

CITY OF HAYWARD

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



CITY OF
HAYWARD
HEART OF THE BAY

Agenda - Final

Wednesday, May 16, 2018

7:00 PM

City Hall, Conference Room 1C

Community Services Commission

CALL TO ORDER**PLEDGE OF ALLEGIANCE****ROLL CALL****APPROVAL: SUMMARY NOTES OF THE MARCH 21, 2018 MEETING****MIN 18-064**

The Minutes of the March 21, 2018 Community Services Commission meeting are enclosed.

Attachments: Attachment I. Minutes of the March 21, 2018 Community Services Commission meeting

PUBLIC COMMENTS:

The Public Comment section provides an opportunity to address the Oversight Board on items not listed on the agenda. The Board welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the Board or are within the jurisdiction of the Board as the Board is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

REVIEW : COUNCIL RECOMMENDATIONS FY 2020[RPT 18-094](#)

Report of the Council's recommended changes to the FY 2020 Community Agency Funding Process

Attachments: [Attachment I. FY 2020 Council Recommendations for Agency Funding Process.docx](#)
[Attachment II. City Council Minutes of April 17, 2018](#)

DISCUSSION: COMMISSIONER BY-LAWS AND APPOINTMENT OF SUB-COMMITTEE[RPT 18-095](#)

Attachments: [Attachment I - Staff Report Community Services Commission By-Laws Review.docx](#)
[Attachment II - Community Services Commission By Laws Approved July 15 2015.pdf](#)

BOARD MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

FUTURE AGENDA ITEMS

211 DISCUSSION

UPDATE ON LEAN INNOVATION

21ST CENTURY LIBRARY TOUR

ADJOURNMENT

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 18-064

DATE: May 16, 2018

TO: Community Service Commission

FROM: Community Services Division Manager

SUBJECT

The Minutes of the May 16, 2018 Community Services Commission meeting are enclosed.

RECOMMENDATION

That the Community Services Commission review and approve the Minutes of the March 21, 2018 meeting.

ATTACHMENTS

Attachment I. Minutes of the March 21, 2018 Community Services Commission meeting

MINUTES

City of Hayward Community Services Commission
March 21, 2018 @ 7:00 PM
Hayward City Hall
777 B Street, Hayward, CA 94541
Conference Room 2A



CALL TO ORDER: Meeting called to order at 7:06 p.m. by Commissioner Chairperson Isais.

ROLL CALL:

Members:

- Michael Francisco, Commissioner
- Saira Guzman, Commissioner
- Antonio Isais, Commissioner/Chairperson
- Janet Kassouf, Commissioner
- Arindra Reddy, Commissioner
- Julie Roche, Commissioner/Vice Chairperson
- Ernesto Sarmiento Jr., Commissioner
- David Tsao, Commissioner
- Rachel Zargar, Commissioner

Members absent:

- Lisa Glover-Gardin, Commissioner
- Arzo Mehdavi, Commissioner

Staff:

- Dana Bailey, Community Services Division Manager
- Lara Williams, Administrative Assistant III (Recorder)

Guests:

- Maureen Tiongu, Ruby's Place
- Karen Novell, citizen
- Diane Fagalde, former Commissioner
- Tanya Kuman, San Francisco State University student
- Erin Scott, Family Violence Law Center
- Kate Hart, SAVE

Approval of Minutes of the Community Services Commission Meeting on February 21, 2018.

It was moved by Commissioner Roche to approve the Minutes and a second motion by Commissioner Zargar. All Commissioners in attendance moved to approve the Minutes.

Public Comments:

Erin Scott, Executive Director of the Family Violence Law Center introduced herself and shared some information on how the center will be impacted by funding cuts. Dana Bailey read a comment from Centro Legal de la Raza.

Approve FY 2019 Community Services Commission Final Recommendations for Funding

Chairperson Isais advised the Commission to approve the Fiscal Year 2019 Community Agency Funding Final Recommendations reviewed in February and opened the session to comment. Final recommendations will be presented to Council in April.

Ms. Bailey commented, in the interest of transparency, on why city-operated programs are not part of the competitive process. In 2014, HUD completed a monitoring of the City of Hayward's programming. HUD commented at the time on the efficiency and economies of scale of city-operated programs. Projects identified by HUD as good examples of ensuring reliable continuity of service were the Affirmatively Fair Housing activities provided by ECHO Housing, the Housing Rehabilitation Program, and the Family Education Program. Staff recommended the removal of city-operated programs to the CSC and Council and the recommendation was adopted in 2014.

Commissioner Francisco asked about last year's CDBG funding not being fully allocated. He inquired what happens to any remaining FY 18-19 funds not programmed in the Infrastructure Development category. Ms. Bailey replied that the remaining Infrastructure funds will serve as contingency for construction overruns – any remaining balance will be brought to Council as part of the Biennial Funds Review process. Any balance in this category cannot be applied to the Public Services category, which is subject to a 15% cap on entitlement. Infrastructure and Economic Development projects, which support housing, infrastructure, job creation and economic development, are not subject to the 15% cap of entitlement on public services. Every two years (biennial basis) a recap of unspent funds in the CDBG line of credit is presented to Council for review through the Biennial Fund Review Process. During that process, Council has the flexibility to re-allocate the funds to eligible projects that meet targeted needs in the community. The initial Biennial Review Funding process was June 2017. Council approved seven projects including affordable housing support, Tennyson Corridor economic development and Measure A1 match funds.

Chairperson Isais asked about the last time unspent funds were allocated to projects. Ms. Bailey said four years ago, funds were allocated to the Promise Neighborhood Improvement Program to compete street improvements in the Tennyson area. This project, though HUD eligible, did not sit well with the CSC and with Council. It was determined a new process is required to outline how much funding is potentially available and identify feasible projects in advance in the interest of being transparent.

Chairperson Isais commented that he would be interested in exploring a two-year funding cycle for community agency funding. He entertained a motion to approve the FY 2019 Community Agency Funding Recommendations to Council. Commissioner Kassouf made a motion and Commissioner Guzman seconded the motion to approve. The Commission unanimously approved the Final FY 2019 Community Agency Funding Recommendations.

Ms. Bailey stated that the recommendations as approved would go before Council on Tuesday, April 3rd at a work session. The final recommendations will be heard at a public hearing which will be on Tuesday, April 17th. Commissioners are encouraged to attend both sessions, but if they can only attend one, it would be best if it were the April 17th session.

Discussion: Identify small committee to represent the Commission at City Council work session

Ms. Bailey encouraged Commissioners to participate in the April 3rd work session. The presence of the commission chair and the ARC chairs was requested in case of Council questions. Commissioner Glover-Gardin confirmed her participation prior to the meeting. Ms. Bailey reminded Commissioners there is no Commission meeting next month.

Discussion: FY2019 Commission quarterly projects

Ms. Bailey distributed an updated Commission calendar which included projects for review on a quarterly basis. She recalled a discussion at the last Commission meeting regarding resuming agency tours in the Fall and in the Spring. These tours were usually scheduled during the agencies' operating hours, which impacted Commissioner attendance and raised privacy concerns for the agencies. Staff looked for options based on similar Commission activities and noted the Council Sustainability Commission created a draft a calendar at the beginning of the fiscal year of topics they would like to discuss in more detail. They then dedicated meetings to those topics. Ms. Bailey proposed something similar for the CSC being mindful of the CSC's primary role to support the agency funding process. A quarterly schedule was proposed for the Commission to review a topic in alignment with Council concerns and do a deep dive. Agencies and other stakeholders could be invited to talk with the Commission. A discussion with a HUD rep will be added to the list. This plan would become effective in July, for the new fiscal year. Ms. Bailey's idea was well received by the Commission members.

Commissioner Announcements

Commissioner Guzman shared handouts from the Housing California Advocacy Group event in Sacramento.

Ms. Bailey announced the upcoming Boards and Commissions Recruitment Event. The event will take place on Saturday, May 12th. She requested that a few Commissioners volunteer to represent the CSC.

Chairperson Isais asked to set a date to review the bylaws. It was decided to put this item on the next agenda to discuss the objectives of a bylaws review and create a subcommittee.

Future Agenda Items

- Review Council Strategic Initiatives
- 211 Discussion
- Review Commissioner Bylaws
- Update on Lean Innovation
- 21st Century Library tour

Adjournment at 7:35pm

Attendance	Present at 03/21/18 Meeting	Meetings Present to Date This Fiscal Year	Excused to Date This Fiscal Year	Absent to Date This Fiscal Year
Michael Francisco	✓	4	0	2
Lisa Glover-Gardin		2	0	4
Saira Guzman	✓	6	0	0
Antonio Isais *	✓	6	0	0
Janet Kassouf	✓	5	0	1
Arzo Mehdavi ***		3	1	3
Arvindra Reddy	✓	5	0	1
Julie Roche **	✓	6	0	0
Ernesto Sarmiento Jr.	✓	5	0	1
David Tsao	✓	3	0	3
Rachel Zargar	✓	6	0	0

✓ = Present 0 = absent X = excused

* Chairperson

** Vice Chairperson

*** Parliamentarian



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777 B Street
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File #: RPT 18-094

DATE: May 16, 2018

TO: Community Service Commission

FROM: Community Services Division Manager

SUBJECT

Report of the Council's recommended changes to the FY 2020 Community Agency Funding Process

RECOMMENDATION

That the Commission receives a report of the Council's recommended changes to the FY 2020 community agency funding process.

SUMMARY

At the April 17, 2018 Council public hearing, Council confirmed six areas for consideration for the FY 2020 funding process:

1. Complete an RFP for the provision of the Fair Housing services requirement;
2. Remove the Eden I&R 2-1-1 Program from the competitive process and award annually;
3. Ensure the City of Hayward operated programs be included in the competitive process;
4. Ensure Council reviews any surplus funds in the Infrastructure category, regardless of amounts and prior to re-allocation of those funds;
5. Review the Selection Criteria to ensure funding recommendations are congruent with Council goals, particularly relative to affordable housing; and
6. Ensure proactive outreach measures are taken relative to increase potential applications for non-service categorical funding, particularly those that advance affordable housing.

ATTACHMENTS

Attachment I	FY 2020 Council Recommendations for Agency Funding Process
Attachment II	City Council Minutes of April 17, 2018



DATE: May 16, 2018

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT: Report of the Council's recommended changes to the FY 2020 Community Agency Funding Process

RECOMMENDATION

That the Commission receives a report of the Council's recommended changes to the FY 2020 community agency funding process.

SUMMARY

At the April 17, 2018 Council public hearing, Council confirmed six areas for consideration for the FY 2020 funding process:

1. Complete an RFP for the provision of the Fair Housing services requirement;
2. Remove the Eden I&R 2-1-1 Program from the competitive process and award annually;
3. Ensure the City of Hayward operated programs be included in the competitive process;
4. Ensure Council reviews any surplus funds in the Infrastructure category, regardless of amounts and prior to re-allocation of those funds;
5. Review the Selection Criteria to ensure funding recommendations are congruent with Council goals, particularly relative to affordable housing; and
6. Ensure proactive outreach measures are taken relative to increase potential applications for non-service categorical funding, particularly those that advance affordable housing.

BACKGROUND

The information in the Background and Discussion sections of this report were presented to Council at the April 3, 2018 Council meeting. The [Full text of April 17, 2018 staff report and supporting documents](#) can be accessed by clicking the preceding hyperlink. The [Video of April 17, 2018 proceedings](#) is also available by clicking the preceding hyperlink, both of which can also be accessed via the City's April 17, 2018 Council meeting web page.

DISCUSSION

At the April 3, 2018 work session, Council reviewed the Commissions FY 2019 funding recommendations and discussed six areas for consideration in the FY 2020 Funding Cycle. During the April 17, 2018 Public Hearing, Council approved the Commissions FY 2019 funding recommendations without modifications and directed staff to consider six areas for the FY 2020 Funding Cycle as outlined below.

1. COMPLETE AN RFP PROCESS FOR THE FAIR HOUSING SERVICES REQUIREMENT (RFP):

The City of Hayward uses a portion of its CDBG entitlement grant to comply with HUD mandated Affirmatively Affirming Fair Housing activities. At Council's recommendation, staff will develop an RFP for fair housing services in FY 2020.

2. REMOVE EDEN I & R 2-1-1 PROGRAM FROM THE COMPETITIVE PROCESS AND AWARD ANNUALLY:

The Eden I & R 2-1-1 Program will be removed from the FY 2020 competitive process and will be awarded annually. Eden I&R is the sole provider of 2-1-1 in Alameda County and the agency has contractually provided the service for 41 years. Funds are provided through a consortium of 14 cities and several County agencies and departments. Skilled information and referral specialists provide critical connections between individuals in need and various human services agencies. Eden I&R was recently awarded the contract to serve as the county-wide call center for Alameda County's Coordinated Entry System, the entry point by which homeless individuals and families are assessed and prioritized to housing.

3. ENSURE THE CITY OF HAYWARD OPERATED PROGRAMS ARE INCLUDED IN THE COMPETITIVE PROCESS:

After Council discussion, the majority of the Council agreed that the city-operated programs be included in the competitive process next year, therefore the various City-operated programs will all be part of the competitive process in FY 2020 (See Attachment II).

4. ENSURE COUNCIL REVIEWS ANY SURPLUS FUNDS IN THE INFRASTRUCTURE CATEGORY:

In the event organizations do not expend annual allocated amounts towards Infrastructure projects and there are surplus funds at the end of the funding cycle year, staff will ensure Council review of surplus funds to determine re-allocation priorities.

5. REVIEW FUNDING SELECTION CRITERIA:

Council recommended that staff review the funding selection criteria utilized by the Community Services Commission to ensure funding recommendations are congruent with Council goals, particularly relative to affordable housing.

6. ENSURE PROACTIVE OUTREACH MEASURES ARE TAKEN TO INCREASE POTENTIAL APPLICATIONS FOR NON-SERVICE CATEGORICAL FUNDING:

Council recommended that staff take proactive outreach measures to increase potential applications for non-service categorical funding, particularly those that advance affordable housing during next fiscal year's funding cycle.

Prepared and Recommended by: Dana Bailey, Community Services Manager

Approved by:

A handwritten signature in black ink, appearing to read "M. Hurtado", written over a horizontal line.

Maria Hurtado, Assistant City Manager



**MINUTES OF THE OF SPECIAL JOINT CITY COUNCIL/REDEVELOPMENT
SUCCESSOR AGENCY BOARD/HOUSING AUTHORITY BOARD MEETING**
Council Chambers
777 B Street, Hayward, CA 94541
Tuesday, April 17, 2018, 7:00 p.m.

The Meeting of the Special Joint City Council/Redevelopment Successor Agency Board/Housing Authority Board was called to order by Mayor/Chair Halliday at 7:00 p.m., followed by the Pledge of Allegiance led by Council/RSAB/HAB Member Mendall.

ROLL CALL

Present: COUNCIL/RSAB/HAB MEMBERS Zermeno, Márquez, Mendall, Peixoto,
 Lamnin, Salinas
 MAYOR/CHAIR Halliday
 Absent: None

CLOSED SESSION

City Attorney Lawson announced that the City Council convened in closed session at 3:30 p.m., to discuss four items: 1) conference with legal counsel pursuant to Government Code 54956.9 regarding City of Hayward v. California State University Trustees, et al., Alameda County Superior Court No. RG18895213; 2) conference with property negotiators pursuant to Government Code 54956.8 regarding State owned parcels along the Route 238 bypass alignment; 3) conference with labor negotiators pursuant to Government Code 54957.6 regarding all groups; and 4) annual performance evaluation of the City Manager pursuant to Government Code 54957. City Attorney Lawson noted there was no reportable action related to Items 1 to 3, and Mayor Halliday indicated that there was no reportable action related to Item 4.

PRESENTATION

Mayor Halliday announced the 35th Annual Earth Day Poster and Writing Contest Awards presentation. It was noted that 266 entries were received from students representing 15 Hayward schools, and five judges from the Hayward Arts Council evaluated and selected the winners. Council Member Mendall, who serves as the chair of the Council Sustainability Committee, announced 18 Poster and Writing Contest winners who were recognized with gift certificates and 17 teachers who were also recognized with gift certificates.

PUBLIC COMMENTS

Mr. Didacus Ramos, Hayward resident, thanked staff for meeting with the Burbank neighborhood community, and announced his 2018 candidacy for a Council seat.

Ms. Wynn Grcich, Hayward resident, spoke about global climate modifications and showed related items.

Ms. Alicia Lawrence, Hayward resident, clarified the “just cause protections for all tenants” recommendation by The Hayward Collective, and advocated for an anti-displacement policy.

Ms. Veronica Solorio, Hayward resident, advocated for removing “Vacancy Decontrol” from Hayward’s Residential Rent Stabilization ordinance, and added that protecting rent control will not affect development.

Mr. Charlie Peters, Clean Air Performance Professionals representative, spoke about auto repair scams and submitted related items.

Ms. Leslie Montes Guillen, Hayward resident, advocated for “just cause eviction protection” for tenants in Hayward.

Ms. Rosaura Mendoza, The Hayward Collective member, advocated for a one-year moratorium on rent increases.

Mr. Nick Harvey, spoke about price gouging and the leasing of vacant commercial spaces.

Consent Item No. 8 was removed from the Consent Calendar for separate vote.

CONSENT

1. Minutes of the City Council Meeting on March 27, 2018 **MIN 18-054**

It was moved by Council Member Mendall, seconded by Council Member Peixoto, and carried unanimously, to approve the minutes of the City Council Meeting on March 27, 2018.

2. Minutes of the City Council Meeting on April 3, 2018 **MIN 18-055**

It was moved by Council Member Mendall, seconded by Council Member Peixoto, and carried unanimously, to approve the minutes of the City Council Meeting on April 3, 2018.

3. Resignation of Ms. Luci Rogers from the Library Commission **CONS 18-233**

Staff report submitted by City Clerk Lens, dated April 17, 2018,
was filed.

It was moved by Council Member Mendall, seconded by Council Member Peixoto, and carried unanimously, to adopt the following:

Resolution 18-059, “Resolution Accepting the Resignation of
Luci Rogers from the Library Commission”

4. Adoption of Resolution Approving the Amendment and Extension of Memoranda of Understanding between the City of Hayward and the Hayward Firefighters, Local 1909 and Hayward Fire Officers Association and Authorizing Staff to Execute the Agreements (Report will be available no later than Monday, April 16, 2018) **CONS 18-217**



**MINUTES OF THE OF SPECIAL JOINT CITY COUNCIL/REDEVELOPMENT
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Tuesday, April 17, 2018, 7:00 p.m.**

Staff report submitted by Human Resources Director Collins,
dated April 17, 2018, was filed.

It was moved by Council Member Mendall, seconded by Council Member Peixoto, and carried unanimously, to adopt the following:

Resolution 18-060, "Resolution Approving the Amendment and Extension of the Memoranda of Understanding between the City of Hayward and Hayward firefighters, Local 1909 and the Hayward Fire Officers Association and Authorizing Staff to Execute the Agreement"

5. Request for Sewer Service for a Property at 27489 Fairview Avenue in Unincorporated Alameda County, requiring Adoption of a Resolution Authorizing the City Manager to File an Application with the Alameda County Local Agency Formation Commission for Approval of an Out-of-Service Area Agreement and to Execute Utility Service and Public Street Improvement Agreements; Application No. USA 18-01; Reina Murray (Owner) **CONS 18-224**

Staff report submitted by Interim Development Services
Director Bristow, dated April 17, 2018, was filed.

It was moved by Council Member Mendall, seconded by Council Member Peixoto, and carried unanimously, to adopt the following:

Resolution 18-061, "Resolution Authorizing the City Manager to Apply to the Alameda County Local Agency Formation Commission for Approval to Allow the City to Provide Sewer Services to 27489 Fairview Avenue, Bearing Assessor's Parcel Number 425-0500-013-00, and Further Authorizing the City Manager to Execute Utility Service (USA 18-01) and Public Street Improvements Agreements"

6. Approval to Increase and Appropriate Funds for FY 2018 Capital Improvement Program (CIP) Budget for the Information Technology Capital Fund in the amount of \$106,960 to Maintain the City's East Bay Regional Communications Systems Authority Infrastructure (EBRCSA) **CONS 18-234**

Staff report submitted by Fire Chief Contreras and Information
Technology Director Kostrzak, dated April 17, 2018, was filed.

It was moved by Council Member Mendall, seconded by Council Member Peixoto, and carried unanimously, to adopt the following:

Resolution 18-062, "Resolution Amending Resolution 17-088, the Budget Resolution for Capital Improvement Projects for Fiscal Year 2018, Relating to an Technology Capital Fund to Maintain the City's East Bay Regional Communications Systems Infrastructure"

7. Authorization to Enter into an Exclusive Negotiating Rights Agreement with The True Life Companies, for a Proposed Development of Former Route 238 Parcel Group 2 off of Tennyson Road and Mission Boulevard **CONS 18-246**

Staff report submitted by Economic Development Manager Hinkle, dated April 17, 2018, was filed.

It was moved by Council Member Mendall, seconded by Council Member Peixoto, and carried unanimously, to adopt the following:

Resolution 18-063, "Resolution of the City Council of the City of Hayward Authorizing the City Manager to Negotiate and Execute an Exclusive Negotiation Rights Agreement between the City of Hayward and the True Life Company for a Proposed Development Located a 2300 Foothill Boulevard"

8. Approval of Route 238 Tenant Transfer Assistance Program and Appropriation of Program Funding **CONS 18-259**

Staff report submitted by Patrick O'Keeffe, Management Partners, dated April 17, 2018, was filed.

Public members requested to speak on the item.

Mayor Halliday opened the public comments section at 7:58 p.m.

The following individuals expressed: concerns for the Caltrans tenants that will need to vacate by the end of July; asked about the demolition plans for vacated properties; asked for information about purchase options following development; expediting the demolition of current vacant properties first; the rental termination deadline was not sufficient time to vacate and the amount of incentive payment should be the same for all tenants and not higher for immediate moves; and the hardship to find a place during a housing crises. Affected tenants pleaded with the Council to reconsider the timing and process for moving tenants out.

Mr. Thomas Birt Jr., Bunker Hill Boulevard resident
Mr. Anthony Fidel, Bunker Hill Boulevard resident



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Tuesday, April 17, 2018, 7:00 p.m.**

Mr. Jon Meyers, Hayward resident
Ms. Debbie Frederick, Bunker Hill Boulevard resident
Ms. Collen Cagurangan, Westview Way resident
Mr. Richard Reynaga, Hayward resident
Mr. Kirk De Young, Hayward resident
Ms. Veronica Solorio, Hayward resident
Mr. Renard Johnson, Bunker Hill Boulevard tenant
Ms. Jeena Morales, Hayward resident
Ms. Robert Pacca, Maitland Drive tenant

Mayor Halliday closed the public comments section at 8:29 p.m.

City Manager McAdoo noted the City had engaged in conversations with Caltrans and tenants and the City was ready to start the process.

Discussion ensued among Council Members and City staff about Parcel Group 5 tenants; the stipend provided in 2010; hazardous materials that will need to be removed prior to demolition of current vacant properties; and the rental termination date and incentive payments.

Council Member Lamnin offered a motion to table the item for one month to enable time for further conversation with the community and to achieve consensus on how to move forward.

Council Member Márquez seconded the motion.

It was moved by Council Member Lamnin, seconded by Council Member Márquez, and carried with the following vote, to table the item for one month to enable time for further conversation with the community and to achieve consensus on how to move forward.

AYES:	COUNCIL MEMBERS Zermeno, Márquez, Lamnin, Salinas MAYOR Halliday
NOES:	COUNCIL MEMBERS Mendall, Peixoto
ABSTAIN:	None

PUBLIC HEARING

9. Approval of FY 2019 Community Agency Funding Recommendations (Report from Assistant City Manager Hurtado) **PH 18-030**

Staff report submitted by Community Services Manager Bailey,
dated April 17, 2018, was filed.

Assistant City Manager Hurtado announced the item and introduced Community Services Manager Bailey who provided a synopsis of the staff report.

City staff responded to questions from City Council members related to the FY 2019 Community Development Block Grant (CDBG) Administration cost; Eden I&R Program future allocation; City-operated programs that will be included in the competitive process; and the Hayward Municipal Band funding request.

Mayor Halliday opened the public hearing at 9:02 p.m.

The following speakers spoke in favor of the Hayward Municipal Band and urged the Council to fund the Hayward Municipal Band with the requested amount of \$15,688 which represented an additional \$6,000 to the recommended funding allocation.

Mr. Charles Moore, Hayward Municipal Band musician

Mr. Mike Basta, Hayward Municipal Band musician

Ms. Lolita Morelli, Hayward Municipal Band manager

Mr. Nicholas Vigil

Mr. Michael Marinak, Hayward Municipal Band concert master

Ms. Kathy Maier, Hayward resident and Hayward Municipal Band director

Ms. Nancy Simonson, Hayward resident

Mr. Greg Simonson, Hayward resident

Ms. Jade Milburn, Downtown Streets Team Case Manager, thanked the Council for accepting the recommended funding allocation for the Downtown Streets Team.

Ms. Erin Scott, Family Violence Law Center Executive Director, was troubled by the \$20,000 decrease in allocation for the Family Violence Law Center and urged the Council to reconsider the funding allocation.

Ms. Julie Roche, Community Services Commission Vice Chair, explained the funding allocation process, and suggested that moving forward the Council may want to consider removing the Hayward Municipal Band from the competitive process.

Ms. Vera Viammett, Ruby's Place Director, spoke about the services provided by Ruby's Place and noted the \$10,000 decrease in funding will impact service delivery.

Mr. Ralph Morales, South Hayward Parish Emergency Food Program Director, thanked the Council for accepting the funding recommendations.

Mayor Halliday closed the public hearing at 9:32 p.m.

The City Council thanked community agency representatives for their input and thanked members of the Community Services Commission for the funding recommendations.



**MINUTES OF THE OF SPECIAL JOINT CITY COUNCIL/REDEVELOPMENT
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Tuesday, April 17, 2018, 7:00 p.m.**

Council Member Lamnin offered a motion per staff's recommendation with amendments: that the Eden I&R 2-1-1 Program be included in the competitive process and be revisited every five years; that for FY 2020 the Rebuilding Together and Habitat for Humanity be included in the competitive process; and that the overhead cost for CDBG Administration be evaluated for the coming year.

Council Member Márquez seconded the motion.

Discussion ensued among City Council members and City staff about the funding recommendations.

Council Member Lamnin withdrew her motion and offered a new motion to accept the Community Services Commission's FY 2019 community agency funding recommendations.

Council Member Mendall seconded the motion.

Discussion ensued among Council Members and City staff about the funding recommendations and increasing the funding for the Hayward Municipal Band by \$6,000; however, there was no consensus about including that as part of the motion.

It was moved by Council Member Lamnin, seconded by Council Member Mendall, and carried unanimously, to adopt the following:

Resolution 18-064, "Resolution Authorizing the City Manager to
Apply for Federal Assistance Under the Community
Development Block Grant (CDBG) Program for Federal Fiscal
Year 2018-2019"

City Council members provided input about the six considerations for the FY 2020 funding process.

There was consensus among Council members regarding Consideration No. 1 (Complete an RFP process for the Affirmatively Affirming Fair Housing services requirement.)

The City Council was in general agreement with Consideration No. 2 (Remove Eden I&R 2-1-1 Program from the competitive process and award annually) with a recommendation that the Program be revisited in five years and that staff evaluate funding it through City operated programs.

Four City Council members were in support of Consideration No. 3 (Ensure City of Hayward operated programs are included in the competitive process;) two members preferred that the funding allocation, which was for staffing cost, not be included in the competitive

process; and one member thought the Council should have a discussion prior to the beginning of the funding process.

The City Council was in general support of Consideration No. 4 (Ensure Council reviews any surplus funds in the Infrastructure category) with one suggestion that Council be presented with a short list of items that the Council wants to address in the coming year should funding become available.

The City Council was in agreement with Consideration No. 5 (Have staff review the funding selection criteria utilized by the Community Services Commission to ensure funding recommendations are congruent with Council goals.)

Regarding Consideration No. 6 (Ensure proactive outreach measures are taken to increase potential applications for non-service categorical funding, particularly those that advance affordable housing,) the Council was in agreement with one suggestion that there be an opportunity during the work session for the City Council to revisit priorities.

It was moved by Council Member Lamnin, seconded by Council Member Mendall, and carried unanimously, to adopt the following:

Resolution 18-064, "Resolution Authorizing the City Manager to Apply for Federal Assistance Under the Community Development Block Grant (CDBG) Program for Federal Fiscal Year 2018-2019"

LEGISLATIVE BUSINESS

10. Presentation of Proposed FY 2019 Operating Budget and Update on Five-Year Plan (Report from Finance Director Claussen) LB 18-010

Staff report submitted by Finance Director Claussen, dated April 17, 2018, was filed.

City Manager McAdoo announced the staff report and introduced Finance Director Claussen who provided a synopsis of the staff report and responded to questions about potential revenue generation strategies and additional cost neutral positions.

Mayor Halliday opened the public hearing section at 10:35 p.m.

Ms. Cheryl Penick, Hayward resident, requested additional detailed information about the proposed FY 2019 Internal Services Fees expenditure, pointed out a typographical error in Table 6 - CalPERS Rates for percentage of FY 2018, and recommended that all labor groups be invited to the Saturday budget work session.

Mayor Halliday closed the public hearing section at 10:38 p.m.



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As the item was a presentation of the budget, the Council did not take any action and reserved questions for the budget work session scheduled for Saturday, April 28, 2018.

**11. Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for
FY 2018 (Report from Human Resources Director Collins) LB 18-005**

Staff report submitted by Human Resources Director Collins,
dated April 17, 2018, was filed.

Human Resources Director Collins provided a synopsis of the report.

There being no public comments, Mayor Halliday opened and closed the public hearing at 10:40 p.m.

It was moved by Council Member Peixoto, seconded by Council Member Mendall, and carried unanimously, to adopt the following:

Resolution 18-065, "Resolution Approving the Amended Fiscal Year 2018 Salary Plan Designating Positions of Employment in the City Government of the City of Hayward and Salary Range; and Superseding Resolution No. 17-185 and all Amendments Thereto"

CITY MANAGER'S COMMENTS

City Manager McAdoo noted that the Main Library and Weekes Branch will be closed on April 19, 2018, to prepare for the move to the new library.


COUNCIL REPORTS, REFERRALS, AND FUTURE AGENDA ITEMS

There were none.

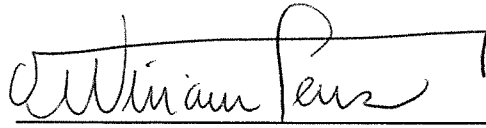
ADJOURNMENT

Mayor Halliday adjourned the meeting at 10:42 p.m.

APPROVED


Barbara Halliday
Mayor, City of Hayward

ATTEST:

A handwritten signature in black ink, reading "Miriam Lens", written over a horizontal line.

Miriam Lens
City Clerk, City of Hayward



CITY OF HAYWARD

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

File #: RPT 18-095

DATE: May 16, 2018

TO: Community Service Commission

FROM: Community Services Division Manager

SUBJECT: Community Services Commission Review of Commission By-Laws

RECOMMENDATION

That the Commission review the Community Services Commission By-laws.

SUMMARY

The City of Hayward's Community Services Commission (CSC) is the resident participation plan body responsible for review of Community Development Block Grant (CDBG) and Social Services funding. The CSC advises and makes annual recommendations to the City Council on Community Agency Funding and reviews reports related to agency performance. The CSC can review the governing by-laws at its discretion to ensure compliance with applicable laws, review practices and confirm responsibilities. The CSC Chair has requested a review of the by-laws, as it relates to:

1. Term Limits for Commissioners;
2. Number of Commissioners serving on the CSC;
3. Funding allocations by category, particularly the Arts & Music category, and
4. Development of a Commission Mission Statement.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Community Services Commission By-Laws Approved July 15 2015.pdf



DATE: May 16, 2018

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT: Review of Community Services Commission By-Laws

RECOMMENDATION

That the Commission receives and comments on this report:

SUMMARY

The City of Hayward's Community Services Commission (CSC) is the resident participation body responsible for review of Community Development Block Grant (CDBG) and Social Services funding. The CSC advises and makes annual recommendations to the City Council on Community Agency Funding and reviews reports related to agency performance. The CSC can review the governing by-laws at its discretion to ensure compliance with applicable laws, review practices and confirm responsibilities. The CSC Chair has requested a review of the by-laws, as it relates to:

1. Term Limits for Commissioners;
2. Number of Commissioners serving on the CSC;
3. Funding allocations by category, particularly the Arts & Music category, and
4. Development of a Commission Mission Statement.

BACKGROUND

In July 2015 the CSC updated their Commission By-Laws through a By-Laws subcommittee which met multiple times during the spring of 2015. The subcommittee, appointed by the Chair of the CSC, made recommendations to the full CSC body which were approved at the regular July 2015 CSC meeting. Most of the changes, centered around Commissioner attendance. A [copy of the current By-Laws](#) can be found at the CSC's section of Boards and Commissions page of the City of Hayward website.

The City of Hayward CSC is the resident participation body responsible for review of the CDBG and Social Services programs. The CSC advises and makes recommendations to the City Council on Community Agency Funding including the identification of housing and community development needs, setting priorities, making recommendations regarding the annual allocation of CDBG and other funds originating from HUD, and amending, as necessary, annual action plans.

CSC members must be Hayward residents and are appointed by the City Council for four-year terms. The CSC holds regular evening meetings that are open to the public. The City of Hayward's Community Services Division staff supports the CSC and maintains records (agenda minutes, resolutions, etc.) for public review. CSC agendas and summary notes are posted on the City's website for public review and comment.

DISCUSSION

The CSC occasionally reviews and updates their Commission By-Laws, with the following framework in mind:

- To ensure legal compliance with applicable local, state and federal laws
- To ensure compliance of internal governance practices
- To ensure the presence of sound governance practices
- To educate the Commission about its responsibilities
- To guide the Commission in meeting its responsibilities.

The Commission Chair has requested a review of the CSC By-Laws at the May 2018 regular meeting with discussion to include, but not be limited to:

1. Term Limits for Commissioners;
2. Number of Commissioners Serving on the CSC;
3. Funding allocations by category, particularly the Arts & Music category, and
4. Development of a Commission Mission Statement.

NEXT STEPS

Staff requests any comments or feedback regarding potential updates to the Community Services Commission's By-Laws.

Prepared by: Rachael McNamara, Management Analyst I

Recommended by: Dana Bailey, Community Services Manager

Approved by:



Maria A. Hurtado, Assistant City Manager

**CITY OF HAYWARD
COMMUNITY SERVICES COMMISSION**

APPROVED 7/15/15

**ARTICLE I
PREAMBLE**

SECTION 101. 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. 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. The Community Services Commission shall consist of no fewer than seventeen (17) members, who are appointed by City Council.

SECTION 302. In order to be eligible for appointment to the Commission a person shall be a qualified elector of the City of Hayward. The members of the Commission shall be appointed by the City Council.

SECTION 303. 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. 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 himself/herself from three consecutive regular meetings of such board or commission, or ceases to be a qualified elector of the City, 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. To be counted as present, a Commissioner shall be in attendance during all action items listed on the agenda.

ARTICLE IV OFFICERS

SECTION 401. 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. The Chairperson shall preside at the regular and special called meetings of the Commission. He or she shall perform all duties incident to 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. 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. 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. Parliamentarian shall provide expert guidance related to the bylaws and keep order within the CSC meetings.

ARTICLE VI STAFF

SECTION 601. 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. A special meeting 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 meeting 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 agendaized 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.

ARTICLE VIII AMENDMENT

SECTION 801. 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 30 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. 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. 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 developing recommendations of funding for the CSC.

SECTION 903. 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. The Neighborhood Arts and Music 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 ARC shall be: to review all related applications for funding, to interview applicants and to develop recommendations of funding for the CSC.

SECTION 905. No one Commissioner shall be named to all 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