



CITY OF HAYWARD

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Cover Memo

File #: RPT 21-095, **Version:** 1

DATE: July 27, 2021

TO: Mayor and City Council

FROM: City Clerk

SUBJECT

Annual City Commissions Interviews: Interview Applicants for Community Services Commission, Library Commission, and Planning 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, Library 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 13, 2021, through June 30, 2021. Ninety-one applications were received by the submission deadline and eighty-five applicants qualified to be considered for appointment. Five applications that were inadvertently excluded in the July 6, 2021 Council report were made available to the Council via a Supplemental File before members of the Council selected applicants. The updated list is provided as Attachment II.

On July 16, 2021, the KHCGTF Subcommittee, comprising KHCGTF Members Esther Lopez, Jerry Sannebeck, Jessica Stanley, and Jean Yee-Yu interviewed fourteen applicants who had indicated the KHCGTF as their first preference for service. At the conclusion of the interviews, the Subcommittee selected and recommended nine applicants to the Council for service on the KHCGTF. The list is available as Attachment III.

Members of the Council reviewed and pre-screened all applications and individually communicated their selections to the City Clerk. There were eighteen 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, five applicants who received two points were added to the list of selected individuals. Therefore, a total of twenty-three applicants were invited to interview with the Council on July 27, 2021. The list of selected applicants is available as Attachment IV. Attachment IV contains the interview schedule by preference for service.

Staff recommends that the Council establish 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 next annual appointment process. Additionally, staff recommends following the appointment process for selecting members from the waitlist that was established by the Council in 2020. The City Clerk would submit a staff report to the Council recommending approval of a resignation and a second staff report recommending appointment of a new member to fulfill the unexpired term. The City Clerk would select the applicant from the waitlist based on ranking by meeting body and would confirm the applicant continues to be interested in serving and meets the eligibility criteria.

ATTACHMENTS

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