

March 28, 2019

**Memorandum #2019-50**

**TO: Hampton Roads Chief Administrative Officers**

**BY: James Baker, Chair**

**RE: Hampton Roads Chief Administrative Officers Luncheon Meeting – April 3, 2019**

The next luncheon meeting of the Hampton Roads Chief Administrative Officers will be held Wednesday, April 3, 2019, and will be hosted by the City of Chesapeake at the Chesapeake City Hall Building, 4th Floor Training Room, 306 Cedar Road, Chesapeake. Please take the elevators to the 4th floor and follow the signs to the training room. A parking map for the surrounding area is also included for your use. The meeting will begin at 11:45 AM with lunch served at 11:30 AM. The agenda is attached for your information.

RAC/ka

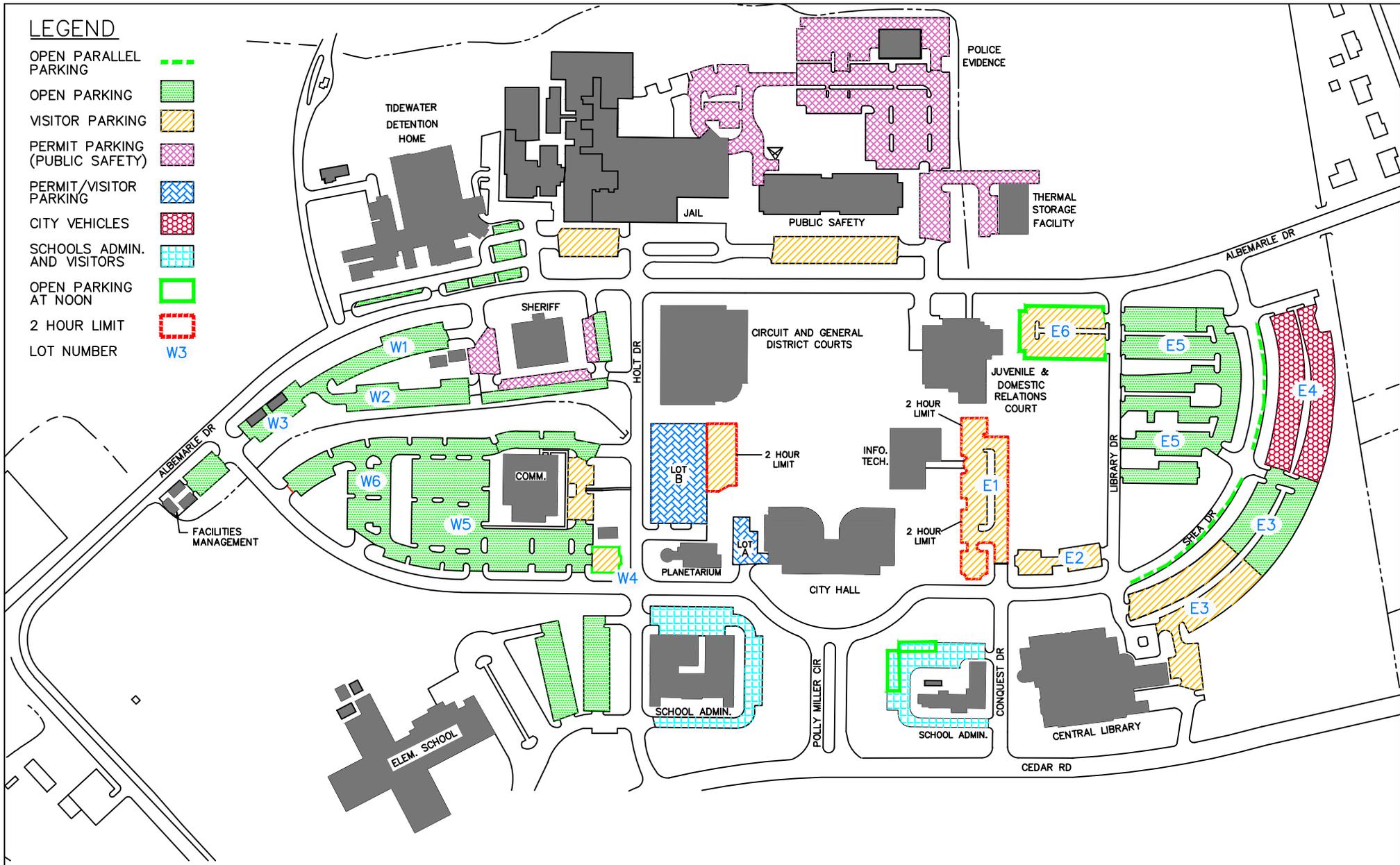
Attachments

**Chief Administrative Officers:**

James E. Baker, CH  
Mary Bunting, HA  
Brent Fedors, GL  
Dave Hansen, VB  
Amanda Jarratt, FR  
Michael W. Johnson, SH  
Randy Keaton, IW  
Jonathan Lynn, SY  
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  
J. Randall Wheeler, PQ

# LEGEND

- OPEN PARALLEL PARKING 
- OPEN PARKING 
- VISITOR PARKING 
- PERMIT PARKING (PUBLIC SAFETY) 
- PERMIT/VISITOR PARKING 
- CITY VEHICLES 
- SCHOOLS ADMIN. AND VISITORS 
- OPEN PARKING AT NOON 
- 2 HOUR LIMIT 
- LOT NUMBER 



# MUNICIPAL CENTER PARKING PLAN

REVISED: June 8, 2017

Not To Scale

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

**APRIL 3, 2019**

**11:45 AM**

**(Lunch served beginning at 11:30 AM)**

**Chesapeake City Hall Building  
306 Cedar Road, Chesapeake, VA 23322  
4<sup>th</sup> Floor Training Conference Room**

**Take elevators to 4<sup>th</sup> Floor and follow  
Signs to Training Room**

**I. Call to Order**

**II. Meeting Minutes**

**III. Approval of Agenda**

**IV. Hampton Roads Regional Geographic Information System (GIS) Initiative**

The HRPDC, in partnership with the Hampton Roads Sanitation District, has been developing an open GIS data portal called HRGEO (Hampton Roads Geospatial Exchange Online). HRGEO currently houses dozens of integrated regional GIS layers incorporating information related to planning, environmental, recreation, transportation, water resources, and coastal resiliency topics. Additionally, staff worked with localities to develop a process for building a regional parcels layer which is hosted at HRGEO. Senior Regional Planner and HRPDC Geographic Information Systems Professional Sara Kidd will brief the Committee on the progress of HRGEO and invite input on this effort.

**V. Hampton Roads Economic Development Alliance Memorandum of Agreement**

CAO Committee members will be asked to provide an update on the status of the HREDA Memorandum of Agreement in their localities.

**VI. Eastern Virginia Regional Industrial Facility Alliance**

At the March 6th CAO Committee meeting, a briefing was provided on the Eastern Virginia Regional Industrial Facility Authority (EVRIFA) by Neil Morgan from York County. The EVRIFA operates under the guidelines set by the Code of Virginia and allows multiple localities to work together as a region. This RIFA supports revenue sharing and serves as a mechanism for sharing resources. The

initial member localities of the EVRIFA are the Cities of Hampton, Newport News, Poquoson and Williamsburg and the Counties of Gloucester, James City and York. The EVRIFA may be expanded to include any locality in the region that would have been eligible to be an initial member.

Following this discussion, there was a consensus among CAO Committee members that the RIFA framework would offer a valuable tool for the region's localities to use for collaboration around economic development site preparation and revenue sharing. There was also consensus that having the Southside localities consider joining the existing EVRIFA offered more advantages than formation of a second RIFA.

Since several localities were not able to attend last month's meeting, the CAOs agreed that discussions on the potential advantages that the EVRIFA could offer the Hampton Roads region be continued at this month's CAO Committee meeting.

**VII. Other Business/Future Agenda Items**

**VIII. Hampton Roads Transit (HRT) Update**

Mr. William Harrell, President and CEO of Hampton Roads Transit, will attend to provide an update on HRT activities. CAOs who participate in the HRT system are encouraged to take part in this conversation.

**IX. Adjournment**

**Hampton Roads Planning District Commission  
Chief Administrative Officers Meeting  
Summary Minutes of March 6, 2019**

The Chief Administrative Officers (CAO) Committee meeting was called to order at 11:45 AM by James Baker, CAO Committee Chair and Chesapeake City Manager at the Franklin Business Center located at 601 North Mechanic Street in Franklin, Virginia. The following members were in attendance:

James Baker, Chesapeake  
Brent Fedors, Gloucester County  
Amanda Jarratt, Franklin  
Michael Johnson, Southampton County  
Randy Keaton, Isle of Wight County  
Neil Morgan, York County  
Doug Smith, Norfolk  
Michael Stallings, Windsor  
Scott Stevens, James City County  
Brian Thrower, Smithfield  
Andrew Trivette, Williamsburg  
Sandy Wanner and Jonathan Lynn, Surry County  
Randy Wheeler, Poquoson

Others Recorded Attending:

Robert Crum, HRPDC  
Keith Cannady, HRPDC  
Greg Grootendorst, HRPDC  
John Sadler, HRPDC  
David Long, Tidewater Emergency Medical Services Council  
Erin Sutton, Director, Virginia Beach Office of Emergency Management  
Hui-Shan Walker, Director, Hampton Emergency Management Office  
Erin Carter, Congresswoman Elaine Luria  
Drew Lumpkin, Senator Tim Kaine  
Steve Herbert, Hampton Roads Economic Development Alliance

Mr. Baker opened the meeting by thanking Ms. Jarratt for hosting today's meeting at the Franklin Business Center. Ms. Jarratt provided the CAO Committee a brief overview of the Business Center, which serves as an incubator for start-up businesses. She also discussed the history of the building that hosts this facility and offered members who could remain after today's meeting a tour of the building.

Mr. Wanner introduced Jonathan Lynn, who was recently named the new County Administrator for Surry County.

## Meeting Minutes

Mr. Baker referenced the Summary Minutes from the February 6, 2019 CAO Committee meeting that were included in the agenda package. He asked if there were any additions or revisions to the Summary Minutes. There being none, the Summary Minutes from the February 6, 2019 meeting were accepted by consensus.

## Approval of Agenda

Mr. Baker asked if there were any additions or revisions to today's agenda. There being none, the agenda was accepted as distributed by consensus of the CAO Committee.

## Hampton Roads Metropolitan Medical Response System

Mr. Crum introduced David Long, Executive Director of the Tidewater Emergency Medical Services Council. Mr. Long was joined by Hui-Shan Walker from Hampton, who serves as chair of the All Hazards Advisory Committee (AHAC) and Erin Sutton from Virginia Beach.

Mr. Long began by reviewing the history of the MMRS program, noting that it is a federal contract program:

- 1999 – Virginia Beach designated
- FY99 – Federal contract for \$2M
- 2000 – Norfolk designated
- 2002 – Chesapeake, Newport News designated
- Plan for response to chemical weapons attack
- 2002 – CAOs established a sustainment fund
  - \$ 0.10 per capita January 1 – June 30, 2002 with an increase to \$ 0.20 on July 1, 2002
- 2002 – HRPDC and TEMS sign first contract
- 2004 – Transitioned to a Federal Grant Program
  - Program transitioned to All-Hazards (CBRNE)
- 2004 – 2019 – received an additional \$15M
- 2014 – Final MMRS federal grant dollars spent
- 2014 To-Date – Sustainment Funds

Mr. Long continued by reviewing the MMRS program assets:

- Program assets are currently valued at:
  - Strike Team Caches (2) - \$ 4M
  - DMSU (11) - \$ 825,000
  - MCETU (10) - \$ 750,000
  - SSU (13) - \$1.95 M
  - BSU (2) - \$100,000
  - Pharmaceuticals - \$175,000
  - **TOTAL VALUE - \$7,800,000**

Mr. Long noted that MMRS maintains the regionally adopted Mass Casualty Incident Response Guide, offers classes and training and conducts and supports preparedness exercises. Over 2,250 individuals have been trained through MMRS programs. He also reviewed the program's pharmaceutical caches, disaster response equipment and strike team. Mr. Long, Ms. Walker and Ms. Sutton also reviewed the regional support that the MMRS program has provided over the past decade throughout the Hampton Roads region.

Mr. Long noted that at current funding levels, the MMRS program is experiencing an approximate annual operating deficit of \$250,000. Without additional funding, significant program cuts must be introduced beginning January 2020. These cuts could include the reduction or elimination of MMRS sponsored training, pharmaceutical caches (antibiotics, nerve agent antidotes and hazmat antidotes) and Strike Team (training and exercises, PPE, uniforms, gear and sell/reallocate equipment). Mr. Long noted that there is no dedicated funding for capital budget expenditures.

Ms. Walker and Ms. Sutton joined Mr. Long in discussing the consequences and impact on regional preparedness should these resources not be maintained, including:

- Decrease regional standardization of equipment
- Decrease current regional capacity
- Increase in number of THIRA Capability Gaps
- Place greater burden on local Fire/EMS agencies
- Increase in State and Federal requests

Three funding scenarios were presented, ranging from the current funding level of \$0.20 per capita, to increases resulting in funding scenarios of \$0.30 and \$0.40 per capita. The impacts of each funding scenario were described to the CAO Committee.

In conclusion, Mr. Long noted that the MMRS program has more than 18 years of history in Hampton Roads and is considered the gold standard for MMRS programs. To sustain our current regional capabilities and capacity to respond to medical consequences of an incident, we must identify funding to cover shortfalls including capital expenditure needs or consider options for program reduction with direction from the CAO Committee.

Mr. Baker facilitated a roundtable discussion with the CAO Committee. Overall, members noted and agreed with the value that the MMRS program provides to Hampton Roads localities and were supportive of these efforts. CAO Committee members did note that it was difficult to make a decision on whether to increase funding to the MMRS program without having a good understanding of what other emergency management funding needs/gaps might exist. Committee members indicated that they did not want to make a decision to fund something today, only to find out that they might be presented with a more important funding request at a later date. The CAO Committee requested the following information:

- A listing of what items/programs are currently funded through the Urban Areas Security Initiative (UASI) and other funding programs and what items/programs did not make the funding list for these programs.

- An indication of other anticipated funding gaps in the area of emergency management that the localities may be asked to address.

After receiving this information, the CAOs indicated that they would be in a position to compare various emergency management funding needs with the needs of the MMRS program and make an informed and strategic decision.

### **Regional Industrial Facility Authority**

Mr. Crum reported that at the February 21 HRPDC meeting, the Commission received a presentation on the Regional Economic Development Sites Inventory. Following this presentation and discussion, the HRPDC unanimously approved the following action:

***“The HRPDC supports a regional approach to site readiness and directs staff to explore funding opportunities to advance site readiness in Hampton Roads.”***

During this discussion, HRPDC members also expressed support for considering joint site development and revenue sharing. As part of this discussion, it was noted that the Peninsula localities have developed a Regional Industrial Facility Authority (RIFA), which operates under guidelines set by the Code of Virginia and allows multiple localities to work together as a region.

Mr. Morgan, York County Administrator, provided the CAO Committee an overview of the Eastern Virginia Regional Industrial Facility Authority (EVRIFA). The initial member localities of the EVRIFA are the Cities of Hampton, Newport News, Poquoson and Williamsburg and the Counties of Gloucester, James City and York. The EVRIFA may be expanded to any locality within the region that would have been eligible to be an initial member. Mr. Morgan summarized the process for forming the EVRIFA and explained that this structure supports revenue sharing and serves as a mechanism for sharing resources. The EVRIFA was part of the Unmanned Systems GO Virginia application that was submitted by the HRPDC.

Following this presentation, the CAO Committee held a conversation about the EVRIFA and its potential. Members agreed that this RIFA could provide the organizational framework to provide for regional cooperation related to investment in infrastructure to prepare economic development sites for job creation, and also provide for revenue sharing among participating localities. CAO Committee members agreed that this would be an excellent tool that could assist the Hampton Roads Economic Development Alliance in their efforts to advance economic development proposals and attract business investment to our region. It was noted that if localities join the EVRIFA, that participation in any opportunity would be completely voluntary. Even though a locality was part of the RIFA, each locality would only participate in those opportunities that offered benefit to their community.

The consensus among CAO members in attendance was that rather than having two RIFAs in the region, it would make most sense for the Southside localities to join the EVRIFA. It was noted that not all localities were represented at today’s meeting, and it would be beneficial to continue this discussion at next month’s Committee meeting.

## **Update on Hampton Roads Economic Development Alliance (HREDA) Memorandum of Agreement**

Steve Herbert, President and CEO for HREDA, provided the Committee a brief overview on the process for advancing the Memorandum of Agreement between HREDA and its public sector partners through the approval process. Mr. Herbert also provided the CAO Committee a status report on the fund raising campaign with the Alliance's private sector partners. He noted that he is excited about the progress we are making as a region. Mr. Herbert thanked everyone who has been a part of this process and looks forward to working with the localities to transform the regional economic development program. Following this overview presentation, the CAO Committee members held a roundtable discussion sharing information on the status of the HREDA MOA in their localities.

### **Other Business/Future Agenda Items**

Mr. Baker asked if anyone had other business items that they would like to bring before the CAO Committee.

Mr. Fedors asked members if they could share information with him regarding each locality's policy for fund balance/reserves.

Ms. Jarratt invited Committee members who would like a tour of the facility to remain after the meeting, and thanked everyone for attending.

### **Adjournment**

There being no further business to come before the CAO Committee, the meeting was adjourned at approximately 1:25 PM.

Respectfully Submitted,

Robert Crum  
Recording Secretary