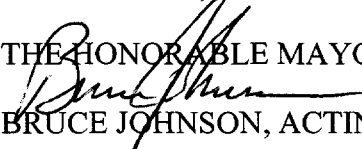


City of Alexandria, Virginia

MEMORANDUM

DATE: DECEMBER 6, 2011
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM:  BRUCE JOHNSON, ACTING CITY MANAGER
SUBJECT: ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2011

ISSUE: Receipt of the Annual Report on Committee Attendance for Fiscal Year 2011.

RECOMMENDATION: That City Council:

1. receive the report (Attachment 1);
2. vacate the eight 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 42 of the 58 City boards, committees and commissions. The 16 committees that have not submitted the attendance reports for Fiscal Year 2011, are listed on page four of the attachment. When all 16 committee reports are received, staff will docket a supplemental attendance report for Council's consideration.

The 42 City boards, committees, and commissions included in this report held 403 meetings. Six of the 42 groups listed members (a total of eight persons) who did not attend 75 percent of the groups' meetings (five less than last year). The names of the persons removed for failure to comply with the attendance requirements are listed on pages one and two of the attached report. Each of the eight persons has been notified by letter of their attendance record. These persons may reapply for reappointment with other new applicants when the positions are advertised by the City Clerk.

FISCAL IMPACT: None

ATTACHMENT: Attendance Report for Fiscal Year 2011

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

December 6, 2011

ATTENDANCE REPORT FOR COUNCIL-APPOINTED
BOARDS, COMMITTEES, AND COMMISSIONS
July 1, 2010 – June 30, 2011

The boards, committees and commissions listed in the Annual Report submitted Attendance Reports for the period July 1, 2010 – June 30, 2011. 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, 2010 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 City Manager's Office.

**INDIVIDUAL LISTING OF MEMBERS WHO DID NOT FULFILL THE 75%
ATTENDANCE REQUIREMENT:**

Affordable Housing Advisory Committee

Shelly Kaufman (Attended 60% of the meetings)

Citizen Corps Council

David Adams (Attended 70% of the meetings)

Commission on Aging

Laura Molife (Attended 70% of the meetings)

Commission on Information Technology

Phillip Acosta (Attended 70% of the meetings)

Helen Morris (Attended 70% of the meetings)

Marie Schuler (Attended 70% of the meetings)

Community Services Board

Thomas Craig (Attended 62.5% of the meetings)

Local Emergency Planning Committee

James Sheehy (Attended 50% 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	5	1

Alexandria Gang Task Force	4	0
Alexandria-Caen Sister City Committee	11	0
Archaeological Commission	12	0
Board of Zoning Appeals	10	0
BAR – Old & Historic District	21	0
BAR – Parker-Gray District	9	0
Budget and Fiscal Affairs Advisory Committee	12	0
Building Code Board of Appeals	0	0
Carr/Norfolk Southern Design Review Board	3	0
Citizen Corps Council	10	1
Commission for Women	11	0
Commission on Aging	10	1
Commission on Employment	10	0
Commission on HIV/AIDS	10	0
Commission on Information Technology	10	3
Commission on Persons With Disabilities	11	0
Community Criminal Justice Board	4	0
Community Policy & Management Team	10	0
Community Services Board	8	1
Convention & Visitors Association	11	0
Economic Opportunities Commission	10	0
Emergency Medical Services Council	4	0
Environmental Policy Commission	22	0

Historic Alexandria Resources Commission	10	0
Historical Restoration & Preservation Comm.	12	0
Human Rights Commission	11	0
Industrial Development Authority	5	0
Law Library	4	0
Library Board	6	0
Local Emergency Planning Committee	4	1
Park & Recreation Commission	10	0
Planning Commission	10	0
Public Health Advisory Commission	7	0
Public Records Advisory Commission	9	0
Real Estate Assessments Board	26	0
Redevelopment & Housing Authority	10	0
Sanitation Authority	12	0
Social Services Advisory Board	10	0
Torpedo Factory Art Center Board	15	0
Urban Design Advisory Committee	4	0
Waterfront Committee	10	0

The following boards have not submitted attendance reports:

- Alcohol Safety Action Program Policy Board
- Alexandria Housing Development Corp. of Directors
- Alexandria Marketing Committee
- Alexandria Transportation Committee
- Alexandria-Gyumri Sister City Committee
- Beautification Commission
- Children, Youth and Families Collaborative Commission

Commission for the Arts
Economic Development Partnership Board of Directors
George Washington Birthday Celebration Committee
Landlord-Tenant Relations Board
Marketing Coordinating Council
Potomac Yard Design Advisory Committee
Sister Cities Committee
Traffic and Parking Board
USS Alexandria Liaison Committee