


City of Alexandria, Virginia

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9-25-07

MEMORANDUM

DATE: SEPTEMBER 18, 2007

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2007

ISSUE: Receipt of the Annual Report on Committee Attendance for Fiscal Year 2007.

RECOMMENDATION: That City Council: (1) receive the report; (2) vacate the 10 positions listed on pages one and two 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 54 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 48 of the 54 boards, committees, and commissions. Six committees have not submitted the attendance reports for Fiscal Year 2007. 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 48 City boards, committees, and commissions included in this report held 475 meetings. Nine of the groups listed members (a total of 10 persons) who did not attend 75 percent of the groups' meetings (eight more than last year). The names of the persons who will be removed for failure to comply with the attendance requirements are listed on pages one and two of the attached report. Each of the 10 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 1007

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

September 18, 2007

ATTENDANCE REPORT FOR COUNCIL-APPOINTED
BOARDS, COMMITTEES, AND COMMISSIONS
July 1, 2006 - June 30, 2007

The boards, committees and commissions listed in the Annual Report submitted Attendance Reports for the period July 1, 2006 - June 30, 2007. 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, 2006, 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

Juliana Magliore (Attended 60% of the meetings)

Alexandria-Gyumri Sister City Committee

Ruben Harutunian (Attended none of the meetings)

Commission on Persons With Disabilities

Louise Harrison (Attended 67% of the meetings)

Community Criminal Justice Board

Holly Clarke King (Attended 25% of the meetings)

Early Childhood Commission

Johnnie Saunders (Attended 60% of the meetings)

Emergency Medical Services Council

Donald Wilbur (Attended 50% of the meetings)

George Washington Birthday Celebration Committee

Carl Gnam (Attended 46% of the meetings)

Quentin Tabscott (Attended none of the meetings)

Public Health Advisory Commission

Farhie Mussa (Attended 45% of the meetings)

USS Alexandria Liaison Committee

Frederick Gorell (Attended none 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	9	0
Alexandria-Caen Sister City Committee	12	1
Alexandria-Gyumri Sister City Committee	9	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	11	0
Board of Review of Real Estate Assessments	52	0
Board of Zoning Appeals	10	0
Budget and Fiscal Affairs Advisory Committee	11	0
Building Code Board of Appeals	0	0
Citizen Corps Council	11	0
Commission for the Arts	11	0
Commission for Women	10	0
Commission on Aging	10	0
Commission on Employment	9	0
Commission on HIV/AIDS	9	0
Commission on Information Technology	7	0

Commission on Persons With Disabilities	11	1
Community Criminal Justice Board	4	1
Community Policy and Management Team	9	0
Community Services Board	10	0
Convention & Visitors Association Board of Governors	11	0
Early Childhood Commission	10	1
Economic Opportunities Commission	10	0
Emergency Medical Services Council	4	1
Environmental Policy Commission	11	0
Fair Housing Testing Program Advisory Committee	1	0
Geo. Washington Birthday Celebration Committee	11	2
Historic Alexandria Resources Commission	9	0
Historical Restoration and Preservation Commission	12	0
Human Rights Commission	11	0
Industrial Development Authority	3	0
Landlord-Tenant Relations Board	8	0
Library Board	6	0
Local Emergency Planning Committee	4	0
Park and Recreation Commission	10	0
Planning Commission	11	0
Potomac Yard Design Advisory Committee	9	0
Public Health Advisory Commission	9	1

Public Records Advisory Commission	9	0
Redevelopment and Housing Authority Board of Commissioners	9	0
Sanitation Authority	12	0
Social Services Advisory Board	10	0
Traffic and Parking Board	9	0
Transportation Safety Commission	0	0
USS Alexandria Liaison Committee	8	1
Waterfront Committee	10	0

The following boards have not submitted attendance reports:

Carr/Norfolk Southern (Carlyle) Design Review Board
Consumer Affairs Commission
Law Library Board
Sister Cities Committee
Urban Design Advisory Committee
Youth Policy Commission