

Bradley E. Grose, Mayor
Robert R. Altice, Council Member
Carolyn D. Fidler, Vice Mayor
Matthew S. Hare, Council Member
William "Wes" Nance, Council Member



Vinton Municipal Building
311 South Pollard Street
Vinton, VA 24179
(540) 983-0607

**Vinton Town Council
Regular Meeting
Council Chambers
311 South Pollard Street
Tuesday, April 3, 2012**

AGENDA

Consideration of:

- A. 4:00 p.m. - WORK SESSION – BUDGET PRESENTATIONS**
Public Works Department
- B. 6:30 p.m. - RECESS WORK SESSION FOR DINNER**
- C. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
- D. MOMENT OF SILENCE**
- E. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
- F. CONSENT AGENDA**
 - 1. Consider approval of minutes for the Council in the Neighborhood meeting of March 20, 2012.
- G. AWARDS, RECOGNITIONS, PRESENTATIONS**
 - 1. Recognition of Consuella Caudill, Assistant Town Manager, Economic Development Director
- H. CITIZENS' COMMENTS AND PETITIONS - This section is reserved for comments and questions for issues not listed on the agenda.**
- I. TOWN ATTORNEY**

J. TOWN MANAGER

BRIEFINGS

1. Future options for the Vinton Health Department Building

ITEMS REQUIRING ACTION - NEW BUSINESS

2. Consider adoption of a Resolution appropriating \$36,342.00 in additional Highway Streets Maintenance Funds from the Virginia Department of Transportation.
3. Consider adoption of a Resolution authorizing the Town Manager to execute a Memorandum of Understanding with The Advancement Foundation for use of the Vinton Health Department Building to provide workforce training opportunities in collaboration with the Rowe Furniture Corporation.

K. MAYOR

1. Consider nominations for the 2012 VML Policy Committees

L. COUNCIL

M. ADJOURNMENT

N. 8:00 p.m. - WORK SESSION CONTINUED

- 8:00 p.m. - Public Works Department continued
8:30 p.m. - Finance

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT.
Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council meetings. Please call (540) 983-0607 at least 48 hours prior to the meeting date so that proper arrangements may be made.

- April 17, 2012 – 6:00 p.m. – Budget Work Session – Regular meeting at 7:00 p.m. – Council Chambers

MINUTES OF A COUNCIL IN THE NEIGHBORHOOD MEETING OF VINTON TOWN COUNCIL HELD AT 6:30 P.M. ON TUESDAY, MARCH 20, 2012, AT HERMAN L. HORN ELEMENTARY SCHOOL LOCATED AT 1002 RUDELL ROAD, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
Vice Mayor Carolyn D. Fidler
Robert R. Altice
Matthew S. Hare
William W. Nance

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Town Clerk
Elizabeth Dillon, Town Attorney
Consuella Caudill, Assistant Town Manager/Economic Development Manager
Ben Cook, Police Chief
Gary Woodson, Public Works Director
Joey Hiner, Assistant Public Works Director
Christopher Linkous, Fire/EMS Captain
Lauren Hodges, Facilities Manager
Barry Thompson, Finance Director/Treasurer
Anita McMillan, Planning and Zoning Director
Mary Beth Layman, Special Programs Director
Stephanie Dearing, Human Resources Director

There being no citizen comments, the Mayor called the regular meeting to order at 6:45 p.m. The Clerk called the roll with Council Member Altice, Council Member Hare, Council Member Nance, Vice Mayor Fidler and Mayor Grose present.

Roll Call

The Mayor introduced the Moment of Silence and Council Member Altice led the Pledge of Allegiance to the U.S. Flag.

Mr. Hare made a motion to approve the consent agenda as presented; the motion was seconded by Vice Mayor Fidler and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0).

Approved minutes of March 6, 2012 and the Slate of Officers for the Vinton Volunteer Fire Department for 2012.

Mr. Nance read a letter from Chief Cook naming Sgt. Greg Chieppa, Master Police Officer Todd Bailey and Officer Timothy Lawless as Police Officers of the month for February.

Under citizens' comments, Mr. Bill Tyree, President, gave a presentation on behalf of the Vinton Dogwood Festival. He began by thanking the Town for their help and support with the Festival and indicated that they are not asking for money. He then made brief comments relating to the decrease in the number of sponsors and that the Festival has been in existence for 57 years. He also commented that only three bands will be participating this year and that the carnival is the driving force behind collecting any funds to help curtail necessary expenses. The Mayor made comments and then Vice Mayor Fidler asked if the band boosters

at William Byrd High School had been contacted to see if they could help get bands to participate. Mr. Tyree responded that they had a contact at the school.

The next item on the agenda was a Public Hearing, but it was delayed until 7:15 p.m., the advertised time.

Consuella Caudill thanked Town Council and Staff in Vinton for giving her the opportunity to serve for almost eight years. She then proceeded to announce her resignation effective April 3, 2012 and that she had accepted a position in another community. She expressed that she had been blessed to work with a great Council and Staff who truly have the best interests of the community at heart and not personal agendas. Ms. Caudill also thanked the community and hopes she is leaving with some positive outcomes for the citizens and staff and she knows that her experience in Vinton has helped her move forward in her career.

Mr. Nance congratulated Ms. Caudill on her new position and thanked her for her contributions to the Town especially how she developed the position of Economic Development Director into what this Council wanted. Mr. Nance indicated Ms. Caudill made a mark on this community and that her leaving has left the Town better than when she started. Mr. Altice commented that he appreciated all she has done with the economy the way it is. Vice Mayor Fidler also expressed her appreciation and that her transition will be smooth. The Mayor then thanked her and congratulated her on her new position and expressed how he came to appreciate her hard work, dedication and professionalism.

The Town Manager briefed Council on the agenda item to consider an Ordinance authorizing the Town Manager to execute Amendment No. 2 to the RVTV Agreement. After briefing Council at their last meeting, Mr. Nance had raised a question concerning the wording on Page 5 of the Agreement which language “regarding the matters referred to in the prior sentence” has been added to clarify that the withdrawing party will still have voting rights during the withdrawing year, but no voting rights in any decisions regarding a new agreement between the remaining parties of RVTV. Mr. Altice made a motion to adopt the Ordinance as presented and the motion was seconded by Vice Mayor Fidler.

Mr. Nance expressed his appreciation for the work that went into reviewing his concerns and indicated that his concerns about the wording were not reflective of RVTV and the service it provides. He was concerned about how it would impact our possible economic flexibility and also the ability to still have a say in a program if we were forced to stay in it for another year. The motion then carried by the following roll call vote, with all members

Adopted Ordinance No. 924 authorizing the Town Manager to execute Amendment No. 2 to the Roanoke Valley Regional Cable Television Agreement

voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0).

The Town Manager next made brief comments on several items that Council will need to consider at a future Council meeting: an additional \$36,000 that has been received from VDOT for street maintenance that will require a budget amendment; a possible VRS amendment to require employees to pay their 5% share and require localities to give a 5% raise to offset this cost which will not be reflected yet in the first budget draft; the chiller at the Fire/EMS building is broken and needs to be repaired or replaced; and that Council has been furnished with a list of all the vehicles currently owned by the Town and insured by VML as requested by Vice Mayor Fidler. Vehicles that are jointly titled with Roanoke County and insured by Roanoke County or titled to the Volunteer Departments are not listed.

Vice Mayor Fidler asked if there was a contributing factor to the chiller and was it not replaced when the new building was built. The Town Manager responded that it was replaced in 2004, just prior to the new building and there are some contributing factors which is why we want to get an engineer to look at it and give some options for the future. Vice Mayor asked if there are other things that may come up in those two buildings that we have not anticipated. The Town Manager indicated that there are items on the Fire Department side of the building there are maintenance issues. Mr. Hare asked what are they doing in the meantime for air conditioning and the Town Manager indicated that they are using fans and opening windows. Mr. Nance asked about a time frame and the Town Manager commented that it will take several weeks for an engineer to evaluate it and then send out for bid. The goal is to get it done before the summer.

At this time in the meeting, we went back to the Public Hearing and Barry Thompson gave comments on setting the real estate tax rate for calendar year 2012. After his report, the Mayor opened the Public Hearing at 7:26 p.m. Hearing no comments, the Public Hearing was closed at 7:27 p.m.

Public Hearing opened and closed

Vice Mayor Fidler made a motion to adopt the Ordinance setting the real estate tax rate for the calendar year 2012 as presented; the motion was seconded by Council Member Altice and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0).

Adopted Ordinance No. 922 setting the real estate tax rate for calendar year 2012 at \$0.03 per \$100.00 of assessed value.

Barry Thompson then made comments on setting the personal property tax rate for calendar year 2012. After his report, the Mayor opened the Public Hearing at 7:29 p.m. Hearing no comments, the Public Hearing was closed at 7:30 p.m.

Public Hearing opened and closed

Vice Mayor Fidler made a motion to adopt the Ordinance setting the personal property tax rate for the calendar year 2012 as presented; the motion was seconded by Council Member Nance and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0).

Adopted Ordinance No. 923 setting the personal property tax rate for calendar year 2012 at \$1.00 per \$100.00 of assessed value and \$.50 per \$100.00 of assessed value of one motor vehicle owned and regularly operated by a disabled veteran.

The next item for consideration was a Resolution to set the allocation percentage for the Personal Property Tax Relief for the 2012 tax year. Barry Thompson made brief comments and indicated that the rate for the Town is 66.86%. Council Member Hare made a motion to adopt the Resolution establishing the percentage for the Personal Property Tax Relief for the 2012 tax year as presented; the motion was seconded by Council Member Nance and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0).

Adopted Resolution No. 1956 setting the allocation percentage for Personal Property Tax Relief for the 2012 tax year at 66.86%.

The Mayor again expressed appreciation to Consuella Caudill, thanked Staff for attending the meeting and read a thank-you card from Don Hamilton of Public Works for expressions of kindness during his recent hospitalization.

Mr. Hare then made comments about the January and February 2012 financial reports. He commented on the February report that shows revenues on an adjusted basis are at 104% on the General Fund side and expenditures are under, running at 93% which is personnel related. Staff continues to provide the same level of service that we have come to expect with less people and they are guarding the savings from those unfilled positions. On the Utility Fund side revenues are over the projection and expenditures are under and the Committee feels that the finances are doing very well.

Vice Mayor Fidler asked if there were funds available to take care of the problems at the Fire and Municipal Building. Mr. Nance replied that it will have to come from the existing budget and he felt there would be. She also asked about funds to compensate our employees for the efforts that they have made as far as a pay raise. Mr. Nance replied that would go more toward next year's budget and commented that the fact our revenues are about where we forecast them gives some hope that we will have some flexibility even with the potential additional costs with VRS and medical insurance, etc. We will have a balanced budget, it is just going to be tight and setting priorities is always the most difficult part. Mr. Nance indicated that he thinks the employees are a priority of most members of Council after four years of belt tightening.

Mr. Hare then commented again that the Committee and the Town Manager are still working on the creation of a deposit policy for utility customers. The Finance Committee also discussed what to do with the \$126,000 received from the sale of the easements to AEP and at this point the funds will be put into an account similar to the flower fund and designated in the General Ledger as a separate account. Council will be asked to consider the use of those funds at a later meeting. Mr. Thompson said that Council will also need to consider an appropriation for our \$100,000 payment on the library.

Mr. Hare made a motion that the January and February 2012 financial reports be accepted. After comments from the Mayor, the motion was seconded by Mr. Altice and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0).

Approved January and February
2012 financial reports

The Town Manager next gave a report on the Public Safety Committee's meeting. First, he stated that the three standing committees need to be doing brief minutes to keep a record of their meetings. He then commented on three items which will be presented as part of the proposed FY2013 budget—the organizational change of the Police Department and the elimination of two part-time employees effective June 30, 2012; the recommendation of reinstating the K-9 Unit; and the recommendation of a \$60,000 lease payment to replace vehicles and remove at least two from the fleet.

Comments from Council – Mr. Nance apologized for not being able to attend the Volunteer Fire Department's officer induction ceremony and expressed condolences in the loss of Richard Lawrence, local attorney and Mr. Hare thanked staff for attending the meeting and for all they do for the Town.

The Town Manager expressed thanks to Herman L. Horn Elementary School for hosting the meeting and that Mrs. Brown, the Principal, and Ms. Stovall, the Assistant Principal, send their regards and apologize for not being able to attend the meeting due to a conflict with a conference. He also expressed thanks to Ms. Clary, the Guidance Counselor, for her assistance. He asked if Council could work out the budget meeting schedule following the meeting.

Anita McMillan mentioned Clean Valley Day on March 31st and the fact that they only have one group signed up so far from Vinton. They would welcome more groups to participate and the event starts at Vic Thomas Park and the cleanup is from 9-12. She also indicated they do allow groups to clean up before and after and that a group will be working on the new Gladetown Trail. Mary Beth Layman mentioned the Town's Strong Striders Relay for Life Team and how well it is doing and the Vinton Relay for Life Event itself.

Mr. Nance moved that the meeting be adjourned; the motion was seconded by Mr. Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) - Altice, Hare, Nance, Fidler, Grose; Nays (0). The regular meeting was adjourned at 8:02 p.m.

Meeting adjourned at 8:02 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this ____ day of _____, 2012, by and between the Town of Vinton, ("Town"), a political subdivision of the Commonwealth of Virginia, and The Advancement Foundation, ("TAF"), a Virginia non-profit corporation.

1. RECITALS

WHEREAS, the Town and TAF desire to enter into this Memorandum of Understanding in order to provide workforce training opportunities in the Town of Vinton; and

WHEREAS, TAF, in collaboration with the Rowe Furniture Corporation, requests to use Town property located at 227 South Pollard Street, Vinton, VA 24179, in order to train individuals on specific sewing equipment, provided by the Rowe Furniture Corporation, and to acquire the basic skills and knowledge that will allow them to advance to full employment with the Rowe Furniture Corporation; and

WHEREAS, the Town finds that this collaboration furthers workforce, economic development, and community service goals by facilitating a key element of the Town's Economic Development Vitality strategy, including, but not limited to, meeting the educational aspirations of educated adults, meeting the needs of local business and industry in addressing workforce development needs, and providing programs, events, and services for community organizations and the general public; and

WHEREAS, The Town has space available at 227 South Pollard Street to accommodate the training program and desires to provide the space to TAF for no fee under the terms and conditions set forth in this MOU.

NOW THEREFORE, the Town and TAF agree to the following:

2. USE OF TOWN PROPERTY

- A. The Town agrees to provide TAF use of the property located at 227 South Pollard Street, specifically including the upstairs portion of the Vinton Health Department Building which is approximately 3,300 square feet ("Premises") for no fee. In addition, TAF will have access to, and non-exclusive use of, the common areas such as walkways, lunchrooms, and lobby.
- B. TAF's use of the Premises shall be limited to activities related to the installation, operation, and training of adults on sewing equipment provided by the Rowe Furniture Corporation. TAF agrees not to use the Premises for any other purpose nor to engage in or permit any other activity within or from the Premises.
- C. TAF recognizes that the Premises should remain as secure as possible during and after operating hours. Town will issue to TAF one key necessary to open and close the Premises and the Town retains the right to limit any reproduction of that key and to approve/disapprove of the issuance of keys to individuals.

D. TAF acknowledges that its use of the Premises is limited to conducting workforce instruction of adults for future employment with the Rowe Furniture Corporation. TAF shall not sublease the Premises and the Premises shall not be used for any purpose not described herein.

3. TERM

The term of this MOU is for one year, commencing on the ____ day of _____, 20__.

4. OPTION TO EXTEND TERM

TAF and the Town may mutually agree in writing to extend the term of this MOU for additional one year periods, on the same terms and conditions as set forth herein. A request by TAF to extend the terms of the MOU shall be made in writing and submitted to the Town Manager at least sixty (60) days prior to the MOU termination date.

5. TERMINATION OF MOU

TAF and the Town shall have the option to terminate this MOU at any time during the term by giving the other at least ninety (90) days prior written notice.

Should Town incur additional costs for improvements, upgrades, modifications, and other items as requested or required by TAF after the initial occupancy, TAF shall reimburse Town for those costs.

TAF agrees that at termination of the MOU, TAF will remove all TAF or Rowe Furniture Corporation equipment, furniture and other items and the Premises shall be left in as good condition as when first occupied, reasonable wear and tear excepted.

Notwithstanding the foregoing, should TAF breach the terms of this MOU, Town shall notify TAF in writing of the breach and TAF shall have five (5) business days to cure the breach unless the Town agrees in writing to provide additional time for cure. In the event the breach is not cured within the prescribed time period, TAF shall immediately remove its equipment, furniture, and other items and vacate the Premises.

6. UTILITIES

TAF acknowledges that it will pay for all costs for power and water associated with TAF's use of the Premises. TAF shall be responsible for and pay, prior to any delinquency date, all charges for water and electrical services associated with use of the Premises.

7. NOTICES

All written notices pursuant to this MOU shall be addressed as set forth below or as either party may hereafter designate by written notice and shall be deemed delivered upon personal delivery, delivery by facsimile or seventy-two (72) hours after deposit in the United States Mail.

TO: Town

TO: TAF

Town Manager
Town of Vinton
311 South Pollard Street
Vinton, VA 24179

The Advancement Foundation
1114 East Washington Avenue
Vinton, VA 24179

8. MAINTENANCE

Town will provide the same level of maintenance for the Premises as it provides for the rest of the building in which the Premises are located.

9. DAMAGE TO OR DESTRUCTION OF IMPROVEMENTS

In the event of damage to or destruction of Town constructed or installed improvements, equipment or fixtures located within the Premises or in the event TAF installed improvements, equipment or fixtures that are declared unsafe or unfit for use or occupancy by a public entity with the authority to make and enforce such declaration, TAF shall, within thirty (30) days, commence and diligently pursue to complete the repair, replacement, or reconstruction of improvements to the same side and floor areas that existed immediately prior to the event causing the damage or destruction as necessary to permit full use and occupancy of the Premises for the purposes required by the MOU. Repair, replacement, or reconstruction of the Premises shall be accomplished in a manner and according to plans approved by the Town Manager and in accordance with any laws or regulations set forth by the Town or Roanoke County.

10. INDEMNIFICATION

TAF agrees to indemnify, hold harmless, and defend Town from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage or expense of whatsoever kind and nature, including attorneys' fees and witness costs, which Town may suffer or incur by reason of bodily injury, including death, to any person or persons, or by reason of damage to or destruction of any property, including the loss of use thereof, arising out of or in any manner connected with TAF's exercise of the rights herein granted, or which Town may sustain or incur in connection with any litigation, investigation, or other expenditures incident thereto, due in whole or in part to any act, omission, or negligence of TAF or any of its representatives or employees. In the event the injuries, including death, or damages are due to the sole negligence of Town or its representatives or employees, then and only then TAF shall not be liable under the provisions of this paragraph.

11. INSURANCE

TAF shall, at all times during the term of this MOU, comply with the applicable laws of the Commonwealth of Virginia. TAF shall at all times maintain adequate liability insurance, reserves, and funding to compensate for bodily injury, personal injury, wrongful death and property damage or other claims including defense costs and other loss adjustment expenses arising out of or related to the above

indemnity provisions. TAF shall, upon request, provide written proof to assure that the appropriate levels of financial responsibility are being retained. Failure to comply with this clause shall constitute a material breach of this MOU and result termination of TAF's right to use the Premises as set forth in section 5 herein.

The parties have executed this MOU the day and year first written above.

Town of Vinton, a political subdivision
of the Commonwealth of Virginia

The Advancement Foundation, a not-for-profit
organization located in the Commonwealth of
Virginia

By _____
Chris Lawrence, Town Manager

By _____
,President

APPROVED AS TO FORM

APPROVED AS TO FORM

By _____
Town Attorney

By _____
TAF Counsel

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, APRIL 3, 2012 AT 7:00 PM IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA

WHEREAS, the Vinton Town Council recognizes the importance of the annual paving program in order to keep the Town's streets and roads safe and maintained; and

WHEREAS, the Town of Vinton strives to keep a vibrant quality of life in the Town and foster economic development and by doing so must maintain its infrastructure; and

WHEREAS, the Town of Vinton budgeted to receive from the Commonwealth of Virginia Department of Transportation \$979,400 in Highway Streets Maintenance Funds during FY 2011-2012 and will receive \$1,015,742; and

WHEREAS, the Town of Vinton Council recognizes that the additional \$36,342 in Highway Streets Maintenance Funds received during FY 2011-2012 would be beneficial for the annual paving program to help offset the rise in asphalt prices due to recent rise in gas and oil prices.

NOW, THEREFORE, BE IT RESOLVED, that the Vinton Town Council does hereby grant to the General Fund an additional appropriation in addition to the annual budgetary appropriation for the fiscal year ending June 30, 2012 for the function and in the amounts as follows:

4101	Maint. -Hwys. STS, Bridges		
	200-4101-717	Milling & Pavement	\$36,342
	Revenue Account:		
	200-2404-006	Highway Maintenance	\$36,342

These additional funds are being provided from the Highway Maintenance Revenue account in the General Fund and have been received from the Commonwealth of Virginia Department of Transportation.

This resolution shall be effective from and after the date of its adoption.

This resolution adopted on motion made by Council Member _____ and seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

RESOLUTION NO

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL, HELD ON TUESDAY, APRIL 3, 2012, AT 7:00 P.M., IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, LOCATED AT 311 S. POLLARD STREET, VINTON, VIRGINIA.

WHEREAS, the Town of Vinton was petitioned in January 2012 by The Advancement Foundation, a Virginia nonprofit, to use the upstairs portion of a town owned building known generally as the Vinton Health Department located at 227 West Jackson Avenue; and

WHEREAS, The Advancement Foundation plans to use the space for a job training program in collaboration with Rowe Furniture Incorporated; and

WHEREAS, during the negotiations and discussions between the Town staff, The Advancement Foundation staff, and the Town Attorney, a proposal was negotiated with respect to rents, utilities, and other pertinent matters; and

WHEREAS, the Town staff has recommended to the Town Council that this Memorandum of Understanding between the Town and The Advancement Foundation be executed to provide job training and skills to meet the goal of increasing the economic welfare of the citizens of Vinton and the surrounding areas.

NOW, THEREFORE, BE IT RESOLVED, BY THE COUNCIL OF THE TOWN OF VINTON, VIRGINIA, as follows:

1. The Memorandum of Understanding is hereby approved in a form substantially similar to the one presented to Council and approved by the Town Attorney; and
2. The Town Manager is hereby authorized, for and on behalf of the Town, to execute and then to deliver the Memorandum of Understanding and any other necessary documents in furtherance of the same; and

This resolution shall be effective from and after the date of its adoption.

This resolution adopted on motion made by Council Member _____ and seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



OFFICERS

PRESIDENT

ROSEMARY WILSON

VIRGINIA BEACH COUNCIL MEMBER

PRESIDENT-ELECT

EDWIN C. DALEY

HOPEWELL CITY MANAGER

VICE PRESIDENT

DAVID P. HELMS

MARION MAYOR

IMMEDIATE PAST PRESIDENT

JAMES P. COUNCELL III

FRANKLIN MAYOR

EXECUTIVE DIRECTOR

R. MICHAEL AMYX

MAGAZINE

VIRGINIA TOWN & CITY

P.O. BOX 12164

RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET

RICHMOND, VIRGINIA 23219

804/649-8471

FAX 804/343-3758

e-mail@vml.org

www.vml.org

March 20, 2012

To: Key Officials of Full Member Local Governments
Council and Board Clerks of Full Member Local Governments

From: R. Michael Amyx, Executive Director

Subject: 2012 VML Policy Committee Nominations

The Virginia Municipal League is now accepting nominations for its 2012 policy committees. A description of the policy committee process is attached, along with a nomination form. **Please complete the enclosed form and return it to VML by April 16. If your community has an election in May, please return this form by the requested date even if you must revise it later.**

Please observe the following guidelines when making your policy nominations:

- Only full-member local governments may participate.
- You may nominate two individuals to a committee; if two are nominated, at least one nominee must be a governing body member.
- **Only members of a council or board of supervisors and appointed officials (i.e., employees of the local government) are eligible to serve.**
- **No individual may serve on more than one committee.**
- The chief administrative officer or mayor/board chairman must sign the nomination form.
- **Please return nomination forms by April 16.**

We will forward information about policy committee meeting times and rooms as soon as they are confirmed. Policy committee recommendations that emerge from the July meeting will be forwarded to the Legislative Committee for consideration at its September meeting.

Please call Janet Areson at 804/523-8522 if you have any questions about the appointment process.

VML 2012 Policy Committee Nominations

Please return this form by April 16 to Joni Terry at VML, P.O. Box 12164, Richmond, VA 23241; Fax 804/343-3758; email: jterry@vml.org

Community & Economic Development

Name & Title: _____

Name & Title: _____

Environmental Quality

Name & Title: _____

Name & Title: _____

Finance

Name & Title: _____

Name & Title: _____

General Laws

Name & Title: _____

Name & Title: _____

Human Development & Education

Name & Title: _____

Name & Title: _____

Transportation

Name & Title: _____

Name & Title: _____

Signed: _____ Locality: _____
(Mayor/Chair, or Manager/Administrator)

Understanding VML's Legislative and Policy Committee Process

Each year the Virginia Municipal League develops two separate documents -- a legislative program and a compilation of policy statements -- through a process that involves the Legislative Committee and six separate policy committees. The Legislative Committee is responsible for developing the legislative program, but it may also rely on input from the policy committees to do so. The policy committees develop broad policy statements, in addition to submitting specific legislative recommendations for consideration by the Legislative Committee.

Legislative Committee

What is the role of the Legislative Committee?

The Legislative Committee is responsible for considering and reporting on existing or proposed state and federal legislation or regulations, and urging the enactment or amendment of, or opposition to, such legislation or regulations.

How is the Legislative Committee appointed?

VML's Constitution spells out the composition of the Legislative Committee. The committee consists of 24 people holding elective or appointed positions, all appointed by VML's President. Of the 24 members, 12 must be representatives of cities and urban counties with populations in excess of 35,000, 6 must be representatives of cities and urban counties with populations of 35,000 or less, and 6 must represent towns.

What is included in VML's Legislative Program?

The legislative program adopted by the Legislative Committee reflects specific legislative objectives that VML hopes to achieve during the upcoming legislative session. It is subject to the approval of VML's membership at the annual conference.

What is the relationship between the legislative committee and VML's policy committees?

The Legislative Committee meets prior to the steering and policy committees to identify issues that it would like the committees to consider for potential inclusion in the league's legislative program. It meets again after the policy committees have met to consider their recommendations.

Policy Committees

What is the role of the policy committees?

Policy committees receive briefings on statewide issues identified by the steering committee, consider possible changes to the policy statement, and develop legislative recommendations for the Legislative Committee to consider.

How are policy committees appointed?

Policy committee membership consists of elected and appointed officials of full-member local governments. Nomination letters are sent in the spring to each locality, and each local government determines which of its officials will be nominated for each of the six policy committees. Each local government may nominate up to two people per policy committee, at least one of whom must be an elected official.

What are the benefits of serving on a policy committee?

VML policy committees offer members an opportunity to learn about current and emerging statewide issues that affect local governments, to develop through policy statements the broad philosophical framework that guides the league, and to network with local officials with similar policy interests.

How many policy committees are there?

There are six policy committees: community and economic development, environmental quality, finance, general laws, human development and education, and transportation.

What issues does each policy committee cover?

- **Community & Economic Development:** Authority, administration, and funding of local governments to manage a full range of community and economic development issues, including business development and retention, international competitiveness, infrastructure development and investment, planning, land use and zoning, blight, enterprise zones, housing, workforce development and historic preservation.
- **Environmental Quality:** Natural resources and the authority of local governments to manage the environment, including water resources and quality, solid and hazardous waste management, air quality and the Chesapeake Bay.
- **Finance:** Powers, organization and administration of local government financing, including taxing authority, debt financing, state aid to local governments and federal policies affecting local finance issues.
- **General Laws:** Powers, duties, responsibilities, organization and administration of local governments, including state-local and interlocal relations, conflicts-of-interest, freedom-of-information, information management and personnel, telecommunications, utilities and law enforcement, jails and courts issues.
- **Human Development and Education:** Management and funding of social services, education, health, mental health, juvenile justice, recreation, rehabilitation and programs for the aging.
- **Transportation:** Development, maintenance and funding of a comprehensive land, sea and air transportation system for the Commonwealth, and federal, state and local roles in the provision and regulation of transportation.

What is a policy statement?

Each policy committee develops a policy statement that covers issues in its respective area. The policy statement expresses the agreement of VML's membership on matters of interest to local governments. The statement addresses broad, long-term, philosophical positions, as opposed to positions that address immediate, short-term issues. The VML membership approves the policy statements at its annual meeting.

How do policy statements differ from VML's legislative program?

Policy statements are general in nature. They reflect local governments' positions on a range of issues. The Legislative Program is more specific and immediate. It is limited to legislative positions that VML expects to lobby on during the upcoming legislative session.