



COMMUNITY SERVICES DIVISION

COMMUNITY SERVICES COMMISSION

Hayward City Hall
777 B Street, Hayward, CA
Room 2-A

Regular Meeting Agenda

Wednesday, December 19, 2012 – 7PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Attendance**
- IV. Public Comments:** *The Public Comments section provides an opportunity for members of the public to address the 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, each 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 from the November 28, 2012 Regular Meeting**
- VI. FY 13-14 Funding Process Update**
 - A. December 15, 2012 Application Review Committee: Housing-Related and General Services Debrief
 - B. FY 12-13 Liaison Reports
 - C. Next Steps
- VII. Non-Action Items**
 - A. Paratransit Report – Handout
 - B. Community Events
- VIII. Future Agenda Items (Nonrecurring)**
 - A. Commission Best Practices (May)
 - B. Spring Tour of Funded Agencies (March Discussion, May Tour)
- IX. Commissioner Announcements**

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X. Adjournment

Please do not wear scented products, as 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 Commission after distribution of the Agenda packet, are available for public inspection in the Community Services Division Office of the Library and Community 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
HEART OF THE BAY

COMMUNITY SERVICES DIVISION

COMMUNITY SERVICES COMMISSION

Wednesday, November 28, 2012

Summary Notes

I. Call to Order

Meeting called to order at 7:11PM.

II. Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

III. Attendance

Mrs. (Darwin) Nischik called the attendance of the Community Services Commission (CSC). Commissioners in attendance signed the Attendance Sheet.

Attendance Record In Alphabetical Order	This Meeting	All Meetings ¹ Year to Date		Regular Year to Date	
		11/28	Present	Absent	Present
1. Allen-Thomas, Donna	X	3	0	3	0
2. Bonilla, Jr. Ray	0	2	1	2	1
3. Chiasson, Cynthia (Parliamentarian)	X	3	0	3	0
4. Davis, Todd	X	3	0	3	0
5. Enders, Heather	X	3	0	3	0
6. Fagalde, Diane	X	3	0	3	0
7. Guernsey, Peggy	X	1	2	1	2
8. Henderson, Ben	X	3	0	3	0
9. Lara, Robert	0	1	2	1	2
10. Leppert, Robert	X	3	0	3	0
11. Linnen, Lynnette	0	0	3	0	3
12. Manapragada, Sai	X	3	0	3	0
13. McManus, Allison	X	3	0	3	0
14. Moore, Linda (Vice-Chair)	X	3	0	3	0
15. Morales-Contreras, Liz	X	2	1	2	1
16. Samayoa, Elizabeth (Chair)	X	3	0	3	0
17. Willis Jr., Julius	X	3	0	3	0

¹Includes Special Meetings and the Funded Agency Tour(s).

Council Member in Attendance: Council Member Barbara Halliday present.

Staff in Attendance:

Sean Reinhart, Library and Community Services Director
Dana Bailey, Senior Property Rehabilitation Specialist
Grace Kong, Administrative Analyst I
Shauna (Darwin) Nischik, Administrative Analyst I

Guests in Attendance: Guests signed the Guest Sign-In sheet.

IV. Public Comments

A guest asked when the CSC Regular Meetings are generally announced, as the person would like enough notification in order to attend the meetings. The visitor was notified that the CSC Regular Meetings are public, and the annual meeting calendar is posted on the City of Hayward's calendar and website. The CSC typically meets on the third Wednesday of every month at 7pm.

V. Approval of Summary Notes from the October 17, 2012 Regular Meeting

Commissioner Willis Jr. made a motion to approve the October 17, 2012 Summary Notes, and the motion was seconded by Commissioner Moore. *The CSC approved the October 17, 2012 Summary Notes.*

VI. Funding Process Update

A. Debrief of Applications Submitted

Ms. Kong provided a summary of the number of applications and amount requested for each funding category and total. There were a total of sixty-eight applications, requesting an approximate total of \$2.6 million.

B. November 17, 2012 Application Review Committee Debrief

Commissioner Willis Jr. provided an overview of the Infrastructure Application Review Committee (ARC) process and decision-making strategies.

C. CDBG / General Fund Budget Outlook

Mr. Reinhart reviewed the budget outlook for CDBG and General Fund allocations for fiscal year 2013-2014. This included an estimate of amount of funds to be made available for grant allocations, which is an approximate \$1.34 million, with \$683,000 for CDBG Infrastructure, \$238,000 for CDBG Services, and \$433,000 from General Funds for all other grants.

D. Action Item: FY 13-14 DRAFT Funding Recommendations for Infrastructure Category

An Infrastructure Recommendations Chart was distributed for review and discussion. The chart included a summary of the applicant project, funding amount requested, ARC recommendation, Staff recommendation, and the rationale for the recommendations. Mrs. (Darwin) Nischik also shared responses from applicants to follow-up questions from the Infrastructure ARC.

There were questions from commission members for the Infrastructure ARC members. Commissioner Fagalde inquired if any commissioners visited the La Familia site. Commissioner Moore clarified that the approved funding decision-making process was followed in order to reach recommendation put forth. Commissioner Donna-Allen Thomas inquired about how long a line of credit stays open for unspent CDBG funds that were allocated to an agency. Mr. Reinhart explained that the funds remain in the City of Hayward account indefinitely until a reauthorization request and approval process takes place.

Commissioner Chiasson made a motion to approve the Infrastructure ARC Recommendations, and adopt the same recommendations as the CSC Draft Infrastructure Recommendations, and was seconded by Commissioner Henderson. *The CSC voted to approve the Infrastructure ARC Recommendations and adopt the same recommendations as the CSC Draft Infrastructure Recommendations, and the vote passes with thirteen in favor and one opposed.*

E. FY 12-13 Liaison Reports

Mrs. (Darwin) Nischik reviewed the status of liaison visits and distributed the latest tracking report. Commissioners were encouraged to contact their assigned agencies and conduct the visit. Commissioner McManus reported back from her visits to the Hayward Arts Council, Emergency Shelter Program, and Service Opportunities for Seniors. Commissioner Samayoa reported back from her visits to the Hayward Day Labor Center, Centro Legal de la Raza, and Horizon Services.

Ms. Kong provided another demonstration on the usage of City Data Services to submit liaison reports and review applications for funding. Council Member Halliday asked why commissioners were limited in their ability to view liaison reports. Staff responded that an update to CDS in the near future would allow commissioners to view all liaison reports. Commissioner Manapragada asked if questions submitted in CDS about funding applicants were secured and confidential. It was confirmed that the CDS system is designed to be secure with access limited only to those with personal identification numbers, and that questions are submitted anonymously to staff. With this information, Council Member Halliday did advise that the City funding process is public, and that information must be provided if requested.

F. Next Steps

Mr. Reinhart reviewed the Funding Process Calendar, noting public comment periods, future ARC dates, and key dates of funding decisions by City Council. The following dates were noted:

November 28, 2012	Infrastructure Public Comment Period Begins
December 15, 2012	Services ARC - Housing-Related and General Services
January 12, 2012	Services ARC - Youth and Seniors & People with Disabilities
February 2, 2013	Neighborhood, Arts, and Events ARC
February 20, 2013	Infrastructure and Services Public Comment Period Ends
March 20, 2013	Neighborhoods, Arts & Events Public Comment Period Ends
April 2, 2012	City Council Work Session
April 2, 2013	City Council Public Hearing

VII. CSC Infrastructure

A. Adoption of Best Practices and Ground Rules – Handout

Mr. Reinhart suggested that the review and discussion of the Best Practices and Ground Rules be tabled for a future date in order to provide adequate time for thought and consideration. Commissioner Willis Jr. motioned to move agenda item 7.A. Adoption of Best Practices and Ground Rules to the May CSC Regular Meeting agenda, and was seconded by Commissioner Chiasson. *The CSC voted and approved by unanimous vote to table the Adoption of Best Practices and Ground Rules as a May CSC Regular agenda item.*

B. Review of Commission Activity Coordinator Positions

A document was distributed which provided a description of each Commission Activity Coordinator Position. Mr. Reinhart reviewed the assignments for the current year. Commissioner Guernsey was present and accepted her appointment as the Paratransit Advisory Committee Liaison.

VIII. Minimum Contracting and Monitoring Standards

Mr. Reinhart reviewed the rationale of requiring an independent financial audit from funded agencies. Commissioner Fagalde reconfirmed that an audit is not required from Neighborhood, Arts, and Events funded projects. Commissioner Chiasson expressed concern over the inability to fund small non-profit organizations that cannot afford an audit. Mr. Reinhart provided fiscal sponsorship as an option for these organizations.

A fiscal year 2011-2012 Performance Report was distributed. Ms. Kong summarized and provided key highlights found in the report.

IX. Discussion: FY 13-14 Fall Funded Agencies Tour

Mrs. (Darwin) Nischik asked the CSC if they would like to schedule the Funded Agencies Tour for the month of December, or postpone until the Spring after the funding process has come to a close. *The CSC decided to postpone discussion of the Funded Agencies tour until the Spring.*

X. Non Action Items

A. Paratransit Report

Ms. Bailey distributed and reviewed the Paratransit Report for September. Ms. Bailey also provided an update on the Measure B Transportation Sales Tax ballot measure, which did not pass in spite of the very close reach of the 2/3rds supermajority vote required. This decision does not negatively impact the current budget and programming. *Ms. Bailey will include both Services Opportunities for Seniors and Alzheimer's Services of the East Bay in next month's Paratransit Report.*

B. Community Events

Commissioner Henderson, Events Coordinator, shared upcoming events.

XI. Future Agenda Items (Nonrecurring)

Services ARC recommendations will be added to the January agenda.
CSC Best Practices and Ground Rules will be added to the May agenda.

XII. Commissioner Announcements

Commissioners shared various announcements.

A card for Commissioner Linnen was distributed. Ms. Bailey proposed that commissioners contact her if they would like to contribute towards a holiday gift for Commissioner Linnen and her family, who are experiencing difficult times.

XIII. Adjournment

Meeting adjourned at 9:40PM.

**FY 2013 - 2014
INFRASTRUCTURE DRAFT Recommendations Chart**

App. #	APPLICANT	PRIOR YEAR ALLOCATION	FUNDS REQUESTED	STAFF REC	CSC REC	NOTES: RATIONALE FOR RECOMMENDATIONS
Housing Rehabilitation						
1	COH: Housing Rehabilitation Program	380,000	380,000	342,000	342,000	Vital support program for low-income Hayward seniors and people with disabilities. Continued high need in future as population skews to more seniors and older seniors, and Hayward's housing stock continues to age. Sustainable; generates program income from loan paybacks.
	Subtotal	\$ 380,000	\$ 380,000	\$342,000	\$342,000	
2	*Alameda County Office of Education	0	153,205	18,000	18,000	Strong proposal from a new applicant. Portions of request are not CDBG eligible. Most appropriate for CDBG funding is the accessibility ramp for the public access community garden. Recommend applicant seek and secure other resources for remainder of proposal.
3	COH: Acquisition of Matt Jimenez Community Center	133,330	133,330	133,330	133,330	Pre-established allocation from a prior multi-year commitment of CDBG funds by Council.
4	COH: Mural Art Program	50,000	50,000	45,000	45,000	Popular and unique program. Clear and visible benefit to the community. ARC members expressed witnessing less graffiti in Hayward.
5	Emergency Shelter Program	20,000	25,000	0	0	Application submitted did not have clear project costs. Agency was not prepared for interview with detailed project budget or prioritization of work requested. Agency was granted \$20,000 in FY 12-13 with a condition that use issues be brought into compliance. While staff and the agency are working together, site issues have not been resolved. It is not yet known how the existing allocation will be used.
6	*Empowerment WORKS: Hope for the Heart	0	80,000	0	0	Uncertainty about property ownership. Fiscal sponsor does not have an independent financial audit. Agency was granted \$36,000 in a previous CDBG allocation for the solar panels. Due to property ownership issues that allocation has not been contracted.
7	Family Emergency Shelter Coalition	0	27,200	0	0	Uncertainty whether proposed line items will actually address current leakage problem; source of the leak is unclear. Would like applicant to explore other energy-saving options.
8	Hayward Area Recreation and Park District	100,000	60,000	54,000	54,000	Ability to leverage other funding resources (total project amount is \$120,000). Historical demonstration of solid project management and administrative oversight of projects.
9	La Familia Counseling Service	0	36,000	0	0	Question as to whether proposed overhang will address weather damage issues. Cost effectiveness of the proposal is unclear as line items are not priced out and alternates are included. Funded services were abruptly suspended by agency in FY 11-12, resulting in returned funds and a lapse in service delivery.
10	Seventh Step Foundation	0	74,600	0	0	Portions of proposal are not CDBG eligible (bed frames and sewer cleaning). Applicant self-admitted that it is unclear as to whether the proposal will actually result in cost-savings and energy efficiency, despite high investment amount. City of Hayward CDBG funds were used to replace sewer line in FY 04-05.
11	Tiburcio Vasquez Health Center	0	105,400	0	0	Bulk of proposal is for information technology equipment, which is not CDBG eligible. Project is currently in its early planning phase, raising concerns of readiness, viability, and sustainability. The Silva Pediatric Clinic is located at the City owned, Eden Youth and Family Center. City Council has directed staff not to existing CDBG allocations for the site until a long term site plan is in place.
	Subtotal	\$303,330	\$744,735	\$250,330	\$250,330	
Economic Development and Commercial Rehabilitation						
12	4-Cs of Alameda County	30,000	30,000	27,000	27,000	High return for investment, with number of jobs created far exceeding HUD standards. Number of child care providers assisted each year also high.
13	COH: Small Business Assistance	0	70,000	63,000	63,000	Valuable resource for small businesses and job creation. Typically requests funding every other year. Did not request an allocation in the previous year due to the utilization of program income, however is in need of funding support this year.
	Subtotal	\$30,000	\$100,000	\$90,000	\$90,000	
INFRASTRUCTURE TOTAL		\$1,396,660	\$1,224,735	\$682,330	\$682,330	
* New Applicant and/or Program		Available Funding		\$683,037	\$682,330	10% reduction in recommended allocations across all agencies, to balance w/ project available total amount.
		Balance		\$707	\$707	