



STAFF REPORT TO COMMUNITY AND LIBRARY SERVICES COMMISSION (CLSC)

TO: Chair Yamamoto and Members of the CLSC Commission

SUBMITTED BY: Christopher Roke, Parks and Recreation Director

MEETING DATE: May 12, 2025

TOPIC: Commission Vacancies

RECOMMENDATION:

Receive information on the City of Hercules Boards & Commissions. There is no action needed for this item.

BACKGROUND:

The City of Hercules has several Boards and Commissions. Each Board and Commission relies on community members to apply to each position of interest. The application period is typically in October with a deadline to apply by the last business day in October. For 2025, that is October 31, 2025.

Each Board and/or Commission hold positions that are in a one or two year term. For larger commissions such as Planning, Finance and the Community and Library Services Commission, these commissions have 5 positions. The terms are set up to be staggered, i.e. 2 members will end on an even year, and 3 members will end on an odd year. The Community and Library Services Commission has a Student Commissioner that is set up in a single year term.

Last year the Parks and Recreation Department created an ad and placed it in the Fall Activity Guide. This was a highly successful way to advertise for vacancies, as we had more applicants than ever before.

Currently the Parks and Recreation Department is working on the 2025 Fall Activity Guide, and is in the process of updating the ad. Our goal is to have the guide available to the public by the end of July. That would give the community a few months to consider applying for a seat on each commission.

I am including a copy of the updated ad that we are working on for the guide. It shows that we have (1) vacancy that is a two year term, and (1) Student Commissioner vacancy that is a one year term. In both cases if the incumbent plans to continue with the commission, they would start by completing the application and submitting it for consideration before the deadline comes to an end.


The City Council ultimately will hold interviews for the vacant seats on all Boards and Commissions, and they will vote at the December meeting for the following year appointees.

FISCAL IMPACT:

There is no fiscal impact to advertise for these openings.

ATTACHMENTS:

None, but note the ad below.



CITY OF HERCULES BOARDS & COMMISSIONS

Join a City Board or Commission
The following Boards & Commissions vacancies are up for
appointment beginning January 2026

Planning Commission:

**Two (2) vacancies
with 2-year terms**
January 2026-December 2027

Finance Commission:


**Two (2) vacancies
with 2-year terms**
January 2026-December 2027

**Community & Library
Services Commission:**

One (1) vacancy with a 2-year term
January 2026-December 2027
One (1) vacancy with a 1-year term
January 2026-December 2026

Applicants must be residents of the City of Hercules, 18 years of age or older and registered to vote except
for the Student Commissioner who must be a high school student and a resident of Hercules.
Application deadline is October 31st for terms beginning January 2026.

For information or to apply
www.herculesca.gov/government/commissions-committees
For questions, contact Joanne Sanchez at (510) 799-8215 or jsanchez@herculesca.gov



READY TO
SERVE?
APPLY
TODAY!