City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 24, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: REQUEST TO VACATE A POSITION ON THE ALEXANDRIA COMMISSION ON EMPLOYMENT

ISSUE: Request to vacate a position on the Alexandria Commission on Employment (ACE) (Attachment).

RECOMMENDATION: That City Council declare as vacant one of the positions for a business representative on the Alexandria Commission on Employment 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 service, 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 Commission on Employment will meet nine times this fiscal year. Jacqueline Woodard, Chair of the Commission, has requested that Brian Holland be removed from the Commission. According to Ms. Woodard, Mr. Holland has not attended any meeting since their program year began in September (five unexcused absences) and will be unable to meet the 75 percent attendance requirement. Attempts to reach Mr. Holland have not been successful. 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: March 10, 2008 Memo from Jacqueline Woodard to Rose Williams Boyd

STAFF: Rose Williams Boyd, Executive Secretary for Boards and Commissions
DATE: March 10, 2008

TO: ROSE WILLIAMS BOYD, EXECUTIVE SECRETARY FOR BOARDS AND COMMISSIONS

FROM: JACQUELINE WOODARD, ACE CHAIR

SUBJECT: REQUEST FOR THE REMOVAL OF AN ACE MEMBER FROM THE COMMISSION

This memo is a request to have ACE member Brian Holland removed from the commission based on non-attendance. Mr. Holland has not attended any meetings since the 2007/2008 session began in September. Several attempts have been made to contact Mr. Holland to no avail. We would like to have him removed in order to declare his space vacant and to be able to post the vacancy as soon as possible.