



OFFICE OF THE CITY CLERK

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CITY COUNCIL STAFF REPORT

Meeting: June 16, 2020

Subject

Accept resignation of Bicycle Pedestrian Commission member Jennifer Shearin and direct staff to fill the unscheduled vacancy.

Recommended Action

- a) Accept resignation of Bicycle Pedestrian Commission member Jennifer Shearin; and choose one of the following options or provide direction to staff.
- b) Direct staff to fill the unscheduled vacancy in January 2021 concurrent with the annual recruitment for all commission and committee members' terms expiring in January, 2021; or
- c) Direct staff to initiate a special recruitment process and set the interview date for Tuesday, September 15th, 2020 beginning at 5:30pm; or
- d) Direct staff to initiate a special recruitment process and select a special meeting date to conduct the interviews.

Discussion

Jennifer Shearin was serving her first term on the Bicycle Pedestrian Commission which expires on January 30, 2021. She resigned from the commission on June 8, 2020, thereby leaving an unscheduled vacancy for the remaining portion of her term. There are no available alternates to backfill the seat. The letter of resignation is attached (Attachment A).

Regular meetings of the Bicycle Pedestrian Commission are held monthly. Staff recommends that the vacancy be filled in January 2021, when the term is due to expire, along with all of the commission incumbents whose terms end on January 30, 2021. The Bicycle Pedestrian Commission will have two full terms ending in January. A large outreach effort will begin in late October 2020, and the City Council will interview candidates in late January 2021.

Sustainability Impact

None

Fiscal Impact

None

Prepared by: Lauren Sapudar, Deputy City Clerk

Reviewed by: Kirsten Squarcia, City Clerk

Approved for Submission by: Dianne Thompson, Assistant City Manager

Attachments:

A - Resignation Letter