



CITY OF CUPERTINO

AGENDA

CITY COUNCIL

10350 Torre Avenue, Council Chamber

Monday, August 8, 2022

5:30 PM

Non-Televised Special Meeting (Teen Commission Interviews)

NOTICE AND CALL FOR A SPECIAL MEETING OF THE CUPERTINO CITY COUNCIL

NOTICE IS HEREBY GIVEN that a special meeting of the Cupertino City Council is hereby called for Monday, August 08, 2022, commencing at 5:30 p.m. in Community Hall Council Chamber, 10350 Torre Avenue, Cupertino, California 95014. Said special meeting shall be for the purpose of conducting business on the subject matters listed below under the heading, "Special Meeting."

SPECIAL MEETING

ROLL CALL

POSTPONEMENTS AND ORDERS OF THE DAY

CONSENT CALENDAR

1. Subject: Consider late submittal of five Teen Commission application letters of recommendation
Recommended Action: Waive late submittal of five Teen Commission application letters of recommendation and direct staff to accept the applications
[Staff Report](#)
[A - Adopted Resolution No. 18-019](#)
[B - Teen Commission Application Form](#)
[C - Email to letter of recommendation drafter](#)
2. Subject: Consider a Resolution approving four appointments in the 2022-2024 term cycle and five appointments in the 2023-2025 term cycle for the Cupertino Teen Commission
Recommended Action: Adopt Resolution No. 22-095 approving four appointments in the 2022-2024 term cycle and five appointments in the 2023-2025 term cycle for the Cupertino Teen Commission

[Staff Report](#)

[A - Draft Resolution](#)

[B - Ordinance No. 18-2181 Establishing the Teen Commission](#)

[C – April 19, 2022 City Council minutes](#)

COMMISSION INTERVIEWS

3. Subject: Teen Commission Interviews

Recommended Action: Conduct Teen Commission interviews and make appointments for four vacancies and at least two alternates

[A - Interview Schedule](#)

[B - Commission Diversity Resolution](#)

[C - Teen Commission Resolution](#)

[D- Current Teen Commission](#)

[E - Teen Commission Attendance](#)

[F - Sample Questions](#)

[G - 8th Grade Applications](#)

[H - 9th Grade Applications](#)

[I - 10th Grade Applications](#)

[J - 11th Grade Applications](#)

ADJOURNMENT

Lobbyist Registration and Reporting Requirements: Individuals who influence or attempt to influence legislative or administrative action may be required by the City of Cupertino's lobbying ordinance (Cupertino Municipal Code Chapter 2.100) to register and report lobbying activity. Persons whose communications regarding any legislative or administrative are solely limited to appearing at or submitting testimony for any public meeting held by the City are not required to register as lobbyists. For more information about the lobbying ordinance, please contact the City Clerk's Office at 10300 Torre Avenue, Cupertino, CA 94107; telephone (408) 777-3223; email cityclerk@cupertino.org; and website: www.cupertino.org/lobbyist.

The City of Cupertino has adopted the provisions of Code of Civil Procedure §1094.6; litigation challenging a final decision of the City Council must be brought within 90 days after a decision is announced unless a shorter time is required by State or Federal law.

Prior to seeking judicial review of any adjudicatory (quasi-judicial) decision, interested persons must file a petition for reconsideration within ten calendar days of the date the City Clerk mails notice of the City's decision. Reconsideration petitions must comply with the requirements of Cupertino Municipal Code §2.08.096. Contact the City Clerk's office for more information or go to <http://www.cupertino.org/cityclerk> for a reconsideration petition form.

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this meeting who is visually or hearing impaired or has any disability that needs special assistance should

call the City Clerk's Office at 408-777-3223, at least 6 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

Any writings or documents provided to a majority of the Cupertino City Council after publication of the packet will be made available for public inspection in the City Clerk's Office located at City Hall, 10300 Torre Avenue, Cupertino, California 95014, during normal business hours; and in Council packet archives linked from the agenda/minutes page on the Cupertino web site.

IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code section 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agenda item. These written communications are accessible to the public through the City's website and kept in packet archives. Do not include any personal or private information in written communications to the City that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.



CITY OF CUPERTINO

Agenda Item

22-11315

Agenda Date: 8/8/2022
Agenda #: 1.

Subject: Consider late submittal of five Teen Commission application letters of recommendation

Waive late submittal of five Teen Commission application letters of recommendation and direct staff to accept the applications



OFFICE OF THE CITY CLERK

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
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CUPERTINO.ORG

CITY COUNCIL STAFF REPORT

Meeting: August 8, 2022

Subject

Consider late submittal of five Teen Commission application letters of recommendation.

Recommended Action

Waive late submittal of five Teen Commission application letters of recommendation and direct staff to accept the applications.

Discussion

Resolution No. 18-019 governs the application process for the annual Teen Commission recruitment (Attachment A). The Resolution states that, "A letter of recommendation shall be submitted as part of the application process." The Teen Commission application states that, "A letter of recommendation from a non-family member is required" (Attachment B). The instructions emailed to the letter of recommendation drafter state, "The final due date is July 29, 2022, 4:30 p.m. and we must receive your recommendation by that time in order for [the student] to be considered as an applicant for the Cupertino Teen Commission" (Attachment C).

The City Clerk's office received five letters of recommendation after the July 29 deadline. Due to the lateness of the letters, the applications were rejected. The Teen Commission applicants rely on the teachers to submit the letters in a timely manner on their behalf and should not be penalized for the late submissions in this case.

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, Acting City Manager

Attachments:

A - Adopted Resolution No. 18-019

B - Teen Commission application form

C – Email to letter of recommendation drafter

RESOLUTION NO. 18-019

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO UPDATING THE CUPERTINO TEEN COMMISSION, ESTABLISHING MEMBERSHIP FOR STUDENTS FROM 8TH THROUGH 11TH GRADE, AND RESCINDING ANY AND ALL EARLIER RESOLUTIONS

WHEREAS, the Teen Commission was established by City Council pursuant to Resolution 02-065, as amended through various other resolutions, including resolutions nos. 02-167, 04-405, 05-095, 09-078, 09-115 and 16-138;

WHEREAS, pursuant to Resolution No. 17-033 adopted by Council on April 4, 2017, students enrolled in 8th through 12th grade may apply for membership to the Commission;

WHEREAS, the City Council desires that membership be limited to students who are enrolled in 8th through 11th grade at time of appointment for the purpose of establishing greater effectiveness of the Teen Commission.

NOW, THEREFORE, BE IT RESOLVED that membership in the Teen Commission shall be limited to students enrolled in 8th through 11th grade at time of appointment. Any and all previous resolutions, including those listed above, to the extent they are still in effect, are hereby revoked and superseded by this Resolution. Accordingly, the updated Teen Commission Resolution shall read as follows:

CUPERTINO TEEN COMMISSION

- The Cupertino Teen Commission will be comprised of nine members, at least one person from each public middle school and public high school in Cupertino, if possible. Membership on the Commission will be limited to Cupertino residents. Members may attend schools outside of the city limits, or be schooled at home. Commissioners must be in the **8th through 11th grade at time of appointment**.
- The members of the Teen Commission shall be appointed pursuant to the current commission recruitment process adopted by City Council, with the following exceptions: Applicants under the age of 18 must have written permission of a parent or guardian to participate on the Teen Commission. The Recreation and Community Services Department will work with the City Clerk to notice vacancies so that outreach to schools and youth organizations is accomplished. A letter of recommendation shall be submitted as part of the application process. The Council

shall appoint new commissioners in May, to be seated in September, except in the case of reappointment of vacant seats.

- A) For all applicants, the City Clerk will summarize the applications on a chart that indicates applicants' name, school, and grade level in order to assist the Council decision process. The summary chart will be distributed to the Council members before interviewing begins.
 - B) Each applicant in the interview pool will then be interviewed by Council. The applicant will start with a one-minute speech explaining why the applicant wishes to serve and why they feel qualified to serve.
 - C) Each Council member will then have the opportunity to ask at least one question of the applicant.
 - D) When the entire pool has been interviewed, Council will discuss the applicants. After the discussion, ballot voting will take place to determine the appointments.
 - E) If no applicant is appointed from one of the five public schools in Cupertino, Council may choose to re-advertise for a subsequent appointment process, fill the vacancy with any other applicant or leave the seat vacant.
 - F) Council may appoint alternates to serve on the commission in the event of a vacancy. Such alternates may attend meetings but shall not participate in meetings until such time as a vacancy has occurred and the alternate has filled the vacancy. If Council appoints more than one alternate, Council shall designate the alternates as first alternate, second alternate and so on such that immediately upon a vacancy occurring, the first alternate shall fill such vacancy without the need for further City Council action.
- Commissioners should reflect the broadest possible representation of Cupertino youth.
 - A total of nine Teen Commissioners will be appointed to two-year terms. Five (5) appointments will be made in odd-numbered years and four (4) appointments in

even-numbered years. Vacant seats will be filled with applicants willing to finish the term. The terms will begin on September 1st and end on August 31st of each year.

- Commissioners shall not serve consecutive terms unless there is a vacancy for which there is no eligible applicant, at which time the City Council may waive this restriction.
- None of the Teen Commissioners shall be otherwise officials or employees of the City of Cupertino nor be related by blood or marriage to any official or employee of the city.
- The Commission shall elect a chair and vice-chair at the beginning of each year.
- The annual meeting schedule will coincide with the commission term (i.e., September – August). Meeting times and location will be decided by the commission at the first meeting of the term, and will be adopted as the annual meeting schedule pursuant to the Brown Act.
- Actions taken by the Commission will be by majority vote.
- The Recreation and Community Services Department will provide staff support to the Teen Commission and will post meeting agendas.
- The powers and function of the Teen Commission will be to advise the City Council and staff on issues and projects important to youth.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 6th day of March, 2018 by the following vote:

<u>Vote</u>	<u>Members of the City Council</u>
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AYES:	Paul, Sinks, Chang, Scharf, Vaidhyanathan
NOES:	None
ABSENT:	None
ABSTAIN:	None

ATTEST:	APPROVED:
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/s/Grace Schmidt

/s/Darcy Paul

Grace Schmidt, City Clerk

Darcy Paul, Mayor,
City of Cupertino

Teen Commission Application 2022

Teen Commission Application Requirements:

- Must submit a full and complete application by 4:30 p.m. on Friday, July 29, 2022 which includes the following:
 - Submitted application
 - Submitted Letter of Recommendation
 - Submitted signed parent/guardian statement of commitment
- Are required to be a Cupertino resident.
- Are required to be incoming 8th-11th graders. Members may be in the 12th grade during their term, but seniors are not eligible to apply.
- None of the Teen Commissioners shall be otherwise officials or employees of the City of Cupertino nor be related by blood or marriage to any official or employee of the City.
- **Save the Date:** City Council will conduct interviews beginning at 5:30 p.m. on Monday, August 8 and Tuesday, August 9 (as needed).



1. Fill information



2. Supplemental Questions



3. Signed Statement

*Full Name

First Name	Middle Name	Last Name
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*Street Address

Street Address	Apt/Unit #
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*City

*Zipcode

*Applicant's Phone

*Parent's Phone

*Applicant Email

*Gender

☒ M ☐ F ☐ Other

*How long have you been a resident of the City of Cupertino?

*What grade are you currently in:

☒ 7 ☐ 8 ☐ 9 ☐ 10

*Name of school you attend (Put N/A for the school which does not apply to you)

Middle School	<div>Middle School</div>
High School	<div>High School</div>

*What school will you attend in September?

Please provide an answer

*What school will you attend the following year?

Please provide an answer

*What grade will you be in September?

Please provide an answer

*Do you live within the corporate limits of Cupertino?

Yes/No

(The Creston area is not within the corporate limits. Please contact the City Clerk’s Office if you are unsure).

*How old are you today?

Please provide an answer

(If under 18 parent or guardian must sign below)

*Have you served on the Teen Commission before?

Yes/No

List dates:

Seperate with comma(,)

*Have you applied to the Teen Commission before?

Yes/No

*Have you been to a Teen Commission meeting?

Yes/No

If so, when and what was discussed?

Please provide an answer

*Where/How did you hear about the commission vacancy?

Please provide an answer

*Are you related by blood or marriage to any official or employee of the City?

☐Yes ☒No

In case of emergency please contact:

***Name:**

Emergency Contact Name

***Relationship:**

Emergency Contact Relationship

***Phone:**

Emergency Contact Phone

***Email:**

Emergency Contact Email

A letter of recommendation from a non-family member is required. This can be from a teacher, coach, scout troop leader, etc. Be sure to give your letter writer advanced notice of the application. Provide the details below and then an email will go to that person once you submit the form.

***Name of Contact Person:**

Contact Person Full Name

***Contact Person Email:**

Contact Person Email

Next

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Lauren Sapudar

From: City of Cupertino's Webmaster
Sent: Tuesday, July 26, 2022 9:27 PM
To: [REDACTED]
Subject: Recommendation Letter for Teen Commission Application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Dear [REDACTED],

[REDACTED] has applied for a vacant seat on the Cupertino Teen Commission. As part of the application process, a letter of recommendation is required from a teacher, mentor, coach, religious leader, or community member, and [REDACTED] has indicated that you would be able to provide a recommendation on their behalf.

If you are willing to write on [REDACTED] behalf, please click the link below to navigate to the Recommendation Portal where you can upload your letter of recommendations. Please note that we accept the .doc or .pdf file formats. We recommend that you use the latest version of INTERNET BROWSER HERE.

<https://apps.cupertino.org/TeenCommission/> [REDACTED]
[REDACTED]

We thank you for your support of this applicant and look forward to receiving your recommendation soon. The final due date is July 29th, 2022, and we must receive your recommendation by that time in order for [REDACTED] to be considered as an applicant for the Cupertino Teen Commission. For more information about the Teen Commission, please visit <https://cupertino.org/teencommission>.

Sincerely,
City of Cupertino



CITY OF CUPERTINO

Agenda Item

22-11336

Agenda Date: 8/8/2022
Agenda #: 2.

Subject: Consider a Resolution approving four appointments in the 2022-2024 term cycle and five appointments in the 2023-2025 term cycle for the Cupertino Teen Commission

Adopt Resolution No. 22-095 approving four appointments in the 2022-2024 term cycle and five appointments in the 2023-2025 term cycle for the Cupertino Teen Commission



OFFICE OF THE CITY CLERK

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CITY COUNCIL STAFF REPORT

Meeting: August 8, 2022

Subject

Consider a Resolution approving four appointments in the 2022-2024 term cycle and five appointments in the 2023-2025 term cycle for the Cupertino Teen Commission.

Recommended Action

Adopt Resolution No. 22-___ approving four appointments in the 2022-2024 term cycle and five appointments in the 2023-2025 term cycle for the Cupertino Teen Commission.

Discussion

Pursuant to Cupertino Municipal Code (CMC) Chapter 2.95, the Teen Commission is comprised of nine Commissioners appointed to two-year terms. (Attachment B). The regular terms of commissioners begin on September 1 and end on August 31 of the year their term is due to expire. Membership on the Commission is limited to Cupertino residents. Commissioners must be in the 8th through 11th grade at time of appointment. Chapter 2.95 provides for Council to make five (5) new appointments in odd-numbered years and four (4) new appointments in even-numbered years.

Currently, the Teen Commission has three terms expiring in this even-numbered year from the 2020-2022 term cycle and will have six terms expiring in 2023, the upcoming odd numbered year for the 2021-2023 term cycle.

On April 19, 2022, the City Council resolved to make four appointments for the 2022-2024 term cycle and five appointments in the 2023-2025 term cycle, and directed staff to draft a resolution based upon Council's motion and bring it back to Council at the time of appointments (Attachment C). Therefore, staff recommends the Council adopt the draft resolution approving four appointments in the 2022-2024 term cycle, with five appointments to be made in 2023 for the 2023-2025 term cycle for the Cupertino Teen Commission (Attachment A).

Sustainability Impact

None

Fiscal Impact

None

Prepared by: Kirsten Squarcia, City Clerk

Reviewed by: Michael Woo, Assistant City Attorney

Approved for Submission by: Dianne Thompson, Acting City Manager

Attachments:

A – Draft Resolution

B - Ordinance No. 18-2181 Establishing the Teen Commission

C – April 19, 2022 City Council minutes

RESOLUTION NO. 22-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO APPROVING FOUR APPOINTMENTS IN THE 2022-2024 TERM CYCLE AND FIVE APPOINTMENTS IN THE 2023-2025 TERM CYCLE FOR THE CUPERTINO TEEN COMMISSION

WHEREAS, the Teen Commission was established by City Council pursuant to Municipal Code Chapter 2.95;

WHEREAS, pursuant to Section 2.95.020 Terms of Office for the Commission, the term of office of Teen Commission members shall be for two years, with five appointments made in odd-numbered years and four appointments in even-numbered years;

WHEREAS, the Teen Commission currently has three terms expiring in this even-numbered year from the 2020-2022 term cycle and will have six terms expiring in 2023, the upcoming odd numbered year, for the 2021-2023 term cycle;

WHEREAS, on April 19, 2022, the Cupertino City Council resolved to make four appointments for the 2022-2024 term cycle and five appointments in the 2023-2025 term cycle;

WHEREAS, the term cycle shall return to five appointments being made in odd-numbered years and four appointments in even-numbered years when the 2021-2023 two-year term cycle expires;

NOW, THEREFORE, BE IT RESOLVED, that terms of the Teen Commission shall be for two years, with four appointments for the 2022-2024 term cycle and five appointments in 2023 for the 2023-2025 term cycle.

PASSED AND ADOPTED at a special meeting of the City Council of the City of Cupertino this 8th day of August 2022, by the following vote:

<u>Vote</u>	<u>Members of the City Council</u>
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AYES:

NOES:

ABSENT:

ABSTAIN:

<p>SIGNED:</p> <p>_____</p> <p>Darcy Paul, Mayor City of Cupertino</p>	<p>_____</p> <p>Date</p>
<p>ATTEST:</p> <p>_____</p> <p>Kirsten Squarcia, City Clerk</p>	<p>_____</p> <p>Date</p>

ORDINANCE NO. 18 -2181

**AN ORDINANCE OF THE CUPERTINO CITY COUNCIL
ADDING CHAPTER 2.95 TO THE CUPERTINO MUNICIPAL CODE, TITLE 2, TO
ESTABLISH THE TEEN COMMISSION BY ORDINANCE**

WHEREAS, the Teen Commission was established by City Council pursuant to Resolution 02-065, as amended through various other resolutions, including Resolution Nos. 02-167, 04-405, 05-095, 09-078, 09-115, 16-138, and 18-019;

WHEREAS, the City Council desires to codify and establish the Teen Commission in the Cupertino Municipal Code.

NOW, THEREFORE, the Council of the City of Cupertino does ordain as follows:

SECTION ONE - Chapter 2.95 "Teen Commission" is added to Title 2 "Administration and Personnel" of the Cupertino Municipal Code, as follows:

CHAPTER 2.95 TEEN COMMISSION

Section

- 2.95.010 Established.
- 2.95.020 Terms of Office.
- 2.95.030 Vacancy—Removal.
- 2.95.040 Chairperson.
- 2.95.050 Meetings—Quorum.
- 2.95.060 Majority Vote Required.
- 2.95.070 Records.
- 2.95.080 Powers and Functions.
- 2.95.090 Compensation—Expenses.
- 2.95.100 Procedural Rules.
- 2.95.110 Effect.

2.95.010 Established.

The Teen Commission of the City is established. The Teen Commission (hereinafter referred to in this Chapter as "Commission") will be comprised of nine members, at least one person from each public middle school and public high school in Cupertino, if possible. Membership on the Commission will be limited to Cupertino residents. Members may attend schools outside of the City limits, or be schooled at home. Commissioners must be in the 8th through 11th grade at time of appointment. None of the Teen Commissioners shall be otherwise officials or employees of the City of Cupertino nor be related by blood or marriage to any official or employee of the City. Commissioners should reflect the broadest possible representation of Cupertino youth.

2.95.020 Terms of Office.

A. Commission members serve at the pleasure of the City Council. The term of office of Teen Commission members shall be for two years. Five appointments will be made in odd-numbered years and four appointments in even-numbered years. The terms will begin on September 1st and end on August 31st of the year their term is due to expire. Commissioners shall not serve consecutive terms unless there is a vacancy for which there is no eligible applicant, at which time the City Council may waive this restriction.

B. The appointment, reappointment and rules governing incumbent members of the Commission are governed by the Resolution of the Cupertino City Council which governs advisory bodies and the Resolution of the Cupertino City Council which governs the Teen Commission specifically.

2.95.030 Vacancy—Removal.

Any appointee member may be removed by a majority vote of the City Council. Vacancies shall be filled by appointment by the City Council, and shall be for the unexpired portion of the term of office vacated.

2.95.040 Chairperson.

The Commission shall elect its Chairperson and Vice-Chairperson from among its members who shall serve in these capacities for one year.

2.95.050 Meetings—Quorum.

A. The Teen Commission shall hold regular meetings at least every other month, and, at the discretion of the Commission, such other meetings as may be necessary or expedient.

B. A majority of the Commission shall constitute a quorum for the purpose of transacting the business of the Commission.

2.95.060 Majority Vote Required.

A majority vote is required to approve a recommendation or on any matter that is presented to the Commission which requires a vote.

2.95.070 Records.

The Commission shall keep an accurate record of its proceedings and transactions, and shall render such reports to the City Council as may be required. These records shall be filed with the City Clerk.

2.95.080 Powers and Functions.

The powers and functions of the Teen Commission shall be as follows:

- A. Advise the City Council and staff on issues and projects important to youth.
- B. Perform such other tasks as may be expressly requested of it by the City Council.

2.95.090 Compensation—Expenses

Members of the Commission shall serve without compensation. Commissioners may be reimbursed for necessary expenses reasonably incurred by them while acting in their official capacity subject to the approval of the City Manager.

2.95.100 Procedural Rules.

The Commission may adopt from time to time such rules of procedure as it may deem necessary to properly exercise its powers and duties. Such rules shall be subject to the approval by the City Council and shall be kept on file with the Chairperson of the Commission and the City Clerk, and a copy thereof shall be furnished to any person on request.

2.95.110 Effect.

Nothing in this Chapter shall be construed as restricting or curtailing any powers of the City Council or City officers.

SECTION FIVE - IMPLEMENTATION.

The City Council hereby authorizes and directs the City Manager to take any action and sign any documents necessary to implement this Ordinance.

SECTION SIX - SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this Ordinance. The Council of the City of Cupertino hereby declares that they would have passed this Ordinance and each section or

subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION SEVEN - EFFECTIVE DATE; PUBLICATION.

The City Clerk is directed to post and publish this Ordinance in accordance with law in a newspaper of general circulation printed and published in the County of Santa Clara, or as otherwise required by law. This ordinance shall take effect thirty (30) days after adoption.

INTRODUCED at a regular meeting of the City Council of the City of Cupertino the 20th day of November, 2018 and ENACTED at a regular meeting of the City Council of the City of Cupertino the 4th day of December 2018, by the following vote:

Vote: Members of the City Council

Ayes: Sinks, Chang, Vaidhyanathan

Noes: Paul, Scharf

Absent: None

Abstain: None

ATTEST:

APPROVED:



Grace Schmidt, City Clerk



Darcy Paul, Mayor
City of Cupertino

STATE OF CALIFORNIA)

COUNTY OF SANTA CLARA)

CITY OF CUPERTINO)

I, GRACE SCHMIDT, City Clerk and ex-officio Clerk of the City Council of the City of Cupertino, California, do hereby certify the attached to be a true and correct copy of Ordinance No. 18-2181, which was enacted on December 4, 2018, and that it has been published or posted pursuant to law (G.C. 40806).

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 5 day of December, 2018.



GRACE SCHMIDT, City Clerk and Ex-officio Clerk
of the City Council of the City of Cupertino, California



**APPROVED MINUTES
CUPERTINO CITY COUNCIL
Tuesday, April 19, 2022**

SPECIAL MEETING

At 5:30 p.m., Mayor Darcy Paul called the Special City Council Meeting to order in the Cupertino Community Hall Council Chamber, 10350 Torre Avenue and via teleconference.

ROLL CALL

Present: Mayor Darcy Paul, Vice Mayor Liang Chao, and Councilmembers Kitty Moore, Hung Wei, and Jon Robert Willey. Absent: None.

STUDY SESSION

1. Subject: Consideration of update on the City of Cupertino Lobbyist Registration Program pursuant to Cupertino Municipal Code Chapter 2.100 regarding lobbying registration and reporting requirements
Recommended Action: Receive the update on the City of Cupertino Lobbyist Registration Program pursuant to Cupertino Municipal Code Chapter 2.100 regarding lobbying registration and reporting requirements; provide any direction to staff
Presenter: Kirsten Squarcia, City Clerk

Mayor Paul opened the public comment period and the following people spoke.

Peggy Griffin asked about whom to contact for anyone wishing to report an unregistered lobbyist.

Jennifer Griffin supported requiring people to register as lobbyists.

Mayor Paul closed the public comment period.

Council recessed from 5:51 p.m. to 5:57 p.m.

Councilmembers asked questions and made comments.

Paul moved and Moore seconded that the Council direct staff to examine the exemptions based upon 501(c) organizations which are exempt from registration under the current lobbying ordinance; and to examine an added requirement to indicate contributions to the organization by potentially lobbying entities or people; and to consider adding a private right of civil action for enforcement to the lobbying ordinance.

Paul amended his motion to include an examination of the significance of a political action committee (PAC). (Councilmember Moore accepted the amendment).

Paul further amended this motion to include direction to staff to study the issue whether consultants could be included in the definitions for those that are considered city officials. (Councilmember Moore accepted the amendment).

The amended motion carried unanimously.

Final Motion Summary

Paul moved and Moore seconded that the Council direct staff to:

- examine the exemptions based upon 501(c) organizations which are exempt from registration under the current lobbying ordinance;
- examine an added requirement to indicate contributions to the organization by potentially lobbying entities or people;
- consider adding a private right of civil action for enforcement to the lobbying ordinance;
- examine the significance of a political action committee (PAC); and
- study the issue whether consultants could be included in the definitions for those that are considered city officials.

The amended motion carried unanimously.

ADJOURNMENT

At 6:32 p.m., Mayor Paul adjourned the Special City Council Meeting.

REGULAR MEETING

At 6:45 p.m., Mayor Darcy Paul called the Regular City Council Meeting to order in the Cupertino Community Hall Council Chambers, 10350 Torre Avenue and via teleconference, led the Pledge of Allegiance.

ROLL CALL

Present: Mayor Darcy Paul, Vice Mayor Liang Chao, and Councilmembers Kitty Moore, Hung Wei, and Jon Robert Willey. Absent: None.

CEREMONIAL MATTERS AND PRESENTATIONS

1. Subject: Proclamation for Fremont Union High School District Superintendent Polly Bove upon her retirement and recognizing her 40 years of service to the community
Recommended Action: Present proclamation for Fremont Union High School District Superintendent Polly Bove upon her retirement and recognizing her 40 years of service to the community

Written communications for this item included an email to Council.

Polly Bove received the proclamation.

Mayor Paul opened the public comment period.

Gilbert Wong supported the proclamation and recognition of Polly Bove's years of service to the community.

Naomi Nakano-Matsumoto, on behalf of FUHSD Board, supported the proclamation and recognition of Polly Bove's years of service to the community.

Mayor Paul closed the public comment period.

Councilmembers made comments in appreciation of Superintendent Bove's service.

Mayor Paul presented the proclamation for Fremont Union High School District Superintendent Polly Bove upon her retirement and recognizing her 40 years of service to the community.

POSTPONEMENTS AND ORDERS OF THE DAY

29. Subject: Consideration of Municipal Code amendments to the Cupertino Municipal Code, Title 2 to add Chapter 2.96 and codify the Economic Development Committee (continued from April 5, 2022). (Postponement to May 3, 2022 meeting proposed by staff).

Paul moved and Wei seconded to continue the following agenda items to May 3:

- Item 24. Consider the Fiscal Year (FY) 2022-23 Fee Schedule Update;
- Item 26. Consider conducting the first reading of an Ordinance related to regulation of single-use plastic foodware and single-use carryout bags; and
- Item 29. Consideration of Municipal Code amendments to the Cupertino Municipal Code, Title 2 to add Chapter 2.96 and codify the Economic Development Committee.

The motion carried unanimously.

ORAL COMMUNICATIONS

Written communications for this item included an email to Council concerning the occupation of the tennis courts at Monta Vista Park.

Rashi Sharma supported solutions to reduce impacts to wildlife species and biodiversity. (Submitted a video).

Call-in-user 1 was concerned about legal assistance for an unpermitted accessory structure in her backyard that was torn down.

Peggy Griffin supported hybrid meetings.

Lisa Warren supported in-person meetings.

Jennifer Griffin supported hybrid meetings and investigating a new assessment of the RHNA numbers in the region.

Cathy Helgersen was concerned about various topics including Lehigh Cement and Permanente Quarry violations and supported purchasing Lehigh's land. (Submitted written comments).

REPORTS BY COUNCIL AND STAFF (10 minutes)

2. Subject: Brief reports on councilmember activities and brief announcements
Recommended Action: Receive brief reports on councilmember activities and brief announcements

Written communications for this item included an email from Vice Mayor Chao.

Council received brief reports on councilmember activities and brief announcements.

3. Subject: Report on Committee assignments

Recommended Action: Report on Committee assignments

Councilmembers highlighted the activities of their various committees.

4. Subject: City Manager update

Recommended Action: Receive City Manager update on City business

Council received the City Manager update on City business.

5. Subject: Farmers Market update

Recommended Action: Receive the Farmers Market update

Written communications for this item included an email to Council.

Farmers Market Location Council Subcommittee Members Vice Mayor Chao and Councilmember Willey provided an update.

Mayor Paul opened the public comment period and the following people spoke.

Peggy Griffin supported finding a new space for the Farmers Market.

Jerry Lami, on behalf of West Coast Farmers Markets, supported a new location for the Farmers Market and a temporary location with the Cherry Blossom Festival.

Mayor Paul closed the public comment period.

Councilmembers asked questions and made comments.

Council received the Farmers Market update.

Council recessed from 7:53 p.m. to 7:58 p.m.

CONSENT CALENDAR (Items 6-23)

Willey moved and Wei seconded to approve the items on the Consent Calendar except for Items 9 - 18, 20, 21, 22, and 23 which were pulled for discussion. Ayes: Paul, Chao, Moore, Wei, and Willey. Noes: None. Abstain: None. Absent: None.

6. Subject: Approve the March 29 City Council minutes

Recommended Action: Approve the March 29 City Council minutes

7. Subject: Approve the April 4 City Council minutes
Recommended Action: Approve the April 4 City Council minutes
8. Subject: Approve the April 5 City Council minutes
Recommended Action: Approve the April 5 City Council minutes
9. Subject: Consider accepting Accounts Payable for the period ending February 7, 2022
Recommended Action: Adopt Resolution No. 22-036 accepting Accounts Payable for the period ending February 7, 2022

Mayor Paul opened the public comment period, and seeing no one, closed the public comment period.

Councilmembers asked questions and made comments.

Paul moved and Moore seconded that Council create a subcommittee of the Audit Committee members of the Council to examine the monthly Treasurer's Report requirements; and bring that back to the Council at the next regularly scheduled meeting for Items 9 through 18. The motion carried unanimously.

10. Subject: Consider accepting Accounts Payable for the period ending February 14, 2022
Recommended Action: Adopt Resolution No. 22-037 accepting Accounts Payable for the period ending February 14, 2022

Mayor Paul opened the public comment period, and seeing no one, closed the public comment period.

Councilmembers asked questions and made comments.

As noted under Item 9, Council continued this item to May 3.

11. Subject: Consider accepting Accounts Payable for the period ending February 21, 2022
Recommended Action: Adopt Resolution No. 22-038 accepting Accounts Payable for the period ending February 21, 2022

Mayor Paul opened the public comment period, and seeing no one, closed the public comment period.

Councilmembers asked questions and made comments.

As noted under Item 9, Council continued this item to May 3.

12. Subject: Consider accepting Accounts Payable for the period ending February 22, 2022 MISC
Recommended Action: Adopt Resolution No. 22-039 accepting Accounts Payable for the period ending February 22, 2022 MISC

Mayor Paul opened the public comment period, and seeing no one, closed the public comment period.

Councilmembers asked questions and made comments.

As noted under Item 9, Council continued this item to May 3.

13. Subject: Consider accepting Accounts Payable for the period ending February 28, 2022
Recommended Action: Adopt Resolution No. 22-040 accepting Accounts Payable for the period ending February 28, 2022

Mayor Paul opened the public comment period, and seeing no one, closed the public comment period.

Councilmembers asked questions and made comments.

As noted under Item 9, Council continued this item to May 3.

14. Subject: Consider accepting Accounts Payable for the period ending March 7, 2022
Recommended Action: Adopt Resolution No. 22-041 accepting Accounts Payable for the period ending March 7, 2022

Mayor Paul opened the public comment period, and seeing no one, closed the public comment period.

Councilmembers asked questions and made comments.

As noted under Item 9, Council continued this item to May 3.

15. Subject: Consider accepting Accounts Payable for the period ending March 14, 2022
Recommended Action: Adopt Resolution No. 22-042 accepting Accounts Payable for the period ending March 14, 2022

Mayor Paul opened the public comment period, and seeing no one, closed the public comment period.

Councilmembers asked questions and made comments.

As noted under Item 9, Council continued this item to May 3.

16. Subject: Consider accepting Accounts Payable for the period ending March 21, 2022
Recommended Action: Adopt Resolution No. 22-043 accepting Accounts Payable for the period ending March 21, 2022

Mayor Paul opened the public comment period, and seeing no one, closed the public comment period.

Councilmembers asked questions and made comments.

As noted under Item 9, Council continued this item to May 3.

17. Subject: Consider accepting Accounts Payable for the period ending March 28, 2022
Recommended Action: Adopt Resolution No. 22-044 accepting Accounts Payable for the period ending March 28, 2022

Mayor Paul opened the public comment period, and seeing no one, closed the public comment period.

Councilmembers asked questions and made comments.

As noted under Item 9, Council continued this item to May 3.

18. Subject: Consider accepting Accounts Payable for the period ending March 28, 2022
MISC
Recommended Action: Adopt Resolution No. 22-045 accepting Accounts Payable for the period ending March 28, 2022 MISC

Mayor Paul opened the public comment period, and seeing no one, closed the public comment period.

Councilmembers asked questions and made comments.

As noted under Item 9, Council continued this item to May 3.

19. Subject: Consider the reappointment of the City of Cupertino's Bicycle Pedestrian Commission (BPC) representative, Erik Lindskog, to the Santa Clara County Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC)
Recommended Action: Accept the Bicycle Pedestrian Commission recommendation to reappoint Erik Lindskog to the VTA BPAC for the upcoming term, beginning July 1
20. Subject: Consider adopting a Resolution of Local Support authorizing the filing of an application for funding assigned to the Metropolitan Transportation Commission (MTC,) committing any necessary matching funds, and stating assurance to complete the project for the One Bay Area Grant (OBAG) Cycle 2 grant application for the Stevens Creek Boulevard Separated Bike Lanes Project
Recommended Action: Adopt Resolution No. 22-046 (Attachment A,) a Resolution of Local Support authorizing the filing of an application for funding assigned to the MTC, committing any necessary matching funds, and stating assurance to complete the project for the OBEG Cycle 2 grant application for the Stevens Creek Boulevard Separated Bike Lanes Project

Mayor Paul opened the public comment period and the following people spoke.

Lisa Warren was concerned about safety and supported having a traffic count at the bike lanes and further study.

Jennifer Griffin was concerned about safety in the bike lanes and at intersections and supported an overall plan and further study.

Mayor Paul closed the public comment period.

Councilmembers asked questions and made comments.

Chao moved and Wei seconded to adopt Resolution No. 22-046, a Resolution of Local Support authorizing the filing of an application for funding assigned to the MTC, committing any necessary matching funds, and stating assurance to complete the project for the OBAG Cycle 2 grant application for the Stevens Creek Boulevard Separated Bike Lanes Project. The motion carried unanimously.

Council recessed from 9:17 p.m. to 9:20 p.m.

21. Subject: Consider the contract for Below Market Rate (BMR) Program Administration
Recommended Action: Authorize the City Manager to execute Consultant Agreement with Rise Housing Solutions for BMR Program Administration, not to exceed \$1,147,206

Housing Manager Kerri Heusler reviewed the staff report.

Councilmembers asked questions and made comments.

Mayor Paul opened the public comment period and the following people spoke.

Peggy Griffin supported the Housing Commission's recommendation and was concerned about the City losing BMR units and supported looking into preserving them.

Jennifer Griffin was concerned about the City losing BMR units.

Mayor Paul closed the public comment period.

Chao moved and Willey seconded to Authorize the City Manager to execute Consultant Agreement with Rise Housing Solutions for BMR Program Administration, not to exceed \$1,147,206. The motion carried unanimously.

22. Subject: Consider a Master Funding Agreement between the City and the Metropolitan Transportation Commission and Supplement One to the Master Funding Agreement accepting grant funds awarded to the City for updating the Heart of the City Specific Plan.

Recommended Action: 1. Adopt Resolution No. 22-047 (Attachment A) to authorize the City Manager to enter into a Master Funding Agreement between the City and the Metropolitan Transportation Commission; and

2. Consider adopting Resolution No. 22-048 (Attachment B) to:

- a. Accept the awarded Priority Development Area Planning Grant funds awarded to the City from the Metropolitan Transportation Commission for the Heart of the City Specific Plan update; and
- b. Authorize the City Manager to execute Supplement One of the Master Funding Agreement to accept the awarded Priority Development Area Planning Grant funds; and
- c. Direct staff to present a consultant agreement regarding the Heart of the City Specific Plan update after the Sixth Cycle Housing Element update has been certified by the California Department of Housing and Community Development.

Written Communications for this item included a staff presentation, an email to Council, and an email from Vice Mayor Chao.

Associate Planner Erika Poveda gave a presentation.

Councilmembers asked questions and made comments.

Mayor Paul opened the public comment period and the following people spoke.

Lisa Warren was concerned about meeting the requirements and constraints for the grant's funds.

Peggy Griffin was concerned about bumping other work program items, putting constraints on the Heart of the City, and opposed accepting the grant.

Jennifer Griffin opposed accepting the grant and adding constraints to the Heart of the City.

Jean Bedord supported accepting the grant from the Metropolitan Transportation Commission (MTC) for reimbursable expenses and few requirements.

Mayor Paul closed the public comment period.

Wei moved to approve the recommended action in the agenda. There was no second and the motion was not considered.

Council did not take any action on this item.

Council recessed from 10:49 p.m. to 10:45 p.m.

23. Subject: Provide an opportunity for Councilmembers to propose and consider Resolution(s) to be submitted to the United States Conference of Mayors Annual Meeting held from June 3-6, 2022

Recommended Action: Direct staff to receive proposed Resolution(s) by electronic mail from individual Councilmembers by the end of the day on Friday April 22, 2022, and to bring back the Resolution(s) proposed by Councilmembers at the City Council's May 3, 2022 meeting for a determination by the full Council as to which Resolution(s) to submit for consideration at the United States Conference of Mayors Annual Meeting held from June 3-6, 2022

Written communications for this item included an email from Mayor Paul.

Mayor Paul reviewed the item.

Councilmembers asked questions and made comments.

Mayor Paul opened the public comment period and the following people spoke.

Mayor Paul closed the public comment period.

Paul moved and Wei seconded to direct staff to receive proposed Resolution(s) by electronic mail from individual Councilmembers by the end of the day on Friday April 22, 2022, and to bring back the Resolution(s) proposed by Councilmembers at the City Council's May 3, 2022 meeting for a determination by the full Council as to which Resolution(s) to submit for consideration at the United States Conference of Mayors Annual Meeting held from June 3-6, 2022. The motion carried unanimously.

SECOND READING OF ORDINANCES - None

PUBLIC HEARINGS

24. Subject: Consider the Fiscal Year (FY) 2022-23 Fee Schedule Update
Recommended Action: Adopt Resolution No. 22-049 approving FY 2022-23 Fee Schedule A, B, C, D and E effective July 1, 2022
Presenter: Thomas Leung, Senior Management Analyst

Written communications for this item included an email to Council.

As noted under Postponements and Orders of the Day, the Council continued this item to May 3.

ORDINANCES AND ACTION ITEMS

25. Subject: Internal Audit - Procurement Operational Review Final Report
Recommended Action: Consider accepting the Procurement Operational Review Final Report
Presenter: Thomas Leung, Senior Management Analyst

Written Communications for this item included an email from Councilmember Moore.

Senior Management Analyst Thomas Leung introduced the item and Colleen Rozillis from Moss Adams gave a verbal presentation.

Mayor Paul opened the public comment period and the following people spoke.

Peggy Griffin asked about change in structure examples and about future steps for the City.

Mayor Paul closed the public comment period.

Paul moved and Moore seconded to accept the Procurement Operational Review Final Report with the modification that Council request the Audit Committee members of the Council to go forward and work with staff and the external auditor to bring forth a list of immediate next steps following this final report. The modified motion carried unanimously.

Paul moved and Wei seconded to continue Item 27. Consider Fiscal Year 2022-2023 Council goals and prioritize potential items for the FY 2022-2023 City Work Program to a Special Meeting beginning at 8:00 p.m. on Thursday, April 21. The motion carried unanimously.

26. Subject: Consider conducting the first reading of an Ordinance related to regulation of single-use plastic foodware and single-use carryout bags (continued from April 5, 2022)
Recommended Action: Conduct the first reading of Ordinance No. 22-2239: "An Ordinance of the City Council of the City of Cupertino amending City Code to change the name of section 9.15, adopt new sections 9.15.090 and 9.15.125, and amend sections 9.15.100, 9.15.110, 9.15.120, 9.15.130, 9.17.130, and 9.17.140 to regulate the use of single-use food service ware by food providers, regulate sale of single-use food service ware and expanded polystyrene foam coolers, and regulate single-use carryout bags" (Attachment A), which includes a finding that adoption of the Ordinance is exempt from the California Environmental Quality Act (CEQA.)
Presenter: Ursula Syrova, Environmental Programs Manager

Written communications for this item included an email to Council.

As noted under Postponements and Orders of the Day, the Council continued this item to May 3.

27. Subject: Consider Fiscal Year 2022-2023 Council goals and prioritize potential items for the FY 2022-2023 City Work Program
Recommended Action: Adopt Fiscal Year 2022-2023 Council goals and prioritize potential items for the FY 2022-2023 City Work Program
Presenter: Katy Nomura, Deputy City Manager

Written communications for this item included an Amended Attachment A - Proposed items from April Council Meeting with Council Amendments, a staff presentation, and emails to Council.

As noted after Item 25, Council continued this item to a Special Meeting beginning at 8:00 p.m. on Thursday, April 21.

28. Subject: Consideration of corrections to the current Teen Commission staggered term groups to return the Commission back to the term cycle that is specified by Cupertino Municipal Code, Chapter 2.95 Teen Commission (continued from April 5, 2022)
Recommended Action: Consider making corrections to the current Teen Commission staggered term groups to return the Commission back to the term cycle that is specified by Cupertino Municipal Code, Chapter 2.95 Teen Commission; approve option(s) or provide direction to staff as to other measures to ensure compliance with Cupertino Municipal Code Chapter 2.95
Presenter: Kirsten Squarcia, City Clerk

Paul moved and Moore seconded that Council interview for four positions in this upcoming cycle and interview for five positions in the subsequent cycle, when the current two-year cycles for the six terms are expired; and to authorize staff to proceed with the annual recruitment:

- 1.) Application deadline of 4:30 p.m. on Friday, July 29; and
- 2.) Interview dates beginning at 5:30 p.m. on Monday, August 8 and Tuesday, August 9

Paul amended his motion to direct staff to draft a resolution based upon Council's motion and bring it back to Council at the time of appointments. (Moore accepted the amendment).

The amended motion carried unanimously.

29. Subject: Consideration of Municipal Code amendments to the Cupertino Municipal Code, Title 2 to add Chapter 2.96 and codify the Economic Development Committee. (Continued from April 5, 2022). (See Postponements and Orders of the Day).
Recommended Action: 1. Conduct the first reading of Ordinance No. 22-2240; "An Ordinance of the City Council of the City of Cupertino Adding Chapter 2.96 of Title 2 (Administration and Personnel) to Codify the Economic Development Committee"
2. Find that the proposed actions are exempt from CEQA
Presenter: Tina Kapoor, Economic Development Manager

As noted under Postponements and Orders of the Day, the Council continued this item to May 3.

ORAL COMMUNICATIONS - CONTINUED (As necessary) - None

COUNCIL AND STAFF COMMENTS AND FUTURE AGENDA ITEMS

Council did not hear this item.

ADJOURNMENT

At 12:03 a.m. on Wednesday, April 20, Mayor Paul adjourned the Regular City Council Meeting.



Kirsten Squarcia City Clerk



CITY OF CUPERTINO

Agenda Item

22-11311

Agenda Date: 8/8/2022
Agenda #: 3.

Subject: Teen Commission Interviews

Conduct Teen Commission interviews and make appointments for four vacancies and at least two alternates

Teen Commission Interview Schedule
Monday, August 8, 2022

CC 08-08-2022
41 of 53

	Grade (Sept 2022)	Applicant Name (Vote for 4 and at least 2 alternates)	Kennedy Middle	Cupertino Middle	Lawson Middle	Miller Middle	Monta Vista HS	Cupertino HS	Lynbrook HS	The Harker School	Basis Independent Silicon Valley	Menlo School	The King's Academy	Notes
8th														
1	5:40	Om Mohile			X									
2	5:45	Harly Liu									X			
3	5:50	Vedangh Kamath			X									
4	5:55	Rayna Shah				X								
5	6:00	Ronit Kuila	X											
6	6:05	Saanj Rao	X											
7	6:10	Shivika Biswari	X											
8	6:15	Naomi Lyn	X											
9th														
1	6:20	Regan Abraham					X							
2	6:25	Jahnavi Kumar					X							
3	6:30	Joyce Cheung							X					
4	6:35	Pranav Gupta					X							
5	6:40	Aarav Mehta						X						
6	6:45	Kush Mathur					X							
7	6:50	Anushree Misra						X						
	6:55	10-min break												
10th														
1	7:05	Anav Saxena						X						
2	7:10	Shaona Das						X						
3	7:15	Dana Yang					X							
4	7:20	Vincent Fu									X			
5	7:25	Purva Marfatia						X						
6	7:30	Sudisha Kumar					X							
7	7:35	Rohin Garg					X							
8	7:40	Clarabelle Wang						X						
9	7:45	Peter Chen					X							
11th														
1	7:50	Alissa Cheong						X						
2	7:55	Iniyaa Suresh					X							
3	8:00	Omkar Kulkarni					X							
4	8:05	Shivank Dhamjia					X							
5	8:10	Arthi Abhyanker										X		
6	8:15	Namheon (Ryan) Lee											X	
7	8:20	Raima Falor					X							
8	8:25	Sanjay Srivatsan					X							
9	8:30	Rahul Sankar					X							
10	8:35	Kevin Kim						X						
11	8:40	Iris Fu								X				
		Vote for 4 and 2 alternates												

RESOLUTION NO. 03-203

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO ESTABLISHING A POLICY EMBRACING THE CITY'S DEMOGRAPHIC DIVERSITY (ADVISORY COMMISSIONS AND COMMITTEES)

WHEREAS, the City intends to provide efficient, effective and equitable governmental services to all of Cupertino, and

WHEREAS, respect for all cultures, and other demographic differences is the foundation of Cupertino's future, and

WHEREAS Cupertino's residents are its most important resource, their cultural and economic diversity provides the living fabric that binds Cupertino together, and

WHEREAS, the involvement and commitment of the entire Cupertino community produces a better quality of life with residents and city government working in partnership, and

WHEREAS, it is vital in maintaining a high performing, productive city government in which each resident and each city employee is valued for his or her unique gifts and talents, that the city capitalize on the innovation inherent within the community and within city government, and

WHEREAS, the City of Cupertino recognize that diversity includes culture, gender, age and other important demographic differences within the City and that valuing each diversity is fundamental in the way the City provides services to its residents, and

WHEREAS, the City believes that diverse city commissions and committees provide advantages offered by a variety of diverse perspectives and in increasing the City's ability to serve its diverse population.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

I. Commissions and Committees

- A. To foster comprehensive representation within advisory commissions and committees, it would be advantageous for new members to represent the community by such factors as culture, gender, age, and location of residency within the city.
- B. In the conduct of their business, commission and committee members shall pursue the benefit of a variety of perspectives in making decisions.
- C. Commissions and committees increase the city's potential, effectiveness and creativity as an organization by offering a wide range of approaches and perspectives to addressing issues and solving problems.

II. Other means of communicating this policy to the general public

The City of Cupertino's embracing of diversity will also be communicated and reflected through such means as festivals and events, recreation and education programs, public art, city publications and media programming.

III. Dissemination and enforcement of this policy

This policy shall be incorporated into the following:

- 1) All notices seeking commission and committee applications;
- 2) Shall be adopted by the City Manager as an administrative procedure, who shall be responsible for the implementation of this policy. From time to time, the City Manager will report the status of such implementation to the City Council;
- 3) Shall be posted at both the City Clerk's Office and at the City's Department of Human Resources.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 3rd day of November 2003, by the following vote:

<u>Vote</u>	<u>Members of the City Council</u>
AYES:	Chang, James, Lowenthal, Kwok, Sandoval
NOES:	None
ABSENT:	None
ABSTAIN:	None

ATTEST:

/s/ Kimberly Smith

City Clerk

APPROVED:

/s/ Michael Chang

Mayor, City of Cupertino

RESOLUTION NO. 18-019

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CUPERTINO UPDATING THE CUPERTINO TEEN COMMISSION, ESTABLISHING MEMBERSHIP FOR STUDENTS FROM 8TH THROUGH 11TH GRADE, AND RESCINDING ANY AND ALL EARLIER RESOLUTIONS

WHEREAS, the Teen Commission was established by City Council pursuant to Resolution 02-065, as amended through various other resolutions, including resolutions nos. 02-167, 04-405, 05-095, 09-078, 09-115 and 16-138;

WHEREAS, pursuant to Resolution No. 17-033 adopted by Council on April 4, 2017, students enrolled in 8th through 12th grade may apply for membership to the Commission;

WHEREAS, the City Council desires that membership be limited to students who are enrolled in 8th through 11th grade at time of appointment for the purpose of establishing greater effectiveness of the Teen Commission.

NOW, THEREFORE, BE IT RESOLVED that membership in the Teen Commission shall be limited to students enrolled in 8th through 11th grade at time of appointment. Any and all previous resolutions, including those listed above, to the extent they are still in effect, are hereby revoked and superseded by this Resolution. Accordingly, the updated Teen Commission Resolution shall read as follows:

CUPERTINO TEEN COMMISSION

- The Cupertino Teen Commission will be comprised of nine members, at least one person from each public middle school and public high school in Cupertino, if possible. Membership on the Commission will be limited to Cupertino residents. Members may attend schools outside of the city limits, or be schooled at home. Commissioners must be in the **8th through 11th grade at time of appointment**.
- The members of the Teen Commission shall be appointed pursuant to the current commission recruitment process adopted by City Council, with the following exceptions: Applicants under the age of 18 must have written permission of a parent or guardian to participate on the Teen Commission. The Recreation and Community Services Department will work with the City Clerk to notice vacancies so that outreach to schools and youth organizations is accomplished. A letter of recommendation shall be submitted as part of the application process. The Council

shall appoint new commissioners in May, to be seated in September, except in the case of reappointment of vacant seats.

- A) For all applicants, the City Clerk will summarize the applications on a chart that indicates applicants' name, school, and grade level in order to assist the Council decision process. The summary chart will be distributed to the Council members before interviewing begins.
 - B) Each applicant in the interview pool will then be interviewed by Council. The applicant will start with a one-minute speech explaining why the applicant wishes to serve and why they feel qualified to serve.
 - C) Each Council member will then have the opportunity to ask at least one question of the applicant.
 - D) When the entire pool has been interviewed, Council will discuss the applicants. After the discussion, ballot voting will take place to determine the appointments.
 - E) If no applicant is appointed from one of the five public schools in Cupertino, Council may choose to re-advertise for a subsequent appointment process, fill the vacancy with any other applicant or leave the seat vacant.
 - F) Council may appoint alternates to serve on the commission in the event of a vacancy. Such alternates may attend meetings but shall not participate in meetings until such time as a vacancy has occurred and the alternate has filled the vacancy. If Council appoints more than one alternate, Council shall designate the alternates as first alternate, second alternate and so on such that immediately upon a vacancy occurring, the first alternate shall fill such vacancy without the need for further City Council action.
- Commissioners should reflect the broadest possible representation of Cupertino youth.
 - A total of nine Teen Commissioners will be appointed to two-year terms. Five (5) appointments will be made in odd-numbered years and four (4) appointments in

even-numbered years. Vacant seats will be filled with applicants willing to finish the term. The terms will begin on September 1st and end on August 31st of each year.

- Commissioners shall not serve consecutive terms unless there is a vacancy for which there is no eligible applicant, at which time the City Council may waive this restriction.
- None of the Teen Commissioners shall be otherwise officials or employees of the City of Cupertino nor be related by blood or marriage to any official or employee of the city.
- The Commission shall elect a chair and vice-chair at the beginning of each year.
- The annual meeting schedule will coincide with the commission term (i.e., September – August). Meeting times and location will be decided by the commission at the first meeting of the term, and will be adopted as the annual meeting schedule pursuant to the Brown Act.
- Actions taken by the Commission will be by majority vote.
- The Recreation and Community Services Department will provide staff support to the Teen Commission and will post meeting agendas.
- The powers and function of the Teen Commission will be to advise the City Council and staff on issues and projects important to youth.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Cupertino this 6th day of March, 2018 by the following vote:

<u>Vote</u>	<u>Members of the City Council</u>
-------------	------------------------------------

AYES:	Paul, Sinks, Chang, Scharf, Vaidhyanathan
NOES:	None
ABSENT:	None
ABSTAIN:	None

ATTEST:

APPROVED:

/s/Grace Schmidt

/s/Darcy Paul

Grace Schmidt, City Clerk

Darcy Paul, Mayor,
City of Cupertino

CURRENT TEEN COMMISSION			
<u>Term ending August 31, 2022</u>	<u>Grade Sept. 2022</u>	<u>School</u>	<u>Notes</u>
Zehra Naqvi	10	Monta Vista HS	F
Maple Leung	11	Lynbrook HS	F
Alex Zhang	12	Monta Vista HS	M

<u>Term ending August 31, 2023</u>	<u>Grade Sept. 2022</u>	<u>School</u>	<u>Notes</u>
Elspeth Luu	9	Monta Vista HS	F
Dhruti Halambi	10	Fremont HS	F
Rachael Ding	11	Monta Vista HS	F
Adhya Kasamsetty	11	Khan Labs School	F
Andrew Qin	11	Cupertino HS	M
Geethikaa Tarra	11	Monta Vista HS	F

Teen Commission 2021-2022 Attendance		September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022
First Name	Last Name	15	13	17 (SPECIAL)	8 (Canceled)	12	9	9	16	23 (Canceled)	8	13 (Canceled)	7
Rachel	Ding	P	P	P	N/A	T	P	P	P	N/A	P	N/A	
Dhruti	Halambi	P	P	P	N/A	P	P	P	P	N/A	P	N/A	
Adhya	Kasamsetty	P	P	P	N/A	A	A	P	P	N/A	P	N/A	
Maple	Leung	P	P	P	N/A	P	P	P	P	N/A	A	N/A	
Elspeth	Luu	P	P	P	N/A	P	P	P	P	N/A	P	N/A	
Zehra	Zaqvi	P	P	P	N/A	P	P	P	P	N/A	P	N/A	
Andrew	Qin	P	P	P	N/A	P	P	P	P	N/A	P	N/A	
Geethikaa	Tarra	P	T	P	N/A	P	P	P	A	N/A	P	N/A	
Alex	Zhang	P	P	P	N/A	A	P	T	A	N/A	A	N/A	

Attendance Key	P = Present	T = Tardy	A = Absent
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SAMPLE QUESTIONS FOR TEEN COMMISSION APPLICANTS

1. Why are you interested in serving as a Teen Commissioner?
2. What do you know about the Teen Commission?
3. Have you ever participated in a Teen Commission meeting? If so, what was the issue?
4. What special skills, interest would you bring to the Commission?
5. What activities / accomplishments are you the most proud of?
6. If you could accomplish one thing next year on this commission, what would it be?

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