

A Special Retreat Meeting of the Chesapeake City Council was called to order by Mayor Alan P. Krasnoff on July 2, 2008 at 6:30 p.m., in the 4th floor Training Room, City Hall Building, 306 Cedar Road.

INVOCATION: Council Member Dwight M. Parker

Present: Council Member Bryan L. Collins (arrived at 8:10 p.m.)

Vice Mayor John M. de Triquet

Mayor Alan P. Krasnoff

Council Member C. E. "Cliff" Hayes, Jr.

Council Member Dwight M. Parker

Council Member S.Z. "Debbie" Ritter

Council Member Ella P. Ward

Council Member Richard "Rick" West

Council Member Patricia Pritchard Willis

ABSENT: None

Present from Administration: City Manager William Harrell, City Attorney Ronald Hallman, and City Clerk Dolores Moore

Mayor Krasnoff welcomed everyone and thanked them for being present. He noted the purpose of the meeting was to discuss Council Meeting procedures with the goal to move the meetings along more quickly. He reviewed the areas of business as outlined on the retreat itinerary.

Under "Order of Business – Boards & Commissions," Mayor Krasnoff explained that he would like to move the Board and Commission appointments up in the docket of business, prior to Committee Reports. He asked Vice Mayor de Triquet to bring this proposal up under Old and New Business at the July 8, 2008 meeting and place the amendment to City Council's Rules of Order and Procedure on the July 15, 2008 agenda for action.

Mayor Krasnoff moved to the next discussion topic – Discussion of agenda items/motions. He suggested that if Council Members had a large number of technical questions on an agenda item that a work session may be needed, or the item may need to be continued to get those questions answered. Along that same vein, Mayor Krasnoff stated that if Council found itself unwilling to make a motion on an agenda item, then a continuance would be in order.

Council Member West inquired whether or not the lack of a motion would automatically trigger a work session. Mayor Krasnoff advised that it would not automatically require a work session, only if there was a need for one.

Council Member Hayes and Mayor Krasnoff dialogued on the fact that silence on agenda topics by Council Members may not be due to a lack of information, but due to the issue being a difficult one to deal with and that a large number of technical questions would suggest the need for more information and a

work session. Council Member Hayes expressed that the flow of the discussion should be gauged by the Chair, who would lead the members to a continuance.

City Manager Harrell advised that he could assist by suggesting a continuance should there be too many technical questions or a need for additional information.

Vice Mayor de Triquet stated that there was nothing in Council's rules that required a motion for discussion, however the Chair should ask for a motion and suggest an alternate motion if necessary. The Council Members could then proceed with a continuance or be directed to contact staff for more information and answers to questions.

There was additional discussion among Council Members concerning continuances, getting answers to questions from staff prior to Council meetings, not holding work sessions on the day in which action was being requested on agenda items, and impacts of continuances on rezoning and use permit applicants.

City Attorney Hallman noted that some ordinances were so technical in nature that a work session should be held with City Council before the item appeared on the docket of business.

Council Member Willis inquired about the advertising costs to applicants if items were continued. City Clerk Moore explained that if the continuance was 30-days or less, there were no additional advertising costs; however, if the item was continued for 60-days or longer, re-advertisement was usually done and that did create additional costs to applicants.

Council Member West inquired about the prevailing authority on meeting rules and actions – Robert's Rules of Order, Newly Revised or local rules. Vice Mayor de Triquet noted the City Council's Rules of Order and Procedure was the Council's adopted guidelines, however, Robert's Rules of Order, Newly Revised was deferred to when an issue came up that was not addressed in the City Council's Rules.

Additional discussion ensued among Council Members concerning agenda items, agenda management, and the timeline for action on some items.

Council Member Ward asked how the order of agenda items was set. City Clerk Moore advised that the basic order of the docket was set out in City Council's Rules of Order and Procedure. City Manager Harrell spoke to the items coming from City departments. Mr. Harrell also noted that he would be setting regular meetings with Council Members and that staff would be doing better pre-work on items before they came forward on the agenda.

Vice Mayor de Triquet noted that City Manager Harrell had been very active in intervening during Council meetings when it was apparent that discussions were off course or more information was needed on the item.

Council Member Ritter stated that everything should be ready to go on items when placed on the agenda for the meetings.

Mayor Krasnoff moved to discussion of Old and New Business, noting that it should be just that and not combined with Committee Reports. He asked that City Manager Harrell work with Public Communications Director Mark Cox to create a television show to air after the work sessions and prior to the Council Meetings to allow Council Members an opportunity to discuss all the things they had done, events attended, or events that may be coming up; whatever was important to each member. This would allow the Council Members an opportunity to get that information out to the public and shorten the amount of time spent during Council Meetings on those topics.

There was discussion among City Council Members on Committee Reports and Old and New Business – should there be written reports; should that topic be removed from the docket of business for the Council Meetings; what should be discussed on the proposed television show; sending written Committee reports out to everyone through Mary Daughtrey in the City Manager's Office or through City Clerk Moore.

Council Member Collins stated that there was some information that needed to come up under New Business and that Old Business was self-explanatory.

Council Member Ward expressed that proclamations and recognitions were good public relations items that needed to be presented at the beginning of the Council meetings in front of Council and the live audience.

Mayor Krasnoff addressed the next topic on the itinerary, Setting Time to Adjourn Meeting, stating that there was a point of time in the evening when everyone became fatigued; because of that, 10:00 p.m. was a good time to set for the meetings to adjourn. He noted that if there were items with a number of speakers, those items could be moved to another night. He inquired of City Attorney Hallman if public hearing items could be moved without having to be re-advertised. Mr. Hallman responded that that was correct.

There was discussion among the Council Members concerning a set adjournment time, moving items to another evening requiring Council Members, citizens and staff to have to come back to another meeting; and limiting the number of items on the agenda to minimize having to carrying them over to another meeting.

Mayor Krasnoff asked that Council informally try the 10:00 p.m. adjournment for a few meetings; if it did not go smoothly then he would work with staff to adjust the number of items on the agenda to attempt to keep the meetings from running too late in the evening.

Mayor Krasnoff reminded Council Members of the need to have a motion and second on the floor before engaging in discussion of items.

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Discussion ensued between Mayor Krasnoff and Council Member Collins concerning information that surfaced about topics when speakers were addressing Council on the agenda items; that sometimes raised questions requiring answers before a motion could be made, the possible need for a continuance or work session in those instances, and citizen objections to continuances.

Council Member West stated that Council Members needed to be respectful of citizens' time and that each Member should be prepared when arriving at the meetings rather than prolonging the meeting time.

Council Member Ritter asked that City Attorney Hallman, City Manager Harrell and City Clerk Moore provide a report on splitting of agenda items. She also suggested that the Council may need a parliamentarian to provide some guidance to Council. Mrs. Ritter discussed the problems that concurrent advertisements could create for staff.

There was discussion among the Council Members on incomplete items coming from the Planning Commission, work session requirements and who may call work session meetings; board and commission appointments; the possibility of holding a work session with the Planning Commission members, and polling Council Members on future retreat dates.

Mayor Krasnoff advised that he had requested that City Manager Harrell no longer fax information to the Mayor, but instead send the information by email to him, and to no longer include that information in the weekly information package to Council.

Vice Mayor de Triquet stated that City Manager Harrell should speak with each of the Council Members on their preference for receiving information.

There was brief discussion on the availability of e-fax with voice mail and the costs associated with that type of service.

Mayor Krasnoff stated that he would meet with everyone again on the Liaison assignments and place the proposed list on the July 22nd meeting agenda for adoption. He noted that any Members currently serving on regional boards should continue in those roles until the Liaison assignments were adopted.

Council Member Parker provided the benediction to end the retreat.

Mayor Krasnoff adjourned the meeting at 9:10 p.m.

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