

Jeanne Zeidler, Mayor
Clyde A. Haulman, Vice-Mayor
Paul T. Freiling
Robert A. Braxton
Judith N. Knudson

June 7, 2010
Monday
4:00 p.m.
Stryker Building
412 N. Boundary St.

**CITY COUNCIL
CITY OF WILLIAMSBURG
WORK SESSION
AGENDA**

- 1. Roll Call**
- 2. Items for City Council Meeting of June 10, 2010**
 - A. Public Comment
 - B. Council Preview
- 3. Background Presentations/Discussion**
 - A. VML Risk Management Award, Greg Dickie, VML Director of Member Services
 - B. Heritage Tree Program, Will Fidler, Landscape Superintendent
(see June 10 Agenda Item #5.D.1.)
 - C. City Council Policy and Procedures Manual
- 4. City Council Communications**
- 5. Schedule of Meetings: June 2010**
- 6. Open Forum**

The City Council invites public comment on any subject during "Open Forum." To speak, fill out a Speaker's Card (available at the door) and give it to the Clerk of Council. Please direct all comments to the Chair, limited to 3 minutes. Thank you.



CITY OF WILLIAMSBURG
MEMORANDUM

TO: Mayor and City Council

DATE: June 3, 2010

SUBJECT: Heritage Tree Program, *Proposed Ordinances #10-08 and #10-09*

The following documents are attached in regards to establishing a Heritage Tree Program for the City of Williamsburg:

1. Ordinance #10-08 - An Ordinance amending and restating Chapter 7, Article IV. Trees, of the Code of the City of Williamsburg. Ordinance #10-08 approves and adopts the Heritage Tree Program.
2. Heritage Tree Program – the program establishes goals, sets criteria for nominating a tree, and provides the process for having a tree designated as a heritage tree.
3. Two Heritage Tree Nomination forms (public, private trees).
4. Ordinance #10-09 - An Ordinance designating certain trees within the City of Williamsburg as Heritage, Memorial, Specimen or Street trees pursuant to Chapter 7, Article 4, Section 7-152 of the code of the City of Williamsburg.

Ordinance #10-08 authorizes the establishment of a heritage tree program for Williamsburg. The Heritage Tree Program is also attached and it provides the details for the nomination and designation process and outlines a public awareness initiative.

In anticipation of Council approval of Ordinance #10-08, Ordinance #10-09 is before Council which designates the "initial" list of heritage trees which were identified and nominated by the Heritage Tree Committee. As provided for in the Heritage Tree Program, the Heritage Tree Committee reviews all heritage tree nominations and can also nominate tree(s). The executed nomination forms (one for city trees, one for CWF private trees) from the committee are attached. The Heritage Tree Committee is comprised of a City representative (City's Landscape Superintendent), a Colonial Williamsburg representative (on staff arborist) and a College of William and Mary representative (on staff arborist).

As required by State enabling legislation, City Council must designate heritage trees and they must do so by ordinance.

This effort has been led by Dan Clayton and Will Fidler for the city, with excellent support from Dave Shepard and Matthew Trowbridge of the College of William and Mary, and Mark Wenger and Tony Craig of the Colonial Williamsburg Foundation.

Staff Contact: Deputy City Attorney Christina Shelton, Public Works Director Dan Clayton, Landscape Superintendent Will Fidler

Recommendation: That City Council adopt Proposed Ordinance #10-08 establishing the Heritage Tree Program, and Proposed Ordinance #10-09 designating the initial list of heritage trees.

A handwritten signature in black ink, appearing to read 'J. C. Tuttle', with a long horizontal flourish extending to the right.

Jackson C. Tuttle
City Manager

**ORDINANCE #10-
PROPOSED ORDINANCE #10-08**

**AN ORDINANCE
AMENDING AND RESTATING CHAPTER 7, ARTICLE IV. TREES, OF THE
CODE OF THE CITY OF WILLIAMSBURG**

WHEREAS, Chapter 7, Article IV of the Williamsburg City Code currently provides requirements and regulations for identifying, designating and protecting heritage trees within the City of Williamsburg; and

WHEREAS, City Council desires to authorize the establishment of a Heritage Tree Program, which program shall govern the identification, nomination and recommendation of specific trees to the City Council for designation as a heritage, memorial, specimen or street tree and further establishes a committee whose purpose is to make said recommendations; and

WHEREAS, Section 7-152 prohibits the removal of trees on private property which have been designated as a heritage, memorial, specimen or street trees once such designation is made; and

WHEREAS, in order to encourage private property owners to participate in a Heritage Tree Program, Council deems it advisable to remove said prohibition.

NOW THEREFORE, BE IT ORDAINED that Chapter 7, Article IV, Section 7-150 *et seq.* of the Code of the City of Williamsburg, Virginia, is hereby amended and restated to read as follows:

ARTICLE IV. TREES

Sec. 7-150. Statement of intent.

This article is intended to identify and designate heritage, memorial, specimen and street trees on public and private property and to establish a Heritage Tree Program. (Ord. No. 22-93, 8-12-93)

Sec. 7-151. Definitions.

[For the purpose of this article, certain terms shall have the meanings ascribed to them in this section, unless the context clearly indicates otherwise.]

Arborist or *urban forester* means a person trained in arboriculture, forestry, landscape architecture, horticulture, or related fields and experience in the conservation and preservation of native and ornamental trees.

Committee means the Heritage Tree Committee as provided in the City of Williamsburg Heritage Tree Program.

Program means the City of Williamsburg Heritage Tree Program adopted and approved by the City Council.

Tree shall mean any perennial plant or grove of perennial plants growing on public or private property, having a self-supporting woody main stem or trunk usually characterized by the ability to grow to considerable height/size, and the development of woody branches at some distance from the ground.

Tree, heritage means any tree which has been individually designated by City Council to have notable historic or cultural interest.

Tree, memorial means any tree which has been individually designated by City Council to be a special commemorating memorial.

Tree, specimen means any tree which has been individually designated by the City Council to be notable by virtue of its outstanding size and quality for its particular species.

Tree, street means any tree which has been individually designated by City Council and which grows in the street right-of-way or on private property as authorized by the owner and placed or planted there by the City.
(Ord. No. 22-93, 8-12-93)

Sec. 7-152. Heritage, memorial, specimen and street trees.

(a) City Council hereby approves and adopts the City of Williamsburg Heritage Tree Program, which shall hereafter govern the process of identifying, nominating, and recommending heritage, memorial, specimen or street trees for designation by City Council.

(b) City Council may designate heritage, memorial, specimen or street trees recommended in accordance with the Program and definitions listed in section 7-151. Such designation may be made after affirmative recommendation of the Committee, and shall be by ordinance.

(c) Except as may be provided in the Program, no designated heritage, memorial, specimen or street tree on City property shall be removed or destroyed.

(Ord. No. 22-93, 8-12-93)

Sec. 7-153. Trees on City property.

No trees on City rights-of-way, parks, or other City property shall be planted, removed or pruned by persons other than City personnel unless specifically authorized by the City.

(Ord. No. 22-93, 8-12-93)

Sec. 7-154. Additional tree regulations.

Additional tree regulations are contained in Chapter 21, Zoning, Section 21-614, Tree regulations. These regulations apply to trees located in Chesapeake Bay Preservation Areas, trees on land subject to minor site plan or site plan approval and for which landscape plans are required, and trees located in greenbelt areas regulated by Chapter 21, Zoning.
(Ord. No. 22-93, 8-12-93)

Adopted: June 10, 2010

Jeanne Zeidler, Mayor

Attest: _____
Donna Scott, City Council Clerk



HERITAGE TREE PROGRAM

The Heritage Tree Ordinance (#010-08) was adopted by City Council on June 10, 2010 which established a Heritage Tree Program for Williamsburg. The purpose of the program is to identify, promote awareness, maintain and protect designated Heritage Trees located within the City. The Program acknowledges that Heritage Trees, whether located on public or private property, are distinct and unique living resources of the community. It is the intent of this Heritage Tree Program to increase public awareness of Heritage Trees located in the City as well as to provide reasonable assurance that Williamsburg's tree heritage will continue for future generations. The intent of this Program is not to be regulatory or punitive but rather to heighten public consciousness by informing and educating the public of the benefits that not only Heritage Trees, but trees in general, provide to the community. The Program is not intended to be a means to obstruct or stop the development of private or public property. The Heritage Tree Program may be amended from time to time by the City Manager.

HERITAGE TREE PROGRAM SECTIONS

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HERITAGE TREE PROGRAM GOALS:

The Williamsburg Heritage Tree Program has four major goals:

- To establish a process of designating Heritage Trees located on either public or private property.
- To encourage proper maintenance, care and protection of Heritage Trees.
- To inform and educate the public regarding the notable tree resources in the City.
- To increase public awareness of the environmental benefit of Heritage Trees and trees in general.

TREE DEFINITION:

A tree as defined below can be considered for Heritage Tree nomination:

Any perennial plant or grove of perennial plants growing on public or private property, having a self-supporting woody main stem or trunk usually characterized by the ability to grow to considerable height/size and the development of woody branches at some distance above the ground.

CRITERIA FOR HERITAGE TREE NOMINATION:

Any tree as defined above growing on public or private property within the boundaries of the City of Williamsburg that meets the following criteria as described below can be considered for Heritage Tree nomination.

Any tree that is being considered for nomination as a Heritage Tree must meet the following three criteria:

1. Must be architecturally sound, true to its genetic form, and not topped or poorly pruned.
2. Must have full potential to reach mature size and form, taking into consideration site constraints such as adjacent buildings, roadways, utilities, etc.
3. Must be visible from publicly accessible location(s).

Upon meeting the above three criteria, any tree being considered for nomination as a Heritage Tree then must meet at least one of the following descriptions:

1. Heritage tree – Notable for its historic or cultural significance.
2. Memorial tree – Commemorating memorial to a person, location, or event.
3. Specimen tree – Notable by virtue of its outstanding size and quality for its particular species.
4. Street tree – Notable grove or tree located in the public right-of-way or on private property as authorized by the owner and placed or planted there by the city.

CATEGORIES OF HERITAGE TREE DESIGNATION:

- **Designated Heritage Tree – Private Property**
- **Designated Heritage Tree – Public Property**

Designated Heritage Tree - Private Property

The City shall provide the following incentives to encourage private property owners (Owner) to preserve and protect Designated Heritage Trees:

- The City will provide a Heritage Tree plaque for trees so designated.
- The City will provide to the Owner recommendations regarding the proper care and maintenance of a Designated Heritage Tree.
- A Designated Heritage Tree may be pruned by the Owner. The Owner is encouraged to trim a Designated Heritage Tree in accordance with ISA standards so that the pruning would not reduce the tree's height or crown diameter, alter the tree's general appearance, increase the tree's susceptibility to insects or disease or otherwise increase its risk of mortality. Upon request, the City will consult with the Owner regarding acceptable pruning methods and techniques.
- If considering removal or an action that would damage a Designated Heritage Tree, the City will, upon request, consult with the Owner regarding possible alternatives to address the condition(s) necessitating removal or potential damage to the tree.

Designated Heritage Tree – Public Property

The following conditions shall apply to designated Heritage Trees on public property:

- The City is responsible for maintenance of designated heritage trees on City property.

- The City Manager must approve in writing removal of heritage trees on City property or any activity that may result in potential damage to a designated heritage tree.

HERITAGE TREE NOMINATION (Form Attached):

Nominations for Heritage Tree designation, for trees located on either public or private property may be made by any resident, property owner or business owner of Williamsburg and shall be filed with the City Manager's Office.

Private Property Heritage Tree Nomination:

Nominations for trees located on private property shall be submitted by the Applicant using the Heritage Tree Nomination form which includes the following:

1. Contact Information

Provide the name, address, email address and telephone number of the Applicant submitting the nomination and the owner of the tree if different from the Applicant.

2. Description of Nominated Tree(s)

Identify tree species, estimate diameter, height, crown width, and age, as well as any additional characteristics on which the nomination is based.

3. Location of Nominated Tree(s)

Street address (nearest to tree), location within a park.

4. Justification

Using Criteria for Heritage Tree Nomination listed above, provide rationalization and justification specific to the tree(s) being nominated for Heritage Tree Designation.

5. Property Owner Consent

Private Property owner(s) must consent in writing to a tree nominated for Heritage Tree designation. The owner of the tree must signify consent by signing the Heritage Tree Nomination form. The signature of the applicant authorizes the City to enter the property to view the tree submitted for nomination.

Public Property Heritage Tree Nomination:

Nominations for trees located on public property shall be submitted by the Applicant using the Heritage Tree Nomination form which includes the following:

1. Contact Information

Provide the name, address, email address, and telephone number of the Applicant submitting the nomination.

2. Description of Nominated Tree(s)

Identify tree species, estimate diameter, height, crown width, and age, as well as any additional characteristics on which the nomination is based.

3. Location of Nominated Tree(s)

Street address (nearest to tree), location within a park.

4. Justification

Using Criteria for Heritage Tree Nomination listed above, provide rationalization and justification specific to the tree(s) being nominated for Heritage Tree Designation.

5. Consent

The City Manager must consent in writing to a tree nominated for Heritage Tree designation by signing the Heritage Tree Nomination form.

Upon receipt of a nomination for a public property or private property Heritage Tree designation, the Heritage Tree Committee shall review same for completeness. The Applicant can re-submit the nomination upon addressing any noted deficiencies.

CONSIDERATION OF A HERITAGE TREE NOMINATION:

A Heritage Tree Committee (Committee) as described below shall meet twice annually to consider each Heritage Tree Nomination:

- City representative shall be the Landscape Superintendent or as assigned by the City Manager
- Colonial Williamsburg Foundation representative
- College of William and Mary representative

The City manager shall be responsible for designating members to serve on the Committee. He may also modify the makeup or size of the Committee.

As determined by the Committee, an ISA (International Society of Arboriculture) Certified Arborist may also assist the Committee in the review and consideration of nominated tree(s).

The Heritage Tree Committee may nominate and recommend tree(s) for heritage tree designation by City Council in accordance with the above guidelines.

A tree nomination as determined by the Committee to be complete and meeting the intent, purpose and spirit of the Heritage Tree Program shall be approved

and recommended to City Council for designation as a Heritage Tree. The Committee may, at its discretion, include conditions of approval to the designation.

A tree nomination as determined by the Committee to either not be complete or not meet the intent, purpose and spirit of the Heritage Tree Program shall be disapproved.

PUBLIC AWARENESS

A key goal of this Program is promoting awareness by informing and educating the public of the benefits that Heritage Trees and trees in general provide to the community. This goal will be achieved by:

- A Heritage Tree Nomination Form was designed for uniformity and consistency of application and consideration of nominated trees shall be developed. The Form will also be used as a tool in the historical record keeping of nominated as well as designated trees.
- Development of a Heritage Tree Plaque that would be placed at each designated Heritage Tree to promote public awareness. The Plaque would clearly identify the tree species, and other information as may be determined by the Committee.
- Members of the Heritage Tree Committee will act as Ambassadors to inform the community of the Heritage Tree Program.
- Members of the Committee in concert with the City's Communications Specialist will promote the Heritage Tree Program in City mailings, City's web page, cable channel, and social media.
- The City's Landscape Superintendent or another designee of the City Manager shall prepare and maintain an inventory of all designated Heritage Trees. The Heritage Tree Inventory shall include the location, brief description, photograph(s) and other relevant information of each designated Heritage Tree. The inventory will be available to the public via the City's website.



HERITAGE TREE NOMINATION

Applicant (if tree owner): _____

Date: ____/____/____

Address: _____

Phone (h): (____)-____-____

E-Mail: _____

Phone (c): (____)-____-____

Signature (authorizing Heritage Tree Committee to inspect): _____

Applicant (if not tree owner): _____

Date: ____/____/____

Address: _____

Phone (h): () _____ - _____

E-Mail: _____

Phone (c): () _____ - _____

Signature of Owner: _____

(consenting to the nomination and authorizing Heritage Tree Committee to inspect)

Private: Public:

Tree Description (species, dimensions): _____

Tree Location (closest address, park location):

Justification: _____

HERITAGE TREE COMMITTEE ACTION

Approved Disapproved Approved with conditions

Reason(s) for selected action : _____

Heritage Tree Committee _____ / _____ / _____ Date: ____/____/____



HERITAGE TREE NOMINATION

Applicant (if tree owner): _____

Date: ___/___/___

Address: _____

Phone (h): (____)-____-____

E-Mail: _____

Phone (c): (____)-____-____

Signature (authorizing Heritage Tree Committee to inspect): _____

Applicant (if not tree owner): Heritage Tree Committee

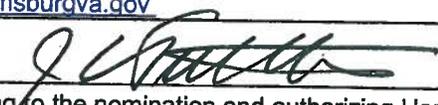
Date: 05/24/2010

Address: 401 Lafayette Street, Williamsburg, Va 23185

Phone (h): (757) 220 - 6234

E-Mail: wfidler@williamsburgva.gov

Phone (c): (757) 645 - 7682

Signature of Owner: 

(consenting to the nomination and authorizing Heritage Tree Committee to inspect)

Private:

Public:

Tree Description (species, dimensions): See Attached Form

Tree Location (closest address, park location):
See Attached Form

Justification: See Attached Form

HERITAGE TREE COMMITTEE ACTION

Approved

Disapproved

Approved with conditions

Reason(s) for selected action : See Attached Form

Heritage Tree Committee

MTR, AC, WF

Date: 6/10/10



June 10, 2010

HERITAGE TREE PROGRAM

Nominated City Trees (Public)

1. Cottonwood Poplar

- a. Bicentennial Park - Corner of Nassau & Newport Avenue
- b. Specimen Tree - Due to distinctive Size
- c. Special Notation - State Champion

2. White Pine

- a. Bicentennial Park - Adjacent to Court Street
- b. Specimen Tree - Due to distinctive Limb Characteristics

3. Hemlock

- a. Cedar Grove Cemetery
- b. Specimen Tree - Due to Size

4. Willow Oaks

- a. Tri-Corner - Lafayette Street/Page Street/Frances Street
- b. Street Trees - Due to ambiance it gives to intersection

5. Water Locust

- a. Near CSX Tracks & N. Henry
- b. Specimen Tree - Due to size and rarity of tree
- c. Special Notation - State Champion

6. Eastern Red Cedars

- a. Cedar Grove Cemetery
- b. Heritage Trees - Due to cultural significance with Cemetery



June 10, 2010

HERITAGE TREE PROGRAM

Nominated Colonial Williamsburg Foundation Trees (Private)

- 1. Compton Oak**
 - a. Market Square near St. George Tucker House
 - b. Specimen Tree - Due to distinctive size
 - c. Special Notation - State & National Champion
- 2. Catalpas**
 - a. Governor's Palace Green
 - b. Heritage & Street Trees - Due to cultural/historical significance with Williamsburg
- 3. Japanese Zelkova**
 - a. Williamsburg Inn - South elevation, east lounge
 - b. Specimen Tree - Due to size
 - c. Special Notation - State Champion
- 4. English Yew**
 - a. Custis Square
 - b. Heritage Tree - Due to historical significance of age of tree
 - c. Special Notation - Thought to be Oldest Tree in restored area
- 5. Southern Magnolia**
 - a. Nelson Galt House - East side, south garden within the Chippendale fence
 - b. Specimen & Heritage Tree - Due to cultural/historical significance with Colonial Williamsburg, and growth habit of tree
 - c. Special Notation - Can be seen on Aerial Map prior to Re-Construction

6. Willow Oak

- a. Basset Hall - West of house and east of garden house
- b. Specimen Tree - Due to size

7. Black Walnut

- a. Custis Square
- b. Specimen Tree - Due to size

8. Cottonwood Poplar

- a. Custis Square
- b. Specimen Tree - Due to size

9. Live Oaks

- a. Colonial Street - Nicholson Street to Duke of Gloucester Street
- b. Street Trees - Due to ambiance it gives to avenue

10. Live & White Oaks

- a. Botetourt Street - Franklin Street to Duke of Gloucester Street
- b. Street Trees - Due to ambiance it gives to avenue

11. Ogeechee Tupelo

- a. Francis Street - At the entrance to Custis Tenament
- b. Specimen Tree - Due to size for its variety
- c. Special Notation - State Champion

12. Kobus Magnolia

- a. Williamsburg Inn - South elevation, west of east lounge terrace at the intersection of two brick walks
- b. Specimen Tree - Due to size for its variety
- c. Special Notation - State Champion



HERITAGE TREE NOMINATION

Applicant (if tree owner): _____

Date: ___/___/___

Address: _____

Phone (h): (____)-____-____

E-Mail: _____

Phone (c): (____)-____-____

Signature (authorizing Heritage Tree Committee to inspect): _____

Applicant (if not tree owner): Heritage Tree Committee

Date: 05/24/2010

Address: 401 Lafayette Street, Williamsburg, VA 23185

Phone (h): (757) 220 - 6234

E-Mail: wfidler@williamsburgva.gov

Phone (c): (757) 645 - 7682

Signature of Owner: *Robert S. Taylor*

(consenting to the nomination and authorizing Heritage Tree Committee to inspect):

Private: Public:

Tree Description (species, dimensions): See Attached Form

Tree Location (closest address, park location): See Attached Form

Justification: See Attached Form

HERITAGE TREE COMMITTEE ACTION

Approved Disapproved Approved with conditions

Reason(s) for selected action : See Attached Form

Heritage Tree Committee *[Signature]* Date: 6/10/10

**ORDINANCE #10-
PROPOSED ORDINANCE #10-09**

**AN ORDINANCE DESIGNATING CERTAIN TREES
WITHIN THE CITY OF WILLIAMSBURG AS HERITAGE,
MEMORIAL, SPECIMEN, OR STREET TREES PURSUANT
TO CHAPTER 7, ARTICLE IV, SECTION 7-152 OF THE
CODE OF THE CITY OF WILLIAMSBURG**

WHEREAS, the Code of the City of Williamsburg Chapter 7, Article IV, Section 7-152 provides for the designation by City Council of certain Heritage Trees located within the City of Williamsburg; and

WHEREAS, these trees have been nominated and recommended for designation by the Heritage Tree Committee as either a heritage tree, memorial tree, specimen tree or street tree pursuant to Section 7-151 of the Code of the City of Williamsburg, and in accordance with the City of Williamsburg's Heritage Tree Program; and

WHEREAS, having received the nomination and recommendation to designate these trees as part of the Heritage Tree Program, Council deems it appropriate to include these trees as part of said program.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Williamsburg that the following trees are designated Heritage Trees as part of the City of Williamsburg Heritage Tree Program and in the following categories:

Section 1. Heritage Trees

1. Eastern Red Cedars located in Cedar Grove Cemetery on South Henry Street
2. Catalpas located along the boundary of the Governor's Palace Green, Restored Area (also designated as a street tree)
3. English Yew located at Custis Square, Restored Area

Section 2. Specimen Trees

1. Cottonwood Poplar located in Bicentennial Park, corner of Nassau Street and Newport Avenue
2. White Pine located in Bicentennial Park adjacent to Court Street
3. Hemlock located in Cedar Grove Cemetery, South Henry Street
4. Water Locust located near the CSX railroad tracks at the corner of North Henry Street and Lafayette Street
5. Compton Oak located at Market Square near the St. George Tucker House, Restored Area
6. Japanese Zelkova located at the Williamsburg Inn, south elevation east lounge
7. Southern Magnolia located at Nelson Galt House, east side south garden within the Chippendale fence, Restored area

8. Willow Oak located at Bassett Hall west of house and east of garden house
9. Black Walnut located at Custis Square, Restored Area
10. Cottonwood Poplar located at Custis Square, Restored Area
11. Ogeechee Tupelo located on Francis Street at the entrance to Custis Tenement, Restored Area
12. Kobus Magnolia located at Williamsburg Inn, south elevation, west of east lounge terrace at the intersection of two brick walks

Section 3. Street Trees

1. Willow Oaks located at the intersection of York Street/Page Street/Lafayette Street
2. Live Oaks along Colonial Street from Nicholson Street to Duke of Gloucester Street, Restored Area
3. Live and White Oaks along Botetourt Street from Franklin Street to Duke of Gloucester Street, Restored Area

Adopted: June 10, 2010

Jeanne Zeidler, Mayor

Attest: _____
Donna Scott, City Council Clerk



CITY OF WILLIAMSBURG

MEMORANDUM

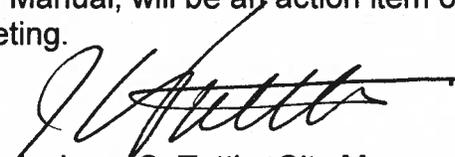
TO: Mayor and City Council
DATE: June 10, 2010
SUBJECT: Revised City Council Policy and Procedures Manual

The Policy and Procedures Manual has been reviewed and revised to reflect current policies and procedures. In addition to minor revisions and updates, the following changes have been made:

- Page 32 Added under III PROCEDURES, invitation to apply for Boards & Commissions will appear at least once a year in the City's newsletter, on the City's website, and on the City's government access television channel.
- Page 32 Removed reference to Boards & Commissions "Appointment Coordinators."
- Page 33 Changed under Recognition of Outgoing Boards & Commissions Members, that the Letter of Appreciation will be signed by the Mayor rather than all members of Council.
- Page 35 Removed reference to Boards & Commissions Council Coordinators.
- Page 38 Added under Section One, Resolutions, Setting Forth Standing Policy, Resolutions #08-11, 08-17 and 09-07
- Page 42 Updated List of City Policy and Procedures Manuals
- Appendix Three Removed Appendix Three, the Freedom of Information Act. Council members receive a copy of a Guide for Local Government Leaders at the time of their appointment. This Guide provides information on the FOIA, the Virginia Conflict of Interests Act and the Virginia Public Records Act.

The *List of Members of Boards, Commissions & Committees* and the *List of Mayor-appointed Council/Staff Representatives on Boards, Commissions & Committees*, Appendix 2, will be provided to Council members once those appointments have been made.

Resolution #10-04 formally adopting the Manual, will be an action item on the agenda at the July 1 Organizational Meeting.


Jackson C. Tuttle, City Manager

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

**City Council 2010-2012
Clyde A. Haulman
Paul Freiling
Judith N. Knudson
Douglas G. Pons
D. Scott Foster, Jr.**

**Adopted September 8, 1994
Revised every two years
Latest Revision June 30, 2010**

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I.	List of Members of Boards, Commissions & Committees
II.	List of Council/Staff Representatives on Boards, Commissions & Committees

~~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

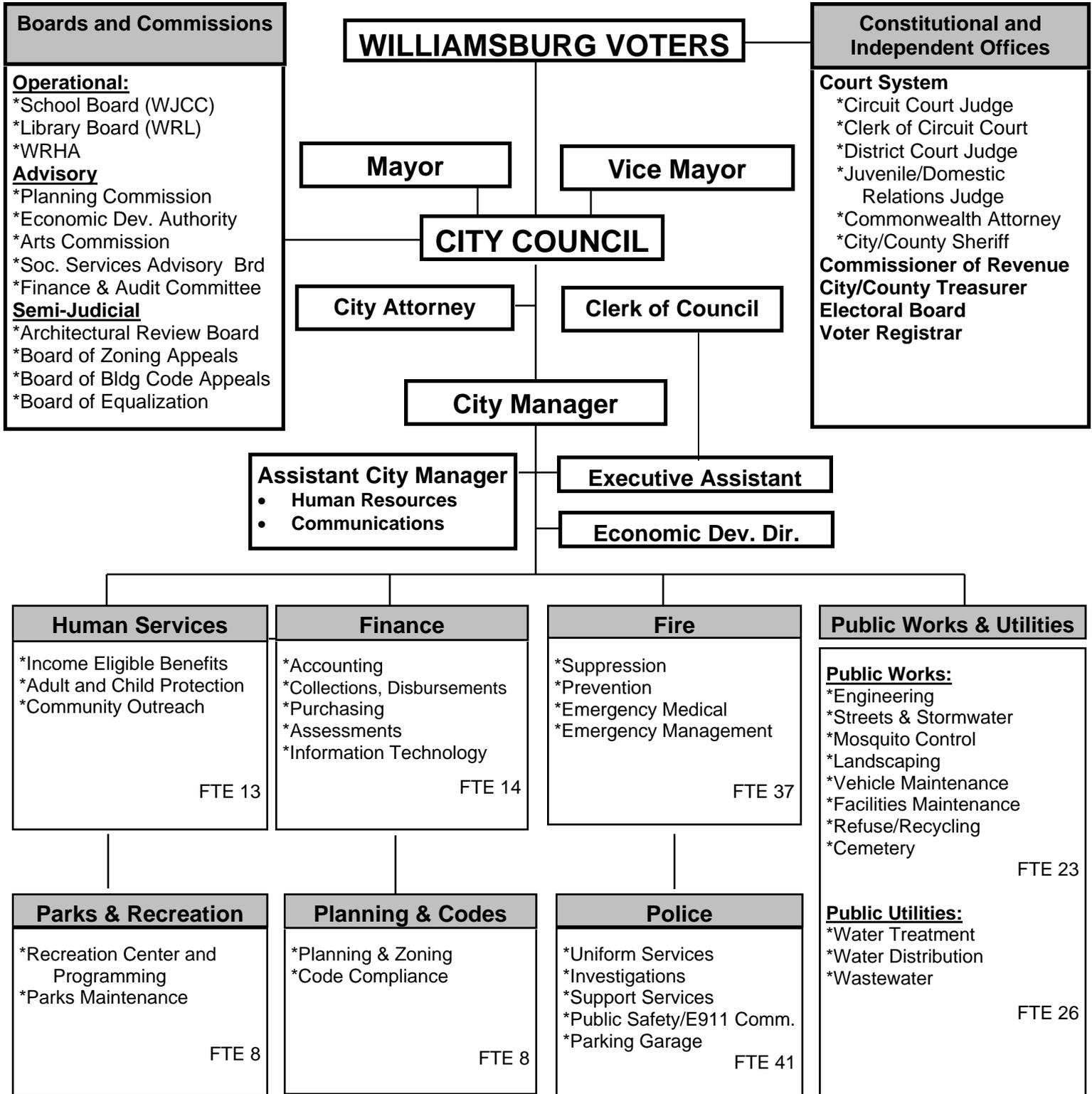
The *Policies and Procedures Manual* is to be adopted biennially by the City Council at its organizational meeting in July. Thereafter, the rules herein may be amended or waived by a majority vote of the elected members of Council, except those rules which are required by law.

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

I. POWERS OF CITY COUNCIL

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 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.
- Appoint a member of Council to serve as a commissioner of any redevelopment and housing authority. Charter Sec. 22.3.
- 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.

II. MAYOR AND VICE-MAYOR DUTIES

According to Section 11 of the Charter, the 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.

III. FILLING COUNCIL VACANCIES

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.

IV. COUNCIL-MANAGER GOVERNMENT

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.

V. THE CITY MANAGER'S ROLE IN CITY GOVERNMENT

City Council delegates broad 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.

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..."

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

VI. COUNCIL/STAFF RELATIONSHIPS AND COMMUNICATIONS

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.

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...”

While it is inappropriate for any Council 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 re-

quested 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:

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.

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

VII. IMPLEMENTING THE WILL OF THE MAJORITY

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.

VIII. ELECTRONIC COMMUNICATIONS

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 a personal computer (PC) for the member to use at home for the purpose of conducting business if necessary. In addition to the PC, 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 PC provided to him. Based on experience, a four-year-old PC has reached its useful life and will therefore be deemed fully depreciated. If the member elects to not keep the PC, the member will contact the Information Systems Division and schedule a time for the PC to be picked up and brought back to the city for inventory purposes.

IX. COUNCIL REPRESENTATIVES ON VARIOUS COMMITTEES

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.

X. CONFLICT OF INTEREST RULES

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

XI. FINANCIAL DISCLOSURE

Provisions of Virginia's Conflict of Interest Act concerning financial disclosure apply

to council members of all cities and towns with populations greater than 3,500.

By December 10 of each year, the Clerk of the Council will supply a *Statement of Economic Interests* to Council Members that must be filed by the following January 15. The Real Estate Holdings and Financial Disclosure Forms will be submitted to members of boards, commissions, and authorities as required by State Code.

XII. CODE OF ETHICS

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

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

I. MONTHLY COUNCIL MEETINGS

Regular City Council meetings commence at 2 p.m. on the second Thursday of each month in Council Chambers located in the Stryker Building. 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

II. OPEN MEETING LAW

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 by providing a meeting information packet to the local newspapers.

Information packets are delivered on the Thursday before a regular monthly council meeting to Council members and are made available to the 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 noes 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.

III. CLOSED SESSION

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.”

IV. SETTING THE MEETING AGENDA

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.

V. MAYOR AS PRESIDING OFFICER

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

VI. ORDER OF BUSINESS

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. Planning Report
 - d. City Manager Reports
 - e. 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.

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. “

VII. PUBLIC PARTICIPATION IN COUNCIL MEETINGS

The City Code permits the public to speak during a Public Hearing or Special Privilege. No person other than a 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 three 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.

VIII. ORDINANCES AND RESOLUTIONS

A copy of each ordinance or resolution, 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.

IX. SPECIAL MEETINGS

Section 14 of the City Charter and 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.

X. ORGANIZATIONAL MEETINGS

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 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 reaffirm 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.

XI. RULES OF CONDUCT DURING COUNCIL MEETINGS

Robert's Rules of Order is the classic 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 nos 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 be 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 chamber in debate, it is necessary that he should *obtain the floor* -- that is, he must address the presiding officer by official title, thus, "Mr. Or Madame Mayor." 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 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.

Rescind, Repeal, or Annul (RR § 37).

Any vote taken by the Council, except

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).

**RULES OF CONDUCT FOR TV
CAMERA CREWS IN COUNCIL
CHAMBER**

To preserve Council Chamber decorum, and minimize Council and audience distractions, television cameras are to be confined to the area behind the bar. In special circumstances, the City Manager may permit a camera to be set up adjacent to the left front exit of the chamber. Interviews in the chamber are permissible before and after meetings. However, no interview or live narration will be allowed in the chamber during the proceedings of a meeting. The Assistant City Manager will be responsible for informing camera crews of the rules of conduct upon their entering the chamber.

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

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

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

PART THREE

CITY COUNCIL POLICY MAKING PROCESS

I. BIENNIAL GOAL SETTING POLICY AND PROCEDURES

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, a 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 re-evaluate 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)

May	City Council Election
July 1	New Council members take office
August	City Manager provides status report on accomplishments of stated goals. Council holds retreat to evaluate goal accomplishments and discuss future priorities.
September	Council holds a public comment opportunity to hear citizen ideas and suggestions on goals.
October	City Manager presents a draft goals statement based on the outcome of the retreat and public comment for Council consideration. Council has workshop sessions as necessary and adopts a statement of goals.
November	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 CYCLES

Month	Goals Setting & Budget	Board Appts/Evaluation	Community Outreach	Elections/Legislative
July	Begin Fiscal Year	New Board members take office		Council Takes office, Adopts Its <u>Policies and Procedures</u> (even years)
August	Annual Goals Retreat		Review Results of Citizen Survey (even years)	VML Conference for Newly Elected Officials (even years)
September		City Council/City Board & Commission Discussions	<i>Quarterly Quill</i> (Fall) Public Workshop on Biennial Goals	
October	Draft Biennial Goals Presented (even years)	Start Cycle for January 1 Appointments		VML Annual Conference
November	Adopt Biennial Goals	Conduct Applicant Interviews	"State of the City" Address (even years)	Adopt Legislative Agenda
December	Budget Guide Issued for Coming FY. Review CAFR for Preceding Year	Make Appointments		Meeting with Legislative Delegation
January		New Board members take office	<i>Quarterly Quill</i> (Winter)	General Assembly Convenes
February	Annual <u>Fiscal Outlook</u> Retreat	City/County/School Joint Meeting		General Assembly Adjourns (Short Session)
March	Receive Proposed Budget/CIP, Budget Work Sessions			General Assembly Adjourns (Long Session)
April	Budget Hearings	Start Cycle for July 1 Appointments	Public Hearing on Budget/CIP	
May	Adopt Budget/CIP	Conduct Applicant Interviews	<i>Quarterly Quill</i> (Spring) Conduct Citizen Survey (even years)	Council Elections (even years)
June	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

I. BACKGROUND

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.

II. OBJECTIVES

It is the City Council's objective to 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.

III. PROCEDURES

The Clerk of Council will administer the 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) in the City’s newsletter, on 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 Letter of Recognition in appreciation for the outgoing member's service to be signed by the Mayor.

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
Williamsburg Area Arts Commission
Board of Equalization
Peninsula Disability Services Board
Peninsula Agency on Aging
Finance and Audit Committee
Thomas Nelson Community College Board
Colonial Behavioral Health Board
Social Services Advisory Board
Regional Issues Committee
Colonial Community Criminal Justice Board
Community Action Agency Board
Olde Towne Medical Center Board
Local Emergency Preparedness Committee

SEMI-ANNUAL APPOINTMENT CYCLE

Month	Action
April/October	<p>Clerk of Council advises Council by memo of upcoming appointments, including:</p> <ul style="list-style-type: none">-Name of incumbents-Expiration dates-Incumbent's eligibility for reappointment-Qualifications required for appointments <p>Clerk separately advertises in the press the following appointments:</p> <ul style="list-style-type: none">School BoardLibrary BoardPlanning CommissionRedevelopment and Housing Authority <p>All members of City Council interview candidates for:</p> <ul style="list-style-type: none">School BoardLibrary BoardPlanning CommissionRedevelopment and Housing Authority <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>
May/November	<p>"Appointments to Boards and Commissions" appears as an agenda item for City Council meeting.</p> <p>Council discusses prospective appointments in the Closed Session. Appointment may be made in Open Session after Closed Session.</p>
June/December	<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

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 are organized by subject, indexed, continually updated and published through codification.

Therefore, City Council standing policy in ordinance form is readily accessible. Resolutions and Council Actions, however, while recorded in Council Minutes, need to be separately catalogued. This is the purpose of this Compendium.

The Compendium has three sections.

SECTION ONE: Resolutions Setting Forth Standing Policy

SECTION TWO: Voted City Council Actions Setting Forth Standing Policy

SECTION THREE: Policy Manuals Adopted by City Council

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.

Title: Adoption of City Vision Statement

Adopted: May 11, 1995

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

Adopted: August 14, 1997

Text: Resolution #10-97

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.

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.

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

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.

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.

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 & Use 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.

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.

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.

SECTION THREE

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

Personnel Manual—January 1992, To be Revised Summer 2010

Safety and Health Manual—April 1992, Revised February 2008

City Council Policy and Procedures Manual—September 1994,
Revised June 2010

Purchasing Manual—February 1994 , Revised April 1998

Financial Procedures Manual—November 1997, Revised May 2008

Emergency Operations Plan—June 2002, Revised August 2007

Environmental Management System Manual—March 2003,
To be Revised Summer 2010

Information Technology Strategic Plan, October 2005, Revised April 2008

Economic Development Strategic Plan, March 2006, To be Revised Summer 2010

2006 Comprehensive Plan—March 2006