

## City of Alexandria, Virginia

## MEMORANDUM

**DATE:** FEBRUARY 16, 2011

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** JAMES K. HARTMANN, CITY MANAGER *J*

**SUBJECT:** ANNUAL REPORTS FROM COUNCIL-APPOINTED BOARDS AND COMMISSIONS FOR FY 2010

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**ISSUE:** Receipt of annual reports from Council-appointed boards and commissions.

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

**DISCUSSION:** Since 2008, the City Council has required that annual reports be submitted with the annual attendance reports of Council-appointed boards and commissions. The reports are designed to summarize the groups' activities over the last year, describe their recruitment activities, and outline their plans for ensuring leadership turnover. For FY09, a total of 35 of the 57 groups required to submit the annual attendance report also submitted annual reports. It should be noted that the Park and Recreation Commission submitted its FY 2009 annual report in 2010, and its contents are summarized in this report. For FY 2010, 37 groups are included in the initial report, and staff anticipates a supplemental report covering additional groups in the spring. The list of groups that have not submitted their reports is included in Attachment 2. A letter from Mayor Euille will be sent to the chairs of these groups with a copy to the staff requesting their annual reports.

Thirty of the 57 groups reported ongoing programs with specific goals for the coming year, and highlights of these reports are in the comments section of the attached chart (Attachment 1). One group, the Commission on Information Technology, reports ongoing tasks that are cyclical in nature, and the Commission on Employment described an ongoing public relations initiative, but did not describe specific programs. Twenty-three groups, compared with only 13 last year, outlined specific plans that will ensure turnover in their committee's leadership. Fifteen described recruitment plans/activities designed to encourage citizens to apply for commission vacancies, compared with only 11 last year. 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.

**ATTACHMENTS:**

Attachment 1: Summary Chart of Board and Commission Annual Reports

Attachment 2: List of Groups That Have Not Submitted Reports

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

SUMMARY OF 2010 ALEXANDRIA BOARD AND COMMISSION ANNUAL REPORTS

ATTACHMENT 1  
February 10, 2011

Report Submitted?	Report #	Commission	Mission Statement	On-going Programs	Leadership Plan	Recruitment Plan	Goals/Comments
Yes	1	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 actively involved in responding to funding requests (2 loans and 1 grant), approving affordable housing plans, and participating in the development of the Housing Master Plan.
Yes	2	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	The Task Force received regular briefings on criminal and graffiti incidents related to gang activity; provided oversight of Intervention Prevention Education (IPE) programs, and drop-out prevention and education efforts to diminish gang behavior prior to occurrence.
Yes	3	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	Marketing Fund awarded six grants and expanded its goals to serve as an incubator/support for new and replicable marketing ideas and projects. Also formalized application review and review meeting procedures.
No		ALEXANDRIA TRANSPORTATION COMMISSION	To advice 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.	Yes	No	No	
Yes	4	ALEXANDRIA-CAEN SISTER CITY COMMITTEE	Responsible for coordinating projects and facilitating the sister city relationship between the Cities of Alexandria and Caen, France.	Yes	Yes	Yes	Participated in Committee to Committee exchange visit with Caen. Recruited and vetted students to serve as intern in Caen City Hall and hosted French intern who worked in Alexandria City Hall in July. Committee hoping to raise funds for a Petanque field (similar to Bocce ball) to be constructed in City.
No		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	
Yes	5	ARCHAEOLOGICAL COMMISSION	Responsible for the archaeology of all prehistoric and historic sites in the City.	Yes	Yes	Yes	Commission actively involved in the waterfront planning process and Ft. Ward historical preservation effort. Selected four recipients for the 3rd Annual Ben Brenman Archaeology Award. Updated its strategic plan, and participated in community projects such as Freedman's Cemetery.
Yes	6	BEAUTIFICATION COMMISSION	Represents citizens' values in City beautification matters and coordinates projects to encourage and achieve beautification.	Yes	No	No	Beautification Commission continues to sponsor the Beautification Awards, participate in Earth Day, host the Sanitation workers Appreciation Breakfast, and participate in Ramsay House garden improvements and Alexandria in Bloom project.

SUMMARY OF 2010 ALEXANDRIA BOARD AND COMMISSION ANNUAL REPORTS

February 10, 2011

Report #	Commission	Mission Statement	On-going Programs	Leadership Plan	Recruitment Plan	Goals/Comments
7	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.	Yes	No	No	Board approved 158 permits to demolish/encapsulate, and adopted Outdoor Dining Design Guidelines and an Administrative Approval of Signs policy. Also established an Ad Hoc Work Group to study modern and sustainable replacement materials in the historic districts.
8	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.	Yes	No	No	Approved 35 permits to demolish/encapsulate and adopted an Administrative Approval of Signs policy. In coming year, Board hopes to streamline the approval process for appropriate replacement materials and adopt a policy on fines and penalties.
9	BOARD OF ZONING APPEALS	Hears and decides appeals requesting variance from the provisions of the Zoning Code.	Yes	Yes	No	BZA heard 23 cases and granted eight variances and 13 special exceptions. Board denied two appeals.
	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	
	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.				
10	CITIZEN CORPS COUNCIL	Responsible for creating opportunities for individuals to volunteer to help their communities prepare for and respond to emergencies.	Yes	Yes	No	Partnered with Health Department and Volunteer Alexandria to distribute emergency planning materials for seasonal and H1N1 flu. Conducted a post event review of the City's handling of the snowstorms, and will expand outreach efforts by publishing articles in the Gazette Packet.
	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	Provides guidance and advice to eliminate discrimination because of sex, and encourages equal opportunity for women.	Yes	No	No	

SUMMARY OF 2010 ALEXANDRIA BOARD AND COMMISSION ANNUAL REPORTS

February 10, 2011

Report #	Commission	Mission Statement	On-going Programs	Leadership Plan	Recruitment Plan	Goals/Comments
11	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	Yes	No	COA has numerous ongoing programs and activities, e.g. awards program and Young at Art, as well as initiatives to develop a strategic action plan, and explore the feasibility of an affordable assisted living facility in Alexandria.
12	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.	Have a public relations initiative that is ongoing but no	Yes	No	Commission initiated a public relations campaign to create and maintain a positive and visible presence.
13	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	Yes	Yes	Hosts an annual awards program to observe World AIDS Day. Co-sponsored an event in recognition of National Black HIV/AIDS Awareness Day during middle schools Saturday Night Hype Party.
14	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	Yes	New initiative is to increase the availability of affordable broadband access for all citizens of Alexandria. Also working on linking the City's IT Plan to the City's Strategic Plan.
	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	
15	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	The CCJP will work with the CSB to ensure that mentally ill inmates get the services they need to avoid reincarceration. Will also update the Criminal Justice Plan as needed.
16	COMMUNITY POLICY AND MANAGEMENT TEAM (ACPMT)	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 focusing on making sure that high risk children and families have permanent homes and creating innovative community-based partnerships to address the challenges they face via individualized plans.
17	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	Intellectual Disability, Substance Abuse and Mental Health Vocational Program received its third accreditation. Crisis Intervention Team (CIT) is operational in partnership with Police Department and Office of Sheriff. Goals for coming year include developing a Recovery Work Group to enhance recovery best practice and peer advocacy, and re-align children's treatment and prevention services and geriatric services.

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February 10, 2011

Report #	Commission	Mission Statement	On-going Programs	Leadership Plan	Recruitment Plan	Goals/Comments
	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	
18	EARLY CHILDHOOD COMMISSION	Responsible for developing an Early Childhood Development Plan for the City that includes funding recommendations.				Council approved realignment of youth-related City Council appointed and City supported boards and commissions. The creation of the new Commission is expected in 2011. Changes in local match requirement allowed program to serve 36 more children.
19	ECONOMIC OPPORTUNITIES COMMISSION	Develops and recommends programs which provide outreach and assistance to low-income residents.	Unclear	Yes	Yes	Created three projects with American Recovery and Reinvestment Act funds: the Utility Assistance and Education Project, Ex-Offender Skill Development and Job Placement Project, and the Dental Assistance Project. Commission will develop an EOC strategic plan to address the needs of low-income Alexandrians that is consistent with the City's strategic goals. Will also partner with Alexandria Economic Development organization to enhance job creation for low-income workers.
	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	Yes	Yes	
20	ENVIRONMENTAL POLICY COMMISSION	Studies and makes recommendations on the environmental impact of various projects and program initiatives in the City.	Yes	Yes	Yes	Primary focus of EPC was to initiate implementation of the Eco-City Environmental Action Plan 2030. Also, initiated quarterly clean-ups of King Street between I-395 and Quaker Lane, under the City's Adopt a Block program, continued the Earth Day event and the Ellen Pickering Environmental Excellence Award.
	GEORGE WASHINGTON BIRTHDAY CELEBRATION COMMITTEE	Responsible for the planning and carrying out of the City's annual George Washington Birthday Celebration.				
21	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 sponsored the 51st Alexandria Forum; developed an annual survey on fundraising activities by private and public agencies in support of historic sites and programs; continued its stewardship of historic City properties; and supported Civil War Sequicentennial celebration planning.

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February 10, 2011

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22	HISTORICAL RESTORATION & PRESERVATION COMMISSION	Empowered by the Virginia General Assembly to preserve historic architecture.	Yes	No	No	Report described new easement donations including the Freedman's Cemetery project and the Northern Virginia Fine Arts Association for rehabilitation work on the Athenaeum. In the process of assessing properties on the list of 100 year-old structures and documented Civil War related sites. Group will continue its monitoring of existing easements and its advocacy program to promote historic preservation.
	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	
23	LANDLORD-TENANT RELATIONS BOARD	Conciliates landlord-tenant complaints, and recommends and reports to City Council on legislation and policy in landlord-tenant relations.	Yes	No	No	The Board sponsored an Apartment Managers Seminar which provided information on tenant selection criteria and screening policies; made recommendations to Council on the City's Voluntary Rent Guidelines; and held a joint meeting with the Fairfax County Tenant Landlord Commission.
	LAW LIBRARY BOARD	Maintains and operates a law library for the education and benefit and its members.				
	LIBRARY BOARD	Oversees library services in the City.	Yes	No	No	
24	LOCAL EMERGENCY PLANNING COMMITTEE	Responsible for devising and distributing emergency plans aimed at addressing chemical hazards.	Yes	No	Yes	LEPC plans to sustain current membership along with the chair and vice-chair positions. Group updated the list of facilities with extremeley Hazardous Substances and reviewed 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 Marking Fund Committee.	Yes	N/A	N/A	In the process of establishing policies and procedures and distinguishing the role of the Coordinating Council as an advisory group to the Marketing Fund Committee and technical assistance provider to potential grantees.
	MARTIN LUTHER KING, JR. COMMITTEE (Ad Hoc)	Prepare a request for proposal for a memorial to Dr. King that meets the criteria, objectives, and/or principles established by the Committee.				Has not met in the last couple of years. Mayor will reconstitute the Committee.

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February 10, 2011

Report #	Commission	Mission Statement	On-going Programs	Leadership Plan	Recruitment Plan	Goals/Comments
25	PARK AND RECREATION COMMISSION	Advises City Council on all matters relating to parkland, recreation and culture.	Yes	No	No	The Commission submitted two reports. The FY 09 report described the CIVIC Awards which are presented at the City's annual birthday celebration and held public hearings on various park and recreation issues. Commission also liaised with groups such as the Ft. Ward Ad Hoc Advisory Commission, Waterfront Committee, Freedmen's Cemetery, Charles Houston Memorial Project, etc. In FY 2010, the Commission identified its top 10 priorities for the next year and drafted a list of action steps to accomplish the items. Also held public hearings on Freedman's Cemetery, the Synthetic Field Study and the proposed fee increases that were part of the FY 2011 Operating Budget. The Commission will continue to work on issues pertaining to parkland and facility needs in support of the City's Strategic Plan, the Open Space Master Plan, Capital Facilities Maintenance Program, and the evolving Waterfront Master Plan.
26	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.	Yes	Yes	No	Planning Commission held 83 public hearings and nine work sessions. The Commission either approved or recommended approval of all items it considered, except for one text amendment. The Commission voted not to initiate a text amendment to the Zoning Code regarding adult use businesses.
	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	
27	PUBLIC RECORDS ADVISORY COMMISSION	Provides advice and guidance to the City Records Administrator on records management matters and implementation of the records program in the City.	Yes	Yes	Yes	The PRAC urged that City records be destroyed according to State records retention and disposition schedules, and worked on an outline for a new archives and records management administrative regulation.
28	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.	Yes	No	No	The Board held hearings on 42 days to address the 470 assessment appeals filed in CY 2009. Board also updated their Rules and Procedures for Hearings, and worked with the Assessor to propose a City Charter change that increased Board membership to nine thus allowing for panels to hear appeals.
	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.				

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February 10, 2011

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29	SANITATION AUTHORITY	Responsible for raising its own funds by selling revenue bonds and charging users for service.	Yes	Yes	No	The Authority held its first retreat to discuss governance, leadership, and policy issues on June 26. Formal report describes operations.
30	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.	Yes	No	No	Committee supported exchange programs with Dundee and Helsingborg. Planned to host youth drama students from Dundee and promote commercial and art exchanges with Helsingborg.
31	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 monitored City's major social service centers and provided feedback to staff on how they might improve services. Solicited donations and presented gifts to reward exceptional social services staff during staff appreciation days.
32	TRAFFIC AND PARKING 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	Yes	No	No	Board held public hearings on 33 issues—16 related to parking, nine related to motorcoaches, and eight on various issues including several taxi driver disciplinary actions. The Board will be working closely with the City's parking planner on the Old Town and Mt. Vernon Parking Studies.
33	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	The Committee did not meet because no new developments were proposed for Old Town North area.
34	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.	Yes	No	No	Committee met on June 23 for first time in over a year, and is planning to host the submarine crew in February 2011.
35	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.	No	N/A	N/A	Committee met twice to review requests for a State operating permit and an SUP amendment to add natural gas as a fuel source. The Committee was not reauthorized to meet in FY 2011 because all infrastructure improvements required under the SUP have been completed.
36	WATERFRONT COMMITTEE	Study the issues relating to the Alexandria waterfront and make recommendations to City Council.	Yes	No	No	The Committee developed a set of principles to be included in a new Waterfront Plan and identified a variety of waterfront uses and features to be considered. Group held its Annual Waterfront Walk and set specific goals for coming year.
	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.				



**Boards & Commissions That Have Not Submitted 2010 Annual Reports by February 2011**

- Alexandria Transportation Commission
- Alexandria-Gyumri Sister City Committee
- Braddock East Advisory Group
- Budget and Fiscal Affairs Advisory Committee
- Building Code Board of Appeals
- Carr/Norfolk Southern (Carlyle) Design Review Board
- Commission For The Arts
- Commission For Women
- Commission on Persons With Disabilities
- Convention & Visitors Association Board of Governors
- Eisenhower East Design Review Board
- Emergency Medical Services Council\*
- George Washington Birthday Celebration Committee
- Human Rights Commission
- Industrial Development Authority
- Law Library Board
- Library Board
- Marketing Coordinating Council
- Martin Luther King, Jr. Committee (ad hoc)
- Potomac Yard Design Advisory Committee
- Public Health Advisory Commission
- Redevelopment and Housing Authority
- Wayfinding Stakeholder Advisory Group
- Youth Policy Commission

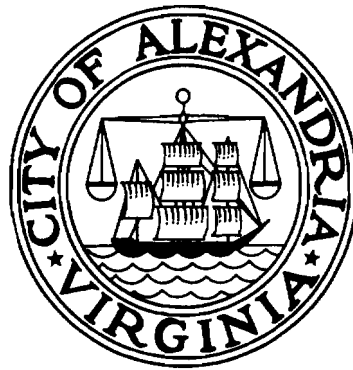
\* Draft report submitted that needs review by the full EMS Council

**Available Board and Commission Annual Reports Mentioned in Attachment 1**

<b><u>Board/Commission</u></b>	<b><u>Report #</u></b>
Affordable Housing Advisory Committee	1
Alexandria Gang Prevention Community Task Force	2
Alexandria Marketing Fund	3
Alexandria-Caen Sister City Committee	4
Archaeological Commission	5
Beautification Commission	6
Board of Architectural Review - Old and Historic District	7
Board of Architectural Review - Parker-Gray District	8
Board of Zoning Appeals	9
Citizen Corps Council	10
Commission on Aging	11
Commission on Employment	12
Commission on HIV/AIDS	13
Commission on Information Technology	14
Community Criminal Justice Board	15
Community Policy and Management Team	16
Community Services Board	17
Early Childhood Commission	18
Economic Opportunities Commission	19
Environmental Policy Commission	20
Historic Alexandria Resources Commission	21
Historical Restoration & Preservation Commission	22
Landlord-Tenant Relations Board	23
Local Emergency Planning Committee	24

Park and Recreation Commission	25
Planning Commission	26
Public Records Advisory Commission	27
Real Estate Assessments Review Board	28
Sanitation Authority	29
Sister cities committee	30
Social Services Advisory Board	31
Traffic and Parking Board	32
Urban Design Advisory Committee	33
USS Alexandria Liaison Committee	34
Virginia Paving Community Liaison Committee	35
Waterfront Committee	36

**The Affordable Housing Advisory Committee  
2009 – 2010 Annual Report**



**JULY 2010**

**The Affordable Housing Advisory Committee (AHAC)  
Annual Report, 2009-2010**

The Affordable Housing Advisory Committee (AHAC) is comprised of members appointed by the Alexandria City Council. A list of the committee members and members during the 2009-10 period is included at the end of this report. The purpose of the committee is to advise City Council on issues regarding the maintenance and promotion of affordable housing, to make recommendations for policies governing the expenditures of the City's Housing Trust Fund and Housing Opportunities Fund monies, and to oversee the administration of the Trust Fund. This year and next, AHAC is also participating in the Housing Master Plan (HMP) process as its core advisory group, along with six additional members representing relevant constituencies. The Committee meets on the first Thursday of each month at 7:00 p.m. (6:30 p.m. during the HMP process) and is staffed by the Office of Housing.

During the past year the Committee dealt with the following funding requests, affordable housing plans, and issues:

1. **Considered and approved a request from Harambee Community & Economic Development Corporation (Harambee) for additional loan allocation of up to \$100,000 for the development of Beasley Square (9/09):** Beasley Square will have eight one-bedroom rental units to serve elderly residents with incomes at or below 60% of the area median. Harambee plans to accept eligible, age-qualified households from ARHA's Housing Choice Voucher (HCV) waiting list, existing HCV program participants, and income-eligible individuals who can afford to pay the rent without voucher assistance. Funding Source: Housing Opportunities Fund (Housing Trust Fund portion)
2. **Considered and approved a loan of \$494,447 from the HOME funds portion of the Housing Opportunities Fund for the modernization of two elevators at Brent Place (10/09):** Brent Place is a 14-story high rise comprised of 207 apartments with 50 one-bedroom, 105 two-bedroom and 52 three-bedroom units. Up to eleven units rent without income limitations although at the current time all of the households residing at the property have incomes below 60% of the area median income, including a large number of households with incomes substantially below that range. Funding Source: Housing Opportunities Fund (Federal HOME portion)
3. **Considered and approved a \$35,000 Grant Request from Rebuilding Together Alexandria (RTA) for Housing Trust Fund monies (12/09):** Housing Trust Fund (HTF) monies will fund RTA volunteer-driven rehabilitation activities in FY2010. At least 75 percent of the City's grant funds are for the purchase of supplies and materials. RTA plans to assist over 85 Alexandria resident homes with home repairs, as well as some non-profit agencies, serving more than 150 homeowners and their families. Funding Source: Housing Opportunities Fund (Housing Trust Fund portion)

4. **Considered and approved the Hoffman Blocks 11 and 12 Affordable Housing Plan, (1/10):** The Committee approved the Affordable Housing Plan for Hoffman Blocks 11 and 12 which included two components: a voluntary cash contribution of \$3,333,151 (consistent with the conclusions of the Developer's Housing Contribution Policy Work Group) and an estimated 56 on-site affordable housing units pursuant to the bonus density provisions of Section 7-700 of the Zoning Ordinance
5. **Considered and approved the Carlyle Block O Affordable Housing Plan (2/10):** The Committee approved the Affordable Housing Plan for Block O which included six (6) affordable units for income eligible households pursuant to the bonus density provisions of Section 7-700 of the Zoning Ordinance. Three (3) will be one-bedroom units and three (3) will be two-bedroom units.
6. **Considered and approved a request from Alexandria Housing Development Corporation for Housing Opportunities Fund monies (3/09):** The Committee approved a new \$200,000 allocation for the FY 2011 annual operating budget of the Alexandria Housing Development Corporation (AHDC) from the Housing Opportunities Fund. AHDC can retain up to \$50,000 from FY 2010 carryover funds in FY 2011 for predevelopment. Any unused monies from AHDC's FY 2010 budget will be applied toward this total. Funding Source: Housing Opportunities Fund (General Fund portion)
7. **Formed the base for the Housing Master Plan Advisory Group (4/10):** The Alexandria Affordable Housing Advisory Committee, plus an additional six appointees, is the Advisory Group for the housing master plan effort that began in April. The goals of the Housing Master Plan process include:
  - Make recommendations to ensure a more balanced geographic distribution of affordable, workforce and public housing throughout the City;
  - Define and/or establish goals for mixed-income housing;
  - Enhance community understanding of housing choice as a critical component of Alexandria's economic sustainability strategy;
  - Develop strategies for affordable, workforce and public housing preservation and production through development and zoning tools and resources; and
  - Enhance/broaden the quantity and range of housing identified for preservation with a Priority Housing Unit Policy.

**In its Housing Master Plan Advisory Group role, the committee has:**

- Heard and discussed presentations on regional demographics and housing trends, defining the challenge/setting the stage, and planning & zoning;
- Provided feedback with regard to issues to be discussed in the future Housing Master Plan meetings; and
- Participated in a Citywide affordable housing tour

**Voting Members: 14**

- 1 Builder or developer of residential property
- 1 Real estate professional with knowledge and experience in residential real estate
- 1 Landlord of residential property in the City
- 1 Residential tenant in the City
- 1 Homeowner in the City
- 1 Commissioner from the ARHA Board
- 1 Representative of the City's faith community
- 1 Representative of a civic association in the City
- 1 Representative who is employed by or affiliated with an organization that promotes and maintains affordable housing
- 1 Financial professional with knowledge and experience in the field of finance as it relates to residential housing
- 1 Representative of an employer in the city who employs at least 100 employees
- 1 Licensed and practicing attorney
- 1 Person designated by, but who need not be a member of the Commission on Aging
- 1 Person who is either a City employee or a teacher with the Alexandria City Public Schools

**Voting Members during 2009-10:**

- Patricia Arnaudo (December 2009 – June 2010)
- Eric Bonetti (May 2010 – June 2010)
- Michael Caison, Chair (July 2009 – June 2010)
- Herb Cooper-Levy (October 2009 – April 2010)
- John Corrado (July 2009 – June 2010)
- Carter Flemming (July 2009 – June 2010)
- William Harris (July 2009 – June 2010)
- Shelly (Bob) Kaufman (July 2009 – June 2010)
- Michelle L'Heureux (July 2009 – April 2010)
- Laura Lantzy (July 2009 – June 2010)
- Rick Liu (October 2009 – June 2010)
- Patrick McCreesh (April 2010 – June 2010)
- Marilyn Patterson (July 2009 – November 2010)
- Mary Ellen Ruff (March 2010 – June 2010)
- Amy Rose (July 2009 – April 2010)
- Sonya Sacks (January 2010 – June 2010)
- Ana Soto (April 2010 – June 2010)
- Amy Susskind (July 2009 – March 2010)

# **Annual Report**

## **Alexandria Gang Prevention Community Task Force**

2010 JUL 20 A 11: 03

### **July 20, 2010**

#### **Summary of Activities for 2009 – 2010:**

In concert with its membership on the Northern Virginia Regional Gang Task Force and in partnership with efforts within the Council of Governments, the Alexandria Gang Prevention Community Task Force - consisting of 17 members, co-chaired by the Mayor and a Member of City Council, and staffed by the Gang Prevention & Intervention Coordinator - continued to support, sustain, improve and create activities, services and resources that remove and mitigate the existence of gang membership, in accordance with recommended national best-practices.

The Task Force, which is advised by the Senior Policy Work Group on Gangs – the membership of which includes multiple City and School leadership positions – met quarterly and communicated regularly throughout the year. The Task Force continued to be kept apprised of criminal and other incidents related to gang activity; interventions in place to support those who may have involved themselves in gang behavior and needed help to separate themselves from such involvement; and prevention and education efforts to provide protective factors within the community, family and individuals to diminish gang behavior prior to its occurrence.

The following is a listing of some of the major activities undertaken and advised by the Task Force and the Senior Policy Work Group on Gangs:

#### **Crime and Graffiti Briefings:**

The group was regularly apprised of gang crime and related incidents by special gang and graffiti reports and intelligence by the Northern Virginia Regional Gang Task Force, the Alexandria Police Department, the Alexandria Sheriff's Department, the Commonwealth Attorney's Office, the Office of Adult Probation and Parole, the Juvenile Court Service Unit and the schools. Integral to the workings of the Task Force has been the accurate and up-to-date knowledge of local, regional and national trends related to gang activity. Included in these reports was the streamlined and highly touted graffiti removal system within the City, which has attained statewide acclaim. Discussions included specific neighborhood issues and concerns related to both the youth and adult population.

#### **Intervention Prevention Education (IPE):**

The Alexandria Gang Prevention Community Task Force provided regular input on the oversight of the effective Intervention Prevention Education (IPE) program within the City and region. The IPE program – a free, 90 day professional intervention program for youth 12 – 21 and families at-risk of, or involved with, gang membership – continued in full-force. The program, which operates by referrals submitted by City and non-profit professionals, school officials, parents and other community members; received a plethora of service requests from agents representing a wide-cross-section of staff members; so much so that the number of staff deployed in Alexandria was double of that which existed in some larger, more populated jurisdictions in the region.

Due to needs of both students younger than the age of 12 and adults over the age of 21, 2 new pilot programs were created within the City. The Elementary IPE program began and a full-time specialist was hired to provide specific intervention to individuals, families, groups of students and the elementary school community in general. Additionally, due to demanding needs of young adults in need of re-entry services, a pilot program was created and a staff person hired to provide specific intervention services to this population.



### **Subcommittee Drop-Out Prevention:**

Task Force at-large member Jim Copple, an internationally renowned expert in conflict, gangs, and drug abuse, chaired a Subcommittee to carry out one of the Task Force's mission objectives – that of working on the issue of young people dropping out of school. Over 12 agency representatives and community members worked with Mr. Copple and the group researched this area extensively, the work of which resulted in the creation of a document of principles that was supported by the Superintendent of ACPS and presented, along with recommendations, to City Council. The Subcommittee has focused on several areas - Drop-Out Prevention Information Exchange, Family Literacy Committee, Student Re-Entry Initiative, and Building Connections. The Task Force has kept the issue of graduation rates on its radar of matters paramount to effective support of children in the community and has looked at ways to add value to creating more opportunities for ready-workforce opportunities such as through its partnership with the Alexandria Seaport Foundation and apprenticeships for gang-involved or at-risk youth.

### **Mentoring Partnership Coordination:**

Through Stimulus and congressional funding, a full-time Alexandria Mentoring Partnership (AMP) Coordinator was hired and has enhanced the fledgling collaboration of professionally managed mentoring programs. This streamlined coordination led to evaluations of each of the partnering programs based on national best-practice standards, enhanced coordination of recruitment and support events, data base development and management of attractive website/blog/facebook accounts. For the first time in its existence, the AMP's partnering programs were seen to reach capacity in the spring, 2010.

### **Outreach & Education:**

Visibility of the Gang Task Force and its activities is an integral piece of community supports in this area and community members were exposed to information weekly during the course of the year. Collaborative efforts with local and regional police, other regional prevention coordinators and other experts; including the Office of the Attorney General, were continued to provide specialized information within the local and regional community. In order to provide the most effective information delivery to parents and other community members – many of whom who cannot attend multiple meetings – the Gang Task Force partnered with the Substance Abuse Prevention Coalition of Alexandria and the Alexandria Campaign on Adolescent Pregnancy to provide cross training for community members on risky behaviors.

### **Youth Focus:**

The Alexandria Gang Prevention Community Task Force was fortunate to have a multiple-year youth representative included in its ranks. His participation was seen as a valuable portion of reporting and feedback; so much so that a special "youth focus" report was created. Very frank discussions about what was being seen in the school and community occurred.

### **Some of the other areas of support that the Task Force provided oversight and expertise included the following:**

- Regional Gang Assessment
- Tattoo Removal
- Relocation
- Multicultural Volunteerism
- Soccer Tournaments and Provision of Leisure Time Activities

### **Statement of the Group's Specific Goals for the Coming Year:**

The Alexandria Gang Prevention Community Task Force will continue to oversee the activities and goals of its strategic plan to mitigate risk factors that may contribute to involvement in gangs. Specifically, it will work in collaboration with its partners within the Northern Virginia Regional Gang Task Force, the Council of Governments and jurisdictions within Virginia, Maryland and the District of Columbia. It will continue to receive specific and specialized reports from law enforcement and will oversee its local intervention program.

Among some of the more specific areas of work will be the enhancement of meaningful work, volunteer or internship opportunities. The Task Force will be creating a subcommittee work-group to research and add value to help youth become more prepared for the world of work. Additionally, the Task Force shall support the expansion of mentoring so that more children within the City can be matched up with more adults. All of the efforts within the Task Force shall be meshed with the City Council and School Board Strategic Plans and the City's new youth master plan.

### **Recruitment and Leadership Plans:**

The Alexandria Gang Prevention Community Task Force will recruit within the local community to fill vacant positions. The Mayor and one member of Council continue to serve as the Chairpersons of the Task Force.

### **Cycle for Ensuring Turnover in Leadership:**

Leadership within the Task Force is determined by City Council.

**Respectfully submitted,**

**Mike Mackey  
Gang Prevention & Intervention Coordinator**

**CITY OF ALEXANDRIA  
BOARDS AND COMMISSIONS  
MEETINGS ATTENDANCE REPORT**

**July 1, 2009 – June 30, 2010**

**COMMISSION: Gang Prevention Community Task Force**

**CHAIRPERSONS: Mayor William D. Euille, Councilman Rob Krupicka**

MEMBER'S NAME	2009	2010		
	October 7, 2009	January 20, 2010	April 12, 2010	June 15, 2010
Mayor Euille (Co-Chair, Member of City Council)	X	E	X	X
Councilman Krupicka (Co-Chair, Member of City Council)	X	E	E	X
Ms. Ronnie Campbell (Alexandria School Board)	X	X	X	X
Ms. Michele Evans (City Manager's Office)	X	X	X	X
Ms. Kris Feroletto (T.C. Williams High School)	X	X	X	E
Mr. Art Williams (Hammond Middle School)	X	X	X	U
Ms. Susan Stickle (ACPS Elementary Schools)	X	X	X	X
Private Schools (vacant)	-	-	-	-
Ms. Bonnie Baxley (Community Lodgings)	X	X	X	X
Mr. James Williams (NAACP)	X	E	X	E
Mr. Hashim Taylor (Youth)	U	X	E	X
Youth (vacant)	-	-	-	-
Interfaith (vacant)	-	-	-	-
Mr. James Copple (At-Large)	X	E	X	X
Mr. Steven Jansen (At-Large)	X	X	X	X
Ms. Michelle Hermes (Business)	X	X	X	E
Ms. Bellen Joyner (Parent Representative)	X	X	X	X

**INDICATE: X - FOR PRESENT**

**E - FOR EXCUSED**

**U - FOR UNEXCUSED**

**LIST OF THOSE WHO DID NOT ATTEND 75% OF MEETINGS:**

N/A

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**(FORM MUST BE SIGNED BY CHAIRPERSON)**

**APPROVED:**  
**(Chairperson)**

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## ALEXANDRIA MARKETING FUND FY 2010 Report

### Background

The Alexandria Marketing Fund is a program administered by the Alexandria Marketing Committee. The Fund is designed to increase revenues within the City by fostering public/private partnerships that promote Alexandria as a destination for visiting, shopping, dining and doing business. City Council appropriates funding on an annual basis and the Alexandria Marketing Committee reviews and approves applications for funding. The Marketing Coordinating Council provides advisory support to the Marketing Committee by providing information and education to prospective grantees, providing preliminary application reviews, and providing direct pre-and post-application technical assistance to applicants and grantees.

Goals of the Alexandria Marketing Fund include:

- Fostering marketing projects that enhance the long-range marketing priorities of the City.
- Coordinating marketing plans among City, civic, and business organizations in Alexandria.
- Increasing awareness, while expanding the quality of Alexandria's diverse retail, dining, hospitality, cultural attractions and other businesses.
- Promoting Alexandria to specific target audiences including residents and visitors.
- Generating additional business sales and tax revenues in the City.

### Grantmaking Activities

In FY 2010, the Alexandria Marketing Fund awarded six grants:

- Antiques in Alexandria: \$15,000\* in support of expanded marketing outreach for the Antiques in Alexandria weekend.
- Barton and Barton Travel Consultants: \$5,000 in support of Barton and Barton's program to increase the numbers of overseas visitors coming to the City of Alexandria
- First Night Alexandria: \$8,000 to support promotion of the First Night Alexandria Celebration.

- Handcrafted Alexandria: \$13,000 to support the creation and promotion of the Handcrafted Alexandria brand for art, craft supplies and classes, and specialty culinary businesses in Alexandria.
- Old Town Boutique District: \$30,000 for expanded marketing activities.
- Old Town Business and Professional Association: \$44,000 in support of OTBPA's efforts to increase business revenue in the City through its Coupon Book program.

\* This grant was not paid out due to the passing of project lead Janice Artemel in December 2009. Despite attempts to reach out to the organization, the group has not requested the funding. As there has been no response, the grant award will be withdrawn.

### **Statement of Goals**

During FY 2010, the Alexandria Marketing Fund Committee and the Marketing Coordination Council further refined their roles. In doing so, the two groups have continued to develop expanded objectives to achieve the overall goal of the committee: to increase revenues within the City by fostering public/private partnerships that promote Alexandria as a destination for visiting, shopping, dining and doing business. These expanded objectives include the following:

That the Alexandria Marketing Fund

- Serve as an incubator/support for new and replicable marketing ideas and projects
- Support new technologies and marketing techniques
- Encourage participative collaboration among Alexandria organizations to achieve mutual marketing goals.

In FY 2010, The Marketing Fund Committee and the Marketing Coordinating Council continued their efforts to establish policies and procedures to 1) fulfill these expanded objectives; 2) enhance grantee and Committee accountability; and 3) provide the Committee with a means to measure the overall success of the grant program and its impact on grantees and the City. Toward this end, during the last year, the Committee and Coordinating Council

- Formalized Marketing Fund application review and review meeting procedures
- Further distinguished the role of the Marketing Coordinating Council as an advisory group to the Marketing Fund Committee and technical assistance provider to potential grantees
- Embarked on making revisions to the Fund guidelines to attract new applicants; encourage new, innovative projects; and fulfill the expanded objectives identified by the Committee in FY 2009

The Committee has appointed key members to develop revisions to the Marketing Fund guidelines, Web site, application form and budget reporting forms and guidelines. The subcommittee will develop the revisions to bring before the entire Committee for approval in August 2010. The proposed revised guidelines will be presented to Council in the fall of 2010.

### **Recruitment and Leadership Plans**

Several important governance changes took place in FY 2010. Roger Parks was named chair of the Marketing Fund Committee; Beth Brummel was voted Vice Chair; and Joanna Pineda, Secretary. A new Marketing Committee member, Patricia E. Gaston, of Booz Allen Hamilton, was successfully recruited. She joined the committee in June 2010. The committee will also submit a proposal to City Council to expand the Committee's membership by two members (bring the total of the group to nine members) to ensure quota at meetings and expand the Committee's scope of professional expertise.

City of Alexandria  
Boards and Commissions  
Yearly Activity Report  
*July 1, 2009 through June 30, 2010*

Commission: Alexandria-Caen Sister City Committee  
Chair: Sean Kennedy  
Committee Mission: Enhance awareness and understanding between Alexandria and Caen citizens

*Membership:*

Sean Kennedy was elected to replace Steve Rich at the annual chairperson election during the January meeting. The remaining committee executives are on two year terms and are not scheduled for elections until January 2011. Over the course of the year, nine members left the committee and ten members joined the committee. Currently, 14 of the 17 positions are filled.

*Administrative Activities:*

A fund raising event was held at Caffe Fontaine on October 18. The event included a donation by Caffe Fontaine of 10% of the daily gross profit as well as proceeds from a silent auction. Total income was over \$750. The current cash on hand is approximately \$1,200.

*Mission Fulfillment:*

Five committee members visited Caen in July, 2009. Additionally, Sara Nelson was sent as an intern to represent Alexandria in Caen and worked in the Caen City Hall giving tours in English for the month of July.

The Committee hosted an intern from Caen, Charlotte, during the month of July while she worked at Alexandria City Hall.

*Future Projects:*

Three committee members are planning to visit Caen in September. Danny Ackerman will be sent as an intern to represent Alexandria in Caen and work at City Hall for the month of July. The Committee is anticipating hosting a group of Caen Committee members in the Spring. The Committee will host Maxime Gallo during the month of July while he works at City Hall.

The Committee is also hoping to do the capital fund raising needed for a Petanque field (much like botchy ball). This project will bring a tangible, distinctive capital improvement that will hopefully provide a permanent setting for French culture in the City of Alexandria.



## ALEXANDRIA ARCHAEOLOGICAL COMMISSION

### ANNUAL REPORT

for

**FISCAL YEAR 2010**  
**JULY 2009 - JUNE 2010**

### I. SUMMARY

The Alexandria Archaeological Commission (AAC) had another active year pursuing its three-fold mission of preservation, education, and advocacy for Alexandria's archaeological and historical resources as they arose regarding issues involving development, the natural and historic environment, transportation, economy/tourism, diversity of community, and efficient, community-oriented government. In particular, the AAC focused on Waterfront Plan issues, the Torpedo Factory Study and its implications for Archaeology, and crafting a new strategic plan for Archaeology in light of the financial crisis facing the City and other challenges and opportunities.

#### During Fiscal Year 2010, the AAC:

- Sent a letter to City Council in response to the proposed FY2011 budget, recommending reinstatement of funding for part time positions to keep the Archaeology Museum open Sundays and restoration of funding for non-personnel expenses. In addition, the AAC directed James McCall to speak at a Council meeting based on the letter.
- Sent a letter to City Council asking that the AAC be consulted and be an active participant in any planning concerning the future of its offices and the museum at the Torpedo Factory Art Center. A delegation of members also met with City officials to discuss Commission concerns.
- Wrote a letter to City Council regarding the City's revised Strategic Planning goals.
- Wrote a letter to the Department of Planning and Zoning in support of the preliminary design for the Contrabands and Freedmen's Cemetery Memorial.
- Wrote a letter to the Alexandria Ad Hoc Fort Ward Park & Museum Area Stakeholder Advisory Group urging a commitment to preserving the park, and supporting a unified approach to planning that reflects a sensitive appreciation of the unique historical and cultural assets there.

- Celebrated the 20<sup>th</sup> anniversary of the Alexandria Archaeological Protection Code, the first such comprehensive municipal code.
- Presented the Ben Brenman Archaeology awards to recipients Vivienne Mitchell, Sarah Borgotti, the Louis Berger Group, Inc., Elizabeth V. Douglas, and Joe Reeder.
- Revised the Archaeological Commission's Strategic Plan.

## II. GOALS FOR FY 2010

The Archaeological Commission set as its goals for July 2009 - June 2010:

- Continued active involvement in proposals involving the Alexandria Waterfront, which contains several historic structures;
- Working with other City organizations or groups which are interested in historic preservation and the waterfront for greater co-ordination on issues concerning the waterfront;
- Incorporating archaeological and historic resources into discussions and planning involving tourism and economic development; and
- Conducting History Chats in neighborhoods to encourage public interest.

## III. AAC ACTIVITIES CONDUCTED IN FY 2010

The Archaeological Commission pursued a variety of activities during FY 2010. These activities are set forth below and are organized within headings taken from the City's Strategic Plan in order to facilitate an understanding of how the Commission's activities relate to the vision, goals, and objectives of the City.

### QUALITY DEVELOPMENT AND REDEVELOPMENT

**Waterfront Planning:** The AAC continued to support a strong and visible history content for Alexandria's Waterfront Plan. Members attended, participated, and spoke at several public meetings organized by the City and the consulting firm it has hired, including a History Night, an Arts Night, an overview held at the Torpedo Factory, and the unveiling of the initial Concept

Plan. In addition, the AAC offered specific recommendations to the City about history content drawn from the History Night discussions and AAC work groups. The AAC also contacted the Arts Commission to begin develop an ongoing collaborative approach to integrating arts and history themes in public art for the waterfront.

**Ben Brenman Archaeology Awards:** The Commission selected four recipients for the third annual Ben Brenman Archaeology Awards, which were presented in October 2009 during Alexandria Archaeology Month. The award winners were Vivienne Mitchell for community involvement, Sarah Borgotti for archaeology advocacy, the Louis Berger Group, Inc. for professional archaeology project, Elizabeth V. Douglas for oral history, and Joe Reeder for stewardship.

## THE NATURAL AND HISTORIC ENVIRONMENT

**Fort Ward:** City Council created a Steering Committee for Fort Ward, and AAC Member, Tom Fulton, was selected as the representative of HARC for the Fort Ward Advisory Committee. AAC wrote a letter to the Alexandria Ad Hoc Fort Ward Park & Museum Area Stakeholder Advisory Group urging a commitment to preserving the park, and supporting a unified approach to planning that reflects a sensitive appreciation of the unique historical and cultural assets there.

## ECONOMY/TOURISM

**Torpedo Factory Art Center and Archaeology Museum:** The AAC closely followed the Torpedo Factory Study commissioned by the City to evaluate the economic health and potential of the Torpedo Factory Art Center (TFAC). In October, the Commission met with Rosemary Feit Covey, President of the Torpedo Factory Artists' Association, who updated the AAC on the concerns of the Association and the potential changes to the Torpedo Factory. The AAC later discussed the Study report itself, noting that not only did the Study raise the possibility of moving Archaeology from its current location in the TFAC, but it also failed to offer an alternative location. Subsequently, the idea circulated as rumor that Archaeology would be moved elsewhere, despite any actual City decision for it to be moved. The AAC instructed AAC Vice-Chair, Vince LaPointe, to write a letter to City Council asking that the AAC and staff be consulted in any deliberations regarding the fate of Archaeology within the Torpedo Factory. In addition, members of the Commission met with the City Manager's Office to convey AAC concerns about rumors of moving Archaeology and asking for representation for Archaeology on any oversight committee created for the Torpedo Factory planning or administration. Members also spoke directly to the Department of Planning and Zoning during the unveiling of the Waterfront Concept Plan about the mention of moving Archaeology offices and the museum. The AAC remains concerned about poor communications regarding this issue and the importance of including the Commission in any planning regarding Alexandria Archaeology's offices and the Museum.

## **DIVERSE COMMUNITY**

**Freedmen's Cemetery:** The AAC continued to keep abreast of the issues regarding the Contrabands and Freedmen's Cemetery Memorial and the Contrabands and Freedmen's Cemetery Memorial Design Steering Committee. The AAC wrote a letter in support of the preliminary design plan for the cemetery. AAC Chair, Kathleen Pepper, represents the AAC on that committee, and Lillie Finklea represents the Friends of Freedmen's Cemetery. Both serve as co-chairs of the Steering Committee and are also members of the sculpture committee, which worked to develop an RFP for the sculpture selection process.

**The American Legion Building:** The AAC devoted part of one of its meetings to discussing preservation of the American Legion Building at 224 North Fayette Street and the history and experience it represented for the community both during WWII, when it was built as a nursery and daycare center to allow African Americans to aid the war effort, and post war, when it became an important gathering place for African American veterans. The AAC wrote a letter to council supporting the preservation of the building.

**History Chats:** Vince LaPointe continued to organize and conduct informal History Chats at various locations in the Old Town area for residents to tour nearby historic or archaeological sites and talk about history and archaeology topics relevant to the neighborhood. These History Chats are outreach efforts to residents to help them learn more about their neighborhoods and to ask questions about history and archaeology.

**Morrison House Talks:** The AAC supported the inaugural series of history and arts talks presented at the Morrison House the first Tuesday of each month. The series is sponsored jointly with the Torpedo Factory Artists' Association, and the Morrison House Hotel. The series has been well attended, and featured topics such as "Archaeology: History Under Your Feet" presented by Pamela Cressey; "From the Torpedo Factory to the White House" by Margaret Huddy; "From the Torpedo Factory to the Mount Vernon Trail" by Christopher Erney; "Braddock's March - A Pilgrimage of Destiny" by author Thomas E. Crocker; "Striking Example - Local Slave Patrols and Slave Resistance" by Terry Buckalew; and Alexandria in Civil War Photographs, Slave Patrols, Portraiture by Matthew Harwood.

## **EFFICIENT, COMMUNITY-ORIENTED GOVERNMENT**

**Alexandria Budget for FY2011:** The members discussed the proposed City budget for FY2011, including the proposed staffing and hours reduction for the Museum and reduction in non-personnel budget. Members approved sending a letter to City Council recommending that funding for both be restored so the Museum would not lose Sunday hours (1:00 – 5:00 p.m.), that accounts for 20 – 25% of the Museum’s visitation.

**Friends of Alexandria Archaeology:** As part of its exploration of fundraising options, AAC held a joint meeting with FOAA to discuss whether FOAA would support expanding its fundraising role with help from AAC. FOAA was willing to discuss the issue further.

**Alexandria Archaeological Commission Strategic Plan and Goals:** Last year the AAC refined its strategic plan by setting goals and actions items. It also changed its plan from a calendar year basis to a fiscal year basis in order to conform the goals to the period needed for the Annual Report. In 2010, Vince LaPointe organized a SWOT-style approach to the review and long-term planning, and the AAC set up subgroups to discuss and craft the elements of the SWOT, prior to a full AAC review.

**Alexandria Archaeological Commission Off-Site Meetings:** The Commission members met at Freedom House Museum in July 2009 for its annual walkabout; Barrett Library, where the Librarian gave the Commission a tour of special collections; Lloyd House for the AAC joint meeting with FOAA; City Hall; and Fort Ward in June 2010 for its annual walkabout.

**Virginia Joint Senate Resolution:** AAC member Seth Tinkham contacted State Senator Patsy Ticer’s office which resulted in a resolution marking the 20<sup>th</sup> Anniversary of the Alexandria municipal archaeological code, the first of its kind in the nation. The resolution was passed early this year.

## **IV. GOALS FOR FY 2011**

The AAC currently is finalizing its strategic plan; however, at this time the following are some goals:

- Working with other City organizations or civic groups which are interested in historic preservation and the waterfront for greater co-ordination on issues concerning the waterfront, including planning for Civil War Sesquicentennial;
- Incorporating archaeological and historic resources into discussions and planning involving tourism and economic development;

- Improving archaeological staffing levels while better utilizing dynamic volunteer group and promoting cooperative efforts with the larger history community;
- Enhancing the presence of archaeology and history on the waterfront to increase resident and visitor awareness and improve visitor experience by improving the Archaeology Museum, offices and storage space; and
- Improving funding for the Alexandria Archaeology program.

## **V. RECRUITMENT, LEADERSHIP SELECTION, AND SUCCESSION**

The Commission recruits members by referral and the recommendation of sitting members, by advertisement on the City's website, and/or by other City organizations they will represent. In addition, the Commission seeks an active presence throughout the City, holding its scheduled meetings at widespread locations to allow the public to learn more of its activities and opportunities. Both Commissioners and staff attend historically-related events, presentations, tours, etc., at which they may promote AAC and also service on the Commission. Nominees are encouraged to attend commission meetings prior to formal application to City Council to help inform them of current issues, and the activities and makeup of the Commission. The AAC's brochure is distributed and appears on the OHA/Alexandria Archaeology website.

The Commission chooses its officers by simple majority vote from among nominees proposed at the October Commission meeting: Chair, Vice-Chair, and Secretary. A slate of officers is presented for this vote by the Slate Committee in September. Any additional names may be included from the members before the October vote. Individual members may not nominate themselves. Terms are not staggered. The leadership serves a one-year term, and an unexpected vacancy is filled for the remainder of the term. Leaders may serve again at the discretion of the Commission, but must be re-nominated in competition with other nominees and chosen again by simple majority.

In the absence of the Chair, the Vice-Chair acts in its stead, both at AAC meetings and representing AAC at HARC and other meetings. The Vice-Chair has also headed strategic planning for the Commission, ensuring continuity and depth of understanding of goals and activities. Individual Commissioners also act in a leadership capacity, heading subcommittees or representing AAC at Council, or at the meetings of other City commissions and organizations. Service on these committees helps prepare Commissioners as future officers of the AAC.

## **VI. STRUCTURE OF THE ALEXANDRIA ARCHAEOLOGICAL COMMISSION**

The Alexandria Archaeological Commission (AAC or Commission) serves in an advisory capacity to the Mayor and City Council on matters relating to the City's archaeological resources

and related issues within the City. Included among the AAC's responsibilities are the establishment of goals and priorities which contribute to the history and heritage of colonial, federal and historic Alexandria; propose local ordinances and state statutes to the City Council and the City Manager which promote the goals and aims embodied in Ordinance No. 3733; plan, develop and recommend short-, mid- and long-term archaeological plans and programs for the City; encourage the integration of archaeological and historical information and site preservation into master plans and development efforts; study and make recommendations to City Council with respect to additional activities involving the City's archaeological program and artifacts; promote the use of the highest professional standards by Alexandria Archaeology staff; and enhance the visibility of the City of Alexandria as a leader in archaeology throughout Virginia, the United States and the world.

AAC meetings are held at least 10 times per year, on the third Wednesday of every month at 7:00 p.m. at the Alexandria Archaeology Museum and, several times a year, at other sites of interest to the Commission. The fourteen (14) members of AAC include five (5) members at large, three (3) citizen members representing each of the City's three planning districts and six (6) members representing various City organizations.

Elections are held in October of each year. The Commission officers consist of a Chair, Vice-Chair, and Secretary. Due to changes in membership and elections, persons serving on the Commission may be listed in more than one representative or leadership capacity.

The Commission welcomed new members Ellen Hamilton, representing the Chamber of Commerce; James McCall, Member-at-Large; and Mary Jane Nugent, representing Friends of Alexandria Archaeology; and said goodbye to James Clark, Member-at-Large, and Dave Cavanaugh, Friends of Alexandria Archaeology representative. The following people served on the Commission during all or part of Fiscal Year 2010:

**MEMBERS AT LARGE:**

James Clark (Resigned December 2009)  
Ann Davin  
Lillie Finklea  
James McCall (Appointed January 12, 2010)  
Peter Petersen  
Edward (Ted) Pulliam

**PLANNING DISTRICT MEMBERS:**

Planning District I: Vincent C. LaPointe, Vice-Chair  
Planning District II: Donald Kent, Jr.  
Planning District III: Janice Magnuson, Secretary

**ORGANIZATION REPRESENTATIVES:**

Alexandria Association: Tom Fulton

Alexandria Historical Society: Georgia (Katy) Cannady

Alexandria Society for the Preservation of Black Heritage: S. Kathleen Pepper, Chair

Chamber of Commerce: Ellen Hamilton (Appointed November 24, 2009)

Friends of Alexandria Archaeology: Dave Cavanaugh (Resigned January 2010)

Mary Jane Nugent (Appointed March 9, 2010)

Historic Alexandria Foundation: Seth Tinkham



## City of Alexandria Beautification Commission Annual Report July 1, 2009 – June 30, 2010

The Alexandria Beautification Commission is a twelve-member advisory unit that represents citizen values, facilitates community projects, promulgates best practices, and recognizes important achievements in order to improve the appearance and experience of the City of Alexandria.

The Alexandria Beautification Commission was established by City Council in the 1960's. The Commission in the past year has pursued many activities including the following:

### Alexandria Beautification Awards

The Commission sponsors the Alexandria Beautification Awards each year recognizing residents, businesses and public sector efforts to contribute to the beautification of their neighborhoods and public vistas. Each year the Commission canvases the City in search of properties that have beautified their surroundings through landscape, maintenance, and other community efforts. The Commission also solicits award nominations from the public. Nominations are based on the following criteria:

- Visibility from public right of way - judging is limited to property visible from the public right of way
- Overall appearance in relation to the surrounding neighborhood
- Noticeable improvement
- Maintenance
- Landscaping accents and elements



The 2009 Beautification Award Ceremony was held on October 5, 2009 at the Lee Center. Thirty eight (38) awards were presented during a slide show presentation. The Awards were handed out by City Manager James K. Hartmann and Mayor William D. Euille. Also in attendance were Vice Mayor Kerry Donley, Council Members Frank Fannon, Redella S. Pepper, and Paul Smedberg, Rich Baier-Director TE&S, and James Spengler-Director RPCA.

The Commission is responsible for all aspects of the awards program and ceremony. Photography and presentations are also produced by Commission members.

The Commission initiated an architectural building category for 2010 based on suggestions from City Council and other Commission members. The Commission will evaluate the performance and suitability of this category after the 2010 Award Ceremony and determine it's continuation in future awards.

### Alexandria Earth Day

The Commission participated in the City's Earth Day Celebration, on April 24, 2010 at Ben Brenman Park by distributing flower and herb seeds to the general public from their table display. The seeds were obtained by a grant from America the Beautiful Fund, a non-profit group that distributes seeds through the Operation Green Plant Program.

**City Of Alexandria  
Alexandria Beautification Commission  
Annual Report  
July 1, 2009 – June 30, 2010**

**Sanitation Worker's Appreciation Breakfast**

The Commission hosted the Sanitation Workers Appreciation Breakfast during the City's Annual Spring Clean-up to recognize staff contributions to City beautification. The breakfast was held on May 1, 2010 at the International House of Pancakes. Over 50 City Staff from the Sanitation Department attended. Also in attendance were Mayor William D. Euille, Vice Mayor Kerry Donley, Councilman Rob Krupicka, Sharon Annear-Aide to Councilwoman Hughes, City Manager James K. Hartmann, Rich Baier-Director TES, Jim Spengler Director RPCA, Doug McCobb, Alton Weaver and Davis McCoy -TES Solid Waste Division. The breakfast is an annual tradition spanning over 35 years.

**Ramsay House Garden Improvements**

The Commission took an active role in facilitating a potential partnership between the Garden Club of Alexandria and the City of Alexandria Department of Recreation for improvements to the gardens located at the Ramsay House Visitor's Center, 221 King Street. The gardens experienced extensive storm damage during the summer 2009 storms, and many trees and vegetation were damaged and/or removed. The Garden Club has met with RPCA staff to discuss needs, processes, and potential improvements.

**Clean and Beautiful Alexandria (Alexandria in Bloom)**

Members of the Commission participated in planting flowers and shrubs in tree wells along King Street sponsored by Clean and Beautiful Alexandria (now named Alexandria in Bloom) on June 19 and June 20. The Commission will continue to participate in this volunteer project to beautify King Street, a prime commercial and tourist corridor in Old Town Alexandria.

**2010 Membership Roster**

Jennifer Pugh, Chairperson  
Ruth McKenty, Co-Chairperson  
David Arnaudo  
Sarah Bordelon  
Jill Chiarello  
Cathleen Curtin  
Marcy Giannunzio  
Kirsten Kulis  
Oscar Martin  
Debbie Weatherly  
2 positions vacant

Commission meetings are held every 2<sup>nd</sup> Thursday of the month at 7:30pm at the Lee Center.

**Staff Liaison**

The City of Alexandria staff contact is Judy Lo. Judy serves as a liaison for the Commission and strategically draws upon City resources on the Commission's behalf, and effectively communicates City agenda items at Commission meetings. During the past year, Judy greatly assisted the Commission by identifying and arranging resources to deal with the budget cuts. Without Judy's assistance the Commission would not have been able to complete many of this year's activities.

**City Of Alexandria  
Alexandria Beautification Commission  
Annual Report  
July 1, 2009 – June 30, 2010**

**Future Goals**

The Commission wishes to continue sponsoring the same activities in the coming year, and will pursue the following actions:

- Explore opportunities with RPCA to conduct surveys and to receive citizen feedback on City beautification and appearance
- Make recommendations to City Council and City Departments concerning landscape and aesthetic improvements to the City's right-of-ways, and City Property
- Support initiatives to increase the City's tree canopy
- Increase the number of members to 16 in order to accomplish more goals. The Commission is in the process of requesting approval, through Citizen's Assistance for 4 additional members
- Advocate additional funding for FY 2012

**Future Challenges**

Unfortunately the Commission has experienced significant budget reductions over the last 3 years with the budget being reduced by more than 70%. The Commission has been able to continue functioning with the reductions by changing the venue of the Awards Ceremony, utilizing additional City staff resources, reducing the use of private vendors for services, and obtaining grants.

During this current year and previous year the Commission relied on the Department of Transportation to fund part or all of the expenses associated with the Annual Sanitation Workers Appreciation Breakfast. It is not apparent whether the Commission can conduct this function in the future without additional funding from sources outside of the Commission.

Additionally, this year the Commission will not be able to provide Beautification Award placards to Award Winners due to lack of funding. The printing cost is in excess of our allotted budget. The Commission will endeavor to submit additional funding requests during the FY 2012 City budget process.

# City of Alexandria, Virginia

## MEMORANDUM

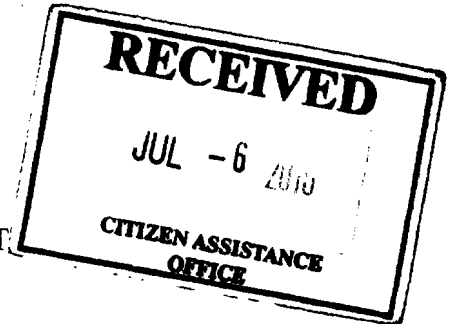
DATE: JUNE 30, 2009

TO: ROSE WILLIAMS BOYD  
EXECUTIVE SECRETARY FOR BOARDS AND COMMISSIONS  
OFFICE OF CITIZEN ASSISTANCE

THRU: FAROLL HAMER, DIRECTOR  
PLANNING & ZONING *FH*

FROM: THOMAS HULFISH, III, CHAIR  
OLD & HISTORIC ALEXANDRIA DISTRICT  
BOARD OF ARCHITECTURAL REVIEW

SUBJECT: FY 2010 ANNUAL REPORT of the OHAD BAR



I am pleased to present this report of annual attendance for the Old and Historic Alexandria District Board of Architectural Review (OHAD BAR) for fiscal year 2009/2010, in response to the requirements of City Code section 2-4-7(i)(1). The attached record of attendance shows that no member failed to attend more than 75% of the meetings, as required.

### Summary of Activities

In the past twelve months, the OHAD BAR has approved 158 Certificates of Appropriateness or Permits to Demolish/Encapsulate and supported one Appeal to City Council. Staff has also approved at least twice that number of Administrative Approvals for signs and historically appropriate replacement in-kind.

Board initiatives during this period included the adoption of Outdoor Dining Design Guidelines for King Street. The effective area of these guidelines has now been expanded beyond King Street to include the entire historic district.

Following several work sessions, a public meeting and a text amendment, the Board adopted an Administrative Approval of Signs policy. After a six month trial period, the Board reviewed and expanded this policy, authorizing staff to locate parking identity signs at individual sites, to approve restaurant menu boards and office building tenant directories, and removed restrictions on color and synthetic materials. The Board also held two work sessions to provide comments on the City's Wayfinding Sign program, specifically approving design criteria for the parking garage identity sign portion of this program.


The Board heard an informational presentation on the final design of Freedman Cemetery and has instituted an Ad-Hoc Work Group to study Modern and Sustainable replacement materials in the historic districts.


# City of Alexandria, Virginia

## MEMORANDUM

DATE: OCTOBER 27, 2010

TO: ROSE WILLIAMS BOYD  
EXECUTIVE SECRETARY FOR BOARDS AND COMMISSIONS  
OFFICE OF CITIZEN ASSISTANCE

THRU: FAROLL HAMER, DIRECTOR   
PLANNING & ZONING

FROM: WILLIAM CONKEY, CHAIR   
PARKER - GRAY DISTRICT  
BOARD OF ARCHITECTURAL REVIEW

SUBJECT: FY 2010 ANNUAL REPORT of the PARKER-GRAY BAR

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I am pleased to present this report of annual attendance for the Parker-Gray Board of Architectural Review (PG BAR) for fiscal year 2009/2010, in response to the requirements of City Code section 2-4-7(i)(1). The attached record of attendance shows that Richard Lloyd failed to attend 75% of the meetings, as required, though these absences were work related and excused by the Chair.

### Summary of Activities

In the past twelve months, the Parker-Gray BAR has approved 35 Certificates of Appropriateness or Permits to Demolish/Encapsulate, in addition to several work sessions for approval of Phase II of the James Bland redevelopment. Historic Preservation Staff has also approved at least twice that number of Administrative Approvals for signs and historically appropriate replacement in-kind. The Board supported one Appeal to City Council for the demolition of 224 N. Fayette Street.

On January 12, the City of Alexandria's Uptown/Parker-Gray Historic District was officially listed in the National Register of Historic Places.

Following several work sessions, a public meeting and a text amendment, the Board adopted an Administrative Approval of Signs policy. After a six month trial period, the Board reviewed and expanded this policy, authorizing staff to locate parking identity signs at individual sites, to approve restaurant menu boards and office building tenant directories, and removed restrictions on color and synthetic materials. The Board also held two work sessions to provide comments on the City's Wayfinding Sign program, specifically approving design criteria for the parking garage identity sign portion of this program. The Board has also instituted an Ad-Hoc Work Group to study Modern and Sustainable Replacement Materials in the historic districts.

### Goals for the Coming Year

In the next year the Board expects to expand administrative authority for approval of historically appropriate modern and sustainable materials and to publish the results in order to streamline the

approval process for appropriate replacement materials and to make this process more clear to citizens and the building industry prior to application.

The Board will also adopt a policy on Fines and Penalties to make implementation of these more transparent, uniform and effective.

Finally, BAR members will continue to attend training offered by the Virginia Department of Historic Resources and other preservation organizations, and to maintain Alexandria's status as a Certified Local Government in coordination with federal and state preservation programs.

If you have any questions, or need additional information, please contact me.

**CITY OF ALEXANDRIA  
BOARDS AND COMMISSIONS  
MEETINGS ATTENDANCE REPORT**

**JULY 1, 2009 THROUGH JUNE 30, 2010**

**COMMISSION:** Board of Architectural Review  
Parker-Gray District

**CHAIRPERSON:** Christina Kelley / William Conkey

MEMBER'S NAME	JUL	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	22	23	28	18	9	27	24	-	28	26	23
Christina Kelley	X	X	X	X	X	X	X	N/A	X	X	X
Richard Lloyd	X	X	E	X	X	E	E	N/A	X	X	E
Thomas Marlow	X	X	X	X	X	X	X	N/A	X	X	X
Douglas Meick	X	X	X	E	X	E	X	N/A	X	X	X
Philip Moffat	X	X	E	X	X	X	X	N/A	X	X	X
Deborah Rankin	X	X	E	X	X	E	X	N/A	X	X	X
Bill Conkey	X	X	X	X	X	X	X	N/A	X	X	X

INDICATE: X- FOR PRESENT

E- FOR EXCUSED

U- FOR UNEXCUSED

LIST OF THOSE WHO DID NOT ATTEND 75% OF MEETINGS:

Richard Lloyd \_\_\_\_\_

**(FORM MUST BE SIGNED BY CHAIRPERSON)**

APPROVED: \_\_\_\_\_

*City of Alexandria, Virginia*

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MEMORANDUM

DATE: JULY 8, 2010

TO: FAROLL HAMER, DIRECTOR  
PLANNING AND ZONING

ROSE BOYD, DIRECTOR  
OFFICE OF CITIZEN ASSISTANCE

FROM: MARK ALLEN, ACTING CHAIR, BOARD OF ZONING APPEALS *MARK*

SUBJECT: FY 2010 ANNUAL REPORT

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This responds to your and the Office of Citizen's Assistance's request for an annual report. Attached is a summary of the Board of Zoning Appeal's activity over the last fiscal year, September 2009-June 2010. Also attached is our annual attendance report, which shows that all Board of Zoning Appeals members attended at least 75% of the meetings. Those members who missed a hearing had excused absences. The Board had no regular scheduled hearing in August and the January and February hearings were cancelled because there were no cases docketed.

The Board of Zoning Appeals is appointed by City Council, and performs duties as specified under Section 15 of the State Code and Chapter 9 of the City Charter. The Board is charged with hearing and deciding variances, special exceptions and appeals of determinations by the Director.

Leadership decisions are incorporated in the BZA bylaws and involve the election of officers on an annual basis. The Board will hold election of officers in July due to the recent resignation of the previous Chair. As stated in the bylaws, it is the vote of the Board that determines the Board officers.

If you have any questions, or need additional information, please contact me.

Attachments: 1. Summary of Activities  
2. Attendance Form

**Summary of Activities FOR Fiscal Year 2010, September 2009- June 2010**

**Public Hearing Items**

Variances	8
Special Exceptions	13
Appeals	2
Total Cases	23

**Decisions**

In FY2010, all variance and special exception cases decided by the Board were approved. In the two appeal cases, the Board upheld the Director's determinations and denied the appeals.

**Board of Zoning Appeals Membership**

Stephen Hubbard resigned his position on the Board after the September 10, 2009 hearing and was replaced by John Keegan who began serving on the Board at the December 10, 2009 hearing.

On May 17, 2010, Michael Curry resigned from the Board. Stephen Koenig was appointed to the Board by Council June 8, 2010. The vice chairman, Mark Allen served as acting chairman at the June 10, 2010 hearing. The Board will hold election of officers at the July 8, 2010 hearing.

There was no other membership turnover in FY2010 and none of the Board of Zoning Appeals member's terms expired in FY2010.





## Alexandria Citizen Corps Council

### July 2010 Annual Report

During the period of July 2009 through June 2010 the Alexandria Citizen Corps Council (CCC) met monthly on the fourth Monday with the exception of September and December 2009. Prior guidance received from City leadership called for the CCC to focus on outreach to the community. The CCC acted on that guidance and carried out a broad array of outreach efforts. The CCC also partnered with the Health Department and Volunteer Alexandria to support the inoculation programs to fight both seasonal flu and H1N1.

Specific events supported by CCC members follow:

- Friendship Firehouse Festival
- NOVA Community College Annual Fall Festival
- Ramsey back to school day
- Civic Association presentations at annual meetings
- National Night Out
- Arlandria Chirilagua Festival at Cora Kelly School
- Health Department Flu Clinics
- Art on the Avenue
- Seasonal Flu Clinic at T.C. Williams
- Family Fun day
- Market Square Farmers Market
- Del Ray Farmers Market

Contacts during the year exceeded 7000, which primarily involved distribution of emergency planning materials. The CCC Chairman participated in the development of Alexandria's strategic planning efforts as they related to public safety.

The CCC conducted a post event review of the Alexandria's handling of the snow storms. In general the City Staff was praised for its efforts; however the CCC unanimously agreed that the City should have an Emergency Operations Center up and ready to activate immediately when the need arises. We saw the snow storm coming five to six days before it arrived and City staff had the time to set up EOC equipment. Another emergency likely will not provide that kind of advanced warning.

The CCC conducted an on-line review of the City's web site as it relates to emergency planning, the CCC and other volunteer organizations. Recommendations for improvements were implemented by the City staff.

In June Steve Mauren, the editor of the Alexandria Gazette Packet agreed to publish a series of awareness and educational articles regarding emergency planning. The CCC membership is now in the process of collecting material and writing the articles to coincide with Be Ready Month. Although the CCC plans to make use of the City's web site for education and outreach, it is important that we use traditional media as many of the residents most in need of help in an emergency don't use the internet.

The CCC Bylaws call for the annual election of new officers in October. During this last year there has been a significant amount of membership turnover on the CCC. Some members who have full time jobs in Homeland Security or other organizations involved in emergency planning and response have difficulty in serving as CCC officers. It has been difficult to keep a functioning secretary.

Submitted by

Tom Walczykowski

Chairman, Alexandria Citizen Corps Council

A handwritten signature in black ink that reads "Tom Walczykowski". The signature is written in a cursive style with a large, sweeping initial "T".

The Alexandria Commission on Aging  
Annual Report  
to  
the Alexandria City Council  
for  
2009 – 2010



Respectfully Submitted by William Harris, Chair

Alexandria Commission on Aging

July 2010

Members of the 2009-2010 Alexandria Commission on Aging



l. to r. Back Row: Jermaine Mincey, Lewis Simon, Bob Eiffert, Joan Dodaro, Bill Harris, Bob Breiner, Don Fowler;  
and Cedar Dvorin;

Front Row: Patt Sullivan-Perry, Janet Macidull, Nicole Liffrig Molife, Janet Barnett, Irene Carpenter, Mary Parker,  
Carol Downs, and Jane King.

Not shown: Councilwoman Del Pepper, Eileen Longstreet, Ben Kellom, Patricia McBride, and Klara Guyton

## **Alexandria Commission on Aging Annual Report 2009-2010**

The Alexandria Commission on Aging is comprised of 21 members appointed by the Alexandria City Council. The Commission represents all senior adults of Alexandria City and provides oversight and advocacy for all matters affecting their well being. By City Ordinance the Commission is responsible for “identifying the needs of the elderly, developing overall planning to meet those needs, evaluating service delivery plans as implemented, and advocating on behalf of the elderly.” In carrying out these responsibilities, the Commission met nine times this past year instead of the normal 10. The severe snow storms this past winter caused one meeting to be cancelled.

### **Revised Commission Committee Structure**

Two years ago the Commission determined that standing committees often did not meet current needs and the committees ended up not having anything to do. At that time the bylaws were changed to eliminate most standing committees in favor of ad hoc committees appointed for specific purposes and defined terms. This new organizational structure has worked well the past two years.

### **Revised Commission Bylaws**

Following recommendations of a Bylaws Committee, the Commission approved a few other minor changes to the Bylaws, in addition to the changes made two years ago to change the committee structure. The most significant was to include a statement on the purpose of the commission as stated in Sec. 12-9-14 of the Municipal Code.

### **City Website Review**

In spite of the efforts of the past two years, very little progress was made in getting the City’s IT staff to include information important to senior adults. Staff responsible for putting information online seemed to have had little or no knowledge of, or interest in, the needs of senior adults, and as a result what little information there was buried so deep it was almost impossible to find. The Commission and support staff never gave up and in May information provided by the OAAS staff was finally posted and access made a little easier.

### **Review of Federal Healthcare Legislation**

Even though there was little it could do about the outcome, the Commission decided it should be informed about the healthcare legislation being considered by Congress. A speaker known nationally as an expert in the matter gave a presentation at the Commission’s October meeting.

### **The Financial Recession Impacts Services to Seniors Adults**

Because of the financial recession's serious impact on the City's budget the Commission on Aging appointed a Budget Committee to work closely with OAAS staff with a goal to reduce the negative effects. The Budget Committee reviewed the proposed budget for the Office of Aging and Adult Services and met with staff and learned the following:

- 60% of the department's General Fund (GF) budget is devoted to children and youth, while less than 10% goes to adult and aging programs.
- The Companion Aide Program was to be reduced by \$120,000 in the GF, plus \$30,000 in State funds, thus bringing the total reduction to \$150,000.
- To save City funds, OAAS staff had worked diligently to move appropriate clients from the City funded Companion Services Program to the state and federal funded Medicaid waiver program.
- The General Assembly is considering a freeze on new admissions to the Medicaid waiver program, and if passed OAAS will no longer have the option previously stated. Should this occur an even greater drain on the City's already tight budget will result.
- The overwhelming preference of consumers is to remain in their own homes for as long as possible, and supporting that preference is a mission of the Commission on Aging.
- There is no good solution to the loss of funds in this financial climate.

### **Young at Art**

The Commission supported the 23<sup>rd</sup> Annual Young at Art Exhibition. The annual exhibition gives area artists 55 and older an opportunity to show their art work of all kinds. The exhibition was held in August and was sponsored by Senior Services of Alexandria in partnership with the Goodwin House Foundation. In addition to the Commission, other groups supporting Young At Art were The Art League, Inc., The Alexandria Commission for the Arts, and Retired and Senior Volunteer Program.

### **Annual Commission Awards**

The Commission celebrated May as Older American's Month by giving its annual awards on May 11<sup>th</sup> in the Vola Lawson Lobby at City Hall. Each year the Commission gives out three awards to individuals and organizations that have demonstrated extraordinary service to benefit elderly Alexandria citizens. These individuals and organizations epitomize the 2010 Older Americans Month theme of Age Strong! Live Long!

The Annie B. Rose Lifetime Achievement Award went to **Arlene Hewitt** and **Joann Miller** for exemplary accomplishments which spanned a lifetime of public service and that were devoted to significantly improving life for older residents.

The Lois Van Valkenburg Excellence in Aging Award for an Individual was given to **Glenn White** for his outstanding contributions to elevating the quality of life for older adults in Alexandria over the past year.

The Excellence in Aging Award for an Organization, which recognizes outstanding contributions to elevating the quality of life for older Alexandrians, this year went to three organizations: **Goodwin House Alexandria** and **Goodwin House Foundation** and **Senior Ministry of the Shiloh Baptist Church**. All three organizations have provided exceptional service to senior adults in Alexandria over many years.

The Senior Taxi Driver Award, which is new this year, honors taxi drivers for compassionate and courteous service. The award was given to two drivers with Alexandria Yellow Cab, **Ahmed Abdulmalik** and **Collins Koduah**. Both drivers have made service a key ingredient of their success and neither has received a single complaint.

Also, included in the ceremonies was a presentation by RSVP (Retired Senior Volunteer Program) of a "check" for \$360,424.02 to the City to demonstrate the value of senior volunteerism in the past nine months.

### **The Commission for Women Joins Commission on Aging**

Because of mutual interests and concerns, the Commission for Women and the Commission on Aging agreed it would be beneficial to form a closer relationship. Their joint petition to City Council was approved and one of the Commission on Aging's 21 member positions is now filled by a person appointed by the Commission for Women.

In addition to the interlocking relationship with the Commission for Women, the Commission on Aging appoints a member to the Affordable Advisory Housing Committee, one to the Commission on Persons with Disabilities, and one to the Human Rights Commission.

### **NVAN (Northern Virginia Aging Network)**

The Commission is an active participant in NVAN, an informal networking organization made up of the Area Agencies on Aging and the Commissions on Aging of all Northern Virginia jurisdictions. Meetings are held every other month to share concerns and ideas about how to better support each other in helping to improve the lives of all elderly citizens. A major function each year is the development of a legislative platform and the presentation of same to state legislators at an annual legislative breakfast meeting each fall. NVAN is recognized as one of the state's more effective advocacy groups for the betterment of the elderly. The Alexandria Area Agency on Aging staff and the Commission on Aging are active participants.

### **Organizations in Alexandria which regularly send representatives to Commission meetings and which make regular reports, written and oral:**

- Charles Houston Senior Center
- Senior Services of Alexandria
- Alexandria Recreation, Parks and Cultural Activities
- Alexandria Police Department
- Successful Aging
- Commission on Persons with Disabilities
- Affordable Housing Advisory Committee
- AARP
- Alexandria Adult Day Services Center

- Commission on Human Rights
- RSVP
- TRIAD/SALT Council
- St. Martins de Porres Senior Center
- Partnership for a Healthier Alexandria
- AHA! (At Home in Alexandria)
- Commission for Women
- Older Dominion Partnership

### **Progress on Stated Goals for FY 2010**

In its 2008-2009 Report to Council the Commission listed the following goals for the 2009-2010 year:

- Continue efforts started last year to develop a strategic action plan that will guide the City in its efforts to meet the needs of the coming age wave of Baby Boomers, and to make Alexandria a more liveable community for all ages.

Results:

*Last year City Council put \$74,000 in a contingency fund to pay for a consultant to assist in developing a strategic action plan. Staff, with counsel from a Commission committee, developed a Request for Proposal which was put out for bid, and in its May 18<sup>th</sup> meeting City Council approved the release of the money. A Request for Proposal was issued and 2 members of the Commission sit on the evaluation committee. The goal is to make a contract award by late July 2010.*

- Continue the process started last year to appoint one liaison in each City department to be knowledgeable about the special needs of the elderly, to advocate for meeting those needs in all matters considered by each department, and to coordinate these efforts through the OAAS and the Commission on Aging.

Results:

*What seemed in the beginning like a simple task turned out to be a year-long project. Staff in departments other than the OAAS had other priorities and interests. With support from the Deputy City Manager, Debra Collins, the project is beginning to meet with success. Currently, 21 departments have appointed aging liaisons. An orientation meeting of representatives was held on May 7th. This successful meeting included, along with basic information about observing and responding to needs of the elderly, several hands-on demonstrations of what it might feel like to get older. The meeting that generated interest and enthusiasm for the task from the participants. Many emails and phone conversations have taken place since that time to exchange information and ideas on the subject of aging.*



- Convene a Town Hall Meeting for the purpose of getting first-hand information from residents about the needs and concerns of elderly citizens.

Results:

*When this goal was adopted, it was anticipated the Town Hall Meeting would be convened either by, or in conjunction with, the consultant hired to develop the strategic action plan. Hiring the consultant was delayed and it became too late to schedule the meeting this year. The goal will be continued into FY 2011 as a part of the consultant's fact gathering process.*

- Move forward with efforts to develop an affordable assisted living facility located in Alexandria to meet the needs of the frail elderly Alexandrians who cannot afford the cost of market rate facilities.

Results:

*Throughout the year many possible, and/or potential stakeholders, were interviewed with a view to soliciting their support. Without a project the meetings were primarily exploratory in nature. A major problem is the lack of a site, without which there is no project. Within the past few weeks ARHA has indicated it might possibly make a site available. In its March meeting the Commission reaffirmed its commitment to meet the need for affordable assisted living in Alexandria, and more specifically reaffirmed its support of the suggested plan for a public/private sponsored mixed-income facility.*

### **Goals for FY 2011**

- Continue to further develop and strengthen the liaison program in which one employee representative from each department is responsible to advocate for the needs of senior adults in his/her department.

*Have at least four training/evaluation meetings during the year. The next meeting will be in the fall of 2010, and it is anticipated that Elinor Ginzler, a well known spokesperson from AARP, will speak on the subject of Liveable Communities. Quarterly meetings will be scheduled with presentations offered specific to aging needs in the city. Staff from OAAS will encourage the Strategic Planner to utilize these individuals and the process as part of their final report.*

- Develop Strategic Action Plan for meeting the needs of the coming Age Wave.

*Working with the consultants to develop a five-year strategic action plan will position the Office of Aging and Adult Services to be proactive in working with the business community, foundations, non profits, etc. to develop strategies to meet the needs of this burgeoning population. Representatives from the Commission on Aging will play a pivotal role in working with OAAS staff and the*

*consultant to engage businesses, non profits and the faith based organizations in the strategic planning process.*

- Continue efforts to encourage development of a public/private affordable assisted living facility in Alexandria.

*Work with ARHA, the Alexandria Housing Development Corporation, and other potential stakeholders in this effort.*

- Develop a strong and working relationship with the Older Dominion Partnership.

*The Commission on Aging is participating in an NVAN subcommittee that is working with the Older Dominion Partnership (ODP) to attract businesses and other stakeholders to develop and execute plans to support the ability of aging residents to stay in their homes and communities. The mission of the Older Dominion Partnership, which comprises leaders in business, aging, state government, non-profits and the academic community, is to support activities that enable all communities in Virginia to create a strategic plan for accommodating the needs of their aging residents. Of particular interest to the Commission on Aging and the ODP is the prospective role of business in preparing for the Age Wave. Over the next months, the leaders of the ODP will be meeting with Northern Virginia businesses, Chambers of Commerce, local governments, staffs of Area Agencies on Aging and NVAN.*

- Look into the Community Partnership Grant evaluation criteria to determine how to better emphasize the need for program funding for older adults.

The Alexandria Commission on Aging presents this report for FY 2010 with appreciation to City Council for the opportunity to have been of service to the City and its senior citizens.

Bill Harris, Chair

Jane King, Vice Chair

Carol Downs, Secretary

Janet Barnett

Robert Breiner

Irene Carpenter

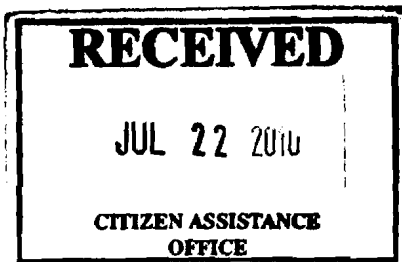
Joan Dodaro

Cedar Dvorin

Robert Eiffert

Don Fowler

Klara Guyton  
Ben Kellom  
Eileen Longstreet  
Janet Macidull  
Patricia McBride  
Jermaine Mincey  
Nicole Liffbrig Molife  
Mary Parker  
Lewis Simon  
Patricia Sullivan-Perry  
Del Pepper, Liaison from City Council  
MaryAnn Griffin, Director, OAAS  
Debbie Ludington, Long Term Care Coordinator, OAAS



The 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.

### Summary of activities

The Commission has reviewed, discussed and analyzed the following initiatives relating to the City and our mission:

- Base Realignment and Closure
- Green Education and Workforce Forums; Energy Training Partnership & Automotive Training Program
- Consolidation of 3 City departments – Department of Mental Health, Mental retardation and Substance Abuse, the Department of Human Services and the Office on Women – in one.
- Initiated a public relations campaign to create and maintain a positive, visible public presence thru interaction with Civic Associations and direct communication with each member of City Council.
- Detailed review and analysis of Council of Governments report, *Closing the Gaps to Build the Future, Improving Workforce Development in the National Capital Region*.
- Continuing review and support of existing ongoing programs of JobLink – TeensWork! Youth Employment program, Public & Private Programs, Work Force Investment Act, etc.

### Goals for the coming year

- Continue our public relations campaign to create and maintain a positive, visible public presence with open lines of communication to foster collaborative efforts
- Support and assist JobLink in a successful merger and implementation of the new entity of “No Wrong Door Intake”
- Establish / renew relationships with service partners
- Understand goals and priorities of related Commissions and Boards

### Leadership & recruitment plans

- In the spring ACE commissioners elect someone to serve as vice chair for the coming year. Our understanding is that the vice chair will step up into the role of chair in 1 to 2 years.
- Develop a recruitment plan for commissioners – look for potential candidates from the Chamber of Commerce, Citizens’ Academy; Leadership Alexandria

Respectfully submitted by Iris Henley  
July 2010



## COMMISSION ON HIV/AIDS 2009-2010 ANNUAL REPORT

Dear Members of the Alexandria City Council:

This has been an important year for refocusing on the issue of HIV/AIDS in our City. In May 2010, The Washington AIDS Partnership released the results of a study, **The Profiles Project: How the Washington, DC Suburbs Respond to HIV/AIDS**. The study focused on the current epidemiological profile and analyses of the responses of the suburban DC health districts to HIV/AIDS. The report included specific recommendations of "...ways the region as a whole, as well as the individual jurisdictions, can better coordinate their efforts, and make their services more effective and more readily available." Here is what we believe you, as members of our Council, need to know:

### The Challenge

- HIV/AIDS continues to be as much a public health issue in the suburbs, including Alexandria, as it is in the District.
- **Despite considerable proactive efforts within our City to prevent the further spread of HIV/AIDS, Alexandria has the highest rate of incidence in Northern Virginia.** There were, as of December 31, 2008 (the most recent data in the study), 1,286 people living with HIV/AIDS in Alexandria. **The rate of persons currently living with HIV/AIDS in Alexandria is 3.4 times the rate across Virginia.** 57% of those are African or African American, 11% are Hispanic; 77% are male and 23% are female. The predominant risk factor is men having sex with men. Attachment A summarizes the epidemiological data for Alexandria provided in **The Profiles Project**.

### Our Strengths

- **Alexandria has been a leader in the area for HIV/AIDS prevention, testing and care in the DC area** as well as Virginia through the commitment of its Council and the Alexandria Health Department.
- HIV Prevention Education in Alexandria public schools is more extensive than required by the Commonwealth and more comprehensive than most suburban DC jurisdictions. Family Life Education curriculum addresses HIV/AIDS from grade six through high school.
- **Alexandria is recognized by many to have the best counseling and testing program in Virginia,** including the extensive deployment of rapid testing consistent with new CDC guidelines.
- **Alexandria is well-served by prevention initiatives of the Alexandria Health Department and community based non-profits,** among them being K.I. Services, NOVAM, the Ethiopian Development Council and Planned Parenthood.

### The Issues

- **All of suburban jurisdictions lack prevention plans, much less have coordinated their planning with each other and the District to leverage services, communications and resources.** The study strongly recommends the initiation of such regional planning efforts.
- The study also recommends metropolitan area-wide coordination to ensure parity, choice and portability of care services for persons living with HIV/AIDS.

- While there are extensive public and non-profit services available for Alexandria residents living with HIV/AIDS and their families, there are some enduring service gaps. **In Alexandria, as elsewhere, housing and income assistance continue to be major challenges.**
- Though there is a strong commitment among public and non-profit service providers to providing culturally-appropriate services, **restrictions on accessing services in the District or Maryland present challenges to certain communities (e.g., Hispanic, African).**
- Alexandria, like all of the other Northern Virginia jurisdictions, lacks sufficient prevention and care resources. **Tight economic times have strained resources available to non-profit service providers.**

#### Our Response

- **Concurrently with the release of this study, the Commission agreed on an initial set of tasks, goals and objectives to enable us to fulfill our charge from the Council and to respond to the findings of the study.** We agreed that this was just a beginning step, leading to a comprehensive strategic plan for dealing with HIV/AIDS in Alexandria. Attachment B is the plan on which we have begun work.
- **We are also preparing to join an effort to develop a comprehensive Northern Virginia HIV/AIDS prevention plan.** We think Alexandria has much to contribute to that effort and that our Alexandria prevention plan will be the stronger for our participation.

#### Our Ongoing Work

While we looked to the future, the Commission continued to advocate and support efforts to prevent the spread of HIV/AIDS and to care for people infected by HIV/AIDS and their families. Attachment C is a summary of our key accomplishments in this regard over the past year.

#### Recruitment

As we begin a new fiscal year, the Commission has been enhanced by the recent approval by the Council of several new members. Some of these new members represent key partners in our efforts including K.I. Services, NOVAM and the Commission for Women. We are actively pursuing additional representatives from the Alexandria Chapter of the American Red Cross, National Capital Hospice and a T.C. Williams High School student through key contacts. We will also share our goals and objectives with related City commissions to invite their participation with us. We recognize that collaboration with our partners is the key to planning more effective and efficient prevention and care services.

#### Leadership

In June, the Commission elected a new leadership team. The new Chair holds an MSW with experience in the field of HIV/AIDS as well as a lengthy Federal career in Organization Development. The new Vice Chair is an Alexandrian living with AIDS who is an advocate and educator on addiction recovery and HIV/AIDS. With this fresh beginning, we are looking forward to a dynamic year of growth, planning, advocacy and, in the end, service to the citizens of the City of Alexandria.

Respectfully yours,

Thomas R. Suydam  
Chair, Alexandria Commission on HIV/AIDS

## Northern Virginia

HIV/AIDS in the Northern Region of Virginia, by Health District, 2008														
	Virginia		Health District					NVA Health Regional Total						
			Alexandria	Arlington	Fairfax	Loudoun	Prince William							
Total Population, 2008	7,769,089		143,888	209,969	1,015,302	289,996	364,734	2,023,888						
Number of People Living with HIV/non-AIDS as of 12/31/08	10,906		620	586	1,128	127	437	2,908						
Number of People Living with AIDS as of 12/31/08	9,513		566	777	1,159	174	454	3,110						
Total Number of People Living with HIV/AIDS as of 12/31/08	20,419		1,286	1,363	2,287	341	891	6,028						
Prevalence rate - HIV non-AIDS (per 100,000)	140.36		430.90	279.09	111.10	43.75	119.81	143.19						
Prevalence rate - AIDS (per 100,000)	123.45		482.87	341.48	114.15	35.37	124.47	153.66						
Prevalence rate - HIV/AIDS (per 100,000)	263.81		913.77	620.57	225.25	83.10	244.29	296.85						
Diagnosed Cases of HIV/non-AIDS, 2008	546		17	26	52	10	22	137						
Diagnosed Cases of AIDS, 2008	492		31	29	66	12	33	171						
Diagnosed Cases of HIV/AIDS, 2008	1,038		48	55	118	22	55	308						
Reported Cases of HIV/AIDS, 2008	1,156		41	51	143	20	64	329						
Incidence rate - HIV/non-AIDS	6.32		11.31	12.38	6.11	3.45	6.33	6.77						
Incidence rate - AIDS, 2008 (per 100,000)	6.33		21.54	13.67	6.50	4.14	9.05	9.45						
Incidence rate - HIV/AIDS, 2008 (per 100,000)	12.65		33.36	26.19	12.61	7.59	15.38	16.22						
Number HIV/AIDS cases that were out of Care (Unmet Need)	11,058		344	392	1,446	178	457	3,767						
Unmet Need Percent	54%		66%	69%	63%	49%	59%	63%						
2005 Prevalence HIV/AIDS Gender (%)														
Male	73.4%		73.6%	82.4%	75.3%	74.7%	68.9%	75.1%						
Female	26.6%		26.2%	17.6%	24.7%	25.3%	31.1%	24.9%						
2008 Prevalence HIV/AIDS by Current Age group (%)														
	N	%	N	%	N	%	N	%	N	%	N	%	N	%
0-12	57	0.3%	2	0.2%	1	0.1%	4	0.2%	1	0.4%	5	0.6%	13	0.2%
13-19	132	0.5%	3	0.2%	3	0.2%	14	0.6%	0	0.0%	6	0.7%	25	0.4%
20-29	1767	5.7%	63	4.3%	68	5.2%	148	5.6%	23	5.6%	88	6.9%	390	6.5%
30-39	4126	20.1%	245	19.1%	255	19.5%	492	21.5%	69	28.2%	239	23.5%	1069	21.1%
40-49	7946	39.9%	544	42.3%	616	39.5%	891	39.0%	79	32.4%	346	38.7%	2374	38.5%
50-59	4754	23.5%	314	24.4%	337	25.9%	549	24.2%	64	22.4%	192	20.2%	1433	23.3%
60+	1554	7.6%	115	8.9%	122	9.4%	190	8.2%	17	7.1%	57	6.4%	522	8.4%
Unknown	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	0.1%	1	0.0%
2008 Prevalence HIV/AIDS by race/ethnicity count (%)														
	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Black, not Hispanic	12,638	61.4%	732	56.9%	560	43.0%	967	42.3%	108	44.5%	502	56.1%	2665	47.7%
White, not Hispanic	6,255	30.6%	400	31.1%	535	41.4%	924	40.4%	95	39.4%	271	30.4%	2229	37.1%
Hispanic	1,236	6.1%	137	10.7%	165	12.7%	290	12.7%	28	11.6%	99	11.1%	719	12.0%
Other	389	2.0%	19	1.5%	39	3.0%	106	4.6%	10	4.0%	21	2.4%	195	3.2%
2008 Prevalence HIV/AIDS by transmission category count (%)														
	N	%	N	%	N	%	N	%	N	%	N	%	N	%
Heterosexual Sex	4,661	22.3%	332	25.9%	205	15.3%	437	21.5%	43	17.5%	242	26.8%	1316	21.5%
MSM	5,053	24.4%	597	46.0%	726	54.2%	1052	46.0%	115	47.7%	312	35.1%	2777	46.0%
DU	2,425	11.9%	120	9.3%	147	10.9%	236	11.1%	19	7.5%	105	12.0%	597	9.5%
MSM DU	777	3.8%	43	3.3%	55	4.2%	63	2.8%	7	2.8%	32	3.4%	195	3.1%
Other	4,510	22.1%	230	18.0%	192	14.7%	483	21.1%	57	23.7%	195	22.0%	1,131	18.5%
HIV/AIDS or HIV Infection: A case of HIV, regardless of the stage of the disease, either HIV not AIDS or AIDS. Persons first diagnosed with HIV and later progressing to AIDS are only counted once.														
Data for 2008 is preliminary and may be incomplete due to reporting delays.														
Data provided by the Division of Disease Prevention, Health Informatics and Integrated Surveillance Systems														
11/15/2009														

**ALEXANDRIA COMMISSION ON HIV/AIDS  
2010 GOALS AND OBJECTIVES**

To ensure that the Alexandria Commission on HIV/AIDS fulfills its charge as articulated in Ordinance No. 4299; Section 2-4-11, the following tasks and related goals have been identified for 2010.

**Section 1.0 Enhance Interface with Alexandria City Council**

**Task 1:** Advise the City Council in the formulation and implementation of public policy on HIV/AIDS prevention and treatment of HIV/AIDS.

**2010 Goal:** Investigate barriers to HIV testing and treatment among high risk populations.

**2010 Goal:** Advocate for increased or at least stable funding for HIV/AIDS service providers from community health pool.

**Section 2.0 Enhance Community and External Relations with Stakeholders**

**Task 2:** Promote citizen participation in the Commission's programs and activities.

**2010 Goal:** Develop public relations strategy that communicates the HIV/AIDS presence in the City of Alexandria to residents

**Task 3:** Provide the Council and the public with current information regarding AIDS and HIV.

**2010 Goal:** Communicate the HIV/AIDS epidemiologic profile to the Council and other interested parties on a regular and ongoing basis.

**Task 4:** Promote ongoing external educational HIV/AIDS programs

**2010 Goal:** Begin development of an HIV/AIDS prevention plan for the City of Alexandria.

**Section 3.0 Enhance Internal Capacity**

**Task 5:** Enhance the operations and decision-making capabilities of the Commission.

**2010 Goal:** Develop an educational strategy for Commissioners that will ensure an informed approach for community assessments, collaborations, and policy recommendations

**2010 Goal:** Document operational procedures, processes and resources to ensure sustained efforts during the transitioning of Commissioners

**2010 Goal:** Enhance initial communications to new Commissioners



**ALEXANDRIA COMMISSION ON HIV/AIDS  
2009-2010 KEY ACCOMPLISHMENTS**

- On November 30, 2009, ACOHA conducted the Third Annual HIV/AIDS Service Awards as Alexandria's official observance of World AIDS Day. We honored three individuals for their contributions to the fight against HIV/AIDS in Alexandria. They included:
  - Jane Beddoe, Director of the Access Advocacy Program at NOVAM, for her work with over 80 Alexandria children and their families who are infected or affected by HIV/AIDS.
  - Roger Pollard, a supervisor in our own Department of Parks, Recreation and Cultural Activities for his professional and volunteer prevention education efforts, particularly to Alexandria youth.
  - Sue Rowland, Executive Director of Virginia Organizations Responding to AIDS (VORA), for her tireless statewide advocate for policy and resources for HIV/AIDS prevention and care for individuals with HIV/AIDS.

Vice Mayor Donley provided opening remarks. Mayor Euille, Councilman Fannon, Nancy LaValle Perkins and the Alexandria Gay and Lesbian Community Association provided financial contributions. The Trophy Shop donated the very attractive awards. Various Alexandria businesses supplied refreshments and door prizes. The T.C.Williams High School String Quartet and a representative from the American Red Cross performed. The First Baptist Church of Alexandria provided the facilities.

- ACOHA supported the inauguration by the Alexandria Department of Health of the twice monthly Rainbow Tuesdays Clinic. The Clinic provides testing opportunities for sexually transmitted diseases including HIV for lesbian, gay, bisexual and transgender (LGBT) citizens of Alexandria. As such the Clinic fills an important gap left by the withdrawal from Northern Virginia of the Whitman-Walker Clinic.
- ACOHA worked with the Alexandria Department of Parks and Recreation and other local agencies to co-sponsor an event in recognition of National Black HIV/AIDS Awareness Day during the Middle Schools' quarterly Saturday Night Hype Party. The party was held on February 20, 2010. Games and information tables were hosted by local agencies including NOVAM and K.I. Services. Refreshments were provided by ACOHA.

**Report #14**

ALEXANDRIA, VA

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**City of Alexandria**  
**Commission on Information Technology**

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**FY 2010 Annual Report**

## **1. Introduction and Background**

The predecessor to the Commission on Information Technology was established in 1994 as the Alexandria Cable Television Advisory Commission, responsible for reviewing the City's cable television franchise activities.<sup>1</sup> Shortly thereafter in 1994 City Council established the Alexandria Ad-Hoc Task Force on Information and Communication Technologies, to assist City Council in considering the developments in computer related information and communication Technologies (ICT).<sup>2</sup> In 1997, the City Council established the Information Technology Commission to advise Council on cable, Internet, telephone and other electronic technologies affecting the citizens of Alexandria.<sup>3</sup> In accordance with our charter and City Council guidance, the Alexandria Commission on Information Technology submits this report on its activities for FY 2010 and specific goals for FY 2011.<sup>4</sup>

## **2. Designated Commission Functions**

The Commission is charged to review the City Manager's proposed Information Technology Plan, make recommendations to and advise City government in the formulation and implementation of information and telecommunications policy, and to promote citizen participation in the formulation of such policy. The Commission is also charged to identify new information and telecommunication technologies, to evaluate their potential for enhancing the delivery of services by the City, and to identify the resources and legislative changes required to implement these technologies.

## **3. Membership and Organization**

The Commission comprises 15 members appointed by the City Council: two members from the City Council, one member representing the Alexandria City School Board, one member representing the Alexandria City Library Board, one member representing the Alexandria Chamber of Commerce, one member representing the holder of the City's cable television franchise, one member representing a provider of local telephone communication services, one member representing the Budget & Fiscal Affairs Advisory Committee (BFAAC), one member representing an institution of higher education located in Northern Virginia, and six citizens-at-large.

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<sup>1</sup> Ordinance No. 3727, June 18, 1994.

<sup>2</sup> Resolution No. 1709, October 11, 1994.

<sup>3</sup> Ordinance No. 3953, October 25, 1997.

<sup>4</sup> City Council also requires each advisory group to include a recruitment plan and a leadership plan in their annual report. *Consideration of the Report From the Council Committee on Boards and Commissions*, City Council Regular Meeting, December 9, 2008.

The IT Commission was staffed at 13 members throughout FY 2010:<sup>5</sup>

Phillip Acosta (citizen-at-large)  
Nina Baliga (citizen-at-large)  
Daniel Brooks (citizen-at-large), Vice-Chair  
Steven Cooper (citizen-at-large)  
Catherine Hogan (local telephone communications services)  
Alicia Hughes (City Council)  
Kostas Liopiros (citizen-at-large), Chair  
Page Moon (Alexandria Chamber of Commerce)  
Helen Morris (Alexandria City School Board)  
Redella S. Pepper (City Council)  
Lynda Rudd (Alexandria City Library Board)  
Marie Schuler (cable-television franchise)  
Bob Soltys (citizen-at-large)

The positions designated for representatives of the BFAAC and an institution of higher education have been advertised several times but have remained vacant.

For FY 2011 the Commission membership elected Kostas Liopiros Chair, Daniel Brooks Vice-Chair and Lynda Rudd Secretary.

#### **4. Summary of Activities for FY 2010**

##### **4.1 Review of the FY 2010-2015 Information Technology Plan**

Review of the City Manager's proposed Information Technology Plan (IT Plan) is one of the most important functions of the Commission. Whereas in previous years a separate committee was established to review the IT Plan, this year the entire Commission was involved in reviewing and commenting on the plan.

This year (as in previous years) the Information Technology Services (ITS) staff developed a well reasoned and responsive plan that retained focus on a number of initiatives important to the functioning of City government -- an accomplishment, given the fiscal constraints faced by the City.

ITS has a robust process for developing the annual IT Plan that is responsive to the guidance and direction of the Information Technologies Steering Committee (ITSC), composed of representatives from the City's top-level management and user agencies, which establishes the priorities for the IT Plan. In the Commission's review of the ITS's process for developing the IT plan, it was not apparent how strategic direction from City Council is incorporated in the guidance to the ITS staff or how the IT Plan is linked to the City's

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<sup>5</sup> Brian Hunt, R. Heather Planey and Scott Price, at the end of their terms in November 2009, were replaced by Nina Baliga, Steven Cooper and Bob Soltys.

Strategic Plan. Lacking any such guidance and linkage, the result is a “bottom-up” collection of program and funding descriptions, as noted in the Commission’s reviews of previous plans.<sup>6</sup>

Further, the IT Plan does not provide a rationale and priorities for all of the City’s IT activities and programs.<sup>7</sup> The City should encourage the development of forward-looking, strategically-oriented plans for the use of information and communications technology (ICT) across all City Departments and Agencies. The Commission has made the following recommendations in its review of the IT Plan:

- Expand the IT Plan to address all aspects of information and communication technology in Alexandria;
- Develop the IT Plan as a top-down strategic planning document linked to the City’s Strategic Plan; and
- Require the IT Plan to provide an annual assessment of the state of Information Technology in the City identifying any gaps and shortfalls in how IT is supporting the City’s strategic goals.

#### **4.2 Technology to Enhance Citizen Engagement**

Information and communication technology is shaping the future of civic engagement by making it easier for citizens to interact with government and for government to reach out to residents. This is particularly true in the case of mobile technology, which can facilitate the acquisition and dissemination of information.

Pittsburgh was the first city in the U.S. to introduce a mobile phone application to improve City government response in providing constituent services, such as snow removal and fixing potholes. That was iBurgh, an iPhone application developed in conjunction with Carnegie Mellon University’s Mobility Research Center. iBurgh was followed by Citizen Connect – an iPhone application introduced by the City of Boston. These applications are essentially an extension of the City’s complaint hotline that allows constituents to use their iPhone to submit a geotagged<sup>8</sup> photo of a problem area (e.g. pothole, uncleared trash, broken traffic light) to the appropriate department in the city government.

The Commission reviewed the City’s plans to develop similar mobile applications that could be integrated with the City’s customer relationship management (CRM) system for the

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<sup>6</sup> In our review of the FY 2009 and FY 2010 proposed Information Technology Plans, the Commission recommended that the ITS adopt a top-down strategic planning approach -- in addition to the current bottoms up approach -- to develop the annual IT plan.

<sup>7</sup> For example, there are over eight City Departments and Agencies with IT responsibilities in addition to the ACPS and the Department

<sup>8</sup> Geotagging is the process of adding geographical identification data, such as latitude and longitude coordinates, to various media such as photographs and video.

processing of complaints.

Including a mobile capability like iBurgh or Citizen Connect can provide an important adjunct to the City's IT capabilities for citizen engagement. We note, however, that these applications address a particular and small segment of the citizen population. The Commission recommended that the set of applications be broadened to include as many smartphones as possible in addition to the iPhone -- particularly those using the Android operating system, RIM Blackberry phones and perhaps the Windows mobile operating system. Even then, we note that the reach of this program may be limited since most consumers use simpler phones that do not support these applications.

### **4.3 Google Fiber for Community Project**

In February 2010, Google Incorporated announced the Google Fiber for Community Project -- a pilot program to build experimental high-speed fiber-optic broadband networks (to be used as a test-bed for new applications) in a small number of municipalities in the U.S. The project engendered a great amount of interest and activity -- more than 1,100 municipalities applied to host one of the test-beds. Google plans to announce the target communities by the end of the year.

The Commission reviewed the Google proposal and recommended the City submit an application to host one of the Google test beds. The Commission believes it is important that the City encourage competition in the provision of broadband services, such as broadband Internet access and video services.<sup>9</sup> The Google project has the potential to stir competitive investments by incumbent wire line broadband providers, which could result in improved services and/or lower prices for Alexandria residents.

The Google project will provide an alternative for high-speed Internet access for only a few communities that meet Google's requirements. The Google proposal has caused many communities to examine the value and benefits of broadband to their communities, and the adequacy of their broadband infrastructure to provide those benefits. Many of those communities are pursuing other options to improve their broadband infrastructure.

### **4.4 Affordable Broadband Access**

In Alexandria broadband Internet access is becoming an essential part of the infrastructure of education and municipal government. The City uses web-based technologies and Internet access to reach and deliver services to citizens and encourages citizens to do business with the City electronically. The Alexandria City Public Schools (ACPS) uses web-based technologies and broadband Internet access to facilitate the education of its students. ACPS issues laptop computers to all 9<sup>th</sup> through 12<sup>th</sup> grade students for use in school and at home to access the ACPS network.

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<sup>9</sup> Google proposes to provide only broadband Internet access -- not the multi-channel video services provided by cable or FiOS.

The Commission has been working with the ACPS IT staff to address connectivity issues for high school students in the ACPS laptop program. At the Commission's suggestion the ACPS IT staff conducted a survey of the ways students use laptops to access the ACPS network. Based on this preliminary data, as well as aggregated data from surveys conducted by the Commonwealth, the Federal Communications Commission and public interest organizations, the Commission concluded that adoption of broadband may be lagging availability in Alexandria and that affordability of broadband may be a major factor impacting adoption.<sup>10</sup> As a result, many families are potentially excluded from many aspects of municipal and education discussions, partly because of their inability to access the broadband technologies the City and ACPS increasingly rely upon for communications. The Commission feels it is important that the City gather survey data on broadband adoption and usage in Alexandria to more accurately gauge the problem and address potential solutions.

The Commission has forwarded a recommendation to City Council to undertake the following steps to address this problem:

- Adopt a policy goal of ensuring affordable broadband access for all citizens of Alexandria and link that goal to the City's Strategic Plan;
- Establish an initiative to increase the availability of affordable broadband and the adoption of broadband by residents of Alexandria; and
- Undertake the collection of survey data to determine broadband availability, adoption and usage patterns of adults and students in Alexandria.

## **5. Specific Goals for FY 2011**

In FY2011 -- in addition to executing its broad charter -- the Commission will focus on specific goals key to creating an IT vision and strategy for Alexandria. We believe that an IT vision and strategy linked to the City's Strategic Plan can aid City Council, the ITS staff and other IT organizations in planning and budgeting their IT activities and programs. For FY2011 we will pursue the following goals, which follow from our activities and recommendations in FY2010, and would be instrumental in developing this vision.

### **5.1 Linking the Strategic Plan to IT Plans and Programs**

The Alexandria City Council Strategic Plan provides the collective vision for the City of Alexandria and a "high-level" strategic course of action for realizing its seven strategic goals.<sup>11</sup> The plan offers direction and focus on issues that are critically important and sets

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<sup>10</sup> In addition to availability and affordability, other factors affecting adoption of broadband are digital literacy (don't know how to use broadband and computers) and lack of interest (aren't aware of or don't care about its potential benefits).

<sup>11</sup> *Alexandria City Council Strategic Plan*, Adopted September 2004, Revised January 2006, Revised June 2010.

priorities and determines a course of action. Information and communications technology will be critical in supporting many of the goals and objectives in the Strategic Plan. What is needed is a corresponding vision that shows how IT can support the Strategic Plan's goals and objectives.

A first step in developing an IT vision and strategy would be to develop a comprehensive set of IT goals linked to the City's Strategic Plan. We will coordinate with the ITS staff, the Office of Communications and other relevant offices and agencies with IT responsibilities in developing the set of IT strategic goals. The IT strategic goals should eventually be validated by City Council.

## **5.2 Supporting the Broadband Initiative**

The Commission has recommended that Council establish an initiative to ensure the availability of affordable broadband access to all citizens of Alexandria. In FY 2011 and subsequent years, the Commission plans to assist and support in the implementation of the broadband initiative, starting with the collection and analysis of relevant survey data. Subsequent actions would depend upon the specifics of that assessment but could include:

- Collect and analyze survey data and advise any additional data gathering and surveys, if necessary;
- Collect and analyze data on the availability of affordable broadband in Alexandria;
- Research best practices in public/private partnerships to increase the availability of affordable in Alexandria;
- Assess and recommend City actions (i.e. identify legislation, regulatory requirements etc.) to fostering entry and competition in the provision of broadband services in Alexandria;
- Assist the City in fostering digital literacy programs by educating residents on the value of broadband Internet access.



**LEADERSHIP PLAN**

**City of Alexandria, Virginia**  
**Commission on Information Technology**

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**LEADERSHIP PLAN**

The Leadership of the IT Commission shall reside in a Chairperson, a Vice Chairperson, and a Secretary. The roles and responsibilities of the Leadership and the process for electing them and ensuring a turnover in leadership are set out below.

**1. Roles and Responsibilities**

**1.1 Chairperson**

The Chairperson shall be responsible for:

- Providing effective leadership of the Commission, including representing the Commission to the public and other stakeholders;
- Presiding over meetings of the Commission and ensuring the efficient and effective conduct of its business;
- Setting the Commission agenda, taking into account the issues and concerns of all Commission members;
- Ensuring that all issues before the Commission are debated fully and that all members have the opportunity to contribute;
- Reviewing draft minutes prior to distribution to Commission members for review and providing for timely distribution of minutes to members;
- Monitoring the process and procedures of working groups to help achieve a responsive, timely and useful work product;
- Preparing the Commission's annual report to City Council; and
- Coordinating on a regular basis with the Vice Chairperson and Secretary to ensure continuity of opinions and advice.

**1.2 Vice Chairperson**

The Vice Chairperson shall be responsible for:

- Serving in the absence or incapacity of the chairperson, or if a vacancy in that post exists;
- Leading the Commission's recruitment efforts; and
- Assisting the Chairperson in the conduct of the Commission's business.

### **1.3 Secretary**

The Secretary shall be responsible for:

- Drafting the minutes of Commission meetings to include an accurate description of its decisions;
- Maintaining a record of those present, absent and excused for each meeting;
- Maintaining a record of term start and end dates for each member and notifying members of expiring terms;
- Maintaining the official records of the Commission including:
  - The approved minutes of each meeting;
  - Memoranda, reports and other products of the Commission; and
  - Commission rules and procedures.
- Ensuring that the official records are available when required for reports, elections, referenda, other votes, etc.; and
- Assisting the Chairperson in the conduct of the Commission's business.

## **2. Election of Officers**

### **2.1 Terms**

The Chairperson, Vice Chairperson and Secretary shall be elected annually by the full Commission for one-year terms starting at the beginning of the City's fiscal year (July 1 to June 30).

### **2.2 Nominating Committee**

The Commission shall form a nominating committee that evaluates the interested candidates for each position and recommends a slate containing a single nominee for each position. The full Commission shall then vote to approve or deny the proposed slate.

The nominating committee shall be formed during the last Commission meeting prior to the end of the fiscal year (June 30). The committee shall be formed by soliciting volunteers.

Upon its formation, the committee shall request that all interested parties express their interest in the positions. The committee shall meet to evaluate the interested parties and shall make its recommendation to the full Commission during the next meeting after the

beginning of the fiscal year (July 1). The Commission shall discuss the slate and puts it to a vote and/or take nominations from the floor. The newly elected officers shall assume their roles during the next meeting.

This method allows all interested candidates to vie for the Commission's leadership positions. It permits any person interested in influencing the recommendation of the proposed slate to volunteer for the committee. And it provides the ability for any Commission member to express concern over any proposed nominee. It serves the needs of the Commission members, of the Commission itself, and of the City of Alexandria.

**RECRUITMENT PLAN**

**City of Alexandria, Virginia**  
**Commission on Information Technology**

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**RECRUITMENT PLAN**

A permanent recruitment committee shall be formed and chaired by the Vice Chairperson of the Commission. The recruitment committee shall be responsible for executing the recruitment plan set out below.

**1. Objectives**

The recruitment plan is based on accomplishing two main objectives:

- To identify qualified applicants for Commission vacancies.
- To conduct an unbiased and constructive endorsement process.

**2. Identification of Applicants**

The committee shall utilize various means to identify potential applicants, possibly including:

- Posting the notification of an available position on the Commission's page on the City's web site;
- Preparing and distributing news releases for local media sources (e.g., newspapers, radio, PEG);
- Advertising vacancies on social networking sites (e.g., LinkedIn);
- Contacting selected organizations in Alexandria to place articles in their employee publications, neighborhood association and organization newsletters;
- Soliciting Council members, Commissioners, city staff and citizens of Alexandria for recommendations.

Applicants shall be invited and encouraged to attend at least one meeting of the Commission, if possible.

**3. Endorsement**

The committee may work with the appropriate City office to vet applicants (including current Commissioners applying for a new term). The endorsement process may include:

- Receiving and verifying applications;
- Requesting additional information as necessary;
- Preparing and submitting assessments and recommendations to the Commission.

#### **4. Recommendation**

The Commission may review the endorsement of the Recruitment Committee and make a recommendation to City Council.

Once City Council appoints a Commissioner, the IT Commission Chairperson shall follow up with a letter of welcome.

*Annual  
CCJB Report*

*FY 09 - 10*



Annual Community Criminal Justice Board Report  
July 1, 2009 – June 30, 2010

Summary of Activities

The Board was advised of a report on the Crisis Intervention Program. The Program has shown great success in obtaining grant money from DCJS, and training a new Crisis Intervention Team. The goal of the team is to engage people suffering from mental health and substance abuse issues in a manner that would reduce the chance of injury, divert people from jail and into treatment. The Alexandria Police Department have conducted training and are drafting a policy and procedure manual. Both the Sheriff's Office and the Police Department are involved in the intense mental health training through the Crisis Intervention Program.

The Board was reminded that the City of Alexandria's Gang Task Force is a regional effort between the police department and fourteen other jurisdictions. In the future, there will be IACP training to have a prevention-intervention-suppression program. There is potential this may be filmed to provide a training tape to police departments across the country.

The Board was made aware that the Alexandria Jail has begun doing video advisements from other jurisdictions, and it will be mandatory under a recent amendment to the law. Thus far it has been successful between jurisdictions.

The Board was advised that State Police Trooper Huntley, has been doing a superb job in keeping the sex offenders compliant with their registration requirements.

The Board was advised on the funding of the Adult Probation Drug Testing Lab. The current funding was supplied by the HIDTA grant, however there was some information stated that they can no longer support the funding. State Probation received news that they did receive funding for the drug testing lab and the technician. Many agencies within the City of Alexandria utilize this lab.

The Board invited a guest speaker, Assistant Alexandria Commonwealth Attorney David Lord to talk about asset forfeiture. Asset Forfeiture is when the government takes the tools that criminals use to commit crimes, as well as the profits that criminals make from these crimes. It is a very powerful tool for law enforcement and a serious deterrent for criminals.

The Board was advised that City Council's Public Safety Board were meeting, and the Chairman of the CCJB wanted to enlighten them on key issues or concerns of the CCJB. The point was also to ask for funds in those areas of need as well.

Continuation  
Annual Community Criminal Justice Board Report  
July 1, 2009 – June 30, 2010

The Board was made aware that State Probation will be utilized as a Pilot Site for Evidence Based Practices. The purpose is to allow a more cohesive supervision strategy, based on scientific research on the prevention of criminal behavior. The tool will help to assess who is at low or high risk of continued criminal behavior.

The Board advised that City Council passed the budget that the Public Defender's Office will now be on the City's payscale.

CCJB Specific Goals

The CCJB Board plans to call on various agencies at future meetings to give presentations to the Board on timely criminal justice topics.

The CCJB have agreed to work together in order help the mentally ill get services and stay out of jail.

The CCJB was asked by the Chairman to read through the 2008-2010 Criminal Justice Plan, and to determine if the last plan met the goals stipulated.

Recruitment and leadership Plans

The Board has an election of officers each fiscal year. In September 2009, new officers were nominated, and a unanimous decision was made by the Board to approve Mr. Raighne Delaney – Chairman, Heidi Meinzer – Vice Chairman, and Donna Brazier – Secretary. The term will expire on August 31, 2010.

## Alexandria Community Policy and Management Team

2525 Mt. Vernon Avenue Alexandria, Virginia 22301

Phone: (703) 838-0822 TDD: (703) 836-1493 Fax: (703) 836-2355

JUL 13 2010

CITIZEN ASSISTANCE  
OFFICE

**Vacant**  
Family Representative

**Ron Lemley**  
Court Services Unit

**Suzanne Chis, MSW**  
Social Services

**Deborah Warren, DSW**  
Community Services Board

**Rob Krupicka**  
City Council

**Gretchen Abell, MS**  
Private Provider

**Veronica Aberle, MSN RN**  
ACPMT Chair, Health Department

**Bruce Johnson**  
Management & Budget

**Jane Quenneville, Ed.D**  
ACPS-Student Services

### FY10 Annual Report Summary

The Alexandria Community Policy Management Team (ACPMT) consists of representatives from City Council, the City Manager, the Alexandria City Public Schools, the Division of Social Services, Court Service Unit, Health Department, the Department of Mental Health, Mental Retardation and Substance Abuse, plus a representative from the Northern Virginia Private Providers Association. The ACPMT oversees the expenditure of funds that implement the mandates of the Comprehensive Services Act (CSA). Services are provided under the CSA for at-risk children in or possibly needing foster care and children requiring special education services through individual education plans (IEPs).

The ACPMT is focusing on making sure every child has a permanent home (permanency), nurturing the strengths of our children and their families, and creating innovative community-based partnerships to address the challenges facing the City of Alexandria's at-risk children and families. State and legislative initiatives and priorities, and challenging fiscal times demand that services support permanency planning, be individualized, be child and family-centered, and be delivered whenever possible in our community. Communities are financially rewarded by adjustment to match rate, thus, the ACPMT embarked upon an internal transformation to position ourselves to better meet these needs, specifically, through the development of family centered policy focusing our resources to prepare our staff to deliver flexible, individualized services in our community. To this end the ACPMT developed a CSA Service Improvement and Cost Containment Strategy which included for FY10 the establishment of two workgroups. The workgroups were created to focus on ending reliance on congregate care and coordinating with the schools on CSA funded services for IEP placements.

The ACPMT continued to transform its policies and procedures to support the goals of:

1. Bringing our children home;
2. Preventing our children from leaving the community;
3. Strengthening existing, and developing new, community resources; and
4. Maintaining services within our budgeted allocation.

In response to these goals, objectives were developed for implementing cost containment measures. These endeavors resulted in the creation of quality indicators, action items and monitoring of timelines which included the following:

1. There has been a continued decrease in residential and group home placements in FY10. When the need has arisen for these placements they have been for shorter periods of

duration and focused more on assessment and diagnostic placements to support community based care. The workgroup will continue to meet to guide placement decisions for these high risk children and families.

2. Development of an ACPMT policy and procedures for FAPT reviews and involvement in service development for children in our schools.
3. A decrease in CSA expenditures of over \$1.3million for the first half of FY10 compared to FY09;
4. An average match rate of 47% a decrease of 6% overall;
5. Coordinated planning with Statewide and regional localities targeting innovative partnerships for community based services and providing training to stakeholders – major focus this year has been on the regional development of a crisis stabilization program and a regional basis for contracting services;
6. Enhanced use and engagement with the Statewide assessment instrument (CANS) for determining needed CSA services;
7. ACPMT members leading the organization for a system wide model court conference focusing on transitioning children back into the community;
8. Coordination with DSS on implementation on the new Statewide Enhanced Maintenance payment for foster parents resulting in more access to IVE funding; and
9. Continued reinforcement and implementation of Alexandria's System of Care wraparound service for all children at risk of residential placement.

Community Services Board  
Annual Report  
FY 2010

Report #17

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Summary of Activities for period July 1, 2009 – June 30, 2010

Alexandria Community Services Board's official Annual Report will be printed and distributed in late fall of 2010.

In observance of National Alcohol and Drug Addiction Recovery Month the CSB celebrated people in recovery and those who have helped them reclaim their lives with an event at TC Williams High School that featured Julie Carey of NBC News4 interviewing Santino Quaranta, the young soccer star of D.C. United.

Residents of the Bellefonte Group Home and Bellefonte Supported Living Apartments formed a basketball team called the Bellefonte Wizards. After winning the Special Olympics locally, members of the Bellefonte Wizards raised more than \$1,500 so that they could compete in the 2010 National Special Olympics, where they placed second.

Intellectual Disability, Substance Abuse and Mental Health Vocational Programs received their third accreditation from *CARF, The Rehabilitation Accreditation Commission*.

At the Alexandria CSB's Holiday Celebration, staff made theme baskets for a silent auction to benefit Friends of the Alexandria Mental Health Center. More than \$700 was raised in the auction. Members of the CSB's Clubhouse program held a food drive to support local families. They collected over 500 items for the ALIVE! Food Bank.

The CSB obtained a grant to develop the Crisis Intervention Team (CIT) in partnership with the Alexandria Police Department and Office of Sheriff. A CIT is a group of law enforcement professionals who receive training in recognizing and responding appropriately to persons showing signs of psychiatric disorders. Eight police officers and six deputy sheriffs became the first graduates of Alexandria's CIT training academy.

The Department of Mental Health, Mental Retardation and Substance Abuse (MHMRSA), the Department of Human Services (DHS) and the Office on Women (OOW) have consolidated the three departments into one. With nearly 600 full-time employees, the new department will become the largest in the City of Alexandria.

The Safe Haven (Riley's Place) held an open house for the public on Thursday, April 22, 2010 at 115 N. Patrick Street in Alexandria. The Safe Haven officially opened on July 6, 2010, and six formerly homeless people are now residents. The program will serve up to twelve homeless individuals with mental illness or co-occurring mental health and substance use disorders who are on the streets of Alexandria and who cannot or will not use existing shelters.

The 8<sup>th</sup> Annual Allies in Prevention Awards sponsored by SCAN of Northern Virginia and the Allies in Prevention Coalition honored individuals who go above and beyond in their efforts to support children and prevent child abuse and neglect. Amongst those honored were CSB employees Laurie Meyer, Team Leader, Home-Based Program and Deborah Warren, Director of Child, Family and Prevention.

Each May, the nation recognizes National Mental Health Month and Children's Mental Health Awareness Week. To increase mental health awareness in Alexandria, the CSB's System of Care Project sponsored the community event *Managing ADHD Symptoms in Children and Adolescents: Strategies for Parents and Professionals*, by Abigail Levrini, Ph.D. Over 100 people attended to learn strategies to support common issues with children such as improving school performance, increasing motivation, building social skills, managing time, enhancing

planning and handling symptoms of anxiety and depression. The CSB also worked with the Partnership for a Healthier Alexandria's Anti-Stigma HOPE Campaign to sponsor a community showing of the film *Canvas*, followed by a panel discussion. Nearly 90 persons attended the event.

The CSB's Peer Advisors Program celebrated 25 years of success providing after-school leadership training for at-promise City youth. Peer advisors learn peer pressure resistance, drug and alcohol information and a wide range of leadership skills. They act as role models, work with children in the City and participate in community service activities.

A team of Alexandria CSB employees joined the City of Alexandria for the third annual community-wide day of service, *Spring for Alexandria*. Hundreds of volunteers provided services at dozens of sites throughout the City. The CSB team worked at Carpenter's Shelter where they organized the children's and the adult libraries.

Beautification projects were completed on several MH condominiums this year through the partnership with the Art Institute of Washington. A ceremony was held in November 2009 along with a tour of the sites.

CSB staff and Board members took an active part in the City's Strategic Planning sessions and is an active partner in the City's Master Housing Plan.

The CSB held its annual Residential Picnic for ID clients and Vocational Services on Friday, July 10, 2010.

### **CSB FY 2011 Goals**

#### **Provide consistently high quality services within available resources.**

- On an ongoing basis, ensure that all facilities meet licensing and other regulatory standards, as demonstrated in licensing on-site inspections; and that client environments are welcoming and clinically appropriate, as evidenced by client and community feedback.
- Maintain or improve overall client and stakeholder satisfaction with services, as measured by satisfaction surveys or other instruments.
- Continuously implement evidence-based and best practices for all clinical and administrative services.
- On an ongoing basis, ensure that the agency maintains a high level of staff satisfaction as evidenced by biennial staff satisfaction survey, exit interviews, and other opportunities for staff evaluation and discourse.
- By the end of FY 2010 develop a Recovery Work Group charged with enhancing recovery-best practice and peer advocacy.

#### **Deliver efficient, cost-effective, and ethically grounded services.**

- On an ongoing basis, evaluate opportunities for increased program efficiency and implement efficiency improvement strategies as appropriate, as reported in division reports.
- Complete planning and implementation of electronic health record by end of FY 2010 and on an ongoing basis plan and implement other enhancements to the automated management information system.
- Diversify sources of funding and seek to maximize revenue reimbursement through billing and appropriate payer sources.
- During Fiscal Years 2010 and 2011 evaluate the effects of budget cuts on services offered across the CSB and the difficulties encountered by supervisory staff in managing these reductions.

#### **Provide appropriate behavioral health services to meet the most critical needs of City of Alexandria residents.**

- By the end of the third quarter of FY 2010, implement the Safe Haven program.
- On an ongoing basis implement plans to address highest priority unmet affordable housing needs by participating with local affordable housing committees, commissions, *the Housing and Shelter*

*Collaborative Realignment Planning Committee*, and other groups addressing this issue.

- By the end of FY 2010, show substantial improvement in meeting the priority identified behavioral health needs of children served through the Alexandria Community Policy and Management Team (ACPMT), with the goal of reducing dependence on out-of-home care as evidenced by a 10% decrease in the number of youth in residential treatment facilities.
- By the end of FY 2010, develop and implement a plan for the realignment of children's treatment and prevention services across the City in collaboration with other child-serving City agencies with the goal of providing the support youth need to be successful in the community.
- By the end of FY 2010, develop and implement a plan for the realignment of geriatric services across the City in collaboration with other City agencies with the goal of improving access and efficiency to Alexandria's seniors.
- On an ongoing basis review available needs determination information to identify the unmet needs of underserved populations such as children, immigrants and elderly persons and construct plans to meet those priority needs.
- Advocate for Alexandrians with behavioral health needs through participation in local and inter-jurisdictional planning.
- Implement changes arising from mental health law reform efforts and enhance Jail Diversion efforts.
- By the end of FY 2010, implement short-term residential substance abuse treatment program.
- By the end of FY 2011, identify the needs of individuals with developmental disabilities and Autism spectrum disorders.

**Educate the community about CSB services within available resources.**

- As appropriate, participate in community activities to promote awareness of CSB services and educate the public about behavioral health issues.
- Participate in the *Partnership for a Healthier Alexandria* initiative through calendar year 2010.

The Board will review and update these goals for FY 2011 at its Annual Retreat in October 2010.

**Recruitment and Leadership Plans**

The CSB is currently seeking an applicant to fill the vacant Licensed Physician position.

**Cycle for Ensuring Turnover in Leadership**

The Chair shall serve for a period of one (1) year or until a successor is elected. The Vice-Chairs shall be elected by the Board and shall serve for one (1) year period or until their successors are elected.

The Board shall elect its officers at its "Regular" meeting which will be the first meeting held at the beginning of each calendar year.

Any vacancy occurring in the Office of Chair or Vice Chair shall be filled by the Board.

**ALEXANDRIA  
EARLY CHILDHOOD COMMISSION  
REPORT TO CITY COUNCIL  
FISCAL YEAR 2010  
July 23, 2010**

Sean McEneaney, Chair

Staff: Carol Farrell, Director, Office for Early Childhood Development,  
Department of Community and Human Services  
Carri Coggins Stoltz, Early Childhood Coordinator, Alexandria City Public Schools



# **ALEXANDRIA EARLY CHILDHOOD COMMISSION REPORT TO CITY COUNCIL**

## **FISCAL YEAR 2010**

### **Background**

The Alexandria Early Childhood Commission (ECC) was established in June 1989 for the purpose of increasing the availability and quality of early childhood education in the City of Alexandria. The ECC is made up of 25 designated positions. Ten of the commission members are appointed by the Alexandria City School Board and another 10 by City Council. Five additional members are ex-officio or members by virtue of the positions they hold.

### **Commission Activities**

During the past year, the ECC has been exploring the feasibility of reorganizing the commissions, boards and other groups representing the interests of children and youth and their families into one body which will work to realign the activities of all of these groups in the context of their continuum of needs. This reorganization of citizen groups took place simultaneously with and reflects the realignment of the services of the Department of Human Services, Office on Women, and the Department of Mental Health, Mental Retardation and Substance Abuse, into one super department which will include a center for children, youth and families.

On March 1, 2010 and April 7, 2010, the attached resolution regarding the proposed realignment was adopted by the ECC and the Youth Policy Commission. The resolution was modified and approved by the School Board on April 13, 2010 and City Council approved the resolution with School Board modifications on June 22, 2010. The resolution with modifications was endorsed by the Alexandria Campaign on Adolescent Pregnancy. The work group will meet over the summer and early fall and is scheduled to submit recommendations to the City Council and School Board in November 2010. The creation of the new commission is expected sometime after January 2011.

### **Program Highlights**

The most positive news in FY 2010 was the capping of the local match requirement for the Virginia Preschool Initiative (VPI) at 50%. Until this year, the local match requirement for Alexandria and Arlington had been 80%, which meant that the two localities had to identify four local dollars for every dollar they received from VPI. Other Northern Virginia jurisdictions were in similar situations although their match was somewhat less. This change in match meant that the amount received from VPI by Alexandria increased from \$252,000 in 2009 to \$738,000 in 2010, which meant that the program was able to serve 36 more children and absorb the loss of other dollars with no decrease in service level.

The City of Alexandria, Alexandria City Public Schools (ACPS) and Arlington Public Schools partnered to apply for and were awarded a \$100,000 grant for the third and fourth years of the

Quality Rating Improvement System (QRIS - also known as the Star Quality program). State funds help pay for quality improvements identified through the rating process, for the cost of the rating visits, infant/toddler program enhancements and mentoring. Nine child care centers with 24 sites are participating in the two year project and two programs (ALIVE! Child Development Center and Alexandria Head Start) have been rated. Four Head Start sites and ALIVE! CDC received four stars out of five, a significant achievement. Child and Family Network Centers has been rated and several other centers are in the application process.

One of the requirements for the receipt of a grant by a child care center from the Alexandria Fund for Human Services - Children's Fund has been accreditation through the National Association for the Education of Young Children (NAEYC). During the past year, participation in the QRIS has been added as a requirement for the Virginia Preschool Initiative and may replace accreditation by NAEYC as a requirement for both VPI and the Children's Fund.

The City, through The Campagna Center (TCC), applied for and was approved for American Recovery and Reinvestment Act (ARRA) funds to expand the Head Start program by 57 children for two years. Legislation is pending in Congress that would make that increase permanent. The City also applied for and was approved for ARRA money for quality improvement and staff development.

The ACPS is in the process of establishing an early childhood center at John Adams which will include five Head Start classrooms, ten early childhood special education classrooms and the offices of the ACPS Early Childhood Coordinator. The Early Childhood Center, which will include the preschool programs through the second grade, will have an Assistant Principal designated for that center. The ECC will be on the first floor of John Adams with third through fifth grade classes on the second floor. In addition, the early childhood special education classes will include typically developing children in their classes as peer models. This is a free preschool opportunity for children who might not otherwise have had a preschool experience. This opportunity is available in all the early childhood special education classes throughout the city, including those at Jefferson-Houston Elementary School and Mount Vernon Elementary School, increasing the capacity for including typically developing two, three and four year old children to 74.

The Department of Human Services, Office for Early Childhood Development (OECD), continues to be very pleased with the outcomes from the Vocational ESL class for family child care providers that were developed in 2006 to meet the needs of a diverse population of home-based providers. The OECD found it was impossible to provide interpretation and translation services for all the languages and dialects represented and was not pleased with the outcomes from classes that featured translation in multiple languages. They were not seeing the desired changes in behavior.

In 2006, OECD staff approached the Alexandria Campus of Northern Virginia Community College about the possibility of developing a curriculum that would teach early childhood theory and practice using ESL strategies. The result was Vocational ESL Class 95 that was originally co-taught by NVCC faculty and OECD staff and resulted in significant and lasting

changes in student attitudes and behavior. At first students were awarded credit hours but, when funding for tuition ran short, OECD assumed responsibility for the class and continued to adapt the curriculum and strategies as needed. The OECD staff responsible for the class will be making their third presentation on this very unique and successful program to a national conference in Nashville on July 16.

## **Commission Members**

During the 2009 – 2010 fiscal year, the membership of the Early Childhood Commission included:

Samantha Ahdoot	Sarah Almy
Pamela Blankenship	Erwin Bondareff
William Campbell	Kris Clark
Debra Collins	Sherry Delaney
Sarah Emmons	Njeri Falcher
Cassandra Ford	Ariel Gonzalez
Sheryl Gorsuch	Jay Grymes
Joanna Hemmat	Karen Hughes
Alicia Hughes	Susan Johnson
Pamela Kicak	Maureen Leary
Sean McEnearney	Greg Powell
Sharon Shackelford	Saskia Swider

## **Economic Opportunities Commission Annual Report September 2009 – June 2010**

### **Summary of Activities**

The Economic Opportunities Commission, an advisory commission to the Alexandria Department of Human Services, Office of Community Services provided effective service to low-income Alexandrians through the following activities:

- Created three projects with American Recovery and Reinvestment Act funds: Utility Assistance and Education Project, Ex-Offender Skill Development and Job Placement Project, and the Dental Assistance Project;
- Successfully advocated to protect State TANF funding for Alexandria's Community Action agency (OCS) for direct client services;
- Participated in the City's Strategic Planning process, to ensure representation of the needs of low-income Alexandrians;
- Assisted the Partnership for a Healthier Alexandria in the development of healthy indicators for the community;
- Recruited three new EOC members

### **Goals for Upcoming Year**

Goals for the upcoming year include:

- Develop and present to City Council a legislative agenda;
- Create an "All Hands on Deck" volunteer day for EOC members;
- Develop an EOC strategic plan to address needs of low-income Alexandrians that is consistent with the new City Council strategic goals;
- Research and implement best practices for partnering with Office of Employment and Training;
- Partner with Alexandria Economic Development organizations to enhance job creation in the City, particularly for low-income workers.

### **Recruitment and Leadership Plan**

The EOC will continue its outreach efforts to fill vacancies due to retiring members. In June 2010, elections were held resulting in new individuals holding the offices of Chair, Vice-Chair and Secretary.

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**ALEXANDRIA**

Environmental Policy Commission

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**Fiscal Year 2010 Annual Report**



**SEPTEMBER 2010**

## 1. Introduction

The Alexandria Environmental Policy Commission (EPC) was established under Chapter 4, Article M, of the City Code to "advise and make recommendations to the City Council and, where appropriate, to the Planning Commission and City Manager." This report provides a summary of EPC's activities during Fiscal Year 2010 (FY10), which were primarily focused on the initial phases of implementation of the *Environmental Action Plan 2030*. This report also describes EPC activities outside of the Eco-City effort, including service on several additional commissions and hosting the City's annual Earth Day festival.

## 2. Who We Are

The Alexandria City Council established the EPC in 1970 to advise and make recommendations to the City Council and City Manager, where appropriate, on matters relating to the following:

- Clean air
- Land use
- Noise pollution and abatement
- Pesticides, herbicides and contaminants
- Solid waste
- Water quality and supply
- Other matters referred to the EPC by the City and citizens
- Other topics relating to the conservation and protection of Alexandria's environment

The EPC consists of 13 members, including five members from the field of environmental sciences, five citizen-at-large members, one member from the field of urban planning, and one member with experience in Federal or state environmental statutes/regulations. This year, the additional position previously held by a high school student was converted to a position to be held by a representative from the Alexandria business community. The Commission is supported by the City of Alexandria Department of Transportation and Environmental Services (T&ES), Office of Environmental Quality.

The table below identifies the Alexandrians who served on the EPC during FY09.

Scott Barstow ( <i>Chair</i> )	Patrick Hagan
Danielle Fidler ( <i>Vice Chair</i> )	Patricia Hilgard <sup>1,2</sup>
Jennifer Hovis ( <i>Secretary</i> )	Rebecca Jablon <sup>2</sup>
Peter Pennington ( <i>Earth Day Chair</i> )	Laura Medhurst
David Boxer <sup>1</sup>	Kurt Moser
Patrick Brennan <sup>2</sup>	Joy Pochatila <sup>1</sup>
Jessica Bayliss Brown	Matt Voorhees <sup>2</sup>
Kristopher Croghan <sup>2</sup>	Phil Voorhees
Keith Freihofer <sup>1</sup>	

<sup>1</sup>Membership expired during FY2010.

<sup>2</sup>Membership began during FY2010.

### 3. Eco-City Alexandria

The primary focus of the EPC during this fiscal year was to initiate implementation of the Eco-City *Environmental Action Plan 2030* (EAP). The EAP was formally adopted by City Council in June 2009, and it outlines the goals and activities that will help the City and its residents achieve the vision outlined in the Eco-City Charter. The charter, which was the first of its kind in the region, outlines the City's guiding principles and vision for a sustainable Alexandria.

The EAP establishes general policy goals, identifies specific action steps, sets tentative timelines and develops measures of success. These goals serve as the bridge between the Charter's sustainability vision/principles and the specific actions (e.g., policies, programs and projects) that may be undertaken by the City, EPC, and the community in the coming years. The plan contains 48 goals, 50 preliminary targets and 353 actions spread across the ten principles initially identified in the charter.

- Land Use & Open Space
- Water Resources
- Air Quality
- Transportation
- Global Climate Change and other Emerging Threats
- Building Green
- Solid Waste
- Environment & Health
- Energy
- Implementation

Early in FY10, the EPC identified a number of cross-cutting focus areas to initiate implementation of the EAP. The focus areas described below were determined to be the highest priority items for FY10 during the annual EPC retreat in September 2009.

#### Environmental Indicators

The city's *Environmental Action Plan – 2030* calls for the development of concrete metrics and indicators to measure residents' use of environmental resources. [Principle 10 – Implementation, Goal 5 – EPC Roles and Responsibilities, Short Term Actions: "The City and EPC will establish an annual report card on key environmental quality and performance metrics, and on action steps accomplished by the City and will publish these results."] The development of environmental benchmark indicators was also called for under the revisions made this year to the City's Strategic Plan.

Measuring and regularly updating key indicators of resource use and environmental performance will make it possible to directly evaluate the city's environmental performance, and will help educate citizens regarding their resource use; many environmental problems are attributable, in large part, to a lack of individual awareness of rates of resource use and their impacts. In 2010, EPC worked with the City's Environmental Coordinating Group to develop a list of 16 environmental indicators to measure the annual progress of the Eco-City Alexandria initiative and Environmental Action Plan 2030:

1. Number of days with code red/orange air quality
2. Per capita energy use
3. City operations energy use
4. Greenhouse gas emissions by City government
5. Greenhouse gas emissions by residents and businesses

6. Number of (square feet of) green buildings approved and built
7. Percent tree canopy
8. Number of acres protected since approval of Open Space Master Plan in 2003
9. Percent waste diversion rate
10. Public transit ridership - number of mass transit commuters per year
11. Total passengers per mile and per hour of service
12. Per capita water use and waste water treated
13. Number of stormwater best management practice projects (BMPs) in the City
14. Number of respiratory health complaints received by the Alexandria Health Department
15. Percentage of full service restaurants that are totally non-smoking
16. Percentage of population living in a walkable community

The intention is for City departments to produce statistics for these indicators and submit to the EPC on an annual basis to be included in its annual report to Council. EPC will work with Alexandria City Public Schools (ACPS) on the possible inclusion of one or more additional indicators focusing on ACPS environmental performance.

#### Urban Forestry Projects

The EPC is exploring opportunities to develop volunteer community tree-planting and maintenance projects that accomplish some of the mutual objectives of the Environmental Action Plan and the Urban Forestry Plan adopted by Council in June 2009. EPC members held a series of exploratory meetings with staff from the City Arborist office, the Department of Parks and Recreation, and Alexandria City Public Schools to develop ideas for projects on ACPS property that would add to the City's urban tree canopy, providing shade, habitat, and a range of ecosystem-services and educational benefits. We hope these discussions will lead to implementation of one or more pilot projects on ACPS property in the 2011 fiscal year.

#### Community Outreach Activities

The EPC has continued to participate in a variety of community events in order to conduct outreach on the Eco-City Alexandria and the potential role for citizens in carrying out the EAP. For example, EPC members staffed a table at Del Ray First Thursdays, the Art on the Avenue festival, and the Bike to Work Day pit stop at Market Square. Efforts are also underway to develop standardized materials to be used when conducting outreach to civic groups and homeowners associations.

#### Green Business

A subgroup of EPC members has initiated research on various green business certification programs that are already in use around the country. The recent addition of a new EPC member representing the Alexandria business community has provided valuable insight on sustainability issues that are of chief importance to local businesses. The subgroup has been working closely with the Alexandria Food Safety Advisory Council and the Health Department to sponsor an *Eco-Friendly Restaurant Expo* in September 2010.



#### **4. Other Issues**

City Staff provided continuous updates to the EPC on other developments in the City, such as the settlement and subsequent engineering studies for the Mirant Potomac River Generating Station, the development of the North Potomac Yard Small Area Plan, and the transportation and environmental impacts of the BRAC/Washington Headquarters Service development at Mark Center. During FY10, the EPC worked with several other City commissions and groups to address water quality, energy, air quality, green building, transportation, and open space issues facing the City.

Members of the EPC continued to serve in an official capacity on the following City commissions and working groups:

- Mirant Community Monitoring Group
- Earth Day Planning Committee
- Waterfront Committee
- Transportation Commission
- Stormwater Working Group
- ACPS Superintendent's Environmental Advisory Committee
- Four Mile Run Joint Task Force

In addition to formal representation in the above organizations, EPC members routinely participated in meetings with respect to the following groups or City projects:

- BRAC Advisory Group
- Potomac Yard Planning Advisory Group Transportation Subcommittee
- Wayfinding Stakeholders Advisory Group
- Environmental Coordination Group
- Beauregard Small Area Plan Committee
- Partnership for a Healthy Alexandria
- Green Building Working Group

#### **ACPS Superintendent's Environmental Advisory Committee**

During the year, members of the EPC have played a major role serving on this group, advising and linking ACPS activities to the principles of Eco-City Alexandria. As such, this committee has become a very active committee with an overview of all matters environmental. Possibly the biggest step taken by ACPS was the appointment, in February 2010, of an Environmental Steward in every public school in the city. These stewards are volunteers from the existing school staff, and the Advisory Committee is now busy giving them guidance and resources to carry out their roles in ensuring the environmental message reaches every student. In the mean time, work is forging ahead on energy conservation issues, the use of alternative energy sources and the construction of green roofs and green classrooms in multiple school facilities.

### Green Food Resolution

In March of this year, City Council adopted a progressive Healthy Food Resolution, expressing support for an array of steps to increase the healthiness and sustainability of Alexandrians' food. EPC endorsed this resolution, and is especially proud that it was developed by a newly-organized group of concerned citizens interested in food sustainability and quality issues. The group has already held two events focusing on sustainable food production, and is working locally to increase residents' access to community supported agriculture and community gardens.

EPC looks forward to collaborating with and supporting the work of the healthy food resolution citizens' group, the Partnership for a Healthier Alexandria, the Alexandria Health Department, the Recreation, Parks and Cultural Activities Department, Council, and others to advance the initiatives contained in the resolution.

### Strategic Planning Process

Beginning in October of 2009, the City updated and revised its Strategic Plan. Following extensive public input, the revised Strategic Plan was adopted by Council in June of 2010. EPC participated throughout this process. Of the seven goals contained in the Strategic Plan, our work focused primarily on Goal 2 ("Alexandria respects, protects and enhances the health of its citizens and the quality of its natural environment."). EPC helped develop, and supported the adoption of, the second objective listed under Goal 2:

**Objective:** Maintain and improve the quality and sustainability of Alexandria's environment.

#### Initiatives:

- Improve ambient air quality in the City through emissions reduction programs and by educating the community about air quality issues.
- Implement the recommendations of the Urban Forestry Master Plan and move toward reaching the American Forest's suggested goal of 40% tree canopy and ensure the sustainability of Alexandria's urban forest by promoting tree planting on public and private properties to produce a multi-aged, diverse tree community.
- Develop and implement a plan to support the achievement of Citywide greenhouse gas emission reductions to below 2005 levels.
- Expand and enhance the City Green Building Program including incorporating green building practices into existing structures.
- Continue to implement the strategies identified in the approved Open Space Master Plan, including its current, measurable actions to protect an additional 34 acres to reach the 100-acre goal for open space.
- Expand the City's recycling programs to exceed the State requirements and achieve a diversion goal of 35%.
- Enhance the ecological integrity of waterways by maintaining and improving storm water and sanitary infrastructure and stream system health to minimize environmental impacts.
- Develop a series of environmental benchmarks, indicators and performance measures for the City and community that quantifies progress towards sustainability.

Similarly, EPC supported the adoption of initiatives under the third Goal 2 objective ("Support healthy lifestyles and disease prevention."):

- Increase community education and outreach efforts for Eco-City related activities focused on sustainability, such as energy and water conservation, green buildings, Eco-City audit, behavioral changes etc. and improve coordination across the City.
- Increase access to safe walking and biking trails in the City.

EPC strongly supports the environmentally-related "headline indicators" referenced for Goal 2, which include: walk score for the City, miles of bicycle trails and shared pathways, number of "Air Quality Action" days, rate of recycling, and acres of open space.

We also support Goal 3 ("A multimodal transportation network that supports sustainable land use and provides internal mobility and regional connectivity for Alexandrians."), and its objective of ensuring safe and accessible travel for pedestrians, bicyclists, and transit users, and of increasing transit options for residents. Council adopted several important "headline indicators" for this goal, including:

- Number of transit passengers per year
- Percentage of people taking public transportation to work
- Passengers per mile and per hour of service
- Vehicle miles traveled per 100,000 population
- Traffic fatalities per 100,000 population
- Number of station entries/exits at Alexandria Metrorail stops
- Share of walking and bicycling trips as measured by the U.S. Census in the American Community Survey, Metropolitan Washington Council of Government (MWCOG) Region
- Household Travel Survey data

Several of the Strategic Plan's indicators and initiatives track those included in EAP-2030. EPC applauds City Council for its reiteration of support for these important goals, initiatives, and indicators relating to the livability and sustainability of Alexandria, and we look forward to working with Council to ensure that they receive the attention called for by their inclusion in the Strategic Plan.

#### Adopt-a-Block

After reaffirming its commitment to the City's Adopt-a-Block program last year, the EPC conducted extensive cleanups of King Street between Interstate 395 and Quaker Lane in July 2009, December 2009, and May 2010. Additional cleanups will continue on a quarterly schedule in FY11.

#### Cross-Regional Coordination

In November 2009, the EPC held a meet-and-greet with the Arlington Environment and Energy Conservation Commission (E2C2). The E2C2 is a citizen board similar to the EPC that provides advice to Arlington officials on a broad range of environmental issues. The event was successful in providing an opportunity for the two organizations to discuss common ground and opportunities for future collaboration.

## **5. Alexandria Earth Day**

Alexandria Earth Day 2010 was celebrated at Ben Brenman Park on April 24<sup>th</sup>. This year's theme was "Teach – Learn – Live Green!" More than 1,100 people attended the event, undeterred by the forecast for wet weather. Attendees enjoyed live music and a puppet show,

while the City Arborist held another successful tree sale. City departments, local businesses and non-profit organizations provided educational displays and hands-on activities for all ages. Exhibitors were required to sign a zero-waste contract in order to participate in the event in an effort to recycle or compost all waste materials.

An exciting new aspect to this year's event was the enthusiastic participation of Alexandria City Public Schools. There are eighteen schools in the ACPS system and seventeen took part in Earth Day and the eighteenth played its part in the Proclamation reading in City Hall before the event. Each school was asked to create an engaging display that captured the many environmental projects underway at their specific school. A panel of judges evaluated each school with respect to their environmental curriculum, facility management practices and student activities. Two winners were chosen: the William Ramsay Elementary School and the Northern Virginia Juvenile Detention Home. Each school received a \$500 prize to spend on additional environmental projects.

#### Ellen Pickering Environmental Excellence Award

In FY09, the EPC partnered with the Alexandria Sanitation Authority (ASA) to establish the Ellen Pickering Environmental Excellence Award. This is the first award program in Alexandria to formally recognize outstanding citizens who have demonstrated their commitment to protecting the natural environment and promoting sustainability. In addition to citizens, an Alexandria group, club, organization or corporate neighbor were also eligible to be nominated. The award is named in honor of Frances Ellen Pickering's lifelong dedication to preservation and conservation in the City of Alexandria.

As part of the annual Earth Day celebration, the EPC and ASA announced the selection of Ms. Montie Kust as the recipient of the second annual award. Ms. Kust, a resident of Alexandria since 1957, has continually opened her nearly three-acre property to educators, environmentalists, birders, and everyday citizens. In 2006, she created a conservation easement over her property in order to protect it as a nature reserve. Ms. Kust hosts several public-outreach events on her property every year, including invasive plant-pull parties and garden tours. Box turtles, whose numbers continue to fall throughout Virginia, thrive on Ms. Kust's land. Now 88 years old, Ms. Kust continues to work for a more ecologically healthy and beautiful world. A tree was planted in honor of Ms. Kust during Alexandria Earth Day 2010.

City of Alexandria, Virginia

MEMORANDUM

DATE: JULY 15, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: 2009-2010 ANNUAL REPORT FROM THE HISTORIC ALEXANDRIA  
RESOURCES COMMISSION

---

**ISSUE:** Receipt of the 2009-2010 Annual Report from the Historic Alexandria Resources Commission.

**RECOMMENDATION:** That Council receive the report of the Historic Alexandria Resources Commission and thank the Commission for their efforts on behalf of the City.

**DISCUSSION:** The Historic Alexandria Resources Commission has prepared a report detailing the activities of the Commission from July 2009 through June 2010. During this period, the Commission held 10 meetings at several sites that focused on the traditional role of the commission and worked with City agencies and private organizations on successful projects that represent new endeavors. In addition, the Commission continued its responsibilities in providing a forum for historic sites and groups, improving communication among the history community and forging ties with other commissions within the City, promoting history and tourism to our historic sites and City, and advising City Council.

The report details the work of the Historic Alexandria Resources Commission under the following categories:

**HARC Sponsored Programs**

Each year the Commission's membership undertakes a wide range of programs that support the appreciation and understanding of our city's historic resources. These activities highlight the multiple ways that stewardship of our historic resources contributes to the social, cultural and economic foundation of our city. Without the commitment of HARC and its all-volunteer membership, these programs would falter.

**Museum and Historic Site Activities**

HARC's mandate from City Council includes all of our hometown's historic resources. Our members represent individual sites, museums, and neighborhoods that exhibit the distinctive and unique physical qualities of our community. We are deeply committed to ensuring the long-term recognition, care and appreciation of our historic resources.

### **Service to our Community**

In addition to HARC's work in sponsoring programs and activities that support the identification, preservation and interpretation of Alexandria's diverse historic resource base, our members actively participate in a number of activities that have important impacts on our quality of life.

### **Membership and Leadership**

HARC intends to recommend to City Council changes in its membership that reflect our historic community today. In addition, there has been a transition in leadership, bringing new ideas and energy to the commission.

### **Goals for 2010-2011**

At its June 2010 meeting, the membership established goals for 2010-2011 that reflect HARC's commitment to the mandate as established by City Council: to preserve and protect our historic resources, to promote tourism, and to advise City Council on preservation issues.

# **HISTORIC ALEXANDRIA RESOURCES COMMISSION**

## **ANNUAL REPORT**

**2009-2010**

*June 2010*

The Historic Alexandria Resources Commission (HARC) comprises 26 citizen-members who represent a broad cross section of Alexandria's residents and institutions. Chaired by Ellen Stanton, over the past year HARC continued to sponsor many traditional programs and activities while shouldering additional responsibilities. The Commission seeks ways to expand and support both private and public sector commitment to the unique and character-defining aspects of community manifested in our historic sites, museums and other historic resources.

## **HARC Sponsored Programs**

Each year the Commission's membership undertakes a wide range of programs that support the appreciation and understanding of our city's historic resources. These activities highlight the multiple ways that stewardship of our historic resources contributes to the social, cultural and economic foundation of our city. Without the commitment of HARC and its all-volunteer membership, these programs would falter.

### ***Fifty-First Alexandria Forum***

Held in September 2009, the Forum's theme was "Re-Discovery of the Federal City." This was the second year of sponsorship by the Commission and the City of Alexandria. The weekend event brings national experts in architecture and antiques to Alexandria to discuss a wide range of topics. Planning for the next Alexandria Forum, scheduled for September 24-25th, is well underway. The 2010 theme is: "Coveting, Curating, Collecting: The Art of Public and Personal Museums."

### ***Civil War Sesquicentennial***

Planning continued towards Alexandria's participation in the 150<sup>th</sup> Anniversary of the Civil War. HARC is the representative committee for the City of Alexandria's commemoration of the War. Public meetings were held in October and March to develop the theme: "Alexandria: Witness to War and Reunion." The city will kick off its Civil War Sesquicentennial events in May 2011.

### ***Stewardship of City Properties***

Representatives of HARC meet quarterly with members of City staff to focus on the needs for regular care and maintenance of the historic structures belonging to the City. Using \$260,000 annual capital improvement funding provided by the Council, as well as grant funding from other sources, the state of the City's historic structures has improved. HARC worked to ensure the preservation of this funding, because as non-renewable resources, our city-owned historic properties require perpetual care.

### ***Historic Alexandria Museum Gala***

Postponed because of the record snowstorm in February, the Historic Alexandria Museum Gala was held on June 5<sup>th</sup> in honor of Alexandria American Legion Post 24. This Post was instrumental for its foresight in the preservation of Gadsby's Tavern. Upon the suggestion of Mayor Euille, OHA is hosting this second annual event as a way to build public-private partnerships in support of our city's historic resources.

## ***Fundraising Survey***

HARC developed an annual survey on fundraising activities by private and public agencies in support of historic sites and programs. The results of this survey will be communicated to City Council by June 30, 2010.

Since 1999, Alexandria's citizens have raised more than \$1 million to provide a dollar-for-dollar match for the federally-sponsored Save America's Treasures (SAT) program. This funding source for "brick and mortar" projects has had the single greatest impact on fostering the preservation and restoration of both city- and privately-maintained historic sites. Unfortunately, this grant program has been eliminated from the federal fiscal 2011 budget. Alexandria will be hard-pressed to replace this consistent source of grant funding.

## **Museum and Historic Site Activities**

HARC's mandate from City Council includes all of our hometown's historic resources. Our members represent individual sites, museums, and neighborhoods that exhibit the distinctive and unique physical qualities of our community. We are deeply committed to ensuring the long-term recognition, care and appreciation of our historic resources.

### ***Office of Historic Alexandria Budget***

At the request of the HARC membership, OHA's Director, Lance Mallamo, has kept the group informed about the impacts which proposed reductions in the city's overall budget will have on the operations and stewardship of our historic sites and museums. Over the last two years, OHA has sustained substantial reductions in its budget (at least 20%) as well as the loss of significant personnel. In March, HARC communicated to Council its serious concerns regarding the continuation of budget cuts, reminding our leadership that further reductions hazard our community's quality of life and economic sustainability.

### ***Ad-Hoc Fort Ward Park and Museum Area Stakeholder Advisory Group***

This year HARC members became actively engaged in the planning for this multi-use city museum and historic site. HARC communicated its endorsement of a collaborative and cooperative approach towards the identification, evaluation and preservation of historic resources within Fort Ward to the Park and Recreation Commission in September.

Re-discovery of grave sites associated with post-Civil War occupation of the Fort Ward site induced the Office of Historic Alexandria and the Department of Recreation and Parks to reassess how various areas of the site are classified and used. With additional funding from Council, OHA sponsored limited archaeological investigations (including the use of ground penetrating radar) in order to survey existing conditions and to identify locations of potential human remains. This field work has been augmented by the efforts of an ad-hoc historical committee, comprised of interested citizens, stakeholders, and the Fort Ward Park History Group, who have collectively scoured the documentary record to yield substantial information about the property's history. OHA received additional funding through a grant from the National Trust for Historic Preservation to assist the city in interpreting the findings at the Park.

In a March letter to the Stakeholders Advisory Group, HARC reaffirmed its position that "the preservation, protection, and interpretation of the historic resources at Fort Ward Museum Park should be the primary consideration" for future planning at this site.

### ***Torpedo Factory Art Center Study***

The Torpedo Factory Art Center is not only the keystone building along the King Street waterfront, but it also houses the City's nationally recognized Alexandria Archaeology Museum. HARC members were concerned with the scope and character of consultation regarding future potential uses for the Center. Of greatest concern was the proposal that the Alexandria Archaeology museum be removed from the facility, without any provision for a new home.



## ***Contrabands and Freedmen's Cemetery Memorial***

In May, HARC informed the city's Planning Commission of its unanimous support of the proposed design for this important historic gateway to our city. At the same time, however, the membership raised questions regarding several aspects of the long-term maintenance and day-to-day operation of the cemetery.

## ***Gadsby's Tavern Ice Well***

HARC members closely monitored the process of regulated design review and approval as the proposed rehabilitation of the ice well was debated over the course of the year.

## **Service to our Community**

In addition to HARC's work in sponsoring programs and activities that support the identification, preservation and interpretation of Alexandria's diverse historic resource base, our members actively participate in a number of activities that have important impacts on our quality of life.

## ***American Legion Building***

HARC members participated in the City Council's decision to uphold the demolition permit for the former American Legion Building located at 224 N. Fayette Street. In October, HARC communicated its formal opposition to the proposed demolition and recommended that the city simply follow all of the existing procedures in reviewing this permit application. Although the demolition was delayed for six months, this approval is now the subject of legal action.

## ***Strategic Planning Process***

In October, HARC members were informed about another episode of strategic planning for City programs over the next three years. While consideration of historic resources was originally lumped within the "kitchen sink" Goal 7, HARC members argued that the identification, rehabilitation and interpretation of our historic resources were a vital aspect of the city's economic future and should be included in Goal 1. HARC communicated its concerns to City Council in October and included a list of priorities properly associated with Goal 1. As a result, the city's commitment to "preserve, maintain, and interpret our historic assets" was strengthened in the planning document.

## ***Motorcoach Task Force***

HARC members participated in this city-sponsored group, whose emphasis is on collecting information about the characteristics of motorcoach use within the city, fostering the enforcement of existing regulations, and the education of tour operators and citizens about these regulations. The Task Force produced informational handouts for operators that identified where and when it was appropriate to drop off passengers in the city.

## ***Waterfront Planning Process***

HARC members were actively engaged in all stages of the city's waterfront planning process. In January, Ellen Stanton and Kathleen Pepper organized and led a robust discussion of waterfront-related historic resources and themes at The Lyceum. The results of this well attended public forum were made available to the city's Planning and Zoning Department.

## **Membership and Leadership**

HARC continued its longstanding practice of meeting in a variety of historical sites throughout the year. This gives HARC members have the opportunity to observe and learn about the challenges that face our historic sites and museums.

The Commission also met at two of Alexandria's little-known historical sites. HARC met at Freedom House, the home of the Northern Virginia Urban League and site of the Franklin and Armfield Slave Trading Office, which now houses Alexandria's newest museum. The Commission also met at the Robert E. Lee Camp Hall, the Prince Street home of the

Mary Custis Lee Chapter of the United Daughters of the Confederacy. Upon confirming the commitment of these two museums, HARC intends to request that City Council amend our charter to include these institutions. At the same time, HARC intends to ask Council to drop the Landmark Society's membership from the Commission's charter, as this group has been subsumed by the city's ownership of the Apothecary Museum.

HARC leadership also participated in a gathering of the four commissions that have historical responsibilities. The Alexandria Historical Restoration and Preservation Commission, the Public Records Advisory Commission, and the Alexandria Archaeology Commission and HARC plan to meet quarterly.

The year has been one of transitions in the HARC leadership. In 2009 our Vice Chairman, Patrick Butler, resigned his position and has removed to his Texas home. John Sprinkle was elected to complete Dr. Butler's term. Due to Council's establishment of term limits for city commissions, our long serving chairperson, Ellen Stanton, concluded her term of office.

## **Goals for 2010-2011**

At its June 2010 meeting, the HARC membership established the following goals for next year:

### **HARC Sponsored Programs**

- To provide leadership and coordination for continued planning and first-year implementation of the City's commemoration of the Civil War Sesquicentennial.
- Sponsor the Fifty-Second Alexandria Forum.
- Continue to monitor the stewardship of City owned historic properties.
- To sponsor, strengthen, and evaluate activities that foster public-partnerships to enhance historic preservation within the city.

### **Historic Site Activities**

- Continue to advocate for the efficient and effective operation of city-sponsored historic preservation programs in Office of Historic Alexandria, the Department of Planning and Zoning, and the Department of Recreation, Parks, and Cultural Activities.
- Support the Office of Historic Alexandria's goal of obtaining system-wide accreditation from the American Association of Museums.
- Ensure timely implementation of the city-wide Historic Preservation Conference Five-Year Action Plan adopted by City Council on June 10, 2008.

### **Service to Our Community**

- Continue active participation in the ongoing Waterfront planning process, with an emphasis on the Torpedo Factory Art Center.
- Enhance HARC's visibility through increased use of internet resources.

## **Public/Private Funding of Alexandria Historic Resources January 1, 2009 – June 30, 2010**

For the past several years the Historic Alexandria Resources Commission (HARC), at the request of the Alexandria City Council, has included a segment in its Annual Report on in-kind donations, volunteer support and non-City funding including donations and grants awarded to local museums. This provides City Council with clear documentation of the significant efforts of the historical community in raising necessary funds for operating and project support, and a process for sharing information with the community at large to confirm the economic impact of heritage attractions in our community.

Despite the recession and challenge in raising funds from individuals, the business community, and philanthropic organizations during the current economic crisis, the historic sites in Alexandria continue to hold fundraising events, solicit funds and seek grants for the benefit of their institutions. The monies raised support general operating expenses as well as specific programs.

The following heritage sites and organizations participated in the preparation of this report:

- Lee-Fendall House Museum and Garden
- Gadsby's Tavern Museum
- The Lyceum – Alexandria's History Museum
- Stabler-Leadbeater Apothecary Museum
- Friends of Fort Ward
- Fort Ward Museum and Historic Site
- Carlyle House Historic Park
- The Athenaeum
- Alexandria Black History Museum
- Alexandria Archaeology
- Friends of Alexandria Archaeology
- Office of Historic Alexandria- Administration

Many of the fundraising events are annual events that have built a constituency over the years. Examples are the Holiday Candlelight Tours, the Rum Challenge (Gadsby's Tavern), Poe in Alexandria (The Lyceum), Elixirs and Edibles (The Apothecary), Historic Bus Tours (Fort Ward), the Herb Sale (Carlyle House), the Teddy Bear Tea (Black History Museum), and the Garden Party (The Athenaeum). In addition, the sites engage in direct solicitation through annual campaigns, resulting in generous donations from citizens. One-time events, such as celebrating the 1774 Carlyle-Herbert wedding at Carlyle House, represent creative ways in which the public is educated and entertained while generating revenue. And, after being rescheduled after February's

snowfall, the second annual Historic Alexandria Museum Gala, held in June 2010, was a successful event that brought together the historic community.

Historic organizations in Alexandria, most particularly the Alexandria Association, the Historic Alexandria Foundation, and the Alexandria Historical Society raise money to distribute to our historic sites. Each April the Alexandria Association sponsors "The Spring Event," consisting of a tour of homes followed by a reception at a historic site. The proceeds of the Spring Event benefit one site each year on a rotating basis. And, as in previous years, the Historic Alexandria Foundation and the Alexandria Historical Society provided our historic sites with grants for specific projects.

Funds raised for major projects, examples such as improving Fort Ward accessibility for the physically challenged (Save America's Treasures, \$75,000), and African American Interpretation at Fort Ward (National Trust for Historic Preservation, \$15,000) are included in this report as well.

Lastly, the Friends groups associated with each site provide in-kind donations, expertise, and volunteer time to our historic sites. The total volunteer hours for the above-listed historic sites for 2009-10 fiscal year are **27,858**. Using the Virginia standard rate of \$22.50 an hour in computing the value of these hours, the volunteer contribution is \$626,828, well more than half a million dollars.

During the previous fiscal year the combined annual operating budgets of the participating heritage attractions in Alexandria totaled \$2,635,538. The following statistics indicate the significant impact that the participating heritage attractions have had in developing supplemental support for their operations.

**Value of All In-Kind Donations: \$5,900**

**Total Cash Donations: \$153,813**

**Endowment Income: \$9,444**

**Earned Income, Admissions, Fees: \$480,171**

**Total Volunteers Hours: 27,859**

**Total Value of Volunteer Hours: \$626,828**

**Total non- City Grant Awards: \$104,700**

***TOTAL VALUE OF SUPPLEMENTAL SUPPORT TO OPERATING BUDGETS- \$1,393,333 or nearly 52.87% of Annual Operating Budgets***

The historic community looks to the future with great enthusiasm and will continue to work to generate funds for our sites through fundraising events, solicitation, grants and other funding sources.

City of Alexandria, Virginia

MEMORANDUM

RECEIVED

JUL 30 2010

CITIZEN ASSISTANCE  
OFFICE

DATE: JULY 28, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: 2009-2010 ANNUAL REPORT FROM THE ALEXANDRIA HISTORICAL RESTORATION AND PRESERVATION COMMISSION

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**ISSUE:** Receipt of the 2009-2010 Annual Report from the Alexandria Historical Restoration and Preservation Commission (AHRPC).

**RECOMMENDATION:** That Council receive the report of the AHRPC and thank it for its efforts on behalf of the City.

**DISCUSSION:** The AHRPC has prepared a report describing the activities of the Commission from July 2009 through June 2010. During this period, the Commission held monthly meetings at Lloyd House, except when prevented by snow conditions in February. In general, the Commission's meetings deal with matters that arise with respect to its maintaining an active historic preservation easements program; to its taking public positions to promote historic preservation principles on matters before the Planning Commission, Board of Zoning Appeals, the Boards of Architectural Review, and the City Council; to its liaising with government agencies and citizens' organizations to devise common positions on preservation policies and actions; to its developing new initiatives to promote preservation; and to its continuing in a responsible way its stewardship of Lloyd House.

The report details the work of the Commission under the following categories:

**Historic Preservation Easements**

The Commission promotes property owners' donating historic preservation easements on their properties as a means of buttressing the protection afforded the special historic and cultural values embedded in the structures and open spaces of the properties. It is the donee of more than 30 such easements. In this role, it actively monitors its easements to assure that the donors and their successors properly maintain the structures and their associated gardens and other open space. The Commission also actively follows proposals made to the various land-use agencies to prevent conflicts arising between the terms of any preservation easement that may be involved and the considerations the agencies may make with respect to changes that may be made to the property.

## **Advocacy**

The Commission's advocacy program includes a wide variety of activities. Its members carry throughout the City the message of how important historic preservation is in general and especially to Alexandria. It provides continuous support to the outreach activities of the Office of Historic Alexandria and has conducted meetings to explain the benefits of easements and other positive participation in historic preservation efforts. The Commission's deliberations frequently result in the devising of formal positions that may be delivered in written or oral testimony or communicated by memoranda on policy matters touching on preservation, on program implementation having preservation impacts, and on specific property development proposals to which preservation principles should apply. Members of the Commission participate in public meetings held to inform the public about major development proposals that are under consideration and report back to the Commission in support of its deliberations.

The Commission also maintains both formal and informal contact with other citizen groups regarding current and prospective developments that may give rise to historic preservation issues of mutual concern.

## **Lloyd House**

The AHRPC owns Lloyd House. It has entered with the City into a no-fee lease, which provides for the latter to perform the property management functions for the property while using it for office and meeting space. The City also schedules and charges for private uses of the property.

# **ALEXANDRIA HISTORICAL RESTORATION & PRESERVATION COMMISSION**

## **REPORT TO CITY COUNCIL**

July 2010

The Alexandria Historical Restoration and Preservation Commission (AHRPC) was created and is governed by an Act of the Virginia General Assembly in 1962, as subsequently amended. The general purpose of the Commission is to promote historic preservation throughout the City. It consists of nine members, two of whom are appointed by the Governor and seven of whom are appointed by City Council. These members are broadly representative of persons throughout the City who are committed to maintaining strong support for a vital approach to historic preservation in Alexandria.

The activities of the Commission fall into two principal groupings: maintaining an active historic preservation easements program and strong advocacy of historic preservation following recognized principles both for City actions and those of private parties. The following is organized by these groupings with descriptions of the different Commission activities falling into each.

### **Historic Preservation Easements**

#### **New Easement Donations**

The Commission is the grantee of more than thirty historic preservation easements (of more than seventy total) covering building facades and interiors, as well as significant open space in the various historic districts existing in the City. These easements provide special protection to particular historically valued features of the properties which the grantors of the easements (the property owners) wish especially to preserve from future demolition, change, or encroachment. To the extent that these grants satisfy city, state, and federal legal requirements, they may qualify for property and income tax benefits. These benefits have been an added incentive to persons owning qualified properties to donate such easements. However, subsequent to the passage of the Pension Protection Act of 2006, the federal income tax legal requirements have been raised substantially, creating much uncertainty about whether new easements may qualify for federal income tax benefits.<sup>1</sup> This uncertainty has recently become a strong disincentive for owners to grant easements since anticipation that any administrative hassle may ensue makes waiting for additional clarity of the requirements much more attractive.

Consequently, more recent easement donations to the Commission have been primarily motivated by considerations other than possible tax benefits that may accrue to the grantor. Prominent among these is the requirement of the National Park Service (NPS) that an easement be placed on any historically qualifying property that receives an NPS grant for its rehabilitation or restoration. Two such properties have received or are about to receive grants contributing to their rehabilitation. One of these is the City's Gadsby's Tavern and Museum. A second is the City's Freedmen's Cemetery project; the easement for the latter is currently being drafted. A third such easement was granted to the Commission by the Northern Virginia Fine Arts Association as a condition for receiving an NPS Save America's Treasures grant for rehabilitation work on the Athenaeum.

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<sup>1</sup> The heightening of federal income tax criteria and additional documentation requirements were a result of Congressional reactions to abuses that had arisen with the overall field of income deductible donations. Specific easement related abuses were prominently covered by articles in the *Washington Post* in 2004.

The Commission is exploring additional initiatives it can take to determine what properties might be likely candidates for the Commission to approach the owners to donate historic preservation easements. We are in the early stages of assessing two types of candidates: properties on the list of 100-year-old structures that is maintained by the staff of the Boards of Architectural Review and properties documented to be Civil War related sites, which can be identified from Civil War maps held in the National Archives' collections.

### Easement Monitoring

As part of its easements monitoring program, the Commission performs two separate activities. The first of these is the periodic inspection of the properties on which it holds easements; the second involves monitoring proposals placed before the Planning Commission, the Board of Zoning Appeals, and the Boards of Architectural Review to ascertain that the proposal respects any provisions of an easement that may be involved.

A requirement for maintaining its qualification as an easement grantee is that the AHRPC must have a regular easement monitoring program in place. This program is carried out by ad hoc inspection groups that generally consist of two Commission members, the Director of the Office of Historic Alexandria, and at least one other staff or volunteer. There was a short hiatus in the program during the time a new Director was recruited; but it has been back on track for some time now. The usual procedure is for the Director and Commission members to set out a schedule of inspection visits, after which the Director contacts the residents to determine mutually convenient times for the inspection team to visit the properties. Once that is established, the inspection group visits each property to examine whether important features spelled out in the easement are being appropriately maintained. Subsequently, a short report is drafted for each visit containing the group's findings. The full Commission reviews these reports along with any recommendations whether there is need for remedial steps that a property owner may be required to take to preserve the integrity.

While the appropriate procedure is for the grantor to present any proposal dealing with work to be done to the property to the AHRPC before formally submitting it to the Planning Commission or the Boards, this is not always followed for a variety of reasons. Consequently, the Commission reviews the agendas of these bodies on a regular basis to determine whether any of their items may involve a property on which the AHRPC holds an easement and touches base with the appropriate staff in cases where there is an easement to ascertain whether there is need to bring the proposal before the AHRPC before it progresses any farther. This is a fairly rare occurrence; but it is also incumbent upon the related staffs to confirm whether or not an easement may be involved at the time a proposal is filed and initiate contact with the AHRPC if one is.

There is a website about the easements program; however, the Commission is in the process of updating it along with the easement template and other information that we make available to anyone interested in exploring granting an easement on their property. As pointed out above, the situation is currently fairly fluid as legal requirements and procedures are working their way toward a stability that can overcome much of the reluctance property owners now have to undertake the easement granting process. The Commission is looking to the Virginia Department of Historic Resources for guidance on this matter, it having an extensive easements programs covering properties throughout the Commonwealth.

### Advocacy

The Commission's advocacy program is a multi-faceted outreach. It consists of promoting historic preservation principles by explaining and supporting them in several settings. It also involves meeting



with other private and public groups to discuss the appropriate preservation concepts to be promoted and effective ways to communicate and press adherence to them.

### Proceedings before Public Bodies

The Commission devotes a substantial effort to determining when it should intervene in formal proceedings before the Boards of Architectural Review, the Board of Zoning Appeals, the Planning Commission, and the City Council. Several of these generally arise during the course of any year involving preservation issues raised in proposals to demolish and/or develop properties the Commission believes warrant treatment appropriate to their specific historic character and their contribution to the historic character of the City. Notable among the recent testimony presented by the Commission are the cases involving 210 King Street (demolition/alteration), 900 Prince Street (painting brick façade), 224 North Fayette Street (demolition/new construction), 211 North Patrick Street (inappropriate materials in repairs/alterations), and the Bland Project (demolition and redevelopment).

### Consultation on Development of Plans, Policy or Legislation

Members of the Commission participate in the consultations such as those held for the Strategic Plan initiative or that have been held in the initial planning phases of prospective projects. In many instances, the Commission arrives at a formal position that it espouses in such consultations and at the various stages when reports are made to City Council.

The Commission joined with those voices concerned about historic preservation being overlooked in the development of the Strategic Plan. It also had representation at the Environmental Policy Commission's development of the Eco-City Plan, the BRAC transportation and I-395 HOT Lanes meetings, and the various presentations made by Planning and Zoning on the Waterfront Plan.

Local policy/legislation issues that have been of concern to the Commission include levying and enforcing penalties for violation of historic preservation ordinance provisions and Board of Architectural Review orders and permitting the use of non-period and modern materials on structures under review by the Boards of Architectural Review within the local historic districts. The Commission has strongly advocated the updating of the inventory of the structures within the Old and Historic Alexandria District, the period of relevance of that district, and its nomination to the National Register of Historic Places.

### Liaison

On preservation matters, the Commission maintains contact with other City Government citizen groups, such as the Historic Alexandria Resources Commission and the Alexandria Archaeology Commission, as well as with the City historical museums. It also regularly consults on such matters with local private citizen groups, such as the Historic Alexandria Foundation, the Old Town Civic Association, the Federation of Civic Associations, and the Greater Alexandria Preservation Alliance.

Other contacts include the Virginia Department of Historic Resources, Preservation Virginia, and the National Park Service.

### Lloyd House

The Commission owns Lloyd House and leases it, at no fee, to the City. The Commission believes this is a "partnership" highly advantageous to both parties. The City houses the administrative offices of the Office of Historic Alexandria in Lloyd House and has very attractive open space and meeting facilities for City use there. The City also rents these Lloyd House facilities to private groups for meetings, receptions,

and a range of other functions. In turn, the Commission is able through this arrangement to fulfill its stewardship responsibilities for this very architecturally beautiful and important 18<sup>th</sup>-century historic structure.

The Office of Historic Alexandria provides administrative assistance to the Commission. Recently, that Office and the Commission executed a formal Memorandum of Understanding covering the procedures the Office will follow in maintaining and/or modifying any of the City facilities under the latter's control and for which the Commission holds a preservation easement. This is expected to facilitate greatly the procedure and substantially shorten the time needed to propose and execute actions that may be needed to protect and preserve those City properties.

## ALEXANDRIA LANDLORD TENANT RELATIONS BOARD FY 2010 ANNUAL REPORT JULY 1, 2009 - JUNE 30, 2010

### INTRODUCTION

The Landlord-Tenant Relations Board was established by City Council in 1971 to investigate and mediate landlord-tenant disputes and to make recommendations to City Council with respect to public policies affecting landlords and tenants. The duties, powers and responsibilities of the Landlord-Tenant Relations Board can be found in §12-5 of the Alexandria City Code and include the following:

- Consider grievances of landlords and tenants when grievances are referred to the Board by City staff
- Act in an advisory capacity to the City Council on public policies affecting landlords and tenants
- Formulate and recommend to the City Council legislative proposals
- Develop and publish guidelines and summaries regarding the rights and responsibilities of landlords and tenants, and
- Participate in educational activities relating to landlord-tenant issues

### MEETINGS

Meetings of the Landlord Tenant Relations Board are held in City Hall on the first Wednesday of each month.

### MEMBERSHIP

As directed at §12-5-2 of the Alexandria City Code, the Board consists of nine members appointed by City Council. These members are as follows:

- Tenant Members - Three members of the Board shall be tenants of dwellings or dwelling units within the City, with at least one tenant having a low income.
- Landlord Members - Three members of the Board shall be landlords or representatives of landlords of dwellings or dwelling units within the City. It is not necessary for more than one of the landlords or representatives of landlords to be residents of the City.
- Homeowner Members - Three members of the Board shall be residents of the City who are neither landlords nor tenants, at least one of whom shall be a member of a minority group.

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## **MEMBERS SERVING DURING FISCAL YEAR FY 2010**

The following members served on the Landlord Tenant Relations Board during Fiscal Year 2010:

Geraldine Baldwin – Tenant  
Bonnie Baxley – Landlord  
Vern Best – Homeowner (Appointed 9/2009)  
Cynthia Clare - Landlord  
Julia Colby - Homeowner  
Annabelle Fisher - Tenant  
Raymond Johnson – Homeowner (Resigned 9/2009)  
Fletcher Johnston – Homeowner (Resigned 2/2010)  
Richard Sforza - Tenant  
Joann Poladian - Landlord  
Debra Zusman. – Homeowner (Appointed 3/2010)

## **CITY STAFF**

The Landlord-Tenant Relations Board is staffed by the Office of Housing. Melodie Seau, Landlord-Tenant Relations Division Chief and Mark Nell, Landlord-Tenant Investigator provided staff support to the Board during Fiscal Year 2010.

## **FISCAL YEAR 2010 HIGHLIGHTS**

### **Apartment Managers' Seminar**

Each year the Board sponsors training opportunities for rental industry professionals. Fiscal Year 2010 training was held at Charles Houston Center on Effective Tenant Screening. The seminar included practical advice on establishing criteria and a standardized tenant selection plan. Speakers also addressed how screening policies impact people in need of housing in Alexandria. Presenters included Robert Duffett, a Northern Virginia attorney specializing in landlord-tenant law and editor of "The Virginia Landlord;" Kari Galloway, Executive Director of Guest House; Lesa Gilbert, Alexandria Department of Human Services, Office of Community Services; and Oscar Bermudez, Housing Counseling Services.

### **Voluntary Rent Guidelines**

Although Virginia law prohibits localities from enacting mandatory rent control ordinances, for over 20 years, the City has encouraged landlords to limit rent increases in accordance with the City's Voluntary Rent Guidelines. The City's Voluntary Rent Guidelines are suggested maximum rent increases for existing tenants. Each year the Landlord-Tenant Relations Board reviews the City's Voluntary Rent Guidelines and

makes annual recommendations to City Council regarding the adequacy of the Voluntary Rent Guidelines. In preparing its recommendations, the Board considers rent data, market forecasts and vacancy surveys by Delta Associates, a national real estate consulting firm. The Board also considers market rent and vacancy data prepared by the Office of Housing in its annual apartment survey, as well as data compiled by Real Estate Assessments. In reviewing these data, the Landlord-Tenant Relations Board attempts to set the guidelines at a level that will account for inflation and property owners' increases in cost, without unduly burdening tenants.

### **Legislative Review**

The Landlord-Tenant Relations Board reviews legislation proposed during the annual session of the Virginia General Assembly. The Board comments to City Council on proposed legislation of concern through the Office of Housing's legislative liaison. The Board also maintains a relationship with the Virginia Legislative Director of the Apartment and Office Building Association to collaboratively consider legislation during session.

#### *Ratio Utility Billing Systems (RUBS)*

At the request of the Landlord-Tenant Relations Board, the City's delegation requested that the Virginia Housing Commission review the lack of enforcement of regulatory requirements for Ratio Utility Billing Systems.

In 2003 the Code of Virginia was amended to allow landlords to bill tenants for un-metered utilities using a mathematical formula for allocation of actual utility charges through Ratio Utility Billing Systems (RUBS). Although regulations were subsequently promulgated which appear to grant the State Corporation Commission (SCC) authority to investigate any non compliant practices, and to require modification or elimination of any activity, as indicated below, the SCC has since advised us that it does not have the authority to regulate non-metered utility. Both the statute and regulation require availability of bills and records for tenants to inspect.

When tenants in Alexandria have complained of unfair or undocumented charges in buildings where un-metered utility services are billed using ratio utility billing systems, in some cases City staff found that property owners and managers were not in compliance with the minimal disclosure requirements imposed on landlords for making utility information available to tenants. Staff and tenants contacting the SCC for assistance were advised that the SCC does not have authority to regulate non-metered utility distribution or ensure compliance with the statutory requirements for making records available to tenants. SCC staff cites the Virginia Residential Landlord Tenant Act as the only law to providing remedies for tenants in situations where landlords are not complying with the requirements of 55-226.2. The VRLTA is a civil law and tenants would be required to sue landlords for access to utility records to determine whether the

charges have been fairly calculated. This is burdensome and serves as a barrier to actions by tenants in these instances.

**Joint meeting with the Fairfax County Tenant Landlord Commission**

For the last two years, the Landlord Tenant Relations Board has met with the Fairfax County Tenant Landlord Commission for a joint meeting in May. These meetings are useful to discuss issues affecting landlords and tenants in the region, and to allow for the exchange of information and ideas. At the May 2010 meeting, members discussed bedbug control and ratio utility billing systems.

**CITY OF ALEXANDRIA, VIRGINIA**

**LOCAL EMERGENCY PLANNING COMMITTEE**

**ANNUAL REPORT for JULY 2009-JUNE 2010**

**Summary of Activities**

1. The LEPC held quarterly meetings at the Alexandria Sanitation Authority, Haz Mat Fire Station 209, Inova Alexandria Hospital, and Mirant Potomac River Station. Tours were offered and/or conducted at each location.
2. The LEPC received Tier Two Forms for calendar year 2009, and updated the list of facilities with Extremely Hazardous Substances.
3. The LEPC membership changed with new members representing city council; media; and one SARA facility.
4. Training conference attendance was not approved due to budget constraints; however, staff did participate in the Calvert Cliffs Nuclear Power Station exercise conducted on September 22 and the Northern Virginia Emergency Response System exercise on September 26.
5. The LEPC website was updated with current information.
6. The City's Environmental Industrial Unit leader started attending LEPC meetings and accompanied LEPC staff on several visits to facilities.
7. The LEPC reviewed the Hazardous Materials Plan.
8. In addition to formal members, representatives from the following attended meetings: Norfolk Southern Railroad; RSI Logistics; Alexandria Sanitation Authority; Virginia American Water Company; American Red Cross; Patent Trademark Office; Inova Alexandria Hospital; Alexandria Health Department.

**Group's Specific Goals for Coming Year**

1. Conduct four quarterly business meetings.
2. Receive Tier Two Forms for calendar year 2010.
3. Consider attending appropriate training and conferences.
4. Maintain LEPC web page on city's website.
5. Coordinate activities with city's Environmental Industrial Unit.
6. Review Hazardous Materials Plan.
7. Discuss and prepare annual report and attendance report.

**Recruitment and Leadership Plans**

1. Recruit one representative from the print and broadcast media.
2. Sustain current membership along with the chair and vice-chair positions.

**Cycle for Ensuring Turnover in Leadership**

1. Maintain current leadership.
2. Federal legislation does not mandate term limits of members.

CITY MANAGER'S OFFICE  
ALEXANDRIA, VA

2010 JUL -9 P 2 31

419 E. Windsor Avenue  
Alexandria, VA 22301  
July 2, 2010

Jacqueline M. Henderson  
Clerk of City Council  
City of Alexandria  
City Hall Room 2300  
301 King Street  
Alexandria, VA 22314

Dear Ms. Henderson:

Please find enclosed the Annual Report and the Attendance Report for Alexandria's Local Emergency Planning Committee (LEPC). The reports cover the fiscal year period from July 1, 2009 through June 30, 2010.

If you have any questions concerning the reports, you may contact me via phone at my office, 202.646.3358; home, 703.548.5784; or via email, [Karen.helbrecht@dhs.gov](mailto:Karen.helbrecht@dhs.gov). Charlie McRorie is available at 703.746-5257 or via city email.

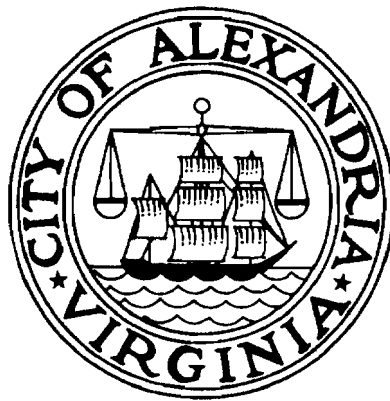
Yours truly,



Karen Helbrecht  
LEPC Chair



**City of Alexandria**  
**Park & Recreation Commission**  
**Annual Report**



**FY 2009**

**(July 1, 2008 – June 30, 2009)**

## **Introduction**

The Alexandria Park and Recreation Commission is an eleven-member advisory board created by City Council in March 1970 to advise City Council on policy matters related to parks and recreation, as well as to broadly address issues related to park and recreation needs. City Council appoints nine residents to the Commission from three Planning Districts and two high school age members to represent the youth of the City.

The Alexandria Park and Recreation Commission in its operations allows City residents to participate in planning activities, and serves as a panel to hear citizen suggestions or concerns relating to recreation and park programs, advise City Council on community recreation needs, and assist the Department of Recreation, Parks and Cultural Activities in its continuing effort to be aware of and sensitive to public needs, and to meet the changing needs of its diverse residents.

The Commission meets on the third Thursday of each month from September to July, except December, at recreation centers throughout the City. The Commission sponsors an annual CIVIC Awards program that recognize outstanding City residents, organizations, and youth. Awards are presented at an annual ceremony in July as part of the City's annual Birthday Celebration.

## **Members of the Park and Recreation Commission for FY 2009**

Planning District I	-	Judy Guse-Noritake, Chair
Planning District I	-	Henry Brooks
Planning District I	-	William Cromley
Planning District II	-	Ripley Forbes
Planning District II	-	Robert Moir
Planning District II	-	Lindsey Swanson (resigned December 2008)
Planning District II	-	Stephen Clark Mercer (appointed February 2009)
Planning District III	-	David Dexter
Planning District III	-	Kaj Vetter
Planning District III	-	Richard Brune
Youth Representative	-	Marshanika Rich (resigned June 2009)
Youth Representative	-	Matthew Coda

## **City Staff**

Kirk Kincannon, Director, Department of Recreation, Parks and Cultural Activities  
Rich Baier, Interim Director, RPCA  
William Chesley, Deputy Director, RPCA  
Roger Blakeley, Deputy Director, RPCA  
Jack Browand, Division Chief, RPCA  
Tutu Kargbo, Secretary II

## **Park and Recreation Commission Accomplishments for FY 2009**

- The Commission received specific project updates, provided input, and continued to support the following projects: Charles Houston Recreation Center Project, Matrix Efficiency Study, Partnership for a Healthier Alexandria, Open Space Acquisitions, Four Mile Run Stream Restoration Plan, Land Bay K Potomac Yard park land and athletic fields, Jones Point Park, Wilson Bridge Project mitigation sites for parkland (Witter Street and Freedman's Cemetery areas), Community Discussions on the Proposed Renovation of the Patrick Henry Recreation Center, Urban Forestry Plan, City Waterfront Plan, Athletic Fields Improvement Plan, Multi-use and Athletic Court Repairs and Renovations, 1 & 7 Del Ray and Early Street Pocket Parks.
- The Commission received updates on and continued to support: the City youth anti-violence and anti-gang initiatives, out of school/after school program initiatives, pedestrian and bicycle improvements to on and off street trail systems, regular Community Clean ups in City Parks and Stream Valleys, Department efforts to expand and improve the City Tree Canopy, and efforts to Beautify the City through the use of the Departments existing "Adopt a Park" and "Adopt a Garden" Programs.
- The Commission endorsed the Department of Recreation, Parks and Cultural Activities' effort to obtain reaccreditation through the Commission for Accreditation of Park and Recreation Agencies (CAPRA).
- The Commission solicited and received nominations for the Annual Park and Recreation Commission CIVIC Awards which will be presented at the City's Annual USA/Alexandria Birthday Celebration held in July 2009. The CIVIC Awards recognize the unsung volunteer efforts of Alexandrians who provide a valuable service in meeting recreation, park, or cultural needs.

## **Formal Council Recommendations (attached)**

- January 26, 2009 – Recommendation on City's Draft Special Events Policy
- April 14, 2009 - Short and Long Term Improvements at Ft. Ward Park
- May 5, 2009 – Potomac Yards Landbay L and Braddock Fields

## **Park and Recreation Commission Public Hearings**

The Commission held topic-specific public hearings, and after these hearings, residents were provided the opportunity to comment on any park and recreation issues. The Commission encouraged increased community participation by holding public hearings and regular monthly meetings at various recreation center locations throughout the City. The following public hearings were held:

- **July 17, 2008 - Patrick Henry Recreation Center Renovation**  
The purpose of the hearing was to provide citizens with the opportunity to comment on potential program and design elements on the proposed renovation of the Patrick Henry Recreation Center.

- **November 20, 2008 - Proposed Elements for Pocket Park at 1 and 7 East Del Ray**  
The purpose of the hearing was to provide residents with the opportunity to comment on the proposed elements for the pocket park.
- **December 11, 2008 - Proposed Special Events Policy and Procedures Manual**  
The purpose of the hearing was to provide residents with the opportunity to comment on the proposed Special Events Policy and Procedures Manual.

### **Liaison Groups**

Commission members serve as liaisons to multiple City commissions, committees and subcommittees in promoting park and recreation pursuits as well as community needs.

- Ft. Ward Ad Hoc Advisory Commission- Bob Moir, Ripley Forbes, Rich Brune
- Youth Policy Commission - Stephen Clark Mercer
- Waterfront Committee- Henry Brooks
- Youth Sports Committee- Jeffrey Murphy
- 4-Mile Run- Ripley Forbes
- Charles Houston Memorial Project-William Cromley
- Freedman's Cemetery- Bob Moir
- Beauregard Corridor Plan- David Dexter
- ACPS & Capital Improvements- Henry Brooks

### **Park and Recreation Commission Future Goals**

The Commission will continue to work with Alexandria residents and staff to evaluate existing recreation programs and will continue to make recommendations to enhance and expand programs that will serve the diverse needs of residents. The Commission will hold public hearings on future Department projects and work with staff to ensure budget proposals reflect future CIP renovations and operational needs of the Department. The Commission will continue to work on issues pertaining to parkland and facility needs in support of City Council's Strategic Master Plan, City Open Space Master Plan, Capital Facilities Maintenance Program, and with the evolving Waterfront Master Plan. In addition, the Commission will seek increased cooperation and coordination with the Alexandria City Public School System in developing mutual benefiting redevelopment opportunities.

- Attachment:
1. Formal Council Recommendations as outcomes of Public Hearings
  2. Letter from Youth Sports Advisory Board



DEPARTMENT OF RECREATION, PARKS  
AND CULTURAL ACTIVITIES

Kirk Kincannon  
Director

1108 Jefferson Street  
Alexandria, Virginia 22314-3999

Phone (703) 838-4343  
Fax (703) 838-6344

## Park and Recreation Commission

January 26, 2009

The Honorable William Eulle  
Vice Mayor Redella Pepper  
Councilman Ludwig Gaines  
Councilman K. Rob Krupicka  
Councilman Timothy Lovain  
Councilman Paul Smedberg  
Councilman Justin Wilson

Re: Recommendations on City's Draft Special Events Policy

Dear Mayor and Council Members:

The Park and Recreation Commission reviewed the draft Special Events Policy prepared by City Manager Jim Hartman's staff and held a public hearing on this issue in December. As requested I am writing with our response to the recommendations represented by the draft policy. We agree in general with the contents of the draft and support the intent to formalize a consistent policy aimed at better cost recovery while still supporting this unique part of the character and culture of Alexandria.

Our discussion highlighted that these special events are intrinsically valuable to the City, our quality of life and are of increasing economic importance. We would caution, as others have, that the economic cost and benefits to the City from holding these events are both direct and indirect, and currently available figures need to be taken with a grain of salt as they only represent a piece of the overall picture. Only recently has the City been able to begin to trace the personnel costs associated with supporting these events, but we are a very long way indeed from being able to accurately gauge the overall economic impact on businesses and the associated tax revenue. We would suggest that the impacts cannot be accurately captured by monitoring increases in trade just on the day of a specific event but that there is a broader and less tangible community impact. Perhaps we should ask what the impact might be over several years if there were no special events held in the City at all. We suspect that it is often through these special events that visitors first become exposed to the City and then return again later because of what they found the first time. The recently nationally televised HGTV coverage of the Scottish Christmas Walk had a clear economic benefit that would be hard to measure, but is probably very real.

By the same token, we would offer caution about increasing the number or intensity of current special events in attempt to garner more revenue for the City through the associated fees. It seems clear that with a new policy in place the City may come closer to paying for the associated expenses of hosting these events, but that they would not be viewed as a source of revenue. We must keep in mind that special events do have a clear impact on park resources and to the neighborhoods that surround the venues. Our parks are meant to be used but they all have a "carrying capacity". Recent events at Ft. Ward are a clear example.

The Commission posited a number of comments and suggestions after hearing testimony from the public. They are summarized below:

- A. A better system of data collection for direct personnel costs, above those that are a part of a job position's regular duties, needs to be instituted. We understand that the current system captures only overtime hours associated with these events. Such data is only a part of the equation of costs incurred by the City. In a further refinement of such cost accounting, a project number would be assigned to each event and all costs, personnel and otherwise, could be tracked, an overhead variable assigned and the result would be a very close accounting of the actual costs of the event. The private sector has this kind of cost accounting in place and the City should move to do the same through a central server.
- B. In addition, a method of gauging the economic benefits of these special events needs to be explored. We are concerned that cost recovery will over-shadow the benefits these events bring to the City. We feel a clear picture

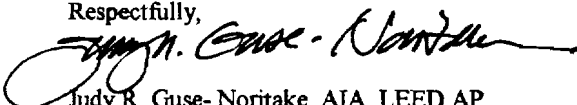
of the costs and benefits to the City of the major events has not been fully developed and there are significant barriers to do so. In the meantime, even an effort to gather "day of" antidotal evidence from business owners in Old Town could prove useful.

- C. The City should not look to special events to generate revenue, but work toward cost recovery as a goal. While in this climate it is tempting to view these events as potential income generators, if we go down that slippery slope there is a great likelihood that decisions will be made that will accommodate events but compromise public resources.
- D. This policy must have an equitable and transparent scale of fees that applies to all organizations and entities using City resources and venues. A part of that needs to be a clearly understood and shared articulation of the cost impact of the event on the City's resources.
- E. This policy and the permitting process should be readily and easily available to organizations trying to plan for these events. There should be a "portal" developed for one-stop processing of all the various departmental permits, etc., necessary when hosting a large event. Currently it is a daunting and unreliable process for the outside organizations. The City needs to move toward an on-line administrative process for this as soon as possible.
- F. At the same time, the City needs to articulate and enforce policies that accommodate these events, but with the least impact possible on traffic, safety and nearby neighborhoods. That would include suggesting and enforcing alternative routes for parades or substitute venues that might better accommodate large crowds. If the organizers reject the alternative route or venue then they should be fully responsible for all costs above the amount the City would have to incur if the recommendations had been accepted.
- G. The Park and Recreation Department should develop a list outlining the capacity of the larger parks and other public areas in the City to help with moving events to the location best able to accommodate them. When an event cannot be accommodated, or is too large for the available areas here in the City, then the Department should refer the organizers directly to the Northern Virginia Regional Park Authority (NVRPA) which is our partner in providing recreational and park facilities. NVRPA has expressed a desire that such referrals be made, as they see it as part of their mission to be able to supply resources and accommodations which the City cannot.
- H. We recommend that no event that benefits an ACPS function (inclusive of sports, arts, and music programs) should incur an event fee as long as the associated costs to the City are \$5000 or under. If the impact is greater, then a fee should be assessed. We must remember that our public schools are a critical part of our community and deserve the support of the rest of the City's departments and resources.
- I. Participation in the City's CERT training program needs to be stepped up and the CERT volunteers used more regularly, in as much as is possible, in relation to these special events to decrease the personnel costs to the City.

On the topic of the ethnic festivals, there was a spectrum of opinions among Commissioners, but in general the conclusion was that a few of the larger ethnic festivals, like Arlandria's Chirilagua Festival, need to be continued as a singular event and in that case, it needs to be continued in the Arlandria neighborhood, at the season in which it has been traditionally held. As for other small festivals we have traditionally hosted in the City as singular events, we should move toward hosting them in one self-sustaining annual event featuring a wide variety of cultural participants, grouped together across a pedestrian-accessible area. Such an event would by necessity have to be held at one of our few large parks or it perhaps might be better accommodated along the length of the various small parks strung along our Potomac Waterfront. Such a concept on the waterfront, both for an ethnic festival site and for other special events, should be discussed as a part of the waterfront planning process set to begin soon. Inevitably the waterfront will serve this function in one way or another and it should be planned to do so.

In closing we would ask staff to make sure you receive the written comments we received during our hearing process. Undertaking this effort has not been easy and we commend staff that is a part of the Special Events Committee. There is still a lot of work ahead, but progress has been made. Our Commission's suggestions are offered in a spirit of what is best for the broad community, knowing that at times some neighborhoods will bear the brunt of an event. It is these events that increasingly define us as a City. We should welcome them, but on our own terms. If we may be of further assistance in these matters, please just ask.

Respectfully,



Judy R. Guse-Noritake, AIA, LEED AP  
Chair, Park and Recreation Commission

Cc: Jim Hartmann, City Manager  
Kirk Kincannon, Director



DEPARTMENT OF RECREATION, PARKS  
AND CULTURAL ACTIVITIES

1108 Jefferson Street  
Alexandria, Virginia 22314-3999

Phone (703) 746-4343  
Fax (703) 838-6344

James B. Spengler  
Director

Park and Recreation Commission

April 14, 2009

The Honorable William Euille  
Vice Mayor Redella Pepper  
Councilman Ludwig Gaines  
Councilman K. Rob Krupicka  
Councilman Timothy Lovain  
Councilman Paul Smedberg  
Councilman Justin Wilson

Re: Short and Long Term Improvements at Ft. Ward Park

Dear Mayor and Council Members:

The Park and Recreation Commission has followed the issues raised about Ft. Ward Park over the last year or more as various aspects of the assets and management of the park have been explored and discussed. As our Commission and the Department of Recreation, Parks and Cultural Activities focused on some of the issues last fall it became apparent that this was a place where many different interests come together and that circumstances had reached a point where increasing demand from the various sets of user-interests had become too great. Alexandria has loved this park a little too much.

The Commission has had a number of discussions with Director Kincannon about how to proceed, especially given the fiscal restraints under which the City is now operating. Our first recommendation was for the Department to hold a series of community listening sessions on all topics and uses related to the park. Those were concluded recently. As an outcome of those sessions, the Commission is recommending a series of stepwise actions which you will consider shortly and which we want to address here briefly.

The Park and Recreation Commission sees the process of addressing the concerns and opportunities at Ft Ward Park in two distinct steps – the first to occur in the short term over the next five years and the second occurring five to six years from now. Starting last year it was apparent that some changes needed to occur almost immediately and we want to recognize that some steps were taken during the last season which helped to address the issues of over-use and noise levels. It was clear those steps needed to be taken almost immediately.

The staff report that you now have on Ft. Ward Park outlines some further recommendations for changes this year to reservations, management and some consolidation of picnic shelter locations, along with better enforcement. This list of short term actions were presented at the community listening sessions and there was general agreement in the community that these were appropriate steps to take at this time.

[alexandriava.gov](http://alexandriava.gov)



We wish to point out that implementing this short-term plan will result in substantially decreased picnic area use, particularly the large group use that has been traditionally accommodated at Ft. Ward. Decreasing the amount of this use in the park is inevitable and desirable, but there is no other location in the City that can currently absorb this demand. What we also know is that, like a balloon that squeezed in the middle only to have it expand in another place, we cannot significantly decrease the large party use in this park without planning to introduce or increase it in some other location in the City. This applies to other large events that occur at the park as well, like the jazz festival. The truth of that matter is that the City's population continues to grow and that population is seeking more outdoor recreational opportunity – which we should embrace and accommodate. We are not growing our parks in proportion to the needs of today and certainly not to meet the needs that are coming in the near future. Most neighborhoods that are near larger parks do not want increased use and we have certainly heard about the consequences of unplanned increases from the community around Ft. Ward Park.

This conclusion brings us to the second and more important step that we feel must be undertaken to address the longer term issues and planning at Ft. Ward Park and in other parks. It is our Commission's strong recommendation that the City must commit to undertaking a single, large park master plan starting approximately five years from now which will address the increase in demand for park uses. We see this plan addressing the accommodation of increased use primarily at the larger City's larger parks, while leaving the small and more neighborhood-oriented parks to serve passive uses. Last year the Commission sent a list to the City Manager of items under the heading of *Unfunded CIP Requests for 2009*. We wanted to underscore, even as the City moved into uncertain economic times, that the capital budget items in the current and out-years of the budget were only the tip of the iceberg, and that much more need was waiting in the wings. The first item listed was "*Park Master Plans – Key Sites*". As we have thought more about it, it has become apparent that there should be one master plan done for the "Key Sites" and that each one of these large parks should comprise a chapter in the master plan. As a preface to developing that master plan, we recommend that the Recreational Needs Assessment, adopted in 2003, be updated with new demographic and use-demand information. The Department had previously requested resources to accomplish this update in FY 2010 but the request was denied. Five years from now the current Assessment will be more than ten years old, with the underlying data even older. The update must be accomplished in order to serve as framework to develop a large park master plan. Without taking these two steps we will not be able to meet increasing needs.

By way of example, many of these key, large parks were never subjected to a formal planning process, and certainly not one that related overall City recreational demands and uses to each other. Chinquapin is a prime example of a park that was unplanned and must be used much more efficiently in the future. The ring road (formerly the neighborhood drive) that existed when the property was purchased using federal Land and Water Conservation Funding remained and the park uses were developed in an adjunct manner over time off the road. Now we must determine what uses fit in this park, how much it can accommodate and whether the roadway, or parts of it, should be removed. We should even re-examine parks like Ben Brenman which was planned, but more than a dozen years ago. Times have changed.

The updating of the recreational needs assessment and the undertaking of a large parks master plan both must be efforts that are contracted to outside professional organizations which specialize in these kinds of products. While there is a cost associated with doing so, it is very clear that there is real value to the taxpayers in our community for making that kind of investment. Together these studies will form a roadmap for defining and meeting the recreational needs of our community for the next several decades. Departmental staff is not equipped to produce these kinds of work products for a number of reasons.

Meanwhile, the recent focus on Ft. Ward has started our community on a journey of discovery to bring to light the full history of the park. Layers of time and history are our City's greatest asset and biggest challenge. While we need to honor the past in our public parks, we also need to keep these parks functioning and meeting today's needs. Over the next few years representatives of the various interests at Ft. Ward should coordinate



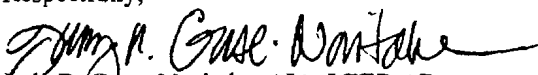
and work together to set a course for uncovering and documenting the full history of this place to serve as a foundation for the full park plan that will be undertaken in the future. We will give a caution at this point however, that all these multiple concerns and uses need to be viewed and solved together, not in isolation. Any comprehensive park that is developed needs to address the history of the African American community that was located there, the Civil War history of the site, the recreational needs and must do so while honoring the final resting places of many of Alexandria's citizens. It is a tall order and one that we must all work together to solve, but in the end there will still be a park here that will the City can enjoy. We should not rush to solve this piecemeal, but that the time to do a thorough job as financial resources once again become available.

In closing we want to mention one final item at Ft. Ward that is an issue in other places in the City and which needs a city-wide solution. For some time Ft. Ward has served as the horticultural center for City operations. This is not a park that is well suited for that city-wide function. In the past we have discussed with the Director that the 3 acre silver of public land between the Metro and CSX lines that the City received as a part of the Potomac Yard planning should become the horticultural center for the Department's operations. It would be a very good use for that parcel of land. But the truth of the matter is that there is no more "back of house" in the City at any of our parks where park maintenance facilities and yards can be located without interfering with park activities or the nearby neighborhoods and yet this is a critical function. As the waterfront plan is developed and the public areas and access along the waterfront is managed as a single park unit we will need to address a need for a place to stage maintenance in that area as well.

In our view there is a crying need for the City to find perhaps three locations across the city to centralize this kind of maintenance facility. A small proto-type park building can be developed that is attractive and fits with the character of our community. Adjoining maintenance yards could be planned so that they are not unsightly. This should be done in conjunction with TE&S so the facilities serve some of their functions as well. Additionally these locations could also serve as outreach centers for citizens to get mulch, recycle, purchase rain barrels, or buy native plants and trees. In short, these could become the defacto environmental outreach centers for the City. Done right, there will be no need to hide them. If they are well designed and integrated they should make good neighbors. As with any good idea in the City, this one requires land and money. It is an issue that we need to address head on. Not doing so in the past lead to a situation at Ft. Ward that will need to be corrected over the next few years.

Thank you for your consideration of these matters. Please feel free to contact me with any questions or to discuss these ideas further.

Respectfully,

  
Judy R. Guse-Noritake, AIA, LEED AP  
Chair, Park and Recreation Commission

Attachment: *Unfunded CIP Requests for 2009*

cc: Jim Hartmann, City Manager  
Mark Jinks, Deputy City Manager  
Kirk Kincannon, Director  
Rich Baier, Acting Director  
Ellen Stanton, Chair, Historic Alexandria Resources Commission  
Lance Mallamo, Director Office of historic Alexandria  
Park and Recreation Commission

**Department of Recreation, Parks & Cultural Activities**  
**Unfunded CIP Requests - 2009**

**PRIORITY I (Short Term – following behind current budget “out years)**

1. Park Master Plans (key sites)
2. School Grounds Master Plans (key sites)
3. Miracle Field
4. Chinquapin Park Sports Complex
5. James Polk Recreation Center
6. Bike Trails (key trails)
7. Four Mile Run Stream Restoration/Four Mile Run Park Improvements
8. Competition Track (perhaps Hammond or GW)
9. School Irrigation Systems on School Property (key sites)
10. Brenman Park (sports lighting, field additions & synthetic surf)

**PRIORITY II (Medium Term)**

1. Park Master Plans (balance of sites)
2. School Grounds Master Plans (balance of sites)
3. Lee Center Outdoor Sports Complex
4. Bike Trails (additional trails)
5. Charles Barrett Recreation Center (expansion)
6. Minnie Howard II (completion of 2<sup>nd</sup> planned field)
7. Skate Park 2 (location to be determined)
8. In-line Hockey Facility
9. School Irrigation Systems on School Property
10. Arboretum (facility, plantings, signage & marketing)
11. Brenman Park (sports lighting, field additions & synthetic turf)
12. Spray Parks at two Mini-Pools

**PRIORITY III (Long Term)**

1. Tennis Courts
2. West End Recreation Center
3. Bike Trails (balance of trails)
4. West Side Field Sports Areas (around Van Dorn Eisenhower)
5. Fort Ward Park Improvements (budgeted as joint project w/OHA)
6. School Irrigation Systems on School Property (balance of sites)
7. Horticulture Center
8. Marina (upgrades and expansion)
9. Spray Parks at two Mini-Pools



DEPARTMENT OF RECREATION, PARKS  
AND CULTURAL ACTIVITIES

Kirk Kincannon  
Director

1108 Jefferson Street  
Alexandria, Virginia 22314-3999

Phone (703) 838-4343  
Fax (703) 838-6344

## Park and Recreation Commission

May 5, 2009

The Honorable William Euille  
Vice Mayor Redella Pepper  
Councilman Ludwig Gaines  
Councilman K. Rob Krupicka  
Councilman Timothy Lovain  
Councilman Paul Smedberg  
Councilman Justin Wilson

Re: Land Bay L and Braddock Fields

Dear Mayor and Council Members:

The Park and Recreation Commission entertained a presentation at our April meeting on the topic of a future land exchange between Potomac Yard Land Bay L and the City-owned fields located near George Washington Middle School at the corner of Braddock Road. It is our understanding that the proposal on the table at this point in time is to further study what the advantages and disadvantages might be if such an exchange occurred.

After discussing the issue our Commission was in full agreement that the proposed land swap be further studied. Many voiced the opinion that there is no harm in taking a closer look and there is perhaps much to be gained. Without further study there is no way to know. We ask that you approve further study of the potential benefits to the City of a land exchange concerning these two parcels.

In addition, I must also convey to you that the Youth Sports Policy Board, a sub-group of the Park and Recreation Commission, entertained the same presentation at their meeting on April 20, 2009. Chairman Jim Gibson spoke with me following that meeting and asked me to convey that his group, representing the interests of almost all of the youth sports played in the City, is also in full agreement that further study of the Land Bay L-Braddock Field land swap should be studied. He underscored that, as a City, we should not be afraid of looking at creative ideas to solve the formidable challenges that have been documented in providing adequate athletic field facilities in our community, both now and into the future.

In closing, both of our groups fully embrace the further study of this land exchange and believe that it is only through this kind of "out of the box" thinking that Alexandria will make the progress that is necessary. We ask that we be allowed to give input on the configuration and use of the recreational alternatives as the study develops. We feel both groups can play a positive role and we stand ready to do so. We urge you to undertake further study as soon as possible.

Respectfully,

Judy R. Guse-Noritake, AIA, LEED AP  
Chair, Park and Recreation Commission

Cc: Jim Hartmann, City Manager  
Rich Baier, Acting Director  
Farrol Hamer, Director  
Chairman John Komoroske and the Planning Commission  
Park and Recreation Commission  
Chairman Jim Gibson and the Youth Sports Advisory Board

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**Youth Sports Advisory Board**  
**Alexandria Department of Recreation, Parks and Cultural Activities**

Judy Guse-Noritake  
Chair, City of Alexandria Park and Recreation Commission  
1108 Jefferson Street  
Alexandria, VA 22314

Dear Madame Chair:

We are writing to you as the parent organization for our Youth Sports Advisory Board. The Board wishes to express its concern over the potential impacts of cuts in the budget for the City of Alexandria on the ability for the youth in Alexandria to maintain a healthy lifestyle. A major part of that healthy lifestyle – and a major deterrent to childhood obesity – is having the fields necessary to accommodate the playing needs of our youth.

The City has made a significant effort over the past several years to develop a long-term, balanced approach to upgrading the level of fields in the City. Given the nature of a City dynamics, there is a constraint on the amount of space available for fields. The City has recognized that and is seeking to maximize use of the existing space. This primarily involves installation of artificial turf and engineered grass fields. Such fields can accommodate up to four times the usage of our existing grass fields. That represents a tremendous step forward in meeting the needs of our youth and other residents.

In the past two years, three artificial turf fields have opened – Minnie Howard, Fort Ward, and T. C. Williams. Minnie Howard and Fort Ward have been particularly useful for the recreation needs of the City. Among others, youth lacrosse and soccer have been able to provide more opportunities to Alexandria's youth by having the fields available for greater periods of time. Other fields are planned to come on-line over the next several years – Potomac Yards, Roth-Witter, Braddock Road, etc. All are part of the City's plan for artificial turf fields. A recent study commissioned by the City showed that the City needed over 40 more fields to adequately meet its' citizens needs. With little space to expand, these artificial turf fields provide the only opportunity for the City to achieve its goals.

All of the identified fields have been approved in the City's Capital Improvement Plan. Obviously, the recent budget crunch has led to a closer review of City expenditures and projects are being held up for more examination. We believe that the City should support the funding for the identified fields so that it can meet a multitude of goals with the approved fiscally balanced plan already developed: maximize use of existing open space; provide healthy opportunities for our growing youth needs (virtually every youth sports organization is reporting record numbers of participation now); cost-effective development and maintenance of fields; further development of a family friendly

atmosphere within the City; reduction in youth obesity – all of these are possible through the actions encouraged above. Along with these benefits, there will also be accompanying improvements in meeting adult recreational needs.

The City has done its due diligence in developing and starting to implement a plan for success. We must make sure that plan is allowed to continue. Our specific recommendations are:

- Approve and release the funds in FY2009 and FY2010 for the artificial turf fields and related equipment at Potomac Yards, Simpson, Roth-Witter, and Braddock Road facilities;
- Reallocate funds set aside for the All City Sports Facility to fund artificial turf fields (if the required matching private funding is not available for such a Facility);
- Approve planned funding in FY2011 for Mount Vernon and Ewald open use artificial turf fields;
- Continue City staff presence at approved games at artificial turf fields to ensure full support for the recreational needs; and
- Reinvestment of sports generated revenues in the support of youth and adult sports programs.

The Youth Sports Advisory Board represents the groups that address the needs of Alexandria's youth. There are over 10,000 youth in the City and they need an advocate to ensure their needs are addressed. We are passing on our request for you join us as that advocate and for you to communicate our position to the appropriate City and Council officials. We would be happy to meet if you need more information. Please contact Jim Gibson, President at [gccjg@aol.com](mailto:gccjg@aol.com) or 703.461.0099 for more information or to set up a meeting.

The following Board members have endorsed the January 13<sup>th</sup> letter from President Gibson to Judy Guse-Noritake regarding fully funding artificial turf fields in Alexandria:

Sincerely,

Jim Gibson  
Alexandria Titans Football Program

John Timmons  
Alexandria Soccer Association

Brian Donegan  
Alexandria Lacrosse Club

Jeff Murphy  
Alexandria Rugby Association

Bob Moir  
Alexandria Lacrosse Club

Dennis Burstein  
Alexandria Public Schools

Richard Stone  
Girls Sports Programs

Don Simpson  
At Large Member

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Mike Neilson  
Youth Baseball

Elliott Branch  
Youth Basketball

William Rivers  
Youth Basketball

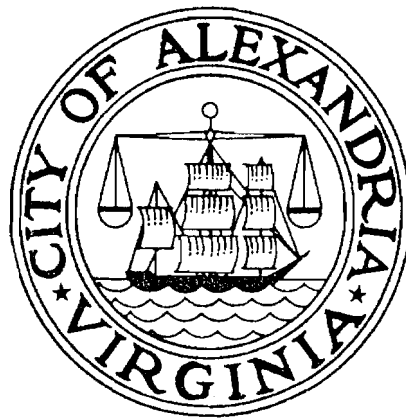
Angela Hale  
Youth Track Program

Melvin Miller  
At-Large Member

John Liss  
Tenants & Workers Committee

cc: Kirk Kincannon, Director  
William Chesley, Deputy Director  
Roger Blakeley, Deputy Director  
Mac Slover, Youth Sports Supervisor  
Mayor Euille and City Council Members  
City Manager Hartman

**City of Alexandria**  
**Park & Recreation Commission**  
**Annual Report**



**FY 2010**

**(July 1, 2009 - June 30, 2010)**

CITY MANAGER'S OFFICE  
ALEXANDRIA, VA  
2011 FEB - 3 P 12: 57

## **Introduction**

The Alexandria Park and Recreation Commission is an eleven-member advisory board created by City Council in March 1970 to advise City Council on policy matters related to parks and recreation, as well as to broadly address issues related to park and recreation needs. City Council appoints nine residents to the Commission from three Planning Districts and two high school age members to represent the youth of the City.

The Alexandria Park and Recreation Commission in its operations allows City residents to participate in planning activities, and serves as a panel to hear citizen suggestions or concerns relating to recreation and park programs, advise City Council on community recreation needs, and assist the Department of Recreation, Parks and Cultural Activities in its continuing effort to be aware of and sensitive to public needs, and to meet the changing needs of its diverse residents.

The Commission meets on the third Thursday of each month from September to July, except December, at recreation centers throughout the City. The Commission sponsors an annual CIVIC Awards program that recognize outstanding City residents, organizations, and youth. Awards are presented at an annual ceremony in July as part of the City's annual Birthday Celebration.

## **Members of the Park and Recreation Commission for Fiscal Year 2010**

Planning District I	-	Judy Guse-Noritake, Chair
Planning District I	-	Henry Brooks
Planning District I	-	William Cromley
Planning District II	-	Ripley Forbes
Planning District II	-	Robert Moir
Planning District II	-	Stephen Clark Mercer
Planning District III	-	Richard Brune
Planning District III	-	David Dexter
Planning District III	-	Kaj Vetter (resigned January 2010)
Planning District III	-	Jeff Murphy (appointed February 2010)
Youth Representative	-	Matthew Coda (resigned June 2010)
Youth Representative	-	Vacant

## **City Staff**

James Spengler, Director – Department of Recreation, Parks and Cultural Activities  
William Chesley, Deputy Director, RPCA  
Roger Blakeley, Deputy Director, RPCA  
Jack Browand, Division Chief, RPCA  
Robin DeShields, Executive Secretary, RPCA



## **Park and Recreation Commission Accomplishments for FY 2010**

- The Commission received specific project updates, provided input, and continued to support the following projects: Citywide Playground and Outdoor Court Renovations; Synthetic Field Renovation Projects; Waterfront Planning Process; Jones Point Park Reconstruction; Pedestrian Bridge design project at Four Mile Run Park; the conversion of the rectangular field to synthetic turf, and the installation of sport lighting at the rectangular field and baseball field at Ben Brenman Park; monitoring and advising on the proposed open space in the Potomac Yard Development; and the relocation and installation of replacement athletic fields at Simpson Park.
- The Commission supported and endorsed the rezoning of the parcels at 4100 Mt. Vernon Ave., including the existing building (old Duron Building), for conversion for park-related community use. A volunteer group, under the name of Architects Anonymous, provided a concept plan for the properties. As a result, plans are underway to convert the facility, to community use, at a reduced cost, and the first farmers' market in Arlandria opened on June 27, 2010.
- The Commission held a retreat on March 6, 2010. Topics of discussion included Legislation and Governance Procedures; Planning for Joint Schools/Recreation Expansion; and Park Master Planning. Actions as a result of the Commission retreat included the identification of the top ten priorities for the Commission for next one or two years; drafting of a consolidated list of action steps in accomplishing priority items; and formation of a subcommittee to develop and present to City Council formal Commission Bylaws.
- The Commission solicited and received nominations for the Annual Park and Recreation Commission CIVIC Awards, which will be presented at the City's Annual USA/Alexandria Birthday Celebration held in July 2010. The CIVIC Awards recognize volunteer efforts of Alexandrians who provide a valuable service in meeting recreation, park, or cultural needs.
- The Youth Sports Advisory Board, a subcommittee of the Park and Recreation Commission, is comprised of representatives from all of the City's operational youth sports leagues, City staff and Park & Recreation Commission members, formed in FY 2003 advocates and makes recommendations to the Commission on athletic field development, use and programming in the City of Alexandria. In addition to field sports, they advise on other youth sports including volleyball, track & field, and cheerleading. This year, the Advisory Board was instrumental in advocacy issues related to synthetic field conversion at Brenman Park; building of the new fields at Simpson Park; and the proposed conversion to synthetic turf at Francis C. Hammond Middle School by Alexandria Public Schools.

### **Public Land Initiatives**

- May 20, 2010 -- Initiated a discussion and briefing with the City's Department of Planning and Zoning to receive an update on the Draft Waterfront Plan and to provide areas of interest for consideration regarding recreation use (passive and active),

maintenance activities, water access, pedestrian and bike trails, small scale recreation and playgrounds and preservation of public open space purchase through the dedicated Open Space Fund.

- May 20, 2010 – Invited staff from the National Park Service (NPS) to provide an update to Commission members on the status of the Jones Point Park Reconstruction project scheduled to being in the fall of 2010. NPS staff confirmed preparations are being finalized and that the Royal Street Community Gardens, the Lee Street Community Gardens, the Mount Vernon Trail and the Community Recycling Center will have continuous public access throughout the construction process. Commissioners expressed a desire for the project to be completed as soon as possible so that the City can benefit from its renewal.
- Spring 2010 - Initiated dialogue with the Alexandria City Public School System to discuss and ensure recreation and park needs are met with the proposed conversion of the Francis C. Hammond athletic field to synthetic turf, and the planned renovation of the Patrick Henry Elementary School and Recreation Center and proposed redevelopment of the Jefferson-Houston Elementary School including Buchannan Park, Durant Center and Old Town Pool, and the expansion of Cora Kelly Elementary.

#### **Formal Council Recommendations (attached)**

- August 13, 2009 – Four Mile Run Design Guidelines
- January 3, 2010 - 2009 Synthetic Field Conversion Study & Ben Brenman Field Conversion and Lighting
- March 19, 2010 - VDOT Recommendations Affecting the Winkler Botanical Preserve
- April 27, 2010 - 1001 South Washington Street and 714 Church Street Freedmen's Cemetery Memorial

#### **Park and Recreation Commission Public Hearings**

The Commission held topic-specific public hearings, and after each of these hearings, residents were provided the opportunity to comment on any park and recreation issues. The Commission encouraged increased community participation by holding public hearings and regular monthly meetings at various recreation center locations throughout the City. The following public hearings were held:

- **July 16, 2009 - Public Hearing on Freedmen's Cemetery**  
The purpose of the hearing was to provide residents with the opportunity to comment on the proposed elements for Freedmen's Cemetery renovation project.
- **October 15, 2009 - Public Hearing on Synthetic Field Study**  
The purpose of the hearing was for the commission to receive a report on the Synthetic Field Study provided by staff which identified and prioritized athletic fields for conversion to synthetic serves, and to provide residents with the opportunity to comment.

- **November 19, 2009 - Public Hearing on the Proposed Fee Increases**

The purpose of the hearing was to provide residents with the opportunity to comment on proposed fee increase submitted as part of the Department's FY 2011 Operating Budget.

### **Liaison Groups**

Commission members serve as liaisons to multiple City commissions, committees and subcommittees in promoting park and recreation pursuits as well as community needs.

- Ft. Ward Ad Hoc Advisory Commission- Bob Moir, Ripley Forbes, Rich Brune
- Youth Policy Commission – Stephen Clark Mercer
- Waterfront Committee- Henry Brooks (Sep-Apr) & William Cromley (May-Jun)
- Youth Sports Committee- Jeffrey Murphy
- 4-Mile Run- Ripley Forbes
- Charles Houston Memorial Project-William Cromley
- Freedman's Cemetery- Bob Moir
- Beauregard Corridor Plan- David Dexter
- ACPS & Capital Improvements- Henry Brooks

### **Park and Recreation Commission Future Goals**

The Commission will continue to work with Alexandria residents and staff to evaluate existing recreation programs and will continue to make recommendations to enhance and expand programs that will serve the diverse needs of residents. The Commission will hold public hearings on future Department projects and work with staff to ensure budget proposals reflect future CIP renovations and operational needs of the Department. The Commission will continue to work on issues pertaining to parkland and facility needs in support of City Council's Strategic Master Plan, City Open Space Master Plan, Capital Facilities Maintenance Program, and with the evolving Waterfront Master Plan. In addition, the Commission will seek increased cooperation and coordination with the Alexandria City Public School System in developing mutual benefiting redevelopment opportunities.

Attachment: Formal Council Recommendations as outcomes of Public Hearings

*City of Alexandria, Virginia*

CITY MANAGER'S OFFICE  
ALEXANDRIA, VA

**MEMORANDUM**

2010 JUN 18 P 4: 02

DATE: JUNE 16, 2010

TO: FAROLL HAMER, DIRECTOR  
PLANNING AND ZONING

ROSE BOYD  
OFFICE OF CITIZEN ASSISTANCE

FROM: JOHN KOMOROSKE, CHAIR, PLANNING COMMISSION

SUBJECT: FY 2010 ANNUAL REPORT

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This responds to your and the Office of Citizen Assistance's request for an annual report. Attached is a summary of the Planning Commission's activity over the last fiscal year, September 2009-June 2010. Also attached is our attendance report, which shows that there are no planning commissioners who failed to attend more than 75% of the meetings.

The Planning Commission is appointed by Council, and performs those duties under Section 15.2-2223 and 2225 and Chapter 9 of the City Charter. We are charged with adopting, reviewing and amending when necessary the City's master plan, making final decisions on subdivision and site plan cases, and making recommendations to Council on text amendments, SUPs, DSUPs, encroachments and vacation proposals.

We also meet annually with the City Council in a joint session to outline areas of the City that require planning attention and to set priorities.

Our leadership decisions are part of our by laws and involve the election of officers on an annual basis in March. As indicated on the attached summary of activities, in March we held elections and voted for new Commission officers. As called for in our by laws, it is the vote of the Commission that determines the turnover in leadership.

If you have any questions, or need additional information, please contact me.

Attachments: 1. Summary of Activities  
2. Attendance Form

**Summary of Activities**

**Public Hearing Items**

Special Use Permits	35
Encroachments and Subdivisions	11
Development Projects (DSP/DSUP)	11
Master Plan Amendments and Rezoning	7
Text Amendments	7
Street Name Cases	4
CDD Conceptual Design Plans	2
City Charter Section 9.06	2
Transportation Management Plans	2
Adoption of Design Guidelines	2
<b>Total</b>	<b>83</b>

**Non-Public Hearing Items**

The Planning Commission held nine work sessions, including a joint work session with City Council, on the following during FY2010: GIS technology, Waterfront (2 work sessions), Potomac Yard (3 work sessions), transportation management plans, small business zoning, and Old Town parking.

Other non-public hearing items discussed during Planning Commission meetings in FY2010 include the Eisenhower Industrial Study, public access easements and rights (October 2009), the City's Policy on Rezoning Criteria and the process for Master Plan Amendments (June 2010), the City's strategic goal planning process (January 2010) and the proposed public art funding policy (December 2009).

The Commission also received regular Director's reports from Planning and Zoning Director Faroll Hamer.

**Decisions**

In FY 2010, the Planning Commission either approved or recommended approval of all items it considered, except for one text amendment. The Commission voted not to initiate a text amendment to the Zoning Ordinance regarding adult use businesses.

**Planning Commission Members**

Members served on the following boards and commissions as Planning Commission representatives in FY 2010:

<b>Other Board or Commission</b>	<b>Planning Commission Members</b>
Transportation Commission	Donna Fossum, Jesse Jennings
Housing Master Plan Committee	Mary Lyman
Waterfront Committee	H. Stewart Dunn
BRAC Advisory Group and Beauregard Corridor Plan Committee	John Komoroske
Potomac Yard Advisory Group and Metro Feasibility Work Group	Eric Wagner

**Membership**

On March 2, 2010, the Planning Commission re-elected John Komoroske as chairman and H. Stewart Dunn as vice chairman for a second one year term. The Planning Commission by-laws state that the Commission shall annually elect a chairman and vice chairman who will serve for a term of one year.

There was no member turnover in FY2010, and none of the Planning Commissioner's terms expired in FY2010.

***PUBLIC RECORDS ADVISORY COMMISSION***

ALEXANDRIA, VA

***Annual Report to the City Council  
July 2009 – June 2010***

2010 JUL 33 A 10:58

The Public Records Advisory Commission (PRAC) provides advice and guidance to the City Records Administrator and Archivist on records management matters and implementation of the records program in the City. The PRAC is authorized to have seven citizen members appointed by the City Council for terms of two years. It is composed of professional archivists, records managers, historians, research specialists, and citizens.

***Summary of Activities for the Past Year***

During the period July 2009 – June 2010 the PRAC held nine meetings. Each meeting had an agenda and was open to the public. The Commission addressed these issues:

***Adoption of Procedures for Taking Commission Decisions Between Meetings***

While attending a meeting of the Historic Alexandria Resources Commission in his capacity as PRAC representative, Charles Ziegler was apprised of advice given by the City Attorney to the Archaeological Commission on the proper procedures to be followed if the need arises for a rapid Commission decision on a matter prior to the time of the next regularly scheduled meeting. These procedures are:

- ❖ Decisions can be taken by a majority of the commission members.
- ❖ A specific deadline for responses is needed.
- ❖ Lack of response is taken as a “no response.”
- ❖ One negative vote stops such between-meeting actions.

The PRAC formally adopted these procedures.

***Records Management Compliance Issues***

The PRAC has urged that City government records be destroyed according to records retention and disposition schedules established by the Library of Virginia. The records retention periods contained in these schedules are state-mandated requirements, not merely suggestions or guidelines. Following these mandated retention periods both shields the City from unnecessary discovery in legal cases and also provides more storage space for newer, incoming records that must be retained for their mandated retention period. In the course of the last year, the Office of Building and Fire Code received a letter from the City Manager’s office stating that destroying eligible records according to the established records retention and disposition schedules is acceptable to the City.

The PRAC also met during the course of the year with the director of Information Technology Services to discuss destroying e-mail messages and backup tapes according to the established

records retention and disposition schedules. This scheduled destruction is now underway, as is the scheduled destruction of scanned records from various departments that have met their legal retention requirements.

The Commission worked on an outline for a new archives and records management Administrative Regulation that will be presented to the proper authorities during FY2011. The outline consists of the following topics: the program's purpose, guidance for city employees, transfer of inactive records to the Archives and Records Center, access to public records, records destruction, micrographics and imaging, e-mail and electronic records, central repository, and information on the abuse of public records. The current Administrative Regulation on archives and records management is dated 1983 and has been rendered obsolete by, *inter alia*, changes in technology related to records creation and management.

#### *Davis and Ruffner Title Company Land Records*

In the fall of 2009 the City of Alexandria received full legal custody of the private business records of the Davis and Ruffner Title Company, which were co-donated by Davis and Ruffner and the Bernard Corbett and Associates law firm in 2000. They consist of approximately 18,000 case files containing some valuable historical documents about the city of Alexandria, Del Ray, Ft. Ward, and other neighborhoods from the 1930s – 1960s. These private records supplement the city land records. While recognizing the potential historical value of these records, the PRAC has urged the de-accessioning of these records on the basis of the fact that they are not records of the City government, and constitute a call on the resources of the Archives and Records Center for which no appropriate provision has been made. With clear title to the records for the Archives and Records Center now established, members of the PRAC have briefly surveyed the records to ascertain better their historical value. Members of the PRAC have begun contacting various neighborhood associations and civic organizations to determine whether they have any interest in receiving a portion or all of these records.

#### *Archives and Records Center Facility*

The PRAC notes that there is still a pressing need for further storage space in the Archives and Records Center, not only for City records but for items stored by the Alexandria Archaeology Museum. The Commission discussed whether or not to pursue obtaining additional shelving for the Archives and Records Center and decided that budget constraints dictated that this need be deferred until funding was available.

At its May 2010 meeting, the PRAC discussed issues raised by the move of the General Services Facilities Maintenance Division to space adjacent to the Archives and Records Center at 801 South Payne Street, and suggested ways to resolve them.

#### *Fire Department Burn Training Facility*

The PRAC notes that the presence of the Fire Department's Burn Training Facility directly adjacent the Archives and Records Center facility constitutes a hazard to the safety and preservation of the records stored therein, and is contrary to the best practice for records storage.



*Budgetary Issues*

While mindful of the constrained resource situation of the City of Alexandria, the PRAC strongly urges that no further reductions be made in the budget of the Archives and Records Center.

*Other Issues*

The PRAC discussed the following key trends, challenges and issues facing the archives and records management program:

- Ensuring that professional standards for records collection storage, preservation, retrieval, and destruction are maintained. The Archives and Records Center now ensures that all records accessioned are given a records series name that corresponds with that of the Library of Virginia, and that permanent collections have been processed and preservation measures undertaken.
- Acquiring an updated list of records produced by city agencies, which has yet to be achieved.
- Keeping costs within the approved budget, which was achieved this fiscal year.
- Tracking and fulfilling retrieval and research requests in a reasonable amount of time. Most requests were processed within two or three days, and all requests were completed within five business days as required this year.
- Ensuring the accurate and efficient transfer of inactive records. In the past year the Archives and Records Center received the bulk of transfers within five business days of receipt of the request to pick up records.
- Cataloging permanent records to increase research access. This year this activity included cataloging about two hundred boxes of site plans and Board of Architectural Review records.
- Destruction of records eligible under approved records retention and disposition schedules in a timely manner.
- Staying informed of records management projects throughout the city.

The PRAC provided input to the production of a new Archives and Records Center fact sheet for distribution. It contains information on the following: what the archives and records management program does for city records, the department under which we operate, the authority for scheduling and disposition of city records, preserving/making available for research permanent records, and facts about its facility and staff.

*Goals for the Coming Year*

The PRAC will continue to monitor, review, and make recommendations on the following matters:

***-Ensuring that the new City-wide electronic communications records policy*** incorporates employee training and ensures that the City's public electronic communications records—whether preserved or destroyed—are managed in accordance with applicable laws, as well as Library of Virginia standards and guidelines.

***-The records digitization projects in the City government.*** The PRAC urges that elected officials and City staff take particular care that permanent, historic records of the Mayor's office, the City Council, boards and commissions, and City agencies are never destroyed. This is a particular temptation and danger following records digitization projects. However, the Library of Virginia requires that all records deemed permanent be retained in either paper or microfilm format in addition to any scanned copies. The PRAC will continue to provide advice concerning the formulation and implementation of records digitization projects in the City.

***-Administrative Regulation for Archives and Records Management.*** The current regulation is in need of significant revision, to reflect the many changes in information and communications technology since their last formulation. The PRAC urges that the updating take place in a thorough and timely manner, and sees one of its goals the assisting in the completion of the draft of a new Administrative Regulation for archives and records management.

***-Advocacy for Archives.*** The PRAC will continue to offer constructive advice to the City government concerning records management and archives matters, and to advocate for greater resource allocations to records management and archives functions, noting that a soundly-conceived and executed records management and archives program is an essential component of open, transparent, and honest government.

***-Davis and Ruffner Title Company Land Records.*** The PRAC intends to assist in the de-accession of these records from the Archives and Records Center, and to help to find more suitable repositories for them.

*Recruitment and Leadership Plans:*

Recruitment will take place through announcements on both records management and archives listservs as well as through the Mid-Atlantic Regional Archives Conference, Northern Virginia ARMA Chapter and other suitable venues.

*Ensuring Turnover in Leadership:*

The Commission will vote to select a chairman every two years following the completion of his or her term. No chairman may serve more than six years consecutively.

*Commission Membership*

The following citizens served on the PRAC during the period covered in this report:

Virginia Arnold  
Ginger Burton-Chamberlain  
Sammye Collins  
J. Glenn Eugster  
Clarence Henley  
Jeannine Jeffrey  
Nils Kandelin  
Jean Lavery  
Charles Ziegler

Respectfully submitted:

Charles Ziegler, Chairman  
Nils Kandelin, Vice-Chairman  
Virginia Arnold  
Sammye Collins  
J. Glenn Eugster  
Jeannine Jeffrey  
Jean Lavery

***08/01/2010***



JUN 25 2010

BOARD OF EQUALIZATION AND ASSESSMENT REVIEW **CITIZEN ASSISTANCE**301 King Street, City Hall  
Alexandria, Virginia 22314Phone (703) 746. 4180  
Fax (703) 706-3979alexandriava.gov  
**DATE:****JUNE 22, 2010**

**TO: ROSE WILLIAMS BOYD, EXECUTIVE DIRECTOR FOR BOARDS AND COMMISSIONS**

**FROM: DAVID J. CHITLIK, CHAIRMAN, BOARD OF EQUALIZATION AND ASSESSMENT REVIEW** *DJC*

**SUBJECT: ANNUAL REPORT FOR THE BOARD OF EQUALIZATION AND ASSESSMENT REVIEW (JULY 1, 2009 - JUNE 30, 2010)**

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The Board of Equalization and Assessment Review (BOE) met for the purpose of hearing appeals of the 2009 real property assessments. The first meeting was held on July 8, 2009 and the Board concluded hearings on June 22, 2010. The Board held hearings on 42 days for three to four hours per session, during this time period. There were 470 total assessment appeals filed with the Board of Equalization for CY 2009.

The Board of Equalization and Assessment Review is established based on The Code of Virginia Sec. 58.1-3370 through Sec. 58.1-3389. Also, The City of Alexandria Charter Sec. 4.08 establishes Board of Review for Real Estate Assessment. As such, all actions of the Board must adhere to all legal requirements referenced above.

During the 2009 Appeal Hearings the Board updated their Rules and Procedures for Hearings. Attached is a copy for your convenience (Attachment 1). All of our Rules are posted on our Website for the public to view.

The Board also worked with the Assessor to request the City to include in their General Assembly Package a request to revise The Charter of the City of Alexandria Sec. 4.08 to allow the Board of Equalization to increase their membership to nine (9) members. This will allow for panels to be created giving the Board more flexibility in scheduling appeals. The Charter Revision was passed by the General Assembly and signed by the Governor (Attachment 2). The change is effective on July 1, 2010. The new members of the Board of Equalization must receive training from the Virginia Department of Taxation prior to hearing any cases. The new members will receive the required training during the first two weeks of July, and begin hearing cases shortly thereafter.

Attachment 1 - Board of Equalization and Assessment Review Rules and Procedures for Hearings

Attachment 2 - Virginia Acts of Assembly - Chapter

City of Alexandria, Virginia

**BOARD OF EQUALIZATION AND ASSESSMENT REVIEW**

**RULES AND PROCEDURES FOR HEARINGS**

**Meetings are open to the public**

All meetings of the Board of Equalization and Assessment Review (Board) are public meetings.

The BOE meets, typically on Mondays from 4:00 p.m.–7:00 p.m., Tuesdays 2:00 p.m. – 5:00 p.m. and Wednesdays 4:00 p.m. – 7:00 p.m. Appellants are required to appear at a specific time and will be heard within 90 minutes of the time they appear.

Information presented by the Department of Real Estate Assessments (Department) regarding the income and expenses of income-producing properties are public unless income and expenses related to the property are discussed at which time the Board will go into Executive Session. All written documentation related to actual income and expenses will remain confidential and are excluded from FOIA.

**Procedures during Hearings**

Under most circumstances, hearings will last 15-20 minutes for residential properties and 30 minutes for commercial properties with the appellant making the first presentation of no more than five minutes for residential and eight minutes for commercial, and then the Department making the second presentation, not to exceed five minutes for residential and eight minutes for commercial. Neither the appellant nor the Department will interrupt the other during these opening statements. The taxpayer may take five minutes to respond to the Assessor's position.

Board members will ask questions of either party.

Once the Board declares testimony is closed, it will deliberate and announce its decision. Participants will not be recognized when a decision motion is before the Board.

In the event the Board elects to postpone a decision, usually as a result of new information received during a hearing that requires further evaluation, as a courtesy, the Board will instruct the Board clerk to contact the appellant to return on the day the Board is to render their decision. **The appellant is not permitted to speak nor present additional information during this second hearing.**

**Evidence presented at BOE Hearings**

Neither the appellant nor the Department shall present new written evidence at the hearing. An exception will be made for photographs of the property in question, as photos are often hard to photocopy accurately; similarly, blow-ups of maps or site-plans are acceptable, if they are enlargements of previously submitted material. A participant may use a drawing board, easel or similar tool to emphasize a particular fact, but neither new material, nor material organized differently than in the written submission is allowed.

The Department will have property information available by computer access and viewed by projection.

### **Non-appearances of appellants**

In the event of an unexpected non-appearance of an appellant, the Board will hear the case based on the material and the personnel before it, or, the Board in extenuating circumstances may elect to postpone the case.

### **Non-emergent postponements of cases**

The Board will exercise the normal discretion of such bodies in the cases of emergency-caused postponements of cases, such as those caused by unusual traffic conditions and medical necessity. An owner or a tax agent will be granted only one postponement request per year; such request must be made, at the latest, five days prior to the scheduled hearing to the Board Clerk. **Once the owner or tax agent has obtained one non-emergent postponement, no others will be granted during the course of the calendar year.**

### **Withdrawals**

The owner, after receiving a scheduling letter, may petition the Board **by letter** to withdraw a case at least three business days prior to the hearing date. Withdrawal will be granted at the Board's discretion. The appellant seeking to withdraw a case should be prepared to appear on schedule, unless notified otherwise.

### **Tape Recordings**

A party wishing to utilize an electronic recording device or a court stenographic reporter must inform the Board in writing at least 24 hours in advance that they are planning to do so. Such recording shall be executed in a non-disruptive manner.

Neither videos nor pictures may be taken at hearings.

Questions concerning Board of Equalization rules and procedures may be addressed to the Board Clerk at 703.746.4180

VIRGINIA ACTS OF ASSEMBLY — CHAPTER

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*An Act to amend and reenact §§ 4.08 and 9.18, as severally amended, of Chapter 536 of the Acts of Assembly of 1950, which provided a charter for the City of Alexandria, relating to the board of review of real estate assessment and the board of zoning appeals.*

[S 572]

Approved

Be it enacted by the General Assembly of Virginia:

1. That §§ 4.08 and 9.18, as severally amended, of Chapter 536 of the Acts of Assembly of 1950 are amended and reenacted as follows:

§ 4.08. Assessment and Equalization.—(a) The City Manager shall provide for the annual assessment and equalization of assessments of real estate for local taxation, and to that end may establish a city real estate assessment office and appoint an assessor to assess such real estate for taxation and to equalize such assessment. The budget for the city real estate assessment office shall be approved by the city council.

(b) All duties imposed and all powers conferred by law on the Commissioner of the Revenue with respect to the assessment of real estate shall be transferred to the assessor appointed pursuant hereto. The director of finance shall continue to prepare the land book and make disposition of the copies thereof as required by law. The land book shall be prepared by the director of finance on the basis of the assessments made by the assessor and certified to him. Transfers shall be verified by the director of finance.

(c) All real estate shall be assessed at its fair market value as of January first of each year by such assessor, and shall not be reassessed during such year subject to such modifications as may have been lawfully made, and taxes for each year on such real estate shall be extended by the director of finance on the basis of the last assessment made prior to such year, subject to such changes as may have been lawfully made; provided, however, no notices of assessment shall be mailed or delivered during the month of December of any year and any such notices mailed or delivered during such month shall be void, unenforceable and of no effect.

(d) Notwithstanding any of the provisions of §§ ~~58-895~~ 58.1-3370 and ~~58-899~~ ~~to~~ ~~58-901~~ 58.1-3373 to 58.1-3376, inclusive, of the Code of Virginia, as amended, there shall be appointed to three-year staggered terms a board of review of real estate assessments composed of ~~five~~ nine members, ~~three~~ five of whom shall be appointed by the circuit court of said city or the judge thereof in vacation and ~~two~~ four of whom shall be appointed by the council of said city. All members of the board shall be residents of and own real property within the city. *Members serving on the board as of July 1, 2010, shall continue in office until the completion of their terms. Beginning July 1, 2010, the circuit court or the judge thereof in vacation shall appoint one additional member for a two-year term and one additional member for a three-year term. Also beginning July 1, 2010, the Alexandria City Council shall appoint one additional member for a two-year term and one additional member for a three-year term. After these initial appointments, all subsequent appointments shall be for three-year terms.*

*Commencing after the expiration of the terms of the present board members, the circuit court or the judge thereof in vacation shall appoint one member for a one-year term, one member for a two-year term, and one member for a three-year term, and the council of said city shall appoint one member for a two-year term and one member for a three-year term. The initial terms of such all members shall commence on their appointment and shall expire on the ~~thirtieth~~ thirty-first day of ~~November~~ December of the year in which their term ends. The circuit court or the judge thereof in vacation and the council of said city shall fill any vacancy therein for the unexpired term of their respective appointees. The members of the said board shall receive per diem compensation for the time actually engaged in the duties of the board, to be fixed by the council of said city, and to be paid out of the treasury of said city; provided, however, that the council of said city may limit the per diem compensation to such number of days as, in its judgment, is sufficient for the completion of the work of the board.*

Such board of review shall have and may exercise the power to revise, correct and amend any assessments of real estate made by said assessor in the year in which such assessments are effective, within such time as the council shall provide in accordance with § ~~58-903~~ 58.1-3378 of the Code of Virginia, as amended, and to that end shall have all the powers conferred upon the boards of equalization by §§ ~~58-903~~ ~~to~~ ~~58-912~~ 58.1-3378 to 58.1-3387, inclusive, of the Code of Virginia, as amended. Notwithstanding any provision of said sections, however, the board of review may adopt any regulations providing for the oral presentation, without formal petitions or other pleadings of requests for

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57 review, and looking to the further facilitation and simplification of proceedings before the board, except  
 58 that all matters before the board whether on behalf of the taxpayer or assessor, shall be presented in  
 59 public session.

60 *The board of review may sit in panels of at least three members each under the following terms and*  
 61 *conditions:*

62 1. *The presence of all members in the panel shall be necessary to constitute a quorum.*

63 2. *The chairman of the board of review shall assign the members to panels and, insofar as*  
 64 *practicable, rotate the membership of the panels.*

65 3. *The chairman of the board of review shall preside over any panel of which he is a member and*  
 66 *shall designate the presiding member of the other panels.*

67 4. *Each panel shall perform its duties independently of the others.*

68 *The board of review shall sit en banc (i) when there is a dissent in the panel to which the matter*  
 69 *was originally assigned and an aggrieved party requests an en banc hearing or (ii) upon its own motion*  
 70 *at any time, in any matter in which a majority of the board of equalization determines it is appropriate*  
 71 *to do so. The board of review sitting en banc shall consider and decide the matter and may affirm,*  
 72 *reverse, overrule or modify any previous decision by any panel.*

73 Any person of said city aggrieved by any assessment made by said assessor or board of review may  
 74 apply for relief in the manner provided by §§ ~~58-1145 to 58-1151~~ 58.1-3984 to 58.1-3989, inclusive, of  
 75 the Code of Virginia, as amended; provided, however, that no person aggrieved by any assessment made  
 76 by the assessor may apply for or be entitled to relief pursuant to said sections of the Code of Virginia  
 77 until the assessment complained of has first been reviewed by and acted upon by the board of review.

78 (e) This law shall not apply to the assessment of any real estate assessable under the law by the State  
 79 Corporation Commission.

80 (f) All acts and parts of acts relating to the assessment of real estate in cities not in conflict with the  
 81 provisions hereof shall apply to the assessments made hereunder.

82 (g) The Council may require that the owners of income-producing real estate in the city subject to  
 83 local taxation, except property producing income solely from the rental of no more than four dwelling  
 84 units, furnish to the said assessor on or before a specified time statements of the income and expenses  
 85 attributable over a specified period of time to each such parcel of real estate. Each such statement shall  
 86 be certified as to its accuracy by an owner of the real estate for which the statement is furnished, or a  
 87 duly authorized agent thereof. Any statement required by this section shall be kept confidential as  
 88 required by § ~~58-46~~ 58.1-3 of the 1950 Code of Virginia, as amended.

89 § 9.18. Powers of Board of Zoning Appeals.—The board shall have the following powers and it shall  
 90 be its duty:

91 (a) To hear and decide appeals where it is alleged there is error in any order, requirement, decision  
 92 or determination by the director of planning in the administration and enforcement of the provisions of  
 93 the ordinance.

94 (b) To authorize upon appeal in specific cases such variance from the terms of the ordinance as will  
 95 not be contrary to the public interest, when, owing to special conditions a literal enforcement of the  
 96 provisions will result in unnecessary hardship; provided that the spirit of the ordinance shall be observed  
 97 and substantial justice done, as follows:

98 When a property owner can show that his property was acquired in good faith and where by reason  
 99 of the exceptional narrowness, shallowness, size or shape of a specific piece of property at the time of  
 100 the effective date of the ordinance, or where by reason of the exceptional topographical condition or  
 101 other extraordinary situation, or condition of such piece of property, or of the use or development of  
 102 property immediately adjacent thereto, the strict application of the terms of the ordinance would  
 103 effectively prohibit or unreasonably restrict the use of property or where the board is satisfied, upon the  
 104 evidence heard by it, that the granting of such variance will alleviate a clearly demonstrable hardship  
 105 ~~approaching confiscation~~, as distinguished from a special privilege or convenience sought by the  
 106 applicant, provided that all variances shall be in harmony with the intended spirit and purpose of the  
 107 ordinance.

108 No such variance shall be authorized by the board unless it finds:

109 (1) That the strict application of the ordinance would produce undue hardship.

110 (2) That such hardship is not shared generally by other properties in the same zone and the same  
 111 vicinity and is not created by the owner of such property.

112 (3) That the authorization of such variance will not be of substantial detriment to adjacent property  
 113 and that the character of the zone will not be changed by the granting of the variance.

114 No variance shall be authorized unless the board finds that the condition or situation of the property  
 115 concerned or the intended use of the property is not of so general or recurring a nature as to make  
 116 reasonably practicable the formulation of a general regulation to be adopted as an amendment to the  
 117 ordinance.



118 In authorizing a variance the board may impose such reasonable conditions regarding the location,  
119 character and other features of the proposed structure or use as it may deem necessary in the interest of  
120 public health, safety or welfare and to assure that the variance authorized shall be in harmony with the  
121 intended spirit and purpose of this chapter and the ordinance.

122 (c) To permit, when reasonably necessary in the public interest, the use of land, or the construction  
123 or use of buildings or structures, in any zone in which they are prohibited by the ordinance, by any  
124 agency of the city, state, or the United States, provided such construction or use shall adequately  
125 safeguard the health, safety and welfare of the occupants of the adjoining and surrounding property,  
126 shall not unreasonably impair an adequate supply of light and air to adjacent property, shall not increase  
127 congestion in streets and shall not increase public danger from fire or otherwise affect public safety.

128 (d) To permit the following exceptions to the zone regulations and restrictions, provided such  
129 exceptions shall by their design, construction and operation adequately safeguard the health, safety and  
130 welfare of the occupants of the adjoining and surrounding property, shall not unreasonably impair an  
131 adequate supply of light and air to adjacent property, shall not increase public danger from fire or  
132 otherwise unreasonably affect public safety, and shall not diminish or impair the established property  
133 values in surrounding areas:

134 (1) (Deleted.)

135 (2) Extension of a zone where the boundary line of a zone divides a lot in single ownership as  
136 shown of record at the time of the effective date of the ordinance.

137 (3) Reconstruction of buildings or structures that do not conform to the comprehensive zoning plan  
138 and regulations and restrictions prescribed for the district in which they are located, which have been  
139 damaged by explosion, fire, act of God or the public enemy, to the extent of more than sixty per cent of  
140 their fair market value as established by the opinion of three disinterested appraisers to be appointed by  
141 the city council, when the board finds some compelling public necessity for a continuance of the use  
142 and such continuance is not primarily to continue a monopoly, provided that nothing herein shall relieve  
143 the owner of any such building or structure from obtaining the approval of such reconstruction by the  
144 council or any department or officer of the city when such approval is required by any law or ordinance.

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**MEMORANDUM**

ALEXANDRIA SANITATION AUTHORITY  
1500 EISENHOWER AVENUE  
ALEXANDRIA, VIRGINIA 22314  
TELEPHONE: 703-549-3381  
www.alexsan.com

**RECEIVED**

JUN 25 2010

CITIZEN ASSISTANCE  
OFFICE

To: City of Alexandria Office of Citizen Assistance  
From: Karen Pallansch, Engineer-Director  
Date: June 23, 2010  
Subject: Annual Attendance and Report Submission

Please find enclosed the Authority's Annual Report for Fiscal Year 2009 per your letter request dated June 1, 2010. Our annual attendance report is also completed and attached.

In response to your questions in the fourth paragraph, please note that the Authority was created by Articles of Incorporation adopted by Alexandria City Council in 1953 and filed with the State Corporation Commission. These articles prescribe that the Board consist of five citizen members from Alexandria that serve four year staggered terms. These members are selected by City Council. The Authority's by-laws require that elections be held annually, during the Authority's annual meeting in October. A Chairman, Vice Chairman and Secretary-Treasurer are selected by simple majority from the quorum present at the meeting.

The Authority is holding its first retreat on June 26, 2010 to discuss governance, leadership and policy issues.

Please feel free to contact me with any questions.



**RECEIVED**  
JUN 25 2010  
CITIZEN ASSISTANCE  
OFFICE

# Annual Report 2009

## **Alexandria Sanitation Authority**





*A young tricolored heron  
at home.*

Faced with the worst economic crisis in more than a generation, the past year was anything but business as usual for the City of Alexandria, its citizens and businesses – and the Alexandria Sanitation Authority, which has served the community for more than a half century.

Yet in spite of the many challenges 2009 presented, ASA received over 12.5 billion gallons of wastewater in FY 2009 and treated it perfectly, meeting all federal and state regulatory requirements – the equivalent of an A+.

ASA also remained steadfast in its commitment to lead the region in meeting tough new environmental standards to reverse the declining health of the Chesapeake Bay while helping Alexandria grow and thrive as the Eco-City of the future.

For ASA, this is not an either/or situation. We must do both and do both well to succeed.

# In 2009, the Alexandria Sanitation Authority...

## Received and treated 12.5 billion gallons of dirty water and processed it perfectly.

The outcome: a cleaner and healthier environment for Alexandria and the Chesapeake Bay.

## Delivered 125 tons of soil amendment product to Virginia farmers.

That reduced the need for fertilizers produced using non-renewable resources.

ASA saved farmers \$125,000 in fertilizer costs.

## Reduced the volume of biosolids processed using anaerobic digesters — live bacteria.

Less biosolids to move, fewer trucks needed — the process reduced local traffic by about 720 tractor trailers.

## Used the gas the bacteria emitted as a renewable fuel source.

ASA used methane gas — 135 million cubic feet, to be exact — to power and heat its buildings. That's equivalent to natural gas consumption of 780 average U.S. homes.

## Reduced use of chemicals used in “cleaning” dirty water by 9%, without compromising “cleaned” water quality.

The result: Less harmful chemicals, like chlorine, in the Chesapeake Bay watershed.

## Removed 92.4% of the nitrogen and 99.1% of the phosphorus from dirty water that arrived at ASA.

Nutrients like nitrogen and phosphorus fuel the growth of algae blooms in waterways that kill aquatic life. The less nutrients in the water, the better.

## Continued to reduce its energy consumption.

Since 2006, ASA has reduced its energy use by 17%, despite increased demand to process wastewater.

## Reused 3,238 million gallons of water in running its facilities.

Saving water saves money for ASA ratepayers.

## Achieved the Environmental Management System Platinum Level Certificate from the National Biosolids Partnership.

ASA was the first wastewater agency in Virginia and 8<sup>th</sup> in the nation to receive this award, which represents “the highest achievement in biosolids management and environmental stewardship.”



# STAYING AHEAD OF THE CURVE

During 2009, ASA continued with its plans to upgrade its Advanced Wastewater Treatment Plant to meet upcoming, stringent federal and state water quality standards aimed at aggressively reducing the amount of nutrients released into the Chesapeake Bay watershed.

These nutrients — primarily nitrogen and phosphorus — are the primary culprits behind the yearly algae blooms that occur in the Bay and its tributaries from Baltimore all the way down to Hampton Roads. The dangerously low levels of oxygen result in fish kills, sometimes numbering in the hundreds of thousands.



The new regulations adopted by the Virginia Department of Environmental Quality (VDEQ) in November 2006 require a significant reduction in nitrogen in the reclaimed water discharged from all wastewater treatment plants. ASA must comply with these new limits by January 2011 — and may even have to go further as the environmental bar could be raised higher.

The U.S. Environmental Protection Agency is currently working with its state partners and the District of Columbia to set strict restrictions on nutrient and sediment pollution through a regulatory tool called a Total Maximum Daily Load (TMDL).

In 2009, EPA agreed to an accelerated completion date of December 2010 for the TMDL, at which point each jurisdiction in the Bay watershed will learn how much pollution it must reduce and then develop tangible plans to achieve that goal.

ASA is also closely monitoring and preparing for potential new requirements for pollutants not currently regulated, such as nonylphenol and chlorophyll *a*. Additional treatment processes and special treatment units may be needed to meet any such new regulations.

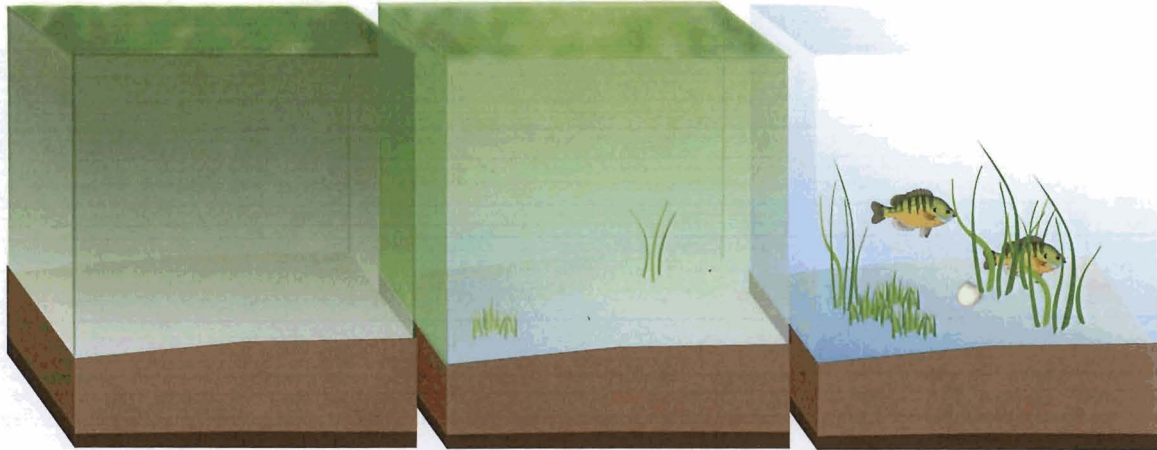
*Egret coming in for a landing along the Virginia shores.*



environmental  
steward

**You can't see it or smell it, but nitrogen and phosphorus fuel the growth of algae blooms, which blocks sunlight and ultimately starves aquatic life. By cleaning wastewater, ASA helps keep these nutrients out of our watershed.**

### Amount and Percentage of Nitrogen and Phosphorus Removed from Wastewater by ASA, 2007-2009



**2007**  
Nitrogen: 3,416 klb / 85.9%  
Phosphorus: 633.8 klb / 99.2%

**2008**  
Nitrogen: 4,115 klb / 91.1%  
Phosphorus: 775.5 klb / 99.2%

**2009**  
Nitrogen: 4,283 klb / 92.4%  
Phosphorus: 745.5 klb / 99.0%

## **SANUP:** State-of-the-Art Nitrogen Upgrade Project

SANUP stands for ASA's State-of-the-Art Nitrogen Upgrade Program. The SANUP is part of a long-term program to upgrade the wastewater treatment facility. The project will involve designing, building, and installing modern equipment that will allow ASA to meet stringent environmental regulations that call for wastewater to be even cleaner before it is released into Hunting Creek.

Failing to meet these regulations would result in substantial fines, legal expenses, and the possibility of ASA losing its permit to operate. The SANUP upgrades will allow ASA to continue to serve its nearly 350,000 customers in the City of Alexandria and parts of Fairfax County.

SANUP is being broken into three phases with a projected 2015 completion date. This will help facilitate construction and financial management.

ASA is committed to make the facility as aesthetically pleasing as possible so as not to distract from the City's architectural beauty — just as it did during the last upgrade in 2006.

*A healthy Chesapeake Bay watershed is critical to the many fish, amphibians, and plants that live there.*





# Partner in Growth

ASA is a key partner in the future growth of Alexandria — from both an economic and environmental perspective. Major projects that generate jobs and revenue, such as the development of Eisenhower East and Potomac Yard, depended on ASA's ability to accept and treat the wastewater at existing and projected higher standards — and ASA continues to work collaboratively with the City to assure success.

The City of Alexandria is in the process of updating and refining its strategic plan. To ensure greater alignment between the City's anticipated future needs, ASA's leadership is working with the City Council Members, staff and other stakeholders to help set strategic objectives and initiatives for each goal.



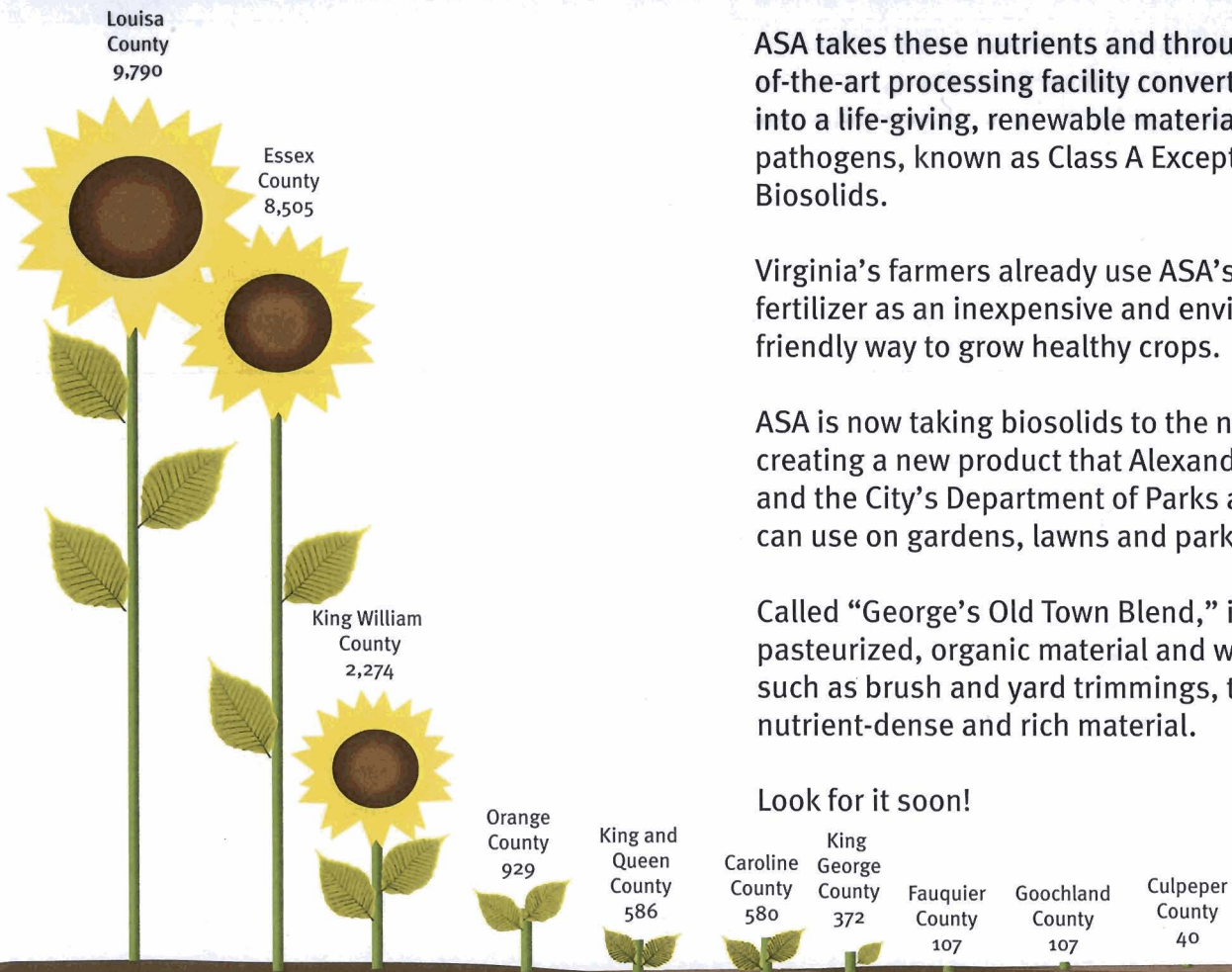


Most commercial fertilizer is produced by using non-renewable energy sources.

ASA's soil amendment product is produced naturally, saving 4.1 million cubic feet of natural gas. That's equal to natural gas consumption of 57 average U.S. homes in one year.

# Keeping fields greener, helping the Chesapeake Bay, *and* saving energy.

Land Application of ASA Class A Exceptional Quality Biosolids, FY2009  
by wet tons



One of ASA's mission-critical jobs is to remove nutrients during the wastewater treatment process and keep them from entering the Bay. But the story does not end there; in fact it's only the beginning.

ASA takes these nutrients and through a state-of-the-art processing facility converts them into a life-giving, renewable material free of all pathogens, known as Class A Exceptional Quality Biosolids.

Virginia's farmers already use ASA's nutrient-rich fertilizer as an inexpensive and environmentally-friendly way to grow healthy crops.

ASA is now taking biosolids to the next level and creating a new product that Alexandria's citizens and the City's Department of Parks and Recreation can use on gardens, lawns and parks.

Called "George's Old Town Blend," it is made with pasteurized, organic material and wood fines, such as brush and yard trimmings, to create a nutrient-dense and rich material.

Look for it soon!

This 100% recycled soil amendment product returned 125 tons of nitrogen to the soil.

*A view of Old Town from the steps of the George Washington Masonic Temple.*



## Reaching Out to the Community

More than providing a vital service to the City of Alexandria and its people and businesses, ASA has always worked hard to be a good neighbor and to promote a better understanding of its role in the community.

In 2009, ASA took part in Alexandria Earth Day, held in Ben Brenman Park. A tour through ASA's exhibit taught friends and neighbors ways to "Take the Green Route" at home by not dumping or flushing material that pollutes the watershed. Earth Day was also the setting for the presentation of the first annual Ellen Pickering Environmental Excellence Award, sponsored by the Alexandria Environmental Policy Commission, supported by ASA, and named after the late environmental activist and ASA Board Member.

ASA's educational efforts did not stop at Earth Day. In 2009, it hosted dozens of students and young people from schools around the region, teaching them how ASA cleans and disinfects wastewater — and how important sustainability is to our region.

And as part of the Alexandria Seaport Foundation's "Green Awareness" program, a dozen teens and young adults toured ASA and later built a water filtration and irrigation system for the Green Roof at T.C. Williams High School.

In addition, ASA was a partner organization in Earth Force, a 2009 youth summit dedicated to exploring, restoring, and protecting the Chesapeake Bay watershed. At the summit, 200 middle school students from Alexandria and Arlington had the opportunity to interact with experts on watershed protection and other environmental issues, including wastewater treatment.

ASA employees also rolled their sleeves to help clean up Alexandria. Along with Girl Scout Troop 1163, Covanta Energy Alexandria, and citizens of the community, they participated in the 21<sup>st</sup> Annual Potomac River Watershed Cleanup at Old Cameron Run Channel in Alexandria. Forty volunteers removed 1,280 pounds of trash from the watershed.

# Shrinking ASA's Environmental Footprint



ASA is not only working to improve the quality of treated water it releases back into the watershed, but its own environmental footprint. And it's a challenge ASA takes very seriously. Wastewater treatment is an energy-intensive process. ASA has challenged itself to both reduce the amount of greenhouse gases it releases into the atmosphere and move toward greater energy sustainability.

In FY 2009, ASA used 135 million cubic feet of the methane gas generated during the wastewater treatment process to run the facility's digesters and for heating and cooling much of the plant. This is the natural gas equivalent of 560,000 therms valued at \$730,000 and amounts to the annual natural gas consumption of 780 U.S. homes.

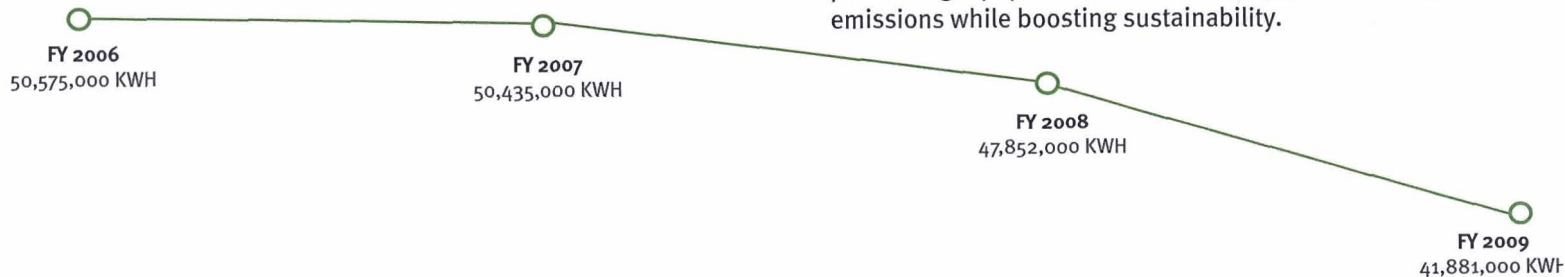
Indeed, ASA's power consumption fell by 12.5% between FY2008 and 2009 due largely to these efforts. As an industry leader, our goal is to be energy independent in 10 years.

The reduction in sludge through anaerobic digestion also decreased the amount of solids and therefore associated truck traffic through the community by 46% – the equivalent of 720 tractor trailers.

Some of the reclaimed water is also used to help run ASA processing equipment, further reducing greenhouse gas emissions while boosting sustainability.

## ASA Power Consumption, 2006-2009

Our goal: to become a "Net-Zero" energy facility in ten years.





# ASA AWARDS

The Alexandria Sanitation Authority and its dedicated employees were deeply honored by the number of environmental leadership and excellence awards it received over the past year.

The National Biosolids Partnership awarded ASA its prestigious Platinum Certification Seal of Approval. ASA was recognized for representing “the highest achievement in biosolids management and environmental stewardship.” It is the first water reclamation plant in the Commonwealth and only 8<sup>th</sup> in the nation to receive such an honor.

The Partnership praised ASA for being an industry leader that others could emulate: “Thank you for being a leader and a model for other wastewater treatment agencies nationwide that strive for continuous environmental improvement.”

In addition, the National Association of Clean Water Agencies bestowed on ASA two prestigious 2009 National Environmental Achievement Awards. The Virginia Department of Environmental Quality also recognized Alexandria Sanitation Authority for environmental excellence when it announced that ASA had been accepted as an Exemplary Environmental Enterprise participant in the Virginia Environmental Excellence Program.

# Alexandria Sanitation Authority

## Balance Sheet

### September 30, 2009

Assets		2009
<b>Current Assets</b>		
Cash	\$ 12,447,164	
Accounts receivable	<u>6,364,517</u>	
Total current assets		18,811,680
<b>Restricted Assets</b>		
Cash	1,039,198	
Investments	<u>9,170,713</u>	
Total restricted assets		10,209,911
Investments		8,796,902
Construction in progress		8,175,096
Land		22,970,016
<b>Capital assets</b>		
Plant	575,708,628	
Office equipment	1,546,623	
Vehicles and major equipment	<u>2,213,798</u>	
Total plant and equipment	579,469,049	
Less accumulated depreciation	<u>(111,410,799)</u>	
Capital assets, net of depreciation		468,058,250
		<u>\$537,021,855</u>
<b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Accounts payable	\$5,278,689	
Current maturities on long-term debt	10,070,676	
Line of credit	<u>4,050,000</u>	
Total current liabilities		\$19,399,365
Long-term debt, net of current maturities		102,594,847
<b>Net Assets</b>		
Investments in capital assets, net of related debt	382,710,633	
Restricted	9,746,889	
Unrestricted	<u>22,570,121</u>	
Total Net Assets		415,027,643
		<u>\$537,021,855</u>

Unaudited: Prepared by management.



**Alexandria Sanitation Authority**

1500 Eisenhower Avenue  
Alexandria, VA 22314  
[www.alexsan.com](http://www.alexsan.com)  
Ph: 703-549-3381



*This report was printed locally  
using recycled paper and  
soy inks.*

*COVER: Fishing along the west  
bank of the Potomac River.*

## Annual Report 2009

### Alexandria Sister Cities Committee

ALEXANDRIA, VA

2010 SEP 14 P 6: 27

#### Summary of Year's Activities

Friendships continue to be strengthened, and cultural awareness continued to grow during 2009. The Committee hosted two delegations from Dundee, one in the spring and another in December for the Scottish Christmas Walk, and assisted in hosting the Dundee Rugby team that visited for the Mayor's Cup. This was a major series of events and culminated several Rugby games on a perfect day in May. In August one representative from the Committee traveled to Dundee with several Alexandria students, as part of the official Alexandria delegation that participated in the Lord Provost's Youth Festival.

The Committee, as always, marched in the annual Scottish Christmas Walk with the Lord Provost's delegation, despite the dreadful weather, (even too much for the hardy Scots). The Committee also began two new events this year:: participating in the Swedish Embassy's promotion of Swedish artists, and manning a booth in the International Sister Cities Association's World Peace Day held in Washington, D.C.

The Committee also mourned the loss of the Betty Ledford, the Lord Provost's wife and a dear friend of several committee members past and present; and the loss of another dear friend, the head of the Twinning Committee of Dundee, Stan Frew.

The Committee welcomed the new head of the Dundee Twinning Committee, Alastair Scott at the December visit.

The Committee also supported the fundraising activities of the Alexandria Gyumri Sister City Committee and the Alexandria Caen Committee

## **Specific Goals for 2010**

The Committee had been encouraging an exchange with Helsingborg, and this has already occurred with the visit of the Mayor, the Lucia Maidens, a photographer and other members of the delegation. Despite a snowfall, which the Alexandrians found difficult, the Swedish delegation carried on at full speed.

The Committee will be exploring sponsoring a photographic exhibit from Helsingborg to Alexandria, as well as an exchange of Alexandrians to visit Helsingborg.

The Committee is continuing its strong ties with Dundee, and is planning to host likely three delegations in 2010: specifically, 1) a Youth visit of talented musical drama students who will perform a concert open to all in the area: 2) the Christmas Walk delegation and 3) exploring an exchange with a scouting troop from Dundee.

The Committee has been invited to establish a booth at the Flower Fair in Dundee to promote Alexandria and to let others learn about Alexandria. Of course we will continue to support Alexandria Rugby, the Sister Cities International, and any events in Alexandria City as requested.

The Committee explored establishing a commercial exchange in conjunction with the Swedish Chamber of Commerce which is located in Alexandria, in 2009 and will continue this in 2010. The Committee explored establishing an artist's exchange, between an artist from either Dundee and/or Helsingborg and an Alexandria artist at the Torpedo Factory and may continue this in 2010.

The Committee will try to promote Alexandria as a City to visit in its activities, and strive to maintain an emphasis on youth exchanges.

## **Recruiting and Governance**

The Committee has provisions for four officers, Chair, Vice-chair, secretary and treasurer. Currently three of the four positions were filled by elections in February 2009. There has been a rotating person at meetings to take minutes, but no one on the Committee would accept the Secretary position.



The Committee will seek to have a Secretary elected to fill the vacant position in 2010.

There have been a number of new members joining to fill the vacancies of departing members. Present membership is moderately active and recruitment efforts for those with ties to the Alexandria community are ongoing.

Submitted by Mary Jo Johnson, Chair



# City of Alexandria Social Services Advisory Board



Department of Community and Human Services  
2525 Mt. Vernon Avenue  
Alexandria, VA 22301

CITY MANAGER'S OFFICE  
ALEXANDRIA, VA

2011 JAN 25 P 12: 19

TO: Alexandria City Council  
FROM: Jason Dechant, Chair, Alexandria Social Services Advisory Board  
703-861-4493, jasondechant@gmail.com  
DATE: December 2010  
SUBJECT: Alexandria Social Services Advisory Board Annual Report 2009-2010  
ATTACH: Social Services Advisory Board "Goals and Objectives" Document

Pursuant to Alexandria City Code, the Alexandria Social Services Advisory Board (SSAB) is chartered to "(1) interest itself in all matters pertaining to the social welfare of the people of Alexandria, (2) serve as the public welfare advisory board of the City, and (3) monitor the formulation and implementation of social welfare programs in the City." This 2009-2010 Annual Report conveys the Board's accomplishments in performing these functions. The attachment to this report is a working "goals and objectives" document that further outlines the Board's stated goals and details the tasks it has performed in pursuit of those goals.

Notable SSAB activities/accomplishments in 2009-2010 include:

- Monitoring social services
- Recognizing high-quality DCHS staff
- Overseeing DCHS performance
- Fostering SSAB participation
- Active involvement in outreach
- Advising City strategic planning

Over the past year, Alexandria's SSAB worked diligently to perform its functions for the City. While the breadth of its activities is not delineated here, what follows is a summary of the major accomplishments stated above that should attract the Council's attention. These SSAB accomplishments include:

**1. Ongoing monitoring of social services offered to Alexandria's citizens.** In 2009-2010, the Board visited many of the City's major social service centers to better understand how services were administered and to provide feedback to staff on how they might improve services.

**2. Routine oversight of Department of Community and Human Services performance.** As a part of regular business, the Board reviewed the Department of Community and Human Services (DCHS) monthly reports to help ensure that services were being provided

in a timely and efficient manner. Any anomalies in reporting were investigated by city staff. The SSAB also received monthly reports from city staff on DCHS realignment and provided feedback and input into the process.

**3. Active involvement in DCHS outreach in the community.** Over the past year, the SSAB worked hard to become much more active in DCHS outreach by providing volunteer support to a number of DCHS-related events including: Family Fun Day, Holiday Sharing Program, Tax Preparation Sessions, and the Foster Child Graduation Party.

**4. Promoting high-quality social services by rewarding exceptional social services staff.** The Board considers one of its more important goals to strengthen the quality of services by showing appreciation to the staff responsible for providing them. It has done this through its donations to the three staff appreciation months: social workers, eligibility workers, and support staff. For the second year in a row, the Board solicited donations from Mt. Vernon Ave. businesses and was able to present gifts to staff (via raffle system) with a total value over \$500.

**5. Fostering of board participation and community leadership.** The level of participation in citizen boards varies and the SSAB is no different. However, over the last year, the SSAB had a full roster for the entire year. There are likely many reasons for this, but a major contributor is that the Board actively recruited new members to fill vacancies and, in doing so, reached out to various parts of the community. Another reason the SSAB has retained a full contingent is the level of activity of board members—no single board member is responsible for the accomplishments outlined in this report. Rather, the Board has worked together to achieve these goals, therefore creating the type of environment that gives rise to community leaders and greater involvement. As an example of this, an SSAB member—Ms. Whitney Dubinsky—was a recipient of the 25th Annual Park and Recreation Commission CIVIC Award.

**6. Providing advice and input to City planning activities.** The SSAB exists, in large part, to provide input and perspectives to City staff and the Council. This past year, SSAB members were actively engaged in the City's Strategic Planning initiative by participating on a number of the committees to provide input into the exercise. In addition, the Board provided input in the Department's realignment effort offering insights from experiences of the members in similar realignment initiatives in human services and elsewhere.

In addition to extending the activities above into the coming year, the SSAB has identified a number of additional areas it would like to emphasize:

**1. Identify new needs that appear at the "seams" between boards.** The SSAB is unique in that it has a broad charter and is not limited by narrow missions/functions (such as age, gender, etc.). In the coming year, the Board plans to identify additional issues to take on that are not addressed by other boards due to their scope or perhaps issues that are not properly addressed

because they have competing boards/interests vying over them. The SSAB can work to address these issues and/or facilitate ongoing work across boards.

**2. Provide support to DCHS and the Council.** The SSAB seeks to better support both DCHS and the Council through any number of measures. It has done this over the past year by reviewing DCHS initiatives and providing feedback on selected topics. The Board plans to do more of this in the coming year and is eager to support the Council in any way. The SSAB invites the Council to provide it with topics and/or specific areas where it could use assistance.

**3. Continue to advocate for child welfare issues.** The Board has taken up advocacy issues (e.g. foster tuition waiver) with varying degrees of success. It is imperative the Board build upon these experiences and develop other areas of advocacy where it can seek to improve the welfare of Alexandria's children.

The preceding outlines some of the major SSAB accomplishments of 2009-2010 and the direction the Board is going in the coming year. The appendix to this report further details the activities of the SSAB and organizes them by its stated goals and objectives. None of these things would have been accomplished without the ongoing cooperation and support of the city staff. The Department of Community and Human Services management and staff have been an integral part of the SSAB functions and rightfully share the credit.

The City of Alexandria's Social Services Advisory Board aids the City in providing the needed social services to the citizens of Alexandria. As such, it welcomes interaction and engagement with members of Council if there are matters with which the SSAB may assist.

## ATTACHMENT: Social Services Advisory Board Goals and Objectives Document

Last updated April 2009

### Alexandria Social Services Advisory Board

#### Goals and Objectives

(Goals are numbers 1-4. Objectives are lettered)

- 1. Ensure safety and well-being of children at-risk of abuse and neglect and foster a permanent connection to family.**
  - a. Encourage Alexandria's citizens to become involved in protecting children by taking steps to prevent abuse and treat those who have been abused.
    - Review DCHS materials and discuss how they are used.
    - Participate in public education events such as Child Abuse Prevention month, Foster Care month, Adoption Saturday, and similar events.
    - Ask SCAN to brief the SSAB on its activities and how it works with DCHS.
    - Visit the Child Advocacy Center and become familiar with its services.
  - b. Carry out ongoing monitoring and oversight of child welfare activities.
    - Select areas for briefings from the budget topics and ask, after each briefing, if there are any actions the Board should take.
    - Review statistics and performance measures from the budget and the monthly report currently provided to the Board. Add additional report items as appropriate. Follow up on problem areas.
  - c. Advocate for full funding and staffing needed to implement best practices in child welfare and advocate for needed policy changes (legislative and administrative).
    - Meet at least annually with the City legislative liaison.
    - Continue to support increases in foster care rates from the State.
    - Identify additional initiatives for advocacy.
- 2. Ensure that low-income individuals and families receive needed assistance quickly and courteously.**
  - a. Routinely monitor application process for timeliness and quality.
    - Observe the application process at least once every 6 months.
    - Receive presentation on application process including an explanation of current performance reports (e.g., what do the numbers mean, where do they come from) to determine the appropriate way for the Board to monitor performance.
    - Explore whether or not we should seek a customer service survey to see how clients feel about the services they receive.
  - b. Encourage participation by eligible citizens of Alexandria.

- Identify underutilized programs and identify the problems causing the underutilization.
  - Meet with representatives of advocacy groups to seek their input into actions the SSAB might take to improve participation (quantity and quality).
3. **Develop a knowledgeable and respected voice for the Board concerning social services and child welfare issues.**
- a. Fill Board membership with interested citizens and productive members.
    - Resolve parent vs. citizen vacancies to ensure prompt listing and expedient processing.
    - Actively recruit interested and qualified friends/neighbors/colleagues to the Board.
    - Discuss how to improve advertising for members and discuss whether or not the Board should request that the current categories be changed by the City Council.
  - b. Include staff presentations as a regular part of Board meetings.
    - See 1 (b). Briefings should also include outside groups who would tell the Board what they are doing and how the Board and DCHS might help.
    - Review each Board goal or objective at a meeting by coordinating the agenda to that goal/objective and reviewing progress toward the goal.
  - c. Encourage visible participation in City events.
    - Keep event calendar and have members sign up for events at each meeting to ensure visibility at all relevant activities.
    - Encourage members attending an event to report on the event and to bring back the name and contact information of someone from another agency and an issue which is important to them. Then, as a group, decide if this is an organization we need to partner with in order to help us achieve our goals. Written reports can be attached to the monthly agenda.
  - d. Develop and maintain liaison role with other Human Services Boards and the community.
    - Identify the most relevant boards.
    - Continue to send representatives to the Early Childhood Commission and the Youth Policy Commission.
    - Assign individual board members to review the minutes of meetings of specific boards where the SSAB is not represented. Receive reports on these and the other boards as appropriate.
    - Routinely share our agendas and minutes with other relevant boards.
    - Talk to other boards about how they share information. Seek advice of City Attorney if necessary. Explore how information can be exchanged on-line in an open manner.

e. Recognize people or organizations that have had a positive and exceptional impact on the social welfare of Alexandria. Such recognition will be in the form of a letter signed by the Board Chair.

- Board members will nominate those to be recognized and the nominator will prepare a draft letter for the review of the other Board members. Approval will be by majority vote of those attending the meeting.
- Nominees need not reside in the city and may be paid or volunteer workers or organizations that have gone beyond what would normally be expected to make a difference in the lives of Alexandrians.

**4. Facilitate appreciation of Social Services staff.**

- Continue contributing funds to staff appreciation days. Consider calculating the total number of events for the year and asking members to contribute for all of them at the first meeting of every year (and as part of the welcome package to new members).
- Look for other opportunities to show staff it is appreciated.

## 2009-2010 Activities and Achievements

The below table associates actions taken throughout the year (August 2009-August 2010) to specific goals/objectives they supported.

Last updated 20 September 2010

<b>Goal #1</b>	<b>Ensure safety and well being of children at-risk of abuse and neglect and foster a permanent connection to family.</b>
<b>Objective</b>	<b>Encourage Alexandria's citizens to become involved in protecting children by taking steps to prevent abuse and treat those who have been abused.</b>
Activities/ Achievements	
<b>Objective</b>	<b>Carry out ongoing monitoring and oversight of child welfare activities.</b>
Activities/ Achievements	<ol style="list-style-type: none"> <li>1. At citizen request, examined child care offerings and issues with the Campagna Program and Parks and Recreation (Oct 2009)</li> <li>2. Discussed issues surrounding extending the child support age to 21 (Nov 2009)</li> <li>3. Provided advice and input to the DCHS realignment initiative (March-April 2010)</li> </ol>
<b>Objective</b>	<b>Advocate for full funding and staffing needed to implement best practices in child welfare and advocate for needed policy changes (legislative and administrative).</b>
Activities/ Achievements	



<b>Goal #2</b>	<b>Ensure that low-income individuals and families receive needed assistance quickly and courteously.</b>
<b>Objective</b>	<b>Routinely monitor application process for timeliness and quality.</b>
Activities/ Achievements	Routinely review Department monthly performance data (ongoing)
<b>Objective</b>	<b>Encourage participation by eligible citizens of Alexandria.</b>
Activities/ Achievements	Performed outreach by meeting at Tenants and Workers United (June 2010)
<b>Goal #3</b>	<b>Develop a knowledgeable and respected voice for the Board concerning social services and child welfare issues.</b>
<b>Objective</b>	<b>Fill Board membership with interested citizens and productive members.</b>
Activities/ Achievements	Actively recruited new members through advertisement and other means (ongoing)
<b>Objective</b>	<b>Include staff presentations as a regular part of Board meetings.</b>
Activities/ Achievements	<ol style="list-style-type: none"> <li>1. Were regularly briefed on the impact of the City budget on the Department's operation (Feb 2010)</li> <li>2. Briefed on the impact of DCHS realignment on missions and functions (March 2010)</li> <li>3. Received update on DCHS Family Group Conferencing (April 2010)</li> <li>4. Toured the Child Assessment and Treatment Center for Health (July 2010)</li> </ol>
<b>Objective</b>	<b>Encourage visible participation in City events.</b>
Activities/ Achievements	<ol style="list-style-type: none"> <li>1. Actively assisted with planning and volunteering at the 2009 Alexandria Family Fun Day sponsored by CAC (August 2009)</li> <li>2. Extensively participated in the City's Strategic Planning Sessions (Oct 2009-Feb 2010)</li> <li>3. Assisted with the DCHS Holiday Sharing Program (Dec 2009)</li> <li>4. Participated in the DCHS Tax Assistance Program for clients (Feb-March 2010)</li> <li>5. Assisted with Foster Child Graduation party (July 2010)</li> </ol>

<b>Objective</b>	<b>Develop and maintain liaison role with other Human Services Boards and the community.</b>
Activities/ Achievements	<ol style="list-style-type: none"> <li>1. Continued to be represented on Early Childhood Commission and Youth Policy Commission (throughout 2009-2010)</li> <li>2. Actively attended the Alexandria Council on Human Services Organization meetings (2009-2010)</li> </ol>
<b>Objective</b>	<b>Recognize people or organizations that have had a positive and exceptional impact on the social welfare of Alexandria.</b>
Activities/ Achievements	No letters of recognition presented in 2009-2010
<b>Goal #4</b>	<b>Facilitate appreciation of Social Services staff.</b>
Activities/ Achievements	<ol style="list-style-type: none"> <li>1. Continued to recognize staff in three appreciation months—support staff, social worker, and eligibility workers (Feb-April 2010)</li> <li>2. Routinely sent thank you notes to staff presenting to board meetings</li> </ol>

*City of Alexandria, Virginia*

**MEMORANDUM**



DATE: APRIL 26, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

THROUGH: JAMES K. HARTMANN, CITY MANAGER

FROM: THOMAS "JAY" JOHNSON, CHAIRMAN, *TJJ*  
TRAFFIC AND PARKING BOARD

SUBJECT: ANNUAL REPORT , OF THE TRAFFIC AND PARKING BOARD

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**Background**

Section 5-8-1 of the City Code establishes the Traffic and Parking Board. The Board is composed of seven residents of the City who are appointed by the City Council for two year terms.

The Traffic and Parking Board holds monthly public hearings to review issues concerning parking, taxicabs, buses, curb-cuts and other items affecting the public right-of-way. Issues are presented to the board for consideration and recommendation prior to action by the director of transportation and environmental services or presentation to the city council.

The duty of the traffic and parking board is to investigate, study and analyze traffic problems within the city, receive complaints having to do with traffic and parking matters, devise plans, methods and means to control and relieve parking congestion, have jurisdiction over taxicabs and buses and their owners and operators, control parades within the city, prepare reports on traffic, parking and taxi cabs, and render advice and make recommendations to the city manager, the city planning commission and, through the city manager, to the city council.

**Summary of activities for the past year:**

Over the past year the Traffic and Parking Board has held public hearings on 33 issues - 16 related to parking, nine related to motorcoaches and eight on various issues. The more significant issues the Board has rendered recommendations on are as follows: 1) parking meter rates in East Eisenhower; 2) deferring the annual review of the taxi industry to provide time to revise the code; 3) approving the school flashers for Tucker Elementary School; 4) approving the rapid flash pedestrian beacons; 5) approving the bike lane on

Braddock Road between Alexandria Avenue and Windsor Avenue; and, 6) several taxi driver disciplinary actions.

### **Goals for the coming year**

The City of Alexandria faces a number of transportation challenges brought on by the redevelopment of a number of large parcels to higher densities. Examples include: Potomac Yard, East Eisenhower, Mark Center/BRAC, Landmark, and not to mention some of the proposed developments in neighboring jurisdictions. Many of these developments include parking reductions so that in addition to increasing traffic, they will also place higher demands on the City's parking resources. The Traffic and Parking Board is positioned to help the city resolve these issues. In this upcoming year the Board plans to focus on three key areas; parking, taxis and motorcoach.

The Traffic and Parking Board will be working closely with the City's parking planner on the Old Town and Mt. Vernon Parking studies. Both studies will be recommending fairly progressive parking solutions which will be controversial. The Board will be able to hold public hearings and render recommendations to council on both of these plans.

The city's taxicab ordinance is in the process of undergoing revisions. The 2005 taxicab code revision has created a number of unforeseen consequences. As a result, several taxi companies may be forced to close and others may be forced reduce dispatch operations. The Board already has two member's working with the industry and staff to resolve those issues. The expected outcome is to develop code revisions which will improve the taxi industry for all.

The Traffic and Parking Board will continue to work with staff to implement many of the recommendations of the Motorcoach task force.

In the future the Board may need to become more involved in the development review process. Ultimately, the Board may need to start rendering recommendations to the Planning Commission and Council on development issues such as parking reductions and traffic impact studies. The Board has seen a number of issues arise on the BRAC 133 project that should have been identified in 2005 when the original Mark Center development was under going approvals.

### **Recruitment plan**

Vacancies on the board are filled by council-appointment of the expired term. To date this process has worked well. The Board would like to see a more rigorous out reach effort to try and attract members with transportation or taxicab experience.

### **Leadership plan**

The chair provides overall leadership and in his absents the vice chair assumes the leadership position. Roberts Rules of Order are used by the Chair to insure that meetings are run in an orderly fashion. The Chair is particularly responsible for protecting the rights of the citizens who come before the Board while balancing the needs of all parties involved.

Board members are appointed to other boards, commissions and committees to represent the Traffic and Parking Board. These appointments are selected by nomination and election.

**Cycle for ensuring turnover in leadership**

The chairman and vice chair of the board are nominated and elected by the members of the board. Elections are held by ballot to reduce the personal friction of the election. In the case of a tie vote, the election is decided by lot. The Chair and Vice Chair can be elected by acclamation with a two-thirds vote. The chairman and vice chair are in office until their respective appointments have expired or they resign. At such time nominations and elections will be held to select a new chairman and vice chair.

Assignments to represent the Traffic and Parking Board on other boards, commissions and committees are nominated and elected by the members of the board. Members representing the board have two year appointments. When appointments have expired, nominations and elections are held.

## 2009-2010 Old Town North Urban Design Advisory Committee Annual Meeting

The following is a compilation of the activities of the Committee during the calendar years of 2009-2010 to this date-July 27,2010

January 5, 2009 The Committee met at City Hall with staff members in order to begin consideration of applications for 321 First Street (St. Anthony's School), 532 North Washington Street (in-fill addition to existing building) and 702 North Washington Street (demolition and construction of new building).

**321 First Street** This project began with a review July 7, 2008. The proposal involved an addition to the existing school. The design required slight revisions. However, the Committee was concerned about the plan to have young children (under two years of age) placed outdoors on a roof area next to a dry cleaning plant. The Health Department investigated the quality of the air, which was deemed acceptable. The School did revised their plan concerning the placement of these children. The addition was completed and has become a positive change for the area. This proposal required several meetings and electronic communication between Committee members and City staff members.

**532 North Washington Street** This project had been proposed originally in 2004 and was not accepted by the Committee or by the City. At this time the applicant was asking for a Special Use Permit regarding parking, encroachment on North Washington Street and screening of rooftop utilities. This project involved several meetings. Revisions were made in connection with these issues and a screening fence was agreed to also. The proposal was approved by City but has not been built.

September 5, 2009 The Committee met at City Hall where a proposal to build a mixed use building at 702 North Washington Street was presented by the developer. The proposal involved a request for 3 Special Use Permits involving required setbacks, height, density and parking. Specific revisions in the plan were requested by the Committee concerning these Special Use Permits. The developer did not proceed with the process and at this time no progress has occurred regarding construction of the building.

**802 North Washington Street** This home was designated an historic site in the 1980's. The windows on the lower level have been boarded up on the inside. However, on the second floor, a window was missing, allowing the elements to enter and to destroy the structure. The Chairperson of the Board made several inquiries concerning the ownership, history and responsibility for this building. At this time, the window has been replaced.

**Corner of North Washington Street and Montgomery Street** This former Wendy's was extensively remodeled and has become a PNC Bank. The Committee was not advised that this project was submitted for plan review and that construction was going to take place. The project was described as a "by-right" and a "phased" project where each step was given a permit and completed before the next step took place. At this time, it has been successfully completed.

In addition, several members of the Committee attended several meetings, workshops, and presentations with respect to the development of the Waterfront Plan.

Respectfully submitted,  
Sally Ann Greer  
Chairperson



June 24, 2010

## USS Alexandria (SSN 757) Liaison Committee Annual Report

We met on June 23, 2010 at 6:30PM at City Hall in RM 1101.

### Committee Members:

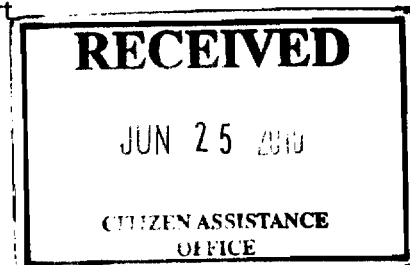
Nancy Gorell (acting chair) - present

Sean Cronin – present

R. Alan McCurry - present

Matt Croson was on Business Travel.

Adron Krekeler – unable to contact. I am still trying.



### Plans for 2010/2011:

We plan to have the crew visit 2011 President Weekend.

We plan on finding the records/books from the previous committee for our review at our next meeting.

We are planning to update the liaison committee website.

I am in contact with the Commanding Officer of the submarine.

Our next meeting, we plan on discussing further fund raising plans.

Our next meeting is planned for July 21, 2010 – 6:30PM – at City Hall.

Nancy F Gorell

Acting Chair

USS Alexandria (SSN 757) Liaison Committee

*City of Alexandria, Virginia*

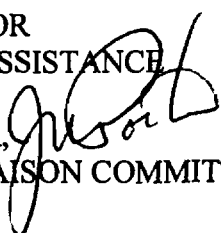
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**MEMORANDUM**

DATE: JULY 30, 2010

TO: FAROLL HAMER, DIRECTOR  
PLANNING AND ZONING

ROSE BOYD, DIRECTOR  
OFFICE OF CITIZEN ASSISTANCE

FROM: JOHN PORTER, CHAIR,   
VIRGINIA PAVING LIAISON COMMITTEE

SUBJECT: FY 2010 ANNUAL REPORT FOR VIRGINIA PAVING  
LIAISON COMMITTEE

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This responds to the Office of Citizen's Assistance's request for an annual report. Attached is a summary of the Virginia Paving Liaison Committee's activity over the last fiscal year through June 2010. Also attached is our annual attendance report. The Committee met twice during the fiscal year, as necessary to ensure compliance with Condition 76 of SUP#2005-00042, and City Council Resolution No. 2341. One member missed the two committee meetings held due to family conflicts and was excused for the absences. The Board is required to meet twice per year and found that two meetings were the appropriate number to ensure Virginia Paving's compliance with their SUP conditions.

The Virginia Paving Liaison Committee was established under Condition 76 of SUP#2005-00042 with members to be appointed by the Mayor and City Council for one year terms. On May 26, 2010, the Committee concluded its third, one-year term. The Committee is charged to provide a forum for discussing and monitoring continuing impact and compliance issues arising from the operation of the Virginia Paving asphalt plant. Members of the Committee included neighborhood representatives, citizens and businesses located near the Virginia Paving plant, along with representatives of Virginia Paving, and City staff.

If you have any questions, or need additional information, please contact me.

Attachments: 1. Summary of Activities  
2. Attendance Form



## **Summary of Activities July 2009 - June 2010**

### **Public Meetings**

The Committee held two public meetings in FY2010, held on November 19, 2009 and April 14, 2010. The Committee originally anticipated meeting quarterly as had been the Committee's practice for their first two years of convening, but found that two meetings were sufficient for FY2010 given that: 1) there were very few complaints about the operation of the plant and none that needed to be discussed or addressed by the Committee; and, 2) the majority of SUP required improvements had been completed by Virginia Paving by the end of FY2009.

### **Committee Proceedings**

During FY2010, the Committee fulfilled its purpose of offering a forum for discussion and monitoring of SUP compliance for the Virginia Paving plant. All plant infrastructure improvements required by SUP#2005-0042 conditions were completed by the fall of 2009. At its November meeting, the Committee took a position in support of a new state operating permit that incorporated the SUP mandated infrastructure improvements for the plant. On February 17, 2010, Virginia Department of Environmental Quality approved the new state operating permit. At the April 2010 meeting, the Committee voted to support Virginia Paving's request to the City to amend SUP#2005-00042 to add natural gas as a fuel source in addition to No. 2 fuel oil. On May 12, 2010, amended Special Use Permit #2010-0014 was approved to allow the use of natural gas, with other conditions remaining unchanged. Each meeting of the Committee included an unrestricted public comment and discussion period. No controversial issues were raised during Committee meetings.

### **Committee Membership**

There was no membership turnover in FY2010. The Committee maintained the same membership as in FY2009 and as approved for a one year term by a resolution of City Council on May 26, 2009. The Committee met for 10 meetings from first being appointed in March 2007 through April 2010. The Committee was not reauthorized to meet in FY2011 given that all infrastructure improvements required under the SUP have been completed, and the plant is operating in conformance with its SUP conditions. The City will continue to monitor the plant in accordance with the SUP conditions. By SUP condition, Virginia Paving will continue to maintain a community relations function as part of their operation, and will maintain a 24 hour complaint hotline.

**ALEXANDRIA WATERFRONT COMMITTEE  
FY 2009 ANNUAL REPORT  
JULY 1, 2008 - JUNE 30, 2009**

**APPROVED FEBRUARY 23, 2010**

**INTRODUCTION**

The Alexandria Waterfront Committee is an advisory body to the City Council and to the Department of Recreation, Parks and Cultural Activities. It was established by City Council on April 25, 1989, based on the recommendation of the Alexandria Waterfront Task Force, which was appointed by Council on June 29, 1988.

The function of the Committee is to study issues relating to the Alexandria Waterfront, and to make recommendations to City Council, the City Manager, and appropriate City departments.

The Alexandria Waterfront Committee meets every month from September to June. The Chairperson may call special meetings. The Committee's meetings are public, and notification of meetings is circulated to newspapers by the City's Office of Citizen Assistance and posted on the City's website. Summary Minutes of its meetings, and briefings presented at those meetings, are posted to RPCA's Waterfront Committee meeting page on the City website.

**LIST OF MEMBERS**

The Alexandria Waterfront Committee is composed of 15 members. Each member represents a particular neighborhood, community, City committee, or civic organization.

**MEMBERS SERVING DURING FISCAL YEAR FY 2009:**

Councilman Paul Smedberg, City Council Representative  
Susan Pettey, Chair - Old Town Civic Association Representative  
Engin Artemel - Citizen, East of Washington St., North of Pendleton St.  
Jay Atkinson - Citizen, East of Washington St., North of King St.  
Christine Bernstein - Founders Park Community Association Representative  
Henry Brooks - Parks and Recreation Commission Representative  
Mel Fortney - Citizen, East of Washington St., South of King St.  
Michael Geissinger - Chamber of Commerce Representative  
Doug Gosnell - Pleasure Boat Lease Holder Representative  
Linda Hafer - Old Town Business Association Representative  
Nathan Macek - Citizen, West of Washington St.  
Peter Pennington - Environmental Policy Commission Representative  
Pete Peterson - Alexandria Archaeological Commission Representative  
John Renner - Alexandria Convention and Visitors Association Representative  
Robert Taylor - Alexandria Seaport Foundation Representative

## CITY STAFF

Kirk Kincannon, Director - Recreation, Parks and Cultural Activities  
 Roger Blakeley, Deputy Director - Recreation, Parks and Cultural Activities  
 Laura Seidler, Recreation Supervisor – Recreation, Parks and Cultural Affairs

## PRINCIPAL ACTIVITIES OF THE WATERFRONT COMMITTEE MEMBERS

Highlights of the Alexandria Waterfront Committee during FY 2009:

**Waterfront Planning** – The Committee continued its advocacy for beginning the development of a new plan for the Waterfront. The Committee met with the Mayor and members of City Council regarding the role of the Committee in the planning process. The City undertook work on a new plan in January 2009.

The Committee then developed a set of principles that should be incorporated into a new Waterfront Plan.

Highlights of the Committee's vision for the Waterfront include the following:

- There must be continuous public access, and a continuous pedestrian pathway and bikeway along the entire Waterfront. City Waterfront plans have called for this since 1981. The Waterfront Plan must include a strategy for achieving that critical objective.
- The Waterfront ambience must emphasize Alexandria's history, maritime heritage and marine uses, recreation and the arts. The City's rich history, historic architecture, and river location are key elements that distinguish Alexandria from other tourist destinations and draw visitors from around the world. The City should encourage the tourist potential of the historic and architectural aspects of the Waterfront and Old Town, as well as its arts and cultural aspects.
- While seeking to capitalize on our historic environment, we must also preserve it. Development must be respectful of Alexandria history, and must preserve the historic scale and atmosphere of the current Waterfront area. Historic and architecturally significant buildings must be protected, and the City should require adaptive reuse of such buildings.
- Alexandria's Waterfront has been a place of commerce since the City's founding in 1749, and shall continue to promote trade. The Committee views the Waterfront as a vital conduit to maintaining a vibrant Old Town business district. We recognize that the commerce that we now enjoy and want to encourage must be supported by adequate transportation and parking.
- To reach the Waterfront, we need to support a variety of types of transportation, including transit, bicycle, boat and foot. Alexandria should encourage transportation options that distinguish the City, such as the water taxi, trolley, and horse-drawn carriages.
- To be appreciated, the Waterfront must be seen. Visual awareness of the Waterfront should be improved and preserved. Open panoramic views should be protected. The Waterfront should be attractive both to and from the river.
- City parks provide a key aspect of access to the Potomac River and the Committee emphasizes the importance of maintaining and improving existing

parks along the Waterfront. We single this out for note here because of our concern regarding the adverse impact of current budget reductions on park maintenance. We also believe that it is important for the City to continue to acquire land as designated in its Open Space Plan to support recreational and/or environmental objectives.

- Waterfronts, especially those in urban areas, are ecologically fragile, and particular concern should be paid to the ecology of the Waterfront, with plans to deal with wetlands, flooding, and river quality, all under the terms of the Chesapeake Bay Agreement. We want to emphasize that a critical preliminary step in Waterfront planning must be an assessment of the projected sea level rise on water levels in the Potomac River and the impact on the Alexandria Waterfront. We cannot base our plan on only the Waterfront that we can see today, but must plan for the shoreline we are likely to have 20 to 50 years from now, based on best available projections. The City must determine a strategy for coping with sea-level rise and increased storm surge. Decisions will need to be made regarding which lands are to be conceded to rising waters and which will be defended.
- Alexandria has become known for its thriving Waterfront arts activities, and those activities should be encouraged. The Committee envisions the Waterfront as a showplace for the arts, including public, fine, and performing arts.
- New mixed-use development should be encouraged in appropriate areas, and water-related activities and organizations should be encouraged along the Waterfront.

The Committee identified a variety of possible Waterfront uses/features, including parks incorporating active and passive recreation and attractions for children, a maritime museum, restaurants with outdoor/river views, boutique retail shops, an expanded marina with docks suitable for visiting tall ships, public gathering spaces such as performance amphitheater and/or picnic pavilion, and office/residential components.

The Committee also stressed its belief that, unlike most plans developed by the City, we believe that the Waterfront Plan must encompass programs and activities in addition to land uses and capital improvements. Period and other entertainers and historic interpreters should be encouraged in public gathering places such as the marina boardwalk. Tall ships can also be used to draw people to the Waterfront, as well as for historic interpretation. Special programs to educate and entertain can also enliven the Waterfront. The Waterfront should not be merely a collection of historic or historically sympathetic buildings and lovely parks, but must be alive with people as well.

A full copy of the Principles may be found on the Committee's website.

The Committee described its principles at a Public Forum on April 23, 2009, that served as a kickoff to the Waterfront planning process.

The Waterfront Committee also led its annual Waterfront Walk in June. This year the walk was devoted to educating citizens about specific historic, environmental, and other aspects of the Waterfront, as well as issues surrounding current or potential uses. The walk was facilitated by City Archaeologist Pamela Cressey and members of staff of the

Departments of Planning and Zoning and Recreation, Parks and Cultural Affairs. The walk, which was attended by upwards of 50 people, was videotaped and posted on the City Planning and Zoning website at [www.alexandriava.gov/waterfront](http://www.alexandriava.gov/waterfront).

Members of the Waterfront Committee also participated in a day-long planning session sponsored by the Department of Planning and Zoning, as well as a boat ride on the river to assess the river view of Alexandria, and a tour of several parks in New York City.

**Waterfront And Marina Security** - The Committee continued its advocacy for the safety and security of the Marina, Waterfront, and nearby neighborhoods.

- The Committee protested reductions in security staff at the Marina, and advocated for a number of increased security measures, including gates controlling access to boating piers.
- In response to Committee concerns, the City installed security cameras at the Marina, increased police patrols, temporarily increased security staff, and approved procurement of security gates.
- The Committee was regularly briefed by RPCA, the Police Department, Planning and Zoning, General Services, Transportation and Environmental Services, and the National Park Service, and continued to work with staff to direct attention to problems identified by residents, businesses and other stakeholders.

**Waterfront Maintenance And Improvements** – The Committee expressed concern regarding the impact of the 20 percent decrease (\$3.2 million) in the RPCA budget on maintenance of Waterfront parks and the Marina. The Committee also stressed the need to complete the deferred plan for Windmill Hill Park and improvements to seawalls. The Committee Chair discussed Committee's concerns at the City Council budget hearing.

**A Visitor-Friendly Waterfront** – As a participant on the City's National Harbor Collaborative Working Group, the Committee monitored implementation of City improvements to meet the needs of tourists from National Harbor, including water taxis and trolleys.

The Committee was also briefed on City task forces regarding wayfinding and motor coaches.

**Development Proposal** – The Committee was briefed on a proposal to redevelop Robinson Terminal North, and offered feedback on the proposal.

**Flood Mitigation** - The Committee monitored progress of the Transportation and Environmental Services project on flood abatement.

**Environmental Issues Needing Attention** - The Committee commented on the City's proposed Phase I Environmental Action Plan.

**Protecting Wildlife Habitat** – The Committee continued to work with staff to insure that Waterfront actions protected and preserved wildlife habitat.

**Windmill Hill Park Improvements** - The Committee continued to advocate for completion of the City plan for Windmill Hill Park.

**Panoramic Photograph** – Together with the Chamber of Commerce, the Committee presented to the City a panorama of the Waterfront, photographed and prepared by Committee member Mike Geissing.

**Facilitating Liaison Between The City And Public Stakeholders Affected By Waterfront-Related Activities** –The Committee discussed with staff issues raised by residents, businesses and other organizations such as the Alexandria Convention and Tourist Association and Arts Commission, and received public comments at each meeting

### **GOALS FOR 2010**

- Continue to be actively involved in the City Waterfront planning process, advising the City and commenting on plans to promote the best Waterfront for Alexandria's citizens and visitors.
- Monitor implementation of the City's new Waterfront Plan.
- Support a vibrant Waterfront that capitalizes on Alexandria's maritime heritage, that serves the needs of residents and visitors, and that includes residential and mixed-use developments.
- Monitor and make recommendations to the City on issues related to the Waterfront, including but not limited to maintenance, uses, safety, improvements, historical and artistic interpretation, commerce and development.
- Advocate for adequate resources to maintain and improve the Waterfront, marina and related parks.
- Advocate for environmental quality in the Potomac River, along its shores, and in adjacent land in Alexandria.

**The Committee welcomes citizens to its meetings, which are held at 7:30 a.m. on the third Tuesday of each month September through May at the Lee Center, 1108 Jefferson St. The committee hosts its annual Waterfront Walk on the third Tuesday in June.**