



DATE: July 28, 2020

TO: Mayor and City Council

FROM: City Clerk

SUBJECT: Annual City Commissions Interviews: Interview Applicants for Community Services Commission, Library Commission, Personnel Commission, and Planning Commission; and Consider Keep Hayward Clean and Green Task Force (KHCGTF) Applicants Selected by the KHCGTF Subcommittee

RECOMMENDATION

That the City Council interviews applicants for service on the Community Services Commission, Library Commission, Personnel Commission, and Planning Commission; and considers the recommendation from the Keep Hayward Clean and Green Task Force Subcommittee.

SUMMARY

The annual recruitment for Commissions and the Keep Hayward Clean and Green Task Force (KHCGTF) was conducted from April 14, 2020 through June 30, 2020. One-hundred and two (102) applications were received by the submission deadline and ninety-two (92) applicants qualified to be considered for appointment.

On July 17, 2020, the KHCGTF Subcommittee, comprising KHCGTF Members Alison Divine, Jeffrey Haman, Bert Manzo, and Lenora Taylor, interviewed eighteen applicants who had indicated the KHCGTF as their first preference for service. At the conclusion of the interviews, the Subcommittee selected and recommended fourteen applicants to the City Council for service on the KHCGTF. The list is available as Attachment II.

The City Council had the opportunity to review and pre-screen all ninety-two applications and individually communicate their selections to the City Clerk (Attachment III). There were twenty-nine applicants who received at least three points and were invited to interview with the City Council on July 28, 2020. Attachment IV contains the final list of applicants by preference for service.

DISCUSSION

In anticipation of the July 28, 2020 interviews and should the City Council find more qualified candidates than available seats to appoint, staff recommends establishing a waitlist of applicants by meeting body and rank applicants in order of preference. The list would be

valid for one year and expire when Council appoints new members during the annual recruitment/appointment process.

Staff is proposing two options for appointing new members from the waitlist.

Option 1:

- City Clerk presents a staff report (Consent Item) to the City Council recommending approval of a resignation.
- Any member of the City Council removes the staff report from the Consent Calendar for discussion.
- City Council directs the City Clerk to contact applicant on the waitlist to confirm interest and eligibility criteria.
- City Clerk presents a staff report (Consent Item) to the City Council recommending appointment of a new member to fulfill the unexpired term.

Option 2:

- City Clerk presents a staff report (Consent Item) to the City Council recommending approval of a resignation and appointment of a new member to fulfill the unexpired term. City Clerk would select applicant from the waitlist based on ranking by meeting body and would confirm the applicant continues to be interested in serving and meets eligibility criteria.

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 selected applicants were invited to interview with the City Council.

NEXT STEPS

Applicants selected to fill the current vacancies will be officially appointed and sworn-in on September 15, 2020.

Prepared and Recommended by: Miriam Lens, City Clerk

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager