

# Hayward Local Agencies Committee

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## HAYWARD LOCAL AGENCIES COMMITTEE

Thursday  
December 17, 2015  
5:30 p.m. to 7:30 p.m.

### **Location:**

Hayward Area Recreation and Park District  
1099 E Street  
Hayward, CA 94541

## **AGENDA**

### **I. Welcome and Introductions:**

**II. Public Comments:** The Public Comments section of this meeting provides an opportunity to address the Hayward Area Local Agencies Committee on items listed on the agenda, as well as other items of interest. The Committee welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues, which directly affect the Agencies or are within the jurisdiction of the Agencies. As the Committee is prohibited by State law from discussing items not listed on the agenda, any non-listed items presented will be taken under consideration and may be referred to staff.

### **III. Review and Discussion of Staff Report:**

*Purpose and Operating Procedures of the Hayward Local Agencies Committee / Creation of a Calendar Year (CY) 2016 Work Plan*

### **IV. CY 2016 HLAC Meeting Schedule**

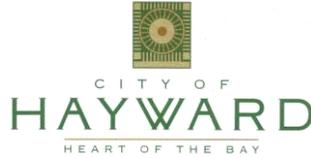
### **V. Next Steps**

### **VI. Adjournment**



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request accommodation at least 48 hours in advance of the meeting by contacting the General Manager's Office at (510) 881-6710.

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# Hayward Local Agencies Committee

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**DATE:** December 17, 2015

**TO:** Hayward Local Agencies Committee Members

**FROM:** Fran David, City Manager – City of Hayward  
John Gouveia, General Manager - HARD  
Stan Dobbs, Superintendent - HUSD

## **SUBJECT**

Discuss and determine the purpose and operating procedures of the Hayward Local Agency Committee (HLAC); and, if HLAC is continuing, a related CY 2016 Work Plan with meaningful performance measures.

## **BACKGROUND**

In 2013, the governing boards of the City of Hayward (the City), the Hayward Area Recreation and Park District (HARD), and the Hayward Unified School District (HUSD) each adopted formal Resolutions reaffirming their respective agency's commitment to participating on the Hayward Local Agencies Committee. In so doing, each of the HLAC member organizations affirmed their shared desire and responsibility to serving the Hayward community well. And, even though the Committee has by design no decision making authority, there was expressed a general agreement that HLAC provides a forum where each member organization has the potential to benefit from discussions that foster information sharing, coordination, and collaboration.

The Resolutions passed by the member agencies were also explicit about the desire to not add unnecessarily to the workload of staff beyond what is defined within each agency according to their respective missions. Consequently, it is important that the role and function of the Committee be clearly defined and managed to assure that the work of the Committee continues to be mutually beneficial without burdening staff

At its October 29, 2015 meeting, the HLAC members and staff discussed the need to further clarify the role, and improve the function, of HLAC. Specifically, the following questions were asked and discussed:

- A. What is the purpose of HLAC?
- B. How can it be productive for all of its members?
- C. How frequently should HLAC meet?
- D. What performance measures should be used to evaluate the effectiveness of HLAC?

The discussion helped to inform the recommendations that follow.

## DISCUSSION

**Role of HLAC:** At its most recent meeting, members expressed a perspective that a primary historical role of HLAC has been to provide a forum in which the member agency representatives - at a leadership level - could discuss organizational goals and initiatives with one another in order to help prevent conflict between the member organizations as well as explore opportunities for leveraging initiatives and resources. HLAC could also serve as a venue for organizations to share information and for staff to report on new initiatives and collaboration strategies that are of mutual benefit so that HLAC members could advocate with their respective governing boards as needed for adoption.

Members also agreed that HLAC could and should be the place that the three agencies shared ballot/election plans to assure that each helped the other to be successful and competition was minimized. There was some discussion about continuing to explore shared services and/or ways to maximize resources and avoid unnecessary duplication. Members discussed that this had not always been successful in the past and that action on this front generally should and does take place at the staff level; at which point they noted that HLAC could provide the venue for staff to report on certain timely topics so that the elected officials of each agency were aware of the efforts and could assist in facilitating and/or removing barriers.

Finally, members discussed the past emphasis on HUSD performance and agreed that the prior emphasis on this topic for the Fall meeting had helped all members to understand the importance of HUSD academic performance to the future of the community. However, there was also acknowledgement that the tone and tenor of the sessions had changed as performance of HUSD has improved; and HLAC has become much more supportive of HUSD.

**Meeting Schedule and Structure:** There was also much discussion about how frequently HLAC should meet. Members agreed that they did not want to meet just to meet; and also expressed frustration that the current schedule allowed too much time between meetings such that there was no continuity. They also agreed that the current meeting structure (i.e., one topic assigned to each of the four meetings throughout the year) was too confining, and did not allow members to follow the progress of a topic in a logical and consistent manner.

**Meeting Location and Chair:** Members agreed that rotating each meeting from place to place with related rotation of Chairs on a meeting-by-meeting basis was not productive. There was agreement that HLAC worked better where each agency assumed responsibility for logistical and presiding responsibilities for a longer, defined time.

### **Operating Procedures with Staff Recommendations:**

- A. Committee Membership:** Continue as is. Membership includes less than a quorum of each member agency's governing body: City, HUSD, and HARD. The Chief Executive Officer of each member agency also serves as an ex-officio (non-voting) member. Other staff and guests may be invited to attend HLAC meetings in support of the committee's work, but will not serve as members.

- B. Open Public Meetings and Accessibility:** Continue as is. HLAC operates under the rules and principles of California open public meeting law commonly referred to as the Brown Act. Furthermore, in accordance with the Americans with Disabilities Act of 1990 and to facilitate the participation of members of the public who have disabilities, assistance will continue to be offered to those requiring accommodations for disabilities when such accommodation is requested at least 48 hours in advance of a scheduled meeting.
- C. HLAC Meeting Schedule:** Staff has no recommendation on this issue. Whatever schedule HLAC determines they would like to try, staff will confirm at least two-weeks in advance with members whether or not a scheduled meeting will take place.

While recognizing the impact that infrequent meetings (e.g., quarterly) has on members and on the flow of information, staff is greatly concerned about supporting a prestigious body like HLAC with any greater frequency. What path forward members decide upon and what topics are defined as relevant to the body may help determine a productive meeting schedule.

- D. Host Agency:** Staff recommends an annual rotation. In order to improve continuity, HLAC decided that each agency should host HLAC meetings for a period of at least one year on a rotating basis. Beginning in January of 2016 HARD has agreed to serve as the HLAC host agency. Beginning in January 2017, HUSD will serve as the host agency, followed by the City in January of 2018. If adopted, this cycle will continue into the future unless changed by a vote of HLAC.
- E. Meeting Materials:** Staff recommends a much more timely distribution of agendas. Meeting agendas and support materials will be created by Host Agency staff at least a full calendar week before each meeting, in coordination with staff from the other member agencies. The meeting agendas will be based on the adopted annual HLAC Work Plan, and may include other topics that arise during the course of the Committee's work.
- F. 2016 HLAC Work Plan:** Staff has no recommendation. In order to help ensure that the HLAC member agencies and staff make the best use of HLAC meetings and related staff time and resources, a HLAC Work Plan should be defined and adopted by members; and each item should have performance measures associated with it on which staff can report on a regular basis.

HLAC previously identified the following four broad priority topic areas on which to focus its attention:

- A.** Shared Facilities, Operations, and/or Resources
- B.** Community Safety
- C.** Disaster Preparedness and Management
- D.** Improvement of the Academic Performance of HUSD schools

However, it is unclear if these topics still hold relevance for members, or if other topics have emerged. Staff has no recommendation here and looks forward to the discussion with HLAC.

## **NEXT STEPS**

Next steps start with HLAC re-affirming or changing the focus areas or quarterly topics and related meeting schedule as defined above. Depending on the outcomes of that discussion, staff will define next steps and compile a draft Work Plan for HLAC review at their next meeting. At this time, staff has no recommended focus areas or specific topics to recommend. As noted above, the primary value of HLAC has been the sharing of information rather than the solving of issues or joint concerns. Clarifying the intent and purpose of HLAC going forward is a critical step to determining if and how HLAC should continue into the future.

Submitted by:

Fran David, City Manager  
City of Hayward

Stan Dobbs, Superintendent  
Hayward Unified School District

John Gouveia, General Manager  
Hayward Area Recreation and Park District