



November 30, 2016

Memorandum #2016-144

TO: Hampton Roads Chief Administrative Officers

BY: James Bourey, Chair

RE: Hampton Roads Chief Administrative Officers Meeting – December 7, 2016

The next meeting of the Hampton Roads Chief Administrative Officers will be held Wednesday, December 7, 2016 at 11:45 A.M. (lunch will be served at 11:30 A.M.) at the Regional Workforce Development Center, Paul D. Camp Community College, 100 North College Drive, Franklin, VA 23851. For your convenience, directions are attached.

RAC/ka

Attachments

Chief Administrative Officers:

James E. Baker, CH
Jim Bourey, NN
Mary Bunting, HA
Marvin Collins, WM
Tyrone W. Franklin, SY
Brent Fedors, GL
Dave Hansen, VB
Bryan J. Hill, JC
Michael W. Johnson, SH
Randy Keaton, IW
R. Randy Martin, FR
Neil Morgan, YK
Lydia Pettis Patton, PO
Patrick Roberts, SU
Doug Smith, NO
Michael Stallings, WN
Peter M. Stephenson, SM
J. Randall Wheeler, PQ

**Hampton Roads
Chief Administrative Officer (CAO) Meeting**

DECEMBER 7, 2016

11:45 am

(Lunch served beginning at 11:30 am)

**Regional Workforce Development Center
Paul D. Camp Community College
100 North College Drive
Franklin, VA 23851**

I. Call to Order

II. Public Comment Period (limit 3 minutes per individual)

III. Meeting Minutes

The summary minutes from the November 2, 2016 Hampton Roads CAO Committee meeting are attached for the Committee's review and approval.

IV. Storm Sense Project

The Newport News IT Director will provide an overview of this initiative.

V. Regional Diversity Leadership Program Proposal

Newport News Manager and Committee Chair Jim Bourey will lead discussion on this item.

VI. Update on HRPDC/Regional Items

The HRPDC Executive Director will provide an update and request feedback on the following items:

- HRPDC/HRTPO Legislative Agendas
- HRPDC Poverty Forum Debrief/Next Steps
- Hampton Roads Crossing Study and CTB Action
- Roanoke River Basin Commission Funding Request
- Envision Hampton Roads

VII. CAO Retreat

At past CAO Committee meetings, members indicated that a half-day retreat should be held with the Committee to dedicate time to a discussion of regional topics and strategies. The CAO Committee should discuss the timing/scheduling of this retreat and potential agenda items.

VIII. Regional Interest Items

CAO Committee members are asked to share information regarding an item of regional interest from their jurisdiction.

IX. HRPDC Meeting Schedule

The December meeting of the HRPDC has been cancelled. The next meeting of the HRPDC will be held on January 19, 2017 at 12:30 pm. Please note that the January meeting will begin the new meeting time for Commission meetings.

X. Calendar/Location of Future Meetings

A schedule for the location of future Hampton Roads CAO Committee meetings is provided below:

January 4 Hampton

February 1

March 1

April 5

XI. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of November 2, 2016**

Jim Bourey, Newport News City Manager and Chair of the Hampton Roads Chief Administrative Officers (CAO) Committee, called the meeting to order at 11:45 am at the Children's Museum of Virginia, 221 High Street in Portsmouth, with the following in attendance:

James Baker, Chesapeake
James Bourey, Newport News
Brent Fedors, Gloucester County
Tyrone Franklin, Surry County
Dave Hansen, Virginia Beach
Bryan Hill, James City County
Michael Johnson, Southampton County
Marcus Jones, Norfolk

Randy Keaton, Isle of Wight County
R. Randy Martin, Franklin
Neil Morgan, York County
Lydia Pettis-Patton, Portsmouth
Patrick Roberts, Suffolk
Michael Stallings, Windsor
Peter M. Stephenson, Smithfield
J. Randall Wheeler, Poquoson

Others Recorded Attending:

Robert Crum (HRPDC)
Diane Kaufman (U.S. Sen. Kaine's Office)
Erin Carter (U.S. Sen. Warner's Office)
Jai McBride (HRPDC)
Mark Geduldig-Yatrofsky (Resident)

Public Comments:

There were no public comments.

Regional Solid Waste Management Plan

Ms. McBride provided the CAO Committee background information on a proposal to update the Regional Solid Waste Management Plan, noting that this plan covers the Southside jurisdictions that are served by the Southeastern Public Service Authority (SPSA). The plan has been amended/revised a number of times over the past several years and is in need of a comprehensive update. Items that must be updated include data and background information and the recent agreement to proceed with the RePower South facility in Chesapeake. Ms. McBride indicated that the HRPDC staff is asking for the CAO Committee's support to utilize funds set aside in the HRPDC budget for solid waste planning purposes to update the Solid Waste Management Plan. She noted that these monies were contributed to the HRPDC budget by the SPSA localities, and the HRPDC was directed to retain these monies for use when these funds would be needed for a solid waste planning effort. Currently there is a total of \$130,687 in the Solid Waste fund and staff believes that the update of the Solid Waste Plan would be a good use of these funds.

Ms. McBride indicated that these funds would be used to support a contract part-time employee with the HRPDC to complete this work. A total of \$60,000 would be used from the solid waste fund to support this work, which would be a cost effective approach for completing

this plan update. Since the monies have already been contributed to the HRPDC by the Southside SPSA localities, no additional contributions from the HRPDC localities would be required.

The CAO Committee members discussed this proposal and agreed it was an appropriate approach for updating the solid waste plan. The Committee unanimously agreed to approve the use of these funds for the purposes of updating the Regional Solid Waste Management Plan.

Regional Interest Items

Mr. Bourey and Mr. Crum indicated that the purpose of this section of the agenda was for each CAO to share items of regional interest from their locality. They noted that CAO Committee members have found this information exchange at past meetings very useful. Each CAO Committee member shared items of regional interest from their jurisdiction, including the following:

Smithfield

- Nothing to report

Poquoson

- Juvenile detention commission

York

- Route 17 widening
- Need for meals tax parity – Counties/Cities

Gloucester

- High tides, flooding of roads
- Difference in poverty strategies for rural and urban areas
- Economic development

Norfolk

- Legislative dinner
- Sea level rise
- Affordable Housing

Virginia Beach

- Support for Hampton Roads Crossing Study decision by HRTPO
- Light rail/transit
- Homelessness
- HRPDC Little Book of Big Data

James City County

- Legislative agenda
- Proffer limitations – impact on housing development
- Airbnb

Surry

- HRSD to add Surry to service district

Suffolk

- Next three items for Urban Crescent to collaborate on could include de-concentration of poverty, allowing localities to identify revenue streams, mental health strategies/funding

Windsor

- Nothing to report

Southampton

- Collaborative efforts with Franklin to reduce costs, improve efficiencies and pursue joint economic development through Memorandum of Agreement, sharing of human resource function, shared courts

Franklin

- DEQ permit reduction concerns
- Collaboration with Southampton

Isle of Wight

- Reinvent Hampton Roads
- 911 system update

Chesapeake

- Dominion Bridge project
- Hurricane Matthew follow up

Portsmouth

- Regional jail
- Port lease/tax base impacts

Hampton

- Dutch Dialogues follow up
- Community Listening Sessions
- Fort Monroe
- Regional economic development
- Invite Ron Carlee from Regional Center of Excellence to future meeting

Newport News

- Reminder to attend Hampton State of the City
- HREDA – job creation goals
- Need for half-day retreat

Mr. Bourey thanked Committee members for this exchange of information and insights.

November HRPDC Meeting Agenda

Mr. Crum reviewed the agenda for the November 17, 2016 HRPDC meeting, which will include the following:

- Joint Land Use Study (Norfolk and Virginia Beach) to address sea level rise - staff will request action by the Commission to authorize the Executive Director to enter into a contract with a selected firm to complete this JLUS in an amount not to exceed the budgeted grant award. He noted that staff will be completing a similar JLUS for Chesapeake and Portsmouth.
- Envision Hampton Roads – staff will request action by the HRPDC to approve Envision Hampton Roads as the region’s strategic plan. It was noted that this is a requirement of the Virginia Code for PDCs and that the plan has been reviewed several times by the Commission. A total of 85 public meetings were used to receive input during the development of the plan.
- Urban Areas Security Initiative (UASI) update – staff will brief the HRPDC on the region’s 4-pronged legislative strategy for restoring the region’s UASI designation.

Regional Poverty Forum

Mr. Crum provided background information on the HRPDC Poverty Forum to be held on Monday, November 21, 2016 at 9:00 AM at the Hampton Roads Convention Center. He noted that Purpose Built Communities will share information regarding best practices on anti-poverty measures that have been successful in other communities. He encouraged attendance at this forum.

Calendar/Location of Future Meetings

Mr. Crum noted that the December 7, 2016 meeting will be jointly hosted by Franklin and Southampton County, and the January 4, 2017 meeting will be hosted by Hampton.

Adjournment

There being no further business to come before the Hampton Roads CAO Committee, the meeting was adjourned at approximately 1:50 PM.

Respectfully Submitted,
Robert A. Crum, Jr.
Recording Secretary

**Directions to
Paul D. Camp Community College
Regional Workforce Development Center
100 North College Drive
Franklin, VA 23851
757-569-6700**

HAMPTON/CHEASPEAKE:

- I-664 to US 58 West exit (Suffolk)
- Follow 58 West Bypass
- DO NOT take Downtown Suffolk exit, keep straight towards Franklin/Emporia
- See Franklin below.

PORTSMOUTH:

- I-264 to US 58 West (Suffolk)
- Follow 58 West Bypass
- DO NOT take Downtown Suffolk exit, keep straight towards Franklin/Emporia
- See Franklin below.

VIRGINIA BEACH:

- 44 W to I-264 to US 58 West (Suffolk)
- Follow 58 West Bypass.
- DO NOT take Downtown Suffolk exit, keep straight towards Franklin/Emporia
- See Franklin below.

RICHMOND/PETERSBURG:

- **I-95 South to Hwy. 35 - Exit 41 (Courtland)**
- **Bear right onto Hwy 35 (South).** If you need gas, etc. stop at the station just after you get on Hwy. 35.
- **Follow Hwy. 35 into Courtland** (approx. 30 miles)
- **Continue straight through “downtown” Courtland** on Hwy 58 Business. (In Courtland, Hwy. 58 Bus. and Hwy. 35 intersect). Just after the “downtown area” (near 7-11), Hwy. 58 Bus. Turns into 4 lanes; get into left lane.
- At stop sign, **turn left onto Hwy 58 By-pass.**
- **Follow Hwy. 58 By-pass to Franklin.** Approximately 5 miles. (You will see signs for PDCCC)

Franklin, VA

- **Take Armory Drive Exit**
 - **If coming from Suffolk take a right onto Armory Drive at stop sign. If coming from Richmond you would take a left onto Armory Drive.**
 - You will see McDonalds, Comfort Inn, BP station, WalMart.
 - You will go to the **fourth stop light and take a left onto College Drive**, you will see the College on the right. Turn in the second drive way for the Regional Workforce Development Center and the Center will be on your left with a water fountain out front and a circular driveway.
 - Additional parking in the parking lot for the main campus.
 - Enter the Workforce Center’s front entrance and the Technology Theater is located to the immediate left of the doors.