



**OFFICE OF THE CITY CLERK**  
CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
TELEPHONE: (408) 777-3223 www.cupertino.org

## **CITY COUNCIL STAFF REPORT**

Meeting: December 6, 2016

### Subject

Accept resignation of Teen Commissioner Rishit Gundu and direct staff to fill the unscheduled vacancy with the Teen Commission annual recruitment in May 2017.

### Recommended Action

Accept resignation of Teen Commissioner Rishit Gundu and direct staff to fill the unscheduled vacancy with the Teen Commission annual recruitment in May 2017.

### Discussion

Teen Commissioner Rishit Gundu has notified Council and staff of his resignation, effective immediately, which creates an unscheduled (partial) vacancy for the remainder of his term ending May 2017.

Cupertino Resolution No. 10-048 states that:

- Posting for unscheduled vacancies shall be posted no earlier than 20 days before nor later than 20 days after the vacancy occurs, and at least 10 working days before appointment.

The vacancy notice will be posted on December 7, satisfying the posting requirements.

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Prepared by: Kirsten Squarcia, Deputy City Clerk

Reviewed by: Grace Schmidt, City Clerk

Approved for Submission by: David Brandt, City Manager

Attachments:

A – Resignation letter