

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #1: MINUTES OF MAY 20, 2009

Minutes of the May 20, 2009 meeting are attached.

Attachment

RECOMMENDED ACTION:

Approval.

Hampton Roads Planning District Commission
Executive Committee Meeting
Minutes of May 20, 2009

The Executive Committee Meeting of the Hampton Roads Planning District Commission was called to order at 9:36 a.m. at the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

EXECUTIVE COMMITTEE:

Bruce C. Goodson, Chairman (JC)	Paul D. Fraim (NO)*
James O. McReynolds, Treasurer (YK)	Douglas Smith (PO)
Dr. Alan P. Krasnoff (CH)	Tyrone Franklin (SY)
Rosa M. Lawrence (FR)	Harry E. Diezel (VB)
Brenda G. Garton (GL)	Louis Jones (VB)
Randall Gilliland (HA)*	Jeanne Zeidler (WM)
Joe S. Frank (NN)	

OTHER COMMISSIONERS:

Dr. Ella P. Ward (CH)	Randy Hildebrandt (NN)
William Harrell (CH)	Sanford B. Wanner (JC)
Clifton Hayes (CH)	Kenneth L. Chandler (PO)
Molly Ward (HA)	Jackson C. Tuttle II (WM)

*Late arrival or early departure.

OTHERS RECORDED ATTENDING:

Elizabeth Kersey, Jim Oliver (HA); Bryan Pennington, Jeff Raliski (NO); Bob Matthias (VB); Jenny Jackson - NAVFAC Mid-Atlantic; K. Frank Mach - Maritime Admin; Joe Howell - Naval Station Norfolk; Philip Shucet - Philip A. Shucet Co.; Martha Gross - Virginia Tech; Ray Taylor - FHR, Michael Townes - HRT; Irene Shuman - VDOT; W. Dewey Hurley - Branscome, Inc.; Dana Dickens - HRP; Peter Huber - Willcox & Savage; Ellis W. James - Sierra Club Observer; Henry Ryto - HRT User Citizen Advisory Committee; Terri Boothe, Judith Brown - Citizens; Cathy Aiello - Biggs & Fleet; Staff: Dwight Farmer, Shernita Bethea, John Carlock, Rick Case, James Clary, Nancy Collins, Richard Flannery, Kathlene Grauberger, Greg Grootendorst, Emilie Helms, Frances Hughey, Jim Hummer, Rob Jacobs, Whitney Katchmark, Brett Kerns, Ben McFarlane, Kelli Peterson, Camelia Ravanbakht, Joe Turner, Chris Vaigneur, and Eric Walberg.

CONSENT AGENDA

The Consent Agenda contained the following items:

Minutes of April 15, 2009

Treasurer's Report

Regional Reviews

A. PNRS Items (Initial Review)

Pollution Prevention Initiatives; DEQ; EPA – Pollution Prevention Grants Program

Community Development Block Grant – Barlow Road; York County/Housing Partnership, Inc.; VDHCD/HUD - CDBG

Virginia's Beaches Environmental Assessment and Coastal Health (BEACH) Program 2010; Commonwealth of Virginia State Board of Health; EPA – Beach Monitoring in Virginia

Chesapeake Bay Program Point Source and Toxics Information Management/Data Analysis Support; Virginia Polytechnic Institute and State University; EPA – Chesapeake Bay Point Source and Toxics Data Management

FY 10-11 VA Development of Wetland Permit Compliance and Community Outreach Tools; Virginia Department of Environmental Quality; EPA – Regional Wetland Program Development Grants

VA Water Quality Management Planning – ARRA Stimulus; DEQ; ARRA Stimulus – Water Quality Management Planning Program Section 604(b)

VADEQ FY09 Chesapeake Bay Monitoring; DEQ; EPA – Chesapeake Bay Program

1776 Ramada Conversion; Smith/Packett Med-Com, LLC; USDA – Rural Development Program

B. Environmental Impact Assessment/Statement Review

Temporary Parking Area; Jamestown-Yorktown Foundation; James City County

Construction Program, Virginia Air National Guard, 203 Red Horse Squadron; DOD/Air Force/Air National Guard; Virginia Beach

Sandbridge Beach Erosion Control and Hurricane Protection Project; DOD/USACE; Virginia Beach

Taxiway A and General Aviation Apron Asphalt Repair and Rehab at Norfolk International Airport; USDOT/FAA; Norfolk

Expansion of the Wallops Flight Facility Launch Range; NASA; Accomack County

Environmental Program Grants & Contracts

Authorizing Resolutions and Certifications for FY07 and FY08 State Homeland Security Program Grant Applications

NASA Langley Research Center Update

Mayor Zeidler Moved to approve the Consent Agenda; seconded by Comr. Wanner. The Motion Carried.

FY 2009 Budget Amendment

Mr. Farmer stated the FY2009 budget was approved in April 2008 and since that time, the PDC has received additional grants and other funding and has incurred some changes in the expenditures. The result is that there is an increase in what is called the anticipated surplus from \$71,768 to \$92,118, mainly due to special contracts in physical planning. There is a local grant for solid waste in the amount of \$99,900 that is to be paid to a consultant for the valuation of SPSA assets. There was a transfer from the fund balance of \$83,972 to pay for a consultant to conduct the MPO Best Practice Study, and then there were minor changes in operations resulting in \$10,000 additional expenditures.

Comr. McReynolds Moved to approve the FY09 budget amendments; seconded by Comr. Garton. The Motion Carried.

FY 2010 Strategic Initiatives

Mr. Farmer stated the PDC would have a mini-retreat within today's planned agenda with five presentations. He noted that these were strategic issues and initiatives that were significantly different from what the PDC normally undertakes and the issues needed to be brought to the Board's attention

(Comr. Gilliland arrived)

A. FY 2010 Budget

Mr. Farmer outlined the preliminary FY 2010 budget for the PDC Board. He commented that since FY 2006, the PDC has been at an 82 cents per capita assessment rate. He further commented that in the budget submission this year there will be a separation of the PDC and MPO. Staff has also retrieved FY 09 MPO information for comparison basis. He then discussed the fund balance that is often referred to as unallocated, but it is allocated, and he specified how much was associated with leave and designated liabilities, and how much was in the unrestricted

reserve. Finally, he stated the Personnel and Budget Committee had a lengthy discussion regarding an annual contribution to the building facility fund with information for the Board to view in June. Comr. Garton asked if the unrestricted fund balance is at a level that is consistent with what the auditors have recommended the PDC maintain. Mr. Farmer stated he believed that to be true. He commented Staff was going to better define some of the components as opposed to one group, particularly for the building facility and so forth. He believed it would be a better accounting practice, and he will have Ms. Collins confer with the auditors for guidance on it.

Chairman Goodson noted the MPO Committee did not discuss future budgeting and it is recognized that the MPO and the PDC do need to have separate budget structures. This issue will need to be addressed in the coming months to determine exactly how separate a budget is needed for the PDC and how it will interface with the MPO budget.

(Comr. Fraim arrived)

B. Economics and Housing Programs

Mr. Farmer introduced Chief Economist Greg Grootendorst to discuss his presentation on regional competitiveness. Mr. Grootendorst stated the economic staff completed several recurrent tasks throughout the year: the data book, impact studies, forecasts, technical assistance, benchmarking, and quarterly updates. It is apparent that much of the work reflects on the region's current economic well-being, but it also reflects on how the area will be competitive in an ever changing global economy. He noted that when defining growth and how growth plays a role in economic success, it is very important to look at several other measures, measures that are more indicative of general well-being, measures that are more in alignment with desired outcomes, rather than just population and employment growth. He stated that as the PDC looks to the scope of work on this issue, it is proposed to evaluate regional assets and perform a comprehensive assessment of the region's industrial and occupational structure so that the strengths of the Hampton Roads area will be known and it will see how it compares to regions throughout the nation and throughout the world. The next step would be to then review these results and determine what growth factors are relevant to Hampton Roads in assessing the ability of the region to remain competitive in the global economy.

Mr. Farmer introduced Ms. Shernita Bethea, Housing and Human Services Manager for the PDC to present her report on the fate of Disability Service Boards (DSB) in Hampton Roads. Ms Bethea explained this program will be eliminated at the end of May due to state cuts and a change in regulation language mandating support from local jurisdictions. The boards were created as part of the Beyer Commission's report to the General Assembly in 1992 in an effort to give local governments more planning control as it relates to persons with physical and sensory disabilities. She noted that currently, the Hampton Roads region is serviced by three major DSBs: the Western Tidewater Disability Service Board which covers Southampton County, Isle of Wight, and Franklin; the Peninsula Board covering Hampton, Newport News, James City County, Poquoson, York County, and Williamsburg; and the South Hampton Roads Disability Service Board

which includes Chesapeake, Virginia Beach, Norfolk, Portsmouth, and Suffolk. The Hampton Roads Planning District has served as a fiscal agent and “employer of record” for the South Hampton Roads Disability Service Board. However, the PDC would like to explore the feasibility of establishing a regional task force to review best practices and the needs of the region. Ms. Bethea stated there were still many jurisdictions and groups that are calling and wanting to have more information and education on the ADA law. She explained the region hopes to become a recipient of a new Virginia Disability Service Board Local Government Employment Awareness Grant under the economic stimulus act. Under this grant, the region might be eligible for a small portion of the \$100,000 grant which could help support local disability initiatives.

Mayor Fraim asked Mr. Farmer what set of rules would be in place regarding the grant money, if received. Mr. Farmer replied the regional task force would decide how the money should be spent.

Chairman Goodson asked if the PDC would be handling the structure, organization, and coordinating of the appointees from the local governments. Ms. Bethea explained the PDC has only served as fiscal agent, and at this point, it would be the task of the PDC to review the feasibility of how much work would be needed to organize the region as a whole. It would be a collaborative effort and not just one particular jurisdiction or person would be responsible for the project.

Mayor Frank commented that he had never heard of the disability boards in the area and expressed concern regarding staff time and cost.

Comr. Wanner asked who would be responsible for disassembling the current boards and recreating a potential regional board. Ms. Bethea stated she had been trying to locate members of the boards and to inquire if the jurisdictions would be interested in being around the table at a regional meeting.

Mayor Fraim suggested that a process be established with rules set forth before moving forward.

Mayor Frank stated the PDC needed to assess what was already available and what already exists in terms of helping those with disabilities. He then suggested Ms. Bethea return at a later date with more specific goals in order for the board to make a more informed decision. The board agreed with this suggestion.

C. Regional Emergency Management and Homeland Security Service Authority Functions

Mr. Farmer introduced Mr. Rich Flannery, HRPDC Emergency Management Administrator, to discuss the PDC’s role in the event a catastrophic incident occurred in the Hampton Roads area.

Mr. Flannery stated the HRPDC would like to embark on a study to determine the best method for supporting the administrative fiduciary sustainment of regional operations and capabilities created and implemented in Hampton Roads. The emergency

management department at the PDC has been assisting emergency managers, homeland security, law enforcement, and fire officials in planning and developing regional capabilities to prevent, protect against, respond to, and recover from disasters and/or acts of terrorism. The capabilities developed and/or currently in development are regional in nature and serve to support multiple operational needs in emergency management/homeland security activities. The majority of the projects were funded through the federal government as well as the Commonwealth. Upon completion of the grant funding, the region was expected to sustain these capabilities. Many of these capabilities that are developed have moved from a planning project to an operational entity that will be employed during a disaster. Because the capabilities are regional in nature, there is no one jurisdiction that owns them and the challenge that exists is how to sustain them from an administrative or fiduciary standpoint.

In March, Mr. Flannery briefed the board on the interoperable communication system known as the HRTacRAN that was developed through a port security grant, via the Hampton Roads Interoperability Communications Advisory Committee and the HRPDC. As he stated in March, the HRICAC group recommended the HRPDC act as the administrative and fiduciary agent for a maintenance and service agreement contract to sustain the system in which the PDC had already approved. By acting as the administrative or fiduciary agent for this regional capability, it allows the HRICAC group to continue to function as the operational entity that oversees the operations of the system 24 hours a day, 7 days a week, and 365 days a year. This mitigates any one jurisdiction having sole administrative and fiduciary responsibility for the regional capability. Mr. Flannery explained there are many other projects in the planning phase that will transition to an operational entity. The challenge is that there is no regional agreement or medium among the localities to participate in supporting operational regional capabilities developed through grant initiatives.

He concluded by asking for the recommended action to authorize the emergency management staff at the HRPDC to research, study, and analyze regional emergency management and Homeland Security service authority functions for supporting regional planning initiatives that have progressed to regional operational capabilities and report the findings and recommendations.

Mayor Frank Moved to approve the recommendation; seconded by Comr. Gilliland. The Motion Carried.

Mayor Frank asked if the local governments were going to have to pick up the cost when grant monies run out. Mr. Farmer stated that has not been issue as of yet for HRTacRAN and HRICAC, but it could be in the future.

Comr. Hildebrandt noted that it should not fall on one jurisdiction, but should be a joint venture and the PDC needs to be sure that it assesses what will be involved in order to maintain functionality and this needs to be decided as a collective voluntary effort.

D. Physical and Environmental Planning

Mr. Farmer introduced Mr. John Carlock, Deputy Executive Director of the HRPDC to discuss several physical planning issues. Mr. Carlock stated the number of regulatory programs the PDC contends with is a priority. He noted, in particular, the Chesapeake Bay, which has resurfaced as a critical regulatory matter. He noted there are memoranda of agreement in place among the localities, the regional operational agencies, and the PDC on water supply, sanitary sewers, and stormwater. He also noted that staff is continuing to work on a number of local government comprehensive plans in cooperation with individual localities and the PDC is moving forward with the completion of the regional water supply plan and a number of implementation plans on the TMDL program.

He explained there are a number of opportunities in the planning arena for the PDC, such as green infrastructure, energy conservation and development, and establishing a framework to address climate change. The reinvigoration of the environmental planning committee is the vehicle to properly address these three issues. Based on this, with the work of the committees and the staff, the PDC recommends three items for which it seeks guidance from the Board. First is the need to establish an environmental planning committee with a much broader representation from the localities. The PDC also needs to continue the cooperative approach to regulatory compliance, and the question of how the Hampton Roads area compares with other regions from a funding standpoint, activities standpoint, and staffing standpoint needs to be addressed. He concluded by stating the PDC would like to investigate benchmarking and a best practices study.

Comr. Hildebrandt stated he hoped there would be a quick completion of the regional water supply plan. He indicated a month ago, the Colonel District Engineer suspended the permit for the King William reservoir project. With this suspension, there is now serious doubt whether the project will ever be built and the King William reservoir was the solution for the next 40 or 50 years for the Peninsula's water supply needs. He noted the Peninsula must now go back and review what the next best alternative might be to meet the needs to include in this supply plan.

Mayor Frank Moved to approve the physical planning recommendation; seconded by Mayor Zeidler. The Motion Carried.

HRPDC MEETING SCHEDULE

Chairman Goodson stated there had been a staff suggestion to change the meeting time in the bylaws of the HRPDC. However, he thought it would be better to schedule them one meeting at a time. He recommended the June PDC meeting start at 9:30 a.m.

Comr. Tuttle Moved to approve the recommendation; seconded by Mayor Frank. The Motion Carried

New Business

Mr. Carlock stated staff had been working on the TMDL Implementation Plans over the past few years. The next plan would involve the Nansemond River in Suffolk and the watershed in Suffolk and Isle of Wight County. Staff has worked with these two localities to develop contracts with them to carry that work forward over the coming year. The PDC needs the Board's authorization to execute the contracts.

Comr. Hildebrandt Moved to approve the recommendation; seconded by Comr. Tuttle. The Motion Carried.

Mr. Farmer stated staff would try to have a final draft of the UPWP for the Board in June for approval starting July 1.

With no further business to come before the Hampton Roads Planning District Commission, the meeting adjourned at 10:20 a.m.

Dwight L. Farmer
Executive Director/Secretary

Bruce C. Goodson
Chairman

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #2: TREASURER'S REPORT

**FISCAL YEAR 2009
MAY 31, 2009
BALANCE SHEET**

ASSETS		LIABILITIES & NET ASSETS	
Cash & Cash Equivalents	633,784	Current Liabilities	614,032
Accounts Receivables	856,826	Net Assets	5,054,851
Investments	2,674,827		
Other Current Assets	664		
Net Capital Assets	<u>1,502,782</u>		
Total Assets	<u><u>5,668,883</u></u>	Total Liabilities & Equity	<u><u>5,668,883</u></u>

STATEMENT OF REVENUES AND EXPENDITURES

REVENUES	Annual Budget	Current Month	YTD
Grant and Contract Revenue	6,628,705	399,206	4,199,713
VDHCD State Allocation	275,106	22,924	252,175
Interest Income	55,000	1,497	58,625
Local Jurisdiction Contributions	1,341,946	-	1,341,946
Other Local Assessment	2,319,772	74,083	1,639,422
Sales and Miscellaneous Revenue	50,584	40	56,235
Total Revenue	<u><u>10,671,113</u></u>	<u><u>497,750</u></u>	<u><u>7,548,116</u></u>
EXPENDITURES			
Personnel	3,962,546	293,613	3,372,825
Contractual	185,791	6,920	167,600
Special Contracts	5,505,819	155,523	2,964,452
Operations	785,189	31,450	450,583
Capital Assets	160,000	-	-
Total Expenses	<u><u>10,599,345</u></u>	<u><u>487,506</u></u>	<u><u>6,955,459</u></u>
Agency Balance	<u><u>71,768</u></u>	<u><u>10,244</u></u>	<u><u>592,657</u></u>

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #3: REGIONAL REVIEWS – MONTHLY STATUS REPORT

A. PNRS Items (Initial Review)

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. Attached is a listing and summary of projects that are presently under review. As of June 10, 2009, there were no outstanding comments on these projects.

B. 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 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. Attached is a listing and summary of projects that are presently under review.

Attachment

RECOMMENDED ACTION:

None required.

Project Notification and Reviews

Date **CH #**

Title

Applicant

State/Federal Program

Project Staff **Type of Impact**

Project Description

This grant will allow the Commonwealth to continue funding activities of Virginia state agencies and local governments to improve the management and protection of Virginia's coastal resources. It includes funding for technical assistance from planning district commissions to their local government members and special projects such as the second year of a three year effort called Sustainable Community Planning.

FUNDING

<input type="text" value="\$2,652,200.00"/>	<input type="text" value="\$811,026.00"/>	<input type="text" value="\$619,634.00"/>	<input type="text" value="\$610,540.00"/>	<input type="text" value="\$75,000.00"/>	<input type="text" value="\$0.00"/>
Federal	Applicant	State	Local	Other	Program
		TOTAL	<input type="text" value="\$4,768,400.00"/>		

Date 5/26/2009 CH # VA090515-1923760

Title State Revolving Loan Fund Capitalization Grant

Applicant Virginia Department of Environmental Quality

State/Federal Program ARRA Stimulus

Project Staff Claire Jones Type of Impact Statewide

Project Description

These funds are provided to states to create State Revolving Funds for long-term financing of wastewater improvements at publicly-owned treatment facilities, nonpoint source water quality management activities included in state plans pursuant to Section 319, and estuary comprehensive conservation and management plan activities under Section 320. ARRA Stimulus funds provide the opportunity to fund additional clean water projects, to create jobs, and promote economic recovery for wastewater treatment improvements throughout the Commonwealth.

FUNDING

\$80,203,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal	Applicant	State	Local	Other	Program
		TOTAL	\$80,203,300.00		

Date 6/5/2009 CH # VA090528-2123760

Title VADEQ Hazardous Substances Response PA/SI Investigations

Applicant Virginia Department of Environmental Quality

State/Federal Program EPA - Superfund State, Political Subdivision, and Indian Tribe Site-Specific Cooperative Agreements

Project Staff Claire Jones Type of Impact Statewide

Project Description

This application seeks Federal funds to conduct Preliminary Assessment Site Inspections (PASI). PASI will determine the status and potential impacts of manufactured gas plants as well as sites with releases of hazardous substances into the environment in the state. The result will be more brownfields returned to productive use, less greenfields disturbed, and greater protection of human health and the environment.

FUNDING

\$765,638.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal	Applicant	State	Local	Other	Program
		TOTAL	\$765,638.00		

Date 6/5/2009 CH # VA090603-2223760

Title VADEQ Hazardous Substances Response FUDS (Formerly Used Defense Sites)

Applicant Virginia Department of Environmental Quality

State/Federal Program EPA - Superfund State, Political Subdivision, and Indian Tribe Site-Specific Cooperative Agreements

Project Staff Claire Jones Type of Impact Statewide

Project Description

This application seeks Federal funds to conduct FUDS pre-remedial response activity. FUDS activity includes chemical data collection efforts to determine if a site can be declared as No Further Action or whether the site should progress to Remedial Investigation. The result will be more brownfields returned to productive use, less greenfields disturbed, and greater protection of human health and the environment.

FUNDING

\$559,689.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Federal	Applicant	State	Local	Other	Program
		TOTAL	\$559,689.00		

Environmental Impact Reviews

Date Received

Number

Name

Sponsor

Description

The College of William & Mary, located in the City of Williamsburg, is proposing to construct The Sherman and Gloria H. Cohen Career Center (SGHCCC) within the campus limits. The 1.33-acre site is located to the east of the College's existing Sadler Center, adjoining Zable Stadium, and consists mostly of open lawn with small caliper trees and shrubs. The project will involve the addition of a 2½ story building and will contain approximately 10,920 square feet of floor space. Tiered seating, lawn areas and patio areas will be developed both west of the proposed building and to the south between the proposed building and the Sadler Center. Road improvements will be made to Stadium Drive to accommodate the location of the new SGHCCC and pedestrian traffic. The proposed improvements will include the narrowing of Stadium Drive along with measures to limit the flow of vehicular traffic south of the Sadler Center to faculty/staff parking permit holders, service vehicles, and emergency vehicles.

Affected Localities

Finding

Comments Sent

Final State Comments Received

Date Received

Number

Name

Sponsor

Description

Old Dominion University plans to construct a building on its campus in the City of Norfolk for systems research and academic studies. The two-story building will be approximately 55,000 gross square feet. The proposed project site is currently a parking lot surrounded by mature trees, walkways and institutional buildings. The construction of the new building will include new sidewalks and pervious traffic-rated paving for fire access. The proposed project site is about 2.3 acres in size.

Affected Localities

Finding

Comments Sent

Final State Comments Received

Date Received

Number

Name

Sponsor

Description

Old Dominion University intends to renovate and construct additions to the existing library on its campus in the City of Norfolk. The library is located on 43rd Street, north of the intersection with Bowdens Ferry Road. The additions will provide an interactive space for students to access technology and a location to provide support services. This project is called the Student Success Center. The proposed project site consists of landscaped land surrounding the library and includes trees and sidewalks. About 1.6 acres of land will be disturbed during construction.

Affected Localities

Finding

Comments Sent

Final State Comments Received

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #4: URBAN AREA SECURITY INITIATIVE CONTRACT FOR TARGET CAPABILITIES ASSESSMENT

As part of the Urban Area Security Initiative (UASI) planning process, a Target Capabilities Assessment needs to be completed to meet Homeland Security Grant Program requirements. The UASI Program provides financial assistance to address the unique multi-disciplinary planning, operations, equipment, training, and exercise needs of high-threat, high-density urban areas, and to assist in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats or acts of terrorism.

The HRPDC has been requested by the Hampton Roads Urban Area Working Group (UAWG) to assist in obtaining a qualified vendor to conduct a Target Capabilities Assessment in an effort to use future Homeland Security grant funding in the most effective and efficient manner. The overall objective of this contract is to produce a comprehensive report including a risk verification of the region's identified capabilities, the identification of any gaps in ability to prevent, respond to and recover from a disaster, an assessment of the needs to fill the identified gaps, and a three to five year spending plan to address identified needs.

The HRPDC Emergency Management (EM) and Administration staff worked with the Hampton Roads UAWG in the development of the RFP and will continue to do the same through proposal review, vendor selection, and the development of a contract to include a statement of work and schedule for completing the project during FY 2009-2010. The project is included in the FY 2009-2010 UPWP.

The HRPDC staff recommends that the Executive Director be authorized to execute a contract with the selected vendor that is approved by the UAWG, and to provide HRPDC EM staff support in conducting a Target Capability Assessment for the UASI.

RECOMMENDED ACTION:

Authorize the Executive Director to execute a contract with the selected vendor to provide a Target Capabilities Assessment as part of the Homeland Security Grant Program's Urban Area Security Initiative.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #5: JAMES CITY COUNTY GREEN INFRASTRUCTURE PLAN

The HRPDC has been requested by James City County to assist in developing a Green Infrastructure Plan for the County. This effort will involve application and refinement of the regional green infrastructure/conservation corridor work undertaken by the HRPDC staff for the County. The HRPDC staff is working with County staff to develop a Contract, Scope of Work and Schedule for completing the Plan during FY 2009-2010. The project is included in the FY 2009-2010 UPWP.

The HRPDC staff recommends the Executive Director be authorized to execute a contract with James City County, providing for HRPDC staff support in developing a Green Infrastructure Plan for the County.

RECOMMENDED ACTION:

Authorize the Executive Director to execute a contract with James City County to provide for the HRPDC staff development of a Green Infrastructure Plan for the County.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #6: HAMPTON ROADS LOAN FUND PARTNERSHIP

The Hampton Roads Loan Fund Partnership (HRLF) was established in 1996 to expand homeownership opportunities for low income households in the Hampton Roads region. Since 1996, HRPDC has acted as the regional administrator for the HRLF. Through this funding source, the HRPDC staff has provided continued assistance in the form of down payment and closing cost assistance to first time homebuyers. Due to new Department of Housing and Urban Development (HUD) guidelines, organizations must now apply for continued funding through a competitive application process. On June 2, 2009, the Virginia Department of Housing and Community Development (DHCD) notified existing recipients of this change in process, requesting that an application for funding be submitted by June 26, 2009. The HRPDC staff recommends that the Board authorize the HRPDC to pursue continued funding for this program.

RECOMMENDED ACTION:

Authorize the Executive Director to submit an application for continued program funding for the HRLF and to accept the grant award if it is made.

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #7: CONTRACT AMENDMENT – ZEL TECHNOLOGIES

The HRPDC is the grant recipient and administrator of the Homeland Security Grant Program FY 05 Port Security Grant. The FY 05 Port Security Grant provided funding for development of an interoperable communications system throughout the region. Operational aspects of the project are overseen by the Hampton Roads Interoperable Communications Advisory Committee (HRICAC). Currently, there are unexpended funds in the amount of \$53,199.92 on the FY 05 Port Security Grant contract with Zel Technologies, LLC. These funds are to be used to complete purchasing of necessary telephones and other equipment integral to the operations of the interoperable communications system. In order to expend funds on communications equipment authorized by HRICAC, an extension of six months on the current contract, due to expire on June 30, 2009, is needed. The Committee and HRPDC staff recommend that the Executive Director be authorized to amend the contract with Zel Technologies, LLC, through December 31, 2009. The HRPDC previously approved a contract extension for this project in December 2008.

RECOMMENDED ACTION:

Authorize the Executive Director to execute the Contract Amendment.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #8: VIRGINIA ASSOCIATION OF PLANNING DISTRICT COMMISSIONS SUMMER CONFERENCE

The Annual Summer Conference of the Virginia Association of Planning District Commissions (VAPDC) will again be held at the Virginia Beach Resort Hotel and Conference Center at 2800 Shore Drive from July 30 – August 1, 2009. The Conference Registration and DRAFT Agenda are part of this item. If any HRPDC Commissioners are interested in attending or participating in the conference, please contact Mr. Dwight L. Farmer, Executive Director/Secretary.

Attachment: Registration and Agenda

RECOMMENDED ACTION:

None required.

2009 Summer Conference

Preparing for Prosperity



Virginia Beach Resort Hotel and Conference Center

July 30-August 1, 2009

Conference Registration Form

Please complete a separate form for each registrant. Copy as needed.

Please print clearly

Name: _____

Badge Name: _____

PDC/Organization: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Fax: _____

Email: _____

Full name of accompanying spouse or guest:

Please list any special needs: (vegetarian, handicap access, etc.)

PAYMENT

Registrations must be accompanied by check or P.O. #
The VAPDC Tax ID# is 54-1600961

- Check Enclosed (payable to VAPDC)
 - Purchase order # attached
- To pay by credit card, register at www.vapdc.org

CANCELLATION POLICY

Cancellations must be received by Friday July, 22, 2009 in order to receive a refund. Refund requests must be made in writing. There is a \$15 administrative fee for cancellations. No Refunds will be issued after July 22nd, 2009.

EARLY REGISTRATION FEES

(May 27—June 30, 2009)

- Full Registration \$190
- Thursday Reception \$ 35
- Friday Breakfast w/Speaker \$ 35
- Friday Lunch w/Speaker \$ 35
- Friday Reception/Dinner/Entertainment \$ 75
- Saturday Workshop \$ 30

REGULAR REGISTRATION FEES

(May 27—June 30, 2009)

- Regular Registration \$215
- Thursday Reception \$ 45
- Friday Breakfast w/Speaker \$ 45
- Friday Lunch w/Speaker \$ 45
- Friday Reception/Dinner/Entertainment \$ 85
- Saturday Workshop \$ 40

OTHER

- Thursday Executive Directors/Board Meeting*
- Saturday Executive Board Meeting*

*Board members, Executive Directors, and invited guests only.

HOTEL INFORMATION

Use code "VAPDC" when booking to receive our group rate of \$155 single/double.

Virginia Beach Resort Hotel & Conference Center
2800 Shore Drive
Virginia Beach, VA 23451
800-468-2722

www.virginiabeachresort.com

Make hotel reservations directly with the hotel, Early reservations are advised. The group cutoff date is **June 29, 2009**

Mail Or Fax Registrations To:

VAPDC Summer Conference 2009
11712C Jefferson Avenue, #250, Newport News, VA 23606; FAX: 866-873-3690
OR

**REGISTER ONLINE @
WWW.VAPDC.ORG**

QUESTIONS?

Call 757-412-2664
or visit
www.vapdc.org

VAPDC 2009 Summer Conference & Annual Meeting

Preparing for Prosperity

Thursday, July 30, 2009

9:00 am-5:00 pm	Registration
9:00 am-11:00 am	VAPDC Environmental Committee
10:00 am-11:00	VAPDC Communications Committee
10:00 am-11:30 am	VAPDC GIS/Technology Committee
10:30 am-12:30 pm	VAPDC Transportation Committee
12:30 pm-2:30 pm	VAPDC Combine Executive Directors/Board of Directors Meeting
2:45 pm-3:00 pm	Conference Opening and Welcome
3:00 pm-4:00 pm	Economy Session: Frank Knott, ViTAL
4:00 pm-4:30 pm	Economy Session: Bruce DeSimone, VHDA
4:30 pm-5:00 pm	Economy Session: Workforce Development
5:00 pm-6:30 pm	Reception

Friday, July 31, 2009

7:30 am-5:00 pm	Registration
7:30 am-9:00 am	Breakfast with Speaker
9:00 am-9:45 am	VAPDC Business Meeting
10:00 am-10:30 am	Energy Session
10:30 am-11:00 am	Energy Session
11:00 am-11:30 am	Energy Session
11:30 am-12:00 pm	Energy Session
12:00 pm-1:30 pm	Lunch with Speaker
1:30 pm-2:00 pm	Transportation Session: VTRAN 2035 The Honorable Ralph Davis, Deputy Secretary of Transportation, Commonwealth of Virginia
2:00 pm-2:30 pm	Transportation Session: Rail Todd Stennis, Amtrak
2:30 pm-3:00 pm	Transportation Session: Virginia Port Authority

3:00 pm-3:30 pm	Transportation Session: Rt. 29 Study Joe Springer, Parsons Brinckerhoff
3:45 pm-4:30 pm	EDA Meeting
6:00 pm-7:00 pm	Reception
7:00 pm-8:30 pm	Awards Banquet
8:30 pm-11:00 pm	Game Show and Comedy Night

Saturday, August 1, 2009

8:00 am-9:00 am	Incoming Board of Directors Meeting
8:00 am-9:00 am	Continental Breakfast
9:00 am-11:00 am	Professional Development Workshop
11:00 am	Conference Adjourns

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #9: 2009 HAMPTON ROADS DATA BOOK

The Hampton Roads Data Book is an annual publication that is produced by HRPDC economics staff. The 2010 Data Book contains a variety of current and historical time series data on the region's population, income and earnings, employment, labor force, retail sales, building permits, real estate, lodging, ports, vehicle registrations, and local tax collections. The Data Book represents part of our efforts to fulfill § 15.2-4208 of the Code of Virginia, which requires planning district commissions to:

“. . . collect and maintain demographic, economic and other data concerning the region and member localities, and act as a state data center affiliate in cooperation with the Virginia Employment Commission.”

Since the inception of the Data Book, HRPDC has provided the Commission and member jurisdictions with printed and bound copies of the entire 224-page publication. Currently, the document is available in hard copy from the PDC library, in pdf format for printing purposes, and in excel format for data queries and retrieval. In an effort to reduce printing and postage costs, staff proposes disseminating future Data Book releases electronically, rather than delivering full printed editions.

Mr. Greg Grootendorst, HRPDC Chief Economist, will provide a brief overview of this publication.

Enclosure - Separate - Commissioners Only

RECOMMENDED ACTIONS:

Approve the 2009 Hampton Roads Data Book for distribution.

Approve the recommendation that the 2010 version of the Data Book be sent to the Commissioners for review in an electronic format.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #10: PERSONNEL MANUAL

The HRPDC Personnel Manual has been revised to reflect mandatory legal updates as well as some proposed administrative procedural changes. The Personnel and Budget Committee met on May 20, 2009 and June 17, 2009 to discuss the changes listed below and recommend approval. These changes will be effective as of July 1, 2009. Mr. Dwight Farmer will provide a summary of the changes.

- Sections III.C.2 and III.C.3 (page 5). It is recommended that the HRPDC revise its employee pay plan to a performance-based pay plan. The previous system increased the prior year's base salary to reflect cost of living and then added a performance increase based on evaluation criteria. Historically, the performance adjustment had been taken away at the end of the year. This procedure lead to confusion and was administratively cumbersome to maintain. The HRPDC staff understands the revised procedure is the one followed by most, if not all, of the Hampton Roads jurisdictions. This new program will begin July 1, 2009.
- Section III.E.2 (page 7). This section has been revised to accurately list employees eligible for overtime and compensatory time.
- Section IV.A.3 (page 11). It is proposed that the HRPDC offer its regular part-time employees who work an average of 20 or more hours per week paid leave benefits to be used for such absences as vacation and sick leave. Regular part-time employees will be eligible to accrue paid leave at a rate of one-half day (4 hours) per month. Temporary part-time employees and interns will be ineligible for paid leave. It is our understanding that several of the local jurisdictions offer some type of paid leave to their regular part-time employees.
- Section IV.A.4 and Appendix C (pages 11-12 and C1-C9). This section has been updated to conform to the latest Federal laws as they pertain to the Family and Medical Leave Act. This policy has been reviewed by HRPDC legal counsel and found to be in compliance with Federal law.
- Section VI.A (page 29). This section has been updated to conform to the latest Federal laws to include "genetic information."
- Section VIII.S and Appendix D (page 48). The HRPDC policy on Information Technology has been revised and includes, but is not limited to internet usage, email usage and retention, anti-virus usage and remote access. This section has been reviewed extensively by HRPDC legal counsel.

Enclosure - Separate - Commissioners Only

RECOMMENDED ACTION:

Approve revised Personnel Manual for distribution to staff.

AGENDA NOTE - HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #11: PROPOSED FY 2010 HRPDC & HRTPO OPERATING AND CAPITAL BUDGETS

The HRPDC staff will present its FY 2010 Proposed Operating Budget to the Personnel & Budget Committee on June 17, 2009. The HRPDC Treasurer, Mr. James McReynolds, will have the recommendations agreed to at that meeting. The HRPDC projected increase to its fund balance is \$67,118.

The format for the FY 2010 DRAFT Budget differs significantly from those of prior years. The HRTPO operating budget, and the Pass-Through Activities, have been separated from the overall budget, with the end result shown as the HRPDC Operating Budget.

The following conditions and considerations are recognized in this proposed FY 2010 Budget. There will be no increase in the per capita assessments to local governments, nor in salaries.

Revenues

The HRPDC continues to receive funding from its two main programs: Transportation and Physical & Environmental Planning; as well as two Homeland Security programs, the Metropolitan Medical Response System (MMRS) and the Urban Area Securities Initiative (UASI). Most of the MMRS program funding is passed through in the form of purchases for equipment, pharmaceuticals, and supplies as well as consultant fees for training and exercises. The UASI program has received two three-year awards and is awaiting word on a third. It has seen steady funding in all of the IJ (investment justification) categories. It basically passes most of the funding outside the HRPDC as well, again in the form of equipment, supplies, training and exercises.

The State DHCD grant (line 1, page 1) was reduced yet again (for the third consecutive year), this time by 7.7%, to \$253,879. This is down from a high of \$366,628 in FY 2001. Our local membership dues (line 2, page 1) remain constant for the fifth year in a row, at \$.82 per capita (the slight increase of \$4,225 is a result of population growth).

Expenditures

Overall expenditures show an increase of \$2,123,970 (18%) mainly due to the significant increase in UASI and Transportation funding.

There are no salary increases proposed for FY2010 with the exception of a part-time position going to full-time, and an internal promotion, due to increased and redistributed work loads. Personnel costs (line 133, page 6) increased due to the addition of three new positions, increased health premium costs, and increased VRS rates.

Standard Contractual costs (line 181, page 7) remained fairly constant in comparison with FY2009, with legal and audit services increasing, and all other categories decreasing.

Special Contracts in the FY2010 budget are for those services used within the Regional Building, such as internet providers, network consulting fees, and web site hosting (line 195, page 8).

Those funds that are not retained within either the HRPDC or the HRTPO, that are "passed-through" to external vendors, are now being reported in a separate section of the budget (lines 197 - 270, pp 8 - 11).

Office Services (line 301, page 12), itemize the various categories used in daily operations. FY2010 shows an increase of \$66,963 over FY2009, or 8.4%. This increase was in several areas (advertising, travel, memberships, computer purchases, etc.) mainly due to increased personnel and TPO public notice requirements.

Capital Expenditures (line 306, page 13) are \$10,050 less than reported for FY2009, and are mainly for upgrades to the computer network, servers, and e-mail systems.

The last page of the DRAFT FY2010 budget is a Summary Report (lines 315 – 326, page 14), showing Revenues and Expenditures for each of the areas being reported: Total Budget, Pass-Through Activity, HRTPO Operating Budget, and HRPDC Operating Budget.

Attachment

RECOMMENDED ACTION:

Approve the FY 2010 HRPDC & HRTPO Operating and Capital Budgets

**HRPDC/HRTPO OPERATIONS BUDGET ~DRAFT~
FISCAL YEAR 2010**

ITEM	MATCH	REV/EXP CODE	ELEMENT	TOTAL BUDGET	TRSF TO PASS-THRU	TOTAL TPO OPER. BUDGET	TOTAL PDC OPER. BUDGET
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REVENUE

ITEM	MATCH	REV/EXP CODE	ELEMENT	TOTAL BUDGET	TRSF TO PASS-THRU	TOTAL TPO OPER. BUDGET	TOTAL PDC OPER. BUDGET
NEW REVENUE							
1 State Grant (DHCD) Note 1		40500	100000	253,879	0		253,879
2 LJ Assess: Member Contribution (\$0.82 since 2006)		45400	100200	1,346,171		307,030	1,039,141
3 LJ Assess: HRWET		49500	204000	16,082			16,082
4 LJ Assess: HRWET		49500	204100	48,689			48,689
5 LJ Assess: HRWET		49500	204300	97,000	96,500		500
6 LJ Assess: Groundwater		49500	205000	111,302			111,302
7 LJ Assess: Water TA		49500	205100	30,874			30,874
8 LJ Assess: Water Priority		49500	205200	58,953			58,953
9 LJ Assess: USGS		49500	205300	147,450	147,450		0
10 LJ Assess: Water Quality		49500	205400	7,500	7,500		0
11 LJ Assess: SWAP		49500	205500	18,755			18,755
12 LJ Assess: H2O		49500	205700	20,000	20,000		0
13 LJ Assess: Storm Water		49100	207000	75,311			75,311
14 LJ Assess: HR Storm		49100	207100	52,798			52,798
15 LJ Assess: HR Storm		49100	207200	75,000	74,500		500
16 LJ Assess: Storm Water Phase II		46500	207500	102,500			102,500
17 LJ Assess: Waste Water		49600	209000	109,000	25,000		84,000
18 LJ Assess: HR FOG		49600	209200	50,000	50,000		0
19 LJ Assess: HR Clean		48000	209500	26,280			26,280
20 LJ Assess: HR Clean		48000	209600	51,088	51,088		0
21 LJ Assess: MMRS		46000	398700	328,334	295,501		32,833
22 LJ Assess: MCSC		47100	670500	59,378	59,378		0
23 SPSA Maintenance Manager Contribution		41500	100000	25,650			25,650
24 Interest Earnings		44000	100000	25,000			25,000
25 VCRMPT TA	20,000	40800	296000	20,000			20,000
26 CWP Extreme Makeover		4xxxx	297400	13,000			13,000

**HRPDC/HRTPD OPERATIONS BUDGET ~DRAFT~
FISCAL YEAR 2010**

ITEM	MATCH	REV/EXP CODE	ELEMENT	TOTAL BUDGET	TRSF TO PASS-THRU	TOTAL	
						TPO OPER. BUDGET	PDC OPER. BUDGET
27 DEQ TMDL 09		4xxxx	298200	15,000			15,000
28 VB Lynnhaven Contract		49900	299800	3,750			3,750
29 DHR Historic Resources 09	7,000	4xxxx	292100	7,000			7,000
30 VCZMP GI 09		4xxxx	296100	9,000			9,000
31 VCZMP Climate	24,000	4xxxx	296200	24,000			24,000
32 Nanesmond TMDL (Suffolk)		4xxxx	208201	8,277			8,277
33 Nanesmond TMDL (Isle of Wight)		4xxxx	208202	3,547			3,547
34 DCR Roundtable		4xxxx	299400	8,000			8,000
35 VCZMP TA DEQ 10	40,000	4xxxx	206000	40,000			40,000
36 CWP Extreme Makeover		4xxxx	207400	17,500			17,500
37 Stormwater Legal		4xxxx	207600	60,000	60,000		0
38 COE Elizabeth River		4xxxx	209100	11,250			11,250
39 VB Lynnhaven COE Contract		49900	209800	3,750			3,750
40 Gloucester Comp Plan		4xxxx	291100	40,000			40,000
41 VDHCD HR Loan Fund Partnership		40900	300410	20,000			20,000
42 VDHCD HR Loan Fund Partnership		49800	300510	255,000	235,000		20,000
43 MMRS Grant #4 (part of \$1,032,580)		48600	398907	300,000	291,000		9,000
44 MMRS Grant #5 (part of \$1,284,884)		48600	398908	500,000	485,000		15,000
45 MMRS Grant #6 (part of \$1,284,884)		48600	398909	300,000	291,000		9,000
46 UASI M&A		4xxxx	650007	148,518			148,518
47 UASI Medical Special Needs		4xxxx	650507	1,481,862	1,481,862		0
48 UASI Maritime Security		4xxxx	650607	300,000	300,000		0
49 UASI LINX		4xxxx	650707	400,000	400,000		0
50 UASI Capabilities Assessment		4xxxx	650108	250,000	250,000		0
51 UASI Medical Special Needs		4xxxx	650508	437,500	437,500		0
52 UASI Maritime Security		4xxxx	650608	222,500	222,500		0
53 SPSA HVAC Board Room Contribution		41600	999000	1,455			1,455
54 SPSA Board Room Monitor/Maintenance Contribution		41700	999000	300			300

**HRPDC/HRTPO OPERATIONS BUDGET ~DRAFT~
FISCAL YEAR 2010**

ITEM	MATCH	REV/EXP CODE	ELEMENT	TOTAL BUDGET	TRSF TO PASS-THRU BUDGET	TOTAL TPO OPER. BUDGET	TOTAL PDC OPER. BUDGET
55 Local Printing & Presentation Revenues		43000	999000	43,500			43,500
56 Hospitality Reimbursements		4xxxx	8xxxxx	10,000			10,000
57 Sales & Local Contract Revenues		43000	999000	4,000			4,000
58 FTA 5303 10	31,383	40400	42xx10	251,064		251,064	0
59 VDRPT FTA 5303 State Match 10		40400	42xx10	31,383		31,383	0
60 FHWA PL	275,647	40100	42xx10	2,205,177	25,000	2,180,177	0
61 VDOT PL State Match		40100	42xx10	275,648		275,648	0
62 VDOT SP&R	14,500	41400	47xx10	58,000			58,000
63 UASI M&A		4xxxx	650008	50,000			50,000
64 MCSC Report Sales		43000	670108	8,000			8,000
65 FRAC (VDEM)		4xxxx	3xxxxx	1,631,458	1,583,458		48,000
66							
67 TOTAL NEW REVENUE	412,530			12,606,433	6,889,237	3,045,302	2,671,894

NOTE 1: FY04 \$325,472; FY05-07 \$293,995; FY08 \$279,295; FY09 \$275,106; FY10 \$253,879

71 DEFERRED REVENUE FROM PRIOR YEARS

72 LJ Assess: StormWater Workshop		47800	217400	1,000	1,000	0	0
73 LJ Assess: Grease		47800	225800	439	439	0	0
74 LJ Assess: StormWater PH II Permit Support		4xxxx	237500	34,401	34,401	0	0
75 LJ Assess: H2O		47800	245105	1,300	1,300	0	0
76 LJ Assess: Water Quality 04		47800	245400	1,965	1,965	0	0
77 LJ Assess: StormWater PH II Permit Support		4xxxx	247500	14,018	14,018	0	0
78 LJ Assess: H2O		47800	255700	10,832	10,832	0	0
79 LJ Assess: Rapid Toxicity HRSO		47800	255900	1,544	1,544	0	0
80 LJ Assess: StormWater PH II 05		47800	257500	37,973	37,973	0	0
81 LJ Assess: Water Planner		49500	265000	54,855	54,855	0	0
82 LJ Assess: Water Priority		47800	265200	8,231			8,231

**HRPDC/HRTPO OPERATIONS BUDGET ~DRAFT~
FISCAL YEAR 2010**

ITEM	MATCH	REV/EXP CODE	ELEMENT	TOTAL		TRSF TO PASS-THRU	TOTAL		PDC OPER. BUDGET
				BUDGET	BUDGET		TPO OPER. BUDGET	TOTAL	
83 LJ Assess: SWAP 06		47800	265500	10,280					10,280
84 LJ Assess: H2O 06		49500	265700	20,001	20,001				0
85 LJ Assess: StormWater Consultant		47800	267300	13,798	13,798				0
86 LJ Assess: StormWater PH II 06		49500	267500	74,970	74,970				0
87 LJ Assess: HR WET Educ		4xxxx	274100	554	554				0
88 LJ Assess: Ground Water Mitigation		47800	275000	3,384	3,384				3,384
89 LJ Assess: Water Quality 07		47800	275400	7,500	7,500				0
90 LJ Assess: H2O 07		47800	275700	20,000	20,000				0
91 LJ Assess: StormWater PH II 07		47800	277500	19,493	19,493				0
92 LJ Assess: HR WET Admin		4xxxx	284000	2,735	2,735				2,735
93 LJ Assess: HR WET Educ		4xxxx	284100	15,924	15,924				15,924
94 LJ Assess: Water Priority		4xxxx	285200	30,433	30,433				0
95 LJ Assess: Water Quality 08		47800	285400	7,500	7,500				0
96 LJ Assess: Source Water Quality		4xxxx	285500	11,169	11,169				0
97 LJ Assess: H2O 08		47800	285700	20,000	20,000				0
98 LJ Assess: Stormwater 08		4xxxx	287000	13,960	13,960				13,960
99 LJ Assess: HR Storm		4xxxx	287100	12,645	12,645				12,645
100 LJ Assess: StormWater Consultant		4xxxx	287300	50,000	50,000				0
101 LJ Assess: StormWater PH II 08		47800	287500	62,699	62,699				0
102 LJ Assess: Regional Wastewater		4xxxx	289000	33,577	33,577				0
103 LJ Assess: HR FOG 08		47800	289200	19,000	19,000				0
104 LJ Assess: HR Clean 08		47800	289600	10,000	10,000				0
105 LJ Assess: HR WET 09		47800	294300	50,000	50,000				0
106 LJ Assess: Water Quality 09		47800	295400	7,500	7,500				0
107 LJ Assess: H2O 09		47800	295700	20,000	20,000				0
108 LJ Assess: HR Storm 09		47800	297200	50,000	50,000				0
109 LJ Assess: HR Clean 09		47800	299600	40,000	40,000				0
110 LJ Assess: Wastewater 09		47800	299000	13,000	13,000				0

**HRPDC/HRTPO OPERATIONS BUDGET ~DRAFT~
FISCAL YEAR 2010**

ITEM	REV/EXP	CODE	ELEMENT	TOTAL BUDGET	TRSF TO PASS-THRU BUDGET	TPO OPER. BUDGET	TOTAL PDC OPER. BUDGET
111 LJ Assess: HR FOG 09	47800		299200	40,000	40,000		0
112 HR Loan Fund Partnership 09	4xxxx		300409	10,000			10,000
113							
114 TOTAL DEFERRED REVENUE				856,680	779,521	0	77,159

115
116 TRANSPORTATION PASS-THROUGH ACTIVITY

117 VDRPT FTA FY10	40006	42xx10		280,000	280,000	0	0
118 VDRPT FTA FY10	40006	42xx10		35,000	35,000	0	0
119 FTA FY10 Federal	40400	42xx10		72,000	72,000	0	0
120 FVDRPT FY10 State	40400	42xx10		9,000	9,000	0	0
121 TOTAL TRANS PASS-THROUGH REV				396,000	396,000	0	0

122							
123							
124 TOTAL REVENUE				13,859,113	8,064,758	3,045,302	2,749,053

125
126

**HRPDC/HRTPO OPERATIONS BUDGET ~DRAFT~
FISCAL YEAR 2010**

ITEM	MATCH	REV/EXP CODE	ELEMENT	TOTAL BUDGET	TRSF TO PASS-THRU	TOTAL BUDGET	TOTAL PDC OPER. BUDGET
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127

128

129 **PERSONNEL**

130 Salaries

131 Flexible Benefits

132 Fringe Benefits

133 **TOTAL PERSONNEL**

134 Note: 50 Full Time; 1 Reg. Part Time; 1 Temp Part Time

135 No Raise; Increases in VRS & Health Care Costs

136

137 **STANDARD CONTRACTS**

138 SPACE COSTS

139 Regional Building O&M

140 Hampton Office Rent

141 **TOTAL SPACE**

142

143 **INSURANCE & BONDING**

144 Emp. Blanket Bond (Suff Ins) Crime Policy

145 Gen'l Liab Off Eq. PC Eq (Hartford)

146 Publ Offr Liab & Deduct (VaRISK2-VML)

147 Worker's Comp (VMGSIA - VML)

148 **TOTAL INSURANCE & BONDING**

149

150 **EQUIPMENT RENTAL**

151 Postage Machine (NeoPost/Friden 9282)

152 **TOTAL EQUIPMENT RENTAL**

153

EXPENDITURES

50000	various	3,352,762	0				
51300	999000	4,000	0				
50500	various	912,615	0				
		4,269,377	0	2,312,801		1,956,576	

51500	999000	72,320	0				
51500	999000	13,000	0				
		85,320	0	45,987		39,333	

51600	999000	700	0				
51600	999000	12,000	0				
51600	999000	2,200	0				
51600	999000	7,000	0				
		21,900	0	11,804		10,096	

51700	999000	1,000	0				
		1,000	0	539		461	

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**HRPDC/HRTPO OPERATIONS BUDGET ~DRAFT~
FISCAL YEAR 2010**

ITEM	MATCH	REV/EXP CODE	ELEMENT	TOTAL BUDGET	TRSF TO PASS-THRU	TOTAL TPO OPER. BUDGET	TOTAL PDC OPER. BUDGET
154 EQUIPMENT/FURNITURE MAINT & REPAIR							
155 PEP Equip Repair		51800	291000	500	0		
156 EM Equip Repair		51800	398000	500	0		
157 Econ Equip Repair		51800	595500	500	0		
158 IBM Typewriters (4)		51800	999000	200	0		
159 Cannon Fax LC7301		51800	999000	125	0		
160 Mail Machine & Scale - Friedenj SM78BALC/ST7730		51800	999000	750	0		
161 Copier Xerox 5028		51800	999000	840	0		
162 Copier Lanier 6713 - Library		51800	999000	650	0		
163 Copier RICOH FT2018D - West Wing		51800	999000	800	0		
164 GBC Mod 111PM		51800	999000	1,000	0		
165 Furniture Repair		51800	999000	1,700	0		
166 Miscellaneous		51800	999000	750	0		
167 Copier Xerox 118 - Copy Center		51800	999000	350	0		
168 TOTAL EQUIPMENT/FURNITURE MAINT & REPAIR				8,665	0	3,862	4,803
169							
170 LEGAL SERVICES							
171 Willcox & Savage		51900	999000	38,400	0		
172 TOTAL LEGAL SERVICES				38,400	0	20,698	17,702
173 AUDIT SERVICES							
174 Goodman & Co., LLC		53900	999000	30,000	0		
175 TOTAL AUDIT SERVICES				30,000	0	16,170	13,830
176							
177 LEGISLATIVE SERVICES							
178 Legislative		54400	999000	1,000	0		
179 TOTAL LEGISLATIVE SERVICES				1,000	0	539	461
180							
181 TOTAL STANDARD CONTRACTS				186,285	0	99,599	86,686

**HRPDC/HRTPO OPERATIONS BUDGET ~DRAFT~
FISCAL YEAR 2010**

	REV/EXP	CODE	ELEMENT	TOTAL BUDGET	TRSF TO PASS-THRU	TOTAL TPO OPER. BUDGET	TOTAL PDC OPER. BUDGET
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182

SPECIAL CONTRACTS

183							
184	71000	100800	100800	1,400			1,400
185	71000	100800	100800	3,800			3,800
186	71000	100800	100800	26,500			26,500
187	71000	100800	100800	1,200			1,200
188	71000	100800	100800	600			600
189	71000	398000	398000	20,000			20,000
190	71000	499010	499010	168,473			168,473
191	71000	999000	999000	5,000			5,000
192	71000	999000	999000	1,000			1,000
193	71000	999000	999000	20,000			20,000
194	71000	999100	999100	11,500			11,500
195				259,473	0	161,565	97,908

TOTAL SPECIAL CONTRACTS

196

PASS-THROUGH ACTIVITY

197							
198							
199	73500	217400	217400	1,000	1,000	0	0
200	71000	225800	225800	439	439	0	0
201	71000	237500	237500	34,401	34,401	0	0
202	71000	245105	245105	1,300	1,300	0	0
203	71035	245400	245400	1,965	1,965	0	0
204	71000	247500	247500	14,018	14,018	0	0
205	71036	255700	255700	10,832	10,832	0	0
206	71000	255900	255900	1,544	1,544	0	0
207	71000	257500	257500	37,973	37,973	0	0
208	71000	265000	265000	54,855	54,855	0	0
209	71036	265700	265700	20,001	20,001	0	0

**HRPDC/HRTPO OPERATIONS BUDGET ~DRAFT~
FISCAL YEAR 2010**

ITEM	MATCH	REV/EXP CODE	ELEMENT	TOTAL		TRSF TO		TOTAL	
				BUDGET	BUDGET	PASS-THRU	BUDGET	TPO OPER.	PDC OPER.
210 Stormwater Consultant 06		71000	267300	13,798	13,798	13,798	0	0	0
211 Stormwater PH II 06		71000	267500	74,970	74,970	74,970	0	0	0
212 HR WET 07		71035	274100	554	554	554	0	0	0
213 Water Quality 07		71035	275400	7,500	7,500	7,500	0	0	0
214 H2O 07		71036	275700	20,000	20,000	20,000	0	0	0
215 Stormwater PH II 07		71000	277500	19,493	19,493	19,493	0	0	0
216 Water Priority 08		71000	285200	30,433	30,433	30,433	0	0	0
217 Water Quality 08		71035	285400	7,500	7,500	7,500	0	0	0
218 Source Water 08		71000	285500	11,169	11,169	11,169	0	0	0
219 H2O 08		71036	285700	20,000	20,000	20,000	0	0	0
220 Stormwater Consultnat URS		71000	287300	50,000	50,000	50,000	0	0	0
221 Stormwater PH II 08		71000	287500	62,699	62,699	62,699	0	0	0
222 Wastewater 08		71000	289000	33,577	33,577	33,577	0	0	0
223 HR FOG 08		71035	289200	19,000	19,000	19,000	0	0	0
224 HR Clean 08		71035	289600	10,000	10,000	10,000	0	0	0
225 HR WET 09		71035	294300	50,000	50,000	50,000	0	0	0
226 USGS 10		71000	205300	147,450	147,450	147,450	0	0	0
227 Water Quality Adv 09		71035	295400	7,500	7,500	7,500	0	0	0
228 H2O 09		71036	295700	20,000	20,000	20,000	0	0	0
229 HR Storm 09		71035	297200	50,000	50,000	50,000	0	0	0
230 SSORS Cons 09		71000	299000	13,000	13,000	13,000	0	0	0
231 HR FOG 09		71035	299200	40,000	40,000	40,000	0	0	0
232 HR Clean 09		71035	299600	40,000	40,000	40,000	0	0	0
233 HR WET 10		71035	204300	95,500	95,500	95,500	0	0	0
234 HR WET WHRO 10		71035	204300	1,000	1,000	1,000	0	0	0
235 Water Quality		71035	205400	7,500	7,500	7,500	0	0	0
236 H2O 10		71036	205700	20,000	20,000	20,000	0	0	0
237 HR Storm 10		71035	207200	73,500	73,500	73,500	0	0	0

**HRPDC/HRTPO OPERATIONS BUDGET ~DRAFT~
FISCAL YEAR 2010**

ITEM	MATCH	REV/EXP CODE	ELEMENT	TOTAL		TRSFR TO		TOTAL	
				BUDGET	BUDGET	PASS-THRU	BUDGET	TPO OPER.	PDC OPER.
238 HR Storm WHRO 10		71035	207200	1,000	1,000	1,000	0	0	0
239 Stormwater Legal		71000	207600	60,000	60,000	60,000	0	0	0
240 SSORS Cons 10		71000	209000	24,000	24,000	24,000	0	0	0
241 SSORS WHRO 10		71000	209000	1,000	1,000	1,000	0	0	0
242 HR FOG 10		71035	209200	49,000	49,000	49,000	0	0	0
243 HR FOG WHRO 10		71035	209200	1,000	1,000	1,000	0	0	0
244 HR Clean 10		71035	209600	50,088	50,088	50,088	0	0	0
245 HR Clean WHRO 10		71035	209600	1,000	1,000	1,000	0	0	0
246 HRLFP Disbursement		74100	300510	235,000	235,000	235,000	0	0	0
247 FRAC (VDEM)		71000	3xxxxx	1,583,458	1,583,458	1,583,458	0	0	0
248 TEMS MMRS Sustainability		71061	398700	295,501	295,501	295,501	0	0	0
249 MMRS Grant #4		8xxxx	398907	291,000	291,000	291,000	0	0	0
250 MMRS Grant #5		8xxxx	398908	475,000	475,000	475,000	0	0	0
251 MMRS Grant #6		8xxxx	398909	291,000	291,000	291,000	0	0	0
252 Trans Web Development/Kiosk		71000	404810	10,000	10,000	10,000	0	0	0
253 UASI Medical Special Needs Planning		80111	650507	818,034	818,034	818,034	0	0	0
254 UASI Medical Special Needs Equip		80153	650507	191,120	191,120	191,120	0	0	0
255 UASI Medical Special Needs Training		80122	650507	472,708	472,708	472,708	0	0	0
256 UASI Maritime Security Planning		80111	650607	75,000	75,000	75,000	0	0	0
257 UASI Maritime Security Training		80122	650607	80,000	80,000	80,000	0	0	0
258 UASI Maritime Security Exercises		80132	650607	145,000	145,000	145,000	0	0	0
259 UASI LINX		80153	650707	400,000	400,000	400,000	0	0	0
260 UASI Capabilities Assessment Planning		80111	650108	250,000	250,000	250,000	0	0	0
261 UASI Medical Special Needs Planning		80111	650508	225,000	225,000	225,000	0	0	0
262 UASI Medical Special Needs Equip		80153	650508	187,500	187,500	187,500	0	0	0
263 UASI Medicia Special Needs Training		80122	650508	25,000	25,000	25,000	0	0	0
264 UASI Maritime Security Planning		80111	650608	37,500	37,500	37,500	0	0	0
265 UASI Maritime Security Training		80122	650608	40,000	40,000	40,000	0	0	0

**HRPDC/HRTPO OPERATIONS BUDGET ~DRAFT~
FISCAL YEAR 2010**

ITEM	MATCH	REV/EXP CODE	ELEMENT	TOTAL		TRSF TO		TOTAL	
				BUDGET	BUDGET	PASS-THRU	BUDGET	TPO OPER.	PDC OPER.
266 UASI Maritime Security Exercises		80132	650608	145,000		145,000		0	0
267 MCSC URS		71000	670500	59,378		59,378		0	0
268 Implement MPO Public Involve Activity		71000	404810	25,000		25,000		0	0
269									
270				7,668,758		7,668,758		0	0
271									

TOTAL PASS-THROUGH ACTIVITY

TRANSPORTATION PASS-THROUGH EXPENDITURES

273 Trans Dist Comm of HR (HRT) 10		55000	42XX10	225,000		225,000		0	0
274 Williamsburg Area Transit Authority (WATA) 10		55000	428010	90,000		90,000		0	0
275 Trans Dist of HR (HRT) 09		55000	42XX09	81,000		81,000		0	0
276									
277				396,000		396,000		0	0

TOTAL TRANS PASS-THRU EXPENSES