

City of Alexandria, Virginia

12
9-25-01

MEMORANDUM

DATE: SEPTEMBER 11, 2001

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2001

ISSUE: Receipt of the Annual Report on Committee Attendance for Fiscal Year 2001.

RECOMMENDATION: That City Council: (1) receive the report; (2) vacate the 17 positions listed on pages one and two of the report, and (3) authorize the Executive Secretary for Boards and Commissions to advertise the vacancies.

DISCUSSION: Section 2-4-7(i)(1) of the City Code requires appointees to committees to attend at least 75 percent of the meetings of the committees on which they serve. There are 52 City boards, committees, commissions and task forces that are required to file annual attendance reports with the Executive Secretary for Boards and Commissions by July 15 of each fiscal year. This report summarizes attendance reports from 45 of the 52 City boards, committees and commissions. Seven committees have not submitted the attendance reports for Fiscal Year 2001. These committees are listed on page four of the attachment. When all seven committee reports are received, staff will docket a supplemental attendance report for Council's consideration.

The 45 City boards, committees, commissions and task forces included in this report held 405 meetings. Twelve of the 45 groups listed members (a total of 17 persons) who did not attend 75 percent of the groups' meetings (seven more than last year). The names of the persons who will be removed for failure to comply with the attendance requirements are listed on pages one and two of the attached report. Each of the 17 persons has been notified by letter of their attendance record. These persons may reapply for appointment with other new applicants when these positions are advertised.

FISCAL IMPACT: None

STAFF: Rose Williams Boyd, Executive Secretary for Boards and Commissions

ATTACHMENT: Attendance Report for Fiscal Year 2001

September 10, 2001

ATTENDANCE REPORT FOR COUNCIL-APPOINTED
BOARDS, COMMITTEES, AND COMMISSIONS
July 1, 2000 - June 30, 2001

The boards, committees and commissions listed in the Annual Report submitted Attendance Reports for the period July 1, 2000 - June 30, 2001. The report includes the number of meetings held by each group during the period, the number of persons who did not meet the attendance requirement, and a listing of the members who attended less than 75 percent of the meetings. If the member was appointed after July 1, 2000, the member's attendance report reflects only those meetings which took place after his/her appointment. The individual attendance reports are on file in the Office of Citizen Assistance.

INDIVIDUAL LISTING OF MEMBERS WHO DID NOT FULFILL THE 75% ATTENDANCE REQUIREMENT:

Affordable Housing Advisory Committee

Leah Fried (Attended 60% of the meetings)

Alexandria-Gyumri Sister City Committee

Michael Stevenson (Attended 10% of the meetings)

Beautification Commission

Sara Costello (Attended 62% of the meetings)

Commission for Women

Beth Offenbacker (Attended 70% of the meetings)

Commission on Employment

Richard Rynders (Attended 68% of the meetings)

Commission on HIV/AIDS

Elizabeth Maloney (Attended 20% of the meetings)

Albert Pierce (Attended 60% of the meetings)

Eric Reines (Attended 20% of the meetings)

Commission on Information Technology

David Babel (Attended 60% of the meetings)

Michael Cassidy (Attended 60% of the meetings)

F. Thomas Mullikin, Jr. (Attended 20% of the meetings)

Commission on Persons With Disabilities

Fred DeVinney (Attended 55% of the meetings)

Economic Opportunities Commission

Patricia Miller (Attended 25% of the meetings)

Law Library Board

Margo Chisholm (Attended 40% of the meetings)

Public Health Advisory Commission

Joseph Hinkle (Attended 50% of the meetings)

Social Services Advisory Board

William Boehn (Attended none of the meetings)

Christopher Smith (Attended 45% of the meetings)

STATISTICAL PROFILE:

<u>Committee</u>	<u>Number of Meetings Held</u>	<u>Number of Members Not in Compliance</u>
Affordable Housing Advisory Committee	10	1
Alexandria-Caen Exchange Committee	10	0
Alexandria-Gyumri Sister City Committee	9	1
Archaeological Commission	10	0
Beautification Commission	8	1
Board of Zoning Appeals	11	0
Building Code Board of Appeals	2	0
Board of Architectural Review - Old and Historic District	22	0
Carr/Norfolk Southern(Carlyle) Design Review Board	7	0
Commission for the Arts	10	0
Commission for Women	10	1
Commission on Aging	10	0

Commission on Employment	10	1
Commission on HIV/AIDS	5	3
Commission on Information Technology	5	3
Commission on Persons With Disabilities	11	1
Community Criminal Justice Board	4	0
Community Policy and Management Team	10	0
Community Services Board	10	0
Consumer Affairs Commission	10	0
Early Childhood Commission	10	0
Economic Opportunities Commission	11	1
Emergency Medical Services Council	2	0
Environmental Policy Commission	12	0
Fair Housing Testing Advisory Committee	2	0
George Washington Birthday Celebration Committee	10	0
Historical Restoration & Preservation Commission	4	0
Human Rights Commission	12	0
Industrial Development Authority	3	0
Landlord-Tenant Relations Board	8	0
Law Library Board	5	1
Library Board	9	0
Local Emergency Planning Committee	4	0

Park and Recreation Commission	10	0
Planning Commission	11	0
Public Health Advisory Commission	8	1
Public Records Advisory Commission	5	0
Board of Review of Real Estate Assessments	30	0
Sanitation Authority	12	0
Sister Cities Committee	9	0
Social Services Advisory Board	9	2
Traffic and Parking Board	11	0
Urban Design Advisory Committee	5	0
Waterfront Committee	10	0
Youth Policy Commission	9	0

The following boards have not submitted attendance reports:

Ad Hoc Carlyle/Patent and Trademark Office Livability Task Force
Board of Architectural Review - Parker-Gray District
Budget and Fiscal Affairs Advisory Committee
Capital Development Office Task Force
Convention and Visitors Association Board of Governors
Historic Alexandria Resources Commission
Redevelopment and Housing Authority Board of Commissioners

Post #12 9/25/01



City of Alexandria, Virginia

301 King Street, Suite 2300

Alexandria, Virginia 22314



Kerry J. Donley
Mayor

September 26, 2001

(703) 838-4500
Fax (703) 838-6433

Michele Chapman, Chair
Alexandria Redevelopment and Housing Authority
112 West Taylor Run Parkway
Alexandria, VA 22314

Dear Ms. Chapman:

At the Regular Meeting of City Council held on Tuesday, September 25, 2001, City Council received the annual committee attendance reports for Fiscal Year 2001. The Council requested the Mayor to send a letter to those committees who failed to file an attendance report.

Section 2-4-7(i)(1) of the City Code requires appointees to committees to attend at least 75 percent of the meetings of the committees on which they serve. Your Board of Commissioners was required to file the annual attendance report with the Executive Secretary for Boards and Commissions by July 15, 2001; however, one has not been received to date.

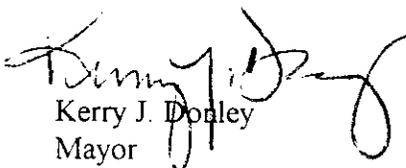
As you know, City Council is very appreciative of those persons who give of themselves, their time and energy to serve the City in order to make the City a better place to live, work and play. However, when one can no longer attend the meetings or serve for whatever reasons, it is incumbent upon them to submit a resignation so that their position can be advertised and the vacancy filled so that the committee can function effectively.

I am asking you, as chair, to immediately submit the required attendance report to the Executive Secretary for Boards and Commissions in order for us to move swiftly to fill the vacancies created by those who failed to meet the attendance requirement. Please submit the report by October 15, 2001, in order for it to be docketed for Council consideration at its October 23, 2001 Regular Meeting.

Michele Chapman, Chair
Page 2
September 26, 2001

Thank you for your kind consideration to this request.

Sincerely,


Kerry J. Donley
Mayor

cc: The Honorable Members of City Council
Rose Williams Boyd, Executive Secretary for Boards and Commissions



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301 King Street, Suite 2300

Alexandria, Virginia 22314



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September 26, 2001

(703) 838-4500
Fax (703) 838-6433

Elaine Johnston, Chair
Historic Alexandria Resources Commission
831 South Fairfax Street
Alexandria, VA 22314

Dear Ms. Johnston:

At the Regular Meeting of City Council held on Tuesday, September 25, 2001, City Council received the annual committee attendance reports for Fiscal Year 2001. The Council requested the Mayor to send a letter to those committees who failed to file an attendance report.

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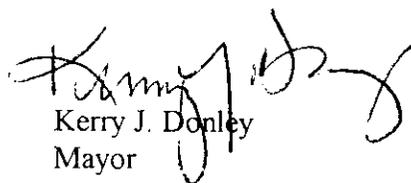
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Elaine Johnston, Chair
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September 26, 2001

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Kerry J. Donley
Mayor

cc: The Honorable Members of City Council
Rose Williams Boyd, Executive Secretary for Boards and Commissions



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City of Alexandria, Virginia

301 King Street, Suite 2300

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September 26, 2001

(703) 838-4500
Fax (703) 838-6433

Donald Kraft, Chair
Board of Architectural Review -
Parker-Gray District
1209-½ Queen Street
Alexandria, VA 22314

Dear Mr. Kraft:

At the Regular Meeting of City Council held on Tuesday, September 25, 2001, City Council received the annual committee attendance reports for Fiscal Year 2001. The Council requested the Mayor to send a letter to those committees who failed to file an attendance report.

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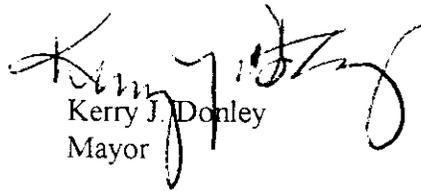
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Donald Kraft, Chair
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Rose Williams Boyd, Executive Secretary for Boards and Commissions



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September 26, 2001

(703) 838-4500
Fax (703) 838-6433

Wanda McKeon, Chair
Convention and Visitors Board
of Governors
7321 Rebecca Drive
Alexandria, VA 22307

Dear Ms. McKeon:

At the Regular Meeting of City Council held on Tuesday, September 25, 2001, City Council received the annual committee attendance reports for Fiscal Year 2001. The Council requested the Mayor to send a letter to those committees who failed to file an attendance report.

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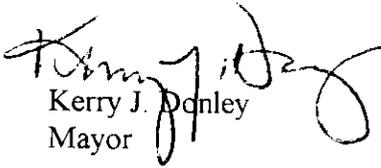
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