


City of Alexandria, Virginia

MEMORANDUM

**DATE:** NOVEMBER 1, 2010  
**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
**FROM:** JAMES K. HARTMANN, CITY MANAGER   
**SUBJECT:** ANNUAL COMMITTEE ATTENDANCE REPORT FOR FISCAL YEAR 2010

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**ISSUE:** Receipt of the Annual Report on Committee Attendance for Fiscal Year 2010.

**RECOMMENDATION:** That City Council: (1) receive the report (Attachment 1); (2) vacate the 13 positions listed on pages one and two of the report; and (3) authorize the City Clerk and Clerk of Council 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 41 of the 55 City boards, committees and commissions. The 14 committees that have not submitted the attendance reports for Fiscal Year 2010 are listed on page four of the attachment. When all 14 committee reports are received, staff will docket a supplemental attendance report for Council's consideration.

The 55 City boards, committees, and commissions included in this report held 396 meetings. Ten of the 41 groups listed members (a total of 13 persons) who did not attend 75 percent of the groups' meetings (two less than last year). The names of the persons 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 reappointment with other new applicants when the positions are advertised by the City Clerk.

**FISCAL IMPACT:** None

**ATTACHMENT:** Attendance Report for Fiscal Year 2010

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

October 29, 2010

ATTENDANCE REPORT FOR COUNCIL-APPOINTED  
BOARDS, COMMITTEES, AND COMMISSIONS  
July 1, 2009- June 30, 2010

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The boards, committees and commissions listed in the Annual Report submitted Attendance Reports for the period July 1, 2009- June 30, 2010. 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, 2009 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 Commission on Aging

Klara Guyton (Attended 67% of the meetings)

Alexandria Commission on Employment

Christopher Applegate (Attended 13% of the meetings)

Alexandria Commission on HIV/AIDS

Robert Nast (Attended 70% of the meetings)

Alexandria Commissions on Persons With Disabilities

James Lewis (Attended none of the meetings)

Pat Troy (Attended 70 % of the meetings)

Alexandria Early Childhood Commission

Njeri Falcher (Attended none of the meetings)

Ariel Gonzalez (Attended none of the meetings)

Economic Opportunities Commission

Dianicia Brooks (Attended none of the meetings)

Phyllis Davis (Attended none of the meetings)

Alexandria Human Rights Commission

Nathir Ahmad (Attended 63% of the meetings)

Alexandria Local Emergency Planning Committee

Andy Duncan (Attended 50% of the meetings)

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Dianiacia Brooks (Attended 40% of the meetings)

Alexandria Waterfront Committee

Robert Taylor (Attended 60% 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	10	0
Alexandria-Caen Sister City Committee	10	0
Archaeological Commission	12	0
Board of Architectural Review – Old and Historic District	20	0
Board of Zoning Appeals	9	0
Budget and Fiscal Affairs Advisory Committee	10	0
Citizen Corps Council	10	0
Commission for Women	10	0
Commission on Aging	9	1
Commission on Employment	8	1
Commission on HIV/AIDS	10	1
Commission on Information Technology	8	0

Commission on Persons With Disabilities	10	2
Community Criminal Justice Board	4	0
Community Policy and Management Team	8	0
Community Services Board	9	0
Convention & Visitors Association Board of Governors	10	0
Early Childhood Commission	10	2
Economic Opportunities Commission	11	2
Emergency Medical Services Council	4	0
Environmental Policy Commission	15	0
Gang Prevention Community Task Force	4	0
Historic Alexandria Resources Commission	10	0
Historical Restoration and Preservation Commission	11	0
Human Rights Commission	11	1
Landlord-Tenant Relations Board	6	0
Library Board	7	0
Local Emergency Planning Committee	4	1
Marketing Fund Committee	6	0
Park and Recreation Commission	11	0
Planning Commission	10	0
Public Records Advisory Commission	8	0
Board of Review of Real Estate Assessments	47	0

Redevelopment and Housing Authority Board of Commissioners	10	1
Sanitation Authority	12	0
Social Services Advisory Board	10	0
Traffic and Parking Board	9	0
Urban Design Advisory Committee	0	0
Virginia Paving Community Liaison Committee	2	0
USS Alexandria Liaison Committee	1	0
Waterfront Committee	10	1

The following boards have not submitted attendance reports:

Alexandria-Gyumri Sister City Committee  
 Beautification Commission  
 Board of Architectural Review – Parker-Gray District  
 Building Code Board of Appeals  
 Carr/Norfolk Southern (Carlyle) Design Review Board  
 Commission for the Arts  
 Eisenhower East Design Review Board  
 George Washington Birthday Celebration Committee  
 Industrial Development Authority  
 Law Library Board  
 Potomac Yard Design Advisory Committee  
 Public Health Advisory Commission  
 Sister Cities Committee  
 Wayfinding Stakeholder Advisory Group