



DATE: August 27, 2024

TO: Mayor and City Council

FROM: City Clerk

SUBJECT: Annual City Commissions Interviews: Interview Applicants for Service on the Library Commission, Personnel Commission and Planning Commission

RECOMMENDATION

That the City Council interviews fifteen applicants for service on the Library Commission, Personnel Commission, and Planning Commission.

SUMMARY

The annual recruitment for City commissions was conducted from May 14, 2024, to August 2, 2024. This year, recruitment for the Community Services Commission and Keep Hayward Clean and Green Task Force was not conducted as the Council is currently evaluating the membership size of both groups. Currently, there are five vacancies: Library Commission (2); Personnel Commission (2); and Planning Commission (1). A total of twenty-six applications were received by the submission deadline, with twenty-four applicants qualifying for consideration. Attachment II provides the final list of applicants and their preference for service. A digital binder containing all qualified applications was made available to the City Council on August 9, 2024, with an additional copy available in the City Clerk's office upon request. Members of the City Council reviewed and pre-screened all applications and individually communicated their selection to my office by August 21, 2024. Applicants who received three or more points from Council members were invited to interview. Attachment III contains the list of selected applicants and Attachment IV contains the interview schedule.

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC ROADMAP

This agenda item is a routine operational item and does not relate to any of the projects outlined in the Council's Strategic Roadmap.

PUBLIC CONTACT

The agenda was posted in accordance with the Brown Act and all applicants were notified of their status of the application. Fifteen individuals were invited to interview with the City Council.

NEXT STEPS

Applicants selected to fill the current vacancies will be officially appointed and sworn-in at the September 17, 2024, Council meeting.

Prepared and Recommended by: Miriam Lens, City Clerk

Approved by:

A handwritten signature in blue ink, appearing to be 'DC' or similar initials, with a long horizontal stroke extending to the right.

Dustin Claussen, Interim City Manager