



DATE: September 19, 2017

TO: Mayor and City Council

FROM: City Clerk

SUBJECT Appointments and Reappointments to the Community Services Commission, Downtown Hayward Business Improvement Area Advisory Board, Keep Hayward Clean and Green Task Force, Library Commission and Planning Commission

RECOMMENDATION

That the City Council adopts the resolution (Attachment II) confirming ten appointments and four reappointments to the City's Board, Commissions, and Task Force as follows: Community Services Commission (5); Downtown Hayward Business Improvement Area Advisory Board (1); Keep Hayward Clean and Green Task Force (5); Library Commission (2) and Planning Commission (1).

BACKGROUND AND DISCUSSION

The recruitment to fill vacancies on the City's Board, Commissions, and Task Force was conducted from April 21 to July 10, 2017. A total of fifty-six applications were received by the application submission deadline and fifty applicants qualified to be considered for appointment.

On July 17, 2017, the Keep Hayward Clean and Green Task Force (KHC&G TF) Subcommittee, comprised of Members Jillian Hogan, Chuck Horner, and Linda Dobb, interviewed available applicants who had expressed interest in serving on the KHC&G TF by selecting this as the preference on their applications. Six individuals were invited to interview with the Subcommittee, three attended the interviews, one was unable to interview, one did not show, and one rescinded her application. After the interviews, the Subcommittee recommended that applicants Lawrence Latchman, Alison Divine, and Scott Schroder be appointed to the KHC&G TF.

At its July 18, 2017 Special City Council meeting, the Council reviewed staff's recommendation ([RPT 17-096](#)) and confirmed the process for selecting applicants who would be invited to interview with the City Council. Council Members would individually communicate their selections to the City Clerk by July 21, 2017 as follows: select up to five applicants for the Planning Commission vacancy; select up to eight applicants for the eight vacancies on the Community Services Commission; select up to nine applicants for the nine vacancies on the KHC&G TF; and select up to five applicants for the potential vacancy on the Library

Commission. The City Clerk was given direction and some autonomy to collect the responses and create a list of applicants who would be invited to interview with the City Council on July 25, 2017.

As provided in the City Council Member Handbook, the Council also accepted the three recommendations from the KHC&G TF Subcommittee. The Council reviewed four reappointment requests and reports created by staff liaisons of the Council's appointed bodies comprising all members' attendance records, completion of mandatory trainings, and overall performance. Based on the reports, the Council accepted the recommendations to accept reappointment requests for Community Services Commission Member Janet Kassouf; Downtown Hayward Business Improvement Area Advisory Board (DBIA) Member Martha Grogg; and Library Commission Member Iris Murillo. The Council directed staff to invite Library Commission Member Peter Bufete to interview with the City Council on July 25, 2017. The City Council also approved a request to declare one seat on the KHC&G TF vacant based on low attendance and lack of participation. Following review of the policy found in Resolution 73-235 related to term limits, Community Services Commission Member Fagalde was found ineligible to continue serving on the Commission.

It is worth noting that during the July review process, two additional vacancies were created on the KHC&G TF due to the resignations of KHC&G TF Members Anjani Varma and Alegra Angelo.

Following receipt of selections submitted by Council Members, the City Clerk invited twenty-seven applicants to interview with the City Council on July 25, 2017. During its July 25, 2017 Special Council meeting, the City Council interviewed a total of twenty-one applicants, five declined/were unable to interview, and one did not show. After the interviews, the Council selected individuals for service as outlined in the resolution (Attachment II). It is worth noting that one selected applicant for appointment to the Community Services Commission moved away from Hayward in August which made her ineligible to serve, and another applicant selected for service on the KHC&G TF withdrew his application.

The City Council also expressed interest in increasing the number of members on the Library Commission from seven to nine with the idea that such an increase would benefit the commission in light of the new 21st Century Library which is anticipated to create new services and directed staff to prepare the appropriate documents for Council to take action. The Council identified two individuals for the additional seats and directed staff to remain consistent with the staggered terms currently in place. A staff report to provide for increased membership to the Library Commission is presented as LB 17-038 on this same agenda.

STRATEGIC PRIORITIES

This agenda item is a routine operational item and does not relate to one of the Council's Strategic Initiatives.

FISCAL IMPACT

There is no fiscal impact associated with this report.

PUBLIC CONTACT

The agenda for this item was posted in compliance with the California Brown Act.

NEXT STEPS

If the City Council introduces the ordinance amending Chapter 2, Article 3, section 2-3.50 of the Hayward Municipal Code related to the Library Commission, the adoption will occur on September 26, 2017 followed by the new appointments to the Library Commission.

Prepared by Recommended by: Miriam Lens, City Clerk

Approved by:



Kelly McAdoo, City Manager