



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 a New Member to Fill Vacancy on the Communities For a Lifetime Committee

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPOINTING A MEMBER TO THE COMMUNITIES FOR A LIFETIME COMMITTEE; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

A member of the Communities For a Lifetime Committee appointed by Council Member Duncan has tendered her resignation resulting in a vacancy on the Committee. In accordance with the Town Code, the Town Clerk advertised the vacancy on the website for two weeks. A resume was received and shared with Council Member Duncan, who requested that the appointment be made as part of the July 17, 2019 Town Council agenda.

The list of committee members is attached to the Resolution as "Exhibit A".

RECOMMENDATION

It is recommended that the Town Council adopt the Resolution appointing Melyssa Sueiro to fill the vacant position on the Committee.

