



April 27, 2016

Memorandum #2016-55

TO: Chief Administrative Officers

BY: James Bourey, Chair

RE: Chief Administrative Officers Meeting – May 4, 2016

The next meeting of the Hampton Roads Chief Administrative Officers will be held **May 4, 2016 at 11:45 A.M.** (lunch will be served at 11:30 A.M.) at the **Surf Rider, 105 Rens Road, Poquoson, VA 23662.**

The agenda and related materials are attached.

BC/jc

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

Marcus Jones, NO
R. Randy Martin, FR
Neil Morgan, YK
Lydia Pettis Patton, PO
Patrick Roberts, SU
Michael Stallings, WINDSOR
Peter M. Stephenson, SM
Sanford Wanner, IW
J. Randall Wheeler, PQ

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

May 4, 2016

11:45 a.m.

(Lunch served beginning at 11:30 a.m.)

**Surf Rider
105 Rens Road
Poquoson, VA 23662**

I. Call to Order

II. Meeting Minutes (Attachment II)

The summary minutes from the April 6, 2016 Regional CAO Committee meeting are attached for the Committee's review and approval.

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

IV. Introduction – Rick Weddle, President and CEO, Hampton Roads Economic Development Alliance

V. Update on Hampton Roads Crossing Study (HRCS)

Mr. Jim Utterback, VDOT District Administrator, will provide an update/status report on the HRCS Supplemental Environmental Impact Statement process.

VI. Follow-up from April 21, 2016 HRPDC Retreat

The HRPDC Executive Director will discuss takeaways from the HRPDC Retreat regarding the Governance Structure proposal and the Regional CEDS initiative, outline next steps and request input from the Regional CAO Committee.

VII. May 19, 2016 HRPDC Meeting

The HRPDC Executive Director will summarize agenda items for the May 19, 2016 HRPDC meeting.

VIII. Regional Interest Items

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

IX. Calendar/Location of Future Meetings

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

June 1	Williamsburg
July 6	_____
August 3	Isle of Wight
September 7	_____
October 5	York County
November 2	_____
December 7	_____

X. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of April 6, 2016**

Mr. James Bourey, City of Newport News, called the Chief Administrative Officers Meeting to order at 11:45 a.m. in the City of Chesapeake Economic Development Department Conference Room located at 676 Independence Parkway, Chesapeake, Virginia, with the following in attendance:

James Bourey (NN)
Dave Hansen (VB)
Neil Morgan (YK)
Jim Baker (CH)
Brent Fedors (GL)
Marcus Jones (NO)

Lydia Pettis Patton (PO)
Michael Stallings (Windsor)
Marvin Collins (WM)
Sanford Wanner (IW)
Peter Stephenson (SM)
R. Randy Martin (FR)

Others Recorded Attending:

Robert Crum (HRPDC)
Randy Keaton (HRPDC)
Julia Hillegass (HRPDC)
Diane Kaufman (U.S. Sen. Kaine's Office)
Drew Lumpkin (U.S. Sen. Warner's Office)

Mr. Bourey brought CAO Committee members attention to the summary minutes from the March 2, 2016 Regional CAO Committee meeting. The Committee unanimously approved the Summary Minutes.

HRPDC Retreat Agenda and Format

Mr. Robert Crum, HRPDC Executive Director, reviewed the April 21, 2016 HRPDC retreat agenda and format and noted the HRTPO meeting is cancelled for April which will allow the retreat meeting to be extended to 12:00 p.m. He indicated Commission Members will be broken into small tables to accommodate better discussion, and reviewed the four topics on the agenda will be:

- Opportunity for the HRPDC to take a lead role in preparing a regional Comprehensive Economic Development Strategy (CEDS)
- Recommended HRPDC governance structure
- Envision Hampton Roads update
- HRPDC Legislative Strategy

Mr. Crum indicated he was approached by the Hampton Roads Economic Development Alliance (HREDA) before he arrived in Hampton Roads in regards to the need for a CEDS, and stated the City of Norfolk has missed funding opportunities due to the lack of one. Additionally, he noted Reinvent Hampton Roads is funding a cluster analysis that can be used in the CEDS process.

Mr. Bourey requested Peninsula representatives be consulted for the HRPDC Retreat agenda material on the need for a CEDS. Mr. Crum agreed to contact the Peninsula Chamber of Commerce and the Peninsula Council on Workforce Development.

Committee members questioned the availability of funding from EDA for the development of the CEDS. Mr. Crum answered EDA funds had previously been used and another source of funding should be considered. Mr. Bourey recommended the development of the CEDS performed by the HRPDC. After discussion the recommendation was approved by consensus.

Mr. Crum reviewed the recommended governance approach for the Commission which previously had been developed by the Committee. There was discussion regarding the weighted voting procedure that will need to be implemented, due to reduced Commission size. Additionally, Committee Members asked when the changes should take effect and the bylaws revisions needed, should the Commission accept the recommendations.

Mr. Crum discussed the Envision Hampton Roads process and the need for a Regional Strategic Plan. Mr. Crum and Ms. Jai McBride, HRPDC Principal Regional Planner, will brief the Commission on the Envision Hampton Roads process and recent activities at the Retreat.

He noted the final retreat item will be the HRPDC legislative strategy. Mr. Crum stated staff plans to conduct a series of meetings in the following months, with the region's Caucus members to prepare for the next General Assembly session. Regional legislative issues suggested by the Committee include:

- Education
- Discretion on local tax issues such as meals tax and cigarette tax for counties
- Proffer legislation
- Risk management costs.

Committee members strongly indicated the list presented to the Caucus needs to be limited.

Examples of Regional Cooperation

Mr. Crum acknowledged the community perception regarding the level of regional cooperation in Hampton Roads. Frequently, people are not aware of the collaboration that currently exists in the region. Discussion ensued and options of publicizing these cases include, producing an annual report detailing examples of regional cooperation, and/or localities highlighting activities at monthly Commission meetings. Additionally, Committee Members shared examples of regional cooperation.

Regional Interest Items

Committee Members shared information in a roundtable discussion on issues or concerns within their jurisdictions that are of regional interest.

Future meeting topics discussed for the CAO Committee include broadband. Mr. Dave Hansen, City of Virginia Beach, explained the City's efforts to expand the network by developing the middle mile for Broadband. He indicated the City of Virginia Beach has been partnering with Old Dominion University and Tidewater Community College. The Committee requested this topic be included on the May 4, 2016 CAO Committee Agenda.

Mr. Bourey requested an update on Go Virginia. Mr. Crum explained there will be 10 regional councils and a Statewide Council to oversee the program. He noted the Regional Councils are required be a public-private partnership and recognized Governor McAuliffe's concerns in regards to the size of the Statewide Council.

Additional regional items of interest discussed include; internships for a School of Government class, and the need for higher quality train service to Richmond

Calendar/Location of Future Meetings

A calendar for future meeting locations was distributed to allow each locality to indicate when they can host the monthly CAO Committee meeting.

There being no further items for discussion, the meeting was adjourned at 1:30 pm.

Respectfully Submitted,
Robert Crum, Recording Secretary