

**Council Meeting: March 24, 2009****SUBJECT: Board and Commission Resignation (Information Only)****REPORT IN BRIEF**

As outlined in City policy, this report informs Council that Housing and Human Services Commission member, Florence Tindle, who was appointed to the commission in July 2007, and was serving a term to expire June 30, 2011, resigned from the commission, March 13, 2009. The City of Sunnyvale recently received Ms. Tindle's e-mailed letter of resignation and a copy has been filed with the Office of the City Clerk.

**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**

The Housing and Human Services Commission consists of nine members. With this resignation from Ms. Tindle, the commission will have six remaining members.

The Office of the City Clerk conducts continuous recruitment efforts for all of the City's boards and commissions; however, there is currently one application on file for the Housing and Human Services Commission.

The vacancy for the Housing and Human Services Commission (term expires June 30, 2011) will be included in the interview process for summer appointments. All qualified applicants will be invited to interviews with Council tentatively scheduled in May and June. Council appointments will be effective July 1, 2009.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

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