

City of Alexandria, Virginia

15
10-23-01

MEMORANDUM

DATE: OCTOBER 17, 2001

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER 

SUBJECT: SUPPLEMENT TO THE ANNUAL COMMITTEE ATTENDANCE REPORT
FOR FISCAL YEAR 2001

ISSUE: Receipt of the supplement to the Annual Report on Committee Attendance for Fiscal Year 2001 (Attachment 1).

RECOMMENDATION: That City Council receive the supplemental report, vacate the position listed on the report and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

DISCUSSION: On September 23, City Council received the Annual Attendance Report for Fiscal Year 2001. That report summarized the attendance records for 45 of the 52 City boards, committees, commissions, and task forces and noted that seven groups had not submitted their attendance reports (Attachment 2). During the Council meeting, Councilman David Speck stated that one of these groups, the Capital Development Office Task Force, had completed its work in December 2000 and is no longer in existence.

This supplemental report covers the other six groups. During Fiscal Year 2001, these groups held 63 meetings. One group reported a member who did not attend 75 percent of the group's meetings. The name of the person who will be removed for failure to comply with the attendance requirements is listed on the attached report. Per Section 2-47(i) of the City Code, when Council receives this report, the individual will automatically be removed for failure to comply with the attendance requirement.

That person has been notified by letter of his failure to attend 75 percent of the meetings of the group on which he serves. He can reapply for appointment with other new applicants when this position is advertised.

FISCAL IMPACT: None.

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

ATTACHMENTS:

1. Supplemental Attendance Report for Fiscal Year 2001
2. Annual Committee Attendance Report for Fiscal Year 2001 (Docket Item #12 from the September 25, 2001 City Council meeting)

October 17, 2001

**SUPPLEMENTAL 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:

Historic Alexandria Resources Commission
Mark Fields (Attended 20% of the meetings)

STATISTICAL PROFILE:

<u>Committee</u>	<u>Number of Meetings Held</u>	<u>Number of Members Not in Compliance</u>
Ad Hoc Carlyle/Patent & Trademark Office Livability Task Force	2	0
Board of Architectural Review Parker-Gray District	17	0
Budget & Fiscal Affairs Advisory Committee	13	0
Convention & Visitors Association Board of Governors	9	0
Historic Alexandria Resources Commission	10	1
Redevelopment and Housing Authority Board of Commissioners	12	0

City of Alexandria, Virginia

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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 Offenbacher (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