

**2016-2017
VML Executive Committee**

| Full Name | Position | Title | Locality | Current Term Expires | Email | Spouse |
|------------------------|----------------|----------------|------------------------|----------------------|--|--------------------------|
| Robert K. Coiner | President | Mayor | Town of Gordonsville | 2017 | bobcoiner@msn.com | Mrs. Jackie Coiner |
| Patricia P. Woodbury | Vice President | Council Member | City of Newport News | 2017 | pwoodbury@nngov.com | Mr. Gerard Woodbury |
| Ron Rordam | Past President | Mayor | Town of Blacksburg | 2017 | rrordam@blacksburg.gov | Mrs. Mary Rordam |
| Ophie Kier | At-Large | Vice Mayor | City of Staunton | 2017 | kieroa@ci.staunton.va.us | Ms. Jackie Kier |
| Jill Carson | At-Large | Council Member | Town of Pennington Gap | 2017 | jillc1@comcast.net | Mr. Ron Carson |
| Christina Luman-Bailey | At-Large | Vice Mayor | City of Hopewell | 2018 | clumanbailey@gmail.com | |
| Laurie DiRocco | At-Large | Mayor | Town of Vienna | 2018 | ldirocco@vienna.gov | Mr. Robert DiRocco |
| Anita James Price | At-Large | Vice Mayor | City of Roanoke | 2019 | anitajamesprice@gmail.com | Mr. Charles A Price, Jr. |
| Gene Teague | At-Large | Council Member | City of Martinsville | 2019 | Gene_Teague@vfc.com | Ms. Sandi Teague |
| Thomas Smigiel | Urban Section | Council Member | City of Norfolk | 2017 | thomas.smigiel@norfolk.gov | Ms. Shannon Walsh |
| Willie Green | City Section | Vice Mayor | City of Galax | 2017 | wgreene@galaxva.com | Mrs. Sue Greene |
| A.D. "Chuckie" Reid | Town Section | Mayor | Town of Farmville | 2017 | chuckie1951@embargmail.com | Mrs. Frances Reid |



Executive Committee Meeting
Virginia Beach Convention Center, Board Room
1000 19th St., Virginia Beach, VA 23451
October 9, 2016

In attendance: Bob Coiner, Tim Darr, Mimi Milner Elrod, Willie Green, David Helms, Ophie Kier, Christina Luman-Bailey, Anita James Price, Ron Rordam, Katie Sheldon Hammler, Thomas Smigiel, Gene Teague, and Pat Woodbury. ***Staff:*** Michelle Gowdy and Kim Winn. ***Others:*** Beau Blevins, Bob Lauterberg, and Steven Mulroy.

Call to Order. President Rordam called the meeting to order at 1:10 p.m.

Presentation. The first order of business was a presentation by Bob Lauterberg, Managing Director, VML/VACo Finance to update the Executive Committee on programs at VML/VACo Finance.

Action Agenda

Additions to Agenda. There were none.

Consideration of Minutes from August 13, 2016. Pat Woodbury asked that the minutes be corrected to show her in attendance. Coiner moved and Woodbury seconded a motion to approve the minutes as corrected. Motion approved without objection.

Approval of Financial Report as of September 30, 2016. Coiner moved and Darr seconded a motion to approve the financial report as presented. Motion approved without objection.

Approval of Financial Statement as of June 30, 2016. Helms moved and Coiner seconded a motion to approve the audit as presented. Motion approved without objection.

Information/Discussion Agenda

Executive Director's Report. Winn reviewed the highlights of the Executive Director's report. She discussed changes at VML including the creation of the Federal Advisory Council, the Technology Assessment, changes in the conference schedule, and the new pre-K initiative.

Staff Report on Interim Legislative Activities. Gowdy reviewed the proposed 2017 VML Legislative Program.

Update on Redistricting. The Executive Committee reviewed a report on redistricting reform provided by staff member Mary Jo Fields.

Staff Report on Amicus Briefs. Gowdy discussed an upcoming case regarding inverse condemnation, *AGCS Marine Insurance Co., et al v. Arlington County*.

Go Green Update. Luman-Bailey discussed the Go Green challenge and some improvements that the board is considering.

Key Events of the 2016 Annual Conference. Winn reviewed key events that would be happening during the conference and updated the Executive Committee on plans to deal with Hurricane Matthew.

2016 Regional Suppers. Winn reviewed the dates and locations for the upcoming regional suppers.

2017 Finance Forum. Information concerning the upcoming Finance Forum was discussed.

2017 VML Day. Winn discussed plans for the 2017 VML Day at the Capitol.

Future Meetings. Dates were reviewed.

Items Proposed for Discussion at Future Meetings. There were none.

Other Matters. There were none.

Adjournment. There being no other business to come before the body, the meeting was adjourned at 2:25 pm.

Respectfully Submitted,

Kimberly A. Winn
Executive Director

Virginia Municipal League
Statement of Revenues and Expenses
For the Six Months Ending 12/31/2016

| | Annual Budget | YTD Budget | YTD Actual | YTD Variance |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
| REVENUES | | | | |
| Membership Dues | \$1,187,040.00 | \$1,187,040.00 | \$1,112,449.00 | (\$74,591.00) |
| Annual Conference | 305,500.00 | 305,500.00 | 287,242.50 | (18,257.50) |
| Workshops/Seminars | 40,000.00 | 19,999.98 | 19,105.00 | (894.98) |
| Advocacy | 42,000.00 | 21,000.00 | 25,475.00 | 4,475.00 |
| Investment Income | 4,000.00 | 1,999.98 | 7,141.21 | 5,141.23 |
| Publications | 72,000.00 | 36,000.00 | 37,394.00 | 1,394.00 |
| Insurance Programs | 900,000.00 | 450,000.00 | 462,500.00 | 12,500.00 |
| Sponsorships | 140,000.00 | 70,000.02 | 64,909.59 | (5,090.43) |
| Affiliated Groups | 87,000.00 | 65,750.00 | 58,759.52 | (6,990.48) |
| Miscellaneous Income | 30,000.00 | 15,000.00 | 14,967.09 | (32.91) |
| Gain from Disposal of Asset | 2,000.00 | 2,000.00 | | (2,000.00) |
| Total Revenues | 2,809,540.00 | 2,174,289.98 | 2,089,942.91 | (84,347.07) |
| EXPENSES | | | | |
| Compensation and Benefits | 1,710,000.00 | 855,000.00 | 803,990.81 | (51,009.19) |
| Annual Conference | 270,500.00 | 270,500.00 | 212,530.11 | (57,969.89) |
| Workshops/Seminars | 40,000.00 | 19,999.98 | 25,731.31 | 5,731.33 |
| HR & Financial Services | 20,000.00 | 10,000.02 | 9,463.63 | (536.39) |
| Travel | 45,000.00 | 22,500.00 | 20,567.30 | (1,932.70) |
| Office Supplies & Postage | 30,000.00 | 15,000.00 | 14,557.18 | (442.82) |
| Office Maintenance & Equipment | 20,000.00 | 10,000.02 | 21,724.21 | 11,724.19 |
| Office Rent | 3,000.00 | 1,500.00 | 1,872.00 | 372.00 |
| Building Repairs & Utilities | 40,000.00 | 19,999.98 | 24,078.60 | 4,078.62 |
| Computer Services | 43,000.00 | 21,499.98 | 17,188.08 | (4,311.90) |
| Dues & Subscriptions | 23,000.00 | 11,500.02 | 7,028.16 | (4,471.86) |
| National League of Cities Dues | 26,000.00 | 26,000.00 | 22,048.00 | (3,952.00) |
| Insurance Expense | 25,000.00 | 25,000.00 | 21,263.88 | (3,736.12) |
| Professional Fees | 50,000.00 | 25,000.02 | 30,216.47 | 5,216.45 |
| Advocacy | 150,000.00 | 75,000.00 | 49,942.70 | (25,057.30) |
| Publications | 76,000.00 | 37,999.98 | 31,533.11 | (6,466.87) |
| Executive Committee | 37,000.00 | 18,499.98 | 16,108.91 | (2,391.07) |
| Depreciation Expense | 35,000.00 | 0.00 | 0.00 | 0.00 |
| Miscellaneous | 27,000.00 | 13,500.00 | 17,608.03 | 4,108.03 |
| Special Projects | 40,000.00 | 19,999.98 | 1,528.91 | (18,471.07) |
| Real Estate Tax | 7,000.00 | 3,500.00 | 3,487.50 | (12.50) |
| Accumulated Leave Earned | 50,000.00 | 0.00 | 2,791.58 | 2,791.58 |
| Total Expenses | 2,767,500.00 | 1,501,999.96 | 1,355,260.48 | (146,739.48) |
| Net Revenue | 42,040.00 | 672,290.02 | 734,682.43 | 62,392.41 |
| Checking Account | | | 267,752.05 | |
| Invested Reserves | | | 2,951,690.41 | |



OFFICERS

PRESIDENT

ROBERT K. COINER
GORDONSVILLE MAYOR

PRESIDENT-ELECT

KATIE SHELDON HAMMLER
LEESBURG COUNCIL MEMBER

VICE PRESIDENT

PATRICIA P. WOODBURY
NEWPORT NEWS COUNCIL MEMBER

PAST PRESIDENT

RON RORDAM
BLACKSBURG MAYOR

EXECUTIVE DIRECTOR

KIMBERLY A. WINN

MAGAZINE

VIRGINIA TOWN & CITY

To: VML Executive Committee
From: Budget Committee (Bob Coiner, Ron Rordam, and Pat Woodbury)
Date: January 20, 2017
Re: Preliminary Budget Recommendations

In the early part of each year, the VML Executive Committee makes a policy decision regarding whether dues will be raised in the upcoming year. The Budget Committee met on Friday, January 20, 2017, and we have three recommendations:

1) **Dues Adjustment.** It is our recommendation that dues be increased by 2% for the 2017 – 2018 year. This number tracks with inflation as well as our need to enhance our technology (see report below). The 10-year dues history is:

| 10-Year Dues History | |
|----------------------|-----|
| 2007 | 4 % |
| 2008 | 4 % |
| 2009 | 0 % |
| 2010 | 0 % |
| 2011 | 0 % |
| 2012 | 3 % |
| 2013 | 3 % |
| 2014 | 0 % |
| 2015 | 0 % |
| 2016 | 2% |

10-Year Average 1.6%

2) **NLC Affiliate Program.** We are recommending that VML participate in NLC’s affiliate program. Essentially, if VML pays double its dues (approximately \$22k), then all member localities under 20,000 in population would be considered NLC affiliates with the ability to receive federal updates, participate in policy committees, and attend NLC programs at member rate.

3) **HR & Finance Line Item.** During the interim while we are searching for an accountant, VMLIP will be providing these services. This will mean that the HR & Finance line item will likely exceed budgeted amounts (and should be offset by a reduction in the compensation line item). The Budget Committee supports this overage.

P.O. Box 12164
RICHMOND, VIRGINIA 23241

13 EAST FRANKLIN STREET
RICHMOND, VIRGINIA 23219

804/649-8471
FAX 804/343-3758
www.vml.org



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January 18, 2017

TO: VML Executive Committee
FROM: Mary Jo Fields, Director of Research
SUBJECT: Go Green Virginia

The Executive Committee may wish to give some thought to improvements that could be made to the Go Green Virginia challenge. I have not had the opportunity to discuss these ideas with Ms. Luman-Bailey, and I apologize for that. I should have gotten in touch with her before the session started.

- The **web site** needs to be revamped and updated to make it easier to use, from the viewpoint of visitors to the site as well as staff. In conjunction, currently, only VML staff has administrative access to the website and only VML staff can download challenge submissions, add materials and correct information. One possibility is to allow VACo and VSBA to also have administrative access to the site in order for those associations to produce their own reports, add information and so forth. From my viewpoint, they should be willing to share in the cost of the website redesign.
- As part of the revamping, consideration could be given as to whether **advertising** should be accepted. I've had four or five calls/emails from companies this week wanting to have their products placed on the "Resources" page. I don't know what is driving this spurt of interest, and I do have qualms about advertising, but it is something to consider.
- The **challenge scorecard** should be updated and distributed earlier in order that local governments would have more time to develop and implement new initiatives.
- VSBA** should be invited early on in the planning of any regional forums in order to increase participation at those events. VSBA had healthy participation in the challenge itself, with 29 school divisions submitting challenges.
- Consideration could be given to requiring some **minimum level of new actions** that have to be undertaken at each level, in conjunction with the release of the updated challenge in a timely fashion. The goal would be to encourage local governments to continue to find ways to implement environmental policies and actions to reduce carbon emissions.
- A few localities have achieved more than 250 points (175 points is the cut off for the current highest level). Consideration could be given to a **fifth level of certification**, perhaps Resilient Community or some similar nomenclature.
- VACo takes a different approach on their challenge, and does not have the **different levels**. Localities are certified or not.

Finally, www.gogreenva.org has been updated to show the challenge winners for VML and VACo.



To: VML Executive Committee
From: Kim Winn, Executive Director
Date: January 20, 2017
Re: ED Report

Earlier this month, I celebrated my third anniversary at VML. I really can't believe that it has been three years already. I am blessed to be on this journey and I enjoy doing it with such a talented staff and a committed Executive Committee.

The strategic goals, as set forth by the Executive Committee, are listed below along with what we are doing to accomplish each of these goals.

Building Relationships

Relationships are the critical foundation upon which successful organizations must be built. VML is committed to forming and maintaining relationships in order to provide excellent service to the membership and to promote the principles of good government.

- VML will develop and maintain strong working relationships with members of the General Assembly, the State Administration, and the Federal Delegation. At our Annual Business meeting, the membership approved a federal policy statement that was developed by the Federal Advisory Council. The next step here is to begin to enhance our relationships with the federal delegation. President Coiner and I are headed to D.C. in February for a "fly-in" of Executive Directors and Presidents. The Federal Advisory Council will also be meeting in mid-February to discuss strategy and a possible reception for our delegation.

Our staff is working hard on critical issues in the General Assembly. We have a strong relationship with the State Administration as well. Once again, the Governor and First Lady focused on Virginia's localities for the holiday trees in the Governor's Mansion. We are pleased to partner with them in order to highlight our members from all across the Commonwealth.

Looking ahead in this area, we are beginning to explore opportunities to develop stronger relationships with local chambers of commerce and the business community in general. Stay tuned for some recommendations on this at budget time.

- VML will facilitate networking among the membership and between VML and local government officials.
Our regional suppers remain a popular and effective way to get our members together on a regional basis.

In addition, we have made concerted efforts to provide networking opportunities during our Annual Conference.

- VML will build and maintain partnerships with peer associations, the business community, and other groups with mutual interests.
We continue to have a good relationship with VACo. Once again, the officers for the two associations met to discuss ways that we can partner to serve our memberships better. In addition, their Executive Director and I try to meet quarterly to identify areas for mutual involvement.

The 2017 Finance Forum was a resounding success. The program is developed jointly with VML and VACo. This event has become the “starting point” for each legislative session.

I continue to learn a lot as a member of the NLC Board of Directors and a member of their Finance Committee. I was selected by my peers to serve as the Steering Committee Chair for the Executive Directors. In addition, I was selected by the NLC President to serve on the NLC Executive Committee. This is a 10-member group that develops key policy areas for NLC.

Nearly all of our staff members participate in a variety of boards, commissions, and working groups. Through each of these, we are developing strong relationships with peer groups and associations.

- The VML Executive Committee will promote and implement principles of ethical and effective leadership throughout the organization.
Our Executive Committee members are active throughout the organization, not just during Executive Committee meetings. Some members serve on policy committees or the legislative committee. Others serve on the Federal Advisory Council or as an appointed member of a board. This is truly a group that leads by doing.

Communications

Timely and substantive communication is critical to the overall mission of VML. As such we are committed to establishing both print and electronic communications to achieve the research, training, and advocacy goals of the organization.

- VML will develop a comprehensive communications strategy in order to tell the local government story and to establish VML as the primary information hub for local government officials.

I hope that you have noticed that VML is becoming more active in social media. We have a ways to go, but we are making steady progress in finding ways to get our message out.

Our technology upgrade should help a great deal in this area.

- VML will explore and maximize ways to use communications in order to promote the legislative agenda of the organization.

During the most recently completed legislative session, we updated the *League News* to be a more effective tool for reaching our members. We are producing only one *League News* (on Fridays) as a weekly summary. Then, individual emails are sent as “Alerts” when there is a specific issue that needs attention. This streamlined approach was well received and appeared to be effective. We are also working on a strategy for using social media as an advocacy tool.

- VML will develop a comprehensive marketing strategy in order to build stronger relationships with the business community and to provide appropriate avenues for businesses to offer their services to the VML membership.

The foundation for this program has been laid, but it will need some work over the coming year to really bring it up to the level that it should be. With a new Conference/Marketing Coordinator on staff, I am optimistic that we can make some progress in this area.

- VML will work to educate and assist the membership in learning to tell their story in a manner that effectively demonstrates the community building accomplished by local governments.

The best tool that we have in this area is *VTC*. We have made a concerted effort to work directly with members to develop content that helps members tell their story.

Engagement

Developing and maintaining an engaged membership is vital to both the short and long term success of VML. We will actively seek ways to engage our membership and to support citizen engagement in our local governments.

- VML will evaluate new ways to demonstrate the value of membership in VML along with the value of being an active participant in the association and our conferences.

Our new Director of Member services has energized our efforts to provide enhanced services, including a new multi-level training program, to our entire membership.

Despite Hurricane Matthew, we had terrific turnout at our conference and most stayed for the entire event. I was so pleased when we had to go to the “overflow” tables at the banquet. We will continue to refine the schedule to provide the best possible conference for our attendees.

The newly created “Institute for Local Officials” was developed to encourage newly elected and veterans alike to attend. This basic training for local officials provides both a good introduction to governing as well as an update regarding recent changes. We held our first ILO last summer and we have another one planned for March.

- VML will work to identify ways to improve citizen engagement, including ways to enhance the civics knowledge of Virginia’s students.

This was the third year of the If I Were Mayor essay contest and we had over 1,200 entrants. This is a terrific way to reach students and let them know that their voices are important and being heard.

At the direction of President Rordam, we developed the Stairway to Success program to highlight what communities can, and are, doing in the area of early childhood education. The awards were handed out at the VML Conference and we are gearing up to offer this program again.

- VML will identify and implement programs to encourage the membership to play a more active role in advocacy at both the state and federal level.

At the state level, the fall regional suppers focused on key issues for the upcoming session. We conducted a webinar to prepare individuals that are planning to come to VML Day at the Capitol. We have evaluated all of our communications and discussed ways to enhance information for local officials.

At the federal level, the establishment of the Federal Advisory Council was only the first step in engaging our membership. It is my sincere hope that we can make the case for getting involved in key policy issues and I am recommending that we participate in the NLC affiliate program as a way to start that process.

Finance

In order to evaluate existing programs and plan for the future of the organization, VML must maintain a strong financial position. VML is committed to maintaining and modernizing accurate and appropriate financial systems.

- VML will evaluate existing programs, seek efficiencies, and make recommendations for staffing changes in order to accomplish the strategic goals of the organization.

Again last year, we showed a significant net for the organization and we have a full year's worth of reserves set aside. We continue to evaluate our programs looking for ways to be more efficient.

I am hopeful that our technology upgrade will help us to provide you with even more accurate data. While the technology program will require some initial investments, they are necessary and I am hopeful we will gain some real efficiencies when the full program is rolled out.

- VML will seek strategic partnerships, where possible, in order to enhance our ability to provide top quality programming and services for the membership. VML/VACo Finance continues to provide critical services for our members. The new Virginia Investment Pool (VIP) is off to a great start and will likely be a source of quality investments for large and small communities alike.

Our relationship with VMLIP serves a twofold purpose: 1) It provides our members with a high quality insurance option; and 2) It provides significant revenue to VML general funds and to the VML Annual Conference.

- VML will enhance financial reporting and modernize financial systems where appropriate.

We continue to work to refine our accounting processes to provide more accurate data and financial reports. In addition, we have developed internal line-item budgeting for major events to ensure that our decision making is budget-wise.

With the retirement of our accountant, we are searching for a Fiscal Systems Specialist. This should be a great start at enhancing our accounting processes and developing some internal technical capabilities.

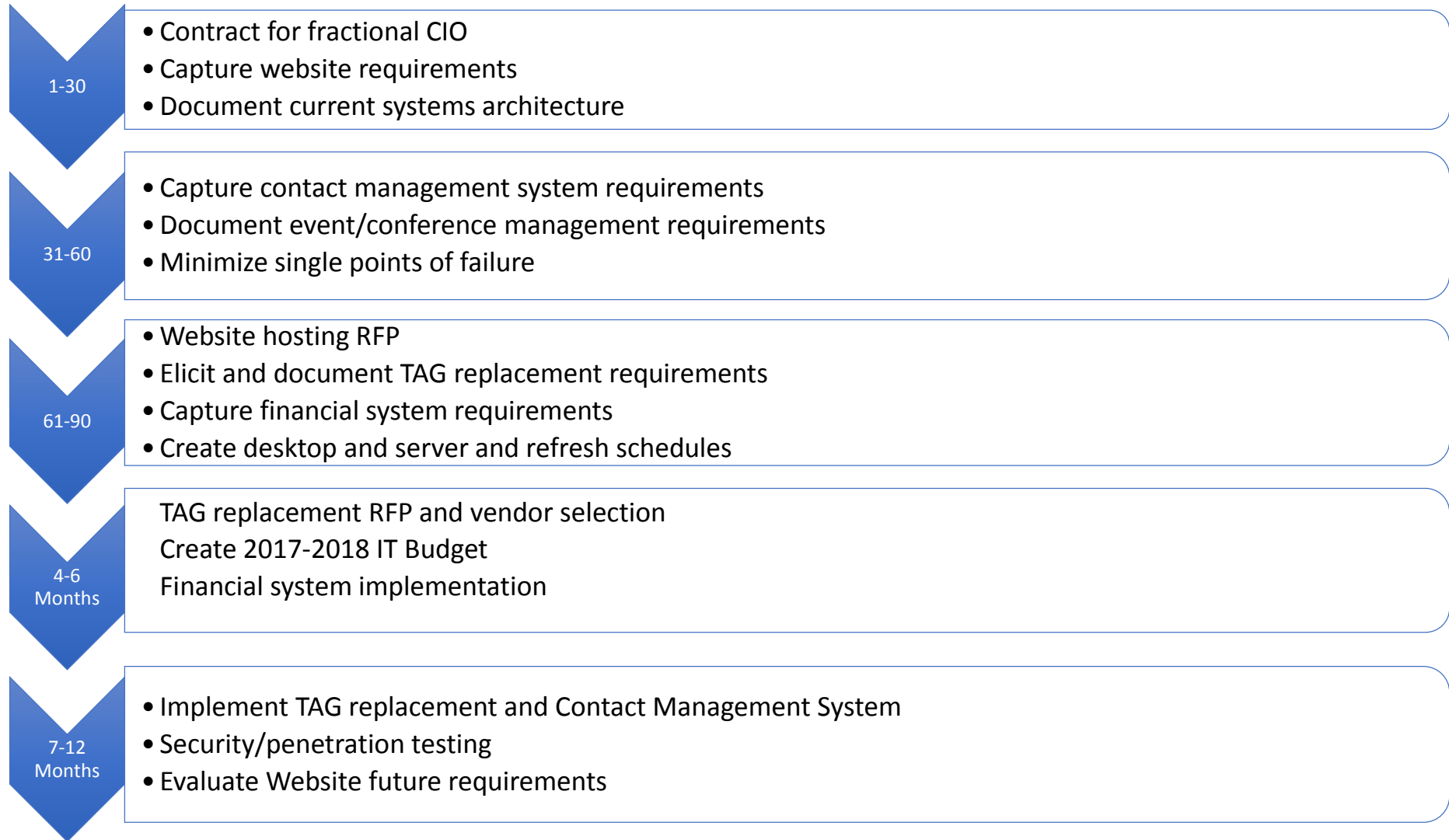
VML IT Progress

- Completed IT Assessment; Recommendations include:
 - Document system architecture
 - Document key business processes and requirements for systems that support them
 - Replace key contact/information application (TAG)
 - Implement equipment refresh strategy
 - Migrate website to an easier to use/more cost effective content management system
 - Move to less complicated financial management application
 - Create integrations between systems to minimize manual intervention and duplication of efforts
- Created 12 month roadmap for IT initiatives (see slide 3)
 - Roadmap refined to accommodate in-flight budget and staffing changes
 - Items moved out will be accounted for in next year's budget

VML IT Progress

- Contracted with Solvaria for fractional CIO Services
- Documented existing systems architecture
- Gathered requirements gathering for Website rehosting effort
- Documented business processes and requirements for:
 - WebSite Management
 - Event Promotion
 - Event Preparation
 - Event Hosting
 - Event Registration

High Level Roadmap



VML IT Upcoming Activities

- Initiate and finalize Web Hosting RFP
- Document business processes and requirements for:
 - Contact Management
 - TAG Replacement
 - Communications Activities
 - Financial Systems
- Establish 2017-2018 IT budget

To: Executive Committee

From: Michelle Gowdy

This report on the General Assembly is only accurate up until January 19, 2017. I will update you verbally at the meeting.

Legislation from the Virginia Cable Telecommunications Association

Previously VML sent out information from the Virginia Cable Telecommunications Association that contained “concepts” for a bill. The bill is [HB2108](#) by Delegate Byron and contains some changes from the concepts but is fairly similar. Please provide comments and let your legislators know how problematic this bill would be for localities.

Wireless Infrastructure Bill from Last Year

[HB2196](#) from Delegate Kilgore is the patron on this bill which originated from Sprint. VML has fought this bill and will continue to do so. This bill has significant ramifications for local government including the use of public property without proper remuneration, loss of local land use control and blind permit approvals essentially due to the restrictions on what local governments could review. Please provide comments and talk with your legislators regarding this proposal.

Two Proposed Studies that relate to Local Government

[SJ289](#) is a proposed study requested by Senator Ebbin regarding the conflict of interest disclosure forms and the “procedures for the filing and review of disclosure forms by local government officers and employees.” The language in the study seems to suggest that local governments should file their forms electronically so that the public has better access. The study is to be completed by the Virginia Conflict of Interest and Ethics Advisory Council by November 30, 2017.

[HJ705](#) is a proposed study by Delegate Yancey encouraging localities to streamline permitting processes. The proposal encourages VML and VACo to develop best and uniform practices for permitting processes by localities throughout the Commonwealth. When discussing this proposal with the Delegate, he indicated that more consistency in permitting will help economic development.

CIVIL NOISE VIOLATIONS TO BE ENFORCED BY CHIEF LAW ENFORCEMENT OFFICER

[SB926](#) from Senator Petersen makes civil noise violations enforceable by the chief law-enforcement officer of a locality. This bill passed through Senate Local Government this week unanimously.

OTHER BILLS OF NOTE

[SB936](#) from Senator Favola passed through Senate Local Government unanimously as well with minor amendments. This bill states that locality’s may enter into agreements with constitutional officers to

provide their employees use of the locality's personnel leave policies if they are not less than what they are currently provided.

[SB1225](#) (Barker) and [HB1486](#) (Albo) deal with arts and cultural districts and the ability of localities to create joint arts and cultural districts. This issue was heard in both the Senate and House Subcommittee and were passed unanimously by both committees.

FOIA BILLS HEARD IN SENATE GENERAL LAWS & TECHNOLOGY SUBCOMMITTEE

[SB1128](#) (DeSteph) is a foia bill which creates a rebuttable presumption for not responding to a records request timely; it would state that the person acted "knowingly and willfully." VML opposes this bill and will continue to oppose this bill. Please contact your legislators on this matter.

[SB1103](#) (Surovell) was a bill heard in a subcommittee of Senate General Laws and Technology which would have imposed a civil penalty on all members voting to certify a closed session that was improper. This bill failed to report.

There are numerous other FOIA bills with varying issues filed. HB1587, HB1794, HB1844, HB2143, HB1538, HB1539, HB1540, HB1657, HB1701, HB1808, SB1040, SB1044, SB1123, SB1128, SB1226

AIRBNB

There will be Airbnb bills filed on Friday, January 20, 2017. A budgment amendment was filed by Senator Norment which required DHCD (The Department of Housing and Community Development) to issue permits and violations.



January 20, 2017

To: VML Executive Committee

From: Janet Areson

Subject: Two Federal Issues to Watch

Federal Tax Reform: The Republican members of the House Ways and Means Committee announced last week that they are moving forward to lay the foundation for federal tax reform which would eliminate special interest provisions that they claim keep rates and confusion high.

Issues of concern for local governments include the keeping the deductibility of state and local taxes, and the tax exemption for municipal bonds. In addition, deeply reducing or eliminating certain taxes would potentially add to the federal deficit while reducing federal funds available for investing in programs. Eliminating itemized deductions except for the mortgage interest deduction and the charitable deduction means that the low income housing tax credit would be eliminated, making the provision of affordable housing even more challenging for communities.

Block granting of Medicaid. This idea is being discussed at the federal level, and it is causing anxiety for state officials and health care providers. In the past, block grants have been advertised as the way to give states and local governments more flexibility with funds, but it usually means a cut in the amount of funds received. A cut in Medicaid funds would undoubtedly hurt our state and local governments. The bulk of Medicaid dollars in Virginia help pay for services like long-term care for the elderly and disabled and children's health services. They also go to help pay for services for youth in the Children's Services Act (CSA) and for certain special education students. Fewer federal dollars could mean an increase in state and local dollars to make up the loss.

To: VML Executive Committee

From: Michelle Gowdy

Date: January 11, 2017

Re: Amicus Brief

The Amicus Brief in the case of AGCS Marine Insurance Company, et al. v. Arlington County was filed on November 18, 2016. There was an objection to the brief that was denied by the court in December.

As discussed previously, the issue is whether a sovereign immunity claim can be converted into a tort claim.

When I asked for permission to go forward with the Local Government Attorney's Association and VACo, I anticipated our share of the cost to be \$2,000. I am happy to report that our share is only \$1,000.

The case is scheduled for hearing at the Virginia Supreme Court during the week of February 29 – March 4th.

Please let me know if you need anything further.

Memo

Date: January 16, 2017

To: Kim Winn, Executive Director

From: Mike Polychrones, Director of Member Services

RE: VML Leadership Academy

Kim:

As we have discussed we have kicked off 2017 with the new VML Leadership Academy, which replaced the old VEOLA (Virginia Elected Officials Leadership Academy). The purpose of the VML Leadership Academy is to provide our elected and appointed officials with good training and information to enhance their positions and to better prepare them for the service to their constituents. We started the new format beginning with the Finance Forum that was held January 4, at the Omni. Every VML member who attended the Finance Forum received credit towards the VML Leadership Academy certification. Attendance is the only requirement to enroll in the VML Leadership Academy. The flyer detailing the certification levels and the 2017 dates listing the seminars, webinars and dinners for the remainder of the year is attached hereto for the report. This information is also available on our website on the following link <http://www.vml.org/education/leadership-academy>

We are very excited to provide this valuable service to our members and while there are additional costs associated to provide this for the elected and appointed local government leaders, I believe the benefits will prove well worth the cost. Thank you.

THE VML LEADERSHIP ACADEMY, formerly Virginia Elected Officials Leadership Academy, is a continuing education program designed for both elected and appointed officials. Appointed officials must be employed by a locality in Virginia to participate in the Academy. The program offers courses located in cities across the state.

The purpose of the Academy is to provide an interactive curriculum of specialized instruction that will develop the knowledge and enhance the leadership abilities of those who serve the localities of the Commonwealth of Virginia.



There are three levels of achievement in the Leadership Academy. Level 1 is the Local Government Basics level and focuses on attendance at various training events offered by the League and other organizations. Level 2 is the Advanced Training level and focuses on continuing education as well as participation in various government-related activities, such as serving on a regional board or task force.

Level 3 is the Leadership level focusing on leadership activities and leadership positions held in various organizations.

Level 1

Local Government Basics



Level 1 focuses on education and the basics of local government. Courses are designed to develop and enrich expertise in fundamental areas of local governance.

Level 1 of the Leadership Academy requires 40 credits. Participants must complete 25 credits of core courses and 15 credits in elective courses.

Core Courses (25 credits needed)

- Institute for Local Government (ILO) - all-day instructional conference, offered yearly, that provides the necessary basics for Virginia local government officials (10 credits).
- Freedom of Information Act (FOIA) (5 credits)
- Conflict of Interests Act (COIA) (5 credits)

- Paying for municipal services: Revenue & Budgeting (5 credits)

Elective Courses (15 credits needed)

Each year, the VML Leadership Academy will offer a variety of elective courses. Credit for each course will be granted based upon the subject matter and the number of hours of training offered. Typical subject matter is not limited to, but will include the following:

- Comprehensive Planning, Capital Improvement Programs, and Zoning
- Community Image/Reputation
- Public Engagement/Purpose

Level 2

Advanced Training



Participants must complete Level 1 before entering Level 2. This level of the VLA focuses on continuing education and enhancing the participation of local officials in League and other government-related where you represent the locality on a regional basis.

After achieving the 40 credits required for Level 1, participants must complete 40 additional credits to complete Level 2. Level 2 includes 15 credits of required participation and 25 credits of elective courses.

Required Courses / Participation

(15 credits needed, choose three)

- Transportation (mobility)
- Education

- Economic Development
- Workforce Development
- Aging Infrastructure
- Sustainability/Resiliency

Elective Courses (25 credits needed)

Each year, the VML Leadership Academy offers a variety of elective courses. Credit for each course will be granted based upon the subject matter and the number of hours of training offered. Also, attendance at League events such as VML Day at the Capitol, Finance Forum, Regional Suppers will offer an opportunity for elective credit.

Level 3

Leadership



Level 3 of the VLA focuses on developing effective partnerships and serving as a leader in the local government professionals' community.

In addition to the 80 credits required to achieve Level 1 and Level 2, participants must complete 30 additional leadership credits to complete Level 3.

Leadership Positions (30 credits required)

- Officer of a League Affiliated Association
- Mayors Institute
- Testimony Before the Virginia General Assembly
- Published Article on a Local Government Issue

- Attendance at NLC National Conference
- NLC Policy/Steering Committee
- Exchange Program with Other Local Government
- Presentation to Local School Children
- Facilitate Joint Meeting Between City & County or School
- Conducting Training/Workshop

Upon request, credit may be accepted for prior League participation on a case-by-case basis. Also fees will be charged for each of these various training opportunities to assist with the costs associated to provide this much needed training for all member localities.

2017 Training Calendar

| | |
|-----------------------------|---|
| January 4 | Finance Forum – Richmond |
| January 25 | VML Day at the Capitol – Richmond |
| March 3 & 4 | Institute for Local Officials – Richmond |
| March 29 | Legislative Review Webinar |
| April/May | Spring Regional Suppers April 5 - Marion; April 6 - Appomattox; May 3 - Culpeper; May 4 - Onancock; May 10 - Emporia; May 11 - Williamsburg |
| June 14 | Budgeting – Richmond |
| June 15 | Budgeting – Roanoke |
| July 12 | Ask the Lawyer Webinar |
| August 3 | FOIA/COIA – Newport News |
| August 4 | FOIA/COIA – Richmond |
| September 13 | Public/Private Partnerships – Webinar |
| September 30 – October 3 | Virginia Mayors Institute & VML Annual Conference – Williamsburg |
| November | Fall Regional Suppers <i>Dates and locations to be announced</i> |
| December 13 | Transportation Webinar |



For more information about the VML Leadership Academy, contact:

Michael Polychrones
VML Director of Member Services
(804) 523-8530
mpolychrones@vml.org

Easy online registration is provided in advance of each event at www.vml.org



INSTITUTE FOR LOCAL OFFICIALS

KEY TRAINING FOR NEW & VETERAN OFFICIALS ALIKE

March 3-4, 2017

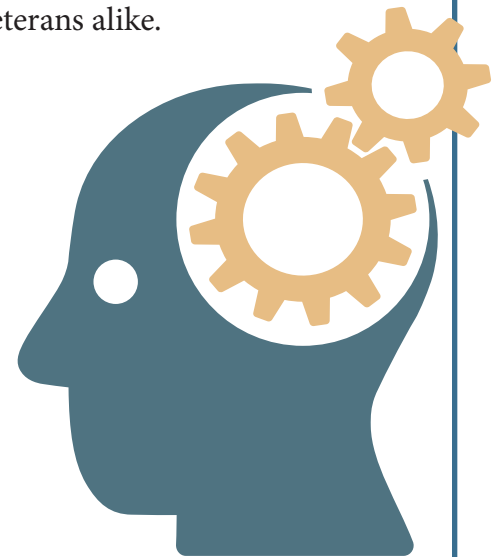
Omni Richmond

100 South 12th St., Richmond, VA 23219

This event replaces what was previously known as the Newly Elected Officials Conference and is open to newly elected officials and veterans alike.

TOPICS

- **Comprehensive Planning**
- **Council / Manager Relations**
- **Basic Law Making / The Dillon Rule**
- **Budgeting**
- **Freedom of Information Act**
- **Conflicts of Interest Act**
- **Public officials' liability**



Attendees will earn 10 of the 40 hours required to achieve Level One (Local Government Basics) certification in the VML Leadership Academy.

Cost: \$175 for Members and \$75 for Guests.

Hotel accommodations are available at the group rate of \$132/single and \$142/double. The cut-off date for accepting reservations into this room block is Friday, February 17, 2017. Information on making your reservation can be found at www.vml.org/institute-for-local-officials.

For questions or more information, please contact Leslie Amason at (804) 523-8528 or lamason@vml.org.

See Preliminary Agenda on next page



INSTITUTE FOR LOCAL OFFICIALS

KEY TRAINING FOR NEW & VETERAN OFFICIALS ALIKE

March 3-4, 2017
Omni Richmond
100 South 12th St., Richmond, VA 23219

PRELIMINARY AGENDA

Schedule is tentative and subject to change.

Friday, March 3

- | | |
|-------------------------|--|
| 11:30 a.m. – 12:30 p.m. | Lunch |
| 12:45 p.m. – 1:30 p.m. | Public Officials Liability |
| 1:30 p.m. – 2:15 p.m. | State and Local Government Conflict of Interests Act |
| 2:15 p.m. – 3 p.m. | Comprehensive Planning |
| 3:30 p.m. | Leave for Tour of Virginia State Capitol |
| 5:15 p.m. | Return from Tour |
| 6 p.m. – 6:30 p.m. | Reception |
| 6:30 p.m. – 8 p.m. | Dinner (with VML overview) |

Saturday, March 4

- | | |
|----------------------|--|
| 8 a.m. – 9 a.m. | Breakfast |
| 9 a.m. – 9:45 a.m. | Freedom of Information Act |
| 10 a.m. – 10:45 a.m. | Basic Law Making/The Dillon Rule |
| 11 a.m. – 11:45 a.m. | Breakouts: Council/Manager Relations and Managing a Town Without a Manager |
| Noon – 12:45 p.m. | Lunch |
| 1 p.m. – 1:45 p.m. | Budgeting |
| 2 p.m. – 2:45 p.m. | The Governing Body at Work |

Adjourn by 3 p.m.



Regional Suppers

SPRING

Sign up and register now!

VML CONDUCTS REGIONAL SUPPERS around the state each spring and fall to provide local government officials with timely information. Elected and appointed officials from member localities are encouraged to attend one of these informative get-togethers. Each of the dinner meetings will include a review of the 2017 legislation session as well as presentations by other subject experts on issues of importance to the region. As always, VML staff will also want to hear about issues affecting its members and how the league can better serve cities, towns and counties across the Commonwealth.

All of the suppers will begin at 6 p.m. and cost \$35.

| Dates | Locations |
|--------------------|---|
| Wednesday, April 5 | Marion - Holston Hills Community Golf Course 1000 Country Club Road, Marion, VA 24354 |
| Thursday, April 6 | Appomattox - Appomattox Inn and Suites 447 Old Courthouse Road, Appomattox, VA 24522 |
| Wednesday, May 3 | Culpeper - Daniel Technology Center / Germanna Community College 18121 Technology Drive, Culpeper, VA 22701 |
| Thursday, May 4 | Onancock - Mallards at the Wharf Two Market Street, Onancock, VA 23417 |
| Wednesday, May 10 | Emporia - The Bank by Kahills 401 South Main Street, Emporia VA 23847 |
| Thursday, May 11 | Williamsburg - The Stryker Center - Room 127 412 N. Boundary Street, Williamsburg, VA 23185 |

Register on-line at
www.vml.org/regional-supperts



2017 VML DAY



AT THE CAPITOL

Wednesday, Jan. 25, 2017

Library of Virginia
800 East Broad Street
Richmond, VA 23219

Agenda

3 p.m. Call to Order

Keynote Presentation: Governor Terry McAuliffe
Presentation of If I Were Mayor Essay contest winners

3:45 p.m. Update on Short Term Rental Issues

Honorable Ron Rordam, Mayor, Town of Blacksburg
Lawrence Spencer, City Attorney, Town of Blacksburg
Honorable Linda T. Johnson, Mayor, City of Suffolk

4:15 p.m. Wireless Infrastructure Legislation

Michelle Gowdy, General Counsel, VML

4:30 p.m. New Stormwater Regulations

Scott Kudlas, Director, DEQ Office of Water Supply
Christopher Pomeroy, President, AquaLaw

5 p.m. Broadband legislation

Raphael C. LaMura, President, Virginia Cable Telecommunications
Association
Councilmember Raphael E. Ferris, City of Roanoke

5:30 p.m. Reception

Library Foyer

