

# CITY OF HAYWARD

NEIGHBORHOOD SERVICES DIVISION  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

## Citizens Advisory Commission

Hayward City Hall – Room 2A  
777 B Street, Hayward, California  
Wednesday, July 15, 2009 at 6:30pm

### Regular Meeting 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. **Approval of Summary Notes of the April 1, 2009 CAC Special Meeting**
- VI. **Approval of Summary Notes of the May 20, 2009 CAC Regular Meeting**
- VII. **Approval of Summary Notes of the June 17, 2009 CAC Annual Dinner Meeting**
- VIII. **Liaison Reports for FY 09-10 CDBG Funded Agencies:**
  - A. COH: Housing Rehab Loan & Minor Home Repair Programs – City Staff
  - B. COH: Small Business Revolving Loan Program – City Staff
  - C. COH: Mural Program – City Staff
- IX. **Discussion and Recommendation: CAC By-Laws**
- X. **Remaining FY 2010 Commissioner Liaison Assignments**

Page 1 of 2

777 "B" STREET, 2<sup>ND</sup> FLOOR  
HAYWARD, CALIFORNIA, 94541  
CDBG RECEPTION: 510-583-4250  
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**XI. Tools for School Workday Saturday, August 8, 2009 - Discussion**

**XII. Make A Difference Day, Saturday, October 24, 2009 - Discussion**

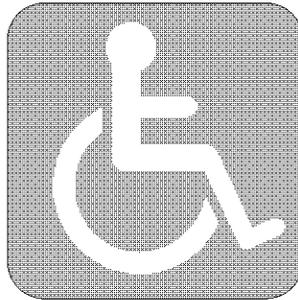
**XIII. Staff Report (Oral Non-Action Items):**

- A. CDBG-Related Announcement / Advisories
- B. Programmatic Announcements / Advisories
- C. Annual Meet & Greet Tea Party

**XIV. Future Agenda Items**

**XV. 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](http://hayward-ca.gov) subject to staff's ability to post the documents before the meeting.*



CITY OF  
**HAYWARD**  
HEART OF THE BAY

**Citizens Advisory Commission  
Special Meeting  
April 1, 2009**

**6:30pm**

**Summary Notes**

- I. **Call to Order:** Chairperson McDermott called the meeting to order.
- II. **Pledge of Allegiance:** There was no flag, so there was no Pledge of Allegiance.
- III. **Attendance:** Commissioners in attendance signed the Attendance Sheet.

*Note: Record of attendance is kept from June 2008 through May 2009.*

Commissioners	Present This Meeting	All Meetings <sup>1</sup> Year to Date		Regular Meetings Year to Date	
		Present	Absent	Present	Absent
Diane Balloue	X	8	1	8	1
Nathaniel Bruno	X	9	0	9	0
Shelia Burks <sup>2</sup>	X	7	1	7	0
Miguel Delgado	X	6	3	6	2
Peggy Guernsey	X	8	1	8	1
Robert Imazumi (Parliamentarian)	O	8	1	8	0
Tom Kersten <sup>2</sup>	X	7	1	7	0
Sara Lamnin (Vice-Chair)	X	8	1	8	0
Lynnette Linnen	O	7	3	7	1
Dianne McDermott (Chair)	X	7	2	7	1
Liz Morales-Contreras <sup>2</sup>	X	6	2	6	1
Beverly Reliford	X	8	1	8	1
Gary Steinberger <sup>2</sup>	O	7	1	7	1
Robert Topete	X	6	3	6	2

<sup>1</sup> - Includes Special CAC Meetings and the Funded Agency Tour(s).

<sup>2</sup> - Appointment effective 7/08. New Commissioners attended their first meeting in 9/08.

Staff in Attendance: Anne Culver, Social Services Planning Manager  
City Council Member Barbara Halliday was also in attendance.

There were eleven guests in attendance (sign-in sheet is attached to Summary Notes).

**IV. Public Comments**

There were no public comments.

**V. Community Development Block Grant Funding Process Update**

**A. Update: CDBG Funds Available for Projects in FY 09-10**

Ms. Culver reported that there has been no confirmation from HUD regarding the exact amount of CDBG funding available for FY 2010. The federal budget is expected to be finalized in April. HUD has recommended that for planning purposes, jurisdictions should calculate the amount available for projects using the same grant amount of funding that was received in FY 2009 (the current year). For Hayward, this will mean that approximately \$1,366,935 will be available to allocate to projects.

An updated FY 2010 Funding Recommendations Chart was distributed to Commissioners for use during the meeting, which had been revised since the March 18, 2009 meeting to indicate the correct estimated amount of funding available. The chart had also been updated to include the Matt Jimenez Community Center (in the Neighborhood Facilities and Improvements category), recommended for funding in the amount of \$133,330.

**B. HUD Guidance for Use of ESG Homelessness Prevention and CDBG-R Funds**

On March 19, 2009, HUD published guidance for use of special, one-time ESG/Homelessness Prevention Funds. These funds, which are authorized by the American Recovery and Reinvestment Act of 2009 (ARRA), are to be administered by special rules that are different from the federal ESG program regulations.

A few of the CAC's and staff's FY 2010 CDBG and CDBG-R Funding Recommendations were based on the expectation that ESG/Homelessness Prevention Funds could be used to assist homeowners at risk for losing their homes, by providing mortgage foreclosure and mitigation counseling, utility payment assistance, and mortgage payment assistance. However, the guidance published on March 19, 2009 states the ARRA-authorized funding may not be used to assist homeowners. At tonight's meeting the CAC would have the opportunity to reconsider its Funding Recommendations in light of this new information.

Ms. Culver reported that to date, HUD had not provided any further guidance on the use of CDBG-R funds. Previously HUD had indicated that anything eligible under the regular CDBG program would probably be eligible for CDBG-R funding, however jurisdictions should select projects that could be readily implemented, and/or quickly create jobs or employment opportunities.

**C. Revisions to Finalized CDBG and CDBG-R Funding Recommendations**

The CAC reviewed its previous CDBG and CDBG-R Funding Recommendations. In consideration of the limitations now known about ESG/Homelessness Prevention Funds, after discussion, the CAC finalized its Funding Recommendations as reflected in Attachment A.

It should be noted that application #13, Bay Area Youth Centers, was not recommended for funding because it was the CAC's intent that this applicant receive technical assistance from staff to qualify for an allocation of ESG/Homelessness Prevention Funding, when it becomes available. It was noted by the CAC that other applicants, for example, Eden I&R and ECHO Housing's Rental Assistance Program, provide services that could be eligible for Homelessness Prevention Funding.

**X. Next Steps**

The City Council Work Session is scheduled to take place at 5:30pm, on Tuesday, April 7, 2009. Chairperson McDermott encouraged members of the Commission, especially those who served on the Application Review Committee, to attend.

**XII. Adjournment: 7:40pm.**

**CITY OF HAYWARD**  
 NEIGHBORHOOD SERVICES DIVISION  
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**Citizens Advisory Commission**  
**May 20, 2009**  
**6:30pm**

**Summary Notes**

- I. **Call to Order:** Chairperson McDermott called the meeting to order at 6:34 p.m.
- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- III. **Attendance:** Commissioners in attendance signed the Attendance Sheet.

*Note: Record of attendance is kept from June 2008 through May 2009.*

Commissioners	Present This Meeting	All Meetings <sup>1</sup> Year to Date		Regular Meetings Year to Date	
		Present	Absent	Present	Absent
Diane Balloue	X	11	1	9	1
Nathaniel Bruno	O	11	1	9	1
Shelia Burks <sup>2</sup>	X	10	1	9	0
Peggy Guernsey	X	11	1	9	1
Robert Imazumi (Parliamentarian)	X	10	2	10	0
Tom Kersten <sup>2</sup>	X	10	1	9	0
Sara Lamnin (Vice-Chair)	X	11	1	10	0
Lynnette Linnen	X	9	3	8	2
Dianne McDermott (Chair)	X	10	2	9	1
Liz Morales-Contreras <sup>2</sup>	X	8	3	7	2
Beverly Reliford	X	11	1	9	1
Gary Steinberger <sup>2</sup>	O	7	4	6	3
Robert Topete	O	7	5	6	4

<sup>1</sup> - Includes Special CAC Meetings and the Funded Agency Tour(s).

<sup>2</sup> - Appointment effective 7/08. New Commissioners attended their first meeting in 9/08.

Staff in Attendance: Anne Culver, Social Services Planning Manager  
 David Korth, Neighborhood Services Manager

City Council Member Barbara Halliday was also in attendance.  
 There were no guests in attendance

**IV. Public Comments**

- David Korth announced reorganization and transitions underway at the City. He has been assigned to the Office of the City Manager, and therefore will no longer attend CAC meetings.
- Commissioner Balloue announced CA Foster Care Bill AB 21, which would extend financial and social support for foster youth until age 21. She encouraged others to learn about the bill.
- Commissioner Balloue announced a Climate Change Forum to take place at Chabot College, on Saturday, June 6, 2009 from 9 a.m. – 1 p.m.
- Commissioner Guernsey announced the Open House for the Lorin Eden Elementary School's reading & gardening programs to be held on Saturday, May 16, 2009.
- Commissioner Reliford commented that the Hayward Stroll, which took place on Saturday, May 16, 2009 was well organized and pleasant to attend.

**V. Approval of Summary Notes from the April 15, 2009 CAC Meeting:**

Commissioner Linnen made a motion to approve the April 15, 2009 Summary Notes. Commissioner Kersten seconded the motion, which was approved unanimously.

**VI. CAC By-laws Discussion and Recommendation:**

Commissioner Bruno was not in attendance at the meeting, and written materials had not been redistributed to the Commissioners. This Agenda Item is being postponed until the July 15, 2009 meeting, as the Annual Dinner will be held in June.

**VII. Approval of FY 09-10 Meeting Schedule:**

All meetings in FY 09-10 will be held on the third Wednesday of every month at 6:30 p.m. The Commission will have an Annual Dinner Meeting in July and recess in August. Commissioner Linnen made a motion to approve the FY 09-10 Meeting Schedule. Commissioner Guernsey seconded the motion, which was approved with 9 in favor and one abstention (Commissioner Imazumi).

**VIII. FY 2010 Commissioner Liaison Assignments:**

Commissioners volunteered to serve as Liaisons to CDBG-funded agencies for FY 09-10. There were a few unassigned agencies, and further assignments will be made at the

September CAC meeting, when the Commissioners absent at tonight's meeting as well as newly appointment commissioners are expected to be in attendance.

**IX. Tools for School Workday Saturday, August 8, 2009:**

The CAC's "Tools for School" Volunteer Day will be held on Saturday, August 8, 2008, from 10am-2pm, at the La Familia Family Resource Center (22366 Fuller Avenue at A Street, near the freeway onramp).

**X. Make A Difference Day, Saturday, October 24, 2009 (Discussion):**

Commissioners discussed potential volunteer opportunities, deciding to focus on animals abandoned by families facing foreclosure on their homes. Chairperson McDermott will contact animal control to explore the problem.

**XI. FY 2009 Annual Dinner Committee Report:**

After discussion the Commission voted to have the Annual Dinner Meeting on Wednesday, June 17, 2009 at 6:30 p.m. at Chef's China Bistro, 22436 Foothill Boulevard, in Hayward. Each Commissioner will pay for their own dinner, and their guest(s), if any.

**XII. FY 2010 Nominations Committee Report:**

The Nominations Committee reported that the slate of Officers being nominated would be: Chairperson: Lamnin, and Vice-Chairperson Linnen. It was clarified that the Nominations Committee's proposed slate of Officers will not necessarily be the only candidates nominated. Commissioners may nominate any Commissioner for election, including themselves. The FY 09-10 Election will take place at the Annual Dinner meeting, on June 17, 2009.

**XIII. Funding Process Update: CDBG, CDBG-R, and ESG Funding**

On April 21, 2009, the City Council made its FY 09-10 CDBG Allocations, and approved the submission of two amendments to the City's FY 08-09 Action Plan, in order to receive additional funding via the American Recovery and reinvestment Act.

There will be an opportunity for the CAC to discuss and debrief the Funding Process so that the application materials and funding process may be improved for next year. This discussion will be placed on the September 16, 2009 CAC Agenda .

**XIV. Staff Report:**

- A. CDBG-Related Announcements/Advisories:** Ms. Culver reported that the SAVE/WINGS apartment building, located on Leidig Court in South Hayward, is currently vacant, as the agency has determined it no longer has the capacity to operate the facility as transitional housing. The City of Hayward is working closely with the other participating jurisdictions (County of Alameda, City of San Leandro, City of Fremont), to determine next steps. It is hoped the facility will be retained for use as affordable housing. Staff will provide further updates as information becomes available.
- B. Programmatic Announcements/Advisories:** There were no other programmatic advisories to report.
- C. Budget Update (Commissioner Halliday):** Council member Halliday suggested that Commissioners attend the budget work session, scheduled for 5:30 pm on May 26, 2009. The Public Hearing for the FY 09-10 Budget will be at 8pm on June 2, 2009.

**XV. Future Agenda Items**

- Approval of April 1, 2009 Special Meeting Summary Notes (July)
- Make a Difference Day July
- CAC FY 09-10 Elections (June)
- Tea Party – Staff Presentation (July)
- Remaining Liaison Assignments (July)
- By-laws Discussion (July)

**XVI. The meeting was adjourned.**

**CITY OF HAYWARD**  
 NEIGHBORHOOD SERVICES DIVISION  
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**Citizens Advisory Commission**  
**June 17, 2009**  
**6:30 p.m.**

**Meeting location: China Bistro Restaurant**

**Summary Notes**

- I. **Call to Order:** Chairperson McDermott called the meeting to order at 6:43 p.m.
- II. **Pledge of Allegiance:** There was no flag, so therefore there was no pledge.
- III. **Attendance:** Commissioners in attendance signed the Attendance Sheet.

*Note: Record of attendance is kept from June 2008 through May 2009.*

Commissioners	Present This Meeting	All Meetings <sup>1</sup> Year to Date		Regular Meetings Year to Date	
		Present	Absent	Present	Absent
Diane Balloue	X	1	0	1	0
Nathaniel Bruno	X	1	0	1	0
Peggy Guernsey	X	1	0	1	0
Robert Imazumi (Parliamentarian) <sup>2</sup>	X	1	0	1	0
Tom Kersten	X	1	0	1	0
Sara Lamnin (Vice-Chair)	X	1	0	1	0
Lynnette Linnen	X	1	0	1	0
Dianne McDermott (Chair)	X	0	1	0	1
Liz Morales-Contreras	X	1	0	1	0
Beverly Reliford	X	0	1	0	1
Gary Steinberger	X	1	0	1	0
Robert Topete	X	1	0	1	0

<sup>1</sup> - Includes Special CAC Meetings and the Funded Agency Tour(s).

<sup>2</sup> - Resignation or term expiration effective 7/09.

Staff in Attendance: Anne Culver, Social Services Planning Manager  
 Council Members Halliday and May were also in attendance.  
 Commissioners' dinner guests were also in attendance.

**IV. Public Comments:**

- Presentation of Certificates of Appreciation: Chairperson McDermott presented Certificates of Appreciation to outgoing Commissioners Burks, Imazumi, and Delgado. Members of the Commission expressed their appreciation for the departing Commissioners' years of work benefiting low-income Hayward residents.
- Commissioner Kersten distributed a Hayward Democratic Club flyer announcing the group's brunch event featuring Alameda County Supervisor Alice Lai-Bitker on Saturday, June 20, 2009 from 11:00AM– 1:00PM at Skywest Restaurant located at 1401 Golf Course Road, Hayward.
- Commissioner Bruno distributed a flyer for Concerts in the Park. The Hayward Municipal Band will be playing Sundays at 2:30pm from June 21- July 26, 2009, at the Tony Morelli Bandstand in Memorial Park, 241796 Mission Blvd, Hayward. Admission is free.

**V. FY 2009-10 Citizens Advisory Commission Election of Officers:**

Commissioners Kersten, Linnen, and Bruno served on the Nominations Committee. The following slate of candidates was presented:

Sara Lamnin, Chair  
Lynette Linnen, Vice-Chair

Commissioners Lamnin and Linnen both expressed interest in serving as nominated. Commissioner Bruno made a motion to approve the slate of candidates. Commissioner Guernsey seconded the motion, which was approved with ten ayes and one abstention (Burks).

**VI. Adjournment: 7:05 p.m.**