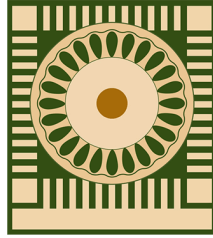


# **CITY OF HAYWARD**

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, September 21, 2022**

**7:00 PM**

**Remote Participation**

**Community Services Commission**

**COVID-19 Notice: Consistent with Assembly Bill 361/Gov Code 54953(e), the Community Services Commission meeting includes teleconference participation by all Community Services Commissioners and the public.**

**Zoom Webinar Access Information:**

<https://hayward.zoom.us/j/87315466147?pwd=VStBMnVneld5NjAydFlwaGcwZHBmUT09>

Password: \$q28BSep (for link above)

Or join by phone: US: +1 669 900 6833 or +1 669 444 9171 or +1 719 359 4580 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799 or +1 386 347 5053 or +1 564 217 2000 or +1 646 931 3860 or +1 929 205 6099

Webinar ID: 873 1546 6147

Password: 50055459 for "Dial-in Option"

**How to submit written Public Comment:**

*Send an email to [Monica.Davis@hayward-ca.gov](mailto:Monica.Davis@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**

[MIN 22-102](#)

Minutes of the June 15, 2022, Community Services Commission Meeting

**Attachments:** [Attachment I - CSC Minutes for 6/15/2022 meeting](#)

## DISCUSSION

1 **FYI - CAPER: 30-Day Public Notice**

2 **FYI - NOFA: 30-day Notice - September 30, 2022**

3 [RPT 22-081](#) Community Agency Funding Process Review Update

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Scoring Rubric](#)  
[Attachment III FY 2023-2024 Application](#)

4 [RPT 22-085](#) Bylaws Update

**Attachments:** [Attachment I - Staff Report](#)  
[Attachment II - Proposed Bylaws Amendments](#)

5 [RPT 22-084](#) Standing Item - Background Information on Community Service Commission Recommendations Related to Policy Innovation Workshops and Community Public Safety Work

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

6 **CSC Elections**

7 [RPT 22-083](#) FY 2022 / 2023 Agenda Planning Calendar

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

## Councilmember / Commissioner / Staff Announcements

## Future Agenda Items

## ADJOURNMENT

**NEXT MEETING – October 19, 2022 @ 7:00pm**

*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  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

---

**File #:** MIN 22-102

---

**DATE:** September 21, 2022

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Minutes of the June 15, 2022, Community Services Commission Meeting

**RECOMMENDATION**

That the Community Services Commission review and approve the minutes of the June 15, 2022, meeting.

**ATTACHMENTS**

Attachment I - June 15, 2022, Community Service Commission Meeting Minutes



## MINUTES

### Community Services Commission Meeting

**June 15, 2022 @ 7:00 pm**

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

**ANNOUNCEMENT OF MEETING AVAILABILITY:** Webinar ID: 813 6518 3317 - Passcode: K7+ciJun- Passcode: 87289566 for "Dial-in Option"

**CALL TO ORDER:** Meeting called to order at 7:02 pm by Vice Chairperson Arti Garg

**PLEDGE OF ALLEGIANCE:** Led by Commissioner Collin Thormoto

**ROLL CALL:**

Members Present:

- Crystal Arrizon, Commissioner
- Austin Bruckner, Commissioner
- Emily Chow, Commissioner
- Hazel de Leon, Commissioner
- Pascal Garcia-Montpetit, Commissioner
- Arti Garg, Commissioner / Vice Chair
- Stan Long, Commissioner
- Linda Moore, Commissioner
- Lacei Ramirez-Amodei, Commissioner
- Mick Rubio, Commissioner / Parliamentarian
- George Syrop, Commissioner
- Collin Thormoto, Commissioner
- Corina Vasaure, Commissioner

Members Absent:

- Artavia Berry, Commissioner / Chairperson
- Magdalena Cerna, Commissioner
- Janet Kassouf, Commissioner

Council Liaison:

- Council Member Sara Lamnin

Staff:

- Monica Davis, Community Services Manager
- Carol Lee, Management Analyst
- Evelyn R. Olivera, Senior Secretary

Public Comment: None

## Approval of Minutes of the Community Services Commission Meeting on March 16, 2022

- A motion to approve the minutes was moved by Commissioner Pascal Garcia-Montpetit with a second by Commissioner Linda Moore. The minutes were approved; twelve (12) Ayes and one (1) abstention.

### Discussion:

#### *Community Agency Funding Subcommittee Recommendations*

Ms. Davis provided an overview of the subcommittee recommendations compiled over several meetings of review with committee members regarding the next CAF Funding process. Ms. Davis provided clarifying responses to Commissioner inquiries regarding modifications compiled.

#### *Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work*

Ms. Davis provided brief update for the ongoing works as to the workshops and public safety work and responsiveness of the City of Hayward. Commissioner Syrop requested more information on forming an ad hoc committee for the CSC to make policy recommendations around community justice and to help redefine what public safety means. This request was supported by additional Commissioners. Ms. Davis offered to review this request and offer suggestions during the next CSC meeting.

#### *Adoption of FY 2022 – 2023 CSC Agenda Planning Calendar*

A motion to adopt the proposed FY 2022 – 2023 CSC Agenda Planning calendar with two amendments: first item to add to September: Update – CAF Subcommittee findings with inclusion of an update on the City of Hayward's non-discrimination clause and second item to add to October: HPD – Presentation/Feedback on support between HPD and the CSC was moved by Commissioner Austin Bruckner with a second by Commissioner George Syrop. The motion was approved unanimously.

### Council Liaison / Commissioner / Staff Announcements

- Commissioner Collin Thormoto announced he is continuing his work on the bylaws revisions and invited Commissioners to reach out to him with any proposed changes.
- Commissioner Austin Bruckner announced Congressman Eric Swalwell will be in San Lorenzo for a press conference at the San Lorenzo Library to offer a message of support against the incident of hate against the LGBT Community that occurred over this past weekend.
- Ms. Davis encouraged the Commission to attend the City Council meeting scheduled for June 28, 2022; all CAF subcommittee work will be discussed. This is an opportunity to share feedback to Council.

### **Adjournment at 9:33 p.m.**



# CITY OF HAYWARD

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

---

**File #:** RPT 22-081

---

**DATE:** September 21, 2022

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Community Agency Funding Process Review Update

**RECOMMENDATION**

That the Commission reviews and provides comments on the informational report about the Community Agency Funding Review process update.

**SUMMARY**

Annually, the City receives applications from community agencies requesting funding through the competitive Community Agency Funding (CAF) process. The Community Services Commission (CSC) serves as an advisory body to the Hayward City Council and 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 CAF process, the CSC Chair appoints three Application Review Committees (ARCs) to conduct applicant interviews and make preliminary recommendations for full CSC consideration.

Due to the growing gap in funding requested compared to funding available, the CSC has expressed concern about how challenging the process has become to decide which agencies to fund. As a result, the CSC has requested support and direction from Council to clarify Council's funding priorities and to receive feedback on the CAF process. There have been previous CAF review processes both internal to the CSC and with Council. The proposed changes resulting from the most recent review process include recommendations on funding allocations for prioritized funding categories, allocations for new and innovative programs, incorporating Special Event funding as part of the CAF process, and administrative updates to the implementation of certain CAF requirements.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Scoring Rubric

---

**File #:** RPT 22-081

---

Attachment III      FY 2023-2024 Application



**DATE:** September 21, 2022

**TO:** Community Services Commission

**FROM:** Community Services Manager

**SUBJECT** Community Agency Funding Process Review Update

## **RECOMMENDATION**

That the Commission reviews and provides comments on the informational report about the Community Agency Funding Review process update.

## **SUMMARY**

Annually, the City receives applications from community agencies requesting funding through the competitive Community Agency Funding (CAF) process. The Community Services Commission (CSC) serves as an advisory body to the Hayward City Council and 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 CAF process, the CSC Chair appoints three Application Review Committees (ARCs) to conduct applicant interviews and make preliminary recommendations for full CSC consideration.

Due to the growing gap in funding requested compared to funding available, the CSC has expressed concern about how challenging the process has become to decide which agencies to fund. As a result, the CSC has requested support and direction from Council to clarify Council's funding priorities and to receive feedback on the CAF process. There have been previous CAF review processes both internal to the CSC and with Council. The proposed changes resulting from the most recent review process include recommendations on funding allocations for prioritized funding categories, allocations for new and innovative programs, incorporating Special Event funding as part of the CAF process, and administrative updates to the implementation of certain CAF requirements.

## **BACKGROUND**

Each year, the City receives applications from community agencies requesting funding through the competitive CAF process. 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 CAF 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 amount of funding requested from community agencies through the CAF process has steadily increased with FY 2023 representing the largest disparity between agencies' funding requests and the amount of available funding. The CSC has expressed concern about how challenging the process has become to decide which agencies to fund. As a result, the CSC has requested support and direction from the Council to clarify Council's funding priorities and to receive feedback on the CAF process. On October 26, 2021<sup>1</sup>, Council authorized the Mayor to appoint three members of Council to form a sub-group to work with a committee of the Community Services Commission to review and discuss the CAF process.

The joint subcommittee met on three occasions to discuss the CAF process and provide recommendations to the CSC for further consideration. At the June 15, 2022<sup>2</sup> CSC Meeting, the CSC approved final recommendations for Council consideration. On June 28, 2022<sup>3</sup>, the Council approved the CSC's recommendations and directed staff to finalize and implement the changes during the summer.

## **DISCUSSION**

The increasing disparity between agencies' funding requests and the amount of available funding coupled with the ongoing impacts of the COVID-19 pandemic has raised the need for further discussions around the CAF process and priorities. Specifically, during the May 2021<sup>4</sup> and July 2021<sup>5</sup> CSC meetings, commissioners outlined questions for Council feedback.

At the July 2021 meeting, the CSC appointed five Commissioners to convene a CSC CAF Review Committee to discuss options for potential revisions to the CAF process. Additionally, the CSC has requested support and direction from Council to discuss the questions outlined above, clarify Council's funding priorities, and receive further feedback on the CAF process.

---

<sup>1</sup> October 26, 2021, Staff Report and Attachments:

<https://hayward.legistar.com/LegislationDetail.aspx?ID=5192084&GUID=A2A6DA3D-E012-4AA3-BD19-F634B3A66DAD&Options=&Search=>

<sup>2</sup> June 15, 2022, Staff Report and Attachments:

<https://hayward.legistar.com/LegislationDetail.aspx?ID=5688449&GUID=E5F91AB9-5ECF-43D1-8440-B128C700F61A&Options=&Search=>

<sup>3</sup> June 28, 2022, Staff Report

<https://hayward.legistar.com/LegislationDetail.aspx?ID=5709697&GUID=A6B2DFF3-6937-49D4-8EE0-C7C35628FDEF&Options=&Search=>

<sup>4</sup> May 19, 2021, Staff Report and Attachments:

<https://hayward.legistar.com/MeetingDetail.aspx?ID=861278&GUID=9EBDE9B2-2B3C-4793-9930-72EDA7F71813&Options=info&Search=>

<sup>5</sup> July 21, 2021, Staff Report and Attachments:

<https://hayward.legistar.com/LegislationDetail.aspx?ID=5033739&GUID=2D6BF062-974E-4E32-BAC6-0FE7E3AAD1AE&Options=&Search=>

On October 26, 2021, Council authorized the Mayor to appoint three members of Council to form a sub-group to work with a committee of the Community Services Commission to review and discuss the community agency funding process.

#### The CAF Process Review Joint Subcommittee

The joint subcommittee consisted of three Councilmembers (Councilmember Lamnin, Councilmember Márquez, and Councilmember Salinas) and four Community Services Commissioners (Commissioner Arrizon, Commissioner Bruckner, Commissioner Garg, and Commissioner Moore), with Commissioner Berry as ex officio. The Councilmembers and Commissioners served as representatives of their colleagues for purposes of providing feedback on the Community Agency Funding process. The joint subcommittee convened on three occasions to discuss the current CAF process and the CSC's questions with the purpose of preparing recommendations for the full CSC review and subsequent Council review and approval.

#### CSC Recommendations for Council Consideration:

At the June 2022 CSC Meeting, the CSC approved final recommendations for Council consideration. On June 28, 2022, Council affirmed the Community Services Commission's Community Agency Funding modification recommendations and directed staff to implement the administrative changes.

A summary of the modifications is provided in the table below.

Recommended Services Funding Caps
<ul style="list-style-type: none"> <li>Utilize a cap for Services funding <ul style="list-style-type: none"> <li>\$100,000 for housing and homelessness, and</li> <li>\$50,000 for other services</li> </ul> </li> </ul>
Recommended Services Funding Allocation for New and Innovative Programs
<ul style="list-style-type: none"> <li>Include a priority for funding 20-30% of applications for new and innovative programs</li> </ul>
Recommended Services Funding for Safety Net Programs
<ul style="list-style-type: none"> <li>No single agency should receive guaranteed funding</li> <li>Staff will identify programs that support safety net services during the CAF process</li> </ul>
Integration of Special Events into CAF Process, Including Guidelines:
<ul style="list-style-type: none"> <li>New Events may receive up to \$10,000 in financial support for one year</li> </ul>
<ul style="list-style-type: none"> <li>Signature Events, \$5,000 for events that have taken place 1-5 year(s). Upon completion of the 5<sup>th</sup> consecutive year of an event, the event will then be classified as a Classic Event</li> </ul>
<ul style="list-style-type: none"> <li>Classic events, (+5 years) up to \$7,500 in grant funds to support growing the event into a larger, regional event</li> </ul>
<ul style="list-style-type: none"> <li>Money granted to either a new or existing event cannot be more than 20% of the total estimated budget for the event</li> </ul>

The CSC recommended Arts and Music Funding Guidelines structured to mirror Council approved special event guidelines as shown above.

Proposed Arts and Music Funding Guidelines:
<ul style="list-style-type: none"><li>• New Agencies may receive up to \$30,000 in financial support for one year</li></ul>
<ul style="list-style-type: none"><li>• Signature Agencies, up to \$25,000 for programs that have been funded 1-5 year(s). Upon completion of the 5<sup>th</sup> year of program funding, the agency will then be classified as a Classic Agency</li></ul>
<ul style="list-style-type: none"><li>• Classic Agencies, (+5 years) up to \$20,000 in grant funding, not to exceed 60% of the total estimated program budget</li></ul>

Subsequent CSC Subcommittee Discussion:

The CSC subcommittee reconvened on August 4, 2022, to continue discussions around the refinement of the NOFA process, the application, and evaluation process. Staff prepared a scoring rubric (Attachment II) that factors in historic funding weighing criteria and more recently identified priorities such as an increased integration of an equity lens and preference for Hayward based organizations and updated the FY 2023-2024 application (Attachment III). Most of the changes were administrative in nature, and the majority of the questions remained unchanged. Staff consolidated several questions and in response to the subcommittee's request, added a couple of additional clarification questions to address the priorities identified through this process.

Furthermore, in response to a request by the CSC, staff will be utilizing an updated agreement for the CAF grant recipients to include a revised non-discrimination clause, ensuring that grantees of the City's funding and their subcontractors adhere to City policies. Due to the addition of the non-discrimination clause, grantees and subgrantees of the City's funding must comply with non-discrimination requirements or risk breaching their contract and forfeiting their award. Further, during contract monitoring, staff will continue to review compliance with all components of the contract requirements, including review of any programmatic delivery complaints and the processes in which these complaints were remedied. Staff will continue to work with service partners to ensure compliance.

## **ECONOMIC IMPACT**

While there is no economic impact resulting from this item, the forthcoming FY 2023-2024 allocation of funding towards CDBG and the General Fund's Social Services programs have a collective positive economic impact on the community, as they will increase food security; provide vital support services to help individuals and families maintain and obtain housing, such as legal aid, fair housing services, shelter, and home rehabilitation; and infuse capital and provide training for local small business.

## **FISCAL IMPACT**

There is no fiscal impact associated with this report.

## **STRATEGIC ROADMAP**

CAF allocation recommendations have supported several of the City's Strategic Roadmap priority areas, including Preserve, Protect, & Produce Housing; Grow the Economy; and Support Quality of Life.

## **PUBLIC CONTACT**

Members of the public are invited to review the materials presented and recordings of the subcommittee meetings which are available on the [City's website](#). No public comments were made at the CSC meeting of June 15, 2022, or the Council Meeting of June 28, 2022. Interested parties can make public comment at the CSC meeting of September 21, 2022.

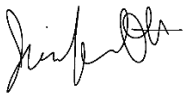
## **NEXT STEPS**

Staff will receive the CSC's comments at the meeting of September 21, 2022, and will implement changes prior to the publishing of the NOFA. Separately, staff will continue to engage Council in identifying alternative sources of permanent funding, including exploration of using Community Foundation funding.

*Prepared by:* Carol Lee, Management Analyst

*Recommended by:* Monica Davis, Community Services Manager

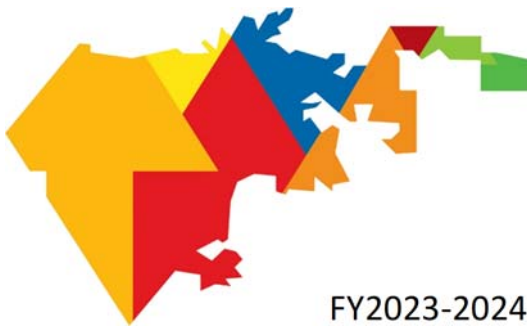
*Approved by:*

A handwritten signature in black ink, appearing to read 'Jennifer Ott', with a stylized flourish at the end.

Jennifer Ott, Assistant City Manager

City of Hayward Community Agency Funding Application Scoring Rubric			
Category	0-2 pts	3-5 pts	6-10 pts
<b>ADMINISTRATIVE AND FINANCIAL ASSESSMENT</b>			
Agency Performance (capacity, efficacy, ability to provide quality services)	Applicant submitted an incomplete application, set unrealistic goals, lack the necessary staffing, experience, and organizational capacity to ensure Program success, and/or has historically been unable to meet goals or requirements	Applicant has submitted a complete application with realistic goals, but lack the necessary staffing, partnerships, and/or experience with similar types of grants to make the Program successful.	Applicant has submitted a complete application that sets achievable goals and demonstrates that they have the staffing, partnerships, and track record of strong grant performance to ensure Program success.
Funding	Program budget is unrealistic and is not an appropriate use of City Funds	Funding Request is reasonable but will not reduce demands on other City resources and/or there are other types of funding sources that would be a better fit for this Program/Service	Funding Request is a reasonable amount and Program budget is feasible and balanced
Funding Sustainability	Grant request is the only source of funds for applicant's proposed Program/Service. Applicant does not demonstrate ability to leverage funds	Applicant has identified more than one funding source to support the proposed activity/service but this grant request would be the main source of funds and the long-term sustainability of the Program/Service is questionable	Applicant has identified multiple funding sources to support the proposed activity/service and ensure sustainability or is leveraging funds to increase impact
<b>CITY STRATEGIC ROADMAP &amp; COMMUNITY ALIGNMENT, INCLUDING RACIAL EQUITY</b>			
City Priority Alignment	Program/Service does not align with City Priorities (identified in Strategic Roadmap, LHH, etc.)	Program/Service generally aligns with at least one City Priority (identified in Strategic Roadmap, LHH, etc.)	Program/Service aligns with one or more City Priorities (identified in Strategic Roadmap, LHH, etc.)
Community Need	Applicant does not articulate a clear need for the Program/Service in their application and is unlikely to address that need	Applicant identifies a clear need but it is not a critical service need and/or the applicant does not demonstrate a high likelihood of addressing that need	Applicant identifies a critical need in Hayward and demonstrates a high likelihood of effectively addressing that need
Impact	Funding Request is unreasonably high; Applicant demonstrates a low number of low-income Hayward clientele/households served per dollar requested, and/or the application fails to identify any outcomes or quantitative goals	Applicant demonstrates a moderate number of low-income Hayward clientele/households served per dollar requested, and/or application identifies outcomes, but they are unclear or unlikely to demonstrate Program/Service impact	Applicant demonstrates a high number of low-income Hayward clientele/households served per dollar requested, and the application identifies clear and quantifiable outcomes to demonstrate Program/Service impact
Racial Equity	Program does not provide equitable services and agency demographic do not reflect the Hayward community and no steps are being taken to address it	Program does provide equitable services	Program provides equitable services and agency is taking additional steps to build a culture of equity to meet the needs of all residents

Additional Considerations:  
 Safety Net Service  
 Hayward based (Operates in Hayward)  
 New and Innovative



## CITY OF HAYWARD

## FY2023-2024 COMMON APPLICATION FOR CITY FUNDING

## SECTION I. ADMINISTRATION AND FINANCIAL INFORMATION

1. Applicant Name *Provide Agency/Organization Name*
2. Program Name *Provide the name of the Program if different from the Applicant Agency name*
3. Program Address *Provide the local address where services are provided. This may be different than the Applicant mailing address.*
4. Contact Name *Provide the name of the person authorized to speak with City representatives regarding the proposal. The person identified as the authorized designee regarding the proposal should be able to speak knowledgeably and specifically about the application and organization.*
5. Title/Position *Provide title/position of authorized designee regarding the proposal in question 4.*
6. Contact Phone *Provide a phone number where the authorized designee regarding the proposal in question 4 may be reached.*
7. Contact Email *Provide the email address for the authorized designee regarding the proposal in question 4. Please double-check for typos; email is the most common way the City will contact Applicants.*
8. EIN Number *Provide the EIN (Employer Identification Number) of the Applicant Agency.*
9. DUNS Number *Provide the DUNS (Data Universal Number System) Number of the Applicant Agency. A DUNS number is a unique nine-character number used to identify your organization. The federal government uses this number to track how federal money is allocated. Most large organizations, libraries, colleges, and research universities already have a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number. For more information, or to obtain a DUNS number, you can visit the Dun & Bradstreet Website [here](#).*

10. Is the Applicant a fiscal administrator for another organization? ☐ Yes ☐ No

If YES, please provide the name of that organization.

11. Is Applicant currently an IRS-approved non-profit entity?

If YES, what type? 501c(3), etc.

☐ Yes ☐ No

*Check Yes if the Applicant is an IRS-approved non-profit entity and provide the type of nonprofit entity (501c3, 501c6, 501c7, etc.).*

12. Is Applicant currently a State of CA-approved nonprofit entity?

☐ Yes ☐ No

*Check Yes if the Applicant is a non-profit entity registered with the Office of the Secretary of State.*

13. Has Applicant completed a fiscal audit within the past 12 months? (Attach a FY 2021-2022 independent fiscal audit)

☐ Yes ☐ No

*Check Yes if the Applicant has completed a fiscal audit within the past 12 months.*

*Applications requesting less than \$20,000 are required to provide a financial letter of good standing. All applications requesting more than \$20,000 are required to submit a complete fiscal audit.*

#### A. PROGRAM DESCRIPTION

14. What is the proposed program or service your organization seeks funding for? *Agencies should provide a clear description of the specific program or service they seek funding for and the critical need that the program or service addresses. Describe if the program or service is preventative and/or responsive.*
15. This application requests funding for an activity in the following category (check only one category). City staff may reassign the selected category to a different category should staff determine that such reassignment is needed and warranted.

- ☐ Economic Development  
☐ Infrastructure  
☐ Services  
☐ Arts & Music  
☐ Special/Cultural Event

*Check only ONE category box that best represents the funds requested in your application. If your agency is submitting more than one application (e.g., one for Services, and one for a Facilities Improvement), each application must be submitted separately. Consult with City staff if you are unsure of which Category you should apply.*

**Services**, Check this box if the application requests funds to provide the following types of services: food pantries, information and referral systems, or case management for vulnerable populations, after-school programs, adult literacy, or tutoring, events and services that promote health and wellness, mental health counseling, or other therapeutic services, rental assistance, fair housing services, legal services, landlord and tenant mediation, information workshops, rapid rehousing, homelessness prevention, street outreach, or shelter services, Services to seniors or people with disabilities, including transportation related services to eligible low-income seniors or people who have disabilities

**Infrastructure**: Check this box if the application requests funds to provide the following types of projects: acquisition of real property to be used for services to low-income Hayward residents, rehabilitate or repair an existing local facility. This includes but is not limited to the rehabilitation of and non-profit facilities,

**Economic Development**: Check this box if the application requests funds to support the following types of local economic development and/or the job creation:

*skill building activities for employees or potential employees (requires placement in employment), placing individuals into paid full-time, stable employment, activities designed to foster the development, support, and expansion of a microenterprise (defined as a business that has five or fewer employees, one or more of whom owns the enterprise),*

**Arts and Music:** *Check this box if the application request operational/programmatic funds to support art, music, or cultural programs or activities including but not limited to educational assemblies, curriculum development and distribution, and art galleries.*

**Special/Cultural Event:** *A Special Event is defined as any planned activity that requires the use of public property which is not within the normal and ordinary use of the property or which, by nature of the activity, may have a greater impact on City services or resources, neighborhoods, businesses or the community as a whole than would have occurred had the activity not taken place, including but not limited to, parades, gatherings, arts and crafts shows/fairs, festivals, athletic events, car shows, and musical or cultural events.*

16. The Community Development Block Grant (CDBG) funds local community development activities with the goal of providing affordable housing, anti-poverty programs, and infrastructure development. CDBG is a federal funding source, and as such, has more complex reporting requirements and requires monthly invoices. Are you applying for CDBG funding?

☐ Yes   ☐ No

*In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of the three national objectives of the program.*

- *Benefiting low- and moderate-income persons,*
- *Preventing or eliminating slums or blight, or*
- *Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.*

17. CDBG APPLICANTS ONLY: Which National Objective does your program support?

- ☐ Benefits to low- and moderate- income (LMI) persons  
☐ Aid in the prevention or elimination of slums or blight  
☐ Meet a need having a particular urgency (referred to as urgent need)

18. CDBG APPLICANTS ONLY: Describe how your program supports the National Objective selected above.

#### B. AGENCY PERFORMANCE

19. What is your organization's mission? *Agencies should provide a clear and succinct mission. The mission should provide a clearly stated purpose of who the organization is, what they do, and how they benefit the Hayward community.*

20. How many years has the service organization been providing services in Hayward?

---

21. How many years has the service organization been providing the *proposed* services in Hayward?

---

22. Describe how program performance is assessed and maintained. *The City is interested in learning how data driven outcomes are used in your program management and planning? How do you track outcomes? How do you use data to improve upon your service delivery?*
23. Use this space to share anything that the City should know. *Did you have any organizational changes in the past year that may have impacted your organization's performance?*
24. CDBG APPLICANTS ONLY: Describe how the Applicant would verify, document and report that the clients benefiting from the City's funding would be low-income Hayward individuals, households, or businesses. *The City requires that CDBG funded programs serve 100% low-income. How would your agency verify and document low-income status?*
25. CDBG APPLICANTS ONLY: Describe how the organization plans to expand or enhance services in comparison to existing services with proposed funds. *Will this funding allow you to provide a new service or expand your service delivery?*

#### C. FUNDING

26. What is the total organizational/agency budget? (Attach a board-approved, line-item, agency-wide budget) \_\_\_\_\_
27. What is the total cost of the proposed program or project? (Attach a DETAILED program budget to include expenditures and anticipated revenue sources.) \_\_\_\_\_
28. Of that total on line 16 what amount is being requested from the City of Hayward? (Minimum grant amount is \$10,000) \_\_\_\_\_

#### D. FUNDING SUSTAINABILITY

29. Describe your efforts to diversify funding and other revenue sources you have sought. *The City of Hayward has limited funding to distribute through the Community Agency Funding process. City funding should not be an agency's sole funding source. We are interested to hear how you leverage City funding through diversifying your funding stream.*
30. Describe the impact funding would have for your agency and program. *The City is interested to hear how this funding impacts your agency. What does funding allow you to accomplish? Should partial funding be awarded, how would this impact your organization and program? The City is interested to hear how your organization would adapt should you receive less funding than in previous years.*

## SECTION II. CITY STRATEGIC ROADMAP &amp; COMMUNITY ALIGNMENT, INCLUDING RACIAL EQUITY

## A. CITY STRATEGIC ROADMAP ALIGNMENT

31. Describe how the proposed program or service aligns with greater City priorities. *The City is interested in learning how the specific program or service aligns with the priorities identified in the City's strategic plans ([Strategic Roadmap](#), [Let's House Hayward! Strategic Plan](#), [Economic Development Strategic Plan](#), etc.)*

## B. COMMUNITY NEED

32. Describe how the proposed program or service meets a community need. *The City is interested in learning how the specific program or service addresses needs within the Hayward community. Does the proposed program or service provide a unique service or address an unmet need?*
33. Describe the indicator(s) that gave rise the proposed program or service. *The City is interested in learning what motivated your agency to implement the proposed program or service. Provide data to support the basis for the proposed program or service.*
34. Describe how the proposed activities strengthen community collaboration to the benefits of clients served. *List organizations you partner with and the services provided. The City is interested in how agencies work with other agencies to strengthen collaboration and impact in the community.*

## C. IMPACT

35. How many units of service did you provide in FY 2021-2022? (i.e., meals provided, classes taught, etc.)

36. Describe specific the goals, outcomes and impacts of the proposed program or service. *Describe the program goals, intended outcomes, and impacts on the Hayward community. What is this program or service intending to accomplish in Hayward?*

37. Does your organization provide:

Service Type	% of total services
Prevention Services: services intended to prevent something from happening. For example, health education to prevent spread of illness.	
Responsive Services: services intended to respond to something that has already happened. For example, medical treatment for persons with a medical condition.	

D. PERFORMANCE MEASURES AND GOALS:

*Performance Measures and Goals: Answer the criterion/criteria for the Category of funds requested in the application.*

*A. FOR SERVICES AND INFRASTRUCTURE PROJECTS: Indicate the number of unduplicated low-income Hayward individuals the proposed program would directly benefit during FY 2023-2024 from the proposed program. Please do not provide the number of households assisted as the response to this question (use EITHER household or individuals).*

*B. FOR HOUSING SERVICES PROJECTS: Indicate the number of unduplicated low-income Hayward households the proposed program would directly benefit during FY 2023-2024 from the proposed program (for projects focused on housing related services).*

*C. FOR ECONOMIC DEVELOPMENT PROJECTS ONLY: Estimate the number of permanent, full-time jobs for low-income individuals that would be created by the proposed program.*

*OR*

*D. FOR ECONOMIC DEVELOPMENT PROJECTS ONLY: Estimate the number of businesses that would be assisted. Please only fill out C or D if you are applying under the economic development category.*

*E. FOR SPECIAL/CULTURAL EVENTS ONLY: Estimate the number of anticipated attendees.*

38. How many unduplicated low-income **individuals** living in Hayward would directly benefit in FY 2022-2023 from the proposed program?

39. How many unduplicated low-income **households** living in Hayward would directly benefit in FY 2022-2023 from the proposed program?

---

---

## E. RACIAL EQUITY DATA

40. In alignment with the City's Racial Equity Action Plan, we are collecting the demographic make-up of applicant agencies. Please enter the demographic make-up of your agency leadership and staff.

Ethnicity	Agency Demographics <i>Provide agency specific demographics.</i>			
	Leadership <i>Indicate the number of individuals in leadership roles within the appropriate ethnicity.</i>	Hispanic <i>Of the number of leaders within each ethnicity, indicate the number of individuals who identify as Hispanic. This number should not be greater than the total in the leadership column.</i>	Total Employees <i>(Including Leadership)</i> <i>Indicate the number of individuals (including those in leadership roles) within the appropriate ethnicity. This number should be greater than the totals in the leadership column.</i>	Hispanic <i>Of the number of employees within each ethnicity, indicate the number of individuals who identify as Hispanic.</i>
White				
Black/African American				
Asian				
Chinese				
Filipino				
Asian Indian				
Vietnamese				
Korean				
Japanese				
Other Asian (e.g. Pakistani, Cambodian, Hmong, etc.)				
Amer. Indian/Alaskan Native				
Native Hawaiian/Pacific Isl.				
Native Hawaiian				
Samoan				
Chamorro				
Amer. Indian/White				
Asian/White				
Black/White				
Amer. Indian/Black				
Other Multi-Racial				
Total				

## Gender of Employees

Gender	Leadership	Total Employees
Female		
Male		
Other		
Total		

41. Client Demographics Data (data from FY 2021-2022)

*Provide client specific demographics.*

Ethnicity	Client Demographics	
	# Served <i>Indicate the number of individuals served in FY 2021-2022 within the appropriate ethnicity.</i>	Hispanic <i>Of the number of clients within each ethnicity, indicate the number of individuals who identify as Hispanic. This number should not be greater than the total in the # Served column.</i>
White		
Black/African American		
Asian		
Chinese		
Filipino		
Asian Indian		
Vietnamese		
Korean		
Japanese		
Other Asian (e.g. Pakistani, Cambodian, Hmong, etc.)		
Amer. Indian/Alaskan Native		
Native Hawaiian/Pacific Isl.		
Native Hawaiian		
Samoan		
Chamorro		
Amer. Indian/White		
Asian/White		
Black/White		
Amer. Indian/Black		
Other Multi-Racial		
Total		

Gender	Clients Served
Female	
Male	
Other	
Total	

42. Describe efforts your organization is undertaking to address Racial Equity, including any integration of Racial Equity into Strategic Planning and Implementation processes. *The City is interested in learning how your agency uses a racial equity lens in program delivery. If your agency has a Racial Equity Plan, please upload a copy.*

F. ADDITIONAL FACTORS – *Staff Use Only*

Does this applicant provide basic safety net services?  
 Is this applicant Hayward based?  
 Is this program/service new or innovative?



# CITY OF HAYWARD

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

---

**File #:** RPT 22-085

---

**DATE:** September 21, 2022

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Bylaws Update

**RECOMMENDATION**

That the Commission reviews and provides comments on the proposed amendments to the Community Services Commission bylaws

**SUMMARY**

Annually, staff does a review of the bylaws to ensure that proposed changes to the scope of the Community Services Commission's (CSC) work be appropriately included in the bylaws and any administrative changes be included. During the last Fiscal Year, Commissioner Collin Thormoto, who was appointed to an ad hoc bylaws review committee, provided the following suggested edits that staff concurs with (see Attachment II for redline edits):

- Create formatting consistency
- Utilize inclusive gender language
- Formalize public comment in the bylaws
- Reduce the bylaws amendment period to 28 days to increase likelihood for bylaw amendments to occur over the course of two CSC meetings
- Integrate Special/Cultural Events into the Arts and Music Application Review Committee to align with the changes to the Community Agency Funding Process

Additionally, staff proposed supplemental edits to update the language around being a qualified elector to mirror the recent Ballot Measure OO Charter Amendment to create more opportunities for residents to volunteer, and honor Hayward's commitment to diversity by eliminating the requirement of being a qualified elector / registered voter to serve on City Council-appointed advisory commissions.

**ATTACHMENTS**

---

**File #:** RPT 22-085

---

Attachment I - Staff Report

Attachment II - Proposed Bylaws Amendments



**DATE:** September 21, 2022

**TO:** Community Services Commission

**FROM:** Community Services Manager

**SUBJECT** Bylaws Update

### **RECOMMENDATION**

That the Commission reviews and provides comments on the proposed amendments to the Community Services Commission bylaws.

### **SUMMARY**

Annually, staff does a review of the bylaws to ensure that proposed changes to the scope of the Community Services Commission's (CSC) work be appropriately included in the bylaws and any administrative changes be included. During the last Fiscal Year, Commissioner Collin Thormoto, who was appointed to an ad hoc bylaws review committee, provided the following suggested edits that staff concurs with (see Attachment II for redline edits):

- Create formatting consistency
- Utilize inclusive gender language
- Formalize public comment in the bylaws
- Reduce the bylaws amendment period to 28 days to increase likelihood for bylaw amendments to occur over the course of two CSC meetings
- Integrate Special/Cultural Events into the Arts and Music Application Review Committee to align with the changes to the Community Agency Funding Process

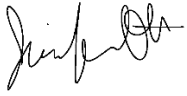
Additionally, staff proposed supplemental edits to update the language around being a qualified elector to mirror the recent Ballot Measure OO Charter Amendment to create more opportunities for residents to volunteer, and honor Hayward's commitment to diversity by eliminating the requirement of being a qualified elector / registered voter to serve on City Council-appointed advisory commissions.

### **NEXT STEPS**

Staff will receive the CSC's comments at the meeting of September 21, 2022, and the proposed changes will be voted on at the November CSC meeting after the requisite 30-day review period has passed.

*Prepared and Recommended by:* Monica Davis, Community Services Manager

Approved by:

A handwritten signature in black ink, appearing to read "Jennifer Ott", with a stylized flourish at the end.

---

Jennifer Ott, Assistant City Manager

# **CITY OF HAYWARD COMMUNITY SERVICES COMMISSION**

## **APPROVED 7/15/15**

### **ARTICLE I PREAMBLE**

#### **SECTION 101. CONFLICTS.**

In the event of any conflict between these bylaws and the Hayward City Charter, Hayward Municipal Code, and City Council Resolutions, then the Hayward City Charter, Hayward Municipal Code, and City Council Resolutions shall prevail.

#### **SECTION 102. MISSION.**

The Community Services Commission ("CSC" or "Commission") serves as an advisory body to the City Council of the City of Hayward ("COH"). The mission of the CSC is to:

1. Provide advice and consultation to the Hayward City Council regarding the social, economic, and humanitarian aspects of community development issues within the City;
2. Encourage the development of a planned and orderly approach to the development of community services in the City;
3. Identify the needs for community services, for the coordinated delivery of such services to residents and to avoid duplication and conflict of effort;
4. Support City Council priorities to help solve community problems;
5. Serve as the citizen participation mechanism of federally funded, financed or aided projects; and
6. Create and sustain an environment which will encourage and bring about mutual understanding and respect and 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.

### **ARTICLE II DUTIES AND RESPONSIBILITIES**

#### **SECTION 201. GENERAL DUTIES AND RESPONSIBILITIES.**

The Community Services Commission ("CSC") and its members shall have the duties and responsibilities to:

1. Regularly attend meetings and vote on items before the Commission.
2. Adopt rules and regulations for the conduct of its business and for the time and place of its meetings.
3. Assist in developing objectives and goals of the Commission.
4. Perform other related duties as directed by City Council.

## SECTION 202. FUNDING RECOMMENDATION DUTIES AND RESPONSIBILITIES.

The Community Services Commission ("CSC") and its members shall have the duties and responsibilities to:

1. Accept and review proposals for City-administered funding as directed by City Council, including but not limited to Community Development Block Grant ("CDBG") and Social Services Program funding.
2. Develop criteria for Announcement of the availability of funds.
3. Develop application guidelines.
4. Review criteria used to make funding recommendations.
5. Prepare and submit priority recommendations to City Council.

## ARTICLE III MEMBERS

### SECTION 301. MEMBERS

The Community Services Commission shall consist of no fewer than seventeen (17) members, who are appointed by City Council.

### SECTION 302. QUALIFICATIONS.

In order to be eligible for appointment to the Commission a person shall be a ~~qualified elector~~resident of the City of Hayward. The members of the Commission shall be appointed by the City Council.

### SECTION 303. TERM LIMITS.

By City Resolution 73-235 C.S. the City Council established a policy of a limitation of not more than two and one-half (2 ½) consecutive full terms of four years apiece on any one board or commission for service thereon by members thereof.

### SECTION 304. VACANCIES, ABSENCES, AND ATTENDANCE.

In City Resolution 87-323 C.S. the City Council repeated and implemented Section 905 of the City Charter:

1. DECLARING VACANCIES. If a member of a board or commission absents ~~themselves~~himself/herself from three consecutive regular meetings of such board or commission, or ceases to be a ~~qualified elector of the City~~Hayward resident, ~~their~~his/her office shall become vacant and shall be so declared by the Council.
2. EXCUSED ABSENCE. Boards and commissions shall not excuse or otherwise grant permission to their members to be absent from any regular meeting of the board or commission.
3. ATTENDANCE The City Council shall review the attendance records of all board and commission members in May of each year. Unless extraordinary conditions exist, the City Council shall remove all board or commission members who have not attended at least 75 percent of the meetings of the board or commission upon which they serve, which are subject to the Brown Act.

If a Commissioner misses two consecutive meetings, the Library and Community Services Department will notify the City Clerk of said absences. The City Clerk will notify the Commissioner in writing (per Council direction) reminding them of the two consecutive meetings missed and that one more meeting missed will result in automatic removal from the board or commission.

After three consecutive absences or in the event attendance at 75 percent of meetings is not maintained the Office of the City Clerk will notify the Mayor either of the automatic vacancy or recommending the Commissioner office be declared vacant because of attending less than 75 percent of meetings and requesting that an appointment be made to fill the vacant office.

SECTION 305. ROLL CALL.

To be counted as present, a Commissioner shall be in attendance during all action items listed on the agenda.

## ARTICLE IV OFFICERS

SECTION 401. OFFICERS.

The Commission shall elect from the CSC members the Chairperson, Vice-Chairperson, and Parliamentarian at the September regular meeting and install them at the October meeting of every year to serve a term of one year or until their successors have been elected. Elected Officers may succeed themselves one or more times, but generally not more than twice.

## ARTICLE V DUTIES OF OFFICERS

SECTION 501. CHAIRPERSON.

The Chairperson shall preside at the regular and special called meetings of the Commission. ~~They~~~~He or she~~ shall perform all duties incident to ~~their~~~~his or her~~ office and such other duties as may be required by the Hayward City Charter, Hayward Municipal Code, City Council Resolutions and these Bylaws. The Chairperson shall appoint all committees and shall be an ex officio member of all committees.

SECTION 502. VICE-CHAIRPERSON.

The Vice-Chairperson shall act in the absence of the Chairperson or in the event of the Chairperson's inability or refusal to act. The Vice-Chairperson shall also serve as the Chairperson of the Public Services Application Review Committee.

SECTION 503. PARLIAMENTARIAN.

The Parliamentarian shall act in the absence of the Chairperson and Vice-Chairperson, or in the event of the Chairperson or Vice-Chairperson refusal to act. The Parliamentarian shall provide expert guidance related to the bylaws and keep order within the CSC meetings.

## ARTICLE VI STAFF

### SECTION 601. STAFF.

The Community Services Manager or designated staff members shall provide staff support to the CSC and shall plan, organize and direct the activities of the staff in support of the mission of the CSC. As needed, the Community Services Manager shall work in coordination with the CSC Chairperson to prepare the agendas for CSC meetings.

## ARTICLE VII MEETINGS

### SECTION 701. REGULAR MEETINGS.

The regular meetings of this Commission shall be held on the third (3rd) Wednesday of every month unless the Commission is notified at least seventy-two (72) hours in advance of no meeting. All agendas for the CSC shall be posted at least seventy-two (72) hours before each regular meeting in the manner set forth in the Rules and Regulations of the CSC and in accordance with the Brown Act.

### SECTION 702. SPECIAL MEETINGS.

SA special meetings may be called at any time by the presiding officer or a majority of the Commission by delivering personally or by mail, a written notice. All members shall be notified at least forty-eight (48) hours prior to the special meeting. The call and notice shall specify the time and place of the special meeting and provide a copy of the agenda. All agendas for special meetings shall be posted at the place designated by City Council.

### SECTION 703. QUORUM.

The quorum for a regular or special meeting shall be a majority of the currently seated membership of this Commission.

### SECTION 704. VOTING.

Each member of the Commission shall be entitled to one vote and shall have the right to move or second on any agendized matters brought to a vote during a regular or special meeting at which the member is present. The affirmative or negative vote of a simple majority of the seated members shall be necessary for it to take any action.

### SECTION 705. PUBLIC COMMENT.

In accordance with the Bagley-Keene Act and the Brown Act, the presiding officer shall make explicit mention of the public's ability to comment on individual agenda items. Public comment shall be limited to 3 minutes.

## ARTICLE VIII AMENDMENTS

### SECTION 801. AMENDMENTS.

Proposed amendments to these Bylaws may be submitted in writing by any Commission member at a regular or special meeting. A copy of the proposed amendments shall be furnished

to each Commission member at least ~~2830~~ days prior to adoption or rejection. Approval by a two-thirds (2/3) affirmative vote shall constitute adoption of the amendment.

## ARTICLE IX COMMITTEES

### SECTION 901. AD HOC COMMITTEES.

The CSC Chairperson may create standing or ad hoc committees from time to time as circumstances warrant. Only CSC members may serve on committees, and the CSC Chairperson shall appoint the members who serve on the committees.

### SECTION 902. INFRASTRUCTURE APPLICATION REVIEW COMMITTEE.

The Infrastructure Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the Infrastructure ARC are: to review all Economic Development and Facilities applications for funding, to interview applicants and to develop ~~ing~~ recommendations of funding for the CSC.

### SECTION 903. PUBLIC SERVICES APPLICATION REVIEW COMMITTEE.

The Public Services Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the Public Services ARC are: to review the Social Services and CDBG Public Services applications for funding, to interview applicants and to develop recommendations of funding for the CSC.

### SECTION 904. ARTS, MUSIC, AND CULTURAL EVENTS APPLICATION REVIEW COMMITTEE.

The Arts, ~~and~~ Music, and Special/Cultural Events Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the ~~Neighborhood~~ Arts, ~~and~~ Music, and Special/Cultural Events ARC shall be: to review all related applications for funding, to interview applicants and to develop recommendations of funding for the CSC.

### SECTION 905. APPOINTMENT LIMITATIONS.

Commissioners may be assigned to more than one Application Review Committee, however  
~~n~~No one Commissioner shall be named to all three (3) Application Review Committees within a funding cycle.

## ARTICLE X EFFECTIVE DATE

The foregoing bylaws of the CSC are adopted by the CSC on July 15, 2015 and made effective as of this date.

Drafted 11/16/2011

Updated 12/21/2011

Adopted 3/22/2012

New Draft: 3/18/2015

Revised Draft: 5/20/2015

Adopted: 7/15/2015



# CITY OF HAYWARD

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

---

**File #:** RPT 22-084

---

**DATE:** September 21, 2022

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

Standing Item - Background Information on Community Service Commission Recommendations Related to Policy Innovation Workshops and Community Public Safety Work

**RECOMMENDATION**

That the Community Services Commission (CSC) reviews the report and provides comments.

**SUMMARY**

This report provides additional background information related to the CSC's Letter of Support for Black Lives Matter and Recommendations, the Policy Innovation Workshops and Pilot Projects, and the Apology Resolution and Recommended Workplan.

**ATTACHMENTS**

Attachment I - Staff Report



**DATE:** September 21, 2022

**TO:** Community Services Commission

**FROM:** Community Services Manager

**SUBJECT:** Standing Item – Background Information on Community Service Commission Recommendations Related to Policy Innovation Workshops and Community Public Safety Work

## **RECOMMENDATION**

That the Community Services Commission (CSC) reviews the report and provides comments.

## **SUMMARY**

This report provides additional background information related to the CSC's Letter of Support for Black Lives Matter and Recommendations, the Policy Innovation Workshops and Pilot Projects, and the Apology Resolution and Recommended Workplan.

## **BACKGROUND**

### ***Letter of Support and Recommendations***

At the June 17, 2020, CSC meeting, staff presented on the City's Racial Equity Action Plan and the Government Alliance for Racial Equity (GARE) cohort details. At this meeting, the CSC provided feedback on the plan and a subset of the CSC requested to write a letter of support for the Racial Equity Action Plan and call for further action by the City of Hayward in its commitment to anti-racism. In July 2020, the CSC reviewed and unanimously approved a letter of support affirming Black Lives Matter, which also included short-term, near-term, and long-term recommendations for the Council's consideration.<sup>1</sup> This letter was reviewed and discussed at the July 2020 Council and Budget Finance Committee.<sup>2</sup>

Additionally, around the same time frame, as a result of community concerns about policing services, policies, programs, and procedures brought forth amid increased national conversation about policing and racial equity, as well as officer-involved shootings in Hayward, the Council directed staff to implement a public safety community engagement project designed to elicit further information and experiences throughout the Hayward

---

<sup>1</sup> Community Services Commission Meeting, July 15, 2020, <https://hayward.legistar.com/LegislationDetail.aspx?ID=4590492&GUID=B0148C0F-740C-4D0A-BC0B-14EECDE77EFD&Options=&Search=>

<sup>2</sup> Council and Budget Finance Committee Meeting, July 29, 2020, <https://hayward.legistar.com/LegislationDetail.aspx?ID=4600482&GUID=8F86DDDF-DB21-4479-8DC8-E287D2216533>

community to inform future policy discussions. Staff undertook a robust community engagement effort about public safety issues in the Hayward community between August and October 2020 and an update was provided to Council at the end of October 2020.<sup>3</sup> Staff utilized the collective community input to develop the Policy Innovation Workshop concept.

### ***Policy Innovation Workshops and Pilot Projects***

At the December 2020 Council Budget and Finance Committee, staff presented an outlined proposal for a policy innovation workshop during Spring 2021 to help staff and the Council develop recommendations and/or pilot programs that could be funded as a part of the FY 2022 budget.<sup>4</sup> At the January 2021 Council Budget and Finance Committee meeting, staff presented a revised proposal for the policy innovation workshops that included utilizing community participants from existing City Boards and Commissions; the roster for the policy innovation workshops included six Community Services Commissioners.<sup>5</sup> The findings and recommendations from the Policy Innovation Workshops and an update on public safety work was provided to the Council Budget and Finance Committee on April 26, 2021<sup>6</sup>. Shortly thereafter, in May 2021, the Council approved a resolution to authorize funding for the Policy Innovation Workshop Projects.<sup>7</sup> The CSC then received an update on the Policy Innovation Workshop work at the June 16, 2021, meeting.<sup>8</sup>

Staff provided a six-month status update on the projects to Council on February 15, 2022.<sup>9</sup> Staff provided a further update on May 14, 2022 as part of Council's budget work session.<sup>10</sup> Ongoing updates for the Public Safety Community Outreach Projects can be found here: [www.Hayward-ca.gov/HaywardSafeProjects](http://www.Hayward-ca.gov/HaywardSafeProjects).

### ***Apology Resolution and Recommended Workplan***

---

<sup>3</sup> City Council Meeting, October 27, 2020,

<https://hayward.legistar.com/LegislationDetail.aspx?ID=4677304&GUID=52E170E7-7C7A-4B62-AEA8-32BB683AC71D&Options=&Search=>

<sup>4</sup> Council Budget and Finance Committee Meeting, December 16, 2020,

<https://hayward.legistar.com/LegislationDetail.aspx?ID=4730803&GUID=B7016A74-469D-4B54-A400-B830088097E7&Options=&Search=>

<sup>5</sup> Council Budget and Finance Committee Meeting, January 25, 2021,

<https://hayward.legistar.com/LegislationDetail.aspx?ID=4763551&GUID=D83DF95A-3DDF-4F10-9714-51A7ED81326E&Options=ID|Text|&Search=policy+innovation+workshop>

<sup>6</sup> Council and Budget Finance Committee meeting, April 26, 2021,

<https://hayward.legistar.com/LegislationDetail.aspx?ID=4600482&GUID=8F86DDDF-DB21-4479-8DC8-E287D2216533>

<sup>7</sup> City Council Meeting, May 18, 2021,

<https://hayward.legistar.com/LegislationDetail.aspx?ID=4955272&GUID=F899B470-2D3E-4373-9CE0-EF2552EB821D>

<sup>8</sup> Community Services Commission Meeting, June 16, 2021,

<https://hayward.legistar.com/LegislationDetail.aspx?ID=4955272&GUID=F899B470-2D3E-4373-9CE0-EF2552EB821D>

<sup>9</sup> City Council Meeting, February 15, 2022,

<https://hayward.legistar.com/LegislationDetail.aspx?ID=5452691&GUID=0ACF8AB4-D962-49C5-9AC7-1782DCE2FB0F&Options=&Search=>

<sup>10</sup> City Council Meeting, May 14, 2022, Attachment II

<https://hayward.legistar.com/LegislationDetail.aspx?ID=5647813&GUID=F977E5DC-685A-42CD-8B39-12E2E9C94EFA&Options=&Search=>

In its July 2020 CSC Letter of Support, the CSC recommended that the Council issue an apology to the Black Community on behalf of the City for its complicity in institutional racism in the City of Hayward. At the September 2021 CSC meeting, the CSC recommended that Council adopt a resolution apologizing to Black, Indigenous, and People of Color (BIPOC) on behalf of the City of Hayward for its implicit and explicit role in perpetuating historical institutional racism in the City of Hayward and to review the associated 11-point workplan to address the City's historical wrongdoings.<sup>11</sup> The Council then adopted the recommend resolution and reviewed the associated workplan at the November 2021 Council meeting.<sup>12</sup> At the December 2021 CSC meeting, the CSC prioritized the 11 recommendations for addressing racial equity<sup>13</sup> to then inform the Council's Strategic Roadmap discussion.<sup>14</sup> In May 2022, the Council adopted the updated Strategic Roadmap that integrated the prioritized recommendations for the FY 2023 budget.<sup>15</sup>

### ***June CSC Meeting Request for Ad Hoc Committee Formation***

At the June 15, 2022, CSC meeting, Commissioners expressed interest in forming an ad hoc committee of the CSC to make policy recommendations on community justice and redefining what public safety means. At that meeting, staff indicated that options would be provided at a subsequent meeting to explore what this type of ad hoc committee would look like.

## **DISCUSSION**

### ***June CSC Meeting Request for Ad Hoc Committee Formation***

Staff from City Manager's Office, Hayward Police Department, and Community Services Division have discussed how best to receive policy recommendations on community justice and public safety as part of the City's ongoing and existing efforts.

Staff recommend that policy recommendations on community justice and redefining what public safety means are routed through the City's existing Community Advisory Panel (CAP) consistent with the intent of the Council. The CAP was created to provide the Chief of Police and Hayward Police Department with direct community input and provide community members with direct access to the Chief about perceived issues related to the department, the formation of strategies and concepts around community policing, to increase public awareness, and provide neutral, third-party insight that supports a productive and inclusive exchange of ideas to be considered in the department's decision-

---

<sup>11</sup> Community Services Commission Meeting, September 15, 2021,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=5134393&GUID=F9E12BE6-7847-433C-8682-EA47F224909E&Options=&Search=>

<sup>12</sup> City Council Meeting, November 16, 2021,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=5213904&GUID=FD8EB2CB-F75B-4F98-849F-046FD5945066&Options=ID|Text|&Search=racism>

<sup>13</sup> City Council Meeting, December 15, 2021,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=5357324&GUID=BE032359-5F5E-4509-A463-FOF9B39C371C&Options=ID|Text|&Search=racism>

<sup>14</sup> City Council meeting, January 29, 2022,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=5393313&GUID=12247277-54D4-42FA-B0D1-1DB3ADCC23D7&Options=ID|Text|&Search=roadmap>

<sup>15</sup> City Council Meeting, May 3, 2022,  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=5565349&GUID=459912E5-E1C0-4580-BE80-3DFEFBC33C72&Options=&Search=>

making process. The CAP will begin meeting again in early 2023 and the community make up and staffing support of this meeting body is under review. There is the possibility of including a member of the CSC on the CAP, subject to the terms and protocols of other CAP members, which will be explored further in early 2023.

Given limited staff resources, the focus of the Community Services Division needs to be on core functions: Community Agency Funding process, Paratransit program, Community Development Block Grant administration, and homeless programs administration until the Management Analyst and Community Services Manager vacancies are filled.

In sum, staff recommends that policy recommendations on community justice and redefining what public safety means are routed through the City's CAP and that Community Services staff continues to provide publicly available informational reports to the CSC upon Council and CAP review of the policy recommendations.

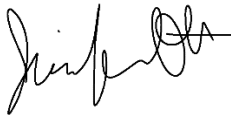
### **NEXT STEPS**

Staff will update the CSC on subsequent actions related to the items in this report.

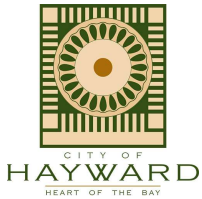
*Prepared By:* Monica Davis, Community Services Manager  
Jessica Lobedan, Acting Community Services Manager

*Recommended By:* Monica Davis, Community Services Manager

Approved by:

A handwritten signature in black ink, appearing to read 'Jennifer Ott', with a stylized flourish at the end.

Jennifer Ott, Assistant City Manager



# CITY OF HAYWARD

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

---

**File #:** RPT 22-083

---

**DATE:** September 21, 2022

**TO:** Community Service Commission

**FROM:** Community Services Manager

**SUBJECT**

FY 2022 / 2023 Agenda Planning Calendar

**RECOMMENDATION**

That the Community Services Commission reviews and adopts the 2022/2023 Agenda Planning Calendar and provides comments.

**DISCUSSION**

For the Community Services Commission (CSC) consideration, staff has revised the Proposed Meeting Schedule Calendar for FY 2022/2023 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:** September 21, 2022  
**TO:** Community Services Commission  
**FROM:** Community Services Manager  
**SUBJECT:** FY 2022 / 2023 Agenda Planning Calendar

**RECOMMENDATION**

That the Community Services Commission reviews and adopts the 2022/2023 Agenda Planning Calendar and provides comments.

**DISCUSSION**

For the Community Services Commission (CSC) consideration, staff has revised the proposed Meeting Schedule Calendar for FY 2022/2023 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.

<b>FY 2022 - 2023</b>	
<b>COMMUNITY SERVICES COMMISSION AGENDA PLANNING CALENDAR</b>	
<b>SEPTEMBER 21, 2022</b>	
FYI - CAPER: 30-Day Public Notice	
FYI - NOFA: 30-Day Notice - September 30, 2022	
Final Community Agency Funding Revisions	
Introduction of Proposed Bylaws Amendments	
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work	
CSC Elections	
<b>OCTOBER 19, 2022</b>	
FYI - Bidder's Conference – November 1, 2022	
HPD – Presentation / Dialogue	
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work	
<b>NOVEMBER 16, 2022</b>	
Community Agency Funding Preparation, including FY 2022 Community Agency Performance Report and Strategic Roadmap	
Bidder's Conference De-brief and ARC Selection	
Adoption of Proposed Bylaws Amendments	
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work	
<b>DECEMBER 21, 2022</b>	
No Meeting	
<b>JANUARY 2023 – No Meeting</b>	
FYI: ARC Interviews Scheduled for Saturday, January 21 <sup>st</sup> & January 28 <sup>th</sup>	
<b>FEBRUARY 15, 2023</b>	
FY 2023 – 2024 Community Agency Funding Process CSC Draft Funding Recommendations	
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work	
FYI: OPEN: Public Comment Period	
<b>MARCH 15, 2023</b>	
FY 2023 – 2024 Community Agency Funding Process CSC Final Funding Recommendations	
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work	
FYI: END: Public Comment Period	
FYI: 30-Day Notice: City Council Public Hearing FY 2022-2023 Funding Recommendations	
<b>APRIL 2023 – No Meeting</b>	
FYI: April 4: City Council Work Session	
FYI: April 25: City Council Public Hearing and Adoption of Funding Recommendations	
<b>MAY 17, 2023</b>	
Debrief FY 2023 – 2024 Community Agency Funding Process	
Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work	
<b>JUNE 21, 2023</b>	
Adoption of FY 2023-2024 Agenda Calendar	

## NEXT STEPS

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

*Prepared and Recommended By:* Monica Davis, Community Services Manager

Approved by:

Jennifer Ott, Assistant City Manager