

TOWN COUNCIL MEETING

January 12, 2004

A regular meeting of the Jamestown Town Council was called to order at the Jamestown Philomenian Library, 26 North Road, at 7:08 PM by Council President Kenneth G. Littman. The following members were present:

David J. Long, Vice President
Julio J. DiGiando
Claire M. Ferguson
Guy J. Settipane

also present:

Maryanne Crawford, CPA, Town Administrator
A. Lauriston Parks, Town Solicitor
Arlene D. Petit, Town Clerk
Fred Pease, Town Sergeant
Christopher Powell, Conservation Commission Chair
Thomas P. Tighe, Police Chief
James R. Bryer, Fire Chief
Richard Allphin, Zoning Board of Review
Daniel Lilly, Harbor Management Commission
James Archibald, Harbor Management Commission
Representative Bruce Long

AWARDS, PRESENTATIONS AND ACKNOWLEDGMENTS

None

SITTING AS ALCOHOLIC BEVERAGE LICENSING COMMISSION

None

CONSENT AGENDA

It was requested that items # 1(c) and 2 be removed from the Consent Agenda. It was moved by Councilor Long, seconded by Councilor DiGiando to approve the Consent Agenda as amended. So unanimously voted. The Consent Agenda consisted of the following:

- 1) Adoption of Council minutes:
 - a) 11/24/2003 Amended Minutes
 - b) 12/04/2003 Special Meeting
 - c)
 - d) 01/05/2004, 01/06/2004 Budget Hearing Minutes
- 2)
- 3) Minutes from Boards, Commissions and Committees:
 - a) Tree Preservation and Protection Committee (11/18/2003)

- b) Neighborhood Advisory Committee (11/04/2003)
- c) Committee Liaisons with Vollmer & Associates (12/02/2003)
- d) Jamestown Substance Abuse Prevention Task Force (12/17/2003)
- 4) CRMC January 2004 Calendar Notice
- 5) DEM Notice re: Small MS4 General Permit – Notice of Intent Application (RIPDES Program)
- 6) Naval Station Newport Restoration Advisory Board Meeting minutes (11/19/2003)
- 7) Newport County Dr. Martin Luther King, Jr. Celebration Committee re: 19th annual program
- 8) Copy of letter from Life Line Screening re: low cost community health screening
- 9) Abatements/Addenda of Taxes

- 1) Adoption of Council minutes:
 - c) 12/22/2003 Regular Minutes

Councilor DiGiando requested that the December 22, 2003 minutes be corrected. Page 1, omit the word *the*. The first sentence under Awards, Presentations and Acknowledgments should state: Council President Littman commended Benjamin Civic....

It was moved by Councilor DiGiando, seconded by Councilor Long to accept the minutes as amended. So unanimously voted.

- 2) Bills and Payroll

Councilor Settupane requested additional information regarding the payment to Vollmer Associates. The Town Administrator informed the Council that the bill for \$4,700.00 represents completed work performed to date. Councilor Settupane requested that a copy of bills and hours for Vollmer Associates be available for the next Town Council meeting on January 26, 2004.

It was moved by Council President Littman, seconded by Councilor Long to accept bills and payroll. So unanimously voted.

EXECUTIVE SESSION ANNOUNCEMENT

Council President Littman announced that there would be an executive session later in the evening pursuant to RIGL 42-46-5 (a) (2) collective bargaining and RIGL 42-46-5 (a) (5) real estate.

- 1) Pursuant to RIGL 42-46-5 (a) (2) Collective Bargaining (contract negotiations)
- 2) Pursuant to RIGL 42-46-5 (a) (5) Real Estate (acquisition of property)

There being no objections, Council President Littman moved Open Forum up on the agenda.

Open Forum

Scheduled request to address:

Fire Marshal Arthur Christman, informed the Council that the new fire safety codes will go into effect in February 2004. Mr. Christman stated that there are no grandfather clause provisions in the code and all town buildings must comply.

Councilor Settipane expressed his concern that the Council has adequate notice so that needed funds can be budgeted. Mr. Christman stated that he would begin inspections as soon as possible with notice being sent to the Council. It is expected that there will be a need for some immediate repairs; however, major repairs will have a phase in time frame.

Joseph Maraia stated that he believed the appraisal company has not done a adequate job. Mr. Maraia informed the Council that he is paying \$34.00 per foot for land in the Jamestown Shores, which has no public water or sewer service. Additionally, Mr. Maraia stated that under Rhode Island General Law 44-5, appraisals must be completed by December 31; however, the appraisals were shut down in late September.

Council President Littman informed Mr. Maraia of the process to appeal his tax assessment.

Daniel Shapiro addressed the Council regarding the lack of new membership on the Volunteer Fire Department and referring to his letter to the Council, suggested several ways that the Council may wish to consider solving the problem. Mr. Shapiro suggested raising the tax abatement to \$3,00.00 to \$4,000.00 annually, assist with providing affordable housing and enact provisions for volunteers that do not own property.

Council President Littman stated that the Town Administrator is in the process of gathering information relating to the Volunteer Fire Department and Volunteer Ambulance Association and would welcome his input.

Christopher Powell addressed the harbor boundaries and how they bear on the conservation zones in the proposed Comprehensive Harbor Management Plan. Mr. Powell noted that on September 8, 2003 the Conservation Commission forwarded a list of comments following a review of the Plan. The latest version of the Plan does not address those concerns. Mr. Powell referred to page 42 of the Plan stating that the "*towns conservation zones may also need reconsideration.*" Mr. Powell stated that it is not explained just what needs to be reconsidered for. West Harbor: the words "*and so is hardly needed,*" this was included so that the town would recognize the conservation zones in their plan, as does CRMC. Additionally, Mr. Powell questioned the basis for other language referenced under the West Harbor conservation zones. Mr. Powell expressed his concern that when the Harbor Management Commission was writing the Plan, no one contacted the Conservation Commission for their comments on this issue.

Mr. Powell noted that the conservation zones are important, although they do sometimes duplicate CRMC conservation zone; however, they were put there after hearings with commercial fisherman where they expressed their concern with the shrinking conservation areas and expanding mooring areas and how the fishing industry has been affected. Mr. Powell also recommended including the RIGIS map indicating eel grass areas.

Non-scheduled to address:

Patrick Bolger stated that there have been a significant number of suggestions submitted to the Council for their consideration on the Comprehensive Harbor Management Plan, which the Council has yet to discuss. Mr. Bolger suggested that the Council read the transcripts of those hearings prior to voting on the plan.

Chief Bryer requested that the Council move item #3 (c) under Unfinished Business (*Abandonment of Street/Highway*) up on the agenda as well as item #4 under New Business (*Jamestown Volunteer Fire Department*). Chief Bryer stated that James Bryer, Dan Shapiro and the Town Administrator are working on information regarding item #3 and he would like to discuss the issue further when all the information is in.

The Town Administrator informed Chief Bryer that she would be requesting that item #4 be continued because the Town Solicitor is waiting for some additional information relating to the title on the property.

William Murphy stated that State Law that pertains to the abatement for volunteers on the Fire Department and Ambulance Association was raised from \$30,000 to \$50,000. The way the abatement is applied is by the direction of the Council by ordinance or policy and procedures.

Richard Wing inquired if the abatement will be for a twelve-month period or a sixteen-month period.

Councilor Settupane stated that it should remain year to year because the tax assessment year has always ended on December 31.

Council President Littman stated that this should be looked into further.

Harrison Wright encouraged the Council to approve the Comprehensive Harbor Management Plan as quickly as possible as this must be updated every five years. Additionally, Mr. Wright directed the Council to his letter on the agenda under communications regarding revisions to the Comprehensive Harbor Management Plan.

Representative Long gave the Council a legislative update noting that there is a repeal of the amendment for low to moderate income housing being considered. Additionally, Representative Long noted that he is working on legislation that will lift the ban on paid firefighters volunteering in their own community.

Jill Anderson stated that the Council has yet to discuss many of the issues relating to the Comprehensive Harbor Management Plan brought forward by the public.

New Business

4) Jamestown Volunteer Fire Department re: budget

The Council discussed the selection of individuals that could meet to discuss the issue of tax abatement for the Volunteer Fire Department and Ambulance Association.

After further discussion, the Council considered the following individuals to work with the Town Administrator on drafting and assisting in the preparation an abatement program:

- Town Administrator
- Fire Department (2) representatives
- Volunteer Fire Department Compensation Committee (1) member
- Ambulance Association (1) member
- Craig Watson, Emergency Management Director
- Daniel Shapiro, Resident
- Council liaison (voting or non-voting depending on the number of committee members)

It was the consensus of the Council to put this on the January 26, 2004 agenda for further discussion.

PUBLIC HEARING

Council President Littman reopened the hearing at 8:14 PM.

- 1) Proposed Harbor Management Ordinance
- 2) Proposed Comprehensive Harbor Management Plan

It was the consensus of the Council to make the following changes:

Section	Action	Change
II. E. (3) East Ferry: Beach and Concrete Ramp	Change as follows:	Jamestown sells about 15 beach permits each year that enable holders to store their small sailboats and dinghies boats on the East Ferry Beach.
II. E. (3) Jamestown Shores (Head's Beach: Broad Street/Park Dock	Change as follows:	In recent years the harbor commission has issued 17 mooring permits..... There are 11 m Moorings have been permitted in waters adjacent to Park Dock.
II. E. (3) Maple Avenue	Change as follows:	The town makes available storage of dinghies small boats by permits...

III. A. Issue: East Harbor: Recommendation:	Change as follows:	Until such time as the harbor lines are changed, <u>the town will address</u> reduce the number of moorings outside the 1000 foot line, so as to conform to the requirements of the DEM and CRMC. Unless some other mutually satisfactory solution can be found.
III. H. Harbor Boundaries	Change as follows:	In an effort to resolve the issues <u>related to the town's harbor boundaries</u> , problems outlined in Issue A, the harbor commission....
III. H. East Harbor: Mooring zone: Conservation zone:	Remove	The town's conservation zones may also need reconsideration..
West Harbor: Mooring Zone: Conservation zones	Remove	and so is hardly needed.
	Change as follows:	The north conservation zone.... coast, is in CRMC Type 2, and Type 4 waters and <u>is classified as SA waters under DEM regulations</u> , and except for a small area around the mouth of the Great Creek may be unnecessary <u>reviewed</u> for conservation purposes.

With changes to the Comprehensive Harbor Management Plan completed, the Council commended the Harbor Management Commission on a job well done.

It was moved by Councilor Settupane, seconded by Councilor Long to adopt the Comprehensive Harbor Management Plan as amended and modified by the consensus of the Council on December 4, December 18, 2003 and accordingly as amended by consensus on January 12, 2004. So unanimously voted.

It was moved by Council President Littman, seconded by Councilor Settupane to continue the hearing on the Jamestown Harbor Ordinance to January 26, 2004 at 7:00 PM at the Jamestown Philomenian Library to set a date and place for future hearings. So unanimously voted.

Council President Littman called for a break at 9:25 PM.

The Council returned at 9:35 PM.

OPEN FORUM

- 1) Scheduled request to address
 - a) Arthur Christman, Fire Marshall re: State Fire Code
 - b) Joe Maraia re: Property appraisals and assessments
 - c) Daniel Shapiro re: Jamestown Volunteer Fire Department

- d) Christopher Powell, Conservation Commission Chair re: Proposed Harbor Management Ordinance
- 2) Non-scheduled request to address

Previously discussed.

REPORTS OF BOARDS, COMMITTEES AND TOWN OFFICIALS

- 1) Town Administrator's report (attached)

Additional information discussed by the Council is as follows:

Fort Getty Master Plan

The Council discussed the recommendation by the Town Administrator for the makeup of the committee to update the Fort Getty Master Plan. The Town Administrator recommended that this committee meet during the day, due to the number of night meetings and events that the Town Planner and Parks and Recreation Director must attend.

By consensus of the Council the Fort Getty Master Plan Committee would include the following members:

- Town Planner
- Parks and Recreation Director or Program Supervisor
- Planning Commission member
- Building and Facility Committee member
- Conservation Commission member
- Harbor Management Commission member
- Resident at large

The Clerk was instructed to advertise for one resident at large and to forward information to the individual committees.

Former Landfill Remediation

The Town Administrator reported that she would be meeting with RIDEM and residents towards the end of January. Following that meeting, she will report back to the Council.

Councilor Settupane requested that the Town Administrator provide information in her report on the progress of these meetings.

Budget to Actual Reports

Councilor Settupane inquired if the proposed hiring of a full time Town Engineer is warranted due to the cost to date on the Budget to Actual Reports.

The Town Administrator stated the following concerns regarding the increased work-load of the Department of Public Works Director:

- The growth of the Town has greatly increased the need for a Deputy Director/Town Engineer
- New ordinances that have been adopted by RIDEM and EPA, such as the Storm Water Phase II, will require additional duties
- Recycling Coordinator duties have been reassigned to the Department of Public Works Director
- \$13,000,000.00 in water improvements to be completed
- New Town Hall
- New Highway Barn Facility

In addition to the above, the Town Planner and the Building Official have expressed a need for the services of a Town Engineer.

Appeals to the Tax Assessor

Councilor Settipane noted that appeals before the Tax Assessor are scheduled from the present to September 12, 2004.

Tree Warden Report

Councilor Settipane noted that the Tree Warden suggested that the Town could purchase a re-conditioned bucket truck for \$30,000.00 to \$40,000.00. Mr. Nickerson also indicated that over time, this would add increased efficiency and less cost to the town. In addition, it was mentioned that this truck could generate revenue by teaming up with the needs of Verizon and other companies in trimming back brush and trees.

Councilor Settipane suggested that this issue be further discussed at the budget sessions.

- 2) Conservation Commission
 - a) Corrected copy of memorandum from 12/22/2003 meeting

It was moved by Councilor DiGiando, seconded by Councilor Ferguson to accept the corrected memorandum from the Conservation Commission. So unanimously voted.

- 3) Library Board of Trustees
 - a) Four (4) vacancies exist; One (1) term ending 12/31/2005 and three (3) terms ending in 12/31/2006; duly advertised and all interviews complete
 - i) Letter of Resignation/Term Expiration
 - John A. Murphy
 - Barbara Nesto
 - ii) Reappointment:
 - Nancy A. Logan
 - iii) Letters of interest:
 - James A. Donnelly

- John B. Parsons
 - Ann Hutchinson
 - Rosemary Forbes-Woodside
 - Heidi Keller Moon
- a) Letter from Chairman John Murphy re: James Donnelly
 - b) Letter from Vice Chairperson Lisa Tyre re: Heidi Moon
 - c) Letter from Nancy Logan re: Heidi Moon
 - d) Letter from Delia Klingbeil re: Rosemary Woodside

It was moved by Councilor Long, seconded by Councilor Ferguson to reappoint Nancy Logan to the Library Board of Trustees for a term ending 12/31/2005. So unanimously voted.

It was moved by Councilor Long, seconded by Councilor Settipane to appoint James A. Donnelly to the Library Board of Trustees for a term ending 12/31/2006. So unanimously voted.

It was moved by Councilor Long, seconded by Councilor Ferguson to appoint John B. Parsons to the Library Board of Trustees for a term ending 12/31/2006. So unanimously voted.

It was moved by Councilor Long, seconded by Councilor Ferguson to appoint Heidi Keller Moon to the Library Board of Trustees for a term ending 12/31/2006. So unanimously voted.

It was moved by Councilor Long, seconded by Council President Littman to accept the letters from Nancy Logan, Delia Klingbeil, Lisa Tyre and John Murphy. So unanimously voted.

- 4) Jamestown Housing Authority
 - a) One (1) vacancy exists term ending 12/31/2008; duly advertised and all interviews complete
 - i) Reappointment:
 - Ralph L. Misto, Jr.
 - ii) Letters of interest:
 - Shirley A. Dean
 - Angelo DiMario
 - b) Letter from Chairman Ernest Anthony, Jr. re: reappointment of Ralph Misto

The Council discussed if there were any restrictions to the appointment on the Jamestown Housing Authority. It was noted that a present member was appointed as a resident of the facility; however, she has since moved. Council President Littman inquired if the vacancy must be filled by a resident of the Jamestown Housing Authority facility or could the Council appoint a Jamestown resident at-large.

The Town Solicitor stated that if the resident member was appointed as such and no

longer lived at the facility the vacancy should be filled by a resident of the facility.

It was the consensus of the Council to review the records for the appointment of Isabelle Verducci to determine if she was appointed as a resident of the Jamestown Housing Authority and to put this on the January 26, 2004 Town Council agenda.

It was moved by Councilor Long, seconded by Councilor Settipane to accept the letters from Ernest Anthony, Jr. So unanimously voted.

- 5) Zoning Board of Review
 - a) Six (6) vacancies exist; duly advertised and all interviews complete. One (1) full-time member term expiring 12/31/2005 (Allphin resignation); two (2) full-time member terms expiring 12/31/2008; three (3) alternate terms ending 12/31/2004.
 - i) Letter of Resignation/Term Expiration
 - Richard Allphin
 - ii) Reappointment
 - Thomas Ginnerty (full time member)
 - Richard Boren (full time member)
 - Joseph S. Logan (Alternate #1)
 - Kathleen Managhan (Alternate #2)
 - David P. Nardolillo (Alternate #3)
 - iii) Letters of interest:
 - William A. Kelly
 - Elizabeth Brazil

The Town Clerk informed the Council that Mr. Kelly informed her that he would like to be considered for the Planning Commission.

It was moved by Council President Littman, seconded by Councilor Long to reappoint Thomas Ginnerty to the Zoning Board of Review, term expiring on 12/31/2008. So unanimously voted.

It was moved by Council President Littman, seconded by Councilor DiGiando to reappoint Richard Boren to the Zoning Board of Review for a term ending 12/31/2008. So unanimously voted.

It was moved by Councilor Settipane, seconded by Councilor Long to appoint Joseph Logan as a regular member on the Zoning Board of Review to a term ending 12/31/2005, filling the unexpired term of Richard Allphin. So unanimously voted.

It was moved by Council President Littman, seconded by Councilor Long to appoint Kathleen Managhan as Alternate #1, with a term ending 12/31/2004. So unanimously voted.

It was moved by Council President Littman, seconded by Councilor Long to appoint David P. Nardolillo as Alternate #2, with a term ending 12/31/2004. So unanimously

voted.

It was moved by Council President Littman, seconded by Councilor Long to appoint Elizabeth Brazil as Alternate #3, with a term ending 12/31/2004. So unanimously voted.

UNFINISHED BUSINESS

- 1) Harbor Management Commission (cont. from 12/22/2003)
 - a) Bid approval for East Ferry dinghy dock and ramp
 - b) Town Solicitor opinion re: liability and enforcement issues

The Town Administrator requested that the bid approval for the East Ferry dinghy dock be continued to the Council meeting on January 26, 2004.

The Town Solicitor noted that he has been discussing this issue with Mr. Munger and will report back to the Council at the next meeting.

James Archibald, Harbor Management Commission Chair noted that the bid has a sixty-day clause in the bid that states it can be taken back if not accepted by February 7, 2004. Additionally, Mr. Archibald stated that the work must be completed by April 15, 2004.

- 2) DEM Fish & Wildlife re: Research Vessel Facilities Plan (cont. from 12/22/2003)
 - a) Review of plan presented by Christopher Powell
 - b) Engineering firm and cost to review plan presented by Town Administrator

James Archibald informed the Council that the Harbor Management Commission is continuing discussion on this issue and requested that it be continued to February 23, 2004 Town Council meeting. It is expected that meetings will be complete with RIDEM and town officials by the February 23 date.

- 3) Petition for Abandonment of Street/Highway - Pursuant to RIGL 24-6-1 et seq. order advertisement for hearing (cont. from 12/08/2003)
 - a) Petition from John A. Murphy, Esq., representing all abutters to a portion of Columbia Avenue, further described as the northern boundaries of Lot 495 and Lot 609 on Tax Assessor's Plat 9
 - b) Town Solicitor re: opinion
 - c) Police Chief re: abandonment of street/highway
 - d) Zoning Official re: abandonment of street/highway
 - e) Previously submitted comments (12/08/2003)
 - i) Town Planner
 - ii) Public Works Director
 - iii) Fire Chief

The Town Solicitor informed the Council that he is waiting for title work on this piece of property. It was the consensus of the Council that this be continued to the February 9, 2004 Town Council meeting.

- 4) High Street Right-of-Way (cont. from 10/27/2003)
 - a) Report from Town Solicitor

The Town Solicitor informed the Council that the Town's rights for High Street right-of-way are independent of any CRMC ruling. It has been the position of the Town that the High Street property is a Town right-of-way. Mr. Parks noted that several years ago the Town did title work on that property which concluded that it was indeed a Town right-of-way and could not be blocked off by any abutters. The Town has the right to remove any obstructions to the right-of-way. Additionally, Mr. Parks stated that Town property cannot be taken by adverse possession. It was requested that the Town Administrator and Town Solicitor investigate the necessary steps to clear the property in question.

The question arose as to whether there has been an appeal taken regarding the CRMC ruling. It was the consensus of the Council to continue this to the February 9, 2004 meeting.

COMMUNICATIONS

- 1) Letter from Michael Cochran re: Street lighting

It was moved by Councilor Long, seconded by Councilor Settipane to accept the letter from Michael Cochran. So unanimously voted.

The Town Administrator noted that the light would be angled down to lessen the amount of light shining on Mr. Cochran's property; however, due to security reasons, it is recommended that the light remain.

Councilor Settipane suggested that the Town look into a way in which the impact of this light can be lessened and requested that this matter be continued to the January 26, 2004 Town Council meeting.

- 2) Letter from Kristin Zhivago re: Tax bill

It was moved by Council President Littman, seconded by Councilor DiGiando to accept the letter from Kristin Zhivago. So unanimously voted.

The Town Solicitor noted that presently the Town could not waive interest on late tax payments. Recent legislation has been passed however, that allows with the passing of a Town ordinance, the waiver of interest if three of the four payments are made on time.

- 3) Letter from Harrison Wright re: Comprehensive Harbor Management Plan

It was moved by Councilor Long, seconded by Councilor DiGiando to accept the letter from Harrison Wright. So unanimously voted.

NEW BUSINESS

- 1) Event Application for Maureen Dunn Packer re: 3rd Annual Ali Dunn Packer Memorial Road Race on Sunday, June 6, 2004 at Fort Getty from 10:00 AM to 4:00 PM

It was moved by Councilor Settipane, seconded by Councilor DiGiando to approve the Event Application for the Ali Dunn Packer Memorial Road Race on Sunday, June 6, 2004 at Fort Getty from 10:00 AM to 4:00 PM, subject to proper signatures. So unanimously voted.

- 2) Contract Negotiations
 - a) Council Liaison per (Councilor Settipane)

Councilor Settipane suggested that there be a Council Liaison present at all contract negotiations, specifically, the Town Council President.

Following Council discussion, it was consensus of the Council to continue this to the January 26, 2004 meeting.

- 3) Town Fees (per Councilor Long)

Councilor Long suggested that there be a review of all Town fees and when they were last raised. Additionally, the Council discussed the impact to the Town regarding the increase in costs to run the landfill.

It was requested that the Town Administrator and Town Clerk provide information for the budget wrap up.

- 4) Jamestown Volunteer Fire Department re: budget (per Councilors Long and Settipane)

Previously discussed.

OPEN FORUM (continued)

Regarding Town fees, Jill Anderson asked how much it costs to provide the associated service for the fees.

EXECUTIVE SESSION

It was moved by Councilor Settipane, seconded by Councilor Long to enter into executive session at 10:40 PM pursuant to RIGL 42-46-5 (a) (2) collective bargaining and RIGL 42-46-5 (a) (5) real estate acquisition. It was voted, Councilor DiGiando, aye;

Councilor Ferguson, aye; Councilor Long, aye; Councilor Settipane, aye; Council President Littman, aye.

The Council returned from executive session at 11:15 PM. It was moved by Councilor Long, seconded by Councilor Settipane to seal the minutes of the executive session. It was voted, Councilor DiGiando, aye; Councilor Ferguson, aye; Councilor Long, aye; Councilor Settipane, aye; Council President Littman, aye.

It was moved by Councilor Settipane, seconded by Councilor Long to authorize the Town Administrator to make arrangements for funding through a warrant not exceeding \$350,000.00 as discussed in executive session. So unanimously voted.

It was moved by Council President Littman, seconded by Councilor DiGiando to authorize the Town Administrator to pursue including the Town position discussed in executive session into a collective bargaining unit. It was voted, Councilor Settipane, nay; Councilor DiGiando, aye; Councilor Ferguson, aye; Councilor Long, aye; Council President Littman, aye.

There being no further business before the Council, it was moved by Councilor Long, seconded by Councilor Ferguson to adjourn the meeting at 11:18 PM. So unanimously voted.

Attest:

Arlene D. Petit
Town Clerk

c: Town Council Members (5)
Town Administrator
Town Solicitor
Administrative Circulation