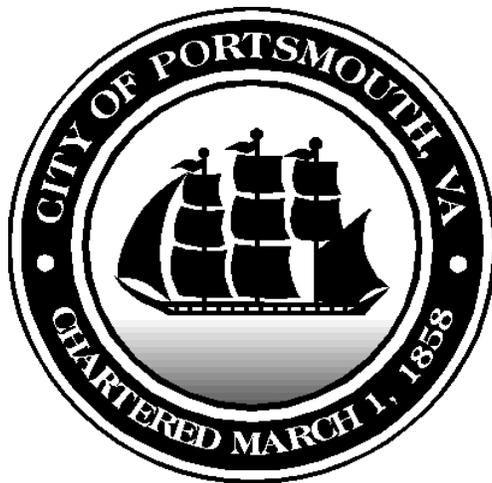


# **BOARDS, COMMISSIONS, AUTHORITIES & COMMITTEES**



## **INFORMATION MANUAL**

# **PREFACE**

The Portsmouth City Council maintains a strong commitment to citizen participation as evidenced by the large number of Boards, Commissions, Authorities and Committees established by City Council.

Appointments are made when terms of office expire or when vacancies occur. Vacancies are advertised on Cox Cable Channel 48 "Government Channel." Any Portsmouth resident or person with ties to the City of Portsmouth (i.e., own property and/or works in the City) and wishes to become a member of one of the groups listed in the manual should complete an application. Once completed, the form should be mailed to the City Clerk, P. O. Box 820, Portsmouth, Virginia 23705. Indicate "application" on the envelope. The completed applications are filed in the Name Bank and referred to as vacancies occur.

For additional information, please call (757) 393-8639.

# **PURPOSE OF THE MANUAL**

This manual has been prepared in an effort to familiarize citizens with the purpose and function of the various Boards, Commissions, Authorities and Committees appointed by City Council in their role in City government.

The City Council is grateful to the many dedicated citizens who volunteer their time to serve as members of these groups.

Citizens are invited to express their interest by attending meetings and taking part in the activities of those groups in which they are most interested.

# PORTSMOUTH BOARDS AND COMMISSIONS

## ***JOB DESCRIPTION***

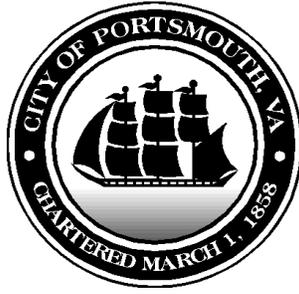
The Portsmouth City Council is looking for good candidates to serve as members of our many boards and commissions. Members are appointed to several boards, which are concerned about a variety of subjects, including finance, land use, parks and recreation, museums and fine arts, and many other areas. The Council relies on the boards to advise them and help them to make decisions in these areas.

We are looking for people who exhibit the following characteristics:

Civic minded  
Interested in the future of Portsmouth  
Want to make a difference in the community  
Innovative and creative thinker  
Open to new ways of doing business

If selected, you should be willing to commit to:

Regular attendance  
Express your views, even if they differ from the majority  
Help recruit others who are willing and able to volunteer  
Communicate with citizens about the activities of your board



# *Vision Principles*

## **Portsmouth, Virginia**

...A City which celebrates its history while embracing its future...

A **prosperous port City** which builds on its assets, its strategic geographic location, its waterways, its rich diversity, its sense of place to create economic opportunity for all of its citizens.

A **lifelong learning City** which fosters education in its broadest sense.

A **safe, friendly City** which values, respects, and protects all of its citizens, visitors, neighborhoods, and businesses.

# *Guiding Principles*

- A compact for leadership -

- Focus on respectful communication.
- Speak with one voice.
- Share information. No surprises.
- Lead by example.
- Commit to teamwork
- Zero tolerance for disrespect.

**ADOPTED ON FEBRUARY 26, 2019**  
Portsmouth City Council Retreat Notes  
February 2, 2019

## List Of City Council Appointed

# Boards/Commissions/Authorities/Committees In Portsmouth, Virginia

## Appointed by City Council

Behavioral Healthcare Services Board	Portsmouth Port and Industrial Commission
Board of Building Code Appeals	Portsmouth Redevelopment and Housing Authority
Board of Zoning Appeals	Senior Services of Southeastern Virginia (Regional)
Clean Community Commission	Social Services Advisory Commission
Community Criminal Justice Board	Southeastern Public Service Authority (SPSA) (Regional)
Community Policy & Management Team	South Hampton Roads Disability Services Board (Regional)
Downtown Design Committee	Supplemental Retirement Board
Economic Development Authority	Tidewater Community College Board (Regional)
Historic Preservation Commission	Tidewater Youth Services Commission (Regional)
History Commission	Towing Advisory Board
Housing Board of Adjustments and Appeals	Wetlands Board
Law Library Board	Youth Advisory Commission (Middle and High School Students Only)
Library Board	
Museum & Fine Arts Commission	
New Port Community Development Authority	
Parks and Recreation Commission	
Planning Commission	
Portsmouth Parking Authority	

Boards/Commissions/Authorities/Committees  
Appointed By The

# City Council

## **Behavioral Healthcare Services Advisory Board**

The Behavioral Healthcare Services Advisory Board is responsible for advising the City Council regarding rules, policies, regulations, operations and services provided by the Department of Behavioral Healthcare Services.

The Board is composed of not less than nine (9) members appointed by City Council for a term of three years.

**Three members** of the board **shall be consumers of behavioral healthcare services or family members of consumers. Of those three members, at least one shall be a consumer receiving such services.**

The Board meets at 4:00 p.m. on the first Wednesday each month in the Behavioral Healthcare Conference Room, 1811 King Street. For information call Cherie Lassiter at 393-8618.

## **Board of Building Code Appeals**

The Board of Building Code Appeals hears appeal cases presented by those persons who have been denied a building permit by the City's Building Official.

The Board is composed of **five members** appointed by City Council for four-year terms. At least one member must be an **experienced builder**, and at least **one** member must be a **licensed engineer or architect**.

The Board meets within 30 calendar days after the date of receipt of the application for appeal, or at periodic meetings when necessary at 4:00 p.m., in the 6<sup>th</sup> Floor Conference Room of Portsmouth City Hall. For information call Doug Smith at 393-8522.

***Educational Requirement:*** Each newly appointed member shall attend the Virginia Code Academy sessions pertinent to the Virginia Uniform Statewide Building Code and provide a Certificate of attendance to the City Clerk within 30 days of completion.

***Mission Statement:*** The Board of Building Codes Appeals will ensure that owners of property in the City of Portsmouth are afforded an equitable opportunity to explore all resources available to rehabilitate rather than demolish substandard property. The Board's decision would decrease the number of vacant, non-buildable parcels derived from demolition, increase housing stock for rental or homeownership, and provide revenue to the city.

## **Board of Zoning Appeals**

The Board of Zoning Appeals is a mandated board by State Code. The Board consists of five regular members and three alternate members. This board has the power and duty to hear and decide requests for variances from the provisions of the Zoning Ordinance and to decide appeals of any interpretation or final decision of the Zoning Administrator.

The board meets the 4th Wednesday of each month at 4:30 p.m. in the 6<sup>th</sup> Floor Conference Room when variances or appeals are received. All BZA hearings are open to the public. For information call Kelton Millhouse at 393-8522.

**Board members are required to complete a Financial Disclosure Statement prior to taking office.**

***Mission Statement:*** The Board of Zoning Appeals mission is to provide deliberations on requests for variances and appeals with consideration to the purpose, spirit and intent of applicable ordinances, laws, and regulations in making its decisions using qualitative measures against which a proposal is compared.

## **Clean Community Commission**

The Clean Community Commission shall have the purpose and duty of enhancing community quality and liveability by the encouragement and promotion of programs to clean up and beautify neighborhoods throughout the City.

The Commission shall be appointed by the City Council and shall consist of not less than nine members, who shall be citizens of the city or business or property owners in the City. The commission shall be appointed for terms of three years. Members shall hold office during their respective terms at the pleasure of the city council and until their successors are appointed.

The Commission will meet on the third Tuesday of each month at 4:00 p.m., at the Waste Management Operations Center, 2011 Frederick Blvd. The staff liaison for the Commission is Amos Taylor, 393-8663.

## **Community Criminal Justice Board**

The Community Criminal Justice Board will advise on the development and operation of local pretrial services and community-based probation programs and services pursuant to 19.2-152.2 and 9.1-176 for use by the courts in diverting offenders from local correctional facility placements; assist community agencies and organizations in establishing and modifying programs and services for offenders on the basis of an

objective assessment of the community's needs and resources; evaluate and monitor community programs, services and facilities to determine their impact on offenders; development and amend the criminal justice plan in accordance with guidelines and standards set forth by the Department and oversee the development and amendment of the community-based corrections plan required by 53.1-82.1 for approval by participating local governing bodies; review the submission of all criminal justice grants regardless of the source of funding; facilitate local involvement and flexibility in responding to the problem of crime in their communities.

The Board shall not exceed **18 members** appointed by City Council for a two/three year terms. The Board shall include representatives of the following: **a Judge of the General District Court; a Circuit Court Judge; a Juvenile & Domestic Relations District Court Judge; the Chief Magistrate; a member from the City Council or the City Manager or a Deputy City Manager appointed by the City Council; the Chief of Police; an attorney for the commonwealth; a Public Defender or an attorney who is experienced in the defense of criminal matters; the Sheriff; the superintendent of the Hampton Roads Regional Jail; a local educator, a behavioral healthcare services advisory board administrator, and up to six at-large citizens.**

The Board meets quarterly the fourth Thursday of January, April, July, and October at 3:30 p.m. in the 1345 Court Street, 1<sup>st</sup> Floor, General District Court Hearing room. For information call Adam Warriner at 393-5237, ext. 8786.

***Mission Statement:*** The Portsmouth Community Criminal Justice Board brings together community and local agency representatives to establish and implement a comprehensive community corrections policy and plan that serves to address local needs and problems.

## **Community Policy and Management Team**

The Community Policy and Management Team (CPMT) is a local body responsible for administering Comprehensive Services Act funding and resources for at-risk youth and families. The team is made up of the agency heads or their designees from the local Department of Social Service, School System, Behavioral Healthcare Services Board (mental health), Court Services Unit (juvenile justice), local Health Department, a parent who does not work for any agency which receives pool funds, and, where appropriate, a private provider. This team has administrative and fiscal responsibility for the local funds pool, is responsible for the development of local policy and procedure, and appoints the members of the Family Assessment and Planning Teams. In addition to those required by law, the local governing body may appoint additional members to the CPMT such as local elected or appointed officials.

**Members are must annually file a Financial Disclosure Statement with the City Clerk.**

The Team meets monthly and usually is scheduled for the third Wednesday of the month at 2:00 p.m., 1701 High Street, Suite 101. For information contact the Director of Social Services, at 405-1800, extension 8384.

***Mission Statement:*** The Commission is to review and make an assessment of any proposals to change the operation or development of the CIDSMA and then to advise the City Council whether the proposal has an impact on the many interests of Portsmouth and the waterfront community of River Shore Road.

## **Downtown Design Committee**

The Committee is responsible for preservation of buildings and structures, and areas in the historic core area of Downtown Portsmouth and to regulate and control new construction in accordance with the City's master plan for the Central Business District.

The Committee is composed of **seven members** appointed by City Council for a term of three years. Of the members appointed, **one** shall be appointed from at least three nominees made by the **Portsmouth Chamber of Commerce**, **one** shall be appointed from at least three nominees made by the **Portsmouth Downtown Merchants' Association**, **one** shall be a representative of the **district** and four (4) shall be chosen to provide **professional expertise such as architects, design professionals, real estate professionals or historians**.

The Committee meets the first Tuesday of each month at 5:00 p.m. in the 4<sup>th</sup> Floor Conference Room of Portsmouth City Hall. For information call Samson Okafor at 393-8836.

***Mission Statement:*** The Downtown Design Committee is to preserve the character of the downtown design districts via promoting the preservation and restoration of existing structures; and, promoting new structures that compliment the character of the downtown design districts.

## **Economic Development Authority (EDA)**

The primary responsibility of the EDA is to foster business growth within the City and thereby create employment opportunities. Some of EDA'S more important powers are the ability to purchase land for business use and the Authority to issue tax-free revenue bonds for private enterprise in the acquisition of land, buildings, equipment, and related facilities.

The Authority is composed of **seven** Commissioners appointed by City Council for four-year terms. **All directors shall be citizens of the City of Portsmouth.** Ex officio members are the Director of Economic Development, who serves as Executive Director and Secretary, Assistant Director of Economic Development, who serves as Assistant Secretary and Assistant Treasurer, City Manager, City Attorney,

Executive Director of Portsmouth Redevelopment and Housing Authority, and the Executive Director of the Chamber of Commerce.

The Commission meets on the Third Tuesday of each month at 8:00 a.m. in the 801 Crawford Street, 6<sup>th</sup> Floor Conference Room. For information call Robert Moore at 393-8804.

**Members are administered the Oath of Office and, according to State law, must annually file a Financial Disclosure Statement with the City Clerk.**

***Mission Statement:*** The Authority will demonstrate the leadership and partnership to implement and advance economic development within the City of Portsmouth and Hampton Roads in a manner that creates quality development.

### **Historic Preservation Commission**

The historic districts of Olde Towne, Cradock, Truxtun, Port Norfolk, and Park View, and any districts that may be designated in the future, are established with the goal, without limitation, of promoting and protecting the health, safety, comfort, recreation, prosperity, and general welfare of the community through the identification, preservation, and enhancement of city buildings, structures, sites, neighborhoods, landscapes, places and areas that have special historical, educational, cultural, artistic, architectural or archaeological significance as provided for by Section 15.2-2306 of the Code of Virginia.

The Historic Preservation Commission - Specifically to preserve and protect historic places and areas in Portsmouth through the control of demolition and regulation of architectural design and uses of structures in such areas.

The Commission is composed of seven members and three alternates appointed by City Council for three-year terms and **all of whom shall be residents of the City**. All members must demonstrate an interest or competence in or knowledge of historic preservation. Of the members appointed **one member** shall be an architect or architectural historian, **two members** shall have professional training or equivalent experience in architecture, history, architectural history, archaeology or planning.

**The four remaining members shall be chosen to provide professional expertise and adequate representation from residents of the historic districts.**

The Committee meets the third Tuesday of each month at 7:00 p.m. in the 6<sup>th</sup> Floor Conference Room of Portsmouth City Hall. For information call Jocelyn Adumuah at 393-8836.

## **History Commission**

This Commission shall be the official consultant and advisor to the City Government and City Council on all matters pertaining to the city's history.

The Commission shall (1) act as an advisor to the City Council and the Department of Market, Museums, and Tourism on matters related to the city's history and heritage, (2) assist and cooperate with public and private groups and agencies in developing, establishing, maintaining, preserving and publicizing places of historical significance, (3) assist and cooperate with the school board of the city in improving the opportunities of students in the city public schools to engage in the study of Portsmouth's history and to develop and appreciation of the city's contributions to the Commonwealth of Virginia and to the nation, and (4) accept grants, gifts and appropriations from whatsoever source, and expend funds to increase knowledge concerning the city's history.

The Commission is composed of **thirteen members** who shall be appointed by the City Council.

The Commission meets the third Tuesday of each month at 11 a.m. at the Portsmouth Main Library, 601 Court Street. The Commission does not meet in July and December. For further information call Todd Elliott at 393-8365.

## **Housing Board of Adjustments and Appeals**

The Housing Board of Adjustments and Appeals hears appeals from individuals who have been cited for violating the Virginia Maintenance Codes as prescribed in the City Code. The Board interprets the intent and meaning of the Code when a question is raised relative to compliance with minimum standards.

The Board shall consist of not less than **five members** appointed by City Council for three-year terms. At least one member should be an **experienced builder**, at least one member should be a **licensed engineer** or architect and at least one member should be an **experienced property manager**.

In the absence of enough members to fill this board, the Board of Building Code Appeals may be used to hear appeals to the Housing Board of Adjustments and Appeals. Members of the Board of Building Code Appeals may also be used as alternates to members of the Housing Board of Adjustments and Appeals.

The Board meets at 2:30 p.m. on the third Tuesday every other month (Jan., Mar., May, July, Sept, Nov.) in the 4th Floor Engineering Conference Room of Portsmouth City Hall. For information call Debrah Rose at 393-8522.

**Educational Requirement:** Each newly appointed member shall attend the Virginia Code Academy sessions pertinent to the Virginia Maintenance Code and provide a Certificate of attendance to the City Clerk within 30 days of completion.

**Mission Statement:** The Board shall promote, assist and provide a forum for citizens and property owners to discuss issues and policies which may best provide safe and reliable structures by maintaining minimal housing standards asset forth by City Code.

## **Law Library Board**

The Law Library Board shall control and manage the city law library and adopt such bylaws, rules and regulations for the control and management of the law library. They shall have the power to accept, administer and expend for operating expense funds received as gifts.

The Board shall consist of two practicing attorneys, a Judge of the Portsmouth Court; and a citizen (non-attorney, non-court employee).

The Board will meet as needed. For information, call Solomon Ashby, City Attorney at 393-8731.

## **Library Board**

The Library Board shall have the control and management of the Portsmouth Public Library and shall make and adopt such by-laws, rules and regulations for their guidance. It establishes policy and advises the City Librarian on the operation of the Library. The Board may review current programs and advise City on the library system's needs.

The Board is composed of **nine members who shall be citizens of the City** and are appointed by City Council for three-year terms. The City Librarian serves as the ex- officio Secretary of the Board to insure that Board policy and library administration are coordinated.

The board meetings are held at 12:00 noon on the second Thursday of each month in the Conference Room of the Main Library, 601 Court Street, Portsmouth. For information call Todd Elliott at 393-8365.

**Members are required to take an oath of office administered by the City Clerk.**

**Mission Statement:** To ensure that the Library provides the best material, information, and services to meet the educational, recreational, cultural, and social needs of our diverse city; to support lifelong learning; and to provide an atmosphere that is welcoming, respectful and professional.

## **Museum and Fine Arts Commission**

The Museum and Fine Arts Commission is the consultant and advisor to City Council on all museum and fine art activities, programs, and facilities. The Commission serves as advisor to City Council on the management of City museums.

Individuals appointed to the Museum & Fine Arts Commission are expected to demonstrate their support of the City Council goals and the Museums mission statement through attendance at Museums functions (preview opening receptions, lectures and programs, book signings, etc.) which number approximately two per month; through Museums membership, recruitment of new members, and support of fundraising events; and through volunteer service, which includes serving on at least two standing committees as outlined in the by-laws. Committees include Awards, Development/Marketing, Exhibits, Finance, Legislative, Program, and Nominating.

The Commission is composed of **fifteen members who shall be citizens of the City** and appointed by the City Council.

The Commission meets the first Tuesday of each month at 4:30 p.m., in the Children's Museum of Virginia, 221 Middle Street. The Commission does not meet in July and December. For further information call Nancy Perry at 393-8983.

***Mission Statement:*** Recognizing the intrinsic value of the arts for an enhanced quality of life, a positive economic impact and an improved perception of the Portsmouth community, the Museum and Fine Arts Commission, serving in an advisory capacity to City Council, educates, preserves and promotes our cultural arts and historical heritage.

## **New Port Community Development Authority**

The Community Development Authority is primarily responsible to annually approve the revised special assessment roll prepared by MuniCap, Inc., the administrator for the bonds, and to oversee the expenditure of the remaining bond proceeds.

The Authority is governed by five members appointed by City Council for four year terms. Authority members are not required to live in the city. CDA Board meetings are held annually at the end of January or beginning of February and otherwise meetings are held throughout the year as necessary.

**Members must, per State law, annually file a Financial Disclosure Statement with the City Clerk.**

## **Parks and Recreation Commission**

The function of the Parks and Recreation Commission is to serve in an advisory capacity to City Council on the planning and implementation of parks and recreation programs. The Commission promotes public interest in and understanding of, the City's parks and recreation programs. The Commission studies the community's recreation needs and forwards recommendations on the development of programs and facilities to City Council, Director of Parks and Recreation, and the City Manager.

The Commission is composed of **nine members** appointed by City Council for three-year terms. An **ex-officio** member may be appointed from the **School Board, Portsmouth Redevelopment and Housing Authority** and an **employee of the City**.

The Commission meets at 5:30 p.m. on the fourth Wednesday of each month except July and August, in the Parks and Recreation Conference Room, 3<sup>rd</sup> Floor, Portsmouth City Hall. For information call Monica Johnson at 393-8481.

***Mission Statement:*** Committed to developing and maintaining recreation services which promote responsibility, growth, achievement and respect by providing those experiences to ensure an attractive, safe and wholesome recreational community.

## **Planning Commission**

The Planning Commission is an agency authorized by State Law and created by City Council. Under State Law, the Commission's primary responsibility is to develop, recommend and interpret a comprehensive physical development plan for the City and, in this process, to engage in a continuous urban planning program open to citizen participation. The Commission serves as an advisor to City Council on primarily land use matters.

The Planning Commission is responsible for making recommendations on rezoning petitions, street closures and use permits. Public hearings are held on each. These land use activities are augmented by participation in regional transportation planning, basic research and public information. In pursuing its objectives, the Commission interacts with many other Boards and Commissions at the local, intermunicipal, regional, State and Federal levels.

The Commission consists of **seven members** appointed by City Council for four-year terms. **All directors shall be citizens of the City of Portsmouth.** The Director of Planning serves as an ex-officio member of the Commission.

**Members must, per State law, annually file a Financial Disclosure Statement with the City Clerk.**

The Commission meets at 1:30 p.m. on the first Tuesday of each month in the City Council Chamber, Portsmouth, Virginia. For information call Robert Baldwin at 393-8836.

***Mission Statement:*** The Commission's primary responsibility is to make recommendations to the City Council on the adoption of the Portsmouth Comprehensive Plan and on related matters of comprehensive planning and land use development.

### **Portsmouth Parking Authority**

The Portsmouth Parking Authority is responsible for reviewing plans for off-street parking facilities in Portsmouth, operating the City's nine surface lots, all on-street parking and all parking municipal garages.

The Authority is composed of **five members who shall be citizens of the City** and are appointed by City Council for four-year terms. The Authority meets the third Thursday at 6:30 p.m. in the 4<sup>th</sup> Floor Conference Room, Portsmouth City Hall. For information call James Wright at 393-8592.

**Members must, per State law, annually file a Financial Disclosure Statement with the City Clerk.**

***Mission Statement:*** Authority is to oversee the activities of the City-operated parking facilities and make recommendations to City Council regarding the level of parking fees.

### **Portsmouth Port and Industrial Commission (PPIC)**

The PPIC serves to foster industrial development within the City. However, the role of PPIC has been more narrowly defined so that its efforts are directed at the stimulation of waterfront development along with closely related industrial and commercial activities. The Commission has the authority to condemn property for public reuse and the power to acquire the necessary capital.

The Commission is composed of **seven members** appointed by City Council to serve four-year terms. The same ex-officio member, serve on the PPIC as the Economic Development Authority.

The Commission meets on the fourth Tuesday of each month at 8:00 a.m. in the 801 Crawford Street, 6<sup>th</sup> Floor. For information call Robert Moore at 393-8804.

**Members are required to take an oath of office administered by the City Clerk and to complete a Financial Disclosure Statement.**

## **Portsmouth Redevelopment and Housing Authority (PRHA)**

The PRHA plans and implements programs primarily in deteriorated neighborhoods or underutilized sections of the City. An Executive Director serves to execute the policy and decisions of the Board. It coordinates the operation of public housing, urban renewal activities, and conservation and rehabilitation district program activities in the City.

The Authority is composed of **seven Commissioners** appointed by City Council for four-year terms.

The Authority meets on the third Thursday of each month at 6:00 p.m. in the Commissioner's Conference Room, 3316 South Street, Portsmouth, Virginia. For information call Edward Bland at 399-5261.

**Members must, per State law, annually file a Virginia Conflict of Interest Statement with the City Clerk.**

**Members are required to take an Oath of Office administered by the City Clerk.**

***Mission Statement:*** To enhance the quality of life for the citizens of Portsmouth through resource acquisition, asset management, and pursuing innovative opportunities.

## **Senior Services of Southeastern Virginia**

The Board of Senior Services of Southeastern Virginia is primarily responsible for planning and coordinating services for the aging. These tasks are undertaken by a staff hired by the Board as well as Board-appointed technical committees.

The Virginia Office on Aging has designated Senior Services of Southeastern Virginia as the Area Agency on Aging for Planning District 20, which includes six cities and two counties - Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk, Virginia Beach, Isle of Wight and Southampton. It is charged with the responsibility of developing a comprehensive and coordinated system of services. In order to do this, Senior Services of Southeastern Virginia contracts with providers for identified needed services or provides services itself when contracting is not feasible.

The Portsmouth City Council appoints one member to the Board of Directors of Senior Services of Southeastern Virginia. The appointed member, in turn, recommend a two, "At-Large" members to the Board.

One member is appointed by City Council for two-year terms.

The meetings are held at 1:30 p.m. on the fourth Thursday, bi-monthly beginning in January at the Interstate Corporate Center, 6350 Center Drive, Building 5, Suite 101, Norfolk, Virginia 23502. For information call Maxine Scott at 461-9481.

### **Social Services Advisory Commission**

The Social Services Advisory Commission is responsible for all matters pertaining to the social welfare of the people of the City. The Commission monitors social welfare programs as they are developed, makes recommendations on policy matters concerning the Department of Social Services, prepares an annual report to City Council concerning the administration of the Department of Social Services, and submits reports to City Council, from time to time, as appropriate.

The Commission consists of **seven members** appointed by City Council.

The meetings are held on the second Wednesday of each month at 3:00 p.m., 1701 High Street Suite 101 in the Social Services Conference Room. For information call Pamela Little-Hill at 405-1800, extension 8384.

***Mission Statement:*** To support the work of Portsmouth Department of Social Services in its endeavor to provide professional and comprehensive services to enhance the quality of life for the citizens of Portsmouth.

### **Southeastern Alcohol Safety Action Program**

The purpose of the Alcohol Safety Action Program is to improve roadway safety by decreasing alcohol and other drug-related incidents which cause death, injury, property damage, and human suffering on Virginia's roadways through both education and treatment.

In addition, the program seeks to provide alternatives for other alcohol and drug related problems to Juvenile & Domestic, General District, and Circuit Courts through the use of ancillary programs created and/or approved by the Commission on VASAP.

The regular quarterly meetings of the Southeastern Virginia ASAP Board of Directors shall be determined at previous meetings. The Board may change the location, date and time of any regular meeting at the prior meeting and may adjourn any meeting from time to time to another place. Normally meetings are held in January, April, July and October at 1701 High Street, Portsmouth, VA 23704 at 5:30 pm. For information call Anthony Carmichael at 396-6980, extension 209.

## **Southeastern Public Service Authority (SPSA) (Regional)**

The purpose of this board is to acquire, finance, construct, operate and maintain a water system and a garbage and trash collection and disposal system, all pursuant to the provisions of the Virginia Water and Sewer Authorities Act.

**Members are required to take an Oath of Office administered by the Clerk of the Circuit Court.**

**Members must, per State law, annually file a Virginia Conflict of Interest Statement.**

The Board meets the fourth Wednesday of each month at 9:30 a.m. in the large boardroom at the SPSA Regional Building, 723 Woodlake Drive, Chesapeake, Virginia 23320. For information call Blanche Christian at 961-3424.

## **South Hampton Roads Disability Services Board (Regional)**

The purpose of this Board is to provide input to state agencies on service needs and priorities of persons with physical and sensory disabilities. The Board consists of **15 members (three members from each of the participating localities)** each of whom shall be appointed for a three-year term and each Board shall have no less than 30% representation by individuals with a physical, visual or hearing disabilities. Membership shall include at least **one local official from each participating locality**.

Board meets on call at various dates, times and places.

## **Supplemental Retirement Board**

The Supplemental Retirement Board consists of **nine members** appointed by the Council and **two (2) ex-officio members**. **One ex-officio member shall be the deputy city manager for finance or designee and the other ex-officio member shall be the director of personnel or designee**. Of the voting members, **one (1)** shall be an **employee who is a member of the Portsmouth Supplemental Retirement System**, **one** shall be an **employee of the fire department**, **one** shall be an **employee of the police department**, **one** shall be a **retired employee** and five shall be other than employees or otherwise in the employ of the city. Each appointment shall be made for a term of four years, except an appointment to fill a vacancy, which shall be for the unexpired term.

This board is responsible for the prudent investment of the Retirement Trust Fund. The Board makes recommendations towards the objectives of maintaining the Fund so that benefits, as stipulated in the City Code, may be paid, and it makes recommendations on proposed changes to the system. The organization must stay abreast of the State and Federal requirements on Pension Systems. In addition, the

Board makes decisions on service and disability retirement application. All pension payments paid out of the Fund must be approved by the Board.

The meetings are held at 8:30 a.m. on the second Thursday of each month in the 6<sup>th</sup> Floor Conference Room, Portsmouth City Hall. For information call the CFO of the Finance Department at 393-8831.

**Members must, per State law, annually file a Virginia Conflict of Interest Statement with the City Clerk.**

***Mission Statement:*** To fairly and equitably administer the retirement code as authorized by the City Code and to maximize the earnings of the retirement asset within prudent investment practices.

### **Tidewater Community College Board**

The Tidewater Community College Board sets policy to guide the College's development and operations. It works closely with the President. The Board reviews proposed course offerings, which are forwarded to the appropriate State Community College System officials, and reviews the annual budget.

There are **three** trustees from each of the participating cities (**Portsmouth, Norfolk, Virginia Beach, and Chesapeake**). Members must be citizens of the region they represent. City Council appoints Portsmouth's members to four-year terms.

The meetings are held every other month on the third Tuesday at 4:00 p.m., beginning in January, at various campuses. For information call at 822-1084.

### **Tidewater Youth Services Commission (Regional)**

The Tidewater Youth Services Commission operates five group homes for teenagers who have come into contact with the Juvenile and Domestic Relations Court in any of the participating jurisdictions. The group home facilities are managed by directors appointed by the Commission.

The Tidewater Youth Services Commission is composed of **fifteen members representing the cities of Chesapeake, Franklin, Portsmouth, Suffolk, Virginia Beach and the Counties of Franklin and Isle of Wight**. **Two members** are appointed by City Council to represent Portsmouth for a two-year or four-year term.

The Commission meets at 11:30 a.m. on the first Monday of the month at the Tidewater Regional Group Home Commission Conference Room, 2404 Airline Boulevard. For information call Shawn Sawyer at 488-9161.

### **Towing Advisory Board**

The Towing Advisory Board was created to act in an advisory capacity to City Council regarding issues affecting the towing or storage of vehicles. The City Council shall not adopt any ordinance or enter into a contract involving the towing or storage of vehicles until it has been advised by the Board concerning such matters. The City Council has the authority to assign other related duties to the Board as it sees fit.

Board members are appointed for terms of three years by the City Council. The Board consists of seven members as follows: The Chief of Police or her designee; the Director of General Services or his designee; the Director of Planning and Inspections or his designee; two representatives from the towing and recovery operator community; two residents of the City of Portsmouth.

The Board will meet as needed.

### **Wetlands Board**

The Board grant permits for activities such as piers or bulkheads in wetlands, and investigates violations of the Wetlands Ordinance. The Wetlands Board has the authority to investigate all projects, whether they are proposed or ongoing, which alter wetlands located within the City.

Tidal wetlands are areas along shorelines of tidal waters between mean low water and an elevation above mean low water equal to 1.5 times the mean tide range. Wetlands, also known as mud flats and marshes, are found throughout Portsmouth.

The Wetlands Board shall consist of **seven residents of the City**, who shall be appointed by City Council for a term of five years. **Members of the Wetlands Board shall hold no other public office in the City except that they may be members of the Planning Commission, Directors of Soil and Water Conservation Boards, local Erosion Commission or the Board of Zoning Appeals.**

When such members are appointed, their term of appointment shall be coterminous with their membership on the Planning Commission, Soil and Water Conservation Boards, Erosion Commission or the Board of Zoning Appeals.

The Portsmouth Wetlands Board meets the first Wednesday of each month at 3:30 p.m. in the City Council Chamber, 6<sup>th</sup> Floor, Portsmouth City Hall. For information call Stacy Porter at 393-8836, extension 4210.

***Mission Statement:*** Endeavors to preserve and prevent the despoliation of Portsmouth's wetland areas while accommodating necessary economic development and shoreline stabilization in a manner consistent with wetland preservation.

### **Youth Advisory Commission (YAC) - (Student Applicants Only)**

The YAC provides assistance and advice to City Council on matters of interest to young citizens of the community. It is also responsible for interpreting ordinances, rules and regulations affecting the youth, encouraging their active participation in community affairs, and initiating studies and investigations in the general field of youth and community interests.

The Commission is composed of four representatives from each of the City's Public High Schools, and one representative from each of the City's Public Middle Schools, and other interested students.

The Commission meets September - June on the 1<sup>st</sup> Thursday at 4:00 p.m., in the 6<sup>th</sup> Floor Conference Room, Portsmouth City Hall. For information call Debra Y. White at 393-8639.

Updated 2/25/20