

June 1, 2017

Memorandum #2017-67

TO: Hampton Roads Chief Administrative Officers

BY: James Baker, Chair

RE: Hampton Roads Chief Administrative Officers Meeting – June 7, 2017

The next Hampton Roads Chief Administrative Officers' meeting will be hosted by Isle of Wight County on Wednesday, June 7, 2017 at 11:45 AM (lunch served at 11:30 AM) at Smithfield Station, 415 S. Church Street, Smithfield, VA 23430. The agenda and related materials are attached.

RAC/ka

Attachments

Chief Administrative Officers:

James E. Baker, CH
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
Cynthia Rohlf, NN
Doug Smith, NO
Michael Stallings, WN
Peter M. Stephenson, SM
J. Randall Wheeler, PQ

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

JUNE 7, 2017

11:45 AM

(Lunch served beginning at 11:30 AM)

**Smithfield Station
415 S. Church Street
Smithfield, VA 23430**

I. Call to Order

II. Meeting Minutes

The summary minutes from the May 3 Regional CAO Committee meeting are attached for the Committee's review and approval.

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

IV. CAO Committee Vice Chair

At last month's meeting, the CAO Committee elected Chesapeake City Manager James Baker to serve as Chair of the Committee, and directed the Executive Director to speak to two committee members regarding their interest in serving as Vice Chair. The Executive Director will report on the results of these discussions and recommend a Vice Chair for consideration by the Committee.

V. Federal Emergency Management Agency (FEMA) National Guidance

During the past several months, the CAO Committee has been briefed by the City of Hampton on concerns regarding the results of the Community Assistance Visit (CAV) for the City's floodplain management program. The concerns centered on requirements for an approval process for minor development within a locality's flood hazard area.

In response to these issues, the HRPDC coordinated a letter signed by all 17 Hampton Roads localities expressing concerns about the permitting of minor development in flood hazard areas. In addition, the HRPDC organized a meeting on April 27, 2017 between Federal representatives, the region's CAOs and staffs, and representatives of the region's federal delegation to discuss these issues.

As a result of this meeting, FEMA representatives agreed to withdraw the publication of national guidance to address this issue and to collaborate with a working committee consisting of local CAOs, HRPDC staff and federal delegation representatives. Two working conference calls have occurred between this working committee and FEMA representatives to continue discussion of this topic. These calls have generated consensus around acceptable language to be proposed as guidance for this issue.

FEMA representatives will attend this meeting to present the proposed national guidance and request input from the CAO Committee.

VI. Discussion with Economic Development Directors

Amanda Jarrett (Franklin/Southampton), Florence Kingston (Newport News) and Kevin Hughes (Suffolk) will discuss the importance of a regional economic development alliance that focuses on business attraction.

The CAO Committee is encouraged to ask questions and discuss the information presented.

VII. Regional Broadband (Time Permitting)

The Regional CAO Committee should share information regarding broadband efforts, opportunities and challenges in their communities.

Please note that the regional Chief Information Officers (CIOs) are planning to attend the August CAO Committee meeting to brief the CAOs on their work.

VIII. Topics for Upcoming CAO Meetings

July

Solid Waste Plan Update

Roundtable Discussion to Identify Upcoming Agenda Items

Broadband

August

Presentation from Chief Information Officers (CIOs)

GO Virginia Status Report

Discussion of Regional Legislative Agenda

IX. Calendar/Location of Future Meetings

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

July 5

August 2

September 6 Gloucester County

October 4

November 1 Portsmouth

December 6

X. Adjournment

**Hampton Roads Planning District Commission
Chief Administrative Officers Meeting
Summary Minutes of May 3, 2017**

The Chief Administrative Officers Meeting was called to order at 11:30 a.m. at the Virginia Beach Convention Center, 1000 19th Street, Virginia Beach, Virginia with the following in attendance:

James Baker, Chesapeake
Brent Fedors, Gloucester County
Tyrone Franklin, Surry County
Dave Hansen, Virginia Beach
Bryan Hill, James City County
Neil Morgan, York County
Lydia Pettis Patton, Portsmouth
Patrick Roberts, Suffolk
Cynthia Rohlf, Newport News
Doug Smith, Norfolk
Michael Stallings, Windsor
Randy Wheeler, Poquoson

Others Recorded Attending:

Robert Crum, HRPDC
Keith Cannady, HRPDC
Erin Carter, Senator Warner
Joanna Campbell, Congressman Taylor
Whitney Katchmark, HRPDC
Greg Grootendorst, HRPDC
Luciano Ramos, United Way of South Hampton Roads
Mark Geduldig-Yatrofsky, Resident
Ron Carlee, ODU Center for Regional Excellence

Mr. Hansen welcomed the CAO Committee members to Virginia Beach, and provided some background information on the Virginia Beach Convention Center.

The summary meeting minutes from the April 5, 2017 CAO Committee meeting were referenced in the agenda package. There were no recommended changes to the summary minutes, and they were approved as presented.

Public Comment Period

Mr. Geduldig-Yatrofsky noted that he finds the discussions at the Regional CAO Committee meeting among the most informative and helpful of all the meetings he attends.

CAO Committee Chair

Mr. Crum introduced this item by noting that the CAO Committee will need to elect a new Chair to replace Jim Bourey. He opened the floor for nominations for Chair of the CAO Committee. Multiple members nominated James Baker, Chesapeake City Manager, to serve as CAO Committee Chair. There being no further nominations, the Committee closed the nominations and Mr. Crum called the question. The CAO Committee voted unanimously to name James Baker as the new Chair of the CAO Committee.

Members noted that it would be advantageous to have a Vice Chair to work with Mr. Baker and manage the meetings if Mr. Baker could not be present. Mr. Crum suggested that having the Vice Chair represent the Peninsula would ensure representation from both the Southside and Peninsula. Members suggested that Mary Bunting, Hampton and Marvin Collins, Williamsburg, would both be excellent candidates for the Vice Chair position, and directed Mr. Crum to reach out to both to gauge their interest.

Affordability of Public Services

Mr. Baker asked Mr. Crum to introduce this item. Mr. Crum noted that this presentation addresses the affordability of public services, including water, sewer and stormwater. He noted that Whitney Katchmark and her staff have collected this information for the region's jurisdictions, and staff believes this information will be very helpful for the CAO Committee. He introduced Ms. Katchmark to provide the presentation.

Ms. Katchmark provided additional background information on this analysis, and reviewed a series of slides providing information for the region's 17 jurisdictions including the following:

- Current Cost of Services – Estimated Average Monthly Costs – Single Family Household (Water, Sewer and Stormwater Services)
- Current Cost of Services – Stormwater Fee, Hampton Roads Sanitation District (HRSD), Locality Sewer, Water and Weighted Average
- Monthly charge comparison for each jurisdiction
- Average bill in Hampton Roads (FY 2000 to FY 2035)
- Assumptions for Hampton Roads rate projections
- Residential costs for HRSD customers

Ms. Katchmark provided projections for the average utility bill for Hampton Roads residents to the year 2035, providing high, medium and low trend lines for these projections. She noted that if an assumption is made that spending 4.5% of your income on these services is affordable, the income needed to afford these services would be as follows:

- In FY 2000, households needed an income of \$10,000/year
- In FY 2017, households need an income of \$27,000/year
- In FY 2035, households will need an income of \$ 85,000/year

Ms. Katchmark also discussed drivers expected to impact rates, including increased enforcement of water quality violations under the Clean Water Act, more stringent standards and aging infrastructure. It was stressed that the upward trend in utility rates is not limited to Hampton Roads, as other metropolitan regions are also experiencing these challenges.

Ms. Katchmark concluded her presentation with an overview of options to keep costs affordable which centered on approaches to reduce and reallocate costs. She also outlined potential next steps in this discussion.

The CAO Committee members indicated that this analysis was very helpful and discussed and asked questions regarding the information presented by Ms. Katchmark. Most of the questions centered around the methodology for the projections, strategies to address rising costs and the impact on localities and residents.

United Way Dashboard

Mr. Crum introduced Luciano Ramos, Vice President of Programs and Integration at the United Way of South Hampton Roads. Mr. Ramos used a website to introduce CAO Committee members to the United Way Data Dashboard. The goal of this project is to provide a one-stop data portal that would be the go to source for reliable data on the Hampton Roads region. He noted that many of the categories that the data sets are organized around are consistent with the strategic priorities identified through Envision Hampton Roads, which was adopted by the Hampton Roads Planning District Commission Board.

Mr. Ramos reviewed a few of the data sets included on the Dashboard in detail with the CAO Committee and illustrated a mapping tool that allows users to do some geographic analysis of the data. He noted that this resource was developed for use by the community, and he was hopeful that the region's localities would find value in this tool.

Mr. Crum added that an important step in a collective impact model is to set strategic priorities and strategies, and to measure progress over time to address the community's goals. Having a consistent data source that community partners use to measure and track progress is a critical part of this process. He thanked Mr. Ramos and the United Way for their work on this effort and asked the CAO Committee if there were questions or comments for Mr. Ramos.

Several CAO Committee members noted that this data dashboard could serve as a useful resource for localities. At least one Committee member asked about having a staff person join the advisory committee for this project, and Mr. Ramos noted that he would welcome participation from any jurisdiction that was interested. Committee members proceeded to discuss this data dashboard and ask questions which were addressed by Mr. Ramos. The Committee thanked Mr. Ramos and the United Way staff for their work on this project.

Review of Regional Items

Mr. Crum provided an update on the following items of regional interest:

- FEMA Floodplain Program Meeting and Next Steps
- Roanoke River Basin Association (RRBA) Funding
- Regional Economic Development Site Inventory
- Regional Salary Adjustments for Localities

The CAO Committee asked questions and discussed this information.

Calendar/Location of Future Meetings

Mr. Crum reviewed the schedule and locations for upcoming Regional CAO Committee meetings. He indicated that the June 7 meeting will be held in Isle of Wight County and will include attendance by FEMA officials to discuss National Guidance for the permitting of minor development in floodplain areas. He also noted that representatives from the region's Economic Development Directors may also attend. He noted that locations are needed for the August, October and December CAO meetings. Gloucester County will host the September meeting, and Portsmouth will host the November meeting.

There being no further business to come before the CAO Committee, Mr. Baker adjourned the meeting at approximately 1:30 p.m.

Respectfully Submitted,

Robert Crum, HRPDC
Recording Secretary