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TO: HRPDC/HRTPO Boards

BY: Robert Crum, Executive Director

RE: Executive Director's Report – May 2020

The HRPDC/HRTPO staff continues to provide services to the region's 17 local governments and the general public during the COVID-19 pandemic. Since the week of March 16, 2020, eight HRPDC/HRTPO staff members have continued to work onsite at the Regional Building, while the remaining staff members have moved to a telework environment. Staff working onsite include the Executive Director, HRPDC and HRTPO Deputy Executive Directors, Human Resource Administrator and administrative staff and the Building Services and Operations Team. Best practices have been implemented to protect those working at the Regional Building including social distancing, a deep cleaning and disinfection of the office area, regular cleaning of office equipment and spaces, and the installation of hand sanitizing stations. HRPDC/HRTPO staff teleworking from home were provided remote access connections to the Agency's network and work has proceeded seamlessly on the Organization's projects and work efforts. Staff members account for each hour worked on timesheets and work logs which are reviewed by supervisors on a weekly basis. In addition, staff stay connected with each other and our community partners through various remote meeting platforms. While the Regional Building remains closed to the general public, the front desk is staffed with a receptionist and all phone calls are referred to those who are teleworking; calls continue to be responded to in a timely manner. In addition, building services staff working onsite have used this time to complete various projects while staff offices are not occupied.

The HRPDC staff have developed the following COVID-19 dashboard: <https://hrcovid19-hrpdc-gis.hub.arcgis.com>. The HRPDC will maintain this page to provide information, maps/data, and resources concerning the COVID-19 pandemic impact in the Hampton Roads region. More data and analysis will be added over the coming weeks and months to ensure that this resource is an up-to-date and useful tool for the community. Several local governments and regional organizations have posted a link to this dashboard on their web sites. HRPDC members are encouraged to visit this dashboard site and email staff any comments or suggestions.



Since mid-March, the Executive Director has convened conference calls of the region's 18 Chief Administrative Officers (CAOs) three times per week to share information and discuss response strategies related to the COVID-19 pandemic. These calls are held every Monday, Wednesday and Friday at 9:00 AM, and participation from all 18 CAOs has been excellent. The Executive Directors of the Virginia Municipal League and the Virginia Association of Counties also participate in these conference calls. All items included on these agendas are focused on the COVID-19 State of Emergency.

As a result of the regular CAO conference calls, the following correspondence has been sent to State and Federal leaders regarding locality needs related to the COVID-19 pandemic. Copies of these letters are included in the Information Section of the May 21, 2020 HRPDC agenda:

- March 18 HRPDC letter to The Honorable Ralph Northam, Commonwealth of Virginia Governor, and The Honorable Mark Herring, Commonwealth of Virginia Attorney General, Regarding Local/Regional Governments Electronic Meeting Ability during the COVID-19 State of Emergency
- March 26 HRPDC letter to the Members of the Hampton Roads Federal Delegation Regarding Federal Emergency Supplemental Measure and the Need for Direct Funding to Localities to Address COVID-19 Impacts
- April 17 HRPDC letter to The Honorable Ralph Northam, Commonwealth of Virginia Governor, Regarding May 2020 Local Elections (conveying positions of local governments)
- April 20 HRPDC letter to the Members of the Hampton Roads Federal Delegation Regarding Families First Coronavirus Response Act – Ineligibility of Public Employers for Payroll Tax Credits

The Executive Director has coordinated a series of calls with the CAOs from the Hampton Roads Transit (HRT) localities and HRT management and staff to discuss the transit funding bill approved by the General Assembly and potential next steps.

The Southside Network Authority will hold two meetings on May 13 and 15 to restart the regional fiber ring initiative. Due to limitations placed on electronic meetings of public bodies, the Authority's March meetings were cancelled. However, the action taken by the General Assembly during the April reconvened session allows the Authority to now hold remote electronic meetings. The Authority will meet on May 13 to hold a closed session for the purposes of interviewing candidates for the Authority's Interim Executive Director position. On May 15, the Authority will hold a closed session to discuss a potential short list of offerors for the design of the Southside fiber ring.

The HRPDC/HRTPO Personnel and Budget (P&B) Committee held an electronic meeting on May 7 to review the draft Fiscal Year 2021 budget for the Agency. The P&B Committee recommended approval of the draft FY2021 budget by the HRPDC and HRTPO Boards, with the condition that the budget be revisited by both Boards at their October 15, 2020 meetings.

The Executive Director has provided letters of support for three Federal BUILD applications that will be submitted by the Cities of Norfolk and Virginia Beach and the Southeastern Public Service Authority (SPSA). Applications for this transportation program are due to the Federal government on May 18.

The HRPDC staff have provided support in the development of a GO Virginia application that will focus on supporting the supply chain for the region's offshore wind industry.

The HRPDC staff continue to participate in meetings of the Hampton Roads Regional Economic Development Alliance Regional Economic Development Directors (RED Team).

The Executive Director continues to participate in virtual meetings of the Virginia Association of Planning District Commissions (VAPDC).

HRTPO staff continue to provide project management and staff support services to the Regional Connectors Study.

HRTPO staff continue to complete background work for the update of the Long-Range Transportation Plan (LRTP).

The HRTPO staff continue to coordinate efforts with HRTAC and VDOT to ensure the timely advancement of the region's transportation priority projects.

The HRPDC/HRTPO management team continues to advance work on the following initiatives:

- Budget preparation
- Preparation of the Annual Work Program
- IT management
- Oversight of building renovation projects and a strategic plan for future building maintenance
- Building safety assessment
- Provision of human resource management services to HRTAC
- Financial management services to HRTAC and HRMFFA
- Personnel management