

**HAMPTON ROADS PLANNING DISTRICT COMMISSION
EXECUTIVE COMMITTEE MEETING
March 17, 2016
9:30 a.m.
The Regional Building
723 Woodlake Drive, Chesapeake**

1. **Call to Order**
2. **Approval/Modification of Agenda**
3. **Submitted Public Comments**

No written public comments were received since the last HRPDC meeting. Any new written public comments will be distributed as a handout at the meeting.

4. **Public Comment Period**

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

5. **Executive Director's Report – Bob Crum (Attachment 5)**
6. **Consent Agenda (Attachment 6)**

- a. **Meeting Minutes – February 18, 2016 Executive Committee Meeting**
- b. **Transcribed Public Comment – February 18, 2016 Executive Committee Meeting**
- c. **Treasurer's Report of January 2016**
- d. **Janitorial Contract:**

A Request for Proposals (RFP) for Janitorial Services was released in December 2015, as the current contract expired after being renewed four times (covering a five year period). This RFP was published in The New Journal and Guide, both HRPDC and HRTPO websites, and several local firms were contacted directly to notify them about the opportunity. Only one vendor attended the mandatory pre-proposal meeting, and submitted a proposal by the due date of February 29, 2016. The only vendor who submitted a proposal is the vendor currently contracted, and staff has been more than pleased with their performance.

Upon approval, An Intent to Award will be posted for ten days on both the HRPDC and HRTPO websites, as well as in the front lobby of the Regional Building. A contract will be signed once this ten-day period has ended.

Staff recommends a one-year contract in the amount of \$27,600 be awarded to Janitorial Consultants, Inc., renewable for up to four, one-year periods at an increase of 3% each year, beginning July 1, 2016.

e. Prioritize regional non-entitlement Community Development Block Grant (CDBG) project types and activities.

The Virginia Community Development Block Grant (CDBG) Program provides funding to eligible units of local government to address critical community development needs, including housing, infrastructure, and economic development. This Program has been administered by the Virginia Department of Housing and Community Development (DHCD) since 1982. CDBG funds are made available to DHCD by the U.S. Department of Housing and Urban Development (HUD).

Each year, the Virginia Department of Housing and Community Development requests Planning District Commissions to rank regional priorities for the Virginia CDBG Program and provide a list of anticipated CDBG project proposals from non-entitlement localities.

The attached CDBG priorities and project list was coordinated with the planning staffs of the cities of Franklin, Poquoson and Williamsburg and the counties of Isle of Wight, James City, Southampton and York.

The HRPDC Staff recommends approval of the 2016 Virginia CDBG Regional Priorities list for transmittal to the Virginia Department of Housing and Community Development.

Action Requested: The Commission should take action to approve the March 17, 2016 Consent Agenda

7. Urban Areas Security Initiative (UASI) Update – Robb Braidwood, Chair of the HRPDC All Hazards Advisory Committee; Stacie Neal, Critical Infrastructure Protection Program Manager; and John Sadler, HRPDC Emergency Management Administrator

The Urban Areas Security Initiative (UASI) is a federal grant delivered by the Department of Homeland Security (DHS) to address the unique risk driven and capabilities-based planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas. The program provides funding to assist high-risk urban areas in building and sustaining the capacity to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. Funds are allocated based on a risk formula established by DHS.

Hampton Roads is not eligible to receive UASI funding for (federal) FY 2016. Stakeholders from the HRPDC, All Hazards Advisory Committee and the State will provide a briefing on the scoring process DHS uses to determine eligibility, the region's response to our scoring, impacts these cuts have in Hampton Roads, and a plan moving forward.

Attached is a copy of a letter that was sent to Secretary Brian Moran and Secretary John Harvey from Hampton Roads Planning District Commission (HRPDC) Chairman, Mayor Clyde Haulman, and Mayor McKinley Price, Chairman of the Hampton Roads Military and Federal Facilities Alliance (HRMFFA) regarding the U.S. Department of Homeland Security's Urban Area Security Grant Initiative.

8. General Assembly Session Debrief – Bryan Pennington, City of Norfolk, Director of Intergovernmental Relations; Robert Matthias, City of Virginia Beach, Assistant to the City Manager

Mr. Pennington and Mr. Matthias will join the HRPDC Executive Director to provide a debrief on the 2016 General Assembly session, addressing those items included in the HRPDC Regional Legislative Agenda. A recommended strategy/process to work with the Hampton Roads Caucus in preparing the HRPDC Legislative Agenda for the 2017 General Assembly session will also be presented.

The Commission is encouraged to discuss and provide feedback on the information presented.

9. Three Month Tentative Schedule

April 2016

Annual Retreat

May 2016

Ship Builders Association

Budget

June 2016

Benchmarking

10. Advisory Committee Summaries (Attachment 10)

A summary of HRPDC Advisory Committee meetings that were held since the last HRPDC Meeting are attached for review.

11. Old/New Business

12. Adjournment