

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 6, 2005
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: JAMES K. HARTMANN, CITY MANAGER 
SUBJECT: ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2005

ISSUE: Receipt of the Annual Report on Committee Attendance for Fiscal Year 2005.

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

DISCUSSION: Section 2-4-7(i) 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 City boards, committees and commissions. Five committees have not submitted the attendance reports for Fiscal Year 2005. 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 boards, committees, commissions and task forces included in this report held 447 meetings. Seven of the 48 groups listed members (a total of nine persons) who did not attend 75 percent of the groups' meetings (one more 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.

ATTACHMENT: Attendance Report for Fiscal Year 2005

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

September 1, 2005

ATTENDANCE REPORT FOR COUNCIL-APPOINTED
BOARDS, COMMITTEES, AND COMMISSIONS
July 1, 2004 - June 30, 2005

The boards, committees and commission listed in the Annual Report submitted Attendance Reports for the period July 1, 2004 - June 30, 2005. 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, 2004, 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

Kenneth Kozloff (Attended none of the meetings)

Commission on Employment

James O'Sullivan (Attended none of the meetings)

Commission on Information Technology

George Hagen (Attended 40% of the meetings)

Commission on Persons With Disabilities

Louise Harrison (Attended 64% of the meetings)

Anne Marie Hohman (Attended none of the meetings)

Early Childhood Commission

Gila Harris (Attended 70% of the meetings)

David Tarrantino (Attended 60% of the meetings)

George Washington Birthday Celebration Committee

Teresa Miller (Attended none of the meetings)

Historic Alexandria Resources Commission

Patricia Weichmann (Attended 10% 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	11	1
Archaeological Commission	10	0
Beautification Commission	10	0
Board of Architectural Review - Old and Historic District	22	0
Board of Architectural Review - Parker-Gray District	11	0
Board of Zoning Appeals	11	0
Budget and Fiscal Affairs Advisory Committee	13	0
Carr/Norfolk Southern Design Review Board	4	0
Commission for the Arts	10	0
Commission on Aging	10	0
Commission For Women	10	0
Commission on Employment	9	1
Commission on HIV/AIDS	4	0
Commission on Information Technology	5	1
Commission on Persons With Disabilities	11	2
Community Criminal Justice Board	5	0
Community Policy and Management Team	10	0
Community Services Board	11	0
Convention and Visitors Association Board of Governors	8	0

Early Childhood Commission	10	2
Economic Opportunities Commission	10	0
Emergency Medical Services Council	4	0
Fair Housing Testing Program Advisory Committee	0	0
George Washington Birthday Celebration Committee	11	1
Historic Alexandria Resources Commission	10	1
Historical Restoration and Preservation Commission	13	0
Human Rights Commission	10	0
Industrial Development Authority	6	0
Law Library Board	7	0
Landlord-Tenant Relations Board	11	0
Library Board	6	0
Local Emergency Planning Committee	4	0
Park and Recreation Commission	9	0
Planning Commission	11	0
Potomac Yard Design Advisory Committee	4	0
Public Health Advisory Commission	9	0
Public Records Advisory Commission	7	0
Board of Review of Real Estate Assessments	37	0
Redevelopment and Housing Authority Board of Commissioners	9	0
Sanitation Authority	12	0

Sister Cities Committee	11	0
Social Services Advisory Board	10	0
Traffic and Parking Board	11	0
Transportation Safety Commission	0	0
Urban Design Advisory Committee	4	0
USS Alexandria Liaison Committee	8	0
Waterfront Committee	10	0
Youth Policy Committee	8	0

The following boards have not submitted attendance reports:

- Alexandria-Caen Exchange Committee
- Alexandria-Gyumri Sister City Committee
- Building Code Board of Appeals
- Consumer Affairs Commission
- Environmental Policy Commission