

DRAFT RESOLUTION NO. __

WHEREAS, the City Council wishes to explore the creation of an Alexandria Veterans Commission to address the concerns and needs of veterans, service members, their family members and caregivers; and

WHEREAS, the Ad Hoc Veterans Commission Advisory Group will conduct specified tasks outlined in this resolution.

**NOW, THEREFORE, BE IT RESOLVED
BY THE CITY COUNCIL OF ALEXANDRIA, VIRGINIA:**

That there is hereby established the Ad Hoc Veterans Commission Advisory Group ("Advisory Group") whose mission is to provide a recommendation to City Council regarding the creation of a permanent Alexandria Veterans Commission ("Commission") that would address the concerns and needs of veterans, service members, their family members and caregivers.

1. That the Advisory Group shall consist of seven members, to be appointed by the City Manager, representing a diversity of interests in veterans affairs.
2. That the City Manager shall appoint the Advisory Group Chair, whose role is to serve as a meeting facilitator, spokesperson and work with City staff to set Advisory Group meeting agendas.
3. That the function of the Advisory Group shall be to discuss and provide guidance to City Council with regards to the development of an Alexandria Veterans Commission. The Advisory Group will assist in the development of a report that shall include comments and recommendations concerning:
 - a. the need for the committee and possible duplications or conflicts with other committees;
 - b. the appropriateness of a committee format to deal with the issues involved;
 - c. the purview of the Commission through a defined mission, vision and strategies to better connect veterans, services members and their family members and caregivers to the City;
 - d. the impact that creation of the committee will have on city staff resources, including:
 - (i) the estimated total amount of city staff time that will be required on an annual or other basis to staff the committee;

- (ii) whether the committee can accomplish its assigned work with existing staff; and
 - (iii) if new staff will be required, the total amount of additional staffing that will be required and the projected annual cost of such additional staff.
 - e. the responsibilities, duties, scope of work, and staffing and funding levels for a permanent Commission;
 - f. the concerns and needs of veterans, services members, their family members and caregivers that will be addressed by the Commission; and
 - g. the composition and term of office for the Commission members.
4. That members of the Advisory Group are expected to:
- a. Support the City's community engagement and outreach efforts by speaking on behalf of their representative groups and communicating their interests in this process.
 - b. Attend and participate fully in all Advisory Group meetings, in addition to attending work sessions and public hearings of the City Council as needed. If unable to attend, members are encouraged to notify staff in advance and provide comments on meeting materials in a timely manner.
5. That the Advisory Group will be staffed by a representative appointed by the City Manager as dictated by available staff resources and the nature of the work.
6. That to assure compliance with City Code Section 2-4-8(c) 2-3, the Advisory Group shall develop an inventory of federal, state and non-profit organizations that provide services to veterans, services members, their family members and caregivers that are available to Alexandria residents.
7. That pursuant to City Code Section 2-4-8, the Advisory Group shall meet on an ad hoc basis as needed for the period of 3 months, with up to an additional 2 months if needed for completion of their stated tasks as defined herein, unless otherwise extended by City Council.

Adopted:

ALLISON SILBERBERG MAYOR

ATTEST:

Jacqueline M. Henderson, MMC City Clerk