

# 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 12, 1999  
SUBJECT: Planning and Zoning Board Term Expirations

The Planning and Zoning Board member's terms expire on the second Wednesday in May 1998. Listed below are the current members, together with an indication of the Councilmember who made each appointment and the number of absences each member has had in the past year. The Board has held 20 meetings during the current term.

<u>Member</u>	<u>Appointed by</u>	<u>Absences</u>
Michael Davenport	Cox	2
George Greb	Weiner	0
Lawrence Kuvin	Paul	4
John Pisula	Bush	3
Jay Stahl	Venis	2

None of the members have abstained from voting during the current term.

This Board is governed by Code Sections 2-136; 2-137; and 2-138. Its members are appointed for one year terms commencing on the fourth Wednesday in May and have all expressed their desire to continue serving the Town in this capacity.

Please keep in mind that Council approved Ordinance 96-41 which states that, ". . . no individual shall be appointed or reappointed by any one Councilmember to serve on more than one (1) committee or board established by the Town." 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.

c: Town Council