



OFFICE OF THE CITY CLERK

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366
CUPERTINO.ORG

CITY COUNCIL STAFF REPORT

Meeting: May 21, 2019

Subject

Late submittal of three Teen Commission applicants' letter of recommendation.

Recommended Action

Waive late submittal of three Teen Commission applicants' letter of recommendation and direct staff to accept the applications.

Discussion

Resolution No. 18-019 governs the application process for the annual Teen Commission recruitment. The resolution states that, "A letter of recommendation shall be submitted as part of the application process." The Teen Commission application states that, "Applications will be rejected if any component is missing."

The City Clerk's office received three letter of recommendation submittals after the May 10 deadline. Due to the lateness of the letters, the applications were rejected. One of the applicants came to the May 13 City Council meeting and spoke under Oral Communications appealing to Council to accept her application. The Teen Commission applicants rely on the teachers to submit the letters on their behalf in a timely manner and should not be penalized for the late submissions in this case.

Sustainability Impact

None

Fiscal Impact

None

Prepared by: Grace Schmidt, City Clerk

Approved for Submission by: Timm Borden, Interim City Manager

Attachments:

A - Adopted Resolution No. 18-019

B - Teen Commission application form