


EXHIBIT NO. 1

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~~1-12-10~~  
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~~10-18-08~~  
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~~6-24-08~~

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 19, 2008  
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
FROM: JAMES K. HARTMANN, CITY MANAGER   
SUBJECT: REPORT FROM THE COUNCIL COMMITTEE ON BOARDS AND COMMISSIONS

**ISSUE:** Receipt of the Report from the Committee on Boards and Commissions.

**RECOMMENDATION:** That City Council receive the report and request the Executive Secretary for Boards and Commissions to distribute the docket item to all boards and commissions for review and comment.

**BACKGROUND:** In January, Council established a committee to review the City's general requirements for board and commission appointments, term limits, and determine whether efficiencies could be made by combining groups with similar mission statements and sunseting those whose mission had been completed (Attachment 1). At the February 12 meeting, Council asked the Committee to also review the residency waiver policy for board and commission appointments. The Committee members are Vice Mayor Redella S. Pepper, Council Member Timothy B. Lovain, Deputy City Manager Michele Evans, and Executive Secretary for Boards and Commissions Rose Williams Boyd.

**DISCUSSION:** The Committee's recommendations follow.

**Proposed Recommendations of a General Nature:**

1. References Section on the Personal Data Form completed by all applications for appointment to a board or commission should be amended to read:

"Please list names and addresses of four references that you have contacted, know your qualifications for the position, and support your application." Copy of current form is attached (Attachment 2).

Rationale: This addresses the concern that several persons listed as references in the past were unaware of the fact that they had been listed as a reference and did not necessarily support the appointment of the applicant.

2. Codify all standing committees created via resolution or docket item and task forces that have become ongoing groups. These groups are listed below.

- Gang Prevention Community Task Force
- Beautification Commission
- Local Emergency Planning Committee
- Park and Recreation Commission

Rationale: Section 2-4-4 (a) of the City Code requires that all standing committees be established by City ordinance.

3. Require annual reports to be submitted, that include a statement of specific goals for the coming year, since the City Code requires such a report, at the time the Annual Attendance Reports are due to ensure that every group submits.

Rationale: The submission of annual reports by boards and commissions will allow the City Council to review the activities of the groups and determine whether they can be sunset or are duplicating the efforts of another group.

4. The Committee does not recommend a change to the current residency waiver policy at this time.

Rationale: Many business owners/managers and others involved in City activities do not reside in Alexandria. All initial appointments involving non-residents will be docketed as a contested appointment, and Council can decide whether it wishes to grant a residency waiver.

5. Unopposed non-resident incumbents and City staff in designated position appointments should be docketed as uncontested appointments.

Rationale: Once Council has granted a residency waiver, there is an assumption that the waiver will be granted on subsequent occasions for incumbents. Many City employees are appointed based on federal/state/local statutory requirements and must be appointed to the position.

6. Groups that meet on a monthly basis should determine whether they can meet on a bi-monthly or quarterly basis.

Rationale: This will eliminate unnecessary meetings and decrease the amount of staff time devoted to board and commission meetings.

**Boards, Commissions and Committees Mission Review Recommendations:**

1. Groups that have completed their tasks and can be abolished
  - Ad Hoc Task Force to Review New Police Facility Sites
  - Ad Hoc Transportation Policy and Program Task Force

- Potomac Yard Fire Station and Affordable Housing Task Force
- Transportation Safety Commission

2. Groups that need to be studied further before a decision can be made

- Beautification Commission – The Committee recommends that the role of this group be expanded to deal with the beautification of City portals and tie this effort in to the City’s overall marketing efforts.
- Commission on Information Technology – Committee recommends that the mission statement of the group be rewritten to reflect 21st century technology with the City using this group as a sounding board for new technologies. The Committee also recommends that the IT Commission discuss whether and to what extent telecommunications issues and complaints stay with the IT Commission or be transferred to the Consumer Affairs Commission. The IT Commission’s recommendation(s) should be reviewed by the Consumer Affairs Commission before submission to the City Council.
- Alexandria Economic Development Partnership Board - The Economic Sustainability Report recommends that no City Council member or staff person should serve on the AEDP Board. AEDP is reviewing its structure and will be reporting to the Council in the fall.
- Commission on HIV/AIDS - The membership of this group should be restructured by broadening the positions (it appears that there are too many designated positions that are currently unfilled) and reducing its size.
- Fair Housing Testing Program Advisory Committee and Affordable Housing Advisory Committee should be combined for better efficiency of operations.

**Term Limits:**

- The Committee recommends that unless specified by federal, state or City legislation, after serving 10 consecutive years on any board, commission or committee, at the expiration of the current term, the incumbent would not be eligible for immediate reappointment to that group, but can apply for the next vacancy. Any incumbents as of the effective date of the ordinance would be eligible for at least one more consecutive term. This limitation would not apply to the groups listed below or to organizational designees in designated positions, elected officials and their designees, and City staff.

The following groups have policy-making and/or regulatory authority and the Committee and the City Attorney will study whether there are legal obstacles to imposing term limits on these groups.

1. **Planning Commission**
2. **Board of Architectural Review (both panels)**
3. **Board of Real Estate Assessments**
4. **Board of Zoning Appeals**
5. **Community Services Board (already has term limits)**
6. **Sanitation Authority**
7. **Building Code Board of Appeals**

**ATTACHMENTS:**

- Attachment 1. Listing of All Boards and Commissions  
Attachment 2. Personal Data Form

**STAFF:**

Rose Williams Boyd, Executive Secretary for Boards and Commissions  
Michele Evans, Deputy City Manager

ORDINANCE NO. 4645

AN ORDINANCE to amend and reordain Chapter 4 (COMMITTEES, BOARDS AND COMMISSIONS), Title 2 (GENERAL GOVERNMENT) of The Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

(The following is all new language)

Section 1. That Chapter 4 of Title 2 of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained by the addition of the following new article and sections to read as follows:

ARTICLE W – ALEXANDRIA GANG PREVENTION COMMUNITY TASK FORCE

Sec. 2-4-180 Creation, composition and organization.

(a) There is hereby established a task force known as the Alexandria Gang Prevention Community Task Force ("Task Force").

(b) The Task Force shall consist of 13 members to be appointed by the city council.

The composition of the commission shall be as follows:

- (1) Two members from the city council;
- (2) One member from the Alexandria School Board;
- (3) One member from and representing TC Williams High School;
- (4) One member from and representing Alexandria City Middle Schools;
- (5) One member from and representing Alexandria City Elementary Schools;
- (6) One member from and representing private schools in Alexandria;
- (7) One member from and representing the Alexandria Tenant and Workers Support Committee;
- (8) One member representing the Alexandria Branch of the NAACP;
- (9) One member from and representing the Alexandria Youth Council;
- (10) One member from and representing the Alexandria Interfaith Council; and
- (11) Two citizens-at-large.

(c) Members of the Task Force shall be appointed in the manner prescribed in article A of this title; provided, that a member who, under subsection (b), is representing an organization shall be nominated by the organization and appointed by city council.

(d) Members shall serve for a term of three years.

(e) All members of the commission shall, by virtue of their education, experience, interests, or employment, have a competence in one or more of the following areas:

- (1) crime prevention;
- (2) knowledge of the criminal laws and procedures of the Commonwealth of Virginia;
- (3) gang suppression, prevention and intervention;
- (4) education;

- (5) social work; or
- (6) counseling.

Sec. 2-4-181 Functions.

- (a) The functions of the Task Force shall be as follows:
  - (1) to receive briefings on the status of gang suppression, prevention and intervention programs and activities in the city and, insofar as is directly relevant to the city, the status of similar programs and activities in the metropolitan region;
  - (2) to assist in informing and educating the Alexandria community about the gang suppression, prevention and intervention prevention and intervention programs and activities that are occurring in the city and the region;
  - (3) to assist in identifying programs and activities that will address specific gang-related problems or issues in the City, with a particular emphasis on programs and activities that will prevent individuals from joining gangs and/or that will intervene with individuals who are members of a gang to facilitate their withdrawal from such membership;
  - (4) to assist in identifying opportunities to obtain funding for programs and activities that will address such gang-related problems or issues in the city; and
  - (5) to assist in identifying state or local laws that should be enacted or amended enable the city, and possibly other local governments, to better address problems and issues arising from or related to gangs.
- (b) The Task Force shall hold at least four regular meetings each year, and as many special meetings as the commission may deem advisable.
- (c) The Task Force is empowered to adopt rules and regulations in regard to procedure so long as the same are not inconsistent with the city code, including, but not limited to, the establishment of committees through which it may carry on its functions and purpose.
- (d) A Task Force chair, vice-chair and secretary shall be elected annually by the Task Force members at the organizational meeting designated by the Task Force.
- (e) The Alexandria Police Department and such other departments of the city as the city manager may direct shall provide administrative and logistical support to the Task Force and its chair.

Section 2. That this ordinance shall become effective upon the date and at the time of its final passage.

WILLIAM D. EUILLE  
Mayor

Final Passage: January 23, 2010

ORDINANCE NO. 4646

AN ORDINANCE to amend and reordain Chapter 4 (COMMITTEES, BOARDS AND COMMISSIONS), Title 2 (GENERAL GOVERNMENT) of The Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

(The following is all new language)

Section 1. That Chapter 4 of Title 2 of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained by the addition of the following new article and sections to read as follows:

ARTICLE X – ALEXANDRIA BEAUTIFICATION COMMISSION

Sec. 2-4-190 Creation, composition and organization.

- (a) There is hereby established a commission known as the Alexandria Beautification Commission ("Commission").
- (b) The Commission shall consist of 16 members to be appointed by the city council. All 16 members shall be citizens of the City of Alexandria.
- (c) Members of the commission shall be appointed in the manner prescribed in article A of this title.
- (d) Members shall serve for a term of two years. Terms shall be staggered so that no more than half the commission will come up for reappointment in any year.

Sec. 2-4-191 Functions.

- (a) The functions of the Commission shall be as follows:
  - (1) to serve in an advisory capacity to the City Council and the citizens of Alexandria on all matters related to the beautification of the City; and
  - (2) to serve in an advisory capacity regarding the beautification of portals to the City.
- (b) The Commission force shall hold at least four regular meetings each year, and as many special meetings as the commission may deem advisable.
- (c) The Commission force is empowered to adopt rules and regulations in regard to procedure so long as the same are not inconsistent with the city code, including, but not limited to, the establishment of committees through which it may carry on its functions and purpose.
- (d) A Commission chair, vice-chair and secretary shall be elected annually by the Commission members at the organizational meeting designated by the Commission.
- (e) The Alexandria Department of Recreation, Parks and Cultural Activities and such other departments of the city as the city manager may direct shall provide administrative and logistical support to the Commission and its chair.

Section 2. That this ordinance shall become effective upon the date and at the time of its final passage.

WILLIAM D. EUILLE  
Mayor

Final Passage: January 23, 2010



ORDINANCE NO. 4647

AN ORDINANCE to amend and reordain Chapter 4 (COMMITTEES, BOARDS AND COMMISSIONS), Title 2 (GENERAL GOVERNMENT) of The Code of the City of Alexandria, Virginia, 1981, as amended.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

(The following is all new language)

Section 1. That Chapter 4 of Title 2 of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained by the addition of the following new article and sections to read as follows:

ARTICLE Y – ALEXANDRIA PARK AND RECREATION COMMISSION

Sec. 2-4-200 Creation, composition and organization.

(a) There is hereby established a commission known as the Alexandria Park and Recreation Commission ("Commission").

(b) The Commission shall consist of 11 members to be appointed by the city council. The composition of the Commission shall be as follows:

- (1) Three members shall be residents of Planning District I;
- (2) Three members shall be residents of Planning District II;
- (3) Three members shall be residents of Planning District III; and
- (4) Two representatives from the high school youth of the City.

(c) Members of the Commission shall be appointed in the manner prescribed in article A of this title.

(d) Members shall serve for a term of three years, except that the term of a high school member appointed pursuant to section (b)(4) hereto shall end upon the termination of the member's termination as a high school student. Terms shall be staggered so that no more than half the commission will come up for reappointment in any year.

Sec. 2-4-201 Functions.

(a) The functions of the Commission shall be as follows:

- (1) to serve in an advisory capacity to the City Council and the citizens of Alexandria on all substantial matters related to parkland, recreation, culture, youth leisure-time activities and the City operating and capital improvement budgets; and
- (2) to serve in an advisory capacity to the Department of Recreation, Parks and Cultural Activities, the City Manager, the City Council and other members of the City staff, as appropriate, regarding matters of recreation, land needs therefor, and cultural programs, activities and facilities in the semi-public and private as well as public sector of the City.

(b) The Commission force shall hold at least four regular meetings each year, and as many special meetings as the Commission may deem advisable.

(c) The Commission is empowered to adopt rules and regulations in regard to procedure so long as the same are not inconsistent with the city code, including, but not limited to, the establishment of committees through which it may carry on its functions and purpose.

(d) A commission chair, vice-chair and secretary shall be elected annually by the commission members at the organizational meeting designated by the Commission.

(e) The Alexandria Department of Recreation, Parks and Cultural Activities and such other departments of the city as the city manager may direct shall provide administrative and logistical support to the Commission and its chair.

Section 2. That this ordinance shall become effective upon the date and at the time of its final passage.

WILLIAM D. EUILLE  
Mayor

Final Passage: January 23, 2010