

December 28, 2016

Memorandum #2016-152

TO: Hampton Roads Chief Administrative Officers

BY: James Bourey, Chair

RE: Hampton Roads Chief Administrative Officers Meeting - January 4, 2017

The next meeting of the Hampton Roads Chief Administrative Officers will be held Wednesday, January 4, 2017 at 11:45 AM (lunch will be served at 11:30 AM) at the Mango Mangeaux Restaurant (in Phoebus), 33 E. Mellen Street, Hampton, Virginia 23663. The luncheon will be held upstairs in a private meeting room and parking is behind the building.

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 Officers (CAO) Meeting**

**JANUARY 4, 2017
11:45 AM
(Lunch served beginning at 11:30 AM)**

**Mango Mangeaux Restaurant
(in Phoebus)
33 E. Mellen Street
Hampton, VA 23663**

I. Call to Order

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

III. Meeting Minutes

The summary minutes from the December 7, 2016 Hampton Roads CAO Committee meeting are attached for the Committee's review and approval.

IV. HRSD Briefing on SWIFT Project MOU for Water Quality Credits

Ted Henifin, HRSD General Manager, will brief the CAOs on the SWIFT Project (Sustainable Water Initiative for Tomorrow) Draft MOU to make water quality credits available to locality MS4 permit holders (municipal separate stormwater system permits).

V. CAO Committee Retreat

During the December CAO meeting, members agreed to schedule a half-day retreat for February 1, 2017 from 9:00 AM to 1:00 PM. This retreat will allow adequate time for Committee members to discuss regional topics and strategies. The City of Suffolk has agreed to host this retreat at the Old Dominion University VMASC facility.

The CAOs should identify agenda topics and discuss the format for this retreat.

VI. Regional Interest Items

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

VII. General Assembly Update

The HRPDC Executive Director will report on regional issues entering the 2017 General Assembly session.

VIII. January 19, 2017 HRPDC Agenda Items

The HRPDC Executive Director will review agenda items for the Commission's January 19, 2017 meeting.

IX. Calendar/Location of Future Meetings

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

February 1 Suffolk

March 1

April 5

X. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of December 7, 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 Regional Workforce Development Center located at Paul D. Camp Community College, 100 North College Drive in Franklin, Virginia with the following in attendance:

James Baker, Chesapeake
James Bourey, Newport News
Michael Johnson, Southampton County
Randy Keaton, Isle of Wight County
R. Randy Martin, Franklin
Neil Morgan, York County
Lydia Pettis Patton, Portsmouth
Patrick Roberts, Suffolk
Doug Smith, Norfolk
Michael Stallings, Windsor
Peter Stephenson, Smithfield
J. Randall Wheeler, Poquoson

Others Recorded Attending:

Robert Crum (HRPDC)
Keith Cannady (HRPDC)
Andy Stein (Newport News)
Solomon Ashby (Portsmouth City Attorney)
Mark Geduldig-Yatrofsky (Resident)

Public Comments:

There were no public comments.

Meeting Minutes

The Summary Minutes from the November 2, 2016 CAO Committee meeting were approved as presented.

Mr. Randall Wheeler, City of Poquoson, indicated that Mr. Bourey was at the Newport News Airport for an important announcement and would be joining the CAO Committee as soon as he can. Mr. Wheeler indicated that Mr. Bourey asked him to chair today's meeting until he arrives. Mr. Wheeler noted that since the first items on the agenda pertained to issues involving Newport News, he would like to reorganize the agenda to address those issues when Mr. Bourey arrives. Mr. Crum noted that the City of Portsmouth has requested an addition to today's agenda to discuss the impact of the recently announced Virginia Port

Authority lease on the City of Portsmouth. Mr. Wheeler indicated that we would begin with this item and asked Dr. Patton to introduce this topic to the Committee.

Dr. Patton and city attorney Solomon Ashby briefed the CAO Committee on the new lease agreement between the Virginia Port Authority and Virginia International Gateway, noting that the agreement will cost the city over \$3 million in taxes over the next three years because the lease transfers private assets to the authority, making the property tax exempt. Although the loss in property taxes will be offset by an increase in real estate income once the facility is expanded, these funds will not be realized until 2019 and will not balance this projected loss in revenue.

Dr. Patton noted that the City of Portsmouth only has two vacant sites of greater than five acres in the city for development. She also noted that the city's real estate tax rate is already the highest in Hampton Roads, and that Portsmouth will be adversely impacted by the loss in revenue resulting from the 50-year lease of the terminal. This is in addition to the impact of tolls on city residents and visitors.

Discussion ensued among CAO Committee members on approaches that the city could pursue to find a resolution to this challenge.

Mr. Bourey joined the meeting at this time and assumed the chairmanship duties.

Storm Sense Project

Mr. Bourey introduced Mr. Andy Stein, Newport News IT Director, who provided an overview presentation on the Storm Sense project. This is an effort that will provide residents real time information on water levels and flooding through an innovate app. This information is drawn from a variety of monitoring stations around the community and provides real time information to residents to help them respond to storm events. Mr. Stein noted that the goal is to rollout this application in three cities in 2018 – Newport News, Norfolk and Virginia Beach. Mr. Stein and Mr. Bourey noted that a total of eight Hampton Roads localities have participated in discussions on the Storm Sense Project and could be interested in an eventual deployment of this effort in their localities.

Regional Diversity Leadership Program

Mr. Bourey introduced this item to the CAO Committee, indicating that Christopher Newport University is interested in providing support for a potential diversity leadership program. Mr. Bourey and other CAOs indicated that this type of initiative could be very helpful in promoting inclusive and collaborative conversation in the community. There was interest in having this type of program pursued at a regional level, and there was general support for the HRPDC to serve as a forum for discussion of this topic. Mr. Bourey and Mr. Crum agreed to collaborate on this topic and report back at a future CAO Committee meeting.

Update on HRPDC/Regional Items

The HRPDC Executive Director provided an update on several ongoing regional items including the HRPDC/HRTPO Legislative Agendas, HRPDC Poverty Forum, Hampton Roads Crossing Study selected alternative and Commonwealth Transportation Board action, and the Roanoke River Basin Association funding request.

CAO Retreat

Mr. Crum reported that at past CAO Committee meetings, members indicated that a half-day retreat would be helpful to allow the Committee to dedicate time to a discussion of regional topics and strategies. The CAOs discussed potential scheduling for this retreat and agreed to hold the retreat during the Committee's February 1, 2017 meeting. Mr. Roberts from the City of Suffolk expressed an interest in hosting this half-day retreat. The Committee supported this idea, noting that the Old Dominion University VMASC facility would be a convenient location. The Committee agreed that the retreat would be held from 9:00 AM to 1:00 PM. Mr. Roberts indicated that he would inquire about the availability of the ODU VMASC facility for this retreat.

Regional Interest Items

Committee members were provided a brief opportunity to share information regarding an item of regional interest from their locality. Due to the time, members agreed to have a more comprehensive exchange of information at the next meeting.

HRPDC Meeting Schedule

Mr. Crum reported that the December meeting of the HRPDC has been cancelled with traditional Commission policy. He reminded members that the January meeting will begin the new meeting time for the Commission, with the HRPDC meeting at 12:30 PM, preceded by the HRTPO at 10:30 AM.

Calendar/Location of Future Meetings

Mr. Crum noted that January CAO meeting will be hosted in Hampton, with the February CAO retreat to be hosted in Suffolk.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at 1:30 PM.

Respectfully Submitted,
Robert Crum
Recording Secretary