



DATE: September 18, 2018

TO: Mayor and Council Members

FROM: City Clerk

SUBJECT Appointments and Reappointments to the Community Services Commission, Keep Hayward Clean and Green Task Force, Library Commission, Personnel Commission and Planning Commission

RECOMMENDATION

That the City Council adopts the resolution (Attachment II) confirming (22) appointments and (4) reappointments to the City's Commissions and Task Force as follows: Community Services Commission (8); Keep Hayward Clean and Green Task Force (7); Library Commission (3); Personnel Commission (5) and Planning Commission (3).

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-three vacancies and nine potential vacancies. Fifty-nine applications were received by the application submission deadline and fifty-six applicants qualified to be considered for appointment. On July 13, 2018, the KHCGTF Subcommittee interviewed applicants who had indicated KHCGTF as one of their preferences for service. Applicants selected by the Subcommittee were recommended to the City Council on July 17, 2018. Council Members had the opportunity to review applications and individually communicate their selections to the City Clerk. Twenty-two applicants who received at least three favorable votes were invited to interview with the City Council on July 23, 2018. During the interview process, twenty-two applicants were selected to fill the vacancies.

BACKGROUND AND DISCUSSION

The recruitment to fill vacancies on the City's Commissions and Task Force was conducted from April 23, 2018 to July 6, 2018. A total of fifty-nine applications were received by the application submission deadline and fifty-six applicants qualified to be considered for appointment.

On July 13, 2018, the Keep Hayward Clean and Green Task Force (KHC&G TF) Subcommittee, comprised of Members Angela Andrews and Sharon Eva, interviewed available applicants who had expressed interest in serving on the KHC&G TF by selecting this as the preference on their applications. Nine individuals were invited to interview, and one did not show. At the

conclusion of the interviews, the Subcommittee recommended that applicants Sarah Lowe, Bert Manzo, and Adithya Naresh be appointed to the KHC&G TF.

At its July 17, 2018 Special City Council meeting, the Council reviewed staff's recommendation 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 19, 2018, as follows: select up to five applicants for the two vacancies on the Planning Commission; select up to five applicants for the three vacancies on the Personnel Commission; select up to seven applicants for the eight vacancies on the Community Services Commission; select up to five applicants for the two vacancies on the Library Commission; and select up to five applicants for the fifteen vacancies on the KHC&G TF. 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 23, 2018.

As provided in the City Council Member Handbook, the Council also accepted the three recommendations from the KHC&G TF Subcommittee. The Council reviewed six 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 reappoint Planning Commission Member Ray Bonilla Jr.; Personnel Commission Member Rachel Lucas; Library Commission Members Shelby Bergeron and Briggitte Lowe; and KHC&G TF Member Angela Andrews. The reappointment request of Planning Commission Member Brian Schott was not approved. The Council directed staff to invite Personnel Commission Member Elecia Garrett to interview with the City Council on July 23, 2018. 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, and also declared one seat on the Library Commission vacant due to low attendance. After hearing an appeal on July 23, 2018, the City Council reconsidered its decision and decided to reinstate Library Commission Member Peter Bufete to continue to serve the remainder of his term.

The City Council also heard interest in decreasing the number of members on the Community Services Commission and the Keep Hayward Clean and Green Task Force. Staff would need to prepare the appropriate documents for Council to take action at a future meeting related to the Community Services Commission and the Keep Hayward Clean and Green Task Force.

It is worth noting that after July 10, 2018, three additional vacancies were created on the KHC&G TF due to the resignation of Wandra Williams, the appointment of Angela Andrews to the Planning Commission, and the appointment of Arti Garg to the Community Services Commission. One additional vacancy was also created on the Personnel Commission due to the resignation of Elecia Garrett.

Following receipt of selections submitted by Council Members, the City Clerk invited twenty-two applicants to interview with the City Council on July 23, 2018. After the interviews, the Council selected individuals for service as outlined in the resolution (Attachment II).

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; 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

Following Council's action, the City Clerk will administer the oath of affirmation to the new and reappointed members.

Prepared and Recommended by: Miriam Lens, City Clerk

Approved by:



Kelly McAdoo, City Manager