

**Council Meeting: April 8, 2008****SUBJECT: Board and Commission Resignation (Information Only)****REPORT IN BRIEF**

As outlined in City policy, this report informs Council that Kimberly Stewart, who was appointed to the Child Care Advisory Board in July 2006, and was serving a term to expire June 30, 2010, resigned, effective March 27, 2008, due to illness as reflected in the memo from staff.

EXISTING POLICY

Administrative Policy, Chapter 1, General Management, Article 15, Section 2, Subdivision 8 states that when a resignation letter is received, staff shall prepare an Information Only Report to Council that indicates the resignation(s) and specifies the process that staff recommends to fill the new vacancy(ies).

DISCUSSION

Staff is typically notified of board and commission resignations via a letter addressed to the mayor from the resigning member. A letter of resignation was not obtained from Ms. Stewart due to her illness; therefore, a letter from the staff liaison shall serve as formal written record of her resignation.

The Child Care Advisory Board consists of seven members. With this resignation from Ms. Stewart, the commission will have six remaining members.

The Office of the City Clerk currently has one application on file from an applicant who has expressed an interest in serving on the Child Care Advisory Board. Staff is recommending that the current vacancy be included in the summer recruitment and that the applicant be included in the interview process set for late April/early May. Council appointment to boards and commissions will have terms that begin July 1, 2008.

FISCAL IMPACT

None

Reviewed by:

Robert Walker, Assistant City Manager, Office of the City Manager
Prepared by: Janice Clark, Deputy City Clerk

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Approved by:

Amy Chan
City Manager