



DATE: September 12, 2023

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 eighteen (18) appointments and fourteen (14) reappointments to the City's Commissions and Task Force as follows: Community Services Commission (9); Keep Hayward Clean and Green Task Force (13); Library Commission (3); Personnel Commission (3); and Planning Commission (4). The resolution also identifies one selected alternate for each City commission. 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 May 4, 2023, through August 4, 2023. There were thirteen vacancies at the beginning of the recruitment and by the end, there were twenty-three due to the resignation of additional members. Seventy (70) applications were received by the submission deadline and fifty-nine (59) 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 Council approved fourteen requests for reappointment as presented in Table 1. Following a pre-screening process and twenty-five interviews, on August 22, 2023, the Council selected twelve applicants for service on the Community Services Commission, Library Commission, Personnel Commission, and Planning Commission. The Council also accepted six recommendations from the KHCG TF Subcommittee for service on the KHCG TF. The resolution confirming the appointment and reappointment of members (Attachment II) contains the names by meeting body.

BACKGROUND AND DISCUSSION

During the special Council meeting on August 15, 2023¹, and as provided for in the Council Member Handbook, the Council reviewed fourteen reappointment requests and the annual report of Council's appointed bodies comprising members' attendance records and completion of mandatory trainings. During the same meeting, staff identified ten 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 2022 to June 2023. Following the August 15, 2023 meeting, seven members submitted letters to clarify their attendance record. Based on attendance records, three members were dismissed and vacated their seats. One vacated seat belongs to Community Services Commissioner Cerna and two vacated seats belong to Keep Hayward Clean and Green Task Force members Adom and Prasad. Keep Hayward Clean and Green Task Force member Cooper also resigned due to personal reasons.

On August 18, 2023, the KHCG TF Subcommittee, comprised of KHCG TF Members Jeffrey Haman, Chuck Horner, Tom Ferreira, Leah Martinez, and Jean-Yee Yu, interviewed thirteen applicants who had indicated KHCG TF as a preference for service on the KHCG TF. Five applicants (Celia Ching W Chung, Sandra Frost, Yoshiko Kimura, Sergey Melnikov, and George M Villamil), selected by the Subcommittee, were recommended to the Council. The Subcommittee also recommended a waitlist consisting of two individuals (Vikram Gautham and Gwenda Dossey) who would be considered as unexpected vacancies occur during the year.

Members of the Council reviewed and pre-screened all applications and individually communicated their selections to the City Clerk as provided in the August 15, 2023 staff report. There were twenty-six applicants who received at least three points and were invited to interview with the Council on August 22, 2023. In an effort to create a good ratio and pool of applicants for service on the Community Services Commission and Personnel Commission, four applicants who received three points across all commissions were added to the list of selected individuals. The August 22, 2023², staff report provides information of pre-selected applicants and all the particulars related to the selection/interview process. On August 22, 2023, the City Council selected twelve applicants for service on City commissions and accepted six recommendations of the KHCG TF Subcommittee for service on the KHCG TF. The City Council selected Ms. Yoshiko Kimura for service on the Community Services Commission. The Council selected individuals for service as outlined in Attachment II.

As the Council found more qualified candidates than available seats to appoint, the Council established a list of alternates for the Community Services Commission, Library Commission, Personnel Commission, and Planning Commission as shown in Attachment II.

¹ 8/15/23 Staff Report: <https://hayward.legistar.com/LegislationDetail.aspx?ID=6315721&GUID=4367DF63-C9FC-4B91-95BA-8D1A26D6EB7A&Options=&Search=>

² 8/22/23 Staff Report: <https://hayward.legistar.com/LegislationDetail.aspx?ID=6320732&GUID=9069A5E5-53A0-464E-8E3F-25F7CBFEE7CB&Options=&Search=>

The Alternate List will be valid for one year and will expire when Council appoints new members during the annual appointment process. The City Clerk will follow the process for appointing from the Alternate List, which will involve two separate actions on the same Council agenda: 1) resolution accepting the resignation of a member; and 2) resolution recommending an alternate from the alternate list to fill the vacated position for the remainder of the unexpired term. The City Clerk will ensure the alternate continues to be interested in serving and would confirm the alternate's eligibility status prior to recommending them for service.

Following Council's action on August 22, 2023, staff and the chair of the KHCG TF Subcommittee collaborated to recommend filling two unexpected vacancies with the two waitlisted individuals who were recommended to Council. The recommendation related to the KHCG TF seeks to fill enough vacancies to reach a membership of twenty members. A separate staff report (File ID: CONS 23-476) highlights staff's recommendation seeking to reduce the KHCG TF membership size from thirty to twenty members based on feedback received at the August 15, 2023 Special City Council meeting and conversations with KHCG TF members and City staff.

Table 1 summarizes all filled seats and approved requests for reappointment by meeting body. Tables 2 through 6 summarize information by meeting body.

TABLE 1: SUMMARY OF FILLED VACANCIES AND APPROVED REAPPOINTMENTS

Body	Filled Seats	Approved Reappointment(s)	Total
CSC ³	8	1	9
KHCGTF ⁴	6	7	13
LC ⁵	2	1	3
Pers C ⁶	1	2	3
PC ⁷	1	3	4
18	14	32	

³ [Community Services Commission](#)

⁴ [Keep Hayward Clean and Green Task Force](#)

⁵ [Library Commission](#)

⁶ [Personnel Commission](#)

⁷ [Planning Commission](#)

TABLE 2: COMMUNITY SERVICES COMMISSION (CSC):

#	Name	Date Appointed	Term Expires	Seeking Reappointment	Declared Vacant	Resigned
1	Austin Bruckner Carrillo	9/21/21	9/30/23	x		
2	Magdalena Cerna	9/15/20	9/30/24		8/22/23	
3	Emily Chow	9/10/19	9/30/23		8/15/23	
4	Crystal Arrizon	9/15/20	9/30/25			7/27/23
5	Pascal Garcia	9/21/21	9/30/25			8/22/23
6	Arti Garg	9/18/18	9/30/26			12/6/22
7	Elena Lepe	9/27/22	9/30/26			11/15/22
8	Stanley Long	9/21/21	9/30/25			3/28/23
9	George Syrop	12/14/21	9/30/23			3/28/23

TABLE 3: KEEP HAYWARD CLEAN AND GREEN TASK FORCE (KHCG TF):

#	Name	Date Appointed	Term Expires	Seeking Reappointment	Not Seeking Reappointment	Resigned
1.	Lucas C. Bank	9/20/22	9/30/23	x		
2	Jeffrey Haman	9/19/17	9/30/23	x		
3	Chuck Horner	2/06/07	9/30/23	x		
4	Leah Martinez	9/21/21	9/30/23	x		
5	Melissa Milleman	9/15/20	9/30/23	x		
6	Shingo Nagae	9/21/21	9/30/23	x		
7	Jessica Stanley	9/10/19	9/30/23	x		
8	Rodney Hankins	9/10/19	9/30/23		x	
9	Shalin Patel	9/20/22	9/30/23		x	
10	Jean-Yee Yu	9/15/20	9/30/23		x	
11	Suyog Zambre	9/20/22	9/30/23		x	
12	Terence Candell	9/20/22	9/30/24			7/25/23
13	Caleb Davis	9/21/21	9/30/24			7/12/22

PLEASE NOTE: The ten seats vacated by the following individuals will not be filled due to the KHCG TF membership size being recommended for reduction from thirty to twenty members. Canice Adom, Tammy Cooper, Pekon Gupta, Esther Lopez, Ron Maldonado, Regneel Prasad, Kaitlin Turner, Gordean Lum-Villiados, Linda Xu, Jason Yeates.

TABLE 4: LIBRARY COMMISSION (LC):

#	Name	Date Appointed	Term Expires	Seeking Reappointment	Not Seeking Reappointment	Resigned
1	Kelly Sullivan	9/21/21	9/30/23	x		
2	Andrea Wong	9/10/19	9/30/23		x	
3	Anika Patterson	9/10/19	9/30/23			1/24/23

TABLE 5: PERSONNEL COMMISSION (PERC):

#	Name	Date Appointed	Term Expires	Seeking Reappointment	Not Seeking Reappointment
1	Erika Cortez	9/18/18	9/30/23	x	
2	Randy Wright	9/10/19	9/30/23	x	
3	Robert Gaumer	9/10/19	9/30/23		x

TABLE 6: PLANNING COMMISSION (PC):

#	Name	Date Appointed	Term Expires	Seeking Reappointment	Resigned
1	Karla Goodbody	1/24/23	9/30/23	x	
2	Anika Patterson	1/24/23	9/30/23	x	
3	Robert Stevens	9/10/19	9/30/23	x	
4	Ray Bonilla Jr.	9/19/17	9/30/26		4/11/23

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC ROADMAP

This agenda item relates to a project outlined in the Council's Strategic Roadmap. Staff analyzed data pertaining to the composition of members of Council's appointed bodies. These efforts sought to eliminate racial inequities, mitigate unintended consequences, and advance the goals of the Commitment for an Inclusive, Equitable and Compassionate Community and the 2020 Racial Equity Action Plan. The City made great progress with the passage of Measure 00 in November of 2018 which made it possible for Hayward residents to be civically engaged regardless of whether they are registered or eligible to be registered to vote. During this recruitment, staff continued recruitment efforts with an equity lens in mind and focused efforts in areas lacking representation in current meeting bodies. It is staff's goal to have

Council's appointed bodies from diverse backgrounds reflecting a diverse, equitable and inclusive community.

PUBLIC CONTACT

Information about the annual recruitment was disseminated via various channels. Table 8 below provides a summary of the outreach efforts related to the recruitment. All related agendas were posted in accordance with the Brown Act.

TABLE 7: OUTREACH SUMMARY:

2023 Outreach Efforts	Date (s)	Attendance/Reach
Juneteenth Celebration	6/15/23	7,000 attendees
Cinco De Mayo	4/29/23	9,000 attendees
Skate Fest Roller Skating	7/1/23	150 + attendees
All America Festival	7/1/23	500 + attendees
Stack Fest	7/8/23	150-200 attendees
Downtown Hayward Street Parties	7/20/23	7,000 attendees
The Daily Review, Hayward Newspaper	7/14/23	4,000 (Subscribers to hard copy newspaper)
Water Bill Mailer	3/28/23-6/1/23	30,000 recipients 16,000 residents (excise tax billing units)
Social Media: Facebook	14 times posted	8,557 followers
Social Media: Twitter	16 times posted	6,428 followers
Social Media: NextDoor	2 times posted	40,336 followers
Social Media: Instagram	2 times posted	5,909 followers
City Newsletter - The Stack	2 times posted	56,194 followers
Community Partners/Distribution of Packets	7/14/23	79 Organizations

NEXT STEPS

Following Council's actions, oaths of affirmation will be administered to newly and reappointed members.

Prepared and Recommended by: Miriam Lens, City Clerk

Approved by:

A handwritten signature in black ink, appearing to read 'McAadoo', with a long horizontal flourish extending to the right.

Kelly McAadoo, City Manager