



**NOTICE OF A
MEETING OF THE
FAIRVIEW TOWN COUNCIL
EXECUTIVE SESSION
TOWN HALL COUNCIL CHAMBERS
372 TOWN PLACE, FAIRVIEW, TEXAS
TUESDAY, NOVEMBER 6, 2018
6:00 P.M.
AGENDA**

1. Call to order in Open Session **6:00p.m**
2. Town Council recesses into Executive Session **6:00p.m**
3. The Town Council will meet in Closed Session regarding the following items and/or any item posted on the agenda notice for this meeting as necessary under the following exceptions to the Open Meetings Act under Texas Government Code:

Section 551.071 – to consult with legal counsel regarding pending or contemplated litigation and/or on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code including subdivision platting; town ordinances; CPDD development improvements, ordinances, agreements and financing; town contracts for services; Robert Bruce Kelly and Shannon Shirey Kelly vs. Town of Fairview, Case No. 380-04945-2018 in the 380th Judicial District, Collin County, Texas; Mark Edward Stoddard and Bertel Morgan Stoddard vs. Town of Fairview, Case No. 296-04944-2018 in the 296th Judicial District, Collin County, Texas.

Section 551.072 - discuss or deliberate the purchase, exchange, sale, lease, or value of real property; acquisition of right-of-way, easements, or land.

Section 551.074 Personnel - appointment of members of all non-advisory boards and commissions.

Section 551.087 – to discuss or deliberate Economic Development Negotiations: (1) To discuss or deliberate regarding commercial or financial information that the Town of Fairview has received from a business prospect that the Town seeks to have locate, stay, or expand in or near the territory of the Town of Fairview and with which the Town is conducting economic development

1. The Council may vote and/or act upon each of the items listed in this agenda.
2. The Council reserves the right to retire into executive session concerning any of the items listed on this agenda, where it is considered necessary and legally justified under the Open Meetings Act

negotiations; or (2) To deliberate the offer of a financial or other incentive to a business prospect described by subdivision (1). Proposed commercial/retail developments.

The Council further reserves the right to enter into Executive Session at any time throughout any duly noticed meeting under any applicable exception to the Open Meetings Act.

4. The Council reserves the right to discuss or take action on Executive Session items on this meeting notice or any item on the Town Council's November 6, 2018 Regular Session meeting agenda/notice, which was posted at the same date, time and place of this Executive Session meeting agenda/notice, said Regular Session meeting being scheduled to begin at 7:30 p.m. on November 6, 2018 at Fairview Town Hall.
5. Adjourn

I, Adam Wilbourn, Alternate Town Secretary, hereby certify that notice of the above-named meeting was posted on the bulletin board of the Town Hall of the Town of Fairview, Texas, a place readily accessible to the public at all times, on the 2nd day of November, 2018 at or before 6:00 p.m. and will remain continuously posted for at least 72 hours immediately preceding said meeting.

Adam Wilbourn, Alternate Town Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS:

The Town of Fairview Council Chambers is wheelchair accessible. Access to the building and special parking is available at the primary southwest and northwest entrance into the Town Hall parking lot. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, or readers, are requested to contact the Town Secretary's office at 972-562-0522, Ext 4234 or by fax at 972-886-4203.

1 The Council may vote and/or act upon each of the items listed in this agenda.

2 The Council reserves the right to retire into executive session concerning any of the items listed on this agenda, where it is considered necessary and legally justified under the Open Meetings Act.



**NOTICE OF A
MEETING OF THE
FAIRVIEW TOWN COUNCIL
TOWN HALL COUNCIL CHAMBERS
372 TOWN PLACE, FAIRVIEW, TEXAS
TUESDAY, NOVEMBER 6, 2018
7:30 P.M.
AGENDA**

1. Call to Order **7:30 p.m.**
2. Pledge of Allegiance.
3. Texas Pledge
4. Appointments and Reports
 - a. William Carnegie with North Texas Food Bank to give a presentation on hunger in Collin County.
5. Proclamations, Recognition and Awards **Discussion Only**
 - a. Mayor Darion Culbertson to present a proclamation declaring the week of November 10 – 18, 2018 as Homelessness Awareness Week in the Town of Fairview.
 - b. Mayor Darion Culbertson presents Arbor Day Proclamation, including Arbor Day presentation by staff to observe Fairview’s commitment to preserving its trees and natural beauty.
6. Consent Agenda **Approved**
 - a. Approve the minutes of the October 3, 2018 regular Council meeting.
 - b. Approve the 2018 Tax Roll as submitted by the Collin County Appraisal District.
 - c. Authorize the Town Manager to enter into an Interlocal Agreement with Collin County regarding animal control and shelter services.
 - d. Approve an ordinance abolishing the Environmental Management Advisory Committee.
 - e. Consider and take necessary action on a request for approval of a Final Plat for a two (2) lot, single-family subdivision. The 10.7-acre site is located on the north side of Meandering Way, east of Highway 5 and is zoned for the (RE-2) Two-Acre Ranch Estate District. Owners/Applicant: Scott and Lauren Ludlow. (FP2018-02)

All items listed under the Consent Agenda are considered routine and will be acted on by one motion, with no separate discussion of these items. If discussion is desired, an item may be removed from the consent agenda and considered separately.

7. Action/Discussion Items **Items a-d Approved to meet with consultant**
 - a. Discuss planning for future town fire facilities including future equipment, design, construction process and any related matters, and take any necessary action.
 - b. Discuss architectural alternative approaches to reduce costs on fire station #1 design and build that are independent of current architect assessment.
 - c. Discuss incurred expenses for design costs of initial fire station #1 design.
 - d. Discuss upcoming Council work session dates and topics.
 - e. Discuss Boards & Commissions and take any necessary action. **Deferred to December meeting**

8. Citizen's Input

At this time, any person with business before the council not scheduled on the agenda may speak. Each person will have up to five minutes. No formal discussion or action may be taken on these items at this meeting.

9. Reports from Staff, including any updates on project tracking reports and department activities **Discussion Only**
 - a. Monthly Financial Report – Period ending September 30, 2018
 - b. Quarterly Financial Report – Period ending September 30, 2018
 - c. Stacy Road update

10. Receive reports from staff or the Town Council about items of community interest.

Items of community interest include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen (but not including a change in status of a person's public office or public employment); a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

CLOSED SESSION (EXCEPTIONS) Under Tex. Gov't Code Chapter 551, the Town Council may enter closed session to discuss any items listed or referenced on a posted agenda notice for this meeting as necessary under the following exceptions to the Open Meetings Act under Texas Government Code:

Section 551.071 – to consult with legal counsel regarding pending or contemplated litigation and/or on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code including CPDD development improvements, ordinances, agreements and financing; town contracts for services; Robert Bruce Kelly and Shannon Shirey

Kelly vs. Town of Fairview, Case No. 380-04945-2018 in the 380th Judicial District, Collin County, Texas; Mark Edward Stoddard and Bertel Morgan Stoddard vs. Town of Fairview, Case No. 296-04944-2018 in the 296th Judicial District, Collin County, Texas.

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The council further reserves the right to enter into executive session at any time throughout any duly noticed meeting under any applicable exception to the Open Meetings Act.

11. Adjourn **9:43 p.m.**

I, Adam Wilbourn, Alternate Town Secretary, hereby certify that notice of the above-named meeting was posted on the bulletin board of the Town Hall of the Town of Fairview, Texas, a place readily accessible to the public at all times, on the 2nd day of November, 2018 at or before 6:00 p.m. and will remain continuously posted for at least 72 hours immediately preceding said meeting.

Adam Wilbourn, Alternate Town Secretary

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Memorandum

November 2, 2018

TO: Mayor and Town Council
Julie Couch, Town Manager

FROM: Adam Wilbourn, Assistant to the Town Manager

SUBJECT: **ARBOR DAY PROCLAMATION**

BACKGROUND: For seven consecutive years the Town of Fairview has been the recipient of the Tree City USA Certification for the priority the Town gives to the preservation of trees and its natural beauty. This award is recertified on an annual basis, and the recertification signifies the Town's firm commitment to maintaining the values that earned this prestigious acknowledgement.

STATUS OF ISSUE: Part of the recertification process is to formally proclaim a date as Arbor Day in the town. Town staff would like to propose that November 6, 2018 be proclaimed Arbor Day in the Town of Fairview. In celebration of Arbor Day, town staff will display a slideshow commemorating Fairview's commitment to preserving its trees and natural beauty while the Mayor reads the attached proclamation designating November 6, 2018 as Arbor Day in the Town of Fairview.

BUDGET: N/A

RECOMMENDATION: Proclaim November 6, 2018 as Arbor Day in the Town of Fairview.



Memorandum
November 1, 2018

TO: Mayor & Town Council
Julie Couch, Town Manager

FROM: Steven Ventura, Chief Financial Officer

SUBJECT: **2018 TAX ROLL**

BACKGROUND: Each year the town is required to certify through adoption of an ordinance the tax roll for property within the corporate limits of Fairview.

STATUS OF ISSUE: Although approval is a mere formality and the town is not allowed input into the process, Property Tax Code, Section 26.09, does require the Tax Assessor Collector to submit the roll for town council approval.

BUDGET: N/A

RECOMMENDATION: Approve attached ordinance



Memorandum
November 1, 2018

TO: Mayor & Town Council
Julie Couch, Town Manager

FROM: Tenitrus Bethel, Executive Assistant

SUBJECT: **INTERLOCAL ANIMAL SERVICES & SHELTER AGREEMENT**

BACKGROUND: On an annual basis, the Town of Fairview enters into an Interlocal Animal Control and Animal Shelter Services Agreement with Collin County for animal control provided to the Town.

STATUS OF ISSUE: The current Interlocal Animal Control & Animal Shelter Services Agreement with Collin County for FY2017-18 expires on September 30, 2018. The new agreement will go into effect on October 1, 2018 and will expire on September 30, 2019. Attached are the two ILA's. The cost has increased this year as the county reviewed their processes for allocating overhead costs and the costs for FY 18-19 will increase by \$17,574 over the budgeted amount.

BUDGET: The Town of Fairview will be charged \$52,561.00 for animal control services and \$29,813.00 for animal shelter use.

RECOMMENDATION: Authorize the Town Manager to enter into an Interlocal Animal Control and Animal Shelter Services Agreement with Collin County for FY 2018-19.



Memorandum
November 2, 2018

TO: Mayor and Councilmembers
Julie Couch, Town Manager

FROM: Adam Wilbourn, Assistant to the Town Manager

SUBJECT: Repeal Ordinances Establishing Environmental Mgmt. Advisory Committee

BACKGROUND: At the Wednesday, October 3, 2018 regular meeting of the Fairview Town Council direction was given to town staff by Council to prepare an ordinance repealing the ordinance(s) that established the Environmental Management Advisory Committee.

STATUS OF ISSUE: Enclosed with this memorandum is a draft ordinance repealing Ordinance 2011-9-6B creating the Environmental Management Advisory Committee ("Environmental Committee"), which was later amended by adopted Ordinance 2012-7-3B, as may have been otherwise amended, and abolishing the Environmental Management Advisory Committee.

BUDGET: N/A

RECOMMENDATION: Approve ordinance repealing Ordinance 2011-9-6B as amended by Ordinance 2012-7-3B, and as may have otherwise amended, and abolishing the Environmental Management Advisory Committee.



Memorandum

November 6, 2018

TO: Town Council
Julie Couch, Town Manager

FROM: Israel Roberts, AICP
Planning Manager

SUBJECT: FINAL PLAT FOR LUDLOW ADDITION

BACKGROUND: This is a request for approval of a Final Plat for a two (2) lot, single-family subdivision. The 10.7-acre site is located on the north side of Meandering Way, east of Highway 5 and is zoned for the (RE-2) Two-Acre Ranch Estate District. Owners/Applicant: Scott and Lauren Ludlow. PP2018-03

STATUS OF ISSUE: The proposed Final plat reflects the development of two (2) single-family lots on a 10.7-acre tract of land. The two (2) proposed lots will have direct access to an extension of Meandering Way. The extension is necessary to meet lot width requirements of the (RE-2) District. The (RE-2) Two-acre Ranch Estate District requires that each residential lot be a minimum of two-acres in area and that each lot have a minimum lot width, measured at the front building line, of 200 feet, however, lots with frontage on a cul-de-sac are permitted a reduced lot width of 90 feet (Lots 1 & 2). Both lots meet these design standards.

In August 2018, the Planning and Zoning Commission recommended arrival of the preliminary plat of this proposal with the installation of an additional street light. The Town Council approved the preliminary plat per the PZ recommendation. The applicant has provided a street light and fixture that meets the Town's lighting recommendations with this application.

In the State of Texas, the plat application process is a ministerial process, meaning that if the plat application conforms to the zoning for the subject property, as well as the subdivision and development regulations, the municipal government must approve the plat.

Parks, Open Space and Trails

The Comprehensive Subdivision Ordinance (CSO) requires the dedication of parkland based on the number of proposed lots within the subdivision. The CSO also allows for a payment of cash-in-lieu of land dedication when appropriate. As presented, the 2-lot single-family subdivision would require approximately 2,606-square feet of land (0.05-acres) to be dedicated to the Town for park purposes. Typically, with dedications this small, the Town has requested a cash-in-lieu payment because the land that would be dedicated doesn't meet the minimum area for a neighborhood park (5-10-acres), as recommended by the Park Master Plan. For a 2-lot subdivision, the cash-in-lieu payment is approximately \$5,984. This amount would be collected and credited to Parks Funds before the Final Plat would be filed with the County.

RECOMMENDATION: At the October 11 meeting, the Planning and Zoning Commission unanimously recommended **APPROVAL** of the subject Final plat. Staff recommends **APPROVAL** as presented.

BUDGET: N/A

ATTACHMENTS:

- Locator
- Exhibits



Memorandum

November 1, 2018

TO: Mayor & Council

FROM: Julie Couch, Town Manager

SUBJECT: Discuss planning for future town fire facilities including future equipment, design, construction process and any related matters.

BACKGROUND:

At the October meeting the Council requested that the staff contact the City of Ft. Worth to discuss how they are using smaller rapid response vehicles in their city. Chief Bell and I had the opportunity to visit with Mark Rauscher, who is the Assistant Director of the Ft. Worth fire department, and two other officers in the department. They were extremely helpful and offered input in their operations. In addition, we have contacted the cities of Plano, Frisco, Murphy, and Wylie, who have also begun using rapid response vehicles/squads in their fire/EMS programs as well, to find out how they have incorporated these vehicles in their programs. There was discussion about the idea of using a rapid response vehicle/squad in lieu of having a larger fire apparatus respond to EMS calls along with an ambulance. There was also some interest in considering only having an ambulance respond to EMS calls.

STATUS:

Below is the information we have been able to gather from these cities. We have summarized some common themes that are universal throughout the programs and then have listed the individual details from each city:

1. All agencies have indicated that they have not taken any fire engines or trucks out of service to add squad or rapid response vehicles to their operations.
2. All agencies, with outlined exceptions, send a fire truck, engine, or squad with an ambulance for EMS calls. There are some exceptions based on call type and they are listed under each city discussion.
3. All agencies have fire engines or trucks at all fire stations. If a squad is used, it is in addition to the other primary apparatus located at a station.

4. In most cases the station that has an operating rapid response vehicle also has a staffed engine or fire truck. The staffing of these rapid response vehicles is generally in addition to the staffing for fire trucks and medic units.
5. The average cost of a squad or rapid response vehicle ranged generally between \$200,000 and \$300,000, depending on how the vehicle was going to be used. The cost of staffing a vehicle would be 2/3 the cost of staffing an engine as it would require 2 to staff rather than 3 people. These costs would be in addition to the other department costs.

Below is a summary of the program used by each city:

Ft. Worth –

- They have three squads staffed at three stations out of 43 current stations.
- They initiated the program to reduce the use of fire apparatus on some medical calls.
- Ft. Worth does not conduct EMS for the city, that is provided by a private provider. The city does provide first responder services on all EMS calls. Squads are dispatched on all but minor EMS calls. An engine or truck are dispatched if a squad is not available. They will dispatch two engines to confirmed cardiac (CPR) EMS calls in addition to the ambulance.
- They did not eliminate a fire apparatus and they staff the squad in addition to the apparatus and ambulance staff.
- The EMS provider staffs their dispatch with a nurse who is able to help establish the low priority calls and only an ambulance is dispatched to those calls.
- The squads are staffed with at least two personnel at two stations. At one station that has a very high percentage of EMS calls (exceeding 75% of calls) the crew determines if the squad or engine responds, based on the type of call.

Frisco –

- they have one squad staffed at one station out of 8 current stations.
- They initiated the program to reduce the use of fire apparatus on some medical calls, to deploy additional staff on fires and high acuity calls, and to upgrade the level of medical response with specialty training and equipment.
- The squad is dispatched on higher acuity EMS calls, certain accident and rescue calls. An engine or truck are dispatched if the squad is not available.
- They did not eliminate a fire apparatus and they staff the squad in addition to the apparatus and ambulance staff.
- They do employ priority dispatching and send only an ambulance to low acuity EMS calls.
- They staff the squad with 2 personnel.

Plano –

- they have one squad staffed at one station out of 13 current stations.
- They initiated the program to provide additional support on high acuity medical calls. The personnel on the squad are provided with a higher level of training.
- The squad is dispatched on high acuity EMS calls and also responds to working structure fires.

- They did not eliminate a fire apparatus and they staff the squad in addition to the apparatus and ambulance staff.
- An engine or truck respond on all high acuity EMS calls. The squad is not used to reduce the use of apparatus, it is used to enhance the EMS response. They do employ priority dispatching and only send an ambulance to low acuity EMS calls.
- They staff the squad with 2 personnel.

Murphy –

- they have one squad staffed part time at the only station.
- They initiated the program to reduce the use of fire apparatus on some medical calls.
- The squad is dispatched on all EMS calls, lock outs, lift assists, fires, and wrecks.
- They did not eliminate a fire apparatus and they staff the squad in addition to the apparatus and ambulance staff. They are not able to staff it 24/7. It does not run if staff is not available.
- An engine responds on EMS calls when the squad is not staffed.
- They staff the squad with 2 personnel when it is staffed.

Wylie –

- they have one squad staffed part time at one of 3 current stations.
- They initiated the program to increase availability of fire apparatus by using the squad on medical calls.
- The squad is dispatched on EMS calls, on MVA's along with apparatus, and to structure fires.
- They did not eliminate a fire apparatus and they staff the squad in addition to the apparatus and ambulance staff. They are not able to staff it 24/7. It does not run if staff is not available.
- An engine responds on EMS calls when the squad is not staffed.
- They staff the squad with 2 personnel when it is staffed.

Summary

Each city had somewhat different goals when they elected to initiate a squad program. Generally, there has been satisfaction with the programs in each of the cities listed above. Those that have partially funded staffing have indicated that they would like to see them fully staffed, along with the other staff at the respective stations. To summarize what has been learned from these other cities:

1. The use of a squad or a rapid response vehicle will not replace the need to have an engine or truck at the stations.
2. Generally, the departments using a squad only use them when the staffing is sufficient to operate all equipment housed at a station including medic units, fire apparatus and the squad.
3. It may make sense in the future to consider adding a squad to the fire fleet and run it on medical calls along with an ambulance in lieu of running a fire apparatus with an ambulance. More analysis would need to be done to evaluate the savings that might be gained on additional life

from an engine as compared to the cost of adding a squad to the fleet, as outlined above, and potentially incurring the cost of staffing that vehicle as well. Our call volumes are lower than those larger cities and the cost effectiveness would need to be analyzed based on Fairview's data.

4. It may also make sense to further evaluate the concept of priority dispatching and determine if there are certain types of calls that can be addressed by sending only an ambulance. That would include determining Wylie's ability to undertake that type of dispatching and understanding what that would entail.

Next Steps

Based on the above conclusions, these concepts, while they may be beneficial to potentially extending the life of our fire apparatus, would have no impact on the design of a new station No.1. Should it be determined in the future that a squad would be a better fit for the needs of the town rather than another engine, the station is designed to accommodate that equipment change.

Should the Council be ready to proceed with further discussion on the design and costs of a future Station No.1, the consulting team is ready to meet with the council to discuss costs, design elements, and direction from the Council regarding cost considerations. These conversations have not occurred since the initial presentation by the architect regarding the revised site layout. The goal would be to work through a site design that meets the Council's goals as well as achieving a cost estimate that also acceptable to the Council.



Memorandum
November 1, 2018

TO: Mayor and Councilmembers

FROM: Julie Couch, Town Manager

SUBJECT: **Discuss architectural alternative approaches to reduce costs on fire station #1 design and build that are independent of current architect assessment**

BACKGROUND: Councilmembers Tony Mattei and Roland Feldman have submitted this item for consideration by the Council.

STATUS OF ISSUE: N/A

BUDGET: N/A

RECOMMENDATION: N/A



Memorandum
November 1, 2018

TO: Mayor and Councilmembers

FROM: Julie Couch, Town Manager

SUBJECT: **Discuss incurred expenses for design costs of initial fire station #1 design**

BACKGROUND: Councilmembers Tony Mattei and Roland Feldman have submitted this item for consideration by the Council.

STATUS OF ISSUE: N/A

BUDGET: N/A

RECOMMENDATION: N/A



Memorandum
November 1, 2018

TO: Mayor & Council

FROM: Julie Couch, Town Manager

SUBJECT: **Discussion on meeting dates**

BACKGROUND: There are several upcoming meetings that need to be held related to fire station and capital planning as we have discussed.

STATUS OF ISSUE: I sent out a memo to gather dates that would work for the Council for work session dates in November. I have asked that you hold the dates of Tuesday, November 27 and Wednesday, November 28 open for scheduling a special meeting. These are the best dates for the Council and the consultants to schedule a work session. I would like to firm up the date with the Council.

BUDGET: N/A

RECOMMENDATION: Discuss dates for upcoming meetings.



Memorandum

November 2, 2018

TO: Mayor and Councilmembers

FROM: Julie Couch, Town Manager

SUBJECT: **BOARDS AND COMMISSIONS**

BACKGROUND: The Council appoints citizen volunteers to serve on the Town boards and commissions. Appointees serve until they are replaced or reappointed. Staff places information in the Fairview Town News magazine as well as on the Town website regarding the role of each board or commission and invites residents to consider applying for service on those boards. Applicants are asked to complete an application, identify which boards and commissions they would like to be considered for and provide some information on their background. The Council has a goal that generally you want to consider rolling off committee members who have served for more than six years unless there is a business reason for extending their service. There are several boards where that has been a consideration for a variety of reasons.

STATUS OF ISSUE: The Town typically considers Board appointments during the summer for two-year terms ending in August unless an unexpected vacancy occurs during the year. This year with a very full summer, the process has been delayed. We are ready to complete this year's appointment process.

Attached is the list of boards and commissions and the positions that need to be filled, reappointed or replaced are highlighted.

RECOMMENDATION: Appoint and/or reappoint committee members and chairpersons, as appropriate.