

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 1, 2009

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER *JKH*

SUBJECT: REQUEST TO VACATE A POSITION ON THE ALEXANDRIA-GYUMRI SISTER CITIES COMMITTEE

**ISSUE:** Request from the Chair of the Alexandria-Gyumri Sister City Committee to vacate one of the citizen positions on the Committee (Attachment 1).

**RECOMMENDATION:** That City Council declare as vacant one of the citizen positions on the Alexandria-Gyumri Sister City Committee and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

**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 Alexandria-Gyumri Sister City Committee will meet nine times this fiscal year. Sandra Goshgarian, Chair of the Committee, has requested that James Lewis be removed from the Committee because Mr. Lewis has six unexcused absences and has attended only one meeting since he was appointed on June 24, 2008. Attempts to reach him have been unsuccessful, as Mr. Lewis has not responded to any of the e-mails from Ms. Goshgarian. Therefore, I recommend that Council vacate the position and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

**FISCAL IMPACT:** None.

**ATTACHMENT:** E-mail from Sandra Goshgarian to Rose Williams Boyd

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



goshgarian@aol.com  
05/20/2009 08:16 PM

To: rose.boyd@alexandriava.gov  
cc  
bcc  
Subject: Fwd: James Lewis -- Request to Vacate Position on the Gyumri Committee

History: This message has been replied to.

Hi Rose,

Here is the e-mail discussed. I sent it from my personal account, so you may not have recognized the sender name.

Thanks -- Sandra

-----Original Message-----

From: goshgarian@aol.com  
To: rose.boyd@alexandriava.gov  
Cc: pjahlman@gmail.com; kenhill@verizon.net  
Sent: Thu, 30 Apr 2009 6:46 pm  
Subject: James Lewis -- Request to Vacate Position on the Gyumri Committee

Dear Rose,

This is in reference to our earlier exchange of e-mails concerning James Lewis.

James was appointed to the Committee on June 24, 2008 and attended his first and **only** Gyumri Committee meeting thus far on October 28. He has failed to attend any other Committee meetings subsequently and has failed to notify me in advance (as requested) when he has not been able to do so. Therefore, his absences have been unexcused.

Over the past few months, I have sent two e-mails to James to express the Committee's concern about unexcused absences and to determine his intentions. He has not responded to these e-mails.

My understanding is that the time period that needs to be accounted for is July 1, 2008 to June 30, 2009. Please see a list below of the Committee meetings that have been held thus far during that time frame:

Last meeting in the 2007/2008 fiscal year:  
June 24, 2008

First meeting in the 2008/2009 fiscal year:  
September 23, 2008

Subsequent meetings:

October 28, 2008 --- **James Lewis attends first and only meeting so far.**

November 18, 2008 --- unexcused absence.

December 16, 2008 --- Holiday Gathering -- no official meeting.

January 8, 2009 --- unexcused absence

February 24, 2009 --- unexcused absence

March 24, 2009 --- unexcused absence

April 28, 2009 --- unexcused absence

The Committee has held seven meetings so far during the current fiscal year and expects to hold two more before the end of June, bringing the total number of meetings in 2008/2009 to nine.

In order for James Lewis to satisfy the 75% attendance requirement, he must attend at least 6.75 meetings before June 30. With only two remaining, this will not be possible. Therefore, he has failed to meet the minimum requirement set forth by the City Council.

Further, the Committee requested James' assistance in participating in the review of the grant proposals received during the grant cycle this year. This is a very important function involving the thorough review and scoring of each proposal. Although he agreed to participate in this important initiative, he did not show up for the meeting nor did he contact any of us to let us know. This left the Grants Committee at a loss imposing a good deal of extra work on an already small group of volunteers.

In conclusion, James has failed to meet the 75% attendance as described above. In addition, he has not demonstrated his ability or willingness to serve effectively on the Committee and support other Committee members. I therefore formally request the City Council to vacate his position on the Committee.

Copies of the Minutes from the aforementioned meetings are available for your perusal.

Thank you for your consideration.

Respectfully,  
Sandra Goshgarian, Chair  
Alexandria-Gyumri Sister City Committee

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