

D-2014-42  
B-2014-47

**CITY OF WINCHESTER, VIRGINIA**

**PROPOSED CITY COUNCIL AGENDA ITEM**

**CITY COUNCIL/COMMITTEE MEETING OF:** \_\_\_\_\_ **CUT OFF DATE:** \_\_\_\_\_

**RESOLUTION**   x   **ORDINANCE**   x   **PUBLIC HEARING**   x  

**ITEM TITLE:** AN ORDINANCE TO AMEND AND RE-ADOPT SECTION 2-24 OF THE WINCHESTER CITY CODE TO REVISE THE MEETING SCHEDULE OF COMMON COUNCIL AND ALLOW FOR AN ADDITIONAL REGULAR MONTHLY MEETING OF COMMON COUNCIL and A RESOLUTION TO ADOPT A SCHEDULE OF WORK SESSIONS AND REGULAR MEETINGS FOR 2015

**STAFF RECOMMENDATION:** N/A

**PUBLIC NOTICE AND HEARING:** Required

**ADVISORY BOARD RECOMMENDATION:** N/A

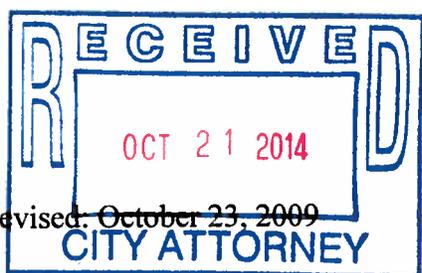
**FUNDING DATA:** N/A

**INSURANCE:**

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The Director's initials for approval or disapproval address only the readiness of the issue for Council consideration. This does not address the Director's recommendation for approval or denial of the issue.

<u>DEPARTMENT</u>	<u>INITIALS FOR APPROVAL</u>	<u>INITIALS FOR DISAPPROVAL</u>	<u>DATE</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. City Attorney	<i>AW</i>	_____	<i>10/21/2014</i>
6. City Manager	<i>MS</i>	_____	<i>21 Oct 2014</i>
7. Clerk of Council	_____	_____	_____

Initiating Department Director's Signature: \_\_\_\_\_ [COUNCIL REQUEST] \_\_\_\_\_ *10/21/2014*  
Date



Revised: October 23, 2009



APPROVED AS TO FORM:

*[Signature]*  
CITY ATTORNEY

# CITY COUNCIL ACTION MEMO

**To:** Honorable Members of Common Council

**From:** Anthony C. Williams, City Attorney

**Date:** October 21, 2014

**RE: AN ORDINANCE TO AMEND AND RE-ADOPT SECTION 2-24 OF THE WINCHESTER CITY CODE TO REVISE THE MEETING SCHEDULE OF COMMON COUNCIL AND ALLOW FOR AN ADDITIONAL REGULAR MONTHLY MEETING OF COMMON COUNCIL and A RESOLUTION TO ADOPT A SCHEDULE OF WORK SESSIONS AND REGULAR MEETINGS FOR YEAR 2015**

**THE ISSUE:** Council wishes to consider revising its meeting schedule to allow for a Work Session on each second and fourth Tuesday of the month followed immediately by a Regular Meeting on each Work Session date. Also, Council would like to clarify the authority of the President to cancel or re-schedule meetings upon specified circumstances.

**RELATIONSHIP TO STRATEGIC PLAN:** Council Request

**BACKGROUND:** Common Council has expressed an interest in revising its schedule of Meetings and Work Sessions. Also, Council would like to clarify the authority of the President to cancel or re-schedule meetings upon specified circumstances.

**BUDGET IMPACT:** N/A

**OPTIONS:** Adopt, reject, or modify Ordinance.

**RECOMMENDATIONS:** Ordinance has been prepared at the direction of Common Council.

**AN ORDINANCE TO AMEND AND RE-ADOPT SECTION 2-24 OF THE WINCHESTER CITY CODE TO REVISE THE MEETING SCHEDULE OF COMMON COUNCIL AND ALLOW FOR AN ADDITIONAL REGULAR MONTHLY MEETING OF COMMON COUNCIL.**

WHEREAS, the Regular Meeting dates of Common Council are established under Section 2-24 of the Winchester City Code; and

WHEREAS, §15.2-1416 of the Code of Virginia requires Council to adopt establish the days, times, and places of regular meetings to be held annually; and

WHEREAS, Common Council for the City of Winchester has complied with this requirement by the adoption of Resolution 2014-21 which establishes a schedule of Regular Meetings of Common Council on the second Tuesday of each month with Work Sessions being held on the third and fourth Tuesdays of each month; and

WHEREAS, it is the belief of Common Council that having the Work Sessions of Common Council scheduled for 6:00 p.m. on every second and fourth Tuesday followed by a Regular Meeting on each second and fourth Tuesday at 7:00 p.m. or immediately following the Council Work Sessions if such Work Sessions extend beyond 7:00 p.m. will increase the efficiency of Council and enable City Staff to work more effectively in processing matters through the Agenda Process; and

WHEREAS it is the wish of Common Council to clarify the authority of the President of Council with respect to his authority to cancel meetings under specified conditions.

NOW therefore be it ORDAINED that Section 2-24 of the Winchester City Code is hereby amended and readopted as follows:

**SECTION. 2-24. REGULAR MEETING DATE; CALL OR ORDER OF SPECIAL MEETING.**

(a) The ~~R~~regular ~~m~~Meetings of the Council shall be held on the second and fourth Tuesday of each month at 7:00 p.m. or immediately following Council Work Sessions if such Work Sessions extend beyond 7:00 p.m. Work Sessions beginning at 7 shall begin at 6:00 P.M. Unless otherwise properly Noticed, all Regular Meetings and Work Sessions shall be held at Council Chambers in Rouss City Hall, 15 N. Cameron Street, Winchester, Virginia.

(b) Special meetings of the Council may be called by the President, or the Vice-President when authorized to act for the President, at any time and, in case of his absence, inability

or refusal, may be convened by the order in writing of three (3) members of the Council, addressed to the Clerk of the Council. Every call or order for a special meeting shall contain a notice of the object of such meeting, and no other business shall be transacted unless two-thirds of the members present shall vote to take up such business.

(Code 1959, §2-2) (Ord. No. 036-95, 9-12-95; Ord. No. 2011-21, 10-11-11)  
State Law Reference--Special meetings of Council, Code of Virginia, §15.2-1417.

BE IT FURTHER ORDAINED that Resolution 2014-21 is hereby rescinded and replaced with Resolution \_\_\_\_\_, which is hereby approved.



# THE COMMON COUNCIL

Rouss City Hall  
15 North Cameron Street  
Winchester, VA 22601  
540-667-1815  
TDD 540-722-0782  
www.winchesterva.gov

*I, Kari J. Van Diest, Deputy Clerk of the Common Council, hereby certify on this \_\_\_ day of \_\_\_\_\_ that the following Resolution is a true and exact copy of one and the same adopted by the Common Council of the City of Winchester, assembled in regular session on the \_\_\_ day of \_\_\_\_\_.*

## RESOLUTION

**WHEREAS**, the Common Council of the City of Winchester, Virginia, finds it desirable to establish a schedule of its Regular Meetings and Work Sessions for the period beginning January 1, 2015, and concluding December 31, 2015; and

**WHEREAS**, Section 15.2-1416 of the Code of Virginia, 1950, as amended, allows the said Council to also establish a schedule of alternate dates for each of said Regular Meetings so that in the event the Mayor (or Vice-Mayor, in the absence of the Mayor) declares that weather or other conditions are such that it is hazardous for the members to attend a scheduled Regular Meeting, then all hearings and other matters shall be conducted at the continued meeting with no further advertisement required; and

**WHEREAS**, it is the wish of Common Council to clarify its authorization to the President of Council to exercise discretion with regard to other specified circumstances under which it may be permissible to cancel or postpone a meeting.

**NOW THEREFORE, BE IT RESOLVED** that all meetings hereinafter described shall be conducted at Rouss City Hall, 15 North Cameron Street, Winchester, Virginia, on the second and fourth Tuesday of each month, with Work Sessions beginning at 6:00 P.M. and Regular Meeting beginning at 7:00 P.M. or immediately following the Work Sessions in the event that the Work Sessions go beyond 7:00 p.m.; and

**BE IT FURTHER RESOLVED** that the following schedule of Regular Meetings and Work Sessions is, hereby, adopted with the alternate or continued date appearing in parenthesis beside the date for each Regular Meeting:

### **Schedule of Work Sessions and Regular Meetings**

<u>Meeting Date</u>	<u>Alternate Date</u>
January 13, 2015	(January 20, 2015)
January 27, 2015	(February 3, 2015)
February 10, 2015	(February 17, 2015)
February 24, 2015	(March 3, 2015)
March 10, 2015	(March 17, 2015)
March 24, 2015	(April 7, 2015)
April 14, 2015	(April 21, 2015)
April 28, 2015	(May 5, 2015)

May 12, 2015	(May 19, 2015)
May 26, 2015	(June 2, 2015)
June 9, 2015	(June 16, 2015)
June 23, 2015	(July 7, 2015)
July 14, 2015	(July 21, 2015)
July 28, 2015	(August 4, 2015)
August 11, 2015	(August 18, 2015)
August 25, 2015	(September 1, 2015)
September 8, 2015	(September 15, 2015)
September 22, 2015	(October 6, 2015)
October 13, 2015	(October 20, 2015)
October 27, 2015	(November 3, 2015)
November 10, 2015	(November 17, 2015)
November 24, 2015	(December 1, 2015)
December 8, 2015	(December 15, 2015)
December 22, 2015	(December 29, 2015)

**BE IT FURTHER RESOLVED** that all advertisements for Public Hearings should reflect the alternate date.

**BE IT FURTHER RESOLVED** that in addition to being authorized to cancel or postpone meetings where, in the opinion of the President of Council weather or other conditions are such that it is hazardous for members of Council to attend a scheduled meeting, the President of Council is hereby authorized to act on behalf of Common Council to cancel or postpone meetings for other cause including but not limited to situations where in his/her judgment, there are is insufficient public business prepared for presentation to warrant the holding of a meeting of the governing body. Upon any such cancellation or postponement, the President shall use all reasonable means to promptly notify the other members of Council and the press of the cancellation or postponement, and in accordance with §15.2-1416 of the Code of Virginia, all hearings and other matters shall be conducted at the continued meeting with no further advertisement required.

**Resolution No.** \_\_\_\_\_.

**ADOPTED** by the Common Council of the City of Winchester on the \_\_\_\_\_<sup>h</sup> day of \_\_\_\_\_.

*Witness my hand and the seal of the City of Winchester, Virginia.*

*Kari J. Van Diest  
Deputy Clerk of the Common Council*

- = Planning Commission Work Session
- = Planning Commission Meeting
- = Proposed Council WS + Regular Meeting

# 2015



## January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## May

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## June

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## September

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		