



April 25, 2019

Memorandum #2019-71

TO: Hampton Roads Chief Administrative Officers

BY: James Baker, Chair

RE: Hampton Roads Chief Administrative Officers Luncheon Meeting – May 1, 2019

The next luncheon meeting of the Hampton Roads Chief Administrative Officers will be held Wednesday, May 1, 2019, and will be hosted by the City of Newport News at the Thomas Jefferson National Accelerator Facility, Jefferson Lab, 12000 Jefferson Avenue, Newport News. The meeting will begin at 11:45 AM with lunch served at 11:30 AM. After the meeting, the CAOs are invited to a brief tour of the Jefferson Lab facility.

RAC/ka

Attachment

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

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

**WEDNESDAY, MAY 1, 2019
11:45 am
(Lunch served beginning at 11:30 am)**

**Thomas Jefferson National Accelerator Facility
Jefferson Lab
12000 Jefferson Avenue
Newport News, Virginia 23606**

- I. Call to Order**
- II. Meeting Minutes**
- III. Approval of Agenda**
- IV. Briefing on Jefferson Lab**
- V. American Flood Coalition**

The American Flood Coalition (formerly known as the Seawall Coalition) is a nonpartisan group of elected officials, military groups, nonprofit organizations, businesses and local leaders who have come together to develop solutions to sea level rise and flooding that support coastal and riverfront communities and protect our nation's residents, economy and military installations. Representatives of the Coalition met with the CAO Committee in March 2018. CAO members had questions about how this effort is funded and the structure that is in place to govern the organization's decision-making process. A number of changes have been made at the Coalition and representatives have returned to brief the CAO Committee on these changes and to provide an update on recent activities.

VI. Regional Branding Initiative

Reinvent Hampton Roads has raised funding to support the Regional Branding Initiative Project. This initiative will help our region answer important questions such as:

- What is Hampton Roads' reputation in the world?
- Do people know who we are?
- Do they know where we are?
- For those who know us, what do they think about us?
- Does our reputation help or hurt us in attracting visitors, new residents and new business investment?

The goal of this effort is to come together as a region to address these questions in a thoughtful, thorough and collaborative way through the Hampton Roads Regional Branding Initiative (RBI). The RBI will include the region's leading organizations, government, business, non-profit, education and other critical community stakeholders from all across Hampton Roads – 17 local governments and over 1.7 million people. The collaboration will be supported by a comprehensive research effort and culminate with a positioning, communications strategy and naming architecture to more seamlessly advance our region as an attractive place to live, work, play, learn and visit.

Reinvent Hampton Roads has engaged the services of SIR to manage this effort. John Martin, CEO and Managing Partner of SIR, will be attendance to brief the CAO Committee on this effort and process.

VII. Other Business/Future Agenda Items

VIII. Adjournment

IX. Tour of Jefferson Lab Facility

CAO Committee members are encouraged to remain after the meeting for a brief tour of the Jefferson Lab Facility.

**Hampton Roads Planning District Commission
Chief Administrative Officers (CAO) Meeting
Summary Minutes of April 3, 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 Chesapeake City Hall Building, 4th Floor Training Conference Room located at 306 Cedar Road in Chesapeake. The following members were in attendance:

James Baker, Chesapeake
Brian DeProfio (representing Mary Bunting), Hampton
Brent Fedors, Gloucester County
David Hansen, Virginia Beach
Randy Keaton, Isle of Wight County
Jonathan Lynn, Surry County
Neil Morgan, York County
Cynthia Rolf, Newport News
Doug Smith, Norfolk
Michael Stallings, Windsor
Scott Stevens, James City County

Others Recorded Attending

Robert Crum, HRPDC
Keith Cannady, HRPDC
Greg Grootendorst, HRPDC
Sara Kidd, HRPDC
Robert Case, HRTPO
Diane Kaufman, Senator Kaine's Office
Vernon Tillage, Senator Warner's Office
Wanda Barnard-Bailey, Chesapeake Deputy City Manager
Robert Geis, Chesapeake Deputy City Manager
Laura Fitzpatrick, Chesapeake Deputy City Manager
William Harrell, Hampton Roads Transit
Kevin Page, HRTAC

Mr. Baker opened the meeting by welcoming everyone to the City of Chesapeake and introducing his team of Deputy City Managers in attendance today. He reminded everyone that the locality hosting the CAO Committee meeting is encouraged to have their Deputy Managers/Administrators attend to develop relationships between the various locality management teams. He then asked everyone in attendance to do a round of introductions.

Mr. Crum reviewed the CAO Committee agenda for today's meeting. He noted that before today's full CAO Committee meeting, the CAO Subcommittee on Sea Level Rise met for over an hour. He thanked members of the subcommittee for their time and efforts. Mr. Crum reviewed the items on today's agenda and also noted that following the full CAO Committee

meeting today, the CAOs whose localities participate with Hampton Roads Transit (HRT) will have a meeting with Mr. William Harrell to receive an update on HRT items. He thanked Mr. Harrell for attending today's meeting to provide this briefing and noted that this follow-up meeting will be held upstairs in the Manager's Conference Room.

There were no comments on the proposed agenda items, and the agenda was accepted by consensus.

Hampton Roads Regional Geographic Information System (GIS) Initiative

Mr. Crum provided brief background information on the Regional GIS Initiative, and introduced Ms. Sara Kidd, HRPDC Senior Regional Planner. Ms. Kidd briefed the CAO Committee on the progress of this initiative, which is referred to as HRGEO (Hampton Roads Geospatial Exchange Online). The HRPDC, in partnership with the Hampton Roads Sanitation District, has been developing an open GIS data portal called HRGEO. HRGEO currently houses dozens of integrated regional GIS layers incorporating information related to planning, environmental, recreation, transportation, water resources and coastal resiliency topics. Ms. Kidd discussed the goals of HRGEO which include:

- Designing a platform to integrate existing local and regional GIS data
- Creating regional standards for key data sets
- Developing a permanent, authoritative and open resource for regional GIS data in Hampton Roads

Ms. Kidd reviewed the benefits of HRGEO:

- Increased Efficiency and Productivity
 - Local and regional staff
 - Reduce time responding to external data requests
 - Reduce time collecting data for internal uses
 - Reduce duplicate requests
- Data Standards
 - Consistency
 - Authoritative
 - Up-to-date
- Focus on Hampton Roads
 - Researchers and others drawn to easily available data
- Future Developments
 - Potentially innovative projects to benefit the region

Ms. Kidd discussed the work and contributions of HRSD to this effort and noted they have been critical to the success of this project. She reviewed that there are over 35 published HRPDC/HRTPO data layers on HRGEO thus far, and reviewed staff's efforts to work with localities to develop a process for building a regional parcels layer. Ms. Kidd has met with all GIS managers or relevant locality staff, developed a standard parcel protocol for the region and worked to set up the HRGEO server and defined processes. Ms. Kidd discussed the format for HRGEO, illustrated how combined local data layers will be converted to

regional data layers and reviewed the regional parcel status in each locality. HRPDC staff is very pleased that all localities have agreed to participate in this effort at some level. Ms. Kidd reviewed the regional parcel map and provided some project examples where this information will be very valuable, including:

- Regional Sites Inventory
- Regional Connectors Study
- Long Range Transportation Plan
- USGS/Chesapeake Bay Model Update
- ODU Research
- Commercial route mapping providers
- Regional Fiber Ring
- Comprehensive Economic Development Strategy (CEDS)

Mr. Crum noted that the ability to have easy access to regional information will assist our region in promoting our community to economic development interests. He complimented Ms. Kidd on her work to advance this effort and also noted that he was appreciative of the work HRSD has contributed to this effort. He noted that a few years ago, the HRPDC was partnering with ODU and the Blue Moon Foundation on a potential regional GIS initiative. At that time, it was expected that significant funding could be available through the Blue Moon Foundation to support the Regional GIS Initiative. However, when the Blue Moon Foundation made a decision to stop providing grants, there was no outside funding for this effort. Mr. Crum noted that Sara has worked very hard on this effort over the past two years with no funding support to develop HRGEO to where it stands today, and he thanked Ms. Kidd for her hard work on this effort.

CAO Committee members asked for the link to the HRGEO site so that they could share this information with locality staff for their use. Members noted the value HRGEO could provide to the region and were complimentary of this work.

Hampton Roads Economic Development Alliance

Mr. Crum reviewed the work that the CAO Committee has completed in coordination with HREDA to develop a Memorandum of Understanding to restructure the Alliance as a regional economic development entity. He thanked everyone for their work on this effort, noting that a subcommittee of the CAOs has worked closely with a group of private sector representatives to reach consensus on a number of issues related to the MOA. Mr. Baker noted that while there are always different approaches on writing style and how specific sections of the MOA could be worded, he believes the framework of the MOA is solid and indicated that he supports the proposed MOA as presented. Mr. Crum noted that the CAO Committee has discussed the importance of the CAOs continuing to share information with one another on the status of the MOA in their localities, and recommended that the CAOs provide updates from their jurisdictions on this Agreement.

Each CAO provided a report on the status of the MOA in their locality. Overall, the consensus expressed was that the MOA has been placed on various locality agendas for discussion, with several localities already preparing to present the document for approval.

Eastern Virginia Regional Industrial Facility Alliance

Mr. Crum reported that at the March 6th CAO Committee meeting, a briefing was provided on the Eastern Virginia Regional Industrial Facilities Authority (EVRIFA) by Neil Morgan from York County. The EVRIFA is operated 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.

Mr. Crum noted that following last month's discussion, there was a consensus among CAO Committee members that the RIFA framework could 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 Southside localities consider joining the existing EVRIFA offered more advantages than formation of a second RIFA.

Mr. Morgan provided the CAO Committee an update on the EVRIFA and a report on the first meeting which occurred last month.

Several CAOs expressed interest in having the EVRIFA expanded to include Southside localities who were interested in this effort. Mr. Keaton noted that Isle of Wight County has already entered into discussions about joining the EVRIFA. CAOs noted that this could be an important tool for HREDA to utilize in developing economic development tools, and several expressed support for discussing the EVRIFA to include interested Southside localities.

Other Business/Future Agenda Items

Mr. Baker asked CAO Committee members if there were any other items of business that they would like to discuss. A roundtable discussion occurred about each locality's policies related to the Freedom of Information Act (FOIA). Various CAOs shared information regarding policies in each locality to address FOIA requests.

Hampton Roads Transit (HRT) Update

Mr. Crum noted that Mr. William Harrell, President and CEO of Hampton Roads Transit, will provide an update on HRT activities. CAOs who participate in the HRT system are encouraged to take part in this conversation. Mr. Baker noted that a meeting space has been reserved in the City Manager's Conference Room for this meeting.

Adjournment

There being no further business to come before the CAO Committee, the meeting was adjourned at 1:20 pm.

Respectfully Submitted
Robert Crum, Recording Secretary