

Mission Statements for Commissions

This document is a summary of existing mission statements for the City's six Commissions. These mission statements are not formally included in the City's charter or handbooks. Instead, they are working statements that are often included in staff's orientations for new Commissioners. For reference, the Handbook for Boards and Commissions [can be found here](#).

The goal of this document is to be a reference for City Council as they complete the pre-survey in preparation for the February 10, 2024 Strategic Roadmap Retreat.

Community Services Commission

The CSC is an advisory body to Council. Its mission is to:

- Provide advice and consultation to Council regarding social, economic, and humanitarian aspects of community development
- Encourage the development of a planned and orderly approach to the development of community services
- Identify the needs for community services, for the coordinated delivery of such services to residents and to avoid duplication and conflict of effort
- Support City Council priorities to help solve community problems
- Serve as the community participation mechanism of federally funded, financed or aided projects
- Create and sustain an environment which will encourage and bring about mutual understanding and respect and to discourage and prevent any and all recognized discriminations based upon race, sex, religion, national origin, age, handicap, sexual orientation, and all other protected categories of persons, if any, under federal and state law, and particularly those discriminations in the areas of housing, employment, and education

Keep Hayward Clean and Green Taskforce

Our mission is to preserve the environment and enhance the visual appearance of the City of Hayward through the joint efforts of individuals, volunteer groups, businesses, and municipal resources.

- Community/Clean up Events: Goal -Preserve the environment and enhance the visual appearance of the City
- Education & Outreach: Goal – Utilize education and outreach to ensure individuals, volunteer groups, businesses, and municipal resources are involved and participate in keeping our city clean and green



- Clean and Green Policy: Goal – Suggest, influence, and promote City Ordinances and processes that support a clean and green environment

Library Commission

The Library Commission advises the Hayward City Council on library policies including hours of service, fines and fees, library programs, capital improvements, Federal and State legislation affecting libraries, parking for library users, special services to persons with disabilities, cooperation with neighboring libraries, improvements in service, publicity and promotion, location of service outlets, equipment needs, policies governing the use of the meeting room, bilingual library programs, cooperation with other community agencies, and more.

Planning Commission

The Planning Commission does not have a mission statement partially because its role is standard to Planning Commissions throughout the state. The League of California Cities periodically runs a Planning Commissioners' Academy, which covers the role of the Planning Commission in California. [Slides for one of these academies can be found here.](#)

Personnel Commission

**The Personnel Commission recently went through a Strategic Planning Retreat and is in the process of updating its mission statement. Below is the current (not updated) mission.*

- The Personnel Commission is responsible for the adoption and modification of new and existing job descriptions for Hayward city government.
- The Commission also reviews the City's employment lists and the City's Affirmative Action Plan.
- The Commission may hold hearings for employee grievances or complaints and for appeals to disciplinary action. The Commission issues an advisory decision to the City Manager in such matters.

Youth Commission

The mission of the HYC is to: provide youth in the City of Hayward with a means of communicating their concerns, needs, and opinions to the agencies that affect their community, namely the Hayward City Council, the Hayward Unified School District Board of Trustees and the Hayward Area Recreation and Park Board of Directors.

