



Legislation Text

---

File #: 16-5749, Version: 1

---

City of Alexandria, Virginia

---

MEMORANDUM

**DATE:** OCTOBER 19, 2016

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** JACKIE M. HENDERSON, CITY CLERK AND CLERK OF COUNCIL /s/

**DOCKET TITLE:**

Consideration of the Annual Board and Commission Attendance Report for Fiscal Year 2016.

---

**ISSUE:** Receipt of the annual report on board and commission attendance for Fiscal Year 2016.

**RECOMMENDATION:** That City Council: 1. Receive the report; 2. Vacate eight positions listed on page one and two of the attached report; and 3. Authorize the City Clerk and Clerk of Council to advertise the vacancies.

**BACKGROUND:** Section 2-4-7(i) of the City Code requires appointees to boards and commissions to attend at least 75 percent of the meetings of the board on which they serve. All City boards, commissions, committees, and task forces are required to file annual attendance reports by July 15 of each year.

**DISCUSSION:** This report summarizes attendance reports from 51 City boards, commissions, and committees (the City has representation on 22 regional and state boards that are not included in the total of 51.) The two commissions that have not submitted the attendance reports are listed on page four of the attachment.

The 51 City boards, commissions and committees included in this report held 444 meetings. Nine of the listed groups (a total of sixteen persons) did not attend at least 75 percent of the group's meetings. Of those sixteen, eight persons have since either left the board or commission or have been replaced on the board. The names of the persons removed for failure to comply with the attendance requirements are listed on page one and two of the attached report. Each of those eight 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.

**ATTACHMENTS:**

Attachment 1: Attendance Report for Fiscal Year 2016

**STAFF:**

Jackie M. Henderson, City Clerk and Clerk of Council