

Work Session
September 16, 2019

Councilmembers Present:

Mayor Laurie A. DiRocco
Councilmember Linda J. Colbert
Councilmember Pasha M. Majdi
Councilmember Douglas E. Noble
Councilmember Nisha Patel
Councilmember Steve Potter
Councilmember Howard J. Springsteen

Staff Present:

Steve Briglia, Town Attorney
Melanie Clark, Town Clerk
Lynn Coan, Communications and Marketing Manager
Mike Gallagher, Director of Public Works
Maggie Kain, Director of Human Resources
Mercury T. Payton, Town Manager
Cindy Petkac, Director of Planning and Zoning

1. Regular Business

Town Manager Mercury Payton opened the Vienna Town Council Work Session of Monday September 16, 2019 at 7:00 p.m. and thanked everyone for attending. He identified three agenda items for discussion.

Item 1: Placing Items on Town Council Agendas, Initiating Staff to Research Matters, and Town Council Meeting Start Time at 7:30 P.M.

Town Manager Payton presented three new administrative procedures for consideration. The first included introducing a form for providing written request for placing items on the agenda. This would afford an additional means of request and would be forwarded to the entire Council for notice. Following a discussion regarding deadlines for adding agenda items, it was determined that the deadline would change from Thursday at noon to Tuesday at close of business (5:00 pm). The new procedure will be initiated on October 21.

The second form would provide for a written request for staff research. This process would allow the entire council to see requests and to better understand how staff

resources are expended. It was reiterated that all research requests should be routed through the Town Managers office.

The third consideration involved changing Town Council meeting times from 8:00 pm to 7:30 pm. After council input, it was determined that the meeting time would remain 8:00 pm.

Item 2: Code of Conduct and Parliamentary Procedures

Maggie Kain, Director of Human Resources, presented a draft flyer entitled "Choosing Respect the Vienna Way," for council consideration along with Council's agreement to display in the Town's various public spaces and meeting rooms. Ms. Kain reiterated the need to periodically review the Town Council Code of Conduct in order to reaffirm the value of civility among members. She noted that the aforementioned flyer would serve as a reminder and is seeking feedback from the Council.

Ms. Kain also set forth an invitation to sponsor Collett Trohan of A Great Meeting, Inc. as a means to further reaffirm the existing rules for positive and effective meetings.

Due to time, the work session recessed at 7:52 pm.

Work session resumed 10:21 pm.

Ms. Kain continued the discussion of Item 2 regarding the value added opportunity to attend a workshop provided by a professional parliamentarian. Following discussion, it was noted that while the Council was supportive of the refresher course, the additional time commitment was burdensome. Ms. Kain agreed to contact Ms. Trohan to determine options for shortening the program such as a combination of "homework" and in-person workshop. She further agreed to prepare a Doodle poll to ascertain the best dates and times for the Council.

Item 3: Council articles in the Vienna Voice newsletter

At the request of the Council, Lynn Coan, Communications and Marketing Manager, presented a brief background on the publication of Councilmember articles in the Vienna Voice. Traditionally these articles have been published from June through December with topics selected by each Councilmember. While no guidelines have served to provide direction, the tradition has been that the article is non-political and informational. It was agreed to maintain the existing standard for these articles.

2. Meeting adjournment

The work session of Monday September 16, 2019 adjourned at 11:28 p.m.

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