

City of Alexandria, Virginia

MEMORANDUM

DATE: NOVEMBER 20, 2003

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 work session with the Planning Commission at 6:00 p.m. before Council's Monday, December 8 legislative meeting (**revised date**);
- (2) change the date of the work session on the Visitors Center proposal from Monday, December 8 to Tuesday, January 13 at 6:00 p.m. (**revised date**);
- (3) schedule the work session on the City's Transportation Plan and Program at 6:00 p.m. before Council's Tuesday, January 27 legislative meeting (**revised date**); and
- (4) note that the calendar includes:
  - the follow up meetings to the City Council Retreat with consultant Lyle Sumek on Monday, December 1 and Tuesday, December 2 from noon to 3:30 p.m. (location to be determined);
  - the Earth Day Celebration on Saturday, April 24, from 9:00 a.m. to noon; and
  - *Christmas in April* on Saturday, April 24 (time and location to be determined).

**DISCUSSION:** We have suggested some alternative dates for some of the work sessions that we discussed with Council on November 11. We recommend that the work session with the Planning Commission be held before Council's December 8 legislative meeting and that the work session on the Visitors Center proposal be held before Council's January 13 legislative meeting. The work session on the Comprehensive Transportation Plan and Program is proposed to be held before Council's January 27 legislative meeting.

Councilwoman Woodson has asked that staff schedule a reception before one of Council's February legislative meetings for Black History Month and to recognize the Buffalo Soldiers, who were honored at a program at the Black History Resource Center in November. If possible, we will also have a display of City resident Carlton Funn's civil war memorabilia. Staff is checking on the availability of the participants, and we will return to Council in December with an update.

We will continue our retreat discussions with consultant Lyle Sumek on the afternoons of Monday, December 1 and Tuesday, December 2 from noon to 3:30 p.m.

**ATTACHMENTS:** Council Calendar

**STAFF:** Michele R. Evans, Assistant City Manager

# City Council Schedule - NOVEMBER 2003 as of 11-20-03

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 3:00 P.M. Alexandria Skatepark Dedication, Luckett Field Park
2	3	4	5	6	7 5:00 P.M. City Council Retreat, Lloyd House, 220 North Washington Street	8 9:00 A.M. City Council Retreat, G.W. Middle School library, 1005 Mt. Vernon Avenue
9	10 Veterans Day	11 6:00 P.M. Senior Services of Alexandria reception, Vola Lawson Lobby 6:45 P.M. Alexandria Transit Company Stockholders meeting, Council Chambers 7:00 P.M. Council First Legislative Session, Council Chambers	12	13	14 7:30 A.M. Kickoff Walk to School Day 2003 Celebration, Cora Kelly Elementary School	15 9:30 A.M. Council Public Hearing, Council Chambers
16	17	18 6:00 P.M. Mentor Foster Home Open House/Ribbon Cutting, 716 N. Columbus Street	19	20	21	22 11:00 A.M. Alexandria Adoption Saturday Celebration, Alexandria Circuit Court, 520 King Street
23	24	25 6:00 P.M. Work session with the City's General Assembly delegation, Council Work Room 7:00 P.M. Council Second Legislative Session, Council Chambers	26	27 HOLIDAY Thanksgiving	28 HOLIDAY 7:00 P.M. Annual Tree Lighting Ceremony, Market Square	29
30						

# City Council Schedule - DECEMBER 2003 as of 11-20-03

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 12:00 P.M. Council Retreat follow up (location TBD)	2 12:00 P.M. Council Retreat follow up (location TBD)	3	4	5	6 10:30 A.M. Scottish Christmas Walk parade
7	8 6:00 P.M. <del>Work session with the Visitors Center;</del> Council Work Room 7:00 P.M. Council First Legislative Session, Council Chambers	9	10	11	12	13
14	15	16 7:00 P.M. Council Public Hearing, Council Chambers	17	18	19 Hanukkah begins at sundown	20
21	22	23	24	25 HOLIDAY Christmas Eve (observed)	26 HOLIDAY Christmas (observed)	27
28	29	30	31			

H

# City Council Schedule - JANUARY 2004 as of 11-20-03

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 HOLIDAY New Year's Day	2	3
4	5	6	7	8	9 8:00 A.M. Annual Breakfast work session with Congressman Moran	10
11	12 8:00 A.M. Alternate date for Annual Breakfast work session with Congressman Moran	13 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 7:00 P.M. Council Second Legislative Session, Council Chambers	28	29	30	31

5

# City Council Schedule - FEBRUARY 2004 as of 11-20-03

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9 11:30 A.M. Black History Month Luncheon, Charles Houston Recreation Center, 905 Wythe Street	10 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	17	18	19	20	21 9:30 A.M. Council Public Hearings, Council Chambers
22	23	24 7:00 P.M. Council Second Legislative Session, Council Chambers	25	26	27	28
29						

# City Council Schedule - MARCH 2004 as of 11-20-03

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
		<p>9 6:00 P.M. Work Session with the Public Health Advisory Commission, Council Work Room</p>	10	11	12	<p>13 9:30 A.M. Council Public Hearing, Council Chambers</p>
		<p>7:00 P.M. Council First Legislative Session, Council Chambers</p>				
14	15	<p>16 7:00 P.M. Budget Work Session on revenue overview and other operating budget/CIP topics, Council Work Room</p>	17	18	19	20
21	22	<p>23 7:00 P.M. Council Second Legislative Session, Council Chambers</p>	24	25	26	27
28	<p>29 6:00 P.M. 24<sup>th</sup> Annual Salute to Women Awards Banquet, Holiday Inn and Suites, 625 First Street</p>	<p>30 7:00 P.M. Budget Work Session, topics TBD, Council Work Room</p>	31			

# City Council Schedule - APRIL 2004 as of 11-20-03

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3 9:30 A.M. 10 <sup>th</sup> 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	20	21 Tentative 7:00 P.M. Joint Work Session with School Board on the ACPS CJP and FY 2005 Operating Budget, Council Work Room	22	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	

2

# City Council Schedule - MAY 2004 as of 11-20-03

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
						8
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	
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)					

# City Council Schedule - JUNE 2004 as of 11-20-03

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		8 7:00 P.M. Council First Legislative Session, Council Chambers	9	10	11	12 9:30 A.M. Council Public Hearing, Council Chambers
13	14	15	16	17	18 22 <sup>nd</sup> Annual Alexandria Red Cross Waterfront Festival, Oronoco Bay Park	19 22 <sup>nd</sup> Annual Alexandria Red Cross Waterfront Festival, Oronoco Bay Park
20 22 <sup>nd</sup> Annual Alexandria Red Cross Waterfront Festival, Oronoco Bay Park	21	22 7:00 P.M. Council Second Legislative Session, Council Chambers	23	24	25	26
27	28	29	30			