MEMPHIS URBAN AREA REGIONAL ITS ARCHITECTURE UPDATE
WORKSHOP MINUTES

MEETING DATE: April 20, 2010

MEETING TIME: 9:00 AM – 10:30 AM

MEETING LOCATION: Memphis Urban Area Metropolitan Planning Organization (MPO)
1075 Mullins Station Road, Memphis, TN 38134

ATTENDEES:

Becky Bailey, City of Bartlett
Darek Baskin, City of Millington
Eddie Brawley, West Memphis Metropolitan Planning
          Organization (MPO)
Mike Brazzell, Shelby County Office of Preparedness
Dan Frazier, Memphis Area RPO
Wain Gaskins, City of Memphis
Sajid Hossain, Memphis Urban Area MPO
Ed Johnson, TDOT Region 4
Mark King, Town of Collierville
John Lancaster, Memphis Area Transit Authority
   (MATA)
Martha Lott, Memphis Urban Area MPO
Carlos McCloud, Memphis Urban Area MPO
Richard Merrill, City of Memphis

Tim Moreland, Memphis Urban Area MPO
Paul Morris, Memphis Urban Area MPO
Mike Presley, TDOT
Michael Rebick, TDOT-TMC
Dorothy Rhodes, AHTD
Acey Roberts, Mississippi DOT
Brett Roler, Memphis Urban Area MPO
Pragati Srivastava, Memphis Urban Area MPO
Joe Warren, TDOT Region 4
Heshani Jayadeva, RNR Consulting
Tarak Shah, RNR Consulting
Simeon Ivanov, RNR Consulting
James Collins, Kimley-Horn and Associates
Tom Fowler, Kimley-Horn and Associates

SUBJECT: Memphis Regional ITS Architecture Update – Comment Resolution Workshop

Introductions

Martha Lott of the Memphis Urban Area Metropolitan Planning Organization (MPO) welcomed everyone to the last workshop and thanked the stakeholders for their continued participation in the update of the Memphis Urban Area Regional Intelligent Transportation System (ITS) Architecture. Everyone in attendance introduced themselves and identified the agency or organization they were representing.

Project Overview Presentation

Tom Fowler provided an overview of the project and updated everyone on the remaining steps. Tom noted that this was the last of four workshops scheduled in Memphis to update the Regional ITS Architecture and Deployment Plan. Drafts of the Regional ITS Architecture and Regional ITS Deployment Plan are both available on the project website at the address below:

http://www.kimley-horn.com/Projects/TennesseeITSArchitecture/memphis.html

Comments on the Draft Regional ITS Deployment Plan were requested by the end of April. Comments can be provided to Tom Fowler at Kimley-Horn or Sajid Hossain at the Memphis Urban Area MPO. Based on the comments received a Final Draft Regional ITS Deployment Plan, as well as a Final Draft Regional ITS Architecture, will be developed.

ITS Deployment Plan Document Review

Tom provided a review of the Draft ITS Deployment Plan document. Two key sections were noted as the highest priority for stakeholders to review.

- Section 4 – ITS Project Recommendations
- Section 5 – Use and Maintenance of the Regional ITS Architecture

Use and Maintenance of the Regional ITS Architecture

Use and maintenance of the Regional ITS Architecture was discussed. The process presented in the Regional ITS Architecture document and discussed at the last stakeholder workshop was approved. To assist with documenting any necessary changes to the Regional ITS Architecture, a form was developed. A MS Word version of the form will be available on the project website and should be used to document future changes that need to be made to the Regional ITS Architecture. A copy of the form, which has been revised since the stakeholder workshop, is included at the end of these minutes.

In addition to the use and maintenance of the Regional ITS Architecture, use of the Regional ITS Architecture in the systems engineering process was also discussed. The Regional ITS Architecture can assist in the development of a systems engineering analysis. For example, the Regional ITS Architecture can be useful in meeting the following systems engineering requirements:

- Project conformity to the Regional ITS Architecture;
- Concept of operations;
- System requirements; and
- High level design.

Concluding Comments and Next Steps

The following next steps were identified for the project:

End of April
- Draft Regional ITS Deployment Plan comments due

May
- Final Draft Regional ITS Architecture and Final Draft Regional ITS Deployment Plan available for review

June
- Final documents delivered including Executive Summary, Final Draft Regional ITS Architecture, and Final Draft Regional ITS Deployment Plan, and Turbo Architecture Database

Tom thanked everyone for their participation and encouraged them to contact him or Sajid Hossain with any questions or comments. Sajid will be sending out notices when the Final Draft Regional ITS Architecture and Final Draft Regional ITS Deployment Plan are available for review.

Memphis Urban Area
Regional ITS Architecture
ITS Architecture Maintenance Documentation Form

Please complete the following form to document changes to the 2010 Memphis Urban Area Regional ITS Architecture. Forms should be submitted to the Memphis Urban Area Metropolitan Planning Organization (MPO) for review and acceptance. All accepted changes will be kept on file by the MPO and shared with the TDOT Long Range Planning Division. Changes will be incorporated into the 2010 Memphis Urban Area Regional ITS Architecture during the next scheduled update.

Contact Information

Agency	
Agency Contact Person	
Street Address	
City	
State, Zip Code	
Telephone	
Fax	
E-Mail	

Change Information

Please indicate the type of change to the Regional ITS Architecture or Deployment Plan:

☐ Administrative Change: Basic changes that do not affect the structure of the ITS market packages in the Regional ITS Architecture.
   Examples include: Changes to stakeholder or element name, element status, or data flow status.

☐ Functional Change – Single Agency: Structural changes to the ITS market packages that impact only one agency in the Regional ITS Architecture.
   Examples include: Addition of a new ITS market package or changes to data flow connections of an existing ITS market package. The addition or changes would only impact a single agency.

☐ Functional Change – Multiple Agencies: Structural changes to the ITS market packages that have the potential to impact multiple agencies in the Regional ITS Architecture.
   Examples include: Addition of a new ITS market package or changes to data flow connections of an existing ITS market package. The addition or changes would impact multiple agencies and require coordination between the agencies.

☐ Project Change: Addition, modification, or removal of a project in the Regional ITS Deployment Plan.

☐ Other: _____
_____

Submittal

Please submit ITS Architecture Maintenance Documentation form to:

Memphis Urban Area Metropolitan Planning Organization
1075 Mullins Station Road
Memphis, TN 38134
Phone: 423-581-6277
Fax: 423-585-4679   Form Submittal Date: _____

Memphis Urban Area
Regional ITS Architecture
ITS Architecture Maintenance Documentation Form

Question 1 Describe the requested change to the Regional ITS Architecture or Deployment Plan.	*Example: City A is planning to deploy CCTV cameras for network surveillance on arterial streets. In the Regional ITS Architecture, the City A Traffic Operations Center (TOC) is shown as the only center controlling the CCTV cameras. The City A TOC is now planning to provide images and control of the CCTV cameras to the City A Police Department for use during incidents.*
Question 2 Are any of the Regional ITS Architecture market packages impacted by the proposed change?	☐ Yes: Please complete Questions 2A and 2B ☐ No: Please proceed to Question 3 ☐ Unknown: Please coordinate with the Nashville Area MPO to determine impacts of the change to the Regional ITS Architecture
Question 2A List all of the ITS market packages impacted by the proposed change.	*Example: ATMS08 – Traffic Incident Management System* *ATMS01 – Network Surveillance*
Question 2B Include a copy of the ITS market packages impacted by the proposed change and mark any proposed modifications to the ITS market packages. Add any additional notes on proposed changes in this section.	*Example: A sketch of the ATMS08 – Traffic Incident Management System market package diagram for City A is attached. Changes have been marked by hand to indicate the new data connections that will be established to allow the City A TOC to send traffic images to the City A Police Department and for the City A Police Department to control the CCTV cameras. The deployment of the CCTV cameras will also result in several of the data flows in ATMS01 – Network Surveillance being changed from planned to existing. These have also been marked on the market package diagram. (Note: The ITS market package diagrams can be found in Appendix B of the Regional ITS Architecture.)*
Question 3 Does the proposed change impact any stakeholder agencies other than the agency completing this form?	☐ Yes: Please complete Questions 3A and 3B ☐ No: Form is complete ☐ Unknown: Please coordinate with the Nashville Area MPO to determine impacts of change to other agencies in the Regional ITS Architecture
Question 3A Identify the stakeholder agencies impacted by the change and a contact person for each agency.	*Example: The City A TOC and City A Police Department are the two agencies impacted by this change. (Note: Assuming the City A TOC representative is completing this form, the contact person from the City A Police Department working on this project should be listed.)*
Question 3B Describe the coordination that has occurred with the stakeholder agencies and the results of the coordination?	*Example: The City A TOC and City A Police Department have had several meetings in the last year to discuss the operations of the arterial CCTV cameras. An operational agreement for the joint operations of the CCTV cameras is currently being developed.*