



COMMUNITY SERVICES COMMISSION

Hayward City Hall
777 B Street, Hayward, CA 94541
Conference Room 2A

REGULAR MEETING AGENDA

Wednesday, March 19, 2014 – 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 February 19, 2014 Regular Meeting

VI. FY 2014-2015 Funding Process

- A. Overview of Public Comments
- B. Action Item: Final Funding Recommendations for Infrastructure, Services and Arts and Music
- C. Next Steps

VII. Spring Funded Agency Tour

VIII. Matters Regarding the City Attorney

- A. Recording of Public Meetings
- B. Ethics Training Reminder

IX. FY 2013-2014 Liaison Assignments

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X. Future Agenda Items (Nonrecurring)

- A. May: Possible presentation HUD representatives
- B. September: Reconciliation of CDBG Funds
- C. September: CDBG Monitoring Visit

XI. Commissioner Announcements

XII. 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 COMMISSION

Wednesday, February 19, 2014

Summary Notes

I. Call to Order

Meeting called to order at 7:06pm.

II. Pledge of Allegiance

All in attendance recited the Pledge of Allegiance.

III. Attendance

City staff called the attendance of the Community Services Commission (CSC), and noted attendance on the Attendance Sheet.

Commissioners in Attendance:

- | | |
|----------------------|------------------------|
| 1. Araujo, Crystal | 7. Guernsey, Peggy |
| 2. Bonilla Jr., Ray | 8. Leppert, Robert |
| 3. Chiasson, Cynthia | 9. Manapragada, Sai |
| 4. Davis, Todd | 10. Moore, Linda |
| 5. Evans, Valarie | 11. Romero, Aramis |
| 6. Fagalde, Diane | 12. Samayoa, Elizabeth |
| | 13. Willis Jr., Julius |

Commissioners Absent:

1. Balram, Neha
2. Frink, Dania

Council Members in Attendance:

Barbara Halliday

Staff in Attendance:

1. Dawn Jaeger, Community Services Division Manager
2. Dana Bailey, Senior Property Rehabilitation Specialist
3. Grace Kong, Administrative Analyst
4. Rachael McNamara, Administrative Secretary

Guests in Attendance:

Guests signed the Guest Sign-In Sheet.

IV. Public Comments

Ms. Miller stated since initial City of Hayward funding in 2009, Centro Legal de la Raza has assisted over 230 low income residents with their tenant-landlord related issues. The remainder of Ms. Miller's public comment was struck from the record as it related directly to their FY 2014-2015 application for funding currently before the commission for consideration.

V. Approval of Summary Notes from the January 15, 2014 Regular Meeting

Commissioner Moore motioned to approve the January 15, 2014 Summary Notes. Commissioner Leppert seconded the motion. *The CSC approved the January 15, 2014 Summary Notes with 10 Yes, 0 No, and 1 Abstentions.*

VI. FY 2014-2015 Funding Process

A. Debrief of the Arts and Music Application Review Committee:

Dawn Jaeger thanked Commissioner Willis for all his work serving as the Chairperson for the Arts and Music Application Review Committee.

Commissioner Willis, as the Arts and Music Application Review Committee Chairperson, thanked commissioners that served on the committee for the level of participation and cooperation during the process as well as City staff for their work in preparing for the Application Review Committee. Commissioner Willis provided an overview of the Arts and Music review process. A total of 7 applicants were interviewed – six Music and Arts agencies as well as the Hayward Nonprofit Alliance, which will serve as the fiscal sponsor for these six agencies through a joint application.

B. Action Item: FY 14-15 Draft Arts and Music Funding Recommendations

Commissioner Willis and City staff reviewed the slate of recommendations established by the Arts and Music Application Review Committee (ARC). Notes and comments that contributed to the funding determinations for each applicant was reviewed. Discussion followed.

Commissioner Evans requested, and was provided, clarification regarding the ARC's comments that the applicant agencies needed to diversify their funding sources and seek additional sources of income in the future.

Vote #1

Commissioner Willis made a motion to accept the funding recommendations established by the Arts and Music as the CSC's Draft Arts and Music Recommendations. Commissioner Samayoa seconded the motion. *The CSC approved the motion to accept the funding recommendations established by the Arts and Music ARC for as the CSC's Draft Arts and Music Recommendations with 9 Yes, 2 No, 0 Abstentions.*

C. Next Steps

The establishment of CSC's Draft Arts and Music Recommendations marks the beginning of the Public Comment Period. Public Comments regarding all three funding categories, which have been received by City staff and deemed eligible, will be reviewed at the March Regular Meeting.

The CSC will finalize its Infrastructure, Services and Arts and Music Recommendations at the next CSC Regular Meeting in March. These Final Recommendations will be presented to City Council at the April 1, 2014 Work Session, with a Public Hearing to follow on April 15, 2014. *The full slate of Draft Infrastructure Recommendations can be reviewed in Attachment 1, Draft Services Recommendations can be reviewed in Attachment 2, and Draft Arts and Music Recommendations can be reviewed in Attachment 3.*

VII. Housing Rehabilitation Program Income

Administrative Analyst, Grace Kong, distributed information to Commissioner regarding program income received from the Housing Rehabilitation Loan Program from 2010-2013. Ms. Kong explained the difference between CDBG-R funds which were received as part of the stimulus and the conventional revolving loan fund. Ms. Kong also provided an overview of the expenditures of the program income received by the City from 2010-2013.

Community Services Manager Dawn Jaeger also explained that a portion of the program income had been set aside for the eventual rehabilitation of homes included in the 238 Corridor settlements. Councilmember Barbara Halliday provided Commissioners background history regarding the homes located in the 238 Corridor and answered questions from the CSC in regard to the project.

The rehabilitation of these homes has begun, with any remaining funds to be focused in the Jackson Triangle. Dawn Jaeger fielded questions from Commissioners Guernsey and Araujo regarding the targeting of Jackson Triangle and coordination efforts with Hayward Promise Neighborhoods. Dana Bailey, Senior Property Rehabilitation Specialist apprised the CSC of some of the current Housing Rehabilitation Program projects including roof replacements, plumbing projects and collaborations with the Hayward Day Labor Center.

VIII. Substantial Amendment to the CDBG FY 13/14 Annual Action Plan for Timeliness

Administrative Analyst, Grace Kong explained the process of reconciliation that the City's CDBG program is currently undergoing. During this reconciliation process allocated but unexpended funds have been found in a number of projects. Senior Housing Rehabilitation Specialist, Dana Bailey informed the CSC that most of these funds came from construction projects that can include extended timelines for completion before ultimately falling through. These funds must be spent by April 30, 2014 or they will be taken back by HUD, in addition to potentially reducing future HUD entitlements. The project that meets both the CDBG objectives as well as the time restrictions on the funds expenditure is the Weekes Accessibility Project. City Council has already approved the bid process and received bids. The Public Hearing for the project will be on March 4, 2014 for final approval.

While members of the CSC appreciated the time constraints and unusual circumstances surrounding the Substantial Amendment, many of the Commissioners expressed concern regarding the process by which the Substantial Amendment had been created. The Commissioners felt that the normal process had been bypassed and that the CSC was being asked to rubberstamp a project that Council would pass, regardless of their recommendations. Commissioners requested that policies be put in place so that the CSC can have a more involved role in any future Substantial Amendments.

Staff informed the CSC that new contracting standards and practices have been instituted since 2012 which should stop the accumulation of allocated but unspent CDBG funds. Additionally, staff informed the CSC that City Council has calendared a discussion of guidance regarding the CDBG Program for this July. The approval of alternate projects and programs in the event of unexpended funds will be one of the topics of discussion.

Vote #1

Commissioner Willis made the motion to acknowledge that information regarding the Substantial Amendment to the CDBG FY 13/14 Annual Action Plan for Timeliness - Weekes ADA Accessibility Project and go along with staff's recommendation of this project to City Council. Commissioner Araujo seconded the motion and Commissioner Bonilla opened the floor for discussion. *The CSC voted down the motion to acknowledge that information regarding the Substantial Amendment to the CDBG FY 13/14 Annual Action Plan for Timeliness – Weekes ADA Accessibility Project and go along with staff's recommendation of this project to City Council with 6 Yes, 5 No and 2 Abstentions.*

Commissioner Araujo made the motion to approve staff's recommendation to City Council regarding the Substantial Amendment to the CDBG FY 13/14 Annual Action Plan for Timeliness, specifically the Weekes ADA Accessibility Project. The motion was seconded by Commissioner Chiasson. *The CSC approved staff's recommendation regarding the Substantial Amendment to the CDBG FY 13/14 Annual Action Plan for Timeliness, specifically the Weekes ADA Accessibility Project with 10 Yes, 0 No and 3 Abstentions.*

IX. Liaison Assignments

Commissioner Manapragada, as the Liaison Coordinator, reviewed the guidelines for liaison visits. Commissioner Manapragada requested that Commissioners try to complete their liaison report by March 19, 2014 prior to the May 1, 2014 deadline.

Commissioner Araujo expressed concerns that liaison visits would create a conflict of interest between the liaison and the agencies they visit. She requested a clarification regarding this potential conflict from the City Attorney's Office.

X. Future Agenda Items (Nonrecurring)

- A. Final Funding Recommendations
- B. Update on Reconciliation
- C. City Attorney items – recording and conflict of interest
- D. Spring Funded Agency Tour

XI. Commissioner Announcements

Commissioner Bonilla reminded the CSC of the mandatory ethics training for new commissioners. Ethics training is required to be completed every two years so if commissioners are unsure whether their training is current, the City Clerk's Office encourages them to revisit the training.

Commissioner Fagalde, as the Events Coordinator, distributed a calendar of community events.

XII. Adjournment

Meeting adjourned at 8:54pm.

CDBG (Non-Public Services Category) Funding Recommendations FY 2015

Nov. 20, 2013

Sub-Category: Economic Development, Job Creation, Capacity Building

#	Applicant Agency	Requested Amount	Staff Rec.	CSC Rec.	Notes
1	Community Child Care Council (4-Cs)	\$36,000	\$27,000	\$27,000	Licensure and job training for small business child-care providers.
2	Community Initiatives: Day Labor Center	\$53,000	\$48,000	\$48,000	Job training and placement for migrant workers; partnership with International Institute of the Bay Area.
3	* HAHS: Nonprofit Alliance	\$30,000	\$20,000	\$20,000	Nonprofit economic development, training, and capacity building.
4	Seventh Step Foundation	\$20,280	\$0	\$0	Job training for parolees. Agency is unable to track and maintain job retention data per CDBG requirements.
5	* South Hayward Parish	\$5,000	\$5,000	\$5,000	Planning grant to develop coordinated homeless service concept proposal.
Subtotal		\$144,280	\$100,000	\$100,000	

* Applicant has multiple application/s for funding in other category/categories

Sub-Category: Facilities Accessibility and Rehabilitation

#	Applicant Agency	Requested Amount	Staff Rec.	CSC Rec.	Notes
6	COH: Mural Art Program	\$45,000	\$20,000	\$20,000	Graffiti abatement and blight prevention through public mural installation and anti-graffiti coating.
7	COH: Housing Rehabilitation	\$380,000	\$380,000	\$380,000	Accessibility, health and safety home repairs for low income seniors and people who have disabilities.
8	* Community Resources for Independent Living	\$10,000	\$10,000	\$10,000	Sewer line replacement.
9	* Eden Area YMCA	\$142,280	\$0	\$0	Asphalt and drainage repairs in parking lot. Applicant has the capacity to secure alternative funding sources for project execution.
10	Eden Housing Inc. Montgomery Plaza	\$300,000	\$0	\$0	Housing development for low-income seniors. Applicant has the capacity to secure alternative funding sources for project execution.
11	* Emergency Shelter Program	\$45,000	\$45,000	\$45,000	Sewer line replacement and shelter facility upgrades.
12	* Family Emergency Shelter Coalition	\$19,800	\$19,800	\$19,800	Sewer line replacement and shelter facility upgrades.
13	Habitat for Humanity East Bay	\$528,850	\$0	\$0	Rehabilitation of five single-family homes. Project budget and timeline does not align with available funds and CDBG reporting.
14	Hayward Area Recreation and Park District	\$100,000	\$60,700	\$60,700	ADA restrooms, pathway, security lighting at Bret Harte community center.
15	Rebuilding Together Oakland	\$65,000	\$0	\$0	Minor home repairs for low-income residents. Will be funded as subaward under Housing Rehabilitation program (Application #7).
16	* Women on the Way	\$13,500	\$13,500	\$13,500	Sewer line and plumbing replacement.
Subtotal		\$1,649,430	\$549,000	\$549,000	

* Applicant has multiple application/s for funding in other category/categories

SUMMARY	
CDBG: Econ. Development, Job Creation, Capacity Building	100,000
CDBG: Facilities Accessibility and Rehabilitation	549,000
Total Recommended FY 2015	\$649,000
Available FY 2015 Funding (CDBG Non-Public Services)	\$649,000

**** DRAFT**** Community Services Commission ****DRAFT****

Services Funding Recommendation for FY 14-15

Jan. 15, 2014

#	Applicant Agency	Request	CSC Rec.	Staff Rec.
Housing and Homelessness Prevention (CDBG Public Services)				
1	Abode Services	39,925	39,000	39,000
2	Centro Legal de la Raza	40,000	26,000	26,000
3	Eden Council for Hope & Opportunity: Fair Housing	34,990	25,000	25,000
4	Eden Council for Hope & Opportunity: Tenant Landlord	52,375	26,000	26,000
5	Emergency Shelter Program (Ruby's Place)	45,000	37,000	37,000
6	Family Emergency Shelter Coalition	40,000	40,000	40,000
7	Family Violence Law Center	60,000	60,000	60,000
8	South Hayward Parish: Community Action Network	12,000	0	0
CDBG SUBTOTAL:		\$324,290	\$253,000	\$253,000
Crisis Prevention and Intervention				
9	Alameda County Community Food Bank	30,000	21,000	21,000
10	CALICO	25,000	20,000	20,000
11	Davis Street Family Resource Center	15,000	0	0
12	Eden Information & Referral, Inc.	50,000	50,000	50,000
13	Family Paths	40,000	0	0
14	SAVE/COPS	24,057	24,000	24,000
15	South Hayward Parish: Food Pantry	25,000	15,000	15,000
Education and Youth Services				
16	Alameda County Office of Education	84,200	30,000	30,000
17	Hayward Area Historical Society	17,558	0	0
18	Hayward Public Library	41,000	30,000	30,000
19	Horizon Services, Inc.	65,000	30,000	30,000
20	La Familia Counseling Service	29,200	0	0
21	St. Rose Hospital Foundation	26,250	15,000	15,000
22	Tiburcio Vasquez Health Center	35,000	18,000	18,000
Health and Wellness				
23	East Bay Agency for Children	18,500	10,000	10,000
24	Eden Area YMCA	22,267	0	0
25	Tri-City Health Center	20,669	0	0
26	Women on the Way	20,000	0	0
Services for Seniors and People with Disabilities				
27	Afghan Elderly Association	10,000	10,000	10,000
28	Community Resources for Independent Living	23,836	21,000	21,000
29	Legal Assistance for Seniors	22,000	15,000	15,000
30	Spectrum Community Services	30,000	21,000	21,000
31	The Arc of Alameda County	45,000	0	0
NON CDBG SUBTOTAL:		\$719,537	\$330,000	\$330,000
TOTAL OF ALL CATEGORIES:		\$1,043,827	\$583,000	\$583,000

Funding Source	Amount
CDBG Public Services	253,000
General Fund Social Services	330,000
Total Funding Availability	\$583,000

Total Funding Availability	81,950
Recommended Allocation	81,950
Balance	0

#	Applicant Agency	Request	CSC Rec	Staff Rec
1	Youth Orchestra of Southern Alameda County	4,142	4,142	4,142
2	Hayward Band & Orchestra Festival	8,140	8,140	8,140
3	Pacific Chamber Symphony	5,176	5,176	5,176
4	Hayward Municipal Band	16,165	16,165	16,165
5	Hayward Arts Council	18,134	18,134	18,134
6	Sun Gallery	30,195	30,195	30,195
Total		\$81,950	\$81,950	\$81,950

Notes from Review Committee

- Add question about future goals for FY15-16 application.
- Diversify funding streams - include in contract award letter.
- Communicate concern to Pacific Chamber regarding high budget per school/assembly.
- Communicate concern to Hayward Municipal Band regarding funding and partnerships.
- Communicate to Sun Gallery regarding proper reporting and notifications to the City.
- Add question about diversity and demographics of populations served in FY15-16 application.
- Add question about outreach and service to low-income populations.
- Add question about outreach plan to the schools in FY15-16 application for Arts and Music.
- Follow up with fiscal sponsor regarding all points made above.

SUMMARY OF PUBLIC COMMENTS

INFRASTRUCTURE

Total of four comments: (3) Verbal Comments and (1) Written Comment

Ruby's Place

1. Vera Ciammetti, Executive Director - Verbal 11/20/13

Vera Ciammetti from Ruby's Place requested that the Community Services Commission consider recommending an allocation to Ruby's Place for the sewer and facilities rehabilitation projects in the current funding process.

She further indicated that Ruby's Place, although she had originally agreed via telephone, was unwilling to take the 0% interest loan that was offered by the City through the loan program.

Family Emergency Shelter Coalition (FESCO)

2. Gay McDaniel, Executive Director – Verbal 11/20/13

Gay McDaniel from Family Emergency Shelter Coalition also requested that the Community Services Commission consider recommending an allocation to FESCO for the sewer and facilities rehabilitation in the current funding process.

She further indicated that Ruby's Place, although she had originally agreed via telephone, was unwilling to take the 0% interest loan that was offered by the City through the loan program.

Hayward Day Labor Center (HDLC)

3. Gabriel Hernandez, Executive Director - Verbal 12/18/13

Gabriel Hernandez from the Hayward Day Labor Center (HDLC) requested that the Community Services Commission consider an allocation of the full grant amount proposed in the joint application between HDLC and the International Institute of the Bay Area.

Habitat for Humanity Silicon Valley/East Bay

4. Jenny Wyant, Project Manager – Via Email 11/22/13

Ms. Wyant expressed disappointment in the CSC's recommendation to not fund their program for FY 14-15 and requested additional details regarding the CSC's decision. Staff let Ms. Wyant know that additional information was not available, and the CSC's reasoning is listed on the comments section of the Draft Recommendations.

SUMMARY OF PUBLIC COMMENTS

SERVICES

Total of five comments: (2) Written Comments and (3) Verbal Comments

South Hayward Parish – Community Action Network

1. Anthony Wilson – Verbal 1/15/14

Mr. Wilson shared his experience as a client of the Hayward Community Action Network, and also expressed his appreciation for the opportunity to address the Services Application Review Committee.

2. Sue Merrill, Executive Director – Written 2/3/14

Ms. Merrill respects the City Staff and CSC funding recommendations, however is in disagreement with their recommendation. Ms. Merrill submitted a written comment to City Staff. However the content of the written comment was deemed ineligible for inclusion as it contained additional information regarding their FY 14-15 Application for Funding and for improper submittal.

Eden Area YMCA

3. Kenny Altima, Branch Operating Director – Verbal 1/15/14

Mr. Altima of the YMCA expressed his appreciation of the Community Services Commission's consideration of the YMCA's application. He also wanted to reiterate that the local YMCA does not receive any funding from the national YMCA organization, and that local fundraising was required to sustain programs.

Family Paths

4. Marcella Reeves, Executive Director – Written 2/12/14

Ms. Reeves has provided a written response not to the Community Services' funding decisions, but rather a response to comments made by Commissioner Fagalde at the January 2014 CSC meeting. As such, the comment has been deemed unrelated to the funding process.

Centro Legal de la Raza

5. Jennifer Miller, Program Director - Verbal 2/19/14

Ms. Miller provided a verbal public comment, however the content of the comment related to the application for FY 14-15 for Centro Legal de la Raza and therefore cannot be used for consideration.

SUMMARY OF PUBLIC COMMENTS

MUSIC AND ARTS

Total of two Comments: (1) Written Comment and (1) Verbal Comment

Hayward Municipal Band

1. Lolita Morelli, Executive Director - Via Email 2/19/14

The Hayward Municipal Band is a Hayward institution bringing superior musical enjoyment to thousands since 1957

We were only funded for 5 concerts in 2013 and I was told by Mr. Griffin that I should only ask for 5 concerts for 2014. Years ago we were funded for 8 Sunday concerts plus the Veteran's Day Parade, the County Fair on Hayward Day, the Zucchini Festival and the 4th of July at Weeke's Park.

At the Feb.1st meeting, it was suggested that I seek funds from other sources. Presently over 39% of the cost of the concerts is covered by HARD, Fairway Park Baptist Church and donation of services and equipment by individuals.

We have many of the best musicians in the Bay Area in our band. They stay with our band, although the pay is considerably less than in other performing groups, because they are loyal to the memory of Tony Morelli who built and directed the band for 38 seasons, loyal to Kathy Maier, Tony's daughter who directs just like her father, loyal to me, loyal to each other and loyal to the City of Hayward. They enjoy and are proud to be part of our superior musical organization.

Youth Orchestra of Alameda County (YOSAC)

2. Carol Morgan, Executive Director – Verbal 2/19/14

Ms. Morgan expressed regret that she would be unable to attend the February 19th Community Services Commission meeting. Ms. Morgan would instead be attending the Band and Orchestra Festival put on by Hayward Arts Council. YOSAC and the Hayward Arts Council will be connecting, looking to partner on future events, and pool resources as was suggested by the February 1st Music and Arts ARC.

**Copies of the public comments and supporting materials are available
from the Community Services Department upon request**