

May 31, 2018

Memorandum #2018-63

TO: Hampton Roads Chief Administrative Officers

BY: James Baker, Chair

RE: Hampton Roads Chief Administrative Officers Meeting – June 6, 2018

The next Hampton Roads Chief Administrative Officers' meeting will held **Wednesday, June 6, 2018 at 11:45 AM (lunch served at 11:30 AM) at the Tidewater Community College Workforce Development Center, 7000 College Drive, Suffolk, Virginia.** The agenda and related materials are attached.

RAC/ka

Attachments

Chief Administrative Officers:

James E. Baker, CH
Mary Bunting, HA
Brent Fedors, GL
Tyrone W. Franklin, SY
Dave Hansen, VB
Michael W. Johnson, SH
Randy Keaton, IW
R. Randy Martin, FR
Neil Morgan, YK
Lydia Pettis Patton, PO
William Porter, JC
Patrick Roberts, SU
Cynthia Rohlf, NN
Doug Smith, NO
Michael Stallings, WN
Peter M. Stephenson, SM
Andrew Trivette, WM
J. Randall Wheeler, PQ

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

**Tidewater Community College
Workforce Development Center
7000 College Drive
Suffolk, VA**

**Wednesday, June 6, 2018
11:45 am
(Lunch served beginning at 11:30 am)**

I. Call to Order

II. Meeting Minutes

The summary minutes from the May 2, 2018 Regional CAO Committee meeting are attached for the Committee's review and approval.

III. Approval of Agenda

The CAO Committee should consider any additions or revisions to the meeting agenda.

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

V. Introduction - Christopher Hall, VDOT Hampton Roads District Engineer

On April 18, Mr. Hall began his duties as the next District Engineer for the VDOT Hampton Roads District. Mr. Hall is a licensed professional engineer in Virginia and Ohio and has nearly 30 years of experience in leadership roles with the United States Army and the United States Army Corps of Engineers (USACE). Mr. Hall recently served as the USACE District Commander for the St. Louis District, overseeing the maintenance and operations of strategic inland and navigation and water control infrastructure. He earned a bachelor of science degree in civil engineering from the Virginia Military Institute, a master's degree in engineering from the Pennsylvania State University and a master's in strategic studies from the United States Army War College.

Mr. Hall will attend the CAO Committee meeting to provide a brief introduction to Committee members.

VI. Regional Economic Development Coordination

At the May 17 HRPDC meeting, the Commission held a discussion on approaches to improve the economic competitiveness of Hampton Roads. As part of this agenda item, the Commission received the following presentations:

- HREDA President and CEO Rick Weddle, HREDA Chair Grig Scifres and IBM-Plant Location International Team Member Gene DePrez – presentation on a recent analysis of the Hampton Roads economy and recommendations to improve regional economic performance and job creation.
- Stephen Moret, President and CEO of the Virginia Economic Development Partnership (VEDP) – presentation on the work of VEDP and the importance of shovel ready economic development sites.

Following these presentations, the HRPDC held an extensive discussion on the information presented, including the current regional structure for economic development efforts in Hampton Roads. At the conclusion of this discussion, the HRPDC forwarded this topic to the CAO Committee, with a request that the Committee recommend action steps for improving the economic competitiveness of Hampton Roads.

Mr. Crum will introduce this item and request discussion and direction from the Committee.

VII. Other Business

The July CAO Committee meeting is scheduled for the July 4th Holiday. The Committee should determine if the CAO Committee meeting should be rescheduled for another date in July or be deferred until the next regularly scheduled meeting on August 1.

VIII. Future Agenda Topics/Regional Interest Items

IX. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of May 2, 2018**

The May 2, 2018 Chief Administrative Officers (CAO) Committee meeting was called to order at approximately 11:45 a.m. by Mr. James Baker, CAO Committee Chair and Chesapeake City Manager, in The Smithfield Center located at 220 N. Church Street in Smithfield, Virginia. The following members were in attendance:

James Baker, Chesapeake
Marvin Collins, Williamsburg
Brent Fedors, Gloucester County
Michael Johnson, Southampton County
Randy Keaton, Isle of Wight County
Neil Morgan, York County
William Porter, James City County
Patrick Roberts, Suffolk
Cynthia Rohlf, Newport News
Michael Stallings, Windsor
Peter Stephenson, Smithfield
Randy Wheeler, Poquoson

Others Recorded Attending

Robert Crum, HRPDC
Keith Cannady, HRPDC
John Sadler, HRPDC
Matt Smith, HRPDC
Ron Carlee, ODU
Tancy Vandecar-Burdin, ODU
Diane Kaufman, Senator Kaine's Office
Jim Spore, Reinvent Hampton Roads
Mark Geduldig-Yatrofsky, Portsmouth Resident

Mr. Baker thanked Peter Stephenson for hosting today's meeting at the Smithfield Center. He proceeded to refer CAO Committee members to the minutes from the April 4, 2018 CAO Committee meeting that were included with the agenda. There being no corrections or additions, the Summary Meeting Minutes from the April 4 meeting were approved as presented.

Approval of Agenda

Mr. Baker asked the Committee if there were any additions or revisions to the meeting agenda. Mr. Crum thanked Mr. Stephenson for his efforts to host the CAO Committee at the Smithfield Center, and noted that Mr. Stephenson will be retiring from the Town of Smithfield at the end of June. He thanked Mr. Stephenson for his service and for his

support of the work of the HRPDC and wished him the best in his retirement. CAO Committee members joined Mr. Crum in congratulating Mr. Stephenson on his upcoming retirement.

Mr. Crum recommended that Ms. Diane Kaufman from Senator Kaine's office be provided an opportunity to address the CAO Committee. Committee members concurred and added this item to the agenda.

Ms. Kaufman noted that on Friday, June 8, Senator Kaine would be hosting a Workforce Development session at the Hampton Roads Convention Center. She invited CAO Committee members and their staffs to attend and participate in this event.

Public Comment Period

There were no public comments provided by those in attendance.

Regional Economic Development Sites Inventory

Mr. Baker asked Mr. Crum to introduce this item. Mr. Crum noted that at the February 2018 meeting of the HRPDC, the Commission discussed a regional economic development sites inventory. Following this presentation, the Commission forwarded the inventory to the region's localities for review and comment, with a request that any revisions to the inventory be returned to the HRPDC staff by April 6, 2018.

Mr. Crum noted that during the discussion of the site inventory by the HRPDC, several Commission members expressed interest in exploring the potential for joint site preparation and revenue sharing. This topic was further discussed at the March 7 CAO Committee meeting. Mr. Crum explained that CAO Committee members noted that the Peninsula localities were developing a revenue sharing framework as part of work related to the unmanned systems initiative, and this framework could serve as a template if there is interest in pursuing joint economic development site preparation and revenue sharing. It was noted that the revenue sharing framework for the unmanned systems initiative should be ready for review in early fall.

Mr. Crum noted that Mr. Stephen Moret, President and CEO of the Virginia Economic Development Partnership (VEDP), will make a presentation to the HRPDC at its May 17 meeting on the work of the VEDP. Included in this presentation will be a discussion on the importance of shovel ready sites to support job creation.

Mr. Crum discussed potential next steps for the site inventory initiative. He stressed that the work completed to date has always been viewed as Phase I of this effort in that it has been limited to those sites over 100 acres in size. He noted that this was considered a good starting point and was consistent with VEDP's threshold for mega sites. Mr. Crum noted that staff realizes the importance of also considering sites below 100 acres in size including redevelopment areas.

He went on to suggest that a next step for the site inventory project could be to have the sites certified according to their development readiness based on VEDP tiers. He noted that HRPDC staff has been coordinating efforts with Reinvent Hampton Roads to identify funding to support this effort. He noted that there are only a few Tier 5 mega sites available in Virginia, and that completing this site certification for the top 20 large sites in Hampton Roads could be very positive for our region. Mr. Crum and Mr. Baker asked the CAO Committee for input on the information presented, including opinions on having certifications completed for the region's top 20 mega sites.

Overall, there was support for proceeding with the site certification process. A summary of comments expressed by the CAO Committee members is as follows:

- Very important to include private property owners in this process.
- Our role should be as a facilitator, enable the private sector to advance these sites to development. Incentives could be key – we need to provide the appropriate tools for property owners to work with.
- There are approximately 60 acres of publically owned land in Isle of Wight near the airport that could be a potential opportunity.
- There are other large sites in the region but they do not have the appropriate zoning – we should identify those sites that were excluded through the inventory process because of zoning.
- Need to distinguish between public vs. privately owned sites.
- Ask localities which sites should proceed through the certification process.
- Overall support for proceeding with the site certification effort.

Mr. Baker and Mr. Crum thanked CAO Committee members for their input and direction on this topic.

Old Dominion University Life in Hampton Roads Annual Survey

Mr. Crum introduced Ron Carlee and Tancy Vandecar-Burdin from Old Dominion University who were present to discuss the results of the Annual Life in Hampton Roads Survey. Dr. Vandecar-Burdin provided some background information about this survey, noting it is in the eighth year of data collection. She stated it is a telephone survey administered to over 900 Hampton Roads residents, including cell and landlines. The results are weighted by various demographics and phone usage to correct for over/under-sampling. It is not a longitudinal panel – a random selection is used each year.

Dr. Vandecar-Burdin summarized some of the results of the survey, addressing topics including:

- Survey methodology – margin of error/reliability at regional and local level
- City where respondents reside

- Quality of life in Hampton Roads, city and neighborhood of residence
- Quality of life by race

Dr. Carlee summarized survey results relating to topics such as:

- Race relations by city
- Police relations
- Perceptions of economic conditions
- Tourism
- Congestion and tolls
- Light rail
- Flooding

Dr. Carlee concluded by discussing approaches to increase the validity of the survey data at the local level.

Following this presentation, the CAO Committee discussed the information presented and thanked Dr. Carlee and Dr. Vandecar-Burdin for their presentation and overview.

Public Safety in Local Schools

Mr. Crum noted that at a previous CAO Committee meeting, members stated it would be helpful to understand the requests each locality is receiving to address public safety in local schools. Mr. Crum suggested that the CAO Committee hold a roundtable discussion to share information on this topic from each locality.

Mr. Baker facilitated this conversation, and each CAO Committee member shared information from their locality on this issue.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:20 pm.

Respectfully Submitted,

Robert Crum, HRPDC
Recording Secretary