



## Office of the Town Clerk

Debra E. Eastman, MMC  
Town Clerk

# MEMORANDUM

**To:** Honorable Mayor and Members of the Town Council

**From:** Debra E. Eastman, Town Clerk

**Date:** July 17, 2019

**Re:** To Appoint New Member to Fill Vacancy on the Floodplain Mitigation Plan Advisory Committee

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPOINTING A NEW MEMBER TO THE FLOODPLAIN MITIGATION PLAN ADVISORY COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

A member of the Floodplain Mitigation Plan Committee (the "Committee") did not attend the last four (4) committee meetings, which represents one year of non-participation, and failed to communicate either verbally or in writing despite numerous attempts to contact her from either the Town Clerk's Office or from other Town staff. In accordance with Town Code of Ordinances Section 2-274. - Board Absences, the position has been deemed vacant.

In order to fill the current vacancy, the Town Clerk's Office posted an announcement on the Town's website, for a period of two weeks on May 7, 2019 and again on June 17, 2019. As a result, the Town received a resume from an interested resident. Resolution 13-56 requires that the Committee Member be a resident who resides within the Special Flood Hazardous Area. The Town Clerk's Office has confirmed with the Town Manager's Office that the applicant resides in the Special Flood Hazardous Area and, therefore, qualifies for appointment to the Committee.

In Exhibit "A" are the current members of the Committee and the proposed appointee.

## RECOMMENDATION

It is recommended that the Town Council adopt the Resolution appointing Danielle Maschinot to fill the vacant position on the Floodplain Mitigation Plan Advisory Committee.

