



DATE: May 16, 2018
TO: Community Services Commission
FROM: Community Services Manager
SUBJECT: Review of Community Services Commission By-Laws

RECOMMENDATION

That the Commission receives and comments on this report:

SUMMARY

The City of Hayward's Community Services Commission (CSC) is the resident participation body responsible for review of Community Development Block Grant (CDBG) and Social Services funding. The CSC advises and makes annual recommendations to the City Council on Community Agency Funding and reviews reports related to agency performance. The CSC can review the governing by-laws at its discretion to ensure compliance with applicable laws, review practices and confirm responsibilities. The CSC Chair has requested a review of the by-laws, as it relates to:

1. Term Limits for Commissioners;
2. Number of Commissioners serving on the CSC;
3. Funding allocations by category, particularly the Arts & Music category, and
4. Development of a Commission Mission Statement.

BACKGROUND

In July 2015 the CSC updated their Commission By-Laws through a By-Laws subcommittee which met multiple times during the spring of 2015. The subcommittee, appointed by the Chair of the CSC, made recommendations to the full CSC body which were approved at the regular July 2015 CSC meeting. Most of the changes, centered around Commissioner attendance. A [copy of the current By-Laws](#) can be found at the CSC's section of Boards and Commissions page of the City of Hayward website.

The City of Hayward CSC is the resident participation body responsible for review of the CDBG and Social Services programs. The CSC advises and makes recommendations to the City Council on Community Agency Funding including the identification of housing and community development needs, setting priorities, making recommendations regarding the annual allocation of CDBG and other funds originating from HUD, and amending, as necessary, annual action plans.

CSC members must be Hayward residents and are appointed by the City Council for four-year terms. The CSC holds regular evening meetings that are open to the public. The City of Hayward's Community Services Division staff supports the CSC and maintains records (agenda minutes, resolutions, etc.) for public review. CSC agendas and summary notes are posted on the City's website for public review and comment.

DISCUSSION

The CSC occasionally reviews and updates their Commission By-Laws, with the following framework in mind:

- To ensure legal compliance with applicable local, state and federal laws
- To ensure compliance of internal governance practices
- To ensure the presence of sound governance practices
- To educate the Commission about its responsibilities
- To guide the Commission in meeting its responsibilities.

The Commission Chair has requested a review of the CSC By-Laws at the May 2018 regular meeting with discussion to include, but not be limited to:

1. Term Limits for Commissioners;
2. Number of Commissioners Serving on the CSC;
3. Funding allocations by category, particularly the Arts & Music category, and
4. Development of a Commission Mission Statement.

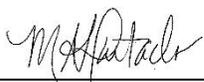
NEXT STEPS

Staff requests any comments or feedback regarding potential updates to the Community Services Commission's By-Laws.

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Recommended by: Dana Bailey, Community Services Manager

Approved by:



Maria A. Hurtado, Assistant City Manager