

DRAFT MINUTES

**Regular Meeting
Commission on Local Government
10:00 a.m., July 14, 2008
First Floor Board Room
The Jackson Center
501 North Second Street
Richmond, Virginia**

Members Present

Vola T. Lawson, Vice Chairman
Harold H. Bannister, Jr.
Kathleen K. Seefeldt

Members Absent

Frances M. Parsons, Chairman

Staff Present

Susan Williams, Local Government Policy Manager
Steve Ziony, Principal Economist
Matthew Bolster, Senior Policy Analyst
Barbara Johnson, Administrative Assistant

Call to Order

In the absence of CLG Chairman Frances M. Parsons, Vice Chairman Vola T. Lawson chaired the meeting. Mrs. Lawson called the meeting to order at 10:12 a.m. on July 14, 2008 in the First Floor Board Room of the Department of Housing and Community Development (DHCD) at the Jackson Center in Richmond, Virginia.

I. Administration

A. Approval of Minutes of Regular Meeting of May 12, 2008

Mrs. Seefeldt made a motion that the minutes of the Commission's regular meeting of May 12, 2008 be approved, such motion was seconded by Mr. Bannister and the Commission unanimously approved the minutes without amendment.

B. Public Comment Period

Mrs. Lawson opened the floor to receive comments from the public. No person appeared to testify before the Commission during the public comment period.

C. Presentation of Financial Statement for June 2008

Referencing an internally produced financial statement that encompassed expenditures through the end of June 2008, Ms. Williams stated that the financial report covered 100 percent of Fiscal Year 2008 and that Commission expenditures for that twelve-month period represented 94.89% of the total amount budgeted for the fiscal year. The members accepted the report for filing.

D. Local Government Policy Manager's Report

1. Potential Agency Move

Ms. Williams explained that after their last meeting Mrs. Parsons, on behalf of the CLG, sent a letter to Governor Kaine asking that DHCD be permitted to remain at the Jackson Center at least until such time as space is available in a state-owned office building. Ms. Williams informed the members that, since that time, DHCD's lease for the Jackson Center was extended for a period of six months and that the proposed location at 8th and Main Streets in downtown Richmond is no longer available.

2. Potential Interlocal Issues

Ms. Williams presented a chart listing potential interlocal issues that was requested at the last Commission meeting, a draft of which was mailed ahead of the meeting to members. Ms. Williams explained that there was one change since the chart was originally distributed. She told members that, in June, the Montgomery County

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Board of Supervisors unanimously approved a resolution requesting the CLG to review a proposed joint economic development and growth sharing agreement between the County and the Town of Christiansburg. Ms. Williams indicated that the Christiansburg town council apparently approved a similar resolution in June.

Ms. Williams next told members that the Culpeper Town Council and Culpeper County Board of Supervisors reportedly reached consensus on a regional water and sewer authority and boundary line adjustment. Ms. Williams recently provided sample voluntary settlement agreements and other information for their review.

Next, Ms. Williams mentioned potential boundary line adjustments between the Town of Gordonsville and Orange County and the Town of Appalachia and Wise County.

Ms. Williams then reported that she made a presentation on the town incorporation process to the Lake Gaston Association at their annual meeting on June 14. Ms. Williams stated that the pertinent area is located in Brunswick and Mecklenburg Counties in Virginia and three counties in North Carolina and that the Association had previously heard a presentation from a North Carolina representative. Ms. Williams indicated that the interested parties seemed most concerned with enhancing the law enforcement presence on the lake and in the community as well as maintaining and improving community spirit around the lake.

Next, Ms. Williams called members' attention to a newspaper article distributed as part of their agenda packages, which highlights a report conducted by K.W. Poore and

Associates, Inc. indicating that a City of Covington – Alleghany County consolidation could “free up” more than \$7 million per year.

Finally, Ms. Williams informed members of potential annexations by the Town of Onley in Accomack County and the Town of Cheriton in Northampton County as well as the negotiation of a voluntary settlement agreement between the Town of New Market and Shenandoah County.

3. Meeting Per Diem

Ms. Williams stated that, in accordance with the Commission’s policy on compensation and reimbursement, per diem will be paid to all members present for their service to the Commonwealth on July 14, 2008.

II. Commending Resolution for Mr. Kines

Ms. Williams presented a draft resolution commending Mr. Kines for his years of dedicated service to the Commission on Local Government. Mr. Bannister made a motion that the resolution be adopted, such motion was seconded by Mrs. Seefeldt and the Commission unanimously adopted the resolution. Ms. Williams distributed the resolution for members’ signatures and explained that it would be framed and ready for presentation to Mr. Kines at their next regular meeting on September 8, his schedule permitting.

III. State Agency Assessment of Mandates in FY 2009

Mr. Bolster noted that at the last meeting, the Commission had discussed the new interactive website intended to facilitate the sharing of mandate information between localities and state agencies. The website is now active. It will allow localities to read

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abstracts of mandates under assessment, download comment forms, and upload comments; and it will allow state agencies to download the comments for consideration when preparing their assessments. The agencies will also be able to review catalog abstracts and upload their recommended changes. To make localities aware of the new website, staff arranged for articles in VML and VACo periodicals and sent letters to the chief administrative officers of all cities and counties. The Department of Social Services also notified local departments about the website, and several of them have requested passwords to access the website. In total, representatives of 15 localities have requested access. None have posted comments yet, but we are only two weeks into the first mandate assessment period, which began on July 1.

Mr. Bolster said that he is beginning the catalog update by identifying all new mandates and amendments to such that passed the General Assembly this year. He will incorporate references to these into all abstract lists that are made available for agency review. The agencies will then be responsible for drafting the initial abstracts, subject to possible revision by Commission staff.

IV. 2008 Survey of Cash Proffers

Mr. Bolster noted that the Commission had approved the 2008 survey form at its May meeting. Staff mailed out the survey forms on July 9 to a total of 153 localities: 88 counties, 36 cities, and 29 towns. Mr. Bolster indicated that two localities, the towns of South Hill and Vienna, have already responded. The Commission has always received a 100% response to the cash proffer survey in the past, though to achieve this result, a

certain amount of follow-up is to be expected. Mr. Bolster stated that survey responses are due on September 30, 2008.

V. Annual Report on Municipal Boundary Changes

Mr. Ziony presented the 2007 annual report on county-municipal boundary change actions in Virginia. Mr. Ziony explained that the latest review covers a dozen boundary adjustments involving ten counties, one city and eleven incorporated towns. Mr. Ziony stated that, in nine instances, the geographic changes rested directly upon circuit court orders. He explained that the remaining boundary line revisions stemmed from town ordinances enacted pursuant to inter-local agreements between the municipalities and their counties.

Mr. Ziony explained that the report provides, for each territorial action, the net area and net population transferred. He added that the profile statistics shown in the table were provided by the administrative officials and legislative bodies of the affected localities and/or by the relevant county circuit courts.

Mr. Ziony indicated that the report was uploaded to the CLG's website on June 6, 2008. At that time, it was also distributed to 24 high-priority recipients in federal and state government, the academic community, and the corporate realm.

VI. Scheduling of Meetings

The Commission confirmed that its next regular meeting will take place on Monday, September 8, 2008 at the DHCD offices in Richmond. Ms. Williams indicated that she and Mrs. Parsons each recently had contact with VML and VACo regarding the Commission's request for an opportunity to address both organizations at their upcoming

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annual conferences. Ms. Williams explained that the November 10 regular meeting of the Commission is still tentatively scheduled to take place in conjunction with the VACo annual conference in Bath County. In anticipation of forthcoming invitations from VML and VACo, Mrs. Seefeldt asked Ms. Williams to first consult Mrs. Parsons and, with her approval, to make hotel reservations for all CLG members for both conferences. Ms. Williams further indicated that regular meetings are scheduled in Richmond on January 12, 2009 and March 9, 2009.

VIII. Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 11:07 a.m.

Frances M. Parsons
Chairman

Susan B. Williams
Local Government Policy Manager