



# City of Alexandria

City Council Chambers at  
Del Pepper Community  
Resource Center  
4850 Mark Center Drive  
Alexandria, VA 22311

## Legislation Text

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### City of Alexandria, Virginia

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#### MEMORANDUM

**DATE:** MAY 9, 2014

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** RASHAD M. YOUNG, CITY MANAGER/s/

**DOCKET TITLE:**

Public Hearing, Second Reading and Final Passage of an Ordinance to Amend Section 2-1-41 for Start Time of City Council Meetings and Adoption of a Resolution for Rules of Procedure, Order of Business and Schedule of Council Meetings. [ROLL-CALL VOTE]

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**ISSUE:** Consideration of the revised rules of procedure, order of business and schedule of council meetings.

**RECOMMENDATION:**

- (1) Hold the public hearing and adoption the ordinance on final passage; and
- (2) Adopt the revised resolution for rules of procedure, order of business, and schedule of Council meetings.

**BACKGROUND:** At the request of City Council, City staff has suggested a revised approach to conducting legislative meetings to improve the policy making process. 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. There is also the intent to reduce late night decision making which can be affected by fatigue.

**DISCUSSION:** 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. The presentation of policy issues to Council has been adjusted to establish a routine method for staff presentations 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 prior to the beginning of legislative meeting 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.

The attached ordinance reflects the time adjustment from 7:00 pm to 6:00 pm. The attached resolution, which will be adopted on May 17, adopts the following order of business for the legislative meetings:

1. At the first legislative meeting (business) the order of business shall be as follows:
  - (a) Calling the Roll
  - (b) Moment of Silence and Pledge of Allegiance
  - (c) Executive Session (if required)
  - (d) Reading and Acting Upon the Minutes
  - (e) Recognition of Youth
  - (f) Proclamations
  - (g) Consent Calendar
    1. Resignations and Uncontested Appointments
    2. Reports and Recommendations of the City Manager
    3. Ordinances for Introduction and First Reading
  - (h) Roll-Call Consent Calendar
    1. Ordinances and Resolutions
  - (i) Contested Board Appointments
  - (j) Reports of Boards, Commissions and Committees

- (k) Oral Reports and Oral Presentations by Members of City Council
- (l) Oral Reports from the City Manager
- (m) Adjournment

2. At the second legislative meeting (policy decisions/debate) the order of business shall be as follows:

- (a) Calling the Roll
- (b) Moment of Silence and Pledge of Allegiance
- (c) Executive Session (if required)
- (d) Reading and Acting Upon the Minutes
- (e) Consent Calendar
  - 1. Reports and Recommendations of the City Manager
- (f) Roll-Call Consent Calendar
  - 1. Ordinances and Resolutions
- (g) Work Session
- (h) Reports and Recommendations of the City Manager for Discussion (Policy Items for Council Direction to Staff)
- (i) Oral Reports and Oral Presentations by Members of City Council
- (j) Orals Reports from the City Manager
- (k) Adjournment

If approved by Council, these changes will be implemented at the beginning of the next legislative session in September.

### **FISCAL IMPACT:**

There is no direct cost associated with these adjustments, however there will be less compensatory time earned by employees who are eligible for compensatory time. Staff will accrue less compensatory time since their items will be addressed earlier in the evening.

### **ATTACHMENTS:**

- 1. Ordinance
- 2. Resolution
- 3. Worksession Template

**STAFF:**

Tom Gates, Chief of Staff / Deputy City Manager

James Banks, City Attorney

Jackie Henderson, City Clerk

Jerome Fletcher, Special Assistant to the City Manager