

EXHIBIT NO

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City of Alexandria, Virginia,

MEMORANDUM

DATE: JUNE 19, 2008
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: JAMES K. HARTMANN, CITY MANAGER 8
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