

EXHIBIT NO. 1

City of Alexandria, Virginia

8
2-1202

MEMORANDUM

DATE: JANUARY 24, 2002

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: REQUEST TO VACATE A POSITION ON THE ALEXANDRIA CONSUMER AFFAIRS COMMISSION

ISSUE: Request to vacate a position on the Alexandria Consumer Affairs Commission (Attachment).

RECOMMENDATION: That City Council declare as vacant one of the citizen positions on the Alexandria Consumer Affairs Commission 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 Consumer Affairs Commission will meet 10 times this fiscal year. Glynn Coryell, Chairman of the Commission, has requested that Anand Chokkavelu be removed from the Commission because Mr. Chokkavelu has five unexcused absences and attempts to reach him at both his home and his office have been unsuccessful. Therefore, I recommend that Council vacate the position and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

FISCAL IMPACT: None.

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

ATTACHMENT: January 8 Letter from Glynn Coryell to Rose Williams Boyd



(703) 838-4350

City of Alexandria, Virginia

Citizen Assistance Office

Consumer Affairs Division

P. O. Box 178

Alexandria, Virginia 22313



Fax (703) 838-6426

January 8, 2002

Ms. Rose Williams Boyd
Executive Secretary For Boards
And Commissions
P.O. Box 178
Alexandria, VA 22313

↑
Received
JAN 2002
Citizen Assistance
Office

Dear Ms. Boyd:

This is to inform you that Mr. Anand Chokkavelu, member of the Consumer Affairs Commission for the City of Alexandria, Virginia, has not been present for any meeting of the commission since June 12, 2001. There have been many efforts to communicate with Mr. Chokkavelu, but none have been successful. His residence phone has been disconnected.

Therefore, Mr. Chokkavelu no longer is eligible to be a member of the Consumer Affairs Commission. I would appreciate your assistance in recruiting a replacement for Mr. Chokkavelu as soon as possible.

Thank you

Sincerely,

Glynn H. Coryell
Chairman, Consumer Affairs Commission