

AGENDA ITEM 1(b)

**TOWN OF SAN ANSELMO
STAFF REPORT
March 16, 2005**

For the Meeting of March 22, 2005

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Report of Warrants Issued, February 2005

RECOMMENDATION

That Council acknowledge and file warrant numbers 50849 to 51068 issued during the month of February 2005 in the amount of \$934,782.81. The following warrants voided or cancelled: 50797, 50945-50949.

BACKGROUND

This report is an itemization of payments made to vendors during the month just ended. It also includes warrants written to Bank of America for the month's two regular payrolls as well as reimbursements to employees for work-related approved expenditures.

Respectfully submitted,

Janet Pendoley
Finance and Administrative Services Director

Attachment 1: Warrant Registers, February 2005

AGENDA ITEM 1(c)

TOWN OF SAN ANSELMO STAFF REPORT March 16, 2005

For the Meeting of March 22, 2005

TO: Town Council

FROM: Janet Pendoley, Finance & Administrative Services Director

SUBJECT: Revenue and Expenditure Report, February 2005

RECOMMENDATION

That Council approve the Revenue and Expenditure Report for the period ending February 28, 2005.

BACKGROUND

The Revenue and Expenditure report is a year-to-date summary report of revenues and expenditures that is presented to the Town Council on a monthly basis. The General Fund is included in the monthly report. The purpose of these reports is to present financial information for review and discussion.

ANALYSIS

The revenue and expenditure data as of February 28th reflects financial activity transacted during 67% of the budget year. Revenue received, at 56%, is 1% higher than this period last year and reflects the normal lag in receipt of periodic payments including the following:

- Property tax distribution (55%) was received in December. Property Tax In Lieu of Motor Vehicle License Fees (MVLFF) and Property Tax In Lieu of Sales Tax (50%) were received in January. The next tax distribution (40%) will not occur until mid-April, with the final distribution (5%) occurring in June.
- Annual business license fees in the amount of \$135,236 (50%) have been collected during these early months of the calendar year. The March deadline for renewals is approaching, after which penalty fees will be applied to accounts. Significant collections should continue for the next month.
- The State Budget's "triple flip" has reduce monthly sales tax distributions by 25%, to be replaced by "property taxes paid in lieu of sales tax." This shift in funding source does not result in any decrease in actual revenue but does convert the monthly payments to the same semi-annual schedule as property tax distributions, thus

exacerbating the revenue lag. As mentioned above, the December distribution (50%) was received during January. The remaining annual distribution should occur in April, with a final catch-up reconciliation due in September.

- The State Budget's "Motor Vehicle License Fee loan," an estimated loss to the Town of \$235,848, has been reflected in the budget. The State has pledged to repay the 2004-05 and planned 2005-06 "loans" in 2006-07. In addition, as reported above, the State Budget's "MVLF swap" will reduce this source of revenue by \$418,981, to be replaced by "property taxes paid in lieu of MVLF." Similar to the sales tax flip described above, the swap does not result in a revenue reduction but does exacerbate the revenue lag even further. As mentioned above, the December distribution was received in the month of January. The next distribution is scheduled for mid-April.
- As reported last month, LAIF interest earnings for the quarter ending December 31st totaled \$16,973. Approximately \$33,000 of the Town's interest income budget will not be received until June 30th when the 12-month TRAN is repaid. Modest LAIF interest rate increases have occurred in the first two quarters of the budget year (current quarterly rate at 2% up from 1.44% at last quarter year end), and assuming stability in the coming months, this source should meet its target for the budget year.

Expenditures, at 66%, are equal to expenditures for this period last year and appear to be fairly stable level across major categories presented on page 1 of the report with the exception of Training and Professional Dues, which is slightly elevated due to the seasonal nature of these expenditures. Expenditures also appear to be at a stable level across departments presented on page 2 of the report with only a few exceptions:

- Legal services expense (at 44%) reflects an invoicing lag and does not include services for the months of January and February.
- Non-department expenses (at 73%) are at a higher proportion of budget as a result of full year payments for all county-wide services.
- Planning expenses (at 70%) appear elevated due to the Planning Director's pay, which continued through the first half of the fiscal year. The Director's retirement in December 2004 was expected and planned for in the annual budget development process. The resulting budget savings are beginning to be reflected in reduced expenses in these later months.
- Streets and Parks expenditures (at 61% and 58% respectively) continue at a lower proportion of budget. Any impact due to seasonality of this service area should become apparent within the next month. The Parks Department has suffered a second vacancy recently, which also contributes to budget savings.

BUDGET REVISIONS:

Note: The Revised Budget amounts for the categories of Salaries and Benefits on the Revenue and Expenditure Summary Report (Attachment 1, page 1) reflect a correction to the Adoption Budget information. The General Fund total expenditures and the department line item budgets were correct as presented in the Adoption Budget.

The following budget revisions were made during this report period:

- \$112 budget increase in the General Fund revenue and expenditure budgets to recognize receipt of a donation designated for support of the Library. This revision has no impact on the General Fund's reserves.
- \$17,200 budget revision in the General Fund contingency reserve and transfer-out budgets to implement Council direction at their February 22, 2005 meeting to transfer contingency funds for Town Hall HVAC repairs. \$17,200 budget increase in the Capital Reconstruction Fund transfer-in and expenditure budgets to appropriate these funds. This revision reduces the General Fund contingency reserve from \$25,027 to \$7,827. This revision has no impact on the Capital Reconstruction reserves.
- \$1,000 budget increase in the Downtown Revitalization Fund revenue and expenditure budgets to recognize receipt of 10 additional donations to support the Obelisk project. This revision has no impact on the Downtown Revitalization Fund's reserve.

CONCLUSION

In reviewing the financial data, the Town's revenue collections are slightly ahead of last year, while spending levels remain consistent with the prior year. The Town is experiencing higher than normal insurance claims in the Insurance Fund, which staff anticipates may absorb any additional resources. Assuming stability in the rest of the Town's operations during the coming months, the Town will likely end the fiscal year within budget.

Respectfully submitted,

Janet Pendoley
Finance and Administrative Services Director

Attachment #1: Revenue and Expenditure Report, February 2005

AGENDA ITEM 1(d)

**TOWN OF SAN ANSELMO
Staff Report
March 15, 2005**

For the meeting of March 22, 2005

TO: Mayor and Town Council Members
FROM: Ron Mikalis, Interim Recreation Director
SUBJECT: FINANCIAL REPORT ON RECREATION FUND

RECOMMENDATION

That Council accepts and approves the Recreation Fund Revenue and Expenditure Report for the period ending February 28, 2005

BACKGROUND

The Recreation Department offers a wide array of community recreation, leisure and sports programs and classes throughout the year. Many of the programs are of a seasonal nature. Revenues are usually collected in advance, with expenditures following after a lag.

DISCUSSION

Fund Revenues realized to date represent 84% of FY '04-05 budget and an increase over last year's revenues at this time by approximately 4%.

Current Expenditures represent 64% of FY '04-05 budget and are approximately 2% less than this same period last year.

The spring/summer catalogue will be coming out the week of March 28th. The last set of programs for this fiscal year will start in late March and April. Staff is also watching expenditures very closely.

Once again, we are cautiously optimistic about reaching the financial goals of the department.

Respectfully submitted,

Ronald Mikalis
Interim Recreation Director

AGENDA ITEM 1(e)

February 17, 2005

Dear Mayor Breen,

In April 2005, Fair Housing of Marin will once again celebrate Fair Housing Month as a reminder that equal housing is not only state and national policy, but a fundamental human concept that the people of our County embrace.

We would like to ask you to issue a Proclamation declaring April as Fair Housing Month. We ask you, once again, to be part of this effort and issue such a proclamation. A sample of the wording is enclosed for your information.

Proclamations will be read at the Fair Housing Poster Contest Awards Ceremony on April 19 during a special meeting of the Board of Supervisors in San Rafael. Your proclamation will be mentioned in our literature and press releases regarding Fair Housing Month.

If you have any questions, please call me at (415) 457-2390. Your leadership in this effort is vital because during Fair Housing Month we strive to emphasize the rich cultural diversity of our citizens.

Sincerely,

Adriana Ames
Education Director

FAIR HOUSING PROCLAMATION

WHEREAS, the principle of fair housing is not only national law and national policy but a fundamental human concept and entitlement for all citizens; and

WHEREAS, discrimination based on race, national origin, gender, disability, familial status (exclusion of minor children), religion, marital status, and sexual orientation is illegal in California; and

WHEREAS, as a community we welcome all good neighbors, recognizing the contributions and richness tendered by a wide variety of young and old, male and female, people of all colors and ethnic backgrounds, religious traditions, etc; and

WHEREAS. During the month of April, interested parties from both the private and public sectors will participate in a national effort to promote fair housing;

NOW THEREFORE I, Peter Breen, Mayor of the Town of San Anselmo do hereby proclaim the month of April 2005, to be

FAIR HOUSING MONTH

in the Town of San Anselmo and urge all residents of our community to personally adopt the spirit of equal housing opportunity and to adhere to the letter and spirit of the Fair Housing laws whenever applicable.

IN WITNESS WHEREOF I have hereunto set my hand and caused the seal of the Town of San Anselmo to be affixed this 22nd day of March, 2005.

Peter Breen, Mayor

AGENDA ITEM 1(f)

TOWN OF SAN ANSELMO STAFF REPORT February 28, 2005

For the meeting of March 22, 2005

TO: Town Council

FROM: Kay Coleman

SUBJECT: Film Night in the Park, Summer 2005

RECOMMENDATION

That Council approves the request to hold "Film Night in the Park" this summer on the specified Friday and Saturday evenings in July, August, and September. Seventeen screenings are scheduled from June 3rd to Sunday September 4th.

- ◆ Friday, June 3rd (part of 100 year Dipsea Celebration)
- ◆ Friday and Saturday, June 17, 18
- ◆ Friday and Saturday, July 1, 2
- ◆ Friday and Saturday, July 8,9
- ◆ Friday, July 22
- ◆ Friday and Saturday, August 12, 13
- ◆ Friday and Saturday August 19, 20
- ◆ Friday and Saturday August 26, 27
- ◆ Friday, Saturday and Sunday September 2, 3 ,4 (Labor Day week-end)

All shows would start at dusk, about 8:30 p.m. and finish by 11:00 p.m.
Due to the Dipsea Celebration, there is one more scheduled film than last year.

The Film Night producer requests that the Town Hall restrooms remain open until 11:00 p.m. on film nights.

DISCUSSION

The request has been reviewed and approved by the Police, Fire, Public Works, Recreation, Parks, and Volunteer Departments. The organizers will comply with the usual Fire Department request that two 6-foot wide unobstructed exits be maintained.

In order to ensure that plans for summer use of the park are coordinated, staff (Community Resources Director) met with Film Night Director, Tom Boss, on several occasions. The following items were carried out or agreed to:

- ◆ Jointly sponsored evening with the San Anselmo Volunteer Effort's Beatles event.
- ◆ Time was also reserved for the Town Players' production in the park over two weekends.
- ◆ Film Night brochures, web site and advertising will list the Town of San Anselmo as a sponsor.
- ◆ As previously agreed, Staff and Film Night will have a wrap-up meeting in October and a planning meeting in January of each year to evaluate the previous summer's events and plan a calendar for the following summer.

Respectfully submitted,

Kay Coleman
Community Resources Director

Attachment — Film Night request

AGENDA ITEM 1(g)

TOWN OF SAN ANSELMO

STAFF REPORT

March 17, 2005

For the meeting of March 22, 2005

TO: Town Council

FROM: Janet Pendoley, Finance & Admin Services Director

SUBJECT: Resolution Regarding Application for Disability Retirement of Richard Pisciotta

RECOMMENDATION

That Council adopt the attached resolution making the finding and determination that Richard Pisciotta is significantly incapacitated within the meaning of the Public Employees' Retirement Law for the performance of the duties of Police Sergeant and that such incapacity is the result of injury arising out of and in the course of his employment as a Public Safety Officer with the Town.

BACKGROUND

On August 16, 2003 Sergeant Pisciotta was working as a Police Sergeant when he sustained an orthopedic injury. His treating physician has declared his condition to be permanent and stationary. The treating physician also determined that he is substantially incapacitated from performing his usual and customary duties as a Police Sergeant.

DISCUSSION/ANALYSIS

The Town has filed for an industrial disability retirement under the Public Employees' Retirement Law (PERL) on behalf of Sergeant Pisciotta. In filing for a disability retirement for a safety employee, PERL requires that the Town (as a contracting agency with the Public Employees' Retirement system) within six months of the retirement application, determine if the employee is substantially disabled for the performance of his/her job and if the disability is industrial, i.e., work-related. In making this determination, the Town can order a medical examination and/or use available medical evidence and any other relevant evidence to reach such a conclusion.

Pisciotta's treating physician has made a determination that Sergeant Pisciotta is substantially incapacitated from returning to his usual and customary duties as a Police Sergeant. In addition, there is supporting medical documentation from the Town's

Worker's Compensation administrator to support this determination. Additionally, Worker's Compensation injury reports document that the injury was sustained while Sergeant Pisciotta was performing his duties as a Public Safety Officer; therefore, the disability is industrial.

By adopting the attached resolution, the Council finds and determines that Sergeant Pisciotta is incapacitated for the performance of his duties in this agency as well as other California PERS agencies and that the cause of this disability is industrial. The resolution also includes several other declarations that PERL requires the Town to make as part of an industrial disability finding. These include a statement of effective date of retirement and any pending leave issues; a statement of the nature of the primary disabling condition; a statement as to whether there is the possibility of third party liability; a statement as to whether advance disability pension payments will be made by the agency prior to commencement of regular pension payments by PERS; and, if the employee was hired after January, 1980, a statement regarding whether or not the disability is directly attributable to particularly hazardous duty.

FISCAL IMPACT

There is no direct, immediate fiscal impact resulting from a disability retirement. In setting employer rates, PERS uses an assumption factor for disability retirements and builds this into the employer rate structure.

CONCLUSION

Staff recommends that Council make a finding and determination that Sergeant Pisciotta is incapacitated for the performance of his duties as a Police Officer and that the cause of this incapacity is "industrial" within the meaning of the Public Employees' Retirement Law.

Respectfully submitted,

Janet Pendoley
Finance & Admin Services Director

Attachment 1: Resolution No. _____, A Resolution of the Town Council of the Town of San Anselmo Regarding Application for Disability Retirement of Richard Pisciotta

c: Richard Pisciotta

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO REGARDING APPLICATION FOR DISABILITY RETIREMENT OF RICHARD PISCIOTTA

WHEREAS, the Town of San Anselmo (hereinafter referred to as Agency) is a contracting agency of the Public Employees' Retirement System;

WHEREAS, the Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he/she is classified as a local safety member is disabled for purposes of the Public Employees' Retirement Law and whether such disability is "industrial" within the meaning of such law; and

WHEREAS, an application for disability retirement of Richard Pisciotta employed by the Agency in the position of Police Sergeant has been filed with the Public Employees' Retirement System; and

WHEREAS, the Town Council has reviewed the medical and other evidence relevant to such alleged disability;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of San Anselmo does hereby find and determine that Richard Pisciotta is substantially incapacitated within the meaning of the Public Employees' Retirement Law from performing his usual duties of Police Sergeant for the Town of San Anselmo and from performing the usual duties of Police Sergeant for other California public agencies in the California Public Employees' Retirement System; and

BE IT FURTHER RESOLVED THAT the Town Council finds and determines that such disability is a result of injury or disease arising out of and in the course of employment. Neither Richard Pisciotta nor the Town of San Anselmo has applied to the Workers' Compensation Appeals Board for a determination pursuant to Section 21116 whether such disability is industrial.

BE IT FURTHER RESOLVED THAT the member was separated from his employment in the position of Police Sergeant after expiration of his leave rights under Section 21166, Government Section, as determined by the Agency and that a dispute as to the expiration of such leave rights is pending. His last day on pay status was February 1, 2005.

BE IT FURTHER RESOLVED THAT the primary disabling condition is orthopedic; there is not a possibility of third party liability; Advanced Disability Pension payments will be made; the member's disabling condition occurred during the performance of those portions of the member's duties which are particularly hazardous and dangerous.

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council held on the 22nd day of March, 2005, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Peter Breen, Mayor

Barbara Chambers, Town Clerk

AGENDA ITEM 1(h)

**TOWN OF SAN ANSELMO
STAFF REPORT
*March 16, 2005***

For the meeting of March 22, 2005

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Community Development Block Grant Program

RECOMMENDATION

That Council approve the resolution opposing elimination of the Community Development Block Grant Program.

BACKGROUND

President Bush has proposed the elimination of the CDBG program in his fiscal year 2006 budget. The program funds a myriad of social service, economic development and housing programs in this community.

Respectfully submitted,

Debra Stutsman
Town Administrator

**TOWN OF SAN ANSELMO
RESOLUTION NO. _____
OPPOSING ELIMINATION OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
(CDBG)**

Whereas, President Bush has proposed the elimination of the Community Development Block Grant program in his fiscal year 2006 budget, which funds a myriad of social service, economic development, and housing programs in this community, and

Whereas, in this community and in communities throughout the nation, thirty years of

Community Development Block Grant funding has developed a strong network of relationships between this local government, residents and the many non-profit agencies that provide services and help make possible our commitment to our neighborhoods, and

Whereas, this community recognizes that the Community Development Block Grant program is a partnership of Federal, state, and local government, business, non-profit and community efforts, and that the services funded by the CDBG program, administered by the local government and often delivered by local non-profit organizations, relies heavily on the dedication of and good will of our combined efforts,

Whereas, this community recognizes all the participants whose hard work and devotion to the neighborhood and their low- and moderate-income residents help insure the quality and effectiveness of the Community Development Block Grant program, and

Therefore Be It Resolved, that the Town opposes the proposed elimination of the Community Development Block Grant Program.

Be It Further Resolved, that this community, along with the service providers and others, hereby petition the U.S. Congress and Administration to recognize the outstanding work being done locally and nationally by the Community Development Block Grant program, and of its vital importance to the community and to the people who live in its lower income neighborhoods, to strongly oppose any proposal to eliminate the Community Development Block Grant Program, and

Be It Further Resolved, that copies of this resolution be conveyed to the appropriate elected and appointed officials of the Federal government and that this community's name, and the names of its non-profit service providers, be added to the roll of those committed to the preservation and full funding of the Community Development Block Grant program and maintenance of its essential features over the course of this, and the next session of Congress.

PASSED AND ADOPTED by the San Anselmo Town Council at a meeting on March 22, 2005, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Peter Breen, Mayor

ATTEST:

Barbara Chambers, Town Clerk

AGENDA ITEM 1(I)

**PROCLAMATION OF THE TOWN OF SAN ANSELMO
DECLARING THE MONTH OF APRIL, 2005
SEXUAL ASSAULT AWARENESS MONTH**

WHEREAS, in California there were 9,918 forcible rapes in the last reported year and 46 forcible rapes reported in Marin County in the same year and

WHEREAS, sexual assault affects every person of San Anselmo as a victim/survivor or as a family member, significant other, neighbor or co-worker of a victim/survivor; and

WHEREAS, many citizens of San Anselmo are working to provide quality services and assistance to sexual assault survivors; and dedicated volunteers help staff 24-hour hotlines, respond to emergency calls and offer support, comfort and advocacy during medial exams, criminal proceedings, and throughout the healing process; and

WHEREAS, staff and volunteers of Community Violence Solutions and its Rape Crisis Center, and prevention programs in San Anselmo are promoting education by offering training to schools, churches, and civic organizations, as well as medical, mental health, law enforcement, education, and criminal justice personnel regarding sexual assault issues; and

WHEREAS, it is vitally important that continued educational efforts to provide information about prevention and services for sexual assault be supported and enhanced; and

WHEREAS, it is critical to intensify public awareness of sexual assault, to educate people about the need for citizen involvement in efforts to reduce sexual violence, to increase support for agencies providing sexual assault services, and to increase awareness of the healing power of creative expression; and

WHEREAS, Community Violence Solutions requests public support and assistance as it continues to work toward a society where all women, children, and men can live in peace, free from violence and exploitation;

NOW, THEREFORE, I, Peter Breen , Mayor of San Anselmo, do hereby proclaim the month of April as

SEXUAL ASSAULT AWARENESS MONTH

in San Anselmo, CA , and I commend this observance to all citizens.

Peter Breen, Mayor

AGENDA ITEM 1(j)

**TOWN OF SAN ANSELMO
STAFF REPORT
March 16, 2005**

For the meeting of March 22, 2005

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Comcast Cable FM Service

RECOMMENDATION

That Council approve the resolution urging Comcast Cable to restore FM service to its subscribers in Marin.

BACKGROUND

Recently Comcast Cable decided to stop offering FM service to its Marin subscribers with no advance notice to the local franchising authority, the Marin Telecommunications Agency (MTA). The MTA has made formal and informal objections to Comcast about this decision, but has not received adequate response. Marin cities/towns are being asked to voice their objections in the form of a resolution.

Respectfully submitted,

Debra Stutsman
Town Administrator

**TOWN OF SAN ANSELMO
TOWN COUNCIL RESOLUTION NO. _____**

A RESOLUTION OF THE SAN ANSELMO TOWN COUNCIL URGING COMCAST CABLE TO RESTORE FM SERVICE TO ITS SUBSCRIBERS IN MARIN

WHEREAS, the cable television franchise operators in Marin County, recognizing the unique topographic challenges present by the hilly terrain of our county, have continuously provided FM radio service as part of the basic cable service for the last twenty years;

WHEREAS, without that service, many residents of the Town of San Anselmo are unable to receive clear, and in some instances any, reception of FM radio;

WHEREAS, FM radio service is vital in providing locally produced public affairs programming, news, cultural programming music, traffic reports and emergency broadcast information;

WHEREAS, many cable subscribers actually rely on the FM cable service for the majority of their informational and entertainment needs;

WHEREAS, Comcast Corporation promised and agreed to continue providing the same basic service as its predecessor until a new cable franchise agreement could be negotiated;

WHEREAS, the existing franchise agreement states that the terms and conditions therein cannot be modified without mutual consent of all parties to the agreement;

WHEREAS, the recent decision to terminate FM cable service was made by Comcast without the consent or authorization of the local franchising authority, the Marin Telecommunications Agency;

WHEREAS, the Marin Telecommunications Agency has made formal and informal objection to Comcast about its decision to terminate the cable FM service;

WHEREAS, Comcast Corporation has not adequately responded to the request made by the Marin Telecommunications agency to reconsider its decision;

WHEREAS, Comcast has stated that it intends to use the bandwidth spectrum previously devoted to FM radio for subscription video and music services that are not locally based;

WHEREAS, a great many cable subscribers cannot afford to subscribe to these services, have no interest in them and will not be able to have their basic informational, cultural and entertainment needs met by them;

WHEREAS, without these services many Marin residents will suffer an irreparable loss of connection with their community and in most instances cannot build antennas or otherwise compensate for the loss of the service through any other means;

THEREFORE, the Town Council of San Anselmo resolves that Comcast Corporation reverse its decision to terminate cable FM radio service and resume providing the service as it has been so provided for the last twenty years to Marin County cable subscribers forthwith;

The Town Council hereby directs the Town Clerk of the Town of San Anselmo to forthwith send a copy of this resolution to the Marin Telecommunications Agency,

Brian L. Roberts, Chief Executive Officer of Comcast Corporation, Senators Barbara Boxer and Diane Feinstein, Congresswoman Lynn Woolsey, State Senator Carol Migden and Assembly member Joe Nation.

The Foregoing Resolution was duly and regularly adopted by the San Anselmo Town Council, County of Marin, State of California, at a regular meeting thereof, held on the 22nd day of March, 2005, by the following vote:

AYES:

NOES:

ABSENT:

Peter Breen, Mayor

ATTEST:

Barbara Chambers, Town Clerk

AGENDA ITEM 1(k)

**TOWN OF SAN ANSELMO
STAFF REPORT**

For the Meeting of March 22, 2005

TO: Town Council
FROM: Debra Stutsman, Town Administrator
SUBJECT: Announce Term Expiration:
Boards, Commissions and Committees

RECOMMENDATION

That the impending expiration of terms be announced and publicized, and that applications for appointment be solicited and forwarded to Council.

BACKGROUND

The following terms will expire on the specified dates:

Boards, Commissions & Committees	<u>Members</u>	<u>Expiration date</u>
Quality of Life Commission	Anna Frost	April, 2005

A status report of current openings is attached.

Respectfully submitted,

Debra Stutsman
Town Administrator

AGENDA ITEM 1(l) – Not available on website
AGENDA ITEM 1(m) - CONTINUED TO THE MEETING OF April 12, 2005