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City of Alexandria, Virginia

MEMORANDUM

DATE: DECEMBER 9, 2019

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: GLORIA SITTON, CITY CLERK AND CLERK OF COUNCIL /s/

SUBJECT: Explanation of Annual Reports for Boards, Commissions, and Committees

Docket Item #11 for the Tuesday, December 10, 2019 Legislative Meeting docket is a compilation of Boards and Commissions Annual Reports for FY2019. This memorandum will address some the information that is missing from the report. Please let me know if you have other questions that may not have been addressed in this memorandum.

MISSING BOARD/COMMISSION REPORTS

The cover memorandum lists boards/commissions that have not submitted annual/attendance reports for FY 2019 (total of 13). Each Board chair and/or staff liaison received at least 3 reminder notices to submit reports to the City Clerk's Office.

Some of the boards/commission included on the list have experienced leadership transitions, with chairs resigning or not seeking reappointment and with new staff liaisons assuming the positions because of previous liaisons leaving City employment or being assigned to new work responsibilities. In the transitioning, information for boards and commissions may have been lost or not shared with the new leadership or staff member. This may have resulted in no report being submitted for Council review. Others simply did not submit reports. A recommendation for consequences for not submitting an annual report will be included in the forthcoming report from the Boards and Commissions Audit/Review Committee.

LISTS OF POSITIONS TO BE VACATED

Included as an attachment is a list of positions to be vacated by Council because of lack of attendance. The lists does not include every name that may appear on the attendance reports for the following reasons: some members have since resigned or not sought reappointment when their terms expired and some boards and commissions only held one meeting during the year and one absence would result in meeting the threshold for attendance violation. Vacation of these position will result in advertising for an immediate vacancy and notification from the City Clerk's Office of the action taken by Council. City Council may also vacate positions for lack of attendance at any point during the session.

If there are other questions or concerns that have not been addressed in this memorandum, please let me know. Thanks!