

AGENDA--CITY COUNCIL -- CITY OF MARTINSVILLE, VIRGINIA

Council Chambers – Municipal Building

7:00 pm CLOSED SESSION 7:30 pm regular session

**Tuesday, April 22, 2014**

**6:00pm—City Council will Tour NCI**

**7:00pm--Closed Session**

1. Items to be considered in Closed Session, in accordance with the Code of Virginia, Title 2.2, Chapter 37—Freedom of Information Act, Section 2.2-3711(A)—Closed Meetings, the following:
  - A. Appointments to boards and commissions as authorized by Subsection 1.
  - B. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body as authorized by Subsection 29.
  - C. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the City of Martinsville would be adversely affected, as authorized by Subsection 6.

**7:30pm-Regular Session**

Invocation & Pledge to the American Flag—Vice Mayor Gene Teague

1. Consider approval of Council meeting minutes February 10, 2014 tour and February 10, 2014 Neighborhood meeting. (2 mins)
2. Presentation of proclamation-National Correctional Officers Week. (2 mins)
3. Presentation of proclamation-Martinsville Alumnae Chapter of Delta Sigma Theta Sorority. (2 mins)
4. Presentation of proclamation-Nurses' Week 2014. (2 mins)
5. Recognition of Fire Chief Kenneth Draper for completion of Executive Fire Office Program. (2 mins)
6. Conduct a public hearing regarding amendments to the Zoning Ordinance on first reading related to land use as a temporary flexibility option as the Zoning Ordinance is being updated. (5 mins)
7. Hear an update from Dr. Noel Boaz of Integrative Centers for Science & Medicine. (10 mins)
8. Hear an update on the Martinsville-Henry County Historical Museum from Carl Dehart. (10 mins)
9. Hear an update from Pat Folio of the Farmers Market Uptown. (10 mins)
10. Consider authorization to terminate the Electric Rate Stabilization Plan. (10 mins)
11. Consider setting a public hearing for May 13, 2014 for FY15 Budget and to consider adoption of ordinance, on first reading. (5 mins)
12. Consider approval of consent agenda. (2 mins)
13. Consider a request by the VA Municipal League to submit nominations for membership on the VML 2014 Policy Committees. (5 mins)
14. Business from the Floor

**This section of the Council meeting provides citizens the opportunity to discuss matters, which are not listed on the printed agenda. In that the Council meetings are broadcast on Martinsville Government Television, the City Council is responsible for the content of the programming. Thus, any person wishing to bring a matter to Council's attention under this Section of the agenda should:**

  - (1) come to the podium and state name and address;**
  - (2) state the matter that they wish to discuss and action they would like for Council to take;**
  - (3) limit remarks to five minutes;**
  - (4) refrain from making personal references/accusations of a factually false/malicious nature. Persons who violate these guidelines will be ruled out of order by the presiding officer and will be asked to leave the podium. Persons who refuse to comply with the direction of the presiding officer may be removed from the chambers.**
15. Comments by members of City Council. (5 minutes)
16. Comments by City Manager. (5 minutes)



## City Council Agenda Summary

**Meeting Date:** April 22, 2014

**Item No:** 1.

**Department:** Clerk of Council

**Issue:** Consider approval of minutes of City Council meetings February 10, 2014 tour and February 10, 2014 Neighborhood Meeting.

**Summary:** None

**Attachments:** February 10, 2014 tour minutes  
February 10, 2014 minutes

**Recommendations:** Motion to approve minutes as presented.

February 10, 2014

The City Council of the City of Martinsville, Virginia, assembled on February 10, 2014 at 5:30 P.M. to tour the Northside area neighborhoods prior to their quarterly Neighborhood Focus Meeting scheduled for February 10, 2013 at 7:30pm at Chatham Hts. Baptist Church, 1235 Chatham Road.

Council Members present for the tour included: Mayor Kim Adkins and Mark Stroud. Vice Mayor Gene Teague, Sharon Brooks Hodge and Danny Turner were absent. Others present included: Leon Towarnicki, Andy Powers, Coretha Gravely and a Martinsville Bulletin reporter.

No other business was conducted during the tour and immediately after the tour ended, Council members disbursed.

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Brenda Prillaman  
Clerk of Council

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Kim Adkins  
Mayor

February 10, 2014

Martinsville City Council Neighborhood Meeting for the Northside area was held on February 10, 2014, at Chatham Hts. Baptist Church, 1235 Chatham Road, Martinsville, VA at 7:30 PM, with Mayor Kim Adkins presiding and Council members present including: Mark Stroud, Sr., Sharon Brooks Hodge and Danny Turner. Vice Mayor Gene Teague was absent. Staff present: Leon Towarnicki, Brenda Prillaman, Eric Monday, Coretha Gravely, Chad Rhoads, Kenneth Draper and Andy Powers.

Mayor Adkins called the meeting to order and Rev. Lewis Harris gave the invocation. Mayor Adkins asked Andy Powers to present his property maintenance report and then opened the floor for public comment.

Citizen comments: Lewis Harris-reported manhole cover is missing on Chatham Rd. in front of Mountain Drive. A resident on Grayson St. reported poor conditions at 216 Grayson Street along with excessive amounts of traffic in and out of house. City Attorney Eric Monday explained process for declaring a property as a public nuisance and then Council could take action. Pat McCain-Augusta St.-issues with peddlers selling door to door, voiced concerns about the way a call to 911 Center was handled and hearing shots fired at night from rented hunting land. Janet Mullins-Owens Rd.-concerns with animal control. Woody McCain-Augusta St.-concerns with 911 Center. Coretha Gravely-encouraged all citizens to never hesitate in calling 911 if feeling threatened. The City Manager gave an update on snow removal process in anticipation of forecasted winter weather. City staff will address specific properties and concerns as pointed out by citizens.

There being no further business, Mayor Adkins adjourned the meeting at 8:45 pm.

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Brenda Prillaman  
Clerk of Council

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Kim E. Adkins  
Mayor



## City Council Agenda Summary

**Meeting Date:** April 22, 2014

**Item No:** 2.

**Department:** City Council

**Issue:** Presentation of proclamation recognizing National Correctional Officers and Employees Week.

**Summary:** Sheriff Steve Draper will be present to accept the proclamation.

**Attachments:** Proclamation

**Recommendations:** Presentation only.



## **Proclamation**

### **National Correctional Officers and Employees Week**

**WHEREAS, one of the primary goals for the City of Martinsville is to provide its citizens with an effective judicial system that concentrates on quality for all of our citizens; and**

**WHEREAS, the City of Martinsville's dedicated correctional officers are essential to the success of our judicial process, and our correctional officers' work includes daily exposure to a hostile environment with many of the most dangerous individuals in our society; and**

**WHEREAS, Correctional Officers contribute daily to the protection of our citizens by housing dangerous felons in a humane environment, often at great risk to the officers' own protection; and**

**WHEREAS, the City of Martinsville is pleased to join with officials and distinguished correctional officers across America to recognize the achievements of these dedicated individuals. We are indebted to the International Association of Correctional Officers for continuing to emphasize the accomplishments of correctional officers worldwide; now, therefore**

**FOR THESE SIGNIFICANT REASONS, I, KIM ADKINS, Mayor of the City of Martinsville, Virginia, do hereby proclaim May 4-May 10, 2014,**

**“NATIONAL CORRECTIONAL OFFICERS AND EMPLOYEES WEEK”**

in the City of Martinsville and commend this observance to all of our citizens.

Kim Adkins  
Mayor



## **City Council Agenda Summary**

**Meeting Date:** April 22, 2014

**Item No:** 3.

**Department:** City Council

**Issue:** Presentation of proclamation recognizing Martinsville Alumnae Chapter of Delta Sigma Theta Sorority.

**Summary:** Sorority members will be present to accept the proclamation.

**Attachments:** Proclamation

**Recommendations:** Presentation only.



## **Proclamation**

### **Martinsville Alumnae Chapter of Delta Sigma Theta Sorority The Year of Uncompromising Commitment to Communities through Service, Leadership and Empowerment**

**WHEREAS**, The Martinsville Alumnae Chapter of Delta Sigma Theta Sorority, Inc. honored the Martinsville area by hosting the Annual Western Cluster Founders Day Celebration March 22, 2014;

**WHEREAS**, Delta Sigma Theta Sorority, Inc., also celebrated its 101 years of sisterhood, scholarship and service at the Founders Day Celebration;

**WHEREAS**, the theme of this celebration was “Uncompromising Commitment to Communities through Service, Leadership and Empowerment,” which embodies the great work of over 1,000 chapters of Delta Sigma Theta Sorority throughout the country and internationally to promote academic excellence and provide assistance to persons in need;

**WHEREAS**, The Alumnae Chapters of Delta Sigma Theta Sorority from Martinsville, Blacksburg, Charlottesville, Danville, Farmville, Lynchburg and Roanoke have become an important fabric of their communities they serve with their generosity and for their advocacy to continue to identify ways to include opportunities for all citizens to exercise their voting power;

**NOW, THEREFORE**, as Mayor of the City of Martinsville, Virginia, I, Kim Adkins, and members of City Council do recognize Delta Sigma Theta Sorority and encourage all citizens to recognize this Sorority as an organization that upholds the values of integrity, loyalty and compassion for others and has an uncompromising commitment to communities to serve, lead and empower.

Kim E. Adkins  
Mayor



## City Council Agenda Summary

**Meeting Date:** April 22, 2014

**Item No:** 4.

**Department:** City Council

**Issue:** Presentation of proclamation recognizing Nurses Week May 5-9, 2014

**Summary:** Representatives from the hospital will be present to accept the proclamation.

**Attachments:** Proclamation

**Recommendations:** Presentation only.



## **Proclamation**

### **Nurses Week**

**May 5-9, 2014**

**WHEREAS**, Nurses from all over the land are celebrated during this week in May and;

**WHEREAS**, Nursing is the most trusted profession in the world and nurses are committed to improve the status of the community, both young and old, with a compassionate heart, caring hands, and knowledgeable brain and;

**WHEREAS**, The mother of nursing Florence Nightingale, the “lady of the lamp” was born in 1820, one hundred and ninety four years ago, and was the model to all future nurses.

**WHEREAS**, It is fitting to acknowledge these dedicated professionals for their demonstrated commitment to promoting and safeguarding the well- being of people in the community

**WHEREAS**, To this day, nursing remains true to the vision of helping others in their time of need, and building helping, trusting, human caring relationships throughout the land

**NOW, THEREFORE**, I, Kim Adkins, Mayor of the City of Martinsville, Virginia, do hereby proclaim the

**Week of May 5-9<sup>th</sup> 2014 as Nurses Week**

And call this observation to the attention of all our citizens.

Kim Adkins  
Mayor

**Meeting Date:** April 22, 2014

**Item No:** 5.

**Department:** Fire/EMS

**Issue:** Recognition of Fire Chief Kenneth Draper for completion of Executive Fire Officer Program.

**Summary:** Fire Chief Kenneth Draper has completed a four year program at the National Fire Academy and tonight is being awarded his Executive Fire Officer Program certificate.

The Executive Fire Officer Program (EFOP) is an initiative of the United States Fire Administration/National Fire academy designed to provide officers in key leadership roles with:

- An understanding of:
  - the need to transform fire and emergency services organizations from being reactive to proactive; with an emphasis on leadership development, prevention, and risk reduction.
  - Transforming fire and emergency services organizations to reflect the diversity of America's communities;
  - The value of research and its application to the profession; and
  - The value of lifelong learning.
- Enhanced executive-level knowledge, skills, and abilities necessary to lead these transformations, conduct research, and engage in lifelong learning.

The officers enhance their professional development through a unique series of four graduate and upper-division-baccalaureate equivalent courses. The EFOP spans a 4-year period with 4 core courses. Each course is 2 weeks in length.

To graduate from the EFOP, participants must write and submit a graduate-level Applied Research Project (ARP) that relates to their organization after each course. Each ARP is highly scrutinized and graded by an external evaluator. The ARP must be completed within six months from the end of each EFOP class and must receive a minimum passing score before the student can take the next class in the series. Only after all four classes have been completed and all four ARP's have received passing grades is the EFOP certificate awarded to a student.

To date, Chief Draper is the third Martinsville Fire & EMS employee to complete the Executive Fire Officer Program. Former Fire Chief and City Manager Clarence Monday and Deputy Chief Kris Shrader have also completed this program. All of the department's Chief Officers are currently enrolled in the program.

**Attachments:** none

**Recommendations:** No action required.

**Meeting Date:** April 22, 2014  
**Item No:** 6.  
**Department:** Community Development

**Issue:** Conduct a duly advertised public hearing on amendments to the Zoning Ordinance, on first reading, related to land use as a temporary flexibility option as the Zoning Ordinance is being updated.

**Summary:** Community Development has received inquiries from potential business owners regarding newer uses of land than the City's Zoning Ordinance currently allows. One example is potentially operating a hydroponic facility within the City. At present, the City of Martinsville's Zoning Ordinance is a permissive ordinance, meaning if a specific land use is not explicitly listed as permitted by right or by special use permit in the individual district, then it is not allowed. The Zoning Ordinance is currently being reviewed in its entirety as part of the update budgeted for FY '14 and FY '15. A major goal of the update is to be more flexible with new businesses and new land uses. Staff submits the proposed amendment as a reasonable way to accommodate new hybrid light/industrial commercial development in the interim prior to the adoption of the new ordinance.

Planning Commission held a duly advertised public hearing on March 4, 2014. No one spoke for or against the amendment during the public hearing. Planning Commission voted unanimously (7-0) to send this amendment to City Council for their consideration.

**Attachments:** Planning Commission Letter  
Proposed Amendment to the Zoning Ordinance

**Recommendations:** Conduct the public hearing and consider a motion to approve the proposed amendment to the Zoning Ordinance on first reading with a roll call vote.



March 11, 2014

Mayor Kim Adkins  
Members of City Council  
City of Martinsville  
P. O. Box 1112  
Martinsville, VA 24114

RE: Amendment to the Zoning Ordinance

Dear Mayor and City Council Members:

The Planning Commission, at its meeting on March 4, 2014, conducted a duly advertised Public Hearing on a request by the City of Martinsville, for a proposed amendment to the Martinsville Zoning Ordinance related to land use.

At the public hearing, it was noted that the amendment would make land use more flexible to new forms of business in the Commercial and Business districts. This amendment will work in the interim prior to the adoption of the new Zoning Ordinance.

There was no opposition to the amendment and no one from the public was present at the hearing. The Planning Commission voted (7-0) to recommend the proposed amendment to City Council. The Planning Commission respectfully submits the recommendation for further consideration.

Yours Truly,

James A. Crigger, Sr., Secretary

Wayne D. P. Knox

Director of Community Development

WDPK

Cc: Timothy D. Martin, Chairperson  
James A. Crigger, Sr., Secretary

# PROPOSED AMENDMENTS – ZONING ORDINANCE

(Strikethrough indicates deletion; **italicized bold** indicates addition)

## SECTION XII: COMMERCIAL DISTRICTS

B. Uses permitted by right in the C-1 District.

- 54. Establishments (not to exceed a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental performance standards (with no outdoor storage, loading, or displays, and further, excepting those uses which are specifically prohibited by this section or those uses which require a special use permit).**

C. Uses permitted by special use permit in the C-1 District.

- 8. Establishments (exceeding a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental standards (with limited outdoor storage, loading, or displays as determined by special use conditions, and, further, except those uses which are specifically prohibited by this ordinance).**

F. Uses permitted by right in the C-1A District.

- 67. Establishments (not to exceed a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental performance standards (with no outdoor storage, loading, or displays, and further, excepting those uses which are specifically prohibited by this section or those uses which require a special use permit).**

G. Uses permitted by special use permit in the C-1A District.

- 8. Establishments (exceeding a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing,**

*assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental standards (with limited outdoor storage, loading, or displays as determined by special use conditions, and, further, except those uses which are specifically prohibited by this ordinance).*

J. Uses permitted by right in the C-2 District.

**72.** *Establishments (not to exceed a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental performance standards (with no outdoor storage, loading, or displays, and further, excepting those uses which are specifically prohibited by this section or those uses which require a special use permit).*

K. Uses permitted by special use permit in the C-2 District.

**8.** *Establishments (exceeding a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental standards (with limited outdoor storage, loading, or displays as determined by special use conditions, and, further, except those uses which are specifically prohibited by this ordinance).*

N. Uses permitted by right in the C-3 District.

**83.** *Establishments (not to exceed a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental performance standards (with no outdoor storage, loading, or displays, and further, excepting those uses which are specifically prohibited by this section or those uses which require a special use permit).*

O. Uses permitted by special use permit in the C-3 District.

**8.** *Establishments (exceeding a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair,*

*distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental standards (with limited outdoor storage, loading, or displays as determined by special use conditions, and, further, except those uses which are specifically prohibited by this ordinance)*

SECTION XIII: BUSINESS AND MANUFACTURING DISTRICTS

B. Uses permitted by right in the B-1 District.

- 12. *Establishments (not to exceed a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental performance standards (with no outdoor storage, loading, or displays, and further, excepting those uses which are specifically prohibited by this section or those uses which require a special use permit).***

C. Uses permitted by special use permit in the B-1 District.

- 4. *Establishments (exceeding a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental standards (with limited outdoor storage, loading, or displays as determined by special use conditions, and, further, except those uses which are specifically prohibited by this ordinance)***

**Adopted** \_\_\_\_\_

**Attest:**

\_\_\_\_\_  
**Clerk of Council**



## **City Council Agenda Summary**

**Meeting Date:** April 22, 2014

**Item No:** 7.

**Department:** City Manager

**Issue:** Hear an update from Dr. Noel Boaz of Integrative Centers for Science & Medicine.

**Summary:** Dr. Boaz will give this update.

**Attachments:** None

**Recommendations:** For information.



## **City Council Agenda Summary**

**Meeting Date:** April 22, 2013

**Item No:** 8.

**Department:** City Council

**Issue:** Hear an update from Carl Dehart regarding the Martinsville-Henry County Historical Museum at 41 East Church Street.

**Summary:** Mr. Dehart will present this update to Council.

**Attachments:** None

**Recommendations:** Presented for information purposes.



## **City Council Agenda Summary**

**Meeting Date:** April 22, 2014

**Item No:** 9.

**Department:** City Manager

**Issue:** Hear an update from Pat Folio, Manager for the Farmer's Market Uptown.

**Summary:** Pat Folio will provide information about events and activities planned for the Uptown Farmer's Market.

**Attachments:** None

**Recommendations:** For information.



## City Council Agenda Summary

**Meeting Date:** April 22, 2014

**Item No:** 10.

**Department:** Electric

**Issue:** Consider authorization to terminate Rate Stabilization Plan

**Summary:**

The Rate Stabilization Plan fund was depleted in mid-February with the withdrawal of \$551,881 to offset or stabilize excessive January '14 power costs.

Based on projected increases in purchase power costs for FY'15, staff recommends termination of the Rate Stabilization Plan at this time due to the projected future under performance of the fund.

American Municipal Power Inc. requires written notice to terminate the Rate Stabilization Plan.

**Attachments:** none

**Recommendations:** Staff requests City Council to consider a motion authorizing a letter from the City Manager to AMP Inc., terminating the Rate Stabilization Plan effective immediately.



## City Council Agenda Summary

**Meeting Date:** April 22, 2014

**Item No:** 11.

**Department:** City Manager

**Issue:** Consider setting a Public Hearing on the FY15 Budget

**Summary:** City Council must set a date for the public hearing on the FY15 Budget and approval on first reading.

**Attachments:** None

**Recommendations:** Set a Public Hearing for approval on first reading of the City's FY15 budget for May 13, 2014.



## City Council Agenda Summary

**Meeting Date:** April 22, 2014  
**Item No:** 12.  
**Department:** Finance  
**Issue:** Consider approval of consent agenda

**Summary:**

The attachments amend the FY14 Budget with appropriations in the following funds:

**FY14:**

General Fund: \$503,826 – Reimbursement  
CDBG Fund: \$ 14,000 – Pass-through funding  
School Fund: \$ 68,400 – State Grant

**Attachments:** Spreadsheet

**Recommendations:** Motion to approve

**BUDGET ADDITIONS FOR 4/22/2014**

<b>ORG</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
<b><u>FY14</u></b>				
<b><u>General Fund:</u></b>				
01101917	442810	Categorical State Other - Highway Projects		503,826
01413151	508220	Thorofare Construction Liberty St project reimbursement	503,826	
<b>Total General Fund:</b>			<b>503,826</b>	<b>503,826</b>
<b><u>CDBG Fund:</u></b>				
47102926	447061	NCI Improvement Grant		14,000
47833380	503191	NCI Improvement Grant - Prof. Services - Contractors Pass-through funding	14,000	
<b>Total CDBG Fund:</b>			<b>14,000</b>	<b>14,000</b>
<b><u>School Fund:</u></b>				
18101918	410406	State Grant - VPSA Technology Grant		68,400
80008110	568210	VPSA Ed Technology - Hardware Additions	68,400	
<b>Total CDBG Fund:</b>			<b>68,400</b>	<b>68,400</b>

**Meeting Date:** April 22, 2014

**Item No:** 13.

**Department:** City Manager

**Issue:** Consider request by the Virginia Municipal League to submit nominations for membership on the VML 2014 Policy Committees

**Summary:** City Council may nominate two individuals to a committee and at least one nominee must be a member of City Council. Nominations are due by May 2, 2014.

**2014 Committee assignments include:**

- Community & Economic Development
- Environmental Quality
- Finance
- General Laws
- Human Development & Education
- Transportation

VML 2013 Policy Committee membership:

*Community & Economic Development-Kim Adkins, Mayor*

*Environmental Quality-Eric Monday, City Attorney*

*Finance-Leon Towarnicki, City Manager*

*General Laws-Gene Teague, Vice Mayor*

*Human Development & Education-Mark Stroud, Council Member*

*Transportation-Sharon Brooks Hodge, Council Member*

**Attachments:** VML memo re: nominations 2014 committees

**Recommendations:** Motion to appoint members to VML 2014 Policy Committees



**OFFICERS**

**PRESIDENT**

DAVID P. HELMS  
MARION MAYOR

**PRESIDENT-ELECT**

WILLIAM D. EUILLE  
ALEXANDRIA MAYOR

**VICE PRESIDENT**

RON RORDAM  
BLACKSBURG MAYOR

**IMMEDIATE PAST PRESIDENT**

EDWIN C. DALEY  
HOPEWELL

**EXECUTIVE DIRECTOR**

KIMBERLY A. WINN

**MAGAZINE**

VIRGINIA TOWN & CITY

April 8, 2014

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

From: Kim Winn, Executive Director

Subject: 2014 VML Policy Committee Nominations

The Virginia Municipal League is now accepting nominations for its 2014 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 May 2. 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.**
- **Individual may serve on only one committee.**
- The chief administrative officer or mayor/board chairman must sign the nomination form.
- **Please return nomination forms by May 2.**

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/email Janet Areson (804/523-8522, [jareson@vml.org](mailto:jareson@vml.org)) if you have any questions about the appointment process.

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](mailto:e-mail@vml.org)  
[www.vml.org](http://www.vml.org)

## VML 2014 Policy Committee Nominations

Please return this form by **May 2** to Joni Terry at VML, P.O. Box 12164, Richmond, VA 23241; Fax 804/343-3758; email: [jterry@vml.org](mailto: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)

## 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

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#### **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 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

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#### **What is the role of the policy committees?**

Policy committees receive briefings on select statewide issues, 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 information is 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 inter-local 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, behavioral 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 generally addresses broad, long-term, philosophical positions. 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.