

City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 18, 2004
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*
SUBJECT: BOARD AND COMMISSION SURVEY REPORT

ISSUE: Staff review, as requested by Councilman Rob Krupicka and Councilwoman Joyce Woodson, of all Council-appointed boards and commissions to determine whether any have completed their mission and can be disbanded, or any can be combined.

RECOMMENDATION: That City Council receive this report and request each board and commission and committee, in accordance with the discussion below, to submit a short report to the Executive Secretary for Boards and Commission which addresses each of the following: (1) whether its mission has been completed and it can be disbanded, (2) whether its mission statement or the list of its functions needs to be updated and revised (and, if so, a recommended update), and (3) whether it could be combined with another group with a similar mission or function.

DISCUSSION: The last comprehensive review of boards, commissions, committees and task forces was undertaken in 1992. At that time, Council asked all of its advisory groups to justify their continued existence. As a result of the review, six groups were disbanded and two ad hoc groups became standing committees.

Last fall, staff was asked to review the boards and commissions to determine if any of the groups could be combined or have completed their missions and functions. Attachment 1 is the result of that review. Staff's review of the 65 City boards and commissions resulted in each group being placed into one of the following six categories:

- A. Decision-Making/Policy-Setting/Regulatory: groups (nine) whose existence and mission are required and/or defined set by state law or city charter or ordinance, whose function is regulatory decision-making or local policy making, and whose existence and mission, staff believe, are not in question.
- B. Mandated by Federal/State Legislation (often a condition of funding): groups (16) which often are required by federal or state law, whose mission is primarily defined by city ordinance, whose function is largely to advise City Council on

local policy matters, and whose existence and mission, staff believe, are not in question.

- C. Groups With Ongoing Responsibilities: groups (32) whose existence and mission are set by City Council, whose functions are to undertake defined activities and/or advise Council on policy matters in specified areas, and whose existence and mission, staff believe, are largely not in question.
- D. Groups That Could Possibly Be Merged: groups (five) whose existence and mission are set by City Council, whose functions largely are to undertake defined activities, and which, staff believe, could be merged into other existing entities. Here, staff recommend that the three sister city committees be merged into a single committee, and that the Fair Housing Testing Committee be merged into the Landlord-Tenant Relations Board.
- E. Groups That Can Be Disbanded (mission completed): groups (the Ad Hoc Pre-School Task Force) whose existence and mission are set by City Council and which, staff believe, have completed their mission and can be disbanded.
- F. Groups Whose Mission Statement Needs to Be Reviewed: groups whose existence and mission are set by City Council, and whose mission statement, staff believe, needs to be reviewed and updated. Here, staff recommend that the mission statements of the Commission on Information Technology and the Consumer Affairs Commission be reviewed and updated.

In addition, in order to give all boards and commissions an opportunity to take a fresh look at their mission and functions, and to comment on the need for or nature of their continuation, I recommend that Council request each of the boards, commissions and committees listed in Attachment 1 to review their mission statement and submit a report to the Executive Secretary for Boards and Commissions that addresses the following:

1. Whether its mission has been completed and it can be disbanded;
2. Whether its statement of its mission or the list of its functions needs to be updated and revised, and, if so, a recommended update of that statement or list; and
3. Whether it could be combined with or merged into another group with a similar mission or functions.¹

¹ We note that the existence and mission of the boards and commissions listed in parts A and B of Attachment 1 are not in question since these groups are required, and their missions are defined, by federal or state mandate or city charter. In responding to the Council inquiry, these groups need only to respond to the questions relating their functions.

When all reports are received, staff will docket a summary report for Council's consideration.

Also attached is a chart (Attachment 2) which shows when and how the current boards, commissions, committees and task forces were established, and whether they are required by legislation or program mandate.

ATTACHMENTS:

Attachment 1. Board and Commission Survey Report

Attachment 2. Chart Listing All Boards, Commissions and Committees

STAFF:

Rose Williams Boyd, Executive Secretary for Boards and Commissions

BOARD AND COMMISSION SURVEY REPORT**A. Administrative/Policy-Making/Regulatory**

1. Board of Architectural Review - Old & Historic Panel
2. Board of Architectural Review - Parker-Gray Panel
3. Board of Review of Real Estate Assessments
4. Board of Zoning Appeals
5. Community Services Board
6. Historical Restoration and Preservation Commission
7. Planning Commission
8. Traffic and Parking Board
9. Redevelopment and Housing Authority Board of Commissioners

B. State/Federal or Program Mandated (often as a condition of funding)

1. Building Code Board of Appeals
2. Commission on Aging
3. Commission on Employment
4. Commission on Persons With Disabilities
5. Community Criminal Justice Board
6. Community Policy and Management Team
7. District Home Board
8. Economic Opportunities Commission
9. Human Rights Commission
10. Industrial Development Authority
11. Juvenile Detention Commission
12. Local Emergency Planning Committee
13. Occoquan Basin Technical Review Committee
14. Sanitation Authority
15. Social Services Advisory Board
16. Youth Policy Commission

C. Groups With Ongoing Responsibilities

1. Affordable Housing Advisory Committee
2. Woodrow Wilson Bridge Neighborhood Task Force
3. Alexandria-Caen Exchange Committee
4. Alexandria-Gyumri Sister City Committee
5. Archaeological Commission
6. Beautification Commission
7. Budget and Fiscal Affairs Advisory Committee
8. Carr/Norfolk Southern Design Review Board
9. Commission for the Arts

10. Commission for Women
11. Commission on HIV/AIDS
12. Commission on Information Technology
13. Consumer Affairs Commission
14. Convention and Visitors Association Board of Governors
15. Early Childhood Commission
16. Emergency Medical Services Council
17. Environmental Policy Commission
18. Fair Housing Testing Committee
19. Historic Alexandria Resources Commission
20. Landlord-Tenant Relations Board
21. Law Library Board of Directors
22. Library Board
23. Martin Luther King, Jr. Work Group
24. Park and Recreation Commission
25. Potomac Yard Design Advisory Committee
26. Public Health Advisory Commission
27. Public Records Advisory Commission
28. Sister Cities Committee
29. Urban Design Advisory Committee
30. USS Alexandria Committee
31. Waterfront Committee
32. Youth Policy Committee

D. Groups That Could Possibly Be Mergered

1. Caen Exchange, Gyumri Sister City and Sister Cities Committee
2. Fair Housing Testing Committee and Landlord-Tenant Relations Board

E. Disband

1. Ad Hoc Pre-School Task Force (Mission Completed)

F. Review Mission Statement

1. Commission on Information Technology (mission statement has not been updated since 1997)
2. Consumer Affairs Commission (mission statement has not been updated since 1974)

**City of Alexandria
Boards, Commissions and Committees**

Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Ad Hoc Preschool Task Force The Task Force will recommend ways to facilitate preschools in the community in appropriate locations, to evaluate current zoning regulations governing the placement of preschool facilities, and to recommend any changes to those zoning regulations.</p>	5/9/2000	Resolution 1965	7	Barbara Ross, Department of Planning and Zoning
<p>Affordable Housing Advisory Committee The Affordable Housing Advisory Committee advises City Council on issues regarding the maintenance and promotion of affordable housing, makes recommendations for policies governing the expenditures of the City's Housing Trust Fund monies, and oversees the administration of the Trust Fund.</p>	2/20/93	Ordinance 3615	15	Mildrilyn Davis, Office of Housing
<p>Alexandria Woodrow Wilson Bridge Neighborhood Task Force The Alexandria Woodrow Wilson Bridge Neighborhood Task Force will assess construction impacts associated with the Woodrow Wilson Bridge project and advocate mitigation efforts on behalf of the affected neighborhoods and residents.</p>		Docket Memo	10	Richard Baier, Transportation and Environmental Services
<p>Alexandria-Caen Exchange Committee The Committee is responsible for coordinating projects and facilitating the sister city relationship between the cities of Alexandria and Caen, France.</p>	11/13/90	Docket Memo	17	Rose Boyd, Office of Citizen Assistance
<p>Alexandria-Gyumri Sister City Committee The Committee was established to identify Alexandria organizations and citizens in the private sector that can assist the Leninakan reconstruction efforts. The Committee also coordinates and implements the exchange programs pursuant to the sister city agreement between the Cities of Alexandria and Gyumri, Armenia.</p>	3/27/90	Resolution 1445	18	Rose Boyd, Office of Citizen Assistance

**City of Alexandria
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Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Archaeological Commission The Archaeological Commission is responsible for the archaeology of all prehistoric and historic sites in the City. It establishes goals and priorities for the City's program; and acquires, preserves, and displays all the artifacts found. It works with federal, state and local governments, private foundations, citizens, area schools and colleges.</p>	<p>2/25/75 11/24/87</p>	<p>Resolution 371 Resolution 1279</p>	<p>14</p>	<p>Pamela Cressey, Office of Historic Alexandria</p>
<p>Architectural Review - Old and Historic District Panel The Board of Architecture Review - Old and Historic Panel passes on the appropriateness of changes to exterior architectural features of buildings and signs subject to public view within the Old and Historic District. It also controls demolition of all structures in the District.</p> <p>Architectural Review - Parker-Gray District Panel The Board of Architectural Review - Parker-Gray District Panel passes on the appropriateness of new construction and changes to any exterior architectural features of buildings and signs that are subject to public view within the Parker-Gray District. It also controls the demolition of structures in the District regardless of visibility.</p>	<p>10/19/48 11/16/85</p>	<p>Ordinance 556 Ordinance 3093</p>	<p>7 7</p>	<p>Peter Smith, Department of Planning and Zoning Peter Smith, Department of Planning and Zoning</p>
<p>Beautification Commission The Beautification Commission represents citizens' values in City beautification matters and coordinates projects to encourage and achieve beautification. The Commission sponsors the Alexandria Beautification Commission Awards each year.</p>	<p>9/13/66</p>	<p>Resolution</p>	<p>12</p>	<p>Linda Owens, Office of Citizen Assistance (secretarial only)</p>
<p>Board of Zoning Appeals The Board of Zoning Appeals hears and decides appeals requesting variance from provisions of the Zoning Code.</p>	<p>2/27/48</p>	<p>Ordinance 528</p>	<p>7</p>	<p>Peter Leiber, Department of Planning and Zoning</p>

* Federal & State Legislation Only

**City of Alexandria
Boards, Commissions and Committees**

Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Budget and Fiscal Affairs Advisory Committee The Budget and Fiscal Affairs Advisory Committee advises and supports the City Council by examining the City's budget procedures and processes; and recommends ways of improving that process, including participation by the public.</p>	7/2/85	Resolution 1129	13	Morgan Routh, Office of Management and Budget
<p>Building Code Board of Appeals The Building Code Board of Appeals hears appeals concerning building and mechanical inspections decisions, both in matters of interpretation of the code and granting modifications to the code.</p>	6/14/80	Ordinance 2489	5	Arthur Dahlberg, Code Enforcement Division
<p>Carr/Norfolk Southern Design Review Board The Carr/Norfolk Southern Design Review Board will review the architectural proposals for buildings within the project area and approve the final design of each building to be constructed on the blocks or portions thereof. They may also approve minor changes sought by applicant to the design guidelines applicable to the blocks or portions thereof.</p>	5/22/90	Docket Memo	5	Eileen Fogarty, Department of Planning and Zoning
<p>COG Chesapeake Bay Policy Committee The COG Chesapeake Bay Policy Committee is to recommend, advocate and coordinate Bay Program policy on behalf of the membership. In particular, the Committee is charged with developing and coordinating a means for local governments in the region to influence the development of future Bay Program policies. The Committee is to provide regular updates to the COG Board and prepare an annual report.</p>			1	None

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Boards, Commissions and Committees**

Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>COG Environment and Public Works Directors Committee The COG Environment and Public Works Directors Committee addresses wastewater, drinking water, recycling and solid waste, pollution prevention, energy management, and certain air quality and non-point source management issues.</p>			1	None
<p>COG Metropolitan Development Policy Committee The COG Metropolitan Development Policy Committee reports on regional population, economic growth, and land use issues.</p>	2/12/91	Council Action	1	City Staff
<p>Commission for the Arts The Commission for the Arts supports the development and expansion of the arts in Alexandria and serves as an advisory body. The Commission serves as the single funding source for all activities concerning the arts which are not conducted as part of a regularly scheduled City program. It seeks national, state and private support on behalf of the arts in Alexandria.</p>	9/11/84	Resolution 1038	15	Cheryl Anne Powalisz, Recreation Department
<p>Commission For Women The Commission For Women provides guidance and advice to eliminate discrimination because of sex; encourages equal opportunity for women in employment, recreational opportunities and facilities, health services, housing, education, government, community services and credit; recommends legislation and policy changes; receives complaints of discrimination; and conducts educational programs.</p>	6/27/74	Ordinance 1959	15	Lisa Baker, Office on Women

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Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Commission on Aging The Commission on Aging serves as the principal advocate for issues relating to aging and promotes the implementation of the Older Americans Act and other age-pertinent laws and policies in Alexandria and the Commonwealth of Virginia. The Commission advances programs and services that address the needs of older Alexandrians, especially for (but not exclusively) low-income citizens.</p>	9/27/71	Resolution 62	21	Debbie Ludington, Department of Human Services
<p>Commission on Employment Commission on Employment is responsible for developing a City wide plan for employment services that reflects the goals of linking existing City employment and training programs with employment and training programs operated by the City school systems and with the economic development program operated by the Alexandria Chamber of Commerce in cooperation with City Council.</p>	1/12/82	Resolution 832	13	Dennis McKinney, Department of Human Services
<p>Commission on HIV/AIDS The Commission advises City Council in the formulation and implementation of public policy on the treatment of AIDS and prevention of the spread of HIV, promotes citizen participation in the formulation of such policy, provides Council and the public with current information regarding AIDS and HIV, and promotes educational programs on AIDS/HIV awareness, treatment and prevention.</p>	5/13/00	Ordinance 4134	27	Nechelle Terrell, Alexandria Health Department
<p>Commission on Information Technology The Commission will review annually the City Manager's proposed information technology plan and make recommendations to and advise the City government in the formulation and implementation of information and telecommunications policy, and promote citizen participation in the formulation of such policy.</p>	10/25/97	Ordinance 3953	15	Mark Jinks, City Manager's Office Rose Williams Boyd, Office of Citizen Assistance

**City of Alexandria
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Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Commission on Persons With Disabilities The Commission on Disabled Persons researches programs and legislation relating to the physically and mentally handicapped; and advises City Council and members of the community about these programs and laws. It also serves as a forum for the disabled. The Commission also serves as the local Disabilities Services Board.</p>	11/9/82	Resolution 907	17	Carol Stewart, Department of Human Services
<p>Community Criminal Justice Board The Board will provide for the purchase, development and operation of community programs, services and facilities for use by the courts in diverting offenders from local correctional facility placements; assist community agencies and organizations in establishing and modifying programs and services for offenders based on local needs and resources; monitor and evaluate community programs, services and facilities to determine their impact on local offenders; and develop and amend a community corrections plan for the City based on Virginia Department of Criminal Justice Services guidelines and standards.</p>	6/14/83	Resolution 957	15	Carol Swinburn, Office of the Sheriff
<p>Community Policy and Management Team The Team is responsible for managing the cooperative effort to serve the needs of troubled and at-risk youth and their families, and to maximize the use of state and City resources that are designed for this purpose in the City.</p>	11/14/92	Ordinance 3601	10	Lillian Brooks, Juvenile and Domestic Relations Court
<p>Community Services Board The Alexandria Community Services Board has responsibility for policy and budget direction, project development, and program oversight for all mental health, mental retardation and substance abuse services. The Board is also charged with the responsibility for the development and implementation of a human rights policy for local programs providing services to the mentally ill, mentally retarded and substance abusers.</p>	3/25/69	Ordinance 1556	16	Ilene Steiman, MHM RSA

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Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Consumer Affairs Commission The Consumer Affairs Commission reviews and analyzes consumer protection policies and regulations and makes recommendations to appropriate agencies for improved consumer relations.</p>	1/22/74	Resolution 282	11	Jacqueline Levy, Consumer Affairs Office
<p>Convention and Visitors Association Board of Governors The Board will promote the facilities, restaurants, attractions, retail businesses and events of the City in order to maximize tax revenues and to share the unique heritage of the City with visitors.</p>	10/23/62	Resolution	15	Jo Anne Mitchell, Convention and Visitors Bureau
<p>District Home Board The District Home Board is responsible for overseeing the operation of two homes for individuals who are aged, infirmed and indigent. The homes, which are located in Manassas and Warrenton, take individuals who are referred by social service agencies from five Northern Virginia jurisdictions.</p>	2/15/26	Resolution	1	
<p>Early Childhood Commission The Early Childhood Commission is responsible for developing an Early Childhood Development Plan for the City of Alexandria that includes funding recommendations; monitoring the coordination of activities required to implement the Plan; and preparing annual reports on the status of early childhood development programs in the City.</p>	9/16/89	Ordinance 3399	25	Carol Farrell, Department of Human Services
<p>Economic Opportunities Commission The Economic Opportunities Commission develops and recommends programs which provide outreach and assistance to low-income residents.</p>	3/22/66	Ordinance 1376	18	Nelson Smith, Department of Human Services

**City of Alexandria
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Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Emergency Medical Services Council The Emergency Medical Services Council will advise City Council with respect to the provisions of training to emergency rescue technicians, the acquisition of therapeutic and record-keeping equipment, the provision of a medical communications network, applications to various grant sources, disaster planning, and such other matters as the City Council may refer to the Council.</p>	11/27/73	Resolution 262	18	Vince Whitmore, Fire Department
<p>Environmental Policy Commission The Environmental Policy Commission studies and makes recommendations on the environmental impact of various projects and program initiatives in the City of Alexandria.</p>	1/13/70	Resolution	15	Bill Skrabak, Health Department
<p>Fair Housing Testing Program Advisory Committee Works with the City staff to formulate a fair housing policy and establish program guidelines to implement the policy.</p>	6/23/87	Docket Memo	13	Mildrilyn Davis, Office of Housing
<p>George Washington Birthday Celebration Committee The George Washington Birthday Celebration Committee is responsible for the planning and carrying out of the City's annual George Washington Birthday celebration.</p>	1/8/74	Resolution 281	17	Janet Barnett, Department of Recreation, Parks and Cultural Activities
<p>Health Systems Agency of No. Virginia The Health Systems Agency (HSA) of Northern Virginia is responsible for health planning and resources development in the counties of Arlington, Fairfax, Loudoun and Prince William, and the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park.</p>	May 1976		3	
<p>Historic Alexandria Resources Commission The Historic Alexandria Resources Commission advises the City in the preservation of historic sites and buildings, artifacts, and records from loss or deterioration; and promotes citizen and tourist use of historic sites and the Torpedo Factory Art Center.</p>	6/22/82	Ordinance 2708	26	Jean Federico, Office of Historic Alexandria

**City of Alexandria
Boards, Commissions and Committees**

Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Historical Restoration & Preservation Commission The Historical Restoration and Preservation Commission was empowered by the Virginia Assembly to preserve historic architecture in the City.</p>	6/28/66	Ordinance 1391	9	Jean Federico, Office of Historic Alexandria
<p>Human Rights Commission The Human Rights Commission is responsible for setting the human rights policy of the City and for hearing complaints that are not resolved at the staff level. It can research, study and hold public hearings on matters that affect the equal rights of the general public. The Human Rights Commission also monitors and evaluates the City's Affirmative Action Plan and reports its findings semi-annually to City Council.</p>	3/25/75	Ordinance 2011	14	Jean Niebauer, Human Rights Office
<p>Industrial Development Authority The Industrial Development Authority promotes industry and develops trade, by encouraging manufacturing, industrial, government and commercial enterprises to locate or remain in the City.</p>	9/8/70	Ordinance 1671	7	Dan Neckel, Department of Finance
<p>Juvenile Detention Commission The Juvenile Detention Commission was established to implement the findings and recommendations of the Ward Report in order to provide the best methods for temporary detention care for delinquent children.</p>	7/30/56	Joint Resolution	2	None
<p>Landlord-Tenant Relations Board The Landlord-Tenant Relations Board conciliates landlord-tenant complaints; and recommends and reports on legislation and policy in landlord-tenant relations.</p>	10/26/71	Ordinance 1726	9	Melodie Baron, Landlord-Tenant Office

**City of Alexandria
Boards, Commissions and Committees**

Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Law Library Board of Directors The Alexandria Law Library Board maintains and operates a law library for the education and benefit of its members, the judiciary, local governmental bodies and staff, the Legal Aid Society, and practicing attorneys residing in the City. The Board also acquires, protects and maintains books, journals, treatises, and periodicals which are necessary and related to the law.</p>	6/17/80		9	Merrill Chertok, Law Library
<p>Library Board The Library Board is an independent board which oversees library services in the City.</p>	7/15/46	Legal Agreement	7	Patrick O'Brien, Alexandria Libraries
<p>Local Emergency Planning Committee Each local committee is responsible for devising and distributing emergency plans aimed at addressing chemical hazards; completing emergency plans which includes an identification of facilities subject to SARA requirements; a listing of methods and procedures to respond to a release of hazardous chemicals; the appointment of community and facility emergency coordinators; procedures for notification of hazardous chemicals release; an outline of the methods for determining the occurrence of a release and the sites and populations affected; a description of the facilities within the community and their emergency equipment; evacuation plans; training programs and alternative traffic routes to prepare for an emergency response; and responding to citizen requests for information.</p>	2/9/88	Docket Memo	10	Charles McRorie, Fire Department

**City of Alexandria
Boards, Commissions and Committees**

Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Martin Luther King, Jr. Committee The Martin Luther King, Jr. Committee will: (a) prepare a Request for Proposal (RFP) for a memorial to Dr. King that meets the criteria, objectives, and/or principles established by the Committee; (2) review and obtain public input on the submissions in response to the RFP in accord with the City's public art policy; and select and recommend to City Council one of the memorial designs for placement in Market Square; and (3) raise funds for the design, production, and placement of the memorial and the interactive display at the Black History Resource Center.</p>	6/24/03	Docket Item	15	Rose Williams Boyd, Director of Citizen Assistance
<p>Metropolitan Washington Council of Governments The Metropolitan Washington Council of Governments (COG) works toward solutions for regional problems such as growth, transportation, affordable housing, air pollution, water supply, water quality, economic development and crime.</p>			1	None.
<p>Northern Virginia Community College Board The Northern Virginia Community College Board provides policy direction for the college. The Board serves as a communication channel between the college and the nine local political subdivisions in the Northern Virginia area. The Board provides policy direction in the areas of curriculum, community services, facilities, auxiliary enterprises, and budgets. The Board is advisory to the State Board for Community Colleges.</p>			1	None
<p>Northern Virginia Regional Commission The Northern Virginia Regional Commission promotes the orderly and efficient development of the physical, social and economic elements of the District. The Commission may plan, encourage and assist local governments to plan for the future improvement of the District.</p>			3	

**City of Alexandria
Boards, Commissions and Committees**

Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Northern Virginia Regional Park Authority The Park Authority works to acquire, develop, operate and preserve the regional parks of Northern Virginia. It represents three counties and three cities in Northern Virginia - Fairfax County, Arlington County, the County of Loudoun, the City of Falls Church, the City of Fairfax and the City of Alexandria.</p>			2	
<p>Northern Virginia Transportation Commission The Commission coordinates all public mass transit services within the Northern Virginia Transportation District and encourages the fair and effective operation of transit services. The Commission also develops a-plan for the integrated provision of improved transportation services while maintaining an effective transportation systems management capacity. Both federal and state transit assistance is received and allocated by the Commission.</p>			2	Lucky Stokes, Department of T&ES
<p>Ocoquan Basin Technical Review Committee The Ocoquan Basin Technical Review Committee is responsible for working out agreements concerning nonpoint pollution among all the jurisdictions which drain into or use water from the Ocoquan River.</p>			2	Richard Baier, T&ES
<p>Park and Recreation Commission The Park and Recreation Commission participates in planning recreational activities and services through its advice to Council and the Department of Parks, Recreation and Cultural Authority. The Commission also sponsors an awards program for service to the Community.</p>	6/5/62	Resolution	11	Janet Barnett, Recreation Department

**City of Alexandria
Boards, Commissions and Committees**

Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Planning Commission The Planning Commission prepares and adopts a master plan for the City, including a comprehensive zoning plan providing for the regulation and restriction of the land, buildings and structures in the respective zones.</p>	1958	City Charter	7	Eileen Fogarty, Department of Planning and Zoning
<p>Potomac Yard Design Advisory Committee The Committee will review applications for preliminary development plan approvals for compliance with the Potomac Yard Urban Design Guidelines, and make recommendations to the Planning Commission and City Council for their consideration.</p>		Docket Memo	7	Steve Milone, Department of Planning and Zoning
<p>Public Health Advisory Commission The Public Health Advisory Commission provides information about and evaluation of health-related matters *and investigates specific health problems.</p>	6/24/75	Resolution 401	13	Dean Bryant, Health Department
<p>Public Records Advisory Commission The Commission provides advice and guidance to the City Records Administrator on records management matters and implementation of the records program in the City. The Committee is composed of professional archivists, records managers, historians, research specialists, and citizens.</p>	2/25/75 3/21/87	Ordinance 2004 Ordinance 3189	7	Jackie Cohan, Office of Historic Alexandria
<p>Real Estate Assessments Review Board The Board of Review of Real Estate Assessments revises, corrects and amends any assessments of real estate made by the City Assessor.</p>	1956	City Charter	5	Cindy Smith-Page, Office of Real Estate Assessments

* Federal & State Legislation Only

**City of Alexandria
Boards, Commissions and Committees**

Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Redevelopment and Housing Authority Board of Commissioners The Redevelopment and Housing Authority Board provides public housing for lower-income families in accordance with state and federal statutes and regulations of the U.S. Department of Housing and Urban Development. A political subdivision of the State of Virginia, ARHA does not receive any City funding; however its seven Commissioners are appointed by the City Council.</p>	1950	Code of VA Sec. 36-11	9	William Dearman, ARHA
<p>Regional Sanitary Advisory Board</p>			1	
<p>Sanitation Authority The Sanitation Authority was created under the Virginia Water and Sewer Authority Act and is responsible for raising its own funds by selling revenue bonds and charging users for service. Its purpose is to treat sewage waste from the City and its responsibilities include construction, operation, maintenance and improvement of the sewage system.</p>	12/20/52	Ordinance 760	5	Richard Baier, T&ES
<p>Sister Cities Committee The Sister Cities Committee develops, encourages and promotes educational and cultural exchanges between the cities of Dundee, Scotland; Helsingborg, Sweden; Caen, France; Gyumri, Armenia and the City of Alexandria; and coordinates activities within the City relating to these exchanges.</p>	4/12/66	Ordinance 1378	17	Linda Owens, Office of Citizen Assistance
<p>Smoke Control Appeal Board The Smoke Control Board hears appeals from decisions under the Smoke Control section of the City Code.</p>			2	

**City of Alexandria
Boards, Commissions and Committees**

Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
<p>Social Services Advisory Board The Social Services Advisory Board interests itself in all matters pertaining to the social welfare of the people of the City, monitors the formulation and implementation of social welfare programs in the City, and advises City officials on public welfare and day care issues.</p>	9/22/81	Ordinance 2615	13	Suzanne Chis, Social Services Division
<p>Traffic and Parking Board The Board investigates, studies and analyzes traffic and parking problems within the City; devises plans, methods and means to control and relieve parking and traffic congestion; and has jurisdiction over taxicabs and their owners/operators.</p>	5/22/56	Ordinance 911	7	Robert Garbacz, T&ES
<p>Transportation Safety Commission Responsible for recommending plans to formulate a transportation safety program for the City and conducting periodic reviews of its impact.</p>	11/12/68	Ordinance 1515	10	Robert Garbacz, T&ES
<p>Urban Design Advisory Committee The Committee reviews site plan applications and special use permits for compliance within the Old Town North urban design guidelines.</p>		Zoning Code 6-505	5	Barbara Ross, Department of Planning and Zoning
<p>USS Alexandria Liaison Committee The Committee is responsible for maintaining a strong long-term relationship between the crew and families of the USS Alexandria and the citizens of Alexandria, including but not limited to sponsorship of visits to Alexandria by the crew and their families; and providing on-going financial support to the submarine's crew.</p>	1/25/92	Ordinance 3556	5	No staff
<p>Waterfront Committee The Waterfront Committee was established to study the issues relating to the Alexandria Waterfront and make recommendations to City Council.</p>	5/23/89	Ordinance 3382	13	Janet Barnett, Recreation Department

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Boards, Commissions and Committees**

Name of Board & Mission Statement	Date Established	How Established	Number of Members	Principal Staff Person
Youth Policy Commission The Youth Policy Commission advises the City and the Office of Youth Services on services to youth; and works with public and private agencies to develop programs to combat juvenile delinquency.	6/26/79	Resolution 695	16	Ronald Frazier, Office of Youth Services