

City of Alexandria, Virginia

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6-22-10

MEMORANDUM

DATE: JUNE 15, 2010
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: JAMES K. HARTMANN, CITY MANAGER 
SUBJECT: ANNUAL REPORTS FROM COUNCIL-APPOINTED BOARDS AND COMMISSIONS FOR FY 2009 (SUPPLEMENTAL REPORT)

ISSUE: Receipt of annual reports from Council-appointed boards and commissions received after the December 8, 2009 City Council meeting.

RECOMMENDATION: That City Council receive the reports and thank the groups for their hard work over the past year.

DISCUSSION: In 2008, City Council adopted a requirement that committee annual reports be submitted with the annual attendance reports. Council also requested that each advisory group develop a strong recruitment mechanism to attract the best candidates for board and commission vacancies and a leadership plan designed to ensure turnover in each advisory group's leadership. Content requirements for committee annual reports were modified to include the recruitment and leadership plans, as well as a summary of the group's activities for the past year and a description of the group's specific goals for the coming year. These instructions were transmitted to all of the board and commission chairs and staff along with the request for completion of the annual attendance reports.

When the initial summary report was received by Council, only 26 of the 58 Council-appointed groups required to submit annual attendance reports also submitted annual reports. Staff indicated that additional reports would be docketed for Council acceptance when they were received.

Since December 2009, annual reports have been received from eight additional groups. Their comments are summarized on the updated chart in bold letters (Attachment 1). All of these groups described ongoing programs and specific goals for the coming year. Only one group outlined specific plans that will ensure turnover in its leadership positions and outreach recruitment efforts to fill vacancies. Copies of all of the reports are available electronically for your review and can be accessed as part of the electronic docket item. Hard copies of the reports are available in the City Clerk's Office.

Requests for attendance reports for Fiscal Year 2010 have been sent to commission chairs and staff. Since only 34 of the 58 groups responded to the 2009 request, the Executive

Secretary for Boards and Commissions has requested that each staff person ask the chair to include an item on the group's next meeting agenda concerning the Council's requirement for annual reports and review the report content requirements with the group. Staff will be requested to notify the Executive Secretary of the specific action taken by the group in response to the Council's request. Over the summer, the Executive Secretary will also meet with board and commission chairs and staff to discuss the annual report requirements. If these actions do not generate a better response, staff will present options to the Council in the fall. A list of the boards and commissions that have not submitted annual reports is included in Attachment 2.

ATTACHMENTS:

Attachment 1: Summary Chart of Board and Commission Annual Reports

Attachment 2: List of Boards and Commissions Did Not Submit Annual Reports in 2009

Attachment 3: Letter from Rose Boyd to Board and Commission Chairs

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

Commission	Mission Statement	On-going Programs	Leadership Plan	Recruitment Plan	Goals/Comments
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.	Yes	No	No	AHAC is very active in funding and promoting affordable housing projects and energy efficient rehabilitation.
ALEXANDRIA GANG PREVENTION COMMUNITY TASK FORCE	Assist in informing and educating the Alexandria community about the gang suppression, prevention and intervention programs and activities; and assist in identifying programs and activities that will address specific gang-related problems or issues in the City.	Yes	Yes	Yes	Will be working with regional partners, continuing local intervention programs, developing soccer league for at-risk youth, and expanding mentoring program.
ALEXANDRIA HOUSING DEVELOPMENT CORP. BOARD OF DIRECTORS	To produce and preserve affordable housing, primarily, but not limited to, multi-family rental housing.				
ALEXANDRIA MARKETING FUND	To foster public/private cooperation and coordination among multiple businesses and organizations to promote Alexandria as a destination for visiting, shopping, dining and doing business.	Yes	Yes	Yes	Will continue marketing projects, activities that promote Alexandria's diverse retail, dining, and hospitality. Awarded 7 grants and held community workshops.
ALEXANDRIA TRANSPORTATION COMMISSION	<i>To advise and promote development of balanced transportation systems for the City through oversight of the implementation of the Transportation Chapter of the City's adopted Master Plan.</i>	Yes	No	No	<i>Report addressed activities only. No discussion of leadership plans or recruitment outreach to fill the two citizen positions.</i>
ALEXANDRIA WOODROW WILSON BRIDGE NEIGHBORHOOD TASK FORCE	Assess construction impacts associated with the Woodrow Wilson Bridge project and advocate mitigation efforts on behalf of the affected neighborhoods and residents.	N/A	N/A	N/A	Committee completed its task and was disbanded on September 23, 2009.
ALEXANDRIA-CAEN SISTER CITY COMMITTEE	Responsible for coordinating projects and facilitating the sister city relationship between the Cities of Alexandria and Caen, France.				
ALEXANDRIA-GYUMRI SISTER CITY COMMITTEE	To identify Alexandria organizations and citizens in the private sector that can assist the Gyumri (formerly Leninakan) reconstruction efforts, and promote cultural, educational and professional exchanges between Alexandria and Gyumri citizens.	Yes	Yes	Yes	Committee has supported schools and orphanages in Gyumri to help the children and youth. Has raised funds to cover 100% of program costs.

ARCHAEOLOGICAL COMMISSION	Responsible for the archaeology of all prehistoric and historic sites in the City.	Yes	No	No	Committee involved in promoting historical and archaeological impact of City projects and initiatives. Annual Ben Brenman Awards for significant contributions to archaeology in Alexandria. Reports cover FY 08 and FY 09.
BEAUTIFICATION COMMISSION	Represents citizens' values in City beautification matters and coordinates projects to encourage and achieve beautification.				
BOARD OF ARCHITECTURAL REVIEW - OLD AND HISTORIC DISTRICT	Passes on the appropriateness of changes to exterior architectural features of the buildings and signs subject to public view within the Old & Historic District.				
BOARD OF ARCHITECTURAL REVIEW - PARKER-GRAY DISTRICT	Passes on the appropriateness of changes to exterior architectural features of the buildings and signs subject to public view within the Parker-Gray District.				
BOARD OF ZONING APPEALS	<i>Hears and decides appeals requesting variance from the provisions of the Zoning Code.</i>	Yes	No	No	<i>Report describes the number of zoning variances and exceptions reviewed and approved. Also notes one appeal. No discussion of future activities/goals, leadership or recruitment plans.</i>
BRADDOCK EAST ADVISORY GROUP	Identify and evaluate issues, challenges and opportunities for the future of the public housing in this area; bring community values, knowledge and ideas into the process of creating a plan for the area that takes advantage of opportunities to improve the area.				
BUDGET AND FISCAL AFFAIRS ADVISORY COMMITTEE	Advises and supports the City Council by examining the City's budget procedures and processes; and recommends way of improving that process.	Yes	No	No	Provide annual in-depth review of annual operating and CIP proposed budgets. Comment on program operations and effectiveness and revenue outlook/projections.
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.				
CARR/NORFOLK SOUTHERN (CARLYLE) DESIGN REVIEW BOARD	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.				

CITIZEN CORPS COUNCIL	Responsible for creating opportunities for individuals to volunteer to help their communities prepare for and respond to emergencies.	Yes	No	No	Signature program is Annual Be Ready Day. Provide community outreach via presentations and information dissemination. CCC received the 2008 FEMA Region III "Making a Difference" Award for Be Ready Alexandria efforts.
COMMISSION FOR THE ARTS	Supports the development and expansion of the arts in Alexandria and serves as an advisory body to City Council.				
COMMISSION FOR WOMEN	<i>Provides guidance and advice to eliminate discrimination because of sex, and encourages equal opportunity for women.</i>	Yes	No	No	<i>Submitted reports for FY 2007, 2008 and 2009 which outlined activities and programs and include a copy of results of their assessment of the economic needs of women in Alexandria. No discussion of leadership or recruitment plans.</i>
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.	Yes	No	No	Has specific goals which are measured on annual basis with specific recommendations for future action/follow-up. Goals deal with all City programs and activities related to seniors. COA has annual awards program for individual and group efforts to benefit elderly citizens. Works with community partners to promote better opportunities and programs for elderly citizens.
COMMISSION ON EMPLOYMENT	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 system and with the economic development program.				
COMMISSION ON HIV/AIDS	Advises City Council in the formulation and implementation of public policy on the treatment of AIDS and prevention of the spread of HIV.	Yes	No	No	Have annual World AIDS Day Service Awards and active outreach/community education program. Partners with Health Department on several projects.
COMMISSION ON INFORMATION TECHNOLOGY	Annually reviews 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.	Cyclical tasks related to IT Plan. Other initiatives on ad hoc basis	Yes	No	Primary task is the review of the City's IT Plan and make recommendations re: for information and telecommunications policy.

COMMISSION ON PERSONS WITH DISABILITIES	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.	Yes	Yes	No formal plan, but have extensive outreach efforts to community and individuals with disabilities.	Active program initiatives address transportation, housing, accessibility, and employment needs of persons with disabilities. Annual award program.
COMMUNITY CRIMINAL JUSTICE BOARD	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.	Yes	Yes	No	CCJB is revising its criminal justice plan with two-year goals and objectives. Continue to identify funding sources and review grant submissions. Also review new policy and procedures related to incarcerated individuals.
COMMUNITY POLICY AND MANAGEMENT TEAM	Responsible for managing the cooperative efforts to serve the needs of troubled and at-risk youths and their families.	Yes	N/A	N/A	ACPMT is required by State law to oversee the expenditures of funds under the Comprehensive Services Act (CSA) for at-risk children.
COMMUNITY SERVICES BOARD	Responsibility for policy and budget direction, project development, and program oversight for all mental health, mental retardation and substance abuse services.	Yes	Yes	Yes	CSB has a strategic plan with vision, mission statement, goals and values. Submits formal annual report on fiscal year basis that provides consumer and City demographics, and program highlights. New initiatives include the Jail Diversion Program and a Crisis Intervention Team in the Police Department.
CONSUMER AFFAIRS COMMISSION	Reviews and analyzes consumer protection policies and regulations and make recommendations to appropriate agencies for improved consumer relations.	No	No	No	Consumer Affairs Commission requested that it be disbanded because core reason for existence was cut due to budget reduction. Council approved the request on 12/8/09.
CONVENTION & VISITORS ASSOCIATION BOARD OF GOVERNORS	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.	Yes	No	No	Report summarizes ACVA activities and initiatives only.
EARLY CHILDHOOD COMMISSION	Responsible for developing an Early Childhood Development Plan for the City that includes funding recommendations.				
ECONOMIC DEVELOPMENT PARTNERSHIP					
ECONOMIC OPPORTUNITIES COMMISSION	Develops and recommends programs which provide outreach and assistance to low-income residents.	Unclear	Yes	Yes	Participated in State training on EOC relationship to the community Services Block Grant and developed unspecified activities to be pursued in the coming year.

EISENHOWER EAST DESIGN REVIEW BOARD	To review applications under the ordinance within CDD #2, CDD #11 and for properties in CDD #1 on which development is governed by any special use permit which authorizes or requires design review by the Carr/Norfolk Southern Design Review Board.				
EMERGENCY MEDICAL SERVICES COUNCIL	Advise City Council with respect to the provision of training to emergency rescue technicians.	Yes	No	Yes	EMS Council has Quarterly awards program, website, and outreach program to promote community awareness of its programs and activities.
ENVIRONMENTAL POLICY COMMISSION	Studies and makes recommendations on the environmental impact of various projects and program initiatives in the City.	Yes	Yes	Yes	Developed Eco-City Environmental Action Plan 2030. EPC sponsors local Earth Day celebrations; established an annual Ellen Pickering Environmental Excellence Award, and created the Eco-City Alexandria blog. Also works with other Council-appointed groups on environmental issues.
GEORGE WASHINGTON BIRTHDAY CELEBRATION COMMITTEE	Responsible for the planning and carrying out of the City's annual George Washington Birthday Celebration.				
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.	Yes	Yes	Yes	HARC manages the Annual Alexandria Forum, hosts an annual fundraising event to benefit Alexandria's museums and historic sites, and provides coordination and collaboration within the historic community.
HISTORICAL RESTORATION & PRESERVATION COMMISSION	Empowered by the Virginia General Assembly to preserve historic architecture.				
HUMAN RIGHTS COMMISSION	Responsible for setting the human rights policy of the City, and for hearing complaints that are not resolved at the staff level.				
INDUSTRIAL DEVELOPMENT AUTHORITY	Promotes industry and develops trade by encouraging manufacturing, industrial, government and commercial enterprises to locate or remain in the City.	Yes	No	No	IDA did not record any changes to the IDA fee schedule and no new bonds were issued in FY'09. The Authority did not handle any ministerial actions. IDA updated its informational materials and held an event to promote the program.
LANDLORD-TENANT RELATIONS BOARD	Conciliates landlord-tenant complaints, and recommends and reports to City Council on legislation and policy in landlord-tenant relations.				
LAW LIBRARY BOARD	Maintains and operates a law library for the education and benefit and its members.				

LIBRARY BOARD	<i>Oversees library services in the City.</i>	Yes	No	No	Report detailed Library operations by department and facility for the past fiscal year and provided a snapshot of the Board's membership during the reporting period.
LOCAL EMERGENCY PLANNING COMMITTEE	Responsible for devising and distributing emergency plans aimed at addressing chemical hazards.	Yes	Yes	Yes	LEPC will continue to receive Tier Two Forms and update list of facilities with Extremely Hazardous Substances and maintain LEPC's web page. They will also coordinate activities with City' new Environmental Investigation Unit and review the Hazardous Materials Plan.
MARKETING COORDINATING COUNCIL	Provides advisory support to the Marketing Fund by providing information to prospective grantees, providing preliminary application review and feedback to the Marketing Fund Committee.	Yes	N/A	N/A	See Alexandria Marketing Fund for comments.
MARTIN LUTHER KING, JR. COMMITTEE	Prepare a request for proposal for a memorial to Dr. King that meets the criteria, objectives, and/or principles established by the Committee.				No activity in past year. Committee has \$10,000 in donations toward a memorial.
PARK AND RECREATION COMMISSION	Advises City Council on all matters relating to parkland, recreation and culture.				
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.				
POTOMAC YARD DESIGN ADVISORY COMMITTEE	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.				
PUBLIC HEALTH ADVISORY COMMISSION	Provides information about and evaluation of health-related matters and investigates specific health problems.	Yes	No	No	Commission holds an annual awards program recognizing Alexandrians who have made substantive contributions in community health field. Also involved in the Partnership for a Healthier alexandria and MAPP (Mobilizing Action through Planning and Partnership), a strategic planning approach to community health improvement.
PUBLIC RECORDS ADVISORY COMMISSION	<i>Provides advice and guidance to the City Records Administrator on records management matters and implementation of the records program in the City.</i>	Yes	Yes	Yes	<i>Report describes initiatives, current activities, and challenges faced by staff. Also outlines leadership turnover plans and outreach recruitment efforts.</i>

REAL ESTATE ASSESSMENTS REVIEW BOARD	Shall and may exercise the power to revise, correct and amend any assessments of real estate made by the City Assessor.				
REDEVELOPMENT AND HOUSING AUTHORITY	Provides public housing for lower-income families in accordance with state and federal statutes and regulations of the U.S. Dept. of HUD.				
SANITATION AUTHORITY	Responsible for raising its own funds by selling revenue bonds and charging users for service.	Yes	No	No	Report provides detailed summary of current operations, environmental initiatives, education programs for Alexandria's middle and high school students. As it is in early stages of planning for plant expansion.
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.				
SMOKE CONTROL APPEAL BOARD	Exists to hear appeals from decisions made under the Smoke Control Section of the City Code.				
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 and advises City officials on public welfare and day care issues.	Yes	Yes	Yes	SSAB has set specific goals for the coming year related to ensuring safety and well-being of at-risk children, ensuring that low-income individuals and families receive assistance in timely and courteous manner, establish social services and child welfare issues, and providing financial support for staff appreciation days.

TRAFFIC AND PARKING BOARD	<i>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</i>	Yes	No	No	<i>Board was very active over past year and held hearings on 33 issues. The TPB has specific goals for the coming year. Board feels the City Code prescribed process has worked well to fill vacancies, although they would like to see more rigorous outreach efforts to attract applicants with transportation or taxicab experience. No plan was included for Board to reach out and recruit its target group. No definite plans for ensuring leadership turnover as report states that chair and vice chair are in office until their respective appointments have expired or they resign. Then elections are held.</i>
URBAN DESIGN ADVISORY COMMITTEE	Review site plan applications and special use permits for compliance with the Old Town North urban design guidelines.	Yes	Yes	No	Committee reviewed plans for three sites: 532 North Washington Street; 321 First/St. Anthony's Day School, and 701 North Washington Street.
USS ALEXANDRIA LIAISON COMMITTEE	Responsible for maintaining a strong long-term relationship between the crew and families of the USS Alexandria and the Citizens of Alexandria.				
VIRGINIA PAVING COMMUNITY LIAISON COMMITTEE	Receive progress and compliance reports on a variety of issues involving Virginia Paving and assisting in the dissemination of timely and accurate information to a wider stakeholder community.				
WATERFRONT COMMITTEE	<i>Study the issues relating to the Alexandria waterfront and make recommendations to City Council.</i>	Yes	No	No	<i>Report details principal activities and goals for the coming year only.</i>
WAYFINDING STAKEHOLDER ADVISORY GROUP	Assist with the City's new wayfinding program that will develop a comprehensive wayfinding signage system that will be a complete navigational system with a consistent image within the City's boundaries.				
YOUTH POLICY COMMISSION	Submit an annual report on the Commission's vision for youth and make recommendations to City Council on youth-related issues and on City policy for youth.				



CITIZEN ASSISTANCE OFFICE

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June 1, 2010

Dear Committee Chairperson:

It's time for the Annual Attendance Report to be completed. Please be sure to include a copy of your committee's annual report with the completed attendance sheet. Instructions for the Annual Report are included below.

Attached is the form for the Annual Attendance Report. Section 2-4-7(i)(1) of the City Code requires the head of all committees to keep attendance records and forward a copy of the attendance record to the Executive Secretary on an annual basis. This Code section also requires appointees to committees to attend at least 75 percent of the committee meetings.

Excused absences should not be considered when determining who has met these requirements. Remember, absences are excused for the following reasons: 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. All other absences should be recorded as unexcused.

Your committee's annual report should include a summary of activities for the past year, statement of the group's specific goals for the coming year, your recruitment and leadership plans, and cycle for ensuring turnover in leadership. The turnover interval is at the Committee's discretion.

Please forward the completed form with the Annual Report to the Office of Citizen Assistance by July 23, 2010. If you should have any questions, please do not hesitate to give me a call at 703.746.4691.

Sincerely,

Rose Williams Boyd
Executive Secretary for
Boards and Commissions

cc: City Staff