

DRAFT MINUTES
Regular Meeting
Commission on Local Government
10:30 a.m., January 29, 2013
Best Western on the Lake Conference Center
103 Second Street
Clarksville, Virginia 23927

Members Present

John G. Kines, Jr., Chairman
John T. Stirrup, Jr., Vice-Chairman
Wanda C. Wingo*
Harold H. Bannister, Jr.

Members Absent

Cole Hendrix

Staff Present

Susan Williams, Local Government Policy Manager
Zack Robbins, Senior Policy Analyst
Ed Lanza, Senior Public Finance Analyst

***Mrs. Wanda C. Wingo's term on the Commission expired on December 31, 2012; however, pursuant to Va. Code Section 15.2-2902, Mrs. Wingo continues to serve as a temporary member of the Commission for the limited purpose of participating in the final reports on the Commission's review of the proposed Town of Clarksville – Mecklenburg County voluntary settlement agreement and the Front Royal Limited Partnership – Town of Front Royal – Warren County citizen-initiated annexation action. Both of these are matters currently pending before the Commission, which Mrs. Wingo fully participated in prior to the expiration of her term. Mrs. Wingo abstained from voting on any matter coming before the Commission at this meeting that did not involve one of these two matters.**

Call to Order

Commission Vice-Chairman John Kines called the meeting to order at 10:50 a.m. on January 29, 2013 at the Best Western on the Lake Conference Center in Clarksville, Virginia.

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 2

I. Election of Officers

Mr. Bannister nominated Mr. Kines for Chairman, and the Commission elected Mr. Kines as Chairman for 2013. Mr. Bannister nominated Mr. Stirrup for Vice-Chairman, and the Commission elected Mr. Stirrup as Vice-Chairman for 2013.

II. Administration

A. Approval of Minutes of November 19, 2012 Meeting

Mr. Bannister made a motion that the minutes of the Commission's regular meeting held on November 19, 2012 be approved. Such motion was seconded by Mr. Stirrup, and the Commission approved the minutes without amendment.

B. Public Comment Period

The Chairman 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 December 2012

Referencing an internally produced financial statement that encompassed expenditures through the end of December 2012, Ms. Williams stated that expenditures for personnel for the first half of the fiscal year were 56.6% of the total budget and that expenditures on non-personnel were 26.9%. She also stated that, to date, expenditures have amounted to 52.2% of the total budget. Ms. Williams reported that Governor McDonnell's proposed amendments to the 2012-2014 biennial budget were published on December 17, 2012 and included a \$12,409 reduction in support for personal services of the Commission on Local Government. Ms.

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 3

Williams indicated that this amount represents about 3.52% of the total amount budgeted for the Commission and can be absorbed without detriment to the Commission.

D. Local Government Policy Manager's Report

1. Potential Issues

Ms. Williams provided a brief update concerning potential interlocal issues, including a possible annexation of the U.S. 522/340 corridor involving the Town of Front Royal and Warren County; the continuation of a boundary line discussion by the Town of Appomattox and Appomattox County; and a potential boundary line adjustment involving the Town of Port Royal and Caroline County. She also called members' attention to newspaper articles included in their agenda packages, which related to the reversion of the City of Bedford to town status in Bedford County and the elimination of cash proffers by Hanover County.

2. Staff Activities

Ms. Williams reported that the planning district boundary review process is still underway and reminded members that the Code of Virginia requires the Department of Housing and Community Development to review the boundaries of the planning districts following every decennial census. Ms. Williams stated that Notice was published in the November 19 issue of the Register of Regulations and that the comment period opened on October 25 and closed on December 19. She reported that the agency did not receive any requests for boundary changes and, therefore, will not hold input hearings. Ms. Williams indicated that comments were received from a total of 13 PDCs and local governments – all in

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 4

support of retaining the current planning district boundaries. She further explained that three Planning District Commissions (PDCs); seven counties; and three cities submitted comments.

Ms. Williams then highlighted various other staff activities that have taken place since the Commission's regular meeting on November 19. Ms. Williams indicated that staff reviewed an exposure draft of and provided comments on the Joint Legislative Audit and Review Commission's (JLARC's) report on its Review of Incentives for Regional Collaboration on Local Government Functions (HJR 570, 2011). She stated that JLARC staff presented the report to its membership on December 10, and she distributed a Fact Sheet prepared by JLARC, which summarizes its key findings and recommendations. Ms. Williams added that, once the report is finalized, she will provide a copy to members. Ms. Williams indicated that staff participated in the annual Virginia Association of Planning District Commissions (VAPDC) agency head meeting and luncheon on December 3. She also indicated that, during the legislative session, staff is participating in the weekly meetings of the local legislative liaisons and attending meetings of the House Counties, Cities and Towns and Senate Local Government committees and subcommittees. Finally, Ms. Williams reported that, on February 1, staff will be making a presentation on intergovernmental collaboration to the Virginia Association of Counties (VACO) Chairpersons Institute.

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 5

III. Town of Clarksville – County of Mecklenburg Annexation Action

Ms. Williams recalled that, at the November 19, 2012 regular meeting, the Commission approved the Town of Clarksville's and Mecklenburg County's joint request for a third 60-day delay, which moved the Commission's reporting deadline out until March 8, 2013. Ms. Williams explained that, by law, the Commission can extend its reporting deadline for up to an additional 60 days on its own motion, which, in this instance, would extend the deadline to Tuesday, May 7, 2013. Ms. Williams stated that the Commission is tentatively scheduled to meet on Monday, May 6, 2013. Ms. Williams acknowledged that the Town would like for the agreement to become effective on July 1, 2013 and that extending the report deadline until May 7 will make that goal more unlikely than it already is. Ms. Williams then asked that the Commission extend the deadline for the full 60 days, with the understanding that Staff will do their best – dependent upon the parties providing necessary information – to have a draft report ready for the Commission's consideration at the March regular meeting. On a motion by Mr. Bannister that was seconded by Mr. Stirrup, the Commission agreed to extend their reporting deadline by 60 days until May 7, 2013, with all members present (i.e., Mr. Kines, Mr. Stirrup, Mrs. Wingo and Mr. Bannister) voting in favor of the 60-day extension in a recorded roll call vote.

Mr. Cornwell, the attorney representing the Town, asked to address the Commission regarding the issue of extending the reporting deadline, and Mr. Kines called upon him to do so. Mr. Kines explained that the Commission has some questions for and needs some additional information from the parties. Mr. Cornwell explained that one of the reasons the Town was

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 6

trying to have the agreement become effective by the end of June is that the Town's and County's tax years – not just their fiscal years – begin July 1 and that it will be a half tax year difference if the agreement does not become effective until December 31 or January 1. He added that the Town does not have a large staff or a lot of assets and that such a delay will cause considerable issues for the Town. Speaking about the convening of the special court to review the agreement once the Commission has issued its report, Mr. Cornwell stated that, though he recognizes, even without extending the deadline, the timing would be difficult, he was concerned about “starting an annexation issue” in the middle of the tax year not just the fiscal year. Mr. Lanza stated that, by the terms of the proposed agreement, it would become effective on the July 1 after it is approved by the special court.

Mr. Cornwell then stated how well he thought the public hearing had gone the night before but that he wanted to address the comments made which questioned the Town's ability to provide water and sewer service in the [Old] Rock Road area. He indicated that, in documents previously filed with the Commission, there is a PER from Dewberry & Davis that shows that the Town has the physical ability to put a line in to serve those people. He further indicated that the Town “could probably” determine a cost. He then indicated that the PER addressed the original annexation area in contrast to specifically addressing the areas proposed for annexation in the voluntary settlement agreement that was ultimately negotiated by the parties. Mr. Cornwell indicated that the Town will break out the specific cost for providing such services and provide it as a supplemental. Mr. Cornwell stated that, under the terms of the

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 7

proposed agreement, the Town is obligated to extend water and sewer services based on “demonstrable need” in a reasonable period of time, which is defined as one year. He further stated that the agreement would permit the Town to use temporary measures – such as pump and haul – to “solve the problem” while the Town is working on the extension of the lines.

Mr. Kines asked whether there is any evidence of problems with septic or water systems in the Old Rock Road area. Mr. Cornwell referred to information provided by the County that the septic systems in the area are old and perhaps reaching their lifespan. Mr. Cornwell then reiterated that, based on Dewberry’s preliminary engineering report, the Town has the physical and legal ability to extend lines to the area and that the Town has promised to do so in the case of demonstrable need. Mr. Cornwell acknowledged that, during the negotiation process, the County raised the same concern that is being raised by the Commission: that the residents in the annexation area will get nothing under the agreement. Mr. Cornwell indicated that, under the agreement, the residents will receive a guarantee that the Town will provide them services if their systems go bad.

Mr. Robbins referenced a more recent Dewberry study that was completed in the summer of 2012 and asked whether it consisted of more than the two spreadsheets provided in the Town’s submission. Dr. Lee, the Town’s interim manager, responded that it also consisted of maps. Dr. Lee stated that he would provide the Commission with copies of the maps, and Mr. Cornwell interjected that the Town would ask Dewberry to break out the information relevant to the Old Rock Road area. Dr. Lee summarized that the Town would provide updated

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 8

spreadsheets and maps as well as cost data specifically pertaining to these properties. Mr. Kines asked whether, once the Town provides the information to the Commission, the staff could speak directly with the engineer if they have any questions. Dr. Lee responded that he would provide staff with the engineer's name and contact information.

Next, Mr. Cornwell indicated that he would like to address a question raised by Mr. Bannister as to how much it would cost the Town to connect a property to water and sewer. Mr. Cornwell stated that the Town has estimated that there are potentially 51 new water customers and 53 new sewer customers. He reminded members that, under the terms of the agreement, property adjacent to existing town lines with existing structures would not be required to connect to the town system, but, if they chose to do so during the first year, they would not have to pay a connection fee. Mr. Cornwell said that, according to the engineer, the cost would be approximately \$800 per water line and \$800 per sewer line. He estimated that it would cost the Town about \$80,000 if all of the property owners asked to be connected during the first year, which he further indicated is easily handled in the Town's budget. He reiterated that this is not a loss of revenue but rather an out-of-pocket expense to the Town. Mr. Stirrup asked how developable lots would be handled, and Mr. Cornwell responded that a structure would have to be existing as of the date of annexation in order for the connection fee to be waived. Mr. Stirrup then asked if there is a lot of overlap between the potential 51 new water customers and 53 new sewer customers, and Mr. Craig Wilson of Community Planning Partners responded that, for the most part, they overlap. Addressing the Town representatives, Mr.

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 9

Bannister said that the Town currently subsidizes its water and sewer fund with general fund dollars to the extent of about \$77,000 per year. Mr. Cornwell indicated that he thought it was \$40,000. Mr. Bannister indicated that he is looking for evidence that the Town has the capacity to handle the potential \$80,000 expenditure to connect existing structures to water and sewer in the first year. Dr. Lee indicated that the Town does not have a separate line item in its budget for capital expenditures. Dr. Lee further stated that the Town has no idea how many properties owners will want to connect during the first year, but they do not expect it will be many. Mr. Bannister indicated that he would feel better if he knew there was funding set aside or a funding stream identified to address this potential expense. Dr. Lee responded that he would provide something to the Commission but that he would first have to consult with members of the town council. Mr. Bannister asked whether the Town has refinanced any of its debt recently or if there is any that could be refinanced. Dr. Lee responded that the Town refinanced some debt about three months ago, which yielded an annual savings in interest of about \$13,000. He further indicated that these funds would probably make up part of the funding for the potential connections under the agreement.

Mr. Lanza asked whether the parties ever considered a revenue sharing arrangement with regard to the Burlington property. Mr. Cornwell responded that there was no discussion of revenue sharing with regard to the property. Mr. Carter, Mecklenburg County Administrator, agreed and further indicated that, if the property is annexed into the Town, the County will still collect taxes on it so, in essence, there will be revenue sharing. Mr. Lanza noted that the

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 10

Kinderton golf course was part of one of the original annexation areas proposed by the Town, and he asked why the property was not included for annexation in the voluntary settlement agreement. Mr. Cornwell responded that it was not included because of the cost to the Town of providing utilities to it. He added that the people in the area did not want to be annexed. Mr. Robbins asked whether there are residences on the property, and Mr. Carter replied that there are about a half-dozen. Mr. Robbins asked whether these residences rely on wells and septic systems, and Mr. Carter explained that some use wells and septic systems and some are connected to town utilities. Mr. Carter explained that the County was concerned about the Town's ability to provide services to all of the original annexation areas at an estimated cost of more than \$7.6 million. He said that the County was adamantly opposed to that proposal because they knew that the Town does not have the financial resources to make it work. He further indicated that the County looked for areas to include in the proposed annexation that would not overburden the Town financially.

Mr. Robbins asked what facilities are located at the golf course, and Dr. Lee indicated that there is a clubhouse with a snack bar, a pool and tennis courts in addition to 18 holes. Mr. Bannister asked whether mixed beverages are sold at the clubhouse, and Dr. Lee responded that only beer is served. Mr. Kines inquired as to whether the County permits the sale of liquor by the drink, and Mr. Carter replied that it is permitted only in the LaCross district of the County (as the result of a referendum).

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 11

Mr. Bannister asked Mr. Carter whether, if the Burlington property were not annexed into the Town, the County would still market the property, and Mr. Carter responded that they would. Mr. Bannister indicated that a number of residents from the northern section of proposed annexation Area C stated at the public hearing that they had not been informed about the progress of the annexation proposal. Mr. Bannister recalled testimony that a survey of residents was conducted regarding annexation, and he asked about the results. Mr. Carter responded that the County did not conduct a survey. Mr. Cornwell replied that the Town conducted a survey in 2009 and that the results were included in the Town's original submission. Dr. Lee indicated that, since he has been town manager, the Town has communicated three times with affected residents regarding the annexation.

Next, Mr. Bannister asked whether the residents in the northern section of Area C would be required to bring their trash down to the state-maintained road or if the Town had plans to pick it up at their residences and how often it would be collected. Dr. Lee acknowledged that the roads in that area probably could not accommodate a town trash truck. He said that the Town had considered alternatives but had not yet determined how trash would be collected in that area. He further indicated that trash is usually collected once per week by the Town. Mr. Cornwell said that one of the alternatives under consideration is to collect the trash in that area using a pickup truck.

Mr. Bannister referred to the testimony at the public hearing of a resident who indicated that the plumbing currently in his home would not accommodate higher pressure

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 12

water, and he asked how the Town would address the issue of down stepping pressure to accommodate the fixtures in his home. Dr. Lee responded that the reduction on the meter would be placed on the customer's side of the line.

Mr. Robbins asked the Town to show on a map where the water line ends on Old Rock Road. Dr. Lee said that the annexation process has forced the Town to better document its infrastructure. Dr. Lee then pointed to a hydrant depicted on the map and indicated that the Town's water line stops there. He added that a developer ran a private two-inch line from the hydrant and that the Town mistakenly included it on the original maps of town utilities that were provided to the Commission.

Ms. Williams referenced the information that the Town has promised to provide breaking out the estimated cost to provide utilities to this area. She then asked whether the engineer who conducted the Dewberry study (of the original annexation area) knew that it was a two-inch private water line when he prepared the estimate to provide water and sewer services to the area. Dr. Lee responded that he believes he did but that he will confirm whether that is the case. He further indicated that corrected maps would be provided.

Mr. Cornwell reiterated that what the residents of the Old Rock Road area will receive under the agreement is the Town's guarantee that, if their systems fail, they will be covered.

Ms. Williams asked whether the Town is considering raising in-town water and sewer rates at this time. Dr. Lee said that the only discussions of which he is aware have been regarding a proposal that is being developed for further improvement of the existing sewage

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 13

system perhaps using Rural Development funds. Ms. Williams asked whether these proposed improvements would address problems already identified within the current town limits. Dr. Lee responded that it would include the mobile home park and the 11 homes in Perfect Point and other upgrades to the Town's facilities. In response to a question from Mr. Bannister, Mr. Carter indicated that these improvements would cost an estimated \$2.356 million, according to the Dewberry study. Mr. Cornwell added that this estimate would not include extension of water and sewer lines to the residences off Old Rock Road.

Mr. Bannister asked whether annexation of the Kinderton Technology Park is an option, and Mr. Carter asserted the County's position that it is not an option.

Mr. Kines asked if members, staff or the parties had any additional questions or comments. Mr. Cornwell then asked Dr. Lee whether he understands what the Town has promised to provide to the Commission, and Dr. Lee indicated that he does. Mr. Cornwell then stated that the Town has a list of items that the Commission has asked them to provide and that the Town will do so as soon as they can. He added that Dr. Lee will be leaving the office of town manager on January 31. Dr. Lee thanked the Commission for its time and consideration. Mr. Carter thanked the members and emphasized the County's position that the proposed agreement is in the best interest of the Town, the County and the proposed annexation areas.

Mr. Kines reiterated that the Commission needs the additional information that it has requested before the members can make a report to the parties.

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 14

IV. Front Royal Limited Partnership – Town of Front Royal – Warren County Annexation Issue

Ms. Williams distributed a letter to the Commission from the three parties to the citizen-initiated annexation action – Front Royal Limited Partnership/FRLP (Petitioner), the Town of Front Royal and Warren County – in which the parties jointly requested a third delay in the Commission’s proceedings. Ms. Williams also distributed a joint letter from the Town’s and County’s attorneys providing an update on the progress of the negotiations. Ms. Williams stated that the request for delay involves two matters: (1) a request that the deadline for the Town’s and County’s responses to the Petition be delayed until March 6, 2013 and (2) a request that the Commission’s on-site hearings in Front Royal be delayed until July 2013. She stated that, upon receiving the letter, she corresponded with the three parties to make sure they understood that a delay in the on-site hearings until July 2013 would mean that the Commission’s report would be issued in September 2013 at the earliest. Ms. Williams explained that, in response, the Petitioner expressed concern that the report would not be issued until September or later. After a brief discussion, on a motion by Mrs. Wingo that was seconded by Mr. Bannister, the Commission agreed to extend the deadline for the County’s and Town’s responses to the petition until March 6, 2013. The Commission also agreed to wait until their regular meeting in March to consider the joint request by the parties for delaying the Commission’s on-site hearings in Front Royal until July. In addition, the Commission asked that the three parties be present at the March regular Commission meeting in order to provide an update on their progress in negotiations and to participate in the scheduling of the review.

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 15

At this point in time, the Commission decided to take up the scheduling of their 2013 regular meetings, which appeared as Item X on the draft agenda.

V. Scheduling of Regular Meetings

The following tentative 2013 regular meeting schedule was approved by the Commission on a motion by Mr. Stirrup that was seconded by Mr. Bannister:

Monday, March 25 at 10:00 a.m. in Richmond

Monday, May 6 at 10:00 a.m. [holding May 6-8 for possible on-site hearings in Front Royal]

Monday, July 8 at 10:00 a.m.

Monday, September 9 at 10:00 a.m.

Monday, November 18 at 10:00 a.m.

VI. Fiscal Stress Report for 2010/2011

Mr. Lanza opened by presenting the changes to the 2011 Fiscal Stress report. First, he stated that the index now uses a 100-point scale for the index and component scores. Next, he indicated that the index now uses the most current median household income data from the U.S. Census Bureau. Finally, he stated that the appendix includes data for the planning district commissions, which was omitted in the 2010 report.

Mr. Lanza then presented the Commission with background information related to the fiscal stress index. Afterwards, he presented the findings within the report. He began by indicating that the City of Covington has the highest fiscal stress at 113.90 and that Bath County has the lowest at 82.83. Next, he stated that average county stress is 97.97, while average city stress is 104.95. Then, Mr. Lanza reported that 82.1% of cities are experiencing above average stress while 38.9% of counties are experiencing stress that is above average. Next, he indicated

Minutes
Regular Meeting
10:30 a.m., January 29, 2013
Page 16

that 20 of the 22 localities in the Commonwealth that are experiencing high stress are cities. Finally, he stated that six localities improved their fiscal stress classification from 2010, while seven jurisdictions deteriorated.

Next, Mr. Lanza presented the findings related to revenue capacity per capita. After describing the factors involved in the revenue capacity calculation, he stated that Lee County was the lowest at \$837.25 per person, while Bath County was the highest at \$5,345.32 per person. Next, he reported that 100 of the 134 localities (74.6%) had revenue capacity per capita between \$1,000 and \$2,000. Then, Mr. Lanza stated that the county average for revenue capacity per capita is \$1,884.01, while the city average is \$1,652.57. Finally, he indicated that average annual growth in revenue capacity per capita since 2002 was 5.60%.

Mr. Lanza then reported the report's findings related to revenue effort. He stated that the lowest revenue effort belongs to Highland County (44.94%) and the highest effort is in the City of Covington (183.55%). Next, he indicated that average county effort is 76.37% of capacity, while average city effort is 131.83%. He also stated that average annual change in effort since 2002 was -0.37%.

Finally, Mr. Lanza reported the findings as they relate to median household income. He reported that the lowest level in the state is in the City of Bristol (\$29,612) and that the highest median household income belongs to Loudoun County (\$119,525). Next, he indicated that average annual growth in the Commonwealth was 2.49% since 2003. He also stated that the

Cities of Buena Vista and Franklin have experienced negative growth in median household income over the same period.

Upon completion of the presentation, Mr. Bannister made a motion to approve the report. The motion was seconded by Mr. Stirrup, and the report was approved unanimously.

VII. Periodic Review of Commission Regulation

Ms. Williams reminded members that the Code of Virginia requires each Governor to mandate – through an Executive Order – a procedure for the periodic review of executive branch state agency regulations. She stated that Governor McDonnell issued Executive Order (EO) 14 that provides for the periodic review of existing regulations. She indicated that the EO requires that each existing regulation be reviewed at least once every four years unless exempted by the Governor.

Ms. Williams noted that, while the Commission has two active chapters in the Virginia Administrative Code – the Public Participation Guidelines (i.e., Chapter 11) and the Organization and Regulations of Procedure (i.e., Chapter 20) – this periodic review pertains to Chapter 20 only.

Ms. Williams explained that, prior to the start date of the periodic review, the Commission was required to post a notice on Town Hall. She further indicated that Notice was published in the December 31, 2012 issue of the Register of Regulations and sent to VACO and the Virginia Municipal League (VML). Ms. Williams stated that the comment period began on December 31 and closed at midnight on January 24, 2013, adding that it was open for a

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 18

minimum of 21 days after publication, as required by the EO. Ms. Williams reported that no comments were received. She stated that the EO requires that the Commission post a completed period review report on Town Hall no later than 60 days after the close of the public comment period.

VIII. Governor's Task Force for Local Government Mandate Review

Ms. Williams reported that the Task Force last met on December 13 in Richmond. She indicated that a second Interim Report to the Governor from the Task Force is pending, and she distributed a handout to the members, consisting of documents which will become Appendices 2 and 3 to the report. She explained that the appendices consist of mandates recommended for elimination as well as funding requests. Ms. Williams stated that Governor McDonnell's proposed amendments to the 2012-2014 biennial budget included \$45 million to eliminate the requirement for localities to implement savings in FY 2014 for state aid to local programs, which was a priority identified by the Task Force. She further stated that, while no omnibus mandate relief bill was introduced this year, a few bills have been introduced that address Task Force recommendations. Ms. Williams indicated that the next meeting of the Task Force is scheduled for March 13, 2013 at a location to be determined.

IX. 2013 General Assembly Session

A. Fiscal Impact Process

Ms. Williams stated that the Code of Virginia requires the Commission to determine whether bills referred for local fiscal impact analysis impose either a "net increase in

Minutes

Regular Meeting

10:30 a.m., January 29, 2013

Page 19

expenditure” or “net reduction in revenue” on localities. She further stated that bills are referred to the Commission for analysis by the Division of Legislative Services (DLS) and that VML and VACO may also request that DLS refer specific bills. She indicated that, of the ten bills referred by the DLS for analysis so far this year, all but one was requested by VACO and/or VML. Ms. Williams reported that, this year, 31 volunteers representing 15 counties, ten cities and six towns are participating in the process by providing fiscal impact information on special forms. She explained that Commission staff reviews and synthesizes the information that the local volunteers provide then writes a fiscal impact statement (FIS), which is provided to the patron of the bill and posted on the Legislative Information System (LIS). Ms. Williams stated that Mr. Lanza has prepared and submitted FISs for 9 of the ten bills that have been assigned to date. Ms. Williams provided a handout to members which contained bill summaries for each of the bills assigned for FISs.

B. Bills of Interest and Legislative Action Summaries

Ms. Williams stated that the General Assembly Session convened on January 9 and should adjourn on February 23. She indicated that 2,159 bills and resolutions had been introduced. She further stated that, thus far, 56 bills had been assigned by the Secretary of Commerce and Trade’s office and that Commission staff had completed 56 Legislative Action Summaries (LASs). Ms. Williams then distributed two handouts. The first contained bill summaries for the bills assigned for LASs. The second contained summaries for budget amendments and bills that would directly impact the Commission, including two budget

amendments pertaining to improving the process for the Commission's analysis of local fiscal impact on bills [and budget items]. Ms. Williams also reviewed bills pertaining to joint county and town powers and explained that the Chairman of the House Counties, Cities and Towns Committee will probably be writing a letter requesting that the Commission convene a task force to evaluate such powers. Ms. Williams then described two bills which would allow localities that are located within the Port of Virginia Economic and Infrastructure Development Zone to enter into voluntary economic growth-sharing agreements without the review of the Commission. Finally, Ms. Williams indicated that, again this year, staff will be identifying enrolled bills imposing new mandates on local governments for the Governor's Policy Office.

X. Adjournment

There being no further business to come before the Commission, on a motion by Mr. Bannister that was seconded by Mr. Stirrup, the meeting was adjourned at 1:06 p.m.

John G. Kines, Jr.
Chairman

Susan B. Williams
Local Government Policy Manager