

Town of Vienna, Virginia

Resolution

September 2021

Resolution: Revising the November 1, 1982 Town of Vienna, Virginia resolution establishing a Vienna Town Business Liaison Committee (TBLC)

Whereas, on November 1, 1982 the Town Council of Vienna, Virginia by resolution established a Town Business Liaison Committee to support the economic health of the Town, and

Whereas, the Town Council deems it in the public interest to modify and strengthen that resolution in order to more fully recognize the Town Business Liaison Committee as an important adjunct of the Town government, including appointing to it residents and businesspersons who have demonstrated leadership capability and interest in the Town of Vienna, and

Whereas, The Town Council continues to prioritize the high priority recommendations contained in that resolution to strengthen the Town Business Liaison Committee by (1) maintaining a structured and formal request-feedback mechanism; (2) ensuring comprehensive representation of the entire business community; and (3) reaffirming the contribution of businesses to the Town's vitality and unique sense of place, and

Whereas, the committee currently consists of up to seven members appointed by the Town Council to serve two-year terms; three of whom are general members – that is, citizens of the Town of Vienna with relevant expertise– and four of whom own or manage a business in the Town, and

Whereas, the manager of the Town's Economic Development Department or its appointed representative is directed to serve as staff liaison/ex-officio on the Committee.

Now, therefore, be it resolved that the Town Council of the town of Vienna, Virginia, hereby:

- Revises the November 1, 1982 Resolution, as outlined in Attachment A.

Approved this _____ of _____, 2021

Linda Colbert, Mayor

Attest:

Town Clerk

DRAFT

Attachment A
Town of Vienna
Town Business Liaison Committee (TBLC)

Vision

The Town Business Liaison Committee's (TBLC) vision is to advocate for the Town of Vienna's business community by representing its concerns and needs to Town Council, elected officials, staff, and residents at large. . The TBLC, in close partnership with the Town's Economic Development Department, supports the Town of Vienna's economy and maintains its status as a vibrant place to live, work, visit, and do business.

The TBLC is an advisory body to the Town Council of Vienna, Virginia. It was established to provide the Town Council with guidance and recommendations on matters pertaining to attracting, retaining, and supporting businesses in the Town.

Mission: The TBLC's mission is to inform the Town's leaders on the policies and programs needed to help the Town's business community succeed and to provide opportunities for these businesses to grow and prosper.

The Committee's primary responsibility is to study, analyze, evaluate, and offer recommendations; to advise the Town Council on matters of public policy that affect the Town's business community and the relationship of the business community to other segments of the Town and the surrounding communities of Northern Virginia; and to involve itself in economic development issues and goals related to building a strong business community that reflects the unique character of the Town.

Objectives: The Committee may initiate discussions on business-related matters on its own or in collaboration with the Town's Economic Development Department as well as in response to questions and concerns referred to it by the Town Council. The Committee's primary objectives include the following:

1. Collaborate with the Economic Development Department in designing and executing new business-focused and economic development-related initiatives.
2. Serve as a public forum where the Town's businesses and residents can meet to exchange ideas on issues that impact the business community.
3. Advise the Town Council and offer recommendations on issues relating to business matters in the Town and Town policies.
4. Facilitate outreach activities for new and existing businesses to celebrate milestones including grand openings, anniversaries, and special achievements.
5. Work with the Economic Development Department to support and provide input regarding relevant chapters in the comprehensive plan as well as other EDD strategic planning or initiatives.
6. Support the Economic Development Department's marketing efforts to promote Town businesses on the Explore Vienna VA website, social media platforms, and email newsletter.

Membership Composition: The TBLC's membership shall consist of up to nine voting members who serve two-year terms and, with reappointment, no more than six consecutive years, plus one ex-officio, non-voting member represented by a staff member from the Town's Economic Development Department. The Committee shall appoint yearly from its membership a chairperson as well as a second member to serve as vice-chair to fulfill the duties of the chair when he or she is not available.

Membership shall be composed of representatives from businesses with a current business license or commercial occupancy permit in the Town of Vienna. Additionally, Town residents can apply for membership. TBLC membership should never exceed three residents.

The TBLC membership shall be representative of all business types, sizes, industries and geographic locations to the extent possible within the Town. The goal is to maintain a comprehensive view regarding Town business matters. Resident members should have a background in business or comparable knowledge of the Town's business community.

All voting members are eligible to receive an honorarium from the Town of Vienna for membership. Ex-officio members are not eligible to receive an honorarium.

Ex-Officio Membership: The Town Manager shall provide clerical assistance to the Committee to assist the chair in administering the Committee's functions, such as arranging the agenda for Committee meetings, keeping minutes of Committee meetings, and serving as custodian of its records.

Committee members shall be appointed by and serve at the discretion of the Town Council. It shall appoint and maintain a roster of members including the following information: (1) name; (2) business affiliation and title; (3) contact information; and (4) professional resume. Membership on the Committee shall be staggered. The goal should be to balance existing skill sets on the Committee.

Member Responsibilities: All members appointed to the Committee are, according to State law, required to attend no less than eight (8) of ten (10) regularly scheduled monthly Committee meetings each year, unless there is a medical reason that prevents them from doing so, and to provide advance notice to the chair if they are unable to attend a scheduled meeting.

If a member cannot attend a meeting, they shall provide advance notice to the Chair and Economic Development Department. Members are permitted to attend one meeting via electronic participation.

See attached "Resolution and Policy on Electronic Participation of Members of the Town Business Liaison Committee of the Town of Vienna."

If a member fails to attend eight meetings in a year or two consecutive meetings, or is unable to fulfill his or her Committee obligations, the Town Council, in coordination with the Chair and the Economic Development Department will determine the best path going forward. As a last resort, the Council may remove the individual from the TBLC or ask the individual to step down from his or her appointed position on the Committee. If at any time a member feels he or she is not able to serve on the Committee, he or she shall submit a resignation letter to the Chair and Town Clerk following a notice period of at least one month.

Members are expected to play an active role in executing Committee initiatives in support of the Town's business community, such as serving on subcommittees, and attending Town business-related events. The Committee chair shall appoint subcommittees and subcommittee chairpersons, as necessary, to accomplish

specific missions or tasks. Members of the subcommittees can include individuals who are not members of the full Committee but who are owners, managers, or business representatives in the Town of Vienna.

Meetings: The Committee shall hold no less than 10 meetings a year. It shall meet once a month during the calendar year, except for July and August, or as needed to adequately fulfill its role and responsibilities as outlined in this charter. The Committee shall establish a schedule of its meetings. All meetings shall be open to the public. Special advertised sessions may be held to accomplish the work of subcommittees as called for by the Committee chair.

- All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act.
- Agendas and meeting minutes will be made available to the public in a timely manner.

Reporting to the Town Council: An annual report on key Committee activities and a workplan shall be forwarded to the Town Council during the annual budget process. The Committee may also be asked to provide input at Town Council meetings or work sessions. The chair or their representative shall be responsible for consulting and reviewing with the staff liaison the published public hearing schedules that require Committee presence.

Update of Charter: This charter shall be reviewed as needed and revised to assure that it meets the Town Business Liaison Committee's evolving responsibilities and mission.