



OFFICE OF THE CITY CLERK

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CITY COUNCIL STAFF REPORT

Meeting: May 19, 2020

Subject

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. 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 five letters of recommendation after the May 8 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: Kirsten Squarcia, City Clerk

Approved for Submission by: Dianne Thompson, Assistant City Manager

Attachments:

A - Adopted Resolution No. 18-019

B - Teen Commission application form