



DATE: July 7, 2020

TO: Mayor and City Council

FROM: City Clerk

SUBJECT: Review of Three Reappointment Requests and Approval of Interview Process for July 28, 2020

RECOMMENDATION

That Council: 1) reviews three Keep Hayward Clean and Green Task Force reappointment requests; 2) reviews the annual report of Council's appointed bodies comprising members' attendance records, completion of trainings, and overall performance; and 3) confirms the process for conducting the annual interviews on July 28, 2020.

SUMMARY

The annual recruitment for Commissions and the Keep Hayward Clean and Green Task Force was conducted from April 14, 2020 to June 30, 2020. At the beginning of the recruitment, there were eighteen vacancies. There are three Keep Hayward Clean and Green Task Force reappointment requests. One-hundred and two (102) applications were received by the submission deadline and ninety-two (92) applicants qualified to be considered for appointment. Attachment III contains the final list of applicants and their preference for service. A digital binder containing all qualified applications was made available on July 2, 2020.

DISCUSSION

Staff identified Commission members whose terms expire on September 2020 and contacted them to confirm their desire to continue serving on the Commission(s)/Taskforce. Table 1 below summarizes the current vacancies for all meeting bodies. Tables 2-6 summarize the individual meeting bodies. Attachment II provides detailed information by meeting body.

TABLE 1: SUMMARY OF VACANCIES:

| Body | Vacant Seat(s) | Seeking Reappointment | Not Seeking Reappointment | Total |
|---------------------|-----------------------|------------------------------|----------------------------------|--------------|
| CSC ¹ | 2 | 0 | 2 | 2 |
| LC ² | 1 | 0 | 0 | 1 |
| Pers C ³ | 1 | 0 | 1 | 1 |
| PC ⁴ | 1 | 0 | 0 | 1 |
| KHCGTF ⁵ | 13 | 3 | 0 | 16 |
| | | | | 21 |

TABLE 2: COMMUNITY SERVICES COMMISSION (CSC):

| # | Name of Commissioner | Date Appointed | Term Expires | Not Seeking Reappointment |
|----------|-----------------------------|-----------------------|---------------------|----------------------------------|
| 1 | Saira Guzman | 9/13/16 | 9/30/20 | x |
| 2 | Rachel Zargar | 9/13/16 | 9/30/20 | x |

CSC Member Rachel Zargar has also submitted an application for consideration on the Personnel Commission.

TABLE 3: LIBRARY COMMISSION:

| # | Name of Commissioner | Date Appointed | Term Expires | Terming Out |
|----------|-----------------------------|-----------------------|---------------------|--------------------|
| 1 | Pedro Reynoso | 9/17/13 | 9/30/20* | x |

*Not eligible for reappointment to this Commission.

TABLE 4: PERSONNEL COMMISSION:

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

¹ [Community Services Commission](#)

² [Library Commission](#)

³ [Personnel Commission](#)

⁴ [Planning Commission](#)

⁵ [Keep Hayward Clean and Green Task Force](#)

TABLE 5: PLANNING COMMISSION (PC):

| # | Name of Commissioner | Date Appointed | Term Expires | Terming Out |
|---|----------------------|----------------|--------------|-------------|
| 1 | Mariellen Faria* | 9/14/10 | 9/30/20 | x |

*Not eligible for reappointment to this Commission.

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

| # | Name | Date Appointed | Term Expires | Seeking Reappointment | 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 | Vacancy (Added by Bylaws 3/23/17) | | | | | |
| 15 | Vacancy (Added by Bylaws 3/23/17) | | | | | |
| 16 | Vacancy (Added by Bylaws 3/23/17) | | | | | |

Interview Process for July 28, 2020

On Friday, July 17, 2020, the KHCG TF Subcommittee, comprising Task Force Members Alison Divine, Jeffrey Haman, Bert Manzo and Lenora Taylor, will interview applicants who have indicated KHCG TF as their first preference for service. Applicants selected by the Subcommittee will be recommended to the City Council. The City Council may accept the Subcommittee’s recommendation and/or choose to invite individuals to interview with the City Council on July 28, 2020.

The City Council will continue the interview process involving the “pre-screening” step that would allow the City Council to narrow the field of candidates to be interviewed. Council Members have the opportunity to review the applications submitted by qualified applicants

and select applicants for each meeting body. Council Members will communicate their selections to the City Clerk by Friday, July 10, 2020. Planning Commission applicants who receive at least four points and Community Services Commission, Library Commission, and Personnel Commission applicants who receive three points will be invited to interview with the City Council on July 28, 2020.

The City Council, during its special Council meeting on July 21, 2020, will review the KHCG TF Committee recommendation and the interview schedule.

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 completed to date.

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 |
| 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

If the City Council approves the interview selection process, the City Clerk will invite applicants to interview with the City Council on July 28, 2020.

Prepared and Recommended by: Miriam Lens, City Clerk

Approved by:

A handwritten signature in black ink, appearing to read "Kelly McAdoo". The signature is fluid and cursive, with the first name "Kelly" being more prominent than the last name "McAdoo".

Kelly McAdoo, City Manager