

**POLICIES AND PROCEDURES MANUAL  
OF THE  
CITY COUNCIL  
OF THE  
CITY OF WILLIAMSBURG**

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**City Council 2018-2020**

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## ~~INTRODUCTION~~

The *Policies and Procedures of the City Council* is intended to describe the rules and guidelines by which the Williamsburg City Council operates and to set forth standing Council policy. The manual includes excerpts from the Charter and Code of the City of Williamsburg and the Code of the Commonwealth of Virginia, plus excerpts from the Handbook for Virginia Mayors & Council Members. Unless otherwise noted, the text of the manual is assumed to be Council policies and procedures in addition to those established in law. The manual serves as a quick reference for resolving policy and procedural questions during meetings and work sessions. Sources are indicated in the following way:

- Charter = City Charter
- Code = City Code
- RR = *Robert's Rules of Order*
- VML = Virginia Municipal League's Handbook for Mayors and Council Members
- VA Code = Code of Virginia

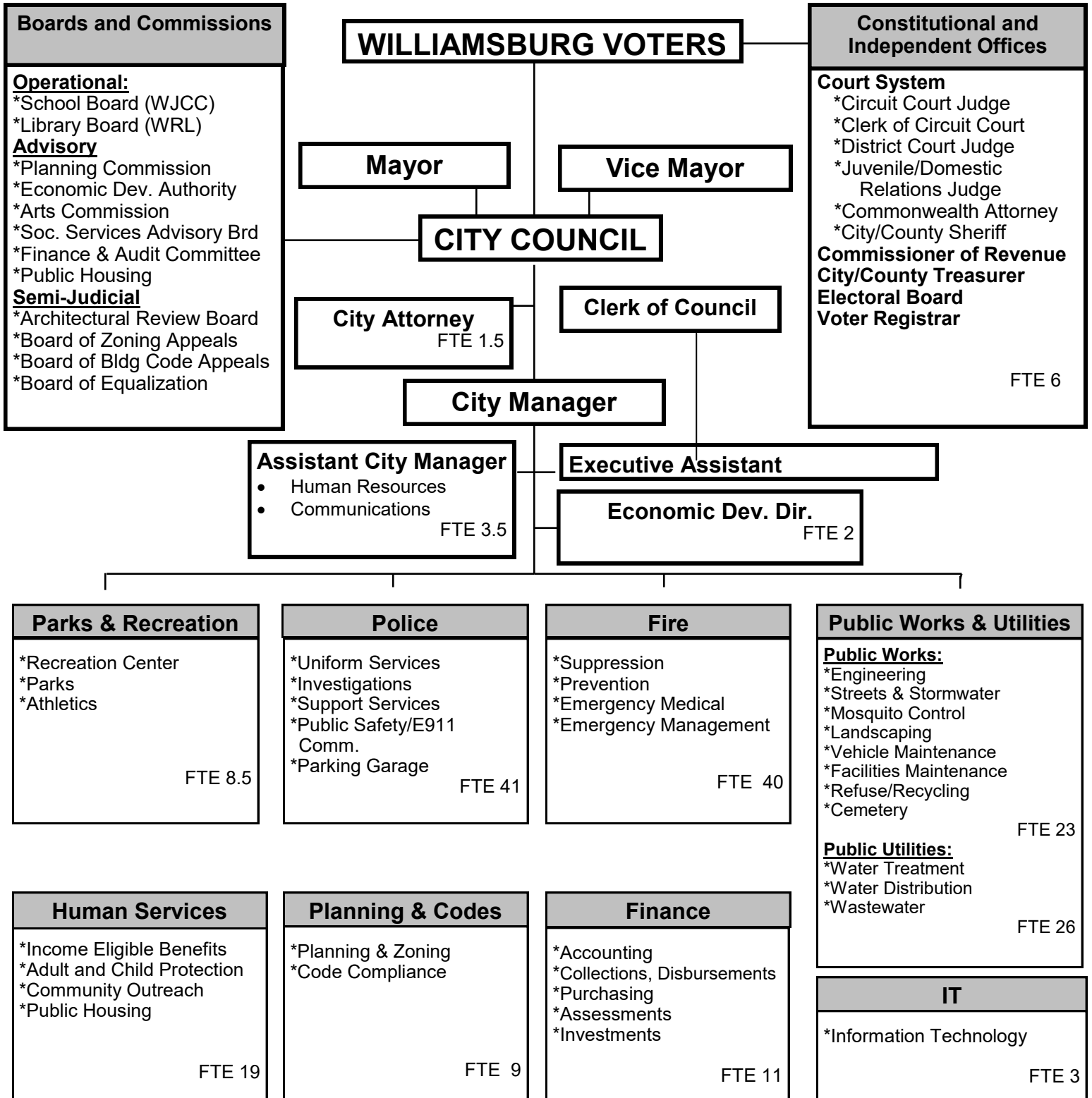
The *Policies and Procedures Manual* is to be adopted biennially by the City Council at its organizational meeting in July. Thereafter, the rules herein may be amended or waived by a majority vote of the elected members of Council, except those rules which are required by law.

### **City Council**

#### **Oath of Office**

"I do solemnly swear (affirm) that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully discharge and perform all duties incumbent upon me as a City Council member of the City of Williamsburg according to the best of my ability. So help me God."

# City of Williamsburg Organizational Chart



## PART ONE

### CITY COUNCIL STRUCTURE AND FUNCTIONS

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#### I. POWERS OF CITY COUNCIL

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Local Government powers are conferred on the elected City Council by the Commonwealth of Virginia and the People of Williamsburg. Powers are defined by the Charter of the City of Williamsburg, the Code of Virginia, and the Virginia Constitution. As interpreted by the Dillon Rule, localities are “tenants at will” of the state legislature, and depend on the Virginia General Assembly for their operating authority.

#### CITY CHARTER

**Section 22.3. “The council shall be the policy determining body of the city and shall be vested with all the rights and powers conferred on councils of cities of the first class...”**

In addition to the rights and powers conferred on “cities of the first class” by the Code of Virginia, the Council has several powers enumerated in its Charter.

Powers include the ability to:

- Pass ordinances and resolutions that appropriate money, levy taxes, and require licenses. Charter Secs. 16, 25, 44.1, 53, 59.1.
- Adopt an annual budget. Charter Sec 58.1.
- Sue and be sued, plead and be impleaded. Charter Sec. 3.
- Pass emergency measures to preserve public peace, property, health and safety. Charter Sec. 4.1.
- Choose the Mayor and Vice-Mayor from among Council members. Charter Secs. 11,12.
- Fill vacant Council seats. Charter Sec. 8.
- Appoint School Board Trustees. Charter Sec. 9.
- Appoint/remove the City Manager and City Attorney. Charter Secs. 15, 17.
- Upon recommendation of the City Manager, appoint the Clerk of the Council. Charter Secs. 15, 17.
- Review administrative decisions. Charter Sec. 19.

- Adopt Council meeting rules, set times, appoint Council officers and committees, compel member attendance. Charter Secs. 14, 15.
- Appoint/remove members and chairs of boards and commissions. Charter Secs. 15, 62, plus Code Sec. 2.
- Inquire into the official conduct of any City office or officer under its control. Charter Sec. 22.3
- Create, abolish, reassign, transfer, or combine City functions, activities, or departments. Charter Secs. 22.3, 33, 49.
- Order an independent audit of accounts, books, records and other financial transactions of the City. Charter Sec. 22.3.
- Fix the schedule of compensation for City officers and employees. Charter Sec. 22.3
- Prescribe the amount and condition of surety bonds required of City officers and employees. Charter Sec. 22.3, 34.2, 34.5.
- Prescribe jail terms and fines, not to exceed 12 months or \$1,000. Charter Sec. 25.
- Dedicate new public street. Charter Sec. 28.
- Set collection, deposit and disbursement rules for City funds. Charter Secs. 33, 36, 40.
- Prescribe some of the duties of the

Treasurer and Commissioner of the Revenue. Charter Secs. 6, 38, 42.

- Require the sale of delinquent real estate tax property. Charter Sec. 48.
- Issue negotiable bonds and notes. Charter Sec. 60.1
- Pass zoning ordinances. Charter Sec. 62.
- Serve as five of the seven member Williamsburg Redevelopment and Housing Authority Board of Commissioners concurrent with City Council terms.

According to Section 11 of the Charter, the

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## II. MAYOR AND VICE-MAYOR DUTIES

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Mayor is chosen from among Council members every two years as the presiding officer to run Council meetings and perform other duties consistent with the office. The Mayor has no veto power, but serves as the official head for:

- Participation in public ceremonies.
- Recognition by the courts for serving civil process.
- Recognition by the Governor for military purposes.
- Command of the police during public danger or emergency, subject to Council review.

The Mayor is also recognized as the official spokesperson for City Council on matters of public policy.

After consultation with the Council and City Manager, the Mayor appoints Council members and City employees to serve on various committees and groups.

### **The Vice Mayor**

The Vice Mayor is chosen by Council peers every two years to perform official duties in the absence or disability of the Mayor. A new mayor is chosen if the Mayor resigns, dies, or is removed. Charter Sec. 12.

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### **III. FILLING COUNCIL VACANCIES**

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Section 8 of the Charter stipulates the steps in filling a Council vacancy.

The Council, within 60 days of the occurrence of any vacancy on Council, should appoint a successor to serve the remainder of the four-year term.

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### **IV. COUNCIL-MANAGER GOVERNMENT**

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Originating in 1908 with Staunton, Virginia's provision by ordinance for the appointment of a general manager, the Council-Manager plan has become the most widely accepted system of local government in the United States. The City of Williamsburg has operated under the Council-Manager plan since 1932.

The plan is modeled after the American corporation, as opposed to the Mayor-Council plan which is modeled after the elected branches of government found in the U.S. Constitution.

In the Council-Manager plan, the governing body is composed of public-spirited citizens serving on a part-time basis to decide major policy issues, much in the same manner as the Board of Directors of a private corporation. The Mayor's role is to preside over Council meetings much like a Chairman of the Board. Council members serve the interests of the citizens who elected them to office -- the stockholders of the corporation.



The City Manager, under this system, is comparable to the corporation's Chief Executive Officer. He serves at the pleasure of the Board of Directors. The City Manager is a professionally-trained public administrator charged with implementing the policies and directives of City Council. The City Manager has broad administrative authority with strict rules prohibiting political interference in administrative matters. Likewise, the City Manager refrains from participating in partisan political activities which would impair professional administration.

City Council delegates broad

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## V. THE CITY MANAGER'S ROLE IN CITY GOVERNMENT

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administrative power to the City Manager subject to its continuing review. Qualifications, powers and duties of the City Manager are provided for in Chapter 4 of the Charter. Delegated duties include the ability to:

- Supervise administrative affairs.
- Appoint and remove officers and employees in administrative service.
- Act as chief conservator of the peace.
- See to the enforcement of City ordinances and state laws.
- Make policy recommendations to

Council.

- Keep Council advised on financial condition and future needs.
- Prepare and submit an annual budget.
- Prepare and submit requested reports.
- Perform as Charter and Council requires.

While the Clerk of the Council and City Attorney serve at the pleasure of the

### CITY CHARTER

**Section 17.** "The Council shall appoint a City Manager, who shall be the chief executive officer of the city..."

**Section 18.** "The City Manager shall be responsible to the Council for the proper administration of all affairs of the city placed in his charge..."

**Section 21.** "The City Manager, and such other officers of the city as may be designated by vote of Council, shall be entitled to seats in the Council, but shall have no vote therein..."

Council, all other City staff are employees of the City Manager. Thus, neither the Council nor any of its members should direct or request the appointment or removal of officers and employees in the administrative service of the City.

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## VI. COUNCIL/STAFF RELATIONSHIPS AND COMMUNICATIONS

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Except for the purposes of inquiry and timely communication, the Council and its members should deal with that portion of administrative service for which the Manager is responsible through the Manager, and neither the Council nor any individual member should give orders or direction to any subordinate of the Manager, either publicly or privately. Any violation by a member of the Council should be brought to the immediate attention of the Council as a whole.

While it is inappropriate for any Council

### CITY CHARTER

**Section 22.3.1.** *“Official inquiries and investigations.* [The council shall] have full power to inquire into the official conduct of any office or officer under its control...”

member to instruct a City employee, it is *entirely appropriate to inquire since information is the basis for understanding and action.* Information that would be difficult or time consuming to produce, however, or that relates to a current or future agenda item should be formally requested of the City Manager, preferably during a City Council meeting, rather than

requested of an individual staff member. Work assignment and policy directions should come from the elected body as a whole and not from individual members. To avoid confusion and conflicting priorities, certain guidelines for Council/staff relationships must be followed. Council members' initiatives generally fall into one of four categories:

Normally, Items 1 and 2 can be handled directly between the City Council member

### Categories of Staff Initiatives From City Council

- 1) Requests for information readily available.
- 2) Follow-up for a constituent relative to a municipal problem or question.
- 3) Requests for information not readily available and requiring considerable staff time and research effort.
- 4) Initiation of a new priority or program.

and the City staff. Items 3 and 4 should be channeled through the City Manager. In the past, understanding and common sense have guided Council/staff relationships and difficulties have seldom developed.

If a Council member is less than satisfied with the channels of communication, he or she should approach the City Manager who will work to improve the flow of information to and from key staff members.

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### **VII. IMPLEMENTING THE WILL OF THE MAJORITY**

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Perhaps the most challenging aspect of City Council/staff relationships arises when an issue lacks Council consensus. Once a vote is taken and the issue decided, however, City Council speaks to the staff with a single voice. It is sometimes tempting for Council members holding the minority view to pursue their viewpoint, first through staff and later with Council. Nevertheless, the City staff must respond to the majority view, regardless of whether or not an individual Council member agrees, and regardless of whether or not the staff may agree. While staff may like to be responsive to each individual Council member, an impossible situation develops when staff is requested to accommodate a Council member apart from the Council-to-Manager-to-staff line of authority.

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### **VIII. ELECTRONIC COMMUNICATIONS**

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The widespread use of the electronic mail system (E-Mail) raises concerns over the appropriate communications among Council members and between Council staff. All E-Mail communications among Council members should be considered open to Freedom of Information Act inquiries. All E-Mail communications to and from staff members should be in accordance with established guidelines for staff inquiries.

At the start of a City Council member's term and at the request of the City Council Member, the Information Technology Department will provide an iPad for the member to use at home for the purpose of conducting business. In addition to the iPad, the City will also establish an e-mail address at the City and Internet access if necessary. This will allow the Council member to communicate with City employees as well as with citizens.

At the end of the City Council member's term, the member may elect to keep the iPad provided to him. Based on experience, a four-year-old iPad has reached its useful life and will therefore be deemed fully depreciated. If the member elects to not keep the iPad, the member will contact the Information Technology Department and schedule a time for the iPad to be picked up and brought back to the City for inventory purposes.

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## **IX. COUNCIL REPRESENTATIVES ON VARIOUS COMMITTEES**

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The City Council is represented on a number of committees and groups. These include ad hoc City committees, VML policy committees, intergovernmental bodies, and various organizations in the community. *Such representation is distinct from formal appointments to Boards and Commissions as provided in Part Four of this manual.*

Representation originates in two main ways. Outside groups often invite the Council to participate in their activities. Alternatively, the Council, deeming its participation to be important, decides to

send a representative to the committee or group.

In either case, the Mayor, after consulting with the Council, designates either a Council member or a City employee (with City Manager's concurrence) to the committee or group. Appointments are normally made in July soon after the new Council takes office. However, the Mayor may make reassignments and new assignments as needed.

See Appendix Two of this document for a current listing of Council representatives on committees.

To ensure citizens that the judgment of public officers and employees is not

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## **X. CONFLICT OF INTEREST RULES**

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compromised or affected by inappropriate conflicts, the General Assembly adopted the Virginia State and Local Government Conflict of Interest Act. Violation is a criminal offense. To keep standards of conduct uniform throughout the Commonwealth, no local government may regulate conflict of interest more strictly than the Virginia Code. The law requires all Council members to:

- Disclose financial interests twice each year.
- Refrain from contracting for business with the local government.
- Abstain from voting on items of personal interest that apply solely to the Council member or that prevent impartial voting.
- Not engage in unethical conduct, such as accepting anything of value or disclosing confidential information.

The City Attorney and the local Commonwealth’s Attorney are the proper persons to turn to for competent legal advice concerning conflict of interest questions. As a member of a local governing body, Council members are entitled by statute to obtain a formal opinion from the local Commonwealth’s Attorney. A Council member cannot be prosecuted for violating the Act if he acts based on a written opinion of the Commonwealth’s Attorney (assuming full disclosure of all the relevant facts). VML. Provisions of Virginia’s Conflict of Interest Act concerning financial disclosure apply to council members of all cities and towns

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## XI. FINANCIAL DISCLOSURE

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with populations greater than 3,500.

In April and November of each year, the Clerk of the Council will supply a *Statement of Economic Interests* to Council Members that must be filed by June 15 and December 15, respectively. The Real Estate Holdings and Financial Disclosure Forms will be submitted to members of boards, commissions, and authorities as required by State Code.

The City Council shall hereby adopt for itself the Code of Ethics applicable to employees of the City as set forth in

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## XII. CODE OF ETHICS

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Section 701 of the *Personnel Manual of the City of Williamsburg*. To the extent the City’s Code of Ethics conflicts with Virginia Law (e.g. Virginia State and Local Government Conflict of Interest Act, Virginia Freedom of Information Act), State Law shall prevail.

The City of Williamsburg Code of Ethics follows:

## **Section 701 CODE OF ETHICS**

The City adopts these Core Values and Ethical Standards, drafted by a representative committee of employees in 2008, as the Code of Ethics for the City of Williamsburg. The Code of Ethics shall apply to all active employees of the City and such City boards or commissions which adopt them.

### **CORE VALUES**

<b>Integrity</b>	We shall act with honor, courage, honesty and sincerity so as to inspire public trust and confidence in city government.
<b>Caring</b>	We shall pursue passionately the well-being of the people and the community we serve as good stewards of a self-governing, democratic society.
<b>Accountability</b>	We shall accept responsibility for our actions and decisions, pursuing excellence in our work.
<b>Respect</b>	We shall treat all with dignity, courtesy and tolerance as we would wish to be treated even when others act without the same consideration.
<b>Equity</b>	We shall promote fairness and openness, opposing favoritism or prejudice, in providing City services and governmental processes.

### **ETHICAL STANDARDS**

#### **Conflicts of Interest**

We shall avoid conflicts of interest and the appearance thereof. A conflict of interest occurs when an outside or private interest interferes or competes with the interests of the city.

- Care must be taken to avoid compromising relationships with persons or organizations doing business with the City, or seeking business with the City.
- Our position with the City shall not be used to represent or promote any outside interest not aligned with a purpose of the city.
- Unavoidable relationships which could create a conflict of interest or appearance of conflict shall be disclosed.

## **Gifts and Gratuities**

We shall not accept gifts, payment or loans from persons or organizations which have, or desire to have, a business relationship with the City. We shall not accept gratuities for performing services while on City time.

- This standard is not intended to bar acceptance of reasonable and customary social courtesies.
- This standard is not intended to prohibit employees from obtaining loans from regular lending institutions.
- When gifts cannot be returned without causing embarrassment to the City, they shall be disclosed, and where possible, shared with others.

## **Confidentiality**

We shall respect the confidentiality of information obtained on the job, and guard sensitive information as a public trust.

- Confidential information shall not be used for private gain.
- Confidential information shall not be shared except on a professional need-to-know basis, avoiding careless use of email or gossip.
- This policy does not limit the obligation to give out public information in an equitable and transparent way; and to willingly comply with the Freedom of Information Act.

## **Use of City Time and Property**

We shall use City assets - including staff time, equipment, vehicles, supplies and facilities - for city purposes, and not for private gain or personal benefit.

- Private business or outside employment shall not be conducted on city time or on City property.
- City equipment shall not be borrowed for private or personal use.
- While solicitation at work for private gain is not allowed, charitable giving opportunities may be communicated so long as there is no pressure to respond.
- The City allows for incidental personal needs while at work, such as brief phone calls or emails, provided that they are occasional, use insignificant amounts of City assets, and do not interfere with work.
- Department heads may prescribe employee personal time during a 24 hour shift or other like circumstance without violating this standard.

## **Impartiality**

We shall treat all fairly and impartially, without special advantage to any citizen, business, or other employee.

- Recognizing the varied needs of groups - such as the elderly, disabled, or children - differentiated services may be provided without violating this policy.

If an employee is unclear about the application of these Ethical Standards to a particular situation, or about any ethical dilemma, he or she is encouraged to discuss that matter with the supervisor, department head, city manager or city attorney, as appropriate. As a simple ethical test, employees should ask themselves, "If the facts of this situation were in the newspaper tomorrow, would it embarrass the City or call my integrity into question?"



## PART TWO

### CITY COUNCIL MEETINGS

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#### I. MONTHLY COUNCIL MEETINGS

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Regular City Council meetings commence at 2 p.m. on the second Thursday of each month in Council Chambers located in the Stryker Center. Work Sessions are held the Monday before the regular meeting at 4 p.m. Time and place is established by Section 2-26 of the City Code. Special meetings of the City Council may be called at the request of the Mayor, City Manager, or any two members of the Council. Charter Sec.14.

Activities of prime importance during regular City Council meetings include:

- Public Hearings as required by law or Council policy. Public hearings may cover subjects such as proposed budgets, proposed Comprehensive Plan amendments, rezoning, special use permits and street closing requests.
- Mayor and Council Communications and Petitions delivered by citizens directly to their elected officials.
- Reports and Recommendations

from the City Manager and City Attorney.

- Reports and Recommendations from the Planning Commission and other advisory boards.
- Award of Bids whereby Council takes formal action to authorize the purchase of materials and the letting of contracts.
- Ordinances and Resolutions which are legal instruments whereby Council establishes public policy either in the form of local laws (ordinances) or formal statements of fact and intent (resolutions).

Should the day established by the governing body as the regular meeting day fall on any legal holiday, the meeting shall be held on the next following regular business day, without action of any kind by the governing body. State Code 15.2-1416

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## II. OPEN MEETING LAW

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The Virginia Freedom of Information Act (FOIA), generally requires that all meetings of the Council as well as most other public bodies, such as Planning Commissions, Boards of Zoning Appeals, School Boards, Redevelopment and Housing Authorities, be open to the public. It is important to note that committees appointed by Council or any other public body subject to the FOIA must also be open to the public. Therefore, all committees appointed by Council, whether composed of selected members of Council or of non-council persons or a mixture, and *regardless of number* are subject to the FOIA's public meeting requirement. Section 2.2-3702. of the Act states that public officials shall read and familiarize themselves with the provisions of the Virginia Freedom of Information Act.

The FOIA provides that in order to constitute a "meeting" a quorum must be present. Therefore, FOIA applies to regular meetings as well as gatherings of three or more Council members where City business is discussed. Likewise, FOIA also applies to regular meetings as well as gatherings of members of any committee or subcommittee appointed *by or from* Council where the business of such

committee or subcommittee is discussed and where a quorum of such committee or subcommittee is present. Except in the case of a committee or subcommittee consisting of at least four members (where a quorum would be three members), a meeting or gathering of *two or more* committee or subcommittee members at which the business of such committee or subcommittee is discussed constitutes a meeting covered by FOIA.

FOIA requires that Council and committees and subcommittees appointed by Council give advance written notice of every meeting to every citizen, including news media, who has requested to receive such notice. Council may require that the requests for notice be renewed annually. In addition, copies of agendas and materials distributed to Council must be simultaneously made available for public inspection. Unless exempted by the FOIA, all materials must be made available to the public. The City Manager typically handles the notice requirement to media for Council.

Information packets are posted electronically on the Thursday before a regular monthly council meeting to Council members and are made available to the public and press. Minutes must be kept of all meetings of Council, including work sessions and informal meetings at which no official action is taken. Vote is by roll call and the ayes and nays of any question are recorded in the minutes of the meeting. Secret ballots are prohibited by Section 2-29 of the City Code and by the Code of Virginia.

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### III. CLOSED SESSION

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According to the Charter, meetings of the Council shall be open to the public except when the public welfare requires Closed Sessions. Charter Sec. 14. A city council or committee may go into Closed Session and exclude the public for certain stated reasons. More than 20 items are exempted from the Freedom of Information Act and may be discussed in a closed session. VML. Closed Session issues typically involve:

- Personnel VA Code § 2.2-3711.1
- Property VA Code § 2.2-3711.3
- Legal briefings VA Code § 2.2-3711.7

The procedure for convening a Closed

Session is as follows:

- (1) While in public session, a majority of Council members must approve a motion to go into Closed Session. The motion must include the reason and a citation of the specific code section containing the FOIA exemption allowing the Closed Session. Exclusions are located in Section 2.2-3705.1 of the Virginia Code.
- (2) While in the Closed Session, Council members may discuss only the subject mentioned in the motion.
- (3) Certify by recorded vote, after Council completes the Closed Session and returns to public session, that all the discussion in closed session was appropriate under the law. (See Virginia Code text below.)

**Section 2.2-3712: “Now, therefore, be it resolved that the City Council of Williamsburg hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the City Council of Williamsburg.”**

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#### **IV. SETTING THE MEETING AGENDA**

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All meeting agenda items which require formal Council action are placed on the agenda for consideration. The agenda of the regular monthly meeting is finalized on the Thursday prior to the Thursday Council meeting. Consequently, all items should be submitted in time for distribution to Council on the Thursday of the week before the regular monthly Council meetings. If an item involves a legal matter, it should be submitted in sufficient time to allow a review by the City Attorney.

Items originating from Council members should be shared with the City Manager or the Mayor by the established deadline. Department directors normally submit agenda items to the City Manager during the staff meeting on Friday two weeks prior to a regular monthly Council meeting. The City Manager is responsible for preparing and distributing the agenda.

The Mayor presides at every meeting of the Council and at the hour appointed,

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#### **V. MAYOR AS PRESIDING OFFICER**

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calls the Council to order, provided a quorum is present. The Mayor signs all ordinances and resolutions on behalf of the Council.

The Mayor preserves order and, with the assistance of the City Attorney, speaks to and decides all points of order. The Mayor has control of the Council Chamber and the connecting halls and corridors. In case of a disturbance or disorderly conduct, the Mayor may order the same to be cleared.

The Vice Mayor presides in the Mayor's absence. Charter Sec. 12.

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## VI. ORDER OF BUSINESS

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1. **Roll Call**
2. **Approval of the Minutes of the Last Meeting(s)**
3. **Matters of Special Privilege**
4. **Public Hearings**
5. **Reports**
  - a. Monthly Financial Statement
  - b. Monthly Department Operating Reports
  - c. City Manager Reports
  - d. City Attorney Report
6. **Unfinished Business**
7. **New Business**
8. **Open Forum**
9. **Adjournment**

City Code Sec. 2-28.

The City Manager who is entitled by the Charter to a non-voting seat on the Council, may include a report or recommendation under any item of business. The City Attorney and department directors participate in discussions as their respective issues are discussed. Charter Sec. 21.

The City Code permits the public to speak during a Public Hearing or Special

## CITY CHARTER

**Section 21.** “The manager shall have the right to take part in the discussion of all matters coming before the council, and the directors and other officers shall be entitled to take part in all discussions of the council relating to their respective departments and offices. “

Privilege. No person other than a

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## VII. PUBLIC PARTICIPATION IN COUNCIL MEETINGS

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member of the Council or an officer of the City shall be allowed the privilege of speaking in a Council meeting unless by majority vote of the Council. Code Sec. 2-30.

The Council may permit persons to speak during an “open forum” session. At that time, such persons may address the Council on any topic. Whenever possible a “Speaker’s Card,” available at the entrance to the Council Chambers, should be completed and given to the Clerk of Council prior to the meeting.

Speakers will normally limit their remarks to five minutes, and speak only once until others who desire to speak have been heard. All speakers will only speak when recognized by the chair, and will address the chair. No dialogue between speakers shall be permitted.

To encourage public involvement, regular work sessions and Council meetings will be televised.

A copy of each ordinance or resolution,

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### **VIII. ORDINANCES AND RESOLUTIONS**

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legibly written or printed, will be furnished to each Council member when introduced, unless there is unanimous consent to waive the requirement.

No ordinance can be passed or resolution adopted that appropriates money, levies taxes and licenses without the concurrence of at least three members. Charter Sec. 16.

Unless another date is specified or except as otherwise provided in the City Charter, an ordinance takes effect on the tenth day following its passage. Charter Sec. 4.1.

Because the Council is considered a

continuous body by the Charter, no pending measure dies by reason of the expiration of a Council term or the removal of any or all of its members. Charter Sec. 8.

Section 14 of the City Charter and

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### **IX. SPECIAL MEETINGS**

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Section 2-27 of the City Code outline the requirements for conducting special meetings of the Council.

The Clerk of the Council calls a meeting after a written request is received from the Mayor, the City Manager, or any two Council members. The Clerk then notifies Council in writing of the meeting. All notices of special meetings to Council members shall state the subjects for which the meeting is being called. (FOIA 2.2-3707).

Electronic Mail or facsimile transmissions may serve as written notice, with the written concurrence of the member. Phone calls may be used as needed to supplement other special meeting notices.

Unless the Council votes unanimously, no business except the items on the special meeting agenda can be transacted. Meetings must be open to the public, unless members vote to convene a Closed Session. Charter Sec. 14.

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## **X. ORGANIZATIONAL MEETINGS**

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The biennial organizational meeting of the Council is traditionally at noon on July 1 of even-numbered years following City elections. The meeting coincides with the day on which the terms of newly-elected Council members commence. Newly-elected Council members will be sworn into office immediately preceding the organizational meeting.

The first order of business is for members to elect the Mayor. The City Attorney normally presides at the beginning of the meeting until the Mayor is elected. Upon election, the Mayor assumes the chair. Then the Vice Mayor is elected. Charter Sec. 11, 12. The Mayor determines the seating arrangement and order of voting of the Council, basing the decision on the length of tenure and preference of each Council member.

The next order of business is to

reconfirm the appointment of the City Manager, City Attorney, and Clerk of Council by roll call vote. Charter Sec. 15, 17.

The Council then adopts a resolution accepting the *Policies and Procedures of the City Council* as standing rules of the Council. The policies and procedures manual may be subsequently amended by the Council at any time.

*Robert's Rules of Order* is the classic

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## **XI. RULES OF CONDUCT DURING COUNCIL MEETINGS**

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statement of present day parliamentary procedure. Familiarity with and use of Robert's Rules provides the means whereby the affairs of the Council can be controlled by the general will of the members. Council meetings can proceed in a controlled and predictable manner, allowing the business of the citizens of Williamsburg to be handled in a direct, constructive and democratic manner. The following rules of conduct are adapted from the pages of Henry M. Robert's time-honored book and merit the Council's special attention.

## **PROCEDURES FOR SMALL BOARDS**

Since the City Council is relatively small compared with other organizations using Robert's Rules, some of the procedural formality can be dispensed with. The following ***Procedures for Small Boards*** from Robert's Rules is modified for use by the Williamsburg City Council. Modifications to Robert's Rules for Small Boards are noted in italics.

- While members are required to obtain the floor before making motions or speaking, they may do so while seated. (*Text normally reads that members are not required to obtain the floor beforehand.*)
- Motions must be seconded. (*Text normally reads, "Motions need not be seconded."*)
- No limit is placed on the number of times a member may speak to a question. However, motions to close or limit debate may be entertained. (*Text normally reads that such motions "should not be entertained."*)
- Informal discussion of a subject is permitted while no motion is pending. *It is normally expected, however, that discussion will follow a motion on the floor.*
- Sometimes when a proposal is

perfectly clear to all present, a vote can be taken without a motion having been introduced. Unless agreed to by general consent, however, all proposed actions of a board must be approved by vote under the same rules as other assemblies, except that a vote can be taken initially by a show of hands. *Normally, the ayes and nays on any question must be recorded.* Code Sec. 2-29.

- The chairman can speak in discussion without rising or leaving the chair, can make motions, and votes on all questions.

## **MEMBER CONDUCT**

Every member who wishes to speak must first respectfully address the Chair, and not proceed until recognized by the Chair. He will confine himself to the immediately pending question and avoid mentioning all personalities. No member shall address the Chair out of his place, nor interrupt another without the consent of the member who has the floor, except when making a point of order.



The member upon whose motion is subject to debate is first entitled to the floor, and is entitled to close debate after each member who wishes to speak has been allowed to do so.

### **COUNCIL VOTING**

In most instances, the affirmative vote of a majority of the members elected to Council present at a regular or special meeting at which a quorum is present and voting shall be necessary to adopt any ordinance, resolution, or pass other matters presented to the Council. Three members constitute a quorum. Charter Sec. 16. However, no ordinance or resolution appropriating money exceeding \$500, imposing taxes or authorizing the borrowing of money shall be passed except by a recorded affirmative vote of a majority of all Council members. Every member present at a Council meeting when a question is put shall give his vote, unless excused by the Chair. All votes are recorded in the minutes of the meeting. *Secret ballots are prohibited.*

After a vote is announced, no member shall change his vote without the consent of the Council. The right to change a vote shall be limited to the current meeting and not continue for any

subsequent meeting.

The Chair shall announce to the Council all requests of members to be excused from attendance on the Council for any stated period, and unless objection thereto is made by any member, the request shall be deemed granted, and such fact shall be noted in the minutes. If an objection is made, a vote of the Council shall be required on such a request. No member should be absent from attendance on the Council for more than two consecutive meetings without explanation addressed to the Mayor and Council, who may withhold their approval. According to Section 14 of the Charter, if a member is voluntarily absent from three consecutive meetings, his seat is considered vacant.

### **KEY PASSAGES FROM ROBERTS RULES**

Several key passages are included to help familiarize Council members with Robert's Rules. The City Attorney serves as the parliamentarian of the Council, and should be consulted on the proper application of Robert's Rules and applicable laws.

**What Precedes Debate (RR § 2).**

Before any subject is open to debate it is necessary:

(1) That a motion be made by a member who has obtained the floor, and

(2) That the motion be stated by the chair for the benefit of the Council and audience. The fact that a motion has been made does not put it before the Council. The chair alone can put a motion before the Council. The chair must either rule the motion out of order or state the question so that all may know the immediately pending question.

**Obtaining the Floor (RR § 3).** Before a member can make a motion, or address the Council in debate, it is necessary that he should *obtain the floor* -- that is, he must address the presiding officer by official title, thus, "Madame Mayor, Mayor or Mayor Smith." If the member is entitled to the floor, the chair recognizes him by name.

**Main Motions (RR § 4).** A motion is made by a member obtaining the floor and saying, "I move that," and then stating the proposed action. Typically, no member can make two motions at a time except by general consent. Main

motions, which introduce business, take precedent over nothing. That is, they cannot be made when another question is before the assembly. Privileged, incidental, and subsidiary motions may be made while a main motion is pending.

**Debate (RR § 7).** After a question has been stated, it is before the Council for consideration and action. All but a few motions are subject to debate. Debate must be limited to the merits of the *immediately pending question* -- that is the last question stated by the Chair. Speakers must address their remarks to the Chair, be courteous in their language, avoid all personalities, and never allude to the motives of members.

**Amendments (RR § 33).** Amendments may be made on all motions except those listed by Robert's Rules.

The motion to amend is made in a form similar to this: "I move to amend the resolution by inserting (or striking or substituting) the word 'very' before the word 'good';" or simply "I move to insert (or strike or substitute) 'very' before 'good'."

An amendment can be amended itself, but this “amendment to an amendment” cannot be amended. In other words, an amendment of the third degree would be too complicated and is not in order.

An amendment of a pending question requires only a majority vote for its adoption, even though the question to be amended requires higher threshold (ex., two-thirds or unanimous vote).

Robert’s Rules lists a number of improper amendments in Section 33, including ones that are not germane to the question being amended, or are identical to questions previously decided.

**Reconsideration of a motion (RR § 36).**

A motion to reconsider a previous vote must be made by one who voted with the prevailing side. Normally, a reconsideration motion can only be made on the day that the original vote was taken, or on the day of the next succeeding Council meeting. The motion to reconsider cannot interrupt pending business. However, as soon as the pending item is disposed of, it can be called up with preference over other main motions and general orders.

those listed by Robert’s Rules, may be rescinded by a majority vote, provided notice has been given at the previous meeting or in the call for this meeting. When no notice is given, a two-thirds vote or majority vote of the elected Council is required.

The motion to rescind can be applied to votes on all main motions. It is itself a main motion without any privilege, and therefore can only be introduced when there is nothing else before the assembly. It may be made by any member, and is debatable.

Among the votes that Robert’s Rules specifies cannot be rescinded are ones that occur:

- After something has been done as a result of that vote that the Council cannot undo; or,
- Where it is in the nature of a contract and the other party is informed of the fact; or,
- Where a resignation has been acted upon.  
(A table of frequently-used motions is included for reference).

**Rescind, Repeal, or Annul (RR § 37).<sup>24</sup>**

Any vote taken by the Council, except

**ROBERTS RULES OF ORDER—Motions Frequently Used  
(Modified for the Williamsburg City Council)**

<b>MOTION</b>	<b>PURPOSE</b>	<b>DEBATABLE</b>	<b>AMENDABLE</b>	<b>VOTE REQUIRED</b>
<b>Main</b>	Introduces Business	Yes	Yes	Majority
<b>Amend</b>	Changes or Modifies	Yes	Yes	Majority
<b>Refer to Committee</b>	Enables Further Study	Yes	Yes	Majority
<b>Call the Question</b>	Ends Debate	No	No	Majority*
<b>Table</b>	Suspends Action	No	No	Majority
<b>Take from Table</b>	Restarts Action	No	No	Majority
<b>Reconsider</b>	Renews Debate On Old Business	Yes	No	Majority
<b>Withdraw A Motion</b>	Stops Motion Before a Vote	No	No	Consent of Chair w/o Objection
<b>Rescind</b>	Repeals An Action	Yes	Yes	Majority

\* Robert's Rules requires a 2/3s vote.

## PART THREE

### CITY COUNCIL POLICY MAKING PROCESS

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#### I. BIENNIAL GOAL SETTING POLICY AND PROCEDURES

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The City recognizes the importance of setting specific goals. Goals provide both a means of *sorting out priorities*, and a standard against which to measure effectiveness. More than any other determinant, *stated goals drive the budget*. Goal setting is an integral part of the budget process.

The chart included in this section outlining City Council's two year election cycle fits well with a biennial goal setting cycle.

Two or three new or incumbent Council members are elected in May in even numbered years. The newly elected Council members then have several months to become familiar with workings of City government before attempting to chart the City's course. This is done through methodical goal setting processes in the Fall of even numbered years. The City Council's adopted goals

then become a *guide for the two succeeding budgets*. In this way, the Council spends the first six months after the election deciding what it wants to accomplish, and the remaining eighteen months before the next election concentrating on implementing its goals.

During the midterm, or odd numbered years, the Council should revisit and reevaluate progress in accomplishing those goals. But the formal goal setting process takes place only every two years.

#### **WILLIAMSBURG VISION STATEMENT**

"Williamsburg will become an evermore safe, beautiful, livable city of historic and academic renown, served by a city government—cohesively led, financial strong, always improving— in full partnership with the people who live, work, and visit here."

Adopted May 11, 1995

In order to be fully useful, *goal statements should have the following seven characteristics:*

- Goals should be as *specific* as possible.
- Goal achievement should be *measurable*.
- Goals should be *short range* -- one or two years. (Longer range goals should be expressed as intermediate goals or objectives that must be undertaken now to achieve the ultimate goal.)
- Goals should be developed by *exception* that is, the continuation of existing policies and practices of city government should not be listed as goals, however important they may be, only new or altered policies or practices.
- Goals are *not ranked in order of priority or urgency*. Relative priority between goals is contained in the wording of each goal statement itself. For instance, less important,

less urgent goals will allow more time to complete.

- The cost of achieving a goal should be counted in terms of *time, money, and commitment*, realizing each goal actively pursued takes away resources that could be applied to other activities.
- Goals should be limited to those which city government has the *power to achieve*. While it may be well to state goals which are primarily the responsibility of others, it should be recognized that while the City has considerable *influence*, it does not have substantial control over goals such as these.

**II. CITY COUNCIL GOAL SETTING PROCESS**  
**(even numbered years only)**

<b>May</b>	City Council Election National Citizen Survey (NCS) Conducted
<b>July 1</b>	New Council members take office
<b>August</b>	City Manager provides status report on accomplishments of stated goals. Council holds retreat to evaluate goal accomplishments and discuss future priorities. NCS results are provided.
<b>September</b>	Council provides citizen participation opportunities to gain citizen ideas and suggestions on goals, past and future.
<b>October</b>	City Manager presents a draft Biennial Goals, Initiatives and Outcomes (GIO's) based on the outcome of the retreat and public comment for Council consideration. Council has workshop sessions as necessary.
<b>November</b>	City Council adopts the new biennial GIOs. The Mayor delivers a "State of the City" address.

City Staff begins work on the operating and capital budgets for the coming fiscal year reflecting priorities in the statement of goals.

The goal-setting process is overlaid with other City Council policy making annual cycles in the following chart:

**WILLIAMSBURG CITY COUNCIL POLICY MAKING ANNUAL AND BIENNIAL CYCLES**

**Goals Setting & Budget**

**Board Appointments**

**Performance Assessment**

**Elections & Legislative**

Month	Goals Setting & Budget	Board Appointments	Performance Assessment	Elections & Legislative
<b>July</b>	Begin Fiscal Year	New Board members take office		Council Takes office, Adopts Its Policies and Procedures (even years)
<b>August</b>	Annual "Goals" Retreat, starts GIO process or GIO review		Review Results of National Citizen Survey (even years)	VML Institute for Local Officials (even years)
<b>September</b>	Community Workshop on new GIOs (even years)		Assess Goals/Initiatives/ Outcomes (GIO) Accomplishment	
<b>October</b>	Draft Biennial Goals (GIOs) Presented (even years)	Start Cycle #1 for January 1 Appointments		VML Annual Conference
<b>November</b>	Adopt Biennial Goals (GIOs)	Conduct Applicant Interviews	"State of the City" Address (even years)	Adopt Legislative Agenda Elections for state and National office
<b>December</b>	Budget Guide Issued for Coming FY. Review CAFR for Preceding Year	Make Appointments		Meeting with Legislative Delegation
<b>January</b>	Annual "Fiscal Outlook" Retreat	New Board members take office		General Assembly Convenes
<b>February</b>	City/County/School Joint Meeting			General Assembly Adjourns (Short Session)
<b>March</b>	Receive Proposed Budget/ CIP, Budget Work Sessions		Assess Goals/Initiatives/ Outcomes (GIO) Accomplishment	General Assembly Adjourns (Long Session)
<b>April</b>	Budget Hearings	Start Cycle #2 for July 1 Appointments	Prepare Annual Employee Performance Evaluations	
<b>May</b>	Adopt Budget/CIP	Conduct Applicant Interviews	Conduct National Citizen Survey (even years)	Council Elections (even years)
<b>June</b>	End Fiscal Year	Make Appointments	City Manager Annual Performance Evaluation	Incoming City Council Orientation, Outgoing City Council recognition



## PART FOUR

### **APPOINTMENT PROCESS FOR BOARDS AND COMMISSIONS**

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#### **I. BACKGROUND**

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One of the City Council's most important responsibilities is that of appointing citizens to serve on various boards and commissions. Boards and commissions exercise a number of advisory, administrative, and quasi-judicial powers and functions essential or useful to the operation of city government. They also provide an opportunity for citizen involvement in local government.

Boards and Commissions are created and enabled in different ways. Some are creations of the General Assembly, some are creations of the City Council. Terms of office and qualifications for office vary as well. Most terms, however, begin and expire either at the beginning of the calendar year (January 1) or the beginning of the fiscal year (July 1). In making appointments, which occur in two semi-annual cycles as noted above, the City Council will be assisted by the Clerk of Council to administer the process.

It is the City Council's objective to

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#### **II. OBJECTIVES**

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manage the appointment process so that:

(1) Boards and Commissions are composed of capable, dependable and effective members.

(2) Citizens are encouraged to apply for board appointments. Council desires that boards reflect the diversity of the community.

(3) To encourage maximum participation, Council gives strong consideration to new appointees over reappointment of incumbents.

(4) Appointments are made on time.

(5) Immediate family (spouses and children) of Council members are not eligible for appointment to a Board or Commission.

(6) New members are oriented and prepared for their roles.

(7) Retiring members are recognized and thanked.

The Clerk of Council will administer the

### **III. PROCEDURES**

appointment process per the “Semi Annual Appointment Cycle” and as follows:

Applications. The City invites citizens to apply for board appointments on forms provided for that purpose. Applications may be submitted at any time and will be retained for two years for use when vacancies occur. Invitations to apply will be made periodically (at least once per year) via social media outlets, the City’s website, and on the City’s government access television channel, Channel 48. Applicants may apply for more than one board, but must indicate a priority.

#### City Council Action

City Council will receive the recommendations normally in Closed

Session, prior to voting in Open Session.

Council will also reserve some appointments for interview by the entire Council, such as the School Board and Planning Commission.

### Notification and Orientation of Appointees

The Clerk of Council will notify appointees in writing of their appointment by City Council, with copies to the board chairman and/or staff member on the board. The appointee will be sworn-in at the office of the Clerk of Council. (Charter Sec. 10 Chapter 1, July 2004). The board chair or staff member on the board is responsible for informing the new member about meetings, the attendance policy and orienting the new member to their duties.

### Recognition of Outgoing Members

The Clerk of Council will prepare a recognition in appreciation for the outgoing member's service. The Certificate will be signed either by the Mayor or, if the outgoing board member was interviewed by Council, all Council members will sign the recognition.

### Appendix.

The current list of Boards and Commissions is in the appendix to this manual.

### Section IV. Attendance Requirement— Members of Boards and Commissions

Anyone appointed by City Council to a Board or Commission as listed below who fails to attend at least 75% of regularly scheduled meetings in a calendar year will be deemed to have rendered an implied resignation of that appointment. The Chair person of the board/commission shall notify the Clerk of Council by December 1 of each year of any absences exceeding the standard of this policy during the prior eleven months. The Clerk shall report these findings to City Council at their December meeting, typically in closed session. Appointment by Council of another person to fill said office shall constitute an acceptance of such resignation. On advice of City Council, however, the Mayor may override the implied resignation and extend the appointment if extenuating circumstances so dictate.

This policy shall apply to all boards/commissions listed below, provided however, that if State law or City Ordinance addresses attendance requirements in an alternative manner, such law shall prevail over this policy.

The following is a list of boards/commissions/authorities/committees which shall be subject to this policy:

*Williamsburg/James City County School Board*  
*Williamsburg Library Board of Trustees*  
*Planning Commission*  
*Architectural Review Board*  
*Board of Zoning Appeals*  
*Board of Building Code Appeals*  
*Economic Development Authority*  
*Williamsburg Redevelopment & Housing Authority Board of Commissioners*  
*Williamsburg Area Arts Commission*  
*Board of Equalization*  
*Peninsula Agency on Aging*  
*Finance and Audit Committee*  
*Thomas Nelson Community College Board*  
*Colonial Behavioral Health*  
*Social Services Advisory Board*  
*Colonial Community Criminal Justice Board*  
*Community Action Agency Board*  
*Olde Towne Medical Center Board*  
*Local Emergency Preparedness Committee*

## SEMI-ANNUAL APPOINTMENT CYCLE

<b>Month</b>	<b>Action</b>
<b>April/October</b>	<p>Clerk of Council advises Council by memo of upcoming appointments, including:</p> <ul style="list-style-type: none"><li>-Name of incumbents</li><li>-Expiration dates</li><li>-Incumbent's eligibility for reappointment</li><li>-Qualifications required for appointments</li></ul> <p>Clerk separately advertises in the press the following vacancies and others as directed by Council:</p> <ul style="list-style-type: none"><li>School Board</li><li>Library Board</li><li>Planning Commission</li></ul> <p>Members of City Council interview candidates for the following vacancies and others as directed by Council:</p> <ul style="list-style-type: none"><li>School Board</li><li>Library Board</li><li>Planning Commission</li></ul> <p>Clerk schedules interviews at the direction of Council. Clerk provides Council members with an interview schedule. Clerk notifies the press of date and time that interviews are being conducted.</p> <p>Council holds interviews with candidates for appointment.</p> <p>Council members discuss applicants to build consensus for appointment.</p>
<b>May/November</b>	<p>"Appointments to Boards and Commissions" appears as an agenda item for City Council meeting.</p> <p>Council discusses prospective appointments in Closed Session. Appointment may be made in Open Session after Closed Session.</p>
<b>June/December</b>	<p>Council makes any remaining appointments in Open Session if not made in prior month.</p>

**APPENDIX ONE**  
**COMPENDIUM OF CITY**  
**COUNCIL STANDING POLICY**

The City Council adopts standing policy for the City primarily in three forms:

Ordinances  
Resolutions  
Voted Council Actions

SECTION TWO: Voted City Council Actions Setting Forth Standing Policy

SECTION THREE: Policy Manuals Adopted by City Council

City Council policy is in addition to that adopted by the General Assembly in the Code of Virginia and the Charter of the City of Williamsburg.

City Council policy is also supplemented by administrative orders issued by the City Manager and other duly authorized officers of the City, such as changes to the Personnel Manual, or the Administrative Orders of the Police Department.

City policy in the form of ordinances and resolutions are indexed and continually updated. Adopted ordinances and resolutions are posted online on the City's website on a monthly basis. In the case of ordinances, they are also published through codification.

Therefore, City Council standing policy in ordinance form is readily accessible. Resolutions and Council Actions, while recorded in Council Minutes, are separately catalogued. This is the purpose of this Compendium. The Compendium has three sections.

SECTION ONE: Resolutions Setting Forth Standing Policy

**SECTION ONE**

**RESOLUTIONS**

**SETTING FORTH STANDING POLICY**

Title: Participation in Hampton Roads Planning District Commission

Adopted: May 10, 1990

Extract: A resolution approving the merger of the Southeastern Virginia Planning District Commission and the Peninsula Planning District Commission into the HRPDC under the provisions of the Virginia Area Development Act and the City of Williamsburg's participation therein.

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Title: Adoption of City Vision Statement

Adopted: May 11, 1995

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Title: Policy Regarding the Uses of the City's Rich Neck Property

Adopted: August 14, 1997

Text: Resolution #10-97

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Title: Mayor, City Manager, and Director of Public Works to Accept Conveyances of Property

Adopted: February 8, 2001

Extract: Resolution #01-04, Authorizing the Mayor or City Manager and Director of Public Works to Accept Conveyances of Property Pursuant to Sec. 15.2-1803 of the Code of Virginia.

Title: Policy Regarding Accepting Private, Non-conforming Streets into the City Street System

Adopted: December 9, 1999

Text: Resolution #16-99, Criteria for consideration of non-confirming streets in certain residential subdivisions being accepted into the city's public street system.

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Title: Policy for Special Assessment Districts

Adopted: May 12, 2005

Text: Resolution #05-10, City of Williamsburg Policy for Establishment of Special Assessment Districts.

---

Title: Policy for Coordination of Comprehensive Plan Review

Adopted: July 10, 2008

Text: Resolution #08-11, Endorsing a process for the coordination of the 5-year cycles for reviewing and updating the Comprehensive Plans of James City County, York County and the City of Williamsburg.

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Title: Policy Setting Forth an Environmental Sustainability Policy for the City of Williamsburg

Adopted: September 11, 2008

Text: Resolution #08-17, Setting Forth an Environmental Sustainability Policy for the City of Williamsburg

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Title: Mutual Aid Agreements for Cooperative Sharing of Public Safety Services

Adopted: May 14, 2009

Text: Resolution #09-07, City to be party to various reciprocal mutual aid agreements with other Virginia localities for the cooperative sharing of reciprocal auxiliary public safety services.



**SECTION TWO**  
**VOTED CITY COUNCIL ACTIONS**  
**SETTING FORTH STANDING POLICY**

Title: Compensation for Street Vacations

Adopted: October 14, 1982

Amended: August 27, 1994

Extract: Per authority given to cities in Section 15.2-2008 of the Code of Virginia, the city resolved that in the future all vacations of streets, alleys, easements or other public ways within the city shall be conditioned upon payment to the city of such purchase price as shall be determined reasonable by City Council if permissible per the above cited code section.

Generally, the purchase price in instances where the City does not hold fee simple title, the purchase price shall be 25 percent of the value of the land lying adjacent thereto as reflected by the most recent city real property tax assessment.

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Title: Sister City Policy

Date: July 14, 1988

Extract: Members seemed to agree with the present policy of the city to be a sister city to all cities in the world without a formal affiliation. City Manager noted that Williamsburg gets many requests to be a sister city and that the policy has been to be open to all.

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Title: Reference to Curb & Gutter Policy

Date: October 12, 1989

Extract: City Manager noted that the policy of the City has been for property owners to pay one-half of the curb and gutter cost in front of their houses.

Title: Grievance Procedure Approved & Used by WRHA  
Adopted: July 11, 1991  
Text: Approval of revised grievance procedures as presented by the City Attorney, and that the Williamsburg Redevelopment & Housing Authority be authorized to use the City's grievance procedure.

---

Title: Revised Review Schedule for Zoning Amendments and Special Use Permits  
Adopted: August 13, 1992  
Extract: Thenceforth, the city staff will schedule the date for the City Council Public Hearing following Planning Commission's decision. It would shorten the process by one month without any detrimental effects to the City's review procedures.

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Title: Biennial Goal Setting Policy and Procedures  
Adopted: September 10, 1992  
Extract: Adopted the "City of Williamsburg Biennial Goal Setting Policies and Procedures," and proceed with implementation of the goals program this fall.

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Title: Sidewalk Setback from Curb  
Adopted: May 13, 1993 (In FY 94 Capitol Improvement Plan)  
Text: It is the City's policy to separate sidewalks from the street with a green strip where feasible taking into consideration right-of-way constraints and existing conditions.

---

Title: Utility Assessment Districts  
Adopted: August 13, 1998  
Text: The City Council's goal is for all wires to be underground.

Title: Budget Requests from Outside Agencies  
Adopted: May 11, 2000  
Text: One Funding Request from Outside Agencies will be considered, either by Council or a sub-agency of Council (other than for an extraordinary request).

---

Title: City Investment Policy  
Adopted: June 11, 1998  
Revised December 11, 2003  
Text: Approved the Investment Policy revision recommended by Wachovia Evergreen Investments and the City's Investment Committee.

---

Title: City Budget Policy Guidelines  
Adopted: April 8, 2004  
Text: Adopted the "Budget Policies" and directed that they be published each year with the proposed and adopted City of Williamsburg Annual Budget.

---

Title: Absentee Policy for City Boards and Commissions  
Adopted: July 14, 2005  
Text: Adopted the Policy Concerning Attendance on Boards and Commissions with the addition of *Section IV. Attendance Requirement — Members Boards and Commissions* to Council's Policies and Procedures Manual.

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Title: Open Forum Speaker Time Limit  
Adopted: June 11, 2015  
Text: Adopted the Open Forum Speaker Time Limit change from three (3) minutes to five (5) minutes.

### **SECTION THREE**

#### **CITY POLICY AND PROCEDURES MANUALS Dates of Adoption and Most Recent Revisions**

City Council Policy and Procedures Manual — September 1994, Revised June 2016

Communications Strategic Plan — to be created in 2016

Comprehensive Plan — January 2013

Economic Development Strategic Plan — March 2006, Revised December 2012

Emergency Operations Plan — June 2002, Revised March 2016; VDEM policy requires revisions every four years.

Environmental Management System Manual — March 2003, Annual Revisions

Financial Procedures Manual — November 1997, Revised in 2016

Information Technology Strategic Plan — October 2005, Revised June 2015 (FY 16-19).

Personnel Manual — January 1992, Annual Revisions

Purchasing Manual — February 1994, Annual Revisions

Radiological Emergency Response Plan — 2015

Safety and Health Manual — April 1992, Revised October 2014

## APPENDIX TWO

### MAYOR APPOINTMENTS CITY COUNCIL/CITY STAFF COMMITTEE REPRESENTATION 2018 – 2020

#### REGIONAL COMMITTEES

#### REPRESENTATIVE

**Hampton Roads Mayors and Chairs**  
Quarterly, noon

Paul Freiling

**Peninsula Mayors and Chairs**  
4<sup>th</sup> Monday, quarterly, noon

Paul Freiling

**Hampton Roads Planning District Commission**  
(and Executive Committee)  
3<sup>rd</sup> Thursday, monthly, 9:30 a.m.

Paul Freiling  
Andrew Trivette (Exec. Cmte)

**Hampton Roads Transportation Planning Organization**  
(primary and alternate/CM ex officio)  
3<sup>rd</sup> Thursday, monthly, 10:30 a.m.

Paul Freiling  
(Doug Pons Alternate)  
Andrew Trivette (ex officio)

**Hampton Roads Transportation Accountability Commission**  
3<sup>rd</sup> Thursday, monthly, 12:30 p.m.

Paul Freiling  
(Doug Pons Alternate)

**Hampton Roads Military and Federal Facilities Alliance**  
Quarterly

Paul Freiling

**Greater Peninsula Workforce Development Consortium**  
Monthly, 4th Thursday, 8:00 a.m.

Edward Maslin

**Virginians for High Speed Rail Board of Directors**  
Quarterly

Edward Maslin

**Virginia Peninsula Public Service Authority**  
1<sup>st</sup> Friday, every other month, 10:30 a.m.

Andrew Trivette/Dan Clayton (Alt)  
(Appt. made by prior agreement)

**Virginia First Cities**

Benny Zhang  
Barbara Ramsey (Alternate)  
Andrew Trivette (CM Appt)

## **HISTORIC TRIANGLE COMMITTEES**

### **Greater Wmsbg Chamber and Tourism Alliance**

Six meetings annually, noon

Benming Zhang

### **Toruism Council**

Doug Pons

### **Historic Triangle Collaborative**

3rd Monday, monthly, 8:00 a.m.

Paul Freiling  
Andrew Trivette

### **School Liaison Committee (2 Council Reps)**

Quarterly

Barbara Ramsey  
Douglas Pons

### **Wayfinding Task Force**

Dan Clayton  
(Appointment made by CM)

### **Williamsburg Area Transit Authority (City staff position)**

3rd Wednesday, monthly, 10:00 a.m.

Andrew Trivette  
Carolyn Murphy (alternate)

## **CITY COMMITTEES**

### **Mayor's Beautification & Landscape Grant Awards Committee**

Quarterly, Fridays

Annual Mayoral Appts

### **Finance & Audit Committee (Mayor Chair)**

At least once annually

Paul Freiling

### **Investment Committee**

Quarterly

Andrew Trivette/Douglas Pons  
(Appointments made by CM)

### **Neighborhood Council of Williamsburg**

1st Saturday, monthly, 8:00 a.m. (no mtg in July or August)  
(Council members attend on a rotation basis)

Paul Freiling

### **Quarterpath Community Development Authority**

Andrew Trivette – four-year term  
Expiration 7/31/19

### **Williamsburg Economic Development Authority**

Council Liaison

2nd Wednesday, monthly, 3:00 p.m.

Barbara Ramsey

**PUBLIC SAFETY AND HUMAN SERVICES COMMITTEES**

**Local Emergency Planning Committee**

March, June, September and December  
1st Wednesday, 9:00 a.m.

Edward Maslin

**Virginia Peninsula Regional Jail Authority**

3rd Wednesday, monthly, 8:30 a.m.

Andrew Trivettes/  
Sean Dunn (Alt)  
(Appt. made by prior agreement)

**Olde Towne Medical Center (City Council Rep)**

4th Monday, bimonthly, 5:00 p.m.

Benming Zhang

\* Appointments are generally made for two-year terms (2018-2020)

**CITY OF WILLIAMSBURG  
BOARDS AND COMMISSIONS LIST**  
Current as of September 2018

	<u>TERM EXPIRATION</u>
<b><u>ARCHITECTURAL REVIEW BOARD (4 YR TERM)</u></b>	
Robert H. Lane	12-31-18**
David Stemann	12-31-19
Mark Kostro	12-31-20
Joe Hertzler	12-31-20
Don Koehler	12-31-21
Scott Spence	12-31-18
Andrew Edwards (PC rep., term concurrent with PC term)	12-31-18
<b><u>BOARD OF BUILDING CODE APPEALS (5 YR TERM)</u></b>	
Ed Richardson	12-31-19**
Nancy Harris	12-31-20
Richard Baker	12-31-22**
Scott Spence	12-31-22**
Neil Ellwein	12-31-18
<b><u>BOARD OF EQUALIZATION (3 YR TERM – Ord #11-20)</u></b>	
George Liakos	06-30-20
John Marston (“Jack”)	06-30-21
Sharon Baker	06-30-21
Charles Glazener	06-30-21
Charles Young	06-30-19
<b><u>BOARD OF ZONING APPEALS (5 YR TERM)</u></b>	
Kirk Starr	12-31-19
Michael Jallo	12-31-20
Ray Warner	12-31-21
Frank Ferrante	12-31-18**
John Alewynse	12-31-21
<b><u>CITY COUNCIL (4 YR TERM)</u></b>	
Paul T. Freiling	06-30-20
Douglas G. Pons	06-30-22
Barbara Ramsey	06-30-20
Benming Zhang	06-30-20
Edward Maslin	06-30-22
<b><u>COLONIAL BEHAVIORAL HEALTH (3 YR TERM)</u></b>	
Hazel Braxton	06-30-21
Peter Walentisch (staff representative)	06-30-19
<b><u>COLONIAL COMMUNITY CRIMINAL JUSTICE BOARD (3 YR TERM)</u></b>	
Susan Bruno	06-30-19
Michael E. McGinty (Circuit Court Judge)	06-30-20
Andrew Trivette ACM (staff)	06-30-20
Sean Dunn, Police Chief (staff/indefinite appointment)	



**TERM  
EXPIRATION**

**COLONIAL GROUP HOME COMMISSION (4 YR TERM)**

Thomas Mainor 06-30-20\*\*  
Peter Walentisch (staff representative) 06-30-20

**COMMUNITY ACTION AGENCY BOARD (5 YR TERM)**

Bobby Braxton 06-30-23  
Peter Walentisch (staff representative) 06-30-21

**ECONOMIC DEVELOPMENT AUTHORITY (4 YR TERM)**

John Cale 06-30-22  
Robert Willey 06-30-19  
William Carr 06-30-20  
David Trichler 06-30-20  
Adam Steely 06-30-21  
Jessica Hann 06-30-21  
Rick Overy 06-30-19  
Barbara Ramsey (CC rep., term concurrent with CC term) 06-30-20  
Jeff Klee (PC rep., term concurrent with PC term) 12-31-21

**FINANCE AND AUDIT COMMITTEE (2 YR TERM)**

Gwen Williams 06-30-20  
Robert B. Taylor 06-30-20

**HISTORIC TRIANGLE BICYCLE ADVISORY COMMITTEE (3 YR TERM)**

Nancy Carter 12-31-19  
Jarret Hann 12-31-18

**LOCAL EMERGENCY PLANNING COMMITTEE (3 YR TERM)**

Susan Galvin	Peter Walentisch	
Sean Dunn	William (Pat) Dent	
Deborah Middlebrook	W. Steven Cummings	
Todd Cannon	Kenton Towner	06/30/19
Randy Hare	Larry Snyder	(all)
Barbara Banks	Christine Wagner	
Jim Ramage	Deborah Cheesebro	
Mark Rath	Barbara Ramsey (CC rep)	

**MIDDLE PENINSULA JUVENILE DETENTION COMMISSION (4 YR TERM)**

Barbara Dameron 06-30-22

**OLDE TOWNE MEDICAL CENTER BOARD (2 YR TERM)**

Benming Zhang (City Council Representative) 06-30-20  
Peter Walentisch (staff representative) 06-30-20

**PENINSULA AGENCY ON AGING (3 YR TERM) Must remain Sept. expiration**

John Whitley 09-30-19  
No Staff Representative on this Board

**TERM  
EXPIRATION**

**PENINSULA VIRGINIA ALCOHOL SAFETY ACTION PROGRAM (VASAP) (3 YR TERM)**

Sergeant Bruce Johnson 06-30-21

**PLANNING COMMISSION (4 YR TERM)**

James Boswell 12-31-21  
Andrew Edwards 12-31-18  
Greg Granger 12-31-19  
Caleb Rogers 12-31-19  
Elaine McBeth 12-31-21\*\*  
Jeffrey Klee 12-31-21\*\*  
Justin Shawler 12-31-18

**PUBLIC HOUSING ADVISORY COMMITTEE (3 YR TERM)**

(Appointments made by WRHA Board of Commissioners)

Joyce Jarrett Alewynse 09-30-19  
Caleb Rogers 09-30-19  
Marisa O'Conner 09-30-19  
Benming Zhang 09-30-19  
Jonah Yesowitz 09-30-19

**QUARTERPATH COMMUNITY DEVELOPMENT AUTHORITY (4 YR TERM)**

(All are appointed by Resolution)

Michael P. Chohany 07-31-21  
Charles D. Brooks 07-31-22  
Louis F. Rossiter 07-31-22  
William Austin, Jr. 07-31-20  
Andrew O. Trivette 07-31-22

**SCHOOL BOARD (4 YR TERM)**

Kyra Cook 12-31-18  
Julie Hummel 12-31-19

**SOCIAL SERVICES ADVISORY BOARD (4 YR TERM)**

Maicoll Gomez 06-30-22  
Susan Jennaro 06-30-21  
James Ramage 06-30-19\*\*  
Reginald Davis 06-30-20  
Peter Walentisch (staff representative) 06-30-21

**THOMAS NELSON COMMUNITY COLLEGE BOARD (4 YR TERM)**

Joyce Jarrett Alewynse 06-30-22

**WILLIAMSBURG AREA ARTS COMMISSION (3 YR TERM)**

Patricia Rublein 06-30-20\*\*  
Barbara Vollmer 06-30-22  
Susan B. Smith 06-30-19\*\*  
Sally Wolfe 06-30-19\*\*

**TERM  
EXPIRATION**

**WILLIAMSBURG LIBRARY BOARD OF TRUSTEES (4 YR TERM)**

James Axtell	06-30-21
Christopher Gareis	06-30-19
Natalie Miller-Moore	06-30-20
Andrew O. Trivette (staff rep - contract stipulates 4 yr. term)	06-30-22

**WILLIAMSBURG REDEVELOPMENT & HOUSING AUTHORITY  
BOARD OF COMMISSIONERS (4 YR TERM)**

Paul T. Freiling, Chair	06-30-20
Douglas G. Pons, Vice Chair	06-30-22
Barbara L. Ramsey	06-30-20
Benming Zhang	06-30-20
Edward Maslin	06-30-22
Vacant (Housing Resident)	06-30-21
Vacant (Member At-Large)	06-30-21

- \* Two-year terms
- \*\* NOT Eligible for reappointment