

MEMORANDUM

Administrative Services

Town Clerk

Risk Management

Personnel

TO: Robert Rawls, P.E., Interim Town Administrator

FROM: Alina Medina Brittain, Administrative Secretary

THROUGH: Gail Reinfeld, CMC/AAE, Administrative Services Director

DATE: April 9, 1999

SUBJECT: Unsafe Structures Board Term Expirations

The following Unsafe Structures Board members' terms expire in April 1999.

Sam Engel, Jr. (Registered Architect)
Rodger Leland (Electrical Contractor) (appt'd 12/98)

The Unsafe Structures Board has held eight meetings during the current term (May 1996 to April 1999). Mr. Engel has attended all scheduled meetings, has not abstained from voting during the current term, and has expressed his desire to continue serving the Town in this capacity. Mr. Leland, however, has indicated that he cannot continue to serve on the board.

The Unsafe Structures Board is governed by Code Sections 5-91 through 5-95. The Board is comprised of nine members who must be either permanent residents of or have their principal place of business within the Town. Members are chosen by Town Council's open nominations and must provide a representation of specific professions listed in the Code. This Code provides for three year terms.

Also, please note that pursuant to FSS 112.3145(7), appointing officials shall notify newly appointed officials (which is defined to include appointees to a board) of their duty to comply with disclosure requirements prior to the date of the appointment.

I would appreciate it if these appointments could be placed on the Council agenda at your earliest convenience.