



**Eisenhower West/Landmark Van Dorn Implementation Advisory Group
City of Alexandria**

APPLICATION FOR *AT LARGE* APPOINTMENT

Please complete this form and return it to the Department of Planning and Zoning by **5:00 p.m. on Friday, March 21**. Forms can be returned by email to Melissa Symmes at melissa.symmes@alexandriava.gov or by mail/hand delivery to Alexandria City Hall, 301 King Street, Room 2100, Alexandria, Virginia 22314. Questions may be directed to Melissa Symmes via email or at 703.746.3851.

Date: _____

Name: _____

Home Address: _____

Phone: _____ Email: _____

Please check the At-Large slot for which you are applying. Please also note your business, neighborhood or group affiliation, if applicable.

☐ At-Large Business Representative [2 slots available] _____

☐ At-Large Resident Representative [1 slot available] _____

Do you live or work in the City of Alexandria? _____

Please explain why you would like to serve on this group.

For PZ Use Date/Time Received: _____

Provide information about your experience relevant to this effort: (This could include a wide range of things from community volunteer work to expertise related to planning, parking, design, land use, transportation, economic development, affordable housing, retail, open space, environmental sustainability, etc.)

Are you now paid by the City of Alexandria? If yes, please state your department, job title and describe your duties: _____

Do any of your immediate relatives or business associates serve the City of Alexandria in any capacity? If yes, please explain: _____

References: (List name and contact information of three references that support your application)

1. _____

2. _____

3. _____

Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled or unforeseen business trips, and emergency work assignments only. All other absences are recorded as unexcused.

In light of the above, will you be able to attend at least 75 percent of the regular meetings of the board which you may be appointed? _____

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867 (attached)? _____

ORDINANCE NO. 2867

AN ORDINANCE to amend Chapter 5, Title 2 of The Code of the City of Alexandria, Virginia, 1981, as amended, by adding a new article lettered B; which Title 2 relates to GENERAL GOVERNMENT, which Chapter 5 relates to OFFICERS AND EMPLOYEES and which new Article B relates to FINANCIAL DISCLOSURE.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That Chapter 5, Title 2 of The Code of the City of Alexandria, Virginia, 1981, as amended, be and the same hereby is amended by adding a new article lettered B to read as follows:

ARTICLE B
Financial Disclosure

Sec. 2-5-11. Financial disclosure statement--Required.

(a) In addition to those public officials and employees who may be required by the Comprehensive Conflict of Interests Act to file financial disclosure statements because they have a material financial interest which they believe or have reason to believe may be substantially affected by actions of the governmental or advisory agency of which they are officers or employees, all persons holding the following offices or positions in the city shall file an annual financial disclosure statement on a form prepared by the secretary of the commonwealth in accordance with the provisions of the Comprehensive Conflict of Interests Act. Such forms shall be filed in the office of the city clerk/clerk of council.

- (1) mayor and members of city council;
- (2) city manager, deputy city managers, assistant city managers and assistants to the city manager;
- (3) city attorney and deputy city attorney;
- (4) city clerk and deputy city clerk;
- (5) directors and deputy directors of all city departments;
- (6) director and deputy director of the office of management and budget;
- (7) members of the following boards and commissions of the city:
 - a. planning commission;
 - b. school board;
 - c. Alexandria Redevelopment and Housing Authority;
 - d. board of zoning appeals;
 - e. board of architectural review;
 - f. board of equalization and assessment review;
 - g. board of housing hygiene;
 - h. Alexandria Industrial Development Authority;

- i. Alexandria Sanitation Authority;
- j. building code board of examiners; and
- k. community development block grant advisory committee; and

(8) administrative assistants employed by the mayor and members of council pursuant to section 3.06.1 of the city charter.

(b) A person required to file a financial disclosure statement shall verify in writing, under oath, that to the best of his or her knowledge the information in the financial disclosure statement is true and complete.

Section 2. That the title of and an informal memorandum explaining this ordinance shall be published in a newspaper of general circulation published in the city not later than five days following its introduction together with a notice containing the time and place for a public hearing. The city clerk shall have the full text of this ordinance printed in sufficient numbers to supply copies to meet request. The city clerk shall note the date of introduction and first reading, the date of publication, the date of the public hearing, and the date of the second reading and final passage in the minutes of the meeting. This ordinance shall become effective the date of its final passage.

CHARLES E. BEATLEY, JR.
Mayor

Final Passage: October 25, 1983