


City of Alexandria, Virginia

23  
9-10-02

MEMORANDUM

DATE: SEPTEMBER 5, 2002  
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
FROM: PHILIP SUNDERLAND, CITY MANAGER   
SUBJECT: CITY COUNCIL SCHEDULE

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**ISSUE:** City Council Schedule.

**RECOMMENDATION:** That City Council:

- 1) adopt the schedule of Council's regular City Council meetings for September 2002 through June 2003 (Attachment 1). As Council requested, the date of Council's second legislative session in October has been changed from Tuesday, October 22 to Wednesday, October 23, so that Council can attend the VML Annual Conference in its entirety;
- 2) schedule a fall public hearing on the FY 2004 Budget during Council's Saturday, November 16 public hearing meeting. The purpose of the hearing is to obtain citizen input prior to preparation of next year's budget (Attachment 2);
- 3) schedule a work session with the City's General Assembly delegation to discuss the City's 2003 Virginia General Assembly package at 6:00 p.m. before Council's regular meeting on Tuesday, November 26;
- 4) note the following events that are included on the Council Calendar:
  - the City's September 11, 2001, Commemorative Event on Tuesday, September 10 at 6:00 p.m. at Market Square;
  - the ceremony to recognize the demolition of the Datatel building before Council's Saturday, September 14 public hearing meeting, at 8:30 a.m., at 3700 Mt. Vernon Avenue;
  - a joint work session with the Alexandria School Board to discuss the secondary schools project on Thursday, September 17 at 7:00 p.m. at the T.C. Williams High School cafeteria;
  - corrected date for the Columbus Day holiday as Monday, October 14;

- the Virginia Municipal League (VML) Annual Conference, Sunday October 20 through Tuesday, October 22, at the Waterside Convention Center, Norfolk, Virginia;
- Council's fall Retreat on Saturday, October 26, at 11:00 a.m, in the Catherine Lodge at the Winkler Botanical Preserve;
- the Alexandria City Public Schools Family Involvement Rally on Saturday, November 9 from 8:30 a.m to noon, at G.W. Middle School, 1005 Mount Vernon Avenue;
- a Senior Services reception on Tuesday, November 12 in the Vola Lawson Lobby before Council's legislative meeting;
- corrected dates for Passover as beginning Tuesday, April 15 at sunset through Wednesday, April 16 and Easter as Sunday, April 20;
- the Alexandria Commission on Persons with Disabilities annual reception and awards ceremony, at 6:00 p.m. before the City Council meeting on Tuesday, June 24 (location TBD).

**DISCUSSION:** The attached calendar includes the schedule of Council meetings for September 2002 through June, 2003.

Council members have expressed an interest in holding a fall public hearing on the City's budget for the upcoming fiscal year to obtain input while the budget is still in the City Manager/departmental preparation phase. This would be in addition to an April public hearing on the budget. I recommend that a FY 2004 Budget Public Hearing be scheduled for the November 16 City Council Saturday public hearing meeting.

I recommend that Council schedule its annual work session with the City's General Assembly delegation to discuss the City's 2003 Virginia General Assembly package at 6:00 p.m. before Council's legislative meeting on Tuesday, November 26.

The joint work session with the Alexandria School Board will be held on Thursday, September 17 discuss the secondary schools project at the T.C. Williams High School cafeteria.

**ATTACHMENTS:**

Attachment 1: Council Calendar

Attachment 2: Memorandum on Fiscal Year 2004 Budget Public Hearing

**STAFF:**

Michele R. Evans, Assistant City Manager

# City Council Schedule - SEPTEMBER 2002 as of 9-05-02

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 HOLIDAY Labor Day	3	4	5	6 Rosh Hashanah begins at sundown	7
8	9	10 6:00 P.M. September 11 Commemorative Event, Market Square  7:30 P.M. Council First Legislative Session, Council Chambers	11	12	13	14 8:30 A.M. Datatel Demolition Ceremony  9:30 A.M. Council Public Hearing, Council Chambers
15 Yom Kippur begins at sundown	16	17 7:00 P.M. City Council/School Board Joint Work Session, T.C. Williams Cafeteria	18	19	20	21
22	23	24 7:30 P.M. Council Second Legislative Session, Council Chambers	25	26 11:30 A.M. Alexandria Convention and Visitors Association Annual Meeting, Mango Mike's Restaurant, 4580 Duke Street	27	28
29	30					

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# City Council Schedule - OCTOBER 2002 as of 9-5-02

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8 7:30 P.M. Council First Legislative Session, Council Chambers	9	10	11	12
13	14 HOLIDAY Columbus Day	15	16	17	18	19 9:30 A.M. Council Public Hearing, Council Chambers
20 Virginia Municipal League Annual Conference, Waterside Convention Center, Norfolk	21 Virginia Municipal League Annual Conference, Waterside Convention Center, Norfolk	22 Virginia Municipal League Annual Conference, Waterside Convention Center, Norfolk	23 7:30 P.M. Council Second Legislative Session, Council Chambers	24	25	26 <b>8:30 A.M.</b> 8 <sup>th</sup> Annual Walk to Fight Breast Cancer, start time 8:30 a.m., walk begins at 9:00 a.m., Cameron Run Regional Park  <b>11:00 A.M.</b> City Council Retreat, Catherine Lodge, Winkler Botanical Preserve, 5400 Roanoke Avenue
27	28	29	30	31		

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# City Council Schedule - NOVEMBER 2002 as of 9-5-02

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9 8:30 A.M. Alexandria City Public Schools Family Involvement Rally, G.W. Middle School, 1005 Mount Vernon Ave.
10	11 Veterans Day	12 <b>6:00 P.M.</b> Senior Services Reception, Vola Lawson Lobby  <b>7:30 P.M.</b> 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
24	25	26 <b>6:00 P.M.</b> Hold for work session with City's General Assembly delegation, Council Work Room  <b>7:30 P.M.</b> Council Second Legislative Session, Council Chambers	27	28 HOLIDAY Thanksgiving	29 HOLIDAY Hanukkah begins at sundown	30

# City Council Schedule - DECEMBER 2002 as of 9-5-02

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10 7:30 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 HOLIDAY Christmas Eve	25 HOLIDAY Christmas	26	27	28
29	30	31				

# City Council Schedule - JANUARY 2003 as of 9-5-02

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

# City Council Schedule - FEBRUARY 2003 as of 9-5-02

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

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# City Council Schedule - MARCH 2003 as of 9-5-02

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11 7:30 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 7:30 P.M. Council Second Legislative Session, Council Chambers	26	27	28	29
30	31					

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# City Council Schedule - APRIL 2003 as of 9-5-02

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

# City Council Schedule - MAY 2003 as of 9-5-02

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6 City Council Election	7	8	9	10
11	12	13 7:30 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	22	23	24
25	26 HOLIDAY Memorial Day (observed)	27 7:30 P.M. Council Second Legislative Session, Council Chambers	28	29	30	31

# City Council Schedule - JUNE 2003 as of 9-5-02

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10 7:30 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 7:30 P.M. Council Second Legislative Session, Council Chambers	25	26	27	28
29	30					

## City Council Schedule - JULY 2003 as of 9-5-02

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 City Council Installation (time and location TBD)	2	3	4 HOLIDAY Independence Day	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# City Council Schedule - AUGUST 2003 as of 9-5-02

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6q	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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## City of Alexandria, Virginia

## MEMORANDUM

DATE: AUGUST 12, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: FISCAL YEAR 2004 BUDGET PUBLIC HEARING

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Over the last several years, Council members have expressed an interest in holding a fall public hearing on the City's budget for the upcoming fiscal year to obtain public input while the budget is still in the City Manager/departamental preparation phase. This would be in addition to an April public hearing on the budget. Last fall, the events of September 11 shifted the City's focus and, as a result, we did not schedule a fall public hearing.

Staff is preparing the FY 2004 budget schedule, and I propose that a FY 2004 Budget Public Hearing be scheduled for the November 16 City Council Saturday public hearing meeting. We could combine the public hearing with the traditional public hearing on the City's Annual Report. Since the Annual Report covers City accomplishments, priorities, fiscal condition and major challenges for the future, it seems a good match for a budget public hearing which is likely to focus on many issues in these areas for the fiscal year ahead.

A November public hearing will allow City Council time to confirm this proposal at its first legislative meeting in September, and also allow adequate time for community notification of the November hearing. A November public hearing is also early enough in the budget process to make public input meaningful, but late enough that the fiscal framework for the upcoming budget year is fairly clear.

cc: Mark Jinks, Assistant City Manager  
Michele Evans, Assistant City Manager  
Rose Boyd, Director, Citizen Assistance  
Beverly Jett, City Clerk and Clerk of Council  
Carol Moore, Acting Deputy Director, Office of Management and Budget