

City of Alexandria, Virginia

9-14-04

MEMORANDUM

DATE: SEPTEMBER 9, 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) Adopt the schedule of Council's regular City Council meetings for September 2004 through June 2005 (Attachment);
- (2) Schedule a work session to discuss the King/Beauregard Intersection Project at 6:00 p.m. before Council's Tuesday, September 28 legislative meeting;
- (3) Schedule a work session to discuss Economic Development at 6:00 p.m. before Council's Tuesday, October 12 legislative meeting;
- (4) Reserve the week of October 18 (one or more weekday evenings and possibly during the day on Saturday) for Council interviews of City Manager candidates. Further information on dates and times will be provided to Council later in September.
- (5) Schedule a one day Council retreat on Saturday, November 20 with an alternative date of Saturday, November 6 at the Lee Center Fire Training Center;
- (6) Schedule the dedication of the renovated Durant Center (1605 Cameron Street) at 8:30 a.m. before Council's Saturday, November 13 public hearing meeting;
- (7) Change the January Saturday public hearing meeting to Saturday, January 22 to avoid a conflict with the Martin Luther King, Jr. holiday weekend;

(8) Note the following events that are included on or are changes to the regular schedule on the Council Calendar:

- the Festival of the Arts from Saturday, September 11 through Sunday, September 12;
- the Virginia Municipal League Annual Conference Sunday, October 3 through Tuesday, October 5 at the Hilton Alexandria Mark Center, 5000 Seminary Road;
- the 40th Anniversary Celebration of the Alexandria Economic Opportunities Commission in the Vola Lawson Lobby at 6:00 p.m. before Council's Tuesday, October 26 legislative meeting;
- the Senior Services of Alexandria reception at 6:00 p.m. in the Vola Lawson Lobby before Council's Tuesday, November 9 legislative meeting;
- the Animal Welfare League's Annual Dinner and Silent Auction on Saturday, November 13 at 6:30 p.m. at the Holiday Inn Hotel and Suites, 625 First Street;
- the annual work session with the City's General Assembly delegation at 6:00 p.m. before Council's Tuesday, November 23 legislative meeting, which was noted on the draft Council calendar in June;
- the Annual Tree Lighting ceremony on Friday, November 26 at 7:00 p.m. on Market Square;
- the National League of Cities Congress of Cities Conference from Tuesday, November 30 through Saturday, December 4 in Indianapolis;
- the Scottish Christmas Walk Parade at 10:30 a.m. on Saturday, December 4;
- the arrival of the Capitol Holiday Tree on Sunday, December 5 at 1:40 p.m. at the George Washington Masonic Memorial;
- the Alexandria Chapter of the NAACP's reception for Council at 6:00 p.m. in the Vola Lawson Lobby before Council's Tuesday, December 14 legislative meeting;
- Presidential Inauguration Day on Thursday, January 20;
- the annual George Washington Birthday Parade on Monday, February 21 at 1:00 p.m.; and
- the annual St. Patrick's Day Parade on Saturday, March 5 at 12:30 p.m.

DISCUSSION: Each September Council adopts the calendar of regular Council meetings for September - June. The attached calendar includes the schedule of Council meetings for September 2004 through June 2005.

We need to schedule work sessions on the King/Beauregard Intersection Project and on economic development early in the fall. I recommend that Council hold the King/Beauregard work session before its Tuesday, September 28 legislative meeting and the work session on economic development before its Tuesday, October 12 legislative meeting.

The Virginia Municipal League will hold its annual conference in Alexandria at the Hilton Alexandria Mark Center Sunday, October 3 through Tuesday, October 5. The City's host night reception is planned for Monday night October 4 at the Torpedo Factory Art Center, and we will be providing Council with further details on the conference program in the next few weeks.

The mayor has asked that Council reserve the week of October 18 for interviews of city manager candidates. The interviews likely would be on the weekday evenings or during the day on Saturday, October 16. More information on the interview schedule will be provided later in September, once Council receives a report from its consultant.

Council needs to reserve a Saturday in the fall for a one day retreat. I recommend that Council hold the retreat at the Lee Center Fire Training Center on Saturday, November 20 from 9 a.m. to 4 p.m. A back up date is Saturday, November 6.

The Alexandria Economic Opportunities Commission will celebrate its 40th anniversary this year. The commission will have a reception and program in the Vola Lawson Lobby before Council's Tuesday, October 26 legislative meeting.

Senior Services of Alexandria has asked to have its annual reception for Council at 6:00 p.m. before the Tuesday, November 9 legislative meeting.

Council's annual work session with the City's delegation to the General Assembly will be held at 6:00 p.m. before Council's Tuesday, November 23 legislative meeting.

This year the holiday tree for the United States Capitol is being brought through Alexandria on its way to Washington D. C. The tree will be at the George Washington Masonic Temple at about 1:40 p.m. on Sunday, December 5, and there will be a brief program and refreshments before the tree is taken to the District of Columbia.

The Alexandria Chapter of the NAACP would like to host a reception for Council at 6:00 p.m. in the Vola Lawson Lobby before the Tuesday, December 14 legislative meeting, and this event has been added to Council's calendar.

The Alexandria Health Department and the Department of Mental Health, Mental Retardation

and Substance Abuse Clubhouse and Substance Abuse Day Treatment programs have moved to their new location at 4480 King Street. We plan to have a formal dedication late afternoon on a weekday in early October. In the meantime, if any Council members would like to tour the facility, please call Val Brown in the City Manager's Office and let her know.

ATTACHMENTS: Council Calendar

STAFF: Michele R. Evans, Assistant City Manager

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

| 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 7:00 P.M. Council Second Legislative Session, Council Chambers | 29 | 30 | | |

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

| 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 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 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 Voia Lawson Lobby | 27 | 28 | 29 | 30 |
| 31 | | 7:00 P.M. Council Second Legislative Session, Council Chambers | | | | |

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

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

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

| 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 |
| | | 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 9-9-04

| 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 9-9-04

| 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 |
| 6 | 7 | | | | | |
| | | | | | | |
| 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 |
| | | | | | | 10 |
| 27 | 28 | | | | | |

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

| 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 9-9-04

| 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 |

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

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

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

| 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 <i>14</i> |
| 26 | 27 | 28 7:00 P.M. Council Second Legislative Session, Council Chambers | 29 | 30 | | |