

City of Alexandria, Virginia

MEMORANDUM

DATE: JANUARY 22, 2004

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: CITY COUNCIL SCHEDULE

ISSUE: City Council Schedule.

RECOMMENDATION: That City Council:

- (1) schedule a brief Alexandria Transit Company Stockholders meeting at 6:45 p.m. before Council's Tuesday, February 10 legislative meeting in the Council work room;
- (2) choose one of the following dates for a work session with Retreat facilitator Lyle Sumek to continue discussion of Council's Retreat vision materials: Wednesday, February 18 or Thursday, February 19 at 6:00 p.m. in the Council work room.;
- (3) change the date of the work session with the Public Health Advisory Commission from Tuesday, March 9 to Tuesday, March 23 at 6:00 p.m. to enable Council to attend the DASH 20th Anniversary reception on March 9 (**revised date**);
- (4) receive the revised calendar which includes:
 - the DASH 20th Anniversary reception on Tuesday, March 9 at 6:00 p.m. in the Vola Lawson Lobby;
 - the City's Annual Employee Service Awards program scheduled for Monday, April 19 at 5:30 p.m. at the Lee Center, 1108 Jefferson Street.

DISCUSSION: Each February Council, acting as the Board of Directors of the Alexandria Transit Company, holds a meeting to elect a Board of Directors. I recommend that the meeting be scheduled at 6:45 p.m. before Council's Tuesday, February 10 legislative meeting and following the 6:00 p.m. reception scheduled earlier that night.

We propose to schedule a work session with the Retreat facilitator Lyle Sumek to discuss the finalization of the vision materials at 6:00 p.m. on Wednesday, February 18 or Thursday, February 19 in the Council work room. The information developed at the Retreat is being put into a final draft by Vice Mayor Pepper and Councilman Smedberg, the Council representatives who have worked on the Retreat planning.

We recommend that the work session with the Public Health Advisory Commission be changed to 6:00 p.m. before Council's Tuesday, March 23 meeting in order for Council to attend the DASH 20th Anniversary reception scheduled at 6:00 pm. before Council's Tuesday, March 9 meeting.

The City of Alexandria's Annual Employee Service Awards Program, our annual program to honor City employees, who have retired or who are celebrating milestones in their career with the City, will be held on Monday, April 19, at 5:30 p.m. at the Lee Center, located at 1108 Jefferson Street.

ATTACHMENTS: Council Calendar

STAFF: Michele R. Evans, Assistant City Manager

City Council Schedule - JANUARY 2004 as of 1-22-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 HOLIDAY New Year's Day	2	3
4	5	6	7	8	9	10
11	12 8:00 A.M. Annual Breakfast work session with Congressman Moran, Council Work Room	13 6:00 P.M. Work session on the Visitors Center proposal, Council Work Room 7:00 P.M. Council First Legislative Session, Council Chambers	14	15 7:30 P.M. Martin Luther King Memorial Community Program, Immanuel on the Hill, 3606 Seminary Road	16 12:00 P.M. Martin Luther King Memorial City employee program, Lee Center, 1108 Jefferson Street	17
18	19 HOLIDAY Martin Luther King, Jr. Day	20	21	22	23	24 9:30 A.M. Council Public Hearing Council Chambers
25	26	27 6:00 P.M. Work session on the City's Transportation Plan and Program, Council Work Room 7:00 P.M. Council Second Legislative Session, Council Chambers	28	29	30	31 11:00 A.M. Open House event at Charles Houston Recreation Center, 905 Wythe Street

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City Council Schedule - FEBRUARY 2004 as of 1-22-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 6:00 P.M. Work session with Planning Commission, Council Work Room	3	4	5	6	7
8	9 11:30 A.M. Black History Month Luncheon, Charles Houston Recreation Center, 905 Wythe Street	10 6:00 P.M. Black History Month and Buffalo Soldier Reception, Vola Lawson Lobby 7:00 P.M. Council First Legislative Session, Council Chambers	11	12 Virginia Municipal League Legislative Day 6:00 P.M. Council dinner with State Legislative Delegation, Linden Row Inn, Richmond	13	14
15	16 HOLIDAY Presidents' Day 1:00 P.M. George Washington Birthday Parade	17	18	19	20	21 9:30 A.M. Council Public Hearing, Council Chambers
22	23	24 7:30 A.M. Chamber of Commerce State of the City breakfast, Holiday Inn Hotel and Suites, 625 First Street 7:00 P.M. Council Second Legislative Session, Council Chambers	25	26	27	28
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City Council Schedule - MARCH 2004 as of 1-22-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6 12:30 P.M. St. Patrick's Day Parade
7	8	9 6:00 P.M. DASH 20 th Anniversary Reception, Vola Lawson Lobby 7:00 P.M. Council First Legislative Session, Council Chambers	10	11	12	13 9:30 A.M. Council Public Hearing, Council Chambers
14	15	16 7:00 P.M. Budget Work Session on revenue overview and other operating budget/CIP topics, Council Work Room	17	18	19	20
21	22	23 7:00 P.M. Council Second Legislative Session, Council Chambers	24	25	26	27
28	29 6:00 P.M. 24 th Annual Salute to Women Awards Banquet, Holiday Inn and Suites, 625 First Street	30 7:00 P.M. Budget Work Session, topics TBD, Council Work Room	31			

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City Council Schedule - APRIL 2004 as of 1-22-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3 9:30 A.M. 10 th Annual Homeownership Fair, T.C. Williams High School, 3330 King Street
4	5 Passover begins at sunset	6 Passover	7	8	9 Good Friday	10
11 Easter	12 4:30 P.M. Budget Public Hearing, Council Chambers	13 7:00 P.M. Council First Legislative Session, Council Chambers	14	15	16	17 9:30 A.M. Council Public Hearing, Council Chambers
18	19 5:30 P.M. Annual Employee Service Awards program, Lee Center, 1108 Jefferson Street	20	21 7:00 P.M. Joint Work Session with School Board on the ACPS CIP and FY 2005 Operating Budget, George Washington Middle School Media Center	22 8:00 A.M. Take Our Daughters and Sons to Work Day, Vola Lawson Lobby	23	24 Christmas in April (time and location TBD) 9:00 A.M. Earth Day Celebration, Four Mile Run Park
25	26 7:00 P.M. Budget Work Session on BFAAC report, Preliminary Add/Delete List, Council Work Room	27 7:00 P.M. Council First Legislative Session, Council Chambers	28	29	30	

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City Council Schedule - MAY 2004 as of 1-22-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 6:30 P.M. Budget Work Session on finalization of Add/Delete List, Council Work Room 7:30 P.M. Budget and Tax Rate Adoption, Council Chambers	4	5	6	7	8
9	10	11 7:00 P.M. Council First Legislative Session, Council Chambers	12	13	14	15 9:30 A.M. Council Public Hearing, Council Chambers
16	17	18	19	20	21	22
23	24	25 7:00 P.M. Council Second Legislative Session, Council Chambers	26	27	28	29
30	31 HOLIDAY Memorial Day (observed)					

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City Council Schedule - JUNE 2004 as of 1-22-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9 7:00 P.M. Council First Legislative Session, Council Chambers	10	11	12 9:30 A.M. Council Public Hearing, Council Chambers
13	14	15	16	17	18 22 nd Annual Alexandria Red Cross Waterfront Festival, Oronoco Bay Park	19 22 nd Annual Alexandria Red Cross Waterfront Festival, Oronoco Bay Park
20 22 nd Annual Alexandria Red Cross Waterfront Festival, Oronoco Bay Park	21	22 6:00 P.M. Alexandria Commission on Persons with Disabilities annual award reception, Vola Lawson Lobby 7:00 P.M. Council Second Legislative Session, Council Chambers	23	24	25	26
27	28	29	30			

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