National Capital Region
Transportation Planning Board

MEMORANDUM

TO: TPB Technical Committee

FROM: Kanti Srikanth, TPB Staff Director

SUBJECT: Preparation for December 6 Long-Range Plan Task Force Meeting

DATE: November 30, 2017

BACKGROUND

At its July 19 meeting the TPB approved a set of ten initiatives for further analysis as recommended by the Long-Range Plan Task Force. The initiatives consist of projects, programs and policies that go above and beyond what is contained in the currently adopted 2040 Constrained Long-Range Plan.

At the TPB meeting on November 15, staff and consultants presented the draft results of the sketch planning analysis. The full presentation of the draft results can be found here. Additionally, staff has prepared a large single table that shows the results for all different aspects of the initiatives in one place – it brings together the assessments of the initiatives according to the challenges, quantitative MOEs, and other factors (such as user cost, right-of-way needs, etc.). This was created in order to allow task force members to see all the evaluations in one place, making it easier to compare between initiatives. More information will be made available to task force members on the meeting website in advance of the meeting, including a Q&A document and a draft version of the report.

PREPARATION FOR DECEMBER 6 MEETING

Task force members are encouraged to become familiar with the process which will occur at the December 6 meeting. On December 6 the Long-Range Plan Task Force will hold their final meeting at which they will decide upon a set of initiatives to recommend to the TPB for endorsement. The task force will follow a process to help their decision-making, which is outlined below. This process was previously agreed upon by the task force, as described in past memos. The version below has been updated since the past memos were shared, in order to further explain the method of the straw poll.

<u>Task Force Process for Selection</u>

1. The task force will begin with a written straw poll in which each member votes for the initiatives he/she wishes to advance and rank the priority of the initiative among the initiatives he/she is voting for. Task force members are encouraged to vote based on the initiatives' performance on the quantitative MOEs, qualitative assessments of performance on the challenges and consideration of other factors. Members will not be limited to voting for a specific number of initiatives, but could choose to support as many as he/she believes would be valuable to advance (from zero to all ten). The straw poll sheet attached to this memo (page 3) includes instructions on how to vote for the initiatives and assign priority rankings. Task force members will select "Yes" or "No" for each initiative and to assign priority rankings to the ones they select as "Yes".

2. TPB staff will collect the ballots and tabulate the votes to determine:
    a. The overall level of support to advance each initiative will be based on the "Yes" and "No" votes. Staff will identify how many of the initiatives reached a two-thirds threshold based on the number of "Yes" votes.
    b. Additionally, TPB staff will develop an overall score for each initiative which will be calculated by assigning 10 points for 1st priority, 9 points for 2nd priority, etc. These scores will not be used as thresholds but will simply provide supplemental information for how members have prioritized the initiatives.

3. The task force will then discuss the initiatives and the various members' perspectives and priorities. Questions for discussion could include:
    a. Did any initiatives reach the two-thirds threshold? Such agreement ensures these initiatives move forward to the TPB. Should the list include any initiatives that did not reach the two-thirds threshold? If so, what initiatives achieved high overall scores, reflecting that they are high priorities for the members?

4. The discussion will progress as the task force attempts to reach consensus on a final list of initiatives. The task force Chairman may choose to call for votes during this process if consensus is not easily reached.

5. The task force may then choose to hold a second round of voting to support the final list of initiatives recommended for TPB endorsement as a way to formalize the results (this could also offer an opportunity for a member to abstain or be on record against the consensus, if that is desired).

Summary Of Remaining Activities

Meeting Date	Focus of Meeting
December 6 – Task Force 2:00–4:00 P.M.	Select a set of improvement initiatives from amongst the ten initiatives analyzed to recommend the TPB endorse, as called for in resolution establishing the task force.
December 20 – TPB 12:00–2:00 P.M.	Receive task force's recommendation. Discuss and act on proposed resolution endorsing selected initiatives for future concerted effort by TPB.

Long-Range Plan Task Force Straw Polling Exercise

INSTRUCTIONS:
- For each initiative, check "Yes" or "No". "Yes" means you think the initiative should move forward as a task force recommendation to the board for endorsement. "No" means you do not think the initiative should move forward.
- For each item you check "Yes" for: Write in your priority ranking number for each initiative, on a scale of 1-10. #1 is your highest priority, then assign lower ranks down to the number of initiatives you have selected "Yes" for (e.g. if you have said "Yes" to four initiatives, they should be assigned rankings of #1, #2, #3, and #4, and the "No"s do not receive ranking scores). You may not repeat numbers. To help make sure you do not repeat numbers as you assign priority rankings, you may cross out these numbers as you go along:
  1 2 3 4 5 6 7 8 9 10
- Do not fill in priority rankings for initiatives for which you have checked "No".

INITIATIVE 1 Regional Express Travel Network ___ YES ► PRIORITY # ___ ___ NO	**INITIATIVE 6** Metrorail Regional Core Capacity Improvements ___ YES ► PRIORITY # ___ ___ NO
INITIATIVE 2 Operational Improvements and Hotspot Relief ___ YES ► PRIORITY # ___ ___ NO	**INITIATIVE 7** Transit Rail Extensions ___ YES ► PRIORITY # ___ ___ NO
INITIATIVE 3 Additional Northern Bridge Crossing/Corridor ___ YES ► PRIORITY # ___ ___ NO	**INITIATIVE 8** Optimize Regional Land Use Balance ___ YES ► PRIORITY # ___ ___ NO
INITIATIVE 4 Regionwide High-Capacity Transitways ___ YES ► PRIORITY # ___ ___ NO	**INITIATIVE 9** Transit Fare Policy Changes ___ YES ► PRIORITY # ___ ___ NO
INITIATIVE 5 Regional Commuter Rail Enhancements ___ YES ► PRIORITY # ___ ___ NO	**INITIATIVE 10** Amplified Employer-Based Travel Demand Management ___ YES ► PRIORITY # ___ ___ NO