



**DATE:** August 15, 2023

**TO:** Mayor and City Council

**FROM:** City Clerk

**SUBJECT:** City Commissions and Keep Hayward Clean and Green Task Force: Review of Fourteen Reappointment Requests and Approval of Interview Process for August 22, 2023

### **RECOMMENDATION**

That Council: 1) reviews one Community Services Commission, seven Keep Hayward Clean and Green Task Force, one Library Commission, two Personnel Commission, and three Planning 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 August 22, 2023.

### **SUMMARY**

The annual recruitment for City commissions and the Keep Hayward Clean and Green Task Force (KHCG TF) was conducted from May 4, 2023 to 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. There are one Community Services Commission, seven Keep Hayward Clean and Green Task Force, one Library Commission, two Personnel Commission, and three Planning Commission reappointment requests. Seventy (70) applications were received by the submission deadline and fifty-nine (59) 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 August 10, 2023.

### **BACKGROUND AND DISCUSSION**

City staff identified City commissions and KHCG TF members whose terms expire on September 2023 and contacted them to confirm their desire to continue serving. Table 1 below summarizes the current vacancies for all meeting bodies. Tables 2 to 6 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 representatives from sectors/groups not yet represented.

**TABLE 1: SUMMARY OF VACANCIES:**

Body	Vacant Seat(s)	Seeking Reappointment	Not Seeking Reappointment	Total
CSC <sup>1</sup>	5	1	1	7
LC <sup>2</sup>	1	1	1	3
Pers C <sup>3</sup>	0	2	1	3
PC <sup>4</sup>	1	3	0	4
KHCGTF <sup>5</sup>	9	7	4	20
			<b>Total</b>	<b>37</b>

**TABLE 2: COMMUNITY SERVICES COMMISSION (CSC):**

#	Name of Commissioner	Date Appointed	Term Expires	Seeking Reappointment	Not Seeking Reappointment	Resigned
1	Austin Bruckner Carrillo	9/21/21	9/30/23	x		
2	Emily Chow	9/10/19	9/30/23		x	
3	Crystal Arrizon	9/15/20	9/30/25			7/27/23
4	Arti Garg	9/18/18	9/30/26			12/6/22
5	Elena Lepe	9/27/22	9/30/26			11/15/22
6	Stanley Long	9/21/21	9/30/25			3/28/23
7	George Syrop	12/14/21	9/30/23			3/28/23

**TABLE 3: LIBRARY COMMISSION:**

#	Name of Commissioner	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

<sup>1</sup> [Community Services Commission](#)<sup>2</sup> [Library Commission](#)<sup>3</sup> [Personnel Commission](#)<sup>4</sup> [Planning Commission](#)<sup>5</sup> [Keep Hayward Clean and Green Task Force](#)

**TABLE 4: PERSONNEL COMMISSION (PERC):**

#	Name of Commissioner	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 5: PLANNING COMMISSION (PC):**

#	Name of Commissioner	Date Appointed	Term Expires	Resigned
1	Ray Bonilla Jr.	9/19/17	9/30/26	4/11/23

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

#	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
14	Pekon Gupta	9/20/22	9/30/25			2/21/23
15	Esther Lopez	9/10/19	9/30/23			7/12/22
16	Ron Maldonado	9/15/20	9/30/24			7/12/22
17	Katlin M. Turner	9/20/22	9/30/26			2/21/23
18	Gordean Villiados	9/20/22	9/30/23			12/6/22
19	Linda Xu	9/21/21	9/30/23			9/30/22
20	Jason Yeates	9/15/20	9/30/23			3/28/23

### **Interview Process for August 22, 2023**

On August 18, 2023, the KHCG TF Subcommittee will interview applicants who have indicated KHCG TF as their 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 August 22, 2023.

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 noon, on Thursday, August 17, 2023 by completing the Selection Form (Attachment IV). Applicants who receive three points will be invited to interview with the City Council on August 22, 2023.

### **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:**

<b>2023 Outreach Efforts</b>	<b>Date (s)</b>	<b>Attendance/Reach</b>
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 American 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**

If the City Council approves the interview selection process, applicants will be invited to interview with the City Council at a special Council meeting on August 22, 2023.

*Prepared and Recommended by:* Miriam Lens, City Clerk

Approved by:



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Kelly McAdoo, City Manager