

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 28, 2009

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2009

ISSUE: Receipt of the Annual Report on Committee Attendance for Fiscal Year 2009.

RECOMMENDATION: That City Council: (1) receive the report; (2) vacate the 15 positions listed on pages one and two of the report; and (3) authorize the City Clerk and Clerk of Council 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 58 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 year. This report summarizes attendance reports from 50 of the 58 City boards, committees and commissions. Eight committees have not submitted the attendance reports for Fiscal Year 2009. These committees are listed on page four of the attachment. When all eight committee reports are received, staff will docket a supplemental attendance report for Council's consideration.

The 50 City boards, committees, and commissions included in this report held 460 meetings. Eight of the 50 groups listed members (a total of 15 persons) who did not attend 75 percent of the groups' meetings (two 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 15 persons has been notified by letter of their attendance record. These persons may reapply for appointment with other new applicants when the positions are advertised.

FISCAL IMPACT: None.

ATTACHMENT: Attendance Report for Fiscal Year 2009

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

September 28, 2009

ATTENDANCE REPORT FOR COUNCIL-APPOINTED
BOARDS, COMMITTEES, AND COMMISSIONS
July 1, 2008- June 30, 2009

The boards, committees and commissions listed in the Annual Report submitted Attendance Reports for the period July 1, 2008 - June 30, 2009. 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, 2008 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:**

Alexandria- Gyumri Sister City Committee

James Lewis (Attended 13% of the meetings)

Karyn Christine Miller (Attended 27% of the meetings)

Alexandria Commission on Aging

Sabrina Reilly (Attended 67% of the meetings)

Alexandria Commission on Employment

Christine Heiby (Attended none of the meetings)

Paul Wilmot (Attended 62% of the meetings)

Alexandria Commission on HIV/AIDS

Bonnie Bernstein (Attended 30% of the meetings)

Rose Marie Chaperon (Attended 10% of the meetings)

Robert Nast (Attended 60% of the meetings)

Alexandria Commission on Information Technology

R. Mark McLindon (Attended 66% of the meetings)

John Min (Attended 55% of the meetings)

Alexandria Community Services Board

Miles McGinnis (Attended 63% of the meetings)

Consumer Affairs Commission

Elias Voces (Attended none of the meetings)

Alexandria Gang Prevention Task Force

Michael Diggins (Attended none of the meetings)

Denise Vogel (Attended 33% of the meetings)

Rev. Duane T. Kay (Attended 33% 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	8	0
Alexandria-Gyumri Sister City Committee	9	2
Archaeological Commission	10	0
Board of Architectural Review – Old and Historic District	21	0
Board of Architectural Review – Parker-Gray District	11	0
Board of Zoning Appeals	9	0
Budget and Fiscal Affairs Advisory Committee	11	0
Building Code Board of Appeals	0	0
Carr/Norfolk/Southern (Carlyle) Design Review Board	1	0
Citizen Corps Council	12	0
Commission for the Arts	12	0
Commission for Women	10	0
Commission on Aging	9	1
Commission on Employment	8	2
Commission on HIV/AIDS	10	3
Commission on Information Technology	9	2

Commission on Persons With Disabilities	12	0
Community Criminal Justice Board	4	0
Community Policy and Management Team	9	0
Community Services Board	11	1
Consumer Affairs Commission	7	1
Convention & Visitors Association Board of Governors	10	0
Gang Prevention Community Task Force	3	3
Early Childhood Commission	10	0
Economic Opportunities Commission	10	0
Emergency Medical Services Council	4	0
Environmental Policy Commission	15	0
Fair Housing Testing Program Advisory Committee	0	0
Geo. Washington Birthday Celebration Committee	10	0
Historic Alexandria Resources Commission	9	0
Historical Restoration and Preservation Commission	12	0
Human Rights Commission	10	0
Library Board	9	0
Local Emergency Planning Committee	4	0
Marketing Fund Committee	6	0
Park and Recreation Commission	11	0
Planning Commission	11	0
Potomac Yard Design Advisory Committee	6	0

Public Health Advisory Commission	9	0
Public Records Advisory Commission	9	0
Board of Review of Real Estate Assessments	41	0
Redevelopment and Housing Authority Board of Commissioners	10	0
Sanitation Authority	12	0
Social Services Advisory Board	11	0
Traffic and Parking Board	9	0
Urban Design Advisory Committee	4	0
Virginia Paving Community Liaison Committee	4	0
Waterfront Committee	10	0
Woodrow Wilson Neighborhood Task Force	1	0
Youth Policy Commission	7	0

The following boards have not submitted attendance reports:

Transportation Commission
 Alexandria-Caen Sister City Committee
 Beautification Commission
 Eisenhower East Design Review Board
 Industrial Development Authority
 Landlord-Tenant Relations Board
 Sister Cities Committee
 USS Alexandria Liaison Committee