

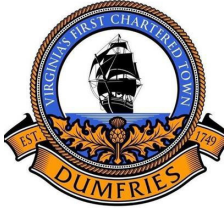
Town of Dumfries Council Meeting Packet



Derrick R. Wood, Mayor
Monaé S. Nickerson, Vice Mayor
Tyrone Brown, Councilmember
Brian K. Fields, Councilmember
Selonia B. Miles, Councilmember
Shaun Peet, Councilmember
Caetrina A. Peterson, Councilmember

Keith C. Rogers, Jr., Town Manager
Sharon E. Pandak, Town Attorney
Tangi R. Hill, Town Clerk

January 17, 2023



DUMFRIES, VIRGINIA

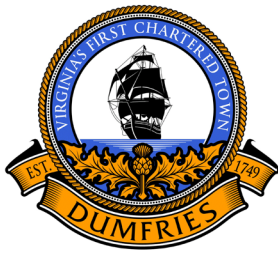
Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

DUMFRIES TOWN COUNCIL MEETING TUESDAY, JANUARY 17, 2023 AT 7:00 PM COUNCIL CHAMBERS

- I. Call to Order and Roll Call
- II. Moment of Silent Prayer
- III. Pledge of Allegiance
- IV. Adoption of Agenda
- V. Awards and Proclamations
 - A. Proclamation Declaring Delta Sigma Theta Sorority, Inc. Prince William County Alumnae Chapter Day – Mayor Derrick Wood (Page 1)
 - B. Proclamation Declaring Alpha Kappa Alpha Sorority, Inc. Omicron Chi Omega Chapter Day – Mayor Derrick Wood (Page 2)
 - C. Proclamation Declaring Zeta Phi Beta Sorority, Inc. Phi Kappa Zeta Alumnae Chapter Day – Mayor Derrick Wood (Page 3)
- VI. Approval of Minutes
 - A. Dumfries Town Council Meeting Minutes – January 10, 2022 (Pages 4-6)
- VII. Citizen Comments
- VIII. Reports and Presentations
 - A. Town Manager's Report - Town Manager Keith Rogers, Jr. (Pages 7-10)
- IX. Action Items
 - A. Resolution to Adopt Rules of Procedure for Town Council (Pages 11-23)
- X. Closed Session
 - A. Discussion of appointments of specific public officers pursuant to Va. Code § 2.2-3711. A(1) (Pages 24-26)

XI. Adjournment



PROCLAMATION TO DECLARE DELTA SIGMA THETA SORORITY, INC. PRINCE WILLIAM COUNTY ALUMNAE CHAPTER DAY

WHEREAS, the Town of Dumfries traditionally recognizes organizations who have made significant contributions to our community, and Delta Sigma Theta Sorority, Inc., has done so and celebrates its Founder's Day on January 13, 2023; and

WHEREAS, Delta Sorority, Inc. is an international, community service driven organization that was founded on January 13, 1913 in Washington D.C. on the campus of Howard University. Its Founders, 22 collegiate women, were Winona Cargile Alexander, Madree Penn White, Wertie Blackwell Weaver, Vashti Turley Murphy, Ethel Cuff Black, Frederica Chase Dodd, Osceola Macarthy Adams, Pauline Oberdorfer Minor, Edna Brown Coleman, Edith Motte Young, Marguerite Young Alexander, Naomi Sewell Richardson, Eliza P. Shippen, Zephyr Chisom Carter, Myra Davis Hemmings, Mamie Reddy Rose, Bertha Pitts Campbell, Florence Letcher Toms, Olive Jones, Jessie McGuire Dent, Jimmie Bugg Middleton, and Ethel Carr Watson; and;

WHEREAS, Delta Sigma Theta Sorority, Inc. takes pride in its continued participation in transforming communities through volunteer services from members and its auxiliaries. Delta Sigma Theta has chartered over one thousand chapters worldwide and has a membership of over 300,000; and

WHEREAS, Delta Sigma Theta's is a non-profit organization whose purpose is to provide assistance and support through established programs in local communities throughout the world; and

WHEREAS, Delta Sigma Theta Sorority, Inc. major programs are based upon the organization's five -point programmatic thrust of economic development, educational development, international awareness and involvement, physical and mental health, and political awareness and involvement; and

WHEREAS, Delta Sigma Theta, Inc. Prince William County Alumnae Chapter has a tremendous impact by supporting and volunteering throughout the Town of Dumfries, Prince William County, and Northern Virginia through its various programs and events;

THEREFORE, BE IT RESOLVED that the Town of Dumfries recognizes January 13, 2023 as Delta Sigma Theta Sorority, Inc. Day in the Town of Dumfries.

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF DUMFRIES, VIRGINIA, do hereby proclaim January 13, 2023, **DELTA SIGMA THETA SORORITY, INC., PRINCE WILLIAM COUNTY ALUMNAE CHAPTER DAY** in the Town of Dumfries, in celebration of their commendable service in Prince William County and the Town of Dumfries. We, furthermore, encourage all citizens of the Town of Dumfries to embrace the Sorority's motto of "Intelligence is the Torch of Wisdom."

By Order of Council:

Derrick R. Wood, Mayor
Town of Dumfries
January 17, 2023



**PROCLAMATION TO DECLARE ALPHA KAPPA ALPHA SORORITY, INC.
OMICRON CHI OMEGA ALUMNAE CHAPTER DAY**

WHEREAS, the Town of Dumfries traditionally recognizes organizations who have made significant contributions to our community, and Alpha Kappa Alpha Sorority, Inc., has done so and celebrates its Founder's Day on January 15, 2023; and

WHEREAS, Alpha Kappa Alpha Sorority, Inc. is an international, community service driven organization that was founded on January 15, 1908 in Washington D.C. on the campus of Howard University making it the Greek letter organization established by African American college educated women. Its Founders were Anna Easter Brown, Beulah Burke, Lille Burke, Marjorie Hill, Margaret Flagg Holmes, Ethel Hedgemon (Lyle), Lavinia Norman, Lucy Diggs Slowe, and Marie Woolfolk Taylor, Joanna Berry Shields, Norma Elizabeth Boyd, Ethel Jones Mowbray, Sarah Meriweather Nutter, Alice Porter Murray, Carrie E. Snowden, and Harriett Josephine Terry; and;

WHEREAS, Alpha Kappa Alpha Sorority, Inc. takes pride in its continued participation in transforming communities through volunteer services from members and its auxiliaries. Alpha Kappa Alpha Sorority, Inc. has chartered 1,204 of chapters worldwide and has a membership of nearly 300,000; and

WHEREAS, Alpha Kappa Alpha's national and local programs include the endowment of its community outreach services and support of multiple affiliate organizations. Alpha Kappa Alpha's chapters and auxiliaries have given numerous hours of rich legacy service by galvanizing sisterhood on the front lines of change, education, and advocacy; and

WHEREAS, Alpha Kappa Alpha, Inc. has five initiatives that serve as the "Program Initiatives" which include Empower Families, Build Economic Wealth, Enhance the Environment, Advocate for Social Justice, and Uplift the Local Community; and

WHEREAS, Alpha Kappa Alpha Sorority, Inc. Omicron Chi Omega Chapter initiatives are designed to improve the lives of those served by working collaboratively to maximize outreach on progressive endeavors and consistently producing leaders who advance their credo of service;

NOW, THEREFORE, BE IT RESOLVED that the Town of Dumfries recognizes January 15, 2023 as Alpha Kappa Alpha Sorority, Inc. Omicron Chi Omega Chapter Day in the Town of Dumfries.

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF DUMFRIES, VIRGINIA, do hereby proclaim January 15, 2023, **ALPHA KAPPA ALPHA SORORITY, INC., OMICRON CHI OMEGA CHAPTER DAY** in the Town of Dumfries, in celebration of their commendable service in Prince William County and the Town of Dumfries. We, furthermore, encourage all citizens of the Town of Dumfries to embrace the Sorority's motto of "By Culture and By Merit."

By Order of Council:

Derrick R. Wood, Mayor
Town of Dumfries
January 17, 2023



**PROCLAMATION TO DECLARE ZETA PHI BETA SORORITY, INC.
PHI KAPPA ZETA ALUMNAE CHAPTER DAY**

WHEREAS, the Town of Dumfries traditionally recognizes organizations who have made significant contributions to our community, and Zeta Phi Beta Sorority, Inc., has done so and celebrates its Founder's Day on January 16, 2023; and

WHEREAS, Zeta Phi Beta Sorority, Inc. is an international, community service driven organization that was founded on January 16, 1920 in Washington D.C. on the campus of Howard University. Its Founders are; Arizona Cleaver Stemons, Pearl Anna Neal, Myrtle Tyler Faithful, Viola Tyler Goings, and;

WHEREAS, Zeta Phi Beta Sorority, Inc. takes pride in its continued participation in transforming communities through volunteer services from members and its auxiliaries. Zeta Phi Beta has chartered hundreds of chapters worldwide and has a membership of over 100,000; and

WHEREAS, Zeta Phi Beta's national and local programs include the endowment of its National Educational Foundation community outreach services and support of multiple affiliate organizations. Zeta chapters and auxiliaries have given totaled hours of voluntary service to educate the public, assist youth, provide scholarships, support organized charities, and promote legislation for social and civic change; and

WHEREAS, Zeta Phi Beta Sorority, Inc. works in partnership with U.S. Fish and Wildlife Service (Refuge System), AARP, American Cancer Society, March of Dimes, St. Jude Children's Research Hospital, Women Veteran's Rock; and

WHEREAS, Zeta Phi Beta Sorority, Inc. has formed many wonderful community-based partnerships over the past 85 years. Whether administering our Z-HOPE program or giving financial assistance through our National Educational Foundation, we do so with the understanding that service to the community is our greatest legacy. The organization's initiatives include Eldercare, Autism Awareness, Stork's Nest, Zeta Prematurity Awareness Program, Adopt-A-School, World Elder Abuse Awareness Day, International Women of Color, Triple Negative Breast Cancer Awareness; and

WHEREAS, Zeta Phi Beta Sorority, Inc. Zeta Phi Beta has a local impact by participating in Town of Dumfries parades, volunteering at all three Boys and Girls Clubs in Prince William County, conducting college admissions workshops, providing scholarships for local high school youth, partnering with Literacy Volunteers of Prince William, organizing youth auxiliary groups that service all Prince William County Schools, and much more;

NOW, THEREFORE, BE IT RESOLVED that the Town of Dumfries recognizes January 16, 2023 as Zeta Phi Beta Sorority, Inc. Day in the Town of Dumfries.

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN COUNCIL OF DUMFRIES, VIRGINIA, do hereby proclaim January 16, 2023, **ZETA PHI BETA SORORITY, INC., PHI KAPPA ZETA ALUMNAE CHAPTER DAY** in the Town of Dumfries, in celebration of their commendable service in Prince William County and the Town of Dumfries. We, furthermore, encourage all citizens of the Town of Dumfries to embrace the Sorority's motto of "A Community-Conscious, Action-Oriented Organization."

By Order of Council:

Derrick R. Wood, Mayor
Town of Dumfries
January 17, 2023

**DUMFRIES TOWN COUNCIL
MEETING MINUTES
TUESDAY, JANUARY 10, 2023**

MEETING HELD IN COUNCIL CHAMBERS

A video recording of this meeting is available on the Town's Website at www.dumfriesva.gov and YouTube Channel at <https://youtu.be/le5Z6lhi5Xo>

I. Call to Order and Roll Call

At 7:02 PM, Mayor Wood called the meeting to order. The following members were recorded as present: Brown, Fields, Miles, Peet, Peterson, Nickerson, and Wood.

II. Silent Prayer and Pledge of Allegiance

A moment of silent prayer was held followed by the Pledge of Allegiance.

III. Adoption of the Agenda

On a motion made by Councilwoman Miles, seconded by Councilwoman Nickerson to amend the agenda by moving Item 9 – Closed Session – Discussion of appointments of specific public officers pursuant to Va. Code §§2.2-3711.A(A) & (8) to Item V. Vote 7-0-0 (Yes: Brown, Fields, Miles, Peterson, Peet, Nickerson, and Wood; No: N/A; Abstain: N/A)

IV. Closed Session

Discussion of appointments of specific public officers pursuant to Va. Code §§2.2-3711.A(1) & (8)

On a motion made by Mayor Wood, seconded by Councilwoman Nickerson, the Council convened in Closed Session at 7:07 pm pursuant to Va. Code §§2.2-3711.A.(1) and (8) for the discussion of appointments of specific public officers. Vote 7-0-0 Yes: Brown, Fields, Peterson, Miles, Peet, Nickerson, and Wood; No: N/A; Abstain: N/A).

On a motion made by Mayor Wood, seconded by Councilwoman Nickerson, the Council concluded Closed Session. The Council reconvened in Open Session at 7:44 pm, certifying that only matters required in closed session were discussed in closed session. Vote 7-0 (Yes: Brown, Fields, Peterson, Miles, Peet, Nickerson, and Wood; No: N/A; Abstain: N/A).

On a motion made by Mayor Wood, seconded by Councilman Brown to direct the Town Manager to execute a contract with Fahrenheit Advisors to conduct a search for Town Manager. Vote 7-0 (Yes: Brown, Fields, Peterson, Miles, Peet, Nickerson, and Wood; No: N/A; Abstain: N/A).

On a motion made by Mayor Wood, seconded by Councilman Brown to appoint Jonet Prevost-White as Interim Town Manager effective February 15, 2023. Vote 7-0 (Yes: Brown, Fields, Peterson, Miles, Peet, Nickerson, and Wood; No: N/A; Abstain: N/A).

On a motion made by Mayor Wood, seconded by Councilwoman Miles to appoint Councilwoman Monae Nickerson as Vice Mayor. Vote 7-0 (Yes: Brown, Fields, Peterson, Miles, Peet, Nickerson, and Wood; No: N/A; Abstain: N/A).

V. Proclamations

The following proclamations were presented:

Proclamation Declaring Kappa Alpha Psi Fraternity, Inc.
Woodbridge, Virginia Chapter Day

Proclamation Declaring Phi Beta Sigma Fraternity, Inc. Omicron Zeta
Sigma Chapter Day

VI. Approval of Minutes

Dumfries Town Council Meeting Minutes – November 15, 2022 and
December 6, 2022

On a motion made by Councilman Peet, seconded by Councilwoman Miles to approve the minutes of the November 15, 2022 and December 6, 2022 Council meeting. Vote 7-0-2 (Yes: Brown, Fields, Peet, Miles, and Wood; No: N/A; Abstain: Peterson and Nickerson).

VII. Citizens Comments

Councilman Fields left the dias at 8:03 p.m. Councilman Fields returned to the dias at 8:05 p.m.

VIII. Mayor and Council Comments

Councilman Fields left the dias at 8:20 p.m. Councilman Fields returned to the dias at 8:21 p.m.

IX. Action Items

Resolution to Adopt Rules of Procedures for Town Council

Town Attorney Pandak will draft changes for the Council's consideration regarding attendance and description of the Mayor Pro Tem position at the January 17, 2022 meeting.

Resolution to Appoint Vice-Mayor and Make Appointments of Members to Regional Boards

Mayor Wood stated that Council will postpone the appointment of members to regional boards until the January 17, 2022 meeting.

X. Adjournment

Mayor Wood adjourned the meeting at 8:42 P.M.



Town Manager's Report

January 12, 2023

Mayor Wood, Vice-Mayor Nickerson, Honorable Councilmembers,

My team and I, continue to persevere to ensure that the core functions of our government continue and that we meet or even exceed the strategic goals established by Council. Please note the following updates by agency:

Goal	FY21 Target/Result	FY22 Target/Result	FY23 Target/Result	November FY23
ADMINISTRATION				
Receive GFOA Distinguished Budget Presentation Award	YES/YES	YES/TBD	YES/TBD	YES
Achieve 98% Collection Rate for Real Estate Taxes	98%/98%	98%/TBD	98%/TBD	YES
Create and establish financial policies related to Unassigned Fund Balance, Rainy Day Fund, and Debt	Submitted and adopted by Town Council by March 30, 2021/ No	Submitted and adopted by Town Council by March 30, 2022/ TBD	Submitted and adopted by Town Council by March 30, 2023/ TBD	YES
Improve Average Customer Service Total Transaction Time	7 Minutes/ N/A	7 Minutes/TBD	7 Minutes/TBD	7 minutes
Improve Accounts Payable Processing Time	N/A	All payments will be processed within 21 days / TBD	All payments will be processed within 21 days / TBD	TBD
PLANNING & COMMUNITY DEVELOPMENT				
Achieve Average Zoning Application Review Time	14 DAYS/ TBD	14 DAYS/ TBD	14 DAYS/ TBD	2 DAYS
Achieve Average Landuse Application Review Time	N/A	14 DAYS/ TBD	14 DAYS/ TBD	N/A

Goal	FY21 Target/Result	FY22 Target/Result	FY23 Target/Result	November FY23
POLICE (AUGUST FY23 DATA)				
Host Regular Community Educational Workshops	N/A	1 PER MONTH	1 PER MONTH	1
Improve average response time	N/A	TBD	TBD	TBD
Reduce property crime rate by 5%	N/A	TBD	TBD	20
Reduce violent crime rate by 5%	N/A	TBD	TBD	19
PUBLIC WORKS				
Achieve Average Permit Approval Time	N/A	14 DAYS/ TBD	14 DAYS/ TBD	8 DAYS
Increase Inspections on Private BMPs	N/A	50% PRIVATE/ 100% PUBLIC	50% PRIVATE/ 100% PUBLIC	50% PRIVATE/ 100% PUBLIC

Respectfully submitted,



Keith C. Rogers, Jr.



Community Bus Stop Clean Up

Dumfries invites you to the first "Hot Spot" clean up surrounding the Graham Park Street Bus Stop



February 11, 2023

9:00 - 11:00 am

Meet at Ginn Park!

3876 Graham Park Road, Dumfries VA 22026

More information :

 703 221 3400 x119

Scan Code to Register

 rnickerson@dumfriesva.gov





BLACK HISTORY MONTH

**SATURDAY, FEBRUARY 25, 2023
11 AM**

**LITTLE UNION BAPTIST CHURCH
17150 BATESTOWN RD
DUMFRIES, VA 22025**

BLACK RESISTANCE

**GUEST SPEAKER
REV. COZY BAILEY**



AT A MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, JANUARY 17, 2023: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Tyrone A. Brown;
Brian K. Fields;
Selonia B. Miles;
Monaé S. Nickerson;
Shaun R. Peet;
Caetrina A. Peterson;
Derrick R. Wood;

RESOLUTION TO ADOPT RULES OF PROCEDURE FOR TOWN COUNCIL

NOW, THEREFORE BE IT RESOLVED, the Town Council for the Town of Dumfries hereby adopts the following Rules of Procedure:

By Order of Council:

Derrick R. Wood, Mayor

ATTEST:

Town Clerk

RULES OF PROCEDURE
TOWN COUNCIL – TOWN OF DUMFRIES, VIRGINIA

Town Council 2023-2025

Tyrone A. Brown

Brian K. Fields

Selonia B. Miles

Monae' S. Nickerson

Shaun R. Peet

Caetrina Peterson

Derrick R. Wood

Adopted: March 1, 2022 with Changes proposed for consideration on
January 17, 2023

SECTION 1 - INTRODUCTION

The Rules of Procedure are intended to ensure that the Town of Dumfries Town Council can transact business in an efficient and expeditious manner, while providing means for citizens to observe and participate. Additionally, the Rules of Procedure seek to encourage the spirit of collaboration while protecting individual rights of members.

The Rules of Procedure are intended to be reviewed and adopted by each new Council following an election at the first meeting of Town Council in January.

Nothing contained in the Rules of Procedure shall supersede the Town Charter, Town Code or applicable provisions of federal, state, and local law.

SECTION 2 – MEETINGS

Section 2-1. Council Meeting Calendar

The Town Council gives notice of and holds meetings in accordance with the Virginia Freedom of Information Act (“FOIA”), Va. Code §§ 2.2-3700, *et seq.*

The Council shall adopt the Council Meeting schedule each year at the first meeting of the Council. Meetings of the Town Council are held on the first and third Tuesday of each month, at 7:00 p.m., except where otherwise noted.

Notice of Regular Meetings shall be posted three (3) working days prior to the meeting as required by FOIA.

All Meetings of Council, including Regular, Special and Emergency Meetings and work sessions, etc., are open to the public for observation and participation, in-person, on the local access PEG Channel, and/or accessible from the official Town website and official Town media outlets.

Section 2-2. Special Meetings

Special Meetings may be scheduled by the Mayor or; any two (2) members of Town Council, upon written notice to the Town Manager. No business shall transacted during a special meeting other than that which is specifically called for in the notice, unless the Town Council agrees unanimously to consider such action.

Notice of Special Meetings shall be reasonable under the circumstance and be given contemporaneously with the notice provided to members of the Town Council.

Section 2-3. Emergency Meetings

Emergency Meetings are those which are due to an unforeseen circumstance rendering the notice required by FOIA impossible or impracticable and which circumstance requires immediate action.

Emergency Meetings may be scheduled by the Mayor or; any two (2) members of Town Council, upon written notice to the Town Manager. No business shall be transacted during

an emergency meeting other than that which is specifically called for in the notice, unless the Town Council agrees unanimously to consider such action.

Notice of Emergency Meetings shall be reasonable under the circumstance and be given contemporaneously with the notice provided to members of the Town Council.

Section 2-4. Organizational Meeting

At the first meeting of a new Council following an election, Town Council shall select from its membership one member to serve as a Vice-Mayor.

Additionally, at this meeting, members shall be designated to serve as members of or liaisons to committees, boards and multi-jurisdictional entities.

SECTION 3 – PRESERVATION OF ORDER, VOTING AND ELECTRONIC MEETINGS

Section 3-1. Preservation of Order

- A. At meetings of the Town Council, the Mayor (and the Vice Mayor in the absence of the Mayor) shall serve as the Presiding Officer and shall preserve order and decorum and decide on questions of order. Council members shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. Members that transgress the Rules of Procedure shall be called to order by the Presiding Officer. **In the absence of both the Mayor and Vice Mayor, the Chair *Pro Tem* shall serve as Presiding Officer. The Chair *Pro Tem* shall be elected annually by the Council and shall have no other duties than to preside over the specific meeting.**
- B. The Town Attorney shall serve as Parliamentarian for meetings of the Town Council.
- C. The Presiding Officer has the authority to call a brief recess at any time. Unless there is an emergency, no member of the Town Council shall leave the Council Chamber while the Council is in regular meeting without the permission of the Presiding Officer, which permission shall not be unreasonably withheld.
- D. In an emergency, the Presiding Officer may adjourn the meeting without the Council's vote or appeal.
- E. Whenever a question arises as to the proper interpretation of a rule of procedure, or in the absence of a rule governing a point of procedure, the Presiding Officer shall consult with the Parliamentarian prior to ruling.
- F. No member of the Town Council shall speak more than once on the same question until every member choosing to speak shall have done so, or for a longer time than 10 minutes on any question, without the express permission of the Council.
- G. When two or more members of the Town Council wish to speak at the same time, the Presiding Officer shall name the member to speak first.
- H. The rules of parliamentary procedure set forth in the current edition of Robert's Rules of Order shall govern the conduct of meetings of Council, except where otherwise specified.

- I. All comments shall be directed to the Presiding Officer who shall first recognize the speaker before the speaker proceeds to make any comments.

Section 3-2. Abstention from a Vote

If a member abstains from a vote, it shall be the responsibility of the Town Clerk to note the abstention.

Members abstaining due to a conflict of interest shall do so in accordance with the Virginia Conflict of Interests Act ("COIA"), Va. Code §§ 2.2-3100, *et seq.* The Town Attorney is available to assist members in complying; however, compliance responsibility remains that of the member.

Section 3-3. Participation by Remote Electronic Communication

The Council believes that it is very important for Council members to attend Council meetings in person.

~~Pursuant to Va. Code § 2.2-3708.2 or as otherwise set forth in the Code of Virginia, members of Town Council may participate in a Town Council meeting through electronic means, subject to the conditions and requirements of this statute.~~

~~Any member seeking to participate electronically shall notify the Mayor and Town Attorney at least 24 hours in advance of the scheduled meeting to ensure compliance with applicable Virginia Code sections. The member shall be provided web based access to the meeting or, if acceptable to the member, access by telephone. (moved to below)~~

Members individually or the Council itself under certain emergencies may participate in Council meetings through electronic communication means pursuant to the provisions of this section. In such cases, notice and public access shall be given in accordance with the respective provisions of the Virginia Freedom of Information Act ("FOIA").

A. Individual Member Requesting Remote Electronic Participation

Pursuant to Va. Code § 2.2-3708.2 or as otherwise set forth in the Code of Virginia, members of Town Council may participate in a Town Council meeting through electronic means, subject to the conditions and requirements of this statute.

Any member seeking to participate electronically shall notify the Mayor and Town Attorney at least 24 hours in advance of the scheduled meeting to ensure compliance with applicable Virginia Code sections.* ~~The member shall be provided web based access to the meeting or, if acceptable to the member, access by telephone.~~

In order to participate electronically, the member must be unable to attend the meeting due to:

1. A temporary or permanent disability or other medical condition that prevents the member's physical presence or a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or
2. A personal matter and identifies with specificity the nature of the personal

matter which shall be included in the meeting minutes. Participation by member pursuant to this subsection is limited to absence of two (2) meetings per calendar year or 25% of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

In addition for the foregoing electronic participation to occur, a physical quorum of Council shall otherwise be present, and Council shall make arrangements for the voice of the remote participating member to be heard by all persons at the Council meeting location.

This policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters to be considered or voted on at the meeting. The Council members present at the subject meeting must approve or disapprove the member's request to participate remotely by a majority vote. Electronic participation from a remote location shall be approved unless such participation violates this section or Va. Code § 2.2-3708.2. If a request is disapproved because such participation would violate the policy or Va. Code § 2.2-3708.2, such disapproval shall be recorded in the meeting minutes with specificity.

If remote participation is approved, the member participating remotely shall be provided web-based access to the open meeting or, if acceptable to the member, access by telephone.** The member participating remotely shall be provided access to closed meetings by telephone and only if the member certifies that the member is in a location that ensures that the confidentiality of closed meeting will not be breached or violated.

B. Meeting by Electronic Participation to Conduct Business During a Declared State of Emergency

Council may meet by electronic communication means without a quorum of the Council physically assembled in one location when the Governor, Prince William County or the Town has declared a State of Emergency in accordance with Va. Code § 44-146.17 or § 44-146.21, respectively, provided that:

1. The catastrophic nature of the declared emergency makes it impracticable or unsafe for the Council to assemble a quorum in a single location;
2. The purpose of the meeting is to provide for the continuity of operations of the Town or Council or the discharge of its lawful purposes, duties and responsibilities;
3. A recording or transcript of the meeting is available on the Council website in accordance with the timeframes in Va. Code § 2.2-3707; and
4. The Council makes arrangements for public access to such meeting through electronic communication means, including videoconferencing if used by the Council, and the Council provides the public with the opportunity to comment at those meetings, when public comment is customarily received, either virtually or in writing to be provided to the Council prior to or at the meeting.

C. Reflecting Remote Participation in the Meeting Minutes

1. Pursuant to Va. Code § 2.2-3708.2, the meeting minutes will reflect the member who participated remotely pursuant to subsection (A) above and the location of the remote participation. If the member participated remotely pursuant to subsection (A)(1) above, the fact that the member's physical attendance was prevented due to a temporary or permanent disability or other medical condition shall be noted in the meeting minutes. If the member participated remotely pursuant subsection (A)(2) above, the minutes shall also include the specific nature of the personal matter cited by the member.
2. In the instance of electronic participation during a Governor, County or Town Declared State of Emergency pursuant to subsection (B) above, the meeting minutes will also state the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held.

SECTION 4 – THE AGENDA

Section 4-1. Publishing the Agenda and Meeting Materials

Under the direction of the Town Manager, the Town Clerk shall be responsible for the publication of agendas for all noticed and scheduled meetings of the Town Council pursuant to all applicable public notice laws, including but not limited to FOIA. Meeting agendas shall be published no less than three (3) business days in advance of the Council Meeting date.

Section 4-2. Requests for Legislation & Agenda Items

- A. The Town Manager shall prepare a proposed agenda to review with the Mayor prior to the scheduled Town Council meeting.
- B. Any Council Member who would like to request legislation and/or agenda items shall submit a completed Agenda Item Request Form (*Attachment A*). Requests for legislation shall be submitted at least 30 days prior to the advertised meeting date. Requests for Proclamations shall be submitted at least seven (7) days prior to the advertised meeting date.

When items requested by Council Members appear on the agenda, the agenda shall identify the Council Member making the request. Minutes and press releases about the agenda item shall also identify the Council Member who requested the item.

- C. The Town Manager shall create and maintain an Agenda Item Submission Calendar (*Attachment B*) to depict submission timeframes.

SECTION 5 – ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

A. The order of business for regular meetings of the Town Council shall be as follows:

- I. Call to Order
The presiding officer calls the meeting to order to begin the meeting and directs the Town Clerk to call the roll of Council members.
- II. Prayer and Pledge of Allegiance
The Prayer may be delivered by a named guest or the Council may pause for a moment of silent prayer and reflection. The Pledge of Allegiance to the flag of the United States of America shall immediately follow the Prayer.
- III. Adoption of the Agenda
The Presiding Officer will call for a roll call vote to adopt the agenda before the Council. At this time, amendments may be proposed by members of Council and the Town Manager. The Presiding Officer shall make rulings on any requests for additional items in a manner that ensures order and successful transaction of business. Requests from Council Members to introduce legislation shall not be permitted at this time.
- IV. Awards & Proclamations
Only awards and proclamations of the Mayor and Town Council shall be presented at this time. Recipients/ honorees shall be allowed to address the Council as part of the presentation. At their final meeting of service, members will be provided a proclamation and plaque.
- V. Approval of Minutes
Minutes from previous meeting(s) will be before Council for a vote of approval.
- VI. Citizen Comment Period
Citizens are allowed no more than three (3) minutes to speak on any topic not on the agenda. Citizens shall refrain from using threats, language of a personal nature which insults or demeans any person, Council and other elected officials and staff, acting in their official capacity. No response to Citizen Comments from Town Council or staff shall be provided at this time. The Town Clerk shall publish and maintain guidelines for Citizen Comment including advance sign-up procedures.
- VII. Mayor & Council Comments
At the first meeting of the month, the Mayor and Council members are allowed no more than five (5) minutes, respectively, to make comments of personal privilege. Members shall refrain from using language of a personal nature

which insults or demeans any person, including other members of Council and staff, acting in their official capacity; campaigning for public office; and, debating action items.

VIII. Reports & Presentations

This portion of the agenda is reserved for Reports and Presentations from various groups, including but not limited to, regional partners, other government parties, boards, and commissions. At the second meeting of the month (where applicable), the Town Manager shall submit a *Town Manager's Report* to be included with the meeting materials. This portion of the agenda shall also be reserved for staff presentations on specific topic areas.

A Treasurer's report shall be provided to Council by the 15th of the month, and the Treasurer shall make a presentation to Council quarterly.

IX. Introduction Items

This portion of the agenda shall include ordinances or resolutions that are added to the public record for action and/or public hearing at a future meeting of the Council. At the time of introduction, these items may be referred to advisory bodies of the Council. Debate shall not be permissible for Introduction Items, other than Point of Order inquiries, and should be raised during Adoption of the Agenda. The Town Clerk shall read Introduction Items into the record, including public hearing dates and referrals when applicable.

X. Action Items

This portion of the agenda shall include items for public hearing and/or Council vote.

XI. Adjournment

Meeting may be adjourned by Presiding Officer or motioned by any member.

Section 5-2. Worksessions

Votes will not be taken at worksessions.

Section 5-3. Closed Meetings

- A. Generally, pursuant to FOIA, all meetings of public bodies must be open to the public. If the Council wants to hold a closed meeting, it must follow an established process to convene in closed meeting. Matters which qualify for closed meeting include, but are not limited to, the following:
- Personnel matters such as appointment and evaluation of performance of specific officers, appointees or employees of the Council;
 - Acquisition of real property for a public purpose or disposition of public property;

- A prospective business or industry or expansion of existing business or industry where no previous announcement has been made;
- Investment of public funds where competition or bargaining is involved;
- Consultation with legal counsel and staff pertaining to actual or probable litigation;
- Consultation with legal counsel regarding a specific legal matter requiring legal advice.

It is important that members who desire that a matter be discussed in closed meeting timely identify that matter to the Mayor and Town Attorney in advance of the Council meeting so that the Town Attorney can ascertain whether the matter qualifies for closed meeting and prepares the necessary language for the motion.

- B. The Council must pass a motion in open session that does the following:
1. Identifies the subject matter of the closed meeting;
 2. States the purpose of the closed meeting; and
 3. Makes specific reference to the FOIA statutory exemptions relied on to close the meeting.

Once in a closed meeting, only the matters stated in the motion shall be discussed. The Town Manager and Town Attorney shall convene with the Council in closed meeting unless their presence would adversely impact the discussion of the closed meeting matter(s).

- C. Following a closed meeting the Council must reconvene in open session and certify that only the matters identified in the motion were discussed.

Section 5-4. Quorum

- A. As provided by Va. Code § 15.2-1415, a majority of the members of the Council must be present to conduct business. “Quorum” refers to the number of members required to be present to conduct a Council meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the Council can only (i) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.
- B. For the transaction of business, a quorum shall constitute four (4) members of the Town Council.
- C. If a quorum is not present at any meeting, those attending may adjourn to such other time prior to the next regular meeting as they may determine, and the Town Clerk shall record such adjournment in the meeting minutes and shall notify absent members in the same manner as required for special meetings.

ADD D. The Council believes that it is very important for Council members to attend Council meetings in order to effectively conduct Town business and to avoid cancellation of meetings due to a lack of a quorum. Council members shall advise the Mayor and Town Manager as soon as possible if they are unable to attend a Council meeting either in person or remotely.

A member who has missed two (2) consecutive meetings shall state at the next Council meeting the reason for the member's absence.

Section 5-5. Improper Conduct of Public

The Presiding Officer may call for the expulsion and subsequent banning from Council Chambers of persons for disruptive behavior or any works or action(s) which incite violence or disorder, subject to appeal to Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which they are expelled. Any person, who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion, may also be barred from attendance at future meetings, subject to appeal to Council.

SECTION 6 – AMENDING THE RULES OF PROCEDURE

These rules of procedure shall be adopted by resolution. Subsequent amendments shall also be made by resolution of the Town Council.

Attachments:

Attachment A – Agenda Item Request Form

Attachment B – Agenda Item Submission Calendar



ATTACHMENT A
AGENDA ITEM REQUEST FORM

Item Type

Award Proclamation Resolution/Ordinance Motion Discussion

Statement of Purpose

Background/References

Fiscal Impact

Suggested Motion

Requested Meeting Date

Submitter's Name

Attachments:

- *For awards and proclamations, please attach desired language*

ATTACHMENT B

Agenda Item Submission 2023 Calendar

Meeting Date (Introduction Date*)	Agenda Advertisement Deadline	Legislation Submission Deadline	Proclamation Submission Deadline
January 10, 2023			
January 17, 2023	January 11, 2023	December 15, 2022	January 4, 2023
February 7, 2023	January 25, 2023	December 29, 2022	January 18, 2023
February 21, 2023	February 8, 2023	January 12, 2023	February 1, 2023
March 7, 2023	February 22, 2023	January 26, 2023	February 15, 2023
March 14, 2023	March 8, 2023	February 9, 2023	March 1, 2023
April 4, 2023	March 29, 2023	February 27, 2023	March 22, 2023
April 18, 2023	April 12, 2023	March 16, 2023	April 5, 2023
May 2, 2023	April 26, 2023	March 30, 2023	April 19, 2023
May 16, 2023	May 10, 2023	April 13, 2023	May 3, 2023
June 6, 2023	May 31, 2023	April 27, 2023	May 24, 2023
June 20, 2023	June 14, 2023	May 18, 2023	June 7, 2023
July 5, 2023 (Wednesday)	June 28, 2023	May 25, 2023	June 21, 2023
August 2, 2023 (Wednesday)	July 26, 2023	June 29, 2023	July 19, 2023
September 5, 2023	August 30, 2023	August 3, 2023	August 23, 2023
September 19, 2023	September 13, 2023	August 16, 2023	September 6, 2023
October 4, 2023 (Wednesday)	September 28, 2023	August 31, 2023	September 20, 2023
October 17, 2023	October 11, 2023	September 14, 2023	October 4, 2023
November 1, 2023 (Wednesday)	October 25, 2023	September 28, 2023	October 18, 2023
November 21, 2023	November 15, 2023	October 5, 2023	November 1, 2023
December 5, 2023	November 29, 2023	October 31, 2023	November 22, 2023

**Ordinances shall not be introduced and voted on at the same meeting, except for Emergency Ordinances.*

MOTION:

MEETING DATE: January 17, 2023

SECOND:

RE: AUTHORIZE CLOSED MEETING

WHEREAS, the Town Council of the Town of Dumfries desires to discuss in closed meeting the following matter(s):

1. One personnel matter relating to consideration of appointment of specific officers;

WHEREAS, pursuant to Va. Code §2.2-3711.A.(1), such discussion(s) may occur in closed meeting;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries does hereby authorize discussion of the aforesated matter(s) in closed meeting.

VOTE

AYES:

NAYS:

ABSTAIN:

ABSENT:

MOTION:

MEETING DATE: January 17, 2023

SECOND:

RE: CERTIFICATION OF CLOSED MEETING

WHEREAS, the Town Council of the Town of Dumfries has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Va. Code §2.2-3712 requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Dumfries 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 meeting were heard, discussed or considered by the Town Council.

VOTE

AYES:

NAYS:

ABSTAIN:

ABSENT:

AT A MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, JANUARY 17, 2023: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Tyrone A. Brown;
Brian K. Fields;
Selonia B. Miles;
Monaé S. Nickerson;
Shaun R. Peet;
Caetrina A. Peterson;
Derrick R. Wood;

RESOLUTION TO APPOINT MEMBERS TO REGIONAL BOARDS

NOW, THEREFORE BE IT RESOLVED, the Town Council for the Town of Dumfries hereby makes the following appointments:

Northern Virginia Cigarette Tax Board: _____

Northern Virginia Regional Commission: _____

Northern Virginia Transportation Authority's Planning Coordination Advisory Committee:

By Order of Council:

Derrick R. Wood, Mayor

ATTEST: _____
Town Clerk