

AGENDA
Richmond Regional Planning District Commission
February 11, 2010
1:00 p.m.

RRPDC Board Room
9211 Forest Hill Avenue, Suite 200
Richmond, VA 23235

The RRPDC Executive Committee meeting will convene at 11:30 a.m.

COMMISSION MEETING

Call to Order..... 1:00 p.m.
Pledge of Allegiance

I. ADMINISTRATION

- A. Certification by Commission Executive Director of Meeting Quorum – Bob Crum**
- B. Requests for Additions or Changes to Order of Business – Kathy Graziano**
- C. Open Public Comment Period – Kathy Graziano**
- D. Chairman’s Report – Kathy Graziano**
- E. December 10, 2009 Minutes – Faye Prichard (Tab 1)**

The minutes from the December 10, 2009 RRPDC Board meeting are provided for the Commission’s review and action.

- F. Financial Report – Stran Trout (Tab 2)**

The November and December 2009 Financial Reports are provided for the Commission’s review and action.

- G. Executive Director’s Report – Bob Crum (Tab 3)**

A copy of staff’s Monthly Work Status Report is provided for the Commission’s review.

II. OLD BUSINESS

A. **Jurisdictional Committees Report – Faye Prichard and John Gordon**

On January 14, the Small and Large Jurisdictions Committees held a joint meeting. Agenda items included the Regional Area Funding Team's recommendation to purchase a regional eCivis license and discussions on the upcoming General Assembly session.

III. NEW BUSINESS

A. **Regional Area Funding Team (RAFT) Recommendation – Jo Evans (Tab 4)**

One of the regional priorities identified by the RRPDC Board was the development of a regional grants warehouse within the RRPDC. During the past several months, the RRPDC staff has organized meetings of representatives from each of the Region's jurisdictions who work with grant funding in their jurisdictions. The group has organized itself as the Regional Area Funding Team (RAFT) and has held initial discussions on opportunities for the Region's jurisdictions to work cooperatively on grant funding approaches. Jo Evans, RRPDC Assistant Executive Director, is the project manager for this effort. A membership roster for RAFT is enclosed for the Board's information.

The RAFT recommends that the Region's jurisdictions consider the purchase of a regional license for eCivis – a software and database system used to research and apply for government grants and private foundation funding. Two of the Region's jurisdictions currently use eCivis, and a third is considering a purchase of this software.

Under a regional license, each of the Region's jurisdictions would have access to the software at a significant savings. Ms. Evans and representatives of RAFT will provide a presentation to the Commission on the eCivis software.

Enclosed for the Board's review is a pricing proposal for the regional eCivis license with the cost for each locality and the RRPDC. The RRPDC's cost of \$10,000 will provide for adding access to non-profit organizations. The remaining costs are distributed based on a recommendation from the Large and Small Jurisdictions Committees. The first 50 percent of the remaining costs are based on population while the other 50 percent is divided equally among the nine jurisdictions.

Action Requested: The RRPDC Board should consider action authorizing the purchase of a regional eCivis license based on the cost distribution recommended by the Large and Small Jurisdictions Committees.

B. Regional Comprehensive Economic Development Strategy (CEDS) – Bob Crum (Tab 5)

During the past several months, RRPDC staff has been contacted by several individuals expressing concern that the Richmond Region does not have a Regional Comprehensive Economic Development Strategy (CEDS). A CEDS brings together the public and private sectors to create an economic roadmap to diversify and strengthen regional economies. The CEDS should analyze the regional economy and serve as a guide for establishing regional goals and objectives, developing and implementing a regional plan of action, and identifying investment priorities and funding sources.

A regional CEDS is required for a community to be eligible for certain funding that is available through the Economic Development Administration (EDA). Since the Richmond Region does not have an approved CEDS, potential applicants within the Richmond Region are not eligible for these monies.

The City of Richmond has acquired the services of a consultant to prepare a CEDS for the City. It is important to note that the preparation of a regional CEDS will not hinder or slow down the work of the City's effort. RRPDC staff would prepare a grant application to EDA for monies to develop a regional CEDS. This effort would build upon the efforts of the City.

This approach would have many benefits. A regional approach can be prepared more cost effectively than if each jurisdiction prepared an individual CEDS. It is also important to note that any CEDS must evaluate and consider the regional economy. In addition, the preparation of a regional CEDS would allow potential applicants within the Richmond Region to be eligible for monies through EDA.

On January 13, RRPDC staff held a meeting with economic development staffs from the Region's nine jurisdictions. An attendance list from this meeting and background information on the CEDS planning process is attached for the Board's review. The representatives in attendance at this meeting were supportive of the RRPDC taking the lead role in coordinating the preparation of a CEDS for the Richmond Region.

Action Requested: The RRPDC Board should consider action authorizing the RRPDC staff to submit a request to the Economic Development Administration for funding to prepare a CEDS for the Richmond Region.

C. Renewal of Auditor Contract – Peter Sweetland (Tab 6)

The Richmond Regional Planning District Commission's financial and compliance audit contract with Dunham, Aukamp & Rhodes, PLC, Certified Public Accountants, expired upon the completion of the financial audit for the fiscal year ending June 30, 2009.

The accounting firm of Dunham, Aukamp & Rhodes, PLC, has performed the annual financial and compliance audit for the past twelve years. Mr. Michael D. Aukamp, CPA, a principal in the firm, has been the lead accountant in conducting and completing the RRPDC's audits. Staff has an excellent rapport with Mr. Aukamp, and his knowledge of Planning District Commissions and their financial operations has been instrumental in having the audits completed in a timely and professional manner.

On October 8, 2009, the RRPDC Audit Committee voted to extend the contract with Dunham, Aukamp, & Rhodes, PLC for fiscal years 2010 through 2012.

Action Requested: Staff recommends the Board approve the Audit Committee's recommendation to extend the audit contract with Dunham, Aukamp & Rhodes, PLC for fiscal years 2010 through 2012.

IV. OTHER BUSINESS

- A. Committee Reports**
- B. Announcements**
- C. For Your Information**

V. ADJOURNMENT