

City of Alexandria, Virginia

MEMORANDUM

DATE: SEPTEMBER 20, 2004  
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*  
SUBJECT: ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2004

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**ISSUE:** Receipt of the Annual Report on Committee Attendance for Fiscal Year 2004.

**RECOMMENDATION:** That City Council: (1) receive the report; (2) vacate the eight 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 56 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 56 City boards, committees and commissions. Six committees have not submitted the attendance reports for Fiscal Year 2004. These committees are listed on page four of the attachment. When all six committee reports are received, staff will docket a supplemental attendance report for Council's consideration.

The 50 boards, committees, commissions and task forces included in this report held 455 meetings. Six of the 50 groups listed members (a total of eight 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 page one of the attached report. Each of the eight 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.

**ATTACHMENT:** Attendance Report for Fiscal Year 2004

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

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ATTENDANCE REPORT FOR COUNCIL-APPOINTED  
BOARDS, COMMITTEES, AND COMMISSIONS  
July 1, 2003 - June 30, 2004

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The boards, committees and commission listed in the Annual Report submitted Attendance Reports for the period July 1, 2003 - June 30, 2004. 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, 2003, 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

Mary Alice Butler-Johnson (Attended 43% of the meetings)

Commission on HIV/AIDS

Vernor Biggs, Jr. (Attended 33% of the meetings)

Lyla Hill (Attended 33% of the meetings)

Pamela Walkup (Attended 60% of the meetings)

Commission on Information Technology

Kevin Reed (Attended 36% of the meetings)

Commission on Persons With Disabilities

E. Roger Barbee (Attended 25% of the meetings)

Early Childhood Commission

Carol Loftur-Thun (Attended 70% of the meetings)

Historic Alexandria Resources Commission

Frank Skwirut (Attended 66% of the meetings)

**STATISTICAL PROFILE:**

<u>Committee</u>	<u>Number of Meetings Held</u>	<u>Number of Members Not in Compliance</u>
Ad Hoc Preschool Task Force	0	0
Affordable Housing Advisory Committee	11	0
Alexandria Housing Development Corp. Incorporating Group	10	0
Alexandria Caen Exchange Committee	12	0
Archaeological Commission	11	0
Board of Architectural Review - Old and Historic District	22	0
Board of Architectural Review - Parker-Gray District	12	0
Board of Zoning Appeals	10	0
Budget and Fiscal Affairs Advisory Committee	14	0
Building Code Board of Appeals	0	0
Citizen Corps Council	4	0
Commission for the Arts	11	0
Commission on Aging	10	0
Commission on Employment	10	1
Commission on HIV/AIDS	5	3
Commission on Information Technology	6	1
Commission on Persons With Disabilities	11	1
Community Criminal Justice Board	4	0
Community Policy and Management Team	10	0

Community Services Board	11	0
Consumer Affairs Commission	10	0
Convention and Visitors Association Board of Governors	10	0
Early Childhood Commission	10	2
Economic Opportunities Commission	11	0
Emergency Medical Services Council	3	0
Fair Housing Testing Program Advisory Committee	1	0
George Washington Birthday Celebration Committee	11	0
Historic Alexandria Resources Commission	9	1
Historical Restoration and Preservation Commission	11	0
Human Rights Commission	10	0
Industrial Development Authority	1	0
Law Library Board	7	0
Alexandria Landlord-Tenant Relations Board	7	0
Library Board	6	0
Local Emergency Planning Committee	4	0
Park and Recreation Commission	9	0
Planning Commission	11	0
Potomac Yard Design Advisory Committee	1	0
Public Health Advisory Commission	8	0
Public Records Advisory Commission	9	0

Board of Review of Real Estate Assessments	47	0
Redevelopment and Housing Authority Board of Commissioners	11	0
Sanitation Authority	12	0
Sister Cities Committee	9	0
Social Services Advisory Board	9	0
Traffic and Parking Board	9	0
Transportation Safety Commission	0	0
USS Alexandria Liaison Committee	5	0
Waterfront Committee	10	0
Youth Policy Committee	10	0

The following boards have not submitted attendance reports:

- Alexandria Woodrow Wilson Bridge Neighborhood Task Force
- Alexandria-Gyumri Sister City Committee
- Alexandria Beautification Commission
- Carr/Norfolk Southern (Carlyle) Design Review Board
- Environmental Policy Commission
- Urban Design Advisory Committee