

Desk Manual

Transportation Planning Division of the York County Planning Commission
Updated August 2022

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UPWP Timeline Table

The table below shows the core activities and plans that YAMPO and YCPC's Transportation Planning Division undertake. It then lists when we last updated or adopted each, when FHWA or PennDOT requires us to update or adopt each item, and when we plan to update or adopt each.

Activity	Current Adoption/ Completion	Required Adoption	Next Targeted Completion
FHWA/FTA MPO Certification	10/2019	10/2023	10/2023
Unified Planning Work Program (UPWP)	3/2022	6/2024	3/2024
Metropolitan Transportation Plan (MTP)	6/2021	9/2025	6/2025
TIP, including EJ and AQ Conformity	6/2022	6/2024	6/2024
Federal Obligation Report	12/2021	12/2022	12/2022
PM 1 (Safety)	12/2021	12/2022	12/2022
PM 2 (Asset Management)	2/2021	2/2023	12/2023
PM 3 (System Reliability)	2/2021	2/2023	12/2023
Public Participation Plan	8/2017	None	10/2022
Title VI Policy and Procedures Document		None	6/2023
Coordinated Plan	6/2013	None	12/2023
Transit Development Plan	2017	None	TBD (<i>rabbittransit</i>)
Annual Report of Transit Statistics	2018	No longer updated	
Air Quality Conformity Analysis for MTP	4/2021	None	4/2025
Functional Classification Review	8/2018	None	12/2023
I-83 TAC (Traffic and Conditions) Report	8/2021	None	10/2022
Pavement and Bridge Conditions Report	8/2018	None	2/2023
Safety Evaluation Report	8/2022	None	8/2023
Congestion Management Process	8/2015	None	Awaiting regional data portal
Report on Congestion	1/2018	None	Dependent upon the CMP (above)
Bicycle and Pedestrian Plan	10/2015	None	12/2022
Regional Freight Plan		None	4/2023
Flooded Roadway Study	8/2018	None	12/2023
York County Bridge Plan	7/2019	None	12/2023

Timesheet Project Numbers

Active July 2022 through June 2023

321 Administration	
321.01	General administration
321.02	YAMPO administration
321.03	UPWP administration
321.04	Training and conferences
321.05	Title VI reporting
321.06	Yearly review of public participation efforts
321.07	Consultant contracts
321.08	Succession planning

322 Stakeholder Coordination	
322.01	General requests for information
322.02	Local committee meetings
322.03	HOP process
322.04	Pre-construction phases of TIP projects
322.05	Review of PennDOT grant applications

323 Plans and Programming	
323.01	2025 TIP update
323.02	Administration of the current TIP
323.03	Bicycle and pedestrian planning
323.04	Bridge planning
323.05	CIP and MTP updates
323.06	CMP
323.07	Flooded Roadways report
323.08	Freight planning
323.09	Functional classification update
323.10	I-83 TAC report
323.11	Population projections
323.12	Public Participation Plan
323.13	Report on Congestion
323.14	Safety Projects Evaluation
323.15	TASA administration
323.16	Transit planning
323.17	Transportation model

324 Data Collection	
324.01	HPMS counts
324.02	HPMS sample sections
324.03	Other counts
324.05	Count equipment costs
324.06	GIS data coordination and updates

325 LTAP	
325.01	Correspondance and attendance
325.02	Marketing
325.03	Reporting

Job Descriptions

Chief, Transportation Planning Division

Responsibilities: The Chief of the Transportation Planning division is responsible for the administration of all activities in the transportation component, including formulating policies and procedures necessary for implementing traffic engineering and transportation planning projects. The Chief administers the YAMPO. The Chief also develops the Unified Planning Work Program and coordinates its tasks. The UPWP includes transportation planning studies, the Twelve Year Program development, traffic volume counts, and the Transportation Improvement Program (TIP).

The Chief is also responsible for coordinating activities with other Commission divisions. These include coordinating with the Municipal Planning division in the review of land development and subdivision plans relative to access, safety, and congestion; the review of traffic impact studies and highway occupancy permits; as well as coordinating with the Long Range Planning division relative to the transportation components of municipal and county comprehensive planning efforts.

The Chief also represents the Commission on other transportation-related committees, including coordinating all activities related to the York County Transportation Coalition. The Chief directs the duties of all staff within the Transportation Planning division and performs other duties as assigned.

Planner, Transportation Planning Division – Senior, Planner II, Planner I

Responsibilities: Conducting assigned work tasks in the Unified Planning Work Program; attending and participating in committee meetings of the York Area Metropolitan Planning Organization; assisting in the review of subdivision and land development plans with regards to access, safety, and congestion; assisting in the implementation of traffic engineering and transportation planning projects; coordination of transportation planning efforts with Federal, State, and local agencies; and other duties as assigned.

Planner I

Description

At this level, an employee is entering the professional workforce for the first time or is a new employee without relevant work experience in government or departmental areas. An employee at this level exhibits good basic work habits, such as showing up on time, providing notice of absences, meeting deadlines, communicating work problems, and behaving professionally. They also learn workplace procedures, have proficient computer skills, and show an aptitude for their position.

Supervision

Their supervisor is heavily involved in guiding their daily and weekly work tasks and schedule—employees at this level job-shadow their coworkers or supervisor at meetings and presentations.

Time

YCPC administration does not expect employees to stay at Level 1 for more than two years.

Planner II

Description

At this level, an employee has professional work experience that may or may not be directly related to their job at the YCPC. An employee at this level has established good work habits and knows or quickly learns the workplace procedures. A Level 2 employee focuses on growing their knowledge and gaining various work experiences. The employee is a contributing member on team projects.

Supervision

A supervisor guides and reviews their work weekly. An employee at this level represents the Planning Commission along with their supervisor or other coworkers in meetings and presentations.

Time

Employees may stay at this level for several years as they grow in their professional knowledge, gain experience, and show the ability to work and represent the YCPC with less supervision.

Senior Planner

Description

A Senior Planner has gained significant professional experience and knowledge. They have developed a breadth and depth of expertise to create professional work products and apply them to solve problems. They are still learning but at an advanced level within their expertise. Due to their knowledge and experience, a senior-level employee leads team projects or administers a program area.

Supervision

The employee accepts assignments or may work with their supervisor to develop their work assignments. They provide updates on their work progress and work on solutions to challenges before seeking input from their supervisor. An employee at this level represents the YCPC at meetings and makes presentations without supervision.

Time

Employees may stay at this level until the end of their career or until they are promoted to a position that requires additional management skills and responsibilities.

Division of Duties

UPWP Task I – Administration

Project #	Task	Chief	Senior	II	I
3X1.01	Monthly and quarterly progress reports	Lead	Assist		
3X1.01	Billing and invoicing	Lead	Assist		
3X1.01	County liquid fuels budget	Lead	Assist		
3X1.02	YAMPO meetings	Lead	Assist	Assist	Shadow
3X1.02	MPO bylaws	Lead	Assist		
3X1.02	Press releases for MPO actions	Assist	Lead	Assist	Shadow
3X1.02	MPO membership	Lead	Assist		
3X1.03	UPWP development	Lead	Assist	Shadow	Shadow
3X1.05	Title VI Policy and Procedures	Lead	Assist		
3X1.05	Title VI Annual Documentation Report	Assist	Lead	Shadow	
3X1.06	Yearly review of public participation efforts	Assist	Lead		
3X1.07	Consultant contracts	Lead			
3X1.08	Succession Plan	Lead	Assist		

UPWP Task II – Stakeholder Coordination

Project #	Task	Chief	Senior	II	I
3X2.01	General requests for information	Lead	Lead	Shadow	Shadow
3X2.02	Local committee meetings	Lead	Lead	Shadow	Shadow
3X2.03	HOP	Assist	Lead	Shadow	Shadow
3X2.04	PennDOT Connects	Assist	Lead	Assist	Shadow
3X2.04	Pre-construction phases of TIP Projects	Assist	Lead	Assist	Shadow
3X2.05	Review of PennDOT grant applications	Assist	Lead	Shadow	Shadow

YCPC Tasks (Subdivision and land development plans, municipal ordinances)

The Chief assigns a Senior Planner to review each plan or project. The Chief and other Senior Planners assist with these reviews. Level I and Level II Planners shadow and assist in these work tasks according to their experience and knowledge in the subject area.

UPWP Task III – Plans and Programming

Project #	Task	Chief	Senior	II	I
3X3.01	2025 TIP update	Lead	Assist	Level I and Level II Planners shadow and assist in these work tasks according to their experience and knowledge in the subject area.	
3X3.02	Administration of the current TIP	Assist	Lead		
3X3.03	Bicycle and pedestrian planning	Assist	Lead		
3X3.04	Bridge planning	Assist	Lead		
3X3.05	CIP and MTP updates	Lead	Assist		
323.06	Congestion Management Process	Assist	Lead		
323.07	Flooded Roadways Report		Lead		
323.08	Freight planning	Lead	Assist		
323.09	Functional classification update	Assist	Lead		
323.10	I-83 TAC Report	Assist	Lead		
323.11	Population projections	Assist	Lead		
323.12	Public Participation Plan	Assist	Lead		
323.13	Report on Congestion		Lead		
323.14	Safety Projects Evaluation		Lead		
323.15	TASA administration	Assist	Lead		
323.16	Transit planning	Assist	Lead		
323.17	Transportation model	Assist	Lead		

UPWP Task IV – Data Collection

Project #	Task	Chief	Senior	II	I
3X4.01	HPMS counts		Assist	Lead	Assist
3X4.02	HPMS sample sections		Assist	Lead	Assist
3X4.03	Other counts		Assist	Lead	Assist
3X4.06	GIS data coordination and updates	Lead	Lead	Assist	Assist

UPWP Task V – LTAP

Project #	Task	Chief	Senior	II	I
3X5.01	Correspondence and attendance		Assist	Lead	Assist
3X4.02	Marketing		Assist	Lead	Assist
3X4.03	Reporting	Assist	Assist	Lead	Assist

File Structure

The first two layers of the shared Transportation Planning files roughly follow the UPWP project numbers found on page 1 of this document. H:\TRANSPNTN\ also includes four non-UPWP folders, as detailed below:

1. Administration

- 1.1. General Administration
- 1.2. YAMPO Administration
- 1.3. UPWP Administration
- 1.4. Training and Conferences
- 1.5. Title VI
- 1.6. Reviews of Public Participation Efforts
- 1.7. Consultant Contracts
- 1.8. Succession Planning
- 1.9. Liquid Fuels
- 1.10. USDOT Certifications
- 1.11. YCPC Budget Work Plans and Annual Reports

2. Stakeholder Coordination

- 2.1. General and Miscellaneous
 - Environmental NEPA & ACM
 - Pipeline Projects
 - Railroad
- 2.2. Committee Meetings
 - Aviation
 - District 8 DSRC
 - Downtown Inc Urban Landscapes Committee
 - Intelligent Transportation Systems
 - Modern Transit Partnership
 - PUC and Rail Crossing Projects
 - Rabbitcares and 3P-Ride
 - SRTP
 - State Transportation Innovation Council
 - Traffic Safety Maintenance and Operations
 - York City Active Transportation Committee
 - York County Transportation Coalition
- 2.3. HOP Process (organized by year)
- 2.4. Grant Programs
 - 2017 York County Tourism Grants
 - 2020 WalkWorks Grant
 - Consistency Letters
 - DCNR Trail Grants
 - Multimodal Funding (DCED and PennDOT)
 - PennDOT TAP Program

3. Plans, Programs, and Procedures

- | | |
|--|--|
| 3.1. [Upcoming Year] TIP Update | 3.11. Population Projections |
| 3.2. Administration of the Current TIP | 3.12. Public Participation Plan |
| 3.3. Bicycle and Pedestrian Planning | 3.13. Report on Congestion |
| 3.4. Bridge Planning | 3.14. Safety Projects Evaluation |
| 3.5. Metropolitan Transportation Plan and
Capital Improvements Plan | 3.15. TASA Administration |
| 3.6. Congestion Management Process | 3.16. Transit |
| 3.7. Flooded Roadways | 3.17. Transportation Modeling and Air Quality |
| 3.8. Freight Planning | 3.18. Archive – Past TIPs |
| 3.9. Functional Class | 3.19. Environmental Justice |
| 3.10. I-83 Traffic and Conditions Report | 3.20. Safety Planning |
| | 3.21. <i>Growth Rates for [Current Year] (PDF)</i> |

4. Data Collection and Management

This folder includes sub-folders for the annual data collection tasks (HPMS Sample Sections, Traffic Counts, etc.) and for ad-hoc data collection and inquiries. Files about managing our GIS files with the IS division are also here.

5. LTAP

- 5.1. Archive
- 5.2. Course Information
- 5.3. Library
- 5.4. LTAP [Current Year]
- 5.5. Procedures and How-tos
- 5.6. Surveys
- 5.7. Tech Assists
- 5.8. *LTAP Course Registration and Attendance Tracker (Excel)*
- 5.9. *YCPC Tax Exempt documentation (PDF)*

6. Land Use Reviews

This folder contains documentation of our reviews of subdivision & land development plans, comprehensive plans, official maps, subdivision & land development ordinances, zoning ordinances, traffic impact fee ordinances, street vacations, and rezoning proposals.

7. Projects

This folder contains files associated with transportation projects—typically those funded by the Transportation Improvement Program. This folder is organized by state route number. Note that Bridge Projects and Bicycle, Pedestrian & Trail Projects have folders. When adding files for a new project,

Processes, Procedures, and Tips

Highway Occupancy Permits and Transportation Impact Studies & Assessments

Preliminary

- The Chief or a Senior Planner (currently Heather Bitner) receives via email all TIS Determination and Scoping Meeting Applications from the PennDOT EPS
- The Chief assigns the scoping application to a Senior Planner
- Enter the project in H:\TRANSPNTN\Land Use Reviews\00 Subdivision & Land Development Reviews\T00 – TIS and TIA Tracker.xlsx
- Download the scope and all attached files
- Save the scope and all attached files to the appropriate folder within H:\TRANSPNTN\Land Use Reviews\00 Subdivision and Land Development Reviews\[Boro or Twp]\[Municipality Name]
- Notify via email the Chief of the Municipal Planning division and the appropriate staff member for the municipality. If the PennDOT Traffic Unit has already scheduled a scoping meeting, invite the staff to this meeting.
- Determine whether the proposal meets any of the four transportation thresholds of a development of regional significance. If it does, follow the steps below:
 - Write a "Development of Regional Significance" letter based on the template in H:\TRANSPNTN\Land Use Reviews\00 Subdivision & Land Development Reviews\Reference and Templates
 - Send the letter to the municipality where the project is located and all adjoining municipalities or county planning agencies. Send the letter to the relevant school district if the project meets residential thresholds.
 - Save a copy of the letter in H:\PLANNING\County Comp Plan\Dev of Reg Significance Letters\20[XX] Development Projects. *Saving the letter here allows Transportation Planning, Municipal Planning, and Long Range Planning staff to review the projects for which we have already sent letters*

Scope Review

PennDOT allows a 21-day review window from receiving a scoping application to deciding how to evaluate the development (TIS, TIA, and/or HOP). We make every effort to complete our review of the scope and supporting documentation within 14 days to provide time for PennDOT to review our comments.

The scope includes 17 items for review by PennDOT, YCPC, and the municipalities. We do not typically comment on every item. Provided below is a listing of all these items.

Item	Description	Typical Comments
Background	Information about the application, applicant, and project engineer	None
1	Location of the proposed development	If applicable, comment on the type of proposed driveways or access drives.
2	Description of the proposed development and proposed site access, proposed land uses, and community linkages	If appropriate, comment on the site's proposed access, considering the number, placement, design, and necessity
3	Development schedule and staging	None
4	<p>Trip generation</p> <p>This table projects the volume of traffic generated daily and during the peak hours of the day (i.e., 6:00 A.M. – 9:00 A.M., 3:00 P.M. – 6:00 P.M., and sometimes Saturday afternoon and Sunday morning peak hours). Typically, engineers use the most recent edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. However, the project engineer can employ traffic data collected locally or regionally for similar uses.</p>	None, unless the engineer generates the data locally
5 & 6	<p>Traffic Impact Study or Assessment Required</p> <p>A TIS is a fully detailed traffic analysis of the subject development. PennDOT requires a TIS when the proposed development is projected to generate 3,000 or more vehicle trips per day or 100 vehicle trips per highest peak hour in one direction. Besides capacity analysis, a TIS can include signal warrant analysis, gap analysis, turn lane analysis, and more.</p> <p>On the other hand, a TIA is an abbreviated analysis of the TIS. PennDOT typically requires a TIA for lower volume development proposed in areas of capacity, safety, or access concerns. Usually, the engineer only conducts capacity analysis for a TIA.</p>	Comment whether YCPC concurs with the developer and PennDOT on the type of analysis to conduct or whether one should be conducted

Item	Description	Typical Comments
7	Roadway and study intersections	Determine whether the analysis should include other nearby intersections. <i>For example, a development that generates several thousand vehicle/truck trips daily may necessitate including other intersections, especially significant thoroughfares near the site.</i>
7	Land use context	<p>Review the York County Functional Classification Map to determine the class of roadway accessing the development. This map will also show whether the study area is within an urbanized area of the county.</p> <p>Refer to the Growth Management Map of the York County Comprehensive Plan to determine whether the study area is in an established or future primary or secondary growth area</p>
7	Known congestion areas	Review the latest YAMPO Congestion Management Process (CMP) Report on Congestion (ROC).
7	Known safety concerns	<p>Determine whether PennDOT has conducted a Roadway Safety Audit (RSA) for the roadways.</p> <p>Determine whether an HSIP project is programmed.</p>
7	Known environmental constraints	Review the York County Flooded Roadway Study to identify whether any roads in the study area are vulnerable to flooding.
7	Pedestrian and bike review	<p>Determine whether the study roadways are Commonwealth-designated bike routes (S, J1, or J2).</p> <p>Provide recommendations to improve pedestrian facilities, especially for developments near existing schools, parks, and other walking destinations.</p>
7	Transit review	<p>Review rabbittransit's service maps and comment accordingly.</p> <p>Where appropriate, advise the developer to consider design standards that accommodate fixed route buses and paratransit shuttle vehicles.</p> <p>For commercial and industrial uses, discuss the services provided by Commuter Services of Pennsylvania, such as ride-sharing and vanpooling.</p>
7 (Not listed in PennDOT form)	Development of regional significance	Note whether YCPC has notified municipalities of regionally significant development and any responses we have received.

Item	Description	Typical Comments
8	Study area type Rural or urban	None
9	TIS/TIA analysis periods and times The project engineer selects the peak traffic periods to evaluate for the study. Usually, it is the weekday morning and afternoon peak periods (i.e., 6:00 A.M.–9:00 A.M., and 3:00 P.M.–6:00 P.M.). Some commercial uses require an additional peak period for Saturday afternoons. Churches typically require analysis for only the Sunday morning services.	None
10	Seasonal adjustment factors Factors used to adjust the traffic volume (ADT) based on the season in which it was recorded, such as school traffic versus summer traffic volume adjustments	None
10	Annual base traffic growth factor PennDOT calculates the rate of traffic growth for each county in the Commonwealth. These rates are applied to the current traffic counts to project future traffic volumes.	
10	Pass-by trips Certain types of commercial developments can create vehicle trip-chaining phenomena. Trip chaining refers to a motorist who stops at several places during a trip, such as convenience stores, gas stations, shopping malls, and banks. These "on-the-way" trips are calculated as a reduction in the total number of vehicle trips the development will generate. Depending on the land use, the reduction rate can range from ten to 50 percent. These figures are usually generated from the most recent edition of the <i>ITE Trip Generation Handbook</i> .	None
10	Captured trips for multi-use sites On multiple-use sites, such as shopping malls, motorists will travel from one land use to another within the site. Hence, we assume a slight reduction in vehicle trips. The <i>ITE Trip Generation Handbook</i> addresses this trip phenomenon.	None
10	Modal split reductions This reduction is based on the availability of transit or other modal services, which could reduce the total projected vehicle trip generation for a proposed development. York does not have transit service that warrants a modal split calculation for any proposed development.	None
10	Other reductions (as required)	
11	Other projects in the study area to be added to base traffic	Provide names and projected vehicle trips for proposed developments within one mile of the development.

Item	Description	Typical Comments
12	<p>Trip distribution and assignment</p> <p>Trip distribution is the projected direction of traffic flow to and from a development. The traffic flow in each direction is expressed as a percentage of the total traffic flow from a development. The calculation of trip distribution can be calculated based on existing traffic volumes, origin and destination studies, or marketing studies done within the immediate area of the site.</p> <p>Trip assignment assigns the distributed trips to specific movements at intersections in the study area. The vehicle trips are assigned to the individual movements for each intersection approach. The trips are based on the trip distribution calculations and the volumes for each intersection approach movement.</p>	<p>Usually, PennDOT comments on distribution and assignment. However, we may recommend that additional roadways/intersections should be included in the study (in Item 7). When we do, these figures change and we should comment accordingly.</p>
13	<p>Approval of data collection elements and methodologies</p> <p>A list of the roadways and intersections to be evaluated in the study should be listed in tabular form, and methodology to collect traffic data should be identified.</p>	None
14	<p>Level of service/capacity analysis</p> <p>This item should identify the most recent edition of the ITE Highway Capacity Manual. The type of software used to conduct the analysis, such as Synchro or Vistro, should be identified. The study should mirror the peak periods specified in Item 13. The consulting engineer should determine the high hourly volume for each three-hour peak period to conduct the analysis. Further, the analysis must be conducted in three scenarios: "current," "future no build," and "build." The "build" scenario can include improvements recommended for the study area roadways.</p>	None during scoping
15	<p>Roadway improvements</p>	Note any projects on the TIP or otherwise programmed on the roads and intersections included in the study
16	<p>Other needed analysis</p> <p>This section can include sight distance analysis, signal warrant analysis, required signal timing phasing modifications, traffic signal corridor/network analysis, analysis of the need for turning lanes, turn lane lengths, left turn phasing analysis, queuing analysis, and weaving analyses</p>	No comment until after the analysis is completed <i>except</i> 1) we may support a gap analysis and 2) Crash analysis should be submitted under separate cover to YCPC for review

Additional Scoping Meeting Application Procedures and Notes

- Complete the review within 14 days
- Send by email a PDF of our comments to Dean Noles, District 8-0 Traffic Unit (dnoles@pa.gov) and the consulting engineer
- If the PennDOT Traffic Unit schedules a review meeting, attend and present the comments
- Depending on the issues to be addressed through this process, we may repeat the process
- Additional correspondence may be necessary to resolve specific YCPC comments
- After this process, the developer or engineering firm will prepare the analysis

LTAP Classes

To schedule LTAP courses, YCPC has established a point of contact with each municipality (the municipal secretary, manager, or someone within the Public Works Department)

At the beginning of the season

- Survey the municipalities. List all current LTAP courses PennDOT offers during the season -- fall, winter, or spring -- and ask whether their staff are interested in attending any classes and whether they can host
- Once we have received enough responses and municipalities willing to host, request the LTAP Course using the LTAP website.
 - If a course is requested, but no municipality wants to host it, the county can host it at the Pleasant Valley site. Ask an administrative assistant to check availability.

One week before each course

- Confirm the course and any logistics with the host municipality
- Remind all registered students of the course date, time, and location via email
- Work with YCPC administrative assistants to plan breakfast refreshments

After each course

If many registered students did not attend, follow up with calls to them or their municipality to discuss why they missed the course.

YAMPO Meetings

Annual Tasks (December/January)

- Confirm the meeting dates, times, and locations with the corresponding MPO committee at a regularly scheduled meeting
- Advertise the year's scheduled meetings
 - Save the submission, advertisement, and proof of publication in the corresponding year's folder within H:\TRANSPNTN\YAMPO\Advertisements & Proof of Pubs
- Reserve the Owl camera/microphone system for all scheduled meetings
- Create a Zoom meeting on a paid account for all scheduled meetings
- Secure the meeting venue (currently the Third Floor Training Room of the Administrative Center)
- Create an Outlook meeting event for each MPO meeting
- Send an Outlook appointment for one hour before each MPO meeting to Information Systems as a reminder in case of technical difficulties on the day of a meeting

Two weeks before an MPO meeting

- Send a reminder to the Chair, the Secretary, PennDOT Central Office, PennDOT District 8-0, and rabbittransit for any agenda items for the following meeting
- The Transportation Planning division staff meets to determine the agenda
- Send a draft of the agenda to the group above
- Create and send a press release for any Amendments to the TIP. Save the press release in the corresponding year's folder within H:\TRANSPNTN\YAMPO\TIP Revision Press Releases

One week before an MPO meeting

- Combine the agenda and all meeting materials into a single PDF packet
- Send the meeting packet to the YAMPO Technical/Coordinating Committee (Primary), (Alternate), and Mailing categories in the YCPC shared contacts
- Upload the agenda and meeting packet to the YCPC website
- Update the YCPC website calendar meeting with the agenda and meeting packet
- Post the agenda on the notice board in the YCPC lobby
- Create a PowerPoint presentation with a slide for each action item on the agenda
 - The template is here: H:\TRANSPNTN\YAMPO\2022-2023 Meeting Packets

One day before an MPO meeting

- Confirm that all action items have a suggested motion in the PowerPoint presentation
- Print 20 copies of the agenda
- Print five spare copies of the meeting packet
- Print a sign-in sheet

One half-hour before an MPO meeting

- Arrange the meeting room tables and chairs
- Place the agendas, sign-in sheet, and name tags near the front of the room
- Place directional signs to lead attendees to the meeting room

During an MPO meeting an MPO meeting

- One member of the Transportation Planning division should remain in their office to host the Zoom meeting. They should:
 - Sign in as the host
 - Assign co-hosting features to the appropriate people, including anyone who will be sharing their screen
 - Record the meeting
 - Write a list of attendees and ensure a quorum of voting members
 - Always have videos on and visible
 - Share their screen and have the following items open:
 - Agenda
 - Meeting packet
 - PowerPoint presentation of suggested motions
 - PennDOT's page for York County Public meetings (here:)
 - Any other PDFs, PowerPoints, or links
- Staff in the meeting room should take notes of the voting members who make a motion and second. Staff should record the members' votes if a vote is not unanimous. Staff should also note any significant discussion points that the meeting minutes should include. *The meeting recording and administrative assistants should already collect this information, but staff members' notes can be a necessary backup.*

After an MPO meeting

- Send the log of attendees to administrative assistants
- Upload the meeting recording to YouTube as an unlisted video and to the YCPC website
- Delete the meeting recording from the Zoom account
- Administrative assistants create the meeting minutes. Transportation Planning division staff review for accuracy. Once finalized, save the draft meeting minutes into the next meeting's folder.

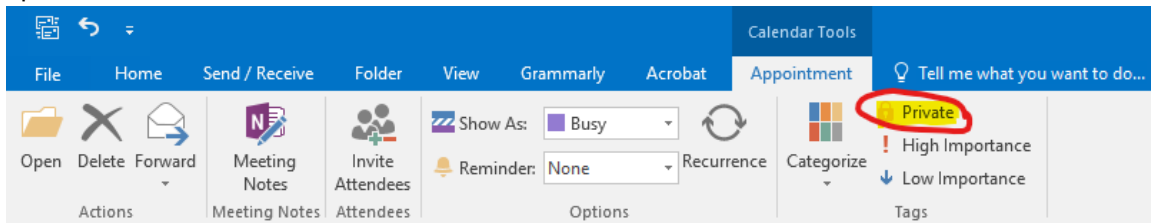
Email Tips

- Use descriptive subject lines so that the recipient can find the email later
- Be specific and concise
- Use bulleted or numbered list whenever possible
- Be clear about any tasks or follow-ups you expect of the recipients
- When communicating with people outside the organization
 - Always include a brief salutation ("Dear [Name]," "Good morning/afternoon," "Hi [Name]," etc.)
 - Always include a short closing line ("Thanks," "Sincerely," etc.)
 - Always include your YCPC signature on the first email of a thread. Signatures on follow-up emails/replies are optional, based on the formality of the message
 - Use complete sentences and correct grammar
 - Do not use slang or shorthand
 - Do not use emojis
 - Avoid jargon and industry abbreviations unless you know the recipient also knows them. Spell out abbreviations when necessary.
- When sending email to multiple people, be intentional about the To, CC, and BCC fields
 - Only include email addresses in the To field for people from whom you expect a response
 - Include email addresses in the CC field if you need someone to be aware of the information, but you do not necessarily expect a response
 - Use BCC to protect the privacy of email addresses when sending to many people that do not communicate, such as a meeting invitation or a press release
- When sending attachments
 - Within the organization: send attachments as rarely as possible. Instead, send the path to the file's location on our shared drive. Sending a file as an attachment creates duplicates of the same file and can confuse a workflow.
 - Outside the organization: make sure the file names make sense. For example, do not send an attachment with the file name that the scanner automatically creates

Outlook Calendar Tips

General

- Share your calendar with everyone in the division at a minimum. Keeping our calendars updated and sharing them with others makes scheduling meetings and other work discussions much more manageable.
- If an event (private or work-related) will cause you to be out of the office during regular working hours, show it on your calendar. If you do not want others to see personal information (such as doctor's appointments), you can make an event Private by clicking on the lock button in the Appointment options menu.

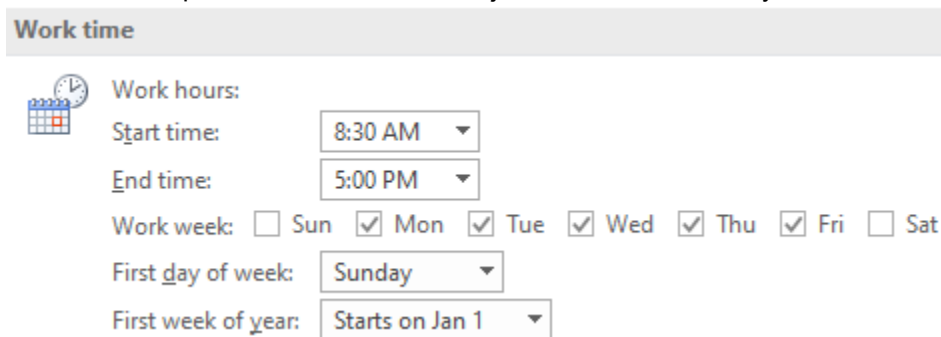


Vacation and Working from Home

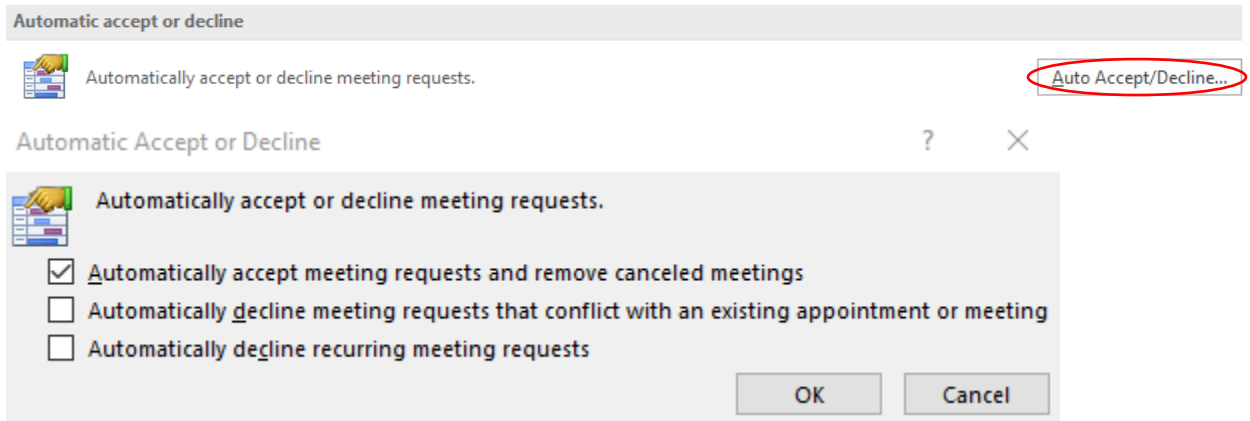
- Put on your calendar an all-day event or an event for specific hours if less than a day
- Name it with your initials and "WFH" if working from home or the type of leave time you intend to use (vacation, comp time, personal business)
- Send the event to the Chief

Suggestions and Best Practices

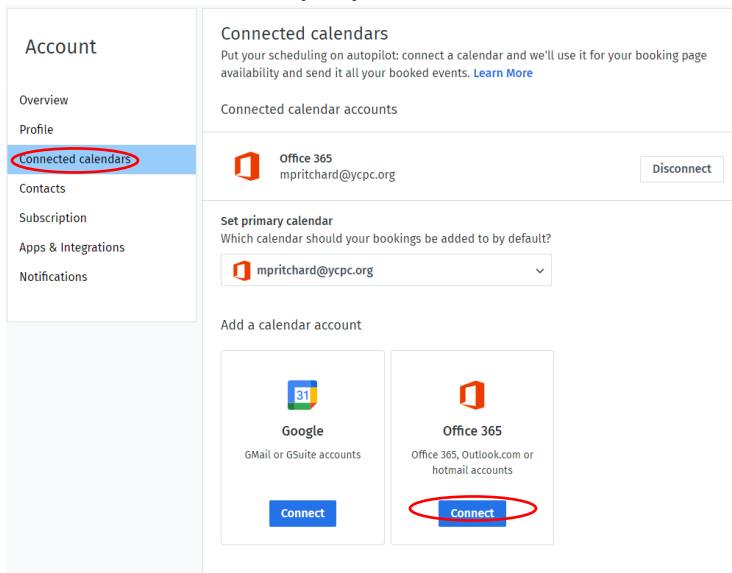
- Create time blocks of 30-90 minutes on your calendar for extended work on a specific topic or task
- Create a daily recurring event for your lunchtime
- Go to File → Options → Calendar and adjust the "Work time" to your actual start and end time



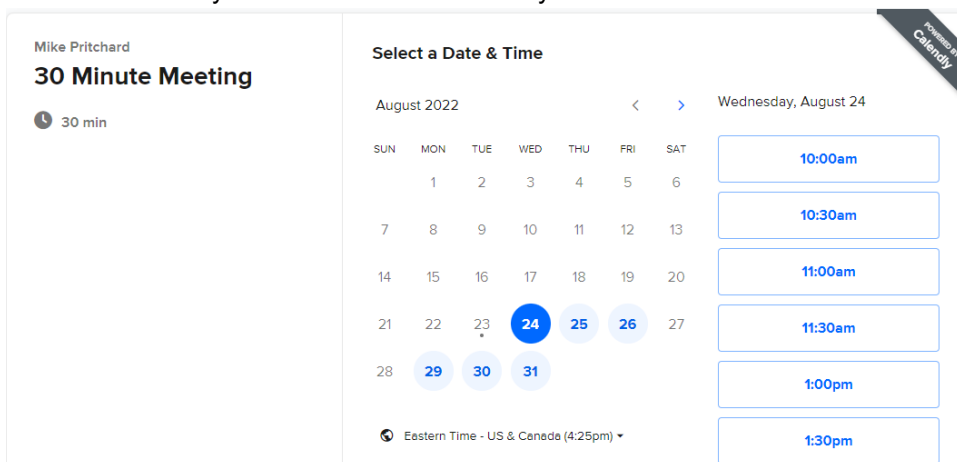
- In the same menu, set your preferences to accept or decline meeting requests automatically



- Link your YCPC to Doodle.com. Doing so allows Doodle to pre-answer a scheduling poll from someone else and show you your Outlook calendar when creating a Doodle poll.



- Create a calend.ly account with your YCPC account and link your calendar. Calendly creates a shareable webpage that you can share for people to book a meeting time. The booking page only shows times that you are available based on your Outlook calendar.



Common Acronyms

AADT: Annual Average Daily Traffic

ADA: Americans with Disabilities Act

ADTT: Average Daily Truck Traffic

AICP: American Institute of Certified Planners

ARLE: Automated Red Light Enforcement

BAM: Bridge Asset Management

BMS: Bridge Management System

CIP: Capital Investment Program

CDART: Crash Data Analysis and Retrieval Tool
(Mostly replaced by *PCIT*)

CMAQ: Congestion Management/Air Quality

CMP: Congestion Management Process

CST: Clear Sight Triangle

DBE: Disadvantaged Business Enterprises

DCNR: PA Department of Conservation and Natural Resources

DEP: PA Department of Environmental Protection

ECMS: Engineering & Construction Management System

EJ: Environmental Justice

FFY: Federal Fiscal Year (Oct 1-Sept 30)

FHWA: Federal Highway Administration

FTA: Federal Transit Administration

HOP: Highway Occupancy Permit

HOV: High Occupancy Vehicle

HPMS: Highway Performance Management System

HSIP: Highway Safety Improvement Program

IRI: International Roughness Index

LD: Land development plan

LEP: Limited English Proficiency

LGAC: Local Government Advisory Committee

LRTP: Long Range Transportation Plan (*also MTP*)

LTAP: Local Technical Assistance Program

MTP: Metropolitan Transportation Plan
(*also LRTP*)

MPC: PA Municipalities Planning Code

MPMS: Multimodal Project Management System

MPO: Metropolitan Planning Organization.

NEPA: National Environmental Policy Act

NHS: National Highway System

PAM: Pavement Asset Management

PC: Planning Commission

PCIT: Pennsylvania Crash Information Tool

PPP: Public Participation Plan

RFP/RFQ: Request For Proposals/Qualifications

RMS: Roadway Management System.

ROP: Regional Operations Plan

RSA: Roadway Safety Audit

SALDO: Subdivision and Land Development Ordinance

SD: Subdivision plan; or structurally deficient (bridges)

SOV: Single-occupancy vehicle

SRTP: Susquehanna Regional Transportation Partnership

SSSD: Safe Stopping Sight Distance

TAP, TASP, TASA: Transportation Alternatives Set-aside Program

TDP: Transit Development Plan

TIA: Traffic Impact Assessment

TIP: Transportation Improvement Program

TIS: Traffic Impact Study

TMA: Transportation Management Area

TSMO: Transportation Systems Management & Operations

UPWP: Unified Planning Work Program

WAY: Watershed Alliance of York

YAMPO: York Area Metropolitan Planning Organization

YCPC: York County Planning Commission

Funding Source Abbreviations

FEDERAL

BOF: Bridge Off-System

CAQ: Congestion Mitigation/Air Quality

HSIP: Highway Safety Improvement Program

NFP: National Highway Freight Program

NHPP: National Highway Performance Program

STP: Surface Transportation Program

STU: Surface Transportation Program-Urban
(Additional formula-based funding allocated to urbanized areas)

SXF: Special Federal Earmarked Funds

TAP: Transportation Alternatives Set-Aside
(State-administered competitive process)

TAU: Transportation Alternatives Set-Aside
(Direct allocations to TMAs)

STATE

183: State Bridge Funds for Local Bridges

185: State Bridge Funds for State Bridges

409: Maintenance Funds

581: State Highway Funds

Project Phase Abbreviations

P or PE: Preliminary Engineering

F or FD: Final Design

U: Utilities

ROW: Right-of-Way

C: Construction