


City of Alexandria, Virginia

12-9-08

MEMORANDUM

DATE: DECEMBER 1, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: REQUEST TO VACATE A POSITION ON THE ALEXANDRIA
COMMISSION ON PERSONS WITH DISABILITIES

ISSUE: Request to vacate a position on the Alexandria Commission on Persons with Disabilities (Attachment).

RECOMMENDATION: That City Council declare as vacant one of the citizen positions on the Alexandria Commission on Persons with Disabilities and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

DISCUSSION: Section 2-4-7(i)(1) of the City Code requires all board and commission members to attend at least 75 percent of the yearly meetings of the bodies on which they serve, and authorizes the City Council to vacate any position if Council determines that a member has missed a sufficient number of meetings such that the 75 percent attendance requirement cannot be met.

The Commission on Persons with Disabilities will meet 11 times this fiscal year. Chuck Benagh, Chair of the Commission, has requested that John Downing be removed from the Commission because Mr. Downing has four unexcused absences (August 13, September 10, October 8, and November 12) and will be unable to attend 75 percent of the Commission's meetings. Therefore, I recommend that Council vacate the position and authorize the Executive Secretary for Boards and Commissions to advertise the vacancy.

FISCAL IMPACT: None.

ATTACHMENT: November 13, 2008 Letter from Chuck Benagh to John Downing

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



AcPd



Alexandria Commission on Persons with Disabilities

Chuck Benagh, Chair
703.746.3148 Voice

Office of Human Rights
421 King Street, Suite 400
Alexandria, VA 22314

711 TTY
703.838.4976 Fax

November 13, 2008

John Downing
3713 S George Mason Drive
#1606W
Falls Church, VA 22041

Dear John,

With this letter I am asking Rose Boyd, Executive Secretary of Boards and Commissions, to begin the process of declaring your seat on the Alexandria Commission on Persons with Disabilities ("ACPD") as vacant.

Since your appointment, you have unexcused absences for the meetings held on August 13, September 10, October 8, and November 12. City Code requires that members of boards and commissions attend at least 75% of the meetings unless those absences are excused.

Since you have missed a sufficient number of meetings whereby the 75% attendance requirement cannot be met, I will ask that City Council declare the position vacant and make an appointment to fill the vacancy for the remainder of your term.

If there has been a misunderstanding or any special circumstances that have prevented you from being able to attend the ACPD's regular monthly meetings and committee meetings, please let me know.

I hope that you understand why we are taking this action again and please contact me if you have questions or would like to discuss this matter.

Sincerely,

Chuck Benagh

cc: Rose Boyd, Executive Secretary of Boards and Commissions
Jean Kelleher Niebauer, Director, Office of Human Rights