

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 23, 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) Choose one of the following dates for a joint work session with the Planning Commission to discuss the King Street Retail Study and Potomac Yard: Monday, October 25 or Wednesday, October 27 at 7:00 p.m. in the Council Work Room;
- (2) Schedule a work session to view the video "Smart Growth Begins at the Local Level" developed by the Metropolitan Washington Council of Governments (COG) Metropolitan Development Policy Committee and to have a discussion with COG staff at 6:00 p.m. before Council's Tuesday, January 11, 2005 legislative meeting;
- (3) Schedule a joint work session with Council and the Alexandria Redevelopment and Housing Authority Board (ARHA) before Council's Tuesday, January 25, 2005, legislative meeting at 6:00 p.m. in the Council Work Room;
- (4) Note that Council interviews for City Manager are expected to be held Wednesday, October 20, Thursday, October 21 and Friday, October 22. Once Council reviews applications with the consultant on September 28 we will be able to provide more information on the interview schedule;
- (5) Note the following events that are included on or are changes to the regular schedule on the Council Calendar or for which information is attached:
 - the Urban Land Institute (ULI) Washington Landmark Technical Assistance Panel reception on Wednesday, September 29 at 5:00 p.m. at Landmark Mall, 5801 Duke Street;

- various activities at the Virginia Municipal League Conference which is scheduled in Alexandria from Sunday, October 3 through Tuesday, October 5 at the Hilton Alexandria Mark Center (See Draft Program, Attachment 2);
- the City's fifth annual National Disability Mentoring Day for Alexandria youth with disabilities on Wednesday, October 20 with a kickoff welcome at 9:30 a.m. in the Vola Lawson Lobby; and
- the Virginia Municipal League Day on Thursday, February 3, 2005, in Richmond; with a joint dinner with Arlington County and the legislative delegations from Alexandria and Arlington at 6:00 p.m. at the Linden Row Inn, 100 E. Franklin St.

DISCUSSION: It is important that City Council and the Planning Commission have a joint work session to discuss the King Street Retail Study and Potomac Yard. I recommend that this meeting be held on Monday, October 25 or Wednesday, October 27 at 7:00 p.m. in the Council work room.

Councilwoman Woodson has requested that Council have a work session to view and discuss the "Smart Growth Begins at the Local Level" video developed by the COG Metropolitan Development Policy Committee which she chairs. I recommend that the work session be scheduled at 6:00 p.m. before Council's Tuesday, January 11, 2005 legislative meeting.

ULI Technical Assistance Panel will be conducting a workshop on planning the future of Landmark Mall. On Wednesday, September 29 at 5:00 p.m. a reception will be held at Landmark Mall to provide an informal opportunity for the ULI panel to ask additional questions of the sponsor and key stakeholders.

Council members will be participating in a variety of activities at the Virginia Municipal League Conference at the Hilton Alexandria Mark Center from October 3-5. A draft of the program is attached (Attachment 2), and staff will be providing Council with additional details about the conference in the next week. For your information, on the night of Sunday, October 3, the VML opening reception is scheduled from 5:30 to 6:30 p.m. The Alexandria Branch of the NAACP is holding its reception and Annual Membership and Awards Banquet at the hotel that evening. The reception is at 6:00 p.m. and the banquet begins at 6:30 p.m.

The City's fifth annual National Disability Mentoring Day for Alexandria youth with disabilities is scheduled for Wednesday, October 20. Alexandria students from T.C. Williams High School and St. Coletta's School are matched with City department work place mentors according to their career interests. The event will begin with a kick-off welcome at 9:30 a.m. in the Vola Lawson Lobby. There will also be a lunch hosted by the Personnel Department in the Council Work Room.

The mayor has requested that Council hold a joint work session with the ARHA Board to discuss a variety of financial and programmatic issues. I recommend that Council hold the work session before its Tuesday, January 25 legislative meeting. We will confirm this date with ARHA before the Tuesday legislative meeting.

ATTACHMENTS:

- Attachment 1. Council Calendar
- Attachment 2. Draft VML Program

STAFF: Michele R. Evans, Assistant City Manager

City Council Schedule - SEPTEMBER 2004 as of 9-23-04

Hachment 1

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 HOLIDAY Labor Day	7	8	9	10	11 Festival of the Arts, Lower King Street
12 Festival of the Arts, Lower King Street	13	14 6:00 P.M. Citizenship Day Event, Market Square 7:00 P.M. Council First Legislative Session, Council Chambers	15 Rosh Hashanah begins at sundown	16	17	18
19	20	21 5:00 P.M. Council Public Hearing, Council Chambers	22	23	24 Yom Kippur begins at sunset	25
26	27	28 6:00 P.M. Work session on King/Beauregard Intersection Project, Council Work Room 7:00 P.M. Council Second Legislative Session, Council Chambers	29 5:00 P.M. ULLI reception, Landmark Mall, 5801 Duke Street	30		

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City Council Schedule - OCTOBER 2004 as of 9-23-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3 Virginia Municipal League Annual Conference, Hilton Alexandria Mark Center, 5000 Seminary Road	4 Virginia Municipal League Annual, Hilton Alexandria Mark Center, 5000 Seminary Road	5 Virginia Municipal League Annual Conference, Hilton Alexandria Mark Center, 5000 Seminary Road	6	7	8	9
10	11 HOLIDAY Columbus Day	12 6:00 P.M. Work session on Economic Development, Council Work Room 7:00 P.M. Council First Legislative Session, Council Chambers	13	14	15	16 9:30 A.M. Council Public Hearing, Council Chambers
17	18	19 Forum on Emergency Preparedness, Council Chambers	20 9:30 A.M. Kickoff for National Disability Mentoring Day, Vola Lawson Lobby Hold for City Manager Interviews	21 Hold for City Manager interviews	22 Hold for City Manager interviews	23 8:30 A.M. 10 th Annual Walk to Fight Breast Cancer, Cameron Run Regional Park
24	25	26 6:00 P.M. 40 th Anniversary Celebration of the Alexandria Economic Opportunities Commission, Vola Lawson Lobby 7:00 P.M. Council Second Legislative Session, Council Chambers	27	28	29	30
31						

City Council Schedule - NOVEMBER 2004 as of 9-23-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9 6:00 P.M. Senior Services of Alexandria reception, Vola Lawson Lobby 7:00 P.M. Council First Legislative Session, Council Chambers	10	11 Veterans Day	12	13 8:30 A.M. Durant Center renovation dedication, 1605 Cameron Street 9:30 A.M. Council Public Hearing, Council Chambers 6:30 P.M. Animal Welfare League Annual Dinner and Silent Auction, Holiday Inn Hotel and Suites, 625 First Street
14	15	16	17	18	19 7:00 P.M. Community Forum on Emergency Management, City Council Chamber	20 8:30 A.M. to 4:00 P.M. City Council Retreat, Lee Center Fire Training Rooms 2 and 3
21	22	23 6:00 P.M. Work session with General Assembly Delegation, Council Work Room 7:00 P.M. Council Second Legislative Session, Council Chambers	24	25 HOLIDAY Thanksgiving	26 HOLIDAY 7:00 P.M. Annual Tree Lighting Ceremony, Market Square	27
28	29	30 National League of Cities Congress of Cities Conference, Indianapolis				

City Council Schedule - DECEMBER 2004 as of 9-23-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 National League of Cities Congress of Cities Conference, Indianapolis	2 National League of Cities Congress of Cities Conference, Indianapolis	3 National League of Cities Congress of Cities Conference, Indianapolis	4 National League of Cities Congress of Cities Conference, Indianapolis 10:30 A.M. Scottish Christmas Walk Parade
5 1:40 P.M. Arrival of the Capitol Holiday Tree, George Washington Masonic Memorial	6	7 Hanukkah begins at sundown	8	9	10	11
12	13	14 6:00 P.M. NAACP reception, Vola Lawson Lobby 7:00 P.M. Council First Legislative Session, Council Chambers	15	16	17	18 9:30 A.M. Council Public Hearing, Council Chambers
19	20	21	22	23 HOLIDAY Christmas Eve (observed)	24 HOLIDAY Christmas (observed)	25
26	27	28	29	30	31	

City Council Schedule - JANUARY 2005 as of 9-23-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 New Year's Day
2	3 HOLIDAY New Year's Day (observed)	4	5	6	7	8
9	10	11 7:00 P.M. Council First Legislative Session, Council Chambers	12	13	14	15
16	17 HOLIDAY Martin Luther King, Jr. Day (observed)	18	19	20 HOLIDAY Presidential Inauguration Day	21	22 9:30 A.M. Council Public Hearing, Council Chambers
23	24	25 7:00 P.M. Council Second Legislative Session, Council Chambers	26	27	28	29
30	31					

City Council Schedule - FEBRUARY 2005 as of 9-23-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 VML Day 6:00 P.M. VML Day dinner, Linden Row Inn, 100 E. Franklin Street, Richmond	4	5
6	7	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	19
20	21 HOLIDAY Presidents' Day 1:00 P.M. George Washington Birthday Parade	22 7:00 P.M. Council Second Legislative Session, Council Chambers	23	24	25	26
27	28					

City Council Schedule - MARCH 2005 as of 9-23-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5 12:30 P.M. St. Patrick's Day Parade
6	7	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	19
20	21	22 7:00 P.M. Council Second Legislative Session, Council Chambers	23	24	25 Good Friday	26
27 Easter	28	29	30	31		

City Council Schedule - APRIL 2005 as of 9-23-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12 7:00 P.M. Council First Legislative Session, Council Chambers	13	14	15	16 9:30 A.M. Council Public Hearing, Council Chambers
17	18	19	20	21	22	23 Passover begins at sunset
24 Passover	25	26 7:00 P.M. Council Second Legislative Session, Council Chambers	27	28	29	30

City Council Schedule - MAY 2005 as of 9-23-04

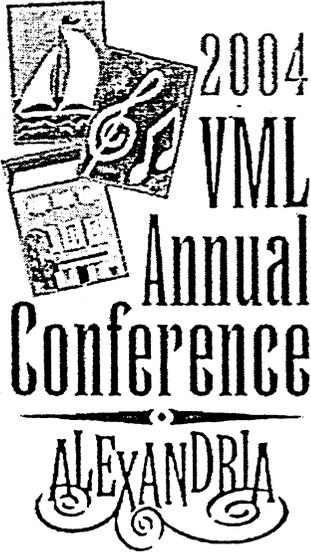
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10 7:00 P.M. Council First Legislative Session, Council Chambers	11	12	13	14 9:30 A.M. Council Public Hearing, Council Chambers
15	16	17	18	19	20	21
22	23	24 7:00 P.M. Council Second Legislative Session, Council Chambers	25	26	27	28
29	30 HOLIDAY Memorial Day	31				

City Council Schedule - JUNE 2005 as of 9-23-04

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 7:00 P.M. Council First Legislative Session, Council Chambers	15	16	17	18 9:30 A.M. Council Public Hearing, Council Chambers
19	20	21	22	23	24	25
26	27	28 7:00 P.M. Council Second Legislative Session, Council Chambers	29	30		



LOCAL GOVERNMENTS WORKING TOGETHER SINCE 1905.



October 3-5
Hilton Alexandria Mark Center
5000 Seminary Road

City of Alexandria Web Site	
Conference Registration (PDF)	Room Registration Form (PDF)
Preliminary Conference Agenda (PDF)	
Exhibitors FAQ,s and information	
Hotel directions & transportation	
Hilton Alexandria Mark Center, 5000 Seminary Road	
Sheraton Pentagon South Hotel, 4641 Kenmore Avenue	
Doubletree Hotel Crystal City, 300 Army Navy Drive	

2004 VML Annual Conference Preliminary Agenda

Updated 9/10/04

All activities except as noted below will take place at Hilton Alexandria Mark Center, 5000 Seminary Road.

Sunday, Oct. 3	
8 a.m. - Shot Gun Start	VML Golf Tournament Herndon Centennial Golf Course (pre-registration required; separate fee applies)
1-3 p.m.	Executive Committee meeting
3-5 p.m.	Legislative Committee meeting
2-6:30 p.m.	Registration & Exhibit Hall
5 p.m.	Nominations Committee meeting
5-5:30 p.m.	Orientation for first-time conference participants
5:30-6:30 p.m.	Opening reception
Monday, Oct. 4	
8 a.m.-4 p.m.	Registration & Exhibits
8 - 8:45 a.m.	Continental Breakfast
9-11:45 a.m.	Opening session Anthony Williams, Mayor, Washington, D.C., First Vice President, National League of Cities Mark Shields, Political Commentator & Journalist
10 a.m.-3 p.m.	Spouses Program Mount Vernon Tour, lunch included (tickets required)
11:45 a.m.-1:15 p.m.	Lunch on your own
11:45 a.m.-1:30 p.m.	Virginia Local Government Managers Association Luncheon (tickets required; for members of VLGMA)
1:30-3 p.m.	Concurrent Sessions How to Hold a Meeting – Parliamentary Procedures and More Gangs: Strategies for Your Community

	<p>Connecting Your Community: Bringing Broadband to Town (town track) Economic Development Incentives in Virginia: a Local Practitioners Guide Quality Risk Management Through Comparative Performance Measurement & Continuous Mar GIS Web Site: Saving Money and Improving Service Delivery</p>
3-3:15 p.m.	Refreshment Break
3:15-4:30 p.m.	<p>Concurrent Sessions</p> <ul style="list-style-type: none"> Traffic Calming Methods and Solutions Implementing Rental Inspection Programs Children's Health Issues U. S. Communities & On-Line Purchasing Advancing Economic Development Through the Use of Federal Workforce Resources and Func Focus on Town/County Relations (town track)
6-9 p.m.	<p>Host City Night</p> <p>An evening on the Potomac in Old Town Alexandria. Dining and music at the Torpedo Factory, House Restaurant, and along the waterfront.</p>
Tuesday, Oct. 5	
7:30 a.m.-8:30 a.m.	<p>Prayer Breakfast</p> <p>Tickets required.</p>
8 -8:45 a.m.	Continental Breakfast
8 a.m.-noon	Registration
9-10:15 a.m.	<p>Opening Session</p> <p>Ed McMahon, Urban Land Institute, Resident Fellow for Sustainable Development, Washington</p>
10 a.m.-3 p.m.	<p>Spouses Program</p> <p>Franklin Delano Roosevelt Memorial and National World War II Memorial, lunch included (ticket</p>
10:15-10:45 a.m.	Refreshment Break
10:45 a.m.-noon	<p>Section Elections and Workshops</p> <ul style="list-style-type: none"> ● Town Section - VTRANS2025: Future of Transportation in Virginia ● Urban Section - Visioning and Goal Setting ● City Section - Land Use Law and Property Rights
Noon-1:30 p.m.	Lunch on Your Own
Noon-1:30 p.m.	<p>Women in Local Government Luncheon</p> <p>Tickets required</p>
1:30-3 p.m.	<p>Concurrent Workshops & Local Government Round Tables</p> <p>Workshop Topics</p> <ul style="list-style-type: none"> ● University/Community Relations ● Financing Strategies for Brownfield and Community Redevelopment ● Telecommunications Tax Reform <p>Local Government Roundtables</p> <p>An expert on the topic will staff each round table. Every 30 minutes delegates will go to a differe their choice. Topics include:</p> <ul style="list-style-type: none"> ● Beautification of State Rights-of-Way ● Conflicts of Interest ● Enterprise Zone Reauthorization ● EVa-State On-Line Procurement Program ● Freedom of Information Act ● Increasing Revenue and Efficiency; Best Practices in Municipal Parking/Permitting-T2 ● Performance Measurements ● Photo-Red Traffic Enforcement ● Qualities to Look for in a Police Chief ● Storm Water Regulations: New Responsibilities for Local Governments ● VDOT Maintenance Payments ● Virginia Elected Officials Leadership Academy

	<ul style="list-style-type: none"> ● Working with Congress
3-3:15 p.m.	Refreshment Break
3:15-4:30 p.m.	Annual Business Meeting & Election of Officers
5:30-6:15 p.m.	Reception
6:15-9 p.m.	Banquet <ul style="list-style-type: none"> ● Presentation of VML Achievement Awards ● Remarks by incoming president ● Entertainment - the Capitol Steps
Program Note: All times and locations are subject to change.	

About the VML Annual Conference

Each fall about 1,000 local government officials, speakers and exhibitors attend the VML Annual Conference. The conference includes:

- General sessions featuring political leaders, nationally-known speakers and local government experts.
- Workshop sessions on a variety of local government issues.
- Business meeting focusing on the adoption of the annual VML legislative program and the election of officers for the upcoming year.
- The presentation of the annual achievement awards recognizing excellence in local government programs.
- The opportunity for networking with colleagues from across the state.
- Exhibit hall featuring the latest in products and services for local governments.

Upcoming annual conferences

2005 (100th Anniversary) -- Richmond, Richmond Marriott
 2006 -- VA Beach, Virginia Beach Conference Center
 2007 -- James City County (Williamsburg), Williamsburg Marriott
 2008 -- Norfolk, Norfolk Waterside Convention Center
 2009 -- Roanoke, Hotel Roanoke & Conference Center

Conference logistics

The VML Annual Conference is typically held in a single "conference" hotel or convention center. Because of the number of sleeping rooms needed, blocks of rooms also are set aside for VML participants at other hotels nearby. Bus or trolley transportation is generally provided between the overflow hotels and the main conference hotel.

Hotel reservation information is available from the league office. Call 804-649-8471.

A conference registration packet will be mailed to local elected officials and clerks. The packets, which include all necessary registration forms, also will be published in the July issue of *Virginia Town & City*. Information on speakers, workshops and activities at the conference is included in *Virginia Town & City, Update* and through individual mailings. Check back for more information about registration fees for members and non-members

Please let us know

...any ideas you have on how to improve the annual conference! Maybe you know of a great speaker, or you think we should include a workshop on a particular idea. Please send your ideas to Denise Thompson at telephone: 804/649-8471; fax: 804/343-3758.

If you are interested in additional information about exhibiting at the conference, please contact Kimberly Pollard.