



DATE: July 17, 2018

TO: Mayor and City Council

FROM: City Clerk

SUBJECT Review of Six Reappointment Requests and Approval of Interview Process on July 23, 218

RECOMMENDATION

That the City Council reviews six reappointment requests from members of the Library Commission, Planning Commission and Keep Hayward Clean and Green Task Force; reviews the annual report of Council's appointed bodies comprising members' attendance records, completion of trainings, and overall performance; and confirms the process for conducting the annual interviews on Monday, July 23, 2018.

SUMMARY

The annual recruitment for Commissions and the Keep Hayward Clean and Green Task Force was conducted from April 23 to July 6, 2018. At the beginning of the recruitment, there were twenty-one vacancies and ten potential vacancies. Fifty-nine applications were received by the application submission deadline and fifty-six applicants qualified to be considered for appointment. Attachment II contains the final list of applicants and their preference for service. A binder containing the fifty-six applications was made available on July 12, 2018.

DISCUSSION

Review of Current Vacancies:

Staff has identified members whose terms expire in September 2018 and has contacted them to confirm if they want to continue serving. This year's recruitment did not include the Downtown Hayward Business Improvement Area Advisory Board (DBIA) because staff is pursuing the formation of the Hayward Downtown Community Benefit District which would replace the functions of the DBIA. The table below summarizes the current vacancies on the Community Services Commission, Library Commission, Personnel Commission, Planning Commission, and Keep Hayward Clean and Green Task Force (KHCG TF).

BODY	VACANT SEAT	ELIGIBLE AND SEEKING REAPPOINTMENT	ELIGIBLE BUT NOT SEEKING REAPPOINTMENT	TOTAL
CSC	6	0	1	7
KHCGTF	14	1	0	15
LC	1	2	0	3
Pers C	1	1	2	4
PC	1	2	0	3
TOTAL				32

Community Services Commission (CSC):

There are seven (7) vacancies on the Community Services Commission. One (1) vacancy was created by Commissioner Lisa Glover-Gardin not seeking reappointment; five (5) were created by the resignations of former Commissioners Crystal Araujo, Neha Balram, Ray Bonilla Jr., Robert Leppert, and Kingsley Macmadu; and one (1) was due to former Commissioner Diane Fagalde terming out.

Keep Hayward Clean and Green Task Force (KHCGTF):

There is one (1) request for reappointment on the Keep Hayward Clean and Green Task Force. KHCGTF Member Angela Andrews was appointed on 09/13/2016 and her term expires on 09/30/2018. There are ten (10) vacancies created by the resignations of former Task Force Members Alegra Angelo, Darrelle Demps, Linda Dobb, Jillian Hogan, Janet Livingston, Lauren Macmadu, Stephen Ochoa, Dwight Turner, Anjani Varma, and Wandra Williams; and there are four vacancies due to the increase in membership approved by the KHCGTF and incorporated into its Bylaws on March 23, 2017.

Library Commission (LC):

There are two (2) requests for reappointment on the Library Commission. Commissioners Shelby Bergeron and Brigitte Lowe were appointed on 09/16/2014 and their terms expire 09/30/2018. There is one (1) vacancy created by the resignation of former Commissioner Luci Rogers.

Personnel Commission (Pers C):

There is one (1) request for reappointment on the Personnel Commission. Commissioner Rachael Lucas was appointed to a partial term on 01/17/2017 and her term expires 09/30/2018. There are two (2) vacancies created by Commissioners Jose Guadamuz and Giancarlo Scalise not seeking reappointment; and one (1) vacancy created by the resignation of former Commissioner Toni Adams.

Planning Commission (PC):

There are two (2) requests for reappointment on the Planning Commission. Commissioner Ray Bonilla Jr., was appointed to a partial term on 09/19/2017 and his term expires on 09/30/2018. Commissioner Brian Schott was appointed to a partial term on 02/17/2015 and his term expires on 09/30/2018. One (1) vacancy was created by the resignation of former Commissioner Heather Enders.

The City Council will be provided with a report of the Council's appointed bodies comprising all members' attendance records, completion of trainings, and overall performance on July 17, 2018.

Interview Process for July 23, 2018

On Friday, July 13, 2018, the KHCGTF Subcommittee, comprising Task Force Members Angela Andrews, Alison Divine, Sharon Eva and Hasieb Lemar, will interview applicants who have indicated KHCGTF as one of their preferences for service. Applicants selected by the Subcommittee will be recommended to the City Council. The City Council may accept the Subcommittee's recommendation and/or choose to invite them to also interview with the City Council on July 23, 2018.

The City Council will continue the interview process involving the "pre-screening" step that would allow the City Council to narrow the field of candidates to be interviewed. Council Members will have the opportunity to review the applications submitted by qualified applicants and select applicants for each meeting body. They will then individually communicate their selections to the City Clerk by Wednesday, July 18, 2018. Applicants who receive at least three votes will be invited to interview with the City Council on July 23, 2018.

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC INITIATIVES

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

PUBLIC CONTACT

Information about the annual recruitment was disseminated via various channels: press release on April 23; Daily Review newspaper advertisement on June 22; CSUEB Pioneer newspaper advertisement on June 8; news items on the City's website; City's Facebook; City's Twitter; Nextdoor; GovDelivery emails; electronic billboards; Channel 15; Citywide Clean-Up event at Weekes Park on May 12; and Downtown Street Party on June 21; water bill insert; Mayor's State of the City Address on June 18; Hayward Chamber of Commerce's e-mail

distribution; posts at the Hayward Main and Weekes Library branches; Official Newsletter of the City of Hayward; email outreach to prior applicants that were interviewed but not selected; and email outreach to the Hayward Rotary.

NEXT STEPS

If the City Council approves the interview selection process, the City Clerk will invite applicants to interview with the City Council on July 23, 2018.

Prepared and Recommended by: Miriam Lens, City Clerk

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

Kelly McAdoo, City Manager