

October 31, 2018

**Memorandum #2018-131**

**TO: Hampton Roads Chief Administrative Officers**

**BY: James Baker, Chair**

**RE: Hampton Roads Chief Administrative Officers Luncheon Meeting – November 7, 2018**

The agenda and related material are attached for the next Hampton Roads Chief Administrative Officers' meeting on Wednesday, November 7, 2018. The meeting will begin at 11:45 AM (lunch served at 11:30 AM) at the Virginia Beach Convention Center, second floor, 1000 19th St., Virginia Beach.

CAOs are encouraged to invite budget directors and staff to accompany them and participate in a discussion with economists from around the region. In order to plan for an appropriate number of attendees and the requisite number of lunches, please email Kelli Arledge at [karledge@hrpdcva.gov](mailto:karledge@hrpdcva.gov) and let her know how many staff plan to accompany you to the meeting.

RAC/ka

Attachments

**Chief Administrative Officers:**

James E. Baker, CH  
Mary Bunting, HA  
Brent Fedors, GL  
Dave Hansen, VB  
Michael W. Johnson, SH  
Randy Keaton, IW  
Clarence Monday, FR  
Neil Morgan, YK  
Lydia Pettis Patton, PO  
Patrick Roberts, SU  
Cynthia Rohlf, NN  
Doug Smith, NO  
Michael Stallings, WN  
Scott Stevens, JC  
Brian Thrower, SM  
Andrew Trivette, WM  
Sanford Wanner, SY  
J. Randall Wheeler, PQ

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

**NOVEMBER 7, 2018  
11:45 am  
(Lunch served beginning at 11:30 am)**

**Virginia Beach Convention Center  
1000 19th St., 2nd Floor  
Virginia Beach, VA 23451**

- I. Call to Order**
- II. Meeting Minutes**
- III. Approval of Agenda**
- IV. Public Comment Period (limit 3 minutes per individual)**
- V. Economic Forum**

About ten years ago, the City of Virginia Beach began hosting a regional economic forum for the purpose of bringing together chief administrative officers, budget directors, and economists at the beginning of the budget season to discuss current economic conditions and the outlook for the coming year. The forum provided an opportunity for staff from Hampton Roads' localities to engage with each other and have an open conversation with regional economists regarding expectations for the Hampton Roads economy.

Beginning last year, the City of Virginia Beach agreed to move the forum to the Chief Administrative Officers Committee, where CAOs can invite their budget directors and staff to accompany them in a discussion with economists from around the region. The discussion will begin with a brief economic overview, followed by an exchange of information, ideas and discussion with the CAO Committee.

***CAO Committee members are encouraged to invite budget directors or staff from their localities who would benefit from this discussion.***

**VI. Future Meeting Topics**

The CAO Committee should discuss potential topics for upcoming CAO Committee meetings. Some items that have been identified as potential topics include:

- Debrief on Hurricane Florence
- Restructuring of HREDA – Review of MOU
- Regional Approach to Verizon 5G Network

**VII. Adjournment**

**Hampton Roads Planning District Commission (HRPDC)  
Chief Administrative Officers Meeting  
Summary Minutes of October 3, 2018**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at 11:45 a.m. by Ms. Mary Bunting, CAO Committee Vice Chair and Hampton City Manager in the Banquet Room of the Riverwalk Restaurant located at 323 Water Street in Yorktown. The following members were in attendance:

Mary Bunting, Hampton  
Brent Fedors, Gloucester County  
Randy Keaton, Isle of Wight County  
Neil Morgan, York County  
Cynthia Rolf, Newport News  
Doug Smith, Norfolk  
Michael Stallings, Windsor  
Scott Stevens, James City County  
Andrew Trivette, Williamsburg  
Sandy Wanner, Surry County  
Randy Wheeler, Poquoson

Others Recording Attending:

Robert Crum, HRPDC  
Keith Cannady, HRPDC  
Greg Grootendorst, HRPDC  
Ben McFarlane, HRPDC  
Whitney Katchmark, HRPDC  
Diane Kaufman, Senator Kaine's Office  
Jim Spore, Reinvent Hampton Roads  
Grig Scifres, HREDA  
Mark Geduldig-Yatrofsky, Portsmouth Resident

Ms. Bunting noted that CAO Committee Chair Jim Baker is away on vacation, and she has agreed to chair and facilitate today's meeting. She thanked Mr. Morgan and York County for hosting today's meeting.

**Meeting Minutes**

Ms. Bunting asked if there were any revisions to the minutes from the previous CAO Committee meeting. Mr. Crum noted that Mr. Geduldig-Yatrofsky's name was inadvertently left off the attendance list from the last meeting. Mr. Crum thanked him for bringing this omission to staff's attention. With this addition, the CAO Committee approved the Summary Minutes from the September 5, 2018 CAO Committee meeting.

## **Approval of Agenda**

Ms. Bunting asked the Committee if there were any additions or revisions to the meeting agenda. There were no suggestions received and the agenda was accepted as presented.

## **Public Comment Period**

Ms. Bunting asked if there were any public comments. Mr. Geduldig-Yatrofsky indicated that he emailed Mr. Crum a New York Times story about climate change and requested that this article be incorporated in the next set of minutes for the CAO Committee.

This story can be found at the following link:

<https://www.nytimes.com/interactive/2018/08/01/magazine/climate-change-losing-earth.html>

Mr. Geduldig-Yatrofsky noted that he is very concerned about the apparent changes in our climate. He noted the increased severity and frequency of storms, wildfires and other weather events as evidence. He also stressed the importance of this issue to Hampton Roads due to sea level rise and land subsidence and stressed the importance of our region working together to address this issue.

## **Sea Level Rise Scenarios**

Mr. McFarlane introduced this item noting that the HRPDC staff has updated regional sea level rise scenarios based on the latest NOAA projections. These scenarios have been incorporated into a recommended approach for factoring sea level rise into planning efforts and the design of projects. The HRPDC staff and Coastal Resiliency Committee have recommended that the Commission consider a resolution encouraging local governments to adopt the approach. Mr. McFarlane explained that the Coastal Resiliency Committee recommended the following:

- Using 1.5 feet of sea level rise for near-term planning
- Using 3 feet of sea level rise for mid-to long-term planning
- Using the supplied regional scenario curves as part of a benefit-cost analysis to determine an appropriate amount of sea level rise to use for designing specific projects.

He further explained that the CAO Subcommittee on Sea Level Rise met this morning prior to the full CAO meeting and reviewed these recommendations. The Subcommittee recommends that a long-term scenario be added indicating that for long-term decisions, 4.5 feet of sea level rise should be used.

After discussion and information exchange, the CAO Committee voted unanimously to forward the recommendation to the HRPDC that 1.5 feet of sea level rise be used for near term planning and decisions, 3 feet for mid-term and 4.5 feet of sea level rise for long term planning and decisions.

## **Regional Economic Development Program**

Mr. Crum noted that at its September 5th meeting, the CAO Committee discussed the future of regional economic development efforts in Hampton Roads. The Committee reviewed a white paper prepared by HRPDC staff that identified some potential core principles around regional economic development, provided background information on a potential future for economic development in Hampton Roads and compared the current economic development model with a potential new model. After this discussion, the CAOs requested that the parameters of a draft Memorandum of Understanding be prepared that defined each partner's role in a potential regional economic development model, and a corresponding budget that would illustrate each partner's financial commitment.

Mr. Crum turned the presentation over to Jim Spore with Reinvent Hampton Roads and Grig Scifres, Chair of the Hampton Roads Economic Development Alliance. Mr. Spore and Mr. Scifres reviewed draft terms for a regional economic development program that would move the region toward a regionally coordinated program as recommended by the IBM International Report. The CAO Committee held an extensive discussion with Mr. Spore and Mr. Scifres, asking questions and requesting clarification on various items of the proposal.

At the conclusion of this presentation, the CAO Committee requested that the terms be used to draft a formal MOU that could be considered by the localities. CAO Committee members noted that budget preparation will begin in January, and that it would be very helpful to have an MOU to consider which clearly identified the funding expectations for the public sector. Mr. Scifres indicated that he would be willing to offer his legal services to draft an MOU in November. Mr. Crum indicated that he would circulate the draft terms to the CAO Committee for review and request comments by early November. He will in turn provide those comments to Mr. Scifres for his use in preparing an MOU. The Committee agreed that this was an appropriate strategy for proceeding.

## **Other Business**

Ms. Bunting asked if there was other business to be discussed by the CAO Committee.

Mr. Crum noted that at a Regional Broadband Steering Committee meeting, interest was expressed in a regional approach to coordinating discussion with Verizon regarding the roll out of the 5G network. CAO Committee members agreed that a regionally coordinated approach could offer advantages to the community.

Mr. Crum noted that the November CAO meeting will be held in Virginia Beach, with the focus being a discussion of regional economic trends with regional economists. The goal of this session is to provide information that will be helpful to the CAOs as they head into budget preparation season, and the CAOs are encouraged to bring their Finance Directors to this meeting.

## **Adjournment**

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:35 pm.

Respectfully Submitted,

Robert Crum, HRPDC  
Recording Secretary