

Orals D
4-8-14

Gloria Sitton

From: Jackie Henderson
Sent: Tuesday, April 08, 2014 1:11 PM
To: Gloria Sitton
Subject: FW: Legislative Meeting Structure
Attachments: Legislative Revision Memo.V.2 (2).docx; Worksession Presentation Sample.v.2.pptx

FYI

From: Justin Wilson
Sent: Tuesday, April 08, 2014 12:29 PM
To: William Euille; Allison Silberberg; Del Pepper; Timothy Lovain; John Chapman
Cc: Paul Smedberg; Rashad Young; Jackie Henderson; James Banks; Jerome Fletcher; Tom Gates; Nancy Lacey
Subject: Legislative Meeting Structure

Colleagues,

As you may recall, Paul & I were appointed by the Mayor after the retreat last year to discuss changes to our Legislative Meetings.

We have spent time over the past several months working with Jackie, Rashad, Jim, Tom and Jerome to come up with a recommendation to bring back to the Council for how we might reconstitute our Legislative Meetings and the associated Work Sessions and Executive Sessions to be more efficient and productive for our time, and the time of our Staff and the community.

During Orals this evening Paul and I will introduce these changes, provide a bit more in the way of explanation, and request that they be docketed in May for discussion and approval.

There will be an ordinance and a resolution associated with these changes, so there will be plenty of time to discuss the details in May. The idea would be to adopt these changes prior to the recess so that they may go into effect in September.

Let us know if you have any questions.

Justin M. Wilson, Member
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City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 3, 2014

TO: COUNCIL MEMBER PAUL SMEDBERG
COUNCIL MEMBER JUSTIN WILSON

FROM: TOM GATES, DEPUTY CITY MANAGER

SUBJECT: LEGISLATIVE MEETING PROCESS REVISIONS

This memorandum is follow up to our meeting to discuss potential changes to our current legislative meeting process.

Attached are two sample dockets which reflect a revised approach to conducting legislative meetings. As we discussed, the purpose of the suggested process revision is to improve the efficiency of Council meetings and to permit more time for Council to engage in substantive discussion of key policy issues of the City. The revised structure reserves the first legislative meeting of the month for conducting the routine business of Council (ie. proclamations, appointments, consent calendar items, oral reports, etc.). The second legislative meeting of each month is held for policy discussion and debate.

Also attached is a draft template for the presentation of policy issues to Council. This template establishes a routine method for staff presentation of policy matters to Council. The template elucidates key questions and policy points for Council consideration and will permit Council to effectively and efficiently perform their policy making responsibilities.

Other substantive revisions to the current legislative meeting process are noted below:

- All Legislative meetings will begin at 6 pm. If an Executive session is required, it will be the first item on the agenda. If the Executive session has not concluded by 7 pm, the discussion will be suspended and the regular meeting agenda will begin. The Executive session may be resumed at the end of the regular agenda if necessary.
- Worksessions are eliminated and worksession topics pertaining to policy will be addressed during the second Legislative meeting of each month.
- Both Legislative meetings will include a Roll-Call Consent Calendar which will allow City Council to act on non-controversial Resolutions or Ordinances that typically do not require

discussion. Action items withdrawn from the Roll-Call Consent Calendar will be addressed separately as is current practice.

- Reports and Recommendations from Boards, Commissions, and Committees will be distinguished from Oral Reports and the specific Board, Commission, or Committee being reported will be noted on the agenda.

I am pleased to answer any questions or provide additional information as necessary. I suggest this issue be scheduled for Council discussion before the conclusion of the legislative session in June. If Council wishes to make the legislative meeting revisions proposed, it would seem appropriate the changes be implemented at the beginning of the next legislative session in September. This timing will permit staff the opportunity to provide the public with information regarding the changes.

Cc: James Banks, City Attorney
Jackie Henderson, City Clerk
Jerome Fletcher, Special Assistant to the City Manager

AGENDA SAMPLE:
First Legislative Meeting Agenda
(Regular Business Meeting)

Docket
Tuesday, January 14, 2014
Council Chambers
City Council Legislative Meeting

6:00 p.m.

1. Calling the Roll.
2. Moment of Silence and Pledge of Allegiance
3. Executive Session (if required)
4. Reading and Acting Upon the Minutes of the Following Meetings of City Council:
 - a. The Regular Meeting Minutes of December 10, 2013; and
 - b. The Public Hearing Meeting Minutes of December 14, 2013.

Recognition of Youth

Proclamations

5. Presentation of a Proclamation Declaring the Month of January as Fair Weather Month.
6. Presentation of Community Award Certificates for the Black History Mural Project at the Charles Houston Rec Center.

Consent Calendar

(Resignations and Uncontested Appointments)

7. Receipt of the Following Resignations from Members of Boards, Commissions and Committees:
 - a. Board of Zoning Appeals
Jennifer Lewis
 - b. Citizen Corps Council
Bill Purdy
 - c. Community Services Board
David Giammittorio

8. Uncontested Appointments to Boards, Commissions and Committees:

- a. Affordable Housing Advisory Committee
1 Residential Tenant in the City
- b. Alexandria-Caen Sister City committee
4 Citizen Members
- c. Beautification Commission
1 Citizen Member
- d. Industrial Development Authority
1 Citizen Member
- e. Potomac Yard Design Advisory Committee
1 Member Representing the Business Community

(Reports and Recommendations of the City Manager)

9. Consideration of the Monthly Financial Report for the Period Ending November 31, 2013.

10. Consideration of a Grant Application to the U.S. Department of Housing and Urban Development for Homeless Services Planning Costs.

11. Consideration of a Grant Application for a Digital Architectural Field Survey of the Old and Historic District.

12. Consideration of a Request to Authorize the Release of Contingent Reserve Funds for Recycling Programs to be Implemented by the Department of Transportation and Environmental Services.

13. Consideration of City Council Schedule.

Roll-Call Consent Calendar (*change from current format*)

14. Introduction and First Reading. Consideration. Passage on First and Second Reading of an Ordinance to Adopt Supplement Number 105 to the City Code. [ROLL-CALL VOTE]

15. Consideration of a Resolution in Support of Virginia's Day to Serve. [ROLL-CALL VOTE]

16. Consideration of a Resolution Authorizing the Issuance of Refunding Bonds by the Industrial Development Authority for Volunteers of America. [ROLL-CALL VOTE]

Contested Appointments

17. Beautification Commission
1 Citizen Member

18. Commission on Aging
1 Individual with Leadership Experience in a Volunteer Organization

19. Sister Cities Committee
2 Citizen Members

Reports of Boards, Commissions, and Committees

Northern Virginia Transportation Authority (NVTA) – Council Member Smedberg

Oral Reports and Oral Presentations by Members of City Council

Oral Reports from the City Manager

Adjourn meeting at 10:00 p.m.

**AGENDA SAMPLE:
Second Legislative Meeting Agenda
(Policy Decisions Agenda)**

**Docket
Tuesday, January 14, 2014
Council Chambers
City Council Legislative Meeting**

6:00 p.m.

1. Calling the Roll.
2. Moment of Silence and Pledge of Allegiance
3. Executive Session (if required)
4. Reading and Acting Upon the Minutes of the Following Meetings of City Council:
 - a. The Regular Meeting Minutes of December 10, 2013; and
 - b. The Public Hearing Meeting Minutes of December 14, 2013.

Removal of proclamations, recognition of youth, and board appointments (*change from current format*)

Consent Calendar

5. Consideration of the Monthly Financial Report for the Period Ending November 31, 2013.
6. Consideration of a Grant Application to the U.S. Department of Housing and Urban Development for Homeless Services Planning Costs.
7. Consideration of a Grant Application for a Digital Architectural Field Survey of the Old and Historic District.
8. Consideration of a Request to Authorize the Release of Contingent Reserve Funds for Recycling Programs to be Implemented by the Department of Transportation and Environmental Services.
9. Consideration of City Council Schedule.

Roll-Call Consent Calendar (*change from current format*)

10. Introduction and First Reading. Consideration. Passage on First and Second Reading of an Ordinance to Adopt Supplement Number 105 to the City Code.
[ROLL-CALL VOTE]

11. Consideration of a Resolution in Support of Virginia's Day to Serve. [ROLL-CALL VOTE]

12. Consideration of a Resolution Authorizing the Issuance of Refunding Bonds by the Industrial Development Authority for Volunteers of America. [ROLL-CALL VOTE]

Work Session

13. Work Session on the Housing Master Plan

Reports and Recommendations of the City Manager For Discussion

Policy Items for Council Direction to Staff - Topics for discussion TBD

Oral Reports and Oral Presentations by Members of City Council

Oral Reports from the City Manager

Adjourn meeting at 10:00

Policy Presentation Template

Presentation Slide 1 – Identification of Policy Topic

Example:

- *FY 2015 Transportation Funding Strategies*

Presentation Slide 2 – Key Policy Question(s)

Example:

- *How should available funding be used to effectively address transportation needs and requirement?*

Presentation Slide 3 – Information for Discussion and Decision (Summary)

Example:

- *HB2313 is anticipated to provide \$23-25 mil annually to support City transportation needs*
- *Capital and Operating needs must be prioritized*
- *Local funding should be leveraged to maximize Commonwealth funding support*

Presentation Slide 4 – Council Action Requested

Example:

- *Guidance on proposed capital and operational project priorities*

Presentation Slide 5 thru 14 – Presentation Detail Information

Example:

- *Transportation Funding Sources Summary*
- *CMAQ*
- *RSTP*
- *NVTA*
- *TIP*
- *Funding Strategies*

Presentation Slide 15 – Discussion