



TOWN COUNCIL

Work Session

Town Hall

November 15, 2012

6:00 PM

At 6:00 p.m., Mayor Dora Sullivan, having established a quorum, called to order the Work Session of Town Council. In addition to Mayor Sullivan, present were Vice Mayor Bannon, Councilmen Bennett, Godwin and Sullivan and Councilwoman Natali. Councilman Wendell was not in attendance. Also present were Town Manager Heather Arcos and Town Clerk Libby Hume. There were 2 members of the public in attendance.

Mayor Sullivan announced the business for the evening would be to discuss i) Citizen Participation Guidelines; ii) Consent Agenda; and iii) Future Meetings.

A. *Citizen Participation Guidelines*

Town Manager Heather Arcos stated that most localities had guidelines in place for citizen participation at meetings. This issue was initially introduced to Council at the September 13, 2012 Regular Meeting and Council opted to schedule a work session to review and discuss the development of guidelines in detail.

Guidelines adopted by other localities in Virginia were reviewed by staff for Council consideration and information from the Virginia Municipal League (VML) and other localities were included in the agenda packet for Council review.

Council reviewed the draft Guidelines for Citizen Participation provided by legal counsel and there was some discussion regarding the placement of individuals making recordings or taking photographs, deferral of one's allotted time to another, decorum and Council responses. The suggested changes would be made and reviewed again at the December 20th Work Session.

B. *Consent Agenda*

Heather Arcos explained that according to the VML, the purpose of a consent agenda was to streamline meetings by combining routine or non-controversial business into one item that was voted on as a group with a single roll-call vote. Typical items handled in this manner were the approval of the minutes or previous meetings, approval of departmental reports, documents for information only, etc. If any member of Council wanted to discuss a consent agenda item, that item would be moved to an agenda item and considered separately.

Council reviewed the information from VML and sample agendas. After some discussion regarding the Treasurer's Report and other Departmental Reports, Council agreed that they preferred to keep the current agenda format but added a Mayor and Council comment period at the end of the regular meetings.

C. *Future Meetings*

Heather Arcos stated that currently, the Town Council Regular Meetings were scheduled for the second Thursday of each month and many times, the cutoff for submission of monthly reports from the various departments, Planning Commission and boards fell on the last day of the previous month which posed difficulty for the Code Enforcement, Harbor, and Police

Departments, but especially for the Finance Department. The Treasurer needed two weeks to fully close the month for proper reporting. There was also some difficulty regarding inclusion of reports from the Planning Commission and boards. In some cases, the reports were be submitted prior to their meeting date. The meeting dates of the various boards and Commission. One solution to this issue would be to change the Council meeting schedule to hold the Work Sessions on the second Thursday and the Regular Meetings on the fourth Thursday. This would allow sufficient time for the departmental reports to be finalized and the inclusion of summaries of the Planning Commission and other Boards and any action items resulting from their meetings.

Councilman Bennett suggested holding work sessions on the first Thursday and the regular meetings on the third Thursday. After some discussion, all were in agreement to change the meeting dates to the first and third Thursdays as suggested by Councilman Bennett.

Heather Arcos added that before the change could be made, Council needed to approve the change in an open meeting and the Code of Virginia required a resolution to be adopted and proper advertising of the change.

Motion made by Vice Mayor Bannon, seconded by Councilman Bennett, to adjourn the Town Council Work Session. The motion was approved by unanimous consent.

Mayor Sullivan

Town Clerk