

EXHIBIT NO. 1

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4-17-10

~~15  
4-13-10~~

The attached memo is provided as background information on this item.

City of Alexandria, Virginia  
MEMORANDUM

~~16  
6-26-07~~

DATE: JUNE 20, 2007  
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
FROM: JAMES K. HARTMANN, CITY MANAGER *J*  
SUBJECT: CONSIDERATION OF MEMBERSHIP CHANGES FOR THE ALEXANDRIA COMMISSION ON HIV/AIDS AND REQUEST FOR CITY ATTORNEY TO PREPARE THE NECESSARY ORDINANCE

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**ISSUE:** Request to modify the membership of the Alexandria Commission on HIV/AIDS by deleting four positions that have been vacant for long periods of time and broadening the qualifications for the high school student member to encourage more applicants.

**RECOMMENDATION:** That City Council:

- (1) Approve the membership change which: (1) deletes the designated positions for members representing the Alexandria Interfaith Association, Inova Visiting Nurses Association Home Health Care, Public Health Advisory Commission, and Alexandria Redevelopment and Housing Authority; and (2) broadens the qualification for the high school member to allow for students from any high school within the City limits; and
- (2) Request the City Attorney to prepare the necessary ordinance for introduction and first reading at the September 10 legislative meeting.

**DISCUSSION:** The Alexandria Task Force on AIDS received commission status in 2003. The 27-member Commission on HIV/AIDS' mission is to advise Council in the formulation and implementation of public policy on the treatment of AIDS and prevention of the spread of HIV, promote citizen participation in the formulation of such policy, provide Council and the public with current information regarding AIDS and HIV, and promote educational programs in AIDS/HIV awareness, treatment and prevention. The following positions have been vacant for at least two years: Alexandria Interfaith Association (vacant since September 2004), Inova Visiting Nurses Association Home Health Care (vacant since January 2005), Public Health Advisory Commission (vacant since 2002), and Alexandria Redevelopment and Housing Authority (vacant since 2002). Additionally, the position for a T.C. Williams High School student member has been vacant since July 2005). These continuing vacancies have made it difficult to obtain a quorum for meetings, and outreach recruitment efforts have been unsuccessful for various reasons as noted below.

Commission on HIV/AIDS members have determined that the Alexandria Interfaith Association is longer functional. The Inova VNA Home Health Care, Public Health Advisory Commission, and the Redevelopment and Housing Authority have been unsuccessful in recruiting a member/staff to serve on the Commission. The Chair of the Public Health Advisory Commission has indicated that they are interested in maintaining communication and closes ties with the Commission on HIV/AIDS because AIDS is still a major public health issue. Therefore, the Chairs of both groups will serve as liaisons with each other's commissions. Finally, the Commission wishes to maintain youth representation in its membership and believes that by broadening the applicant pool to include any student from either a public or private school, that this long vacant position can be filled.

If Council approves the Commission on HIV/AIDS request, the Commission's membership will be reduced from 27 to 23 (Attachment). I support this request.

**FISCAL IMPACT:** None.

**ATTACHMENT:** Membership Roster for the Commission on HIV/AIDS

**STAFF:**

Charles Konigsberg, Jr., M.D., M.P.H., Director, Alexandria Health Department

Deborah Dimon, R.N., M.P.H., PHN Supervisor, Alexandria Health Department

Nechelle Terrell, HIV/AIDS Administrative Technician, Alexandria Health Department

Rose Williams Boyd, Executive Secretary for Boards and Commissions

Introduction and first reading: 4/13/10  
Public hearing: 4/17/10  
Second reading and enactment: 4/17/10

INFORMATION ON PROPOSED ORDINANCE

Title

AN ORDINANCE to amend and reordain Section 2-4-116 (CREATION, COMPOSITION AND ORGANIZATION), Article M (ALEXANDRIA COMMISSION ON HIV/AIDS), Chapter 4 (COMMITTEES, BOARDS AND COMMISSIONS), Title 2 (GENERAL GOVERNMENT) of The Code of the City of Alexandria, Virginia, 1981, as amended.

Summary

The proposed ordinance implements a prior action of City Council by changing the membership of the Alexandria Commission on HIV/AIDS by eliminating designated positions from the Alexandria Interfaith Association, the INOVA Visiting Nurses Association Home Health Care, the Public Health Advisory Commission and the Alexandria Housing and Redevelopment Authority, converting those positions to at-large positions and allowing the high school student member to be from any high school located within the City.

Sponsor

Staff

Christopher P. Spera, Deputy City Attorney

Authority

§3.04(g), Alexandria City Charter

Estimated Costs of Implementation

None

Attachments in Addition to Proposed Ordinance and its Attachments (if any)

None

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ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE to amend and reordain Section 2-4-110 (CREATION, COMPOSITION AND ORGANIZATION), Article M (ENVIRONMENTAL POLICY COMMISSION), 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:

Section 1. That Section 2-4-116 (CREATION, COMPOSITION AND ORGANIZATION), Article P (ALEXANDRIA COMMISSION ON HIV/AIDS), Chapter 4 (COMMITTEES, BOARDS AND COMMISSIONS) of Title 2 (GENERAL GOVERNMENT) of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained to read as follows:

(New language is underscored, deleted language is ~~struck through~~)

Sec. 2-4-116 Creation, composition and organization.

- (a) There is hereby established a commission known as the Alexandria Commission on HIV/AIDS ("commission").
- (b) The commission shall consist of 27 members to be appointed by the city council. The composition of the commission shall be as follows:
  - (1) two members from and representing the Alexandria Hospital, one of whom shall be from the hospital's department of pastoral services;
  - (2) one member from and representing the Whitman Walker Clinic;
  - (3) one member from and representing the Hospice of Northern Virginia;
  - (4) one member from and representing an HIV/AIDS service organization which provides services in the city to the minority community;
  - (5) one member from and representing the Alexandria Chapter, American Red Cross;
  - (6) one member from and representing the Alexandria Gay and Lesbian Community Association;
  - (7) one member from and representing the Northern Virginia AIDS Ministry;
  - ~~(8) one member from and representing the Alexandria Ministerial/Interfaith Association;~~
  - ~~(9) one member from and representing the INOVA Visiting Nurses Association Home Health;~~
  - (8)(10) one member from and representing the City of Alexandria Public Schools;
  - ~~(11) one member from and representing the Alexandria Public Health Advisory Commission;~~
  - (9)(12) the sheriff, or the sheriff's designee;
  - (10)(13) one member from and representing the Alexandria Community Services Board;

- 1 (11)(14) one member from and representing the Alexandria Human Rights  
2 Commission;  
3 (12)(15) one member from and representing the Alexandria Youth Policy  
4 Commission;  
5 (13)(16) one member from and representing the Alexandria Commission for  
6 Women;  
7 (17) ~~one member from and representing the Alexandria Redevelopment and Housing~~  
8 ~~Authority;~~  
9 (14)(18) one member who is a practicing physician;  
10 (15)(19) one student who currently attends any high school located in the City T.C.  
11 ~~Williams High School;~~ and  
12 (16)(20) eleven ~~seven~~ citizens-at-large.  
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14 (c) Members of the commission shall be appointed in the manner prescribed in article  
15 A of this title; provided, that a member who, under subsection (b), is representing an organization  
16 shall be nominated by the organization and appointed by city council. Members shall serve for a  
17 term of three years; provided, however, that of the members first appointed, one-third shall be  
18 selected by lot to serve a term of one year, and one-third shall be selected by lot to serve a term of  
19 two years.  
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21 Section 2. That this ordinance shall become effective upon the date and at the  
22 time of its final passage.  
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24 WILLIAM D. EUILLE  
25 Mayor  
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27 Introduction: 4/13/2010  
28 First Reading: 4/13/2010  
29 Publication:  
30 Public Hearing:  
31 Second Reading:  
32 Final Passage:

Patrol Sector 1  
Special Operations Team  
Alexandria Police Association President  
Cell (703) 801-2726

Jackie Henderson

----- Original Message -----

**From:** Jackie Henderson  
**Sent:** 04/16/2010 03:15 PM EDT  
**To:** Ryan Staab  
**Subject:** Fw: A copy of Speaker's Form

Hi Ryan--

I have received the speakers form that you used for tomorrow's meeting. You signed up for item #11, which is the ordinance on the Commission on HIV/AIDS. Is that what you intended to sign up to speak on?

Jackie M. Henderson  
City Clerk and Clerk of Council  
City of Alexandria, Virginia  
703 746-3975

----- Forwarded by Jackie Henderson/Alex on 04/16/2010 03:12 PM -----

From: City Lotus Notes Apps/Alex  
To: Jackie Henderson/Alex@Alex  
Date: 04/16/2010 03:11 PM  
Subject: A copy of Speaker's Form

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This is just a duplicate copy of the speaker's form. To open the original, please click on the document link provided below - Thanks.



## **SPEAKER'S FORM**

**DOCKET ITEM NO. 11**

**PLEASE COMPLETE THIS FORM AND GIVE IT TO THE CITY CLERK  
BEFORE YOU SPEAK ON A DOCKET ITEM.**

**PLEASE ANNOUNCE THE INFORMATION SPECIFIED BELOW PRIOR TO SPEAKING.**

- 1. NAME:** Ryan Staab
- 2. ADDRESS:** 3010 Colvin St.  
**TELEPHONE NO.** 70380126726 **E-MAIL:** ryan.staab@alexandriava.gov
- 3. WHOM DO YOU REPRESENT, IF OTHER THAN YOURSELF?**  
The Alexandria Police Association

**4. WHAT IS YOUR POSITION ON THE ITEM?**

Against

**5. NATURE OF YOUR INTEREST IN ITEM (PROPERTY OWNER, ATTORNEY, LOBBYIST, CIVIC INTEREST, ETC.):**

Labor Group

**6. ARE YOU RECEIVING COMPENSATION FOR THIS APPEARANCE BEFORE COUNCIL?**

No

This form shall be kept as a part of the permanent record in those instances where financial interest or compensation is indicated by the speaker.

A maximum of three minutes will be allowed for your presentation, except that one officer or other designated member speaking on behalf of each *bona fide* neighborhood civic association or unit owners' association desiring to be heard on a docket item shall be allowed five minutes. In order to obtain five minutes, you must identify yourself as a designated speaker, and identify the neighborhood civic association or unit owners' association you represent, at the start of your presentation. If you have a prepared statement, please leave a copy with the Clerk.

Additional time not to exceed 15 minutes may be obtained with the consent of the majority of the council present; provided notice requesting additional time with reasons stated is filed with the City Clerk in writing before 5:00 p.m. of the day preceding the meeting.

The public normally may speak on docket items only at public hearing meetings, and not at regular legislative meetings. Public hearing meetings are usually held on the Saturday following the second Tuesday in each month; regular legislative meetings on the second and fourth Tuesdays in each month. The rule with respect to when a person may speak to a docket item at a legislative meeting can be waived by a majority vote of council members present but such a waiver is not normal practice. When a speaker is recognized, the rules of procedures for speakers at public hearing meetings shall apply. If an item is docketed *for public hearing* at a regular legislative meeting, the public may speak to that item, and the rules of procedures for speakers at public hearing meetings shall apply.

In addition, the public may speak on matters which are not on the docket during the Public Discussion Period at public hearing meetings. The mayor may grant permission to a person, who is unable to participate in public discussion at a public hearing meeting for medical, religious, family emergency or other similarly substantial reasons, to speak at a regular legislative meeting. When such permission is granted, the rules of procedures for public discussion at public hearing meetings shall apply.

### **Guidelines for the Public Discussion Period**

(a) All speaker request forms for the public discussion period must be submitted by the time the item is called by the city clerk.

(b) No speaker will be allowed more than three minutes; except that one officer or other designated member speaking on behalf of each *bona fide* neighborhood civic association or unit owners' association desiring to be heard during the public discussion period shall be allowed five minutes. In order to obtain five minutes, you must identify yourself as a designated speaker, and identify the neighborhood civic association or unit owners' association you represent, at the start of your presentation.



**(c) If more speakers are signed up than would be allotted for in 30 minutes, the mayor will organize speaker requests by subject or position, and allocated appropriate times, trying to ensure that speakers on unrelated subjects will also be allowed to speak during the 30 minuet public discussion period.**

**(d) If speakers seeking to address council on the same subject cannot agree on a particular order or method that they would like the speakers to be called on, the speakers shall be called in the chronological order of their request forms' submission.**

**(e) Any speakers not called during the public discussion period will have the option to speak at the conclusion of the meeting, after all docketed items have been heard.**



**Fw: A copy of Speaker's Form**  
Jackie Henderson to: Gloria Sitton

04/16/2010 03:49 PM

Jackie M. Henderson  
City Clerk and Clerk of Council  
City of Alexandria, Virginia  
703 746-3975

----- Forwarded by Jackie Henderson/Alex on 04/16/2010 03:47 PM -----

From: Ryan Staab/Alex  
To: Jackie Henderson/Alex@Alex  
Date: 04/16/2010 03:48 PM  
Subject: Re: A copy of Speaker's Form

Ok I'll take 2, thank you for your help  
Ofc. Ryan Staab  
Patrol Sector 1  
Special Operations Team  
Alexandria Police Association President  
Cell (703) 801-2726  
Jackie Henderson

----- Original Message -----

**From:** Jackie Henderson  
**Sent:** 04/16/2010 03:47 PM EDT  
**To:** Ryan Staab  
**Subject:** Re: A copy of Speaker's Form

Under public discussion, #2, is when you can speak to any item not on the docket else where. You aren't speaking specifically to the tax rate, are you, because that is item #4.

Jackie M. Henderson  
City Clerk and Clerk of Council  
City of Alexandria, Virginia  
703 746-3975

Ryan Staab

No I wanted to speak about the budget proposal....

04/16/2010 03:32:50 PM

From: Ryan Staab/Alex  
To: Jackie Henderson/Alex@Alex  
Date: 04/16/2010 03:32 PM  
Subject: Re: A copy of Speaker's Form

No I wanted to speak about the budget proposal.  
Ofc. Ryan Staab

ORDINANCE NO. 4655

AN ORDINANCE to amend and reordain Section 2-4-110 (CREATION, COMPOSITION AND ORGANIZATION), Article M (ENVIRONMENTAL POLICY COMMISSION), 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:

Section 1. That Section 2-4-116 (CREATION, COMPOSITION AND ORGANIZATION), Article P (ALEXANDRIA COMMISSION ON HIV/AIDS), Chapter 4 (COMMITTEES, BOARDS AND COMMISSIONS) of Title 2 (GENERAL GOVERNMENT) of the Code of the City of Alexandria, Virginia, 1981, as amended, be, and the same hereby is, amended and reordained to read as follows:

Sec. 2-4-116 Creation, composition and organization.

(a) There is hereby established a commission known as the Alexandria Commission on HIV/AIDS ("commission").

(b) The commission shall consist of 27 members to be appointed by the city council. The composition of the commission shall be as follows:

- (1) two members from and representing the Alexandria Hospital, one of whom shall be from the hospital's department of pastoral services;
- (2) one member from and representing the Whitman Walker Clinic;
- (3) one member from and representing the Hospice of Northern Virginia;
- (4) one member from and representing an HIV/AIDS service organization which provides services in the city to the minority community;
- (5) one member from and representing the Alexandria Chapter, American Red Cross;
- (6) one member from and representing the Alexandria Gay and Lesbian Community Association;
- (7) one member from and representing the Northern Virginia AIDS Ministry;
- (8) one member from and representing the City of Alexandria Public Schools;
- (9) the sheriff, or the sheriff's designee;
- (10) one member from and representing the Alexandria Community Services Board;
- (11) one member from and representing the Alexandria Human Rights Commission;
- (12) one member from and representing the Alexandria Youth Policy Commission;
- (13) one member from and representing the Alexandria Commission for Women;
- (14) one member who is a practicing physician;
- (15) one student who currently attends any high school located in the City; and
- (16) eleven citizens-at-large.

(c) Members of the commission 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. Members shall serve for a term of three years; provided, however, that of the members first appointed, one-third shall be

selected by lot to serve a term of one year, and one-third shall be selected by lot to serve a term of two years.

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: April 17, 2010