



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Board/Commission Resignation (Information Only)

#### **DISCUSSION**

This report informs Council that Andrea Schneck, who was appointed to the Parks and Recreation Commission on September 16, 2014 and serving a term to expire June 30, 2018, resigned from the commission effective July 1, 2015. A letter of resignation has been filed with the Office of the City Clerk. With this resignation, the Parks and Recreation Commission will have four members.

The vacancy will be included in the recruitment process for November appointments.

#### **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 staff recommends to fill the new vacancy.

#### **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.

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