

City of Alexandria, Virginia

MEMORANDUM

DATE: JANUARY 9, 2004

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: REQUEST TO VACATE TWO POSITIONS ON THE ALEXANDRIA SISTER CITIES COMMITTEE

ISSUE: Request to vacate two citizen positions on the Alexandria Sister Cities Committee (Attachment).

RECOMMENDATION: That City Council declare as vacant two of the citizen positions on the Alexandria Sister Cities Committee and authorize the Executive Secretary for Boards and Commissions to advertise the vacancies.

DISCUSSION: Section 2-4-7(i)(1) of the City Code requires all board and commission members to attend at least 75 percent of the yearly meetings of the bodies on which they serve, and authorizes City Council to vacate any position if Council determines that a member has missed a sufficient number of meetings such that the 75 percent attendance requirement cannot be met.

The Sister Cities Committee will meet at least nine times this fiscal year. Susan Brooks, Chair of the Committee, has requested that Kenneth Cohen and Jeffrey Spalding be removed from the Committee because both have five unexcused absences (July through November) and will be unable to meet the 75 percent attendance requirement. Therefore, I recommend that Council vacate the positions and authorize the Executive Secretary for Boards and Commissions to advertise the vacancies.

FISCAL IMPACT: None.

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

ATTACHMENT: November 30 E-mail from Susan Brooks to Rose Boyd

Attachment



"Susan Brooks"
<susan.brooks@tcs.wa
p.org>

To: <rose.boyd@ci.alexandria.va.us>
cc:
Subject: Dundee, etc.

11/30/2003 08:37 PM

Rose -

Any news on the White House tickets?

We have 2 members of the Sister Cities Committee who have not been to a meeting this fiscal year - and I believe you told me that is how we count. Ken Cohen and Jeffrey Spalding have had unexcused absences for July (the Scottish Games), August, September, October, and November. Can we please start the process to have them removed from the committee so that we can find 2 new people. Peggy Dill, who was on the committee before she went to Moscow, is now back in town and has filled out an application, which I have endorsed in writing to Kay Mendenhall. Let me know if there is anything else I need to do.

Thanks,

Sue