

City of Alexandria, Virginia

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MEMORANDUM

DATE: AUGUST 26, 2003  
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*  
SUBJECT: ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2003

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**ISSUE:** Receipt of the Annual Report on Committee Attendance for Fiscal Year 2003.

**RECOMMENDATION:** That City Council: (1) receive the report; (2) vacate the six positions listed on page one of the report, and (3) authorize the Executive Secretary for Boards and Commissions 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 53 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 fiscal year. This report summarizes attendance reports from 50 of the 53 City boards, committees and commissions. Three committees have not submitted the attendance reports for Fiscal Year 2003. These committees are listed on page four of the attachment. When all three committee reports are received, staff will docket a supplemental attendance report for Council's consideration.

The 50 City boards, committees, commissions and task forces included in this report held 433 meetings. Six of the 50 groups listed members (a total of six persons) who did not attend 75 percent of the groups' meetings (four less than last year). The names of the persons who will be removed for failure to comply with the attendance requirements are listed on page one of the attached report. Each of the six persons has been notified by letter of their attendance record. These persons may reapply for appointment with other new applicants when these positions are advertised.

**FISCAL IMPACT:** None

**ATTACHMENT:** Attendance Report for Fiscal Year 2003

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

August 26, 2003

ATTENDANCE REPORT FOR COUNCIL-APPOINTED  
BOARDS, COMMITTEES, AND COMMISSIONS  
July 1, 2002 - June 30, 2003

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The boards, committees and commission listed in the Annual Report submitted Attendance Reports for the period July 1, 2002 - June 30, 2003. 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, 2002, 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:**

Commission on Employment

Sarah Gorvad (Attended none of the meetings)

Consumer Affairs Commission

Keisha Hargo (Attended 67% of the meetings)

Emergency Medical Services Council

Mark Steinberg (Attended 60% of the meetings)

Public Records Advisory Commission

Michael Strutzel (Attended 60% of the meetings)

Social Services Advisory Board

Johnnie Saunders (Attended 70% of the meetings)

Urban Design Advisory Committee

Bruce Machanic (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                     | 8                              | 0  |
| Alexandria Caen Exchange Committee                        | 10                             | 0  |
| Archaeological Commission                                 | 9                              | 0  |
| Board of Architectural Review - Old and Historic District | 21                             | 0  |
| Board of Architectural Review - Parker-Gray District      | 13                             | 0  |
| Board of Zoning Appeals                                   | 11                             | 0  |
| Budget and Fiscal Affairs Advisory Committee              | 11                             | 0  |
| Building Code Board of Appeals                            | 2                              | 0  |
| Carr/Norfolk Southern (Carlyle) Design Review Board       | 4                              | 0  |
| Commission for the Arts                                   | 10                             | 0  |
| Commission for Women                                      | 11                             | 0  |
| Commission on Aging                                       | 10                             | 0  |
| Commission on Employment                                  | 10                             | 1  |
| Commission on HIV/AIDS                                    | 5                              | 0  |
| Commission on Information Technology                      | 5                              | 0  |
| Commission on Persons With Disabilities                   | 11                             | 0  |
| Community Criminal Justice Board                          | 4                              | 0  |
| Community Policy and Management Team                      | 8                              | 0  |
| Community Services Board                                  | 11                             | 0  |

|   |    |   |
|---|----|---|
| Consumer Affairs Commission                               | 9  | 1 |
| Convention and Visitors Association<br>Board of Governors | 9  | 0 |
| Early Childhood Commission                                | 10 | 0 |
| Economic Opportunities Commission                         | 8  | 0 |
| Emergency Medical Services Council                        | 5  | 1 |
| Environmental Policy Commission                           | 12 | 0 |
| Fair Housing Testing Program Advisory<br>Committee        | 2  | 0 |
| George Washington Birthday Celebration<br>Committee       | 10 | 0 |
| Historic Alexandria Resources Commission                  | 9  | 0 |
| Historical Restoration and Preservation<br>Commission     | 14 | 0 |
| Human Rights Commission                                   | 10 | 0 |
| Industrial Development Authority                          | 2  | 0 |
| Landlord-Tenant Relations Board                           | 9  | 0 |
| Law Library Board   | 6  | 0 |
| Library Board   | 6  | 0 |
| Local Emergency Planning Committee                        | 2  | 0 |
| Park and Recreation Commission                            | 10 | 0 |
| Planning Commission                                       | 12 | 0 |
| Potomac Yard Design Advisory Committee                    | 4  | 0 |
| Public Health Advisory Commission                         | 11 | 0 |
| Public Records Advisory Commission                        | 5  | 1 |

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|---|----|---|
| Board of Review of Real Estate Assessments                    | 25 | 0 |
| Redevelopment and Housing Authority<br>Board of Commissioners | 11 | 0 |
| Sanitation Authority  | 12 | 0 |
| Sister Cities Committee                                       | 5  | 0 |
| Social Services Advisory Board                                | 10 | 1 |
| Traffic and Parking Board                                     | 9  | 0 |
| Transportation Safety Commission                              | 0  | 0 |
| Urban Design Advisory Committee                               | 4  | 1 |
| Waterfront Committee  | 8  | 0 |
| Youth Policy Committee  | 10 | 0 |

The following boards have not submitted attendance reports:

Alexandria-Gyumri Sister City Committee  
 Beautification Commission  
 USS Alexandria Liaison Committee