

City of Alexandria, Virginia

BOARDS AND COMMISSIONS OVERVIEW



Boards and Commissions Audit Review Committee



- 2 Council Members – Councilman Aguirre and Councilman Chapman
- City Clerk – Gloria Sitton
- City Attorney Representative – Adrienne Fine, Assistant City Attorney
- 1 Staff Liaison to a City Board, Diane Ruggiero, Deputy Director, Recreation, Parks, and Cultural Activities

Previous Boards and Commissions Review



- 1975 – Report of the Ad Hoc Budget Advisory Committee recommended a review of the City's committee structure to achieve a more efficient committee system.
- December 1977 – Resolution 586 –made recommendations to:
 - Consolidate existing committees
 - Create procedures for eliminating and creating committees
 - City Staff for support of committees
 - Eliminate committees with completed missions

Boards and Commissions Review (cont.)



- Committee on Committees was established in 1978 and a report was issued in the fall.
- 11 committees were dissolved at that time including: Building Code Advisory Board, Commission on Criminal Justice, Budget Procedures Committee, and Bicycle Lanes and Bicycle Storage Facilities (Resolution 689)

2008 –Report from the Council Committee on Boards and Commissions



- Committee reviewed general requirements for appointments, term limits, efficiencies that could be made by combining groups and sunseting groups, and review residency waiver policy.

Goals/Expectations



Reviewing the process, procedures and policies as they relate to the advisory bodies and to return to City Council with recommendations on any modifications and/or changes to boards and commissions.

Recommendations/Updates



Update to Boards/Commissions Database and Website

- New database system has been implemented to collect application and demographics.
- Appointment Notifications/Onboarding of New Members
 - City Clerk's Office sends out notification letters and a member handbook has been created.
- Applications for appointment
 - All fields of the application, except the voluntary demographic portion, be mandatory

Recommendations (cont.)



- Term Limits
 - Removal of the provision allowing waiver of the term limit.
 - Once ten-year term is reached, member must wait a calendar year before reapplying.
- Residency Waiver
 - No change recommended. Better enforcement of current rules.
- Annual Reports
 - Add enforcement mechanism for late and missing reports.

Recommendations (cont.)



- Meeting Places
 - No change on this matter recommended at this time.

- Oath of Office
 - Enforcement provision stating that an oath not returned with 60 days of appointment could result in removal from the committee.

Recommendations (cont.)



- Bylaws
 - Bylaws become a mandatory requirement with enumerated areas to promote consistency .
 - Create a new City Code provision requiring creation of bylaws consistent with the City Code, State and Federal law.
 - To be filed with the City Clerk's Office and reviewed by committee annually.

Policy Recommendations



- **Social Media and Communications Policy**
 - Establish a social media/communication policy similar to the procedures for City departments.

- **Fundraising Policy**
 - General Rule: Solicitation and Collection of funds by committees is prohibited.
 - City Council may establish appropriate exceptions, grandfathering groups currently fundraising, or other components of this prohibition. A fundraising policy would be created by the City Manager's Office and Finance Department for any groups allowed to engage in fundraising

Recommendations (cont.)



Composition of Boards/Commissions and Review of Boards/Commissions

- No list of specific boards for consolidation, restructuring, and abolition.
- Need further guidance from Council, as a whole, about committees to be changed or dissolved (if any).



QUESTIONS?