

DATE: September 13, 2011

TO: Mayor and City Council

FROM: Director of Library and Community Services

SUBJECT: Introduction of Ordinance Amending the Hayward Municipal Code to Consolidate the Human Services Commission and the Citizens Advisory Commission into a Single and Unified Commission

RECOMMENDATION

That City Council introduces the attached ordinance revising the Hayward Municipal Code to merge the Human Services Commission (HSC) and the Citizens Advisory Commission (CAC) into a single and unified Commission to be known as the Community Services Commission.

SUMMARY

This staff report discusses the Human Services Commission and the Citizens Advisory Commission's joint recommendation to Council to merge the two Commissions, and seeks Council approval of the attached ordinance revising the Hayward Municipal Code to that effect. If Council approves the attached ordinance revising the Code and merging the two Commissions, members of the former HSC or CAC who hold office as of the effective date of the ordinance would continue to serve as the initial members of the Community Services Commission, according to the terms of their original appointment or subsequent reappointment by City Council. Also, if Council approves the attached ordinance, Library and Community Services department staff would continue to work with the new Community Services Commission to further refine and finalize the details of the unified Commission's bylaws, application review and funding recommendation processes, and to timely report back to City Council through appropriate channels on the Commission's activities and progress in those areas.

BACKGROUND

During FY 2011, the Human Services Commission and the Citizens Advisory Commission undertook a joint strategic planning process in which the two Commissions met jointly on eight occasions over the course of one year. The overarching goal of the joint planning sessions was to identify and implement ways to increase the collective impact of the CDBG and Social Services Programs through improved coordination of those programs. From this discussion by and between the two Commissions, numerous shared observations and recommendations emerged, the first and

foremost being that the two bodies and their activities are closely related and often intertwined. As the joint planning discussion progressed over the year, it was suggested by various Commissioners and eventually became apparent that the collective impact of the City's grant-making and related community services activities would be increased if the HSC and the CAC were consolidated into a single and unified Commission. A consolidation would improve coordination of funding activities and it would accomplish the end goal of creating greater impact with reduced funding in the CBDG and the Social Services programs. This suggestion was met with acceptance by representatives from the non-profit community in Hayward who attended the meetings. It was also noted by staff that a merger of the Commissions would support City Council Priorities, specifically the Council Initiative of Organizational Health, which calls for Boards, Commissions, and Council Committee Review.

On July 16, 2011, a special joint meeting and Commission retreat of the HSC and the CAC was convened to discuss a proposed model of a merged Commission, prepared by staff. At the conclusion of that presentation and the following discussion, a consensus was reached among all Commissioners in attendance to recommend to City Council the consolidation of the two Commissions. On August 17, 2011, the Commissions again met jointly, and again there was a consensus of all Commissioners in attendance to recommend a merger to Council.

DISCUSSION

During discussions over the past months as detailed above, in particular during the Joint Commission Retreat of July 16, 2011, the goals of a consolidated Commission were defined as follows:

- Create an easy, single point of access for nonprofit agencies to apply for multiple types of City funding including CDBG and Social Services Program grants.
- Bring City grant making activities together in one unified community review, recommendation, and funding process to support and inform decision making by Council.
- Provide support for programs and activities that address the full "continuum of need" among Hayward residents.
- Increase the collective impact of the available resources that support Hayward residents, particularly disadvantaged residents.
- Apply the City's Contracting Standards fairly and consistently to all nonprofit agencies (regardless of which City department actually provides the funding).
- Provide a consistent format for nonprofits to account for City-funded expenditures and to report outcomes.
- Gain efficiencies and cost savings that improve program effectiveness and maximize limited available resources.

- Provide an open, public process for allocation of City resources, and the opportunity for advance public discussion and recommendations to City Council.
- Provide meaningful leadership opportunities for Hayward residents who seek to serve their community and advise Council through the Commission and its Committees.
- Preserve the terms of currently seated members of the former HSC and the CAC, to serve as the initial members of the newly merged Commission, according to the terms of their original appointment or subsequent reappointment by City Council.
- Strengthen relationships and interconnectedness between the Commission, City staff, City Council, funded agencies and their clients, and the Hayward community.

Additional clarification of the goals and policies of the proposed new Commission are presented in the attached ordinance (Attachment I). Also, the Purpose Statement of the proposed Community Services Commission draft bylaws is provided as Attachment IV.

Proposed Commission Structure and Officers

An organizational chart visualizing the structure of the proposed Community Services Commission (CSC) is presented as Attachment II.

Officers. The proposed Commission would have three officers consistent with the officers of the former HSC and CAC:

1. **Chairperson.** Presides at all CSC meetings and reports directly to Council on the Commission's recommendations.
2. **Vice-Chair.** Serves as the Chairperson in the Chairperson's absence, and also serves as the chair of the *Public Services Application Review Committee (ARC)*.
3. **Parliamentarian/Historian.** Advises and consults with the Chairperson regarding procedural questions in Commission meetings. Advises the Chairperson on the Commission's past recommendations, policy, and actions.

Committees. The proposed Commission would have three Application Review Committees (ARCs), each of which would have a Chairperson. This is different than the structure of the former HSC and CAC, each of which had one ARC that focused on applications for a particular source of funding (Social Services Program Grants and CDBG, respectively). Because the proposed CSC would be making funding recommendations to Council in a wider range of services and projects, its overall workload would be greater, necessitating some division of labor into multiple ARCs. The applications would be grouped into three major categories according to the *types of services or projects being proposed*, as opposed to strictly the *sources of funding*:

1. **Infrastructure.** This ARC would review and recommend proposals in the areas of Housing, Neighborhood Facilities, Commercial Rehabilitation, and Economic Development.
2. **Public Services.** This ARC would encompass projects and activities that provide services directly to Hayward residents. Because of the size and scope of this category and the level of skill and experience with the funding process it requires, it is recommended that the Vice-Chair of the Commission serve as the Chairperson of the Public Services ARC.
3. **Neighborhoods, Arts and Events.** This ARC would review and recommend proposals for activities, projects and events that promote economic development, quality of life, neighborhood projects, and the arts in Hayward. Further discussion of this category follows in the “Possible Resources” section below.

Activity Coordinators. The proposed Commission would have three Commission Activity Coordinators who would assist the Chairperson through coordination of certain CSC activities within the Commission as well as with external groups such as funded agencies and outside related committees:

1. **Agency Liaison Coordinator:** Maintains the Liaison Report Calendar to ensure timely reporting by Commissioner Liaisons to the funded agencies, and mentors newly appointed Commissioners in their liaison roles.
2. **Events Coordinator:** Monitors community trends and events (for example, a funded agency’s “open house” event), and proposes/coordinates Commission representation as authorized by the Commission.
3. **Paratransit Advisory Committee Liaison:** Serves as Commission Liaison to the Paratransit Advisory Committee and program.

Commission Size. Like the former CAC and HSC, the proposed Community Services Commission would be a very “hands-on” Commission – reviewing applications, visiting non-profit agencies, and making detailed funding recommendations to Council. Because the CSC would be organized into three Application Review Committees to efficiently handle this workload, a larger-than-typical number of Commissioners is advised. The CSC is proposed in the attached ordinance to be composed of “no less than seventeen members.” The ordinance further proposes that members of the former HSC or CAC who hold office as of the effective date of the ordinance would continue to serve as the initial members of the Community Services Commission, according to the terms of their original appointment or subsequent reappointment by City Council.

There are currently twenty-two seated members of the HSC and the CAC combined. Four seats are currently vacant – two on the HSC, and two on the CAC. In general, the former HSC and CAC combined have experienced attrition of one or two seats annually due to resignations, relocations out of the area, etc., in addition to term expirations. If Council decides to adopt the

attached ordinance, and all twenty-two members of the former HSC or CAC who currently hold office do in fact continue to serve as the initial members of the CSC, it is projected that at the current rate of attrition and term expirations, the number of seated members of the CSC would fall to seventeen within three years.

Council will recall that during the Boards, Commissions, Committees, and Task Force application and interview process that took place in June 2011, no appointments or reappointments to either the HSC or CSC were considered by Council pending the outcome of a potential merger of the two Commissions. The attendance records of Commissioners currently in service were also a point of some concern, as several Commissioners' attendance records showed a noticeable number of absences. The FY2011 attendance records of the CAC and the HSC are presented respectively as Attachment V and Attachment VI.

In previous years, there was less fluctuation in attendance on both Commissions. As noted previously, during FY2011, the HSC and the CAC engaged in an unprecedented strategic planning process together, and it is thought that this disruption of the usual routine contributed to some Commissioners' fluctuating attendance. Though many Commissioners were very engaged and involved in the strategic planning process, others expressed that they felt a little disoriented by the process and schedule. Now that the strategic planning process has been completed and a consensus to recommend the merger of the two Commissions to Council has been reached, it's expected that attendance will settle down again to something more stable in FY2012, as it was in FY2010 and in prior years that focused Commissioners' efforts primarily on the funding processes.

Proposed Funding Process and Calendar. A chart visualizing the proposed CSC funding process and meeting calendar is presented as Attachment III to this report. The Department of Housing and Urban Development (HUD) sets forth certain timelines for entitlement jurisdictions that receive CDBG funding each year. Therefore the proposed CSC funding calendar, like that of the former CAC, maintains compliance with HUD's deadlines for issuing notices of CDBG funding availability, conducting citizen review and public hearings, and obtaining Council approvals related to CDBG.

A key innovation in the proposed CSC funding calendar is the creation of an easy, single point of access and a single deadline for nonprofit agencies to apply for multiple types of City funding. This simplifies and streamlines the process both for the applicant agencies as well as for the Commission and staff. With all applications for City funding channeled into one application process, applications would then be sorted by the CSC into three main categories for review by the appropriate ARC. The three application review processes would be scheduled sequentially to enable more comprehensive review of each ARC's recommendations by the full Commission. Then the CSC's funding recommendations in all three ARC categories would be integrated and coordinated by the full Commission, and brought forward together annually for Council review and approval.

Possible Resources. Sources of funding would include CDBG and Social Services, and potentially other funding sources that Council may decide to also include in the CSC's application review and recommendation process. In the proposed CSC funding calendar outlined in Attachment III, all

applications for City funding would be channeled into one application process, and would be sorted by the Commission into three main categories for review:

1. Infrastructure
2. Public Services
3. Neighborhoods, Arts, & Events

Categories (1) and (2) are similar to the CDBG and Social Services Program funding categories that fell under the respective funding processes of the former CAC and HSC, and would continue to be funded primarily by a combination of CDBG and the Social Services Grant Program, depending on available resources. Category (3) would potentially be funded by a combination of existing General Fund programs such as Social Services, Community Promotions, and/or Neighborhood Initiatives, subject to Council review and approval.

Additional input is requested from Council as to the types of programs and activities that could potentially be recommended for funding in Category (3), the proposed Neighborhoods, Arts & Events category. This category would potentially include community events, neighborhood grants, music and the arts that benefit *all* Hayward residents, including disadvantaged residents. The inclusion of Category (3) programs in the CSC's citizen review and recommendation process would provide more opportunity for advance public discussion in those programs to support and inform decision-making by Council. Also, it would facilitate the fair and consistent application of the City's Contracting Standards to all nonprofit agencies that receive City funding, and would provide a consistent format for nonprofits to account for City-funded expenditures and to report outcomes.

It should be noted that some City-supported "neighborhood" activities, such as contracts related to public art and murals, need greater flexibility and shorter turnaround times than the CSC's lengthy application process and reporting requirements allow, and therefore would not be included in this process. The same may apply to funding for pure "economic development" opportunities that may come up throughout the year, and which also require flexibility and quick turnaround.

FISCAL AND ECONOMIC IMPACT

Should Council decide to consolidate the two Commissions, there will be some cost savings realized as a result of reduced staffing and other City resources expended to support the activities of a single Commission instead of two. The collective impact of the available resources to support disadvantaged Hayward residents will be increased through improved coordination of those resources.

PUBLIC CONTACT

- On Wednesday, July 21, 2010, the Human Services Commission and the Citizens Advisory Commission held the first of six scheduled joint public meetings and strategic planning sessions with the goal of increasing the collective impact of the CDBG and Social Services Programs through improved coordination of those programs.

- On Wednesday, September 1, 2010, the two Commissions held the second of six scheduled joint public meetings and strategic planning sessions in which opportunities for increased coordination of the CDBG and Social Services Program were discussed.
- On Wednesday, November 17, 2010, the two Commissions held the third of six scheduled joint public meetings and strategic planning sessions, in which strategies for increased coordination of the CDBG and Social Services Program were discussed.
- On Wednesday, January 5, 2011, the two Commissions held the fourth of six scheduled joint public meetings and strategic planning sessions. During that meeting, the possibility of consolidating the two Commissions was first suggested and discussed by Commissioners as a strategy to improve coordination of the CDBG and Social Services programs and to better leverage available resources in support of disadvantaged Hayward residents.
- On Wednesday, March 16, 2011, the two Commissions held the fifth of six scheduled joint public meetings and strategic planning sessions. During that meeting, the possibility of consolidating the two Commissions was discussed by Commissioners in further detail.
- On Wednesday, May 4, 2011, the two Commissions held the sixth of six scheduled joint public meetings and strategic planning sessions. During that meeting, the possibility of consolidating the two Commissions was further discussed and debated by Commissioners. At the end of that meeting, a vote to recommend consolidation of the two Commissions to City Council was called. The Commissions narrowly voted against recommending consolidation by a 7-9 vote.
- On Saturday, July 16, 2011, the Human Services Commission and the Citizens Advisory Commission convened a special joint public meeting, their seventh joint meeting in one year, to thoroughly review and discuss a suggested model for a new, consolidated Commission that had been prepared and presented by staff, and which drew heavily on the input provided by Commissioners during the joint strategic planning process. After reviewing and discussing the suggested model in full, all Commissioners in attendance (six of ten from the HSC, and ten of thirteen from the CAC) expressed their support in favor of recommending consolidation into a single and unified Commission based on the presented model. A straw poll was taken at the conclusion of the meeting, and support for consolidation was unanimous among all Commissioners in attendance.
- On Monday, July 25, 2011, the Library and Community Services Department hosted its annual CDBG and Social Services Grants Management Meeting for all funded agencies. The meeting is mandatory for all agencies that receive CDBG or Social Services funding from the City. At that meeting, attendees were briefed on the potential merger of the CAC and the HSC, and the resulting changes to the funding process, including the unified application and review process. Feedback from attendees was strongly in favor of the proposed changes.

- In their joint public meeting of August 17, 2011, their eighth joint meeting in one year, the Human Services Commission and the Citizens Advisory Commission further reviewed and discussed the proposed new Commission model; again a straw poll was taken; and again support for bringing a recommendation to City Council in favor of consolidation was unanimous among all Commissioners in attendance (three of nine from the HSC, and eleven of thirteen from the CAC).

NEXT STEPS

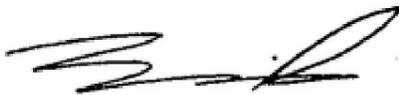
If Council chooses to adopt the attached ordinance revising the Hayward Municipal Code, a second reading of the ordinance will be scheduled for the meeting of Tuesday, September 20, 2011.

If Council adopts the attached ordinance, the sections of the Hayward Municipal Code relating to the former Human Services Commission and Citizens Advisory Commission will be repealed, and a new section establishing the Community Services Commission will added. Members of the former Human Services Commission or the Citizens Advisory Commission, who hold office as of the effective date of the ordinance, would continue to serve as the initial members of the Community Services Commission, according to the terms of their original appointment or subsequent reappointment by City Council.

Library and Community Services Department staff will continue to work with the new Commission to develop and refine the Community Services Commission bylaws, structure, and funding processes as described in this report. Staff will also continue to support and assist Commissioners through the transition process; and will continue to provide regular updates to City Council through the appropriate channels during FY2012 and beyond.

Prepared by: Sean Reinhart, Director of Library and Community Services

Approved by:



Fran David, City Manager

Attachments:

- | | |
|----------------|---|
| Attachment I | Ordinance |
| Attachment II | Proposed Commission Structure and Officers |
| Attachment III | Proposed Funding Process and Calendar |
| Attachment IV | Draft Commission Purpose Statement |
| Attachment V | Citizen’s Advisory Commission – Attendance FY2011 |
| Attachment VI | Human Services Commission – Attendance FY2011 |

ORDINANCE NO. 11-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF HAYWARD REPEALING SECTIONS 2-3.70 THROUGH
2-3.88 OF THE HAYWARD MUNICIPAL CODE
RELATING TO THE HUMAN SERVICES COMMISSION
AND CITIZENS ADVISORY COMMISSION AND ADDING
SECTIONS 2-3.90 THROUGH 2-3.93 ESTABLISHING THE
COMMUNITY SERVICES COMMISSION

THE CITY COUNCIL OF THE CITY OF HAYWARD DOES ORDAIN AS FOLLOWS:

Section One. Sections 2-3.70 through 2-3.88 of the Hayward Municipal Code, relating to the Human Services Commission and the Citizens Advisory Commission, are hereby repealed.

Section Two. Sections 2-3.90 through 2-3.93, establishing the Community Services Commission, are hereby added to the Hayward Municipal Code to read as follows:

“COMMUNITY SERVICES COMMISSION

SEC. 2-3.90 POLICY. It is the public policy of the City of Hayward to: (1) encourage the development of a planned and orderly approach to the development of community services in the City; (2) identify the needs for community services, to plan for the coordinated delivery of such services to residents in need through both private and public resources so as to avoid duplication and conflict of effort; and (3) create and sustain an environment which will encourage and bring about mutual understanding and respect among all groups of the City, eliminate prejudice, discrimination, and disorder, and guarantee equal rights and opportunities for all.

The City Council of the City of Hayward finds that there is a need on the part of the City and the community to institute an official, responsible, community-oriented body within the City government in order to identify the needs for community services, to plan for the coordinated delivery of such services to citizens in need through both private and public resources so as to avoid duplication and conflict of effort, to evaluate the effectiveness of the services provided and to advise the City Council in regard to these functions, to support community improvement goals, to help solve community problems, and to serve as the Citizens Review mechanism of federally financed or aided projects.

SEC. 2-3.91 COMMUNITY SERVICES COMMISSION MEMBERS. The Community Services Commission shall consist of no fewer than seventeen (17) members, one of whom shall be designated Chairperson in the manner provided in section 904 of the Charter. Members of the former Human Services Commission or the Citizens Advisory Commission, who hold office as of the date effective date of this Article, shall serve as the initial members of the Community Services Commission until their terms of office, which terms shall be deemed to have begun at the time of their original appointment or subsequent reappointment to the former

commissions, shall expire and their successors are appointed or qualified in accordance with the provisions of Section 902 of the Charter.

The Chairperson shall preside at all meetings and shall report directly to the City Council on all recommendations of the Commission.

The Commission shall adopt rules and regulations for the conduct of its business, for the time and place of its meetings, and any such rules and regulations shall be printed and made available to the public.

SEC. 2-3.92 LIBRARY AND COMMUNITY SERVICES DEPARTMENT. The Director of Library and Community Services, or his/her authorized representative, shall attend all meetings of the Commission, furnish necessary information, data and records, submit proposals and recommendations and provide technical assistance and advice as required. The Library and Community Services Department shall provide clerical help and maintain files and records of the Commission.

SEC. 2-3.93 POWERS AND DUTIES. As an advisory agency to the City Council, the Community Services Commission shall have the power and duty to:

1. Advise the City of Hayward as to the most effective means of allocating available resources for community services.
2. Promote interagency and intergroup coordination in the development of community social resources.
3. Review and study problems and needs of the community programs and develop effective support needed to secure additional resources either through private channels or through the City or other instrumentalities of the government.
4. Monitor relationship/balance of funding patterns by public and private agencies ensuring fair distribution for the local jurisdiction.
5. Work together with other governmental agencies in keeping abreast of new and current developments in the field of social services in order to maximize the beneficial impact of social programs on the City.
6. By persuasion and conference seek to arrive at voluntary solutions designed to discourage and prevent any and all recognized discriminations based upon race, sex, religion, national origin, age, handicap, sexual orientation, and all other protected categories of persons, if any, under federal and state law, and particularly those discriminations in the areas of housing, employment, and education.

7. Hold hearings and take testimony of any person relating to any matter under investigation or in question before the Commission.
8. Make recommendations which will help to develop a sense of community among those concerned with people serving efforts in Hayward and to create awareness and cooperation between the City and those groups doing social service work in the area.
9. Make and issue reports respecting its studies, research, investigations and other activities, and make information available to other commissions and staff as required.
10. Recommend to the City Council legislation or other remedial steps which the Commission should find to be necessary and desirable.
11. Perform other related duties as directed by the City Council.”

Section Three. Should any part of this ordinance be declared by a final decision of a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of the City, such decision shall not affect the validity of the remainder of this ordinance, which shall continue in full force and effect, provided that the remainder of the ordinance, absent the unexcised portion, can be reasonably interpreted to give effect to the intentions of the City Council.

Section Four. In accordance with the provisions of Section 620 of the City Charter, this ordinance shall become effective 30 days from and after the date of its adoption.

INTRODUCED at a regular meeting of the City Council of the City of Hayward, held the _____ day of _____, 2011, by Council Member _____.

ADOPTED at a regular meeting of the City Council of the City of Hayward, held the _____ day of _____, 2011, by the following votes of members of said City Council.

AYES: COUNCIL MEMBERS:

MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

APPROVED: _____
Mayor of the City of Hayward

DATE: _____

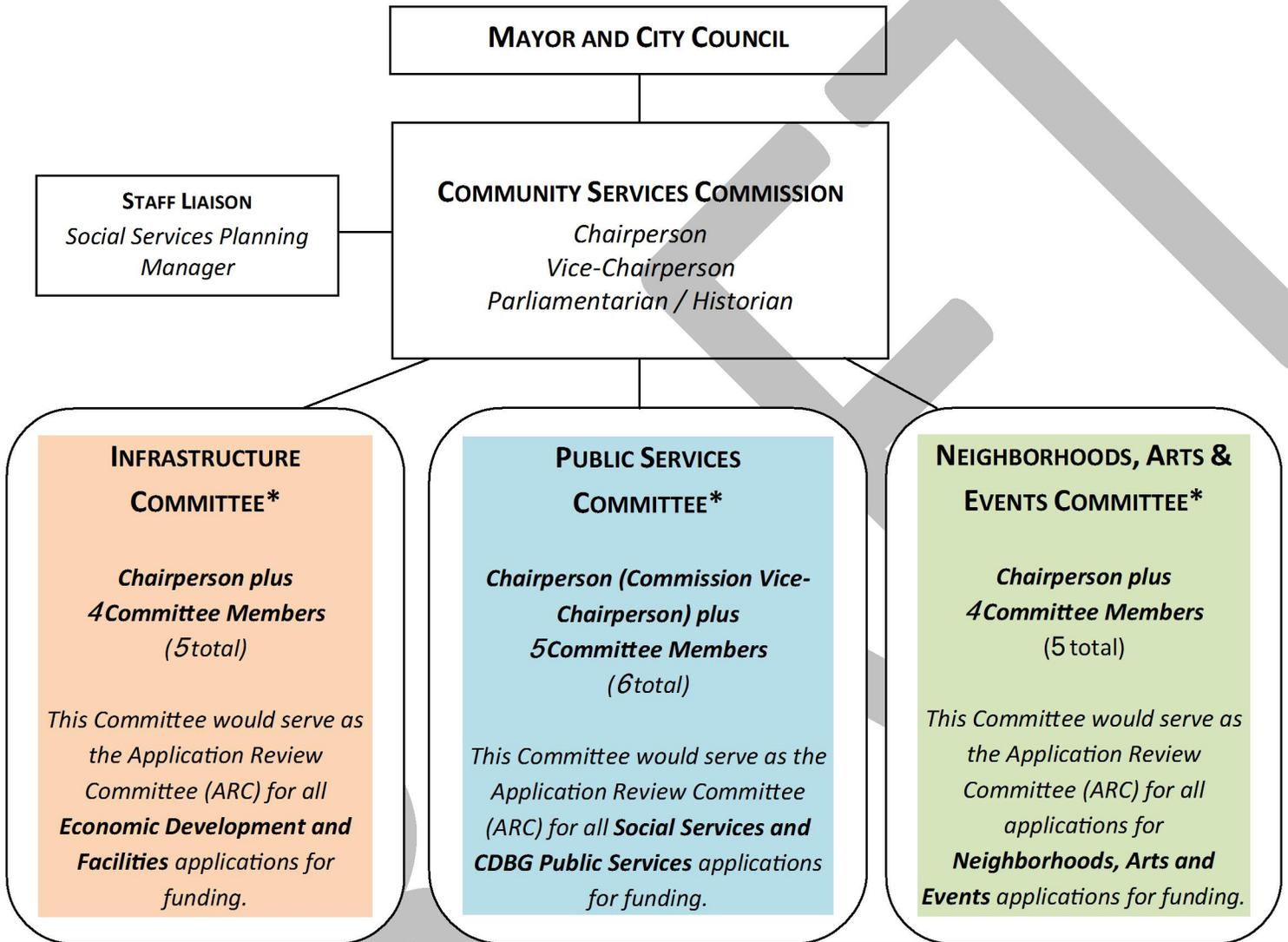
ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward



CITY OF HAYWARD



Commission Activity Coordinators*:

1. **Agency Liaison Coordinator:** Maintains the Liaison Report Calendar to ensure timely reporting by Commissioner Liaisons, and mentors newly appointed Commissioners in their liaison roles.
2. **Events Coordinator:** Monitors community trends and events, and proposes/coordinates Commission representation as authorized by the Commission.
3. **Paratransit Advisory Committee Liaison:** Serves as Commission Liaison to the Paratransit Advisory Committee and program.

**NOTE: It is possible for Officers, Activity Coordinators, or Committee Members to simultaneously serve in other roles on the Commission, for example the Commission Vice-Chair also serves as the chair of the Public Services Committee (ARC), or an Activity Coordinator may also serve as a member of a Committee.*

DRAFT – Summary of Community Services Commission Officers, Committee Chairs, and Activity Coordinators

Commission Officers:

1. **Commission Chairperson:** The Chairperson shall preside at all meetings and shall report directly to the City Council on all recommendations of the Commission.
2. **Commission Vice-Chair:** Serves as Chairperson in the Chairperson's absence, and serves also as the Chair of the *Services Application Review Committee*.
3. **Parliamentarian / Historian:** Advises and consults with the Chairperson so that Commission meetings and procedures are carried out fairly, openly, and in a manner generally consistent with *Robert's Rules of Order*. Advises the Chairperson on points of past Commission recommendations, policy and actions.

Application Review Committee (ARC) Chairpersons:

Public Services Application Review Committee (ARC) Chair: The Commission Vice-Chair serves as the Chairperson for this Application Review Committee and presides over applicant interviews. Presents the Committee's funding recommendations to the Commission.

4. **Infrastructure Application Review Committee (ARC) Chair:** Chairs this Application Review Committee and presides over applicant interviews. Presents the Committee's funding recommendations to the Commission.
5. **Neighborhoods, Arts and Events Application Review Committee (ARC) Chair:** Chairs this Application Review Committee and presides over applicant interviews. Presents the Committee's funding recommendations to the Commission.

Commission Activity Coordinators:

6. **Agency Liaison Coordinator:** Maintains the Liaison Report Calendar to ensure timely reporting by Commissioner Liaisons, and mentors newly appointed Commissioners in their liaison roles.
7. **Events Coordinator:** Monitors community trends and events, and proposes/coordinates Commission representation as authorized by the Commission.
8. **Paratransit Advisory Committee Liaison:** Serves a Commission Liaison to the Paratransit Advisory Committee and program.

***DRAFT* FY 11-12 FUNDING PROCESS AND COMMISSION MEETING CALENDAR**

	FY 11-12 Funding Process Calendar	FY 11-12 Commission Meeting Calendar
July	Nonprofit Agency Grants Management Workshop <ul style="list-style-type: none"> ▪ Funding Process Overview 	Wednesday, July 20, 2011 - Regular Commission Meeting <ul style="list-style-type: none"> ▪ Meeting Canceled (for Commission Retreat July 16)
August	Public Notice of Funding Process Application Materials Posted to Website Orientation Materials Posted to Website	Wednesday, August 17, 2011 2pm: Commission's Annual Tour (of City-Funded Projects) 7pm: Regular Commission Meeting <ul style="list-style-type: none"> ▪ Tour De-Brief ▪ Overview of FY 11-12 Liaison Activities ▪ Election of Officers and Committee Chairpersons
September	Wednesday, September 21, 2011 6-7pm: Annual "Communi-Tea" (Event) 7pm "Funding Forum:" <ul style="list-style-type: none"> ▪ Notice of Funding Availability ▪ Funding Process Orientation ▪ Q & A 	Wednesday, September 21, 2011 6-7pm: Annual "Communi-Tea" (Event) 7pm: Regular Commission Meeting: <ul style="list-style-type: none"> ▪ "Funding Forum:" Notice of Funding Availability ▪ Funding Process Orientation ▪ Application Review Committee (ARC) Appointments
October	ALL Applications Due: Wednesday, October 5, 2011 INFRASTRUCTURE APPLICATIONS (Economic Development, Facilities, and Housing Applications) ARC Interviews	Applications Distributed to Commission (Friday, October 7, 2011) Wednesday, October 19, 2012 - Regular Commission Meeting <ul style="list-style-type: none"> ▪ Funding Process Work Session #1 ARC Interviews
November		Wednesday, November 16, 2011 - Regular Commission Meeting <ul style="list-style-type: none"> ▪ Funding Process Work Session #2 ▪ Draft Funding Recommendations for HOUSING, NEIGHBORHOOD FACILITIES, COMMERCIAL REHABILITATION, & ECONOMIC DEVELOPMENT projects
December	PUBLIC SERVICES APPLICATIONS (Social Services, CDBG Public Services, and Paratransit Applications) ARC Interviews	Wednesday, December 21, 2011 – Regular Commission Meeting <ul style="list-style-type: none"> ▪ Funding Process Work Session #3 ARC Interviews
January	ARC Interviews	ARC Interviews Wednesday, January 18, 2012 - Regular Commission Meeting <ul style="list-style-type: none"> ▪ Funding Process Work Session #4
February	Public Hearing Notice w/all Funding Recommendations	Wednesday, February 15, 2011 - Regular Commission Meeting <ul style="list-style-type: none"> ▪ Funding Process Work Session #5 ▪ Draft Funding Recommendations for PUBLIC SERVICES projects
March	NEIGHBORHOODS, ARTS AND EVENTS (Neighborhoods, Arts & Events Applications) ARC Interviews	ARC Interviews Wednesday, March 21, 2012: Regular Commission Meeting <ul style="list-style-type: none"> ▪ Finalize SS/CDBG Funding Recommendations ▪ Funding Process Work Session #6 ▪ Draft Funding Recommendations for NEIGHBORHOODS, ARTS & EVENTS
April	CDBG/Social Services Work Session CDBG/ Social Services Public Hearing	Commission RECESS
May		Wednesday, May 16, 2012: Regular Commission Meeting <ul style="list-style-type: none"> ▪ Finalize NEIGHBORHOODS, ARTS & EVENTS Funding Recommendations
June	City Council Community Budget Process	Wednesday, June 20, 2012: Commission Annual Dinner

CITY OF HAYWARD

COMMUNITY SERVICES COMMISSION

BYLAWS

ARTICLE 1. PURPOSE

The City Council of the City of Hayward finds that there is a need on the part of the City and the community to institute the *Community Services Commission* as the official, responsible, community-oriented body within the City Government in order to:

- A. Provide advice and assistance to the Hayward City Council regarding the social, economic, and humanitarian aspects of community development issues within the City,
- B. Encourage the development of a planned and orderly approach to the development of community services in the City,
- C. Identify the needs for community services, to plan for the coordinated delivery of such services to residents in need through both private and public resources so as to avoid duplication and conflict of effort,
- D. Evaluate the effectiveness of the services provided, and to advise the City Council in regard to these functions, and
- E. Create and sustain an environment which will encourage and bring about mutual understanding and respect among all groups of the City, eliminate prejudice, discrimination, and disorder, and guarantee equal rights and opportunities for all regardless of age, race, religion, national origin, color, ancestry, familial status, sex, sexual orientation, gender identity, disability, or place of birth.

**Citizen's Advisory Commission
Attendance Roster (Regular & Special meetings)**

September 1, 2010 - August 17, 2011

	R e g u l a r	S p e c i a l *	R e g u l a r	S p e c i a l *	R e g u l a r	Total Regular Meetings										
Commissioner	9/1	11/17	12/15	1/5	2/16	3/16 6pm	3/16 7pm	5/4	6/15	7/16	7/20	8/17	8/17		%	
Allen-Thomas	P	P	P	A	P	P	P	A	P	P	Cancelled	A	P	8/10	80%	
Bonilla**	n/a	P	P	P	A	P	P	P	P	P		A	A	7/9	78%	
Chiasson	P	P	P	P	A	P	P	P	P	P		P	P	P	9/10	90%
Gilmore***	n/a	P	P	P	A	A	A	A	A	n/a		n/a	n/a	3/8	38%	
Guernsey	P	P	A	A	P	A	A	P	P	A		P	P	6/10	60%	
Kersten	P	A	P	P	P	P	P	P	P	P		A	P	9/10	90%	
Leppert**	n/a	P	P	P	P	P	P	P	P	P		P	P	9/9	100%	
Linnen	P	P	P	A	P	P	P	P	P	P		A	P	9/10	90%	
McManus**	n/a	P	P	P	P	P	P	P	P	P		P	P	9/9	100%	
Moore	P	P	P	P	P	P	P	P	P	P		P	P	10/10	100%	
Morales-Contreras	A	A	P	A	P	P	P	A	P	A		A	A	5/10	50%	
Reliford	P	P	A	P	P	P	A	A	A	A		A	P	6/10	60%	
Samuels**	n/a	P	A	P	P	P	P	P	P	P		P	P	8/9	89%	
Todt***	n/a	P	P	A	P	P	A	A	n/a	n/a		n/a	P	4/7	57%	
Willis**	n/a	P	A	P	P	P	P	P	P	P	A	P	8/9	89%		

*Special meetings not counted in attendance

**These Commissioners were appointed in late September, their first meeting was November 17, 2010

***Commissioners Gilmore & Todt have resigned from the Commission

**Human Services Commission
Attendance Roster (Regular & Special meetings)
September 1, 2010 - August 17, 2011**

	R e g u l a r	S p e c i a l *	S p e c i a l *	R e g u l a r	Total Regular Meetings										
Commissioner	9/1	11/17	1/5	3/16 6pm	3/16 7pm	5/4/11 6:30	5/4/11 7pm	6/1	7/6	7/16	8/17	8/17		%	
Alarcon	P	A	P	A	A	P	P	Cancelled	Cancelled	P	A	A	4/8	50%	
Castillo***	A	P	P	A	A	n/a	n/a			n/a	n/a	n/a	n/a	3/5	60%
Davis	P	A	P	A	P	A	A			A	A	A	A	3/8	38%
Dobro***	A	A	P	A	A	A	A			n/a	n/a	n/a	n/a	1/7	14%
Fagalde**	n/a	P	P	P	P	P	P			P	P	P	P	7/7	100%
Henderson	A	P	P	P	P	P	P			P	P	P	P	7/8	88%
Lara	P	P	A	P	P	P	P			P	P	A	A	6/8	75%
Millett III	A	P	A	P	P	P	P			P	A	A	A	5/8	63%
Samayoa	A	P	A	P	P	A	A			A	A	A	A	3/8	38%
Toor	P	P	P	A	A	A	A			A	A	A	A	3/8	38%
Yip	A	P	P	A	A	P	P	A	A	A	A	4/8	50%		

P = Present, A = Absent

Meetings: Monthly - 1st Wednesday 7:00 p.m. Note: Meetings scheduled differently for FY 10-11 Strategic Planning

* Special Meetings not counted in attendance

** Commissioner Fagalde's first meeting was November 17, 2010

*** Commissioners Castillo & Dobro have resigned from the Commission