

May 25, 2016

Memorandum #2016-64

TO: Chief Administrative Officers

BY: James Bourey, Chair

RE: Chief Administrative Officers Meeting – June 1, 2016

The next meeting of the Hampton Roads Chief Administrative Officers will be held **June 1, 2016 at 11:45 A.M.** (lunch will be served at 11:30 A.M.) at the Stryker Center, 412 N. Boundary Street, Room 127, Williamsburg, VA 23185.

The agenda and related materials are attached.

BC/ka

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, WN
Peter M. Stephenson, SM
Sanford Wanner, IW
J. Randall Wheeler, PQ

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

**JUNE 1, 2016
11:45 AM
(Lunch served beginning at 11:30 AM)**

**Stryker Center
412 N. Boundary Street
Room 127
Williamsburg, VA 23185**

I. Call to Order

II. Meeting Minutes

The summary minutes from the May 4, 2016 Regional CAO Committee meeting are attached for the Committee's review and approval.

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

IV. Virginia Beach Broadband Initiative

Virginia Beach staff will provide the CAO Committee an overview of the City's broadband initiative. HRPDC staff recommends that the Committee discuss opportunities to expand this effort to other jurisdictions within the Region.

V. Regional Public Safety Coordination

At the May 19 HRPDC meeting, the Commission asked the CAO Committee to discuss regional public safety coordination and make recommendations to the HRPDC on possible strategies that could be considered by the Region. Staff recommends that the CAO Committee discuss this issue and provide direction to HRPDC staff on how to proceed.

VI. May 19 HRPDC Meeting

The Executive Director will summarize agenda items for the May 19 HRPDC meeting, which will include:

- Annual HRPDC Economic Benchmarking Report
- Revisions to the HRPDC Governance Structure
- HRPDC Annual Work Program

VII. Regional Interest Items

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

VIII. Calendar/Location of Future Meetings

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

July 6 _____

August 3 Isle of Wight

September 7 _____

October 5 York County

November 2 _____

December 7 _____

IX. Adjournment

**Hampton Roads Planning District Commission (HRPDC)
Chief Administrative Officers Meeting
Summary Minutes of May 4, 2016**

James Bourey, City of Newport News, called the Chief Administrative Officers Meeting to order at 11:45 am in the Surf Rider restaurant located at 105 Rens Road, Poquoson, Virginia, with the following in attendance:

James Bourey (NN)	Patrick Roberts (SU)
J. Randall Wheeler (PQ)	Michael Stallings (Windsor)
Neil Morgan (YK)	Marvin Collins (WM)
Jim Baker (CH)	Michael Johnson (SH)
Bryan J. Hill (JC)	R. Randy Martin (FR)
Mary Bunting (HA)	

Others Recorded Attending:

Robert Crum (HRPDC)
Randy Keaton (HRPDC)
Camelia Ravanbakht (HRTPO)
Jim Utterback (VDOT)
Tony Gibson (VDOT)
Rick Weddle (HREDA)
Diane Kaufman (U.S. Sen. Kaine's Office)

Mr. Bourey brought CAO Committee members' attention to the summary minutes from the April 6, 2016 Regional CAO Committee meeting. The Committee unanimously approved the Summary Minutes.

Rick Weddle, President and CEO, Hampton Roads Economic Development Alliance

Mr. Bourey introduced Mr. Weddle as the new President and CEO of the Hampton Roads Economic Development Alliance (HREDA). Mr. Bourey explained that he currently serves on the Board of Directors for HREDA and he previously worked with Mr. Weddle in the Phoenix, Arizona area. Mr. Weddle stated that he is currently learning about HREDA and creating relationships as part of his onboarding process. He distributed his contact information to the committee members and invited them to contact him.

Update on Hampton Roads Crossing Study (HRCS), Jim Utterback, VDOT District Administrator

Mr. Utterback presented a briefing on the Supplemental Environmental Impact Statement (SEIS) for the HRCS. He reviewed the timeline and the purpose & need for the Hampton Roads Crossing. He stated that several draft reports are currently under review and comment by the cooperating agencies. The draft SEIS will be published in late July/ early August 2016 for a 45-day public review. There will be public hearings toward the end of

the 45-day public comment period on the Peninsula and Southside locations. The schedule calls for the Commonwealth Transportation Board (CTB) to be briefed in the October/November time period. A formal action by the CTB is anticipated during its November meeting. The Final SEIS is scheduled for publication in mid- 2017 and the first Record of Decision expected in mid to late 2017.

Follow-up from HRPDC Retreat

Mr. Crum updated the committee members on the results from the Retreat. He reported that:

- The Commission agreed for staff to proceed with the development of a Comprehensive Economic Development Strategy (CEDS) with existing HRPDC resources.
- The Commission agreed for staff to move forward on the recommended changes to the Governance Structure for the Commission. Mr. Crum stated that the bylaws will need to be amended which is a relatively easy process; however, the charter agreement will also need to be amended and submitted to each of the jurisdictions for approval. He also stated that the goal is for the changes to be in effect for the October annual meeting.

May 19, 2016 HRPDC Meeting

Mr. Crum reported on items that will be on the agenda for the upcoming HRPDC meeting including the development of a legislative strategy in preparation for the 2017 General Assembly session and an update on our Coastal Resiliency program.

Regional Interest Items

The Region's CAOs shared information in a roundtable discussion on issues or concerns within their jurisdictions that are of regional interest.

Mr. Crum and Mr. Weddle reported on an industry cluster analysis meeting that was held earlier in the day by Reinvent Hampton Roads.

Calendar/Location of Future Meetings

A calendar for future meeting locations was distributed for 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