



Council Meeting: June 12, 2012

SUBJECT: Board/Commission Resignation (Information Only)

DISCUSSION

This report informs Council that David Musgrave, who was appointed to the Board of Building Code Appeals July 1, 2009 and serving a term to expire June 30, 2013, resigned from the board effective May 23, 2012. A letter of resignation has been filed with the Office of the City Clerk.

With this resignation, the Board of Building Code Appeals will have two remaining members, whose terms expire June 30, 2012, after which the Board will have five vacancies. At this time, the Board will not be able to form a quorum to meet should the need arise. The Board of Building Code Appeals meets only as necessary. Should the need to hear an appeal become necessary in the interim, Council Policy provides an administrative remedy:

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 staff recommends to fill the new vacancy.

Council Policy 7.2.19, Section 2.D.(I)(a) provides: "In the event an appeal to be heard by the Board of Building Code Appeals is filed and the board lacks a quorum, the Director of Community Development shall select a temporary board member(s) to hear such an appeal. Any temporarily appointed board member(s) shall hear no more than three appeals within 12 months and shall meet all eligibility requirements as described in this policy."

The three current and two upcoming vacancies will be included in the recruitment process for the next quarterly appointments. Applications are accepted on a continuous basis. To date, no applications have been received for this Board. The schedule for the next quarterly appointments is as follows:

- Application deadline: Friday, July 27, 2012
- Interviews: Tuesday, August 14, 2012
- Appointments: Tuesday, August 28, 2012

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 website.

Reviewed by:

Robert Walker, Assistant City Manager

Prepared by: Kathleen Franco Simmons, City Clerk

Approved by:

Gary M. Luebbers

City Manager