



DATE: September 15, 2020

TO: Mayor and City Council

FROM: City Clerk

SUBJECT: City Commissions and Keep Hayward Clean and Green Task Force: Adopt a Resolution Confirming the Appointment and Reappointment of Members of the Community Services Commission, Keep Hayward Clean and Green Task Force, Library Commission, Personnel Commission and Planning Commission

RECOMMENDATION

That the Council adopts a resolution (Attachment II) confirming twenty-one (21) appointments and three (3) reappointments to the City's Commissions and Task Force as follows: Community Services Commission (3); Keep Hayward Clean and Green Task Force (14); Library Commission (2); Personnel Commission (1); and Planning Commission (1). The resolution also identifies selected alternates. Table 1 provides information by meeting body.

SUMMARY

The annual recruitment for City Commissions and the Keep Hayward Clean and Green Task Force (KHCG TF) was conducted from April 14, 2020 to 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. Following a process for evaluating requests for reappointment, reviewing attendance records and overall performance of eligible members of the City's Commissions and KHCG TF, the City Council approved three (3) requests for reappointment as presented in Table 1. The City Council also accepted fourteen (14) recommendations for KHCG TF service from the KHCGTF Subcommittee. Following a pre-screening process and twenty-nine (29) interviews, the City Council selected seven (7) applicants for service on the Community Services Commission, Library Commission, Personnel Commission, and Planning Commission. The resolution confirming the appointment and reappointment of members (Attachment II) contains the names by meeting body.

BACKGROUND AND DISCUSSION

On July 17, 2020, the KHCG TF Subcommittee, comprised of KHCG TF Members Ali Divine, Jeff Haman, Bert Manzo, and Lenora Taylor, interviewed eighteen (18) applicants who had indicated KHCG TF as their first and only preference for service. Fourteen (14) applicants, selected by the Subcommittee, were recommended to the City Council.

During the special City Council meeting on [July 7, 2020](#), and as provided in the City Council Member Handbook, the City Council reviewed three (3) reappointment requests and a report comprising all members' attendance records, completion of mandatory trainings, and overall performance. Based on attendance records, two members were dismissed and vacated their seats. The two seats vacated by Community Services Commissioner Francisco and Library Commissioner Sharafali were filled on July 28, 2020. Table 1 summarizes all filled seats and approved requests for reappointment by meeting body. Tables 1 through 6 summarize information by meeting body.

TABLE 1: SUMMARY OF FILLED VACANCIES AND APPROVED REAPPOINTMENTS

Body	Filled Seats	Approved Reappointment(s)	Total
CSC ¹	3	0	3
KHCGTF ²	14	3	17
LC ³	2	0	2
Pers C ⁴	1	0	1
PC ⁵	1	0	<u>1</u>
			<u>24</u>

TABLE 2: COMMUNITY SERVICES COMMISSION (CSC):

#	Name of Commissioner	Date Appointed	Term Expires	Not Seeking Reappointment	Vacant Seat
1	Saira Guzman	9/13/16	9/30/20	x	
2	Rachel Zargar	9/13/16	9/30/20	x	
3	Michael Francisco	9/19/17	9/30/21		x

TABLE 3: LIBRARY COMMISSION:

#	Name of Commissioner	Date Appointed	Term Expires	Terming Out	Vacant Seat
1	Pedro Reynoso	9/17/13	9/30/20	x	
2	Zaine Sharafali	9/19/17	9/30/21		x

July 7, 2020 Staff Report: <https://hayward.legistar.com/LegislationDetail.aspx?ID=4585479&GUID=4493190D-0F7A-4FB0-91E2-D1BAE2186283&Options=&Search=>

TABLE 4: PERSONNEL COMMISSION:

¹ [Community Services Commission](#)

² [Keep Hayward Clean and Green Task Force](#)

³ [Library Commission](#)

⁴ [Personnel Commission](#)

⁵ [Planning Commission](#)

#	Name of Commissioner	Date Appointed	Term Expires	Not Seeking Reappointment
1	Allen Zargar	1/17/17	9/30/20	x

TABLE 5: PLANNING COMMISSION (PC):

#	Name of Commissioner	Date Appointed	Term Expires	Termining Out
1	Mariellen Faria	9/14/10	9/30/20	x

TABLE 6: KEEP HAYWARD CLEAN AND GREEN TASK FORCE (KHCG TF):

#	Name	Date Appointed	Term Expires	Reappointment Approved	Not Seeking Reappointment	Resigned
1	Blytha Bowers	4/15/08	9/30/20	x		
2	Patrick Kariuki	9/10/19	9/30/20	x		
3	Debra Patton	9/10/19	9/30/20	x		
4	Suzanne Gayle	9/30/11	9/30/20		x	
5	Megha Salpekar	9/15/15	9/30/19			9/30/19
6	Tawana Smith	9/30/11	9/30/19			9/30/19
7	Sarah Low	9/18/18	9/30/22			9/24/19
8	Sharon Eva	9/13/16	9/30/23			10/29/19
9	Christina Cabrera	9/10/19	9/30/23			12/17/19
10	Ginny Delaney	9/19/17	9/30/20			1/21/20
11	Christopher Lopez	9/10/19	9/30/23			3/16/20
12	Kenny Wong Many	9/10/19	9/30/23			3/16/20
13	Ly Mac	9/10/19	9/30/23			6/16/20
14	Carrie Conover	9/10/19	9/30/23			7/19/20
15	Vacancy (Added by Bylaws 3/23/17)					
16	Vacancy (Added by Bylaws 3/23/17)					
17	Vacancy (Added by Bylaws 3/23/17)					

Members of the City Council reviewed ninety-two (92) applications and individually communicated their selections for City Commissions to the City Clerk as provided in the July 7, 2020 staff report⁶. There were twenty-nine (29) applicants who were pre-selected and invited

⁶ July 7, 2020 Staff Report: <https://hayward.legistar.com/LegislationDetail.aspx?ID=4585479&GUID=4493190D-0F7A-4FB0-91E2-D1BAE2186283&Options=&Search=>

to interview with the City Council on July 28, 2020 during a special City Council meeting. The July 28, 2020 staff report ⁷ provided information of pre-selected applicants, the KHCG TF Subcommittee recommendations, and the final list of applicants selected for interview. A total of twenty-nine individuals were invited to meet with the City Council on July 28, 2020 via the Zoom Meeting platform.

Following the interviews, the City Council selected individuals for service as outlined in Attachment II.

As the City Council found more qualified candidates than available seats to appoint, the Council accepted staff's recommendation to establish an alternate list. Members of the City Council established a list of alternates as follows: Community Services Commission (1), Library Commission (1), Personnel Commission (1), and Planning Commission (1). The information is included in Attachment II.

The Alternate List will be valid for one year and would expire at the beginning of the new recruitment process. The process for appointing from the Alternate List would involve two separate actions on the same City Council agenda: 1) resolution accepting the resignation of a member; and 2) resolution recommending an alternate from the alternate list to fulfill the vacated position for the remainder of the unexpired term. The City Clerk would ensure the alternate continues to be interested in serving and would confirm the alternate's eligibility status prior to recommending an alternate.

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

Information about the annual recruitment was disseminated via various channels. Table 7 below provides a summary of the outreach efforts related to the recruitment.

⁷ July 28, 2020 Staff Report:

<https://hayward.legistar.com/LegislationDetail.aspx?ID=4600386&GUID=5B44A75E-267C-499C-89C4-DBA4A8B614FE&Options=&Search=>

TABLE 7: OUTREACH SUMMARY:

2020 Outreach	Date	Attendance/Reach
Press Release	5/23/20	citywide
The Daily Review, Hayward Newspaper	6/19/20	6,400 subscribers
Water Bill Mailer / Insert	4/14 - 6/30/20	30,000 residents
Water Bill Electronic Service	4/14 - 6/30/20	4,254 residents
Social Media: Facebook	5/27 - 6/30/20	6,725 followers
Social Media: Twitter	5/27 - 6/30/20	5,543 followers
Social Media: NextDoor	5/27 - 6/30/20	27,610 members
Social Media: Instagram	6/2 - 6/30/20	2,518 followers
Channel 15	5/23 - 6/30/20	citywide
City Newsletter - The Stack	5/23/20	70,430 subscribers

NEXT STEPS

The City Clerk will administer the oath of affirmation to all new and reappointed members on September 18, 2020 via the Zoom platform and will collect wet signature affirmations through different options abiding by physical distancing protocols.

Prepared and Recommended by: Miriam Lens, City Clerk

Approved by:



Kelly McAdoo, City Manager