

CITY OF HAYWARD
Citizens Advisory Commission
Regular Meeting

Wednesday, May 26, 2004

Agenda

- I. Call to Order
- II. Pledge of Allegiance
- III. Attendance
- IV. Welcome
- V. Public Comments: *(NOTE: The Public Comments section provides an opportunity to address the Citizens Advisory Commission on items not listed on the agenda. 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 will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.)*
- VI. Approval of April 14, 2004 Appeals Hearing and Regular Meeting Summary Notes
- VII. Third Quarter CDBG Performance Reports and Financial Summaries
- VIII. Evaluation of the FY 04-05 CDBG Funding Process
- IX. Selection of Restaurant for the June 23, 2004 CAC Annual Dinner Meeting
- X. Nominating Committee Report: Slate of Candidates for FY 2004-05 CAC Officers
- XI. Approval of FY 2004-05 CAC Meeting Schedule
- XII. City Budget Update
- XIII. Future Agenda Items
- XIV. Commissioner Announcements (Non-Action Items)
- XV. Adjournment

CAC summary notes are available by fax, e-mail, or regular mail. For more information, please call (510) 583-4250.

Please do not wear scented products. Persons with environmental sensitivities may be in attendance. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 72 hours in advance of the meeting by calling (510) 583-4250, or by calling the TDD line for those with speech and hearing disabilities at (510) 247-3340.



CITY OF HAYWARD
Citizens Advisory Commission
Summary Notes
April 14, 2004

Applicant Appeals Meeting

- I. **Call to Order:** Chairperson Imazumi called the CAC Appeals Hearing to order at 6:40 p.m.
- II. **Introduction of Guests:** Guests in attendance introduced themselves and signed in. (The completed sign-in form is available for review upon request in the CED Department of Hayward City Hall).
- III. **FY 2004-05 CDBG Applicant Appeals:** Chairperson Imazumi described the appeals process. The following two applicants each submitted an appeal:
 - **The Salvation Army:** Major Robert Keene and Mrs. Patty Martinez from The Salvation Army of Hayward thanked the Commission for their consideration, and asked that the Commission's preliminary funding recommendation of \$50,000 be increased in order to enable the agency to pay for a more comprehensive renovation of their facilities. It was noted that the \$50,000 recommended by the Commission would only cover basic electrical work that will be required as part of the overall rehabilitation project.
 - **The Hayward Community Gardens:** Because of unavoidable scheduling conflicts, representatives from the Hayward Community Gardens requested that staff read their appeal which was submitted by email. In addition to thanking the Commission for their continued support, Community Garden representatives requested supplementary funding for specific items related to their *Grow the Garden* project. It was suggested that these items might qualify for funding under the Neighborhood Improvements funding category, so as to not have a negative impact on the capped Public Services funding category.
- IV. **Adjournment:** The Appeals Hearing was adjourned at 6:55 p.m.

CITY OF HAYWARD
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Summary Notes
April 14, 2004

Regular Meeting

- I. Call to Order:** Chairperson Imazumi called the meeting to order at 6:56 p.m.
- II. Pledge of Allegiance:** The Pledge of Allegiance was led by Commissioner Mendall.
- III. Attendance:** Roll call was read, and all Commissioners in attendance signed in.

Note: Record of attendance is kept from June 2003 through May 2004.

Commissioners	Present Meeting	This	All Meetings Year to Date		Regular Meetings Only Year to Date	
			Present	Absent	Present	Absent
April Chan	O		7	3	7	3
Launa M. Craig	X		8	2	8	2
Ramona Flores	X		7	3	7	3
Robert Imazumi *	X		10	0	10	0
Sylvia Jackson	O		7	3	7	3
Tina Jackson-Walda	X		6	4	6	4
Rodney Loche	X		7	3	7	3
Dianne McDermott	X		7	3	7	3
Al Mendall	X		8	2	8	2
Martin Nnam	X		9	1	9	1
Glorious K. Pulliam	O		8	2	8	2
Beverly Reliford	X		8	2	8	2
Diana Schaufler	X		9	1	9	1
Bonnie Thieman	O		6	4	6	4

* *Chairperson*

Staff in Attendance: Ann Bauman, NED Manager
David Korth, Social Services Planning Manager
Dana Bailey, Community Programs Specialist
Teresa Zarate-Rodriguez, Community Programs Specialist

- IV. Welcome to Visitors:** Visitors in attendance signed in (a record of those in attendance is available in the CED Department at Hayward City Hall).
- V. Public Comments:** There were no public comments.

- VI. Approval of March 14, 2004 Summary Notes:** Commissioner Mendall pointed out that there was an error in addition on the attendance roll and asked that the minutes be corrected to reflect that Commissioner Imazumi has attended nine (9) regular meetings, not eight (8). Commissioner Mendall then made a motion to approve the March 14, 2004 Summary Notes as corrected. The motion was seconded by Commissioner McDermott and approved unanimously.
- VII. FY 2004-05 CDBG Funding Process Update:** The Commission was reminded that the final funding recommendations of both the Commission (to be established at this evening's meeting) and Staff will be presented at the City Council Work Session scheduled for May 4, 2004. The Council will then conduct a Public Hearing on May 11, 2004 at which final funding decisions will be made.
- VIII. FY 2004-05 Final CDBG Recommendations:** Commissioner Imazumi began the discussion by asking the Commission to consider the appeals when making final funding recommendations. Commissioner Mendall noted that the Hayward Community Gardens was the only agency whose preliminary recommended funding was less than received in the previous year. In light of this, Commissioner Mendall made a motion to provide \$3,250.00 in additional funds to the HCG program, and to reduce the funding to H.A.R.D by a commensurate amount. Commissioner Craig offered an amendment to the motion not to reduce funding to H.A.R.D.; staff provided input that there was sufficient program income to cover this amount. Commissioner Mendall accepted the amendment, and Commissioner Schaufler seconded the amended version of the motion. The motion passed unanimously. Before proceeding further, the Commission discussed the next agenda item regarding the acquisition of the Boys and Girls Club facility.
- IX. Acquisition of the Boys and Girls Club Facility:**

Neighborhood and Economic Development Manager Ann Bauman provided the Commission with new information relating to the acquisition of the facility owned by the Boys and Girls Club of Hayward. She noted that since 2002, the Hayward Boys and Girls Club has operated its programs out of its new facility located at 28200 Ruus Road in South Hayward. In recent months, it became apparent to the Club that it was unable to generate the income necessary to continue operating the facility. The Club initiated discussions with the City about how best to maintain the important services offered by the Club. Because the City does not directly deliver recreation services, HARD was contacted to determine if it would be willing to continue the operation of youth programs out of the facility. HARD agreed to do so if the City provided financial assistance to help pay for program operations.

In order to continue services without interruption, the Council authorized the use of City general fund monies to cover costs associated with the acquisition and provision of youth services through the end of the fiscal year. A long-term solution that will have minimal impact on the City's general fund is still being developed. To that end, the CAC was asked to consider recommending that CDBG funds be used to pay the first year's cost of acquisition. It was noted that this is an eligible expense under the Neighborhood

Facilities and Improvements CDBG funding category. The amount needed for this would be approximately \$170,000. It was also noted that enough additional program income was available to cover this cost without having a negative impact on any of the other projects being considered for funding recommendations by the Commission. Commissioner Mendall made a motion to recommend that up to \$170,000 in CDBG funds be allocated to pay the first-year acquisition cost for the Hayward Boys and Girls Club facility. The motion was seconded by Commissioner McDermott, and was unanimously passed by the Commission.

VIII. *Continuance of Discussion re: FY 2004-05 Final CDBG Recommendations:*

The Commission resumed the process of making final CDBG funding recommendations. Commissioner Imazumi declared that he has a conflict of interest as it pertains SAVE. He then recused himself from the discussion about that item and temporarily stepped down as Chair so that the Commission could consider the SAVE proposal. Commissioner Mendall, acting as temporary chairperson, accepted a motion from Commissioner Craig to fund SAVE in the amount of \$49,300; this was seconded by Commissioner Flores. The motion passed with all in favor of the motion, except for Commissioner Imazumi who abstained from voting.

Commissioner Imazumi then resumed his role as Chairperson. Commissioner Mendall made a motion to accept the Commission's preliminary funding recommendations as final recommendations, with the exception of the motions already passed regarding the Hayward Community Gardens and the Hayward Boys and Girls Club. The motion was seconded by Commissioner McDermott, and passed unanimously. (A chart of the Commission's final funding recommendations is provided as Exhibit A).

X: **CAC Presence at the City Council Work Session:** Commissioner McDermott strongly encouraged the entire commission to attend both the May 4th City Council Work Session and the May 11th Public Hearing as a means of showing support and unity. Commissioner Mendall was also encouraged, as Chair of the Commission's Application Review Committee, to present the Commission's funding recommendations to the City Council.

XI. **Follow-Up Questions RE: CDBG Quarterly Performance Reports:** Commissioner Craig thanked staff for including the quarterly reports with the packets. She requested that the financial expenditure reports also be made available to the Commission, including reports on previously funded projects that are still active, in next month's Commission packet.

XII. Annual Dinner Preparation:

A. Restaurant Selection Committee Appointments: Commissioner Imazumi appointed Commissioners Flores, Reliford and Schauffler to the Restaurant Selection Committee.

B. Officer Nominating Committee Appointments: Commissioner Imazumi appointed Commissioners Jackson-Walda, Nnam, and McDermott to the Officer Nominating Committee.

XIII. City Budget Update: City Council Work Session on the Budget will take place in May. The Budget is scheduled to be adopted in June.

XIV. Future Agenda items:

- Debrief of the FY 04-05 Funding process.
- Review of Quarterly Reports and Financial Expenditure Reports.
- Selection of Restaurant for the Commission's Annual Dinner Meeting.
- Report from the Nominating Committee: Slate of Candidates for FY 2004-05 CAC Officers

XV. Commissioner Announcements (Non-Action Items):

- Commissioner Imazumi announced he would be vacationing on June 8th
- David Korth shared a Save-the Date announcement from the Alameda County Continuum of Care Council to review the *Homeless People Count!* Report on the Homeless on Thursday, May 13, 2004.

XVI. Adjournment: The meeting was adjourned at 8:50p.m.