

ARTICLE 3

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ARTICLE 3

BOARDS AND COMMISSIONS

PLANNING COMMISSION

SEC. 2-3.00 PLANNING COMMISSION. MEMBERS. The Planning Commission shall consist of seven (7) members, one of whom shall be designated Chairman in the manner provided in Section 904 of the Charter.

The Chairman shall preside at all meetings and shall report to the Council on all recommendations of the Commission.

SEC. 2-3.01 PLANNING DEPARTMENT. The Planning Director or his authorized representative shall attend all meetings of the Commission, furnish necessary information, data, maps and records, submit proposals and recommendations, and provide technical assistance and advise as required.

The Planning Department shall provide clerical help and maintain files and records for the Commission.

SEC. 2-3.02 POWERS AND DUTIES. The Commission shall have the general powers and duties specified in Section 906 of the Charter and pursuant thereto shall have the power and duty to:

1. Perform all of the functions assigned to a City planning commission by the Conservation and Planning Act and other statutes of the State of California relating to planning and zoning, insofar as they are not inconsistent with the provisions of the Charter of the City of Hayward.
2. Perform all the functions assigned to said Commission by the Zoning Ordinance and other ordinances of the City of Hayward relating to planning and zoning.
3. Prepare and recommend the adoption by the City Council of plans based on the master plan or any portions thereof and regulations and programs as may in its judgment be required for the systematic execution of the master plan or such other plan or plans as it or the City Council may deem appropriate.
4. Advise and recommend to the proper officials of the City the approval, disapproval or modification of all maps or plats of land subdivision in accordance with the Subdivision Map Act of the State of California, or as may be provided by ordinance.
5. Hold hearings on planning and zoning matters as prescribed in the Conservation and Planning Act of the State of California, or by ordinance.
6. Advise and recommend to the proper officials of the City regarding the acquisition, use, or disposition of City-owned real property.

7. Hear and decide original applications and appeals on land use matters as may be provided by ordinance.
8. Hear and decide referrals regarding the interpretation or administration of the Zoning Ordinance or the Sign and Parking Regulations as submitted by the Planning Director or as may be provided by ordinance.
9. Review and submit annually a report of its activities to the City Council.
10. Perform such other duties relating to planning and zoning as may be directed by the City Council.

PERSONNEL COMMISSION

SEC. 2-3.10 PERSONNEL COMMISSION. MEMBERS. The Personnel Commission shall consist of seven members whose regular term shall be four years, terminating on June 30. Successors shall be appointed and qualified in accordance with the provisions of Section 902 of the Charter.

One of the appointees shall be designated Chairperson in the manner provided in Section 904 of the Charter. The Chairperson shall preside at all meetings and shall report directly to the City Council and City Manager on all recommendations of the commission.

SEC. 2-3.11 HUMAN RESOURCES DEPARTMENT. The Human Resources Director, or his or her authorized representative, shall attend all meetings of the Personnel Commission; furnish necessary information, data, and records; submit proposals and recommendations; and provide technical assistance and advice as required. The Human Resources Department shall provide clerical assistance and maintain files and records for the commission.

SEC. 2-3.12 POWERS AND DUTIES. High morale and efficiency of employees will be fostered by cooperative efforts with regular consultation between the Personnel Commission, the City Manager and the Human Resources Director, and representatives of employee associations. Therefore, as an advisory agency to the City Council and the City Manager, the Personnel Commission shall have the power and duty to:

- (a) Advise the Council, City Manager, and Human Resources Director on matters of personnel administration.
- (b) Ensure the City's employment and personnel practices comply with all applicable Federal and State anti-discrimination laws.
- (c) Recommend to the City Council, after a public hearing thereon, the adoption, amendment, or repeal of personnel rules and regulations.
- (d) Review and adopt, after a public hearing thereon, a classification plan for each position in the City's classified service.
- (e) Review and recommend to the City Council for adoption, after a public hearing thereon, a salary plan for the City's classified service.

- (f) Review appeals regarding employment register and report its findings and recommendations to the City Manager. Review class specifications to ensure that employment standards are job-related.
- (g) Review recruitment and selection equal employment opportunity data and make recommendations related to the outreach program to support a program which includes communication to a diverse pool of qualified candidates.
- (h) Hear appeals of any person in the classified service relative to any suspension, demotion, or dismissal consistent with the provisions of his/her respective Memorandum of Understanding and report its findings and recommendations to the City Manager.
- (i) Make any investigation which it may consider desirable concerning the administration of personnel in City service and report its findings to the City Council and City Manager.
- (j) Review the training programs provided to City employees regarding the intent and content of the Administrative Rule Against Harassment and Retaliation to ensure City employees are aware of and comply with the provisions of the program.
- (k) Perform other related duties as directed by Council.

LIBRARY COMMISSION

SEC. 2-3.50 LIBRARY COMMISSION. MEMBERS. The Library Commission shall consist of seven (7) members, one of whom shall be designated Chairman in the manner provided in Section 904 of the Charter. The present trustees of the Board of Library Trustees shall constitute the Library Commission and shall serve to the expiration of their present terms of office and the appointment and qualifications of their successors.

SEC. 2-3.51 LIBRARY DEPARTMENT. The Librarian or his authorized representative shall attend all meetings of the Commission, furnish necessary information, data and records, submit proposals and recommendations, and provide technical and professional assistance and advice to the Commission, as required.

The Library Department shall provide clerical help and maintain files and records for the Commission.

SEC. 2-3.52 POWERS AND DUTIES. As an advisory agency to the City Council, the Library Commission shall have the power and duty to:

1. Study, consider, and develop long-range plans for municipal library service in the City of Hayward, giving due consideration to the Master Plan for the City of Hayward.
2. Review and study library policy and operation and make recommendations from time to time to the City Manager concerning rules and regulations for operation of the Library, and also to the City Council when it deems it proper.

3. At regular intervals, and at least annually, report on its activities and give recommendations on library policies and plans for development of library service to the City Council.
4. Coordinate its activities and planning with other agencies concerned with library services in the Hayward area which are not under jurisdiction of the City of Hayward.
5. Perform other related duties as directed by Council.

COMMUNITY SERVICES COMMISSION

SEC. 2-3.90 POLICY. It is the public policy of the City of Hayward to: (1) encourage the development of a planned and orderly approach to the development of community services in the City; (2) identify the needs for community services, to plan for the coordinated delivery of such services to residents in need through both private and public resources so as to avoid duplication and conflict of effort; and (3) create and sustain an environment which will encourage and bring about mutual understanding and respect among all groups of the City, eliminate prejudice, discrimination, and disorder, and guarantee equal rights and opportunities for all.

The City Council of the City of Hayward finds that there is a need on the part of the City and the community to institute an official, responsible, community-oriented body within the City government in order to identify the needs for community services, to plan for the coordinated delivery of such services to citizens in need through both private and public resources so as to avoid duplication and conflict of effort, to evaluate the effectiveness of the services provided and to advise the City Council in regard to these functions, to support community improvement goals, to help solve community problems, and to serve as the Citizens Review mechanism of federally financed or aided projects.

SEC. 2-3.91 COMMUNITY SERVICES COMMISSION MEMBERS. The Community Services Commission shall consist of no fewer than seventeen (17) members, one of whom shall be designated Chairperson in the manner provided in section 904 of the Charter. Members of the former Human Services Commission or the Citizens Advisory Commission, who hold office as of the date effective date of this Article, shall serve as the initial members of the Community Services Commission until their terms of office, which terms shall be deemed to have begun at the time of their original appointment or subsequent reappointment to the former commissions, shall expire and their successors are appointed or qualified in accordance with the provisions of Section 902 of the Charter.

The Chairperson shall preside at all meetings and shall report directly to the City Council on all recommendations of the Commission.

The Commission shall adopt rules and regulations for the conduct of its business, for the time and place of its meetings, and any such rules and regulations shall be printed and made available to the public.

SEC. 2-3.92 LIBRARY AND COMMUNITY SERVICES DEPARTMENT. The Director of Library and Community Services, or his/her authorized representative, shall attend all meetings of the Commission, furnish necessary information, data and records, submit proposals and recommendations and provide technical assistance and advice as required. The Library and Community Services Department shall provide clerical help and maintain files and records of the Commission.

SEC. 2-3.93 POWERS AND DUTIES. As an advisory agency to the City Council, the Community Services Commission shall have the power and duty to:

1. Advise the City of Hayward as to the most effective means of allocating available resources for community services.
2. Promote interagency and intergroup coordination in the development of community social resources.
3. Review and study problems and needs of the community programs and develop effective support needed to secure additional resources either through private channels or through the City or other instrumentalities of the government.
4. Monitor relationship/balance of funding patterns by public and private agencies ensuring fair distribution for the local jurisdiction.
5. Work together with other governmental agencies in keeping abreast of new and current developments in the field of social services in order to maximize the beneficial impact of social programs on the City.
6. By persuasion and conference seek to arrive at voluntary solutions designed 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.
7. Hold hearings and take testimony of any person relating to any matter under investigation or in question before the Commission.
8. Make recommendations which will help to develop a sense of community among those concerned with people serving efforts in Hayward and to create awareness and cooperation between the City and those groups doing social service work in the area.
9. Make and issue reports respecting its studies, research, investigations and other activities, and make information available to other commissions and staff as required.
10. Recommend to the City Council legislation or other remedial steps which the Commission should find to be necessary and desirable.

Perform other related duties as directed by the City Council.