

CITY OF HAYWARD

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



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Wednesday, November 16, 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/83228190737?pwd=RWNqVWh0V2pmQUVyNDhKTk01WEtDZz09>

Password: 1%JH.Nov (for link above)

Or join by phone: US: +1 669 900 6833 or +1 646 931 3860

Webinar ID: 832 2819 0737

Password: 96842377 (for dial-in option)

How to submit written Public Comment:

Send an email to 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

[MIN 22-131](#)

Minutes of the October 19, 2022, Community Services Commission Meeting

Attachments:

[Attachment I - CSC Minutes for October 19, 2022 Meeting](#)

[Attachment II - CSC Meeting Minutes for September 21, 2022 Meeting - Reconsideration](#)

[Attachment III - Voting Results for 10-19-22 Elections](#)

DISCUSSION

- 1 [RPT 22-107](#) FY 2022 Community Agency Performance Report

Attachments:

[Attachment I Staff Report](#)

- 2 **Strategic Roadmap and FY24 Budget Update**

- 3 **Bidder's Conference De-brief and ARC Selection**

- 4 [ACT 22-118](#) Bylaws Review and Adoption

Attachments:

[Attachment I Staff Report](#)

[Attachment II Proposed Bylaws Amendments](#)

[Attachment III Proposed Revised Bylaws Eff 111622](#)

- 5 **CSC Conversations on Racial Equity & Public Safety**

- 6 [RPT 22-108](#) FY 2022 / 2023 Agenda Planning Calendar

Attachments:

[Attachment I Staff Report](#)

Councilmember / Commissioner / Staff Announcements**Future Agenda Items****ADJOURNMENT****NEXT MEETING – To be announced**

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
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File #: MIN 22-131

DATE: November 16, 2022

TO: Community Service Commission

FROM: Community Services Manager

SUBJECT

Minutes of the October 19, 2022, Community Services Commission Meeting

RECOMMENDATION

That the Community Services Commission review and approve the minutes of the October 19, 2022, meeting (Attachment I) and the revised minutes of the September 21, 2022, meeting (Attachment II).

ATTACHMENTS

Attachment I - CSC Minutes for October 19, 2022, Meeting

Attachment II - CSC Minutes for September 21, 2022 Meeting - Reconsideration

Attachment III - Voting Results for 10-19-22 Elections



ATTACHMENT I

MINUTES

Community Services Commission Meeting

October 19, 2022 @ 7:00 pm

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

ANNOUNCEMENT OF MEETING AVAILABILITY: Webinar ID: 876 9280 9564 - Passcode: K%&+2Oct – Passcode: 77035306 for "Dial-in Option"

CALL TO ORDER: Meeting called to order at 7:02 pm by Chairperson Artavia Berry

PLEDGE OF ALLEGIANCE: Led by Commissioner Elaine Alvite

ROLL CALL:

Members Present:

- Elaine Alvite, Commissioner
- Artavia Berry, Commissioner / Chairperson
- Austin Bruckner, Commissioner
- Hazel de Leon, Commissioner
- Pascal Garcia-Montpetit, Commissioner
- Arti Garg, Commissioner / Vice Chair
- Janet Kassouf, Commissioner
- Linda Moore, Commissioner
- Jagdeep Singh, Commissioner
- George Syrop, Commissioner
- Collin Thormoto, Commissioner
- Lenita Wheeler, Commissioner

Members Absent:

- Crystal Arrizon, Commissioner
- Magdalena Cerna, Commissioner
- Emily Chow, Commissioner
- Elena Lepe, Commissioner
- Stan Long, Commissioner

Council Liaison:

- Council Member Sara Lamnin

Staff:

- Jessica Lobedan, Community Services Manager
- Carol Lee, Management Analyst
- Evelyn R. Olivera, Senior Secretary

Public Comment: None

Approval of the Minutes of the Community Services Commission September 21, 2022, Meeting, with the notation of an error and request for correction to item “Minutes of the September 21, 2022, Community Services Commission Meeting.”

- A motion to approve the minutes with the proposed correction to “Minutes of the September 21, 2022, Community Services Commission Meeting” was moved by Commissioner Janet Kassouf with a second by Commissioner Linda Moore. The minutes were approved; ten (10) Ayes and two (2) abstentions.

Reconsideration to Approve Corrected Minutes of the Community Services Commission Meeting for September 21, 2022, due to staff error. Staff misunderstood requested correction.

Approval of the Reconsidered Minutes of the Community Services Commission September 21, 2022, Meeting, with the notation of an error and request for correction to item “CSC Elections.”

- A motion to amend the CSC Elections Item approval count from the previously approved minutes was moved by Commissioner Elaine Alvite with a second by Commissioner Austin Bruckner. The motion was approved unanimously. Revised minutes from September 21, 2022 attached (Attachment II).

Discussion:

FYI – Bidder’s Conference – November 1, 2022

Ms. Jessica Lobedan provided an overview of the process for the upcoming mandatory bidder’s conference for FY 2023 – 2024 CAF process.

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

Ms. Lobedan announced there have been no changes city-wide regarding this item since the last CSC meeting. She announced staff will continue to have internal conversations with the police department regarding a tentative meeting to occur in November, February or March to have the acting Police Chief to join the CSC meeting for further conversations on this item.

Commissioner Bios

Ms. Lobedan provided a brief summary regarding elections and commissioner biographies. The submission of bios was performed to provide background to all commissioners during the election process. She welcomed any commissioner that did not submit their bio they can do so at any time moving forward.

CSC Elections

Voting results for the FY 2022 – 2023 Elections: Commissioner Artavia Berry, Chair; Commissioner Austin Bruckner, Vice Chair; Commissioner Collin Thormoto, Parliamentarian. Summary attached (Attachment III).

CSC Agenda Planning Calendar

A motion to 1) add Council Strategic Planning Timeline for FY24 Budget and 2) amend the standing item name from “Standing Item – Background Information on CSC Recommendations Related to Policy Innovation Workshops and Community Public Safety Work” to “CSC Conversations on Racial Equity & Public Safety” was moved by Commissioner Lenita Wheeler with a second by Commissioner Arti Garg. The motion was approved unanimously.

Council Liaison / Commissioner / Staff Announcements

- Councilmember Sara Lamnin welcomed new Commissioner Elaine Alvite and thanked the entire Commission for their work.
- Commissioner Artavia Berry congratulated Jessica on her promotion to Community Services Manager.
- Commissioner George Syrop encouraged all to vote on November 8th.
- Commissioner Lenita Wheeler reminded fellow commissioners the 700 form is due.

Adjournment at 8:43 p.m.

Attachment II – Revised**CSC Minutes for September 21, 2022, Meeting

Attachment III - Election Results

**MINUTES - Reconsidered
Community Services Commission Meeting
September 21, 2022 @ 7:00 pm**

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

ANNOUNCEMENT OF MEETING AVAILABILITY: Webinar ID: 873 1546 6147 - Passcode: \$q28Bsep – Passcode: 50055459 for "Dial-in Option"

CALL TO ORDER: Meeting called to order at 7:07 pm by Commissioner George Syrop

PLEDGE OF ALLEGIANCE: Led by Commissioner Collin Thormoto

ROLL CALL:

Members Present:

- Artavia Berry, Commissioner / Chairperson
- Austin Bruckner, Commissioner
- Emily Chow, Commissioner
- Pascal Garcia-Montpetit, Commissioner
- Janet Kassouf, Commissioner
- Stan Long, Commissioner
- Linda Moore, Commissioner
- Jagdeep Singh, Commissioner
- George Syrop, Commissioner
- Collin Thormoto, Commissioner
- Lenita Wheeler, Commissioner

Members Absent:

- Crystal Arrizon, Commissioner
- Magdalena Cerna, Commissioner
- Hazel de Leon, Commissioner
- Arti Garg, Commissioner / Vice Chair
- Mick Rubio, Commissioner / Parliamentarian

Council Liaison:

- Council Member Sara Lamnin

Staff:

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

Public Comment:

Ms. Becky Bruno, Senior Meals Program Manager, Spectrum: bbruno@spectrumcs.org, 510/881-0300 x 222, announced Spectrum is expanding services in Hayward after many meal sites were closed due to the pandemic, leaving only a single location providing meal services. On September 1st, meals resumed at the Hayward Area Senior center and a new location at the South Hayward United Methodist Church will open for meal services on October 4th. Please visit Spectrum's the link here [Spectrum Community Services, Inc.](https://www.spectrumcs.org/) for further information.

Ms. Bruno extended an invitation to all community services commissioners to visit and observe meal service at any location.

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

- A motion to approve the minutes was moved by Commissioner Artavia Berry with a second by Commissioner Pascal Garcia-Montpetit. The minutes were approved; nine (9) Ayes and two (2) abstentions.

Discussion:

FYI – CAPER: 30-Day Public Notice

Ms. Carol Lee provided an overview about the Noticing of the Consolidated Annual Performance & Evaluation Report (CAPER). It was posted on September 2, 2022, and available through September 21, 2022, for review and public comment.

FYI – NOFA: 30-Day Notice – September 30, 2022

Ms. Carol Lee provided an overview about the Noticing of the City's Notice of Funding Availability (NOFA) will be published on September 30, 2022, via public notice, website and CSC interested parties list. The City's Mandatory Bidder's Conference will be held on Tuesday, November 1, 2022.

Final Community Agency Funding Revisions

Ms. Carol lee provided summary and background with a presentation about the Community Agency Funding Process Review Update that included a breakdown of modifications to processes recommended by the CSC and approved by Council for FY 2023 – 2024.

Ms. Lee and Ms. Davis both provided responses to commissioner questions.

Introduction of Proposed Bylaw Amendments

Ms. Jessica Lobedan provided an overview of recommendations, led by Commissioner Thormoto, for proposed Bylaw amendments that are largely administrative in nature. A final vote on proposed changes will occur during the scheduled November CSC meeting.

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

Ms. Davis provided overview of the ongoing works as to the workshops and public safety work and responsiveness of the City of Hayward and discussed impending changes to Community Advisory Panel (CAP) regarding an upcoming revision of the structure to this meeting body as to members and the CSC involvement moving forward at the beginning of the new year.

Ms. Lobedan summarized and acknowledged the continued desire of the CSC to engage in an advocacy role. The standing item will remain on the agenda, in addition to one to two meetings per year for the CSC to discuss and provide policy recommendations for Council consideration.

CSC Elections

A motion to postpone elections to the October 19, 2022, CSC meeting, was moved by Commission Austin Bruckner with a second by Commissioner Linda Moore. ~~The motion was unanimously approved.~~ – *Correction: The motion was approved; nine (9) Ayes and one (1) abstention.*

CSC Agenda Planning Calendar

A motion to add Policy Recommendation Workshops to the May and June CSC meetings was moved by Commissioner George Syrop with a second by Commissioner Pascal Garcia-Montpetit. The motion was approved unanimously.

Council Liaison / Commissioner / Staff Announcements

- Commissioner Artavia Berry welcomed the new commissioners and thanked various commissioners for their assistance and their roles within the CSC. Thanked Monica Davis for her mentorship, as well.
- Commission Jagdeep Singh introduced himself and provided a little background about himself to the Commission.
- Commissioner Lenita Wheeler introduced himself and provided a little background about herself to the Commission.
- Ms. Davis addressed the Commission regarding her resignation from the City of Hayward and expressed her gratitude and farewell, as well.
- Ms. Lobedan addressed the Commission to relay her excitement to resuming her role as the Acting Community Services Manager as Ms. Davis exits her role. She thanked Ms. Davis for her support.
- Commissioner George Syrop thanked Ms. Davis guidance within the Commission.
- Commissioner Austin Bruckner acknowledged the occurrence of “Banned Books Week”, September 18 -24, 2022, the top three banned books on the list are LGBTQ literature.

Adjournment at 10:10 p.m.

Community Services Commission
Voting Results Summary
October 19, 2022

Voting Results – Chair

First Vote/3-way Tie

Commissioner	Commissioner Vote Selection
Elaine Alvite	Austin Bruckner
<i>Crystal Arrizon (absent)</i>	N/A
Artavia Berry	Austin Bruckner
Austin Bruckner	Austin Bruckner
<i>Magdalena Cerna (absent)</i>	N/A
<i>Emily Chow (absent)</i>	N/A
Hazel de Leon	Artavia Berry
Pascal Garcia-Montpetit	Artavia Berry
Arti Garg	Arti Garg
Janet Kassouf	Arti Garg
<i>Elena Lepe (absent)</i>	N/A
<i>Stan Long (absent)</i>	N/A
Linda Moore	Arti Garg
Jagdeep Singh	Arti Garg
George Syrop	Austin Bruckner
Collin Thormoto	Artavia Berry
Lenita Wheeler	Artavia Berry
Total Votes:	
Artavia Berry	4
Arti Garg	4
Austin Bruckner	4

Voting Results – Vice Chair

Commissioner	Commissioner Vote Selection
Elaine Alvite	Austin Bruckner
<i>Crystal Arrizon (absent)</i>	N/A
Artavia Berry	Austin Bruckner
Austin Bruckner	Austin Bruckner
<i>Magdalena Cerna (absent)</i>	N/A
<i>Emily Chow (absent)</i>	N/A
Hazel de Leon	Austin Bruckner
Pascal Garcia-Montpetit	Arti Garg
Arti Garg	Arti Garg
Janet Kassouf	Austin Bruckner
<i>Elena Lepe (absent)</i>	N/A
<i>Stan Long (absent)</i>	N/A
Linda Moore	Arti Garg
Jagdeep Singh	Arti Garg
George Syrop	Austin Bruckner
Collin Thormoto	Austin Bruckner
Lenita Wheeler	Austin Bruckner
Total Votes:	
Austin Bruckner	8
Arti Garg	4

Voting Results – Chair

Second Vote – Commissioner Garg Withdrew

Commissioner	Commissioner Vote Selection
Elaine Alvite	Austin Bruckner
<i>Crystal Arrizon (absent)</i>	N/A
Artavia Berry	Artavia Berry
Austin Bruckner	Austin Bruckner
<i>Magdalena Cerna (absent)</i>	N/A
<i>Emily Chow (absent)</i>	N/A
Hazel de Leon	Artavia Berry
Pascal Garcia-Montpetit	Artavia Berry
Arti Garg	Artavia Berry
Janet Kassouf	Artavia Berry
<i>Elena Lepe (absent)</i>	N/A
<i>Stan Long (absent)</i>	N/A
Linda Moore	Artavia Berry
Jagdeep Singh	Austin Bruckner
George Syrop	Austin Bruckner
Collin Thormoto	Artavia Berry
Lenita Wheeler	Artavia Berry
Total Votes:	
Artavia Berry	8
Austin Bruckner	4

Voting Results – Parliamentarian

Commissioner	Commissioner Vote Selection
Elaine Alvite	Collin Thormoto
<i>Crystal Arrizon (absent)</i>	N/A
Artavia Berry	Collin Thormoto
Austin Bruckner	Collin Thormoto
<i>Magdalena Cerna (absent)</i>	N/A
<i>Emily Chow (absent)</i>	N/A
Hazel de Leon	Collin Thormoto
Pascal Garcia-Montpetit	Collin Thormoto
Arti Garg	Collin Thormoto
Janet Kassouf	Collin Thormoto
<i>Elena Lepe (absent)</i>	N/A
<i>Stan Long (absent)</i>	N/A
Linda Moore	Collin Thormoto
Jagdeep Singh	Collin Thormoto
George Syrop	Collin Thormoto
Collin Thormoto	Collin Thormoto
Lenita Wheeler	Collin Thormoto
Total Votes:	
Collin Thormoto	12



CITY OF HAYWARD

Hayward City Hall
777 B Street
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File #: RPT 22-107

DATE: November 16, 2022

TO: Community Service Commission

FROM: Community Services Manager

SUBJECT

FY 2022 Community Agency Performance Report

RECOMMENDATION

That the Community Services Commission (CSC) review the informational report about FY 2022 performance data for community agencies that received funding from Community Development Block Grant (CDBG) and the General Fund.

SUMMARY

In Spring of 2021, the CSC recommended that Hayward City Council award \$1,304,238 in CDBG and General Fund financing to community agencies and another \$598,716 in CDBG funding to City-operated housing rehabilitation, economic development, and education programs and one HUD-required fair housing program, for FY22 services. In total, funding was awarded to 38 community-based agencies and City divisions. On either a quarterly or semi-annual basis, funded agencies submit performance updates to the Community Services Division. They reported on their progress toward contracted goals and objectives, as well as the demographics of Hayward residents served. This informational report summarizes the agencies' progress toward meeting those goals.

ATTACHMENTS

Attachment I Staff Report



DATE: November 16, 2022

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT FY 2022 Community Agency Performance Report

RECOMMENDATION

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SUMMARY

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BACKGROUND

In March 2021, the CSC developed the FY 2022 Community Agency Funding recommendations, in compliance with the City's federally mandated and Council-authorized CDBG Community Participation Plan, and in accordance with the Council-authorized City of Hayward CDBG Compliance Policy Manual.

The CSC evaluated applicants for maximum community impact and results-based accountability and took the following items into account during the deliberation process: documented community needs; government grant experience; location of services provided; goals, outputs and outcomes; alignment with Council Strategic Roadmap; coordination of efforts; funding justification; and performance capacity. Applications that addressed the following funding criteria were considered more competitive: supported reduction of homelessness and housing insecurity; aligned with Council Strategic Roadmap; and documented a community need and their ability to meet that need. The CSC also took into consideration impacts to agencies' capacity and ability to safely provide services as a

result of the COVID-19 pandemic.

The CSC made the following funding recommendations, which were adopted by Council on April 27, 2021:

SOURCE		SUMMARY OF FY 2022 FUNDING	AMOUNT
CDBG		Infrastructure, Jobs & Econ. Dev. grants to community agencies	\$604,225
CDBG		Public Services grants to community agencies	\$163,063
General Fund		Social Services grants to community agencies	\$454,950
General Fund		Arts & Music grants to community agencies	\$82,000
Total Grants to Community Agencies			\$1,304,238
CDBG		City-operated programs and services	\$573,716
CDBG		HUD-required fair housing activities	\$25,000
Total City-Operated Services and HUD-Required Fair Housing			\$598,716
TOTAL FY 2022 Recommended Funding			\$1,902,954

Funded agencies were selected based on their programs' ability to meet not only national objectives for CDBG funded agencies, but also the needs of Hayward residents. Additional background information on the funding allocation process can be found in the full text of the April 27, 2021, staff report and supporting documents.¹

DISCUSSION

The following section uses cumulative year-end data from agencies funded through the annual community agency funding process to discuss the type of individuals served in FY 2022 and agencies' progress towards their quantitative objectives. The following funding categories are used for reporting:

- CDBG: Infrastructure, Jobs, & Economic Development
- CDBG: Public Services (including housing & homelessness services)
- CDBG: City of Hayward (COH) operated or HUD-required fair housing activities
- General Fund: Social Services
- General Fund: Arts & Music

Demographics of Hayward Residents Served by Community Agencies

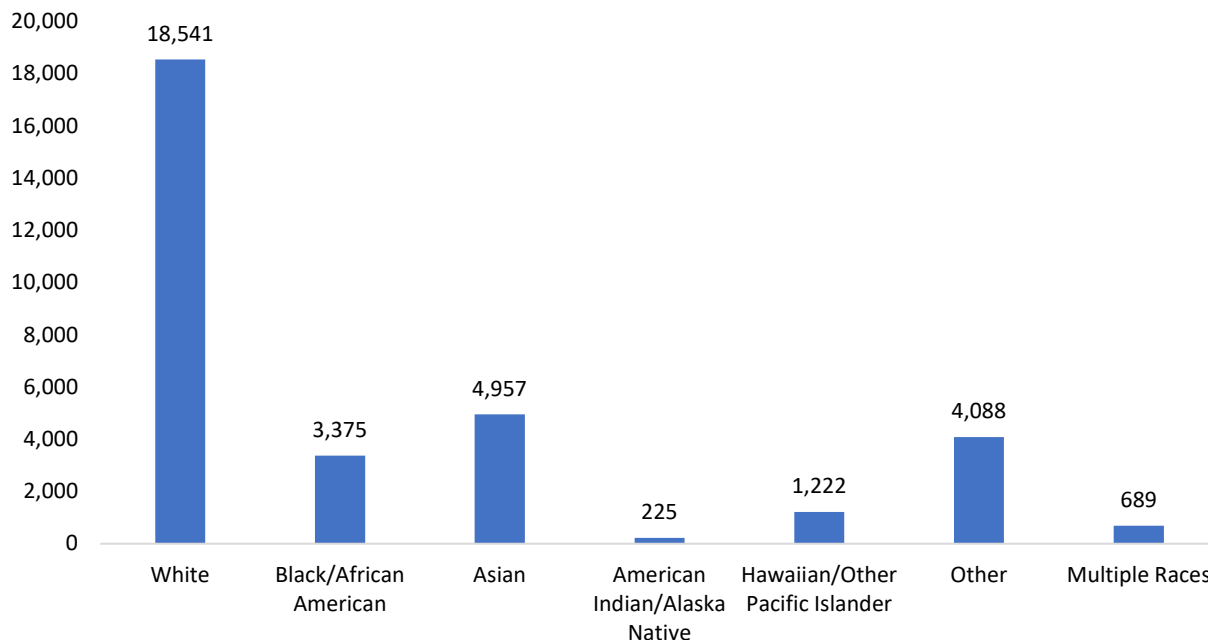
Funded agencies served a total of 33,126 Hayward residents during FY 2022. Notably, this total does not include the number of individuals served through the General Fund grant to the Alameda County Community Food Bank, as continued COVID-19 restrictions during FY22 limited the food bank's ability to collect demographic data. Therefore, their service numbers are not included in the following analysis.

¹ April 27, 2021, City Council Meeting Staff Report and Attachments:
<https://hayward.legistar.com/LegislationDetail.aspx?ID=4923163&GUID=F91558B3-13C1-46D6-A73F-83B36FC4BB4C&Options=&Search=>

Race and Ethnicity

In FY 2022, 49% (n = 16,373) of Hayward residents served through the community agency funding process identified as Hispanic, and 44% identified as a race other than White. Figure 1 below shows the distribution of race among all agencies that received funding in FY 2022. This distribution is similar across each funding category, with City-operated programs (i.e., small business grants, home rehabilitation and repair, and the Family Education Program) and General Fund social services programs serving a slightly more diverse audience.

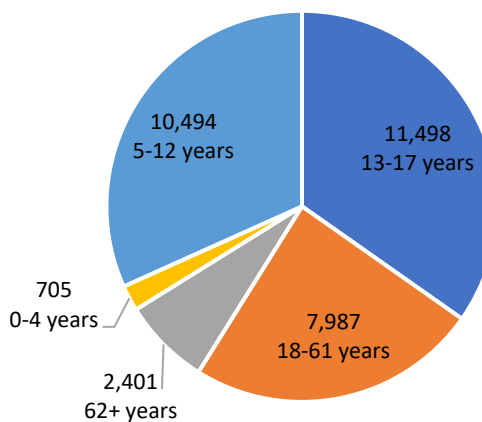
Figure 1. Race of Participants in All FY 2022 Programs



Age

Funded agencies varied in the ages of individuals they served, which is understandable given the breadth of service type and target populations served. The chart in Figure 2 illustrates the breakdown of age groups served by all funded agencies, with an almost even distribution of services provided to children aged 5-12 (32%) and to adolescents aged 13-17 (35%). This is a noticeable shift from FY 2021, where adolescents aged 13-17 were only about 10% of those served. This shift is due to arts and music programs, which serve children almost exclusively.

Figure 2. Age of Participants in All FY 2022 Programs



Income Status

The City of Hayward requires that all CDBG recipients serve low to moderate income (80% of Area Media Income or below). Among CDBG recipients, 90% were either low-, very low-, or extremely low-income. Across both CDBG and General Fund programs, except for arts and music programs that do not collect income data, 90% of participants were low-income or below.

Disability Status

Across all community agencies, 6% (n = 1,819) of Hayward residents served identified as having a disability. Just under a quarter (21%; n = 300) of individuals served through CDBG-funded programs reported having a disability.

Funded Agencies' Accomplishments

On either a quarterly or semi-annual basis, community agencies were required to submit progress reports to the Community Services Division as part of the City's monitoring processes. In each submission, agencies were required to provide an update on their progress towards their contracted quantitative goals for individual Hayward residents served during the reporting period, including any challenges they were experiencing and opportunities for the City to provide support.

CDBG Agencies

There were 17 CDBG-funded programs in FY 2022. Of those 17 programs:

- 11 met or exceeded their quantitative objectives for serving Hayward residents
- Six did not meet their quantitative objectives for serving Hayward residents

Narrative provided in their progress reports and ongoing conversations with staff indicate that most of the six who did not meet their targets were still dealing with continued impacts of COVID-19. One program was a shelter that continued to have restricted capacity. Another school-based program was not able to provide on-site services until April 2022, significantly reducing the number of youth they could serve. Additionally, continued supply chain challenges and high demand on contractors created delays for infrastructure projects.

Social Services & Arts and Music Agencies

Among the 21 social services and arts and music programs funded through the City's General Fund:

- 13 met or exceeded their quantitative objectives for serving Hayward residents
- Eight did not meet their quantitative objectives for serving Hayward residents

As with CDBG-funded agencies, COVID-19 impacts were the primary reason for not meeting targeted objectives for General Fund agencies. Shelter and food security programs were impacted by continued capacity restrictions, while arts and music programs had lower participation rates for in-person activities and increased drop-out rates among participants.

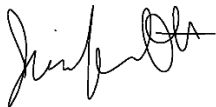
NEXT STEPS

Staff has launched the FY 2024 community agency funding process. The Notice of Funding Availability was released on September 30. Staff hosted the Bidders' Conference on November 1, 2022, and applications are due on December 2, 2022. CSC members will form Application Review Committees (ARCs) to review the applications by funding category (Arts & Music/Special Events, Economic Development/Infrastructure, and Services) and interview applicants on January 28 and February 4, 2023. The ARCs will vote on their funding recommendations to Council in March 2023 and Council will host a work session and subsequent public hearing in April 2023.

Prepared by: Rick Rivera, Management Analyst
Amy Cole-Bloom, Management Analyst

Recommended by: Jessica Lobedan, 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



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Hayward City Hall
777 B Street
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File #: ACT 22-118

DATE: November 16, 2022

TO: Community Service Commission

FROM: Community Services Manager

SUBJECT

Bylaws Review and Adoption

RECOMMENDATION

That the Community Services Commission (CSC) reviews and adopts the proposed amendments to the CSC bylaws.

DISCUSSION

Annually, staff does a review of the bylaws to ensure that proposed changes to the scope of the CSC's 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 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.

The proposed amendments were reviewed at the September 21, 2022, meeting of the CSC. A final copy with incorporated edits can be found in Attachment III and will be voted on at the November CSC meeting.

ATTACHMENTS

File #: ACT 22-118

Attachment I - Staff Report

Attachment II - Proposed Bylaws Amendments

Attachment III - Proposed Revised Bylaws Eff: 11-16-22



DATE: November 16, 2022

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT Bylaws Review and Adoption

RECOMMENDATION

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DISCUSSION

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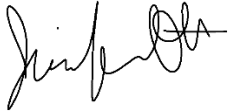
The proposed amendments were reviewed at the September 21, 2022, meeting of the CSC. A final copy with incorporated edits can be found in Attachment III and will be voted on at the November CSC meeting.

NEXT STEPS

The CSC will vote on the revised Bylaws at the November CSC meeting after the requisite 30-day review period have passed. If approved, the Bylaws will be amended with the incorporated changes.

Prepared and Recommended by: Jessica Lobedan, 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;
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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 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 from three consecutive regular meetings of such board or commission, or ceases to be a Hayward resident, their 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 Community Services Division 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 shall perform all duties incident to their 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.

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 28 days prior to adoption or rejection. Approval by a two-thirds (2/3) affirmative vote shall constitute adoption of the amendment.

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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 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.

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Commissioners may be assigned to more than one Application Review Committee, however 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 COMMUNITY SERVICES COMMISSION

APPROVED 11/16/22

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ARTICLE X EFFECTIVE DATE

The foregoing bylaws of the CSC are adopted by the CSC on November 18, 2022 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

Revised Draft: 9/21/22
Adopted: 11/16/22



CITY OF HAYWARD

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

File #: RPT 22-108

DATE: November 16, 2022

TO: Community Service Commission

FROM: Community Services Manager

SUBJECT

FY 2022 / 2023 Agenda Planning Calendar

RECOMMENDATION

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

DISCUSSION

For 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: November 16, 2022
TO: Community Services Commission
FROM: Community Services Manager
SUBJECT: FY 2022 / 2023 Agenda Planning Calendar

RECOMMENDATION

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FY 2022 - 2023	
COMMUNITY SERVICES COMMISSION AGENDA PLANNING CALENDAR	
DECEMBER 21, 2022	
No Meeting	
JANUARY 2023 – No Meeting	
FYI: ARC Interviews Scheduled for Saturday, January 21 st & Saturday, January 28 th	
FEBRUARY 15, 2023	
FYI: OPEN: Public Comment Period	
FY 2023 – 2024 Community Agency Funding Process CSC Draft Funding Recommendations	
CSC Conversations on Racial Equity & Public Safety	
MARCH 15, 2023	
FYI: END: Public Comment Period	
FYI: 30-Day Notice: City Council Public Hearing FY 2022-2023 Funding Recommendations	
FY 2023 – 2024 Community Agency Funding Process CSC Final Funding Recommendations	
CSC Conversations on Racial Equity & Public Safety	
APRIL 2023 – No Meeting	
FYI: April 4: City Council Work Session	
FYI: April 25: City Council Public Hearing and Adoption of Funding Recommendations	
MAY 17, 2023	
Debrief FY 2023 – 2024 Community Agency Funding Process	
Policy Recommendation Workshops	
CSC Conversations on Racial Equity & Public Safety	
JUNE 21, 2023	
Policy Recommendation Workshops	
CSC Conversations on Racial Equity & Public Safety	
Adoption of FY 2023 – 2024 Agenda Planning 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, Community Services Manager

Approved by:

Jennifer Ott, Assistant City Manager