

Memo

To: Members of Alexandria City Council, City Manager Mark Jinks & City Clerk Gloria Sitton

From: Councilman John Taylor Chapman

Subject: Transparency in City Board/Commission Applications

On July 10th, councilmembers received a letter from 11 civic associations requesting that additional information about City Board and Commission Applicants be made more accessible to the public. The letter noted the fact that the information that applicants submit is for public information, per Virginia Code.

The City Clerk's current practice is make the entire Applicant Information Form available to city councilmembers prior to the legislative meeting, where the votes on the applicants will take place. The version of the city council docket that is released to the public does not contain the Applicant Information Form, only the ballot with names of applicants that council will use for voting for each Board or Commission. This ballot only contains the first and last names of each applicant, denotes if they are an incumbent and have any endorsements.

I would propose that we direct the Clerk to attach the Personal Data Record Form and redact personal information from the online docket such as: Date of Birth, Street Address, Primary and Alternate Phone Numbers as well as any attached resume that an applicant might submit with this form. These sensitive pieces of information could be made available by requesting them at the Clerk's Office, as anyone can currently do.

This would allow for the public to get a greater sense of the background and qualifications of applicants for the city's boards and commissions without allow unfettered access to sensitive contact and personal information.

Attached is version of what an applicant packet attached to the public docket would look like.

CITY OF ALEXANDRIA BOARDS & COMMISSIONS

Submit Date: Dec 03, 2019

Personal Data Record Form

Profile**FOR PUBLIC INFORMATION**

All appointments to City Boards and Commissions are made by the City Council through the Executive Secretary for Boards and Commissions. APPLICANTS MAY ONLY APPLY FOR ONE VACANCY AT A TIME. Please complete this application in its entirety. Your application will be forwarded to the City Council. Fill in all applicable blanks on the form. Incomplete applications will not be forwarded to City Council. All applicants are encouraged to contact the Council members and introduce themselves.

Ann

First Name

Harbour

Last Name

[REDACTED]
Email AddressDate of Birth
[REDACTED]

Place of Birth

[REDACTED]
Street Address

Suite or Apt

Alexandria
CityVA
State22304
Postal Code[REDACTED]
Primary Phone

Home:

Alternate Phone

Other Phone Number

CareFirst BlueCross BlueShield
EmployerDirector, Government Affairs
Job Title

Which Boards would you like to apply for?

Commission For Women: Submitted

Type of Position

Interests & Experiences