

**AGENDA**  
**HAMPTON ROADS PLANNING DISTRICT COMMISSION**  
**QUARTERLY COMMISSION MEETING**  
**April 17, 2014**

1. Call to Order
2. Approval/Modification of Agenda

**WORKSHOP AGENDA**

3. Urban Areas Security Initiative (UASI) Funding Update
4. Sea Level Rise Pilot Project
5. Fiscal Year 2015 Draft Budget
6. Town of Smithfield Membership

**REGULAR AGENDA**

7. Submitted Public Comments
8. Public Comment Period
9. Approval of Consent Items
  - A. Minutes of March 20, 2014 Executive Committee Meeting
  - B. Treasurer's Report of February 2014
  - C. Regional Reviews
  - D. Fiscal Year 2015 Draft Budget
10. HRPDC Three-Month Tentative Schedule
11. Project Status Reports and Advisory Committee Summaries
12. Old/New Business

**ADJOURNMENT**

**AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

**ITEM #1: CALL TO ORDER**

The meeting will be called to order by the Chair at 9:30 a.m.

**ITEM #2: APPROVAL/MODIFICATION OF AGENDA**

Members are provided an opportunity to add or delete items from the agenda. Any item for which a member desires consideration from the Hampton Roads Planning District Commission should be submitted at this time, as opposed to under “Old/New Business.”

## **AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

### **ITEM #3: URBAN AREAS SECURITY INITIATIVE (UASI) FUNDING UPDATE**

#### **SUBJECT:**

The Department of Homeland Security (DHS) has released Federal Fiscal Year 2014 Preparedness Grant Allocations. The region has been reinstated as a funded urban area. This year, Hampton Roads will receive \$1 million in Urban Areas Security Initiative (UASI) funding.

#### **BACKGROUND:**

Hampton Roads was designated a high risk urban area eligible to receive UASI funding in fiscal year 2007. Since that time, these funds have been used to address unique planning, organization, equipment, training, and exercise needs of Hampton Roads, and assisted in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from acts of terrorism.

In fiscal year 2012, the Hampton Roads was removed from the UASI eligibility list and remained ineligible to apply for UASI grants thru fiscal year 2013. However, the region has been reinstated and allocated \$1 million for fiscal year 2015. While these funds will greatly assist preparedness efforts in Hampton Roads, long-term sustainable solutions must be identified to support regional preparedness needs.

Mr. John Sadler, Senior Regional Homeland Security Planner will brief the Commission on the UASI funds available for fiscal year 2015.

**Note: this item is for informational purposes only.**

## **AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

### **ITEM #4: SEA LEVEL RISE PILOT PROJECT**

#### **SUBJECT:**

Old Dominion University has been in contact with the White House Council on Environmental Quality on a potential pilot project that would focus on standing up a team composed of appropriate Federal and State agencies, local governments, and representatives of key industries to develop a proposal for a Regional Interagency Task Force for the Hampton Roads region. This would be a "whole of government" approach to tackling the complex inter-governmental challenges of preparing for the impact of climate change.

#### **BACKGROUND:**

The HRPDC staff has been contacted by the staff at Old Dominion University about interest from the White House in developing a Hampton Roads Sea Level Rise Pilot Project that can be prototyped for similar efforts across the nation and overseas bases. The impetus for this project was an Executive Order by President Barack Obama on climate change, followed by a meeting between White House staff and Mr. Ben McFarlane, HRPDC Senior Regional Planner, Mr. Ron Williams, City of Norfolk Assistant City Manager and Mr. Joe Bouchard, Member of the Recurring Coastal Flooding Subpanel in December 2013. The work that has already been done in the region on this important topic along with continuing concerns about the effect of sea level rise on our military bases made Hampton Roads a natural fit for this pilot project.

Mr. Ray Toll, Senior Project Scientist with the Center for Coastal Physical Oceanography at Old Dominion University will provide a brief presentation on this proposal.

**Note: this item is for informational purposes only.**

## **AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

### **ITEM #5: FISCAL YEAR 2015 DRAFT BUDGET**

#### **SUBJECT:**

FY 2015 HRPDC/HRTPO Draft Budget.

#### **BACKGROUND:**

The Joint HRPDC/HRTPO Personnel & Budget Committee (P&B) met on Thursday, March 20, 2014 prior to the HRPDC and HRTPO meetings to discuss the FY 2015 HRPDC/HRTPO Draft Budget. This meeting was in preparation for the budget to be presented to both boards for consideration at the April 17, 2014 meetings. The following documents are attached for your review:

- Historical Budget Trend
- FY 2015 Draft Budget/Summary
- HRPDC/HRTPO Reserve Balances
- Local Jurisdiction Contributions Spreadsheet

#### **STAFF COMMENTARY:**

The FY 2015 Draft Budget reflects the current economic conditions, that it is conservative in nature, and represents a total revenue (and corresponding expenditure) decrease of 31.2% from FY 2014. This decrease is due to grant reductions in UASI, MMRS, Planning & Environmental, and Transportation funding. The majority of these funds are pass-through.

Member contributions will remain at the reduced \$.80 per capita rate approved in FY 2013. A slight increase in population resulted in the \$18,435 increase in this line item.

The budget supports a proposed 2% performance-based salary adjustment for staff. There was no increase in healthcare premiums for the upcoming fiscal year. A previously funded reserve account established in anticipation of the employer rate increase helped fund the one percent VRS increase and the 0.13% increase in the VRS life insurance. A 3.8% decrease in operations helped offset the reduced revenue.

Ms. Nancy Collins, HRPDC Chief Financial Officer, will provide an overview to the Commission and answer any questions.

Attachment 5

**Note: This item will be presented for action under Agenda Item #9-D.**

**HRPDC/HRTPO  
Historical Budget Trend**

	FY 2011	FY 2012	FY 2013	FY 2014	Draft FY 2015
<b>REVENUES</b>					
<b>Operations</b>					
<b>Federal</b>	\$ 2,964,340	\$ 2,949,344	\$ 3,152,052	\$ 2,871,581	\$ 2,621,197
<b>State</b>	\$ 478,659	\$ 525,413	\$ 479,809	\$ 445,731	\$ 507,024
<i>State Support to PDCs</i>	\$ 132,124	\$ 151,943	\$ 151,943	\$ 151,943	\$ 146,367
<i>State Grants</i>	\$ 346,535	\$ 373,470	\$ 327,866	\$ 293,788	\$ 360,657
<b>Local</b>	\$ 2,081,337	\$ 1,999,788	\$ 2,071,115	\$ 2,174,392	\$ 2,185,843
<i>Local Member Contributions</i> <sup>1</sup>	\$ 1,342,835	\$ 1,362,766	\$ 1,329,440	\$ 1,339,935	\$ 1,358,370
<i>Local Program Contributions</i>	\$ 292,022	\$ 479,888	\$ 674,909	\$ 297,224	\$ 767,203
<i>Local Program Deferred</i>	\$ 29,990	\$ 33,634	\$ 1,300	\$ 526,764	\$ 50,270
<i>Local Other</i>	\$ 416,490	\$ 123,500	\$ 65,466	\$ 10,469	\$ 10,000
<b>Other</b>	\$ 129,530	\$ 113,150	\$ 108,150	\$ 201,850	\$ 163,700
<b>Subtotal</b>	\$ 5,653,866	\$ 5,587,695	\$ 5,811,126	\$ 5,693,554	\$ 5,477,764
<b>Pass-Through Revenues</b>					
<b>Federal</b>	\$ 5,645,715	\$ 4,417,233	\$ 3,983,005	\$ 2,836,704	\$ 1,196,000
<b>State</b>	\$ 736,305	\$ 585,957	\$ 571,140	\$ 346,265	\$ 57,000
<b>Local</b>	\$ 2,654,732	\$ 2,462,163	\$ 3,348,542	\$ 2,435,093	\$ 1,052,367
<b>Subtotal</b>	\$ 9,036,752	\$ 7,465,353	\$ 7,902,687	\$ 5,618,062	\$ 2,305,367
<b>TOTAL REVENUES</b>	\$ 14,690,618	\$ 13,053,048	\$ 13,713,813	\$ 11,311,616	\$ 7,783,131

Footnote:

1. **Local Member Contribution** includes \$0.82 per capita for fiscal years 2011 and 2012 and \$0.80 per capita for fiscal years 2013, 2014, and 2015.

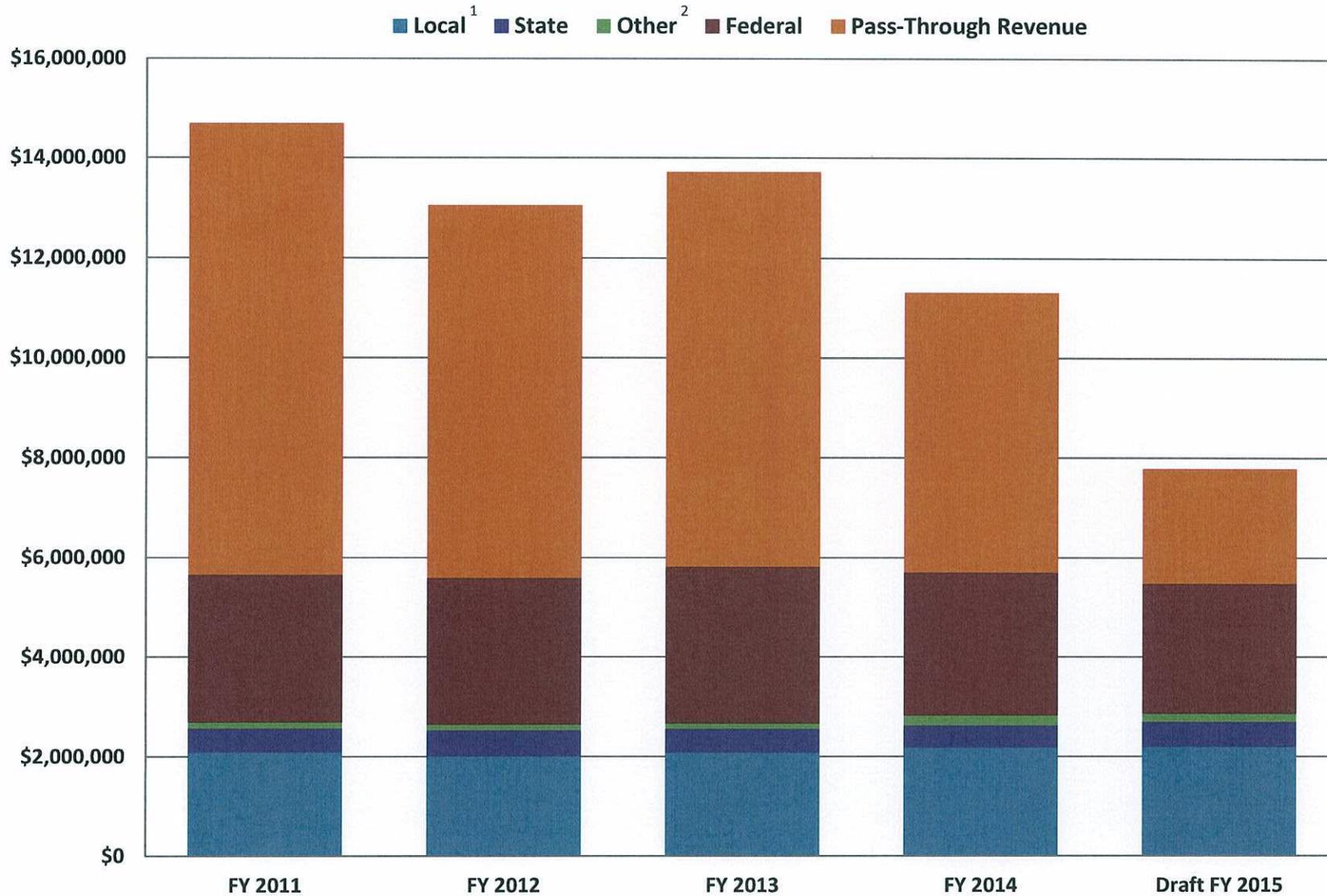
**HRPDC/HRTPO  
Historical Budget Trend**

	FY 2011	FY 2012	FY 2013	FY 2014	Draft FY 2015
<b>EXPENDITURES</b>					
<b>Operations</b>					
Personnel	\$ 4,036,965	\$ 4,334,115	\$ 4,532,387	\$ 4,601,510	\$ 4,775,002
Standard Contracts <sup>1</sup>	\$ 223,525	\$ 216,160	\$ 209,869	\$ 202,945	\$ 224,755
Special Contracts <sup>2</sup>	\$ 324,590	\$ 136,876	\$ 81,701	\$ 76,300	\$ 69,400
General <sup>3</sup>	\$ 1,068,786	\$ 882,873	\$ 987,169	\$ 812,799	\$ 408,607
<b>Subtotal</b>	<b>\$ 5,653,866</b>	<b>\$ 5,570,024</b>	<b>\$ 5,811,126</b>	<b>\$ 5,693,554</b>	<b>\$ 5,477,764</b>
<b>Pass-Through</b>					
Pass-Through	\$ 9,036,752	\$ 7,483,024	\$ 7,902,687	\$ 5,618,062	\$ 2,305,367
<b>Subtotal</b>	<b>\$ 9,036,752</b>	<b>\$ 7,483,024</b>	<b>\$ 7,902,687</b>	<b>\$ 5,618,062</b>	<b>\$ 2,305,367</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,690,618</b>	<b>\$ 13,053,048</b>	<b>\$ 13,713,813</b>	<b>\$ 11,311,616</b>	<b>\$ 7,783,131</b>

Footnotes:

1. **Standard Contracts** include space costs, insurance, O&M, legal, audit, etc.
2. **Special Contracts** include internet, public involvement, websites, etc.
3. **General** includes consumables, travel, equipment, copy costs, telephone, memberships, hospitality, etc.

# HRPDC/HRTPO Revenue Sources



Footnotes:

1. Local revenue sources include:

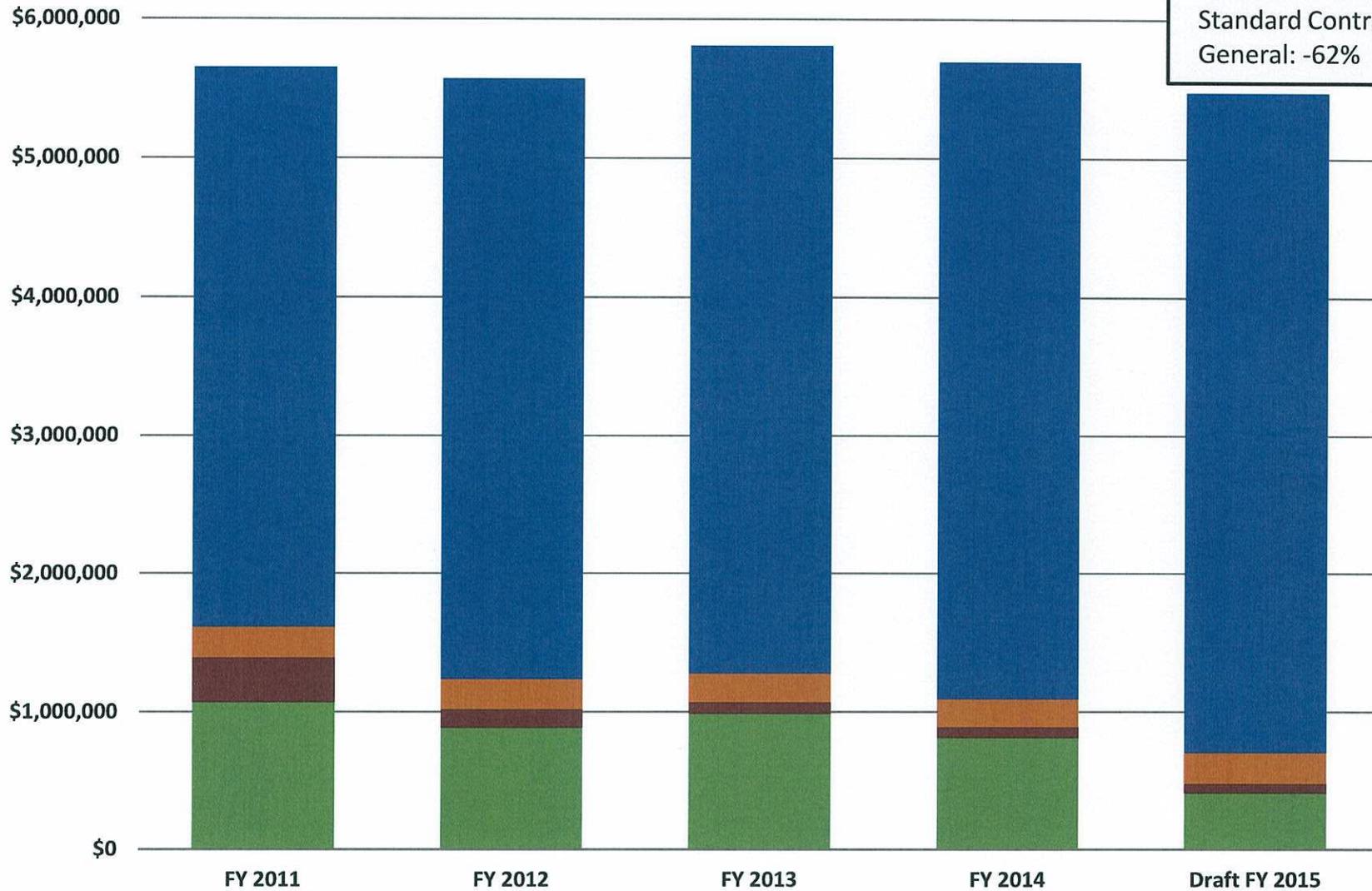
- Local Program Contributions from all 16 Hampton Roads localities for ongoing programs of benefit to all (Construction Standards, Metropolitan Medical Response System, Special Water Programs: Regional Water, Storm Water, Waste Water, and HR Green Programs: HR WET, HR FOG, HR STORM, HR Clean Community).
- Local Program Contributions Deferred (funding received in prior years, not yet spent, for the above programs).
- Local Other funding for projects that come up during the year that specific localities want assistance from the HRPDC (examples include: Comp Plans for specific localities, SPSA Solid Waste Study, Regional Sewer Consolidation Study, etc.).

2. Other revenue sources includes funding from reimbursements from localities for board room use and printing services, interest earnings, HRMFFA contributions, etc.

## HRPDC/HRTPO Operations Expenditures

■ General <sup>1</sup>  
 ■ Special Contracts <sup>2</sup>  
 ■ Standard Contracts <sup>3</sup>  
 ■ Personnel

**Change over 5-Year Period:**  
 Personnel: 18%  
 Special Contracts: -79%  
 Standard Contracts: 1%  
 General: -62%



Attachment 5

Footnotes:

1. **General** includes consumables, travel, equipment, copy costs, telephone, memberships, hospitality, etc.
2. **Special Contracts** include internet, public involvement, websites, etc.
3. **Standard Contracts** include space costs, insurance, O&M, legal, audit, etc.

HAMPTON ROADS PLANNING DISTRICT COMMISSION / HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

2015 BUDGET

TITLES	PROJ #	(45000)	2015	2015	2015	2015	2015	2015
		MATCH	CODE	ELEMENT	BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET
<b>REVENUES</b>								
<b>NEW REVENUE</b>								
1 State Grant (DHCD) Note 1	390	40500	100000	146,367				146,367
2 Local Assmt Member Contrib (\$.80) Note 2	390	45400	100200	1,358,370			285,781	1,072,589
3 Local Assmt HRWET	337	49500	234000	66,066				66,066
4 Local Assmt HRWET	337	49500	234300	97,000		96,310		690
5 Local Assmt Regional Water Program	337	49500	235100	143,738				143,738
6 Local Assmt Water Quality	337	49500	235400	7,500		7,500		0
7 Local Assmt H2O	337	49500	235700	20,000		20,000		0
8 Local Assmt Regional Stormwater Program	338	49100	237000	277,169				277,169
9 Local Assmt HR Storm	338	49100	237100	53,854				53,854
10 Local Assmt HR Storm	338	49100	237200	75,000		74,310		690
11 Local Assmt Waste Water Program	348	49600	239000	113,682		25,000		88,682
12 Local Assmt HR FOG	348	49600	239200	50,000		49,310		690
13 Local Assmt HR FOG Technical	348	46600	239300	96,065		30,000		66,065
14 Local Assmt HR Clean	330	48000	239500	34,910		0		34,910
15 Local Assmt HR Clean	330	48000	239600	67,864		67,174		690
16 Local Assmt MMRS Sustainment	350	46000	398700	339,592		305,633		33,959
17 Local Assmt Construction Stds	391	47100	670514	105,000		105,000		0
18 Interest Earnings	390	44000	100000	16,000				16,000
19 SPSA Solid Waste Study	392	49900	219700	146,550		146,550		0
20 DCR Roundtable	333	42594	239400	15,000		7,500		7,500

21 NOTE 1: FY04 \$325,472; FY05 -07 \$293,995; FY08: \$279,295; FY09 \$275,106; FY10 \$253,879; FY11 \$132,124; FY12 \$151,943; FY13&14 \$151,943

22 NOTE 2: \$.80 per capita - 2.5% reduction for FY2013 (\$.82 FY2006 - FY2012); TPO Mbr Contr. for Match

HAMPTON ROADS PLANNING DISTRICT COMMISSION / HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

2015 BUDGET

TITLES	PROJ #	(45000)	2015	2015	2015	2015	2015	2015	2015
		MATCH							
					PASS-THRU	PASS-THRU	BUDGET	BUDGET	
23 REVENUES									
24 NEW REVENUE (cont)									
25 VCZMP-TA	334	20,000	40800	246000	20,000				20,000
26 VCZMP Water Quality	334		40800	246300	28,200				28,200
27 VCZMP Public Access Suffolk	334		40800	236600	30,000		27,000		3,000
28 VCZMP Public Access Norfolk	334		4800	23xxxx	30,000		27,000		3,000
29 VCZMP-TA	3XX	40,000	4xxxx	256000	40,000				40,000
30 VCZMP-Sea Level Rise TA	3XX	9,917	4xxxx	246700	9,917				9,917
31 VCZMP-Native Plants	3XX	4,913	4xxxx	246800	9,825				9,825
32 James City County	3XX		4xxxx	24xxxx	10,000				10,000
33 Water Quality Monitoring	3XX		4xxxx	2xxxxx	4,000				4,000
34 VDHCD HR Loan Fund Partnership	355XX		40900	300415	16,500				16,500
35 VDHCD HR Loan Fund Partnership	35502		49800	300515	103,500		103,500		0
36 MMRS #8: \$1,126,772 (2011)	35000		48600	398911	50,000		50,000		0
37 FHWA PL	30015	235,090	40100	40xx15	1,880,723			1,880,723	0
38 VDOT PL State Match	30015		40100	40xx15	235,090			235,090	0
39 FTA 5303 15	3008x	36,191	40400	40xx15	289,525			289,525	0
40 VDRPT FTA 5303 State Match 15	3008x		40400	40xx15	36,191			36,191	0
41 FTA 5303 14	3008x	5,376	40400	40xx14	43,007			43,007	0
42 VDRPT FTA 5303 State Match 14	3008x		40400	40xx14	5,376			5,376	0
43 VDOT SP&R	31015	14,500	41400	470115	58,000			58,000	0
44 FHWA RSTP	3XX		4xxxx	492215	400,000	380,000		20,000	0
45 FHWA CMAQ (HSR)	3XX		4xxxx	493714	140,000	140,000			0
46 HRTAC	3XX		4xxxx	4xxxxx	80,000			40,000	40,000
47 State Grant EM (UASI ?)	3XX		4xxxx	6xxxxx	100,000				100,000
48 State Grant RCPT	3XX		4xxxx	6xxxxa	60,000				60,000
49 UASI M&A	39140		46903	650011	17,000				17,000
50 UASI FY11	3XX		4xxxx	650211	5,000		5,000		0
51 UASI MSN 11	39140		46903	650511	14,000				14,000

HAMPTON ROADS PLANNING DISTRICT COMMISSION / HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

**2015 BUDGET**

TITLES	PROJ #	(45000) MATCH	CODE	2015 ELEMENT	2015 BUDGET	2015 TPO PASS-THRU	2015 PDC PASS-THRU	2015 TPO OPER BUDGET	2015 PDC OPER BUDGET
<b>52 REVENUES</b>									
<b>53 NEW REVENUE (cont)</b>									
54 Construction Stds Report Sales	391		43000	670514	6,000		6,000		0
55 HRMFFA	392		4xxxx	752000	20,500				20,500
56 General Services Reimbursements	380		41000	8xxxxx	5,000				5,000
57 Hospitality Reimbursements	380		41011	8xxxxx	3,000				3,000
58 VRS Reserve offset employer increase	399		4xxxx	997000	70,000			0	70,000
59 SPSA Reimbursement	399		415/416	999000	23,200			0	23,200
60 Miscellaneous	399		49000	999000	20,000			0	20,000
61 Local Printing & Presentation Rev	399		41000	999000	2,000			0	2,000
62 Sales & Local Contract Revenues	399		43000	999000	5,000			0	5,000
<b>63 TOTAL NEW REVENUE</b>		<b>365,987</b>			<b>7,100,281</b>	<b>520,000</b>	<b>1,152,787</b>	<b>2,893,693</b>	<b>2,533,801</b>
<b>64 REVENUES</b>									
<b>65 DEFERRED REVENUE FROM PRIOR YEARS</b>									
66 Local Assmt Legal	33800		4xxxx	233600	95,000		95,000		0
67 Local Assmt PARS	338		49100	237000	15,000		15,000		0
68 Local Assmt Regional Water Program	337		49500	265000	50,000				50,000
69 Local Assmt SHRDSB Adm Supp	356		45400	302000	270				270
70 Local Assmt Debris Management	390		43500	350000	9,580		9,580		0
<b>71 TOTAL DEFERRED REVENUE</b>					<b>169,850</b>	<b>0</b>	<b>119,580</b>	<b>0</b>	<b>50,270</b>
<b>72 REVENUES</b>									
<b>73 TRANS PASS-THROUGH REVENUE</b>									
74 Virginia DRPT FTA FY14 FED	3008x		45800	42xx15	136,000	136,000			0
75 Virginia DRPT FTA FY15 FED	3008x		45800	42xx15	320,000	320,000			0
76 Virginia DRPT FTA FY14 St Match	3008x		45700	42xx15	40,000	40,000			0
77 Virginia DRPT FTA FY15 St Match	3008x		45700	42xx15	17,000	17,000			0
<b>78 TOTAL TRANS PASS-THROUGH REVENUE</b>					<b>513,000</b>	<b>513,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>79</b>									
<b>80 TOTAL REVENUE</b>		<b>365,987</b>			<b>7,783,131</b>	<b>1,033,000</b>	<b>1,272,367</b>	<b>2,893,693</b>	<b>2,584,071</b>

HAMPTON ROADS PLANNING DISTRICT COMMISSION / HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

**2015 BUDGET**

TITLES	PROJ #	(45000) MATCH	CODE	2015 ELEMENT	2015 BUDGET	2015 TPO PASS-THRU	2015 PDC PASS-THRU	2015 TPO OPER BUDGET	2015 PDC OPER BUDGET
<b>81 EXPENDITURES</b>									
<b>82 PERSONNEL</b>									
83 Salaries - TPO			50000	various	1,167,884			1,167,884	0
84 Salaries - PDC			50000	various	1,457,633			85,733	1,371,900
85 Salaries - Admin			50000	various	1,110,580			715,769	394,811
86 Flexible Benefits			51300	999000	6,500			4,189	2,311
87 Fringe Benefits - TPO			50500	various	311,324			311,324	0
88 Fringe Benefits - PDC			50500	various	384,634			23,496	361,138
89 Fringe Benefits - Admin			50500	various	336,447			216,968	119,479
<b>90 TOTAL PERSONNEL</b>					<b>4,775,002</b>			<b>2,525,363</b>	<b>2,249,639</b>
91 Note: Funding for: 47 Full Time Positions; 2 PT Positions / Salary incr. of 2%; VRS employer 8.87%, employee 5.00%; VRSLI 1.32%									
92									
<b>93 STANDARD CONTRACTS</b>									
<b>94 SPACE COSTS</b>									
95 Regional Bldg O&M		SCH B	51500	999000	87,205			43,603	43,603
<b>96 TOTAL SPACE</b>					<b>87,205</b>	<b>0</b>	<b>0</b>	<b>43,603</b>	<b>43,603</b>
97									
<b>98 MISCELLANEOUS</b>									
99 Bank Service Charges	399		51200	999000	3,350			1,675	1,675
100 Internet Services	399		56900	999000	500			250	250
<b>101 TOTAL MISCELLANEOUS</b>					<b>3,850</b>	<b>0</b>	<b>0</b>	<b>1,925</b>	<b>1,925</b>
102									
<b>103 INSURANCE &amp; BONDING</b>									
104 EE Blnkt Bond (Suff Ins) Crime Pol (Zurich)	399		51600	999000	900			450	450
105 Gen'l Liab Off Eq. PC Eq (Hartford) (Bus. Owners' Ins.)	399		51600	999000	13,000			6,500	6,500
106 Publ Offr Liab & Deduct (VaRISK2-VML)**	399		51600	999000	4,000			2,000	2,000
107 Worker's Comp (VMGSIA - VML)	399		51600	999000	11,000			5,500	5,500
<b>108 TOTAL INS &amp; BONDING</b>					<b>28,900</b>	<b>0</b>	<b>0</b>	<b>14,450</b>	<b>14,450</b>
109									

HAMPTON ROADS PLANNING DISTRICT COMMISSION / HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

**2015 BUDGET**

TITLES	PROJ #	(45000) MATCH	CODE	2015 ELEMENT	2015 BUDGET	2015 TPO PASS-THRU	2015 PDC PASS-THRU	2015 TPO OPER BUDGET	2015 PDC OPER BUDGET
<b>110 EXPENDITURES</b>									
<b>111 STANDARD CONTRACTS (cont)</b>									
<b>112 EQUIPMENT RENTAL</b>									
113 Postage Meter rental	399		51700	999000	600			300	300
<b>114 TOTAL EQUIP RENTAL</b>					600	0	0	300	300
<b>115</b>									
<b>116 EQUIPMENT/FURNITURE MAINT &amp; REPAIR</b>									
117 Postage machine maintenance	399		51800	999000	500			250	250
118 Copier RICOH FT2018D - West Wing	399		51800	999000	1,000			500	500
119 Furniture Repair	399		51800	999000	1,000			500	500
120 Miscellaneous	399		51800	999000	700			350	350
121 Copier Xerox 118 - Copy Center-copies	399		51800	999000	1,000			500	500
<b>122 TOTAL EQUIP/FURN MAINT &amp; REPAIR</b>					4,200	0	0	2,100	2,100
<b>123</b>									
<b>124 LEGAL SERVICES</b>									
125 Willcox & Savage	390		51900	100000	30,000				30,000
126 Willcox & Savage	30015		51900	401015	30,000			30,000	0
<b>127 TOTAL LEGAL SERVICES</b>					60,000	0	0	30,000	30,000
<b>128</b>									
<b>129 AUDIT SERVICES</b>									
130 Dixon Hughes Goodman Ip & Milliman, Assoc.	399		53900	999000	40,000			20,000	20,000
<b>131 TOTAL AUDIT SERVICES</b>					40,000	0	0	20,000	20,000
<b>132</b>									
<b>133 TOTAL STANDARD CONTRACTS</b>					224,755	0	0	112,378	112,378

HAMPTON ROADS PLANNING DISTRICT COMMISSION / HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

2015 BUDGET

TITLES	PROJ #	(45000) MATCH	CODE	2015 ELEMENT	2015 BUDGET	2015 TPO PASS-THRU	2015 PDC PASS-THRU	2015 TPO OPER BUDGET	2015 PDC OPER BUDGET
134 EXPENDITURES									
135 SPECIAL CONTRACTS									
136 WHRO Hosting/SSCORS	390		71000	100800	1,000				1,000
137 Constant Contact	390		71000	100800	1,500				1,500
138 Lobbyist in a Box	390		71000	120000	600				600
139 Constant Contact	30015		71000	404815	800			800	0
140 Public Involvement - various	30015		71000	404815	18,000			18,000	0
141 VITA - Primary Internet	399		71000	999000	18,000			9,000	9,000
142 WHRO Hosting - Water Resources	390		71000	100000	600			0	600
143 Temporary Staffing Service	399		75000	999000	4,500			2,250	2,250
144 Burrells News Clipping Services	399		71000	999000	1,200			600	600
145 Tidewater Fibre Contract	399		71000	999000	600			300	300
146 Cox Cable Television	399		71000	999000	900			450	450
147 Cox Message Rate Line - (TTY)	399		71000	999000	300			150	150
148 IPAC Benefits & Compensation Data	399		71000	999000	1,000			500	500
149 Cox Wireless Svc	399		71000	999100	4,100			2,050	2,050
150 Fire Alarm	399		71000	999100	300			150	150
151 Insercorp webhosting	399		71000	999100	5,500			2,750	2,750
152 Insercorp design maintenance	399		71000	999100	5,000			2,500	2,500
153 Insercorp Web Enhancements	399		71000	999100	5,000			2,500	2,500
154 Access data base maintenance	399		71000	999100	500			250	250
155 TOTAL SPECIAL CONTRACTS					69,400	0	0	42,250	27,150
156									

HAMPTON ROADS PLANNING DISTRICT COMMISSION / HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

2015 BUDGET

TITLES	PROJ #	(45000)	2015	2015	2015	2015	2015	2015	2015
		MATCH							
					PASS-THRU	PASS-THRU	BUDGET	BUDGET	
157 EXPENDITURES									
158 PASS-THROUGH ACTIVITY									
159 Stormwater Legal	33800		71000	233600	95,000		95,000		0
160 PARS	338		71000	237000	15,000		15,000		0
161 Pass-Thru Reserves - Julia	3XX		710xx	23xxx	352,104		352,104		0
162 SPSA Solid Waste Study	392		71000	219700	146,550		146,550		0
163 Public Access Suffolk 13	334		71000	236600	27,000		27,000		0
164 Public Access Norfolk	334		71000	23xxx	27,000		27,000		0
165 Pass-Thru Reserves - Whitney	3XX		710xx	23xxx	25,000		25,000		0
166 HRLFP Disbursement	3550X		74100	300515	103,500		103,500		0
167 Debris Management	3980		71000	350000	9,580		9,580		0
168 TEMS MMRS Sustainability	350		71061	398700	305,633		305,633		0
169 MMRS Grant #8	350		8xxxx	398911	50,000		50,000		0
170 HRT0 Strategic Plan	3XX		71000	492215	380,000	380,000			0
171 High Speed Rail (CMAQ)	3XX		71000	493714	140,000	140,000			0
172 UASI FY11	3XX		8xxxx	650211	5,000		5,000		0
173 Construction Stds CDM	391		71000	670514	105,000		105,000		0
174 Construction Stds Sales	391		71000	670514	6,000		6,000		0
175 TOTAL PASS-THROUGH ACTIVITY					1,792,367	520,000	1,272,367	0	0
176 EXPENDITURES									
177 TRANS PASS-THROUGH EXPENDITURES									
178 Trans Dist Comm of HR (HRT) 15	3008x	25,000	55000	42xx15	225,000	225,000			0
179 Trans Dist Comm of HR (HRT) 15	3008x	10,000	55000	42xx15	63,000	63,000			0
180 W'burg Area Transit Auth (WATA) 15	3008x	15,000	55000	42xx15	135,000	135,000			0
181 W'burg Area Transit Auth (WATA) 15	3008x	10,000	55000	42xx15	90,000	90,000			0
182 TOTAL TRANS PASS-THROUGH EXPENDITURES					513,000	513,000	0	0	0
183									
184 TOTAL PASS-THROUGH EXPENDITURES					2,305,367	1,033,000	1,272,367	0	0
185									

HAMPTON ROADS PLANNING DISTRICT COMMISSION / HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

2015 BUDGET

TITLES	PROJ #	(45000)	2015	2015	2015	2015	2015	2015
		MATCH	CODE	ELEMENT	BUDGET	TPO PASS-THRU	PDC PASS-THRU	TPO OPER BUDGET
186 EXPENDITURE SCHEDULES								
187 Telephone Services	SCH C	53000	various	24,480			12,180	12,300
188 Consumable Supplies	SCH D	53100	various	31,304			15,304	16,000
189 Vehicle O&M	SCH E	53200	various	5,000			2,500	2,500
190 Printing & Presentations	SCH F	53300	various	12,350			4,750	7,600
191 Postage	SCH G	53400	various	13,049			7,549	5,500
192 Intra-Regional Travel	SCH H	53501	various	8,890			1,210	7,680
193 Conference Travel	SCH I	53504	various	13,900			8,250	5,650
194 Conference Fees	SCH J	53505	various	10,750			5,925	4,825
195 Recruitment / Relocation	SCH K	53600	various	2,000			1,500	500
196 Publications	SCH L	53700	various	2,170			1,025	1,145
197 Memberships	SCH M	53800	various	22,155			3,575	18,580
198 Professional Education	SCH N	54000	various	3,995			1,995	2,000
199 Public Notices / Advertising	SCH O	54100	various	17,300			13,300	4,000
200 Data Purchases	SCH P	54200	various	16,400			7,500	8,900
201 Software & Network Upgrades	SCH Q	54300	various	96,820			52,850	43,970
202 Training & Seminars	SCH R	54500	various	26,870			19,525	7,345
203 Miscellaneous	SCH S	54600	various	2,500			1,250	1,250
204 Board Room Hospitality	SCH T	54800	various	17,964			4,999	12,965
205 Non-Grant Hardware / Furniture	SCH U	55100	various	14,100			4,950	9,150
206 Grant Funded Hardware / Furniture	SCH V	56600	various	8,450			8,450	0
207 Photo Copies	SCH W	59500	various	26,983			16,420	10,563
208 Storage Facilities	SCH X	75500	various	4,260			750	3,510
209 Reserves for Contingencies TPO		71000		17,945			17,945	0
210 Reserves for Contingencies PDC		71000		8,971				8,971
211 TOTAL SCHEDULES				408,606	0	0	213,702	194,904
212								
213								
214 EXPENDITURES and CHANGE IN FUND BALANCE								

HAMPTON ROADS PLANNING DISTRICT COMMISSION / HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION

**2015 BUDGET**

TITLES	PROJ #	(45000) MATCH	CODE	2015 ELEMENT	2015 BUDGET	2015 TPO PASS-THRU	2015 PDC PASS-THRU	2015 TPO OPER BUDGET	2015 PDC OPER BUDGET
215									
216				TOTAL EXPENDITURES	7,783,131	1,033,000	1,272,367	2,893,693	2,584,070
217									
218				CHANGE IN FUND BALANCE	(0)	0	0	0	0
219									
220				SUMMARY					
221				REVENUES	7,783,131	1,033,000	1,272,367	2,893,693	2,584,071
222									
223				EXPENDITURES	7,783,131	1,033,000	1,272,367	2,893,693	2,584,070
224									
225				CHANGE IN FUND BAL [SURPLUS / (DEFICIT)]	(0)	0	0	0	0

**HAMPTON ROADS PLANNING DISTRICT COMMISSION / HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION  
RESERVES' BUDGET  
FISCAL YEAR 2015**

RESERVE CONTRIBUTIONS	2015 BUDGET	2013 AUDITED BALANCE	NOTES
21000 Leave Liability Reserve	25,000	363,442	1
22400 GASB 45 Retiree Liabilities Reserve	140,000	860,974	2
39501 Vehicle Replacement Reserve	5,000	0	3
39502 Equipment Reserve (formerly Telephone System Replacement)	7,000	21,000	4
39503&8 Network Servers/Software Replacement Reserve	10,000	51,565	5
59504 39504 Capital Building Replacement Reserve	50,000	24,685	6
59505 39505 Building Operations & Maintenance Reserve	5,000	18,649	7
59506 39506 Interior Upgrades to paint and carpet - offices & public areas - ongoing	3,000	7,555	8
39509 VRS/VRS LI Reserve	0	400,000	9
<b>TOTAL RESERVE CONTRIBUTIONS</b>	<b>245,000</b>	<b>1,747,870</b>	

NOTE (All Reserves funded during year-end audit process.)

- 1 Part of Year-End Audit calculations.
- 2 GASB 45 Actuarial amount for retiree liabilities, contribution rate established every two years.
- 3 Establish reserve to replace three vehicles every 5-6 years.
- 4 Establish reserve for unexpected equipment replacement not in current operating budget.
- 5 Establish reserve to replace network servers/software every 5 years.
- 6 Establish reserve for building replacement/HVAC system/roofing/carpet and paint for individual offices.
- 7 Establish reserve for minor building repairs/maintenance.
- 8 Establish reserve for office and public space replacement of furniture/minor paint/carpet.
- 9 Established retirement reserve for increases in VRS employer rate, recovering from stock mkt. adjs.

**HAMPTON ROADS PLANNING DISTRICT COMMISSION**  
**Local Jurisdiction Contributions**  
**FISCAL YEAR 2015**  
**BUDGET**

		100000	670514	398700	235100	237000	239000					
		100000	670514	398700	2340-2357	2370-2372	2390-2393	23: 40/43/57	2392-2393	2371-2372	2395-2396	
		ED	ED	EM	WK	& 2377 WK	WK	JH	JH	JH	JH	
JURISDICTION	Weldon-Cooper 2010 CENSUS Population updated 7/1/2012	MEMBER CONTRIB. \$0.80 Per Capita	\$0.0547 Construction Stds Comm 0.0547/Capit (+ fixed \$ Non-Jurisd.)	Metropolitan Medical Response System (MMRS) \$0.20 Per Capita	2351      2370      2390							GRAND TOTAL
					WATER PROGRAMS			HR GREEN PROGRAMS				
					Regional Water Programs	Regional Storm Water Programs	Waste Water Programs	HR WET H2O WQ Ads	HR FOG	HR STORM	HR Clean Community System	
Chesapeake	228,210	\$182,568	\$12,340	\$45,642	\$15,072	\$34,532	\$7,413	\$25,117	\$9,524	\$17,318	\$14,203	\$363,729
Franklin	8,839	7,071	481	1,768	3,478	1,583	548	1,406	705	671	546	18,257
Gloucester County	36,976	29,581	2,043	7,395	3,696	5,347	170	1,852	218	2,806	0	53,108
Hampton	138,848	111,078	7,630	27,770	2,791	22,576	5,467	0	7,024	10,537	8,637	203,510
Isle of Wight County	28,050	22,440	1,960	5,610	3,485	7,753	288	1,420	370	2,129	1,721	47,176
James City County	69,546	55,637	3,718	13,909	6,828	13,304	2,504	8,258	3,217	5,278	4,330	116,983
Newport News	183,331	146,665	10,035	36,666	0	28,528	5,980	45,964	7,683	13,913	11,382	306,816
Norfolk	245,803	196,642	13,476	49,161	16,240	36,886	8,091	27,505	10,396	18,653	15,340	392,390
Poquoson	12,291	9,833	675	2,458	2,791	5,644	585	0	751	933	769	24,439
Portsmouth	97,450	77,960	5,300	19,490	9,082	17,038	3,854	12,867	4,951	7,395	6,059	163,996
Southampton County	18,678	14,942	1,027	3,736	2,954	2,899	159	335	204	1,417	1,176	28,849
Suffolk	86,463	69,170	4,698	17,293	7,581	15,568	2,521	9,797	3,240	6,561	5,388	141,817
Surry County	6,927	5,542	389	1,385	0	1,327	0	0	0	526	438	9,607
Virginia Beach	447,489	357,991	24,316	89,498	28,791	63,869	15,770	53,175	20,263	33,959	27,742	715,374
Williamsburg	14,503	11,602	777	2,901	3,615	5,940	350	1,686	449	1,101	896	29,317
York County	66,428	53,142	3,635	13,286	2,791	12,887	2,913	0	3,743	5,041	4,148	101,586
Smithfield	8,130	6,504	447	1,626	579	1,488	345	1,184	443	617	0	13,233
HRSD	0	0	5,000	0	8,699	0	56,724	0	72,884	0	0	143,307
HRUHCA	0	0	5,000	0	0	0	0	0	0	0	0	5,000
NN Water Works	0	0	2,500	0	25,265	0	0	0	0	0	0	27,765
<b>TOTAL</b>	<b>1,697,962</b>	<b>\$1,358,370</b>	<b>\$105,447</b>	<b>\$339,592</b>	<b>\$143,738</b>	<b>\$277,169</b>	<b>\$113,682</b>	<b>\$190,566</b>	<b>\$146,065</b>	<b>\$128,855</b>	<b>\$102,775</b>	<b>\$2,906,259</b>

*Water & HR Green Program funding calculations derived through committees.*

*Details submitted by W. Katchmark (Water) & J. Hillegass (HR Green)*

## **AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

### **ITEM #6: TOWN OF SMITHFIELD MEMBERSHIP**

#### **SUBJECT:**

Town of Smithfield interest in full membership with the Hampton Roads Planning District Commission.

#### **BACKGROUND:**

The Smithfield Town Manager, Peter Stephenson, contacted staff recently to inquire about the Town of Smithfield becoming a full member of the Hampton Roads Planning District Commission. The bylaws and charter were reviewed and it was confirmed that any governmental subdivision within the PDC can become a member at the end of the Commission's Fiscal Year (June 30th) provided that the governmental subdivision executes the Charter Agreement. Dwight Farmer, Executive Director, will be attending the Smithfield Town Council meeting on April 28, 2014 to brief the Town Council on the services offered by the PDC.

Mr. Peter Stephenson, Smithfield Town Manager, will provide a brief presentation to the Board about their interest in membership.

**Note: Action on this item will be taken at a later date.**

## **AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

### **ITEM #7: SUBMITTED PUBLIC COMMENTS**

There are no recently submitted written public comments. Any new written public comments will be distributed as a handout at the meeting.

### **ITEM #8: PUBLIC COMMENT PERIOD**

Members of the public are invited to address the Hampton Roads Planning District Commission. Each speaker is limited to three minutes.

### **ITEM #9: APPROVAL OF CONSENT AGENDA ITEMS**

#### **A. MINUTES**

The Minutes of the March 20, 2014 Executive Committee Meeting are attached.

Attachment 9-A

#### **RECOMMENDED ACTION:**

The HRPDC staff recommends approval of the minutes.

#### **B. TREASURER'S REPORT**

The Balance Sheet and Statement of Revenue and Expenditure for February 2014 activities are attached. This statement reflects the financial status of the HRPDC as a whole.

Attachment 9-B

#### **RECOMMENDED ACTION:**

The HRPDC staff recommends the Treasurer's Reports be accepted.

#### **C. REGIONAL REVIEWS**

##### **1. PNRs**

The HRPDC staff is routinely involved in the review of applications for grants to support projects involving federal or state funding. To ensure that all Commissioners are aware of projects being reviewed, brief summaries of these projects and anticipated review schedules are included in the Agenda. The HRPDC staff will continue to request comments directly from staff in localities that appear to be directly affected by a project. Review and comment by more than one locality is requested when a project may affect the entire region or a sub-regional area. There were no outstanding comments received as of April 4, 2014.

Attachment 9-C1

**RECOMMENDED ACTION:** None required.

## **2. ENVIRONMENTAL IMPACT ASSESSMENT/STATEMENT REVIEW**

The HRPDC staff is routinely involved in the review of environmental impact assessments and statements for projects involving federal funding or permits as well as state development projects. To ensure that all Commissioners are aware of projects being reviewed, brief summaries of these projects and anticipated review schedules are included. The HRPDC staff will continue to request comments directly from staff in localities that appear to be directly affected by a project. There were no outstanding comments as of April 4, 2014 on these projects.

Attachment 9-C2

**RECOMMENDED ACTION:** None required.

**Hampton Roads Planning District Commission**  
**Executive Committee Meeting**  
**Minutes of March 20, 2014**

The Executive Committee Meeting of the Hampton Roads Planning District Commission was called to order at 9:35 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

**EXECUTIVE COMMITTEE:**

Kenneth Wright, Chairman (YK)  
Clyde Haulman, Vice Chairman (PO)  
James O. McReynolds, Treasurer (YK)  
Dr. Ella P. Ward (CH)  
Randy Martin (FR)  
Brenda Garton (GL)  
Mary Bunting (HA)  
Dee Dee Darden (IW)

Mary Jones (JC)  
McKinley Price (NN)  
J. Randall Wheeler (PQ)  
Michael W. Johnson (SH)  
Selena Cuffee-Glenn (SU)  
Tyrone Franklin (SY)  
Louis R. Jones (VB)

**Executive Director:**

Dwight L. Farmer

**EXECUTIVE COMMITTEE (ABSENT)**

Paul D. Fraim (NO)

**OTHER COMMISSIONERS:**

James Baker (CH)  
Amar Dwarkanath (CH)  
Debbie Ritter (CH)  
Barry Cheatham (FR)  
Will J. Moffett (HA)  
George Wallace (HA)  
Anne Seward (IW)  
Adam Kinsman (JC)  
Jim Bourey(NN)

Marcus Jones (NO)  
John L. Rowe (PO)\*  
Barry Porter (SH)  
Linda T. Johnson (SU)  
John Seward (SY)  
Robert Dyer (VB)\*  
James Spore (VB)  
Jackson C. Tuttle, II (WM)  
Thomas Shepperd (YK)

\*Late arrival or early departure.

**OTHERS RECORDED ATTENDING:**

Brian DeProfio (HA); Jim Redick, Bryan Pennington, Jeff Raliski, Ron Williams, (NO); Michael King, Jerri Wilson (NN); Sherri Neil (PO); Robert Matthias (VB); Cathy Aiello, Aiello Enterprises; Ellis James, Sierra Club Observer; Angela Bezik, Principle Advantage; Mark Geduldig-Yatrofsky, Portsmouth City Watch Org.; Eric Stringfield (VDOT); Mary-Carson Stiff, Virginia Coastal Policy Clinic at William and Mary Law; Aaron Applegate, Virginian Pilot; Shannon Hulst, Skip Stiles Wetlands Watch; Staff: Randy Keaton, Shernita Bethea, Melton Boyer, Rick Case, Rob Case, James Clary, Jennifer Coleman, Nancy Collins, Katie Cullipher, Rebekah Eastep, Kathlene Grauberger, Greg Grootendorst, Julia Hillegass, Jim Hummer, Whitney Katchmark, Sara Kidd, Mike Kimbrel, Mike Long, Jai McBride, Ben McFarlane, Keith Nichols, Camelia Ravanbakht, John Sadler, Joe Turner, Chris Vaigneur.

## **APPROVAL/MODIFICATION OF AGENDA**

Chairman Wright asked for any modifications or additions/deletions to the agenda. Mr. Farmer requested to brief the Commission on the benefits of investing in Manufacturing Communities.

Commissioner Clyde Haulman Moved to approve the agenda; seconded by Commissioner Ella Ward. The Motion Carried.

## **WORKSHOP AGENDA**

### **SEWER SPECIAL ORDER BY CONSENT**

Whitney Katchmark, HRPDC Principal Water Resources Engineer, informed the Commission all localities agreed to participate in the Hybrid Sewer Plan. She outlined the following components of the plan included:

- Hampton Roads Sanitation District (HRSD) is responsible for implementing the Regional Wet Weather Management Plan.
- Localities will continue to maintain and operate existing collection system assets and control system expansions.
- Localities are relieved from obligations and liability to implement rehabilitation plans and regulatory liability for wet weather overflows, once the Regional Wet Weather plan is implemented.
- Ratepayers will spend less on regional sewer system improvements.

She indicated a letter had already been sent by HRSD notifying the Environmental Protection Agency (EPA) and the Virginia Department of Environmental Quality (DEQ) of the approval of the Hybrid Sewer Plan between HRSD and the localities. Additional steps in the regulatory process are HRSD negotiating with the EPA to finalize the consent Decree Modification by August and the localities negotiating with DEQ to modify the Special Order by Consent.

Ms. Katchmark noted the Regional Wet Weather Management Plan developed by October 1, 2016 will include two types of projects, one focusing on the rehabilitation of existing pipes and pump stations which leak rainwater, and full replacement of some pipes and pump stations to obtain additional capacity.

Two factors affecting the rate include the overall capacity of the regional sewer system and the time frame in which the desired capacity is reached. Subsequently, the HRPDC staff will be conducting an affordability analysis to provide to the EPA to keep rates as reasonable as possible.

Commissioner Thomas Shepperd questioned if HRSD requested the affordability analysis.

Ms. Katchmark responded affirmatively.

## **RETAIL SALES ANALYSIS FROM THE ECONOMIC QUARTERLY**

*Commissioner John Rowe arrives*

Mr. James Clary, HRPDC Senior Economist, stated the Economic Quarterly is a publication of the economics department. The publication originally started in the fall of 2008 and highlights the current issues confronting the Hampton Roads economy.

He noted retail sales account for a large portion of the national and regional economy at 68% and 55% respectively. The large presence of defense dollars attributes to the smaller percentage for the Hampton Roads area.

The Commission was shown a series of graphs displaying the pre-recession and post-recession retail sales levels for the U.S. and Hampton Roads economies. Mr. Clary explained the region peaked earlier than the U.S., but unlike the U.S., has not fully recovered.

Another method to rank the region's recovery is through the six year change in retail employment. In comparison with other Metropolitan Statistical Areas (MSA) with populations between one and three million, Hampton Roads ranked last with a decline of 12% from 2007 to 2013.

A graph displaying different business categories and the amount of sales in 2013 was shown to the Commission. Categories such as general merchandise stores and food and beverage stores offering essentials have experienced growth compared to more luxury categories. Additionally, some business categories in retail sales associated with the vitality of the housing market (e.g., home furnishings) have seen a decline in sales.

Mr. Clary also stated economical events, such as the closure of the Ford plant in Norfolk, paper mill in Franklin, dis-establishment of Joint Forces Command, and sequestration all had an impact on the growth of the region's retail sales.

## **ESTABLISHMENT OF A COMMITTEE TO ADDRESS RECURRENT FLOODING**

*Commissioner Robert Dyer arrives*

Mr. Ben McFarlane, HRPDC Regional Planner, reminded the Commission recurrent flooding is a regional issue resulting in damage to property, interrupted economic activity, and negative impacts to health. The flooding caused by sea level rise and land subsidence will continue to worsen as studies project up to five feet of sea level rise by the end of the 21st century.

Past efforts include reports produced by the HRPDC, Hampton Roads Transportation Planning Organization (HRTPO), and Virginia Institute of Marine Science (VIMS). Current efforts by the Federal Government, State and Region encompass the U.S. Army Corp of Engineers conducting a study in response to Hurricane Sandy, the State creating the Recurrent Flooding Sub-Panel and Joint Legislative Subcommittees, the region's newly acquired LiDAR data, Virginia Coastal Zone Management Program Grants and the Hampton Roads Adaptation Forum.

Mr. McFarlane noted the lack of a coordinated effort in regards to recurrent flooding and stated a regional Committee would reduce costs, prevent redundancy and strengthen the region's position to the Federal and State governments. He further explained the HRPDC could assist localities identify, select and implement steps for a recurrent flooding and sea level rise plan as requested by the City of Virginia Beach.

Commissioner James Spore concurred with Mr. McFarlane's remarks and implied the HRPDC was the best equipped to unite the numerous agencies and people involved in order to create a regional plan.

### **HRPDC/HRTPO/HRTAC ORGANIZATIONAL STRUCTURE AND SUCCESSION PLANNING**

HRPDC Chairman Kenneth Wright, thanked the Commission for the input received at the Joint Retreat held on February 20, 2014.

Mr. Thomas Inglema of Willcox and Savage notified the Commission the bylaws state the Executive Director of the PDC must also serve as the Executive Director of the TPO. Furthermore, House Bill (HB) 1253 requires the new Hampton Roads Transportation Accountability Commission (HRTAC) to be staffed and housed by the TPO until it can be self-sustained.

Commissioner George Wallace asked for the details from the earlier meeting of the Personnel and Budget Committee.

Chairman Wright reiterated the bylaws allow one Executive Director for both PDC and TPO and suggested the Commission hire a firm to assist in finding a qualified replacement.

Commissioner Wallace requested clarification on HRTAC.

Chairman Wright explained the legislation requires the TPO Executive Director to oversee HRTAC and restated the bylaws, thus one person will oversee all three organizations.

Commissioner Wallace confirmed the Commission was going to employ an Executive Director in the same capacity with the additional duties of overseeing HRTAC until it becomes a self-sustained body.

Vice Chairman Clyde Haulman stated the Personnel and Budget Committee recommended hiring a search firm to select a new Executive Director with a budget of \$65,000 and the Deputy Executive Directors of the PDC and TPO become interim Executive Directors until the position is filled.

Commissioner Thomas Shepperd asked if this recommendation was similar to the proposed recommendation from Mr. Farmer at the Joint Retreat.

Mr. Farmer replied the current scenario was one option, and he also suggested permanently separate Executive Directors.

## REGULAR AGENDA

### Public Comment

Two people requested to address the Hampton Roads Planning District Commission.

#### ***Ellis W. James***

*Thank you, Mr. Chairman. My name is Ellis W. James. I reside in the City of Norfolk and have done so for a few years. I would like to address something that I had thought would go away and stay away, and this is not intended to be any disrespect to my friends in Virginia Beach, but we have a disagreement. The maglev project, with all of its promises that was initiated, originally at ODU, turned out to be quite a failure in a lot of respects. Not the least of which was the company that was pushing the project made some pretty significant promises about what would be done or not done depending upon the success of the project itself. I am really personally appalled that we're bringing this back, especially when we're talking about building the tracks above roadways. Now, I'm not naive, I know we don't live in California and we don't have collapsing overlying lanes because we don't have earthquakes of that significance. However, can you imagine in Virginia Beach the disruption to the base economy and the people trying to do business if we had that kind of activity going on? The other thing that concerns me greatly is that we have a core track in Norfolk. We have the ability to see the beginnings of the developments surrounding the light rail project, and now all of the sudden we're going to put in an additional newer type situation which would require riders in Norfolk to make a change instead of being able to ride to whatever the destination ultimately turns out to be in Virginia Beach. I certainly hope my friends in Virginia Beach will rethink this. The promises of saving a lot of money is very enticing, it's seductive, but in the long run, I think this idea is going to cost a whole lot more money than we need to spend in order to bring light rail in its advantages to Hampton Roads. Thank you Mr. Chairman.*

#### ***Mark Geduldig-Yatrofsky***

*Good morning, Mr. Chair, Honorable Commissioners. This is not a hangover from St. Patrick's Day, these green beads, nor is it me channeling my inner hippie. I was at a rally in Richmond on Saturday for the expansion of Medicare coverage -- Medicaid coverage, and the organizers handing these out to the participants and told us that each bead on each strand represents two hundred of our fellow Virginians who are without health insurance. Now, I believe that healthcare is a vital component in the economy of our region, that sick workers are less productive, that those who are too sick to work are a drain on the economy, and we have been provided an opportunity we have a window of opportunity for expanding Medicaid coverage within the Commonwealth. Potentially, some 400,000 of our fellow citizens could benefit from this if we proceed with it. Everybody at this table, at these tables is a person of influence in this community. And I would urge you to contact your members of the House and Senate and emphasize to them what an important element in the economy this constitutes and that it's the right thing to do. While the federal government is paying the bill for this expansion, we have an opportunity to look at how the program is functioning and fine-tune it. I'm sure there will be bumps in the road as there is with any major new initiative, but that does not mean we should not pursue it. We have numerous hospitals in this area that will also benefit from this program. They are significant contributors to the overall economy. So I urge you all to take these few days that remain before the General Assembly reconvenes on Monday and talk to your legislators. Thank you very much.*

## **Submitted Public Comments**

Chairman Wright indicated there was no submitted public comments.

## **Approval of Consent Items**

- A. Minutes of January 16, 2014 Meeting and February 20, 2014 Retreat
- B. Treasurer's Reports of December 2013 and January 2014
- C. Regional Reviews
- D. Budget Amendment – Coastal Zone Awards
- E. Budget Amendment - LiDAR
- F. Budget Amendment – Stormwater Management Program
- G. 2014 Community Development Block Grant (CDBG) Regional Priorities
- H. Letter of Support for Beaches to Bluegrass Trail
- I. Coastal Zone Management Program – FY15 Grant
- J. Coastal Zone Management Program – Public Access Projects

Commissioner Shepperd Moved to approve the consent items, seconded by Commissioner Tyrone Franklin. The Motion Carried.

## **HRPDC/HRTPO/HRTAC ORGANIZATIONAL STRUCTURE AND SUCCESSION PLANNING**

Commissioner James Baker questioned if the allotted \$65,000 included ancillary expenses for the candidates.

Mr. Farmer replied affirmatively, but noted there was a source of additional funds if needed.

Commissioner Haulman Moved to initiate the selection of an Executive Director/CEO to replace Mr. Farmer upon his retirement on July 1, 2014, and to allocate up to \$65,000 from unallocated funds to compensate a search firm that will be engaged through an RFP process. Second, to have the Deputy Director of the HRPDC serve as the Interim Director of the HRPDC until Mr. Farmer's replacement has been hired, seconded by Commissioner Franklin. The Motion Carried.

Commissioner Selena Cuffee-Glenn Moved to approve the Personnel and Budget Committee serve as the Selection Committee, seconded by Commissioner Ella Ward. The Motion Carried.

## **THE ESTABLISHMENT OF A COMMITTEE TO ADDRESS RECURRENT FLOODING**

Commissioner Wallace asked if the Committee was going to address sea level rise as well.

Chairman Wright confirmed.

Commissioner Louis Jones Moved to approve, seconded by Commissioner James McReynolds. The Motion Carried.

## **HRPDC Three Month Tentative Schedule**

Mr. Farmer reminded the Commission the PDC retreat normally held in February was a Joint Retreat with the TPO and due to the urgency of legislation, became a TPO retreat. He stated a retreat for the PDC will be held in May and the meeting times of the two meetings will be switched to reduce any inconvenience.

## **Project Status Reports**

Chairman Wright discussed the Project Status Reports section of the agenda.

## **Correspondence of Interest**

Chairman Wright stated there were two items in the Correspondence of Interest section of the agenda.

## **For Your Information**

Chairman Wright noted the Legislative Session Highlights and reminded the Commission the General Assembly was reconvening for a special session.

## **Old/New Business**

Mr. Farmer indicated he had been approached by the Executive Director of the Richmond PDC, Mr. Robert Crum and Mr. Barry Johnson from Virginia Commonwealth University (VCU) about joining the Consortium for Commonwealth Center for Advanced Manufacturing (CCAM). The three organizations recently applied for an U.S. Economic Development Administration (EDA) initiative called, Investing in Manufacturing Communities Partnership (IMCP). The main goal is to accelerate resurgence of manufacturing in regions.

The benefits of participating in the initiative include the following:

- Preferential consideration in federal competitions and assistance across 10 agencies totaling \$1.3 billion.
- Dedicated federal liaison at each of the agencies to assist in navigating federal resources.
- Recognition on a government website, accessible to prospective private, foreign and domestic investors looking for information on a community's competitive attributes.

Mr. Farmer noted Hampton Roads already has a high number of established workforce and training entities, which is required to earn a designation. Examples include Peninsula and Southside Workforce Development, Huntington Ingalls and Canon.

The Commission was shown a table identifying the participating agencies in the initiative and the advantages of a joint regional effort.

Mr. Farmer reiterated the addition of the region in the consortium would be advantageous to the localities.

Chairman Wright observed this was the first opportunity to begin a mega region with Richmond and Petersburg.

Commissioner Brenda Garton concurred with Mr. Farmer's remarks.

Commissioner Garton Moved to authorize sending a letter of support in regards to Hampton Roads being included as a manufacturing community, seconded by Commissioner Baker. The Motion Carried.

### **Adjournment**

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 10:31 a.m.

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Kenneth I. Wright  
Chairman

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Dwight L. Farmer  
Executive Director/Secretary

**FISCAL YEAR 2014**  
**2/28/14**  
**BALANCE SHEET**

<b>ASSETS</b>		<b>LIABILITIES &amp; NET ASSETS</b>	
Cash & Cash Equivalents	\$ 330,453	Current Liabilities	\$ 1,585,988
Accounts Receivables	2,283,854	Net Assets	5,585,785
Investments	3,240,628		
Other Current Assets	664		
Net Capital Assets	<u>1,316,175</u>		
<b>Total Assets</b>	<b><u>\$ 7,171,773</u></b>	<b>Total Liabilities &amp; Equity</b>	<b><u>\$ 7,171,773</u></b>

**STATEMENT OF REVENUES AND EXPENDITURES**

<b>REVENUES</b>	<b>Annual Budget</b>	<b>Previous YTD</b>	<b>Current Month</b>	<b>YTD</b>
Grant and Contract Revenue	\$ 7,087,983	\$ 4,862,747	\$ 13,250	\$ 4,875,997
VDHCD State Allocation	151,943	113,957	-	113,957
Interest Income	18,000	8,776	165	8,941
Local Jurisdiction Contributions	1,339,935	1,339,935	-	1,339,935
Other Local Assessment	2,523,267	1,146,998	-	1,146,998
Sales and Miscellaneous Revenue	190,488	20,650	(7,251)	13,399
Special Contracts/Pass thru	<u>-</u>	<u>-</u>	<u>504,000</u>	<u>504,000</u>
<b>Total Revenue</b>	<b><u>\$ 11,311,616</u></b>	<b><u>\$ 7,493,063</u></b>	<b><u>\$ 510,165</u></b>	<b><u>\$ 8,003,227</u></b>
<b>EXPENDITURES</b>				
Personnel	4,601,510	2,518,692	384,994	2,903,687
Standard Contracts	199,865	117,261	9,763	127,024
Special Contracts / Pass-Through	5,764,362	3,240,590	233,616	3,474,207
Office Services	745,879	253,330	35,678	289,008
Capital Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expenses</b>	<b><u>\$ 11,311,616</u></b>	<b><u>\$ 6,129,873</u></b>	<b><u>\$ 664,052</u></b>	<b><u>\$ 6,793,925</u></b>
<b>Agency Balance</b>	<b><u>\$ -</u></b>	<b><u>\$ 1,363,189</u></b>	<b><u>\$ (153,888)</u></b>	<b><u>\$ 1,209,302</u></b>

# Project Notification and Reviews

**Date** 4/4/2014      **CH #** VA140403-1123760

**Title** FY2015 Chesapeake Bay Monitoring Program

**Applicant** Virginia Dept. of Environmental Quality

**State/Federal Program** EPA - Chesapeake Bay Program

**Type of Impact** Chesapeake Bay Watershed      **Project Staff** Sara Kidd

## Project Description

The funding will provide for continued long term Chesapeake Bay watershed monitoring projects (mainstem, tributary, and ecosystem) to measure the effectiveness of point and non-point source nutrient input reduction, determine attainment of water quality standards, and determine progress toward attaining living resource water quality habitat goals.

<b>Federal</b>	\$746,642.00	<b>Local</b>	\$0.00
<b>Applicant</b>	\$746,642.00	<b>Other</b>	\$0.00
<b>State</b>	\$0.00	<b>Income</b>	\$0.00
<b>TOTAL</b> \$1,493,284.00			

**Date** 4/4/2014      **CH #** VA140402-1023760

**Title** FY2014 Section 319(h) Nonpoint Source Implementation Grant

**Applicant** Virginia Dept. of Environmental Quality

**State/Federal Program** EPA

**Type of Impact** Statewide      **Project Staff** Sara Kidd

## Project Description

These funds will be used to support Virginia's Nonpoint Source Pollution (NPS) Management Program administered by DEQ. The NPS programs are required by federal and state law. Programs include erosion and sediment control, stormwater management, nutrient management, agricultural best management practices, NPS TMDL and watershed implementation, orphaned mine land inventory and abatement, and watershed coordination.

<b>Federal</b>	\$3,135,922.00	<b>Local</b>	\$0.00
<b>Applicant</b>	\$2,090,615.00	<b>Other</b>	\$0.00
<b>State</b>	\$0.00	<b>Income</b>	\$0.00
<b>TOTAL</b> \$5,226,537.00			

# Environmental Impact Reviews

**Received** 3/13/2014

**Number** 14-039F

**Name** Yadkin Sub-station Expansion Project

**Sponsor** DOD - Army Corps of Engineers; Dominion Virginia

## **Description**

Dominion Virginia Power ("the applicant") is applying for an Individual Permit from the Army Corps of Engineers, by way of a Joint Federal-State Permit Application (JPA), for expansion of its Yadkin Sub-station, in Chesapeake, Virginia. The sub-station occupies approximately 57.6 acres and is bound by Interstate Route 64 to the south and west, and Yadkin Road and the Northern and Western Railroad to the north; access is by way of a gravel road from Yadkin Road. Dominion proposes to retire four coal-fired generating units at its Chesapeake Energy Center (CEC), due to new requirements applicable to such units, and to add transmission facilities at its Yadkin Sub-station to replace the generating capacity and meet anticipated needs. The applicant proposes to tap into the existing overhead Septa-Fentress 500 kV transmission line, which will replace the loss of generating capacity. The applicant proposes to retrofit the CEC, create approximately 1,936 linear feet of jurisdictional ditch for grading and fill associated with the expansion, and affect approximately 1.29 acres of forested wetland, 0.32 acre of emergency wetland, and 2,270 linear feet of jurisdictional ditch. The applicant proposes wetland mitigation as part of its JPA. The applicant certifies that the proposed project complies with the enforceable policies of the Virginia Coastal Zone Management Program (VCP) and will be conducted in a manner consistent with the VCP.

**Affected Localities** Chesapeake

## **Finding**

**Comments Sent**

**Final State Comments Received**

**Received** 3/14/2014

**Number** 14-042F

**Name** Final Feasibility Report and Integrated Environmental Assessment for the Lynnhaven Rive

**Sponsor** DOD/U.S. Army

**Description**

The U.S. Army Corps of Engineers (Corps) proposes to conduct an ecosystem restoration project in the Lynnhaven River in the City of Virginia Beach. The project includes four elements: 1) Ninety-four acres in the main stem and Broad Bay will be seeded to produce submerged aquatic vegetation (SAV) habitat. 2) When the SAV becomes established, bay scallops will be grown on site to build a self-sustaining population. 3) Hard reef structures will be placed in Broad Bay and Lynnhaven Bay through the placement of reefs. 4) Restoration efforts will occur at four wetland sites. The Corps has submitted a Final Feasibility Report and Integrated Environmental Assessment for review and comment under the National Environmental Policy Act and the Corps' water resources planning process and requirements. DEQ previously reviewed the FEA under 13-182F.

**Affected Localities** Virginia Beach

**Finding**

**Comments Sent**

**Final State Comments Received**

**Received** 3/14/2014

**Number** 14-041S

**Name** Suffolk Customer Service Relocation - Build-to-Suite Lease

**Sponsor** Department of Motor Vehicles

**Description**

The Department of Motor Vehicles (DMV) submitted an environmental impact report for the construction of a 7,536 square-foot facility on a 1.98-acre lot on Centerbrooke Lane in the City of Suffolk. The Department of General Services will lease the facility from Pericles G. Christodoulis for DMV. In addition to the facility, the project will include the construction of a 115-space parking lot and a separate paved area, and the installation of landscaping. The EIR states that there are no surface waters on the property, which was cleared years ago during the development of the Centerbrooke Lane area. Grasses now cover the proposed project site.

**Affected Localities** Suffolk

**Finding**

**Comments Sent**

**Final State Comments Received**

**Received** 3/24/2014                      **Number** 14-044F

**Name**            On-Airport Pavement Maintenance and General Repair, and Terminal Infill

**Sponsor**        USDOT/FAA/Norfolk International Airport

**Description**

The Norfolk International Airport proposes to make general pavement repairs and maintenance on its paved areas. Projects include rehabilitation of lights along Runway 05-23; general pavement maintenance activities; new and relocated passenger boarding bridges; in-fill development to the existing terminal building; expanding the terminal footprint into the existing apron footprint. The pavement maintenance include sealing cracks, repairing asphalt, removing rubber, re-making pavements, replacing concrete panels, maintenance of parking lots and on-airport perimeter roads, and seal coating. The in-fill development consists of installation of two bathrooms and one TSA screening area. The terminal expansion will not involve any new paved surfaces. The Airport, as applicant, certifies that the proposed action will be conducted in a manner consistent with the enforceable policies of the Virginia Coastal Zone Management Program.

**Affected Localities**    Norfolk

**Finding**

**Comments Sent**

**Final State Comments Received**

**Received** 4/1/2014

**Number** 14-051F

**Name**            The Morgan Phase II

**Sponsor**        U.S. Department of Housing & Urban Development

**Description**

The Morgan Phase II

**Affected Localities**    Chesapeake

**Finding**

**Comments Sent**

**Final State Comments Received**

## **AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

### **ITEM #9-D: FISCAL YEAR 2015 DRAFT BUDGET**

#### **SUBJECT:**

FY 2015 HRPDC/HRTPO Draft Budget.

#### **BACKGROUND:**

The Joint HRPDC/HRTPO Personnel & Budget Committee (P&B) met on Thursday, March 20, 2014 prior to the HRPDC and HRTPO meetings to discuss the FY 2015 HRPDC/HRTPO Draft Budget. This meeting was in preparation for the budget to be presented to both boards for consideration at the April 17, 2014 meetings.

#### **STAFF COMMENTARY:**

The FY 2015 Draft Budget reflects the current economic conditions, that it is conservative in nature, and represents a total revenue (and corresponding expenditure) decrease of 31.2% from FY 2014. This decrease is due to grant reductions in UASI, MMRS, Planning & Environmental, and Transportation funding. The majority of these funds are pass-through.

Member contributions will remain at the reduced \$.80 per capita rate approved in FY 2013. A slight increase in population resulted in the \$18,435 increase in this line item.

The budget supports a proposed 2% performance-based salary adjustment for staff. There was no increase in healthcare premiums for the upcoming fiscal year. A previously funded reserve account established in anticipation of the employer rate increase helped fund the one percent VRS increase and the 0.13% increase in the VRS life insurance. A 3.8% decrease in operations helped offset the reduced revenue. Staff recommends continuing to fund our reserves in order to continue to offset increasing costs with stagnant or reduced funding.

This item and related attachments were discussed under Workshop Item #5.

#### **RECOMMENDED ACTION:**

Approve the FY 2015 HRPDC/HRTPO budget with the exception of the 2% performance based salary adjustment.

## **AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

### **ITEM #10: HRPDC THREE-MONTH TENTATIVE SCHEDULE**

The HRPDC staff has developed a tentative schedule of issues that will come before the Commission for action over the next three months. These issues are the primary action items the Commission will be considering. Other items may be added depending on new priority requests from the Commission, state and federal legislative and regulatory activities and new funding opportunities.

#### **May 2014**

Retreat - **11:00 a.m. – 1:00 p.m., lunch included**

#### **June 2014**

Envision Hampton Roads Update  
Unified Planning Work Program – Final  
Housing Study  
Benchmarking

#### **July 2014**

Ready Hampton Roads—Hurricane Preparedness  
[askHRgreen.org](http://askHRgreen.org)  
Groundwater

**AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

**ITEM #11: PROJECT STATUS REPORTS AND ADVISORY COMMITTEE SUMMARIES**

**A. DIRECTORS OF UTILITIES COMMITTEE SUMMARY MINUTES**

The summary minutes of the April 2, 2014 Directors of Utilities Meeting are attached.

Attachment 11-A

**B. REGIONAL ENVIRONMENTAL COMMITTEE MEETING SUMMARY**

The summary of the April 3, 2014 meeting of the Regional Environmental Committee are attached.

Attachment 11-B

**C. PROJECT STATUS REPORT**

Attached are the project status reports on other HRPDC programs.

Attachment 11-C

## **MEETING OF THE DIRECTORS OF UTILITIES COMMITTEE**

The Directors of Utilities Committee met on April 2, 2014. The following items were addressed during the meeting:

- The HRPDC staff provided an update on the H2O – Help to Others – Program, including donations received, assistance distributed, budget items, and non-profit status.
- The HRPDC staff briefed the Committee on the following: Mission H2O Virginia wastewater reclamation and reuse white paper; HRPDC maps of groundwater permits and wastewater discharges for evaluating potential reuse partnerships; HRPDC maps of groundwater permits within public water service areas for evaluating potential transitioning of groundwater users to public water and surface water/conjunctive use systems. The Committee directed HRPDC staff to develop a white paper addressing concerns with private wells that do not require DEQ permits.
- The Committee discussed the next steps related to the Consent Decree (CD) and Special Order by Consent (SOC). HRSD briefed the Committee on the proposed draft modification of the federal CD and the anticipated timeline for amending the CD and the Virginia SOC.
- Following up on the March Committee discussion, the HRPDC staff presented a summary of Sanitary Sewer Overflow Reporting System (SSORS) data on Fats, Oils, and Grease (FOG) related wastewater overflows by locality. The Committee discussed how trends in the frequency of FOG-related wastewater overflows may be influenced by reporting conventions and cleaning programs.
- HRPDC staff reports included an update on efforts to refine the sewer affordability analysis and topics for the June 4, 2014 joint meeting with the Health Directors and Emergency Managers.
- The Committee agreed to cancel the May 7, 2014 Committee Meeting.

**MEETING SUMMARY**  
**REGIONAL ENVIRONMENTAL COMMITTEE**

The Regional Environmental Committee met on April 3, 2014. The following items were discussed.

- Mr. Clay Bernick, Virginia Beach, gave a presentation on the City's North Landing River Greenways Plan and efforts to develop greenways plans for other areas of Virginia Beach.
- Mr. Jim Redick, Norfolk, briefed the Committee on the activities and mission of the Secure Commonwealth Panel's Recurrent Flooding Sub-Panel.
- Mr. Ben McFarlane, HRPDC, updated the Committee on changes in the Virginia Coastal Zone Management Program (VCZMP) and the status of FY14-15 VCZMP grant opportunities.
- Mr. McFarlane updated the Committee on efforts related to planning for sea level rise, including a LIDAR acquisition and the establishment of a new special committee in the region that will address policies related to recurrent flooding and sea level rise.
- Ms. Jenny Tribo, HRPDC, briefed the Committee on a proposal to restructure two existing stand-alone committees into official subcommittees that would advise the Committee on various matters and allow for more in-depth discussions of technical and other matters.
- Several committee members and guests provided status reports.

## **PROJECT STATUS REPORTS**

### **1. Regional Economics Program**

#### **Technical Assistance**

Economics staff routinely provides technical assistance and support to member jurisdictions and regional organizations. Both the HRPDC Data Book and the Commission's Benchmarking Study provide easy access to a great deal of regional information. Staff also provides special reports and newsletter articles on topics of timely significance, such as payroll and unemployment reports. Over the past month, staff has provided briefings to member localities (per request), provided interviews and presentations for informational purposes to organizations such as the Retail Alliance, the Chamber of Commerce, and the Risk Management Association, and has responded to information requests from individuals, member localities, regional organizations, and the media.

#### **Hampton Roads Data Center**

In keeping with the State mandate that calls for Planning District Commissions to collect and maintain demographic, economic, and other data concerning the region and member localities, and to act as a state data center affiliate in cooperation with the Virginia Employment Commission, staff routinely collect and maintain a variety of data sets. This year, as per the Commission's work program, staff will be moving from the publication of data in an annual Data Book, to an online data repository that will enable efficient access for those seeking regional data. Staff has moved to an online system; a process that is expected to be ongoing as new information is released.

#### **Hampton Roads Benchmarking Study**

Each year staff compiles regional data on the economy, demographics, housing, transportation, and various quality of life indicators. This information is the basis for the Hampton Roads Benchmarking Study, a publication that is designed to provide the region's decision makers with information on all facets of Hampton Roads. Information is illustrated through charts and graphs and accompanied by a brief explanation about the purpose of the specific benchmark as well as the current condition.

### **2. Emergency Management Project Update**

#### **Ready Hampton Roads**

During the recent winter storm events, Ready Hampton Roads (RHR) supported the region's public information response through the RHR website and social media. Staff created a Twitter list of all local, state and FEMA emergency management departments for the public to be able to access all tweets about the storm in one place. Throughout the event, Readyhr.org, Facebook and Twitter were kept up to date.

### *ReadyHamptonRoads.org*

The HRPDC staff has received multiple quotes for redesign and development of the website. HRPDC staff has reviewed proposals and will soon select a company and negotiate a contract for the redesign. The staff are also working with the Regional Catastrophic Planning Team and ReadyNC on development of an RHR mobile app.

### *ReadyHR Strategic Plan*

The HRPDC's Inclusive Emergency Planner continues to develop the strategic plan that will establish ReadyHR.org as a 'one stop shop' for citizens looking for emergency and disaster related public information and educational information. The HRPDC has been asked by the VDEM Public Affairs office to be the lead in regional disaster public information efforts.

### *Ready Hampton Roads Preparedness Channel*

The REMTAC Special Needs Subcommittee designated \$24,999 to support a ReadyHR on demand channel for the region. Cox Media LLC was selected to as the vendor. Anticipated launch of the channel is June 2014. The channel will feature videos on how to prepare, where to find information before, during and after an event, and volunteer opportunities. The channel will not be intended for use in providing disaster response/life safety information.

### **Regional Emergency Management Technical Advisory Committee (REMTAC)**

The Emergency Management staff continues to manage and support the Regional Emergency Management Technical Advisory Committee and its associated tasks and committees. REMTAC last met on March 25, 2014 and activity included:

- A briefing by the FEMA Region III Inclusive Planner
- A follow up on registry decisions in light of effectiveness and HIPPA
- A brief on the RCPT Exercise Capstone Series and the locality role
- Volunteers from Virginia Beach and Newport News formed the beginning of a regional mitigation workgroup to guide the development of the grant-funded 2016 Regional Hazard Mitigation Plan
- An update on Healthcare Organization Preparedness Seminars 2014 and logistic needs
- A briefing WebEOC virtualization vs. hosting and,
- Opportunity to discuss what went wrong and right during recent Winter Storms

### **Mitigation Planning**

- Poquoson Multi-Hazard Mitigation Plan Update  
The HRPDC continues to assist with the 2009 Multi-Hazard Poquoson mitigation plan. The next meetings are in late April.
- REMTAC is in full support of moving forward with a Regional Hazard Mitigation Plan, with Peninsula, Southside and Western Tidewater annexes. The HRPDC Staff and REMTAC representatives met with VDEM staff on April 2nd for the initial grant kick-off meeting.

### **Special Needs Subcommittee**

The REMTAC Special Needs Subcommittee continues to be supported by the Regional Inclusive Emergency Planner (formerly the Regional Special Needs Planner) and EM Staff as needed.

#### *Shelter Support Unit Training*

The Special Needs Subcommittee has dedicated funding to support the MMRS providing training to localities on the set up and use of the shelter support units. All training must be conducted by June 2014. To date, nine jurisdictions have requested trainings. In March, the Subcommittee approved \$35,000 to conduct and film the trainings to create a just in time training video on the SSU to provide online and distribute to localities.

#### *Special Needs Charter & Long Term Strategic Plan*

The Special Needs Subcommittee continues to strive to enhance local and regional preparedness. In its March meeting, the Subcommittee discussed inclusive planning best practices and FEMA's efforts with Lesleyanne Ezelle, FEMA's Region III Disability Integration Specialist.

#### *Research Sharing Tool*

The HRPDC's Inclusive Emergency Planner is currently evaluating online tools to easily aggregate relevant articles and research for regional stakeholders. This tool will make providing articles, links and research relevant to inclusive planning easy and very accessible to those interested. The tool selected will be accessible from tablets and smart phones.

#### *2014 & Beyond Projects*

The HRPDC's Inclusive Emergency Planner is also working on projects that will begin later in 2014. These include:

- A volunteer program similar to Evacuteer
- A set of tools and MOAs for local emergency managers to use during response and recovery including:
  - MOAs and points of contact for accessing durable and consumable medical equipment
  - Volunteer subject matter experts in specialized areas (visually impaired, Autism Spectrum Disorder, behavioral health) to assist in evaluating accessibility of facilities and services and to provide services within a shelter to provide direct support
  - Paratransit services and vehicle owners

## **Urban Area Security Initiative (UASI)**

The emergency management staff continues to manage and support the Hampton Roads Urban Areas Security Initiative (UASI) grant program for the Urban Area Working Group (UAWG). Recent activity includes:

- **UASI Project Presentations**  
The UASI project presentation will continue with all stakeholders being invited to the April meeting. During this meeting, interoperable communications will be highlighted preceding the communications rodeo.
- **Region V Measure (RVM) Dashboard**  
During the February meeting, UAWG formally agreed to move forward with the RVM Dashboard. The dashboard will allow the region and localities to measure preparedness and make more informed investments in preparedness. While the HRPDC initially hoped to use a preexisting, state contract to complete the work, the contract had recently expired. Thus, the HRPDC has published an RFP for the work necessary to complete the dashboard.
- **Governance Subcommittee**  
Preparedness stakeholders in Hampton Roads have come to an agreement that the cross-discipline collaboration of the Hampton Roads UAWG has been advantageous to the region. However, to improve this, the UAWG has formed a Governance Subcommittee to recommend a new structure change that will increase cross-discipline communication. Members of the Governance Subcommittee continue to meet to discuss the structure and function of the new group.
- **FY 2015 UASI Funding**  
The Hampton Roads region has been reinstated as a high risk urban area eligible to receive UASI funding. In FY 2015 Hampton Roads will be granted \$1 million in federal grant funding. The Resource Allocation Subcommittee is currently working out an application plan.

## **Hampton Roads Interoperable Communications Advisory Committee (HRICAC)**

Beginning in June, 2013, the HRPDC has begun providing project management and support for HRICAC and associated tasks and subcommittees. Recent activity includes:

- **Region V Interoperability Field Operations Guide (IFOG)**  
The HRPDC on behalf of HRICAC is managing a grant funded contract to complete a Region V IFOG. The IFOG will serve as a reference guide for public safety radio technicians and communications planners providing communications points-of-contacts, tables of radio channels, and technical reference information. All relevant data has been collected and the first draft of the document is nearly complete. The IFOG will go before HRICAC on April 8, 2014 for final changes and approval.

- HRTacRan End User Equipment

The HRPDC has applied for a received a FY 2011 UASI grant for the replacement of HRTacRan end-user equipment. The HRPDC has contracted with a vendor to provide the necessary equipment and installation. To date, the communications equipment has been received and a Scope Of Work (SOW) between the vendor and the HRPDC for installation has been signed. The equipment will be placed in each locality's Emergency Operation Center and allow for video conferencing over the internet and Hampton Roads Microwave Ring.

### 3. Housing and Human Service Technical Support

The HRPDC staff, in partnership with Housing Virginia, the National Housing Conference (NHC) and various other funders and supporters continues to work on a housing forecast that will provide an analysis of current housing need in Hampton Roads, as well as employment-driven housing demand forecast to 2033.

The purpose of study is to enable local and regional policymakers, business leaders, and non-profit groups in the Hampton Roads area, data and tools to develop housing strategies that will help ensure the success of the regions' economies and the well-being of their residents. The study was made possible by contributions from the following:

- Hampton Roads Community Foundation
- The Landmark Foundation
- Hampton Roads REALTORS Association
- The OBICI Healthcare Foundation
- TowneBank
- Housing Virginia
- The Dragas Companies
- The Lawson Companies
- Virginia Housing Development Authority
- The Beazley Foundation

Dr. Lisa Sturtevant, PhD, from the National Housing Conference, will present the findings of this report on May 7, 2014 at the Chesapeake Conference Center. This event will also include responses from local industry representatives. Individuals from the Virginia Peninsula Associations Realtors®, Hampton Roads Transit, Old Dominion University, and Tidewater Builders Association have been invited to participate.

The Housing & Human Services Staff continues to work with the Hampton Roads Disability Board (HRDB), formerly the South Hampton Roads Disability Board. The HRDB will host a symposium on May 29, 2014. This symposium will provide training specifically on **Title 1 of the Americans with Disabilities Act (ADA)**. This event will also provide information on programs and services available in the region. This event will also include a facilitated discussion on how the region can address accessibility needs more effectively

## Hampton Roads Loan Fund Partnership

The Housing and Human Services staff completed Fair Housing training that is a requirement to administer HOME funding through the Hampton Roads Loan Fund Partnership. This program provides downpayment and closing cost assistance to qualified first-time homebuyer in the region through HOME Funding from the Virginia Department of Housing and Community Development (DHCD).

### 4. AskHRgreen.org

<b>Website Analysis 2014—askHRgreen.com</b>							
<b>Month</b>	<b>Visits</b>	<b>Page Views</b>	<b>Pages per Visit</b>	<b>Bounce Rate</b>	<b>Avg. Time on Site</b>	<b>% New Visits</b>	<b>Unique Visitors</b>
January	3,249	8,436	2.6	58.20%	0:02:46	73.04%	2,559
February	4,741	9,996	2.11	66.88%	0:01:52	76.73%	3,853
March	7,019	13,572	1.93	71.96%	0:01:38	79.01%	5,813
<b>Year-to-Date</b>	<b>15,009</b>	<b>32,004</b>	<b>2.21</b>	<b>65.68%</b>	<b>0:02:05</b>	<b>76.26%</b>	<b>12,225</b>
<b>7/1/13-3/31/2014</b>	<b>36,532</b>	<b>78,396</b>	<b>2.19</b>	<b>64.82%</b>	<b>0:01:58</b>	<b>76.93%</b>	<b>29,240</b>
<b>7/1/12-6/30/2013 12-13 Fiscal Year Total</b>	<b>34,080</b>	<b>75,251</b>	<b>2.21</b>	<b>61.27%</b>	<b>0:02:10</b>	<b>75.50%</b>	<b>26,081</b>

**AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

**ITEM #12: OLD/NEW BUSINESS**