

September 28, 2018

Memorandum #2018-118

TO: Hampton Roads Chief Administrative Officers

BY: James Baker, Chair

RE: Hampton Roads Chief Administrative Officers Luncheon Meeting – October 3, 2018

The next Hampton Roads Chief Administrative Officers' meeting will held Wednesday, October 3, 2018 at 11:45 AM (lunch served at 11:30 AM) in the Banquet Room of the Riverwalk Restaurant, 323 Water Street, Yorktown. The agenda and related materials are attached.

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Attachments

Chief Administrative Officers:

James E. Baker, CH
Mary Bunting, HA
Brent Fedors, GL
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
Brian Thrower, SM
Andrew Trivette, WM
Sanford Wanner, SY
J. Randall Wheeler, PQ

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

**Riverwalk Restaurant
(Banquet Room)
323 Water Street, Yorktown**

**WEDNESDAY
OCTOBER 3, 2018**

**11:45 am
(Lunch served beginning at 11:30 am)**

I. Call to Order

II. Meeting Minutes

The summary minutes from the September 5, 2018 Regional CAO Committee meeting will be presented 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. Sea Level Rise Scenarios

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, which recommends:

- using 1.5' of sea level rise for near-term planning
- using 3' 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

Attached for the CAO Committee's review is background information on this topic. Staff requests the Committee's input and direction on this item.

VI. Regional Economic Development Program

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.

Following 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 and Mr. Spore will review this information and request input from the Committee.

VII. Regional Economic Development Sites Inventory

Mr. Crum and Mr. Spore will provide a status report on the Regional Economic Development Site Inventory and next steps for this effort.

VIII. Other Business

- Potential Regional Approach to Verizon 5G

IX. Regional Interest Items

As time permits, CAO Committee members will be asked to share any items of regional interest.

X. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of September 5, 2018**

The Chief Administrative Officers (CAO) Committee Meeting was called to order at approximately 11:45 AM by Mr. James Baker, CAO Committee Chair and Chesapeake City Manager in the Mercury Ballroom of the Embassy Suites, located at 1700 Coliseum Drive in Hampton, Virginia. The following members were in attendance:

James Baker, Chesapeake
Mary Bunting, Hampton
Brent Fedors, Gloucester
Dave Hansen, Virginia Beach
Mike Johnson, Southampton County
Randy Keaton, Isle of Wight County
Randy Martin, Franklin
Neil Morgan, York County
Lydia Pettis Patton, Portsmouth
William Porter, James City County
Patrick Roberts, Suffolk
Cynthia Rolf, Newport News
Doug Smith, Norfolk
Michael Stallings, Windsor
Brian Thrower, Smithfield
Andrew Trivette, Williamsburg
Randy Wheeler, Poquoson

Others Recording Attending

Bob Crum, HRPDC
Keith Cannady, HRPDC
Greg Grootendorst, HRPDC
Ron Carlee, ODU
Hui-Shan Walker, Hampton
Bruce Sterling, VDEM
Erin Carter, Senator Warner's Office
Jim Spore, Reinvent Hampton Roads

Mr. Baker welcomed everyone to the CAO Committee meeting and thanked Ms. Bunting and the City of Hampton for hosting today's session at the Embassy Suites. He noted that he really appreciates the attendance and participation of all CAO Committee members at these meetings.

Approval of Agenda

Mr. Baker 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

Mr. Baker asked if there were any public comments, and there were no public comments provided from the audience.

Emergency Management Conference Call Protocol

Mr. Crum introduced Hui-Shan Walker, Emergency Management Coordinator for the City of Hampton, Bruce Sterling with the Virginia Department of Emergency Management (VDEM) and John Sadler, Emergency Management Administrator with the HRPDC.

Ms. Walker noted that beginning in the fall of 2017, the Regional CAO Committee and the Regional Emergency Management Coordinators began to organize conference calls leading up to emergency events to promote information exchange between Hampton Roads localities. Ms. Walker is the chair of the HRPDC All Hazards Advisory Committee (AHAC), and the protocol has been for the CAO Committee Chair and the AHAC Chair to work together to make a determination on when these calls will occur. Ms. Walker said there are two reasons for today's agenda item. First is to determine if these conference calls are helpful and should continue to occur. The second item is to review the protocol for these calls.

The CAO Committee held a roundtable discussion regarding the value of the CAO/Emergency Management conference calls. There was consensus that the conference calls were very valuable. Several CAOs noted that it is very helpful to exchange information on the status of local government operations, especially since locality employees drive to work from throughout the Hampton Roads region. Other CAOs noted that it is a very large region, and that weather conditions can vary significantly. However, it is still valuable to exchange information on not only local government operations but school closings, roadway conditions and status, sheltering, etc. Overall, the CAO Committee concluded that the current format of the calls works very well and the calls should continue.

Mr. Sterling from VDEM also shared information on VDEM regional calls as well as their format and goals.

Regional Economic Development Program

Mr. Baker asked Mr. Crum to introduce this item. Mr. Crum noted that during its last several meetings, the CAO Committee discussed the future of regional economic development efforts in Hampton Roads. To assist the CAO Committee in reaching

consensus on a potential path forward, the HRPDC staff circulated a brief white paper on August 27th to Committee members. Mr. Crum noted that this white paper was also provided as an attachment to the agenda. The white paper provides some potential core principles, provides brief background information on a potential future for economic development in Hampton Roads, and compares the current regional economic development model with a potential new model. Mr. Crum noted that this information was provided in response to questions raised at last month's CAO meeting, where questions were asked regarding the type of changes that would be needed to create a cohesive regional economic development program. He noted the opportunity that the Hampton Roads region has to leverage the generational investments being made in our region around items such as:

- Over \$5 Billion in transportation improvements
- Leveraging of the transatlantic broadband cables and creating an interconnected regional fiber ring
- Deepening and widening of the harbor channel to continue to grow the Port of Virginia into the premier port on the east coast
- Advancement of the Sustainable Water Initiative for Tomorrow (SWIFT) project

Mr. Crum noted that Hampton Roads has an opportunity to create a regional economic development program to leverage these investments as economic development and job creation drivers. He turned the discussion back to Mr. Baker, who facilitated a discussion with the CAO Committee. Major discussion points included the following:

- Overall, there was agreement with the core principles presented in the HRPDC white paper.
- There are too many repetitive organizations in the region that need to be aligned. What is needed is a collective impact model with an umbrella organization to align efforts into a cohesive economic development strategy and program. We cannot fix just one component of this network and expect to be successful; we must be comprehensive in our approach.
- The Brookings Model noted in the HRPDC white paper is the approach that is successful in thriving metropolitan regions. Workforce development, entrepreneurship, clusters and innovation, infrastructure, business expansion and retention, sites and real estate and business attraction must all be part of a comprehensive strategy.
- We need to have leadership for this effort from the highest levels of government, business, higher education and nonprofit communities.

- Need to understand that there are different categories of organizations that must be involved from the Non-Profit, Government and Private Sectors. We need collaboration between these entities.
- Excited about our potential, but need to understand it will be difficult to transform from our current model.
- Next steps should be to develop the framework of a Memorandum of Understanding (MOU) that clearly defines each partner's responsibilities and commitment. Also need to prepare a draft budget to understand the financial resources/commitment needed to advance this effort.

Mr. Spore and Mr. Crum indicated they would work to develop a draft MOU and budget and present this information back to the CAO Committee for discussion.

Recycling

Mr. Crum noted that significant changes to the overall recycling market are creating challenges for Hampton Roads localities. Mr. Wheeler and Mr. Morgan provided an update to the CAO Committee on discussions in their localities related to this issue. In addition, other CAO Committee members shared information on recycling issues in their localities. Mr. Cannady also discussed the facilitation that has occurred at the HRPDC with local staffs on this topic.

Other Business

Mr. Crum noted that Mr. Randy Martin, Manager from the City of Franklin, recently announced his retirement. Mr. Hansen from the City of Virginia Beach provided an overview of Mr. Martin's successful career, noting his many accomplishments. Mr. Hansen congratulated Mr. Martin on behalf of the CAO Committee and wished him the very best in his retirement. Mr. Crum proceeded to present Mr. Martin with a plaque of appreciation for his service to the HRPDC and the Hampton Roads region.

Adjournment

The CAO Committee meeting was adjourned at approximately 1:40 pm.

Respectfully submitted,

Robert Crum, HRPDC
Recording Secretary