

## City of Alexandria, Virginia

## MEMORANDUM

**DATE:** SEPTEMBER 8, 2011  
**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
**FROM:**  BRUCE JOHNSON, ACTING CITY MANAGER  
**SUBJECT:** CITY COUNCIL SCHEDULE

---

**ISSUE:** City Council Schedule.

**RECOMMENDATION:** That City Council:

1. Approve the calendar (Attachment) which includes the schedule of City Council legislative meetings and public hearings for September 2011 through June 2012;
2. Schedule the following work sessions at 5:30 p.m. before Council's legislative meetings:
  - Tuesday, October 11 work session on the proposed guidelines for the Fund for Human Services;
  - Tuesday, October 25 work session with the Homeless Services Coordinating Council; and
  - Tuesday, February 28, 2012 annual meeting of the Alexandria Transit Company Stockholders and a work session on DASH issues;
3. Schedule work sessions on the proposed budget on at least three (four, if possible) of the following dates at 7 p.m. in the Council Workroom:
  - Monday, October 17;
  - Tuesday, October 18;
  - Tuesday, November 1;
  - Monday, November 7;
4. Our City Office of Emergency Management is holding an Alexandria Community Emergency Management Forum at 7 p.m. on Monday, September 26 at Landmark Center, and this event has been added to the calendar; and

5. Note that the Council is invited to the special Americans with Disabilities Act training scheduled at 8 a.m. on Friday, October 7 in City Hall Room 2000 (the Chet and Sabra Avery Conference Room). The training was planned by the Alexandria Commission on Persons with Disabilities, and the Commission will be communicating with Council about a second training opportunity later in October.

**DISCUSSION:** The City Council calendar for September through June is provided for your approval. Because the state-wide General Election occurs on Tuesday, November 8, the City Council legislative meeting has been moved to Wednesday, November 9.

Our City Office of Emergency Management is holding an Alexandria Community Emergency Management Forum at 7 p.m. on Monday, September 26 at Landmark Center. The purpose of the forum is to inform the community and provide the opportunity for discussion about the City's emergency response capabilities in the area around the BRAC 133 Washington Headquarters Services facility at the Mark Center. This event has been added to Council's calendar.

As a part of Americans with Disabilities month, the Alexandria Commission on Persons with Disabilities has invited Council to an ADA training program at 8 a.m. Friday, October 7, in Room 2000. This event has been added to the calendar.

The Council calendar already includes the Tuesday, September 27 work sessions with the Alexandria HIV/AIDS Task Force at 5:30 p.m. and the Alexandria Archaeological Commission at 6:15 p.m. which were postponed in June and rescheduled for September. The calendar also includes a November 22 work session to discuss the City's proposed legislative package with the State legislative delegation.

Staff proposes that Council schedule work session before the October legislative meetings on the proposed guidelines for the Fund for Human Services (Tuesday, October 12) and with the Homeless Services Coordinating Council (Tuesday, October 25).

Staff recommends that the annual meeting of the Alexandria Transit Company Stockholders and a work session on DASH issues be scheduled before the February 28 legislative meeting.

**Fall Budget Public Hearing and Work Sessions:** With respect to the fall public hearing on the budget, staff recommends that the hearing be held as part of the Saturday, October 15 public hearing meeting.

Staff recommends that Council select three to four evenings in late October or early November from among the dates suggested above for the annual budget retreat sessions. We will return to Council with a proposed date in November for a joint budget work session with the School Board.

**ATTACHMENT:** City Council Calendar (September 2011 through June 2012)

**STAFF:**

Michele Evans, Deputy City Manager

## City Council Schedule – SEPTEMBER 2011 as of 09-08-11

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 HOLIDAY Labor Day	6	7	8	9 11:30 A.M. Special City Council Meeting Council Chamber  12:00-1:00 P.M.- 9/11 10 <sup>th</sup> Anniversary Program, Market Square	10 10 A.M.- 7 P.M. Alexandria Festival of the Arts
11 10 A.M.- 5 P.M. Alexandria Festival of the Arts  6	12	13 6 P.M. Annual Citizenship Day Program, Market Sq.  7:00 P.M.- City Council First Legislative Meeting, Council Chamber	14	15	16	17 9:30 A.M.- City Council Public Hearing, Council Chamber
18	19 7 P.M.- City Council- Planning Commission joint work session on the Beauregard Small Area Plan Issues	20	21	22	23	24
25	26 7 P.M. Alexandria Community Emergency Management Forum Landmark Mall 2 <sup>nd</sup> Floor	27 5:30 P.M. Work Session with the Alexandria HIV/AIDS Task Force & 6:15 P.M. Work Session with the Alexandria Archaeological Commission, Council Work Room  7 P.M.- City Council Second Legislative Meeting, Council Chamber	28 Rosh Hashanah (begins at sunset)	29 Rosh Hashanah	30	

# City Council Schedule – OCTOBER 2011 as of 09-08-11

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 10 A.M. – 6 P.M. Art on the Avenue
2 Virginia Municipal League Conference, Ramada Plaza Henrico County	3 Virginia Municipal League Conference, Ramada Plaza Henrico County	4 Virginia Municipal League Conference, Ramada Plaza Henrico County	5	6	7 8:00 A.M.- ADA Training, Room 2000 City Hall  Yom Kippur (begins at sunset)	8  Yom Kippur
9  4	10  HOLIDAY  Columbus Day	11 <b>7:00 P.M.- City Council First Legislative Meeting, Council Chamber</b>	12	13	14	15 <b>9:30 A.M.- City Council Public Hearing, Council Chamber</b>
16	17	18	19	20	21	22 8:30 A.M.-10:30 A.M. Walk to Fight Breast Cancer AMC Hoffman Center
23	24	25 <b>7:00 P.M.- City Council Second Legislative Meeting, Council Chamber</b>	26	27	28	29
30	31					

## City Council Schedule – NOVEMBER 2011 as of 09-08-11

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8 NLC Conference- Phoenix 6:00 A.M. to 7:00 P.M.- General Election	9 NLC Conference-Phoenix 10:00 A.M.to noon- Police Facility Dedication  7:00 P.M.- City Council First Legislative Meeting, Council Chamber	10 NLC Conference- Phoenix	11 NLC Conference-Phoenix  Veterans' Day	12 NLC Conference-Phoenix  9:30 A.M.- City Council Public Hearing, Council Chamber
13  5	14	15	16	17	18	19
20	21	22 5:30 P.M. Work Session w/ the State Legislative Delegation, Work Room  7:00 P.M.- City Council Second Legislative Meeting, Council Chamber	23	24 HOLIDAY  Thanksgiving Day	25 HOLIDAY  7:00 P.M.- Annual Tree Lighting Ceremony, Market Square	26
27	28	29	30			

## City Council Schedule – DECEMBER 2011 as of 09-08-11

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3 10:30 A.M.- Scottish Christmas Walk
4	5	6	7	8	9	10
11 6	12	13 7:00 P.M.- City Council First Legislative Meeting, Council Chamber	14	15	16	17 9:30 A.M.- City Council Public Hearing, Council Chamber
18	19	20 Hanukkah (begins at sundown)	21	22	23 HOLIDAY Christmas Eve observed	24 Christmas Eve
25 Christmas Day	26 HOLIDAY Christmas Day observed	27	28 Hanukkah ends	29	30	31

# City Council Schedule – JANUARY 2012 as of 09-08-11

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

## City Council Schedule – FEBRUARY 2012 as of 09-08-11

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9 Virginia Municipal League Local Government Day, Richmond	10	11
12  8	13	14 7:00 P.M.- City Council First Legislative Meeting, Council Chamber	15	16	17	18
19	20 HOLIDAY Presidents' Day  1:00 P.M. George Washington Birthday Parade	21	22	23	24	25 9:30 A.M.- City Council Public Hearing, Council Chamber
26	27	28 7:00 P.M.- City Council Second Legislative Meeting, Council Chamber	29			

## City Council Schedule – MARCH 2012 as of 09-08-11

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

## City Council Schedule – APRIL 2012 as of 09-08-11

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6 Good Friday  Passover (begins at sunset)	7 Passover
8 Easter	9	10 7:00 P.M.- City Council First Legislative Meeting, Council Chamber	11	12	13 Passover ends	14 9:30 A.M.- City Council Public Hearing, Council Chamber
15 01	16	17	18 6:00-9:00 P.M.- ANHSI Cinco de Mayo, Jack Taylor Alexandria Toyota (3750 Jefferson Davis Highway)	19	20	21
22	23	24 7:00 P.M.- City Council Second Legislative Meeting, Council Chamber	25	26	27	28
29	30					

## City Council Schedule – MAY 2012 as of 09-08-11

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

## City Council Schedule – JUNE 2012 as of 09-08-11

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