



DATE: July 6, 2021

TO: Mayor and City Council

FROM: City Clerk

SUBJECT: City Commissions and Keep Hayward Clean and Green Task Force: Review of Eight Reappointment Requests and Approval of Interview Process for July 27, 2021

RECOMMENDATION

That Council: 1) reviews five Community Services Commission and three Library Commission 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 27, 2021.

SUMMARY

The annual recruitment for City commissions and the Keep Hayward Clean and Green Task Force (KHCG TF) was conducted from April 13, 2021 to June 30, 2021. There were eleven vacancies at the beginning of the recruitment and by the end there were fifteen due to four members not seeking reappointment. There are five Community Services Commission and three Library Commission reappointment requests. Ninety-one (91) applications were received by the submission deadline and eighty-five (85) 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, 2021.

BACKGROUND AND DISCUSSION

City staff identified City commissions and KHCG TF members whose terms expire on September 2021 and contacted them to confirm their desire to continue serving. Table 1 below summarizes the current vacancies for all meeting bodies. Tables 2-5 summarize the individual meeting bodies. Attachment II contains detailed information by meeting body including demographic data reflecting the current composition of each meeting body. This information is intended to inform the Council about the current composition of meeting bodies and urge the Council to select new members applying a racial equity lens. The demographic data collected informed staff how to outreach to underrepresented communities.

TABLE 1: SUMMARY OF VACANCIES:

Body	Vacant Seat(s)	Seeking Reappointment	Not Seeking Reappointment	Total
CSC ¹	3	5	3	11
LC ²	1	3	0	4
Pers C ³	0	0	0	0
PC ⁴	1	0	0	1
KHCGTF ⁵	6	0	1	7
Total				23

TABLE 2: COMMUNITY SERVICES COMMISSION (CSC):

#	Name of Commissioner	Date Appointed	Term Expires	Seeking Reappointment	Not Seeking Reappointment	Resigned
1	Crystal Arrizon	9/15/20	9/30/21	x		
2	Varsha Chauhan (*)	9/10/19	9/30/21	x		
3	Janet Kassouf	9/10/15	9/30/21	x		
4	Linda Moore	9/18/18	9/30/21	x		
5	Corina Vasaure	9/18/18	9/30/21	x		
6	Afshan Qureshi	9/18/18	9/30/21		x	
7	Lenora Taylor	9/22/20	9/30/21		x	
8	David Tsao	9/19/17	9/30/21		x	
9	Jose Lara Cruz	9/18/18	9/30/22			12/31/20
10	Alicia Lawrence	9/18/18	9/30/22			04/28/21
11	Zachariah Oquenda	9/18/18	9/30/23			01/26/21

(*) CSC Member Varsha Chauhan has also applied for consideration on the Planning Commission.

¹ [Community Services Commission](#)

² [Library Commission](#)

³ [Personnel Commission](#)

⁴ [Planning Commission](#)

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

TABLE 3: LIBRARY COMMISSION:

#	Name of Commissioner	Date Appointed	Term Expires	Seeking Reappointment	Resigned
1	Priscilla Banks	9/10/19	9/30/21	x	
2	Carl Gorringer	9/15/20	9/30/21	x	
3	Suresh Sangiah	9/10/19	9/30/21	x	
4	Karima Sharifi	9/10/19	9/30/23		5/14/21

TABLE 4: PLANNING COMMISSION (PC):

#	Name of Commissioner	Date Appointed	Term Expires	Resigned
1	Gary Patton	9/18/18	9/30/22	4/1/21

TABLE 5: KEEP HAYWARD CLEAN AND GREEN TASK FORCE (KHCGTF):

#	Name	Date Appointed	Term Expires	Not Seeking Reappointment	Resigned
1	Scott Schroder	9/19/17	9/30/21	x	
2	Lenora Taylor	9/18/18	9/30/23		09/22/20
3	Alison Divine	9/19/17	9/30/21		12/01/20
4	Summer Jackson	9/15/20	9/30/24		01/26/21
5	Lisa Sharp	9/15/20	9/30/23		04/20/21
6	Jacquelyn Young	9/18/18	9/30/23		04/27/21
7	Patrick Kariuki	9/10/19	9/30/24		05/11/21

Interview Process for July 27, 2021

On July 16, 2021, the KHCG TF Subcommittee 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 27, 2021.

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 Monday, July 12, 2021. Planning Commission applicants who receive at least four points and Community Services Commission, and Library Commission applicants who receive three points will be invited to interview with the City Council on July 27, 2021.

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 6 below provides a summary of the outreach efforts completed to date.

TABLE 6: OUTREACH SUMMARY:

2021 Outreach Efforts	Date	Attendance/Reach
City Newsletter - The Stack	4/13/21-6/29/21	67,695 followers
Daily Review Newspaper	4/30/2021	5,479 subscribers
Distribution of 4600 packets including fliers and letters.	6/1/21 - 6/3/21	43 faith-based organizations, 17 educational institutions, and 47 community partners
Email distribution to Indigenous and Native American organizations: UCB Indigenous and Native Coalition (INC) Recruitment and Retention Center; UCB Native American Student Development Office; Indian People Organizing for Change (IPOC); Native American Health Center Bay Area; California Historical Society; Bay Area American Indian Two Spirits (BAAITS); Intertribal Friendship House; Kanyon Consulting L.L.C; and CA Native American Heritage Commission.	6/21/21-6/25/21	Nine organizations

Juneteenth Celebration	6/19/21	250 + attendees
The Pioneer Advertising (CSU-East Bay - online post)	5/6/21 to 6/23/21	5,070 clicks
Posting of flyers at small businesses and ethnic supermarkets in certain Council-adopted neighborhoods such as the Jackson Triangle Area, Harder/Tennyson, Tennyson/Alquire, Mt. Eden, and Mission/Garin.	6/21/21-6/25/21	Five neighborhoods
Social Media: Facebook (17 posts)	4/13/21-6/29/21	7,701 followers
Social Media: Twitter (30 posts)	4/13/21-6/29/21	5,971 followers
Social Media: NextDoor (1 post)	4/13/21-6/29/21	55,781 followers
Social Media: Instagram (5 posts)	4/13/21-6/29/21	3,401 followers
State of the City Address Event	6/21/2021	26 attendees
Water bill mailer / insert	4/16/2021 – 6/11/2021	31,489 reached

NEXT STEPS

If the City Council approves the interview selection process, applicants will be invited to interview with the City Council on July 27, 2021.

Prepared and Recommended by: Miriam Lens, City Clerk

Approved by:



Kelly McAdoo, City Manager