



**DATE:** September 21, 2021

**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, and Planning Commission

## **RECOMMENDATION**

That the Council adopts a resolution (Attachment II) confirming eighteen (18) appointments and eight (8) reappointments to the City's Commissions and Task Force as follows: Community Services Commission (6); Keep Hayward Clean and Green Task Force (9); Library Commission (2); and Planning Commission (1). The resolution also identifies four 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 13, 2021 through June 30, 2021. Ninety-six applications were received by the submission deadline and ninety 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 eight requests for reappointment as presented in Table 1. The Council also accepted nine recommendations for KHCG TF service from the KHCGTF Subcommittee. Following a pre-screening process and twenty-one interviews, the Council selected nine applicants for service on the Community Services Commission, Library Commission, and Planning Commission. 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 July 6, 2021<sup>1</sup>, and as provided for in the City Council Member Handbook, the Council reviewed eight 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

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<sup>1</sup> July 6, 2021 Staff Report [CITY OF HAYWARD - File #: WS 21-034 \(legistar.com\)](#)

seats. The two seats vacated by Keep Hayward Clean and Green Task Force members Danielle Dedrick and Alejandro Quezada were filled on July 27, 2021. 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**

<b>Body</b>	<b>Filled Seats</b>	<b>Approved Reappointment(s)</b>	<b>Total</b>
CSC <sup>2</sup>	6	5	11
KHCGTF <sup>3</sup>	9	0	9
LC <sup>4</sup>	2	3	5
Pers C	0	0	0
PC <sup>5</sup>	1	0	<u>1</u>
			<b>26</b>

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

<b>#</b>	<b>Name of Commissioner</b>	<b>Date Appointed</b>	<b>Term Expires</b>	<b>Seeking Reappointment</b>	<b>Not Seeking Reappointment</b>	<b>Resigned</b>
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

<sup>2</sup> [Community Services Commission](#)

<sup>3</sup> [Keep Hayward Clean and Green Task Force](#)

<sup>4</sup> [Library Commission](#)

<sup>5</sup> [Planning Commission](#)

**TABLE 3: LIBRARY COMMISSION (LC):**

#	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
5	Brigitte Lowe	9/16/14	9/30/22		9/20/21

**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 (KHCG TF):**

#	Name	Date Appointed	Term Expires	Not Seeking Reappointment	Resigned	Vacated
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	
8	Danielle Dedrick	9/15/20	9/30/24			07/06/21
9	Alejandro Quezada	9/25/20	9/30/24			07/06/21

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

#	Name
1	Caleb Davis
2	Canice N Adom
3	Douglas M Mansel
4	Leah Martinez
5	Linda Xu
6	Michael Chand
7	Mohaned Elwali
8	Shingo Nagae
9	Tom A Ferreira

On July 16, 2021, the KHCG TF Subcommittee, comprised of KHCG TF Members Esther Lopez, Jerry Sannebeck, Jessica Stanley, and Jean Yee-Yu, interviewed fourteen applicants who had indicated KHCG TF as their first and only preference for service. Nine applicants, selected by the Subcommittee, were recommended to the Council.

Members of the Council reviewed and pre-screened all applications and individually communicated their selections to the City Clerk as provided in the July 6, 2021 staff report. There were eighteen applicants who received at least three points. In an effort to create a good ratio and pool of applicants for service on the Community Services Commission, five applicants who received two points were added to the list of selected individuals. Therefore, a total of twenty-three applicants were invited to interview with the Council on July 27, 2021, during a special Council meeting conducted via the Zoom platform. The July 27, 2021, staff report<sup>6</sup> provides information of pre-selected applicants and all the particulars related to the selection/interview process.

Following the interviews, 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 accepted staff's recommendation to establish an alternate list of applicants by meeting body and order of preference. Members of the Council established a list of alternates as follows: Community Services Commission (2), Library Commission (1), and Planning Commission (1). Names of individuals selected is included in Attachment II.

The Alternate List will be valid for one year and would expire when Council appoints new members during the annual appointment process. The City Clerk will follow the appointment process for selecting members from the waitlist that was established by Council in 2020. The process for appointing from the Alternate List 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

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<sup>6</sup> July 27, 2021 Staff Report: [CITY OF HAYWARD - File #: RPT 21-095 \(legistar.com\)](#)

interested in serving and would confirm the alternate's eligibility status prior to recommending them for service.

## **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 engaged a GARE (Government Alliance on Race and Equity) City staff team member, Marcus Martinez, and University of California Berkeley student and City Clerk intern, Daisy Romero, to collect and analyze data pertaining to the composition of members of Council's appointed bodies and conduct empathy interviews with staff liaisons to 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 OO in November of 2020, 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 utilized social media and mailers to communicate this information to community members and also focused efforts in areas lacking representation on current meeting bodies. While staff has made progress in increasing recruitment efforts with an equity lens in mind and engaging community partners, staff acknowledges that measurable results will be accomplished over a couple of years. It is the ultimate goal to have Council's appointed bodies from diverse backgrounds reflecting a diverse, equitable, and inclusive community. Results of the analysis and empathy interviews conducted revealed the desire to have more representation from: female African American, Latinx, Asian American Pacific Islander, Sikh, and Muslim backgrounds; younger perspectives; LGBTQ+ community; more blue-collar residents; new immigrants; and low income community members.

## **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. The agenda was posted in accordance with the Brown Act and selected applicants were invited to interview with the Council.

**TABLE 7: OUTREACH SUMMARY:**

<b>2021 Outreach Efforts</b>	<b>Date</b>	<b>Attendance/Reach</b>
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**

The City Clerk will administer the oath of affirmation to all new and reappointed members on September 24, 2021 via the Zoom platform and will collect wet signature documents.

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

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

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Kelly McAdoo, City Manager