


City of Alexandria, Virginia

26
9-9-08

MEMORANDUM

DATE: SEPTEMBER 5, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: CITY COUNCIL SCHEDULE

ISSUE: City Council Schedule.

RECOMMENDATION: That City Council:

- (1) Note that a joint work session with the Alexandria Redevelopment and Housing Authority, the Planning Commission and the Parker Gray Board of Architectural Review on the James Bland Redevelopment Plan is scheduled for 7:30 p.m. on Wednesday, September 10, at 1100 North Fayette Street;
- (2) Decide whether or not it wishes to change the dates of the first legislative meeting in November from Tuesday, November 11, to Tuesday, November 18, and the Saturday, November 15, public hearing meeting to Saturday, November 22, because of a conflict with Veterans Day and the annual National League of Cities Conference;
- (3) Change the location of the Tuesday, October 28, Legislative Meeting from City Hall to the School Board Building at 2000 North Beauregard Street and schedule a work session on the Landmark Van Dorn Plan at 5:30 p.m. before the legislative meeting;
- (4) Adopt the Council meeting schedule for September, 2008 - June 2009, which includes Council's legislative and public hearing meetings with the changed meeting location for October 28, and the November meeting dates as decided above;
- (5) Schedule the annual City Council Retreat on Saturday, October 25, at 9:30 a.m. (location to be determined) after the Walk to Fight Breast Cancer;
- (6) Schedule a public hearing on the proposed FY 2010 Budget at 7 p.m. in the Council Chamber on Thursday, October 30;
- (7) Hold Thursday, November 6, as a possible date for the Capital Improvement Program community meeting;

- (8) Add the Mayor's Annual Unity Breakfast at the Mark Hilton on Wednesday, November 26, at 7:30 a.m.;
- (9) Schedule a work session to discuss Potomac Yard Retail at 5:30 p.m. before its Tuesday, December 9, legislative meeting;
- (10) Schedule the ribbon cutting/dedication of the Monroe Avenue Bridge at 8:15 a.m. before Council's Saturday, December 13, public hearing meeting;
- (11) Note other additions to the calendar since June including:
 - the September 11, 2001, Remembrance Ceremony at 1 p.m. in Market Square on Thursday, September 11;
 - the dedication of the Hunter-Miller Park Playground at 8:30 a.m. on Saturday, September 13;
 - the Departments of Transportation and Environmental Services and Recreation, Parks and Cultural Activities' new facility open house at 2900 Business Center Drive on Friday, September 19, from 9:00 a.m. to 12:00 p.m.;
 - the Historic Alexandria Museum Gala, "Making Alexandria History," at the Torpedo Factory Art Center at 7:00 p.m. on Saturday, September 27;
 - the Wesley Housing ParcView grand opening event on Thursday, October 23, from 11:00 a.m. to 1:00 p.m.; and
 - the Animal Welfare League of Alexandria Annual Dinner and Silent Auction on Saturday, October 25, at the Holiday Inn and Suites, 625 First Street. The Silent Auction begins at 6:30 pm. and Dinner at 8:00 p.m.
- (12) Schedule a City Council/Schools Joint Work Session in November. Date to-be-determined.

DISCUSSION: At its last legislative meeting in June Council decided to make a determination in September on whether or not to change the dates of the first legislative meeting and public hearing meeting in November due to conflicts with Veterans Day and the National League of Cities (NLC) Conference. So far Mayor Euille and Councilman Gaines are planning to attend the NLC meeting.

Councilman Krupicka and Councilman Smedberg have asked that Council consider holding a legislative meeting in the community from time to time. I recommend that Council schedule the Tuesday, October 28, legislative meeting at the School Board meeting room on North Beauregard

Street, which is one of the few locations in the City where Comcast can broadcast the meeting live. I also suggest that Council schedule the work session on the Landmark Van Dorn Plan before that meeting. Attached is the request from the two council members and a staff memo estimating the cost of moving the legislative meeting (Attachments 2 and 3). Following the October meeting, we can discuss when and where other future legislative meetings might be held.

Each September Council formally adopts its meeting schedule for September-June. The attached calendar includes the proposed meeting schedule, although the October 28 meeting location and two November meeting dates need to be confirmed as noted above.

Council needs to confirm the Saturday, October 25, date for the fall Retreat. The Retreat will begin at about 9:30 a.m. after the Walk to Fight Breast Cancer.

With respect to the proposal to have a community meeting on the capital improvement program, I suggest that Council hold the date of Thursday, November 6, for the meeting instead of Saturday, October 11, as we had indicated earlier. We will be providing you with further details soon on how our plans for the meeting.

On Tuesday, December 9, I propose that Council hold a work session to discuss Potomac Yard Retail before Council's regular legislative meeting.

ATTACHMENT:

Attachment 1: Council Calendar

Attachment 2: June 24, 2008, Memorandum from Councilmen Krupicka and Smedberg;

Attachment 3: August 29, 2008, Memorandum from Communications Director Tony Castrilli

STAFF: Michele Evans, Deputy City Manager

TENTATIVE City Council Schedule -SEPTEMBER 2008 as of 9-2-08

Attachment A

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 HOLIDAY	2	3	4	5	6
7	8	9 6:00 P.M. Annual Citizenship Day Event, Market Square 7:00 P.M. Council First Legislative Session, Council Chamber	10 7:30 P.M. Work session on James Bland Redevelopment Plan with ARHA, Planning Commission and Parker Gray BAR, 1100 North Fayette Street	11	12	13 8:30 A.M. Dedication of Hunter- Miller Park Playground 9:30 A.M. Council Public Hearing, Council Chamber Festival of the Arts
14 Festival of the Arts	15	16	17	18	19 9:00 A.M. to 12:00 P.M. Transportation & Environmental Services and Recreation Department new facility open house, 2900 Business Center Drive	20
21	22	23 5:30 P.M. Work session on AEDP and Base Relocation and Closure (BRAC) issues, Council Work Room 7:00 P.M. Council Second Legislative Session, Council Chamber	24	25 7:30 P.M. 2008 Alexandria Film Festival kickoff, Market Square	26 7:00 P.M. 2008 Alexandria Film Festival, Kauffman Auditorium, Lee Center, 1108 Jefferson Street	27 7:00 P.M. Historic Alexandria Museum Gala, "Making Alexandria History", Torpedo Factory Arts Center 2:00 P.M. to 10:00 P.M. 2008 Alexandria Film Festival, Kauffman Auditorium, Lee Center, 1108 Jefferson Street
28 1:00 P.M. to 4:15 P.M. 2008 Alexandria Film Festival, Kauffman Auditorium, Lee Center, 1108 Jefferson Street 4:30 P.M. 2008 Alexandria Film Festival Awards Reception, Kauffman Auditorium, Lee Center, 1108 Jefferson Street	29 Rosh Hashanah begins at sundown	30 Rosh Hashanah				

TENTATIVE City Council Schedule - OCTOBER 2008 as of 9-2-08

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8 Yom Kippur begins at sundown	9 Yom Kippur	10	11
12	13 HOLIDAY Columbus Day	14 5:30 P.M. Work session on Strategic Plan, Council Work Room 7:00 P.M. Council First Legislative Session, Council Chamber	15	16	17	18 9:30 A.M. Council Public Hearing, Council Chamber ↵
19 Virginia Municipal League, Norfolk	20 Virginia Municipal League, Norfolk	21 Virginia Municipal League, Norfolk	22	23 11:00 A.M.to 1:00 P.M. Wesley Housing ParcViewgrand opening	24	25 8:00 A.M. Walk to Fight Breast Cancer, Cameron Run Regional Park 6:30 P.M. Animal Welfare League of Alexandria Annual Dinner and Silent Auction, Holiday Inn Hotel and Suites, 625 First Street
26	27	28 7:00 P.M. Council Second Legislative Session, School Board Administration Building, 2000 North Beauregard Street	29	30	31	

TENTATIVE City Council Schedule -NOVEMBER 2008 as of 9-2-08

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Election Day	5	6	7	8
9	10	11 Veterans Day National League of Cities Conference, Orlando 7:00 P.M. Council First Legislative Session, Council Chamber Possible date change	12 National League of Cities Conference, Orlando	13 National League of Cities Conference, Orlando	14 National League of Cities Conference, Orlando	15 National League of Cities Conference, Orlando 9:30 A.M. Council Public Hearing, Council Chamber Possible Date Change
16	17	18 HOLD for Possible Council First Legislative Session	19	20	21	22 HOLD for Possible Council Public Hearing
23	24	25 5:30 P.M. Work session with General Assembly Delegation, Council Work Room 7:00 P.M. Council Second Legislative Session, Council Chamber	26	27 HOLIDAY Thanksgiving	28 HOLIDAY Thanksgiving	29
30						

TENTATIVE City Council Schedule -DECEMBER 2008 as of 9-2-08

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

TENTATIVE City Council Schedule - JANUARY 2009 as of 9-2-08

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 HOLIDAY	2	3
4	5	6	7	8	9	10
11	12	13 7:00 P.M. Council First Legislative Session, Council Chambers	14	15	16	17 8
18	19 HOLIDAY Martin Luther King, Jr Day	20 HOLIDAY Inauguration Day	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

TENTATIVE City Council Schedule -FEBRUARY 2009 as of 9-2-08

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
15	16 HOLIDAY Presidents' Day 1:00 P.M. G.W. Birthday Parade	17	18	19	20	21 9:30 A.M. Council Public Hearing, Council Chambers
22	23	24 7:00 P.M. Council Second Legislative Session, Council Chambers	25	26	27	28

TENTATIVE City Council Schedule -MARCH 2009 as of 9-2-08

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7 10:30 A.M. St. Patrick's Day Parade
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 10
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	31				

TENTATIVE City Council Schedule -APRIL 2009 as of 9-2-08

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8 Passover begins at sunset	9 Passover	10 Good Friday	11 =
12 Easter	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		

TENTATIVE City Council Schedule -MAY 2009 as of 9-2-08

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 City Council Election	6	7	8	9 10
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
24	25 HOLIDAY Memorial Day	26 7:00 P.M. Council Second Legislative Session, Council Chambers	27	28	29	30
31						

TENTATIVE City Council Schedule - JUNE 2009 as of 9-2-08

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

Attachment 2



City of Alexandria, Virginia

301 King Street, Suite 2300

Alexandria, Virginia 22314



MEMORANDUM

DATE: JUNE 24, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF COUNCIL

CC: JAMES HARTMANN, CITY MANAGER

FROM: COUNCILMAN ROB KRUPICKA AND
COUNCILMAN PAUL SMEDBERG

SUBJECT: COUNCIL MEETING LOCATIONS

In an effort to reach out to constituents across the City, we propose Council consider holding a few of its regularly scheduled legislative meetings in the next legislative year at various locations across the City. We propose that staff devise a plan to accomplish this, including selecting suitable locations with particular focus on the West End and Arlandria. Being a community based meeting, relevant proclamations to the immediate area could be presented at these meetings and a portion of the meeting could be focused on neighborhood issues. These meetings would provide an opportunity to get out into the community and engage area citizens in City business. Additional consideration could be given to holding budget work sessions in the community as well.

City of Alexandria, Virginia

MEMORANDUM

DATE: 8/29/08

TO: Jim Hartmann
Michele Evans
Mark Jinks
Steve Mason

FROM: Tony Castrilli

SUBJECT: City Council Legislative Meeting Location Change Plan

OVERVIEW – A team of City staff meet twice in July to gather information and plan for a possible City Council meeting location change. The team, which I chair, comprises of members of the Communications staff and representatives from General Services, Information Technology Services, the City Clerk and the CMO office. Rose Boyd was also updated on the progress and planning outlined by the team.

I conducted a site survey at the Alexandria School Board Headquarters, and met with Amy Carlini, the Alexandria Public Schools Director of Information and Outreach. (See attachment 1)

The consensus is the first City Council meeting location change will be on the West End in the fall. The event will be a legislative meeting broadcast on Channel 70 and on our web site, and include a regular work session prior to the legislative meeting. The work session would focus on West End issues, and the Council meeting would include proclamations related to the West End. The legislative meeting agenda would compose of regular business items.

LOCATION – The School Board Headquarters Meeting Room, located at 2000 North Beauregard Street is the only viable location. The plan has been discussed with officials from the school system, and an official request to use the School Board Facilities is pending. The School Board meeting room is currently the only location in the City (other than City Hall) from which Comcast can broadcast live, without incurring high logistical costs due to technical limitations. The School Board meeting room is completely set up for broadcasts. Other possible meeting locations such as libraries, schools on the West End and Landmark Mall were all explored but do not have the necessary technical infrastructure.

- The school board location also has several separate meeting rooms that can easily be used as work session rooms. However, our advice is to have the Council work session in the

same room as the Council meeting for logistical simplicity, and to save on additional cost increases.

- The school board location has plenty of parking and is easily accessible.
- The dais has 11 seats; there is a podium and table with the necessary audio equipment for public and staff comments during a work session and/or legislative meeting.
- There are 77 seats in the room, with additional seats available along the sides of the room if necessary.
- The School Board Meeting Room has small conference room of the main room for staff, materials and food set up.

COMCAST – Marie Schuler, the Director of Government and Community Affairs has been consulted. As outlined above Comcast has confirmed that the School Board location works best for their logistical and cost considerations. **If we added a second camera to record the meeting the cost would increase \$500-\$700 due to over overtime and additional equipment.**

POSSIBLE DATES – Many City Council work session dates already been assigned topics (see schedule below). However considering the importance of the Landmark/Van Dorn development to the West End we advise that the Council meeting scheduled for Tuesday, October 28 provides the strongest case for locating a the Council meeting in the West End.

I have spoken directly with Faroll Hamer regarding Planning and Zoning's work preparing for the Landmark/Van Dorn Work Session, and she has indicated they will be ready for the October, 28 meeting.

Scheduled Council Meetings/Topics (as of 7/27/08)

- | | |
|-------------------------------|-----------------------------|
| • First meeting in September | - Citizenship Event |
| • Second meeting in September | - BRAC |
| • First meeting in October | - Strategic Plan |
| • Second meeting in October | - Landmark/Van Dorn |
| • First meeting in November | - Open |
| • Second meeting in November | - General Assembly Planning |

INFORMATION TECHNOLOGY SERVICES – The ITS team is developing a plan for moving the technology used to conduct a Council meeting in the West End. (See the attachment 2 for the IT specifics) Tom Trobridge says this move can be accomplished successfully with just a few minor changes from a regular meeting. We still need to get final approval from ACPS to use their wireless network, but once we get approval the change would be transparent. IT will need at least three days prior to the meeting for set up. **Costs would be minimal and would include possible overtime.**

GENERAL SERVICES – Donald Dodson has a detailed plan on the work necessary to move a Council meeting. General Services the most significant incurred cost for labor, equipment rental, and transportation. **The approximate cost for equipment rental, transportation and overtime would be \$2,500 - \$3,000.**

CITY CLERK – All work can be effectively moved. **Minimal costs.**

CMO - All work can be effectively moved. **Minimal costs.**

OUTREACH – The goal of this meeting is to reach out to the residents of the West End, and to engage them in the legislative process. We will develop an aggressive approach to communicating with residents in an effort to get them interested in participating in the meeting. The Communications Department prepared a brief outline of possible strategies for communicating with the residents. (See attachment 3)