

# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda**

**Wednesday, July 21, 2021**

**7:00 PM**

**Remote Participation**

**Community Services Commission**

**This meeting is being conducted utilizing teleconferencing and electronic means consistent with State of California Executive Order No. 29-20 dated March 17, 2020, and Alameda County Health Office Order No. 20-04 dated April 29, 2020, regarding the COVID-19 pandemic.**

**Zoom Webinar Access Information:**

<https://hayward.zoom.us/j/98204300226?pwd=R3hoNE0vT2lBRlpSd0YyS28rMkhCZz09>

Webinar ID: 982 0430 0226

Passcode: 2x\$P%JUL

Or One tap mobile: US: +16699006833, 98204300226#, \*94266715# or +12532158782, 98204300226#, \*94266715#

Or Telephone: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 982 0430 0226

Passcode: 94266715

**How to submit written Public Comment:**

*Send an email to [Jessica.Lobedan@hayward-ca.gov](mailto:Jessica.Lobedan@hayward-ca.gov) by 4:00 p.m. the day of the meeting. Please identify the Agenda Item Number in the subject line of your email. Emails will be compiled into one file, distributed to the Community Services Commission and City staff and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda. <https://hayward.legistar.com/Calendar.aspx>*

*When submitting written comments, indicate in the email if you want your comment read into the record. Request will be allowed provided the reading will not exceed three (3) minutes consistent with the time limit for speakers at Community Services Commission meetings. Email comments will become part of the record of the Community Services Commission meeting.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PUBLIC COMMENTS:**

*The PUBLIC COMMENTS section provides an opportunity to address the Community Services Commission. The Commission 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 City or are within the jurisdiction of the City. As the Commission is prohibited by State law from discussing items not listed on the agenda, your item may be taken under consideration and may be referred to staff for further action.*

**MINUTES****Approval: Summary Notes of the June 16, 2021, Meeting**

[MIN 21-098](#) Minutes of the June 16, 2021, Community Services Commission meeting

**Attachments:** [Attachment I - June 16, 2021 CSC Meeting Minutes](#)

**DISCUSSION**

1. **FY 2021 - 2022 Contracting Update - Oral Report**
2. [LB 21-039](#) Community Agency Funding Process Review

**Attachments:** [Attachment I Staff Report](#)

3. **Review CSC By-laws for FY 2021-2022 - Oral Report**
4. [RPT 21-093](#) FY 2021 / 2022 Agenda Planning Calendar

**Attachments:** [Attachment I - Staff Report](#)

**Councilmember / Commissioner / Staff Announcements****Future Agenda Items****ADJOURNMENT****NEXT MEETING – September 15, 2021**

*Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.*



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**File #:** MIN 21-098

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**DATE:** July 21, 2021

**TO:** Community Service Commission

**FROM:** Acting Community Services Manager

**SUBJECT**

Minutes of the June 16, 2021, Community Services Commission meeting

**RECOMMENDATION**

That the Community Services Commission review and approve the minutes of the June 16, 2021, meeting.

**ATTACHMENTS**

Attachment I - June 16, 2021, Community Services Commission Meeting Minutes



## MINUTES

### Community Services Commission Meeting

**June 16, 2021 @ 7:00 pm**

Hayward City Hall, 777 B Street, Hayward, CA 94541 – Remote Participation

**ANNOUNCEMENT OF MEETING AVAILABILITY:** Webinar ID: 946 4290 7626#; Passcode: 4LHq!JUN - 86923307

**CALL TO ORDER:** Meeting called to order at 7:00pm by Chairperson Arzo Mehdavi

**PLEDGE OF ALLEGIANCE:** Led by Commissioner Mick Rubio

**ROLL CALL:**

Members Present:

- Crystal Arrizon, Commissioner
- Artavia Berry, Commissioner / Vice Chairperson
- Magdalena Cerna, Commissioner
- Varsha Chauhan, Commissioner
- Emily Chow, Commissioner
- Arti Garg, Commissioner
- Janet Kassouf, Commissioner
- Arzo Mehdavi, Commissioner / Chairperson
- Linda Moore, Commissioner
- Afshan Qureshi, Commissioner
- Mick Rubio, Commissioner / Parliamentarian
- Lenora Taylor, Commissioner
- David Tsao, Commissioner
- Corina Vasaure, Commissioner

Members Absent:

- No absentees

Council Liaison:

- Council Member Sara Lamnin

Staff:

- Jessica Lobedan, Acting Community Services Manager
- Amy Cole-Bloom, Management Analyst
- Evelyn R. Olivera, Senior Secretary
- Daniel Mao, Management Fellow
- Terence Candell, Management Fellow
- Laurel James, Management Analyst
- Kelly McAdoo, City Manager

Public Comments: None

## Approval of Minutes of the Community Services Commission Meeting on May 19, 2021

- A motion to approve the minutes was moved by Commissioner Artavia Berry with a second by Commissioner Arti Garg. The minutes were approved with twelve (12) Ayes, one abstention from Commissioner Corian Vasaure.

### Discussion:

#### *Community Conversations on Policing*

Ms. Lobedan introduced staff guest speakers presenting information for this item: Daniel Mao, Terence Candell, Laurel James of the City Manager's Office, as well as City Manager McAdoo.

Mr. Mao began presentation with overview and background of presentation on the "Update of Policy Innovation Workshop and Community Public Safety Work". Mr. Mao provided the project website, [www.harward-ca.gov/HaywardSafe](http://www.harward-ca.gov/HaywardSafe), for further information on findings of data collected.

Continuing the presentation on this item, Mr. Candell presented on staff analysis, implementation plan, projects, fiscal impacts and continued community involvement. Mr. Candell also provided the link, [community@hayward-ca.gov](mailto:community@hayward-ca.gov), that provides project team access for all community members to make continued inquiries.

Various on-hand city staff provided comments/answers to questions posed by individual commissioners.

#### *Debrief FY 2021 – 23022 Community Agency Funding Process*

Ms. Lobedan provided an overview regarding feedback response to the May 19, 2021, CSC Meeting agenda item. Provided Next Steps overview to incorporate said feedback.

#### *Federal Stimulus Funding: Review and Discuss Staff Recommendations for Allocating American Rescue Plan Act (ARPA) Funding*

Ms. Lobedan provided a summary of the discussion that took place at the May 19, 2021, CSC Meeting and provided updates as to Treasury Guidance along with more detailed information on funding allocation.

Ms. Lobedan also provided an update to new staff recommendations to Options for Dispersing the ARPA Funding, as requested by the Commission.

- A motion to accept Option 1 of staff recommendations was moved by Commissioner Lenora Taylor with a second by Commissioner Arzo Mehdavi. The motion was passed unanimously.

*Review of CSC By-laws for FY 2021 – 2022*

Ms. Lobedan made recommendation to re-agendize this item to the next CSC meeting scheduled for July 21, 2021.

*Adoption of CSC FY 2021 – 2022 Agenda Planning Calendar*

A motion to approve/adopt the FY 2021 – 2022 CSC Agenda Planning Calendar, with the amendment to move Review & Adopt By-laws from September to July of 2021, was moved by Commissioner Arti Garg with a second by Commissioner Artavia Berry and unanimously approved.

*Council Liaison / Commissioner / Staff Announcements*

- Councilmember Lamnin acknowledged and thanked the commission and staff for all the input to the CSC.
- Commissioner Artavia Berry expressed hope to see everyone at 1<sup>st</sup> Annual Juneteenth celebration. Congrats to CSC for elevating the issue.
- Commissioner Afshan Qureshi thanked the CSC for the opportunity to serve alongside fellow commissioners. July will be her last meeting, leaving the commission due to relocation.
- Commissioner David Tsao will not be seeking another term as a commissioner, stated a farewell and thank you to fellow commissioners and staff.

**Adjournment at 9:42 p.m.**



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**File #:** LB 21-039

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**DATE:** July 21, 2021

**TO:** Community Service Commission

**FROM:** Acting Community Services Manager

**SUBJECT**

Community Agency Funding Process Review

**RECOMMENDATION**

That the Commission:

- 1) Reviews this report;
- 2) Provides feedback on questions for the Council regarding the Community Agency Funding process; and
- 3) Selects a subgroup of its members to form a Committee to jointly present with staff and/or answer Council questions at a September 2021 Council meeting.

**SUMMARY**

Each year, the City receives applications from community agencies requesting funding through the competitive Community Agency Funding (CAF) process. The CSC is responsible for reviewing the applications, interviewing applicants, and making recommendations to the Council for how a portion of the City's General Fund and the City's Community Development Block Grant (CDBG) entitlement award should be allocated. As part of the Community Agency Funding process, the CSC Chair appoints three ARCs to conduct applicant interviews and make preliminary recommendations for full CSC consideration.

The amount of funding requested for both General Fund and CDBG allocations has increased significantly compared to previous years; however, the available funds are not expected to change from the previous year. Due to the growing gap in funding requested compared to funding available, the CSC is requesting feedback from the Council on the CAF process.

Staff recommends that the CSC review this report, provide feedback on questions for the Council regarding the CAF process, and select a subgroup of its members to form a Committee to jointly present with staff and/or answer Council questions at a September 2021 Council meeting. The proposed process for receiving feedback from the Council will begin with a Council Work Session in September 2021 where staff will recommend that the Council appoint a Council sub-group to work with the CSC CAF Review Committee to discuss the proposed questions to inform the CAF process.



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**File #:** LB 21-039

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**ATTACHMENTS**

Attachment I Staff Report



**DATE:** July 21, 2021

**TO:** Community Services Commission

**FROM:** Acting Community Services Manager

**SUBJECT** Community Agency Funding Process Review

## **RECOMMENDATION**

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Staff recommends that the CSC review this report, provide feedback on questions for the Council regarding the CAF process, and select a subgroup of its members to form a Committee to jointly present with staff and/or answer Council questions at a September 2021 Council meeting. The proposed process for receiving feedback from the Council will begin with a Council Work Session in September 2021 where staff will recommend that the City Council appoint a Council sub-group to work with the CSC CAF Review Committee to discuss the proposed questions to inform the CAF process.

## BACKGROUND

Each year, the City receives applications from community agencies requesting funding through the competitive CAF process. The CSC is responsible for reviewing the applications, interviewing applicants, and making recommendations to the Council for how a portion of the City's General Fund and the City's CDBG entitlement award should be allocated. As part of the Community Agency Funding process, the CSC Chair appoints three ARCs to conduct applicant interviews and make preliminary recommendations for full CSC consideration.

The CSC serves as an advisory body to the Council. The CSC makes recommendations to Council regarding the distribution of Infrastructure and Economic Development (CDBG), Public/Social Services (CDBG/General Fund), and Arts and Music (General Fund) program funding through the annual Community Agency Funding process.

The CSC reviews all eligible applications, and the CSC Chairperson appoints three ARCs by funding category (Infrastructure/Economic Development, Public/Social Services, and Arts and Music) to conduct applicant interviews prior to drafting funding recommendations for Council review and approval. The three funding categories are:

**1. Infrastructure and Economic Development (CDBG):** Affordable housing; housing rehabilitation; nonprofit facility improvements; job creation; and capacity building. Funds must meet one of three national objectives: benefit low-moderate income Hayward residents; prevent or eliminate slum blight; or meet an urgent need (i.e., disaster).

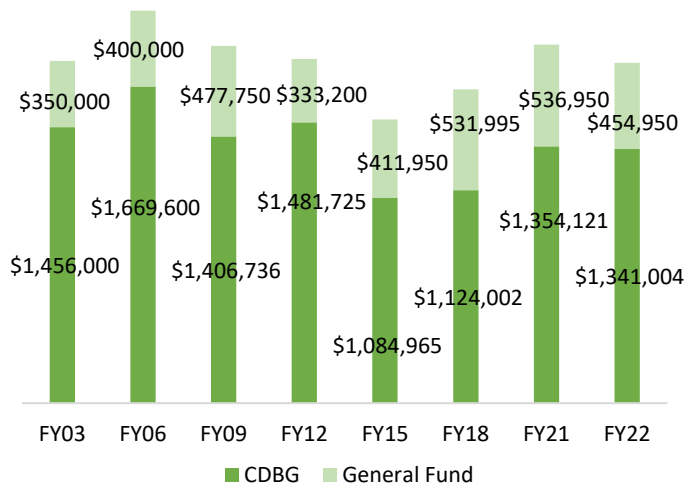
**2. Arts & Music (General Fund):** Arts and music programs that benefit Hayward residents, with an emphasis on activities that support youth education.

**3. Public/Social Services (CDBG/General Fund):** Benefit low-moderate income Hayward residents through programs to provide food security, health services, homelessness and anti-displacement services; legal services; youth and education services.

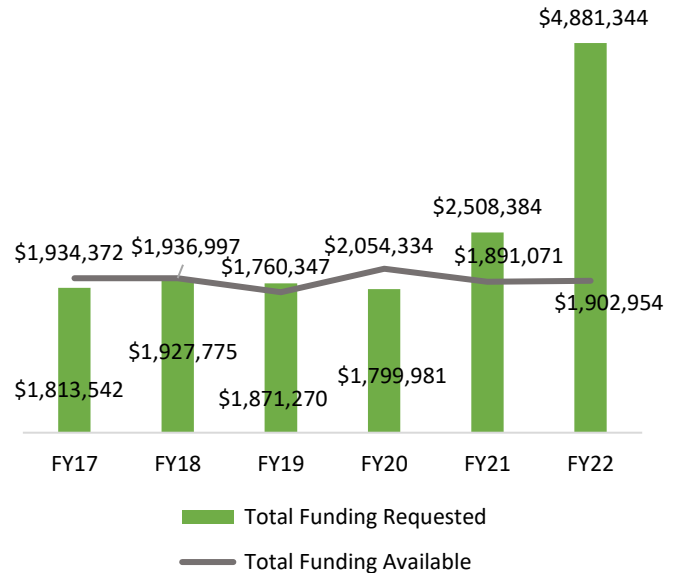
The amount of funding requested for both General Fund and CDBG allocations has increased significantly compared to previous years; however, the available funds are not expected to change from the previous year. Historically, the amount of funds available for the Community Agency Funding process has varied, as shown in Figure 1.

FY 2022 represents the largest disparity between agencies' funding requests and the amount of available funding, as shown in Figure 2 below.

**Figure 1. Availability of Community Agency Funding Over Time<sup>1</sup>**



**Figure 2. Funding Requests and Availability since FY 2017<sup>2</sup>**



The increase in requested funds without an increase in available funds resulted in an even more competitive funding allocation process during the FY 2022 funding process.

## DISCUSSION

Due to the growing gap in funding requested compared to funding available, the CSC is requesting feedback from the Council on the CAF process. The CSC has expressed concerns about making funding decisions without further clarity from Council regarding funding priorities. Specially, during the May 2021 and June 2021 CSC meetings, the CSC has requested clarification from Council on the following:

- Is the CSC funding a piece of the broader City Goals (such as Let's House Hayward and Strategic Initiatives)?
- Are programs that serve a large number of Hayward residents, but are able to secure funding from other sources a priority over programs that have fewer funders, but meet a specific need not met by other providers?

<sup>1</sup> CDBG totals reflect the entitlement minus 20% for administration and planning. Totals for previous years do not include program income, while FY 2022 includes an estimate for program income to enable the ARCs to allocate as much as possible to CDBG-funded community agencies.

<sup>2</sup> The significant increase in funding requests for FY 2022 are partially driven by \$2.3M in requests from three agencies for capital or property acquisition projects.

- Similarly, do Hayward based organizations have priority over organizations from other areas that may provide a unique service?
- Are there priority categories that Council would like to see funding allocated towards as part of the CAF process? For example: Are food insecurity and homelessness still key areas of focus?
- Are there services that should be part of every funding allocation due to a Council priority, political will, historical success, etc.?
- Should CAF be a sustainable funding source for agencies or should CAF be funding for new programs in the community or combination of both?

Staff proposes the following process for receiving and integrating feedback from the Council:

- **July 2021:** CSC review and recommend proposed questions for Council at September 2021 work session meeting and CSC selects a subgroup of its members to form a Committee to jointly present with staff and/or be available as panelists to answer Council questions at this September 2021 Council meeting.
- **September 2021:** Council work session meeting regarding CAF Process, including staff preparing a staff report for the Council meeting using feedback from the May, June, and July 2021 CSC meetings and proposing a recommendation that Council/Mayor appoints/selects a Council sub-group to work with CSC CAF Review Committee to discuss the proposed questions to inform the CAF process.

Should Council accept staff's recommendation at the September City Council meeting, the following are the proposed next steps:

- **September 15, 2021:** Formation of a CSC CAF Review Committee;
- **October 2021 – December 2021:** Council/CSC CAF Review Committee convenes and discusses identified questions.
- **January 2022:** Staff and CSC CAF Review Committee to incorporate feedback from Council and develop recommendations for any proposed changes to CAF process.
- **February 2022:** CSC reviews proposed changes to CAF process.
- **March 2022:** CSC Final Recommendations for changes to CAF process.
- **April 2022:** Substantive changes to the CAF process will be recommended to the Council for their feedback.
- **May 2022:** Adoption of revised CSC by-laws (if necessary).
- **June 2022:** Staff to develop rubric for FY22-23 Notice of Funding Availability (NOFA).
- **September 2022:** NOFA published with revised CAF guidelines.

## **STRATEGIC ROADMAP**

These funding allocation recommendations support several of the City's Strategic Roadmap priority areas, including Preserve, Protect, & Produce Housing; Grow the Economy; and Support Quality of Life. The recommendations are not specifically related to a project identified in the Strategic Roadmap.

## **FISCAL IMPACT**

There is no fiscal impact associated with this item.

## **PUBLIC CONTACT**

There is no public contact associated with this item.

## **NEXT STEPS**

A detailed summary of the next steps is provided above. Specifically, a Council Work Session will be held in September 2021 wherein staff will recommend that the Council select a Council subcommittee to work with the CSC CAF Review Committee to discuss the proposed questions regarding the CAF. At the September 15, 2021 CSC meeting, the CSC will form a CAF Review Committee of up to, but no more than, eight commissioners.

*Prepared and Recommended by:* Jessica Lobedan, Acting Community Services Manager

Approved by:

Jennifer Ott, Assistant City Manager



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**File #:** RPT 21-093

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**DATE:** July 21, 2021

**TO:** Community Service Commission

**FROM:** Acting Community Services Manager

**SUBJECT**

FY 2021 / 2022 Agenda Planning Calendar

**RECOMMENDATION**

That the Community Services Commission reviews and adopts the 2021/2022 Agenda Planning Calendar and provides comments.

**SUMMARY**

For the Community Services Commission (CSC) consideration, staff has revised the proposed Meeting Schedule Calendar for FY 2021/2022 with Agenda topics and dates listed below. The agenda topics were compiled based on comments at previous CSC meetings. This calendar will be on each CSC meeting agenda for review and to ensure any updates are incorporated.

**ATTACHMENTS**

Attachment I Staff Report



**DATE:** July 21, 2021  
**TO:** Community Services Commission  
**FROM:** Acting Community Services Manager  
**SUBJECT:** FY 2021/2022 Agenda Planning Calendar

**RECOMMENDATION**

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**DISCUSSION**

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<b>FY 2021- 2022</b>	
<b>COMMUNITY SERVICES COMMISSION AGENDA PLANNING CALENDAR</b>	
<b>AUGUST 2021 – NO MEETING</b>	
Recess	
<b>SEPTEMBER 15, 2021</b>	
Elections	
CSC Recommendation of Resolution to Council on Harm Done to Black, Indigenous, and People of Color (BIPOC)	
CAPER 30 Day Public Notice	
30 Day Notice of Funding Availability - September 24, 2021	
<b>OCTOBER 20, 2021</b>	
October 26 Bidder's Conference	
Conflict of Interest Training	
<b>NOVEMBER 17, 2021</b>	
Bidder's Conference De-brief and ARC Selection	
Navigation Center Update	
FY 2021 Community Agency Performance Report	
<b>DECEMBER 15, 2021</b>	
Open	
<b>JANUARY 2022 – No Meeting</b>	
FYI: ARC Interviews Scheduled for Saturday, January 22 <sup>nd</sup> and January 29 <sup>th</sup>	
<b>FEBRUARY 16, 2022</b>	
FY 2022 – 2023 Community Agency Funding Process CSC Draft Funding Recommendations	
FYI: OPEN: Public Comment Period	
FY 2023 Measure B/BB Annual Paratransit Program Plan	
<b>MARCH 15, 2022</b>	
FY 2022 – 2023 Community Agency Funding Process CSC Final Funding Recommendations	
FYI: END: Public Comment Period	
FYI: 30-Day Notice: City Council Public Hearing FY 2022-2023 Funding Recommendations	
<b>APRIL 2022 – No Meeting</b>	
FYI: April 5: City Council Work Session	
FYI: April 26: City Council Public Hearing and Adoption of Funding Recommendations	
<b>MAY 18, 2022</b>	
Debrief FY 2022 – 2023 Community Agency Funding Process	
<b>JUNE 15, 2022</b>	
Adoption of FY 2022-2023 Agenda Calendar	

## NEXT STEPS

Upon consideration and approval by the Commission, staff will schedule items accordingly for future CSC meetings.

*Prepared and Recommended By:* Jessica Lobedan, Acting Community Services Manager

Approved by:

Jennifer Ott, Assistant City Manager