

MEMORANDUM

Administrative Services

Town Clerk Risk Management Human Resources

TO: Robert Middaugh, Town Administrator
FROM: Janet Gale, Office Assistant
THROUGH: Barbara McDaniel, CMC, Assistant Town Clerk
THROUGH: Gail Reinfeld, MMC, Administrative Services Director
DATE: May 4, 2000
SUBJECT: Site Plan Committee Term Expirations

The terms for Site Plan Committee members expire June 2000. Listed below are the current members, the number of missed meetings, and the number of times each member has abstained from voting while serving their current term on the Site Plan Committee:

<u>Members</u>	<u>Absences</u>	<u>Abstentions</u>	<u>Appointed by</u>
Doug Amos, General Contractor	5	1	Paul
Kathryn Cox, Councilmember	4	0	Cox
Sam Engel Jr., Architect	7	1	Bush
Jeff Evans, Architect	3	1	Venis
James Marcellino (apptd 4/5/00)	0	0	Weiner

The Committee has held 21 meetings during the current term. All members have expressed a desire to continue serving the Town in this capacity. Also, please note that although Councilmember Cox has no objections in continuing to serve on this Committee, she would like to offer other Councilmembers the opportunity to serve.

This Committee is governed by Code Sections 2-151; 2-152; and 2-153. Its members are appointed for one-year terms through exclusive nominations by the Town Council. The Committee consists of five legal residents of the Town and, whenever possible, includes an architect, a landscape architect, and an urban planner or designer.

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.

Section 760.80 of the Florida Statutes requires that statutorily created decision making or regulatory boards select, from among the best-qualified persons, those persons whose appointment would ensure that the membership of the board accurately reflects the proportion of each group of the area's minority population represented by the board. Section 760.80 also requires that the board's membership be determined by the most recent federal decennial census which is as follows:

1990 Census Minority Groups Percentage
African American 3.7%
Hispanic American 10%
Asian American 1.7%
Native American .2%
American Women 51%

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

c: Town Council