

June 30, 2016

**Memorandum #2016-82**

**TO: Chief Administrative Officers**

**BY: James Bourey, Chair**

**RE: Chief Administrative Officers Meeting – July 6, 2016**

The next meeting of the Hampton Roads Chief Administrative Officers will be held July 6, 2016 at 11:45 A.M. (lunch will be served at 11:30 A.M.) at the Newport News City Center Office, James Room, 700 Town Center, Newport News, VA 23606.

The agenda and related materials 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  
Marcus Jones, NO  
R. Randy Martin, FR  
Neil Morgan, YK  
Lydia Pettis Patton, PO  
Patrick Roberts, SU  
Michael Stallings, WN  
Peter M. Stephenson, SM  
Sanford Wanner, IW  
J. Randall Wheeler, PQ

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

**JULY 6, 2016  
11:45 AM  
(Lunch served beginning at 11:30 AM)**

**Newport News City Center Office  
James Room  
700 Town Center Drive**

**I. Call to Order**

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

**III. Meeting Minutes**

The summary minutes from the June 1, 2016 Regional CAO Committee meeting are attached for the Committee's review and approval.

**IV. Land Subsidence Monitoring Proposal**

The Hampton Roads region is experiencing land subsidence which may contribute to coastal flooding. Currently, there are not enough measurements of subsidence in the region to accurately determine the rate and spatial distribution of the elevation changes.

The HRPDC Coastal Resiliency Committee has recommended that the Commission fund a project with USGS to establish and operate a network of high-accuracy benchmarks to quantify how land elevation is changing over time. The project budget is \$100,000 for the first year to set up the benchmarks and collect elevation data and \$30,000 in following years to operate and maintain the network.

HRPDC staff will provide an overview of this proposal to the CAO Committee.

***Action Requested:*** Staff requests direction from the CAO Committee on the land subsidence monitoring proposal.

**V. Intergovernmental Pilot Project Resolution**

The Hampton Roads Sea Level Rise Preparedness and Resilience Intergovernmental Planning PILOT Project which was led by Old Dominion University has mostly completed its work. Attached is a resolution that was

presented to the Steering Committee at their meeting on June 27, 2016. The resolution was developed by the PILOT Project's Legal Working Group.

The members of the Steering Committee are submitting this resolution to their respective organizations for review and comment. We would like to receive official comment from the CAO Committee that we can provide to the Steering Committee. Bob Crum and Randy Keaton will review the resolution in more detail at the meeting.

**Action Requested:** *Staff requests comments on the IPP Resolution from the CAO Committee.*

**VI. Other Business**

**VII. Review of July 21 HRPDC Agenda**

Staff will review agenda items for the July 21 HRPDC meeting, including the proposed revisions to the HRPDC Governance Structure

**VIII. Calendar/Location of Future Meetings**

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

August 3	Isle of Wight
September 7	Virginia Beach
October 5	York County
November 2	Portsmouth
December 7	_____

**IX. Adjournment**

**Hampton Roads Planning District Commission (HRPDC)  
Chief Administrative Officers Meeting  
Summary Minutes of June 1, 2016**

James Bourey, City of Newport News, called the Chief Administrative Officers Meeting to order at 11:45 am in the Stryker Center located at 412 N. Boundary St., Williamsburg, Virginia, with the following in attendance:

James Bourey (NN)	Lydia Pettis Patton (PO)
J. Randall Wheeler (PQ)	Michael Stallings (Windsor)
Neil Morgan (YK)	Marvin Collins (WM)
Tyrone W. Franklin (SY)	Dave Hansen (VB)
Bryan J. Hill (JC)	Peter M. Stephenson (SM)
Brian DeProfio (HA)	Sanford Wanner (IW)
Marcus Jones (NO)	Brent Fedors (GL)

**Others Recorded Attending:**

Robert Crum (HRPDC)  
Randy Keaton (HRPDC)  
Drew Lumpkin (U.S. Sen. Warner's Office)  
Diane Kaufman (U.S. Sen. Kaine's Office)  
Matthew Arvay (Virginia Beach CIO)  
Ed Tolleson (Tidewater Community College)  
Charles Nurnberger (Thomas Nelson Community College)

Mr. Bourey brought CAO Committee members attention to the summary minutes from the May 4, 2016 Regional CAO Committee meeting. The Committee unanimously approved the Summary Minutes.

**Virginia Beach Broadband Initiative**

Dave Hansen, City of Virginia Beach and Matthew Arvay, City of Virginia Beach jointly presented the City's Broadband Initiative. Virginia Beach is installing fiber optic cable throughout the city to connect city departments with a city-owned network. The project started with a transportation grant to connect traffic signals. The broadband network will allow the city to install "middle mile" fiber which will permit business development in areas that were not previously served by broadband. The city will lease fiber to internet providers which will then be able to provide service to businesses. A major goal of the broadband initiative is to also provide connectivity to colleges and universities. Virginia Beach expects to save \$500,000 annually with their network.

Tyrone Franklin, Surry County, discussed a Broadband Authority that was formed by the County in response to their discovery that Verizon had fiber optic cable in the ground but was not using it. Surry County received a \$1 million grant from the State to provide a wireless connection to their citizens. A 350' tower was constructed as part of the project. They were able to create competition for Verizon.

Mr. Bourey discussed the availability of 960 strands of fiber optic cable that the Newport News School System had built around the city with the majority of it unused. The City purchased 48 strands; however, a significant amount is available for other uses.

The CAO committee members discussed having the regional Chief Information Officers (CIOs) meet to share information about candidate projects for GO Virginia funding.

### **Regional Public Safety Coordination**

The CAO committee members discussed several items related to regional public safety including:

- Opiate epidemic
- Community engagement
- Gang problems
- Coordination between cities
- Better training of Police Officers

The committee members requested that the Hampton Roads Chiefs of Police Association attend the July meeting to discuss these items with the committee.

### **May 19, 2016 HRPDC Meeting**

Mr. Crum reported on items that will be on the agenda for the upcoming HRPDC meeting including the development of a legislative strategy in preparation for the 2017 General Assembly session and an update on our Coastal Resiliency program.

### **Regional Interest Items**

The Region's CAOs shared information in a roundtable discussion on issues or concerns within their jurisdictions that are of regional interest. Drew Lumpkin, U.S. Senator Warner's Office, discussed the upcoming Virginia Energy Policy Forum. Mr. Crum reported that a special CAO Committee meeting will be held on June 14, 2016 for a presentation on the SEIS for the Hampton Roads Crossing Study.

### **Calendar/Location of Future Meetings**

A calendar for future meeting locations was distributed for each locality to indicate when they can host the monthly CAO Committee meeting.

There being no further items for discussion, the meeting was adjourned at 1:30 pm.

Respectfully Submitted,  
Robert Crum, Recording Secretary

# RESOLUTION

## THE STEERING COMMITTEE OF THE HAMPTON ROADS SEA LEVEL RISE PREPAREDNESS AND RESILIENCE INTERGOVERNMENTAL PLANNING PILOT PROJECT

*WHEREAS*, the undersigned constitute the Steering Committee of the Hampton Roads Sea Level Rise Preparedness and Resilience Intergovernmental Planning Pilot Project (the IPP);

*WHEREAS*, the IPP has for the past two years engaged in a study of the challenges and opportunities that sea level rise and resilience planning present to the Hampton Roads region of coastal Virginia;

*WHEREAS*, the Vision of the IPP is “a regional ‘whole of government’ and ‘whole of community’ approach to sea level rise preparedness and resilience planning in Hampton Roads that also can be used as a template for other regions;”

*WHEREAS*, the Mission of the IPP is to establish, at the close of the IPP, a ‘whole of government’ and ‘whole of community’ “organizational framework and procedures that effectively coordinate sea level rise preparedness and resilience planning;”

*WHEREAS*, the Steering Committee created a number of Working Groups and Advisory Committees, each group and committee charged with assessing targeted sea level rise and resilience planning issues and challenges;

*WHEREAS*, representatives of various localities and political subdivisions, the Hampton Roads Planning District Commission, the Office of the Governor, Virginia state agencies and programs, key branches of the United States Departments of Defense and Homeland Security, other federal civilian agencies and programs, academia, non-governmental organizations, and private sector and industry stakeholders have participated in the work of the IPP, serving on IPP Working Groups and Advisory Committees, all providing valuable information, advice, and recommendations to the Steering Committee;

*WHEREAS*, the Federal Government Liaisons as defined in the IPP Charter participated as prominent and key advisors and collaborators to the extent permitted by federal law;

*WHEREAS*, the formal two-year period and work of the IPP is to end as of June 30, 2016;

*WHEREAS*, the IPP’s work has culminated in a series of reports and findings by the IPP Working Groups and Advisory Committees, as reflected in the final report of the IPP, a copy of which is attached hereto;

*WHEREAS*, the Steering Committee has reviewed and considered various structural options for the entity envisioned in the Mission to continue the ongoing work of accomplishing ‘whole of government’ and ‘whole of community’ collaboration; and

*WHEREAS*, the Hampton Roads Planning District Commission (HRPDC) has formally expressed its interest and willingness to fulfill this collaborative role in furtherance of the Vision and Mission of the IPP.

***NOW, THEREFORE, BE IT RESOLVED:***

I. That the Steering Committee endorses the following Conclusions regarding the structure of an entity for accomplishing the aforementioned ongoing collaborative work:

Conclusion 1: That the entity have the capability to facilitate, plan, and implement action.

Conclusion 2: That the entity incorporate in its deliberations and operations the Federal government and its agencies, including the uniformed services, as well as the Virginia state government and its agencies, local governments, and other existing political subdivisions, to the full extent of each of their respective lawful authorities and abilities.

Conclusion 3: That the geographical boundaries for the work of the entity be the same as those of the Hampton Roads Planning District, consisting of 17 jurisdictions (<http://www.hrpdcva.gov/page/officers-and-members/>), excepting therefrom any particularized partnerships or collaborations that may of necessity or by choice arise within or beyond those boundaries.

Conclusion 4: That the entity initially facilitate and plan actions which are then carried out through coordinated, designated implementers, such as existing local governments, political subdivisions, or coalitions of these groups, and that the entity consider the option of implementing actions on its own in the long term.

Conclusion 5: That the entity have dedicated professional staffing.

Conclusion 6: That the entity have a sustainable source of revenue, initially for its administration and operation, and in the longer term for implementing action.

Conclusion 7: That the entity incorporate participation and advice from sectors throughout the region, including private business and industry, academia, non-governmental organizations, community organizations, and residents in its ongoing work.

Conclusion 8: That the entity lead efforts to establish regional infrastructure development standards for resiliency to the impacts of sea level rise.

Conclusion 9: That the entity examine and consider over the next eighteen (18) months the need for the creation of a special service district authority or the joint exercise of local government powers by agreement in order to successfully implement action over the long term.

II. That the HRPDC shall initially serve as the lead for the ongoing collaborative work of the ‘whole of government’ and ‘whole of community’ efforts among the Steering Committee

and the other participants in the IPP to date, providing leadership consistent with the Conclusions contained herein; and

III. That the HRPDC, with the continued work and participation of the Steering Committee and the other participants in the IPP to date, and others as the collaborative participants deem necessary and appropriate, shall by January 1, 2018, provide a publicly available report on progress made towards the accomplishment of the Conclusions described herein.

RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and among:

### **Steering Committee**

\_\_\_\_\_  
Commonwealth of Virginia, Office of the Secretary of Natural Resources

Name:

Title:

\_\_\_\_\_  
Commonwealth of Virginia, Office of the Secretary of Public Safety and Homeland Security

Name:

Title:

\_\_\_\_\_  
Virginia Port Authority

Name:

Title:

\_\_\_\_\_  
Virginia Department of Transportation, Hampton Roads District

Name:

Title:

\_\_\_\_\_  
Virginia Coastal Zone Management Program

Name:

Title:

\_\_\_\_\_  
Hampton Roads Planning District Commission

Name:

Title:

\_\_\_\_\_  
City of Norfolk, Chief Resiliency Officer

Name:

Title:

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City of Virginia Beach

Name:

Title:

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Huntington Ingalls Newport News Shipbuilding

Name:

Title:

### **KEY PARTICIPANTS IN THE INTERGOVERNMENTAL PLANNING PILOT PROJECT**

The following Federal Government Liaisons, Working Groups, and Advisory Committees have participated in the work of the IPP and provided it with information, advice, and recommendations.

#### **Federal Government Liaisons**

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Commander Navy Region Mid-Atlantic

Name:

Title:

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Commanding Officer, Naval Facilities Engineering Command Mid-Atlantic

Name:

Title:

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Commander, Norfolk District, US Army Corps of Engineers

Name:

Title:

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Commander Joint Base Langley-Eustis

Name:

Title:

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Commanding Officer, US Coast Guard Shore Infrastructure Logistics Center

Name:

Title:

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Commander Fifth Coast Guard District

Name:

Title:

## Working Groups and Advisory Committees

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Legal Working Group

Name:

Title:

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Infrastructure Planning Working Group

Name:

Title:

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Citizen Engagement Working Group

Name:

Title (co-chairs):

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Citizen Engagement Working Group

Name:

Title (co-chairs):

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Public Health Working Group

Name:

Title:

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Private Infrastructure Advisory Committee

Name:

Title:

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Science Advisory Committee

Name:

Title:

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Economic Impacts Advisory Committee

Name:

Title: