

CONSTRUCTION DEVOLUTION

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1 YEAR PLAN FOR CONSTRUCTION DEVOLUTION

Prior to July 1st

- County explores devolution options and discusses with VDOT
- County expresses intent to assume construction responsibilities for secondary system via resolution in accordance with statute

July – September

- Residency Administrator arranges meeting with county and VDOT staff to define areas of responsibility within 60 days of notification of intent. County and VDOT will discuss specifics about projects/work that will be performed or administered by VDOT.
- County and VDOT each identify the primary contact during devolution discussions/negotiations
- VDOT forms Transition Teams for different functional areas (county contact will meet with primary transition team)
- VDOT notifies all residency, district and regional employees of the intention of the county to assume construction responsibility.

October – December

- County holds public information meetings on devolution
- VDOT begins analysis of internal organizational impacts associated with construction devolution

January – March

- VDOT and county work out details of master agreement and programmatic responsibilities for construction
- County establishes consultant contracts for construction/begins hiring process for any needed staff
- VDOT communicates what funds will need to be retained for work performed by VDOT and works with county on six year plan update

April – June

- County attends additional meeting/workshop on financial and reporting requirements
- VDOT receives resolution indicating county will be taking over responsibility for the secondary construction program on July 1st. This resolution should be passed by May 1st to allow time for agreement approval.
- County and VDOT will execute agreement for the county to assume responsibility for secondary construction program. The agreement will provide the implementation details.

July 1st

- County will assume responsibility for its secondary construction program on July 1 one year after notice of intent.

CONSTRUCTION FUNCTIONS ACTION PLAN

VDOT and the county will determine which items in the county secondary six year plan will be performed and/or administered by VDOT and the funds that will be held by VDOT accordingly. If a county assumes responsibility for any or all of the countywide items, VDOT will still have oversight responsibilities as well as programmatic reviews. It is assumed that any project underway by VDOT will generally remain with VDOT until the end of the phase (PE, RW or Construction). If requested by the county and agreed to by VDOT, a project can be transitioned to the county within a phase. The standard 6-year plan public hearing and approval process as described in 33.1-70.1 will still apply.

Secondary Construction Allocations to a county normally will fund:

1. Projects on which construction has been completed, but they are not yet fully funded or they have deficits.
2. Projects that are fully funded, but construction is not yet complete.
3. Budget items. These must be funded and built in one fiscal year.
4. Projects that will continue in development.
5. New projects for which allocations are available to at least begin preliminary engineering.
6. Any Primary System project that is to receive Secondary allocations for construction.
7. Countywide Incidental Construction items which are described below.

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| Description of Countywide Incidental Construction (For Use on Secondary Routes Only) |
| Traffic Services – New signs or pavement marking or guardrail |
| Rural Additions – Additions to System pursuant to Virginia Code Section 33.1-72-1 or CTB Rural Addition Policy. Roads must be accepted into the state secondary system prior to project initiation. VDOT will, as a minimum, have a review role for qualifying rural additions. |
| Pipe Installations/Private Entrances- Within limitation of VDOT operational policy. The proposed Land Use Permit Manual, currently in the APA process, eliminates pipe installation by VDOT at no cost to the property owner. |
| Preliminary Engineering & Surveys – Limited in scope and of the nature that inclusion in Six-Year Plan as specific item would be impractical. If county would like general assistance with preliminary engineering, funds can be provided in countywide item. |
| Fertilization & Seeding – Establishment of new grass – Mandatory with devolution |
| Subdivision Plan Review – Subdivision and site plan (as directly related to the Secondary System or new streets intended for inclusion into the System). VDOT would retain unless county |

assumes subdivision plan review.

Right of Way Engineering – To be used only when it is impractical to open regular project to charges. Limited to use for minor items, attorney fees, cost advances, acquisition costs, including time charges associated with disposal of residue and surplus property. VDOT may need to retain funds for post construction charges such as condemnations. .

Traffic Calming – The installation of traffic calming measures as indicated in the Traffic Calming Guide.

- Residency Administrator arranges meeting with county and VDOT staff to define areas of responsibility within 60 days of notification of intent. County and VDOT will discuss specifics about projects/work that will be performed or administered by VDOT.

PERSONNEL ACTION PLAN

Assumptions and Actions

- Pull statistical data on Residency
 - Residency and district current construction staff
- Determine if staff will be impacted
- Pull statistical data on employees eligible for retirement based upon age and years of service
 - Eligible employees
 - Determine if purchase service contracts make others eligible for retirement.
- Review current ERL for matches to impacted employees
 - Determine valid vacancy list statewide with proposed date of January 20xx.
- Freeze positions for placement within the District as well as statewide, effective January 20xx, where appropriate and feasible to be determined through employee survey
 - Propose effective date January 20xx
- Develop timeline of pending actions
 - Revisit and adjust as needed
- Develop website as a part of communiqué to employees for FAQ's, applicable benefits, applicable policies and procedures. Additional communiqué include:
 - HR will complete a FAQ's informational sheet for employees including benefits information.
 - Website will include FAQ's regarding downsizing as a whole as well as specifics to affected facilities, layoff policies and procedures, and benefits/ severance package information. Information will also be provided in hard copy for employees.
 - Conduct Q&A sessions for employees to be scheduled over the next twelve months (see milestones).
 - Develop questionnaire for employee interest with both VDOT and/or County (to be included as an option on the survey sheets).
 - Employee completes a State Application reflecting experience and skills for possible placement.
 - Partner with VEC for services, including but not limited to, job search assistance, career counseling, resume writing, interview techniques, and relative testing.
 - HR will also provide the above referenced services through the training department and generalist staff.
 - Training will review records regarding educational programs in which employees are currently enrolled and the impact of the terms regarding continuing education program, Learning Partnership, any options regarding release from repayment, to repayment options, if applicable. Update employee-training records.
 - Assist employees with EAP services.

- Establish a separate communication plan for external/community outreach to include the VEC, Legislature (through letters and emails), Media relations (through designated spokesperson(s)) with the assistance of Public Affairs.
- Schedule the meeting with County HR Office to discuss personnel options
 - Dialogue between VDOT and County Human Resources has occurred. County has responded to our request and meeting times are being coordinated.
 - To gather information on staffing level needed and the intent to recruit VDOT employees/establish timeline.
 - To gather information on pay structure, benefits and retirement.
- Conduct update meetings with impacted staff
 - Upon finalization of restructuring, conduct an update meeting with impacted employees to advise of status.
 - Thereafter, meetings will be conducted as needed or in accordance to the timeline submitted.
- Prepare an overview of the Policy 1.30 Layoff
- Announce layoff, if applicable (April 30, 20xx with an effective date of June 30, 20xx)
- Contact the VEC for employee assistance/placement, if applicable
 - See communication plan outlined above
- Incentives offered to employees to remain with VDOT during the transition period to maintain service level include:
 - Offer Retention Bonus of \$yyyy to be paid incrementally (with tenure agreement) when payment is made:
 - July 30, 20xx
 - January 30, 20xx
 - June 30, 20xx

COMMUNICATIONS ACTION PLAN

Assumptions and Actions

- Communication efforts will include internal, external and VDOT-County communications.

Internal Communications

- VDOT employees should be advised of the county's plans to assume construction responsibility
- VDOT employees should be kept informed of devolution status during the transition

External Communications

- Residents of the county should be informed of the county's plans to assume construction responsibility. They should have an opportunity to provide comments.

VDOT-County communications

- County and VDOT must meet to discuss how devolution should take place. VDOT will share 6 year plan information and cost center data.
- VDOT and County must determine how information will be shared after county assumes maintenance responsibility

Milestones

First Year

- July – County and VDOT meet to discuss specifics of proposed devolution
- July – VDOT notifies all residency, district and regional employees of the intention of the county to assume construction responsibility for its secondary roads.
- October – County holds public information meetings on devolution
- November - VDOT establishes website for communications with residency employees.
- January – VDOT and county will determine how information will be shared.

COORDINATION AND COMMUNICATIONS –

These items should be included in standard operating procedures established between the VDOT residency and the County. These procedures will define how coordination in these areas will operate at the local level.

- Emergency coordination
 - o Define regular communication
 - o incident/event communication
 - o resource requests/ resource sharing agreements
 - o updates on progress
 - o VOIS updates

- Historical data share –
 - o What do we transfer
 - o How do we transfer
 - o When do we transfer
 - o How do we store retained information

- VDOT system share
 - o What systems need access
 - o How do we provide access
 - o When do we provide access

- Reporting
 - o How are accomplishments reported – what format, what system
 - o When are they reported
 - o Who is responsible for updates