


6-14-05

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 9, 2005

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: ALEXANDRIA HUMAN RIGHTS COMMISSION REPORT ON CITIZEN APPOINTMENTS TO CITY BOARDS AND COMMISSIONS FOR FY 2002 – FY 2004

ISSUE: City Council consideration of the Alexandria Human Rights Commission's Report on Citizen Appointments to City Boards and Commissions for FY 2002 – FY 2004

RECOMMENDATION: That City Council:

- (1) Receive the report (Attachment 1);
- (2) Thank the members of the Human Rights Commission for their work on behalf of the City; and
- (3) Adopt the recommendations of the Human Rights Commission:
 - The voluntary form should be styled like the City's Affirmative Action Data Form (Attachment 2), which is currently used for employment. While the applicant should be informed that submission of the form is voluntary, this should not be the initial message the candidate reads as it may discourage his/her participation. (Attachment 3 contains the previous non-discrimination forms and Attachment 4 contains the current non-discrimination form)
 - The voluntary submission form should be made available online, as is the employment form. With the increased use of the Internet as a recruitment source, this step is vital in order to ensure that applicants submit data.

- There should be a separate data box for Incumbents for the Recruitment Sources portion of the form. Currently, incumbents mostly mark the “Other” box when asked how they were informed of the position.
- Sexual orientation should remain on the form for at least one more cycle, but a “Prefer not to Answer” box should be added. If data submission rates continue to decline, the Commission and City Council should revisit the issue.

Staff will work with the Commission over the summer on their other suggestions as discussed below.

BACKGROUND: Since 1982, the Human Rights Commission periodically has reviewed the City’s process of recruiting and selecting applicants to serve on its 76 boards and commissions. The purpose of the Commission’s work has been to determine if minorities, women, and persons with disabilities are afforded an equal opportunity to serve on boards and commissions. A report on the last such review was provided to City Council in 2002 for fiscal years 1999, 2000 and 2001. Recommendations made by the Commission at that time, which were endorsed by City Council, included adding sexual orientation to the Non-Discrimination Data Form, explaining more clearly on the form the purpose of collecting the data, and redesigning the form so that it would be well-integrated with the application. The Commission’s recommendation that its report and analysis be made periodically rather than annually was implemented, with Council’s request that a report be made every three fiscal years.

The following earlier recommendations approved by City Council to attract a diverse pool of applicants are still followed:

- 1) The Citizen Assistance Office, on its distributed vacancy listing, includes an announcement publicizing the Commissioners’ availability, by contacting the Director of the Human Rights Office, to offer assistance to any person or attend any meeting to explain the board and commission application process.
- 2) The Human Rights Commission periodically examines the number of terms served by incumbents to determine whether lengthy tenures prevent first-time applicants from gaining appointment.
- 3) The Commission continues to work with the Citizen Assistance Office to expand community outreach efforts and to work toward educating more of Alexandria’s citizens about the existence of, and the process for applying to, the City’s various boards and commissions.

Attached is the Commission’s report for Fiscal Years 2002, 2003 and 2004. This report analyzes: applicant and appointment rates by gender, race, ethnicity, and disabilities; applicants and appointments to high profile boards and commissions; and applicants and appointments to

contested, non-designated seats. In addition, the report looks at incumbents on high profile boards and commissions, and length of tenure.

The Commission will continue to work on identifying any barriers that may exist to increasing the number of minority applicants and appointments, especially those from the City's growing Hispanic community, which now comprises almost 15% of the City's population.

DISCUSSION: Citizens who apply for positions on City boards and commissions are asked to complete voluntarily a Non-Discrimination Data Form that provides information on gender, race, ethnicity, and disability, based on categories established for federal identification purposes. Applicants are required to complete the Personal Data Form, which is forwarded to City Council with the ballots from which the Council members select appointees. It should be noted that the Non-Discrimination Data Forms are not submitted to Council, but are separated from the board and commission applications and forwarded monthly to the Office of Human Rights for use in studies such as this. There has been a significant decline in data submission rates for applicants in the last three years.

In an effort to increase the number of voluntary Non-Discrimination Data Forms submitted by applicants and appointees, and to improve the compilation of demographic data on appointees, the Commission makes the following recommendations:

- 1) The voluntary form should be styled like the City's Affirmative Action Data Form, which is currently used for employment. While the applicant should be informed that submission of the form is voluntary, this should not be the initial message the candidate reads as it may discourage his/her participation.
- 2) The voluntary submission form should be made available online, as is the employment form. With the increased use of the Internet as a recruitment source, this step is vital in order to ensure that applicants submit data.
- 3) There should be a separate data box for Incumbents for the Recruitment Sources portion of the form. Currently, incumbents mostly mark the "Other" box when asked how they were informed of the position. As a result, the most common recruitment source is "Other," yet this does not provide the Commission with any meaningful information. Adding an Incumbent box will help the Human Rights Commission determine more accurately how candidates are currently recruited. All incumbents receive a letter from the Citizen Assistance Office, noting term expiration date and the need to reapply.
- 4) Sexual orientation should remain on the form for at least one more cycle, but a "Prefer not to Answer" box should be added. At least one applicant noted that he/she felt this question was inappropriate. The box might allow those who are reluctant to share this information a comfort-zone, while still encouraging them to submit a form. If data submission rates continue to decline, the Commission and City Council should revisit the issue.

The Commission also suggested that City Council should consider asking all Boards and Commission Chairs to submit demographic profiles of their Boards and Commissions, in order to obtain an accurate snapshot of current citizen representation. For contested appointments, the Human Rights Commission encourages members of City Council to meet applicants before voting, perhaps briefly before the Council meeting, so that they may act affirmatively and achieve greater diversity. Citizen Assistance Director Rose Boyd, who serves as Executive Secretary for Boards and Commissions, will meet with representatives of the Human Rights Commission over the summer to discuss these suggestions. She will report back to Council in the fall. As we know, Council members often have multiple meetings on the same day of Council meetings that could make it difficult to meet with applicants before a Council meeting.

The Human Rights Commission also recommends that staff of the Citizen Assistance Office and the Office of Human Rights continue to compile and analyze statistics on applicants and appointments to boards and commissions, and offers to continue to prepare a report to City Council every three fiscal years. The Commission also recommends including a trend analysis spanning up to ten years, to identify significant factors or changes, and remains committed to working with City Council to achieve greater participation and diversity. Staff also will follow up on these recommendations.

Table 1 - "Trend Analysis of Appointment Rates from FY95 – FY04" (Attachment 5) presents the applicant and appointment numbers and rates by fiscal year and by gender, race, ethnicity, and disability. All data are based on those who completed the Non-Discrimination Data Forms.

Key Trend Analysis Findings for FY02, FY03, FY04

- Female appointment rates were significantly higher than male appointment rates in two of the past three fiscal years.
- African-American appointment rates fluctuated from 66% to 81% during these three years.
- The Hispanic appointment rate reached a 3-year high of 83% in FY03 with 5 appointees out of 6 applicants, but the actual numbers are still disappointingly low. Five appointees represent only 2% of the total number of appointees to boards and commissions during FY03, which is significantly less than the almost 15% Hispanic representation in the City population found in the 2000 Census.
- Although the Asian/Pacific Islander appointment rates seem to be acceptable, the actual numbers of applicants and appointments are so small that they are statistically insignificant. No Native Americans applied in these three fiscal years.

- The appointment rates for persons identifying themselves as having a disability have been encouraging, with appointment rates of 70%, 88%, and 75% in FY02, FY03, and FY04, respectively.

Key Trend Analysis Findings for the Ten-Year Period, FY1995 – FY2004

- The male appointment rate was higher than the female appointment rate in 7 out of 10 years.
- The appointment rate for African-Americans ranged from 59% to 70% between FY95 and FY98, but took an encouraging jump to 80% in FY99 and has fluctuated between 58% and 82% in the last five years.
- Although the Hispanic appointment rate has ranged from 33% to 88% in the last 10 years, the actual number of applicants and appointments remained consistently low. Even in FY97 when the appointment rate reached a 10-year high of 88%, only 7 Hispanic applicants were appointed (out of an appointment total that year of 290). In FY03, 5 out of 6 Hispanic applicants were appointed.
- The actual number of Asian/Pacific Islander and Native American applicants and appointees over the 10 years was also consistently small. Data on this group are statistically insignificant.
- Finally, for persons identifying themselves as having a disability, the appointment rate over the 10 years has remained above 55%. An encouraging sign that persons with disabilities are becoming more involved in the City's boards and commissions is that the appointment rates have ranged from 70% to 91% in the last five fiscal years.

Appointments to High Profile Boards and Commissions

The Human Rights Commission also reviewed the application and appointment statistics for each of the 10 boards and commissions it had previously identified as "high profile," that is, those that address general issues and exercise significant, direct influence on the current and long-term economic vitality of the community. Those boards and commissions include:

Architectural Review Board - Old & Historic District Panel
 Architectural Review Board - Parker-Gray District Panel
 Board of Zoning Appeals
 Community Services Board
 Human Rights Commission
 Planning Commission
 Real Estate Assessments Review Board
 Redevelopment and Housing Authority

Sanitation Authority
Traffic and Parking Board

For the three-year period (FY2002-FY2004), the data showed that:

- Appointment rates for females were higher than males in all 3 years;
- African-American appointment rates were lower than White appointment rates in 2 of 3 years, but both applicants in FY04 were appointed;
- Few candidates of other races or ethnicities applied for a high profile board or commission, so no real trends emerge – the appointment rates range from 33% to 100%.
- Among those persons identifying themselves as disabled, none was appointed in FY02, but two out of three were appointed in FY03;
- All applicants who self-identified as Gay/Lesbian (100%) were appointed in both FY03 and FY04.

Incumbents on High Profile Boards and Commissions

The Commission reviewed the average number of terms and length of time incumbents served on high profile boards and commissions to determine whether lengthy incumbencies serve as significant barriers preventing first-time applicants from gaining appointments to boards or commissions. Table IV (“Average Term Served on High Profile Boards and Commissions”) of the Report shows the statistics. The Commission does not believe that incumbency presents a significant barrier. The Commission will continue to review this issue periodically, and will advise Council if any negative impact becomes apparent or if significant trends emerge.

While continued efforts are necessary to ensure cultural diversity on the City’s boards and commissions, the Human Rights Commission commends City Council’s commitment to making their membership open to all citizens. The Commission and staff of the Office of Human Rights are available to assist in whatever manner Council may direct.

ATTACHMENTS:

Attachment 1. Human Rights Commission Report to City Boards and Commissions for Fiscal Years 2002, 2003 and 2004.

Attachment 2. Affirmative Action Data Form

Attachment 3. Previous Non-Discrimination Forms

Attachment 4. Current Non-Discrimination Form

Attachment 5. Table 1: “Trend Analysis of Appointment Rates from FY95 – FY04”

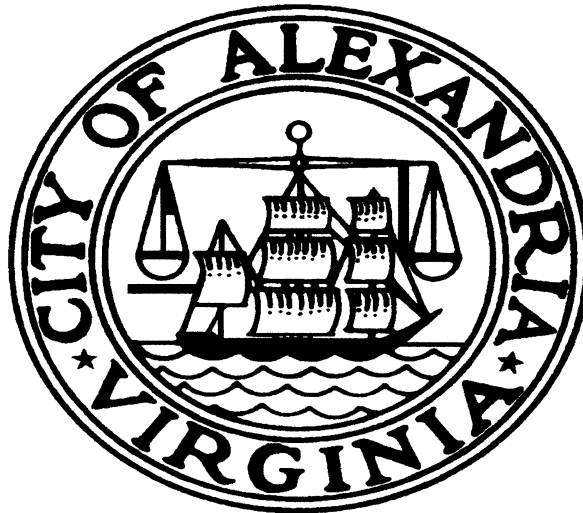
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ALEXANDRIA HUMAN RIGHTS COMMISSION



REPORT TO CITY COUNCIL
—on—
CITIZEN APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

FOR FISCAL YEARS 2002 to 2004

MAY 2005

Table of Contents

INTRODUCTION.....	1
METHODOLOGY	1
Data Analysis	1
Race/Ethnicity Categories	1
Data Used in this Report.	2
CHART I: Data Submission Rates	2
ALEXANDRIA’S DEMOGRAPHICS.	3
CHART II: Race Demographics	3
OUTREACH/RECRUITMENT PROCESS	4
CHART III: Recruitment Sources.....	4
APPLICANT ANALYSIS.....	5
TABLE I: BREAKDOWN OF APPLICANTS	5
Applicants by Gender.....	6
Applicants by Race/Ethnicity.....	6
Applicants by Disability.....	6
Applicants by Residency	6
Applicants by Sexual Orientation.....	6
APPOINTMENTS.....	7
TABLE II: BREAKDOWN OF APPLICANTS AND APPOINTMENTS	7
Appointments by Gender	8
Appointments by Race/Ethnicity.....	8
Appointments of Persons with Disabilities.....	8
Appointments by Residency	8
Appointments by Sexual Orientation.....	8
HIGH PROFILE BOARDS AND COMMISSIONS	9
TABLE III: HIGH PROFILE BOARDS AND COMMISSION RATES	10
Applicants to High Profile Commissions	11
Chart IV: Trends in Applicant Pool.....	11
Appointments to High Profile Commissions.....	12
Chart V: Trends in Appointments.....	12
INCUMBENCY ON HIGH PROFILE BOARDS AND COMMISSIONS	13
TABLE IV: AVERAGE TERM SERVED ON HIGH PROFILE BOARDS AND COMMISSIONS	13
CONTESTED, NON-DESIGNATED SEATS ON BOARDS AND COMMISSIONS	15
TABLE V. APPLICANTS FOR AND APPOINTMENTS TO CONTESTED SEATS.....	15
Non-Contested Appointments by Gender	15
Non-Contested Appointments by Race/Ethnicity.....	16
Non-Contested Appointments of Persons with Disabilities.....	16
Non-Contested Appointments by Residency.....	16
Non-Contested Appointments by Sexual Orientation	16

FY01 DEMOGRAPHICS VS. APPLICATION & APPOINTMENT RATES.....	17
Demographic Comparison by Race/Ethnicity	17
Demographic Comparison by Gender	18
Demographic Comparison by Disability	18
Demographic Comparison by Sexual Orientation	19
RECOMMENDATIONS	19

ALEXANDRIA HUMAN RIGHTS COMMISSION

REPORT TO CITY COUNCIL ON

CITIZEN APPOINTMENTS TO CITY BOARDS AND COMMISSIONS

FOR FISCAL YEARS 2002- 2004

INTRODUCTION

The Human Rights Commission (HRC) advocates equal rights and opportunities for all of Alexandria's citizens. The HRC believes that the City is best served by the full participation of its citizens in the governing process. Since 1982 the HRC has periodically examined the process of citizen appointments to City boards and commissions to decide whether the representation on these boards and commissions mirrors the diverse citizen population such commissions serve. Service on the City's 76 boards and commissions is a valued aspect of citizen government, as these organizations are charged with multi-fold responsibilities to solve problems, develop programs, review proposals, and otherwise assist the City Council and City Manager in their efforts to ensure a high quality of life in the City. This report updates City Council on its efforts to ensure the diversity of its board and commission appointments from July 1, 2001 to June 30, 2004 (Fiscal Years 2002, 2003 and 2004).

METHODOLOGY

Data Analysis. Human Rights staff members completed an applicant flow analysis for the vacancies filled during FY2002-FY2004, using race/ethnicity, gender, sexual orientation, and disability information voluntarily reported by applicants on the Non-Discrimination Data Form (hereinafter "form") included with all applications.

The forms are separated from the applications by the Citizen Assistance office monthly and are forwarded to the Office of Human Rights for use in this report. City Council does not see these forms and is not made aware of their content except in post-Council action statistical studies where the data are analyzed; the data are never published on specific individuals.

Human Rights Office staff tracked the data by each commission to determine both the number of persons who applied and the number who were appointed by gender, race/ethnicity, sexual orientation and disability.

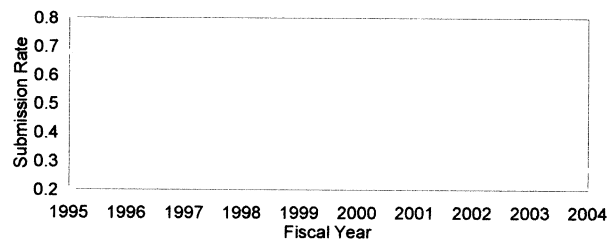
Race/Ethnicity Categories. The race/ethnicity categories used are those required for federal identification purposes:

- White
- African American
- Hispanic
- Asian or Pacific Islander
- Arab, Afghani, and/or Middle Eastern

- Native American and Alaskan Native
- Other (includes those who marked two or more racial categories)

Data Used in this Report. Compiling data from these forms is the City's only method of tracking the gender, race/ethnicity, sexual orientation and disability status of applicants and appointees to City boards and commissions. The analysis includes applicants and appointments to seats on boards and commissions that are "designated" seats.¹ **For the purposes of this study, the Commission's analysis is based solely on applicants and appointees from whom completed forms, providing gender, race, and disability data, have been received.** The following data summarizes the number of applicants who submitted data in relation to the number of applications received.

CHART I
Data Submission Rates
FY95-FY04



In FY 2002, 330 individuals applied for a boards and commission seat. Of these applicants, 48% provided application data.

In FY 2003, 341 individuals applied for a board or commission seat. Of these applicants, 44% provided application data.

In FY 2004, 405 individuals applied for a board or commission seat. Of these applicants, 27% provided application data.

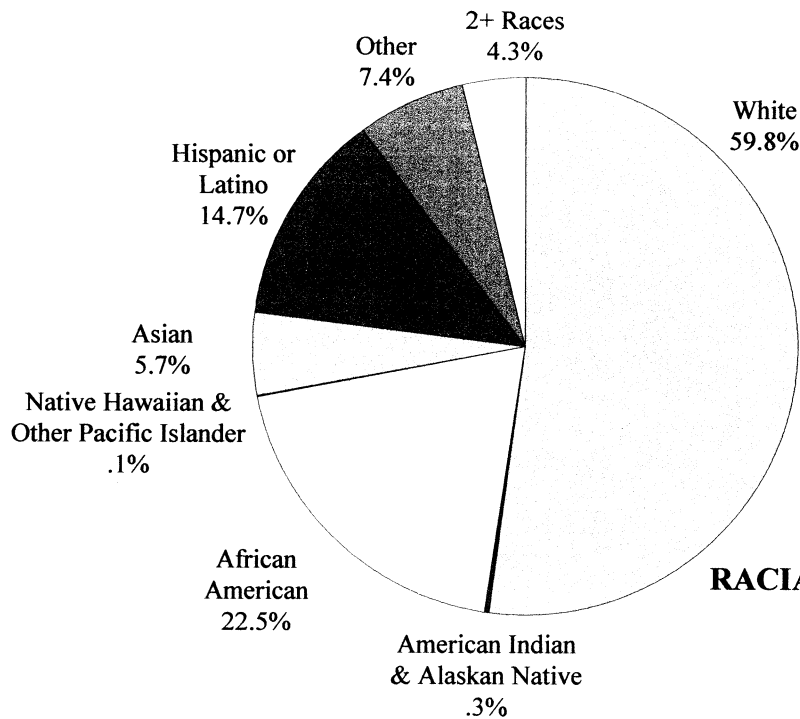
Submission rates throughout the years have varied, ranging from 65% in FY01 to a high of 77% in FY95. For the period in question, the submission rates were much lower. They ranged from 48% in FY2002 to only 27% in FY2004.

Although the race/ethnicity, gender, and disability information for all of the applicants and appointees is not available, trends and tendencies in the application and appointment process can be shown based on statistics compiled from those applicants and appointees who submitted the form.

¹ Designated seats are filled by members of a particular business, organization, community group or commission from which representation is mandated by Council or City Code.

ALEXANDRIA'S DEMOGRAPHICS (BASED ON 2000 CENSUS DATA)

This analysis compares the percentage of females, minorities, and persons with disabilities in the City's population with the percentage of citizens who apply for, and are appointed to, City boards and commissions. Population figures referred to in this report are for citizens between the ages of 19 and 70, since adults are the only portion of the City's population eligible to apply for seats on City boards and commissions.



**CHART II
RACIAL DEMOGRAPHICS**

- Women constitute 51.7% of Alexandria's population.
- Persons with disabilities account for 13.4% of Alexandria's population.²
- There is no information available on the US Census for sexual orientation.

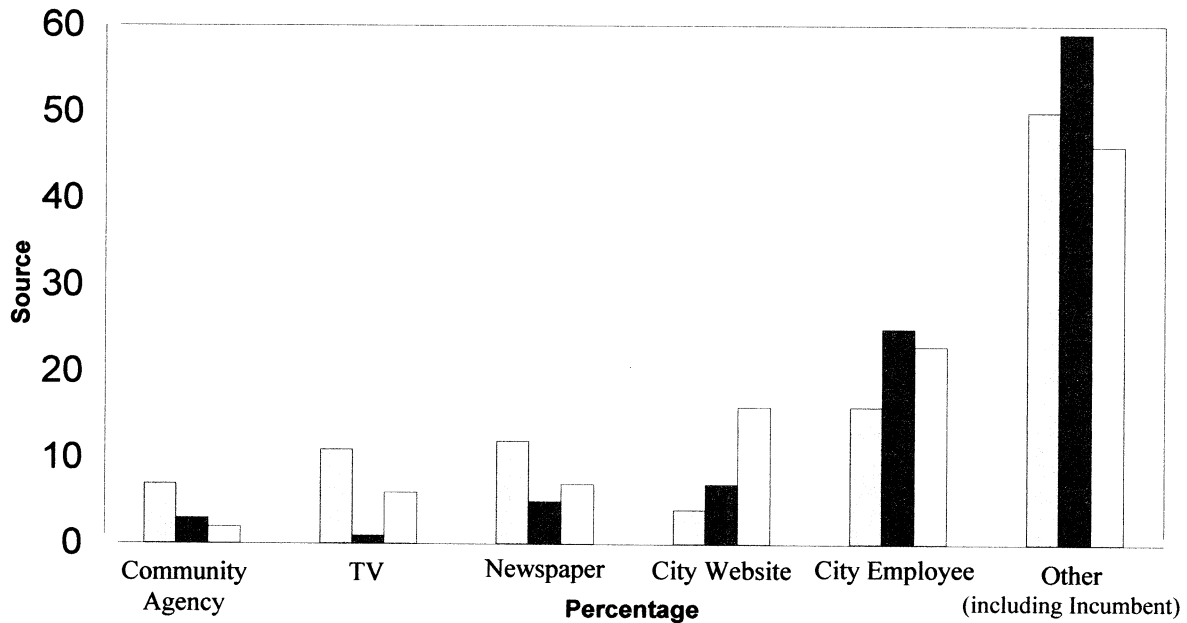
² Aged 21-64.

OUTREACH/RECRUITMENT PROCESS

Applicants also provided data regarding how they became aware of a Commission vacancy. This is done so that the Commission may analyze which forms of publicizing vacancies are particularly effective. Note that "Other" is consistently the most selected recruitment source, largely because many of the applicants are incumbents.

- In FY 2002, applicants were most likely to find out about vacancies from a City Employee (16%), a Newspaper (12%), or a TV advertisement (11%).
- In FY 2003, applicants were most likely to find out about vacancies from a City Employee (25%), the City Website (7%), or a Newspaper (5%).
- In FY 2004, applicants were most likely to find out about vacancies from a City Employee (23%), the City Website (16%), or a Newspaper or TV advertisement (7% and 6% respectively).
- Note that City Employees were the second most common recruitment source for all three fiscal years, accounting for 16% to 25% of all applicants.
- Additionally, the City Website has become an effective method of recruiting, replacing TV and Newspaper advertisements. In FY 2002, the Internet was not among the most common information sources, whereas in FY 2003, it accounted for 7% of the total recruitment. By FY 2004, the City Website accounted for 16% of the total recruitment.

CHART III Recruitment Sources FY2002-FY2004



APPLICANT ANALYSIS

This report analyzes the data for individuals who applied for vacant seats on City boards and commissions. All applicants provided some data, but not all applicants provided information for all data categories.

- In FY 2002, 330 people applied. There were 227 seats filled. Data are available for 160 (48%) of these applicants, 128 of which were appointed.
- In FY 2003, 341 people applied. There were 267 seats filled. Data are available for 149 (44%) of these applicants, 130 of which were appointed.
- In FY 2004, 405 people applied. There were 250 seats filled. Data are available for 111 (27%) of these applicants, 84 of which were appointed.

Table I summarizes the EEO data provided by B&C applicants in FYs 2002, 2003, and 2004. These data are used to determine whether application rates are consistent with the diversity rates in the overall population in Alexandria. Ideally, application rates would correlate closely with a given group's percentage of the City's population.

TABLE I
BREAKDOWN OF APPLICANTS FY2002-FY2004

CATEGORY	FY 2002 Applicants	%	FY 2003 Applicants	%	FY 2004 Applicants	%
Male	69	43%	73	49%	59	53%
Female	89	56%	76	51%	51	47%
Unknown	2	1%	0	—	1	1%
TOTAL	160		149		111	
White	130	81%	121	81%	80	72%
African American	21	13%	18	12%	16	14%
Hispanic	4	3%	6	4%	4	4%
Asian/Pacific Islander	2	1%	1	1%	3	3%
American Indian/Alaskan Native	0	—	0	—	0	—
Arab/Afghani/Middle Eastern	1	1%	0	—	0	—
Other	0	—	3	2%	6	5%
Unknown	2	1%	0	—	2	2%
TOTAL	160		149		111	
Disabled	10	6%	16	11%	8	7%
Not Disabled	108	68%	127	85%	101	91%
Unknown	42	26%	6	4%	2	2%
TOTAL	160		149		111	
Alexandria Resident	142	89%	133	89%	96	86%
Non-resident	18	11%	16	11%	12	11%
Unknown	0	—	0	—	3	3%
TOTAL	160		149		111	
Heterosexual	n/a	—	117	78%	89	80%
Gay/Lesbian	n/a	—	3	2%	5	5%
Bisexual/Other	n/a	—	0	—	0	—
Unknown	n/a	—	29	19%	17	15%
TOTAL	—		149		111	

APPLICANTS BY GENDER

In relation to gender, female applicants regularly account for more than half of the City's B&C applicants. There was a slight departure from this trend in FY 2004, when female applicants constituted 47% of all applicants, though in FYs 2003 and 2004, women accounted for 56% and 51% of applicants respectively.

APPLICANTS BY RACE/ETHNICITY

White applicants account for the overwhelming majority of the City's application pool, though there was a decline in this application rate in FY 2004. The overall diversity of the FY 2004 applicant pool was higher than in the two previous years.

- White applicants accounted for 81% of applicants in FYs 2002 and 2003, but 72% of FY 2004 applicants.
- Black applicants accounted for 13%, 12%, and 14% of applicants in FYs 2002-2004.
- Hispanic applicants accounted for 3% of applicants in FY 2002 and 4% of applicants in FYs 2003 and 2004.
- Asian/Pacific Islanders accounted for 1% of the applicants in FYs 2002 and 2003, and 3% of the FY 2004 applicants.
- There were no applicants who identified strictly as American Indian or Alaskan Native in any year, and 1 individual who identified as Arab/Afghani/Middle Eastern in FY 2002. This figure does not include any individual who identified as being a member of more than one group, who was classified as "Other." These individuals accounted for 0%, 2%, and 5% of applicants in FYs 2002-2004 respectively.
- Additionally, in FY 2002, 1% of the applicants did not provide data for this category. In FY 2004, 2% of the applicants did not provide data for this category.

APPLICANTS WITH DISABILITIES

Individuals who identified as Disabled accounted for 6%, 11%, and 7% of all applicants in FYs 2002, 2003, and 2004 respectively. In FY 2002, when asked to identify as "handicap," 26% of applicants did not provide this information. After the change in wording, their apparent reluctance in offering data for this category decreased. Only 4% in FY 2003 and 2% in FY 2004 did not provide data. Appointees who did not identify as disabled accounted for 68%, 85%, and 91% of the total appointees in FYs 2002, 2003, and 2004 respectively.

APPLICANTS BY RESIDENCY

Alexandria residents consistently account for nearly 90% of all applicants.

APPLICANTS BY SEXUAL ORIENTATION

Information regarding applicants' sexual orientation is not available for FY 2002, because the category did not exist on the questionnaire. In FY 2003, 78% of the applicants identified themselves as Heterosexual, compared with 80% in FY 2004. An additional 19% of applicants in FY 2003 and 15% in FY 2004 did not provide this information. Applicants who identified as Gay/Lesbian accounted for 2% of the applicants in FY 2003 and 5% in FY 2004. No individuals identified themselves as Bisexual/Other.

APPOINTMENTS

As noted in the Applicant Analysis section, the data universe for appointment rates is limited to the applicants who provided data. Specifically, this universe consists of 160 applicants for FY 2002, 149 applicants for FY 2003, and 111 applicants for FY 2004. For the purposes of analyzing gender, race/ethnicity, disability, and sexual orientation information, the remainder of this report relates only to the individuals from whom information is available. See Table I—Breakdown of Applicants FY 2002-FY2004.

TABLE II
BREAKDOWN OF APPOINTMENTS FY 2002-FY2004

CATEGORY	FY 2002 Appointments		%	FY 2003 Appointments		%	FY 2004 Appointments		%
	C	UC		C	UC		C	UC	
Male	11	45	44%	15	41	43%	12	28	48%
Female	28	43	55%	20	54	58%	15	29	52%
Unknown	0	1	1%	0	0	—	0	0	—
	39	89		35	95		27	57	
TOTAL	128			130			84		
White	31	77	84%	33	75	83%	18	44	74%
African American	5	9	11%	1	13	11%	6	7	15%
Hispanic	1	1	2%	0	5	4%	1	1	2%
Asian/Pacific Islander	2	0	2%	0	0	—	0	2	2%
American Indian/Alaskan Native	0	0	—	0	0	—	0	0	—
Arab/Afghani/Middle Eastern	0	0	—	0	0	—	0	0	—
Other	0	0	—	1	2	2%	2	3	6%
Unknown	0	2	2%	0	0	—	0	0	—
	39	89		35	95		27	57	
TOTAL	128			130			84		
Disabled	1	6	5%	5	9	11%	0	6	7%
Not Disabled	27	61	69%	29	81	85%	27	50	92%
Unknown	11	22	26%	1	5	5%	0	1	1%
	39	89		35	95		27	57	
TOTAL	128			130			84		
Alexandria Resident	29	84	89%	33	82	88%	26	45	85%
Non-resident	10	4	11%	2	13	12%	0	10	12%
Unknown	0	0	—	0	0	—	1	2	4%
	39	89		35	95		27	57	
TOTAL	128			130			84		
Heterosexual	n/a	n/a	—	29	73	78%	22	50	86%
Gay/Lesbian	n/a	n/a	—	2	1	2%	1	1	2%
Bisexual/Other	n/a	n/a	—	0	0	—	0	0	—
Unknown	n/a	n/a	—	4	21	19%	4	6	12%
	—	—		35	95		27	57	
TOTAL	—			130			84		

APPOINTMENTS BY GENDER

Consistent with past years, the female/male ratio of Boards and Commissions appointees has remained nearly even. Women account for between 52-58% of the appointees, while men constitute between 43-48% of all appointees. Because women account for 52% of Alexandria's population, it is to be expected that their proportional representation will be higher.

APPOINTMENTS BY RACE/ETHNICITY

Over the past three fiscal years, the racial diversity of Alexandria Boards and Commissions has gradually increased, but, given the discrepancy between the racial makeup of Alexandrians and their proportional representation, more group-specific targeted recruiting might be warranted. Consider these trends:

- The rate of white appointees dropped from 84% in FY 2002 to 83% in FY 2003 to 74% in 2004.
- The rate of black appointees increased to 15% in FY 2004 from 11% in FY 2002 and 2003.
- Hispanic applicants remain under-represented, accounting for between 2 to 4% of all appointees in FY 2002 - FY 2004.
- There continues to be low representation in the remaining racial/ethnic categories: American Indian/Native Alaskan, Asian/Pacific Islander, and Arab/Afghani/Middle Eastern. Representation of these groups ranged from 0-2% between FYs 2002 and FY 2004. This does not account for individuals who belong to two groups, who have been categorized as "Other" and accounted for between 0-6% of the total number of appointees.

APPOINTMENTS OF PERSONS WITH DISABILITIES

Individuals who identified as Disabled accounted for 5%, 11%, and 7% of all appointees in FY 2002, 2003, and 2004 respectively. Appointees who did not identify as disabled accounted for 69%, 85%, and 92% of the total appointees in FYs 2002, 2003, and 2004 respectively. In FY 2002, 26% of applicants did not provide information regarding their status. In FY 2003, 5% of appointees did not provide data, compared with 1% in FY 2004.

APPOINTMENTS BY RESIDENCY

The overwhelming majority of appointees continue to be Alexandria residents. Non-resident appointees, who were granted waivers, constituted only 11%, 13%, and 12% of appointees in FYs 2002, 2003, and 2004, respectively.

APPOINTMENTS BY SEXUAL ORIENTATION

In FY 2003, 78% of the appointees identified themselves as Heterosexual, compared with 86% in FY 2004. An additional 19% in FY 2003 and 12% in FY 2004 did not provide this information. Appointees who identified as Gay/Lesbian accounted for 2% of the appointees in both FYs 2003 and 2004. No individuals identified themselves as Bisexual/Other.

HIGH PROFILE BOARDS & COMMISSIONS

The Commission's analysis includes an examination of the applications and appointments to boards and commissions that are considered to be highly influential in the City, and on which females, minorities, and persons with disabilities in previous reports have been found to be considerably underrepresented. The HRC has identified 10 commissions as "High Profile" – those that have the capacity to set policy and have enforcement authority granted to them by the City Code or City Charter.

The high profile boards and commissions are as follows:

- Architectural Review Board - Old & Historic District Panel
- Architectural Review Board - Parker-Gray District Panel
- Board of Zoning Appeals
- Community Services Board
- Human Rights Commission
- Planning Commission
- Real Estate Assessments Review Board
- Redevelopment and Housing Authority
- Sanitation Authority
- Traffic and Parking Board

TABLE III
HIGH PROFILE BOARDS AND COMMISSIONS
APPLICATION & APPOINTMENT RATES FY2002-FY2004

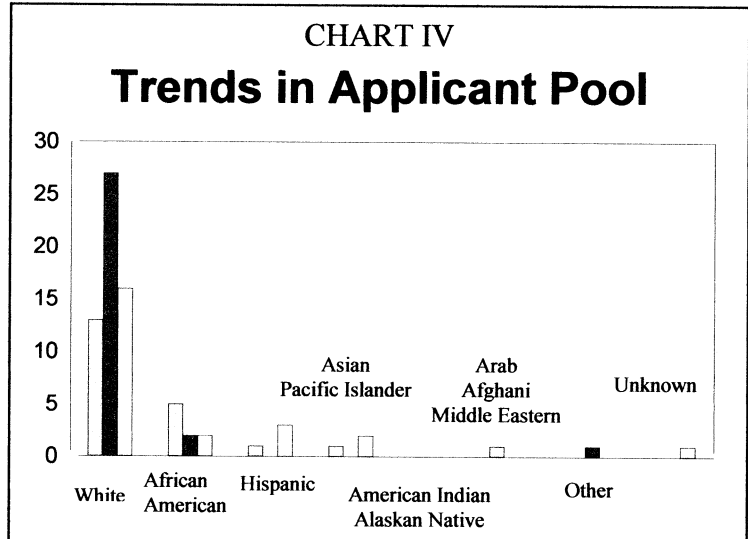
CATEGORY	FY 2002		%	FY 2003		%	FY 2004		%
	Apply	Appt		Apply	Appt		Apply	Appt	
Male	10	5	50%	22	17	77%	18	10	56%
Female	10	8	80%	8	7	88%	6	6	100%
Unknown	0	0	—	0	0	—	0	0	—
TOTAL	20	13		30	24		24	16	
White	13	10	77%	27	22	81%	16	12	75%
African American	5	2	40%	2	1	50%	2	2	100%
Hispanic	0	0	—	0	0	—	3	1	33%
Asian/Pacific Islander	1	1	100%	0	0	—	2	1	50%
American Indian/Alaskan Native	0	0	—	0	0	—	0	0	—
Arab/Afghani/Middle Eastern	1	0	—	0	0	—	0	0	—
Other	0	0	—	1	1	100%	0	0	—
Unknown	0	0	—	0	0	—	1	0	—
TOTAL	20	13		30	24		24	16	
Disabled	2	0	—	3	2	67%	0	0	—
Not Disabled	15	11	73%	26	21	81%	23	16	70%
Unknown	3	1	33%	1	1	100%	1	0	—
TOTAL	20	13		30	24		24	16	
Alexandria Resident	19	13	68%	29	23	79%	23	15	65%
Non-resident	1	0	—	1	1	100%	0	0	—
Unknown	0	0	—	0	0	—	1	1	100%
TOTAL	20	13		30	24		24	16	
Heterosexual	n/a	n/a	—	23	18	78%	18	13	72%
Gay/Lesbian	n/a	n/a	—	2	2	100%	1	1	100%
Bisexual/Other	n/a	n/a	—	0	0	—	0	0	—
Unknown	n/a	n/a	—	5	4	80%	5	2	40%
TOTAL	—	—		30	24		24	16	

APPLICANTS TO HIGH PROFILE COMMISSIONS

In FY02, the applicant pool for high profile commissions was equally divided between men and women. In the following two fiscal years, men accounted for 73-75% of the applicant pool, while women applicants declined to 27 and 25%.

Overall, the application rate for racial minorities was low, but varied from year to year.

Consider the following trends in, and characteristics of, the applicant pool for the FY02-FY04:



- In FY02, the applicant pool for high profile commissions was comprised of:
 - 65% White applicants
 - 25% African American applicants
 - 5% Asian/Pacific Islander applicants
 - 5% Arab/Afghani/Middle Eastern applicants
- In FY03, the applicant pool for high profile commissions was comprised of:
 - 90% White applicants
 - 7% African American applicants
 - 3% applicants who indicated, or fell into, the “Other” category
- In FY04, the applicant pool for high profile commissions was comprised of:
 - 67% White applicants
 - 8% African American applicants
 - 13% Hispanic applicants
 - 8% Asian/Pacific Islander applicants
 - 4% of applicants did not respond to this question

In both FY02 and FY03, 10% of applicants indicated that they were disabled, compared to 75% of applicants in FY02 and 87% in FY03 who do not self-identify as being disabled. In FY04, no applicants identified as being disabled, whereas 96% of applicants did not identify as disabled.

Roughly three fourths of the applicant pool in FY03 (77%) and FY04 (75%) indicated that they were Heterosexual. In FY03, 7% of applicants indicated that they were Gay/Lesbian, and 17% declined to answer. In FY04, 4% of applicants indicated that they were Gay/Lesbian, and 21% declined to answer.

APPOINTMENTS TO HIGH PROFILE COMMISSIONS

While the number of applicants for high profile boards and commissions is slightly lower than expected, the data suggest that minority applicants have a good chance of winning a seat when they do apply. The application rates for FY02-FY04 were 65%, 80% and 67% respectively.

The appointment rate for women is higher than that of men for all three fiscal years. Women had an 80-100% appointment rate compared to the male appointment rate of 50-77%.

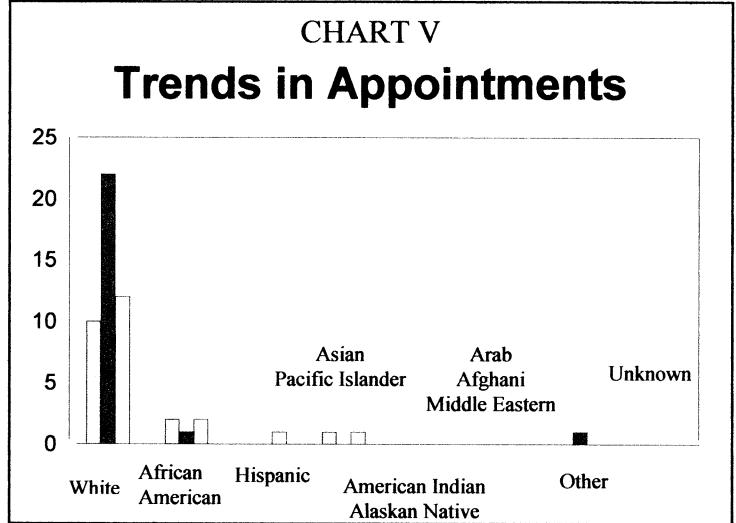
Roughly three-fourths of white applicants (75%-81%) were appointed to high profile commissions for all three fiscal years. African Americans were appointed at low rates for FY02 (40%) and FY03 (50%), but that rate increased in FY04, when both

applicants were appointed. Few candidates of other races applied for a high profile commission, so no real trends can be identified—the appointment rates ranged from 33% to 100%.

Non-disabled applicants were appointed at rates higher than the overall average for all three fiscal years; their overall rate of appointment ranged from 70-81%. Few applicants identified themselves as having a disability, but, among those who did, none was appointed in FY02 and two out of three were appointed in FY03.

All applicants who self-identified as Gay/Lesbian (100%) were appointed in both FY03 and FY04. Heterosexuals were appointed at 78% and 72%, respectively, for those fiscal years.

Incumbency and lack of term limits do not appear to be significant barriers to diverse appointments.



INCUMBENCY ON HIGH PROFILE BOARDS AND COMMISSIONS

**TABLE IV
AVERAGE TERM SERVED ON HIGH PROFILE BOARDS
AND COMMISSIONS³**

FY 2002	Number of Members	Term Length	Average Term	Terms Served			Vacancies
				1	2	3+	
ARCHITECTURAL REVIEW BOARD— OLD & HISTORIC	7	3	4	0	1	6	
ARCHITECTURAL REVIEW BOARD— PARKER-GRAY	7	3	2	3	2	2	
BOARD OF ZONING APPEALS	7	4	2.1	1	4	2	
HUMAN RIGHTS COMMISSION	14	3	2.3	4	4	4	1
PLANNING COMMISSION	7	4	3	1	2	4	
REAL ESTATE ASSESSMENTS REVIEW BOARD	5	3	4.2	1	1	3	
COMMUNITY SERVICES BOARD	16	3	1.4	10	5	1	
REDEVELOPMENT & HOUSING AUTHORITY	9	4	1.2	6	2	0	1
SANITATION AUTHORITY*	5	4	3.4	2	0	3	
TRAFFIC & PARKING BOARD	7	2	3.7	0	4	3	
Averages	8.4	3.3	2.7	2.8	2.5	2.8	

FY 2003	Number of Members	Term Length	Average Term	Terms Served			Vacancies
				1	2	3+	
ARCHITECTURAL REVIEW BOARD— OLD & HISTORIC	7	3	3.1	0	2	5	
ARCHITECTURAL REVIEW BOARD— PARKER-GRAY	7	3	1.7	4	1	2	
BOARD OF ZONING APPEALS	7	4	1.8	3	2	2	
HUMAN RIGHTS COMMISSION	14	3	2	8	2	4	
PLANNING COMMISSION	7	4	2.8	1	2	4	
REAL ESTATE ASSESSMENTS REVIEW BOARD	5	3	4	1	1	3	
COMMUNITY SERVICES BOARD	16	3	1.4	8	7	0	1
REDEVELOPMENT & HOUSING AUTHORITY	9	4	1.2	7	2	0	
SANITATION AUTHORITY**	5	4	3.4	2	0	3	
TRAFFIC & PARKING BOARD	7	2	3.1	2	3	2	
AVERAGES	8.4	3.3	2.45	3.6	2.2	2.5	

³ Roster of City of Alexandria, Virginia Boards, Commissions and Committees, August 10, 2001

* Includes one 34-year tenure (Ed Semonian).

** Includes one 35-year tenure (Ed Semonian).

INCUMBENCY ON HIGH PROFILE BOARDS AND COMMISSIONS (cont'd)

FY 2004	Number of Members	Term Length	Average Term	Terms Served			Vacancies
				1	2	3+	
ARCHITECTURAL REVIEW BOARD— OLD & HISTORIC	7	3	4.2	0	0	7	
ARCHITECTURAL REVIEW BOARD— PARKER-GRAY		3	2.1	2	3	2	
BOARD OF ZONING APPEALS	7	4	2.1	2	2	3	
HUMAN RIGHTS COMMISSION	14	3	2	6	4	3	1
PLANNING COMMISSION	7	4	3.1	1	1	5	
REAL ESTATE ASSESSMENTS REVIEW BOARD	5	3	3.8	1	1	3	
COMMUNITY SERVICES BOARD	16	3	1.7	6	6	2	2
REDEVELOPMENT & HOUSING AUTHORITY	9	4	1.2	7	2	0	
SANITATION AUTHORITY***	5	4	3.6	1	1	3	
TRAFFIC & PARKING BOARD	7	2	4	0	3	4	
AVERAGES	8.4	3.3	2.8	2.6	2.3	3.2	

*** Includes one 36-year tenure (Ed Semonian).

CONTESTED, NON-DESIGNATED SEATS ON BOARDS AND COMMISSIONS

Table V represents the application rates for individuals who applied for contested seats. These data are used to monitor trends in appointment rates based on an applicant's gender, race, disability, or sexual orientation, when there is competition for a B&C seat. The overall appointment rates were 80% in FY 2002, 87% in FY 2003, and 76% in FY 2004.

**TABLE V
APPLICANTS FOR AND APPOINTMENTS
TO CONTESTED SEATS**

CATEGORY	FY 2002		%	FY 2003		%	FY 2004		%
	Apply	Appoint		Apply	Appoint		Apply	Appoint	
Male	69	56	81%	73	61	84%	59	40	68%
Female	89	71	81%	76	69	91%	51	44	86%
Unknown	2	1	50%	0	0	0%	1	0	0%
TOTAL	160	128	80%	149	130	87%	111	84	76%
White	130	108	83%	121	108	89%	80	62	78%
African American	21	14	67%	18	14	78%	16	13	81%
Hispanic	4	2	50%	6	5	83%	4	2	50%
Asian/Pacific Islander	2	2	100%	1	0	0%	3	2	67%
American Indian/Alaskan Native	0	0	0%	0	0	0%	0	0	0%
Arab/Afghani/Middle Eastern	1	0	0%	0	0	0%	0	0	0%
Other	0	0	0%	3	3	100%	6	5	83%
Unknown	2	2	100%	0	0	0%	2	0	0%
TOTAL	160	128	80%	149	130	87%	111	84	76%
Disabled	10	7	70%	16	14	88%	8	6	75%
Not Disabled	108	88	81%	127	110	87%	101	77	76%
Unknown	42	33	79%	6	6	100%	2	1	50%
TOTAL	160	128	80%	149	130	87%	111	84	76%
Alexandria Resident	142	114	80%	133	115	86%	96	71	74%
Non-resident	18	14	78%	16	15	94%	12	10	83%
Unknown	—	—	—	—	—	—	3	3	100%
TOTAL	160	128	80%	149	130	87%	111	84	76%
Heterosexual	n/a	n/a	—	117	102	87%	89	72	81%
Gay/Lesbian	n/a	n/a	—	3	3	100%	5	2	40%
Bisexual/Other	n/a	n/a	—	0	0	0%	0	0	0%
Unknown	n/a	n/a	—	29	25	86%	17	10	59%
TOTAL	—	—		149	130	87%	111	84	76%

NON-CONTESTED APPOINTMENTS BY GENDER

Male and female applicants in FY 2002 were appointed at equal rates. Two applicants did not provide data. In FYs 2003 and 2004, females were appointed at slightly higher rates than males, winning 91% of the contested seats in FY 2003 and 86% of the contested seats in FY 2004.

NON-CONTESTED APPOINTMENTS BY RACE/ETHNICITY

For all three years, white applicants were appointed at rates slightly above average, with an 83% (+3%) appointment rate in FY 2002, an 89% (+2%) appointment rate in FY 2003, and a 78% (+2%) appointment rate in FY 2004.

African American applicants were appointed at rates 13% below average in FY 2002 and 9% below average in FY 2003, but in FY 2004 were appointed at a rate of 81% (+5%).

Hispanic applicants, in addition to applying at lower rates than perhaps expected, are consistently appointed at rates below average. In FY 2002 and 2004, the Hispanic appointment rate was only 50% (-30% and -26%). In FY 2003, the appointment rate for Hispanic applicants was 83% (+4%).

Because the number of applicants is so low in the remaining categories, the data are statistically insignificant, and no meaningful trends can be identified. Nevertheless, the Asian/Pacific Islander appointment rates were 100%, 0%, and 67% for FYs 2002-2004, respectively. American Indian/Alaskan Native and Arab/Afghani/Middle Eastern applicants had a 0% appointment rate for all three years. This does not include candidates who identified with more than one racial category, who were characterized as "Other." This category had a 0% (-80%), 100% (+13%), and 83% (+7%) appointment rate for FYs 2002, 2003, and 2004, respectively.

NON-CONTESTED APPOINTMENTS OF PERSONS WITH DISABILITIES

Disabled applicants had a 70% (-10%) appointment rate in FY 2002, an 88% (+1%) appointment rate in FY 2003, and a 75% (+1%) appointment rate in FY 2004. Applicants who identified as not disabled had average or close-to-average appointment rates. Those who did not provide information were appointed at different rates: 79% (-1%) in FY 2002, 100% (+13%) in FY 2003, and 50% (-26%) in FY 2004.

NON-CONTESTED APPOINTMENTS BY RESIDENCY

There is no identifiable trend in appointments based on residency. In FY 2002, there was only a 2% difference in appointment rates between residents and non-residents, with residents having higher appointment rates. In FYs 2003 and 2004, there were 8% and 9% gaps in resident and non-resident appointments, respectively, with non-residents having higher appointment rates.

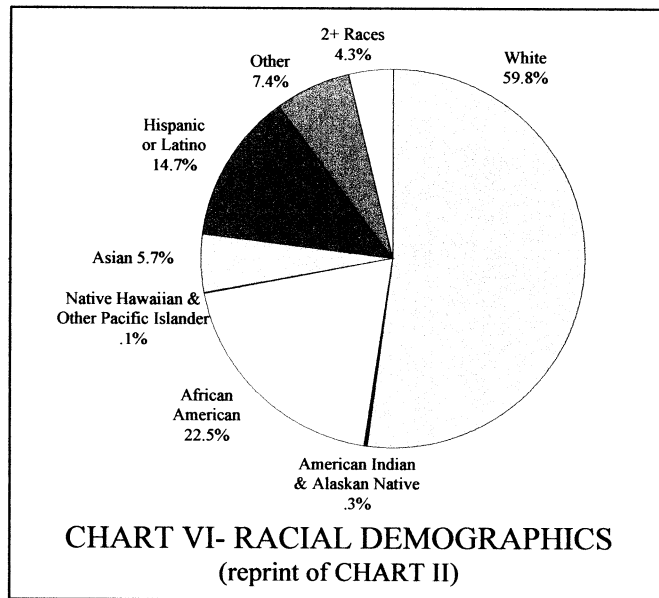
NON-CONTESTED APPOINTMENTS BY SEXUAL ORIENTATION

It is likewise difficult to identify trends in appointment rates based on sexual orientation. In FY 2003, Heterosexual applicants had an average appointment rate, Gay/Lesbian applicants had a 100% (+13%) appointment rate, and non-identified applicants had an 86% (-1%) appointment rate. In FY 2004, Heterosexual applicants had an 81% (+5%) appointment rate, Gay/Lesbian applicants had a 40% (-36%) appointment rate, and non-identified applicants had a 59% (-17%) appointment rate.

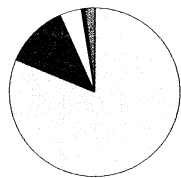
FY2002-FY2004 DEMOGRAPHICS VS. APPLICATION & APPOINTMENT RATES

This section compares the applicants and appointees with the overall demographics of Alexandria (as represented in the 2000 Census). The first section compares application and appointment rates with demographics of race and ethnicity.

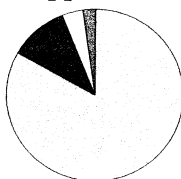
DEMOGRAPHIC COMPARISON BY RACE/ETHNICITY



In all three fiscal years, White applicants and appointees accounted for a disproportionate percentage of the total applicants and appointees in relation to their representation in the 2000 Census, comprising between 72-84% of the total applicants and appointees while only being 59.8% of the population. In comparison, African Americans comprise 22.5% of Alexandria's population, and have application and appointment rates between 11-15%. Hispanics are also under-represented—while Hispanics comprise 14.7% of the City's population, they account for between 2-4% of the applicants and appointees for boards and commissions. The diversity of boards and commissions increased only slightly in FY 2004.



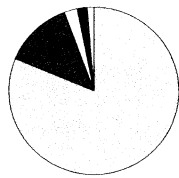
Applicants



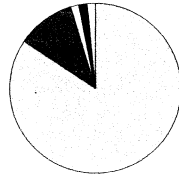
Appointees

FY 2002

	Applied	Appointed
White	81%	84%
African American	13%	11%
Hispanic	3%	2%
Asian/Pacific Islander	1%	2%
American Indian/Alaskan Native	—	—
Arab/Afghani/Middle Eastern	1%	—
Other	—	—
Unknown	1%	2%



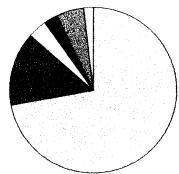
Applicants



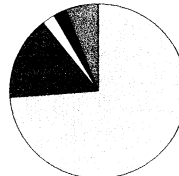
Appointees

FY 2003

	Applied	Appointed
White	81%	83%
African American	12%	11%
Hispanic	4%	4%
Asian/Pacific Islander	1%	—
American Indian/Alaskan Native	—	—
Arab/Afghani/Middle Eastern	—	—
Other	2%	2%



Applicants



Appointees

FY 2004

	Applied	Appointed
White	72%	74%
African American	14%	15%
Hispanic	4%	2%
Asian/Pacific Islander	3%	2%
American Indian/Alaskan Native	—	—
Arab/Afghani/Middle Eastern	—	—
Other	5%	6%
Unknown	2%	1%

DEMOGRAPHIC COMPARISON BY GENDER

Generally, female applicants are slightly underrepresented, but they are appointed at higher rates than men. According to the US Census in 2000, 51.7% of Alexandria residents are women. In FY 2002 and FY 2003, women comprised 43% and 49% of the applicant pool, respectively. In FY 2004, women comprised 53% of the applicant pool, which is slightly higher than their proportion of the City's population. Women who applied for board and commission seats were appointed at rates between 52-58% during FYs 2002-2004. In all three fiscal years, women had equal or higher appointment rates (for contested seats) than men.

DEMOGRAPHIC COMPARISON BY DISABILITY

According to 2000 Census data, roughly 13.4% of Alexandria residents identify as being disabled. In comparison, individuals who identified as disabled on their voluntary forms accounted for 6%, 11%, and 7% of all applicants in FYs 2002, 2003, and 2004 respectively; these individuals accounted for roughly 5%, 11%, and 7% of the appointees. These data suggest that boards and commissions may lack proportional representation of individuals with disabilities.

DEMOGRAPHIC COMPARISON BY SEXUAL ORIENTATION

The 2000 Census did not provide information regarding sexual orientation; a comparison for sexual preference, therefore, cannot be made.

RECOMMENDATIONS

The FY2001 Boards and Commissions report generated two recommendations, both of which were followed by City Council. The first recommendation involved the voluntary data submission form, and had three major components:

- 1) That sexual orientation be added as a category on the voluntary form, allowing the Human Rights Commission to monitor appointment rates in relation to sexual orientation;
- 2) That, with the help of the Citizen's Assistance Office, the Commission would amend the voluntary submission form so that it would explain more clearly the purpose of the data and how it is used; and
- 3) That the Commission would consider redesigning the voluntary data form to make it more integrated into the overall application.

Next, the Commission recommended that the Boards and Commissions report be issued every two years, instead of annually. The Council actually voted that the report be completed every three years.

In the FY 2001 Boards and Commissions report, the Human Rights Commission also acknowledged the need to encourage members of the Hispanic population to participate in the Boards and Commissions process, and iterated their intent to "pursue every opportunity to encourage...participation." Certainly the need for outreach continues, along with the need for translated forms, because application rates have been disappointingly low. The Human Rights Commission suggests, moreover, that City Council endorse the concept of targeted recruitment, in order to increase application and appointment rates for the Hispanic community.

For contested appointments, the Human Rights Commission encourages members of City Council to meet applicants before voting, perhaps briefly before the Council meeting, so that they may act affirmatively and achieve greater diversity.

In addition, the Commission would like City Council to focus on increasing submission rates of the voluntary data form, and on data accuracy. There has been a significant decline in data submission rates for applicants in the last three years. The Commission recommends that the voluntary Non-Discrimination Data Form be redesigned once again (*see* Attachment I D for a proposed form), taking into account the following suggestions:

- 1) The voluntary form should be styled like the City's Affirmative Action Data Form (Attachment I C), which is currently used for employment. While the applicant should be informed that submission of the form is voluntary, this should not be the initial message the

candidate reads as it may discourage his/her participation. (Attachments I A and B are the previous and current forms)

- 2) The voluntary submission form should be made available online, as is the employment form. With the increased use of the Internet as a recruitment source, this step is vital in order to ensure that applicants submit data.
- 3) There should be a separate data box for Incumbents for the Recruitment Sources portion of the form. Currently, incumbents mostly mark the "Other" box when asked how they were informed of the position. As a result, the most common recruitment source is "Other," yet this does not provide the Commission with any meaningful information. Adding an Incumbent box will help the Human Rights Commission determine more accurately how candidates are currently recruited.
- 4) Sexual orientation should remain on the form for at least one more cycle, but a "Prefer not to Answer" box should be added. At least one applicant noted that he/she felt this question was inappropriate. The box might allow those who are reluctant to share this information a comfort-zone, while still encouraging them to submit a form. If data submission rates continue to decline, the Commission and City Council should revisit the issue.

City Council can ask all Chairs to submit demographic profiles of their Boards and Commissions, in order to obtain an accurate snapshot of current citizen representation. The Human Rights Commission recommends that staff of the Citizen Assistance Office and the Office of Human Rights continue to compile and analyze statistics on applicants and appointments to boards and commissions, and offers to continue to prepare a report to City Council every three fiscal years. The Commission also recommends including a trend analysis spanning up to ten years, to identify significant factors or changes, and remains committed to working with City Council to achieve greater participation and diversity.



CITY OF ALEXANDRIA

AFFIRMATIVE ACTION DATA FORM

PLEASE NOTE: COMPLETION OF THIS FORM IS ON A VOLUNTARY BASIS. A DECISION NOT TO COMPLETE THIS FORM WILL NOT SUBJECT YOU TO ANY ADVERSE TREATMENT.

The City of Alexandria has an Affirmative Action Program to ensure equal employment opportunity in its hiring practices. We are asking you to voluntarily help us monitor the effectiveness of our program by answering the questions below.

The information requested below is used solely in connection with the City's affirmative action efforts. All information is requested on a voluntary basis and will be used only in accordance with applicable state, local, and federal laws, including the Americans with Disabilities Act. This form will be filed separately from your application and will be kept confidential. The information provided will not be used to discriminate against you in any way. If you have any questions, comments, or complaints about the City's employment process, please contact the Personnel Services Department at (703) 838-4485 or the Affirmative Action Office at (703) 519-3357.

Position Title <i>(use title from job announcement):</i>	Position Reference Number:
---	-----------------------------------

Name: <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> LAST FIRST MIDDLE </div>	Date of Application <div style="display: flex; justify-content: space-around; border-top: 1px solid black; margin-top: 10px;"> MM DD YY </div>	Date of Birth <div style="display: flex; justify-content: space-around; border-top: 1px solid black; margin-top: 10px;"> MM DD YY </div>
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Ethnic Origin <i>(see note below):</i> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> [1] White, non-Hispanic <input type="checkbox"/> [2] Black, non-Hispanic <input type="checkbox"/> [3] Hispanic <input type="checkbox"/> [4] American Indian / Alaskan Native, non-Hispanic <input type="checkbox"/> [5] Asian, non-Hispanic <input type="checkbox"/> [6] Native Hawaiian / Other Pacific Islander, non-Hispanic </div> <div style="width: 50%;"> <input type="checkbox"/> [7] Black & White, non-Hispanic <input type="checkbox"/> [8] Asian & White, non-Hispanic <input type="checkbox"/> [9] American Indian / Alaskan Native & Black, non-Hispanic <input type="checkbox"/> [10] American Indian / Alaskan Native & White, non-Hispanic <input type="checkbox"/> [11] Balance 2+ Races, non-Hispanic </div> </div>	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
---	---

NOTE: Ethnic origin is defined by the Federal Equal Employment Opportunity Commission as follows:

1. White (not of Hispanic origin) - Persons having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes Irish, German, Italian, Lebanese, Near Easterner, Arab or Polish.
2. Black (not of Hispanic origin) - Persons having origins in any of the Black racial groups of Africa. It includes African American, Afro American, Nigerian or Haitian.
3. Hispanic (or Latino) - Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, *regardless of race*.
4. American Indian or Alaskan Native (not of Hispanic origin) - Persons having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. It includes principle or enrolled tribes, such as Rosebud Sioux, Chippewa or Navajo.
5. Asian (Not of Hispanic origin) - Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. It includes Asian Indian, Chinese, Filipino, Korean, Japanese, Vietnamese, Burmese, Hmong, Pakistani, Thai or Other Asian.
6. Native Hawaiian and Other Pacific Islanders (not of Hispanic origin) - Persons having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands. It includes Native Hawaiian, Guamanian, Chamorro, Samoan, Tahitian, Mariana Islander, Chuukese or Other Pacific Islander.

Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, check here <input type="checkbox"/> if you are a Vietnam Era Veteran (served on active duty for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and were discharged with other than a dishonorable discharge).
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(See Rev.)

CITY OF ALEXANDRIA

NON-DISCRIMINATION DATA FORM

FOR APPLICANTS TO CITY BOARDS, COMMISSIONS AND COMMITTEES

The City of Alexandria provides opportunity to all its citizens for appointment to vacancies on its boards, commissions and committees. We are asking you to help us to measure the effectiveness of this commitment to non-discrimination appointments to these vacancies by answering the questions below. Your assistance is appreciated. The information collected will be used for statistical purposes only. THIS FORM WILL NOT BE FILED WITH YOUR APPLICATION, NOR USED TO DISCRIMINATE IN ANY WAY WITH THE APPOINTMENT PROCESS.

Name of Board, Commission

Committee or Authority

Vacancy Applied for _____ Date _____

Name _____
(Last) (First) (Middle Initial)

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

Ethnic Origin (please check one):

Note: Ethnic origin is defined by the federal Equal Employment Opportunity Commission as follows:

() White (Not of Hispanic origin) - All persons having origins in any of the original people of Europe, North Africa, or the Middle East (excluding Spain).() Black (not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.() Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or Spanish origin, regardless of race.() Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippines Islands and Samoa.() American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliations or community recognition.

Sex: () Female () Male

Handicapped: () Yes () No

If yes, describe handicapping condition _____

How did you learn of the vacancy for which you are applying?

() TV () From a City employee () Community Agency

() Newspaper notice (Name of Paper _____)

() Other (explain) _____

SUBMISSION OF THIS FORM IS VOLUNTARY

CONFIDENTIAL – NOT FOR PUBLIC INFORMATION

**Non-Discrimination Data Supplemental Questions
For Applicants to City Boards, Commissions and Committees**

Completion of this form is **VOLUNTARY**. When completed, the form is separated from your application prior to the application's submission to City Council. **Council and staff do not use the form in determining appointments.** Information provided on the form is treated confidentially and the form is forwarded to the Alexandria Office on Human Rights for compilation of statistics. One responsibility of the Human Rights Commission (HRC) is to track whether the diversity in our City's population is reflected in appointments made to boards, commissions, committees and authorities; the HRC does this using only data supplied on this form. The HRC reports statistics only to Council.

The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

For what Board, Commission, Committee
or Authority are you applying? _____ Date of application? _____

Name: _____
(Optional – including your name assists the HRC in not duplicating your data if you apply more than once.)

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

What is your race/ethnic origin? Please check all that apply.

- | | |
|---|--|
| a. American Indian or Alaskan Native <input type="checkbox"/> | e. Hispanic <input type="checkbox"/> |
| b. Asian or Pacific Islander <input type="checkbox"/> | f. Arab, Afghani or Middle-Eastern <input type="checkbox"/> |
| c. Black <input type="checkbox"/> | g. Other race or ethnic origin <input type="checkbox"/> (please specify) _____ |
| d. White (not of Hispanic origin) <input type="checkbox"/> | |

What is your gender? Female ☐ Male ☐

What is your sexual orientation? Heterosexual ☐ Gay/Lesbian ☐ Bisexual/Other ☐

Do you have a disability? Yes ☐ No ☐

If "Yes", briefly describe disability _____

How did you learn of the vacancy for which you are applying? Check one only.

- | | |
|---|---|
| a. TV <input type="checkbox"/> | d. Newspaper <input type="checkbox"/> (specify) _____ |
| b. Referred by city employee or commission/board <input type="checkbox"/> | e. City's web site <input type="checkbox"/> |
| c. Community Agency <input type="checkbox"/> | f. Other <input type="checkbox"/> (specify) _____ |



CITY OF ALEXANDRIA

NON-DISCRIMINATION DATA FORM

FOR APPLICANTS TO CITY BOARDS AND COMMISSIONS

Completion of this form is **VOLUNTARY**. A decision not to complete this form will not subject you to any adverse treatment, and the information provided on this form will not be used in determining appointments.

The City of Alexandria is very dedicated to equal opportunity because we believe that boards and commissions should reflect the diversity of Alexandria. We are asking you to voluntarily help us monitor the application and appointment rates by answering the questions below.

When completed, this form is separated from your application prior to its submission to City Council. Information provided is treated confidentially and the form is forwarded to the Office of Human Rights for data for data compilation purposes. One responsibility of the Human Rights Commission (HRC) is to track whether the diversity in our City's population is reflected in appointments made to boards, commissions, committees and authorities; the HRC does this only in using the data supplied on this form. The HRC reports its findings only to Council.

For what Board, Commission, Committee or Authority are you applying? 	Date of Application: <div style="text-align: center;">/ /</div>
Name: (optional) <div style="display: flex; justify-content: space-between; border-top: 1px solid black; padding-top: 5px;"> LAST FIRST MIDDLE </div>	Residency: <input type="checkbox"/> City of Alexandria <input type="checkbox"/> Other
Race: <input type="checkbox"/> [1] White, non-Hispanic <input type="checkbox"/> [2] Black, non-Hispanic <input type="checkbox"/> [3] Hispanic <input type="checkbox"/> [4] American Indian/Alaskan Native, non-Hispanic <input type="checkbox"/> [5] Asian, non-Hispanic <input type="checkbox"/> [6] Native Hawaiian/Other Pacific Islander, non-Hispanic <input type="checkbox"/> [7] Black & White, non-Hispanic <input type="checkbox"/> [8] Asian & White, non-Hispanic <input type="checkbox"/> [9] American Indian/Alaskan Native & Black, non-Hispanic <input type="checkbox"/> [10] American Indian/Alaskan Native & White, non-Hispanic <input type="checkbox"/> [11] Balance 2+ Races, non-Hispanic	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Disability Status: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer Not to Answer If "Yes" please describe briefly: <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>	Sexual Orientation: <input type="checkbox"/> Heterosexual <input type="checkbox"/> Gay/Lesbian <input type="checkbox"/> Bisexual/Other <input type="checkbox"/> Prefer Not to Answer
	How did you learn of the vacancy? <input type="checkbox"/> TV <input type="checkbox"/> Commissioner or City Employee Referral <input type="checkbox"/> Community Agency <input type="checkbox"/> Newspaper <input type="checkbox"/> City Web Site <input type="checkbox"/> Incumbent <input type="checkbox"/> Other _____

DOCKET GRAPHIC
APPOINTMENT RATES
FY95-04

Category	1995			1996			1997			1998			1999		
	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate
Male	194	117	60%	165	105	64%	195	99	51%	169	101	60%	173	122	71%
Female	177	90	51%	172	95	55%	160	94	59%	146	82	56%	188	128	68%
White	324	168	52%	61	179	61%	312	161	52%	262	149	59%	307	207	67%
African American	27	16	59%	59	16	59%	31	22	71%	37	26	70%	41	33	80%
Hispanic	7	5	71%	25	2	25%	8	7	88%	7	3	43%	8	6	75%
Asian/Pacific Islander	9	5	56%	0	0	0%	4	3	75%	2	1	50%	4	2	50%
Native American	2	1	50%	0	0	0%	0	0	0%	2	0	0%	2	1	50%
Disabled	12	8	67%	7	4	57%	14	11	79%	11	7	64%	17	15	88%
	369	195	53%	337	200	59%	355	193	54%	315	183	58%	362	251	69%

Category	2000			2001			2002			2003			2004		
	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate	Appl	Appt	Rate
Male	134	87	65%	168	112	67%	69	56	81%	73	55	75%	59	40	68%
Female	124	75	60%	214	133	62%	89	71	80%	76	74	97%	51	44	86%
White	232	144	62%	316	207	66%	130	108	83%	121	108	89%	80	62	78%
African American	17	14	82%	43	25	58%	21	14	66%	18	14	78%	16	13	81%
Hispanic	3	1	33%	12	8	67%	4	2	50%	6	5	83%	4	2	50%
Asian/Pacific Islander	5	2	40%	4	1	25%	2	2	100%	1	0	0%	3	2	67%
Native American	0	0	0%	5	5	100%	0	0	0%	0	0	0%	0	0	0%
Disabled	13	10	77%	11	10	91%	10	7	70%	16	14	88%	8	6	75%
	260	163	63%	384	246	64%	158	127	80%	149	130	87%	111	84	76%

Table 1: Trend Analysis of Appointment Rates
FY95 - FY04

Attachment 5