

City Commissions: Ad Hoc Committee Recommendations

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Background & Purpose

Ad Hoc Committee Formation

- Established in April 2024, comprised of Mayor Pro Temp Roche and Council Members Andrews & Bonilla, Jr.
- Held seven meetings from June 2024 to February 2025.
- Improve operational efficiency and effectiveness of city commissions.
- Ensure alignment with City Council priorities.
- Address inconsistencies in commission structure and governance.

Key Recommendations

- Uniform operational guidelines for all commissions.
- Elimination of individual bylaws to ensure consistency.
- Clearer expectations for commissioner performance and attendance.
- Creation of Clean & Green Commission.
- Community Services Commission modifications.

Changes to Community Services Commission (CSC)

- Reduce membership from 17 to 11 members for better efficiency.
- Clarify advisory role in resource allocation for community services.
- Adjust meeting frequency to align with the funding cycle.

Changes to Keep Hayward Clean & Green (KHCG)

- Transition to a formal commission
- Reduce membership from 20 members to 18 members and 2 alternates
- Existing members will follow term limit guidelines moving forward
- Adjust meeting frequency to align with scheduled clean-up events

Recommendation

That the City Council:

- Adopts a resolution accepting the report and recommendations of the City Council's Ad Hoc Committee which includes the uniform administration of City commissions; updates to the Appointed Officials Handbook; and creation of the Clean and Green Commission; and
- Introduces an ordinance changing the structure, roles, and operations of the Community Services Commission.

Next Steps & Conclusion

- Adopt a Resolution & Introduce Ordinance Amending Sections 2-3.90, et. Seq., of the HMC relating to the Community Services Commission
- If ordinance is introduced as recommended, it would be scheduled for adoption on March 18, 2025

