

## City of Alexandria, Virginia

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11-12-02

## MEMORANDUM

DATE: OCTOBER 30, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER <sup>PS</sup>

SUBJECT: SUPPLEMENT TO THE ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2002

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**ISSUE:** Receipt of the supplement to the Annual Report on Committee Attendance for Fiscal Year 2002 (Attachment 1).

**RECOMMENDATION:** That City Council review the supplemental report, vacate the positions listed on page one of the report and authorize the Executive Secretary for Boards and Commissions to advertise the vacancies.

**DISCUSSION:** On September 10, City Council received the Annual Attendance Report for Fiscal Year 2002. That report summarized the attendance records for 48 of the 59 City boards, committees, commissions, and task forces and noted that 11 groups had not submitted their attendance reports (Attachment 2).

This supplemental report covers the other 11 groups. During Fiscal Year 2002, these groups held 75 meetings. Three groups reported members (a total of seven persons) who did not attend 75 percent of the group's meetings. The name of the persons who will be removed for failure to comply with the attendance requirements are listed on the attached report. Per Section 2-4-7(i)(1) of the City Code, when Council receives this report, these individuals will automatically be removed for failure to comply with the attendance requirement.

These persons have been notified by letter of their failure to attend 75 percent of the meetings of the group on which they serve. They can reapply for appointment with other new applicants when these positions are advertised.

**FISCAL IMPACT:** None.

**ATTACHMENTS:**

Attachment 1. Supplemental Attendance Report for Fiscal Year 2002

Attachment 2. Annual Committee Attendance Report for Fiscal Year 2002 (Docket Item #7 from the September 10, 2002 City Council meeting)

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

October 28, 2002

**SUPPLEMENTAL ATTENDANCE REPORT FOR COUNCIL APPOINTED BOARDS,  
COMMITTEES, COMMISSIONS AND AUTHORITIES**  
JULY 1, 2001 - JUNE 30, 2002

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The following boards, committees and commissions listed in the Annual Report submitted Attendance Reports for the period July 2, 2001 - June 30, 2002. 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, 2001, 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:**

Ad Hoc Recreation Needs Assessment Steering Committee

Hunter McIntosh (Attended 20% of the meetings)

Steve Nearman (Attended 40% of the meetings)

Alexandria-Caen Exchange Committee

Kenneth Cohen (Attended 56% of the meetings)

Commission on HIV/AIDS

Sarah Markel (Attended none of the meetings)

Anthony Rawls (Attended 30% of the meetings)

April Stubbs-Smith (Attended none of the meetings)

Jenny Wade (Attended 60% of the meetings)

**STATISTICAL PROFILE:**

<u>Committee</u>	<u>Number of Meetings Held</u>	<u>Number of Members Not in Compliance</u>
Ad Hoc Recreation Needs Assessment Steering Committee	5	2
Alexandria Woodrow Wilson Bridge Neighborhood Task Force	10	0
Beauregard Street Corridor Task Force	0	0

Alexandria-Caen Exchange Committee	9	1
Board of Architectural Review - Old and Historic District	22	0
Building Code Board of Appeals	0	0
Commission on HIV/AIDS	6	4
Emergency Medical Services Council	4	0
Potomac Yard Design Advisory Committee	1	0
Public Health Advisory Commission	5	0
Redevelopment and Housing Authority Board of Commissioners	13	0

## City of Alexandria, Virginia

## MEMORANDUM

7  
9-10-02REVISED

DATE: SEPTEMBER 6, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2002

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**ISSUE:** Receipt of the Annual Report on Committee Attendance for Fiscal Year 2002.

**RECOMMENDATION:** That City Council: (1) receive the report; (2) vacate the ten 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 53 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 48 of the 53 groups. Five committees have not submitted attendance reports for Fiscal Year 2002. These committees are listed on page four of the attachment. When all five committee reports are received, staff will docket a supplemental attendance report for Council's consideration.

The 48 City boards, committees, commissions, and task forces included in this report held 434 meetings. Seven of the 48 groups listed members (a total of ten persons) who did not attend 75 percent of the groups' meetings (seven less than last year). The names of the persons who will be removed for failure to comply with the attendance requirements are listed on page one of the attached report. Each of the ten 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.

**Please note that this report has been revised to reflect that ten, not eleven positions are being vacated. Two persons are being removed from the Commission on Information Technology, not three.**

**FISCAL IMPACT:** None

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

**ATTACHMENT:** Attendance Report for Fiscal Year 2002

September 6, 2002

**REVISED**

**ATTENDANCE REPORT FOR COUNCIL-APPOINTED  
BOARDS, COMMITTEES, AND COMMISSIONS  
July 1, 2001 - June 30, 2002**

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The boards, committees and commission listed in the Annual Report submitted Attendance Reports for the period July 1, 2001 - June 30, 2002. 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, 2001, 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:**

Beautification Commission

Chris Reichert (Attended 63% of the meetings)

Commission on Employment

Aaron Grau (Attended 0% of the meetings)

Charles Martel (Attended 0% of the meetings)

Commission on Information Technology

Michael Dyke (Attended 67% of the meetings)

Jeffrey Zack (Attended 67% of the meetings)

Consumer Affairs Commission

Isabelle Crocker (Attended 70% of the meetings)

Convention and Visitors Association Board of Governors

Sharon Mason (Attended 30% of the meetings)

Historical Restoration and Preservation Commission

Jeffery Epperson (Attended 70% of the meetings)

Social Services Advisory Board

Ashley Baker (Attended 50% of the meetings)

Kevin Callahan (Attended 67% 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 and Trademark Office Livability Task Force	3	0
Affordable Housing Advisory Committee	10	0
Alexandria-Gyumri Sister City Committee	9	0
Archaeological Commission	10	0
Board of Zoning Appeals	11	0
Beautification Commission	10	1
Board of Architectural Review - Parker-Gray District	12	0
Budget and Fiscal Affairs Advisory Committee	16	0
Carr/Norfolk Southern (Carlyle) Design Review Board	6	0
Commission for the Arts	10	0
Commission for Women	10	0
Commission on Aging	10	0
Commission on Employment	10	2
Commission on Information Technology	6	2
Commission on Persons With Disabilities	10	0
Community Criminal Justice Board	4	0
Community Policy and Management Team	10	0
Community Services Board	11	0
Consumer Affairs Commission	12	1

Convention and Visitors Association Board of Governors	10	1
Early Childhood Commission	10	0
Economic Opportunities Commission	11	0
Environmental Policy Commission	12	0
Fair Housing Testing Program Advisory Committee	3	0
George Washington Birthday Celebration Committee	11	0
Historic Alexandria Resources Commission	10	0
Historical Restoration and Preservation Commission	13	1
Human Rights Commission	11	0
Industrial Development Authority	6	0
Landlord-Tenant Relations Board	10	0
Law Library Board	4	0
Library Board	6	0
Local Emergency Planning Committee	3	0
Park and Recreation Commission	8	0
Planning Commission	12	0
Public Health Advisory Commission	10	0
Board of Review of Real Estate Assessments	24	0
Sanitation Authority	12	0
Sister Cities Committee	8	0
Social Services Advisory Board	9	2

Traffic and Parking Board	11	0
Transportation Safety Commission	0	0
Urban Design Advisory Committee	2	0
Waterfront Committee	9	0
Youth Policy Commission	10	0

The following boards have not submitted attendance reports:

- Alexandria-Caen Exchange Committee
- Board of Architectural Review - Old and Historic District
- Building Code Board of Appeals
- Commission on HIV/AIDS
- Emergency Medical Services Council
- Potomac Yard Design Advisory Committee
- Public Records Advisory Commission
- Redevelopment and Housing Authority Board of Commissioners