

**Urban Construction Initiative
Annual Meeting Minutes
City of Charlottesville
August 22nd and 23rd, 2018**

The Urban Construction Initiative Annual Meeting was hosted by the City of Charlottesville at the Carver Recreation Center. We would like to extend a special thank you to the City of Charlottesville for hosting this year's annual meeting and to all of the presenters for their outstanding contributions. Similar to the UCI Annual meetings held since 2014, we conducted a two day meeting to allow for a full day of business items and bus tour of the City's projects on Day 1 followed by a day of training on Day 2.

Day 1, August 22nd Business Items and Updates

I. Welcome – Opening Remarks:

Julie Brown, VDOT Local Assistance Division Director began the UCI Annual Meeting by thanking the City of Charlottesville for hosting this year's meeting and welcoming attendees to the meeting. She introduced **Councilwoman Kathy Galvin** who welcomed everyone to the City and discussed the area's history and the benefits of the UCI program to the City. **Yolanda Newton**, VDOT's Local Assistance Division, Local Systems Policy Manager explained logistics and outlined the next two day agenda.

II. Business Items

Julie Brown, VDOT Local Assistance Division Director **and Todd Halacy**, VDOT Local Assistance Assistant Director began the first session of the day with Legislative updates, an overview of special funding programs, the urban maintenance program, State of Good Repair / Primary Extensions, performance reporting, and other VDOT initiatives as described in the below summary.

Legislative updates included an overview of funding bill [HB765](#) that set limitations on the available funds for the Revenue Sharing program. The bill decreases the maximum matching allocation that the Board may make to a locality from \$10 million to \$5 million. [SB622](#) provides dedicated funding for undergrounding utilities under certain circumstances and focused on Northern Virginia Counties and only impacts telefees. [HB302](#) – left in committee, language requires counties with populations of 100,000 take over maintenance responsibility of their roads and receive payments under the urban code section.

Bills not approved in the final budget include **SB29-Item 453#3s** – held every locality harmless if the payment rate goes down and required the urban maintenance payment budget be increased at the same rate as the CPI. **HB30-Item 453 #3h** urban maintenance set aside out of Virginia Beach’s urban maintenance payments for the installation of sound wall on Route 13.

Past Approved Legislation – [2016 Appropriations Act \(HB30, Item 436 C.2\)](#). Local Assistance worked with district staff and localities to review project balances and to transfer surplus funds to fully fund active projects. **Payments to Cities and Towns for moving lanes converted to bike lanes - [HB 2023](#)**. Allows payments to Cities and Towns for moving lane miles converted to bicycle lanes after July 1, 2014. Requires a Professional Engineer’s certification. Limited to 50 moving lane miles of 3% of total lane miles whichever is less. Any conversions of thru lanes receiving payments for bicycle or transit only must follow the U-1 process.

An overview was given of the **Local Programs Administered by Local Assistance Division** including an overview of the **Revenue Sharing Program**. Julie explained that the maximum allocation the program can receive each year is \$100 million with a locality limit of \$5 million each year and a lifetime limit of \$10 million. Applications for FY21 and FY22 will be accepted next year for the Revenue Sharing and **Transportation Alternatives Programs** and both programs will include a pre-application. An overview as also given for the **Access Roads , Surface Transportation Block Set Aside, Urban Local Payments, State of Good Repair (SGR) Primary Extension Paving and Locally Owned Bridge Programs**. Additional information can be found in the link Business Items link below.

Performance Reporting was discussed. Local Assistance maintains historical statistics for on time delivery for each locality (based on the data in our systems). Every locality can access that summary and other performance data on our LAD portal. Several of you asked about how to access that site and it is as follows:

- The forms are available on the external forms site (IT section) located at: <http://vdotforms.vdot.virginia.gov/SearchResults.aspx?lngDivisionID=12>
- The system you will identify as requesting access will be "OVD - Performance Reporting".
- You/staff can return the forms to your PC to forward to LAD, or you can submit them directly to LAD (Jay Lindsey or John Simmers). Electronic versions are acceptable as long as they are signed.

Once the account has been established, our IT folks will send you an email with the login information/instructions.

The **Other VDOT Initiatives** presentation included a [video](#) from VDOT’s Commissioner, Stephen Brich, in which he shared his vision for VDOT in the coming year. There was also brief

discussion on VDOT's Business Plan, Dashboard and the pilot for electronic signatures for agreements.

Michaela McCain, VDOT Local Assistance Division, Outreach Coordinator presented an update to the **Qualifications Program** and explained the program concept that could potentially replace or modify the current RtA process for evaluating a locality capability to administer projects. She also gave an overview of states that currently have a qualification type program and the program benefits.

The entire Session II presentation can be found at the separate link labeled "Business Items"

III. *UCI Workgroup Update*

Lamont Benjamin, City of Richmond and member of the UCI Workgroup gave an **Overview of Goals from the UCI Workgroup** which included an overview of the strategic long term direction of the UCI program; the UCI Accomplishment document; a modified programmatic agreement to include other programs; completeness review checklist; a Certification Guide and development of a UCI Tiered Certification program which will likely fit into the qualifications program. Members of the UCI workgroup and outside the workgroup are assigned to lead and work on each goal. A description of each goal and status can be found at the separate link "UCI Workgroup Update".

IV. *Lunch / Bus Tour*

The City of Charlottesville provided lunch and bus tour of 10 projects throughout the City. A description of projects on the tour can be found at the separate link "Bus Tour"

V. *Business Items Continued*

Yolanda Newton presented **UCI Project Closeout and Quarterly Payments** and gave an overview of VDOT and Locality roles related to **UCI** quarterly payments and how the 2016 Appropriations Act and reconciliation affected UCI active projects as of January 1, 2018. Keeping accurate records during the life of the project is essential for proper billing to FHWA and reimbursement to localities and makes the project closeout process flow smoothly. She also reiterated Annual Financial Reports from UCI localities are due by August 31st of each year.

Ms. Newton also gave an update to **Urban Maintenance Payments** and how data is currently entered into both the UMIS and RIMS systems until full transition to RIMS can occur. U-1 forms, resolutions and maps are due to the local VDOT contact by

February 1 of each year and to Local Assistance by April 1 of each year to be eligible for maintenance payments the following fiscal year. She explained there are currently 4 separate letters mailed to localities notifying them of street payments, additions and deletions by functional classification within localities, VA Port authority payments and overweight permit fee revenue payments. These letters will be consolidated as much as possible next fiscal year and will be mailed electronically. Additional information can be found at the link labeled “UCI Quarterly Payments and Urban Maintenance Payments”.

John Leonard, VDOT Local Assistance Division, Urban Program Manager, presented an update to the **RIMS/UMIS Geo-referencing** project. This project was intended to replace the manual Urban Maintenance Inventory System (UMIS) and allow the urban street data to be georeferenced. This project is in the final stages and combines the UMIS data into a geospatial layer with a centerline dataset on the Roadway Network System (RNS). Mr. Leonard displayed the Public UMIS Map and explained the current view and what to expect once the project is complete. When the project is complete, localities will be able to see the streets they receive maintenance payments as well as the streets not included in payment. The full presentation can be found at the separate link named “RIMS-UMIS Georeferencing”.

Day 2, August 23rd Day of Training

I. Welcome

Yolanda Newton, VDOT’s Local Assistance Division, Local Systems Policy Manager, welcomed everyone to Day 2 of the UCI Annual Meeting, and introduced **Mr. Alex Ikefuna**, City of Charlottesville, Director of Neighborhood Development Services. Mr. Ikefuna welcomed everyone to the meeting, thanked members of Local Assistance for working with Charlottesville and gave a brief history of Charlottesville and what the City has to offer.

Ms. Newton introduced **Mr. Rob Cary**, VDOT Deputy Chief Commissioner. Mr. Cary talked about various VDOT initiatives and some major projects in Virginia and reiterated the importance of the partnership between VDOT and local governments and safety on both VDOT and local projects.

II. Training Session #1: Funding Program Overview

Kim Pryor, VDOT’s Infrastructure Investment Division Director, presented on the **Smart Scale Application Portal – Non-VDOT Administered Projects Module (NVAP)** and **Smart Scale Funding Update – Pre-applications**.

Localities deliver a significant number of transportation projects in Virginia. The **NVAP** module of the Smart Portal was developed for localities to enter construction data about those projects. Information needed in the Dashboard will be collected through the NVAP module. Ms. Pryor gave an overview of the NVAP module including milestones for key accomplishments. Ms. Pryor's entire presentation can be found at a separate link labeled "Smart Scale Application Portal – NVAP "

Ms. Pryor's gave an update of Smart Scale Funding to include policy changes for Round 3, Round 3 schedule and statistics, pre-screening and schedule for 2018 and 2019. For additional details on this presentation, see the separate link labeled "Smart Scale and SYIP Update".

Jay Styles, VDOT's Performance and Strategic Planning Director, presented a **Dashboard Update**. Localities play and increasingly important role in program administration. The CTB is placing increased importance on timely delivery of projects. VDOT is held accountable for delivery of projects in the Six Year Improvement Plan (SYIP). Dashboard plays an important role in providing that accountability. Mr. Styles explained the changes in program allocations between VDOT and locally administered projects and what is changing in project development and business rules for on time and on budget project development. The Dashboard can be accessed through this link: <http://dashboard.vasmapscale.org/>. Mr. Style's presentation can be found at the separate link "Dashboard".

Yolanda Newton presented an update on the **State of Good Repair (SGR) Program for Pavement**. She gave a background of the primary extension projects before and after smart portal and a draft timeline for FY20 applications. The timeline will be shared statewide once finalized. She also presented the draft deallocation process for pavement and bridges that will also be distributed statewide once finalized. Additional information about the Smart Scale Program can be found at this link: [State of Good Repair FAQs](#). Ms. Newton's full presentation can be found at separate link labeled "State of Good Repair".

III. Lunch: Lunch provided by the City of Charlottesville

IV. Training Session #2: LAP MAP Update

Amir Salahshoor, VDOT NoVA District, Local Assistance gave an update of the finalized



Mr. Salahshoor's full presentation can be found at a separate link labeled "LAPMAP".

V. Training Session #3: Arc GIS Maps Overview

John Leonard, VDOT Local Assistance Division, Urban Program Manager, presented an overview of the Arc GIS Mapping that included the map features and anticipated improvements to the maps. The maps can be viewed at this link [RIMS/UMIS Events Map](#). Send any suggestions or questions concerning the map to John at John.Leonard@VDOT.Virginia.gov and he will coordinate update efforts with our IT staff.

VI. Training Session #4 Project Information Report Overview

John Simmers, VDOT, Local Assistance Division, Local Programs Manager, presented the Project Information Report starting with the history that the report was developed due to loss of local access to VDOT project management systems in 2016. The project information report can be found at this link: <http://www.virginiadot.org/business/local-assistance-locallyAdministered.asp>. The report includes general project information, current estimate, current schedule, Last CTB approved SYP allocations, current expenditures, locally and VDOT administered projects. The report is refreshed weekly each Monday at 8:00am. Mr. Simmer's presentation can be found at the separate link labeled "Project Information Report".

VII. General Discussion / Issues

Julie Brown, Todd Halacy and Yolanda Newton responded to several questions on the various topics discussed during the day.

VIII. Wrap Up / Close

Ms. Brown thanked the City of Charlottesville for hosting the meeting this year and Yolanda Newton for assisting the City to plan and organize the two day meeting. She also thanked the attendees for attending the meeting. Mr. Halacy thanked the City as well for hosting the meeting and the attendees. Approximately 40 people attended each day with representatives from 10 UCI localities, 8 VDOT Districts as well as VDOT Central Office staff. The meeting adjourned on Day 1 at 4:00 and Day 2 at approximately 2:00.