



## 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 18, 2021

### Subject

Late submittal of six Teen Commission application letters of recommendation.

### Recommended Action

Waive late submittal of six 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 May 7, 2021, 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 six letters of recommendation after the May 7 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

C – Email to letter of recommendation drafter