


## City of Alexandria, Virginia

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## MEMORANDUM

DATE: SEPTEMBER 18, 2006

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2006

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**ISSUE:** Receipt of the Annual Report on Committee Attendance for Fiscal Year 2006.

**RECOMMENDATION:** That City Council: (1) receive the report; (2) vacate the five 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 committee on which they serve. There are 55 City boards, committees, commissions and task forces that are required to file annual attendance reports with the Executive Secretary for Boards and Commission by July 15 of each year. This report summarizes attendance reports from 48 of the 55 City boards, committees and commissions. Seven committees have not submitted the attendance reports for Fiscal Year 2006. These committees are listed on page four of the attachment. When all seven committee reports are received, staff will docket a supplemental attendance report for Council's consideration.

The 48 City boards, committees, and commissions included in this report held 455 meetings. Four of the 48 groups listed members (a total of five persons) who did not attend 75 percent of the groups' meetings (one 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 five persons has been notified by letter of their attendance record. These persons may reapply for appointment with other new applicants when the positions are advertised.

**ATTACHMENT:** Attendance Report for Fiscal Year 2006

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

September 11, 2006

ATTENDANCE REPORT FOR COUNCIL-APPOINTED  
BOARDS, COMMITTEES, AND COMMISSIONS  
July 1, 2005 - June 30, 2006

The boards, committees and commissions listed in the Annual Report submitted Attendance Reports for the period July 1, 2005 - June 30, 2006. 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, 2005, 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:**

Alexandria-Caen Exchange Committee

Joseph LaMountain (Attended 60% of the meetings)

Commission on Employment

Edward Walters (Attended 40% of the meetings)

Early Childhood Commission

Anisa Latif (Attended 10% of the meetings)

Emergency Medical Services Council

Pamela Alesky

Francis Hoang

**STATISTICAL PROFILE:**

<u>Committee</u>	<u>Number of Meetings Held</u>	<u>Number of Members Not in Compliance</u>
Affordable Housing Advisory Committee	12	0
Alexandria-Caen Exchange Committee	12	1
Archaeological Commission	11	0
Beautification Commission	10	0

Board of Architectural Review - Old and Historic District	22	0
Board of Architectural Review - Parker-Gray District	9	0
Board of Review of Real Estate Assessments	39	0
Board of Zoning Appeals	9	0
Budget and Fiscal Affairs Advisory Committee	13	0
Building Code Board of Appeals	1	0
Citizen Corps Council	9	0
Commission for the Arts	10	0
Commission for Women	12	0
Commission on Aging	10	0
Commission on Employment	10	1
Commission on HIV/AIDS	8	0
Commission on Information Technology	4	0
Commission on Persons With Disabilities	11	0
Community Criminal Justice Board	4	0
Community Policy and Management Team	9	0
Community Services Board	11	0
Convention and Visitors Association Board of Governors	8	0
Early Childhood Commission	10	1
Economic Opportunities Commission	10	0
Emergency Medical Services Council	3	2

Fair Housing Testing Program Advisory Committee	0	0
Geo. Washington Birthday Celebration Committee	11	0
Historic Alexandria Resources Commission	9	0
Historical Restoration and Preservation Commission	11	0
Human Rights Commission	11	0
Industrial Development Authority	6	0
Landlord-Tenant Relations Board	10	0
Law Library Board	3	0
Library Board	6	0
Local Emergency Planning Committee	4	0
Park and Recreation Commission	9	0
Planning Commission	11	0
Public Health Advisory Commission	11	0
Public Records Advisory Commission	9	0
Redevelopment and Housing Authority Board of Commissioners	11	0
Sanitation Authority	12	0
Sister Cities Committee	12	0
Social Services Advisory Board	10	0
Traffic and Parking Board	10	0
Transportation Safety Commission	0	0
Urban Design Advisory Committee	2	0
Waterfront Committee	10	0

Youth Policy Commission

10

0

The following boards have not submitted attendance reports:

Alexandria Housing Development Corp. Bd of Directors

Alexandria-Gyumri Sister City Committee

Carr/Norfolk Southern (Carlyle) Design Review Board

Consumer Affairs Commission

Environmental Policy Commission

Potomac Yard Design Advisory Committee

USS Alexandria Liaison Committee