



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: RPT 22-073, **Version:** 1

DATE: July 12, 2022

TO: Mayor and City Council

FROM: City Clerk

SUBJECT

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

RECOMMENDATION

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

SUMMARY

The annual recruitment for City commissions and the Keep Hayward Clean and Green Task Force (KHCGTF) was conducted from April 5, 2022 to June 16, 2022. There were thirteen vacancies at the beginning of the recruitment and by the end, there were fourteen due to the resignation of one additional member. Forty-five (45) applications were received by the submission deadline and thirty-nine (39) applicants qualified to be considered for appointment. Attachment II contains the list of applicants and their preference for service. A digital binder containing all qualified applications was made available to Council on June 23, 2022.

On July 7, 2022, the KHCGTF Subcommittee, comprising KHCGTF Members Bert Manzo, Jean Yee-Yu, Jeffrey Haman, and Tom Ferreira interviewed fifteen applicants who had indicated the KHCGTF as one of their preferences for service. One applicant was nominated by Council to be interviewed by the Subcommittee. At the conclusion of the interviews, the Subcommittee selected and recommended eleven applicants to the City Council for service on the KHCGTF. The list is available as Attachment III.

Members of the City Council reviewed and pre-screened all applications and individually communicated their selections to the City Clerk. There were thirteen applicants who received at least three points. In an effort to create a good ratio and pool of applicants for service on the Community Services Commission, four applicants who received two points were added to the list of selected individuals. Attachment IV contains the selection of applicants. Therefore, a total of seventeen applicants were invited to interview with the City Council on July 12, 2022. Attachment V contains the interview schedule.

During the June 28, 2022 Special Work Session, the City Council reviewed the annual report of Council's appointed bodies comprising members' attendance records and completion of trainings and identified members who were invited to meet with Council due to their attendance at meetings being below the seventy-five percent requirement of total meetings attended from September 2021 to May 2022. Following the June 28, 2022 meeting, one member was found to be excused from meetings and one was able to clarify the attendance roster. Attachment V also contains information about current members who were invited to meet with the City Council on July 12, 2022.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	List of Applicants
Attachment III	KHCGTF Recommendations
Attachment IV	List of Selected Applicants
Attachment V	Interview Schedule
Attachment VI	Demographic Data by Meeting Body