

October 28, 2021

Memorandum #2021-165

TO: Hampton Roads Chief Administrative Officers

BY: Mary Bunting, Chair

**RE: Hampton Roads Chief Administrative Officers Luncheon Meeting
November 3, 2021**

A meeting of the Hampton Roads Chief Administrative Officers is scheduled for Wednesday, November 3, 2021 beginning at 11:30 AM. The agenda and related material are attached. This month's meeting is being hosted by the City of Suffolk at the Suffolk Public Works Operations Center, 800 Carolina Road, Suffolk, VA.

RAC/ka

Attachments

Chief Administrative Officers:

Mary Bunting, HA
Patrick Duhaney, VB
Chip Filer, NO
Amanda Jarratt, FR
Michael Johnson, SH
Angel Jones, PO
Randy Keaton, IW
Al Moor, SU
Neil Morgan, YK

Chris Price, CH
Cynthia Rohlf, NN
Melissa Rollins, SY
William Saunders, WN
Michael Stallings, SM
Carol Steele, GL
Scott Stevens, JC
Andrew Trivette, WM
Randy Wheeler, PQ

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

**WEDNESDAY, NOVEMBER 3, 2021
11:30 AM**

**Suffolk Public Works Operations Center
Conference Room
800 Carolina Road, Suffolk, VA**

I. Call to Order

II. Approval of Agenda

III. Approval of Minutes

The Summary Minutes from the October 6, 2021 CAO Committee meeting are enclosed for the Committee's consideration and approval.

IV. Public Comment

Members of the public will be provided an opportunity to address the CAO Committee. Comments should be limited to three minutes per speaker.

V. Roadway Flood Sensors Update

The Hampton Roads Planning District Commission (HRPDC) received a grant from the Office of Local Defense Community Cooperation (OLDCC) to install 20 roadway flooding sensors as a pilot project. The HRPDC Coastal Resiliency Committee identified 200 potential sites where local staff thought sensor information about flooded roads would be valuable. These sensors would detect if a road is flooded and relay the information to WAZE to inform drivers. The data would also be available in the database to be used for text alerts or research. HRPDC has a contract with Xylem to install the sensors and set up coordination with WAZE. The site designs are complete. The next steps for Xylem and HRPDC are to apply for local permits and pay fees or establish bonds for this work.

Staff will provide the CAO Committee an update on this project and request input for proceeding.

VI. Housing Discussion

At the October HRPDC meeting (under Other Business), Commission members began a discussion on affordable housing in the Hampton Roads region and suggested that the HRPDC consider a regional approach to address affordable housing needs. Members requested that this item be added as an agenda item to a future HRPDC agenda. Staff will summarize the discussion from the October HRPDC meeting, and request input from the CAO Committee on a strategy for advancing this conversation.

VII. Locality Roundtable/Roll Call

Each CAO will be asked to provide a brief report on items of regional significance from their locality.

VIII. Review of November Agenda Items for the HRPDC and HRTPO Meetings

The Executive Director will review planned agenda items for the November 18 meetings of the Hampton Roads Planning District Commission and Hampton Roads Transportation Planning Organization.

IX. Other Business

X. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of October 6, 2021**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at 11:30 AM by Michael Johnson, Southampton County Administrator and CAO Committee Vice Chair at the offices of the Hampton Roads Planning District Commission located at 723 Woodlake Drive in Chesapeake. Mr. Johnson noted that Mary Bunting, Hampton City Manager and Chair of the CAO Committee, was in route to the meeting and would arrive shortly. He noted that Ms. Bunting asked him to convene and facilitate today's meeting.

The following members of the CAO Committee were in attendance:

Mary Bunting, Chair (late arrival)	Hampton
Amanda Jarratt	Franklin
Mike Johnson, Vice Chair	Southampton County
Patrick Roberts for Chip Filer	Norfolk
Bob Baldwin for Angel Jones	Portsmouth
Don Robertson for Randy Keaton	Isle of Wight County
Al Moor	Suffolk
Chris Price	Chesapeake
Alan Archer for Cynthia Rolf	Newport News
Melissa Rollins	Surry County
Carol Steele	Gloucester County
Andrew Trivette	Williamsburg

Others in Attendance:

Robert Crum, HRPDC/HRTPO
Keith Cannady, HRPDC
Pavithra Parthasarathi, HRTPO
Greg Grootendorst, HRPDC
Karen Scherberger, Sail 250
Doug Smith, Hampton Roads Alliance
Mark Geduldig-Yatrofsky, Portsmouth Resident
Diane Kaufman, Senator Kaine's Office
Drew Lumpkin, Senator Warner's Office
Caleb Smith, Representative Luria's Office

Mr. Crum noted that several CAOs had conflicts for today's meeting, including attendance at the International City/County Management Association (ICMA) conference. He expressed his appreciation to the Deputy City Managers/County Administrators who attended to represent their CAOs and localities.

Approval of Agenda

Mr. Crum recommended that the order of today's agenda be shifted to accommodate our guest speakers. He recommended that Doug Smith from the Hampton Roads Alliance be placed first on the agenda to discuss the Build Back Better Regional Challenge proposal, followed by a presentation from Karen Scherberger on the proposed Sail 250 event. He noted that the CAO Committee was distributed information in advance recommending that Ms. Scherberger be added to today's agenda. These items would be followed by a presentation from Mr. Crum on the recommended regional legislative agenda.

The CAO Committee concurred with the addition of the Sail 250 item to the agenda, and also endorsed by voice vote the revised order for today's agenda.

Public Comment Period

Mr. Johnson asked if there were any members of the public who would like to address the CAO Committee. Mr. Mark Geduldig-Yatrofsky, resident of the City of Portsmouth and Community Advisory Committee member, addressed the CAO Committee. Mr. Geduldig-Yatrofsky noted that a number of lessons have been learned through the course of the pandemic, including experiences with electronic/virtual meetings. He noted that electronic access to meetings increases public participation and also reduces the need for participants to drive to meetings which offers transportation and environmental benefits. He noted that revisions are needed to the Virginia Freedom of Information Act (FOIA) to increase flexibility for public bodies to hold electronic meetings. He urged the region to consider this request as part of its regional legislative priorities.

Build Back Better

Mr. Crum noted that the HRPDC staff has been collaborating with a group of regional organizations to prepare a proposal for consideration under the Economic Development Administration's (EDA) Build Back Better Program. He noted that Doug Smith of the Hampton Roads Alliance provided the CAO Committee a briefing on this proposal at their September meeting. He indicated that Mr. Smith is in attendance today to provide a follow-up briefing to the Committee.

Mr. Smith explained that the goal of the Regional Challenge is to assist communities in strengthening their regional economies through strategic investment in regional growth clusters. The program is divided into two phases with proposals for Phase I due to EDA by October 19. In Phase I, approximately 50-60 regions will be awarded technical assistance grants to help regions prepare for Phase II submissions and develop a strategy to advance their regional clusters. For those regions awarded Phase I dollars, they will be eligible to submit funding requests for Phase II by March 15, 2022. Under Phase II, grant awards in the range of \$25-\$75 million will be awarded to successful regions for projects that will support and advance regional economic clusters.

Mr. Smith noted that a number of regional organizations are collaborating to develop a Build Back Better proposal for Hampton Roads to submit through the Regional Challenge Competition. Opportunities around offshore wind, sustainable energy, cyber security, unmanned systems and innovation are being considered as potential industry clusters to be included in the Hampton Roads submission. He explained that part of the submission will also help support the expansion of the region's fiber network, the development of a regional hydraulic model to support the region's resiliency efforts and support for the HRPDC's regional Geographic Information System (HRGEO). Resources to support workforce training and development around the regional clusters will also be an important part of this submission along with Diversity, Equity and Inclusion. He noted that collaboration with Historically Black Colleges and Universities (HBCUs) was an important component of this proposal. Mr. Smith noted that this proposal includes collaboration with the northeastern North Carolina region, since they have connections to many of these efforts.

Mr. Crum noted that the proposal will be submitted to the EDA by the October 19 deadline, and a briefing will be provided to the HRPDC at its October 21 meeting.

Sail 250

Mr. Crum introduced Karen Scherberger, Executive Chairman for Norfolk Festevents, to brief the CAO Committee on the Sail 250 Virginia event. Ms. Scherberger provided a PowerPoint presentation noting that Norfolk Festevents is the official host of the Sail250 Virginia, a maritime event scheduled for the summer of 2026, that will celebrate the 250th anniversary of America's independence through convening a flotilla of international ships and military vessels. The Commonwealth, along with the Port of Virginia, will join the ports of Boston, New York, Baltimore, and New Orleans in this legacy event.

Ms. Scherberger provided information about the tremendous potential this event has for the Hampton Roads region. She reviewed the following information from the past event and the impact on the region:

- More than two million visitors over 10 days, 30% expected to be from out of state
- More than 20 countries involved
- Dozens of government, military and business leaders
- 100% regional cooperation
- Total economic impact of more than \$150 million
- Extensive education programs for K-12 and Higher Education
- 500 members of local, regional, national press
- Largest fleet of tall military ships among six ports
- 14 Parade of Sail viewing locations
- 40 event sites
- 10 event dates

Ms. Scherberger noted that in the past, this event was always successful due to regional cooperation. She requested that all of the region's 17 localities appoint representatives to work on a series of work groups to plan and coordinate items such as:

- Community Engagement
- Marketing/Tourism
- Education
- Cultural Events
- Maritime/Port Ops
- Port Initiatives
- Economic Development
- Business Development
- Military Relations
- International Relations
- Government Relations
- Security
- Transportation

Mr. Crum noted that in 2026, the Hampton Roads Bridge Tunnel project will be complete, as will the construction of the wind turbines off the coast of Virginia. He noted there will be great opportunities to communicate our region's success to the nation and world through the Sail250 event.

The CAO Committee agreed that this was a very exciting opportunity for our region, and expressed their support for this initiative. They supported a briefing being provided to the Hampton Roads Planning District Commission, and also agreed to have the region's localities collaborate and participate in planning and coordination of this event.

HRPDC/HRTPO Regional Legislative Agenda

Mr. Crum introduced this item, noting that for the past five years, the HRPDC and HRTPO have adopted a regional legislative agenda to convey to the General Assembly and Federal Delegation issues of regional significance that should be addressed on behalf of the Hampton Roads region. This regional legislative agenda is typically approved by the HPPDC and HRTPO Boards at their October/November meetings to allow these regional legislative priorities to be shared with Hampton Roads Caucus members before the start of the General Assembly session in January.

Mr. Crum indicated that this year, a joint HRPDC and HRTPO Regional Legislative Committee was formed to develop a recommendation for a regional legislative agenda to be considered by the HRPDC and HRTPO Boards. The membership of this Legislative Committee is as follows:

Andria McClellan, Norfolk
Mayor Donnie Tuck, Hampton
David Jenkins, Newport News

HRPDC Chair
HRTPO Chair
HRPDC Vice Chair

Mayor Rick West, Chesapeake
Mary Bunting, Hampton
Mike Johnson, Southampton County

HRTPO Vice Chair
CAO Committee Chair
CAO Committee Vice Chair

Mr. Crum reviewed the process for preparation and approval of the Regional Legislative Agenda is as follows:

- June 30, 2021:** Regional Legislative Committee held its first meeting and received an overview from the Executive Director on last year's regional legislative agenda and related actions by the Virginia General Assembly. Committee members provided input on potential regional legislative topics that could be considered by the HRPDC and HRTPO.
- July 15, 2021:** The Executive Director provided an overview to the HRPDC Board and received input from Commission members on potential regional legislative agenda items.
- Sept. 23, 2021:** The Regional Legislative Committee held its second meeting and received a recommended list of regional legislative priorities from the Executive Director based on input from the previous meetings summarized above. The Committee reached consensus on a recommended regional legislative agenda.
- October 6:** CAO Committee to review draft Regional Legislative Agenda
- October 21:** HRPDC and HRTPO consider approval of Regional Legislative Agenda. If needed, approval could occur at the November 18 meetings.

Mr. Crum proceeded to review the draft Regional Legislative Agenda with the CAO Committee, providing background information on the following items:

- Request creation of the Commonwealth Flooding Board to address statewide flooding issues, direct and prioritize state and federal funding for flood mitigation and ensure collaboration and alignment among state agencies and flood mitigation efforts
- Support initiatives that support and advance Offshore Wind opportunities, including the creation of the Offshore Wind Supply Chain Fund supported by the HRPDC at its July 15 meeting
- Support funding programs that will advance the construction of the Hampton Roads Regional Fiber Network

- Support the continuation of funding programs and policies that assist local governments with preparing shovel ready sites for job creation
- Request assistance from our State and Federal partners to complete the 29-mile I-64 Gap between Hampton Roads and Richmond
- Request assistance from the Commonwealth of Virginia to mitigate the significant impacts the Downtown and Midtown Tunnel tolls have on Hampton Roads residents and businesses
- Support the funding of projects that reduce travel time and improve reliability for passenger rail service between Hampton Roads and Richmond.
- Request that the Commonwealth of Virginia explore alternatives to the fuels tax as a funding source for transportation
- Support funding for School construction and modernization
- Sustain and increase Urban Areas Security Initiative (UASI) funding for the Hampton Roads region
- Support efforts that continue funding for programs that support affordable housing programs and projects
- Increase State funding for Planning District Commissions

Mr. Crum asked Ms. Katchmark to review a summary paper on the proposed Commonwealth Flooding Board. Mr. Crum reviewed a summary paper on the Elizabeth River Crossing Toll Agreement.

He also reviewed some additions to the proposed regional legislative agenda, including a request that localities be provided greater authority in the reforestation, preservation and management of urban forests. Mr. Crum noted that urban forests play an important role to capture and store carbon, reduce stormwater runoff, improve air quality, reduce energy use and mitigate urban heat islands and their health effects. He noted that HRPDC Chair Andria McClellan was interested in the CAO Committee's interest in supporting this item.

Mr. Crum also described another proposed addition to the regional legislative agenda that would support revisions to the public notification requirements for discretionary land use requests. This recommendation was provided by the Regional Planning Directors Committee. He noted that this request was in response to excessive costs, unreliability of services and an overall decline in the readership of print newspapers. Localities are seeking alternative

methods to provide public notice that reflect current trends, are more effective and cost efficient.

The CAO Committee members supported the addition of both the increased authority for localities to manage urban forests and supporting revision to public notification requirements for discretionary land use requests to the Regional Legislative Agenda.

Ms. Bunting raised another item that should be considered. She noted that discussion has been raised by the Community Advisory Committee about the need for increased flexibility in the State Code for public bodies to have increased flexibility to conduct electronic virtual meetings. Ms. Bunting recommended that this item be considered as an addition to the Regional Legislative Agenda. Mr. Crum recommended that this item include both public bodies and regional bodies. The CAO Committee agreed that this item should be included as a regional legislative priority.

The CAO Committee agreed by consensus vote to endorse the proposed Regional Legislative Agenda, including the noted additions, and forward this proposed Agenda to the HRPDC and HRTPO Boards for consideration.

Other Business

Mr. Crum reminded CAO Committee members that if they have any topics they would like to discuss at future CAO meetings, to please let he or Ms. Bunting know.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 12:50 pm.

Respectfully Submitted,

Robert Crum
Recording Secretary