



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Agenda

Hayward Youth Commission

Monday, October 18, 2021

6:30 PM

Remote Participation

COVID-19 Notice: Consistent with State of California Executive Order N-08-21, the Hayward Youth Commission will be participating in public meetings via phone/video conferencing.

How to submit written Public Comment:

Send an email to ivan.padilla@hayward-ca.gov by 3:00 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 Hayward Youth Commission advisors, and published on the Hayward Youth Commission Meeting & Agenda Center under Documents Received After Published Agenda. Written comments received after 3:00 p.m. that address an item on the agenda will still be included as part of the record.

How to provide live Public Comment during the meeting:

Please click the link below to join the webinar:

*<https://hayward.zoom.us/j/89360393509?pwd=Vmp4SU53SVl0M2F5Slk4RXkvem44QT09>
Webinar ID: 893 6039 3509
Passcode: HYc101821!*

Or

*Dial: +1 669 900 6833 or +1 346 248 7799
Webinar ID: 893 6039 3509
Password: 5045916455*

A Guide to attend virtual meetings is provided at this link: <https://bit.ly/3jmaUxa>

6:30 PM - CALL TO ORDER

6:32 PM - PLEDGE OF ALLEGIANCE

6:35 PM - ROLL CALL

6:40 PM - APPROVAL OF MINUTES

[MIN 21-133](#) Approval of 10/04/2021 Meeting Minutes

Attachments: [Draft Minutes 10/04/21](#)

6:45 PM - PUBLIC COMMENTS:

The Public Comment section provides an opportunity to address the Youth Commission on items not listed on the agenda. The Board 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 Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

6:50 PM - GUEST SPEAKERS:

City Council Member Sara Lamnin

7:10 PM - TASK FORCE UPDATES

7:15 PM - HAYWARD CITY COUNCIL REPORTS

7:20 PM - PLANNING PROJECTS

7:45 PM HAYWARD YOUTH FAIR DATE DISCUSSION

7:55 PM - ANNOUNCEMENTS/AGENDA ITEMS

[ACT 21-088](#) Hayward Youth Commission Funds and Process for
Reimbursement of Purchased Goods on Behalf of the Hayward
Youth Commission

Attachments: [Attachment I Staff Report HYC](#)
[Attachment II Request for Contribution](#)
[Attachment III Direct Payment Form](#)

8:00 PM - ADJOURNMENT

NEXT MEETING – November 4 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.



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
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File #: MIN 21-133

DATE: October 18, 2021

TO: Hayward Youth Commission

FROM: HYC Advisors

SUBJECT

Approval of 10/04/2021 Meeting Minutes

RECOMMENDATION

Approve minutes from 10/04/2021.

SUMMARY

The Hayward Youth Commission held a meeting on 10/04/2021.

ATTACHMENTS

Attachment I 10/04/2021 Draft HYC Meeting Minutes



CITY OF HAYWARD

Hayward Youth Commission Official Minutes

10/04/21 DATE, 6:30 p.m.

MEETING

A regular meeting of the Hayward Youth Commission was called to order at 6:34 pm by Lizbeth Martinez Commissioner.

CALL TO ORDER Pledge of Allegiance

Commissioner Anna Tran led the Pledge of Allegiance at pm.

6:35 ROLL CALL

PRESENT: Sophia S., Diego F., Khalil K., Angelina R., Alessandra, Rachel M., Harnoor, Athena Caelyn, Joshua, Samiksha, Lizbeth, Arianna, Isabelle Anne E., James, Pooja, Jema J., Dulce, Sharana, Sruthy, Alicia C., Ananya, Anna, Vanna, Myldret E

ABSENT: Savannah J., Ivan, Phylis A., Gabriel K.

7:08 APPROVAL OF MINUTES

Commissioner Anna Tran made the motion to approve the minutes and the motion was seconded by Vanna Van Commissioner: Approve: 17, Disapprove: 0, Abstain: 0.

7:10 PUBLIC COMMENTS

No public comments.

7:13 GUEST SPEAKERS

Douglas McNeeley, City of Hayward Airport Manager, and Erin Sheelen, representative of Skywest Property. There was a golf course who did not renew their lease and we now have the opportunity to dedicate the property to recreation. Some community preferences are: park course with fitness bikes, maintaining golf course, gardens, lakes, etc. These are airport safety zones, so future compatibility uses should be evaluated. Commissioners suggested, aviation/aeroresponse learning centers, dog parks, an area for artists to cultivate art and culture, etc.

7:42 HYC Candidate OPEN FORUM

Candidates each shared a 1-minute presentation on why they are qualified, the purpose of applying for each position, and how they can contribute to this position.

7:39 HYC ELECTION OF NEW OFFICERS

Chair: Sruthy Sabesan

Vice Chair: Anna Tran



CITY OF HAYWARD

Hayward Youth Commission Official Minutes

10/14/21 DATE, 6:30 p.m.

Chair Pro Tem: Harnoor Gill

Secretary: Savannah J. Wong

Deputy Secretary: Isabel Milanes

Public Information Officer: Samiksha Lingam

7:45 HAYWARD CITY COUNCIL, HARD, HUSD & LIBRARY REPORTS

HCC: New park, “La Vista” is approved to be built in the South Hayward Area. Approval of new apartments/building sites around Hayward.

HARD: There is a grand opening for Mia’s Dream and Kennedy Park (with new teacup rides) coming up. Hope to include the input of youth communions more in the capital team. Increasing the 2nd phase of opening up programs in terms of recreation.

HUSD: Next phase is to train students on programs related to raising awareness toward racial equity. Starting new work groups that require student participation (e.g. inclusive practices). Beginning drivers education course as part of afterschool programming.

Library: The book mobile, Kerby, is up and running and set to launch in the upcoming months. Has a TV and a canopy for shade. Event at the Heritage Plaza daya before Halloween.

7:50 PLANNING PROJECTS

Community Service: Any community service projects around the city, cleaning up the city streets. Currently in the process of seeking collaborations with different organizations, Animal Shelters, East Bay, etc. Will decide on possible service projects as a committee.

Policy and Youth Advocacy: Partnership with Empowerment Collective to increase participation and voice Hayward youth concerns. Opportunities to train to make change locally in schools and statewide.

Marketing, Branding, and Social Media: Generating higher visibility of Youth Commission on Social Media and possibly designing the logo.

7:51 ANNOUNCEMENTS/AGENDA ITEMS

The next meeting is on October 18, 2021, 6:30 PM.

ADJOURNMENT

Commissioner Lizbeth Martinez adjourned the meeting at 7:58pm.



CITY OF HAYWARD

Hayward Youth Commission Official Minutes

10/14/21 DATE, 6:30 p.m.

APPROVED:

Sruthy Sabesan, Commissioner
Hayward Youth Commission

ATTEST:

Ivan Padilla, Hayward Youth Commission Advisor
City of Hayward



File #: ACT 21-088

DATE: October 18, 2021

TO: Hayward Youth Commission

FROM: Hayward Youth Commission Advisor

SUBJECT

Hayward Youth Commission Funds and Process for Reimbursement of Purchased Goods on Behalf of the Hayward Youth Commission

RECOMMENDATION

That the Hayward Youth Commission (HYC) accepts the process for (1) Hayward Youth Commission funds to be added to the HYC account and (2) reimbursement of purchased items on behalf of the Hayward Youth Commission.

SUMMARY

Official representatives from the City of Hayward (COH), Hayward Unified School District (HUSD), and Hayward Area Recreation and Park District (HARD) agreed that each agency will contribute funds in the amount of \$1,000 each year to help advance the goals and projects of the Hayward Youth Commission. Every July of each year, the City of Hayward will invoice each agency (COH (Library Department), HUSD, and HARD) in the amount of \$1,000. Any unspent funds will be carried forward into the next fiscal year per the Finance Department's established annual carry forward process.

The current budget consists of funds remaining from previous budget cycles. In order to authorize and appropriate additional incoming funds, this item will be added to the FY22 budget at mid-year and the annual budget going forward. Contributing parties will receive an invoice (Attachment I) and the funds will be deposited into the HYC account which is managed under the office of the City Clerk budget

City staff has confirmed a process for HYC advisors to be reimbursed for goods purchased on behalf of the HYC. The process involves the HYC approving that HYC funds be spent for projects as recommended at a regular meeting; purchase is made by a HYC Advisor (must be a City employee) who submits the receipt (s) and a copy of the approved minutes of the meeting where direction was ratified, and reimbursement form (Attachment II) to the office of the City Clerk; and issuance of check to advisor via the City's Purchasing division.

File #: ACT 21-088

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Request for Contribution
Attachment III	Direct Payment Form



DATE: October 18, 2021

TO: Hayward Youth Commission

FROM: Hayward Youth Commission Advisor

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RECOMMENDATION

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SUMMARY AND DISCUSSION

Official representatives from the City of Hayward (COH), Hayward Unified School District (HUSD), and Hayward Area Recreation and Park District (HARD) agreed that each agency will contribute funds in the amount of \$1,000 each year to help advance the goals and projects of the Hayward Youth Commission. Every July of each year, the City of Hayward will invoice each agency (COH (Library Department), HUSD, and HARD) in the amount of \$1,000. Any unspent funds will be carried forward into the next fiscal year per the Finance Department's established annual carry forward process.

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Prepared and recommended by: Ivan Padilla, Hayward Youth Commission Advisor

October 18, 2021

To Whom It May Concern
123 Hayward Street
Hayward, CA 94541

Dear ,

Please find the attached invoice requesting the annual agency contribution for the Hayward Youth Commission (HYC) for FY23. HYC is a partnership between the City of Hayward (Library), Hayward Unified School District, and Hayward Area Recreation and Park District. Each participating agency has agreed to contribute \$1,000 annually to HYC in order to cover the cost of the annual HYC Youth Summit and other related expenses.

If you have any questions, please feel free to contact me.

Sincerely,

Ivan Padilla
Hayward Youth Commission Advisor

cc: Miriam Lens, City Clerk

Enc.





Please make checks payable to: City of Hayward

Prepared by: Ivan Padilla, Lead Program Asst Date: October 18, 2021
Dept/Div: Library/HYC

Bill To: Name: To Whom It May Concern
Address: 123 Hayward Street
City: Hayward State: CA Zip: 94541

DETAILED DESCRIPTION	AMOUNT	FUND/ACCOUNT
Annual HYC contribution FY23	\$ 1,000.00	
Tax	-	
AMOUNT DUE	\$1,000.00	

Please remit to:
City of Hayward – City Clerk’s Office
777 B Street
Hayward, CA 94541
ATTN: Miriam Lens, City Clerk



DIRECT PAYMENT

VENDOR NUMBER _____

DATE 05/28/21

PAYABLE TO:	HYC Advisor				
MAIL TO:					
STREET					
CITY		STATE		ZIP CODE	

ARTICLES OR SERVICES	AMOUNT
Hayward Youth Conference Prize - Ipad 8	\$ 364.51
Hayward Youth Conference Prize - Airpods	\$ 173.71
NOTE: An invoice, receipt or statement must be submitted to Accounting with this claim.	TOTAL 538.22

EXPENDITURE SEGREGATION							SPECIAL INSTRUCTIONS
FUND	DEPT	DIV	PROG	OBJECT	PROJECT	AMOUNT	
					CC002		
							RETURN CHECK TO:
					TOTAL	-	

Rita Perez x4801

PREPARED BY: Merry Monlux, Deputy City Clerk

***Note:** The Direct Pay form is to be used for payments such as: Credit Card Bills, Developer Contract Refunds, Other Refunds, Employee Reimbursements and Utilities such as AT&T, PG&E, Verizon, Waste Management, and Water (SFPUC).

"Munis Receiving" is not required on Direct Payment.

Approval Signature is not required on this form. However, this still needs to go through Munis Workflow to be approved by Department. Accounts Payable will only be able to generate AP vendor checks when it is all approved in Munis.