

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 20, 2006

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: RECEIPT OF UPDATED PERSONAL DATA FORM FOR BOARD AND COMMISSION APPOINTMENTS

ISSUE: Receipt of revised form for applicants to Council-appointed boards and commissions.

RECOMMENDATION: That City Council receive the updated Personal Data Form for Applicants to City Boards, Commissions, Committees, and Authorities (Attachment).

DISCUSSION: Over the last few months, City Council expressed concerns that many of the applicants for boards and commissions are new residents to the City and additional information is needed to make an educated decision on appointments to these groups. Council also expressed concern that many applicants did not complete the form in its entirety, and requested the Executive Secretary for Boards and Commissions to revise the form to address these concerns. Specifically, Council asked that a section be added requesting all applicants to indicate why they should be appointed and a sentence be added at the beginning of the form which indicates that incomplete application forms would not be forwarded to the Council. During the March 28 legislative meeting, Council asked that the form be completely revised to give it a more modern look and allow for electronic filing of the form and that a language be added which encourages applicants to contact the Council members and introduce themselves.

Attached is a copy of the updated form which incorporates all of these changes. The updated form has been posted on the City's website and can be filed electronically. Several applicants on the docket for this meeting used the new form.

FISCAL IMPACT: None.

ATTACHMENT: Revised Personal Data Record Form for Applicants to City Boards, Commissions, Committees, and Authorities

STAFF: Rose Williams Boyd, Executive Secretary for Boards and Commissions



CITY OF *Alexandria* VIRGINIA

PERSONAL DATA RECORD FORM FOR APPLICANTS TO BOARDS, COMMISSIONS, COMMITTEES, AND AUTHORITIES

All appointments to City Boards and Commissions are made by the City Council through the Executive Secretary for Boards and Commissions. Please complete this application in its entirety, return it to the Office of Citizen Assistance, and your application will be forwarded to the City Council. Please fill in all applicable blanks on the form. If additional space is needed to answer any of the questions, add the necessary pages to this form. Incomplete applications will not be forwarded to City Council. All applicants are encouraged to contact the Council members and introduce themselves.

APPLICATIONS MUST BE TYPEWRITTEN OR PRINTED VERY CLEARLY WITH A BLACK FELT PEN.

Name of Board, Commission, Committee or Authority _____ Type of Position _____

Name: _____
(Last) (First) (Middle)

Home Address: _____
(Zip)

Home Phone: _____ Business Phone: _____ Fax: _____

E-Mail Address: _____

Date of Birth: _____ Place of Birth: _____

Do you now live in the City of Alexandria? Yes No

Have you ever served the City of Alexandria in any capacity? Yes No

If yes, please explain: _____

Statement of Interest/Why You Should Be Appointed: _____

Have you applied for a position on a City Board, Commission, Committee or Authority in the last six months? Yes No

If yes, please state the names of the boards for which you have applied:

Are you currently a member of a City Board, Commission, Committee or Authority? Yes No

If yes, please list the board: _____

How many terms have you served on this board? _____

If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

Are you now paid by the City of Alexandria? Yes No

If yes, please state your department, job title, and describe your duties:

Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity? Yes No

If yes, please explain: _____

ATTENDANCE REQUIREMENTS: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled or unforeseen business trips, and emergency work assignments only. All other absences are recorded as unexcused.

In light of the above, will you be able to attend at least 75% of the regular meetings of the board to which you may be appointed? Yes No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867? Yes No



SUPPLEMENTAL QUESTIONS

Applicants for the PLANNING COMMISSION and BOARD OF ZONING APPEALS, please complete the following question:

Are you a citizen of the United States? Yes No

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Applicants for the BOARD OF ARCHITECTURAL REVIEW, please complete the following question:

Have you been a resident of the City of Alexandria for at least one year? Yes No

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Applicants for the BOARD OF REVIEW OF REAL ESTATE ASSESSMENTS, please complete the following question:

Do you own real property in the City of Alexandria? Yes No

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Applicants for the BUDGET AND FISCAL AFFAIRS ADVISORY COMMITTEE, please complete the following questions:

Are you a resident of and residing in the City of Alexandria and will continue to do so during the term of appointment? Yes No

Are you an officer or director of any organization that receives appropriations or grants through the City of Alexandria? Yes No

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Applicants for the COMMUNITY SERVICES BOARD, please complete the following questions:

Have you been a resident of the City of Alexandria for at least one year? Yes No

Are you a consumer (current or former direct recipient of public or private mental health, mental retardation, or substance abuse treatment or rehabilitation) or immediately family member of a consumer or a principal care giver who is not paid? Yes No

Are you a consumer receiving services? Yes No

Are you an employee or board member of an organization which receives funding from any Community Services Board? Yes No

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I, THE UNDERSIGNED APPLICANT, CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of Applicant

Date