


City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 6, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2008

ISSUE: Receipt of the Annual Report on Committee Attendance for Fiscal Year 2008.

RECOMMENDATION: That City Council: (1) receive the report; (2) vacate the 13 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 committees 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 Commissions by July 15 of each year. This report summarizes attendance reports from 52 of the 55 City boards, committees and commissions. Three committees have not submitted the attendance reports for Fiscal Year 2008. 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 52 City boards, committees, and commissions included in this report held 436 meetings. Nine of the 52 groups listed members (a total of 13 persons) who did not attend 75 percent of the groups' meetings (three 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 13 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 2008

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

September 22, 2008

ATTENDANCE REPORT FOR COUNCIL-APPOINTED
BOARDS, COMMITTEES, AND COMMISSIONS
July 1, 2007 - June 30, 2008

The boards, committees and commissions listed in the Annual Report submitted Attendance Reports for the period July 1, 2007 - June 30, 2008. 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, 2007, 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 Sister City Committee

Jacqueline Manley (Attended 50% of the meetings)

Alexandria Commission for the Arts

Terry Ann D'Arcy (Attended 33% of the meetings)

Abigail Dillingham (Attended 50% of the meetings)

Alexandria Commission on HIV/AIDS

Rose-Marie Chaperon (Attended 57% of the meetings)

Alexandria Environmental Policy Commission

Lucy Shapiro (Attended 44% of the meetings)

Alexandria Gang Prevention Community Task Force

William Smith (Attended 50% of the meetings)

Michael Diggins/Mark Eisenhour (Attended 50% of the meetings)

Andrew Laraia (Attended 50% of the meetings)

James Williams (Attended 50% of the meetings)

Alexandria Human Rights Commission

Andrew Rivera (Attended 73% of the meetings)

Alexandria Law Library Board

William Campbell (Attended 67% of the meetings)

Alexandria Social Services Advisory Board

Nathaniel Johnson (Attended 67% of the meetings)

USS Alexandria Liaison Committee

Michael Coulter (Attended 63% 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	11	0
Alexandria-Caen Sister City Committee	10	1
Alexandria-Gyumri Sister City Committee	9	0
Archaeological Commission	12	0
Beautification Commission	10	0
Board of Architectural Review - Old and Historic District	20	0
Board of Architectural Review – Parker-Gray District	11	0
Board of Review of Real Estate Assessments		0
Board of Zoning Appeals	10	0
Budget and Fiscal Affairs Advisory Committee	9	0
Building Code Board of Appeals	1	0
Carr/Norfolk Southern Design Review Bd.	6	0
Citizen Corps Council	12	0
Commission for the Arts	10	2
Commission for Women	9	0
Commission on Aging	10	0
Commission on Employment	10	0

Commission on HIV/AIDS	7	1
Commission on Information Technology	7	0
Commission on Persons With Disabilities	11	1
Community Criminal Justice Board	4	0
Community Policy and Management Team	10	0
Community Services Board	10	0
Convention & Visitors Association Board of Governors	10	0
Early Childhood Commission	11	0
Economic Opportunities Commission	9	0
Emergency Medical Services Council	4	0
Environmental Policy Commission	11	1
Fair Housing Testing Program Advisory Committee	0	0
Gang Prevention Community Task Force	4	4
Geo. Washington Birthday Celebration Committee	9	0
Historic Alexandria Resources Commission	9	0
Historical Restoration and Preservation Commission	12	0
Human Rights Commission	11	1
Industrial Development Authority	7	0
Landlord-Tenant Relations Board	8	0
Law Library Board	6	1
Library Board	8	0
Local Emergency Planning Committee	4	0

Park and Recreation Commission	9	0
Planning Commission	10	0
Potomac Yard Design Advisory Committee	9	0
Public Health Advisory Commission	9	0
Public Records Advisory Commission	9	0
Sanitation Authority	12	0
Social Services Advisory Board	11	1
Traffic and Parking Board	10	0
Transportation Safety Commission	0	0
Urban Design Advisory Committee	0	0
USS Alexandria Liaison Committee	8	1
Waterfront Committee	9	0
Youth Policy Commission	8	0

The following boards have not submitted attendance reports:

Consumer Affairs Commission

Redevelopment and Housing Authority
Board of Commissioners

Sister Cities Committee

City of Alexandria, Virginia

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10-14-08

MEMORANDUM

DATE: OCTOBER 14, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: ROSE WILLIAMS BOYD, ^{RW}EXECUTIVE SECRETARY FOR BOARDS AND COMMISSIONS

SUBJECT: AMENDED ATTENDANCE REPORT FROM THE GANG PREVENTION COMMUNITY TASK FORCE

Today, I received an amended attendance report from Co-Chairman Timothy Lovain of the Gang Prevention Community Task Force. I have been advised by the Task Force staff, Mike Mackey, that the original report erroneously reported two unexcused absences for James Williams, who is the NAACP representative for this group. The corrected report shows one unexcused absence and one excused absence. With the excused absence, Mr. Williams will meet the 75 percent attendance requirement and should not be removed for failure to comply with the City Code Section 2-4-7(i). In light of the revised report, I recommend that Council delete Mr. Williams from the list of persons to be removed for failure to comply with the attendance requirements. This means that only 12 persons will be removed.

cc: James K. Hartmann, City Manager
Michele Evans, Deputy City Manager