, however, oppose extending the light rail down the Norfolk-Southern corridor because the environmental impact study and information the last time it was done proved that that was not a wise use of our tax dollars. It had too low a ridership and was a waste of money. So we oppose that and I thank you for your time today."*

**PUBLIC COMMENTS RECORDED AT  
TRANSPORTATION TECHNICAL COMMITTEE MEETINGS**

**Meeting of November 5, 2008**

Mr. James W. Long, Director of Parking and Transportation at Old Dominion University, spoke in praise of the relationship between ODU and HRT/TRAFFIX regarding the efforts to reduce traffic on campus through the Bus Pass and NuRide programs coordinated by TRAFFIX. Mr. Long concluded by stating that TRAFFIX is working with ODU to develop a full Transportation Demand Management program for ODU to include carpools, vanpools, the guaranteed ride home program and a marketing plan for the University.

LCDR Chad Brooks, Assistant Public Works Officer at Naval Station Norfolk, commended HRT and TRAFFIX for their assistance in working with the Navy to address the traffic challenges faced on and near the Naval Station. He noted the aggressive training initiative to teach the sailors that these ridesharing and public transportation measures are critical to the Navy, both for parking on the base as well as the partnership with the community to reduce traffic. LCDR Brooks expressed his gratitude for the very successful relationship with HRT and TRAFFIX and the programs they have developed for the Navy, and stated his desire that this partnership continue into the future.

Ms. Deborah King, 1805 Barkading Ct, Virginia Beach, stated that she worked with Stewart Title and Settlement in Chesapeake and expressed her appreciation for being chosen for the Telework program that allows her to work from her home. She stated that the program has benefited her financially and has allowed her to better serve her clients and expressed hope that the Telework program be allowed to continue.

Ms. Lynn Petrie, 4917 Orleans Drive, Portsmouth, stated that she also worked for Stewart Title and participates in the Telework program. She stated that being part of this program has allowed her to completely avoid the traffic between home and work while at the same time increasing her productivity for her employer.

**PUBLIC COMMENTS RECORDED AT  
TRANSPORTATION TECHNICAL COMMITTEE MEETINGS**

**Meeting of January 7, 2009**

Mr. Reid Greenmun, Transportation Chairman of the Virginia Beach Taxpayers Alliance addressed the TTC on a number of issues, including the timing and location of MPO and TTC meetings such that they would be more accessible to interested citizens. Mr. Greenmun expressed his views on the merits of weighted voting being considered by the MPO and the composition and criteria for selecting members for the proposed Citizens Transportation Advisory Committee. He also addressed the criteria used for selecting the preferred alternative for the Third Crossing Study, expressing his concern that the alternatives were evaluated based on supporting economic development versus addressing congestion.

## **PUBLIC COMMENTS RECEIVED VIA ELECTRONIC MAIL**

**1/5/2009 Ms. Judith Brown**

*Your office is planning public transportation, right? But your website doesn't tell us how to get to your office by bus. Please add that information to the website.*

**1/9/2009 Mr. Reid Greenmun**

*Please include the following as input into the public feedback for inclusion in the Draft FY 2010 UPWP. According to the HRMPO website, public comments are required to be submitted by January 21<sup>st</sup>, 2009. Today is January 9<sup>th</sup>, 2009.*

*Please add to the list of "planning factors" criteria beginning on page 3, a new criteria as "PF 1". Please renumber the remaining planning factors down the list.*

### **New PF 1**

*Evaluate each transportation project using an assessment based upon its impact for reducing traffic congestion within the region's transportation system. This shall be used as the most critical factor in determining which projects the MPO shall select and for prioritizing the decision to plan, fund, and construct projects. The greatest shall be considered for projects that offer the greatest reduction in reducing regional commuting traffic congestion.*

*As I stated in my remarks before the MPO TTC on 1/6/2009, the project selection criteria developed by the TTC does not include any criteria for choosing which transportation projects are selected based on the amount of existing commuter traffic congestion the new project will reduce. This is a glaring oversight that has led to decisions in the past that should not be repeated in the future. The highest profile example of this is the decisions made following the assessment of the 2000 Hampton Roads Crossing Study and the selection of CBA 9 (the T-Connector "3<sup>rd</sup> Crossing to benefit the Port of Virginia over adding similar lane capacity to the HRBT (CBA 1). Given the project selection criteria developed by the TTC the selection of CBA 9 over CBA 1 was a logical outcome, albeit a poor decision. In studying this decision the VBTA has concluded that the failure of the TTC Project Selection criteria to include "reducing existing commuter traffic congestion" as a primary project selection criteria resulting in the MPOs endorsement of the T-Connector "3<sup>rd</sup> Crossing" and not the obvious conclusion to add more lane capacity to the HRBT.*

*As I stated in my remarks before the MPO TTC on 1/6/2009, the decision by the MPO not to include additional lane capacity for the HRBT, instead, placing all their political capital behind the Virginia Port Authority's "3<sup>rd</sup> Crossing" project threatens to tear apart the regional cooperation that the MPO has worked so very hard to foster. The issue of the MPO decision not to include additional lane capacity for the HRBT as a result of the Hampton Roads Crossing study has resulted in considerable acrimony and growing dissatisfaction between the Peninsula localities and the "Southside" localities that are members of the MPO. Had the HRPDC and MPO project selection criteria adopted the recommended change the VBTA is proposing, that being to give significant weighting to the projects that will most reduce existing commuter traffic congestion, perhaps the many years of stagnation for advancing the MPO's 20 year transportation plan and major regional projects could have been avoided.*

*Poll after poll has clearly revealed that the citizens of our region are seeking relief from commuter traffic congestion, especially the bottleneck of severe congestion often found at the HRBT. Polls and surveys haven't revealed that the majority of citizens living in our region are demanding that the Port of Virginia is provided with a massively expensive T-Connector "3<sup>rd</sup> Crossing" needed to accommodate their planned expansion.*

*What is done is done – however, moving forward the VBTA would appreciate if the MPO would update their performance factors and their project selection criteria to place greater emphasis on projects that will unburden our region's commuters rather than projects that are intended to advance speculative "economic development" goals.*

*The second highest factor in selecting projects should be safety. The VBTA notes that safety is already addressed in performance factor PF 2 (below). Cost is always a consideration and the VBTA strongly recommends that every cost benefit analysis conducted for transportation projects include criteria for determining the "best bang for the buck" in regard to the proposed project's impact for reducing existing traffic congestion.*

*The VBTA recommends that PF 1 (Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency) be given **the least consideration** as a factor with selecting regional transportation projects and when determining the priority for making improvements to our region's existing transportation infrastructure.*

*Thank you for the opportunity to contribute to the process for developing our region's Unified Planning Work Program (UPWP).*

*Sincerely,*

**-Reid Greenmun**

*Transportation Committee Chairman*

*Virginia Beach Taxpayer's Alliance (VBTA)*

*Cell: (757) 615-4533*

**1/20/2009 Mr. Ray Taylor**

*With this email, I am submitting comments for, and other items for consideration as concerns, the draft FY-2010 MPO UPWP document.*

*In parallel with the many other constructive MPO reform activities that are going on, there are many superb upgrades and refinements that have been entered in to this new draft document for the first time. The expanded Introduction and the reformatting as was described at the last TTC meeting are terrific. Inclusion of several new topics (public involvement, land use, etc.) will profoundly help next's years work. Still, the document needs or may need further upgrades as described in the attached set of comments.*

*Very best regards,  
Ray Taylor  
671-7751*

Contents of attachment are included below:

January 20, 2009

Memo for the HRMPO

Subject: Draft HRMPO FY-2010 UPWP document

I have reviewed subject document and offer the following comments and suggestions:

**General comments:**

1. Issuing this draft UPWP for public comments without any financial data when it is, in effect, a budget document should not be considered a normal process. It is impossible to make budget based comments when there is no financial information. It also seems that it would be difficult at best to produce even a draft without financial information.

Many new and important tasks will require attention if FY-2010 because of the federal audit and because of the extensive MPO reform processes being, or needing to be, addressed in the next budget (UPWP) document. For example, what fraction of the HRMPO's resources will be devoted to public involvement and to the TIP development efforts compared to last year?

- a. It will be necessary to re-issue the revised draft UPWP again for public comment purposes once the financial data is obtained and integrated, and the plan is adjusted accordingly.
2. The list of end products in several sections of the UPWP should be tightened up and made more explicit. The only way to improve the MPO's budgetary effectiveness is to be more precise in the UPWP about what will we pay for and what we will get.
  3. Recommend, early in the document, that a paragraph be devoted to explaining what is being changed in this annual plan of work compared to last year's plan of work. This is a common entry for many MPOs and an excellent way to inform the public, the staff, the stakeholders about the coming year's regional transportation strategy and tactics.
    - a. Specifically, list what work areas have been decreased (in real numbers or in relative terms) and why, and list what work projects are new or have been expanded, and why.
    - b. Spell out the new top line goals and objectives for FY-2010.
    - c. Spell out staff adjustments and re-alignments necessary to execute this new UPWP for the coming year.
    - d. List MPO-related contracts that will be carried over and those that will be terminated.
  4. Early in the UPWP document, its effective date, its inclusive dates, and the relationship of those dates to the federal fiscal year and to the state fiscal year should be described.
  5. Consider adding Work Elements for next year that should be of interest, or that will be new MPO endeavors worth calling attention to and accomplishing:
    - a. Allocate resources to MPO Board training (schedule formal fed training, schedule visiting speakers, develop and maintain a

Board member MPO Board Book, conduct MPO Orientation sessions for new Board members, etc.).

- b. Allocate resources to the development of MPO performance factors (internal and external), an important federal and consultant recommendation during the recent reform committee sessions. As may be appropriate, relate this effort to the fed-required MPO self-certification procedures, or allocate resources to this in a separate work element.
- c. Allocate resources to the subject of Transportation Security which, since 9-11, is the newest of the now eight required federal transportation planning factors. This factor is especially important since Hampton Roads is home to major military and economic (port) installations and has so many vulnerable bridges and tunnels. Probably, we should be a leader in analysis and usage of this planning factor.
- d. Allocate resources to the HRMPO's efforts to seek transportation study grants (freight movement, security, etc.) in order to boost income streams and in order to exercise national, state, and regional leadership.
- e. Allocate resources to national AMPO membership and to Board and staff attendance at the national AMPO conference or other national level conferences.
- f. Consider allocating resources to an MPO-sponsored Annual Regional Transportation Symposium as one new public involvement endeavor. List more precisely the number and type of Public Hearings the MPO intends to conduct next year and allocate the resources required in this UPWP document.
- g. Allocate resources to the efforts needed to update the MPO's Designation document and other legal documents as will be necessary in order to archive the changes and improvements accomplished during the MPO reform process.
- h. Allocate resources to the efforts required for the coordination of planning and programming work with other proximate MPOs (Tri-Cities, Richmond, and North Carolina) as encouraged by the feds.
- i. Allocate resources to efforts required to monitor, provide Board briefings, and to make inputs as concerns the next federal Transportation Re-Authorization Act.

6. It may be useful to quote (include) the relevant federal language: § 450.308 Funding for transportation planning and unified planning work programs: (c) Except as provided in paragraph (d) of this section, each MPO, in cooperation with the State(s) and public transportation operator(s), shall develop a UPWP that includes a discussion of the planning priorities facing the MPA. The UPWP shall identify work proposed for the next one- or two year period by major activity and task (including activities that address the planning factors in § 450.306(a)), in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work, the schedule for completing the work, the resulting products, the proposed funding by activity/task, and a summary of the total amounts and sources of Federal and matching funds.

### **Specific Comments:**

#### Page 1:

- 5<sup>th</sup> line: The text indicates the UPWP covers a “one or two year period”. Which is it, a one or a two year document?
- 5<sup>th</sup> line: The text notes that the UPWP is a “tool”. This term does not convey its greater importance. The document is a budget document that depicts plans for spending federal aid and related funds and a document that requires state and federal approval.
- 2<sup>nd</sup> paragraph: The text notes that federal funding comes “primarily from two sources”. What does this mean? Do federal funds also come secondarily from something else? It would be best to list each and every funding source (PL, PL state match, PL local match, SPR, SPR match, etc.)

#### Page 2, LRP paragraph:

- 5<sup>th</sup> line: It is very useful to have called attention to the eight federal planning factors, which are then listed later in the document. Recommend noting here in this paragraph that the factors are described later on page xxxx.
- The paragraph does not state that the LRP must be fiscally constrained
- Suggest re-title the paragraph as the CLRP paragraph. The MPO, elsewhere, has been using the CLRP regularly in a wide variety of contexts.

Page 2, TIP paragraph:

- 5<sup>th</sup> line: The text notes that the TIP “may” include regionally significant projects. Should the word, “may” be changed to “must”? If not, what are the criteria for when or when not?
- Suggest added text to this paragraph that conveys the importance of this document (it is where the rubber meets the road; it is the step prior to actual budget decisions, etc.), and to document that financial data in the TIP throughout consists of “obligated” dollars.

Page 3, Planning Factors:

- Recommend changing the title to Federally Required Transportation Planning Factors in order to recognize their importance.

Page 5, MPO paragraph:

- 3<sup>rd</sup> line: the phrase “together with the state” should also include the region’s public transit agencies.
- Last line: The text notes that MPO approval is required. Is federal approval also required? If so, edit as such.

Page 5, Core functions:

- 1<sup>st</sup> entry: This may be a matter of choice, but recommend editing the line to read: Establish and manage a fair and impartial setting “that results in” effective regional decision-making ... This helps draw attention to the MPO’s decision-making responsibility.

Page 6, HRPDC paragraph:

- Recommend deleting this paragraph. It does not bear on or fulfill federal requirements; it is a hold-over paragraph.
- Recommend retaining a modified map—an MPO map.

Page 8, Advisory Committee paragraphs:

- Recommend including the CTAC and FAC advisory committees and showing in the UPWP budget the costs for running these organizations.

Page 8, Metropolitan Transportation Plan paragraph:

- Would “re-developed, based upon updated regional socio-economic data” be a better set of words than the term “updated” in order to convey the level of work required and the wholly different character of each successive CLRP?

Page 8, the TIP paragraph:

- 3<sup>rd</sup> line. The text notes that the TIP is “usually updated annually”. Is there an HRMPO policy on this? What will be the periodicity of this critically important TIP document’s updates?

- 4<sup>th</sup> line: As concerns the STIP update policy, different pages on VDOT's website say different things. The rule, however, seems to be that the STIP must be updated at least each two years. All this needs to be clarified.

Page 8, Air Quality:

- 3<sup>rd</sup> line: Add the asterisked words in the sentence: Before the LRP and TIP can receive "MPO Board" final approval; they must be tested for conformity.
- Use this paragraph to describe the air quality conformity determination process, the related inter-agency consultation process that is required, and the role of the HRAQC thereto.

Page 11, Local Match definition:

- Explain how each of the PL, SPR, 5303 local matches is obtained.

Page 11, Regionally Significant definition:

- Does this term only refer to air quality parameters, or is it invoked by other parameters as well? Where do we list the regionally significant projects? How do these projects actually affect the planning and programming process?

Page 15, End Products:

- Are the pass-through agreements and the quarterly progress reports posted on the website or otherwise made available to the public?

Page 15, Budget

- No data shown

Page 21, Public Participation:

- In this overall document, the terms PIP and HR Transportation Participation Plan are used, but as a rule the term Public Participation Plan (PPP) has been used regularly by the MPO Reform Committee as it studies these matter and used regularly also by the consultant in his recommendations and reports. Recommend adopting the PPP term.

Page 21:

- 2<sup>nd</sup> paragraph; The text notes that several new programs have been "implemented" and then notes that a Title VI Plan and a revised PIP are among those programs. If it is more accurate, recommend noting that these (and other) programs "are being developed" and that line items in this UPWP will provide the resources (budget) for these tasks.

Page 23, the Budget paragraph:

- No information shown (really need that information in this section)

Page 24, CLRP:

- Recommend changing the title of this section to Constrained Long Range Plan (CLRP) as explained earlier in these comments document.
- An update of the 2030 CLRP is not included as a work element in this section. It is recognized that this will have to be done some day (to regain fiscal constraint adherence) and may be triggered by an Amendment that is necessarily submitted for other reasons. For this fiscal year (for this UPWP), that may be a proper call, but it is a topic that warrants MPO Board discussion and decision.

Page 25, 2034 CLRP:

- The work Elements section includes the Transit Vision Plan project which is funded separately (not by PL, 5303, SPR, and matching funds). This is a superb project and should be listed in the UPWP. There may be other projects for which the HRMPO has grant awards that should also be listed in the UPWP.

Page 29, Land Use:

- 1<sup>st</sup> line: The text indicates that one city asked for this work. However, this new land use coordination work is really a new national objective, and it has been given attention by scores of MPOs nationwide. Recommend re-writing this section to refer to the higher national calling and objectives rather than a mere single city request. This new work will be very difficult and it is very important. It will need the support that could come from referencing national policies, national goals, and national trends.

Page 30, TIP:

- In the Work Elements section, reference is made to the 2011-2014 TIP and the 2010-2013 TIP. Meanwhile, we will spend resources this year amending the 2009-2012 TIP. For effective budget planning purposes, this needs to be clarified.
- In this paragraph, as on page 8, it is not clear what the periodicity for updating the TIP is supposed to be.

Page 31, Schedule:

- If we are planning a budget, then the decision about conducting a CMAQ and RSTP Selection Process this year should be established (we either fund it or we do not). I thought this was an annual effort.

Page 35, Safety:

- In this section and elsewhere in the text, it is implied that Safety is considered in the CMP process. As one of the eight federal required transportation planning factors, it also needs to be explicitly considered when developing (or amending) the CLRP and TIP documents. This point needs to be made somewhere.

\*\*\*\*\*

Submitted by  
Ray Taylor

## CURRENT MPO BOARD REPRESENTATION

To assist in discussions regarding potential changes to the representation on the MPO Board, the current Board representation is included below.

### VOTING MEMBERS

**Chesapeake:** Alan P. Krasnoff

**Gloucester County:** Brenda G. Garton

**Hampton:** Randall A. Gilliland

**Isle of Wight County:** Stan D. Clark

**James City County:** Bruce C. Goodson

**Newport News:** Joe S. Frank

**Norfolk:** Paul D. Fraim

**Poquoson:** Gordon C. Helsel, Jr

**Portsmouth:** Douglas L. Smith

**Suffolk:** Selena Cuffee-Glenn

**Virginia Beach:** William D. Sessoms, Jr

**Williamsburg:** Jeanne Zeidler

**York County:** James O. McReynolds

### **Hampton Roads Planning District Commission**

Dwight L. Farmer, Executive Director/Secretary

### **Transportation District Commission of Hampton Roads**

Michael S. Townes, President/Chief Executive Officer

### **Williamsburg Area Transit Authority**

Mark D. Rickards, Executive Director

### **Virginia Department of Transportation**

Dennis W. Heuer, District Administrator – Hampton Roads District

### NON-VOTING MEMBERS

#### **Virginia Department of Rail and Public Transportation**

Daniel Rudge, Chief of Planning

#### **Virginia Port Authority**

Jerry A. Bridges, Executive Director

#### **Virginia Department of Aviation**

Randall P. Burdette, Director

#### **Federal Highway Administration**

Roberto Fonseca-Martinez, Division Administrator – Virginia Division

#### **Federal Transit Administration**

Letitia A. Thompson, Regional Administrator, Region 3

#### **Federal Aviation Administration**

Terry Page, Manager, Washington Airports District Office

## **ADDITIONAL INFORMATION AND DISCUSSION QUESTIONS REGARDING MPO ADVISORY COMMITTEES**

The discussion on additional MPO advisory committees should include:

- How each advisory committees interacts with the Board
- The make-up of the membership of each committee
- How committee members are selected and/or appointed
- How committee officers are selected and/or appointed
- Cost and staff requirements associated with advisory committees

With regard to staff requirements associated with advisory committees, the MPO Best Practices Study states that “at least one-half of a full-time equivalent position will be needed to administer to and provide staffing support for (each) standing advisory committee.”

## **CURRENT AND PROPOSED MPO ADVISORY COMMITTEES**

### **CURRENT COMMITTEES**

#### **Transportation Technical Committee (TTC)**

The Transportation Technical Committee (TTC) shall be an advisory committee to the MPO Board. Its voting membership shall be comprised of three members of each locality in the MPO, two members from the Virginia Department of Transportation, one member from the Virginia Department of Rail and Public Transportation, one member from the Virginia Port Authority, and one member from each public transit agency. The Federal Highway Administration and the Federal Transit Administration shall be non-voting members. The representatives of each locality shall be appointed by the Chief Administrative Officer of the locality, the members from the state agencies shall be appointed by the State Secretary of Transportation and the members from each public transit agency shall be appointed by the respective executive director. On an as-needed basis, the MPO Chair may invite additional persons to participate in committee meetings in a non-voting capacity. The committee shall maintain a regular meeting schedule.

#### **Transportation Advisory Committee (TAC)**

The Transportation Advisory Committee (TAC) shall be comprised of the Chief Administrative Officer of each MPO member locality, the Williamsburg Area Transport, the Transportation District Commission of Hampton Roads, the Virginia Department of Rail and Public Transportation, and the Virginia Port Authority. The committee shall also include the VDOT Hampton Roads District Administrator, and a VDOT Executive Staff Representative. A representative of the Federal Highway Administration and of the Federal Transit Administration shall be non-voting members. MPO Board voting members shall inform the Chair and Executive Director of the names of the designated members. The committee shall be a standing advisory committee of the MPO Board and shall meet from time to time as circumstances require to act upon matters referred to it by the MPO Board.

#### **MPO Committee**

The MPO Committee was established by the Board during its meeting on April 16, 2008, to oversee the work to address a number of issues associated with MPO reform in response to the findings of the Quadrennial Certification Review. The MPO Committee includes appointed members of the Board plus representatives from Hampton Roads Transit, Williamsburg Area Transit Authority, the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, and the Federal Highway Administration.

## **PROPOSED COMMITTEES**

### **Citizen Transportation Advisory Committee (CTAC)**

The Citizen Transportation Advisory Committee (CTAC) shall serve as an advisory committee to the MPO Board and shall provide public input to the MPO Board on transportation issues. The CTAC shall consist of thirty members, each of whom shall be a resident of an MPO-member locality. Members shall be appointed by the MPO Board based on recommendations from the Nominating Committee. Initial terms shall be staggered: ten members shall be appointed for one-year terms; ten members shall be appointed for two-year terms; and ten members shall be appointed for three-year terms. Thereafter, all members shall be appointed to three-year terms. In the event that an appointed member does not complete his or her term, then the Nominating Committee shall recommend a replacement for appointment by the MPO Board to serve the unexpired portion of the term. No member shall serve more than two successive terms (even if one of the terms was for less than three years). The MPO Chair shall appoint one of the members of the CTAC as Chair of the CTAC for a three-year term.

### **Freight Transportation Advisory Committee (FTAC)**

The Freight Transportation Advisory Committee (FTAC) shall serve as an advisory committee to the MPO Board and shall provide input to the MPO Board on freight-related transportation issues as well as raise the awareness of the importance of freight transportation. The FTAC shall consist of nine members. Members shall be appointed to three year terms by the MPO Board based on recommendations from the Nominating Committee. Initial terms shall be staggered: three members shall be appointed for one-year terms; three members shall be appointed for two-year terms; and three members shall be appointed for three-year terms. Thereafter, all members shall be appointed to three-year terms. In the event that an appointed member does not complete his or her term, then the Nominating Committee shall recommend a replacement for appointment by the MPO Board to serve the unexpired portion of the term. No member shall serve more than two successive terms (even if one of the terms was for less than three years). The MPO Chair shall appoint two members of the FTAC to serve as co-chairs of the FTAC for three-year terms, one shall be a private sector freight expert and one shall be a voting member from the MPO Board. The private sector co-chair shall be a non-voting member of the MPO Board.

## **MPO MEETINGS: TIMES AND ACCESSIBILITY**

There has been some concern expressed by MPO Board members, as well as in some comments received by the public during MPO Board meetings, that the time and/or location of MPO-related public meetings may need to be reconsidered with respect to making the meetings more accessible to citizens wishing to attend.

Some of the issues pertinent to this discussion are:

1. Adequate room size
2. Facilities compliant with the Americans with Disabilities Act (ADA)
3. Accessibility via Public Transportation
  - a. Transit routes and schedules, including evenings
  - b. Transit routing from “outlying areas”
4. Audio/video capabilities, including recording of meeting
5. Cost
6. Parking

## NAMING OPTIONS FOR HRMPO

During the December MPO Board meeting, Mayor Paul Fraim suggested that the Board may want to consider renaming the organization to make it clearer to the public what it is that the organization does.

According to the definition in federal regulations, a Metropolitan Planning Organization (MPO) is the policy board of an organization created and designated to carry out the metropolitan transportation planning process. Federal regulations do not, however, require that an organization use “metropolitan planning organization” as its common name. Some people have noted that it might be helpful if the name included the word “transportation”, since MPO’s are specifically responsible for transportation planning.

To aid in the discussion, MPO staff reviewed the names used by organizations listed on the website for the Association of Metropolitan Planning Organizations (AMPO). “MPO” appeared to be the most commonly used name, followed by Council of Governments (COG). Some of the other names listed on the AMPO website are shown below in no particular order.

1. Metropolitan Transportation Planning Organization (MTPO)
2. Transportation Planning Organization (TPO)
3. Transportation Planning Board (TPB)
4. Metropolitan Transportation Commission (MTC)
5. Regional Transportation Board (RTB)
6. Regional Transportation Council (RTC)

**Bylaws of the Hampton Roads Metropolitan Planning Organization**

**ARTICLE I**

**Preamble**

1.01 The Bylaws of the Hampton Roads Metropolitan Planning Organization (MPO) shall serve to guide the proper functioning of the metropolitan transportation planning process by the Metropolitan Planning Organization for Hampton Roads, Virginia. These bylaws provide general procedures and policies for the MPO Board for fulfilling the requirements of the Metropolitan Planning Agreement for the Hampton Roads area; 23 CFR 450.300 *et seq.* and other applicable provisions of federal law; Governor L. Douglas Wilder's Designation Letter of July 1, 1991; and Virginia Code § 33.1-23.03:01 (or, if recodified or otherwise relocated, the successor provisions).

**ARTICLE II**

**Definitions**

**Metropolitan Planning Area (MPA)** – The geographical area determined by agreement between the MPO for the area and the Governor and in which the metropolitan transportation planning process is carried out.

**Metropolitan Planning Organization (MPO)** – The policy board of an organization created and designated to carry out the metropolitan transportation planning process.

**Metropolitan Planning Agreement** – A written agreement among the MPO, State, and public transportation operators serving the MPA that identifies the mutual responsibilities of those entities in carrying out the metropolitan transportation planning process.

**Metropolitan Transportation Planning Process** – The federally-mandated continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all surface transportation modes and supports metropolitan community goals.

**Planning District Commission (PDC)** – A political subdivision of the Commonwealth of Virginia chartered under the Regional Cooperation Act by the local governments of each planning district. The purpose of PDCs is to encourage and facilitate local government cooperation and state-local cooperation in addressing regional problems of greater than local significance.

**Transportation Management Area (TMA)** – An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the U.S. Secretary of

Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the U.S. Secretary of Transportation.

**Urbanized Area (UZA)** – A geographical area with a population of 50,000 or more, as designated by the Bureau of the Census.

**Unified Planning Work Program (UPWP)** – A statement of work identifying the planning priorities and activities to be carried out within the metropolitan planning area. A UPWP includes a description of the planning work and resulting products, and specifies who will perform the work, time frames for completing the work, and the source(s) of funds.

### **ARTICLE III**

#### **Membership**

3.01 **General.** The MPO Planning Area consists of the Cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, as well as, the Counties of Gloucester, Isle of Wight, James City, and York. Voting Membership in the MPO Board is as follows:

City of Chesapeake  
Gloucester County  
City of Hampton  
Isle of Wight County  
James City County  
City of Newport News  
City of Norfolk  
City of Poquoson  
City of Portsmouth  
City of Suffolk

City of Virginia Beach  
City of Williamsburg  
York County  
Williamsburg Area Transit Authority  
Transportation District Commission of  
Hampton Roads  
Virginia Department of Transportation  
Virginia Department of Rail and Public  
Transportation  
Virginia Port Authority

#### **Non-Voting Members:**

Virginia Department of Aviation  
Federal Transit Administration  
Federal Highway Administration  
Federal Aviation Administration  
Chief Administrative Officers for all Member Localities  
2 General Assembly representatives (One Senator, One Delegate)  
Chair of the Citizens Transportation Advisory Committee  
Railroads (CSX and Norfolk Southern)  
Peninsula Airport Commission and Norfolk Airport Authority

3.02 **Voting Representation.** The representative of each voting locality shall be an elected official appointed by the governing body of the locality. Each public transit organization shall be represented by its Executive Director, and each state agency shall be represented by an official designated by the State Secretary of Transportation.

3.03 Alternates. Each voting member shall designate an alternate authorized to act in the absence of the voting member's representative. In the case of localities, the alternate shall be an elected official. For public transit members, the alternate should be an official of the agency's management team authorized to act in the absence of the Director. The State Secretary of Transportation shall designate alternates for state agency members.

3.04 Non-Voting Members. In addition to those non-voting members listed in 3.01, the MPO Board may extend an invitation to any additional parties deemed necessary and appropriate to become a non-voting member of the MPO Board. The Director of an agency invited as a non-voting member shall appoint the agency's representative to the MPO Board and shall notify the Chair and Executive Director/Secretary of the appointment. The General Assembly representatives shall be appointed by the Hampton Roads Legislative Caucus and shall consist of one senator and one delegate, one of whom resides in a Southside locality and the other of whom resides in a Peninsula locality. The appointed senator and delegate shall continue to serve as a MPO Board member until his or her current term of elected office concludes.

## **ARTICLE IV**

### Voting

4.01 General. Voting shall be weighted with respect to locality members based on one (1) vote per 75,000 inhabitants. Voting weight shall be recalculated effective July 1 every two (2) years in accordance with the most current data from the Weldon Cooper Center for Public Service. In accordance with the Weldon Cooper Center's 2007 Population Estimates, the following members shall have one (1) vote: the counties of Gloucester, Isle of Wight, James City, and York, and the cities of Hampton, Poquoson, Portsmouth, Suffolk, and Williamsburg. The cities of Chesapeake and Newport News shall have two (2) votes, the City of Norfolk shall have three (3) votes, and the City of Virginia Beach shall have five (5) votes. The Williamsburg Area Transit Authority, the Transportation District Commission of Hampton Roads, the Virginia Department of Transportation, the Virginia Department of Rail and Public Transportation, and the Virginia Port Authority shall each have one (1) vote.

4.02 Reconsideration. Any member who voted on the prevailing side may make a motion for reconsideration at the meeting during which the vote was taken. Such a member may make a motion to reconsider at the next regularly scheduled meeting, but only if the member informed the Chair and the Executive Director, in writing, within five business days of the original vote, of the member's intention to make the motion to reconsider. The Executive Director shall provide a copy of any such written notice to all MPO Board members. A motion to reconsider cannot be renewed if it has been voted on and defeated except by unanimous consent of those present at the meeting.

### 4.03 Alternate Voting Members

4.03.01 Voting. At any given meeting, if an MPO Board voting member is absent, the MPO Board member's alternate may vote in place of the absent member.

4.03.02 Notice. Each MPO Board voting member shall provide the Executive Director with the name and contact information for the member's alternate.

## ARTICLE V

### Meetings

5.01 Regular Meetings. Regular meetings of the MPO Board shall be held at 9:30 a.m. on the 3<sup>rd</sup> Wednesday of each month at a place to be determined by the MPO Chair. The MPO Board may change the date and fix the time and place of any regular meeting at any prior meeting and may adjourn any meeting from time-to-time or to another place. The October meeting shall be the Annual Meeting of the MPO Board.

5.02 Special Meetings. Special meetings of the MPO Board may be called by the Chair at the Chair's discretion or by any five (5) voting members of the MPO Board upon five (5) business days notice to all members, of the time, place and purpose of the special meeting. In accordance with the provisions of the Virginia Freedom of Information Act, public notice of special meetings shall be given contemporaneously with the notice provided to members of the MPO Board (ref.: Va. Code § 2.2-3707). The contents of the notice and the locations for notice placement shall be as set forth below in subsection 5.04.

5.03 Quorum. A majority of the voting members of the MPO Board shall constitute a quorum for the transaction of business.

5.04 Notices. Public notice of each regular MPO Board, committee, or subcommittee meeting shall be given not less than three working days prior to the date of such meeting, in accordance with the provisions of the Virginia Freedom of Information Act (ref.: Va. Code § 2.2-3707). Such notice shall provide the date, time, and location of the meeting and shall be posted in both the reception area of the Regional Building in Chesapeake and the administrative offices of the Hampton Roads Planning District Commission. Notice also shall be posted on the MPO Web site and, if feasible, in MPO newsletters. Staff is also charged on an on-going basis with improving and further disseminating notice of meetings in order to encourage and facilitate public involvement.

5.05 Meetings Open to the Public. In accordance with the provisions of the Virginia Freedom of Information Act, all meetings of the MPO Board or any committees or subcommittees established by the MPO Board shall be open to the public unless lawfully convened into a closed session in accordance with the Act (ref.: Va. Code §§ 2.2-3707 and -3712). No meeting during which MPO business is discussed shall be conducted through telephonic or electronic means where the members are not physically assembled. In accordance with the Act, a "meeting" is any gathering of three or more members of the MPO Board or any MPO-appointed committee or subcommittee (unless the committee or subcommittee has only three members, in which case the gathering of two members shall constitute a "meeting") (ref.: Va. Code § 2.2-3701). In accordance with the Act, any person may photograph, film, record or otherwise reproduce any portion of an open meeting (ref.:

Va. Code § 2.2-3707(H).

5.06 Public Comment. Time shall be allotted for public comment at MPO Board meetings. Any person desiring to address the MPO Board shall register with the staff of the Executive Director prior to the opening of the meeting. The time limit for speakers is three minutes per person. The Executive Director of the MPO shall assign a staff member to keep time for each speaker. Time cannot be pooled or assigned to any person other than the person who registered to speak. A member of the public may submit written comments or other materials to the Executive Director for distribution to the MPO Board.

5.07 Minutes and Materials Furnished to Members. In accordance with the provisions of the Virginia Freedom of Information Act, minutes shall be recorded at all open meetings, and at least one copy of all agenda packets and, unless exempt under the Act, all materials furnished to members of the MPO Board shall be made available for public inspection at the same time such documents are furnished to members of the MPO Board, and, when feasible, shall be posted on the MPO Web site prior to the meeting (ref.: Va. Code § 2.2-3707). Minutes shall include a record of any votes taken and shall be in conformance with the requirements of the Freedom of Information Act (ref.: Va. Code § 2.2-3707(I)).

## ARTICLE VI

### Officers and Duties

6.01 Officers. The officers of the MPO Board shall consist of a Chair, Vice-Chair, Secretary, and such subordinate officers as may from time-to-time be elected or appointed by the MPO Board. The MPO Board shall hold an annual organizational meeting for the purpose of electing officers at the first meeting after October 1 of each year. The officers shall be elected by a majority of those present and voting.

6.02 Chair. The Chair shall be a voting MPO Board member and preside at all meetings of the MPO Board at which the Chair is present, and shall vote as any other voting MPO Board member. The Chair shall be responsible for the implementation of the policies established and the actions taken by the MPO Board; shall have all of the powers and duties customarily pertaining to the office of Chair of the MPO Board; and shall sign official documents of the MPO Board and perform such further duties as may be assigned to the Chair by the MPO Board.

6.03 Vice-Chair. The Vice-Chair shall be a voting MPO Board member and, in the event of the death, resignation or absence of the Chair, or of the Chair's inability to perform any of the duties of the office of the Chair or to exercise any of the Chair's powers, perform such duties and possess such powers as are conferred upon the Chair including without limitation the power to call meetings as provided in Article IV hereof; shall sign official documents of the MPO Board; and shall perform such other duties as may from time-to-time be assigned to the Vice-Chair by the Chair or by the MPO Board.

6.04 Secretary. The Secretary shall cause MPO Board members to be given notice of all regular and special meetings of the MPO Board, and shall attend all such meetings and

cause to be kept a record of their proceedings, which shall be a public record, and copies of which shall be provided to MPO Board members with the notice of the next succeeding regular meeting of the MPO Board. The Secretary shall perform all of the duties incident to the office of the Secretary and such other duties as may from time-to-time be assigned to the Secretary by the Chair or by the MPO Board.

6.04 Terms of Office. All officers shall be elected at the Annual Meeting of the MPO Board to serve for a term of one (1) year, or until their successors are elected or until they resign or are removed from office by the MPO Board. Any vacancy occurring in an office shall be filled for the unexpired term by the MPO Board at the next regular meeting following the occurrence of such vacancy, or at a special meeting called for that purpose.

6.05 Term Limitations. The Chair and Vice-Chair may serve not more than two (2) consecutive one (1) year terms in succession, provided however that each such officer may serve for a third or fourth consecutive term if an extension is approved by a majority of the voting members of the MPO Board. Any Chair or Vice-Chair who serves a partial term shall not be considered as serving a full term for purposes of this limitation. No person shall simultaneously serve as the Chair of both the MPO Board and the Hampton Roads Planning District Commission. Additionally, if the Chair of the Hampton Roads Planning District Commission is a member who represents a Southside locality, then the Chair of the MPO Board shall be a member who represents a Peninsula locality. If the Chair of the Hampton Roads Planning District Commission represents a Peninsula locality, then the Chair of the MPO Board shall be a representative of a Southside locality.

6.06 Election. At least ninety (90) days prior to the Annual Meeting at which officers will be elected, the Chair shall appoint a Nominating Committee, consisting of a representative of each MPO member locality. At the annual meeting, the Nominating Committee shall submit the names of one or more persons who are willing to serve for each office to be filled. Further nominations may be made by any voting MPO Board member at the meeting at which the election is held. Election of officers shall be by recorded vote.

## **ARTICLE VII**

### **Committees**

7.01 Standing Committees. The standing committees of the MPO Board shall be: the Transportation Technical Committee, the Transportation Advisory Committee, and the Citizen Transportation Advisory Committee. Each standing committee shall establish bylaws to guide its function and the functions of its subcommittees. The bylaws of each committee must be submitted to the MPO Board and approved prior to the effective date thereof.

7.02 Ad Hoc Committees. The Nominating Committee shall be an ad hoc committee of the MPO Board. The MPO Chair or the MPO Board may establish additional ad hoc committees from time to time to advise the MPO Board.

7.03 Committee Meetings. The meetings of any standing or ad hoc committee (or subcommittee thereof) shall be open to the public as described in subsection 5.05, and public notice of such meetings shall be provided as described in subsection 5.04.

7.04 Transportation Technical Committee. The Transportation Technical Committee (TTC) shall be an advisory committee to the MPO Board. Its voting membership shall be comprised of three members of each locality in the MPO, two members from the Virginia Department of Transportation, one member from the Virginia Department of Rail and Public Transportation, one member from the Virginia Port Authority, and one member from each public transit agency. The Federal Highway Administration and the Federal Transit Administration shall be non-voting members. The representatives of each locality shall be appointed by the Chief Administrative Officer of the locality, the members from the state agencies shall be appointed by the State Secretary of Transportation and the members from each public transit agency shall be appointed by the respective executive director. On an as-needed basis, the MPO Chair may invite additional persons to participate in committee meetings in a non-voting capacity. The committee shall maintain a regular meeting schedule.

7.04.1 Duties. The TTC shall provide technical review and assistance in transportation planning and transportation-related air quality planning. Members are responsible for providing, obtaining, and validating the required latest official travel and social-economic planning data and assumptions for the regional study area. Members are to ensure proper use of the data and assumptions by the MPO with appropriate travel forecast related models. Additional and specific responsibilities may be defined from time to time by the MPO Board.

7.05 Transportation Advisory Committee. The Transportation Advisory Committee (TAC) shall be comprised of the Chief Administrative Officer of each MPO member locality, the Williamsburg Area Transport, the Transportation District Commission of Hampton Roads, the Virginia Department of Rail and Public Transportation, and the Virginia Port Authority. The committee shall also include the VDOT Hampton Roads District Administrator, and a VDOT Executive Staff Representative. A representative of the Federal Highway Administration and of the Federal Transit Administration shall be non-voting members. MPO Board voting members shall inform the Chair and Executive Director of the names of the designated members. The committee shall be a standing advisory committee of the MPO Board and shall meet from time to time as circumstances require to act upon matters referred to it by the MPO Board.

7.06 Citizen Transportation Advisory Committee. The Citizen Transportation Advisory Committee (CTAC) shall serve as an advisory committee to the MPO Board and shall provide public input to the MPO Board on transportation issues. The CTAC shall consist of thirty members, each of whom shall be a resident of an MPO-member locality. Members shall be appointed by the MPO Board based on recommendations from the Nominating Committee. Initial terms shall be staggered: ten members shall be appointed for one-year terms; ten members shall be appointed for two-year terms; and ten members shall be appointed for three-year terms. Thereafter, all members shall be appointed to three-year

terms. In the event that an appointed member does not complete his or her term, then the Nominating Committee shall recommend a replacement for appointment by the MPO Board to serve the unexpired portion of the term. No member shall serve more than two successive terms (even if one of the terms was for less than three years). The MPO Chair shall appoint one of the members of the CTAC as Chair of the CTAC for a three-year term. Staff assistance shall be provided to the CTAC as set forth in Article VIII.

7.07 Nominating Committee. The Nominating Committee shall be an ad hoc committee of the MPO Board. It shall be composed of a representative of each MPO member locality, and the Chair shall be appointed by the MPO Chair. The committee shall nominate candidates for MPO Board officer positions as well as candidates for the Citizen Transportation Advisory Committee. The Nominating Committee may convene a closed meeting to discuss potential nominees if it does so in accordance with the Freedom of Information Act. (ref.: Va. Code § 2.2-3712). No votes may be taken during any closed meeting. (ref.: Va. Code § 2.2-3712(G)). At the conclusion of the closed meeting, the committee shall immediately reconvene in an open meeting and take a roll call or other recorded voted to certify the meeting, in accordance with the Act. (ref.: Va. Code § 2.2-3712(D)). Following certification of the closed meeting, the Chair may entertain a vote on one or more candidates for nomination. The Chair shall promptly provide to the MPO Chair and Executive Director a report of any nominations approved by the committee for consideration by the MPO Board.

## ARTICLE VIII

### Staff

8.01 Executive Director/Secretary. The Executive Director of the MPO shall be the Executive Director of the Hampton Roads Planning District Commission. The Executive Director shall perform the duties of the Secretary, as set forth in Article V, Section 5.04. The Executive Director shall provide staff support to the MPO Board and its committees and shall plan, organize and direct the activities of the staff in support of the mission and the directions of the MPO Board. The Executive Director/Secretary shall work in coordination with the Chair to prepare the agendas for the MPO Board meetings and the meetings of any committee established by the MPO Board.

8.02 Additional Duties. The Executive Director and his staff, in addition to the duties set forth in 8.01, shall provide professional support and advice to the MPO Board and its committees, and shall prepare reports and analyses as required by state and federal regulations.

8.03 Financial Transactions. All financial transactions by or on behalf of the MPO Board shall be coordinated and managed by the Executive Director/Secretary. All revenues and expenditures shall be received and disbursed by and through the established financial system of the Planning District Commission (PDC), subject to approval of the MPO Board, in accordance with PDC financial procedures. In addition to receiving transportation funding, the PDC shall serve as the fiscal and contracting agency and will allow its staff to serve as

staff to the MPO Board. Financial transactions shall be in accordance with the UPWP.

## **ARTICLE IX**

### **Procedures**

9.01 **Parliamentary Procedure.** Except as otherwise provided in these rules, the most recent edition of *Roberts – Rules of Order*, shall be used to conduct all meetings of the MPO and its committees.

9.02 **Governmental Agency and Public Body.** The MPO Board is a “governmental agency,” as that term is used in the State and Local Government Conflict of Interests Act, and it is a “public body,” as that term is used in both the Virginia Freedom of Information Act and the Virginia Public Procurement Act (ref.: Va. Code §§ 2.2-3101, -3701, and -4301). Accordingly, MPO Board members and committee and subcommittee members shall be subject to the state laws and regulations that govern governmental agencies and public bodies in Virginia, including the Virginia Freedom of Information Act, the State and Local Government Conflict of Interests Act, and the Virginia Public Procurement Act, except where specifically exempted by act of the General Assembly.

## **ARTICLE X**

### **Public Participation Plan**

The MPO shall develop and use a documented Public Participation Plan, as approved by the MPO Board, that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process in accordance with 23 CFR 450.316.

## **ARTICLE XI**

### **Amendments**

Any MPO Board voting member may propose amendments to these bylaws by placing such proposed amendments in writing before the MPO Board at a MPO Board meeting. No vote shall be taken on the proposed amendments until the meeting that follows the meeting at which the written amendments were provided to the MPO Board. The public shall be provided access to inspect the proposed amendments. Approval of amendments shall require an affirmative vote of 2/3 of the voting membership of the MPO Board.

**HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION**

**UNIFIED PLANNING WORK PROGRAM**

**FY 2010**



**JANUARY 2009**

# HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

## DRAFT FY 2010 UNIFIED PLANNING WORK PROGRAM

### NOTICE

This document represents the first draft of the FY 2010 UPWP. The purpose of this draft is to allow for public review and comment on the tasks, work elements, end products, and schedules included in the UPWP. At the time of this draft, FY 2010 PL, Section 5303, and other budget information has not been provided to the Hampton Roads MPO, so it was not possible to include budget information for each task nor was it possible to construct the budget summary tables that will appear at the end of the final version of this document. FY 2010 budget information will be added to the UPWP as soon as the figures are available and will be included in a later draft of the document.

## HAMPTON ROADS METROPOLITAN PLANNING ORGANIZATION

### CHESAPEAKE

\* ALAN P. KRASNOFF

### GLOUCESTER COUNTY

\* BRENDA G. GARTON

### HAMPTON

\* RANDALL A. GILLILAND

### ISLE OF WIGHT COUNTY

\* STAN D. CLARK

### JAMES CITY COUNTY

\* BRUCE C. GOODSON

### NEWPORT NEWS

\* JOE S. FRANK

### NORFOLK

\* PAUL D. FRAIM

### POQUOSON

\* CHARLES W. BURGESS, JR.

### PORTSMOUTH

\* DOUGLAS L. SMITH

### SUFFOLK

\* SELENA CUFFEE-GLENN

### VIRGINIA BEACH

\* LOUIS R. JONES

### WILLIAMSBURG

\* JACKSON C. TUTTLE, II

### YORK COUNTY

\* JAMES O. McREYNOLDS

### HAMPTON ROADS PLANNING DISTRICT COMMISSION

\* DWIGHT L. FARMER, Executive Director/Secretary

### TRANSPORTATION DISTRICT COMMISSION OF HAMPTON ROADS

\* MICHAEL S. TOWNES, President/Chief Executive Officer

### WILLIAMSBURG AREA TRANSIT AUTHORITY

\* MARK D. RICKARDS, Executive Director

### VIRGINIA DEPARTMENT OF TRANSPORTATION

\* DENNIS W. HEUER, District Administrator – Hampton Roads District

### VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

DANIEL RUDGE, Chief of Planning

### FEDERAL HIGHWAY ADMINISTRATION

ROBERTO FONSECA-MARTINEZ, Division Administrator – Virginia Division

### FEDERAL TRANSIT ADMINISTRATION

LETITIA A. THOMPSON, Regional Administrator, Region 3

### FEDERAL AVIATION ADMINISTRATION

TERRY PAGE, Manager, Washington Airports District Office

### VIRGINIA DEPARTMENT OF AVIATION

RANDALL P. BURDETTE, Director

### VIRGINIA PORT AUTHORITY

JERRY A. BRIDGES, Executive Director

\*VOTING MEMBERS

## **PROJECT STAFF**

### **Hampton Roads MPO Staff**

Dwight L. Farmer	Executive Director/Secretary
Camelia Ravanbakht	Deputy Executive Director
Robert B. Case	Principal Transportation Engineer
Michael S. Kimbrel	Principal Transportation Engineer
Andrew C. Pickard	Principal Transportation Engineer
Samuel S. Belfield	Senior Transportation Engineer
Keith M. Nichols	Senior Transportation Engineer
Laura L. Surface	Transportation GIS Planner
Dale M. Stith	Transportation Planner
Jessica M. Banks	Transportation Analyst
Joseph D. Paulus	Special Transportation Advisor

### **Hampton Roads Transit Staff**

Michael S. Townes	President/Chief Executive Officer
Jayne Whitney	Senior Vice President for Development
Keisha Branch	Chief Grants and Budget Officer
Laura Varden	Transit Development Manager
Scott Demharter	Director of Energy Management & Sustainability
Ron Hodges	TRAFFIX Program Director

### **Williamsburg Area Transit Authority Staff**

Mark D. Rickards	Executive Director
Richard Drumwright	Director of Planning and Development

### **Virginia Department of Transportation**

Dennis W. Heuer	District Administrator – Hampton Roads District
Eric Stringfield	District Transportation Planning Manager

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## INTRODUCTION

The Hampton Roads Metropolitan Planning Organization (HRMPO) Unified Planning Work Program (UPWP) describes transportation planning work to be performed for the Hampton Roads metropolitan planning area (MPA) by the MPO, Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), and the Virginia Department of Transportation (VDOT) for the next one to two year period. It functions as a tool used by the MPO to coordinate transportation planning activities within the MPA. Each task in the UPWP includes information on who will perform the work, the schedule for completing the work, resulting end products, and proposed funding and source of funds. In addition, tables at the end of the UPWP summarize the total amounts and sources of federal funds as well as funds used to provide the required match for the federal funds.

The UPWP is required by the United States Department of Transportation (USDOT) to function as a basis and condition for all federal funding assistance for transportation planning to state, local, and regional agencies. Federal funding for the projects in the UPWP comes primarily from two sources:

- Federal Highways Administration (FHWA) Planning Funds (PL), and
- Federal Transit Administration (FTA) Section 5303 Funds

In addition to focusing on specific highway, transit and urban development issues, the planning activities in the UPWP take into consideration related issues, such as land use, population and economic characteristics, climate change, Environmental Justice, and public involvement and outreach.

The FY 2010 UPWP reflects various aspects of MPO reform that have been underway since May 2008 in reaction to the most recent Federal Quadrennial Certification Review of the HRMPO. In particular, the activities in this document include more aggressive public involvement strategies for civic engagement and public outreach, with special emphasis on engaging low-income and/or minority communities in the metropolitan transportation planning process. Two indications of the HRMPO's commitment to improving public involvement in its work are:

- A Best Practices Study of MPOs that was requested by the MPO Board and completed during FY 2009, and
- The establishment of a new MPO staff position dedicated to public communications and community outreach.

### *Planning Priorities*

Section 450.308(c) of the Metropolitan Planning regulations states that Transportation Management Area (TMA) designated MPOs shall include a discussion of the planning priorities facing the metropolitan planning area.

The Hampton Roads MPO is responsible for carrying out a continuing, cooperative, and comprehensive transportation planning process (3C process) resulting in plans and programs consistent with the planning objectives of the metropolitan area. The FY 2010 tasks and planning activities are structured and organized to meet all federal MPO planning regulations and maintain MPO compliance with the requirements of SAFETEA-LU, the Americans with Disabilities Act

(ADA), the Clean Air Act (CAA), the Civil Rights Act of 1964, Executive Order 12898 (regarding Environmental Justice), Executive Order 13166 (regarding outreach to populations with Limited English Proficiency), and Executive Order 13330 (regarding the Coordination of Human Services Transportation).

These priorities exist on short, intermediate, and long-range time frames, depending upon the planning activity. Major planning priorities of the FY2010 UPWP are discussed on the following pages. Further discussion of these priorities and their goals is provided in the various work tasks.

### **Public Participation**

The HRMPO continues to address and comply with all federal public participation requirements and with consideration of the State's Freedom of Information Act (FOIA) Law. Although public involvement has long been a cornerstone of the transportation planning process at HRMPO, the additional SAFETEA-LU requirements challenge the planning process to continue to find innovative and proactive ways of assuring that all citizens, stakeholders, low income and minority neighborhoods, interest groups, and others have a meaningful voice and opportunity to participate in the transportation planning and programming decision-making process. Extensive public involvement activities and special efforts to address Title VI, Environmental Justice and Limited English Proficiency requirements are included under Task 2.1, Public Involvement Plan.

### **Long Range Transportation Planning (LRP)**

An important element of the current UPWP is implementing the Hampton Roads 2030 Long Range Transportation Plan (LRP) and preparing the next update, the 2034 LRP. The long-range transportation plan focuses on developing a multimodal transportation system and serves as the guide to decision-making for the HRMPO Policy Board. The HRMPO will continue to meet and comply with all federal LRP process requirements including consideration of the eight Planning Factors. Specific LRP and transportation air quality planning activities are under Tasks 3.1 Use and Development of Regional Transportation Models, 3.2, Development of the Hampton Roads 2034 Long-Range Transportation Plan, 3.3 Regional Land Use Map and Research, and 9.1 Transportation Air Quality Planning. LRP public participation activities, consultation, and environmental mitigation activities are under Task 2.1, Public Involvement Plan.

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

Under SAFETEA-LU guidelines, the HRMPO Transportation Improvement Program (TIP) is a four-year program that identifies which federally funded projects are programmed to be implemented. The TIP must be consistent with HRMPO's adopted Long-Range Transportation Plan. The TIP must be financially constrained and include only those projects for which construction and operating funds can reasonably be expected to be available. HRMPO's TIP may also include regionally significant non-federally funded projects. The FY 2010-2013 and FY 2011-2014 TIPs will meet all federal requirements including a Financial Plan. Specific activities are under Task 4.1, Transportation Improvement Program.

### **Congestion Management Process (CMP)**

The Congestion Management Process (CMP) is the program in which congestion in the multi-modal, regional transportation system is monitored, evaluated and managed. The intent is to protect the region's investments in, and improve the effectiveness of, the existing and future transportation networks. The main goals of the CMP are to reduce congestion/travel time delays, encourage the use of alternative modes of transportation, and improve air quality through the promotion and coordination of congestion mitigation strategies. Safety planning is a

critical component of the CMP in Hampton Roads. The CMP is a vital element of the HRMPO planning process and is used as a guide to develop project recommendations for the TIP and the long-range plans. Ongoing application of the CMP is under Task 5.1. Travel Monitoring and Data Collection are under Tasks 1.3, Virginia Department of Transportation (VDOT) Support, and 8.2, Travel Time Data Management and Monitoring. Congestion Mitigation Strategies are included under Tasks 5.2, Commuter Assistance Programs, and 6.8, Regional TDM Program (TRAFFIX).

#### **Transportation Demand Management/TRAFFIX**

HRMPO will continue its support of the Regional Transportation Demand Management (TDM) program also known as TRAFFIX. TDM strategies will continue to be used as part of the CMP and specific corridor studies. Work activities are under Tasks 5.1, Congestion Management Process – Congestion Countermeasures, 5.2, Commuter Assistance Programs, and 6.8, Regional TDM Program (TRAFFIX).

#### **Intelligent Transportation System (ITS)**

The HRMPO will continue to be a leader in addressing and implementing management and operations requirements of SAFETEA-LU. Mainstreaming Intelligent Transportation System (ITS) technology and investment decisions in the transportation planning process remains a strong component of the region's planning process. The HRMPO will continue to implement and deploy ITS and Operations Management related projects and programs included in the Hampton Roads ITS Strategic Plan. Specific activities are under Task 5.4, Transportation System Management and Operations Planning.

#### **Regional Freight Planning**

The Port of Hampton Roads is the third largest seaport on the East Coast. The port attracts more than 80% of the world's major shipping lines and connects the region with more than 100 nations and over 300 ports of call. The new APM Maersk Terminal, the proposed Craney Island cargo terminal, and the Heartland Corridor project are critical to the success of future freight movement, particularly in response to the rapid rise in container imports. The HRMPO will continue to consider and incorporate freight as a critical element of the region's transportation planning process. The HRMPO will continue to incorporate short-term and long-term needs and improvements to the transportation system that will promote safe, secure, fast, and efficient movement of goods. Specific activities are under Task 5.5, Regional Freight Planning.

#### **Unified Planning Work Program**

The FY 2009 Unified Planning Work Program was reformatted and restructured to include all SAFETEA-LU requirements. The tasks, work elements, and schedules in the FY 2010 UPWP have been updated and some enhancements have been made in effort to improve the readability of the document. All activities and work elements are under Task 1.2, Unified Planning Work Program.

#### ***Planning Factors***

Section 450.306(a) of the Final Rule states that the metropolitan 3-C (Continuing, Comprehensive, and Cooperative) process shall provide for consideration and implementation of projects, strategies, and services that will address the following planning factors (PF):

- PF 1 Support the *economic vitality* of the metropolitan area, especially by

enabling global competitiveness, productivity, and efficiency;

- PF 2 Increase the safety of the transportation system for all motorized and non-motorized users;
- PF 3 Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users;
- PF 4 Increase accessibility and mobility of people and freight;
- PF 5 Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- PF 6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- PF 7 Promote efficient system management and operation; and
- PF 8 Emphasize the preservation of the existing transportation system.

The HRMPO is strongly committed to implementing these planning factors in all work tasks outlined in this document. All tasks included in the UPWP address at least one, and often several, of these planning factors.

## ***Definitions***

The following definitions are included to clarify the transportation planning process for Hampton Roads, Virginia.

### **Metropolitan Planning Organization (MPO)**

A Metropolitan Planning Organization (MPO) is planning body required by federal law for urbanized areas with populations of 50,000 or greater. The MPO Board is a policy board designated by the Governor and, together with the State, is responsible for carrying out the continuing, cooperative, and comprehensive (3-C) metropolitan transportation planning process. Any highway or transit project or program to be constructed or conducted within the Metropolitan Planning Area (MPA) and to be paid for with federal funds must received approval by the MPO Board before any federal funds can be expended. In addition, any highway or transit project deemed to be regionally-significant, regardless of the source(s) of funding, must receive MPO approval to proceed.

MPOs have five core functions:

1. Establish and manage a fair and impartial setting for effective regional decision-making with regard to metropolitan transportation planning;
2. Evaluate transportation alternatives appropriate to the region in terms of its unique needs, issues, and realistically available options;
3. Develop and maintain a fiscally-constrained, Long-Range (at least 20 years) Transportation Plan for the metropolitan planning area ;
4. Develop and maintain a fiscally-constrained Transportation Improvement Program;
5. Involve the public in the four functions listed above.

The Hampton Roads MPO (HRMPO) is one of fourteen MPOs in the Commonwealth of Virginia. Membership of the HRMPO includes representatives from each of the cities, counties, and public transit agencies within the metropolitan planning area (MPA), plus the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Port Authority (VPA), Virginia Department of Aviation (VDOA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Aviation Administration (FAA), and the Hampton Roads Planning District Commission (HRPDC). The HRPDC provides staffing for the HRMPO.

### **Metropolitan Planning Area (MPA)**

The Metropolitan Planning Area (MPA) is the geographic area determined by agreement between the MPO for the area and the Governor. The MPA is the area for which the metropolitan transportation planning process is carried out. Metropolitan Hampton Roads is a MPA.

**Transportation Management Area (TMA)**

A Transportation Management Area (TMA) is an urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the Secretary of Transportation. Metropolitan Hampton Roads is a TMA. See Figure 1 for a map of the Hampton Roads TMA.

**The Hampton Roads MPA includes:**

<b>Cities</b>	<b>Counties</b>
Chesapeake	Gloucester*
Hampton	Isle of Wight
Newport News	James City
Norfolk	York
Poquoson	
Portsmouth	
Suffolk	* A portion of Gloucester County is included in the MPA
Virginia Beach	
Williamsburg	

**Hampton Roads Planning District Commission (HRPDC)**

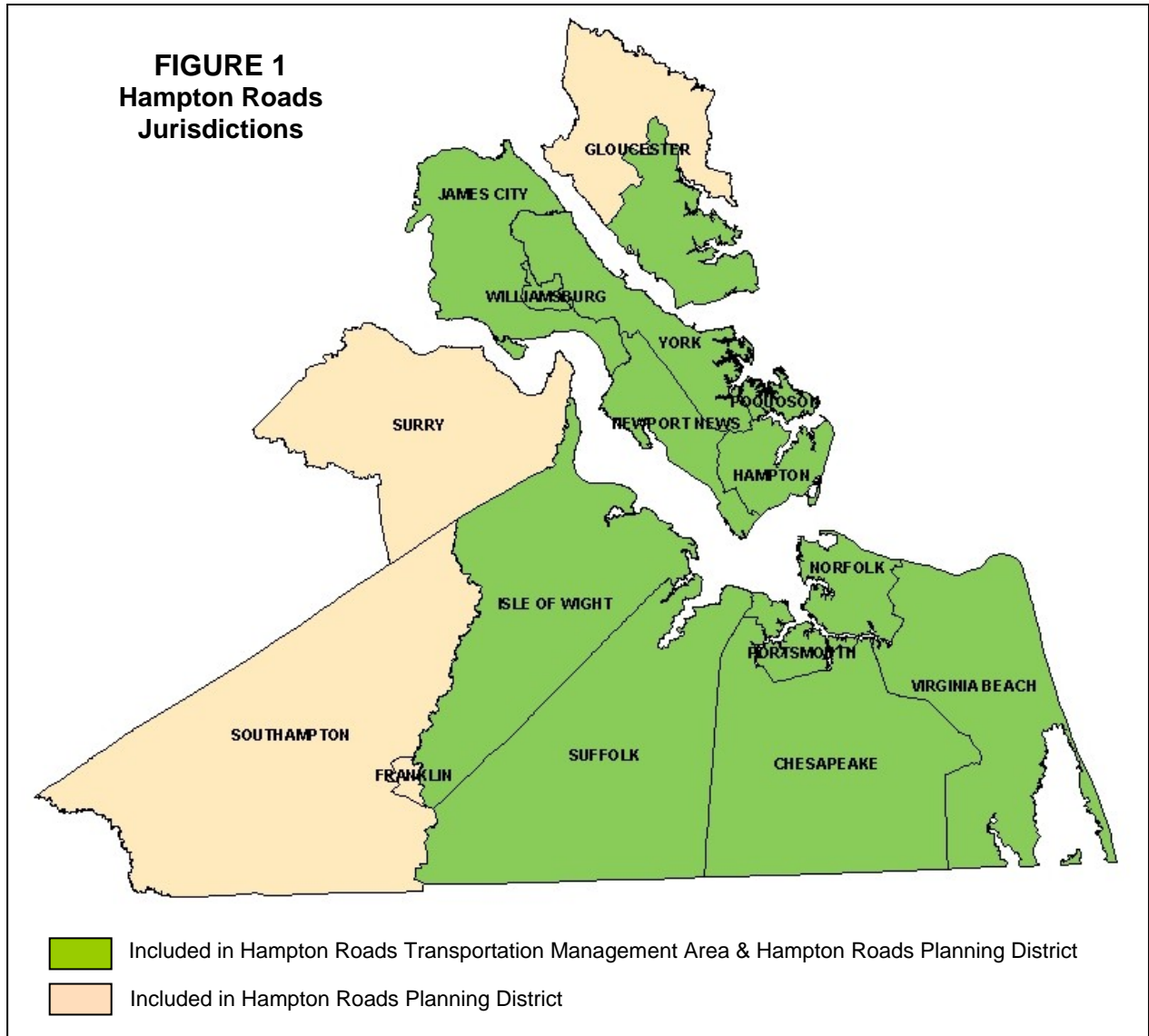
The Hampton Roads Planning District Commission (HRPDC) is one of 21 planning district commissions (PDCs) in the Commonwealth of Virginia. PDCs were created in 1969 pursuant to the Virginia Area Development Act and a regionally executed charter agreement. According to Section 15.2-4207 of the Code of Virginia, the purpose of PDCs is “. . . to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance.”

Membership on the PDC is based on population, with each jurisdiction having at least two members. The PDC has an Executive Committee that is made up of one member from each jurisdiction. The Executive Committee provides oversight to the HRPDC’s activities through monthly meetings held between the quarterly meetings of the full HRPDC.

The Hampton Roads Planning District includes the following jurisdictions:

<b>Cities</b>	<b>Counties</b>
Chesapeake	Gloucester*
Franklin	Isle of Wight
Hampton	James City
Newport News	Southampton
Norfolk	Surry**
Poquoson	York
Portsmouth	
Suffolk	* Gloucester County is also included in the Middle Peninsula PDC
Virginia Beach	** Surry County is also included in the Crater PDC
Williamsburg	

The Executive Director/Secretary, selected by the HRPDC, manages the daily operations of the HRPDC's professional staff. The HRPDC staff serves as a resource of technical expertise to its member jurisdictions on issues pertaining to economics, physical and environmental planning, and transportation. As stated previously, the HRPDC staff also serves as the support staff for the HRMPO and, as such, carries out the technical aspects of the metropolitan transportation planning process. In addition, the HRPDC staff carries out the rural transportation planning process for Southampton County and the City of Franklin. See Figure 1 for a map of the Hampton Roads Planning District.



### **Transportation Technical Committee (TTC)**

The Transportation Technical Committee (TTC) is composed of transportation engineers and planners from each MPO member locality, plus representatives from the local transit agencies, the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Port Authority (VPA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and other stakeholders. The TTC reviews virtually all items that are to come before the MPO Board and provides recommendations on actions to be considered by the MPO Board.

### **Transportation Advisory Committee (TAC)**

The Transportation Advisory Committee (TAC) is composed of the Chief Administrative Officer of each of MPO member locality and each local transit agency, plus representatives from VDOT, DRPT, VPA, FHWA, FTA, and other stakeholders. The TAC meets from time to time to act upon matters referred to it by the MPO Board.

### **Metropolitan Transportation Plan**

The metropolitan transportation plan, also called the long-range transportation plan (LRP), is the official multimodal transportation plan addressing a planning horizon of at least 20 years. Any transportation project that is regionally significant and/or utilizes federal funding must be included in the LRP. In addition, the LRP must be financially constrained – meaning it must be shown that there will be sufficient funds to complete the projects included in the plan.

The LRP is developed, adopted, and updated by the MPO through a multi-step process that takes several years to complete. The LRP must be updated at least every four years.

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

The Transportation Improvement Program (TIP) is a short-range fiscal programming document that covers a period of no less than four years. The TIP must be updated at least every four years, but is usually updated annually. The cycle for updating the TIP must be compatible with the State TIP (STIP) development and approval process. Projects that are included in the TIP must be selected from or be consistent with an approved LRP.

### **Air Quality Conformity Analysis (Conformity)**

Conformity is a requirement of the Clean Air Act that ensures that federal funding and approval are given to transportation plans, programs, and projects that are consistent with the air quality goals established by the State Implementation Plan (SIP). Before the LRP and TIP can receive final approval, they must be tested for conformity. With respect to the SIP (State Implementation Plan), conformity means that transportation activities will not cause new air quality violations or delay timely attainment of the National Ambient Air Quality Standards (NAAQS).

*Frequently Used Abbreviations*

5303	Section 5303 (Transit) Planning Funds
5307	Section 5307 (Transit) Capital/Operating Funds
AA	Alternatives Analysis
ACS	American Community Survey
BRT	Bus Rapid Transit
CMAQ	Congestion Mitigation and Air Quality Program
CMP	Congestion Management Process
COE	U.S. Army Corps of Engineers
COMPARE	Congestion Management Plan: A Regional Effort
CTB	Commonwealth Transportation Board
CTPP	Census Transportation Planning Package
DBE	Disadvantaged Business Enterprise
DEIS	Draft Environmental Impact Statement
DRPT	Virginia Department of Rail and Public Transportation
EJ	Environmental Justice
EMS	Environmental Management System
EPA	Environmental Protection Agency
ETC	Employee Transportation Coordinator
FAA	Federal Aviation Administration
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FY	Fiscal Year (July 1 – June 30)
FFY	Federal Fiscal Year (October 1 – September 30)
GIS	Geographic Information System
HOV	High-Occupancy Vehicle
HRHIM	Hampton Roads Incident Management Committee
HRMPO	Hampton Roads Metropolitan Planning Organization
HRPDC	Hampton Roads Planning District Commission
HRT	Hampton Roads Transit
ISTEA	Intermodal Surface Transportation Efficiency Act (1991)
ITS	Intelligent Transportation System
ITSOP	Intelligent Transportation System and Operations Planning Committee
JARC	Job Access and Reverse Commute Program
LRP	Long Range Transportation Plan
LRT	Light Rail Transit
MBE	Minority-owned Business Enterprise
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
NAAQS	National Ambient Air Quality Standards

NEPA	National Environmental Policy Act
NHS	National Highway System
NHTS	National Household Travel Survey
PL	Planning Funds ( FHWA)
RCTO	Regional Concept of Transportation Operations
RSTP	Regional Surface Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005)
SIP	State Implementation Plan
SPR	State Planning and Research Funds
SYIP	Six-Year Improvement Program
TAC	Transportation Advisory Committee
TAZ	Transportation Analysis Zone
TDCHR	Transportation District Commission of Hampton Roads
TDM	Transportation Demand Management
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century (1998)
TIP	Transportation Improvement Program
TPP	Transportation Participation Plan
TTC	Transportation Technical Committee
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation
VDEM	Virginia Department of Emergency Management
VDEQ	Virginia Department of Environmental Quality
VDOA	Virginia Department of Aviation
VDOT	Virginia Department of Transportation
VFAC	Virginia Freight Advisory Committee
VGIN	Virginia Geographic Information Network
VPA	Virginia Port Authority
VTRANS2025/2035	Virginia Statewide Multimodal Transportation Plan
WATA	Williamsburg Area Transit Authority
WBE	Woman-owned Business Enterprise

***Frequently Used Terms***

<b>Allocations</b>	The distribution by the Commonwealth Transportation Board (CTB) of federal and state transportation funds to the projects contained in the SYIP.
<b>Attainment</b>	A term that means an area is in compliance with the National Ambient Air Quality Standards (NAAQS) and/or the Clean Air Act (CAA). If an area has been a Nonattainment Area for a particular pollutant and then achieves Attainment, it is usually classified as a Maintenance Area for that pollutant. There are six atmospheric pollutants covered under the CAA. The Hampton Roads area is currently designated as a maintenance area for ozone, the only pollutant for which the region has been in nonattainment in the past.
<b>CMAQ</b>	Congestion Mitigation and Air Quality program - federal funding program created under ISTEA (1991) and continued through the current federal transportation act, SAFETEA-LU. The program directs funds to projects that contribute to meeting the National Ambient Air Quality Standards. CMAQ funds generally may not be used for projects that result in the construction of new highway capacity for single occupant vehicles. CMAQ funds may be available for eligible planning activities that lead to and result in project implementation.
<b>Local Match</b>	Funds required by recipients of PL and Section 5303 funds for matching federal and state grant funds. Section 5303 and PL funds require a 10 percent local match, plus a 10 percent state match (provided by VDOT or DRPT) in order to match the remaining 80 percent provided by the federal source.
<b>NOx</b>	Nitrogen Oxides – ground level ozone is produced by a chemical reaction between NOx and Volatile Organic Compounds in the presence of sunlight.
<b>Obligations</b>	Commitments made by USDOT agencies to pay out money for federal-aid transportation projects. The TIP serves as the MPO's program of transportation projects for which federal funds have been obligated.
<b>PL</b>	Planning funds available from FHWA for MPO program activities.
<b>Regionally Significant</b>	Term used for Air Quality Conformity Analysis to define highway and rail facilities that must be included in the analysis. Regionally significant projects are those projects on a facility that serves regional transportation needs and would normally be included in the modeling of the transportation network for the MPA. This includes, as a minimum, all principal arterial highways and all fixed guide-way transit facilities that offer a significant alternative to regional highway travel.
<b>Section 5303</b>	Planning funds available from the FTA for MPO program activities.

<b>SIP</b>	State Implementation Plan - Identifies control measures and processes for achieving and maintaining the NAAQS.
<b>SPR</b>	State Planning and Research - federal funds allocated to VDOT in support of regional transportation planning activities.
<b>Study Area</b>	Also known as the Metropolitan Planning Area (MPA), this is the area projected to become urbanized within the next 20 years. The MPA defines the area for MPO plans, programs, and studies.
<b>SYIP</b>	Six Year Improvement Program - an annual document approved by the CTB that provides the state's list of federal and state funded transportation projects and programs administered by VDOT and DRPT.
<b>"3-C" Process</b>	Refers to the Continuing, Cooperative and Comprehensive language from the federal legislation that established MPOs; used in reference to the regional transportation planning and programming process.
<b>TCM</b>	Transportation Control Measures used to improve air quality.
<b>TDM</b>	Transportation Demand Management; various transportation control strategies and measures used in managing highway demand.
<b>TAZ</b>	Transportation Analysis Zone - Generally defined as areas of homogeneous activity served by one or two major highways. TAZs serve as the base unit for socioeconomic data characteristics used in various plans, models, and studies.
<b>Urbanized Area</b>	Term used by the U.S. Census Bureau to designate urban areas. These areas generally contain population densities of at least 1,000 persons per square mile in a continuously built-up area of at least 50,000 persons. Factors such as commercial and industrial development, and other types and forms of urban activity centers are also considered.
<b>UPWP</b>	Unified Planning Work Program – the program of work for the MPO noting planning priorities, activities and tasks, assigned staffs, work products, budgets, and funding sources.
<b>VOC</b>	Volatile Organic Compounds – ground level ozone is produced by a chemical reaction between VOCs and nitrogen oxides (NOx) in the presence of sunlight.

***MPO Standing Committees (Current)***

**TTC**      Transportation Technical Committee

The Transportation Technical Committee (TTC) is composed of transportation engineers and planners from each MPO member locality, plus representatives from the local transit agencies, the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Port Authority (VPA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and other stakeholders. The TTC reviews virtually all items that are to come before the MPO Board and provides recommendations on actions to be considered by the MPO Board.

**TAC**      Transportation Advisory Committee

The Transportation Advisory Committee (TAC) is composed of the Chief Administrative Officer of each of MPO member locality and each local transit agency, plus representatives from VDOT, DRPT, VPA, FHWA, FTA, and other stakeholders. The TAC meets from time to time to act upon matters referred to it by the MPO Board.

***Potential MPO Standing Committees (Under Consideration)***

**CTAC**      Citizen Transportation Advisory Committee

The Citizen Transportation Advisory Committee (CTAC) would consist of residents of MPO-member localities appointed by the MPO Board. The CTAC would serve as an advisory committee to the MPO Board.

**FTAC**      Freight Transportation Advisory Committee

The Freight Transportation Advisory Committee (FTAC) would consist of people involved in the freight transportation industry appointed by the MPO Board. The FTAC would serve as an advisory committee to the MPO Board on freight-related transportation issues.

## 1.0 MAINTENANCE OF THE MPO ADMINISTRATIVE PROCESSES

### 1.1 Metropolitan Planning Organization (MPO) Administration

#### A. Background

This task provides the administrative support necessary for the maintenance of the Metropolitan Planning Organization (MPO) processes.

Under the *Intermodal Surface Transportation Efficiency Act (ISTEA)* of 1991, the planning and programming responsibilities of the MPO were significantly increased – becoming broader and more comprehensive. Most of the new requirements were continued in the *Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21)*, signed into law on June 9, 1998.

The current federal transportation act, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*, was signed into law on August 10, 2005. While SAFETEA-LU retained and revised the metropolitan and statewide transportation planning statutory requirements that were included in the previous two Acts, some key statutory requirements were added. It should be noted that many of the provisions included in SAFETEA-LU required rulemaking to allow for implementation. Draft regulations implementing MPO planning and programming provisions under SAFETEA-LU were published in the Federal Register on June 9, 2006. The final regulations (Final Rule) were published on February 14, 2007.

SAFETEA-LU, like the previous federal transportation acts, charges the MPO with developing transportation plans and programs that provide for transportation facilities and services that function as an intermodal system. The process for developing these plans and programs is commonly referred to as the 3-C Process. The 3-C Process requires that a Continuing and Comprehensive transportation planning process be carried out Cooperatively by states and local governments.

#### B. Work Elements

Work activities include the following:

1. Preparation of agendas and minutes for MPO Board meetings as well as for meetings of MPO advisory committees, such as the Transportation Technical Committee (TTC) and the Transportation Advisory Committee (TAC).
2. Administration of PL, SPR, and Section 5303 grants.
3. Administration of pass-through agreements with Hampton Roads Transit (HRT) and Williamsburg Area Transit Authority (WATA).
4. Participation on advisory committees, as appropriate.
5. Preparation of quarterly and annual financial reports and summaries of progress during the fiscal year.

6. Provision of interagency coordination and attending meetings of local governments, local transit operators, and state transportation departments, as well as other agencies, as appropriate.
7. Preparation of intergovernmental reviews, as necessary.

**C. End Products**

1. Agendas and minutes for monthly TTC and MPO Board meetings, as well as for meetings of other standing and ad-hoc committees of the MPO.
2. Agendas for subcommittee meetings, as needed.
3. Processed and signed PL, Section 5303, SPR, and pass-through agreements.
4. Quarterly and annual financial and progress reports delivered to VDOT.

**D. Schedule**

1. TTC and MPO Board meeting agendas and minutes are prepared on a monthly basis. Agendas and minutes for meetings of other standing and ad-hoc committees of the MPO are prepared as needed.
2. Grant and pass-through agreements are generally processed one to two months prior to the beginning of the next fiscal year.
3. Financial and progress reports are produced on a quarterly, as well as annual basis.

**E. Participants**

HRMPO, local governments, HRT, WATA, VDOT, DRPT, FHWA, FTA, other state and federal agencies.

**F. Budget, Staff, Funding**

	PL	5303	CO 5303	TOTAL
HRMPO	\$	\$		\$

## **1.2 Unified Planning Work Program (UPWP)**

### **A. Background**

The Unified Planning Work Program (UPWP) is developed each year by the MPO, in cooperation with the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), Hampton Roads Transit (HRT), and Williamsburg Area Transit Authority (WATA), to document the work proposed to be carried out by the MPO over the next one or two year period. This task provides for the preparation and maintenance of the UPWP.

### **B. Work Elements**

Work activities include the following:

1. Review VDOT, DRPT, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Environmental Protection Agency (EPA), and other state and federal agency information and requirements, in addition to other materials related to UPWP preparation.
2. Solicit input for proposed work tasks via the TTC as well as public involvement opportunities throughout the year.
3. Solicit input from the local governments, HRT, WATA, VDOT, and DRPT on proposed transportation planning studies of interest to the MPO. Includes studies programmed in the Transportation Improvement Program (TIP).
4. Identify and document planning priorities.
5. Prepare work tasks and budgets.
6. Provide opportunities for public review and comment on the draft UPWP document.
7. Prepare final UPWP document.
8. Secure necessary approvals from the MPO, VDOT, DRPT, FHWA, FTA, and other agencies/organizations as appropriate.
9. Secure commitments for local match funds as appropriate.
10. Post the final UPWP document on the HRPDC website.
11. Amend the adopted UPWP per MPO actions.
12. Prepare and update staff work assignments, direct costs, and schedules.

**C. End Products**

1. Prepare and process amendments, as necessary, to the approved FY 2010 UPWP.
2. Produce the FY 2011 UPWP document.

**D. Schedule**

1. Maintenance of the current year UPWP is an on-going activity.
2. March 2010 for final MPO approval of the FY-2011 UPWP document.

**E. Participants**

MPO, local governments, HRT, WATA, VDOT, DRPT, FHWA, FTA, other stakeholders

**F. Budget, Staff, Funding**

	PL	5303	TOTAL
HRMPO	\$	\$	\$

### **1.3 Virginia Department of Transportation (VDOT) Support**

#### **A. Background**

The Transportation and Mobility Planning division (TMPD) is responsible for ensuring the development of long range transportation plans across the Commonwealth that promote a safe, efficient and effective transportation system. TMPD's planning focus is at the statewide level, addressing the accessibility and mobility needs of people and freight on the interstate and primary highway systems. However with TMPD support VDOT's Hampton Roads District Planning Office is responsible for: maintaining the federal metropolitan planning process, conducting small urban area transportation studies, as well as conducting corridor level planning studies that support the project development process. The Hampton Roads District Planning section carries out the charge of maintaining the federal metropolitan process through the review of and assistance with the development and execution of related work elements in the MPO's UPWP. Those specific tasks required are noted in the following work elements.

#### **B. Work Elements**

##### **1. Thoroughfare System Monitoring and Review**

Maintain Highway Inventory; Provide Traffic Data; Check Highway Construction Plans for Conformance with Approved Thoroughfare Plan; Intergovernmental Review Process; Site Plan Reviews; Review Transportation Studies.

Develop and maintain a current inventory of the existing thoroughfare system. Provide traffic data for input to the transportation plan update process, corridor studies, highway projects and environmental impact studies. Review and comment relative to the conformance of highway construction plans with current transportation plan. Process Notices of Intent and Applications as required by the Intergovernmental Review Process. Address transportation impacts associated with site plan proposals. Review transportation studies and other documents developed as part of the transportation planning process.

##### **2. Vehicle Occupancy Counts Conducted at Selected Locations on the Major Highway Facilities Throughout the Region**

These vehicle occupancy counts will provide a measure of the results the regional ride-sharing efforts are having on vehicle occupancy and help in planning HOV programs. Occupancy counts will be provided at various locations at different times to be used for auto occupancy factors to adjust the person trips in the long range planning process throughout the Hampton Roads Region as requested annually.

**3. Monitor HOV Facilities and/or Congestion on the Virginia Beach-Norfolk Expressway (I-264) and I-64**

Several data items will be collected to evaluate and monitor the HOV lanes on I-264 and I-64 for effectiveness. Since the HOV restrictions have returned on I-264, and the new HOV lanes have opened on I-64, this activity involves the following:

- Hold meetings of the TRAFFIX / HOV Steering Committee.
- Conduct vehicle occupancy counts on I-264 and I-64, four locations on the Peninsula and eight locations on the Southside.
- Conduct travel time and delay runs on I-264 and I-64, Southside and Peninsula.
- Prepare reports containing comparative data items

**4. Provide assistance to Hampton Roads MPO, local jurisdictions, and other agencies, via technical support and coordination, concerning transportation, including bicycle and pedestrian issues to support the MPO process.**

- Monthly coordination meetings with local jurisdictions
- Hold quarterly Hampton Roads District bicycle and Pedestrian Advisory committee meetings
- Prepare reports and present reports regarding VDOT sponsored transportation activities as requested.

**5. Provide Review, Assistance, Support or Processing of :**

- MPO Quarterly and Annual Financial Reports
- Congestion Management Process
- Intermodal / Freight Planning activities
- Project level planning, environmental and alternatives assessment
- Long Range Planning process
- Transportation Improvement Program
- Transportation Air Quality and Planning activities
- Transportation Database management activities
- Transit Planning Activities
- Public participation program, including Title VI and
- Preparation of Annual Progress Report

**C. End Product**

Effective and Efficient Hampton Roads MPO process that is fully certifiable by FHWA and FTA according the federal regulations as outlined in SAFETEA-LU.

**D. Schedule**

On-going Activity

**E. Participants**

HRMPO, VDOT, DRPT, HRT, WATA, FHWA, and local governments

**F. Budget, Staff, Funding**

	SPR	SPR-SW	TOTAL
VDOT	\$	\$	\$

## 2.0 PUBLIC PARTICIPATION

### 2.1 Public Involvement Plan (PIP)

#### A. Background

The HRMPO believes that public involvement is a critical element in the regional transportation planning process. The importance of public involvement in the transportation planning and programming process was recognized in federal law in the *Intermodal Surface Transportation Efficiency Act (ISTEA)* of 1991 and continues to be recognized in the current federal transportation act, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*. SAFETEA-LU requires a high level of public involvement in the MPO processes, especially with regard to the Long Range Transportation Plan (LRP) and the Transportation Improvement Program (TIP).

The HRMPO is committed to developing aggressive and effective public involvement strategies for civic engagement and public outreach – with special emphasis on engaging low-income and/or minority communities in the metropolitan transportation planning process. During FY 2009, in response to the most recent Federal Quadrennial Certification Review, a number of changes were considered and implemented with respect to improving the operations, policies, and procedures of the HRMPO. Several of the changes were directly related to public involvement, including:

- All MPO Board and advisory committee meetings are open to the public and include designated public comment periods
- Notices for all MPO Board and advisory committee meetings are posted on the HRMPO website and in the administrative offices of the HRMPO in compliance with the Virginia Freedom of Information Act (FOIA)
- Agendas, minutes, presentations, and other materials associated with all MPO Board and advisory committee meetings are easily accessible on the HRMPO website
- MPO staff developed a Title VI Plan
- MPO staff revised the PIP to strengthen it with regard to:
  - Reaching and engaging traditionally underserved communities and households in the metropolitan transportation planning process
  - Addressing Environmental Justice in HRMPO plans and programs
  - Completely addressing the four factor analysis regarding Limited English Proficiency (LEP) in the Hampton Roads metropolitan planning area
- MPO Board established a new staff position to focus on public communications and community outreach

**B. Work Elements**

Work activities include the following:

1. Developing a master mailing and email access database including individuals; groups, including civic, advocacy, ethnic, social, and religious; business organizations; non-profit organizations; governmental departments and agencies; freight haulers; etc.
2. Developing a series of informational pamphlets on the MPO and what it does, public involvement in the metropolitan transportation planning process, Title VI, the Long-Range Transportation Plan (LRP), the Transportation Improvement Program (TIP), and other MPO-related topics.
3. Developing surveys to be accessed via the HRMPO website or through the use of specially-equipped kiosks placed in targeted areas.
4. Developing and implementing outreach activities tailored to engage low-income and/or minority communities or households.
5. Providing translation and/or interpreter services on an as-requested basis.
6. Participation in public meetings and hearings held by the HRMPO, plus those held by local and state governments and the local transit agencies, as appropriate.
7. Carrying out all activities included in the *Hampton Roads Transportation Participation Plan*.
8. Enhanced communications with the public regarding regional public transportation issues and specific TDCHR activities, including the Norfolk Light Rail Transit (LRT) project.
9. Ensuring the coordination of information dissemination to the general public and local agencies regarding regional public transit.
10. Developing and implementing a communications process and public involvement techniques to provide information regarding public transit to the public on an ongoing basis.
11. Developing opportunities to inform the public on HRT and public transportation initiatives and projects by coordinating a speaker's bureau and by participating in community events.
12. Creating and maintaining a database to facilitate the public involvement and information process with regard to public transportation.
13. Responding to information requests from the general public.

14. Providing training for HRT public information staff to build, enhance, and broaden public involvement techniques.

**C. End Products**

1. For Work Element (WE) 1 – Comprehensive contact database.
2. For WE 2 – A series of easy to read and understand informational pamphlets.
3. For WE 3 – Survey results that can be used as part of the public input on selected topics, such as the LRP.
4. For WE 4 – Documentation of the civic engagement/community outreach resulting from the specially tailored outreach activities.
5. For WE 5-7 – HRMPO staff facilitation and/or participation, as appropriate.
6. For WE 8-14 – Annual report and other public communications materials, a computer database, and educational programs to be produced by HRT/TDCHR.

**D. Schedule**

1. For WE 1 – Substantial database by June 2010.
2. For WE 2 – During FY 2010.
3. For WE 3-7 – Ongoing activities.
4. For WE 8-14 – Ongoing activities of HRT.

**E. Participants**

HRMPO, HRT, WATA, VDOT, DRPT, FHWA, FTA, local governments, general public.

**F. Budget, Staff, Funding**

	PL	5307	TOTAL
HRMPO	\$		\$
HRT		\$	\$
TOTAL	\$	\$	\$

### **3.0 LONG-RANGE TRANSPORTATION PLANNING**

#### **3.1 Maintenance and Use of the Regional Transportation Model**

##### **A. Background**

The Hampton Roads 2030 Long-Range Transportation Plan (LRP) was approved by the MPO on October 17, 2007, and found to be in conformity with air quality requirements by the USDOT on January 22, 2008. Consequently, the 2030 regional four-step transportation model, which contains the 2030 LRP projects, is now available for use. However, the maintenance and improvement of the model is an on-going effort by VDOT staff with input from MPO staff.

##### **B. Work Elements**

Work activities include the following:

1. VDOT will maintain the model and all associated input files and will act as the clearinghouse for all private sector requests for, or assistance in, utilizing the model.
2. Upon request by VDOT, MPO staff will provide network modeling technical assistance to local consultants.
3. Upon request from local jurisdictions and transit agencies, MPO staff will use the 2030 model in conducting transportation analyses and providing input to local studies by others.
4. VDOT is continually improving the travel demand forecasting model for the region. Efforts that are expected in FY10 include adding a truck trip purpose, and improving the toll and mode choice components of the model. MPO staff will assist in VDOT's efforts and the review of the model updates.

##### **C. End Products**

The resulting product will vary depending upon the request.

##### **D. Schedule**

VDOT will maintain the model throughout the fiscal year. MPO staff will provide technical assistance, conduct transportation analyses, and provide input to local studies on an as-needed basis.

##### **E. Participants**

VDOT, MPO, local governments, and local transit agencies.

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

## 3.2 Development of 2034 Long-Range Transportation Plan (LRP)

### A. Background

The life of a metropolitan long-range transportation plan (LRP) is limited to four (4) years by federal regulation, making the next LRP due for completion in January 2012. This update is an extensive undertaking and the Hampton Roads MPO staff conducts a continuous process of developing the long-range transportation plan for the region. In FY07, the MPO staff forecasted 2034 socio-economic data totals (e.g. population, employment) by locality, which were approved by the MPO on June 20, 2007. In FY08, the MPO staff oversaw the process whereby localities disaggregate these control totals into 2034 forecasts by transportation analysis zones (TAZs). In FY09, the 2034 TAZ data and committed projects (i.e. those projects included for construction in VDOT's six-year improvement program) were placed into the region's four-step transportation model to forecast 2034 congestion by thoroughfare segment. This congestion forecast will serve as a guide for the formulation of projects to be tested as candidates for the 2034 LRP. The FY10 tasks will build upon the work done previously for the development of the 2034 LRP. In addition, significant public participation is included in this work. See Section 2.0, Public Participation, for further information.

### B. Work Elements

Work activities include the following:

1. During FY09, a consultant was tasked with putting together a transit vision plan for the region. As a part of this work, the consultant was also tasked with developing cost and ridership estimates for the projects of the vision plan. This information will be an input into determining which transit projects to include in the 2034 LRP. MPO staff will work with the consultant and local agencies to complete and follow-up on this work as needed (project is due for completion in FY09).
2. A transportation "vision plan" for the Hampton Roads region will be developed. The "vision plan" will not be fiscally-constrained, but rather will provide a broad view of what the region's transportation system might look like if not subject to financial and time constraints. This vision plan will provide the basis from which to draw projects for the fiscally-constrained LRP.
3. MPO staff will develop a methodology for the evaluation of candidate projects for the 2034 LRP. The eight (8) federal planning factors (PF) will be used as a guide in the development of this methodology. The SAFETEA-LU planning factors are:
  - PF 1 Support the *economic vitality* of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
  - PF 2 Increase the *safety* of the transportation system for all motorized and non-motorized users.

- PF 3 Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users.
  - PF 4 Increase accessibility and mobility of people and freight.
  - PF 5 Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
  - PF 6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
  - PF 7 Promote efficient system management and operation.
  - PF 8 Emphasize the preservation of the existing transportation system.
- 
- 4. MPO staff will coordinate the process of gathering candidate 2034 projects from VDOT, transit agencies, and locality staff.
  - 5. MPO staff will coordinate the process of gathering the cost of candidate 2034 projects from VDOT and transit agencies. HRT and WATA will estimate and review the cost of candidate 2034 transit projects. VDOT will estimate the cost of candidate 2034 highway projects.
  - 6. In FY09, MPO staff developed an inventory of existing bicycle facilities. MPO staff will complete any remaining work from the development of the identification of gaps in the region's bicycle network.
  - 7. MPO staff will actively participate in the VDOT Hampton Roads District's Pedestrian and Bicycle Advisory Committee.
  - 8. Evaluations of the "regional highway projects" and expanded fixed guideway transit are on-going (feasibility studies, EIS development, etc.) MPO staff will participate in these evaluations as needed.
  - 9. SAFETEA-LU is due for reauthorization during FY10 (Sept. 2009). The reauthorization will be monitored and the process for updating the 2034 LRP modified accordingly.
  - 10. The final report of the Governor's Commission on Climate Change was released in December 2008. MPO staff will monitor how this progresses and modify the 2034 LRP process accordingly.
  - 11. Public participation is a necessary part of the development of the LRP. Efforts will be made to be as effective as possible with balancing resources with getting quality feedback from the public.
  - 12. Develop performance measures for evaluating candidate projects.

**C. End Products**

1. Cost and ridership estimates of transit vision plan projects.
2. Identification of gaps in the region's bicycle network.
3. A methodology for evaluating candidate 2034 LRP projects.
4. List of all candidate 2034 projects with project description and costs.
5. A transportation system vision plan for the region.
6. Create and maintain a dedicated 2034 LRP web page.
7. Determine and use the most effective means of engaging the public.

**D. Schedule**

1. Cost and ridership estimates of transit vision plan projects: 1<sup>st</sup> Quarter FY 2010.
2. Identification of gaps in the region's bicycle network: 1<sup>st</sup> Quarter FY 2010.
3. A methodology for evaluating candidate 2034 LRP projects: 3<sup>rd</sup> Quarter FY 2010.
4. List of all candidate 2034 projects with project description and costs: 3<sup>rd</sup> Quarter FY 2010.
5. A transportation system vision plan for the region: 4<sup>th</sup> quarter FY 2010.
6. Create and maintain a dedicated 2034 LRP web page: ongoing.
7. Determine and use the most effective means of engaging the public: ongoing.

**E. Participants**

Public, local governments, HRT, WATA, VDOT, DRPT, MPO, VPA, FHWA, and FTA

**F. Budget, Staff, Funding**

	PL	TOTAL
HRMPO	\$	\$

**3.3 Regional Land Use Map and Research**

**A. Background**

The City of Newport News requested that the MPO staff include a specific task for the purpose of creating a regional land use map. This map will be created by combining the land use designations found in each locality’s comprehensive plan. A uniform land use designation will be required to create a singular map reflecting each individual locality’s designations. This will be a GIS-intensive effort requiring the cooperation of each locality’s staff. The final product will be the creation of a new resource for use in the development of the long-range transportation plan, transit planning, and other projects where land use is a key element.

**B. Work Elements**

Work activities include the following:

1. Research into land use planning at the regional level will be done to determine how other metropolitan areas are approaching the topic, specifically as it relates to transportation system planning.
2. Collection of each locality’s GIS files related to comprehensive plan land use designations.
3. Development of a uniform land use designation system for the purpose of displaying all the locality land use plans on a single map.
4. Combining the collected GIS files into a single map of the region and overlaying relevant road networks and transit lines.

**End Products**

1. Documentation of research into other metropolitan land use efforts.
2. Regional land use map

**Schedule**

1. Documentation of research into other metropolitan land use efforts: fourth quarter.
2. Regional land use map: expected completion in early FY 2011.

**Participants**

Local governments, VDOT, FHWA, FTA, HRT, WATA.

**1. Budget, Staff, Funding**

	PL	TOTAL
HRMPO	\$	\$

#### **4.0 TRANSPORTATION PROJECT PROGRAMMING**

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

###### **A. Background**

The Transportation Improvement Program (TIP) is a multi-year program for the implementation of transportation improvement projects within the Hampton Roads metropolitan planning area (MPA). The TIP must contain all regionally significant projects that require action by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA). Projects included in the TIP must be consistent with the approved Long-Range Transportation Plan.

As required by the current federal transportation act, entitled the *Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU), the TIP is developed by the MPO in cooperation with the State and affected public transportation operators. SAFETEA-LU requires that the TIP cover a period of no less than four years and be updated at least every four years. The MPO is required to provide all interested parties with a reasonable opportunity to comment on the proposed TIP, as well as any subsequent amendments to the TIP.

Included in this task is the work associated with the Congestion Mitigation and Air Quality (CMAQ) program and Regional Surface Transportation Program (RSTP) Project Selection Process. The CMAQ and RSTP Project Selection Process is a cooperative effort involving the MPO, local governments, local transit agencies, the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT), to prioritize and select projects to receive CMAQ or RSTP funding.

###### **B. Work Elements**

Work activities include the following:

1. In cooperation with VDOT, DRPT, Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), and the local governments, develop a draft list of projects to be included in the FY 2011-2014 TIP.
2. Coordinate the public review of the draft project list prior to commencement of the Air Quality Conformity Analysis on the draft project list.
3. Work with VDOT and DRPT on the development of the financial plan for the FY 2011-2014 TIP.
4. Coordinate the public review of the draft FY 2011-2014 TIP prior to final approval by the MPO Board.
5. Maintain and update the FY 2010-2013 TIP until the FY 2011-2014 TIP has been adopted.

6. Maintain and update the FY 2011-2014 TIP after it has been adopted.
7. Conduct public reviews of proposed amendments to the current TIP.
8. Maintain a current version of the TIP on the HRMPO website to provide easy public access.
9. Continue development of visualization techniques for the TIP.
10. Lead and coordinate the Project Selection Process for CMAQ and RSTP projects, as necessary.
11. Monitor and update Project Selection Process methodologies as deemed necessary.
12. Maintain electronic spreadsheets to keep track of CMAQ and RSTP allocations and transfers.

**C. End Products**

1. A financially-constrained FY 2010-2013 TIP that passes the Air Quality Conformity Analysis.
2. A report on the CMAQ and RSTP projects selected during the Project Selection Process, as needed.

**D. Schedule**

The FY 2010-2013 TIP is scheduled to be completed by Fall 2009.

If the TTC decides to conduct a CMAQ and RSTP Project Selection Process session during FY 2010, a summary report will be produced.

**E. Participants**

HRMPO, local governments, HRT, WATA, VDOT, DRPT, FHWA, FTA, other state and federal agencies, the general public.

**F. Budget, Staff, Funding**

	PL	5303	TOTAL
HRMPO	\$	\$	\$

## 5.0 NEAR-TERM TRANSPORTATION IMPROVEMENTS

### 5.1 Congestion Management Process (CMP) - Congestion Countermeasures

#### A. Background

The Hampton Roads MPO (HRMPO) took action in October 1995 to adopt the region's Congestion Management System (CMS) and Implementation. The CMS (changed to CMP under SAFETEA-LU) is a systematic process for addressing congestion by providing information on transportation system performance and alternative transportation strategies. It represents an essential link between long-range plans and project implementation.

The HRMPO staff initiated the update of the CMP report in FY 2008 when the regional CMP network was updated with new roadways and roadway characteristics. The congestion analysis for the CMP network is scheduled to be completed in FY 2009. In FY 2010, this congestion analysis will be used to develop countermeasures for the congestion found in FY 2009. In addition, the HRMPO staff will coordinate its recommendations with those of the rural transportation planning conducted by HRPDC staff.

The following federal planning factors (PF) will be considered in the development of the regional CMP program:

- PF 2 Increase the *safety* of the transportation system for all motorized and non-motorized users;
- PF 4 Increase *accessibility and mobility of people and freight*;
- PF 5 Protect and enhance the *environment*, promote energy *conservation*, improve the *quality of life*, and promote consistency between transportation improvements and State and local *planned growth and economic development patterns*;
- PF 6 Enhance the integration and *connectivity* of the transportation system, across and between modes, for people and freight;
- PF 7 Promote efficient system *management and operation*; and
- PF 8 Emphasize the *preservation* of the existing transportation system.

#### B. Work Elements

The primary activities under this task will be:

1. Complete the CMP technical report. This report will include:
  - a detailed congestion analysis of the CMP network for existing and long-term traffic conditions.
  - a list of congestion mitigation measures, with an emphasis on land use, public transportation, transportation demand management (TDM), intersection improvements, operations, construction of additional thru lanes, access management, and bike and pedestrian improvements.
  - The development of additional congestion mitigation strategies and an analysis of their impacts in managing congestion and improving safety.

2. Coordinate CMP countermeasure recommendations with similar recommendations of the HRMPO's Long Range Transportation Plan (LRP) and the HRPDC's Rural Long-Range Transportation Plan (RLRP).
3. Continue to collect and update the CMP database with the most current traffic counts.
4. Continue to collect, update, and analyze data from various data sources relating to highway, transit, rail, bike/pedestrian, air, and water travel.

**C. End Products**

1. CMP Technical Report
2. CMP Database
3. Other transportation databases (i.e., safety, transit, air travel, ports, bridges and tunnels)
4. Regional Traffic Volumes for Public Distribution

**D. Schedule**

1. CMP Technical Report: 4th Quarter FY 2010
2. CMP Database: continuous
3. Other transportation databases: continuous
4. Regional Traffic Volumes for Public Distribution: 3rd Quarter FY 2010

**E. Participants**

HRMPO, VDOT, TRAFFIX, localities, local transit agencies (HRT, WATA), DRPT, FHWA

**F. Budget, Staff, Funding**

	PL	TOTAL
HRMPO	\$	\$

## 5.2 Commuter Assistance Programs (CAP)

### A. Background

The Commuter Assistance Program (also known as Transportation Demand Management or TDM) program for Southeastern Virginia (TRAFFIX) is a coordinated regional approach aimed at reducing demand on the region's transportation infrastructure through the promotion of transportation alternatives. The primary goals of the TRAFFIX program are to reduce congestion, improve air quality and enhance personal mobility by implementing a series of strategies including rideshare matching, carpooling/vanpooling, commuter/express buses, and promotion of high occupancy vehicle lanes.

### B. Work Elements

The HRMPO staff will promote and integrate the following federal planning factors (PF) into the regional Commuter Assistance Program:

- PF 4 Increase accessibility and mobility of people and freight;
- PF 5 Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- PF 6 Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

The primary tasks will be:

1. Analyze CAP-related data and evaluate existing and potential strategies as part of the regional Congestion Management Process (CMP) and related corridor and sub-area studies.
2. Provide technical assistance to TRAFFIX staff.
3. Participate in the work of the TRAFFIX Oversight Committee to plan, implement, and promote alternative modes of transportation in Hampton Roads.

The HRMPO staff will coordinate near-term CAP recommendations with similar recommendations of the HRMPO's LRP and the HRPDC's Rural Long-Range Transportation Plan (RLRP).

### C. End Products

Regional CAP Strategies will be included in the CMP document.

### D. Schedule

On-Going Activity (see 5.1 for CMP schedule)

**E. Participants**

HRMPO, VDOT, TRAFFIX, Localities, Local transit agencies (HRT, WATA), DRPT, FHWA

**F. Budget, Staff, Funding**

	PL	5303	TOTAL
HRMPO	\$	\$	\$

### **5.3 Regional Safety Planning**

#### **A. Background**

In accordance with SAFETEA-LU, the safety of the transportation system for all motorized and non-motorized users should be considered as part of all projects, strategies, and services. HRMPO staff has conducted regional safety planning through the Regional Safety Study as well as through the Congestion Management Process.

In 2001 HRMPO staff began work on the Regional Safety Study. Completed in 2004, this study was one of the first studies in the country that examined regional safety issues in detail. The report included general crash data and trends, a detailed analysis of the locations of crashes throughout the region, and an analysis of high crash locations with crash countermeasures.

Since the Regional Safety Study was released HRMPO staff has updated the general crash data and trends portion on a biennial basis. HRMPO staff has also worked with VDOT as the organization has greatly increased their safety planning efforts. This includes participating on safety-related committees such as the statewide Surface Transportation Safety committee and Strategically Targeted Affordable Roadway Solutions (STARS) committee, and participating on roadway safety assessments conducted by VDOT and their consultants.

#### **B. Work Elements**

Work activities under this task include the following:

1. Produce an update to the Hampton Roads Regional Safety Study: General Crash Data and Trends report. This report will update the General Crash Data and Trends report that was released in FY 2008. The updated report will include crash data and trends on a jurisdictional and regional level, and comparisons with other metropolitan areas.
2. The HRMPO staff will work closely with VDOT as the organization conducts their safety planning efforts. This includes participating in statewide and regional safety-related committees and participating in roadway safety assessments conducted by the state and their consultants.
3. The HRMPO staff will continue to collect, update, and analyze safety data and incorporate safety data into HRMPO databases.
4. The HRMPO staff will assist localities as requested with safety-related issues.

#### **C. End Products**

1. Hampton Roads Regional Safety Study: General Crash Data and Trends report.
2. Updated safety databases

**D. Schedule**

1. Hampton Roads Regional Safety Study General Crash Data and Trends Update:  
2<sup>nd</sup> Quarter FY 2010
2. Ongoing Activity: Updating safety databases

**E. Participants**

HRMPO, VDOT, FHWA, and Localities.

**F. Budget, Staff, Funding**

	PL	TOTAL
HRMPO	\$	\$

## 5.4 Transportation System Management and Operations Planning

### A. Background

As new technologies were being applied to the need to minimize congestion and reduce delays around the US in the 1990s, the Hampton Roads Intelligent Transportation Systems (ITS) Committee initiated a project called COMPARE (Congestion Management Plan: A Regional Effort), completed in FY 1996. In 2000, COMPARE was updated to produce the ITS Strategic Plan for Hampton Roads. In 2004, the ITS and Operations Planning (ITSOP) Committee updated the ITS Strategic Plan document. This strategic plan will be the foundation for future ITS projects ensuring that the area continues to benefit from emerging technologies.

The federal SAFETEA-LU legislation requires statewide and regional transportation plans to consider “Operational and management strategies to improve the performance of existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods.” In 2005, the ITSOP Committee, in conjunction with the Hampton Roads Incident Management Committee (HRHIM) initiated the development of the Regional Concept of Transportation Operations (RCTO). The first task of this initiative was to enhance the existing incident management plan. As part of this task, the ITSOP Committee membership was expanded to include members of HRHIM and local law enforcement and first responders.

### B. Work Elements

The HRMPO staff will promote and integrate the following federal planning factors (PF) into the regional ITSOP program:

- PF 2 Increase the *safety* of the transportation system for all motorized and non-motorized users;
- PF 3 Increase the ability of the transportation system to support *homeland security* and to safeguard the personal security of all motorized and non-motorized users;
- PF 4 Increase *accessibility and mobility of people and freight*;
- PF 5 Protect and enhance the *environment*, promote energy *conservation*, improve the *quality of life*, and promote consistency between transportation improvements and State and local *planned growth and economic development patterns*;
- PF 7 Promote efficient system *management and operation*; and
- PF 8 Emphasize the *preservation* of the existing transportation system.

Work activities under this task include the following:

1. The HRMPO staff will provide technical and administrative assistance to the ITSOP Committee. The HRPDC staff will also be responsible for the preparation of bi-monthly agenda notices and related correspondence.
2. The HRMPO staff will work closely with VDOT and the ITSOP Committee to identify the most potentially effective projects in the ITS Strategic Plan for

consideration by VDOT for inclusion in the SYIP and for consideration by HRMPO for inclusion in the TIP.

3. The HRMPO staff will coordinate near-term operations recommendations with similar recommendations of the HRMPO's LRP and the HRPDC's Rural Long-Range Transportation Plan (RLRP).
4. The HRMPO staff will continue to propose that the HRMPO set aside funding in its LRP for transportation system management and operations.
5. The staff will continue to work on the implementation of RCTO and enhanced regional incident management plan for Hampton Roads.
6. The staff will continue to assist HRHIM in its efforts to reduce the impact of incidents on traffic congestion.
7. The staff will oversee interagency coordination for ITSOP.
8. The staff will participate in related ITS meetings, conferences, and workshops.
9. The staff will conduct travel time runs, as necessary, to determine the need for and effectiveness of various operations improvements.

**C. End Products**

1. Operations projects in TIP
2. Bi-monthly ITSOP Committee Agendas

**D. Schedule**

1. Ongoing Activity: Operations projects in TIP
2. Ongoing Activity: Bi-monthly ITSOP Committee Agendas

**E. Participants**

HRMPO, VDOT, Localities, Local transit agencies (HRT, WATA), HRHIM, VPA, Navy, FHWA, Virginia State Police (VSP), and local law enforcement.

**F. Budget, Staff, Funding**

	PL	TOTAL
HRMPO	\$	\$

## 5.5 Regional Freight Planning

### A. Background

In FY 2002, the HRMPO staff received the 1998 freight data and performed a comprehensive analysis of freight movement in and out of the region. This analysis was also compared to the 1995 data to depict any and all major changes in the movement of freight within the region. In addition, the staff collected truck data and vehicle classification counts for nearly 200 locations throughout the region. The results of the freight movement and truck circulation analyses were summarized in the Intermodal Management System 2001 report. In FY 2006, the HRMPO staff began the task of updating the IMS 2001 report. In FY 2007, the HRMPO staff completed the IMS 2007 report, including several additional elements, such as a review of freight industry terminology, a list of public and private freight data sources, a military freight analysis, a commodity flow data analysis with existing (2004) and projected (2035) conditions and locations of freight bottlenecks within the region.

SAFETEA-LU stresses the importance of freight movement for the nation. Truck, rail, and maritime goods movement considerations need to be included in the region's transportation plans and programs. At the State level, Virginia's first initiative to address increased freight needs is included in the Virginia Statewide Multimodal Transportation Plan, VTRANS2025. VTRANS2025 identifies specific strategies to incorporate freight issues into transportation planning and project development. VDOT, in cooperation with FHWA, is continuing to conduct a statewide study of essential freight infrastructure and incorporating that information into Virginia's statewide planning efforts.

Based on VDOT's 2005 proposal to use the Rural Transportation Planning Assistance Program to achieve regional long-range planning for rural areas of each PDC, the HRMPO staff will continue to coordinate with the HRPDC staff as it includes its rural localities in the regional freight planning process.

### B. Work Elements

The HRMPO staff will promote and integrate the following federal planning factors (PF) into the regional freight-planning program:

- PF 2 Increase the *safety* of the transportation system for all motorized and non-motorized users;
- PF 4 Increase *accessibility and mobility of people and freight*;
- PF 5 Protect and enhance the *environment*, promote energy *conservation*, improve the *quality of life*, and promote consistency between transportation improvements and State and local *planned growth and economic development patterns*;
- PF 6 Enhance the integration and *connectivity* of the transportation system, across and between modes, for people and freight;
- PF 7 Promote efficient system *management and operation*; and
- PF 8 Emphasize the *preservation* of the existing transportation system.

In FY 2010, the HRMPO staff will continue to maintain the region’s freight planning efforts through updates to databases, outreach to stakeholders, and additional freight data analysis as needed. HRMPO will carry out the following regional freight planning activities:

1. Continue to assist VDOT and FHWA in their statewide study of essential freight infrastructure by soliciting and documenting feedback from representative jurisdictions on the critical freight issues on local and regional transportation systems and by reviewing and verifying employers within the MPO region that employ more than 100 persons and generate freight traffic.
2. Work with VDOT to develop a Hampton Roads Freight Model. This is a new initiative to develop a truck-forecasting model for the region. VDOT has recognized HRMPO as the statewide leader in freight planning and has selected Hampton Roads to assist in the development of this new model.
3. Continue to obtain and analyze regional truck data collected by VDOT and incorporate this data into the CMP/Freight database.
4. Continue to participate in freight stakeholder meetings and workshops, including the Virginia Freight Advisory Committee (VFAC).

**C. End Products**

1. CMP/Freight Database
2. Freight Data Analysis – as needed

**D. Schedule**

On-going activity

**E. Participants**

HRMPO, VDOT, Localities, VPA, Navy, FHWA, Private Freight Stakeholders

**F. Budget, Staff, Funding**

	PL	TOTAL
HRMPO	\$	\$

**5.6 Improving the Mobility of Non-Drivers**

**A. Background**

Persons who do not drive being approximately half as mobile as those who do drive, the HRMPO is determining ways to improve the mobility of non-drivers.

In previous fiscal years, MPO staff:

- measured the mobility needs of non-drivers,
- used the National Household Travel Survey and a local survey to calculate the factors that improve non-driver mobility,
- performed a gap analysis for local neighborhoods,
- located non-drivers living in Hampton Roads, and
- measured the non-driver accessibility of each block in Hampton Roads

**B. Work Elements**

1. MPO staff will lead the non-driver working group (comprised of staff of VDOT, local governments, and local transit agencies) in determining the specific focus of the non-driver research for FY 2009, based on the results of the previous non-driver reports. Because 2008 NHTS data is scheduled for release during FY 2010—including approximately 3,000 surveys for Hampton Roads with addresses—the working group may desire that staff use the NHTS data to determine whether residential location (i.e. living within walking distance of destinations and bus stops), all other factors being equal, impacts driver status.
2. MPO staff will conduct the non-driver research to be specified as described above.

**C. End Products**

A report of the FY 2010 non-driver research will be prepared by HRMPO staff, reviewed by the TTC and HRMPO, and approved by the HRMPO.

**D. Schedule**

The FY 2010 non-driver research will be completed by June 2010.

**E. Participants**

HRMPO, VDOT, local governments, and local transit agencies.

**F. Budget, Staff, Funding**

	PL	TOTAL
HRMPO	\$	\$

## 6.0 TRANSIT PLANNING

### 6.1 Coordinated Public Transit – Human Services Transportation Plan

#### A. Background

In accordance with SAFETEA-LU, projects proposed to receive formula funding from three specific Federal Transit Administration (FTA) programs must be derived from a locally developed public transit-human services transportation plan (Coordinated Plan). The Coordinated Plan should enhance access to transportation for elderly, disabled, and low-income individuals, minimize duplication of services, and encourage a cost-effective transportation program. Development of the Coordinated Plan entailed extensive outreach and resulted in a competitive selection process for projects. As the designated recipient for Section 5307 funds, Hampton Roads Transit (HRT) is the default recipient of the newly formularized Job Access and Reverse Commute (JARC) and New Freedom funds and agreed to lead the development of the Coordinated Plan.

The three FTA programs associated with this Plan are:

- 5310 – Special Needs of Elderly Individuals and Individuals with Disabilities
- 5316 – Job Access and Reverse Commute
- 5317 – New Freedom

FTA allows recipients to apply for funding (up to ten percent of available program funds) for planning, technical assistance, and project administration to cover costs associated with the development and implementation of the Coordinated Plan and the competitive selection process prior to applying for project implementation. These funds will be used to cover costs, including staff time, associated with administering the program, as well as developing the Coordinated Plan.

Initial work on the development of the Coordinated Plan took place in the fall of 2006. The initial work group, consisting of staff from the MPO, HRT, and Williamsburg Area Transit Authority (WATA), devised plans for soliciting the involvement of public and private providers of transportation services, as well as involvement from the general public. A list of stakeholders was compiled of agencies, businesses, organizations, and individuals that responded to the solicitations for involvement.

Meetings were held with the stakeholders in March 2007, November 2007, and March 2008 to assess available services, assess needs for these types of services, and develop strategies for addressing gaps in service to the targeted populations. The stakeholders were directly involved in the development of the Coordinated Plan. The Draft Coordinated Plan underwent review by the Transportation Technical Committee (TTC) and the public in March 2008 and received final MPO Board endorsement in April 2008. The *Coordinated Public Transit – Human Services Transportation Plan for Hampton Roads, Virginia* was adopted in April 2008.

The Coordinated Plan addresses, in part, several of the Planning Factors (PF) included in Section 450.306(a) of the SAFETEA-LU Final Rule:

- PF 4 Increase accessibility and mobility of people and freight
- PF 5 Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns
- PF 6 Enhance integration and connectivity of the transportation system, across and between modes, for people and freight
- PF 7 Promote efficient system management and operation

During FY 2009, primary work under this task included two rounds of competitive selection of projects for FY 2006, FY 2007 and FY 2008 JARC & New Freedom funding. During FY 2010, primary work will include a supplemental round of competitive project selection for remaining FY 2007 and FY 2008 JARC and New Freedom funds, finalizing the selection for FY 2009 JARC and New Freedom funds, and monitoring reauthorization activity for possible additional funds in the years after FY 2009.

**B. Work Elements**

Work activities include the following:

1. Coordinate a supplemental round of competitive project selection for remaining FY 2007 and FY 2008 JARC & New Freedom funds.
2. Finalize competitive selection for FY 2009 JARC & New Freedom funding.
3. Monitor reauthorization activity for future consideration.

**C. End Product**

Compilations of selected projects based on selection process detailed in the Coordinated Plan document.

**D. Schedule**

1. Schedule for Work Element (WE) 1 – June/July 2009
2. Schedule for WE 2 – Second quarter of FY 2010
3. Schedule for WE 3 – Ongoing activity

**E. Participants**

HRMPO, HRPDC, HRT, WATA, local governments, DRPT, VDOT, human services agencies/organizations, private and private non-profit paratransit service operators, FHWA, FTA, other interested parties.

**F. Budget, Staff, Funding**

	5303	5316	5317	TOTAL
HRMPO	\$			\$
HRT		\$	\$	\$
TOTAL	\$	\$	\$	\$

## 6.2 TDCHR – Performance Monitoring and Evaluation

### A. Background

The Transportation District Commission of Hampton Roads (TDCHR) is required to meet the demands for public transportation in an effective and efficient manner. The collection of information supports the evaluation of services that, in turn, supports the modification and improvement of existing services and supports the implementation of new services.

### B. Work Elements

The Scope of Work for this project includes the following tasks.

1. **Goals, Objectives, Needs and Measure:** Goals and objectives to address needs are established each year as part of the Policy/Planning Cycle. Performance measures are used to determine if Goals and Objectives are being achieved.
2. **Service Consumption and Performance:** Monitor services and collect and assemble information on service characteristics, operating statistics, financial results, service quality, and ridership data for fixed route, commuter (Express and Work trips) Hampton Schools, special services, trolley services, and paratransit services, etc. Data will be used to make adjustments to existing services and to develop recommendations for future services. Data collection will include trail checks, boarding and alighting counts, schedule adherence checks, electronic fare box readings, and field surveys.
3. **Market Environment and Performance:** Assemble and assess secondary data and primary research in the form of: socioeconomic and demographic data from census data and proprietary reports; land use from local planning agencies, field surveys and special reports; customer complaints, suggestions and request; market research; requests from private service providers to operate various services; and special studies and surveys. The data will be acquired from a variety of sources including: the Hampton Roads Planning District Commission staff, city officials and staff, board members, private providers, and the public.
4. **Evaluate Proposed and Existing Services:** Evaluation of the performance of existing services entails the computations of the values of measures of effectiveness and efficiency and comparing these values to industry standards or to peer groups. Analysis for new services involves forecasting and comparison with warrants for service design. Opportunities are identified and new services are proposed. Continued compliance with the Americans With Disabilities Act will also be monitored and evaluated.
5. **Recommendations and Documentation:** Developed in a number of formats to accommodate their audience and purpose. Routine monthly and quarterly reports are principal means for management to monitor performance. Reports containing recommendations for service are the annual Transportation Service Program (TSP) and proposals for specific service modifications and new services.

Other reports include: monthly ridership reports, fare and transfer analysis, Financial Capacity analysis, the annual budget and financial reports, the annual update to the Transit Development Program, and the annual Transportation Improvement Program which contains a capital improvements and the use of flexible funding for innovative and experimental service implementation. The TDCHR staff will continue to coordinate with city and MPO staff to develop service and capital improvement plans through the TSP and TIP planning process.

6. **Development of Performance Measures:** Upon approval of performance measures from the Commission, develop databases and data analysis. Format and prepare monthly and quarterly reports. Develop annual report containing route-by-route and system productivity information by service period.
7. **Installation of new Giro Scheduling Software:** Install, train, develop, monitor, and maintain new Giro scheduling software. The software was installed in the spring of 2002. It is designed to permit improved coordination between the scheduling, dispatch, and payroll functions. The automated features of the software will enhance HRT's ability to provide more cost effective schedules and run cuts.

**C. End Products**

1. Annual Goals and Objectives
2. Monthly and Quarterly Performance Reports
3. Annual Transportation Service Program
4. Annual Transit Development Program Update
5. Transportation Improvement Program/Annual Element
6. Annual Budget
7. Quarterly Financial Reports
8. Financial Capacity Analysis
9. Performance Measures
10. Integration of new Giro Scheduling Software

**D. Schedule**

The above activities are an ongoing effort and thus carry no specific completion date.

**E. Participants**

HRT

**F. Budget, Staff, Funding**

	5303	CO 5303	5307	TOTAL
HRT	\$			\$
TOTAL	\$			\$

## 6.3 WATA – Performance Monitoring and Evaluation

### A. Background

The creation of a Regional Transit Authority, August 28, 2008, comprised of the Counties of York and James City, the City of Williamsburg, the College of William and Mary, and the Colonial Williamsburg Foundation requires planning support for the Williamsburg Area Transit Authority (WATA) vision for a seamless regional system.

Initiatives approved or in planning will increase service miles over 50% in providing over 3 million trips to citizens, guests and students of the City of Williamsburg, James City County, York County, the College of William and Mary, connecting service to Hampton Roads Transit in Newport News, the Colonial Williamsburg Historic Area and Historic Triangle. Initiatives include the following:

- Increased Service Frequency and Sunday service
- Service to areas not served, including parts of Route 5, Route 31, the James City County Government Center and Riverside Hospital development off Route 199.
- Trolley service connecting commercial/residential of Merchants Square (Colonial Williamsburg), High Street (City of Williamsburg) and New Town (James City County). Bus connections to Marquis development (York County)
- Additional employee connections from the City of Newport News, and Counties of Charles City, New Kent and Surry to Greater Williamsburg to address a shortage of future labor required for the food service, retail, warehousing and hospitality industries.

The collection and analysis of information to ensure this unprecedented system growth is effective and efficient is important to our local, regional, state and federal partners.

### B. Work Elements

The scope of work that supports this need follows.

**1. Objectives and Measures-** Objectives, goals, and strategies are formulated and established as part of the Strategic Management Plan for the Williamsburg Area Transit Authority and to meet planning requirements of our local, state and federal partners. Quantifiable measures and strategies to develop these objectives are established and monitored on a month-to-month basis and incorporated in monthly, quarterly, mid-year, and annual reports to Board, respective Advisory committees and State and Federal partners.

**2. Service Consumption and Performance -** Service monitoring and data collection on service characteristics, (i.e. trip purpose, fares, revenue miles, passenger miles, etc.), service efficiency (cost per mile, revenue to expense ratio, etc.), service effectiveness (riders per mile and hour, etc.), and service quality (i.e. service disruptions and accidents, customer complaints, vehicle support, etc.) will increase in establishing a

data base to help the Board shape policy and meet new State and Federal requirements. Data is collected with the assistance of administrative and operations personnel on a daily and monthly basis, and incorporated in monthly, quarterly, and annual reports. Data is used to adjust establish goals and objectives for the Regional Authority.

**3. Evaluate Proposed and Existing Service** - Annual evaluation of the performance of existing services entails the computation of values and measures in the form of performance ratios for service effectiveness and efficiency. Performance data developed will be developed in line with accountability measures developed through the Virginia Department of Rail and Public Transportation. These values are analyzed on a trend basis, and with other transit systems as needed. Evaluation of phased improvements of Williamsburg Area Transit Authority included in the Hampton Roads and State Transportation Improvement Plan continues. During the planning of improvements the WATA Board is placing an emphasis on strategies that improve public participation. Service plans include the following: Annual update of 20 year Operating and Capital Plan, Phased Service Plan and development of a Transportation Development Plan.

**4. Bus Stop Improvements-** Safe, convenient stop locations conducive to customer needs require continued evaluation and partnerships with the business community and VDOT. Evaluation includes an annual review of Agency assets (Bus stops poles, placards, benches, shelters) condition and location in updating a Replacement Plan. Other aspects of this annual review will include an assessment of amenities in and around stops evaluating the need for pedestrian improvements as pedestrian crosswalks, lighting and bike lockers Such factors as engineering, environmental, usage, and pedestrian safety are analyzed.

**5. System Revenue/Partnership Evaluation-** Day, Weekly and Monthly passes and off-site sales locations for these fare types require implementation to reduce resources necessary for the current cash based system. Plans for inside, outside advertising, private support and revenue alternatives will be presented for Board approval to reduce the dependency on Federal, State and local contribution.

**6. Develop Organization Internal Support** - In becoming an Authority, we will assume functions once provided by local government including Human Resources, Risk Management, Procurement, Information Technology and Legal. Special emphasis is placed on introducing technology improving the customer's experience. Evaluation of operational support is needed to ensure the most efficient and effective management of these functions.

**7. Evaluation of Service to Seniors and Disabled-** The Hampton Roads Region continues the development of a coordinated plan in response to the SAFETEA-LU New Freedom Program, a federal initiative encouraging effectiveness and efficiency through coordinated transportation services for seniors and the disabled. With a growing senior population in our region surpassing state and national growth trend rates, coordinated services planning and evaluation are essential.

**8. Federal Data Requirements-** Beginning in the Fiscal Year 1997, Williamsburg Area Transit Authority began collection of National Transit Data required by systems serving urbanized area. With the increase in growth through a Regional Authority this activity is becoming more challenging for a limited staff and collection/statistical analysis require process re-evaluation and automation. New federal requirements for Limited English Proficiency, Disadvantaged Business Enterprise and Title VI will require updating policy in each of these areas.

**9. Recommendation Reports-** Reports developed in a number of formats to accommodate local, State, and Federal government needs are provided on a monthly, quarterly, and annual basis. These reports are necessary to show resource usage to various levels of government that support transportation. Reports containing recommendations are part of the annual development of goals and objectives for the Authority.

**C. End Products**

1. For Work Element (WE) 1 – FY 2009 WATA Strategic Plan Summary and FY 2010 WATA Strategic Plan reports for quarterly, mid-year, and annual review by Advisory Committees and the Board of Directors. These reports will promote efficient management and operation of regional transit.

2. For WE 2 – Establishment of baseline data through the development of a Transit Development Plan to help measure efficiency (i.e. cost per mile and per hour, revenue to expense ratio, etc.), service effectiveness (i.e. trips per mile and per hour, and service quality (i.e. service interruptions and accidents) for the Authority to evaluate and plan for enhanced integration of a regional network. Reports generated from data will demonstrate to the public, Board, and local, state, and federal partners the efforts to continue to promote efficient and effective management of transit services.

3. For WE 3 - Transportation Development Plan in coordination with Technical Assistance Plan for the implementation of phased improvements that will double service delivery over a three-four year period (FY 09-11), provide transit to un-served areas, plus provide transit oriented development alternatives to the single occupancy car. Service plans include additional connections to other Transit Systems (HRT) and adjoining regions in helping meet an identified labor shortage in Assessing the Future Labor Market in Greater Williamsburg published for the Greater Williamsburg Chamber & Tourism Alliance, February 2007.

Transportation Development Plan outcomes expected include the following: a) Increase integration and connectivity between regions and transit properties to meet growth exceeding local, state and national trends b) support new Economic Development Center forecasts for employment and Comprehensive Plan updates c) Protect environmental objectives for mixed use transit-oriented development and d) increase mobility of people across regions that may have limited auto access and/or transportation options.

4. For WE 4 – Annual inventory of all WATA assets (bus –stops, shelters, facilities) with summary providing condition, security and safety assessment, replacement need

and requirements for expanding public amenities. Summary report will aid resource planning for Federal, State and local entities and ensure that public transit assets are preserved and distributed equitably in accordance with Title VI.

5. For WE 5 – Development of weekly and monthly pass system and evaluation of an Outside advertising Program. Products developed help promote management efficiency by helping contain contribution requirements by local, state and federal partners.

6. For WE 6 – Plan for WATA to assume functions ( IT, HR, Fiscal, Procurement etc.) as Authority previously managed through umbrella of local government. The purpose is to ensure that organization functions continued to be managed in an efficient and effective manner.

7. For WE 7 – Implementation of Hampton Roads Human Service Coordination Service Plan.

8. For WE 8 - DRPT performance reports and National Transit Data Base on-going monthly and annual reports. Updates of Limited English Program, Disadvantaged Business Program and Title VI. Title VI updates will include GIS mapping of services ensuring equitable distribution of service mobility to all populations.

9. For WE 9 - FY 09-10 WATA service proposals for adoption by Board and presentation to local, state and federal partners for evaluation and approval. Proposals to serve as foundations for increasing regional mobility, enhancing economic development, improving quality of life and environment and as a solution to more efficient use of road network.

#### **D. Schedule**

1. For Work Element (WE) 1 –Quarterly, mid-year, and annual reports.

2.For WE 2 – Ongoing monthly, quarterly, mid-year, and annual reports/presentations to WATA Board.

3.For WE 3 - Ongoing quarterly, mid-year, and annual Transit Development Plan reports/presentations updates.

4. For WE 4 – Annual assessment report December 2009. Summary Report with Recommendations November 2010. Inclusion of replacement/expansion needs in Capital Improvement Program and inclusion in twenty year update of operating/capital needs.

5. For WE 5 – Review of Pass program on-going.

6. For WE 6 - On-going with completion date targeted for December 2009.

7. For WE 7 – Ongoing activity.

8. For WE 8 – Ongoing activity.

9. For WE 9 – Ongoing activity.

**E. Participants**

WATA Board, Advisory Committees, General Public, regional stakeholders, MPO, DRPT, HRT, FTA, and other local, state, and federal agencies staff.

**F. Budget, Staff, Funding**

	5303	CO 5303	5307	TOTAL
WATA	\$			\$
TOTAL	\$			\$

## 6.4 Feasibility/Corridor Studies

### A. Background

Feasibility and corridor studies will be conducted for the corridors specified under Work Elements. This will involve the MPO, VDOT, DRPT, HRT, WATA, local governments, FHWA, FTA and environmental, resource and permit agencies. The funding amounts reflect the total estimate to complete the respective studies, which may be multi-year tasks. There will also be a reasonable opportunity for citizen participation in this cooperative process.

Feasibility and Corridor Studies are continuing for the evaluation of transportation improvements within the TDCHR Service Area. Continued project development and planning are based on MPO and FTA approval, leading to project funding agreements between HRT, City and State Governments, and FTA for construction.

### B. Work Elements

1. **Extensions to the Norfolk Minimum Operable Segment (MOS) LRT Line** - Support the planning and conceptual engineering for potential extension to the Norfolk LRT project, including ridership forecasts, capital and operating costs, and provide planning information to further advance the project toward the next phase.
2. **Peninsula Corridor Rapid Transit Study** - The Alternatives Analysis (AA) on the Peninsula Corridor Rapid Transit Study has been an on-going project over the last several years. This planning effort has investigated numerous rail alternative alignments and technologies. In the fall of 2008, the analysis determined that current density levels did not meet the thresholds required for LRT in the Federal Transit Administration (FTA) News Starts funding program. Because of this, efforts will now be focused on land-use planning along the project corridor to support the density and intensity needed for Light Rail. This will include examining opportunities for utilizing Light Rail as an economic development tool in the project area.
3. **Virginia Beach Transit Study and Norfolk Naval Station Transit Study** - Initiate the Systems Planning/Alternatives Analysis/Draft Environmental Impact Statement (AA/DEIS) for the LRT or other fixed guideway extension to the Virginia Beach Ocean Front and to Naval Station Norfolk. This planning work will evaluate and recommend the most appropriate alignment to access the Naval Station and the Virginia Beach Ocean Front, and determine the best connection from each location to the Norfolk MOS-LRT Line. Once a Preferred Alignment has been selected for each location, the DEIS process will be initiated separately for each location. The DEIS will include the numerous technical planning elements required under the National Environmental Policy Act (NEPA) regulations. These Studies will also provide extensive information necessary to further advance planning of the project. Associated bus service improvements and park and ride facilities will be included in these analyses.

4. **BRT Feasibility/Conceptual Engineering/Corridor Studies** - Feasibility and Corridor Studies are planned for the evaluation of transportation improvements within the TDCHR service area. The service area/corridor improvements will undergo project development, planning and conceptual engineering to identify alignments and potential ridership via innovative Bus Rapid Transit (BRT) options. Maintenance facility needs will be included in the analysis/design. BRT is defined as a holistic approach to planning and implementing transit options combining facility, systems, and vehicle investments to deliver high quality transit to patrons.

The specific building blocks of BRT service include creatively combining rights-of-way, vehicles, stations, operations, service design, and intelligent transportation systems within the corridor environment for easier navigation. BRT offers such potential benefits as the flexibility to meet customer needs through high quality links to community based services, convenience through elimination of transfers, and greater speed through skip-stop or express service, resulting in higher capacity vehicles from innovative BRT total system designs.

Potential BRT service will be evaluated to examine cost effective expansions of the Oceanfront BRT. This will include feasibility, costs, ridership and potential financial strategies.

5. **Passenger Ferry Service Expansion** - Hampton Roads Transit operates passenger ferry service between the Norfolk and Portsmouth waterfront areas. This study effort focuses on the feasibility of expanding ferry service between other areas within the TDCHR service area. These efforts include development of operations plans and costs for expanded ferry service and related docking needs/bus circulation/park and ride/transit center functions. Financial feasibility will also be examined.

**C. End Products**

All Study end products for Work Elements (1-5) carry the future option for service implementation.

**D. Schedule**

Work Elements (1-5) are scheduled as current and ongoing tasks in FY 2010.

**E. Participants**

Participants for Work Elements 1 & 2 include HRT, FTA, and associated consultants

Participants for Work Elements 3 – 5 include HRT and associated consultants.

**F. Budget, Staff, Funding**

	Work Elements	5303	CO 5303	5307	TOTAL
HRT	WE 1			\$	\$
HRT	WE 2			\$	\$
HRT	WE 3			\$	\$
HRT	WE 4			\$	\$
HRT	WE 5			\$	\$
TOTAL				\$	\$

## **6.5 Disadvantaged Business Enterprise Planning**

### **A. Background**

On an annual basis, Hampton Roads Transit (HRT) is required to update its DBE Plan and Program for the Federal Transit Administration (FTA). As part of this recurring federal requirement, it is necessary for HRT to measure/identify the availability and utilization of DBEs in the external procurement practices of HRT. Procurement opportunities should also be reviewed and projected on an annual basis. There is also a need to review on a continuing basis HRT's compliance with the DBE Program requirements codified at 49 CFT Part 26. As part of the compliance monitoring process, on an on-going basis, HRT is required to review, measure, and evaluate actual performance/compliance with the DBE Program requirements in order to plan realistic DBE participation goals. The ongoing assessment/evaluation process is critical to full compliance with the federal requirements and continuation of funding from the FTA.

### **B. Work Elements**

1. Annually conduct an internal study of compliance with the DBE Program/Plan requirements. The study should identify any areas of non-compliance and recommend strategies to ensure Agency-wide implementation and compliance with the DBE Program requirements and procedures.
2. Identify DBE procurement opportunities and plan outreach initiatives to recruit local and specialty DBE firms to participate in HRT's procurement process.
3. Annually, conduct an informal study of the real availability of certifiable/certified DBEs, MBEs and WBEs in the Hampton Roads Transit's Metropolitan Statistical Service Area for use by the HRT Procurement Department in soliciting potential vendors.
4. Conduct a review of the procurement opportunities on the new rail project for DBEs, MBEs and WBEs.
5. Plan outreach initiatives to ensure that there are ready, willing and capable DBEs to participate in this new economic initiative for Hampton Roads Transit Metropolitan Statistical Area.

### **C. End Products**

As indicated in the above bulleted section.

### **D. Schedule**

The above activities are an ongoing effort and thus carry no specific completion date.

**E. Participants**

HRT staff and consultants.

**F. Budget, Staff, Funding**

	5303	CO 5303	5307	TOTAL
HRT	\$	\$		\$
TOTAL	\$	\$		\$

## 6.6 ISO 14001:2004 Planning and Registration

### A. Background

In 2005, HRT was one of ten transit agencies in the country selected to participate as a pilot agency in the FTA's initiative of EMS training and assistance for implementing an International Organization for Standardization (ISO) 14001 based Environmental Management System (EMS). This program supports President Bush's Executive Orders 13148 "Greening the Government" and 13274 "Environmental Stewardship and Transportation Infrastructure Project Reviews." These initiatives direct federal agencies to promote environmental stewardship in the nation's transportation system while streamlining the environmental review and development of proposed transportation projects.

Through its participation in the FTA's EMS training, HRT developed and implemented an EMS for its HQ Maintenance and Operations Facility. This program produced a plan designed to enable HRT to enhance its ability to analyze, control, and reduce environmental impacts, while operating with greater efficiency and control. The ISO 14001:1996 Standards served as the basis of this training, from which the FTA left open the option for each pilot agency to pursue ISO certification.

Since that time, HRT has made a commitment to educating and training its employees to improve environmental performance and implement sustainable practices. On July 20, 2005, HRT became one of the first two agencies in the American Transit Industry – and the first in Virginia – to become a signatory of the International Charter of Sustainable Development. This action further demonstrated HRT's commitment to sustainability, and made accountable its efforts to operationalize the EMS Program and achieve ISO 14001 certification.

In March 2008, HRT hired an environmental management consultant to conduct a GAP Analysis on its 2005 EMS Program, develop a plan for updating its EMS based on the more recent ISO 14001:2004 Standard, and assist in expanding its EMS to include all HRT facilities.

HRT should begin to realize a gradual return on its investment as the EMS and Sustainability Program gets fully implemented across the agency in 2009, yielding reduced energy consumption and non-compliance liability, along with more efficient and effective work practices. This return will become measurable upon the implementation of EMS monitoring procedures.

### B. Work Elements

1. The new EMS and Sustainability Program, HRT Cares (Creating Accessible Regional Sustainability), is being developed to consist of three major program initiatives – Pollution Prevention, Climate Protection, and Energy Conservation – around which all identified objectives and targets will be based.

2. Upon implementation, a 2<sup>nd</sup> or 3<sup>rd</sup> party compliance audit will be conducted and a contract will need to be entered into with an audit certified company for ISO Registration.
3. Pending the outcome of this process, along with the availability of funding, HRT will be responsible for implementing its EMS recommendations in order to meet its program objectives and targets, and ultimately maintain ISO Certification. Funding will also be required to obtain future auditing requirements and ongoing ISO Certification.

**C. End Products**

1. EMS (ISO 14001) Document review – HRT’s EMS documentation will be compared to the requirements of ISO 14001 – may either be on-site or off-site. Discrepancies (if any) will be noted.
2. ISO 14001 Pre-assessment – Can be either off-site with limited access to information or on-site with full access to documents, records, employees and management. The latter is preferable for HRT because of the breadth of scope which includes several locations and departments. This will give HRT experience in expectations for the certification assessment. Weaknesses (if any) will be identified and HRT will have up to 45 days to address them prior to the official certification assessment.
3. ISO 14001 Initial Assessment - Official review of all aspects of HRT’s EMS including, but not necessarily limited to: procedures, aspects and impacts, documents, permits, records, training effectiveness and management review. This will include official interviews with employees and management. This may be done in two stages – the first to determine general readiness and the second to fully document all aspects of the EMS.
4. Issuance of ISO Certificate (or denial).
5. Semi-annual updates - The certification remains effective for three (3) years. In order to maintain it however, HRT will need to undergo updates every 6 months by the ISO 14001 Accreditation Firm
6. A sampling of information will be gathered to ascertain that each of the 17 EMS elements is still in conformance.
7. Samples may be taken from various locations within the scoped fenceline (all 17 elements will not necessarily be checked for each location).

**D. Schedule**

The EMS Program will be on-going once implemented across all maintenance and operations facilities. The initial ISO 14001:2004 Registration process will take approximately three months, to include Registration Audits on pre-assessment phase, system documentation, and operations.

**E. Participants**

HRT staff with consultant

**F. Budget, Staff, Funding**

	5303	CO 5303	5307	TOTAL
HRT/Consultant	\$			\$
TOTAL	\$			\$

**6.7 Transit Center Upgrades**

**A. Background**

The purpose of this effort is to provide for upgrades to existing Hampton Roads Transit (HRT) transfer facilities and engineering/design for new facilities to improve HRT transfer activities at various locations throughout the Hampton Roads area. The work includes analysis of potential new transfer center locations.

**B. Work Elements**

1. Planning: base mapping, coordinating with city staff, record research, site evaluation, and reviewing existing and future transit services.
2. Design: survey data, conceptual plans, final plans and specifications.
3. Environmental Assessment

**C. End Products**

1. Feasibility studies for new transfer center locations and plans to upgrade all HRT transfer centers that will include, but not be limited to the following:
  - a. Infrastructure improvements
  - b. Architectural work and construction to maintain ADA and FTA compliance
  - c. Operational enhancements (traffic flow, safety, security, etc.)
  - d. Customer amenities
2. Architectural/Engineering documents/drawings for new and upgraded center

**D. Schedule**

Transit Center Upgrades are scheduled as current and ongoing tasks in FY-10.

**E. Participants**

HRT

**F. Budget, Staff, Funding**

	5303	CO 5303	5307	TOTAL
HRT			\$	\$
TOTAL			\$	\$

## 6.8 Regional Transportation Demand Management (TDM) Program (TRAFFIX)

### A. Background

The transportation demand management program for Southeastern Virginia (TRAFFIX) is a coordinated regional approach to reducing traffic and traffic congestion to maintain or improve the quality of life for residents by encouraging ridesharing, transit usage, telecommuting, and working with city/regional comprehensive planning agencies for incorporation of TDM alternatives in land use in policy decisions.

This program covers an extensive geographic area to include Hampton Roads, James City County, Eastern Shore, Isle of Wight and the northern counties of North Carolina. TRAFFIX has been functionally organized as follows:

- Program Management
- Planning, Evaluation and Analysis
- Administration
- Sales
- Marketing

The Transportation District Commission of Hampton Roads administers TRAFFIX. It receives and administers program grants. A TDM Traffix Oversight Committee (TOC) is comprised of staff members of HRT, FHWA, VDOT, DRPT, HRPDC, and Cities. They provide policy guidance regarding program management. TRAFFIX Program management includes organizational development, strategic planning, program budget/funding, program development, program implementation, coordination and supervision.

- The TOC will review the annual work program, provide input, monitor budgets and implementation progress, evaluate program results and suggest changes for more efficient and/or effective operation.
- The TOC meets quarterly in FY 10.
- A TOC consists of representation from VDOT, DRPT, FHWA, HRMPO and HRT will oversee the administration of the TRAFFIX contract, which will be issued through DRPT.

Defined activities for the year include the development of detailed Goals and Objectives including a description of work activities, associated staff requirements, budget and evaluation criteria for each activity. The Goals and Objectives must be approved by the TOC. The Goals and Objectives must be presented and approved by the MPO Transportation Technical Committee. The Goals and Objectives must be presented and approved by HRT's Commissioners. Updates will be provided at each TOC meeting. The report will include the following: Activity Description, Progress Update, Budget, and percent complete, as well as periodic reports and program updates will be made to stakeholder groups.

## B. Work Elements

### Sales (Outreach)

The identification of employers and activity centers and origins will rely significantly on analysis through the Congestion Management Process for Hampton Roads coordinated by the Hampton Roads Metropolitan Planning Organization staff. Employers located in corridors having a level of service will be prioritized and contacted to establish employer-based rideshare programs.

The Action Plan for an employer consists of four major elements: Initial Contact Phase, Organizational Phase, Promotion/Publicity Phase and Implementation Phase. The Initial Contact Phase is initiated when a TRAFFIX Commuter Transportation Coordinator meets with management of a major activity center (employer). The coordinator outlines the goals and objectives of decreasing “single occupancy vehicles” (SOV) on our roads and providing an alternative means of transportation. The employer is then informed how to perform a survey to determine employees’ residences and ultimately how to match individuals to establish shared rides. If the employer does not wish to survey his employees, density plotting can be an alternative. The employer would provide the Coordinator the street address, city, zip and work schedule of all employees in an Excel spreadsheet format. The Coordinator would then use an ArcGIS software program to perform density plotting for “instant” identification of car and vanpools. Potential transit service and area park and ride locations could also be identified. Alternative strategies are based upon the employer’s specific needs.

During the Organizational Phase, top management will usually designate an individual in middle management to act as an Employee Transportation Coordinator (ETC) for the employer. This individual is often in the personnel or data processing department.

Before providing rideshare publicity, the TRAFFIX Coordinator will ask the employer what type of publicity is desired. Publicity can take the form of slide presentations, posters, fliers and vehicle displays. TRAFFIX staff may assist the employer in developing advertisements and articles for employee newsletters.

During the Implementation Phase a survey or density plotting is performed by the ETC and a TRAFFIX Coordinator. The results can be computerized or “instant” depending on the choice of whether to survey or density plot. If a survey is performed, individuals who show interest in ridesharing are contacted by a computer generated match letter. Follow-up telephone calls are made by TRAFFIX personnel to see if the match letter was received, if they were able to join or form a car or vanpool, ride the bus and were knowledgeable of the Guaranteed Ride Program or additional programs available to them that were adopted by their employer (telecommuting, staggered or flexible work hours, etc.).

If interest is shown in becoming a vanpool driver, applicants are sent information on eligibility requirements, pricing and an application. Follow-up telephone calls are

made by TRAFFIX Commuter Transportation Coordinators to encourage the formation of a vanpool program.

The TRAFFIX Coordinator will maintain contact with the ETC to provide program updates, literature, etc., to company employees.

### **Marketing**

A comprehensive program of advertising, public relations and information is needed to induce and maintain use of TDM programs and services.

### **Management, Planning and Evaluation**

Considerable organization development will continue to be required for TRAFFIX. This will include staff recruitment, extensive training, and development of support materials. Coordination within HRT and other agencies; cross-fertilization of ideas; feedback from on-the-job learning will present management challenges.

As there are a variety of programs, there will be a variety of effectiveness measures and techniques. TRAFFIX staff developed a tracking report that reflects the various transportation alternatives used by employees (employer outreach program). In addition, a Benchmark evaluation will be performed this year. This will be done every two years to evaluate the strengths and weaknesses of the TRAFFIX Program.

## **C. End Products**

The TRAFFIX Program Director will provide program updates to the MPO Transportation Technical Committee twice a year to present the annual work program, provide a progress update and a final evaluation of the previous year's program.

The TRAFFIX TDM program compliments CMP, and major project analysis and recommendations. This involves major congested corridors, major corridors under construction, etc. The TRAFFIX staff economically provides outreach, marketing research, conclusion and recommendations to commuters, employers, activity centers located in a congested area and HRT's Planning Department. The program budget will be used for specific projects, awareness (speaking engagements, brochures, advertising, premiums), and incentives (Commuter Check, NuRide Program, Telework!Va., Guaranteed Ride Program), employer recognition, benchmarking, staff, overhead, and the purchase of vans to replace and expand the vanpool program. TRAFFIX includes the following on-going programs and activities:

- Provision of on-line computerized matching services to employer-based rideshare programs and the public in general.
- Regional telephone number, 1-800-700-RIDE. Printing and mailing of applicant match and renewal letters. Follow-up telephone calls. Rideshare database management.
- Establishment of joint use park intermodal park-and-ride lots.
- Promotion of high occupancy vehicle (HOV) lanes.

- Guaranteed Ride Program.
- Employer Programs.
  - Development of transportation alternatives
- Construction Mitigation and Congestion Management Programs – Participation in:
  - Naval Shuttle Service
  - Norfolk Electric Bus (Employee shuttle)
  - VB Wave
  - Commuter Fixed Route Service
  - I-64 Battlefield Boulevard
- Van lease program available to area employers/employees.
- Promotion of the Commuter Check Program (Navy's Transportation Incentive Program-TIP).
- Implementation and Coordination of TeleWork!VA Program
- GIS Mapping Program – for the development of transportation programs, employer programs.
- Promoting the planning, development, promotion and use of facilities and programs that facilitates the use of high occupancy transportation modes through active involvement in local activities relating to:
  - Public/private park-and-ride locations
  - HOV highway lanes
  - Land use planning
  - Site design
  - Clean Air Act compliance
- Advising and participating in the development of regulatory actions, including:
  - Transportation Demand Management and Congestion Management
  - Local transportation proffers
  - Air Quality Programs

#### **D. Schedule**

This is an on-going effort where each component builds upon itself each year to increase the overall results of the program. It is a cumulate process. The one item that has a definite start and ending time frame is advertising. Advertising begins in the spring of each year and ends at the end of each calendar year so the budgets do overlap.

#### **E. Participants**

##### Internal Participants:

- Two Outreach Coordinators
- One NuRide Coordinator
- One TeleWork!Va Coordinator
- One Van Pool Manager/Administration
- One Director of the Traffix Program
- Marketing Staff
- Customer Service Staff

##### External Participants:

- Local Governments
- State Governments

- Over 200 major Hampton Roads Employers
- Potentially over 100,000 employees
- Participants encompassing the Virginia Eastern Shore, Northeastern North Carolina, Williamsburg

**F. Budget, Staff, Funding**

**TDM BUDGET**

Salaries and Benefits	\$
Materials and Supplies	
Brochures	
Letterhead/envelopes	
Promotional Items	
Advertising	
Professional Fees	
Ad Agency	
Benchmarking	
Bd Systems for rideshare software	
Program maintenance	
Travel and Meetings	
Guaranteed Ride Program	
Computer Hardware/software	
Upgrades	
Overhead	
Silverleaf Commuter Station Water	
And Cox Cable phone line	
Williamsburg Transportation Center	
Indirect Costs (4.61%)	
 Total	 \$

	CMAQ	5303	CO 5303	5307	TOTAL
HRT	\$				\$

**6.9 Financial Planning**

**A. Background**

This task provides the administrative support necessary for the management of capital programs, financial planning, and grant administration.

**B. Work Elements**

Work activities include the following:

1. Prepare budgets and financial documents for the various grants and program requests that HRT submits.
2. Perform financial analysis and reviews affecting cost and revenue structures.
3. Prepare financial documentation in connection with short and long-range service and capital plans

**C. End Products**

1. Annual Budgets
2. Financial Analysis
3. Short and Long-range Capital Plans

**D. Schedule**

The above activities area an ongoing effort and thus carry no specific completion date.

**E. Participants**

HRT and Consultants

**F. Budget, Staff, Funding**

	5303	CO 5303	5307	TOTAL
HRT			\$	\$
TOTAL			\$	\$

**7.0 SPECIAL STUDIES**

**7.1 Critical Issues in Transportation**

**A. Background**

Continuing evaluation of the Long-Range Transportation Plan and Congestion Management Process, along with key transportation problems and needs which are identified by local and regional leaders, will result in the identification of critical transportation issues for which detailed analysis and evaluation will be required beyond that usually applied to systems level transportation planning and analysis. While it is difficult to anticipate such issues before the fact, experience has shown that a mechanism is needed to allow the HRMPO staff to respond to critical transportation issues in a timely manner as they reveal themselves to the region.

**B. Work Elements**

When a critical regional transportation issue is identified, either by the MPO, the localities, or by staff, an issue paper will be prepared which describes the issue in detail and outlines a scope of work and resources required to address solutions to the issue. Each such issue addressed under this task will result in the preparation of a written report, which identifies the problem, documents the analysis of the factors contributing to the problem, and describes the findings and recommended solutions to the problem or issue.

**C. End Products**

To Be Determined

**D. Schedule**

To Be Determined

**E. Participants**

To Be Determined

**F. Budget, Staff, Funding**

	PL	TOTAL
HRMPO	\$	\$

## **7.2 Suffolk Corridor Studies**

### **A. Background**

During FY-2008, the City of Suffolk requested an analysis of six corridors located throughout the city, as follows:

- Holland Road (US Route 58) from the west end of Route 58 Bypass to one mile west of Manning Bridge Road – completed in FY 2008.
- Pruden Boulevard (US 460) from Godwin Boulevard to the Isle of Wight County line – completed in FY 2009.
- Godwin Boulevard (Virginia Route 10) from Pruden Boulevard to the Isle of Wight County line – completed in FY 2009.
- Nansemond Parkway (VA Route 337) from Wilroy Road to Chesapeake Corporate limits.
- Carolina Road (US Route 13) from Obici Boulevard to Route 13/32 split.
- Bridge Road (US Route 17) from Chesapeake Corporate limits to Isle of Wight County line.

### **B. Work Elements**

The staff will complete the remaining corridor studies during FY2010. Current traffic conditions will be determined, and recommendations for improving traffic flow will be made. Recommendations will include access management, roadway projects, and/or traffic signal improvements that may be necessary within the next ten years. A report will be prepared documenting the conclusions and recommendations for each corridor.

### **C. End Products**

Final Reports and Presentation Materials

### **D. Schedule**

One Corridor Study is expected to be completed in each quarter with priority based on City recommendations.

### **E. Participants**

HRMPO, VDOT, City of Suffolk, HRT, FHWA

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

## 8.0 TRANSPORTATION DATABASE MANAGEMENT

### 8.1 Transportation Database/Geographic Information System Activities

#### A. Background

The collection and management of transportation data are major ongoing activities of the MPO staff. Information maintained in the databases includes demographic and economic data, the Census Transportation Planning Package, traffic counts for the region's roadway network, and other transportation-related data. The organization and accessibility of this data is improved by integrating the databases with a Geographic Information System (GIS).

A GIS is an integration of hardware, software, and data used to collect, store, retrieve, map, and analyze spatially referenced information. A GIS makes it possible to compare and/or analyze a variety of data *spatially*, or based on the location of the data in a common coordinate system.

Using GIS, MPO staff will work to update the in-house mapping interface, *HR Map Viewer*. This mapping tool is designed to allow the general public open access to digital (aerial) orthophotographs and basic mapping data.

MPO staff will prepare and maintain various maps within the agency, including base, major thoroughfare, transportation analysis zone (TAZ), and thematic maps used for planning purposes. In addition, staff will maintain digital orthophotographs obtained from the Virginia Geographic Information Network (VGIN).

MPO staff will provide in-house training on a variety of GIS applications on an as needed basis. In addition, staff will continue to research ways to make GIS resources available to the public in a user-friendly format. Work under this task also includes providing technical assistance on the use of GIS for staff, other agencies, and the public, upon request.

MPO staff will continue work on the GIS Library, a centralized GIS data server designed to meet the day-to-day needs of GIS users more efficiently. This work entails continuing the reorganization of GIS data files, updating the source information, creating subsets of larger data files, and verifying the accuracy of attributes within the GIS data. In addition, staff will install a new GIS Server and upgrade the GIS software on which the GIS library operates.

#### B. Work Elements

Work activities include the following:

1. Continue to build the GIS Library. During FY 2009 the HRMPO launched a new GIS Server designed for the sole purpose of housing and cataloging data. In this preliminary release, the structure of the GIS library was established and base data was added. In FY 2010, the GIS Library Server will be upgraded to increase data storage and improve accessibility and functionality. Data will

continue to be acquired, reviewed, and added to the library as it becomes available. Additionally, staff will create and maintain a current list of available GIS data. This list will be available on the HRMPO website and the data associated with it will be available to the public upon request.

2. To improve functionality the *HR Map Viewer* interface will be updated to operate using ArcGIS 9.3. This will increase both the speed of the service and the amount of data that can be served.
3. Develop transportation data and/or maps for use in various reports, studies, plans and programs.
4. Develop visualization techniques for the Transportation Improvement Program (TIP) and the Long-Range Transportation Plan (LRP).
5. Apply GIS techniques to the MPO's plans, programs, and public involvement activities, including the location of Environmental Justice communities, low-income and/or minority communities, and other targeted groups.

**C. End Products**

1. Updated GIS Library.
2. Updated *HR Map Viewer*.
3. Reports, maps, and other documentation produced on an as-requested basis.

**D. Schedule**

1. GIS Library – Updating of the GIS server in fall of 2009, with continued ongoing maintenance and data acquisition afterward.
2. Update of the *HR Map Viewer* – Spring 2010. Maintenance of the *HR Map Viewer* is an ongoing task.

**E. Participants**

HRMPO, VGIN, local governments, HRT, and a variety of Virginia Planning District Commissions.

**F. Budget, Staff, Funding**

	PL	TOTAL
HRMPO	\$	\$

## **8.2 Travel Time Data Management and Monitoring**

### **A. Background**

During FY 2009, the HRMPO staff completed a needs assessment to determine the future of travel time/speed studies at the MPO. The conclusions of that assessment were:

- Travel time/speed data is a key component in many special studies conducted by MPO staff
- Up-to-date data for selected roadways is more useful than out-of-date data for all of the major roads in region
- Collecting multiple travel time runs for a selected set of roads provides more accurate information than collecting a single travel time run for all of the major roads in the region

Based on these conclusions, HRMPO staff has redirected the primary focus of its travel time work from the Regional Travel Time Study to travel time data collection and analysis efforts to be associated with specific projects or special studies.

During FY 2010, HRMPO staff will conduct research into new applications for travel time/speed data. Staff will also maintain historic travel time/speed data and monitor newly collected data. Travel time data will be collected as needed to supplement information associated with the Congestion Management Process (CMP), Long- Range Transportation Plan (LRP), and special studies.

### **B. Work Elements**

1. Maintenance of existing travel time system and data.
2. Provide technical assistance with data and/or travel time system for special studies.

### **C. End Products**

No specific end products for FY 2010.

### **D. Schedule**

Technical assistance will be provided on an as-requested basis.

### **E. Participants**

HRMPO

F. Budget, Staff, Funding

	PL	TOTAL
HRMPO	\$	\$

## **9.0 AIR QUALITY PLANNING**

### **9.1 Transportation Air Quality Planning**

#### **A. Background**

To help ensure future air quality, the HRMPO will prepare a Long Range Transportation Plan (LRP) and Transportation Improvement Program (TIP) that conforms to federal air quality standards. In order to achieve a conforming plan, air quality impacts will be considered during the entire regional transportation planning process.

#### **B. Work Elements**

HRMPO's air quality efforts will entail several tasks:

1. HRMPO will continue to monitor the changes in the national ambient air quality standards and assess the expected impact.
2. The Virginia Department of Transportation (VDOT) will be responsible for conducting the air quality conformity analysis (Conformity) for the LRP and TIP. HRMPO will assist VDOT in this analysis.
3. HRMPO and VDOT will, as necessary, evaluate air quality conformity impacts of land uses and regional transportation projects proposed for the LRP and TIP.
4. The HRMPO will continue to perform the analysis of air quality benefits associated with projects to be funded with Congestion Mitigation and Air Quality (CMAQ) Improvement Program funds.

#### **C. End Products**

LRP and TIP that successfully pass Air Quality Conformity Analyses.

#### **D. Schedule**

1. The Conformity analysis for the draft FY 2010-2013 TIP project list began in Spring 2009.
2. LRP and/or TIP amendment requests that might require updated Conformity analyses will be considered on an ongoing basis.

#### **E. Participants**

HRMPO, local governments, HRT, WATA, VDOT, DRPT, FHWA, FTA, other agencies, general public.

**F. Budget, Staff, Funding**

	PL	STATE	TOTAL
HRMPO	\$		\$
VDOT		\$	\$
TOTAL	\$	\$	\$

## 10.0 TECHNICAL SUPPORT

### 10.1 Transportation Technical Support

#### A. Background

A major staff function is to provide technical assistance to local jurisdictions and to other transportation-related organizations within the region on an as requested basis. As part of this technical support, MPO staff attends training sessions, meetings, conferences and public hearings conducted by federal, state, regional and local agencies and other organizations on subjects affecting the regional transportation planning process.

The HRMPO continues to offer technical support and coordination on a variety of activities including highway and transit projects, aerial photography, Federal Transit Administration (FTA) contract certification, bicycle planning, park and ride lot analysis, state rail information, rail service demand analysis, data estimates for proposed transit developments, HOV impact analyses, and aviation-related issues.

This task includes the purchase of three replacement computers at an average cost of \$2,200 to maintain the technical capability necessary to carry out the activities described in the UPWP.

#### B. Work Elements

Work activities include the following:

##### 1. Staff Support of Census and National Household Travel Survey (NHTS) Data

Since 1970 the HRMPO, its member jurisdictions, and the U.S. Bureau of the Census have worked cooperatively on many census related projects. Included in the transportation arena are the development of the questionnaire, preparation of business location listings and assistance in delivering the Census Transportation Planning Package (CTPP).

MPO staff has made extensive use of the Census Transportation Planning Package during past years. In addition, the National Household Travel Survey (NHTS) was conducted in 2008. The staff anticipates continued activity regarding the CTPP, other Census products, and the NHTS in the following areas:

- The Census will continue to release products from the recently developed rolling survey named the American Community Survey (ACS). MPO staff will continue to assist in the dissemination of ACS data through the HRMPO network of jurisdictions, agencies and individuals.
- It is expected that Hampton Roads Transit (HRT) will continue to make extensive use of the intercity commuting data for ridesharing and vanpooling efforts.

- The 2010 Census will occur during FY 2010. MPO staff will provide necessary support.
  - The NHTS was conducted during FY 2009. MPO staff will assist the Virginia Department of Transportation (VDOT) with reviewing the data for use in future travel model updates and other transportation analyses.
  - The MPO staff anticipates using the Census, ACS, and NHTS data in the following areas:
    - Analysis of ways of improving the mobility of non-drivers.
    - Analyses of projects that serve regional movements.
    - Analysis of alternative transportation modes.
    - Assessing social (Environmental Justice) issues within the metropolitan transportation planning process.
2. Public-private funding strategies have become an integral component in the financing plans for many major infrastructure improvement projects. Upon request, MPO staff will provide technical support in the evaluation of such financing strategies.
  3. Upon request, and in concert with the local governments, MPO staff will continue to evaluate several high-priority, regionally significant transportation projects for which the lack of funding is the impediment to timely implementation.
  4. MPO staff will continue to work with local governments, state transportation agencies, local transit operators, and members of the General Assembly to assess the impact of potential and pending state and federal legislation.
  5. MPO staff will provide support, as appropriate, in the conduct of project level planning and environmental studies that may be required within the Hampton Roads Metropolitan Planning Area (MPA).
  6. MPO staff will provide technical support on aviation issues, including general and commercial aviation activity, airport facilities, and air service, on an as requested basis.
  7. The HRMPO will provide assistance to VDOT in updates to the Hurricane Evacuation Traffic Control Plan prepared by VDOT in January 2001. In addition, MPO staff will provide assistance, as requested, to the Virginia Department of Emergency Management (VDEM) and the U.S. Army Corps of Engineers (COE) during preparation of hurricane evacuation studies.

**C. End Products**

This task is primarily one of technical support to other activities and agencies. Therefore, the end products may not be of the HRMPO. However, under certain circumstances, end products may include reports and/or presentations.

**D. Schedule**

The activities under this task are of an ongoing nature.

**E. Participants**

HRMPO, local governments, HRT, WATA, VDOT, DRPT, VDEM, COE, Census Bureau, FHWA, FTA,

**F. Budget, Staff, Funding**

	PL	5303	TOTAL
HRMPO	\$	\$	\$

BUDGET

*TO BE PROVIDED IN THE FINAL DRAFT VERSION*