

**City of Hayward
Citizens Advisory Commission - Regular Meeting**

**Hayward City Hall – Room 2A
777 B Street, Hayward, California
Wednesday, January 21, 2008
6:30pm**

Agenda

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Attendance**
- IV. Public Comments:** *(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.)*
- V. City Manager Greg Jones: Introduction and City Update/Discussion**
- VI. Discussion: Community Development Block Grant FY 09-10 Applications**
- VII. Overview of Application Review Process – The Commission’s Role**
- VIII. Adoption of Recommended Minor Changes to the Citizen Advisory Commission By-laws and Rules and Regulations**
- IX. Liaison Reports:**
 - A. 4 C’s – Commissioner Kersten
 - B. ECHO – Commissioner Morales-Contreras
 - C. FESCO – Commissioner Steinberger
 - D. Spectrum C.S. – Commissioner Topete
- X. Staff Report (Oral Non-Action Items):**
 - A. CDBG-Related Announcement / Advisories
 - B. Programmatic Announcements / Advisories

XI. Future Agenda Items:

XII. Adjournment

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.



Materials related to an item on this Agenda, submitted to members of the Citizens Advisory Commission (CAC) after distribution of the Agenda packet, are available for public inspection in the Neighborhood Services Division Office of the Library and Neighborhood Services Department, 777 B Street, Hayward CA 94541, during normal business hours. Such documents are also available on the City of Hayward's website at hayward-ca.gov subject to staff's ability to post the documents before the meeting.

CITY OF HAYWARD
CITIZENS ADVISORY COMMISSION

BY-LAWS

ARTICLE I
PURPOSE

SECTION 100. The purpose of this Commission is to advise the City Council on the social aspects of physical planning, to draw upon the experience and skills of community leaders to supplement the work of local government officials, to support community improvement goals, to help solve community problems, and to serve as the citizens' review mechanism on federally financed or aided projects.

SECTION 101. The principle responsibilities of this Commission are advisory to the City Council in community development. The Commission shall make policy recommendations regarding, but not limited to, Community Development Block Grant allocations and advocate improved planning methods of community development delivery and resource allocation.

ARTICLE II
POWERS AND DUTIES

SECTION 200. The Citizens Advisory Commission ("CAC") as an advisory body to the City Council shall have to power and duty to:

- (1) Adopt rules and regulations for the conduct of its business and, for the time and place of its meetings, A, ~~and any~~ such rules and regulations shall be published and ~~be~~ made available to the public.
- (2) Inform themselves of their community's renewal activities.
- (3) Assist in developing objectives and goals.
- (4) Inventory community resources for accomplishing these objectives.
- (5) Learn and pursue the methods of achieving the goals.
- (6) Serve as a medium for bringing private resources into the program.
- (7) Perform other related duties as directed by Council.

SECTION 201. FUNDING RECOMMENDATION RESPONSIBILITY

(1) Solicit proposals for Community Development Block Grant ("CDBG") funding by announcement of the availability of funds, development of application guidelines, and publication of policies and criteria (Commission and staff recommend, Council approves).

(2) Review criteria used to make funding recommendations.

(3) Establish funding levels of applicant programs.

(4) Prepare and submit priority recommendations to City Council (staff prepares, Commission reviews and approves).

(5) Commission also reviews staff recommendations prior to making ~~their~~-its own final recommendations.

SECTION 202. EVALUATION RESPONSIBILITY

(1) Review all evaluation reports.

(2) Question issues raised in reports.

(3) Request evaluations if special conditions apply
-imminent defunding and no previous supportive evaluation
-possible new funding based on quality of programs

(4) Apply the evaluation information based on the liaison visit, staff liaison contact and monitoring reports in order to formulate funding decision.

(5) Hear reports, presentations and appeals from programs.

SECTION 203. LIAISON GOALS

(1) Gain familiarity with programs.

(2) Gain familiarity with the program's objectives, services and client profile (does not include examination of program records).

(3) Gain familiarity with the program's operational procedures to include: project initiation, delivery of service, project completion, service delivery levels and any other appropriate information.

(4) Attend Board meetings as observer if desired.

(5) Observe program office at work if appropriate (focusing on program activity level and program environment).

ARTICLE III
MEMBERS

SECTION 300. The Hayward CAC shall consist of fifteen (15) members, who have shown themselves qualified, by evidence of previous experience and involvement in the social aspects of physical planning. In nominating and appointing said members, the City Council shall make every reasonable effort to insure that a wide cross section of community groups and/or interest areas are represented:

SECTION 301. 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 302. By City Resolution 73-235 C.S. the City Council established a policy of a limitation of not more than two and one-half (1/2) consecutive full terms of four years apiece on any one board or commission for service thereon by members thereof.

SECTION 303. 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 from three consecutive regular meetings of such board or commission, or is convicted of a crime involving moral turpitude, or ceases to be a qualified elector of the City, his 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 and Economic Development~~ Library and Neighborhood 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 ~~Community and Economic Development~~ Office of the City Clerk ~~Department~~ will notify the Mayor either of the automatic vacancy or recommending the

Commissioner's 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.

ARTICLE IV OFFICERS

SECTION 400. The Commission will elect the Chairperson and Vice-Chairperson at the June meeting and install them at the July meeting of every year to serve a term of one year or until their successors have been elected. Elected officers may succeed themselves once.

SECTION 401. The Chairperson shall appoint a Parliamentarian at the July regular meeting. The Parliamentarian shall have the duty to advise the Chairperson on points of parliamentary law, and give similar advice to the Commission when ~~they requested it.~~

SECTION 402. The Chairperson shall appoint ~~a~~ Historian at the July regular meeting. The Historian shall have the duty to advise the Chairperson on points of past Commission recommendations, policy and actions. The Historian shall document any points of practice by Commission Summary Notes or other reliable source.

ARTICLE V DUTIES OF OFFICERS

SECTION 500. The Chairperson shall preside at the regular and special called meetings of the Commission and shall report directly to the City Council on all recommendations 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 By-Laws. The Chairperson shall appoint all committees and shall be an *ex officio* member of all committees.

SECTION 501. The Vice-Chairperson, in the absence of the Chairperson, or in the event of the Chairperson's his or her inability or refusal to act, shall perform all the duties of the Chairperson, and when so acting en shall have all the powers of, and be subject to all the restrictions on, the Chairperson.

SECTION 502. In the absence of the Chairperson and Vice-Chairperson, the Parliamentarian shall preside at the regular or special meeting.

ARTICLE VI MEETINGS

SECTION 601. The regular meetings of this Commission shall be held on the ~~fourth~~ third (3rd ~~4th~~) Wednesday of every month, ~~except in the months of November and December when the Commission shall meet the third Wednesday of the month.~~ All agendas for the CAC shall be

posted at least seventy-two (72) hours before each regular meeting ~~at the place designated by City Council~~ in the manner set forth in the Rules and Regulations of the CAC.

SECTION 602. The annual dinner meeting of the Commission shall be held on the ~~fourth~~ third (3rd ~~4th~~) Wednesday of June each year.

SECTION 603. SPECIAL MEETINGS; CALL; NOTICE. 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 Call Meeting and provide a copy of the agenda. All agendas for Special Call Meetings shall be posted at the place designated by City Council.

SECTION 604. The affirmative or negative vote of a majority of the entire membership of this Commission shall be necessary for it to take any action, except to adjourn. Each member of the Commission shall be entitled to one vote on all matters brought to a vote during a regular or special meeting at which the member is present. The quorum for a regular or special meeting shall be a majority of the entire membership of this Commission.

ARTICLE VII AMENDMENT

SECTION 701. Proposed amendments of these By-Laws 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 45 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 803. The Dinner Committee shall consist of one ~~person~~ Commissioner. More Commissioners may be appointed if the Chairperson deems necessary. The ~~Dinner~~ Committee shall present to the Commission location and menu options, make the reservations, and arrange for payment.

SECTION 804. The Nominating Committee shall consist of three Commissioners. The Nominating Committee shall present to the Commission its recommendations for Chairperson and Vice-Chairperson for the next fiscal year.

SECTION 805. As deemed necessary, other Ad Hoc Committees may be appointed. These committees shall consist of three to five Commissioners.

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Approved: 10/23/85

Amended: 9/12/86
Approved: 12/17/86

Amended: 1/28/87
Approved: 4/22/87

Amended: 1/9/91
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RULES AND REGULATIONS OF THE
CITIZENS ADVISORY COMMISSION

Adopted to Implement Certain Requirements of the Brown Act

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2. A log indicating the time each agenda was posted shall be kept by the Neighborhood Services Division Office of the Library and Neighborhood Services Department~~Department of Community and Economic Development.~~
3. All persons wishing to address the Citizens Advisory Commission during the public input portion of its meetings shall limit their comments to three minutes.
4. The total time devoted to the public input portion of the meetings of the Citizens Advisory Commission shall not exceed fifteen minutes. Any person wishing to speak at a meeting but unable to do so because of the limit set forth above shall be accorded first right to address the Citizens Advisory Commission at its next meeting.
5. Consistent with the Brown Act, the Citizens Advisory Commission shall take no action on any matter not appearing on its posted agenda unless it makes one of the findings authorizing it to do so. Thus, unless an emergency exists or the need to take action arose after posting the agenda the Citizens Advisory Commission will not discuss or vote on any item raised by any member of the public or any of its own members unless the item appears on its posted agenda. An item raised during a meeting of the Citizens Advisory Commission that does not appear on its posted agenda will automatically be referred to staff for any action staff regards as necessary and placed on its next agenda for action.
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7. The regular meeting of the Citizens Advisory Commission shall ordinarily be held on the ~~fourth~~ third Wednesday of each month at 6:30 p.m. and shall be held in Room ~~1132, City~~

~~Center, 22300 Foothill Blvd., Hayward~~2A located on the second floor of Hayward City Hall, 777 B Street, Hayward, CA, 94541, but the precise dates for regular meetings shall be those shown in the notice provided by the Neighborhood Services Division Office of the Library and Neighborhood Services Department~~Department of Community and Economic Development~~ in July of every year or as the Commission may later revise from time to time during the year. The most current notice of the fiscal year calendar of the Commission is available from the Hayward City Clerk or the Neighborhood Services Division Office of the Library and Neighborhood Services Department~~Department of Community and Economic Development~~.

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