



CITY OF
HAYWARD
HEART OF THE BAY

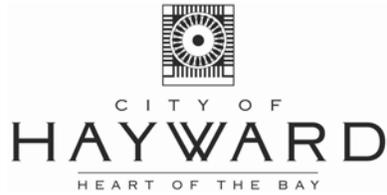
CITY COUNCIL AGENDA
APRIL 7, 2015

MAYOR BARBARA HALLIDAY
MAYOR PRO TEMPORE GREG JONES
COUNCIL MEMBER FRANCISCO ZERMEÑO
COUNCIL MEMBER MARVIN PEIXOTO
COUNCIL MEMBER AL MENDALL
COUNCIL MEMBER SARA LAMNIN
COUNCIL MEMBER ELISA MÁRQUEZ

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CITY COUNCIL MEETING FOR APRIL 7, 2015
777 B STREET, HAYWARD, CA 94541
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CLOSED SESSION
Closed Session Room 2B – 5:00 PM

1. PUBLIC COMMENTS

2. Conference with Labor Negotiators

Pursuant to Government Code 54957.6

- Lead Negotiators: City Manager David; City Attorney Lawson; Assistant City Manager McAdoo; Finance Director Vesely; Public Works-Engineering & Transportation Director Fakhrai; Human Resources Director Collins; Senior Human Resources Analyst Lopez; Assistant City Attorney Vashi; Community and Media Relations Officer Holland; Jack Hughes, Liebert Cassidy Whitmore
Under Negotiation: All Groups

3. Conference with Legal Counsel

Pursuant to Government Code 54956.9

➤ Pending Litigation

- City of Hayward v Ruben Paul Dorris, et al., Alameda County Superior Court No.: HG13692330
- C.E.W., et. al. v City of Hayward, et. al., United States District Court, Case No. CV 13-4516 (LB)
- City of Hayward v Depot Road LLC et al., Alameda County Superior Court Case No. HG13692328
- City of Hayward v Rabani et al., Alameda County Superior Court Case No. HG13692337

4. Conference with Property Negotiators

Pursuant to Government Code 54956.8

➤ Under Negotiation: 9/11 Memorial

Lead Negotiators: City Manager David, Assistant City Manager McAdoo, City Attorney Lawson, Development Services Director Rizk

5. Adjourn to City Council meeting

CITY COUNCIL MEETING
Council Chambers – 7:00 PM

CALL TO ORDER Pledge of Allegiance Council Member Mendall

ROLL CALL

CLOSED SESSION ANNOUNCEMENT

PRESENTATION

- The Mayors' Day of Recognition for National Service and National Volunteer Week

PUBLIC COMMENTS

The Public Comment section provides an opportunity to address the City Council on items not listed on the agenda or Work Session or Information Items. The Council 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 Council is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.

ACTION ITEMS: *(The Council will permit comment as each item is called for the Consent Calendar, Public Hearings, and Legislative Business. In the case of the Consent Calendar, a specific item will need to be pulled by a Council Member in order for the Council to discuss the item or to permit public comment on the item. Please notify the City Clerk any time before the Consent Calendar is voted on by Council if you wish to speak on a Consent Item.)*

CONSENT

1. Approval of Minutes of the City Council Meeting on March 17, 2015
[Draft Minutes](#)
2. Approval of Minutes of the City Council Meeting on March 24, 2015
[Draft Minutes](#)
3. Resignation of Phillip Gallegos from the Community Services Commission
[Staff Report](#)
[Attachment I Resolution](#)
[Attachment II Resignation Letter](#)
4. Designation of a City Representative and an Alternate for the Alameda County Community Choice Aggregation Steering Committee
[Staff Report](#)
[Attachment I - Resolution](#)
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[Attachment III - Letter from County](#)
5. New Sidewalks FY15 – Laurel Avenue: Approval of Addendum, Award of Contract, and Appropriation of Funds
[Staff Report](#)
[Attachment I](#)
[Attachment II](#)
[Attachment III](#)
[Attachment IV](#)

April 7, 2015



6. Revisions to the Council Member Handbook
[Staff Report](#)
[Attachment I Resolution](#)
[Attachment II Harassment and Retaliation Policy](#)
[Attachment III Council Office Budget Guidelines](#)
[Attachment IV CSC Agenda](#)
7. Award of Contract for Financial Advisory Services
[Staff Report](#)
[Attachment I](#)
-

NON-ACTION ITEMS: *(Work Session and Informational Staff Presentation items are non-action items. Although the Council may discuss or direct staff to follow up on these items, no formal action will be taken. Any formal action will be placed on the agenda at a subsequent meeting in the action sections of the agenda.)*

WORK SESSION (60-Minute Limit)

8. FY 2016 Community Agency Funding Recommendations Including Community Development Block Grant (CDBG), Social Services, and Arts/Music; and Review of the Alameda County HOME Consortium Five Year Consolidated Plan FY 2015 – FY 2019 (Report from Library and Community Services Director Reinhart)
[Staff Report](#)
[Attachment I Draft Resolution](#)
[Attachment II Community Agency Funding Recommendations FY 2016](#)
[Attachment III Application Summaries](#)
[Attachment IV Public Comments](#)
-

The following order of business applies to items considered as part of Public Hearings and Legislative Business:

- *Disclosures*
 - *Staff Presentation*
 - *City Council Questions*
 - *Public Input*
 - *Council Discussion and Action*
-

PUBLIC HEARING

9. Amendment of the 2010 Urban Water Management Plan to Further Revise the City's Water Shortage Contingency Plan to Implement Additional State Emergency Water Conservation Regulations (Report from Utilities & Environmental Services Director Ameri)
[Staff Report](#)
[Attachment I - Resolution](#)
[Attachment II - Further Revised Water Shortage Contingency Plan](#)

April 7, 2015



Information items are presented as general information for Council and the public. Should Council wish to take action on any of the “information” items, they will direct the City Manager to bring them back on a future Council agenda as an Action Item.

INFORMATION ITEMS

10. Affordable Housing and Sustainable Communities (AHSC) “Cap & Trade” Program Project Submittals (Report from Director of Public Works-Engineering & Transportation Fakhrai)

[Staff Report](#)

[Attachment I](#)

[Attachment II](#)

CITY MANAGER’S COMMENTS

An oral report from the City Manager on upcoming activities, events, or other items of general interest to Council and the Public.

COUNCIL REPORTS, REFERRALS, AND FUTURE AGENDA ITEMS

Oral reports from Council Members on their activities, referrals to staff, and suggestions for future agenda items.

ADJOURNMENT

NEXT REGULAR MEETING – 7:00 PM, Tuesday, April 21, 2015

PUBLIC COMMENT RULES: *The Mayor may, at the beginning of the hearing, limit testimony to three (3) minutes per individual and five (5) minutes per an individual representing a group of citizens or organization. Speakers will be asked for their name before speaking and are expected to honor the allotted time. Speaker Cards are available from the City Clerk at the meeting.*

PLEASE TAKE NOTICE *that if you file a lawsuit challenging any final decision on any public hearing or legislative business item listed in this agenda, the issues in the lawsuit may be limited to the issues that were raised at the City's public hearing or presented in writing to the City Clerk at or before the public hearing.*

PLEASE TAKE FURTHER NOTICE *that the City Council has adopted Resolution No. 87-181 C.S., which imposes the 90 day deadline set forth in Code of Civil Procedure section 1094.6 for filing of any lawsuit challenging final action on an agenda item which is subject to Code of Civil Procedure section 1094.5.*



****Materials related to an item on the agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, City Hall, 777 B Street, 4th Floor, Hayward, during normal business hours. An online version of this agenda and staff reports are available on the City's website. Written comments submitted to the Council in connection with agenda items will be posted on the City's website. All Council Meetings are broadcast simultaneously on the website and on Cable Channel 15, KHRT. ****

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Clerk at (510) 583-4400 or TDD (510) 247-3340.

Please visit us on:





**MINUTES OF THE CITY COUNCIL MEETING
OF THE CITY OF HAYWARD
City Council Chambers
777 B Street, Hayward, CA 94541
Tuesday, March 17, 2015, 7:00 p.m.**

The City Council meeting was called to order by Mayor Halliday at 7:00 p.m., followed by the Pledge of Allegiance led by Council Member Márquez.

ROLL CALL

Present: COUNCIL MEMBERS Zermeño, Mendall, Jones, Peixoto, Lamnin,
Márquez
MAYOR Halliday
Absent: None

CLOSED SESSION ANNOUNCEMENT

City Attorney Lawson announced that the Council met in closed session regarding two items: 1) City Clerk Performance Evaluation pursuant to Government Code 54957; and 2) conference with labor negotiators pursuant to Government Code 54957.6 regarding all groups. Mayor Halliday reported that there was no reportable action on Item No. 1 and Mr. Lawson announced there was no reportable action on Item No. 2.

PUBLIC COMMENTS

Mayor Halliday congratulated the Chabot College Gladiators Women's Basketball Team for making history during the California Community College Athletic Association women's basketball game on March 15, 2015 and overcoming the Mt. San Antonio Mounties, the state's only undefeated team.

Ms. Wynn Grcich, Hayward resident, requested to be added to a future Council agenda to speak about fluoride in drinking water and health effects. She submitted informational materials for the record.

Mr. Kim Huggett, Hayward Chamber of Commerce President, spoke about two events: 1) the March 6 luncheon with Ambassador Venkatesan Ashok, consul general of India, and 2) the March 11 Hayward's 139th celebration.

Mr. Jim Drake, Hayward resident, spoke about the increase in crime and suggested displaying a quote from Henry Clay (1829) about Government and trust behind the Council dais.

Mr. Charlie Peters, with Clean Air Performance Professionals, spoke about black markets and provided informational documents for the record.

CONSENT

Consent Items 4, 7, 8, and 9 were removed for discussion.

1. Approval of Minutes of the City Council Meeting on March 3, 2015

It was moved by Council Member Peixoto, seconded by Council Member Mendall, and carried unanimously, to approve the minutes of the City Council Meeting on March 3, 2015.

2. Adoption of Ordinance Amending Chapter 10, Article 1 of the Hayward Municipal Code by Rezoning Certain Property in Connection with Zone Change Application No. PL-2014-0509 Relating to a Residential Development at 1561 Middle Lane and 23572 Saklan Road (Tract 8219)

Staff report submitted by City Clerk Lens, dated March 17, 2015, was filed.

It was moved by Council Member Peixoto, seconded by Council Member Mendall, and carried unanimously, to adopt the following:

Ordinance 15-10, “An Ordinance Amending Chapter 10, Article 1 of the Hayward Municipal Code by Rezoning Certain Property in Connection with Zone Change Application No. PL-2014-0509 Relating to a Residential Development at 1561 Middle Lane and 23572 Saklan Road (Tract 8219)”

3. Adoption of Ordinance Amending Chapter 10, Article 1 of the Hayward Municipal Code by Rezoning Certain Property in Connection with Zone Change Application No. PL-2014-0507 Relating to a Residential Development at 23877 and 23875 Eden Avenue and 1500 and 1504 Sylvia Street

Staff report submitted by City Clerk Lens, dated March 17, 2015, was filed.

It was moved by Council Member Peixoto, seconded by Council Member Mendall, and carried unanimously, to adopt the following:

Ordinance 15-11, “An Ordinance Amending Chapter 10, Article 1 of the Hayward Municipal Code by Rezoning Certain Property in Connection with Zone Change Application No. PL-2014-0507 Relating to a Residential Development at 23877 and 23875 Eden Avenue and 1500 and 1504 Sylvia Street (Tract 8222)”

Council Member Márquez noted she would be recusing from participation on Item No. 4. Council Member Jones noted he would not be participating in discussion on Item No. 4 because of property and business interest in the downtown area.



**MINUTES OF THE CITY COUNCIL MEETING
OF THE CITY OF HAYWARD
City Council Chambers
777 B Street, Hayward, CA 94541
Tuesday, March 17, 2015, 7:00 p.m.**

4. Adoption of Ordinance Adding Article 20 to Chapter 8 of the Hayward Municipal Code Relating to Establishment of Community Benefit Districts

Staff report submitted by City Clerk Lens, dated March 17, 2015, was filed.

City Manager David noted the supplemental report provided additional information and answers to Council and community questions on the formation process of Community Benefit Districts.

Mayor Halliday opened the public hearing at 7:21 p.m.

Mr. Sid Hamadeh, member of the Downtown Hayward Business Improvement Area Advisory Board, urged the Council to delay adopting the proposed ordinance to allow landlords and merchants the opportunity to understand the proposal and enable them to participate. Mr. Hamadeh suggested staff develop a strategy to support landlords.

Mrs. Mona Diamantine, Hayward downtown property owner, urged the Council to maintain the fifty percent petition requirement threshold because a reduced threshold would exclude the participation of the majority of the property owners and noted that the proposed process was disproportionately weighted in favor of the City and BART (who owned 23%) to initiate a Community Benefits District.

Mr. Nicholas Stamatakis, Hayward downtown property owner, concurred with Mrs. Diamantine and expressed support for setting a fifty percent threshold for the property owner petition to initiate the formation process. Mr. Stamatakis added that downtown property owners were not aware of the proposal.

Mayor Halliday closed the public hearing at 7:35 p.m.

Council Member Zermeño expressed regret for not having a complete understanding of the proposal when the proposed ordinance was introduced. Council Member Zermeño offered a motion to delay enabling the ordinance until a work session is held to clarify the proposal and encourage inclusive participation from downtown property owners. Council Member Lammin seconded the motion on the floor.

Council Member Márquez reiterated that she would not be participating on the item.

City Manager David addressed concerns raised and spoke in support of continuing with the proposal and not delay enabling the proposed ordinance. Ms. David added that staff was ready to withdraw if there was lack of support to move forward.

Council Member Mendall did not support delaying action on the proposed ordinance. Mr. Mendall noted he supported proceeding with the enabling ordinance and going through the action steps to form the District as outlined in the supplemental information and added that enabling the ordinance was the beginning of the process.

Discussion ensued among Council members and staff about the proposed ordinance and the motion on the floor.

It was moved by Council Member Zermeño, seconded by Council Member Lamnin, and failed by the following vote to delay enabling the ordinance until a work session is held:

AYES: Council Members Zermeño, Lamnin
NOES: Council Members Mendall, Peixoto
MAYOR Halliday
ABSENT: Council Members Jones, Márquez
ABSTAINED: None

Council Member Lamnin reported having heard from two property owners who were in support and a couple who were opposed to staff's recommendation. Mrs. Lamnin offered a motion to enable the ordinance, including the ongoing input from the steering committee, and changing the petition threshold from thirty percent to fifty percent. She added that the City had a weighted vote of 20%. Council Member Zermeño seconded the motion.

City Manager David pointing that raising the threshold to approve would also mean raising the threshold to dissolve the Community Benefit District.

City Attorney Lawson noted that the motion had a substantial change to the ordinance and, if the motion passed, it would constitute a re-introduction of the ordinance and adoption at a future meeting.

It was moved by Council Member Lamnin, seconded by Council Member Zermeño, and carried by the following vote to re-introduce the ordinance modifying the language in the ordinance to require a petition signed by property owners who will pay fifty percent of the total proposed assessment to initiate formation proceedings:

AYES: Council Members Zermeño, Mendall, Lamnin
MAYOR Halliday
NOES: Council Member Peixoto
ABSENT: Council Members Jones, Márquez
ABSTAINED: None

Mayor Halliday noted that the adoption of the ordinance would be presented to the Council on March 24, 2015.



**MINUTES OF THE CITY COUNCIL MEETING
OF THE CITY OF HAYWARD
City Council Chambers
777 B Street, Hayward, CA 94541
Tuesday, March 17, 2015, 7:00 p.m.**

5. Resolution Appointing Council Member Márquez to the Alameda County Mosquito Abatement District Board of Trustees

Staff report submitted by City Clerk Lens, dated March 17, 2015, was filed.

It was moved by Council Member Peixoto, seconded by Council Member Mendall, and carried unanimously, to adopt the following:

Resolution 15-036, “Resolution Appointing Council Member Márquez as City of Hayward Representative to the Alameda County Mosquito Abatement District Board of Trustees”

6. Resolution Accepting the Written Resignation of Anthony Beaman from the Personnel Commission

Staff report submitted by City Clerk Lens, dated March 17, 2015, was filed.

It was moved by Council Member Peixoto, seconded by Council Member Mendall, and carried unanimously, to adopt the following:

Resolution 15-037, “Resolution Accepting the Resignation of Anthony Beaman from the Personnel Commission”

7. Hayward Transit Connector Feasibility Study – Authorization for the City Manager to Negotiate and Execute a Professional Services Agreement with Fehr & Peers and Appropriation of Funds

Staff report submitted by Transportation Manager Kelley, dated March 17, 2015, was filed.

Mr. Jim Drake, Hayward resident, inquired if the proposed study was put out for bid.

Council Member Mendall noted that four proposals were received in response to the Request for Proposals, as stated in the staff report.

It was moved by Council Member Mendall, seconded by Council Member Zermeño, and carried unanimously, to adopt the following:

Resolution 15-038, “Resolution Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with Fehr & Peers for Professional Services for the Hayward Transit Connector Feasibility Study”

Resolution 15-039, “Resolution Amending Resolution 14-098, as Amended, the Budget Resolution for Capital Improvement Projects for Fiscal Year 2015, Relating to an Appropriation of Funds from the Transportation System Improvement Fund (Fund 460) to the Hayward Transit Connector Feasibility Study, Project No. 05275”

8. Approve Contract for Update of City’s Full Overhead Cost Allocation Plan/OMB A-87 and Completion of Comprehensive Master Fee Study

Staff report submitted by Deputy Director of Finance Claussen, dated March 17, 2015, was filed.

Mr. Jim Drake, Hayward resident, asked if the proposed contract had gone through a fair bidding process.

Council Member Mendall noted that the staff report indicated that there were six proposals in response to the Request for Proposals.

It was moved by Council Member Mendall, seconded by Council Member Márquez, and carried unanimously, to adopt the following:

Resolution 15-040, “Resolution Authorizing the City Manager to Execute a Professional Services Agreement between the City of Hayward and Willdan Financial Services for Comprehensive Master Fee Services and Full Overhead Cost Allocation Plan/OMB A-87”

9. New Highland 1530 Reservoir: Approval of Addendum and Award of Contract

Staff report submitted by Senior Utilities Engineer Louie, dated March 17, 2015, was filed.

Mr. Jim Drake, Hayward resident, noted it was important to have a competitive bidding process for City contracts.

City Manager David confirmed for Mr. Drake that City projects go through a competitive bidding process and are vetted carefully.

It was moved by Council Member Mendall, seconded by Council Member Zermeño, and carried unanimously, to adopt the following:



**MINUTES OF THE CITY COUNCIL MEETING
OF THE CITY OF HAYWARD
City Council Chambers
777 B Street, Hayward, CA 94541
Tuesday, March 17, 2015, 7:00 p.m.**

Resolution 15-041, “Resolution Awarding Contract to Ghilotti Construction Company, for the Construction of New Highland 1530 Water Reservoir Project, Project No. 07184”

WORK SESSION

10. Industrial Corridor/Baseline Industrial Profile

Staff report submitted by Economic Development Manager Hinkle and Economic Development Specialist Nguyen, dated March 17, 2015, was filed.

Economic Development Manager Hinkle announced the report and introduced Economic Development Specialist Nguyen who provided a synopsis of the report.

There was general Council consensus that developing the infrastructure and amenities will attract advanced industries and fostering partnerships will grow industry sectors. Council members offered the following suggestions: encourage development of new “Class A” industrial spaces; collaborate with colleges, schools, Eden Area Regional Occupational Program (ROP), and employment programs to foster partnerships; expand the shuttle service study to include Chabot College and Southland Mall; integrate the industrial technology and innovation corridor with branding efforts and create a “crescent”; utilize close amenities such as the airport; add police safety to the infrastructure; expand multimodal transportation access, craft policy decisions that retain current businesses and support expansion efforts.

LEGISLATIVE BUSINESS

11. FY 2015 Mid-Year Budget Review & General Fund Ten-Year Plan Update

Staff report submitted by Director of Finance Vesely and Financial Analyst Barton, dated March 17, 2015, was filed.

Finance Director Vesely provided a synopsis of the report.

Discussion ensued among Council members and City staff related to: the role of the Council Budget and Finance Committee during the mid-year budget review; Enterprise Funds; Ending Fund Balance; Measure C Funds and service level enhancement; debt service for Water Fund; Property Tax; retirement (CalPERS) related to Hayward Police Officers’ Association (HPOA); Economic Development Fund; Fire Station #7 and Health Firehouse Clinic; adjustments to the “Triple Flip” component; using savings in interest to pay the debt service at the end of the 20-year term; use of reserves; General Fund revenues and expenditures gap; reimbursement for Police Department

mutual aid; Retiree Medical (OPEB); threshold for Property Transfer Tax; revenue projections and recession; Utility Users Tax; and budget calendar.

There being no public comments, Mayor Halliday opened and closed the public hearing at 9:58 p.m.

Council Member Lamnin offered a motion to amend the City of Hayward Operating and Capital Improvement Budgets for Fiscal Year 2015 with the exception of the additional eight non-Measure C positions. Ms. Lamnin expressed concern that the positions were not considered during the regular budget process.

Council Member Zermeño seconded the motion.

Discussion ensued regarding the proposed staffing changes.

Council Member Zermeño withdrew his second and the motion died for lack of a second.

Council Member Mendall offered a motion per staff recommendation. Council Member Peixoto seconded the motion.

Council Member Márquez supported the motion and acknowledged Council Member Lamnin's concern. Ms. Márquez encouraged that moving forward there be a Work Session or that proposed list of positions be presented to the Council Budget and Finance Committee prior to presentation to the Council.

Mayor Halliday concurred with comments made by Council Member Márquez and acknowledged Council Member Lamnin's concern.

It was moved by Council Member Mendall, seconded by Council Member Peixoto, and carried with Council Member Lamnin voting no, to adopt the following:

Resolution 15-042, "Resolution Amending Resolution 14-097, as Amended, the Budget Resolution for the City of Hayward Operating Budget for Fiscal Year 2015, Relating to an Appropriation of Funds"

INFORMATION ITEMS

12. Supplemental information regarding Community Benefits Districts

A written report was provided.

CITY MANAGER'S COMMENTS

City Manager David spoke about three events: City of Hayward Job Fair on March 7, 2015; Hayward Honors Women on March 26, 2015 at City Hall; and a Student Poetry Contest on "What My New Library Will Mean to Me" organized by the Friends of the Library.



**MINUTES OF THE CITY COUNCIL MEETING
OF THE CITY OF HAYWARD
City Council Chambers
777 B Street, Hayward, CA 94541
Tuesday, March 17, 2015, 7:00 p.m.**

COUNCIL REPORTS, REFERRALS, AND FUTURE AGENDA ITEMS

Council Member Zermeño announced the César E. Chávez Day of Service & Learning celebration on March 21, 2015, starting at Cesar Chavez Middle School at 8:30 a.m., and continues at the Hayward Public Library at 11:30 a.m.

Mayor Halliday shared that Council Member Márquez was replacing Mayor Halliday as the City's representative to the Alameda County Mosquito Abatement District Board of Trustees. Mayor Halliday reported that a dead bird with West Nile virus was found in Fremont and urged everyone to report dead birds or any unusual activity to the Alameda County Mosquito Abatement District and to eliminate any standing water from properties.

ADJOURNMENT

Mayor Halliday adjourned the meeting at 10:19 p.m.

APPROVED:

Barbara Halliday
Mayor, City of Hayward

ATTEST:

Miriam Lens
City Clerk, City of Hayward



**MINUTES OF THE CITY COUNCIL MEETING
OF THE CITY OF HAYWARD
City Council Chambers
777 B Street, Hayward, CA 94541
Tuesday, March 24, 2015, 7:00 p.m.**

The City Council meeting was called to order by Mayor Halliday at 7:00 p.m., followed by the Pledge of Allegiance led by Council Member Zermeño.

ROLL CALL

Present: COUNCIL MEMBERS Zermeño, Mendall, Jones, Peixoto, Lamnin,
Márquez
MAYOR Halliday
Absent: None

CLOSED SESSION ANNOUNCEMENT

City Attorney Lawson announced that the Council met in closed session regarding four items: 1) City Clerk Performance Evaluation pursuant to Government Code 54957; 2) conference with labor negotiators pursuant to Government Code 54957.6 regarding all groups; 3) conference with legal counsel pursuant to Government Code 54956.9 regarding pending litigation of two cases (1) C.E.W., et. al. v. City of Hayward, et. al., United States District Court, Case No. CV 13-4516 (LB) and (2) Russell City Energy Company, LLC v. City of Hayward, Alameda County Superior Court, No. RG14752278; and 4) conference with property negotiators pursuant to Government Code 54956.8 regarding South Hayward BART Land Purchase and Acquisition. There was no reportable action. Mr. Lawson also announced that pursuant to the Brown Act, the Council unanimously agreed to add an item to the Closed Session agenda regarding potential litigation and took no reportable action.

PRESENTATION

Mayor Halliday read a Proclamation proclaiming the month of March 2015 as American Red Cross Month in the City of Hayward. Mr. Harry Hartman, member of the Alameda County American Red Cross Leadership Council, accepted the proclamation on behalf of the American Red Cross Bay Area Chapter.

Mayor Halliday read a Certificate of Commendation presented to Chabot College Gladiators Women's Basketball Team for making history during the California Community College Athletic Association women's basketball game on March 15, 2015, and winning the school's first state women's basketball championship and becoming the first "Coast Conference North Champions" in thirteen years. Head Coach Mark Anger accepted the certificate on behalf of the Gladiators.

PUBLIC COMMENTS

Mr. Alfredo Figueroa, Chabot College student, announced the Chicano Latino Education Association was hosting "Raza College Day" conference on April 25, 2015, at the Chabot College Student Center.

Ms. Gabriela del Hoyo, Hayward renter, via a Spanish interpreter, reported that her water bills fluctuate and are paid to her landlord and her apartment rent increases every year. Ms. Del Hoyo was asked to leave her contact information and staff would contact her.

Ms. Wynn Grcich, Hayward resident, suggested that Hayward have a bullet detector for the police department and spoke about health concerns caused by fluoride in drinking water.

Mr. Jim Drake, Hayward resident, spoke about the City's \$8 million deficit and expressed concern about the new positions that were added during the mid-year budget.

Mr. Charlie Peters, with Clean Air Performance Professionals, spoke about AB 23(Patterson), the Affordable Gas for California Families Act, and provided documents for the record.

Council Member Márquez, Mayor Halliday, and Council Member Lamnin spoke about the Hayward Honors Women event on March 26, 2015 at Hayward City Hall, and encouraged everyone to attend the event.

CONSENT

Consent Item No. 4 was pulled for discussion.

1. Cast Iron Water Pipeline Replacement Project: Approval of Plans and Specifications, and Call for Bids

Staff report submitted by Associate Civil Engineer Schurman, dated March 24, 2015, was filed.

It was moved by Council Member Peixoto, seconded by Council Member Zermeño, and carried unanimously, to adopt the following:

Resolution 15-043, "Resolution Approving Plans and Specifications for the Cast Iron Water Pipeline Replacement Project, Project No. 07005, and Call for Bids"

2. Wells B and D2 Evaluation and Repairs: Authorization for the City Manager to Execute a Professional Services Agreement

Staff report submitted by Senior Utilities Engineer Louie, dated March 24, 2015, was filed.

It was moved by Council Member Peixoto, seconded by Council Member Zermeño, and carried unanimously, to adopt the following:

Resolution 15-044, "Resolution Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with Stantec Consulting Services, Inc. for the Emergency Water Supply Wells B and D2 Evaluation and Repairs, Project No. 07056"



**MINUTES OF THE CITY COUNCIL MEETING
OF THE CITY OF HAYWARD
City Council Chambers
777 B Street, Hayward, CA 94541
Tuesday, March 24, 2015, 7:00 p.m.**

3. Adoption of a Resolution Authorizing the City Manager to Execute a Memorandum of Understanding between the City and the Association of Bay Area Governments (ABAG) and Corridor Jurisdictions for the East Bay Corridors Initiative

Staff report submitted by Development Services Director Rizk, dated March 24, 2015, was filed.

It was moved by Council Member Peixoto, seconded by Council Member Zermeño, and carried unanimously, to adopt the following:

Resolution 15-045, “Resolution Authorizing the City Manager to Execute a Memorandum of Understanding with the Association of Bay Area Governments (ABAG) and Corridor Jurisdictions Related to the East Bay Corridors Initiative”

4. Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2015

Staff report submitted by Director of Human Resources Collins, dated March 24, 2015, was filed.

Council Member Márquez asked staff to speak about the proposed Education Services Manager position under the Library and Community Services Department because she had received an inquiry as to why the City was funding at a higher supervisory level when there were other service demands such as the ESL Coordinator temporary position. Assistant City Manager McAdoo noted the matter could be a topic of conversation during the budget process.

It was moved by Council Member Márquez, seconded by Council Member Mendall, and carried unanimously, to adopt the following:

Resolution 15-046, “Resolution Approving Amended Fiscal Year 2015 Salary Plan Designating Positions of Employment in the City Government of the City of Hayward and Salary Range; and Superseding Resolution No. 15-017 and All Amendments Thereto”

WORK SESSION

5. Discussion of Proposed Amendments to Hayward’s Sign Regulations (Chapter 10, Article 7 of the Hayward Municipal Code)

Staff report submitted by Associate Planner Ajello, dated March 24, 2015, was filed.

Development Services Director Rizk announced the report and introduced Associate Planner Ajello who provided a synopsis of the report.

Discussion ensued among Council members and City staff regarding inflatable and human directional signs and safety issues; the mural art registration process; A-Frame signs in downtown; political/election signs and enforcement; time limit for temporary signs; window signs and enforcement; fee exemption for non-profit institutions; and signs drawing people to the business as opposed to the product.

There was overall Council consensus regarding the proposed sign regulations, except for moving signs. One Council member thought moving signs were not distractors, another member noted that they should be allowed on a temporary basis and another member thought they were acceptable but not on pedestrian-concentrated areas. Council members offered the following recommendations: consider a section on Access Hayward to report non-compliant political signs; consider A-Frame signs in other areas in Hayward and shopping centers; consider inviting auto dealers to be a part of the discussion regarding signage in their corridor; explore group permits for blade signs which could allow for uniformity and cost reduction; consider a training for sign companies on the proposed regulations; investigate when political signs should be erected; and consider allowing a “grand opening” permit as part of the initial business/license process.

There was Council consensus to discuss and vote on Legislative Business Item No. 7 before Public Hearing Item No. 6.

LEGISLATIVE BUSINESS

Council Member Márquez noted she had to recuse herself from discussing and voting on Item No. 7 because her family owned a business in downtown. Council Member Jones noted he had to recuse himself from discussing and voting on Item No. 7 due to a conflict of interest with his business and property in downtown. Council Members Márquez and Jones left the Council Chambers at approximately 8:40 p.m.

7. Adoption of Ordinance Adding Article 20 to Chapter 8 of the Hayward Municipal Code Relating to Establishment of Community Benefit Districts

Staff report submitted by City Clerk Lens, dated March 24, 2015, was filed.

It was noted that the Ordinance was re-introduced on March 17, 2015, and because the vote was not unanimous, the item was placed under Legislative Business.

Council Member Peixoto noted that he had voted against the motion when the ordinance was re-introduced on March 17, 2015 because he had originally favored a 30% petition threshold to start the process and that the 50% threshold was not going to dissuade him from wanting to start the conversation and indicated he would be voting for the enactment of the proposed ordinance.



**MINUTES OF THE CITY COUNCIL MEETING
OF THE CITY OF HAYWARD
City Council Chambers
777 B Street, Hayward, CA 94541
Tuesday, March 24, 2015, 7:00 p.m.**

There being no public comments, Mayor Halliday opened and closed the public hearing at 8:46 p.m.

It was moved by Council Member Peixoto, seconded by Council Member Mendall, and carried with the following vote, to adopt the ordinance:

AYES: Council Members Zermeño, Mendall, Peixoto, Lamnin
MAYOR Halliday
NOES: None
ABSENT: Council Members Jones, Márquez
ABSTAINED: None

Ordinance 15-12, “Ordinance of the City of Hayward, California Adding Article 20 to Chapter 8 of the Hayward Municipal Code Relating to Establishment of Community Benefit Districts”

Council Members Márquez and Jones returned to the Council Chambers at about 8:48 p.m.

PUBLIC HEARING

6. Establishment of New Regulations for Unattended Collection Boxes and Collection Facilities Requiring Introduction of Ordinances to Amend Chapter 5, Article 7 (Community Preservation and Improvement), and Chapter 10, Article 1 (Zoning Ordinance), of the Hayward Municipal Code; and Adoption of Resolutions to Make Findings Related to Text Amendments and Establishment of New Fees; City of Hayward (applicant)

Staff report submitted by Senior Planner Schmidt, dated March 24, 2015, was filed.

Development Services Director Rizk announced the report and introduced Senior Planner Schmidt who provided a synopsis of the report. Senior Planner Schmidt noted that the City was in receipt of two letters that were submitted after the Council agenda packet was published. The letters were from Recycle for Change and TENAX Law Group PC and were added to the record.

Discussion ensued among Council members and City staff related to the fee for an Administrative Use Permit and a reduced fee for non-profit organizations; bin locations with 2500 feet buffers; inventory of unattended collection boxes; boxes and waste diversion; boxes in multi-family and single-family properties; and penalty fees for violations and accountability of the responsible party.

Mayor Halliday opened the public hearing at 9:21 p.m.

Mr. Arthur Boone, chair of Zero Waste Advocacy Committee of the Northern California Recycling Association, expressed general support for the proposed regulations for unattended collection boxes, but found the fee structure unfriendly for profit organizations.

Mr. Henry Rogers, USAgain representative, noted that USAgain was a Hayward based for-profit textile recycling company whose goal was to divert clothing and textiles from landfills and returning them to the stream of commerce. Mr. Rogers was concerned about the company's ability to continue to operate clothing collection and recycling boxes on public and private properties.

Mr. Tobin Costen, USAgain representative, noted that most of the company's bins were at apartment complexes and some at businesses. Mr. Costen noted that USAgain had agreements in place with property owners and business agents to hold USAgain responsible for collection boxes. He requested to be allowed to continue to do business in Hayward.

Pastor Jethroe Moore II, President of the San Jose Silicon Valley NAACP, spoke on behalf of Recycle for Change and urged the Council to reconsider the proposed regulations and fee structure and to consider making the ordinance more effective from a recycling perspective.

Ms. Alexandra Hoffman, Recycle for Change representative, noted that Recycle for Change offers municipalities a self-subsidized approach of diverting textiles from landfills at no cost to taxpayers. Ms. Hoffman indicated that the proposed Administrative Use Permit (AUP) fee was cost prohibitive and the zoning limitation and 2500 feet restriction would hinder the success of the program.

Mayor Halliday closed the public hearing at 9:38 p.m.

Mayor Halliday and Council Members Lamnin, Márquez and Mendall disclosed having met with representatives from USAgain.

Council Member Lamnin expressed general consensus with the proposed regulations and suggested that staff have conversations with the Rental Housing Association and organizations that put boxes in apartment complexes and also consider having boxes accessible for people with mobility challenges. Ms. Lamnin expressed disapproval for having a different rate for non-profit organizations and asked staff to review the fee for having a second box. Ms. Lamnin suggested giving staff more time to continue to work on the proposed regulations.

Council Member Mendall noted the industry itself was not doing well at self-regulating and the City needed to put regulations in place. Mr. Mendall suggested that by reducing the number of boxes throughout the city, the industry would be more profitable and would help to offset some of the cost that the city had to bear. Mr. Mendall favored having one reasonable fee structure for all groups and to consider regulations that allow good operators to operate well at fewer locations and give the city the tools to enforce regulations for non-compliant operators.

Development Services Director Rizk offered an option to consider a special permit with basic operating standards, as opposed to having an Administrative Use Permit. The special permit would eliminate the noticing and findings requirement and therefore would reduce the cost of an involved process. The special permit would be required and would give the City the ability to track locations.



**MINUTES OF THE CITY COUNCIL MEETING
OF THE CITY OF HAYWARD
City Council Chambers
777 B Street, Hayward, CA 94541
Tuesday, March 24, 2015, 7:00 p.m.**

Council Member Jones favored the idea of having the option of a special permit as this would simplify the process and would record the location to allow for enforcement. Mr. Jones noted there was need for consistent regulations and thought the 2500 feet distance seemed extreme. Mr. Jones did not support a fee differential and suggested a master fee with one process and operators can have more locations so that the per box fee is reduced.

Council Member Márquez concurred with giving staff more time to present Council other options such as the special permit and continue to work with representatives from the industry to improve the ordinance. Ms. Márquez supported the concept and shared that she had heard concerns about blight issues at collection locations.

Council Member Zermeño noted that the goal of the ordinance was to eliminate boxes that created garbage and graffiti, as relayed to him by constituents.

Mayor Halliday noted there was general consensus to defer the proposed ordinance to a future agenda and give staff time to consider the recommendations and come back with modifications to the ordinance. There was general consensus that staff needed to balance the value of unattended collection boxes with the need to regulate them. Mayor Halliday noted the fee structure was of concern and thought that non-profit groups should not be treated differently. Mayor Halliday questioned the need to regulate unattended collection boxes placed in private multi-family properties which are out of the public view. Mayor Halliday noted that staff would notify speakers when the ordinance would come back to the Council.

Council Member Lamnin left the Council Chambers at 9:57 p.m.

INFORMATION ITEMS

8. Interstate 880 Express Lane Implementation by Metropolitan Transportation Commission

A written report was provided.

CITY MANAGER'S COMMENTS

There were none.

COUNCIL REPORTS, REFERRALS, AND FUTURE AGENDA ITEMS

Council Member Zermeño announced the Keep Hayward Clean and Green Task Force Litter Clean-Up event on March 28, 2015 at John Muir Elementary School.

Mayor Halliday commented that she, along with Council Members Márquez and Zermeño, attended the 2015 Made in Hayward Oratorical Festival on March 20, 2015 at Chabot College Little Theater. Mayor Halliday also announced the Hayward Honors Women event on March 26, 2015 at Hayward City Hall.

ADJOURNMENT

Mayor Halliday adjourned the meeting at 10:00 p.m.

APPROVED:

Barbara Halliday
Mayor, City of Hayward

ATTEST:

Miriam Lens
City Clerk, City of Hayward

DATE: April 7, 2015
TO: Mayor and City Council
FROM: City Clerk
SUBJECT: Resignation of Phillip Gallegos from the Community Services Commission

RECOMMENDATION

That the City Council accepts the resignation of Mr. Phillip Gallegos from the Community Services Commission and adopts a resolution commending him for his civic service to the City,

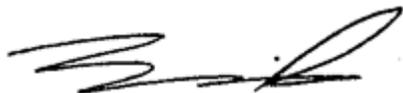
BACKGROUND

Mr. Phillip Gallegos was appointed to the Community Services Commission on September 16, 2014.

His resignation became effective immediately per the attached resignation letter (Attachment II); and his vacated position will be filled as part of the annual appointment process for the City's Appointed Officials to Boards and Commissions.

Prepared and Recommended by: Miriam Lens, City Clerk

Approved by:



Fran David, City Manager

Attachments:

Attachment I	Resolution
Attachment II	Resignation Letter

HAYWARD CITY COUNCIL

RESOLUTION NO. 15-

Introduced by Council Member _____

RESOLUTION ACCEPTING THE RESIGNATION OF PHILLIP GALLEGOS FROM THE COMMUNITY SERVICES COMMISSION

WHEREAS, Mr. Phillip Gallegos was appointed to the Community Services Commission on September 16, 2014, and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the Council hereby accepts the resignation of Phillip Gallegos from the Community Services Commission; and commends him for his civic service to the City,

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2015.

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

03/25/15

Dear Miriam Lens,

Effective immediately I would like to be relieved of my duties to the Community Services Commission of Hayward. I have a desire to make a difference in Hayward and work toward improvements and supporting the community however, one of my strongest interests is in planning and another is with the development of the arts and culture in Hayward. The conflict of interest within the commission has made it difficult to feel I can make a difference in the areas I am most passionate about. I believe I need to resign to utilize my time and efforts where I am best suited.

Thank you for understanding,
Phillip Gallegos

DATE: April 7, 2015

TO: Mayor and City Council

FROM: Director of Utilities and Environmental Services

SUBJECT: Designation of a City Representative and an Alternate for the Alameda County Community Choice Aggregation Steering Committee

RECOMMENDATION

That the City Council adopts the attached resolution appointing Council Member Mendall as the City's representative, and Council Member Jones as the City's alternate representative, to the Alameda County Community Choice Aggregation Steering Committee.

BACKGROUND

In June 2014, the Alameda County Board of Supervisors voted to study the feasibility of establishing a county-wide community choice aggregation (CCA) program. As noted on the County's website¹, "CCA is a program that enables local governments to aggregate electricity demand within their jurisdictions in order to procure electricity for its customers while maintaining the existing electricity provider, Pacific Gas & Electric Company, for customer billing, transmission, and distribution services." There are currently two CCAs operating in the Bay Area – Marin Clean Energy and Sonoma Clean Power, and, in addition to Alameda County, there are jurisdictions around the state that are looking into establishing CCAs, including San Mateo, Monterey, and Santa Cruz Counties.

There are many questions that the County is addressing and that need be answered before Council will be asked to consider participating in a CCA. Most importantly, would the CCA be able to provide electricity that is cleaner than PG&E's and would the rates be stable and competitive? The County's draft goals and objectives, available on the County's website², address competitive electricity rates, securing electricity from sources that generate fewer greenhouse gas emissions than that from PG&E, local high quality job generation, and projects and investments that utilize union employees. The County's feasibility study will address these and other issues and a steering committee is being formed to help guide the preparation of the study.

¹ <http://www.acgov.org/cda/planning/cca/index.htm>

² http://www.acgov.org/cda/planning/cca/documents/Attachments-CCA_Goals_and_Objectives-10-6-14.pdf

Council Sustainability Committee Action – On March 23, 2015³, the Council Sustainability Committee voted to recommend to the City Council that Council Member Mendall be designated as the City’s representative on the County’s steering committee. Staff did not ask the Committee to recommend an alternate.

DISCUSSION

As described in a March 12, 2015 memo to the Transportation and Planning Committee of the Alameda County Board of Supervisors (Attachment II), the steering committee will have twenty-six to thirty-three members, including two to three appointees selected by each of the five Supervisors as well as one representative from each of the County’s fourteen cities. The memo states that city representatives “would be selected by city officials and may or may not be city staff or councilmembers. Whoever is designated will, by proxy, be participating on behalf of their jurisdiction and should have decision-making authority.” On March 12, 2015, staff received a letter (Attachment III) from Scott Haggerty, President of the Alameda County Board of Supervisors, requesting that the City designate a representative and an alternate to the steering committee. In addition to the designated City representative, staff would also attend the meetings to stay informed, provide support to the attending City representative, and provide input to the committee when appropriate.

As stated earlier, Councilmember Mendall expressed an interest in serving as the City’s representative on the County CCA’s steering committee and the Council Sustainability Committee recommended that the Council appoint him to the steering committee. Staff is recommending that Councilmember Jones be appointed as the City’s alternate on the steering committee because of his role as the City’s representative on StopWaste and Energy Council and the role Energy Council has been playing in the initial discussions about the possible CCA. Councilmember Jones has confirmed his interest in serving as the alternate.

The first steering committee meeting will likely be in mid to late May and the committee will meet on a monthly or bi-monthly basis throughout the study of the possible CCA and if the County decides to establish a CCA, the committee would continue to meet during the formation process.

Prepared by: Erik Pearson, Environmental Services Manager

Recommended by: Alex Ameri, Director of Utilities and Environmental Services

³ See Item # 5 at <http://www.ci.hayward.ca.us/CITY-GOVERNMENT/COUNCIL-STANDING-COMMITTEES/COUNCIL-SUSTAINABILITY-COMMITTEE/2015/CSC-CCSC032315full.pdf>

Approved by:



Fran David, City Manager

Attachments:

- | | |
|----------------|--|
| Attachment I | Resolution |
| Attachment II | Memorandum to the Board of Supervisors, Transportation & Planning Committee dated March 12, 2015 |
| Attachment III | Letter from County dated March 12, 2015 |

HAYWARD CITY COUNCIL

RESOLUTION NO. 15-

Introduced by Council Member _____

RESOLUTION APPOINTING COUNCIL MEMBER MENDALL AS THE CITY OF HAYWARD REPRESENTATIVE TO THE ALAMEDA COUNTY COMMUNITY CHOICE AGGREGATION STEERING COMMITTEE

WHEREAS, the County of Alameda is forming a steering committee to help guide the preparation of a feasibility study regarding a possible county-wide community choice aggregation (CCA) program; and

WHEREAS, if the County decides to establish a CCA, the steering committee would continue to meet during the formation process of the CCA; and

WHEREAS, on March 23, 2015, the Council Sustainability Committee voted to recommend Council Member Mendall, the current chair of the Council Sustainability Committee, as the City’s representative on the County’s steering committee; and

WHEREAS, Council Member Jones is the City’s representative on the Alameda County Energy Council, which is a Joint Powers Agency formed in 2012 to develop and implement programs and policies that reduce energy demand, increase energy efficiency, and advance the use of clean, efficient and renewable resources . .

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the Council hereby appoints Council Member Mendall as the City of Hayward representative to the Alameda County Community Choice Aggregation Steering Committee; and

BE IT FURTHER RESOLVED by the City Council of the City of Hayward that the Council hereby appoints Council Member Jones as the City of Hayward alternate to the Alameda County Community Choice Aggregation Steering Committee.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2015

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward



ALAMEDA COUNTY COMMUNITY DEVELOPMENT AGENCY

PLANNING DEPARTMENT

Chris Bazar
Agency Director

MEMORANDUM

To: Board of Supervisors, Transportation & Planning Committee

Albert Lopez
Planning Director

From: Chris Bazar, Director, Community Development Agency

224
West Winton Ave
Room 111

Re: Community Choice Aggregation: Proposed Steering Committee Composition and Public Participation Model

Hayward
California
94544

Date: March 12, 2015

phone
510.670.5400
fax
510.785.8793

The Board of Supervisors has directed the Community Development Agency (CDA) to determine if a Community Choice Aggregation (CCA) program is feasible for Alameda County. A CCA program would allow for competition in electricity generation services and accelerate investments in clean energy resources and local energy projects. Central to this initiative is the creation of a CCA Steering Committee that will advise the Board on key aspects of the program’s development and provide a forum through which key stakeholders and the public can express their views. This Memorandum outlines CDA recommendations on how to structure the committee and select its members. The memorandum also briefly discusses other items related to the CCA process.

www.acgov.org/cda

Steering Committee. At the last Transportation and Planning Committee (T&P) meeting on February 2, 2015, two separate committees were discussed – a technical committee and a citizen’s advisory committee, the latter providing a forum in which CCA advocates and other stakeholders could participate. Based on feedback from the T&P meeting, input from stakeholders, and CDA internal discussions, the general consensus is that a single steering committee with the composition outlined below would be the most productive, streamlined, and inclusive approach for all concerned.

The single CCA Steering Committee would consist of the following groups:

1. Two to three appointees from each of the five Supervisorial Districts. These appointees would represent both geographical diversity across the county and diversity in stakeholder interests and expertise (see more detail below).
2. One representative from each of the County’s 13 cities¹. These participants would be selected by city officials and may or may not be city staff or councilmembers. Whoever is designated will, by proxy, be participating on behalf of their jurisdiction and should have decision-making authority.
3. A small number of “at large” representatives (we would suggest three to five) that have either: (a) particular energy expertise (e.g., distributed generation/clean power technology); or (b) county-wide or regional interests, such as ABAG, BART, Lawrence Berkeley/Livermore Labs, UC Berkeley, etc. Staff recommends that these committee members be appointed by their respective organizations, and staff would report these appointments to the Board.

¹The City of Alameda would not be able to participate in a CCA program because it already has its own municipal utility. However, we recommend extending an invitation and giving them the option to participate on the Steering Committee.

Transportation and Planning Committee
 March 12, 2015
 Page 2

This composition would mean the Committee would have a minimum of 26 and maximum of 33 members, (we feel it would be difficult for the body to be effective if it is larger than this). For Categories 1 and 3 described above, we are proposing a simple application process to fairly solicit and qualify interested participants. Attached is a sample application form, which would be posted on the CDA website, distributed through the County's CCA list serve, and also be made available to a wide array of stakeholders through traditional means.

Per the timeline below, once the application is released, applicants will have three weeks to respond. CDA will work with BOS offices to review and score applicants based on District representation, stakeholder group representation and relevant qualifications. A final slate of recommendations will be presented to the Board for final approval. As mentioned above, it will be important to have a diverse set of interests represented, including end users, labor unions, environmental organizations, civic and business groups, community organizations, social justice groups, etc. Given size limitations intrinsic to any committee of this type, there may be some interested parties who are not formally appointed; however, all meetings will be open to the public, and sub-committees may be formed as appropriate. The Committee will be subject to the Brown Act and will meet on a monthly or bi-monthly basis throughout the CCA formation process.

CDA will prepare all materials for the Committee meetings and will serve as committee staff. One of the first tasks of the Committee will be to finalize the scope of the CCA technical study, which will be required to size the CCA program and determine its overall feasibility. Staff proposes a Technical Consultant contract process slightly different from the normal contractual process – CDA staff has prepared a draft RFP which, when finalized, would contain the necessary basic information about scope of work and program objectives to inform prospective consultants of the job to be done; in the meantime, the Committee would be able to examine the scope of work and program objectives, and make recommendations to Staff and the Board to ensure broad community input. These recommendations, as appropriate, would then be presented to the prospective technical consultants as the final scope of work, hiring would occur, and the CCA feasibility analysis would then commence.

Once the analysis is completed, the Committee will provide preliminary review and make recommendations to the Board regarding next steps in the CCA formation process. Our current timeline has a potential CCA launch in early-2017, so we are planning to have the technical study completed by this fall for a determination about whether to proceed into Phase II.

Proposed Timeline: With regard to the CCA Steering Committee, CDA proposes the following timeline for the Board's consideration:

- Application form posted and sent: March 12, 2015
- Application Deadline: March 31, 2015
- CDA review and preliminary recommendations completed: April 20, 2015
- Board of Supervisors Approval: Week of May 5, 2015
- Notification to Steering Committee Participants: Week of May 5, 2015
- First Meeting of Steering Committee: Week of May 18 or May 25, 2015

Other Items Related to CCA.

- a. Website – The Alameda County CCA website is online and available for viewing. It includes a program and process description, a list of public meetings related to CCA along with pertinent documentation, and a page for Frequently Asked Questions (FAQ) that should answer most basic questions about CCA formation and function. The website may be found at the web address <http://www.acgov.org/cda/planning/cca/index.htm>.

- b. CCA Logo Survey – Also online is a CCA Logo Survey, to allow interested citizens to rank a set of six potential logos in order to help determine a favorite. The Survey is found at URL <http://www.acgov.org/cda/planning/cca/survey.htm>, and is also linked directly from the webpage. The Survey is tentatively set to continue through April 4, after which rankings will be tallied and announced.
- c. Request for Proposals (RFP) for Technical Consultant – the RFP for a technical consultant to prepare a feasibility study is nearly complete, and Staff intends to issue this RFP by April 1. Although the RFP is to be issued soon, the precise scope of work will be considered by the new Steering Committee, and its input reflected in the scope.
- d. Invitation Letter to Municipalities for Steering Committee Participation – Staff has drafted an Invitation Letter to the various municipalities in the County, requesting their participation in and appointment of members to the Steering Committee, which we are ready to distribute as soon as we receive direction from the T&P Committee to do so.

Attachment: Draft Steering Committee Application

cc: Susan Muranishi, CAO
Each Member, Board of Supervisors



BOARD OF SUPERVISORS

Rm?

SCOTT HAGGERTY
PRESIDENT
SUPERVISOR, FIRST DISTRICT

Date: March 12, 2015
To: Mayors and City Managers, all municipalities in Alameda County
From: Scott Haggerty, President, Alameda County Board of Supervisors
Subject: Community Choice Aggregation (CCA) Program, Steering Committee Formation; Invitation to Appoint Members

Dear Mayors and City Managers:

As you may recall, the Alameda County Board of Supervisors has directed the Community Development Agency (CDA) to determine if a Community Choice Aggregation (CCA) program is feasible for Alameda County. A CCA program would allow for competition in electricity generation services and accelerate investments in clean energy resources and local energy projects. Central to this initiative is the creation of a CCA Steering Committee that will advise the Board on key aspects of the program's development and provide a forum through which key stakeholders and the public can express their views. The Alameda County Board of Supervisors Transportation and Planning (T&P) Committee, at its March 12, 2015 meeting, directed County staff to assemble the Steering Committee to help guide the ongoing process of establishing a CCA program for Alameda County and any municipal jurisdictions within the County who wish to participate.

This letter to your Municipality is an invitation to appoint a member, plus an alternate, to the Committee, such that your jurisdiction may be formally represented on the Committee. The cities have already assisted the CCA process by allowing the County to request electrical load data, and designating Steering Committee membership is the next logical step in the CCA process.

The T&P Committee, based on feedback from earlier meetings, input from stakeholders, and CDA internal discussions, determined that a single steering committee with the composition outlined below would be the most productive, streamlined, and inclusive approach for all concerned. County CDA will prepare all materials for the Committee meetings and will serve as committee staff. The Committee would act in an advisory fashion to the County of Board of Supervisors. It is expected that the Committee would function for a period up to approximately two (2) years, until a possible Joint Powers Agency (JPA) takes over implementation of the CCA Program.

Some of the earliest tasks of the Committee will be to finalize the scope of the CCA technical study, which will be required to size the CCA program and determine its overall feasibility; and also to help refine the goals and objectives of the CCA program going forward for ultimate guidance to the JPA and CCA agency that would be formed to carry the program forward once it is established. As time passes, the Committee will undoubtedly discuss many other matters related to CCA formation.

The single CCA Steering Committee would consist of the following groups:

1. Two to three appointees from each of the five Supervisorial Districts. These appointees will represent both geographical diversity across the county and diversity in stakeholder interests and expertise (see more detail below).

Rvd
2.20.15

2. One representative from each of the County's 14 cities. These participants will be selected by city officials and may or may not be city staff or councilmembers. Whoever is designated will, by proxy, participate on behalf of their jurisdictions and should have decision-making authority. In addition, one representative from the County's unincorporated area, appointed by the Board.
3. A small number of "at large" representatives (three to five) that have either: (a) particular energy expertise (e.g., distributed generation/clean power technology); or (b) county-wide or regional interests (such as major public entities or organizations). Staff recommends that these committee members be appointed by their respective organizations.

This composition would mean the Committee would have a minimum of 26 and maximum of 33 members (we feel it would be difficult for the body to be effective if it is larger than this). For Category 1 described above, the County has adopted a simple application process to fairly solicit and qualify interested participants. For your information, attached is a sample application form for the County Application process, which will be posted on the CDA website, distributed through the County's CCA list serve, and also be made available to a wide array of stakeholders through traditional means.

As mentioned above, it will be important to have a diverse set of interests represented, including end users, labor unions, environmental organizations, civic and business groups, community organizations, social justice groups, etc. Given size limitations intrinsic to any committee of this type, there may be some interested parties who are not formally appointed; however, all meetings will be open to the public, and sub-committees may be formed as appropriate. The Committee will be subject to the Brown Act and will meet on a monthly or bi-monthly basis throughout the CCA formation process.

Proposed Timeline: The County has adopted the following rough timeline for creation of the Committee:

- Application form posted and sent: March 12, 2015
- Application Deadline: ~~March 7, 2015~~ ^{XXXX} APRIL 7, 2015 per Liz McElligott 3/24
- CDA review and preliminary recommendations completed: April 20, 2015
- Board of Supervisors Approval: Week of May 5, 2015
- Notification to Steering Committee Participants: Week of May 5, 2015
- First Meeting of Steering Committee: Week of May 18 or May 25, 2015

If an individual City cannot meet this schedule, the first meeting would still be held at the specified date; however, each City would be welcome to join as its appointments are made.

In conclusion, I request that you provide my office with a letter, on your City's letterhead and under your signature, indicating that your municipality wishes to participate in the Steering Committee and will select a representative to the CCA Steering Committee. There is, of course, no obligation on your part to reply to this letter or to participate in the Committee, but we feel that your participation would help the CCA process to be as comprehensive and inclusive as possible, and would result in the best possible committee process, and ultimately, a CCA program that works effectively for all interested municipalities.

Thank you for your consideration in this matter. If you have any questions or comments, please contact Mr. Bruce Jensen, Senior Planner with the County Community Development Agency, at (510) 670-6527 or at bruce.jensen@acgov.org.

Sincerely,



Scott Haggerty, President
Alameda County Board of Supervisors

DATE: April 7, 2015

TO: Mayor and City Council

FROM: Director of Public Works – Engineering & Transportation

SUBJECT: New Sidewalks FY15 – Laurel Avenue: Approval of Addendum, Award of Contract, and Appropriation of Funds

RECOMMENDATION

That Council adopts the attached resolutions (Attachments I and II):

1. Approving Addendum No. 1, providing minor revisions to the plans and specifications for the New Sidewalks FY15 – Laurel Avenue project;
2. Awarding the contract to Diablo General Engineering in the amount of \$262,607.30; and
3. Appropriating \$15,159 for this project from the Measure B Pedestrian and Bicycle Fund.

BACKGROUND

Staff selected Laurel Avenue for a project to fill in the missing sidewalk in both the City and County’s right-of-way to further the City’s goal of providing safe and continuous pedestrian access to schools. The new sidewalks are in the vicinity of the former Sunset High School, which now contains both Hayward Adult School and Brenkwitz High School. In addition, the City has received requests from the neighborhood for sidewalk improvements at these locations. A location map that depicts the limits of work is attached (Attachment III).

On February 3, 2015, Council approved the plans and specifications for the New Sidewalks FY15 – Laurel Avenue project, called for bids to be received on March 3, 2015, and authorized the City Manager to execute a joint agreement with the County of Alameda for the project.

Addendum No. 1 was issued at the request of the County, to revise the curb drain requirements per County standards for the work within the County’s right-of-way.

DISCUSSION

This project, which is a direct result of on-going City/County collaboration meetings, will span across the City-County boundary and construct new curb, gutter, and sidewalk on approximately 755 feet of Laurel Avenue from Flagg Street to Meekland Avenue; 200 feet of new sidewalk will be constructed in

the City’s right-of-way and 555 feet in the County’s right-of-way. Detectable warning tiles will be retrofitted into existing curb ramps within the County portion, while new curb ramps will be installed at the curb returns within the City’s jurisdiction in order to satisfy the requirements of the Americans with Disabilities Act (ADA). The proposed improvements will add 0.04 mile of new sidewalk to the City’s inventory, which totals 460 miles.

On March 3, 2015, six bids were received. Diablo General Engineering of Concord, submitted the low bid of \$262,607.30, which is 9% above the Engineer’s Estimate of \$240,000. Rosas Brothers Construction of Oakland, submitted the second low bid in the amount of \$273,975, which is 14% above the Engineer’s Estimate. The bids ranged from \$262,607.30 to \$368,554.

All bids documents and licenses are in order. Staff recommends award of contract to the low bidder, Diablo General Engineering, in the amount of \$262,607.30.

This project is categorically exempt under Section 15301(c) of the California Environmental Quality Act Guidelines for the operation, repair, maintenance, or minor alteration of existing facilities.

FISCAL & ECONOMIC IMPACT

The Adopted FY 2015 Capital Improvement Program includes \$300,000 in the Measure B Pedestrian and Bicycle Fund for the New Sidewalks FY15 - Laurel Avenue project. However, an additional appropriation of \$15,159 is needed to complete the project. As referenced in Attachment II, staff recommends Council approve the resolution appropriating \$15,159 from the Measure B Pedestrian and Bicycle Fund to complete this project. The Measure B Pedestrian and Bicycle Fund contains adequate fund balance to accommodate this additional appropriation. The estimated project costs are as follows:

Contract Construction	\$262,607
Design and Administration	27,552
Construction Inspection and Testing	<u>25,000</u>
Total	\$315,159

The County of Alameda will reimburse the City approximately \$215,063 for the County’s share of the project cost. Therefore, adequate funds are available to complete the project.

PUBLIC CONTACT

Staff has sent letters to all of the affected property owners. Because of the temporary inconvenience that is expected to be caused by the sidewalk work, after the construction contract is awarded, staff will post and distribute preliminary notices explaining the project to residents and business along the affected streets. After the construction work has been scheduled, a detailed notice indicating the date and time of work for each street will be distributed to all affected residents and businesses.

COMPLETE STREETS

This project considers all users of the public right-of-way in addition to motorists. The existing accommodations such as sidewalk and street lighting will be maintained. This project will construct new curb ramps, bring existing ramps into compliance with ADA, and restripe existing crosswalks. These measures are consistent with the City's adopted Complete Streets Policy, where consideration is to be given to all users of the street, in addition to vehicular traffic.

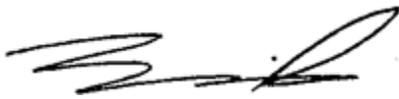
SCHEDULE

Begin Work	May 4, 2015
Complete Work	June 19, 2015

Prepared by: Yaw Owusu, Assistant City Engineer

Recommended by: Morad Fakhrai, Director of Public Works – Engineering & Transportation

Approved by:



Frances David, City Manager

Attachments:

Attachment I:	Resolution – Award of Contract
Attachment II:	Resolution – Appropriation of Funds
Attachment III:	Location Map
Attachment IV:	Bid Summary

HAYWARD CITY COUNCIL

RESOLUTION NO. 15-_____

Introduced by Council Member _____

RESOLUTION APPROVING ADDENDUM NO. 1 FOR THE NEW
SIDEWALKS FY15 – LAUREL AVENUE PROJECT, PROJECT NO. 05269,
AND AWARDING THE CONTRACT TO DIABLO GENERAL
ENGINEERING

WHEREAS, by resolution on February 3, 2015, the City Council approved the plans and specifications for the New Sidewalks FY15 – Laurel Avenue Project, Project No. 05269, called for bids to be received on March 3, 2015, and authorized the City Manager to execute a joint agreement with the County of Alameda for the project; and

WHEREAS, on February 27, 2015, Addendum No. 1 was provided to make revisions to the plans and specifications; and

WHEREAS, on March 3, 2015, six bids were received ranging from \$262,607.30 to \$368,554; Diablo General Engineering, of Concord, California submitted the low bid in the amount of \$262,607.30, which is 9% above the Engineer’s Estimate of \$240,000.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that Diablo General Engineering is hereby awarded the contract for the New Sidewalks FY15 – Laurel Avenue Project, Project No. 05269, in an amount not to exceed \$262,607.30 in accordance with the aforementioned plans and specifications on file in the office of the City Clerk of the City of Hayward at and for the price named and stated in the bid of the hereinabove specified bidder, and all other bids are hereby rejected.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute the contract with Diablo General Engineering, in the name of and for and on behalf of the City of Hayward, in a form to be approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2015

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

HAYWARD CITY COUNCIL

RESOLUTION NO. 15-_____

Introduced by Council Member _____

RESOLUTION AMENDING RESOLUTION 14-098, AS AMENDED, THE BUDGET RESOLUTION FOR CAPITAL IMPROVEMENT PROJECTS FOR FISCAL YEAR 2015, RELATING TO AN APPROPRIATION OF FUNDS FROM THE MEASURE B (PEDESTRIAN AND BICYCLE) FUND (216) TO THE NEW SIDEWALKS FY15 – LAUREL AVENUE PROJECT, PROJECT NO. 05269

BE IT RESOLVED by the City Council of the City of Hayward that Resolution 14-098, as amended, the Budget Resolution for Capital Projects for Fiscal Year 2015, is hereby amended by approving an appropriation of \$15,159 from the Measure B (Pedestrian and Bicycle) Fund (216) to the New Sidewalks FY15 – Laurel Avenue Project, Project No. 05269.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2015

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

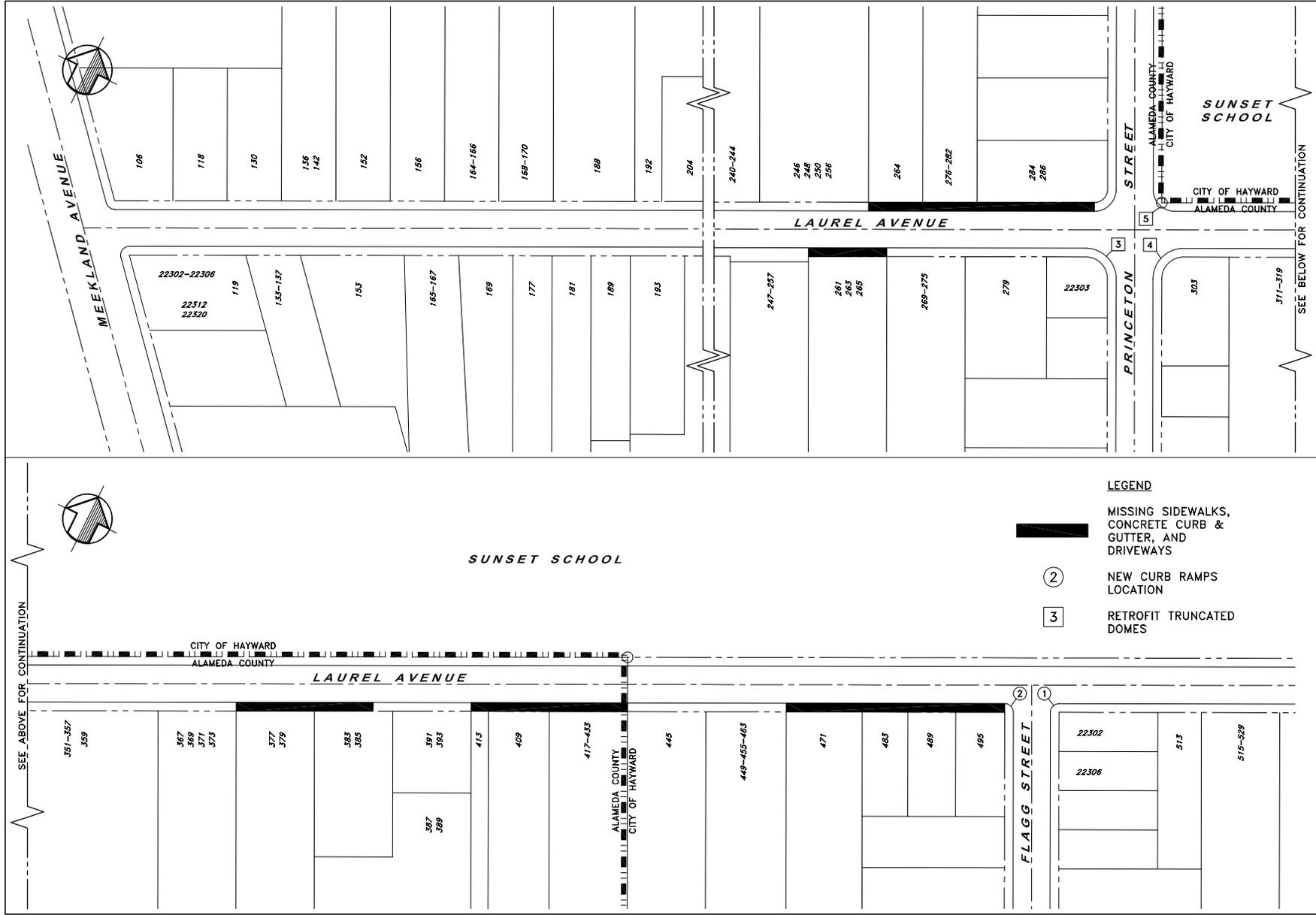
ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward



CITY OF HAYWARD
 CONSTRUCTION OF NEW SIDEWALKS FY15 - LAUREL AVE
 PROJECT NO. 05269
 BIDS OPENED: 3/3/15
 (NUMBER OF BIDS RECEIVED - 6)

BID SUMMARY				ENGINEER'S ESTIMATE		Diablo General Engineering 2179 Kirker Pass Rd Concord, CA 94521 (925) 676-9211 (925) 676-2557 FAX		Rosas Brothers Construction 4731 Coliseum Way Oakland, CA 94601 (510) 534-1077 (510) 534-5077 FAX			
ITEM	ITEM CODE	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
				SCHEDULE A - CITY R/W							
1	10-107	1	LS	MOBILIZATION	3,000.00	3,000.00	2,500.00	2,500.00	2,000.00	2,000.00	
2	10-110	1	LS	TRAFFIC CONTROL	3,000.00	3,000.00	1,000.00	1,000.00	2,000.00	2,000.00	
3	10-113	1	LS	CLEARING AND GRUBBING	1,000.00	1,000.00	400.00	400.00	5,000.00	5,000.00	
4	10-112	49	CY	4(F) 10-1.12B EXCAVATION	75.00	3,675.00	85.00	4,165.00	75.00	3,675.00	
5	10-112	77	CY	5(F) 10-1.12B ROADWAY EXCAVATION	75.00	5,775.00	95.00	7,315.00	75.00	5,775.00	
6	10-123	201	LF	10-1.23A MINOR CONCRETE (CURB & GUTTER)	35.00	7,035.00	29.50	5,929.50	45.00	9,045.00	
7	10-123	647	SF	10-1.23A MINOR CONCRETE (4' SIDEWALK)	9.00	5,823.00	7.50	4,852.50	7.50	4,852.50	
8	10-123	478	SF	10-1.23A MINOR CONCRETE (DRIVEWAY -6" THICK)	12.00	5,736.00	10.00	4,780.00	9.50	4,541.00	
9	10-123	245	SF	10-1.23A MINOR CONCRETE (DRIVEWAY CONFORM - 6" THICK)	12.00	2,940.00	10.00	2,450.00	9.50	2,327.50	
10	10-123	268	SF	10-1.23A MINOR CONCRETE (CURB RAMP WITH DETECTABLE WARNING SURFACE)	15.00	4,020.00	26.00	6,968.00	20.00	5,360.00	
11	10-121	129	TON	HOT MIX ASPHALT	110.00	14,190.00	160.00	20,640.00	145.00	18,705.00	
12	10-112	3	EA	10-1.12C RELOCATE AND/OR ADJUST UTILITY BOX AND COVER TO GRADE	100.00	300.00	475.00	1,425.00	350.00	1,050.00	
13	10-112	1	EA	10-1.12C ADJUST WATER VALVE BOX AND COVER TO GRADE	200.00	200.00	250.00	250.00	500.00	500.00	
14	10-125	355	SF	INSTALL DECOMPOSED GRANITE	3.00	1,065.00	1.75	621.25	7.50	2,662.50	
15	10-117	1	LS	RECYCLING IMPLEMENTATION	1,000.00	1,000.00	500.00	500.00	1,000.00	1,000.00	
16	10-134	1	LS	ADMINISTRATIVE CHANGE ORDERS	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	
				<i>TOTAL SCHEDULE A (BID ITEMS 1-16)</i>				78,796.25		83,493.50	
				SCHEDULE B - COUNTY R/W							
17	10-107	1	LS	COUNTY R/W MOBILIZATION	3,000.00	3,000.00	2,500.00	2,500.00	2,000.00	2,000.00	
18	10-110	1	LS	TRAFFIC CONTROL	5,000.00	5,000.00	4,000.00	4,000.00	2,000.00	2,000.00	
19	10-113	1	LS	CLEARING AND GRUBBING	1,000.00	1,000.00	700.00	700.00	5,000.00	5,000.00	
20	10-112	1	EA	10-1.12B REMOVE AND RELOCATE EXISTING ROADWAY SIGN	200.00	200.00	185.00	185.00	300.00	300.00	
21	10-116	124	CY	21(F) EXCAVATION	75.00	9,300.00	85.00	10,540.00	75.00	9,300.00	
22	10-116	215	CY	22(F) ROADWAY EXCAVATION	75.00	16,125.00	95.00	20,425.00	75.00	16,125.00	

CITY OF HAYWARD
 CONSTRUCTION OF NEW SIDEWALKS FY15 - LAUREL AVE
 PROJECT NO. 05269
 BIDS OPENED: 3/3/15
 (NUMBER OF BIDS RECEIVED - 6)

BID SUMMARY					ENGINEER'S ESTIMATE		Diablo General Engineering 2179 Kirker Pass Rd Concord, CA 94521 (925) 676-9211 (925) 676-2557 FAX		Rosas Brothers Construction 4731 Coliseum Way Oakland, CA 94601 (510) 534-1077 (510) 534-5077 FAX	
ITEM	ITEM CODE	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
23	10-123	557	LF	10-1.23A MINOR CONCRETE (CURB & GUTTER)	35.00	19,495.00	29.50	16,431.50	45.00	25,065.00
24	10-123	1,773	SF	10-1.23A MINOR CONCRETE (4' SIDEWALK)	9.00	15,957.00	7.50	13,297.50	7.50	13,297.50
25	10-123	1,199	SF	10-1.23A MINOR CONCRETE (DRIVEWAY - 6" THICK)	12.00	14,388.00	10.00	11,990.00	9.50	11,390.50
26	10-123	160	SF	10-1.23A MINOR CONCRETE (DRIVEWAY CONFORM-6" THICK)	12.00	1,920.00	10.00	1,600.00	9.50	1,520.00
27	10-123	433	SF	10-1.23A MINOR CONCRETE (CURB RAMP WITH DETECTABLE WARNING SURFACE)	15.00	6,495.00	26.00	11,258.00	20.00	8,660.00
28	10-123	2	EA	10-1.23A RETROFIT EXISTING CURB RAMP WITH DETECTABLE WARNING SURFACE	600.00	1,200.00	1,000.00	2,000.00	600.00	1,200.00
29	10-121	323	TON	HOT MIX ASPHALT	110.00	35,530.00	160.00	51,680.00	145.00	46,835.00
30	10-121	280	SF	ASPHALT CONCRETE CONFORM (DRIVEWAY)	10.00	2,800.00	2.50	700.00	8.00	2,240.00
31	10-112	1	EA	10-1.12C ADJUST MANHOLE FRAM AND COVER TO GRADE	400.00	400.00	875.00	875.00	1,000.00	1,000.00
32	10-125	1,207	SF	INSTALL DECOMPOSED GRANITE	3.00	3,621.00	1.75	2,112.25	7.50	9,052.50
33	10-126	160	LF	3-INCH GALVANIZED PIPE (REVISED)	17.50	2,800.00	32.00	5,120.00	50.00	8,000.00
34	10-127	68	LF	THERMOPLASTIC STRIPE, MARKINGS, AND PAVEMENT MARKERS	15.00	1,020.00	42.60	2,896.80	22.00	1,496.00
35	10-117	1	LS	RECYCLING IMPLEMENTATION	1,000.00	1,000.00	500.00	500.00	1,000.00	1,000.00
36	10-134	1	LS	ADMINISTRATIVE CHANGE ORDERS	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
<i>TOTAL SCHEDULE B (BID ITEMS 17-36)</i>								183,811.05		190,481.50
TOTAL BID (SCHEDULE A + SCHEDULE B)						240,010.00		262,607.30		273,975.00

CITY OF HAYWARD
 CONSTRUCTION OF NEW SIDEWALKS FY15 - LAUREL AVE
 PROJECT NO. 05269
 BIDS OPENED: 3/3/15
 (NUMBER OF BIDS RECEIVED - 6)

BID SUMMARY					ENGINEER'S ESTIMATE		J.J.R. Construction, Inc. 1120 Ninth Avenue San Mateo, CA 94402 (650) 343-6109 (650) 343-6207 FAX		Sposeto Engineering, Inc. 4558 Contractors Place Livermore, CA 94551 (925) 443-4200 (925) 443-6800 FAX	
ITEM	ITEM CODE	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
SCHEDULE A - CITY R/W										
1	10-107	1	LS	MOBILIZATION	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
2	10-110	1	LS	TRAFFIC CONTROL	3,000.00	3,000.00	6,500.00	6,500.00	6,000.00	6,000.00
3	10-113	1	LS	CLEARING AND GRUBBING	1,000.00	1,000.00	3,200.00	3,200.00	1,880.00	1,880.00
4	10-112	49	CY	4(F) 10-1.12B EXCAVATION	75.00	3,675.00	85.00	4,165.00	119.00	5,831.00
5	10-112	77	CY	5(F) 10-1.12B ROADWAY EXCAVATION	75.00	5,775.00	85.00	6,545.00	119.00	9,163.00
6	10-123	201	LF	10-1.23A MINOR CONCRETE (CURB & GUTTER)	35.00	7,035.00	26.75	5,376.75	34.00	6,834.00
7	10-123	647	SF	10-1.23A MINOR CONCRETE (4' SIDEWALK)	9.00	5,823.00	6.80	4,399.60	9.00	5,823.00
8	10-123	478	SF	10-1.23A MINOR CONCRETE (DRIVEWAY -6" THICK)	12.00	5,736.00	10.13	4,842.14	9.60	4,588.80
9	10-123	245	SF	10-1.23A MINOR CONCRETE (DRIVEWAY CONFORM - 6" THICK)	12.00	2,940.00	10.83	2,653.35	9.00	2,205.00
10	10-123	268	SF	10-1.23A MINOR CONCRETE (CURB RAMP WITH DETECTABLE WARNING SURFACE)	15.00	4,020.00	12.84	3,441.12	24.00	6,432.00
11	10-121	129	TON	HOT MIX ASPHALT	110.00	14,190.00	175.00	22,575.00	174.00	22,446.00
12	10-112	3	EA	10-1.12C RELOCATE AND/OR ADJUST UTILITY BOX AND COVER TO GRADE	100.00	300.00	250.00	750.00	70.00	210.00
13	10-112	1	EA	10-1.12C ADJUST WATER VALVE BOX AND COVER TO GRADE	200.00	200.00	200.00	200.00	200.00	200.00
14	10-125	355	SF	INSTALL DECOMPOSED GRANITE	3.00	1,065.00	3.60	1,278.00	6.00	2,130.00
15	10-117	1	LS	RECYCLING IMPLEMENTATION	1,000.00	1,000.00	500.00	500.00	400.00	400.00
16	10-134	1	LS	ADMINISTRATIVE CHANGE ORDERS	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
TOTAL SCHEDULE A (BID ITEMS 1-16)								84,425.96		92,142.80
SCHEDULE B - COUNTY R/W										
17	10-107	1	LS	COUNTY R/W MOBILIZATION	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
18	10-110	1	LS	TRAFFIC CONTROL	5,000.00	5,000.00	13,000.00	13,000.00	7,500.00	7,500.00
19	10-113	1	LS	CLEARING AND GRUBBING	1,000.00	1,000.00	6,800.00	6,800.00	4,000.00	4,000.00
20	10-112	1	EA	10-1.12B REMOVE AND RELOCATE EXISTING ROADWAY SIGN	200.00	200.00	400.00	400.00	300.00	300.00
21	10-116	124	CY	21(F) EXCAVATION	75.00	9,300.00	85.00	10,540.00	119.00	14,756.00
22	10-116	215	CY	22(F) ROADWAY EXCAVATION	75.00	16,125.00	85.00	18,275.00	119.00	25,585.00

CITY OF HAYWARD
 CONSTRUCTION OF NEW SIDEWALKS FY15 - LAUREL AVE
 PROJECT NO. 05269
 BIDS OPENED: 3/3/15
 (NUMBER OF BIDS RECEIVED - 6)

BID SUMMARY					ENGINEER'S ESTIMATE		J.J.R. Construction, Inc. 1120 Ninth Avenue San Mateo, CA 94402 (650) 343-6109 (650) 343-6207 FAX		Sposeto Engineering, Inc. 4558 Contractors Place Livermore, CA 94551 (925) 443-4200 (925) 443-6800 FAX	
ITEM	ITEM CODE	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
23	10-123	557	LF	10-1.23A MINOR CONCRETE (CURB & GUTTER)	35.00	19,495.00	26.75	14,899.75	34.00	18,938.00
24	10-123	1,773	SF	10-1.23A MINOR CONCRETE (4' SIDEWALK)	9.00	15,957.00	6.80	12,056.40	9.00	15,957.00
25	10-123	1,199	SF	10-1.23A MINOR CONCRETE (DRIVEWAY - 6" THICK)	12.00	14,388.00	10.13	12,145.87	9.60	11,510.40
26	10-123	160	SF	10-1.23A MINOR CONCRETE (DRIVEWAY CONFORM-6" THICK)	12.00	1,920.00	10.83	1,732.80	9.00	1,440.00
27	10-123	433	SF	10-1.23A MINOR CONCRETE (CURB RAMP WITH DETECTABLE WARNING SURFACE)	15.00	6,495.00	12.84	5,559.72	24.00	10,392.00
28	10-123	2	EA	10-1.23A RETROFIT EXISTING CURB RAMP WITH DETECTABLE WARNING SURFACE	600.00	1,200.00	875.00	1,750.00	500.00	1,000.00
29	10-121	323	TON	HOT MIX ASPHALT	110.00	35,530.00	175.00	56,525.00	164.00	52,972.00
30	10-121	280	SF	ASPHALT CONCRETE CONFORM (DRIVEWAY)	10.00	2,800.00	12.80	3,584.00	9.00	2,520.00
31	10-112	1	EA	10-1.12C ADJUST MANHOLE FRAM AND COVER TO GRADE	400.00	400.00	1,450.00	1,450.00	900.00	900.00
32	10-125	1,207	SF	INSTALL DECOMPOSED GRANITE	3.00	3,621.00	3.60	4,345.20	6.00	7,242.00
33	10-126	160	LF	3-INCH GALVANIZED PIPE (REVISED)	17.50	2,800.00	25.00	4,000.00	38.00	6,080.00
34	10-127	68	LF	THERMOPLASTIC STRIPE, MARKINGS, AND PAVEMENT MARKERS	15.00	1,020.00	42.31	2,877.08	20.00	1,360.00
35	10-117	1	LS	RECYCLING IMPLEMENTATION	1,000.00	1,000.00	500.00	500.00	400.00	400.00
36	10-134	1	LS	ADMINISTRATIVE CHANGE ORDERS	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
<i>TOTAL SCHEDULE B (BID ITEMS 17-36)</i>								198,440.82		210,852.40
TOTAL BID (SCHEDULE A + SCHEDULE B)						240,010.00		282,866.78		302,995.20

CITY OF HAYWARD
 CONSTRUCTION OF NEW SIDEWALKS FY15 - LAUREL AVE
 PROJECT NO. 05269
 BIDS OPENED: 3/3/15
 (NUMBER OF BIDS RECEIVED - 6)

BID SUMMARY				ENGINEER'S ESTIMATE		FBD Vanguard Construction, Inc. 651 Enterprise Court Livermore, CA 947550 (925) 245-1300 (925) 245-1007 FAX		MPG, Inc. PO Box 8414 Emeryville, CA 94662 (510) 652-5496 (510) 652-5498 FAX			
ITEM	ITEM CODE	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
				SCHEDULE A - CITY R/W							
1	10-107	1	LS	MOBILIZATION	3,000.00	3,000.00	11,000.00	11,000.00	3,000.00	3,000.00	
2	10-110	1	LS	TRAFFIC CONTROL	3,000.00	3,000.00	9,500.00	9,500.00	5,000.00	5,000.00	
3	10-113	1	LS	CLEARING AND GRUBBING	1,000.00	1,000.00	5,500.00	5,500.00	4,000.00	4,000.00	
4	10-112	49	CY	4(F) 10-1.12B EXCAVATION	75.00	3,675.00	195.00	9,555.00	60.00	2,940.00	
5	10-112	77	CY	5(F) 10-1.12B ROADWAY EXCAVATION	75.00	5,775.00	101.00	7,777.00	70.00	5,390.00	
6	10-123	201	LF	10-1.23A MINOR CONCRETE (CURB & GUTTER)	35.00	7,035.00	30.00	6,030.00	22.00	4,422.00	
7	10-123	647	SF	10-1.23A MINOR CONCRETE (4' SIDEWALK)	9.00	5,823.00	7.00	4,529.00	14.00	9,058.00	
8	10-123	478	SF	10-1.23A MINOR CONCRETE (DRIVEWAY -6" THICK)	12.00	5,736.00	8.00	3,824.00	17.00	8,126.00	
9	10-123	245	SF	10-1.23A MINOR CONCRETE (DRIVEWAY CONFORM - 6" THICK)	12.00	2,940.00	8.00	1,960.00	17.00	4,165.00	
10	10-123	268	SF	10-1.23A MINOR CONCRETE (CURB RAMP WITH DETECTABLE WARNING SURFACE)	15.00	4,020.00	15.00	4,020.00	26.00	6,968.00	
11	10-121	129	TON	HOT MIX ASPHALT	110.00	14,190.00	193.00	24,897.00	248.00	31,992.00	
12	10-112	3	EA	10-1.12C RELOCATE AND/OR ADJUST UTILITY BOX AND COVER TO GRADE	100.00	300.00	235.00	705.00	550.00	1,650.00	
13	10-112	1	EA	10-1.12C ADJUST WATER VALVE BOX AND COVER TO GRADE	200.00	200.00	235.00	235.00	290.00	290.00	
14	10-125	355	SF	INSTALL DECOMPOSED GRANITE	3.00	1,065.00	6.30	2,236.50	20.00	7,100.00	
15	10-117	1	LS	RECYCLING IMPLEMENTATION	1,000.00	1,000.00	700.00	700.00	5,000.00	5,000.00	
16	10-134	1	LS	ADMINISTRATIVE CHANGE ORDERS	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	
				TOTAL SCHEDULE A (BID ITEMS 1-16)				107,468.50	114,101.00		
				SCHEDULE B - COUNTY R/W							
17	10-107	1	LS	COUNTY R/W MOBILIZATION	3,000.00	3,000.00	13,000.00	13,000.00	3,000.00	3,000.00	
18	10-110	1	LS	TRAFFIC CONTROL	5,000.00	5,000.00	10,500.00	10,500.00	5,000.00	5,000.00	
19	10-113	1	LS	CLEARING AND GRUBBING	1,000.00	1,000.00	7,500.00	7,500.00	4,000.00	4,000.00	
20	10-112	1	EA	10-1.12B REMOVE AND RELOCATE EXISTING ROADWAY SIGN	200.00	200.00	400.00	400.00	500.00	500.00	
21	10-116	124	CY	21(F) EXCAVATION	75.00	9,300.00	195.00	24,180.00	60.00	7,440.00	
22	10-116	215	CY	22(F) ROADWAY EXCAVATION	75.00	16,125.00	101.00	21,715.00	70.00	15,050.00	

CITY OF HAYWARD
 CONSTRUCTION OF NEW SIDEWALKS FY15 - LAUREL AVE
 PROJECT NO. 05269
 BIDS OPENED: 3/3/15
 (NUMBER OF BIDS RECEIVED - 6)

BID SUMMARY					ENGINEER'S ESTIMATE		FBD Vanguard Construction, Inc. 651 Enterprise Court Livermore, CA 947550 (925) 245-1300 (925) 245-1007 FAX		MPG, Inc. PO Box 8414 Emeryville, CA 94662 (510) 652-5496 (510) 652-5498 FAX	
ITEM	ITEM CODE	QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
23	10-123	557	LF	10-1.23A MINOR CONCRETE (CURB & GUTTER)	35.00	19,495.00	30.00	16,710.00	22.00	12,254.00
24	10-123	1,773	SF	10-1.23A MINOR CONCRETE (4' SIDEWALK)	9.00	15,957.00	7.00	12,411.00	14.00	24,822.00
25	10-123	1,199	SF	10-1.23A MINOR CONCRETE (DRIVEWAY - 6" THICK)	12.00	14,388.00	8.00	9,592.00	17.00	20,383.00
26	10-123	160	SF	10-1.23A MINOR CONCRETE (DRIVEWAY CONFORM-6" THICK)	12.00	1,920.00	8.00	1,280.00	17.00	2,720.00
27	10-123	433	SF	10-1.23A MINOR CONCRETE (CURB RAMP WITH DETECTABLE WARNING SURFACE)	15.00	6,495.00	15.00	6,495.00	26.00	11,258.00
28	10-123	2	EA	10-1.23A RETROFIT EXISTING CURB RAMP WITH DETECTABLE WARNING SURFACE	600.00	1,200.00	1,090.00	2,180.00	800.00	1,600.00
29	10-121	323	TON	HOT MIX ASPHALT	110.00	35,530.00	193.00	62,339.00	248.00	80,104.00
30	10-121	280	SF	ASPHALT CONCRETE CONFORM (DRIVEWAY)	10.00	2,800.00	30.00	8,400.00	10.00	2,800.00
31	10-112	1	EA	10-1.12C ADJUST MANHOLE FRAM AND COVER TO GRADE	400.00	400.00	995.00	995.00	850.00	850.00
32	10-125	1,207	SF	INSTALL DECOMPOSED GRANITE	3.00	3,621.00	6.30	7,604.10	20.00	24,140.00
33	10-126	160	LF	3-INCH GALVANIZED PIPE (REVISED)	17.50	2,800.00	23.00	3,680.00	40.00	6,400.00
34	10-127	68	LF	THERMOPLASTIC STRIPE, MARKINGS, AND PAVEMENT MARKERS	15.00	1,020.00	16.50	1,122.00	24.00	1,632.00
35	10-117	1	LS	RECYCLING IMPLEMENTATION	1,000.00	1,000.00	700.00	700.00	5,500.00	5,500.00
36	10-134	1	LS	ADMINISTRATIVE CHANGE ORDERS	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
<i>TOTAL SCHEDULE B (BID ITEMS 17-36)</i>								235,803.10		254,453.00
TOTAL BID (SCHEDULE A + SCHEDULE B)						240,010.00		343,271.60		368,554.00

DATE: April 7, 2015
TO: Mayor and City Council
FROM: City Clerk
SUBJECT: Revisions to the Council Member Handbook

RECOMMENDATION

That the City Council adopts the attached resolution (**Attachment I**) accepting the updates, additions, and revisions to the Council Member Handbook.

BACKGROUND

The Council Member Handbook is periodically updated to include general information and Council procedures for the facilitation of its proceedings.

The proposed amendments include revisions to the following sections of the Council Member Handbook:

1. City Council: Harassment and Retaliation Policy
2. City Council : Council Office Budget and Expenditure Guidelines
3. Agenda
4. Council Committees
5. Boards and Commissions (Council's Appointed Officials Handbook)

1. City Council: Harassment and Retaliation Policy

On November 18, 2014, the City Council unanimously approved a Policy in Support of a Harassment-Free, Discrimination-Free, and Retaliation-Free Workplace , which further updated the harassment and retaliation policy to reflect changes to the California Fair Employment and Housing Act, clarified the provisions prohibiting discrimination, and authorized its application to the Council's appointed bodies. The policy is presented as **Attachment II** and is proposed to be incorporated into the Council Member Handbook, under the City Council section.

2. City Council: Council Office Budget and Expenditure Guidelines

The City Council, on an annual basis and as part of the budget, receives an appropriation for expenses for the execution of its duties. There have not been formal policies related to the use of the funds. The Council Appointed Officers Committee and staff reviewed policies of other cities

and directed staff to present recommendations to the Ad Hoc Committee for its consideration. The Ad Hoc Committee, at its meeting on March 13, 2015, accepted staff's recommendation and directed staff to consider adding the amount that is allocated for expenses as a line item in the budget document or to add the information into the staff report recommending adoption of the City Budget. The Council Office Budget and Expenditure Guidelines and a copy of the [Employee Expense Reimbursement Policy](#), which is referred to in the Guidelines, are included as **Attachment III** and will be incorporated into the Council Member Handbook, under the City Council section.

3. Agenda

On September 23, 2014, the City Council agenda was updated to include two new items: Information Items and City Manager's Comments.

The "Information Items" section was added to present information to Council and the public in the form of a transparent, written report, which does not ask for any Council action. The public can comment on "Information Items" during the Public Comments section. If the Council wishes to discuss or take action on any "Information Items", the Council will direct staff to bring the item forward on a future Council agenda as an action item.

The "City Manager's Comments" section provides an opportunity for the City Manager to verbally report on upcoming activities, events, or other items of interest or concern to the Council and the public.

4. Council Committees and Boards and Commissions (Council's Appointed Officials Handbook)

On July 29, 2015, an Ad Hoc Committee, comprising Mayor Halliday, Council Member Mendall, and Council Member Lammin, was formed for the purpose of reviewing the following: reappointment of existing members of the Council's appointed bodies; attendance, training requirements, and performance of existing members; term limits for Keep Hayward Clean and Green Task Force members; potential conflict of interest for Community Services Commission and Council Economic Development Committee applicants; composition of the Council Airport Committee; and a possible Arts, Culture and Film Commission.

The Ad Hoc Committee met on October 20, 2014, November 5, 2014 and March 13, 2015 to address the items that caused the formation of the committee and also discussed new items that were identified related to Council Office Budget Guidelines and the application of the Brown Act to Council Committees.

The Ad Hoc Committee reached consensus on the following items which are proposed to be incorporated into the Council's Appointed Officials Handbook.

Re-appointment of existing members of the Council's appointed bodies: It was the consensus of the Ad Hoc Committee to not interview eligible members seeking re-appointment. The Council will only interview existing members seeking re-appointment who have failed to meet the required performance criteria. The performance criteria consist of: attending no less than seventy-five percent of all regular meetings held; complying with training and statutory requirements; being an active and focused participant; being prepared for meetings, e.g., reading the packet; and overall

effectiveness as a member. The Council /Staff Liaison, in concert with the Chair, will provide performance data to the City Clerk, who in turn will forward it to the Council as part of the re-appointment process at the same time applications for new candidates are received. Current members, identified as necessitating an interview, would be invited to interview with the City Council at a special meeting preceding the interviews for prospective members.

Term Limits for Members of the Keep Hayward Clean and Green Task Force (Task Force): It was recommended that term limits be removed for members of the Task Force. Staff noted that the City Attorney took a closer look at the legislative history of the Task Force, starting with a proposal in 2006 to establish a large crew of workers, organizers, and policymakers for the purpose of improving the appearance of the community and acting as a motivating catalyst for a community-wide approach to graffiti and litter abatement.

In April 2008, the City Attorney and City Clerk advised the Council of the constraints of City Charter Sec. 900 et seq., indicating the Task Force appeared to be a board, commission, or committee as contemplated in the charter. The City Attorney recently reviewed the 2008 analysis and concluded the Task Force is not a board, commission, or committee as contemplated by the charter. Rather, it is narrowly focused on improving the quality of life in the many diverse neighborhoods in the City through Saturday and other clean-up activities. The Task Force is not delegated with legal or jurisdictional responsibilities as are other boards, commissions, or committees created by the Council. Therefore, it was concluded that Task Force members are not and need not be term-limited as is the case with other Council appointed bodies.

Statement of Economic Interests (Form 700): The Ad Hoc Committee recommended eliminating the requirement to complete the Form 700 for members of the Keep Hayward Clean and Green Task Force (Task Force) and consider eliminating the requirement for other Council's appointed bodies as well. During the update of the City's Conflict-of-Interest Code on December 16, 2014, the Council unanimously approved eliminating the requirement of filing the Form 700 for members of the Task Force and the Council Sustainability Committee. The Council concluded that members of the Task Force do not make or participate in the making of governmental decisions that may have a foreseeable material effect on their member's financial interest. Furthermore, members of the Council Sustainability Committee who serve as Council Members and Planning Commissioners already file a Form 700 and therefore would not be required to file as members of the Council Sustainability Committee.

Council Standing Committees: The Committee recommended limiting the composition of the Council Sustainability Committee (CSC) to only three elected Council Members. Currently, it is comprised of three Council Members, three Planning Commissioners, and a representative of the Keep Hayward Clean and Green Task Force. Staff noted that in the current Council Standing Committee format, Committees do an excellent job soliciting and getting public input and public members have an opportunity to speak before Committees on a wide range of topics. Council and Committees have the ability to reach out to subject-matter experts and community interest groups and staff is always expected to reach out to stakeholders throughout the policy development process. There is not a clear nexus between the Planning Commission or the Keep Hayward Clean and Green Task Force and the topics considered by the CSC. In addition, involving commissioners in the deliberations of the CSC may change the decision-making balance intended by the two separate legal bodies – Council and Planning Commission.

Consistent with this approach, the Ad Hoc Committee also agreed to not add public members to the Council Airport Committee because of possible conflicts of interest. Staff recommended applying the same policy to the Council Economic Development Committee, noting that conflict of interest and self-promotion have been evident in the past among public members. After due consideration and discussion, the Committee decided not to recommend this change at this time. The Chair of each Council Standing Committee, starting in September 2015, is strongly encouraged to use his/her discretion to encourage public comment or interactive discussion to ensure that the viewpoints of various stakeholders are taken into account.

The Committee had consensus on amending the Council Standing Committee agenda template to include a section called “Old Business” where a list of pending items could be shown. **Attachment IV** is a copy of the proposed Council Standing Committee Agenda Template.

Possible Creation of an Arts, Culture, and Film Commission: With Mayor Halliday dissenting, the Committee recommended not to create an Arts, Culture and Film Commission at this time due to lack of organizational resources. The Committee noted that active promotion of film, art, and culture was not a current Council priority. The Committee was amenable to have a film policy reviewed and considered by the Council Economic Development Committee in the future.

Application of the Brown Act to Council Committees: At the request of the Ad Hoc Committee, the City Attorney provided a memorandum to clarify the application of the Brown Act to the Council’s standing and ad hoc committees. A copy of the memorandum can be accessed at the following link: http://www.hayward-ca.gov/blogdocs/cityclerk/2015/SKMBT_C65215032308330.pdf

The Boards and Commissions section of the Council Member Handbook (also referred to as the Council’s Appointed Officials Handbook) has been updated to reflect recommendations provided by the Ad Hoc Committee and to include language clarification and syntax changes, which are all reflected in **Attachment VI**.

PUBLIC CONTACT

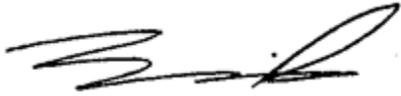
Members of all the Council’s appointed bodies were notified of the proposed changes to the Council Member Handbook related to the Boards and Commissions section. Additionally, staff liaisons and respective chairs of the appointed bodies were also informed of the meeting.

NEXT STEPS

Upon adoption, a final copy of the Council Member Handbook will be provided to the Mayor and Council Members and will be posted on the City’s website. A final copy of the Council’s Appointed Officials Handbook (Boards and Commissions section) will be provided to members of the Council’s appointed bodies and posted on the City’s website.

Prepared and Recommended by: Miriam Lens, City Clerk

Approved by:



Fran David, City Manager

Attachments:

- Attachment I Resolution Accepting the Additions and Revisions to the Council Member Handbook
- Attachment II City Council: Harassment and Retaliation Policy
- Attachment III City Council: Council Office Budget and Expenditure Guidelines
- Attachment IV Council Standing Committee Agenda Template
- Attachment V **Current Council Member Handbook** (Hyperlink)
http://www.hayward-ca.gov/CITY-GOVERNMENT/documents/City_Council_Handbook.pdf
- Attachment VI Revised Council Member Handbook including proposed changes (Hyperlink)
http://www.hayward-ca.gov/blogdocs/cityclerk/2015/Council_Handbook_Redlined-040715.pdf

Revised Council's Appointed Officials Handbook (Hyperlink)
http://www.hayward-ca.gov/blogdocs/cityclerk/2015/Final_Handbook-040715.pdf

HAYWARD CITY COUNCIL

RESOLUTION NO. 15-

Introduced by Council Member _____

RESOLUTION ACCEPTING THE ADDITIONS AND REVISIONS TO THE COUNCIL MEMBER HANDBOOK

BE IT RESOLVED, that the City Council of the City of Hayward hereby accepts the additions and revisions to the Council Member Handbook.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2015

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

POLICY IN SUPPORT OF A HARASSMENT-FREE, DISCRIMINATION-FREE, AND RETALIATION-FREE WORKPLACE

The Hayward City Council is committed to prohibiting all forms of harassment and discrimination in the workplace that are based upon protected classifications as defined in this policy. In addition, the City Council prohibits retaliation against those who complain of harassment or discrimination. This policy applies to all City Council Members as well as to all Appointees.

Any City Council Member found to be in violation of this policy may be subject to censure by the City Council. Any Appointee found to be in violation of this policy may be subject to dismissal from his/her appointment.

I. Definitions.

- A. Appointee. This refers to any individual appointed as a member of one or more of the City’s various boards, commissions, committees and task forces or any City official directly appointed by the City Council (i.e., the City Manager, the City Attorney, or the City Clerk).
- B. Protected Classifications. This policy prohibits harassment or discrimination because of an individual’s actual or perceived protected classification. “Protected classification” includes sex (including gender, gender identity, gender expression, pregnancy, childbirth, and breastfeeding), race, religious creed, color, national origin, ancestry physical or mental disability, medical condition, marital status, age, military and veteran status, genetic information, orsexual orientation (including heterosexuality, homosexuality, and bisexuality).
- B. Policy Coverage. This policy prohibits City Council Members and Appointees from harassing or discriminating against applicants, officers, officials, employees, volunteers, persons providing services to the City pursuant to a contract, or clients because of: (1) an individual’s protected classification; (2) the perception that an individual has a protected classification; or (3) the individual associates with a person who has or is perceived to have a protected classification.
- C. Discrimination. This policy prohibits treating an individual differently because of the individual’s protected classification.
- D. Harassment. Depending upon the circumstances, a single act of harassment, as defined below, can violate this policy.
 - 1. Verbal Harassment: Includes, but is not limited to, epithets, jokes, comments or slurs that identify a person on the basis of his or her protected classification, intimate or other nicknames, and comments on

appearance or stories that tend to disparage those with a protected classification.

2. Visual Forms of Harassment: Includes, but is not limited to, gestures, posters, notices, bulletins, cartoons, emails, photography, or drawings that tend to disparage those with a protected classification.
3. Physical Harassment: Includes, but is not limited to, the following conduct taken because of an individual's protected classification: assault, impeding or blocking movement, physically interfering with normal work or movement, pinching, grabbing, patting, propositioning, leering, making express or implied job threats or promises in return for submission of physical acts, mimicking, stalking or taunting.
4. Sexual Harassment: Is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature which occurs under any one of four circumstances:
 - a. Submission is made either explicitly or implicitly a term or condition of employment, or of a contractual business relationship with the City.
 - b. Submission or rejection by an individual is used as a basis for employment decisions affecting that individual.
 - c. Such conduct has the potential to affect an employee's work performance negatively and/or to create an intimidating, hostile, or otherwise offensive working environment.
 - d. Submission or rejection by a client or vendor is used as a basis for making a business decision by the employee or creates an intimidating, hostile, or otherwise offensive working environment.

E. Guidelines for Identifying Harassment.

1. Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification and which is taken because of the recipient's protected classification.
2. It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.

3. Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small isolated incidents might be tolerated up to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.
 4. Even visual, verbal, and/or physical conduct between two Council Members or two Appointees who appear to welcome it can constitute harassment of a third applicant, officer, official, employee, contractor or appointee who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
 5. Conduct can constitute harassment in violation of this policy even if the individual engaging in the conduct has no intention to harass. Even well-intentioned conduct can violate this policy if the conduct is directed at or implicates a protected classification, and if an individual of the recipient's same protected classification would find it offensive (e.g., gifts, over-attention, endearing nicknames).
 6. The conduct of an individual other than a City Council Member or an Appointee, with respect to harassment of employees, applicants or persons providing services pursuant to a contract in the workplace, may violate this policy if the City, or its agents or supervisors, knows or should have known of the conduct and fails to take immediate and appropriate corrective action.
 7. A single act can violate this policy and provide grounds for appropriate sanctions. Therefore, if in doubt as to whether any particular conduct may violate this policy, do not engage in the conduct and seek guidance from the City Manager's Office or the City's Human Resources Department.
- F. Retaliation. Any adverse conduct taken against an individual by a City Council member or Appointee because the individual has reported harassment or discrimination, or has participated in the Complaint Procedure described below, is prohibited. "Adverse conduct" includes taking sides because an individual has reported harassment or discrimination, spreading rumors about a complainant, shunning and avoiding an individual who reports harassment or discrimination, or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. Any individual who makes a good faith report about harassment or discrimination, who associates with an individual who is involved in reporting harassment or discrimination, or who participates in the complaint and investigation procedure is protected from retaliation.

- II. Complaint Procedure. An individual who believes he or she has been harassed, discriminated against, or retaliated against by a City Council Member or Appointee in violation of this policy should report the conduct immediately and according to the following procedure so that the complaint can be resolved quickly and fairly. The City Council encourages prompt reporting of harassment, discrimination, or retaliation so that an investigation can be commenced and if necessary immediate and effective remedial action taken to stop such conduct.
 - A. Reporting to the Mayor. An individual who believes he or she has been harassed, discriminated against, or retaliated against by a City Council Member or Appointee, should immediately report the conduct orally or in writing to the Mayor; in the event of a complaint against the Mayor, such conduct should be reported to the Mayor Pro Tempore.
 - B. Confidentiality. The City Council recognizes that confidentiality is important to all parties involved in a harassment, discrimination, and/or retaliation investigation. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible.
 - C. Duty to Maintain Confidentiality of Interview. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except for discussing it with his/her representative. Any individual who discusses the content of an investigative interview in breach of this duty will be subject to appropriate remedial action, including censure and/or removal from appointment.
- III. Response to Complaint.
 - A. Interim Relief. Upon receipt of a harassment, discrimination, or retaliation complaint, the Mayor (or if the complaint is against the Mayor then the Mayor Pro Tempore), with the assistance of the City Manager, may take immediate and appropriate remedial action to stop the conduct at issue and/or to diffuse any volatile circumstances associated with the conduct.
 - B. Investigation.
 - 1. Complaint Against a City Council Member or the Mayor: Under this policy, the City Council designates the Mayor to be the investigator of a harassment, discrimination, and/or retaliation complaint against a City Council Member; in the event of a complaint against the Mayor, the Mayor Pro Tempore is the person so designated. The Mayor, at his/her discretion and with the assistance of the City Manager, may retain an experienced private attorney, consultant, investigator or other specialist who is not an official or employee of the City to conduct the investigation. The investigation shall be commenced as soon

as practicable, and the specialist shall be responsible for completing a report on his/her investigation, to include findings. The investigation will normally include interviews of the reporting individual, the accused and any other individuals who are believed to have relevant knowledge concerning the allegations. The investigator will remind all witnesses to maintain the confidentiality of the content of their interviews and admonish them that retaliation against those who report alleged harassment or discrimination or who participate in the complaint procedure is prohibited. The investigation shall also include, but not be limited to, the retrieval and review of documents or evidence such as work schedules, letters, computer records, telephone messages, personnel files, gifts or cards.

2. **Complaint Against an Appointee:** Upon receipt of a complaint against an Appointee, the Mayor shall refer the complaint to the City Manager for investigation. The City Manager shall have the discretion to use city staff or an outside investigator to conduct the investigation. Such investigation shall be conducted consistent with the guidelines set forth in Section III(B)(1) above.
- C. **Investigation of Unreported Potential Violations.** The City Council takes a proactive approach to the problem of harassment, discrimination, and retaliation, and the Mayor (or the Mayor Pro Tempore) will initiate an investigation consistent with this policy if he/she becomes aware that harassment, discrimination, or retaliation may be occurring, regardless of whether the recipient or a third party reports a potential violation.
- D. **Action.**
1. **City Council Member or Mayor:** If the specialist's report concludes that harassment, discrimination, or retaliation in violation of the City Council policy prohibiting harassment, discrimination, and retaliation has occurred, the Mayor (or Mayor Pro Tempore) shall present the report to the City Council for further action, if any, consistent with its legal obligations. Such action for a City Council Member may include, but not be limited to, censure.
 2. **Appointee:** Upon completion of his/her report, the City Manager shall forward it and a recommendation to the Mayor and the City Council. Possible action for an Appointee includes, but is not limited to, dismissal from his/her appointment.
- E. **Option to Report to Outside Administrative Agencies.** Individuals also have the option to report harassment, discrimination, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These governmental agencies offer legal

remedies and a complaint process. The nearest DFEH and EEOC offices are listed in the government section of the telephone book .

- F. This policy is not to be construed nor is it intended to prohibit mutually welcome, social relationships freely entered into between people and which have no impact on the workplace.

IV. Individual Responsibilities.

- A. Individual City Council Member or Appointee. A City Council Member or an Appointee is required to:

1. Conduct him or herself consistently with the anti-harassment, anti-discrimination, and anti-retaliation policy as set forth herein; and
2. Report any act which he or she believes in good faith constitutes harassment, discrimination, or retaliation, as defined herein, to the Mayor (or the Mayor Pro Tempore); and
3. Maintain the confidentiality of any investigation conducted pursuant to this policy by not disclosing the substance of any investigatory interview, except for discussing it with his or her representative; and
4. Cooperate fully with such investigation into alleged violations of this policy by responding fully and truthfully to all questions posed during the investigation; and
5. Be familiar with this policy and modeling behavior that is consistent with it; and
6. Report any potential violations of this policy of which he or she becomes aware.

COUNCIL OFFICE BUDGET AND EXPENDITURE GUIDELINES

The City Council adopts an annual City budget for all services. The Council holds budget work sessions in May and June, which are open to the public. The draft budget is also scheduled for a public hearing in June at a City Council meeting, and adopted at the following City Council meeting.

As part of the annual budget adoption, the City Council may appropriate budgets for each Councilmember and the Mayor to utilize in the execution of the duties of their respective offices. The use of these funds must always be in compliance with the City's purchasing policies, the Employee Expense Reimbursement Policy, and other applicable City policies and procedures. In addition, the Council has established the following additional policies to govern the use of these funds:

- 1) Councilmembers and the Mayor can be reimbursed for actual and necessary expenses incurred in the performance of official duties, subject to budget, applicable laws, ethical standards, and procedures established by Council. An expense will not be reimbursable if it is paid for or reimbursed by another entity or person.
- 2) Expenses may be incurred for the following activities:
 - a) Attending educational seminars or seminars designed to improve elected officials' skill and/or information level;
 - b) Purchase of books or educational materials that will be returned to the City at the end of the term of office;
 - c) Participating in regional, state, and national organizations whose activities affect the City's interests or where the Councilmember serves as the appointed voting delegate (or alternate) or where the Councilmember serves on a Committee or is asked to share the City's expertise;
 - d) Attending City-sponsored events or functions where payment shall be made for the Councilmember only to participate;
 - e) Communicating with representatives of regional, state and national government on City-adopted policy positions when such trips have been preapproved and authorized by the whole Council; and
 - f) Other expenses approved by the City Council in advance of their incurrence.
- 3) Reimbursable expenses may include (and in compliance with the City's Employee Expense Reimbursement Policy): registration fees; transportation; lodging; meals (excluding alcohol); and long distance phone calls/internet connectivity (used for City business).



CITY OF HAYWARD
ADMINISTRATIVE RULE

A.R. NUMBER
2.51

SUBJECT: EMPLOYEE EXPENSE REIMBURSEMENT POLICY

I. POLICY: The purpose for this Administrative Regulation is to establish and define authorized travel, employee expenses and food purchases associated with conducting City of Hayward (City) business, including meetings; and to specify procedures related to travel expenditures for City employees. The types of expenses discussed in this policy include qualifying compensation, mileage, transportation, lodging, meals, and other related costs incurred during attendance at or hosting of conferences, meetings, trainings, and other City business.

Expenses related to the following will be considered travel expenses and subject to reimbursement:

- Conducting City business while attending a City approved conference, training seminar, City activity or business meeting.
- Hosting an approved City activity or meeting.

The City recognizes the constructive value of professional conferences, seminars, meetings, and training. Funds allocated for the cost of attending such professional trainings and the related travel, when known, shall be submitted as part of the annual budget process. Requests for travel beyond departmental budget authority must be approved by the City Manager or designee.

A. APPLICATION

This City policy (unless otherwise designated) applies to all City employees, Council Appointed Officers and elected officials.

B. GENERAL STANDARDS & PRINCIPLES

This policy shall entrust that employees of the City shall exercise good judgment when requesting, arranging and attending City-related business travel. The fundamental principles which should be observed when travel and meeting costs are incurred on behalf of the City are:

- ✓ To ensure that costs incurred are necessary and reasonable
- ✓ To ensure that costs incurred are the minimum necessary as applicable to the training type and location
- ✓ To ensure that costs incurred are for the benefit of the City
- ✓ To ensure that City employees properly account for expenses

- ✓ To ensure that the utilization of City-related travel is executed in a professional and responsible manner
- ✓ To assure the quality of recordkeeping
- ✓ To observe City purchasing and procurement standards

Personal and City travel must not be co-mingled in such a manner as to increase allowable expense, whether the cost to the City is in dollars or lost time, or if it will harm or adversely affect the City's interests in any way. Personal travel costs are not to be reimbursed by the City.

This policy is not intended to address every issue, exception, or contingency which may arise in the course of travel. Accordingly, the general standard that should always prevail is the exercise of good judgment in the use and stewardship of City resources. In addition, employees representing the City during travel or at professional conferences or training should act with the utmost professionalism at all times.

II. PROCEDURE:

City employees who requesting release time and/or reimbursement for expenses should file a Travel Request Form with their Supervisor as far in advance as reasonably possible to allow for adequate time to process the request. If available, the request should include a copy of an agenda/brochure for the trip or conference. The Supervisor will insure that adequate staffing is available during the employee's absence. All requests must be approved by the Department Director or designee before expenses are incurred. Once approved, a copy of the Travel Request Form will be returned to the requestor. At the conclusion of travel/conference, the employee must forward the same form, accompanied by original itemized receipts as required to Accounts Payable within one month of completion of travel/conference for processing of the reimbursement request.

Department Directors shall submit travel requests for their own travel to the City Manager for out of state travel or if travel exceeds a total cost of \$1,000. Separately, it is expected that Department Directors communicate all travel-related plans with the City Manager.

Council Appointed Officers and elected officials do not need to submit travel requests for approval. However, these individuals will be subject to annual reporting requirements regarding travel. Reimbursement requests will be reviewed and approved by the Assistant City Manager and the Director of Finance.

A. REIMBURSEMENT

Valid proof of payment must accompany ALL non-Per Diem reimbursement requests at all times (Per Diem only applies to meals). Reimbursement will not be provided if proof is not furnished. ITEMIZED ORIGINAL receipts from sales transactions must be attached at all times. Missing proof of payment will require a memo and endorsement of the Department Director explaining the official business purpose of the reimbursement request and the reason for lack of itemized receipts. Habitually missing receipts may result in non-reimbursement.

B. TRANSPORTATION*Air Travel*

1. **Reservations and Tickets.** Employees are encouraged to make reservations far enough in advance to take full advantage of discount opportunities. Allowable costs for air travel shall be calculated by using the shortest and most direct route. No air travel shall be first class. The City will not reimburse for Early Check-in privileges, or other similar "extras," e.g. priority boarding, economy class upgrades, etc.
2. **Baggage Fees.** Fees for checking the first 2 pieces of baggage will be fully reimbursed provided it is directly related to City business. Baggage for sports equipment is not reimbursable.
3. **Flight Changes.** Charges resulting from changed or missed flights that are a direct result of City business will be reimbursed. However, charges for changed or missed flights as a result of the actions of the employee will not be reimbursed.

Ground Transportation

1. **Private Automobile.** Business use of an employee's private automobile will be reimbursed at the current rate established by Finance Department (based on the federal mileage reimbursement rate) plus any out of pocket expenses for tolls and parking. Mileage will be calculated by using the shortest route (employee's work or home address) of the starting and ending point during the employee's regular working days. Mileage related to travel that is part of an employee's regular commute will not be reimbursed.
 - a. If an employee wishes to travel by personal vehicle rather than by air, when it would be less expensive to travel by air, the maximum allowance for mileage reimbursement will be the less expensive of the two forms of transportation.
2. **Rental Car.** Employees are authorized to rent cars only in conjunction with air travel when cost, convenience and the specific situation require their use. Vehicle rental should be limited to a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more City employees are traveling together. Fuel for rental cars will be fully reimbursed. Upgrades to larger or luxury vehicles will not be reimbursed.
3. **Public Transportation.** Taxis or shuttle buses should be considered when traveling in and around cities or to and from airports. The City will reimburse the actual fare plus reasonable tip (up to 20%).
4. **City-Owned Vehicle.** There shall be no allowance or reimbursement for transportation when a City-owned vehicle is used. However, any out-of-pocket expenses incurred in operating the vehicle shall be reimbursed. All original receipts, including those acquired from the use of City issued credit card, must be submitted upon return, charged to the proper department and included with the Travel Request form.

5. Car Allowance. Employees receiving car allowances will not receive any additional mileage/travel reimbursement for travel within the local vicinity. Local vicinity is defined as Hayward and its neighboring cities within Alameda County or within a 50 mile radius from Hayward as determined by www.mapquest.com or equivalent.

C. LODGING

1. In general, the City will not pay or reimburse for hotel expenses incurred in the local vicinity (i.e. within a 50 mile radius of the City or residence as determined by www.mapquest.com or equivalent). However, the department director may approve such payments if scheduled conference/meeting/training functions are compacted; meaning scheduled event begins before 8 a.m. or ends after 8 p.m.
2. It is preferred that payment for lodging is made in advance when possible through the use of City check or credit card. When these options are not possible, the travel reimbursement process is allowable.
3. Employee will select hotels that are well established, reasonable in price and conveniently located in relation to the venue of the conference or meeting – and utilize government or conference discounts when available.
4. Employees will not be reimbursed for room upgrade, charges associated with room changes, or charges of a personal nature. Internet charges incurred for the purpose of conducting City business are allowable expenses.

D. MEALS

1. Employee meals while on travel status are paid in the form of flat Per Diem rate at the current rate established by the City. “Per Diem” is an allowance to cover meals while traveling for City business purposes. Meal receipts are not required when using a per diem rate, but travelers must be able to demonstrate that the trip or stay did occur in conformance with established City policies.
2. If an employee claims meal per diem while traveling but entertains individuals on behalf of the City during that trip, they should apply the “Food Purchased for Meetings” standards as stated below.
3. If a meal is provided as part of a registration fee for a conference and the traveler is claiming per diem, a deduction in the per diem amount should be made as well for the appropriate meal.
4. Alcohol may not be purchased with City funds as part of the meal per diem.

5. For Partial Travel days employees may claim meals per diem (as noted above), based on the following timeframes:

First day of travel

- ✓ Trip begins at or before 6 am - Breakfast may be claimed
- ✓ Trip begins at or before 11 am - Lunch may be claimed
- ✓ Trip begins at or before 5 pm - Dinner may be claimed

Continuing after 24 hours

- ✓ Trip ends at or up to 11 am - Breakfast may be claimed
- ✓ Trip ends at or up to 5 pm - Lunch may be claimed
- ✓ Trip ends at or after 7 pm - Dinner may be claimed

FOOD PURCHASED FOR MEETINGS

City will pay for meals or food purchased for an APPROVED meeting that is directly associated with serving the community of Hayward. Serving food or meals during a working staff meeting must be pre-approved by the Department Director prior to any purchases or reimbursement request.

E. CASH ADVANCES

An advance of funds for anticipated travel expenses may be granted upon submission of a "Travel Request Form." Expenses that may be included in a cash advance include Per Diem and miscellaneous travel such as tolls and parking. All relevant documentation relating to the proposed expenses must be attached and submitted to the Finance Department at least two (2) weeks prior to departure to allow for processing of the advance. Petty Cash may not be used to advance funds for travel. Advances for airfare, hotel, or conference/training registration will not be authorized. Prepaid items for airfare, hotel, and conference training/registration are not considered cash advances.

Any employee who requests and receives a cash advance will be required to reconcile the advance within two (2) weeks from completion of travel. If the cash advance exceeds the actual expenses, the employee shall remit the difference to the City. The employee shall submit the approved "Travel Request Form" to the Finance Department within two (2) weeks after return from travel, accompanied with original receipts.

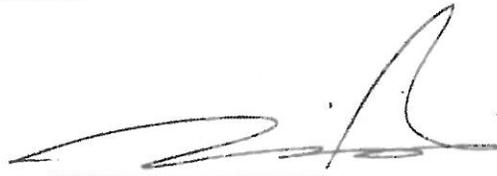
If travel costs exceeded the cash advance and the employee used personal funds to pay for eligible City-related travel expenses, the employee shall submit the "Travel Request Form" with original, itemized receipts, and the City will reimburse the employee for the balance of cost.

- Failure to provide original itemized receipts to the Finance Department within two (2) weeks of return from the travel may result in the employee being responsible for repaying the full cash advance amount to the City.
- Any expenditure of a travel advance, other than for the approved purpose of the advance, shall be considered a misappropriation of public funds.

F. FAILURE TO ABIDE BY CITY POLICY

Pursuant to California Government Code Section 53232.4, penalties for misuse of public resources or falsifying expense reports in violation of expense reporting may include, but not limited to the following:

1. Loss of reimbursement privileges,
2. Restitution to the City,
3. Civil penalties for the misuse of public resources, pursuant to California Government Code section 8314,
4. Prosecution for misuse of public resources, pursuant to section 424 of the California Penal Code,
5. Discipline, up to and including, termination.



Fran David
City Manager

Department Responsible for Revisions: Finance

TRAVEL REQUEST FORM

Travel: _____
(NAME OF CONFERENCE, WORKSHOP, TRAINING, SEMINAR, CLASS)

Date(s): _____ Location: _____

Employee _____ Title _____

Department/Division _____

Contact # 510- _____ Email _____@Hayward-ca.gov

Travel will be by: ___ City Vehicle ___ Private Vehicle ___ Rental Vehicle ___ Air ___ Other

Total Estimated Cost Not To Exceed: \$ _____
Charged to Fund ___ Department/Program ___ Project ___

REQUESTING A TRAVEL CASH ADVANCE FOR MEALS/INCIDENTALS

\$ _____/day X _____ days = \$ _____ (See maximum meal reimbursement rate below)
\$ _____/day X _____ days = \$ _____ Incidentals (tolls, parking, etc.)
\$ _____/day X _____ days = \$ _____ (PD POST reimbursement rates, see published rates at
<http://post.ca.gov/reimbursement-program.aspx>)

ITEM	ESTIMATED COST ¹	ACTUAL COST ²	For Accounting Only
Airfare	\$ _____	\$ _____	\$ _____
Hotel Charges	\$ _____	\$ _____	\$ _____
Conference/Training Registration	\$ _____	\$ _____	\$ _____
Meals (see daily allowance)	\$ _____	\$ _____	\$ _____
Mileage for Private Vehicle @ \$.555/mile	\$ _____	\$ _____	\$ _____
Toll/Parking	\$ _____	\$ _____	\$ _____
Food Purchased for Meeting	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____
	TOTAL \$ _____	TOTAL \$ _____	TOTAL \$ _____

¹ Estimated costs as submitted for initial department review/approval

² Actual costs to be submitted to Finance post-travel and accompanied by itemized receipts (except for meal per diem)

TRAVEL REQUEST FORM

EMPLOYEE CERTIFICATION

I have read and understand Administrative Regulation xxxx. I further understand that if City policy, requirements and criteria are not met, I may be personally responsible for all costs incurred during this event. I understand that original, itemized receipt(s) must accompany all reimbursement requests (except meal per diem expenses) within 30 calendar days of the conclusion of travel. I understand that cash advances must be reconciled with the Finance Department within two (2) weeks from return of travel and must include original, itemized - and that failure to adequately reconcile cash advances may result in me being responsible for repaying the full cash advance amount to the City.

Employee Signature: _____ Date: _____

SUPERVISOR AND DEPARTMENT HEAD CERTIFICATION AND AUTHORIZATION

I hereby certify that these expenditures are within the departmental budget and the City will derive a specific benefit from the employee's attendance at this CONFERENCE, WORKSHOP, TRAINING, SEMINAR, CLASS.

SUPERVISOR _____ DATE _____

DEPT HEAD _____ DATE _____



PROCEDURE

- 1. Obtain permission to travel prior to any travel arrangements by submitting "Travel Requisition Form" in advance of travel. Provide all pertinent documentation and information.
2. When approved and signed, the Travel Requisition Form will be returned to the requestor.
3. Travel arrangements can be completed.
4. After concluding travel, employee must forward the APPROVED Travel Requisition Form and original itemized receipts to Accounts Payable for processing. All claims for travel and expenses shall be accompanied by sufficient supporting documentation, including itemized original receipts, copies of registration forms, invoices, canceled checks or notation for any lost receipts.

MAXIMUM MEAL REIMBURSEMENT (\$50/day maximum)

- 1. Breakfast \$10.00
2. Lunch \$15.00
3. Dinner \$25.00

Note: Request for a meal reimbursement will be ineligible if attending a conference that is already providing meals.



**CITY COUNCIL (NAME) COMMITTEE MEETING
DATE
ROOM NUMBER
TIME**

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS: (The Public Comment section provides an opportunity to address the City Council Committee on items not listed on the agenda as well as items on the agenda. The Committee 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 Committee is prohibited by State law from discussing items not listed on the agenda, any comments on items not on the agenda will be taken under consideration without Committee discussion and may be referred to staff.)

1. Approval of Minutes of
2. Report Title Only - no names. If oral report only, then type title of the matter and next to it type (*Oral Report Only*)

OLD BUSINESS (List of Pending Items)

FUTURE AGENDA ITEMS

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

NEXT REGULAR MEETING – TIME, DAY, DATE

****Materials related to an item on the agenda submitted to the Council Committee after distribution of the agenda packet are available for public inspection in the City Clerk's Office, City Hall, 777 B Street, 4th Floor, Hayward, during normal business hours. An online version of this agenda and staff reports are available on the City's website.*

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the Assistant City Manager at (510) 583-4300 or TDD (510) 247-3340.

DATE: April 7, 2015
TO: Mayor and City Council
FROM: Director of Finance
SUBJECT: Award of Contract for Financial Advisor Services

RECOMMENDATION

That Council approves the attached resolution authorizing the City Manager to execute a professional services contract with NHA Advisors, allowing the City to use NHA Advisors for Financial Advisory Services for a three-year period with the option to renew for two additional one-year terms.

BACKGROUND

The City uses a Financial Advisor to assist in a wide variety of finance-related services including capital financial planning, debt issuance and structure, leasing activities and consulting on related financial issues. Such services include any financial planning and debt issuance related to the City's Measure C Transaction and Use Tax (sales tax) as approved by the voters on June 3, 2014.

On February 4, 2015, staff released a Request for Qualifications for Financial Advisory Services and the City received responses from seven firms. All seven firms were qualified based on their response and were invited to participate in oral interviews with City staff. Six firms chose to interview, with one firm requesting to be removed from consideration.

DISCUSSION

Each firm was evaluated for technical expertise, understanding of the City's financing needs, responsiveness, current client portfolio, innovation, and cost. In addition, references and public sector experience were factored into the scoring of all proposals. Following a review of the firms' responses and a panel interview with each of the six candidates, staff recommends NHA Advisors as the successful candidate.

NHA Advisors is headquartered in San Rafael, California. The firm specializes in strategic financial planning and funding implementation and has over eighty-five years of combined experience, with specific focus on the process of public financing for California public agencies. NHA Advisors has provided similar services to neighboring cities: Berkeley, Newark, Davis, Suisun City, Napa, American Canyon, Pleasant Hill, El Cerrito, Gilroy, San Carlos, Campbell and many other northern California municipalities.

Since 2012, NHA Advisors has provided the City of Hayward with Financial Advisory Services including refunding previous City water and sewer debt issues, financing for the City's Fire Station 7 and Clinic project, and formation of City Community Facilities Districts. Their familiarity with the City will help enhance efficiency and leverage knowledge of City operations, personnel, and organizational structure.

FISCAL IMPACT

The financial advisor will be utilized on an as-needed basis through City management directives. For financing projects, such as debt issuance, compensation shall be contingent upon the successful sale and closing of the bonds and transaction size and in accordance with the below fee schedule; and for advisory/consultant services, costs will be on an hourly basis as delineated below. These fees are set for the initial three-year term of the contract. Fee changes for possible future contract years will be subject to City Council approval.

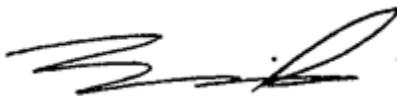
Fees related to debt issuance		
Project Type	Private Placement	Public Offering
Tax and Revenue Anticipation Notes	\$15,000 - \$20,000	\$20,000 - \$25,000
Certificates of Participation	\$30,000 - \$45,000	\$42,500 - \$75,000
Tax Allocation Bonds	\$35,000 - \$55,000	\$65,000 - \$85,000
Revenue Bonds	\$32,500 - \$57,500	\$47,500 - \$72,500
Assessment Districts	\$30,000 - \$55,000	\$35,000 - \$75,000
Community Facilities Districts	\$35,000 - \$65,000	\$45,000 - \$75,000

Fees for consulting/advisory services	
Position	Hourly Rate
Principal	\$275.00
Vice President	\$225.00
Associate	\$175.00
Analyst	\$125.00
Administrative	\$75.00

Prepared by: Dustin Claussen, Deputy Director of Finance

Recommended by: Tracy Vesely, Director of Finance

Approved by:



 Fran David, City Manager

Attachments:

Attachment I: Resolution

HAYWARD CITY COUNCIL

RESOLUTION NO. 15-

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF HAYWARD AND NHA ADVISORS FOR FINANCIAL ADVISORY SERVICES

WHEREAS, In February 2015, the City solicited professional services qualifications for Financial Advisory Services specific to Capital Financing; and

WHEREAS, The City received a total of seven proposals for Financial Advisory Services; and

WHEREAS, after conducting a thorough review of all proposals, including interviews with six of the candidates for each proposal, it is recommended that the City select NHA Advisors as the successful candidate for Financial Advisory Services.

WHEREAS, pursuant to the proposal submitted by NHA Advisors, the associated fees for the three years of the contract period are as identified below; and any adjustments to these fees for any additional years will be subject to additional City Council action.

Fees related to debt issuance		
Project Type	Private Placement	Public Offering
Tax and Revenue Anticipation Notes	\$15,000 - \$20,000	\$20,000 - \$25,000
Certificates of Participation	\$30,000 - \$45,000	\$42,500 - \$75,000
Tax Allocation Bonds	\$35,000 - \$55,000	\$65,000 - \$85,000
Revenue Bonds	\$32,500 - \$57,500	\$47,500 - \$72,500
Assessment Districts	\$30,000 - \$55,000	\$35,000 - \$75,000
Community Facilities Districts	\$35,000 - \$65,000	\$45,000 - \$75,000

Fees for consulting/advisory services	
Position	Hourly Rate
Principal	\$275.00
Vice President	\$225.00
Associate	\$175.00
Analyst	\$125.00
Administrative	\$75.00

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to negotiate and execute on behalf of the City of Hayward an agreement with NHA Advisors for a three-year period with the option to renew for two additional one year terms, in a form to be approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2015

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

DATE: April 7, 2015

TO: Mayor and City Council

FROM: Director of Library and Community Services

SUBJECT: FY 2016 Community Agency Funding Recommendations including Community Development Block Grant (CDBG), Social Services, and Arts/Music; and Review of the Alameda County HOME Consortium Five Year Consolidated Plan FY 2015 – FY 2019.

RECOMMENDATION

That the Council reviews and comments on this report. Staff has attached a draft funding resolution (Attachment I) that will be presented to the Council for adoption at a Public Hearing on April 21, 2015.

SUMMARY

The FY 2016 Community Agency Funding recommendations for the Community Development Block Grant (CDBG), Social Services, and Arts/Music grant programs are presented in this report. Allocations of FY 2016 CDBG funds are sourced in the CDBG special revenue fund, and as such they are subject to budget authorization by Congress. Social Services and Arts/Music allocations are sourced from the City of Hayward General Fund, and are subject to final Council authorization in the City's FY 2016 Adopted Annual Budget. The FY 2016 Community Agency Funding Recommendations are provided as Attachment II.

The FY 2016 Community Agency Funding Recommendations were developed in compliance with the City's federally-mandated and Council-authorized [CDBG Citizen Participation Plan](#), in accordance with the Council-authorized [City of Hayward CDBG Compliance Policy Manual](#), and supported by the efforts of the Council-appointed [Community Services Commission \(CSC\)](#).

The FY 2016 funding recommendations for HUD-required fair housing activities and City of Hayward operated projects are also provided in this report.

BACKGROUND

FY 2016 CDBG Program Overview

During FY 2016, the City will administer CDBG funds received from the U.S. Department of Housing and Urban Development (HUD). Because of Hayward's population size, it is considered a CDBG Entitlement jurisdiction. Formula funding is provided annually upon HUD's approval of

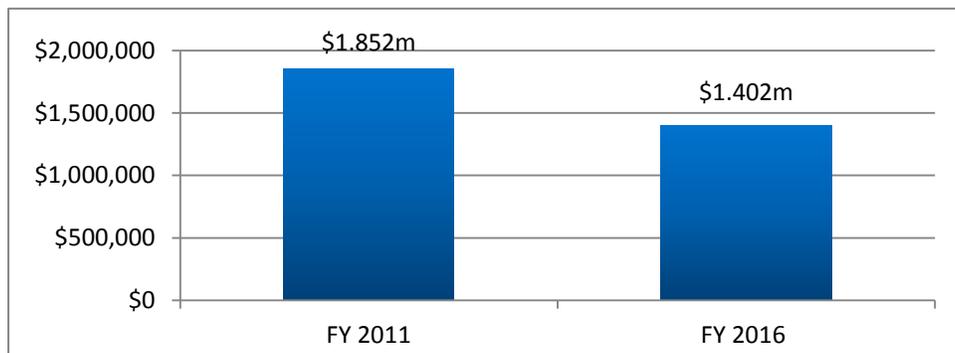
Council’s CDBG allocations, which form the substantive portion of the City’s CDBG Annual Action Plan. The formula by which CDBG Entitlement funding is determined considers the total Congressional budget appropriation to HUD, and is calculated according to each Entitlement jurisdiction’s population size and poverty level derived from the most recent Census data.

On December 13, 2014, Congress approved the Federal Fiscal Year 2015 Omnibus Appropriations Bill, which resulted in a 1% reduction to CDBG Entitlement jurisdictions from Federal FY 2014 appropriation levels. Additionally, nine new CDBG Entitlement jurisdictions were established in FY 2015, further diminishing the availability of funds to each grantee.

Reductions in the federal budget continue to diminish the City’s CDBG Entitlement formula allocation from HUD. The City’s CDBG Entitlement allocation has shrunk approximately 24% over the last five fiscal years, as indicated in the chart in Figure 1.

Reductions to the CDBG program at the federal level have impacted financial support for essential community and economic development activities, including grants to nonprofit agencies to support housing-related services. Federal reductions to the CDBG program have also reduced the program’s administration and planning budget, providing fewer staff resources to administer the grant, in spite of the CDBG program’s administratively complex and process-laden requirements.

Figure 1: City of Hayward CDBG Entitlement Funding Levels



CDBG regulations stipulate that funds directly benefit low-income residents and neighborhoods, with activities restricted to “Public Services” and “Infrastructure” projects. This may include housing and homelessness prevention services, facilities rehabilitation, economic development, and capacity building.

FY 2016 Fair Housing and City-Operated Programs Overview

The City of Hayward utilizes a portion of its CDBG entitlement grant to operate programs that deliver critical services to low-income Hayward residents; stimulate economic development and create jobs; and ensure fair housing practices in the community. The utilization of CDBG entitlement funds to deliver direct services to the community is the standard practice among CDBG entitlement jurisdictions since the 1970s, including Hayward. The CDBG entitlement jurisdiction is often the most efficient and effective service provider in their community in identified areas of need due to its organizational capacity, infrastructure, authority, and ability to leverage partnerships and economy of scale. This is also the case in Hayward.

Per the City of Hayward CDBG Compliance Policy Manual adopted by Council on October 21, 2014, in each CDBG program year, the costs of program administration, HUD-required fair housing activities, and City of Hayward operated CDBG projects are subtracted from the annual entitlement award amount. After this internal allocation process is complete, remaining funds are made available to eligible community partner and public services applicants through the Community Agency Funding process at the discretion of the Council.

An overview of HUD-required fair housing activities and City of Hayward operated projects sourced from CDBG funds in FY 2016 follows (Total Allocation = \$645,364):

- *Housing Rehabilitation Program.* The Housing Rehabilitation Program offers loans and grants for home repairs to Hayward homeowners who are senior (62+), certified severely disabled or HUD qualified low-income. Projects are focused on improving health, safety and mobility in the home, and are intended to help vulnerable populations with limited income to continue to live independently in their homes. Repairs are restricted to accessibility/mobility modifications, corrections of code violations, and/or addressing major systems failures in eligible owner-occupied homes. Established in 1977, the program completes approximately 35-40 home rehabilitation and accessibility projects per year. FY 2016 program cost: \$344,496.
- *Family Education Program:* The Family Education Program (FEP) delivers literacy and academic support services to low-income Hayward families. Established in 2009, the Family Education Program is a unique collaboration between the City of Hayward homework/adult literacy tutoring programs, Chabot Community College, and Hayward Unified School District. The program delivers after-school academic support to 3,200 Hayward students in grades K-12, as well as English as Second Language (ESL) literacy tutoring services to approximately 150 parents of Hayward students. FY 2016 program cost: \$147,864.
- *Economic Development Business Incentive Program:* The Business Incentive Program provides technical assistance, infrastructure development and business expansion funding to CDBG eligible property owners and small businesses. The program helps Hayward property owners make infrastructure improvements to attract and support incoming small businesses, and provides Hayward small business owners with development and expansion funding to stimulate economic development and create new jobs. The program was first established in 1990 as the Small Business Revolving Loan program. FY 2016 program cost: \$102,004.
- *Fair Housing Requirement:* One of the Department of Housing and Urban Development's guiding principles is its strong commitment to affirmatively further fair housing. Commitment and accountability in fair housing is a requirement for participating in the Community Development Block Grant (CDBG) Program. Eden Council for Hope and Opportunity (ECHO Housing) is a HUD-qualified agency fair housing agency, and has provided the fair housing component of the City of Hayward CDBG program since 1978. ECHO Housing provides fair housing counseling, carries out fair housing investigations, and provides low income individuals/tenants with legal information for education and self-empowerment. FY 2016 program cost: \$51,000.

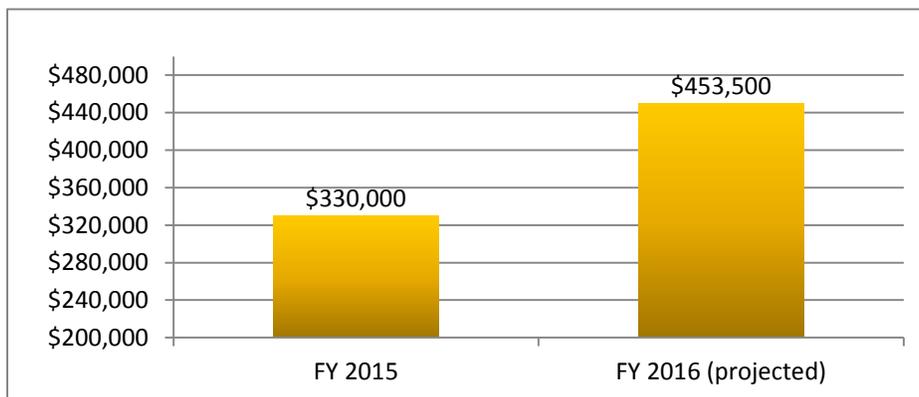
FY 2016 Social Services Program Overview

The City of Hayward administers grants from the General Fund to support Social Services programs for the benefit of low-income Hayward residents. Because Social Services program funds are sourced from the City's General Fund, it is not yet known what amount of Social Services funding, if any, will be available for allocation in FY 2016. Presentation of the City Manager's Recommended Budget to Council is scheduled in May 2015; Council adoption of the budget is scheduled in June 2015.

Because the final adopted amounts of available FY 2016 funding are not yet known, the FY 2016 Funding Recommendations were established using estimates of available funding. When the exact amount of available funding has been determined, the Council-approved allocations will be adjusted on a percentage basis as needed.

On October 21, 2014, Council authorized a [Substantial Amendment to the FY 2014-15 CDBG Annual Action Plan](#) to utilize approximately \$1.3 million in unspent CDBG fund balance for the Hayward Promise Neighborhood Street Improvement Project. At that time, Council directed staff to increase the FY 2016 Social Services Grant Program fund in an amount consistent with the amount of the unspent CDBG fund balance that had been previously programmed for services (as opposed to capital projects).

Figure 2: City of Hayward Social Services Grant Program Funding Levels



Based on this direction from Council, and as a starting point for the FY 2016 Community Agency Funding process when it began in October, 2014, it was estimated that total funding available for Social Services grants in FY 2016 would be approximately \$453,500. Social Services grants are sourced from the General Fund, and this total can be changed at Council's discretion. The FY 2016 Social Services funding recommendations are shown in Attachment II.

FY 2016 Arts & Music Grant Program Overview

The City of Hayward administers grants from the General Fund to support Arts & Music programs for the benefit of Hayward residents. Because Arts & Music programs are funded from the City's General Fund, it is not yet known what amount of Arts & Music funding, if any, will be available until Council adoption of the FY 2016 budget.

As a starting point for the FY 2016 Community Agency Funding process, it was estimated that the funding for Arts & Music program grants in FY 2016 would be comparable to the FY 2015 amount,

totaling \$81,955. The FY 2016 Arts & Music funding recommendations are shown in Attachment II.

Community Agency Funding Process

In FY 2016, the City of Hayward will make grant funding available to community agencies through the Community Agency Funding process. Grants are sourced from the federal CDBG special revenue fund and the City of Hayward General Fund. From these sources, the estimated total amount of FY 2016 funding available for grants to community agencies is \$788,955.

All external agency applicants for Community Agency Funding used the same integrated application regardless of the type of service proposed or source of funding sought. Applicants submit their funding requests electronically using the web-based City Data Services system. A complete set of application materials was posted to the City’s website.

The application materials included instructions, project eligibility guidelines, CDBG income limits, and Council Priorities. Applicants were asked to describe in their applications how the services proposed would support one or more of the Council Priorities and, as applicable, HUD’s Performance Measures for CDBG.

The application materials included an explanation of the purpose and limitations of the CDBG program and advised that no more than 15% of CDBG funds may be used for Public Services, as defined by the CDBG regulations and Council’s Priorities and Categories of Need.

The application materials included information about the City’s Social Services program, which is funded by the City’s General Fund, and provides grants to support other types of community services that are outside the parameters of the CDBG program.

The application materials also included information about the Arts & Music program, which is funded by the City’s General Fund.

Thirty-six applications were submitted before the October 24, 2014 deadline. No late applications were received. Applications were grouped into three major categories so that similar applications would be evaluated in cohorts (Figure 3).

Figure 3. Community Agency Funding Categories and Sub-Categories

Category	Fund Source	Category (or Sub-Category) Description
Infrastructure	CDBG	Affordable housing development; housing rehabilitation; nonprofit facility improvements; economic development; capacity building. Requires compliance with federal regulations to document client income eligibility and financial management.
Services	CDBG* / General Fund	Crisis prevention and intervention; education and youth services; health and wellness; housing stability and homelessness prevention; services for seniors and people who have disabilities; transportation related services to eligible low income seniors and people who have disabilities.

Category	Fund Source	Category (or Sub-Category) Description
Arts & Music	General Fund	Arts and music programs that benefit Hayward residents, with an emphasis on activities that support youth education.

**NOTE: Federal regulations impose a 15% cap on the amount that can be allocated that in the “CDBG Public Services” category; projects recommended for funding in this sub-category total \$271,548, which is the amount estimated to be available for FY 2016 in consideration of the 15% cap.*

Application Review Committee Structure

Community Services Commissioners reviewed all of the applications and provided comments and questions for each of the applicants online via the City Data Services system. There were three separate Application Review Committees (ARCs): the “Infrastructure” committee; the “Services” committee; and the “Arts & Music” committee. Each committee interviewed all applicants assigned to that category.

- The “Infrastructure” committee was chaired by Commissioner Neha Balram. Also serving on this ARC were Commissioners Frink, Bonilla, Gallegos, Fagalde, Glover-Gardin and Macmadu. The committee interviewed applicants in that category on Saturday, November 15, 2014, and presented preliminary recommendations to the Community Services Commission on Wednesday, November 19, 2014. After discussion, the CSC established its official draft funding recommendations in that category on that evening, and a Public Comment period was subsequently opened. The Public Comment period extended from November 19, 2014 to February 18, 2015.
- The “Services” committee was chaired by Commissioner Linda Moore. Also serving on this ARC were Commissioners DeJulio, Samayoa, Fagalde, Wills, Araujo and Evans. The committee interviewed applicants on Saturday, December 13, 2014 and Saturday, January 10, 2015, and presented preliminary funding recommendations to the Community Services Commission on Wednesday, January 21, 2015. After discussion, the Commission established its official draft funding recommendations that evening, and a thirty-day Public Comment period was subsequently opened.
- The “Arts & Music” committee was chaired by Commissioner Robert Leppert. Also serving on this ARC were Commissioners Manapragada, Glover-Gardin, Macmadu, Frink, Balram and DeJulio. The committee interviewed applicants on Saturday, February 7, 2015, and presented preliminary funding recommendations to the Community Services Commission on Wednesday, February 18, 2015. After discussion, the Commission established its official draft funding recommendations that evening, and a thirty-day Public Comment period was subsequently opened.

After the conclusion of the Public Comment periods, the Commission discussed and unanimously approved its FY 2016 funding recommendations at its publicly noticed meeting of Wednesday, March 18, 2015. The Community Services Commission FY 2016 funding recommendations are provided for Council consideration as Attachment II. All of the applications submitted proposed to support at least one City Council Priority, and all proposed to serve low-income Hayward residents. Attachment II presents the funding recommendations for all funding sources. The chart headings in

Attachment II separate the recommendations according to funding source – i.e., those that would be funded with CDBG resources and those that would be funded from the General Fund.

There are a number of applicant agencies that were not recommended to receive funding. Brief analyses and rationale regarding each of those recommendations are provided in this report.

The City's Minimum Contracting Standards were established in the CDBG, Social Services, and Arts & Music grant programs by staff in order to provide a fair and consistent way to confirm that adequate internal controls exist to account for an applicant's resources, including City funds. Furthermore, the CDBG program has intensified its requirements with tighter fiscal controls and more frequent reporting and documentation. In turn, the City must also be attentive to a grantee's programmatic and financial management capabilities.

One of the Minimum Contracting Standards requires applicants to undergo an annual financial audit. An independent third-party audit can cost \$3,000 - \$5,000 or more depending on the size of an agency's budget, which can be beyond the means of some of Hayward's smaller nonprofit agencies unless they are able to secure pro bono services. To mitigate this barrier while still maintaining accountability, the City's funding process allows agencies that are unable to meet the Minimum Contracting Standards to apply for funding through an eligible fiscal sponsor. The fiscal sponsor may utilize up to 10% to offset their administrative costs for managing the grant on the applicant's behalf.

The FY 2016 process will be the fourth year in which Infrastructure and Services applicants have been required to maintain the Minimum Contracting Standards prior to applying for City funding, and the second year in which it is required for Arts & Music programs. To assist the Arts & Music applicants with this transition, City staff identified a fiscal sponsor for all of those agencies, and helped facilitate the fiscal sponsorship and application processes with applicants and the fiscal sponsor.

To ensure that grantees had sufficient capacity to meet the Minimum Contracting Standards, applicants were required to attach the agency's most recent annual financial audit, agency-wide budget, and proposed project budget to their grant proposal. Proposals that did not include these required attachments were deemed ineligible for funding. Applicants were advised of the requirements in the published Notice of Available Funding and at the Funding Forum. The application materials also clearly indicate that agencies are required to meet the Minimum Contracting Standards in order to be eligible for City funding. Additional clarification regarding the audit requirement is provided on page 3 of the application materials, as follows:

“In order to be eligible to apply for City funding, an applicant must have completed an independent fiscal audit for FY 2012-2013 (or calendar year 2013). If awarded funding, in order to execute a FY 2015-2016 contract, each agency must have completed an independent fiscal audit for FY 2013-2014 (or calendar year 2014). Submission of the management letters that accompanied the audits is also required. If there were any findings in the audits, a letter from the board of directors explaining the corrective measures taken to resolve the problem(s) must be provided.

“Agencies that do not have a current audit as described above are eligible to apply for City funding only under the auspices of a fiscal agent that can meet this standard. The fiscal agent must apply for the funding, and if granted, the fiscal agent may utilize up to 10% of the grant for its own expenses.”

The following applicants were determined to be ineligible to receive City funding as they were unable to meet the fiscal audit standard:

- Social Good Fund – Recruiters United
- Silver Oak High School

Staff has since conferred with each of the applicants to further explain the specifics of an independent fiscal audit, options for applying through a fiscal sponsor, and other eligibility resources which the applicants can explore for future funding cycles.

FY 2016 Applications Not Recommended for Funding

- *Afghan Elderly Association*: Agency requested FY 2016 funds for a part-time health promoter and rental subsidy for the weekly Health Aging Program. During the ARC interview, commissioners requested data regarding currently served populations. Follow up information was requested from the applicant and was due by the date of the CSC meeting of December 19, 2014. The applicant did not provide any information. Given the limited availability of resources, and lacking a response from the applicant, funding was not recommended.
- *Alameda County Office of Education – Project E.A.T.* Agency requested FY 2016 funds to install new lighting and an irrigation system, and to support student internships. Commissioners noted the limited number of individuals that would receive a direct benefit from the project. Commissioners noted that the applicant had the capacity to secure alternative funding sources for project execution. Given the limited availability of resources, funding was not recommended for these reasons.
- *East Bay Community Recovery Project (EBCRP) – Drop In Services*: Agency requested FY 2016 funds to conduct classes on the topics of organic gardening, nicotine cessation and exercise. The classes would be administered by volunteers on a drop in basis. Commissioners and staff noted that the project was still in its developmental stages with no track record yet to demonstrate gainful skill attainment.. Given the limited availability of resources, the project was not recommended for funding.
- *La Familia Counseling Services*: Agency requested FY 2016 funds for a youth leadership development program. During the ARC interview, the agency staff stated that they do not have an established system for reporting and measuring program outcomes, but that they will be developing and implementing evidence based measures in the near future. Commissioners expressed concern at the agency’s reporting abilities because these measures are not in place. Funding was not recommended at this time, but Commissioners indicated interest in considering future applications once the agency has implemented the necessary performance tracking system.

- South Hayward Parish (*recommended for full funding via Alameda County Community Food Bank): Agency requested FY 2016 funds to purchase food for its Food Pantry. Commissioners noted that South Hayward Parish has had challenges meeting contracting and reporting standards for City grants in recent years including the current year. Commissioners noted that South Hayward Parish purchases most of its food through the Alameda County Community Food Bank (ACCFB), and that South Hayward Parish also has a Food Scholarship, i.e., a deposit of funds on account at ACCFB against which South Hayward Parish can purchase food. The Food Scholarship program allows South Hayward Parish to acquire \$6 worth of food for each \$1 spent. South Hayward Parish stated in their application for direct funding and in their ARC interview that they could acquire \$4 worth of food for every \$1 spent. For these reasons, the Community Services Commission unanimously chose to award funding to South Hayward Parish through its ACCFB Food Scholarship, to enable South Hayward Parish to purchase all of its food at the higher 6:1 ratio of food per dollar, and to relieve South Hayward Parish of the challenges of meeting contracting and reporting standards for City grants. The FY 2016 recommended award to South Hayward Parish via ACCFB is \$26,180, which is identical to the combined total amount awarded to South Hayward Parish for their direct grant and ACCFB food scholarship in FY 2015.
- Tiburcio Vasquez Health Center – Keepin’ It Real Program. Agency requested funds for a the training of peer health educators and health information assemblies. Commissioners noted that the individuals receiving the direct benefit of the grant funds would be a limited group of peer educators, rather than the schools as a whole. Given the limited availability of resources and the low number of direct beneficiaries from the application, funding was not recommended for this reason.
- Tri-City Health Center. Agency requested funds to provide case management services to low-income residents living with HIV/AIDS. Commissioners had concern regarding significant findings in the agency’s previous audit. Commissioners also expressed concern that Tri-City Health Center no longer provides a Hayward service location. Given the limited availability of resources to serve Hayward residents, funding was not recommended.

Alameda County HOME Consortium Five Year Consolidated Plan FY 2015 – FY 2019

The City of Hayward is a member of the Alameda County HOME Consortium (Consortium). The Consortium is comprised of eight municipal jurisdictions (Hayward, Alameda, Albany, Berkeley, Fremont, Livermore, Oakland and San Leandro) plus the County of Alameda. The Alameda County department of Housing and Community Development (HCD) serves as the lead agency for the Consortium.

The Consortium is the entity through which the U.S. Department of Housing and Urban Development (HUD) allocates HOME funds on behalf of the participating jurisdictions. Community Development Block Grant (CDBG) funds originate from HUD and are allocated annually and directly to each of the entitlement jurisdictions, including the City of Hayward.

As the lead agency, Alameda County HCD coordinates the development of the Consortium’s Five Year Consolidated Plan for FY 2015 – FY 2019 (Consolidated Plan). The Consolidated Plan

presents Countywide information and information specific to each of the participating jurisdictions. The purpose of the Consolidated Plan is to describe priorities and goals that the City of Hayward and the other partner jurisdictions will undertake in conjunction with HUD program funding during Fiscal Years 2015 through 2019.

The priorities and performance measures identified in the Consolidated Plan represent those of the Consortium as a whole. These priorities are nationwide areas of emphasis that HUD has instructed participating jurisdictions to address. HUD instructs the jurisdictions to denote each priority either as “high” if it has an identified source of guaranteed funding, or “low” if the priority has been established but resources have not yet been dedicated for its implementation.

Each jurisdiction within the HOME Consortium provides a local strategic plan based on local needs. In Hayward, local need was identified using City Council priorities and citizen input. Input was solicited and collected over a six month period between October 2014 and April 2015, utilizing surveys, stakeholder interviews, Community Services Commission meetings, and public hearings.

The Community Development Consolidated Plan is submitted pursuant to the U. S. Department of Housing and Urban Development (HUD) rule (24 CFR Part 91, 1/5/95) requiring a single submission covering the planning and application aspects of HUD's Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership (HOME) and Housing Opportunities for Persons with AIDS (HOPWA) formula programs.

The Five Year Consolidated Plan is a County-wide document over 500 pages long. Because of its length, rather than attaching it in full to this report, [a link to the draft Consolidated Plan](#) is being made available on the City of Hayward CDBG information webpage. The draft Consolidated Plan will be brought back to Council for more in-depth review and discussion at the Public Hearing scheduled on April 21, 2015.

FISCAL IMPACT

The CDBG Program has a neutral impact on the City’s General Fund, as a portion of CDBG funds (up to 20%) may be used to pay for eligible Planning and Administration of the program, including NEPA environmental review, contracting, Labor Standards monitoring, lead-based paint compliance, procurement of contractors, site inspections, financial management, and federal reporting. However, as the City’s CDBG grant size is reduced, the administrative cap is lowered accordingly, providing for fewer staff resources to administer the CDBG program, which remains an administratively complex and process-laden program despite the grant’s reduced size.

The Social Services and Arts & Music funding recommendations will be affected by Council’s budget deliberations as they relate to overall General Fund obligations. As these grants are made using the General Fund, reducing or eliminating the grants would have a beneficial impact on the City’s budget. However, it is acknowledged that the majority of Social Services grants support “safety net” services, i.e., food, housing, support services for low-income people, and information and referral. Reducing or eliminating grants would have a fiscal impact on those affected with services also subsequently reduced or eliminated. There would also be an impact to the nonprofit agencies that have been doubly stressed by the economic downturn – those that have experienced both an increase in client demand and a decrease in public and private funding.

Figure 4. Summary of FY 2016 Recommended Funding (All sources)

CATEGORY	AMOUNT
CDBG – Grants to community agencies	253,500
General Fund - Social Services grants to community agencies	453,500
General Fund - Arts & Music grants to community agencies	81,955
Total Grants to Community Agencies	788,955
CDBG – City-operated services	594,364
CDBG - HUD required fair housing activities	51,000
Total City-Operated Services and HUD-Required Fair Housing	645,364
GRAND TOTAL FY 2016 Recommended Funding (All Sources)	\$1,434,319

PUBLIC CONTACT

- **On August 16, 2014**, a Notice of Funding Availability was published in English and Spanish in the Daily Review newspaper and on the City’s website. The notice was also posted at the Hayward Public Library and City Hall; and the Public Notice was emailed to currently funded agencies, previously funded agencies, applicants from previous years, and all other interested parties on the Community Agency Funding mailing list (several hundred individuals and local agencies) maintained by the Library and Community Services Department. Several broadcast email reminders were also sent in advance of the event.
- **On September 17, 2014**, application materials were published. The materials were readily accessible by logging onto City Data Services web-based system, or downloadable from the City’s website.
- **On September 17, 2014**, a public Funding Forum was conducted to provide information about the application process. Attendees received an orientation to CDBG, Social Services, and Arts/Music funding. The orientation included an explanation of the purpose and limitations of the CDBG program and advised that up to 15% of CDBG funds may be used for Public Services, as defined by the CDBG Regulations and Council’s Priorities and Categories of Need. Attendees were informed about the City’s Social Services program, which is funded by the City’s General Fund, which provides grants to support other types of community services that are outside the parameters of the CDBG program. Attendees were also informed about the Arts/Music program, which is funded by the City’s General Fund. The Forum presentation materials have been posted to the City’s website for public review.
- All funding deliberations took place at properly noticed Community Services Commission meetings that were open to the public. These meetings took place on:
 - **November 19, 2014**
 - **January 21, 2015**

- **February 18, 2015**, and
 - **March 18, 2015**.
- From **November 19, 2014 through February 18, 2015**, the Public Comment period for the CDBG Infrastructure draft recommendations was in effect. During this time, members of the public, including applicants, could submit their comments regarding the funding process or the funding recommendations.
 - From **January 21, 2015 through February 18, 2015**, the Public Comment periods for CDBG Public Services and General Fund Social Services draft funding recommendations were in effect.
 - From **February 18, 2015 through March 18, 2015**, the Public Comment period for the Arts & Music draft funding recommendations was in effect.
 - During the above-mentioned public comment periods, seven verbal public comments and four written public comments were submitted by **March 15, 2015**. The public comments received are provided in Attachment IV. All public comments were reviewed by the CSC prior to its establishment of the FY 2016 funding recommendations.
 - On **Saturday, March 14, 2015**, a notice was published in the Daily Review newspaper to advise the general public that City Council will conduct a Public Hearing on **Tuesday, April 21, 2015**, to make its final FY 2015 CDBG funding allocations, and its preliminary FY 2016 Social Services and Arts/Music funding decisions (subject to final approval by Council in June, 2015, with the adoption of the FY 2015 General Fund budget).

NEXT STEPS

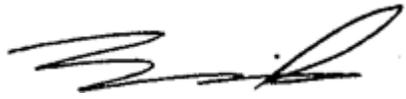
Council will conduct a public hearing on Tuesday, April 21, 2015, at which time staff will recommend that the Council:

- 1) Authorize its FY 2016 CDBG Allocations, which will form the substantive portion of the City's FY 2016 (HUD Program Year 2015) Annual Action Plan; and
- 2) Approve the Alameda County HOME Consortium Five-Year Consolidated Plan for FY 2015-FY 2019; and
- 3) Authorize preliminary funding decisions in the FY 2016 Social Services and Arts/Music categories. Final Council authorization of funding allocations in those categories will be made within the context of Council's FY 2016 budget deliberations in May and June 2015.

Prepared by: Rachael McNamara, Administrative Analyst
Dawn Jaeger, Community Services Manager

Recommended by: Sean Reinhart, Director of Library & Community Services

Approved by:



Fran David, City Manager

Attachments:

Attachment I: Draft Resolution
Attachment II: FY 2016 Funding Recommendations
Attachment III: Application Summaries
Attachment IV: Public Comments

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

RESOLUTION AUTHORIZING AN APPLICATION FOR FEDERAL ASSISTANCE UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEAR 2014-2015 AND APPROVING THE FISCAL YEAR 2015-2016 ACTION PLAN.

WHEREAS the Housing and Community Development Act of 1974 makes funds available to qualified cities for certain community development activities, and the City of Hayward is qualified to receive certain funds pursuant to said act; and

WHEREAS the City Council has considered public testimony and the CDBG Program recommendations prepared by staff and the Community Services Commission, a copy of which is attached and hereby referred to for further particulars; and

WHEREAS the Council has considered the environmental impact of the program and hereby finds and determines that the program is composed of projects that are categorically excluded from the National Environmental Protection Act or will be subject to later environmental review and finds and determines that the activities funded by the program are either not subject to the California Environmental Quality Act or will be subject to later environmental review;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Hayward hereby approves the Community Development Block Grant Program and authorizes the City Manager on behalf of the City of Hayward to execute and submit the required applications and all implementing documents in connection therewith.

IN COUNCIL, HAYWARD, CALIFORNIA, April 21, 2015

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:
MAYOR: Halliday

ABSENT: COUNCIL MEMBERS:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward

COMMUNITY AGENCY FUNDING RECOMMENDATIONS
Approved by the Community Services Commission 3/18/2015
FY 2016

CDBG

Agency	Program Description	FY16 Recommendation*
Abode Services	Permanent supportive housing placement	\$ 39,000
Community Child Care Council (4-Cs)	Child care provider training / business development	\$ 27,000
Day Labor Center (via Community Initiatives)	Job placement, job training, job creation	\$ 27,000
East Bay Community Recovery Project	Rehab facility repairs	\$ 42,000
Eden Area YMCA	ADA accessible commerical kitchen renovation	\$ 11,500
Eden Council for Hope and Opportunity (ECHO)	Fair housing audit, tenant/landlord counseling	\$ 51,000
FACES for the Future (via St. Rose)	Youth career training in health care	\$ 17,500
Hayward Area Recreation District	Memorial Park ADA access project	\$ 11,500
International Institute of the Bay Area	Immigrant legal services and education	\$ 10,000
St. Rose Hospital Foundation	ADA accessible emergency room entrance	\$ 17,000
TOTAL		\$ 253,500
Total Amount Available for Grants		\$ 253,500

GENERAL FUND - SOCIAL SERVICES

Agency	Program Description	FY16 Recommendation*
BOSS (via ACCFB)	Alameda County Community Food Bank - Food scholarship	\$ 4,000
Bridges of Faith (via ACCFB)	Alameda County Community Food Bank - Food scholarship	\$ 7,000
CALICO	School based food production and farming program	\$ 25,000
Centro Legal de la Raza	Tenant-landlord legal consultations	\$ 26,000
CRIL	Life skills support for disabled adults	\$ 21,000
East Bay Agency for Children	In-school youth mental health services	\$ 18,500
Eden I & R	2-1-1 referral service	\$ 50,000
Family Emergency Shelter (FESCO)	22 Bed Emergency shelter for Hayward Families	\$ 40,000
Family Violence Law Center	Legal advice/ rep. for domestic violence victims	\$ 60,000
Horizon Services	Lambda program for at risk LGBTQ youth	\$ 48,000
Legal Assistance for Seniors	Legal assistance to at risk Hayward Seniors	\$ 20,000
Magnolia Women (via ACCFB)	Alameda County Community Food Bank - Food scholarship	\$ 500
Ruby's Place	Domestic violence shelter serving Hayward	\$ 60,000
Salvation Army (via ACCFB)	Alameda County Community Food Bank - Food scholarship	\$ 1,600
SAVE/COPS	Safe Alternatives to Violence program coord. with HPD	\$ 24,000
South Hayward Parish food pantry (via ACCFB)	Alameda County Community Food Bank - Food scholarship	\$ 26,180
Spectrum Community Services	Hot meals / dining sites for low income Hayward seniors	\$ 21,000
United Smith (via ACCFB)	Alameda County Community Food Bank - Food scholarship	\$ 720
TOTAL		\$ 453,500
Total Amount Available for Grants		\$ 453,500

* Approved by the CSC on 3/18/2015

COMMUNITY AGENCY FUNDING RECOMMENDATIONS
Approved by the Community Services Commission 3/18/2015
FY 2016

GENERAL FUND - ARTS & MUSIC

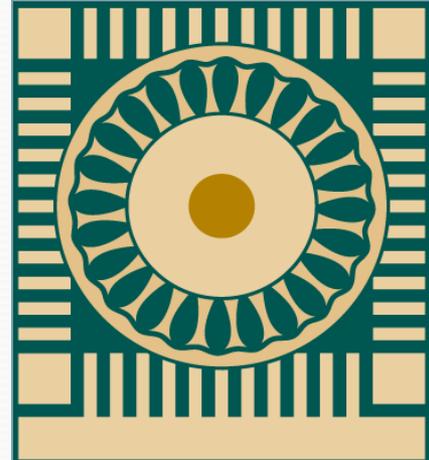
Agency	Program Description	FY16 Recommendation*
Hayward Arts Council (via HAHS)	Art education and gallery operations	\$ 18,134
Hayward Band & Orchestra Festival (via HAHS)	Student concerts	\$ 8,140
Hayward Municipal Band (via HAHS)	Summer concerts	\$ 16,165
Pacific Chamber Symphony (via HAHS)	Orchestral music school assemblies	\$ 5,693
Sun Gallery (via HAHS)	Art education and workshops	\$ 30,195
Youth Orchestra of So. Alameda County (via HAHS)	Orchestra workshops and concerts	\$ 3,628
TOTAL		\$ 81,955
Total Amount Available for Grants		\$ 81,955

TOTALS BY CATEGORY	
Community Development Block Grant (CDBG)	\$ 253,500
Social Services Grant Program (General Fund)	\$ 453,500
Arts & Music Grant Program (General Fund)	\$ 81,955
GRAND TOTAL	\$ 788,955

* Approved by the CSC on 3/18/2015

APPLICATIONS FOR FUNDING Fiscal Year 2015-2016

April 7, 2015 Work Session



COMMUNITY CHILD CARE COUNCIL (4-CS): ECONOMIC DEVELOPMENT

Requested Funding:
\$30,000



Recruitment, training, and business support for 6 new and 6 existing family child care providers - assistance with applying for a child care license and training on business practices, including record-keeping systems, contracts, insurance, taxes and marketing.

COMMUNITY INITIATIVES: DAY LABOR CENTER ECONOMIC DEVELOPMENT

Requested Funding:
\$70,000



Job creation and referral as well as legal services relating to immigration issues.

EAST BAY COMMUNITY RECOVERY PROJECT

Requested Funding:
\$84,000



Facility Improvements of removing concrete to create an urban garden, replace the roof and replace flooring.

EDEN AREA YMCA FACILITIES REHABILITATION

Requested Funding:
\$25,000



Commercial kitchen renovation project to be used for workforce development classes for young adults, healthy cooking classes for local residents, rental space for nonprofits throughout the area, and occasional meal service programs throughout the year.

HAYWARD AREA RECREATION AND PARK DISTRICT FACILITIES REHABILITATION

Requested Funding:
\$100, 000



ADA accessibility upgrades for the Memorial Park Restroom, pathway and, Hayward Plunge exterior deck. Install low energy security lighting around the perimeter of the building for safety of the public

ST. ROSE HOSPITAL FOUNDATION

FACILITIES REHABILITATION

Requested Funding:
\$50,000



Replacement of the ambulance entry, patient entry doors to the ED, upgrade seating and flooring in the patient waiting area, install a canopy cover over the ambulance entry, and improve security by replacing lighting fixtures outside of the ED entrance

ST. ROSE – FACES FOR THE FUTURE

ECONOMIC DEVELOPMENT

Requested Funding:
\$22,000



FACES for the Future at St. Rose Hospital is a 2-year healthcare internship and leadership development program for at-risk, minority high school students.

ABODE SERVICES

Requested Funding:
\$39,000



Outreach to homeless Hayward residents who have been identified as 'high end user' of police and other emergency services by the Hayward PD and jurisdictional staff. The program will permanently house 8 chronically homeless individuals and provide outreach to 58 homeless Hayward residents.

AFGHAN ELDERLY ASSOCIATION

Requested Funding:
\$12,000



Weekly Healthy Aging Program to Afghan elders in Hayward providing guidance and access to health education and other supportive services.

ALAMEDA CO COMMUNITY FOOD BANK

Requested Funding:
\$40,000



Food scholarships for local pantries and shelters. The Food Bank will leverage our food purchases at a \$1 to \$6 ratio. Scholarships are planned for the following Hayward member agencies:

- Bridges of Faith Church
- Building Opportunity for Self Sufficiency
- Magnolia Women
- Salvation Army
- South Hayward Parish
- United Smith Memorial

ALAMEDA COUNTY OFFICE OF EDUCATION

Requested Funding:
\$84,200



Project EAT (Educate. Act. Thrive.) – High school based food production and sustainability program. Program located at the “Tennyson Farm” at Tennyson High School.

CALICO

Requested Funding:
\$25,000



CALICO aims to conduct 110 forensic interviews with abused Hayward toddlers, children and teens as well as adults with developmental disabilities, and support 75 related caregivers. The project supports victims/witnesses of sexual and physical abuse and their families.

CENTRO LEGAL DE LA RAZA

Requested Funding:
\$40,000



Centro Legal proposes the following outcomes for Hayward tenants: 100 - consultation with an attorney; 70 - advice and counsel on common tenant issues; 40 consultations and brief services and 12 - legal representation allowing them to avoid eviction, maintain housing, receive additional time to move out, and/or receive payment for moving costs.

COMMUNITY RESOURCES FOR INDEPENDENT LIVING

Requested Funding:
\$25,000



CRIL's Independent Living & Housing services provide comprehensive life skills training & support, coupled with affordable, accessible housing search assistance.

EAST BAY AGENCY FOR CHILDREN

Requested Funding:
\$18,500



School-based specialized mental health services to low-income Hayward children, as well as family therapy to improve family functioning.

EAST BAY COMMUNITY RECOVERY PROJECT

Requested Funding:
\$50,000



Free drop-in Health and Wellness Services for individuals at risk of having a mental health and/or substance use disorder. EBCRP proposes a range of programming including nutrition workshops in conjunction with a co-operative organic garden, tobacco cessation, exercise, parenting, and HIV prevention, among others.

EDEN I & R

Requested Funding:
\$70,000



211 is a free, multilingual phone line available 24/7 that provides health, housing and human services information and referral. During FY 2015 -2016 Eden I&R will handle at least 13,000 calls from Hayward residents.

FAMILY EMERGENCY SHELTER COALITION

Requested Funding:
\$40,000



Support for the Les Marquis House (LMH), a 22-bed emergency shelter for homeless families with children in Hayward. LMH serves 35-40 homeless families yearly.

FAMILY VIOLENCE LAW CENTER

Requested Funding:
\$65,000



The Family Violence & Homelessness Prevention (FVHP) Project works to enable families to leave a domestic violence situations without becoming homeless or experiencing further injury. Direct legal assistance to 65 families, 12 individuals will receive assistance obtaining court orders, housing services to 10 individuals, service referrals to 100 Hayward victims of DV.

HORIZON SERVICES

Requested Funding:
\$60,000



Lambda Project provides counseling and crisis services for LGBTQ youth. Provides training and support to HUSD on issues such as bullying, sensitivity and awareness.

INTERNATIONAL INSTITUTE OF THE BAY AREA

Requested Funding:
\$10,000



IIBA provides legal services and performs educational workshops to Bay Area immigrants. This includes applications for citizenship, permanent residency, work authorization, family based immigration and visas for survivors of crime and domestic violence.

LA FAMILIA COUNSELING SERVICE

Requested Funding:
\$23,836



Hilos del Sol Program – Peer to Peer skill-building through activities to raise awareness of self, family, school, and community to motivate positive behavioral changes in participants.

LEGAL ASSISTANCE FOR SENIORS

Requested Funding:
\$20,000



Legal services for seniors including direct legal services, as well as community education presentations regarding legal and healthcare-related issues that affect quality of life.

RUBY'S PLACE

Requested Funding:
\$60,000



Ruby's Place (RP) is a 24 hour shelter for women and children with an array of no fee direct services. In addition, RP also serves Hayward community members who are experiencing or, at risk for violence or homelessness. Proposed 70 unduplicated Hayward residents served.

SAVE/COPS

Requested Funding:
\$32, 036



Safe Alternatives to Violent Environments: Intervention and counseling to survivors of domestic violence, in collaboration with Hayward Police.

SOUTH HAYWARD PARISH FOOD PANTRY

Requested Funding:
\$30,000



*South Hayward
Parish*

The South Hayward Parish will provide emergency food for 8000 unduplicated low-income Hayward residents. Participants will obtain short-term (2-3 days) food supply with special emphasis on fresh fruits and vegetables, whole grain products, and protein items as available.

SPECTRUM COMMUNITY SERVICES

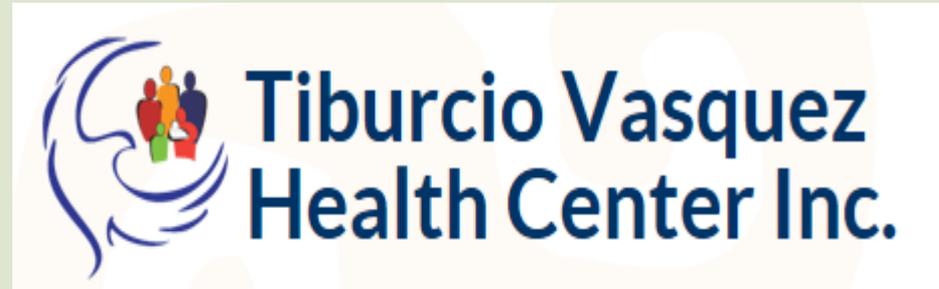
Requested Funding:
\$30,000



Spectrum's Senior Nutrition Program will prepare and serve over 20,000 meals at seven locations throughout Hayward to elderly residents who are low income to extremely low income

TIBURCIO VASQUEZ HEALTH CENTER

Requested Funding:
\$50,000



Keepin' It Real (KIR) program works with middle and high school students by addressing teen violence, substance abuse, and reproductive health. Twenty youth educators will be trained and provide training and educational workshops to other students across HUSD.

TRI-CITY HEALTH CENTER

Requested Funding:
\$25,000



Provides services to prevent homelessness for people living with AIDS and to prevent acquiring HIV for people who are homeless.

HAYWARD AREA HISTORICAL SOCIETY

Fiscal Coordinator receives
10% of subrecipient's grant
award for grant management.



The Hayward Area Historical Society is the lead organization on the collaborative Arts and Music application, and will assume fiscal coordinator responsibilities for all projects.

HAYWARD BAND AND ORCHESTRA FESTIVAL

Requested Funding:
\$8,140



Partnering with Hayward Unified School District music teachers, the Hayward Band and Orchestra Festival assembles instrumental music students from six Hayward high schools and middle schools to play under conductors and music educators.

HAYWARD ARTS COUNCIL

Requested Funding:
\$18,133



Provides art education as well as four art galleries in Hayward:

1. Foothill Gallery
2. John O'Lague Galleria
3. Chamber of Commerce
4. Hayward Senior Center

HAYWARD MUNICIPAL BAND

Requested Funding:
\$19,883



Provides five free Sunday concerts in Memorial Park. Comprised of a 40 member musical group, performances include Classical, Popular, Big Band, Jazz, Rock, Musicals and Latin as well as music from the early 1700's to the present day.

PACIFIC CHAMBER SYMPHONY

Requested Funding:
\$5,693



The Pacific Chamber Symphony performs a variety of music to introduce and teach music fundamentals (i.e. rhythm, melody, acoustics and timbre, harmony, form, style, etc.) in assemblies for each public elementary school in Hayward.

SUN GALLERY

Requested Funding:
\$30,195



The Sun Gallery offers a range of exhibits and education programs that brings art to the community. Art education activities for adults and children (school field trips and summer art camp) combine gallery exposure with hands-on experiences in the studio, lectures, workshops, and readings.

YOUTH ORCHESTRA OF SO. ALAMEDA COUNTY

Requested Funding:
\$3,025



The Youth Orchestra of Southern Alameda County provides music education to supplement school music programs in Hayward and surrounding communities. The program hosts twenty-nine rehearsals and three concerts each year. Students learn classical orchestral repertoire, playing techniques and background information on composers and periods.

SUMMARY of PUBLIC COMMENTS

INRASTRUCTURE

No Public Comments were made in this category during the public comment period

SERVICES

Total of 12 Comments: (9) Verbal Comments and (3) Written Comments

Tiburcio Vasquez Health Center: Keepin' It Real Program

1. **Karen Audrade, Peer Advocate – Verbal 2/18/15**
Ms. Audrade expressed the positive affect the KIR program has had on her life.
2. **Dennis Chau, Peer Advocate – Verbal 2/18/15**
Mr. Chau expressed the positive affect the KIR program has had on his life and the lives of his peers.
3. **Victoria Garcia, Peer Advocate – Verbal 2/18/15**
Ms. Garcia expressed the positive affect the KIR program has had on her personal and academic life.
4. **Maria Martin, Parent of Tennyson Student – Verbal 2/18/15**
Ms. Martin only speaks Spanish and her public comment as translated by Maricela Gutierrez of Tiburcio Vasquez. Ms. Martin expressed the positive affect the KIR program has had on her family's life by providing a structured afterschool activity for her daughter.
5. **David Pheng, Program Manager of Keepin' It Real Program – Verbal 2/18/15**
Mr. Pheng expressed the positive effects that the KIR program has on peer advocates, all Tennyson students, and the school and community as a whole.
6. **James Singian, Former Peer Advocate – Verbal 2/18/15**
Mr. Singian expressed the positive affect that the KIR program has had on his life, including his academic and professional career. Mr. Singian was able receive scholarships due to his participation in KIR and is currently enrolled in health career related studies at San Francisco State
7. **Jennifer Valdivia, Peer Advocate – Verbal 2/18/15**
Ms. Valdivia expressed the positive affect that the KIR program has had on her life.
8. **Megan McCoy Milan, Tennyson High School health teacher – Written 2/17/15**
Letter written in support of the Keepin' It Real Program, a copy of which is attached.

- 9. Tayson Bui, a Tennyson High School Freshmen Preparation for College and Careers teacher - Written 2/17/15**
Letter written in support of the Keepin' It Real Program, a copy of which is attached

South Hayward Parish Food Pantry

- 10. Sue Merrill, Executive Director of South Hayward Parish – Verbal 2/18/15**
Ms. Merrill stated that she misinterpreted questions during the ARC interviews. She stated that the grant for FY 15-16 would be for the food program as a whole, not actual food purchases.
- 11. Sue Merrill, Executive Director of the South Hayward Parish- Written 2/11/15**
Ms. Merrill stated that the document provided was an “appeal”. However there is no formal appeal process and instead the letter was provided as a public comment, a copy of which is attached.

La Familia Counseling Services

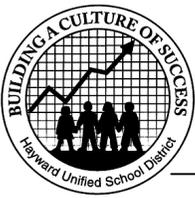
- 12. Karen Norell, employee of La Familia Counseling Services – Verbal 2/18/15**
Ms. Norell attended on behalf of the Executive Director of La Familia and wanted to thank the CSC for the opportunity to apply for funding and looks forward to applying for funding in future years and a continued relationship with the City of Hayward.

ARTS & MUSIC

Total of 1 Comment: (1) Written Comment

Hayward Municipal Band

- 1. Lolita Morelli, Executive Director – Via Email 3/14/15**
Keeping the music going in Hayward is very important to many people. I’ve already received phone calls from both audience members and musicians to be sure that there will be concerts in the park starting on Fathers’ Day.



Tennyson High School

27035 Whitman St. Hayward, CA 94544 (510) 723-3190

February 17, 2015

To Whom it May Concern:

Thank you for taking the time to read this letter of support. I have been a teacher here at Tennyson for nine years and would like to express how very grateful I am for the incredible Tiburcio Vasquez Health Center and the Peer Advocates program in particular.

The Peer Advocates come into all of my freshmen health classes to do student-led health education workshops on STIs, birth control options, and healthy relationships. Not only do the Peer Advocates become accessible resources of information, but they also have the ability to reach other young people in a unique way that is irreplaceable. These presentations have become a highlight of the course and reaches almost every freshman, every year. The Peers gain invaluable leadership and facilitation skills through this experience, and become role models to the freshmen.

Outreach events are another way that the amazing Peer Advocates improve the health and awareness of the Tennyson community. They have creative, innovative ideas that are fun and really engage the students. This kind of outreach, led by students, for students, is critical on our campus. Students can be more open to information and help when the source is a more approachable peer. Obviously it is impossible to collect data around the number of unwanted pregnancies and STIs the Peer Advocates program has directly helped to avoid, but countless young people have been positively affected.

The Peer Advocates program is a vital part of the wellness community on campus. The impact of the Peer Advocates program at Tennyson High School is absolutely invaluable. Please do all you can to ensure that the Peer Advocates remains an important part of our young people's lives.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Megan McCoy Milan, M.A.
Health Teacher
Tennyson High School

Megan McCoy Milan
mmccoy@husd.k12.ca.us
(510) 723-3190 x63425
Fax (510) 582-0964

Tuesday, February 17, 2015

To whom it may concern:

My name is Tayson Bui, and I have been teaching the Freshmen Preparation for College & Careers class for the past three years at Tennyson. I am writing you this letter to voice my strong support for the Peer Advocates program at Tennyson High School. I support the Peer Advocates for both the scope of their impact and the depth of development that the Peer Advocates program helps foster.

In terms of the wide-ranging scope of the impact of the Peer Advocates, almost every single freshman at Tennyson High School has experienced some sort of positive interaction with the Peer Advocates. Whether this is in their health class or through panels and presentations, the Peer Advocates bring to our students pertinent information from a friendly face.

While the Peer Advocates appear to focus mainly on health issues, many teachers and classes have benefitted from the program. For example, in my Preparation for College & Careers class, students plan their future, research careers, and develop the skills necessary to succeed in high school and beyond. When students were planning their 4- and 10-year plans, the Peer Advocates helped students understand the hard work required to become a parent—at any age, especially for a teenager. The Peer Advocates organized a panel and facilitated an in-depth discussion that helped my students understand the impact of a good education on their future family. The Peer Advocates have also led healthy relationship workshops that my students are deeply interested in. These workshops are great introductions to topics like gender roles and norms that my classes discuss. One can easily see how the Peer Advocates can bring relevance to topics across the curriculum.

In terms of the development of the students who partake in their program, I have personally seen a profound growth. Because I teach freshmen, I am in a unique position to see students grow throughout their high school years, and some of the Peer Advocates who were once shy as freshmen now lead in facilitating discussions for the workshops and in their classes. The projects that the Peer Advocates have to undertake challenges students to be outspoken leaders in and out of their classrooms. Additionally, the skills they gain through the program are probably the best preparation for college that they could get.

It's amazing to see how a program like the Peer Advocates enthruses students to be engaged in their school. When applications for Peer Advocates are available in the fall, students run around asking for teacher recommendations hoping to get the coveted spot.

(As a bonus, students applying for the program always come back to me and get help updating their resumes that they created in my class. This enables me to tell my

new students that there is an opportunity like this for students like them, and this motivates students to work hard on one of the biggest assignments in my class.)

Students at Tennyson need the opportunity to continue to interact with Peer Advocates, and students also need the opportunity to take on the leadership roles that the program offers. Again, with this letter, I voice my strong support for the Peer Advocates program.

Best,
Tayson Bui
Prep for College & Journalism Teacher
Tennyson High School
(510) 723-3190 x63263
tabui@husd.k12.ca.us



SOUTH HAYWARD PARISH
27287 Patrick Avenue
Hayward, CA 94544
510 782-5795
Southhaywardparish.org

February 11, 2015

Rachael McNamera, Administrative Analyst
City of Hayward Community Services

RE: Appeal of Community Services Commission's Draft recommendation of no funding for South Hayward Parish request of \$30,000 for the Emergency Food Pantry.

In the current fiscal year the South Hayward Parish (the Parish) will provide groceries for over 8,000 unduplicated Hayward residents ranging in age from infants to octogenarians. We are most grateful for the Alameda County Food Bank scholarship provided to the Parish through the Commission's draft recommendation. However loss of direct Hayward funding will seriously affect the Parish's ability to meet administrative cost for the Food Pantry program.

With the use of donor appeals, corporation partnership, grocery rescue programs, congregational support and FEMA grants the Parish has been able to keep pace with the increased demands for food. However we have depended on the City of Hayward grant to assist in meeting some of the administrative cost of operation; the most difficult funding to acquire.

The Emergency Food Pantry requires a minimum of one half-time staff person and the employment cost associated with the position, fuel, up keep, and insurance for the van used to transport food, bookkeeping services, occupancy costs, and the liability insurance and audit cost as required by the City.

We hope that the Commission will reconsider its draft recommendation regarding funding for the South Hayward Parish Emergency Food Pantry.

Thank you

Susan Merrill
Executive Director

South Hayward Congregations
United Church of Hayward-South Hayward United Methodist-Congregation Shir Ami
Starr King Unitarian Universalist - St. Clement Roman Catholic-Good Shepherd Lutheran
New Bridges Presbyterian

DATE: April 7, 2015

TO: Mayor and City Council

FROM: Director of Utilities & Environmental Services

SUBJECT: Amendment of the 2010 Urban Water Management Plan to Further Revise the City's Water Shortage Contingency Plan to Implement Additional State Emergency Water Conservation Regulations

RECOMMENDATION

That the City Council adopts the attached resolution amending the 2010 Urban Water Management Plan related to Hayward's Water Shortage Contingency Plan to comply with the revisions to the existing Emergency Regulations for Statewide Urban Water Conservation (initially adopted by the State Water Resources Control Board in July 2014, and modified on March 17, 2015).

BACKGROUND

The Urban Water Management Planning Act requires water agencies to prepare a Water Shortage Contingency Plan (WSCP) to identify specific actions to be taken in the event of a drought or catastrophic event. The City's WSCP, contained in the City's Urban Water Management Plan, includes four water shortage stages, each of which specifies increasingly stringent actions and water use prohibitions. Each stage reflects the severity of the drought conditions and the limitations imposed on the City by its wholesale supplier. The current Urban Water Management Plan was adopted by the City Council in June 2011 after a required public hearing. Amendments to the existing Urban Water Management Plan are likewise subject to being adopted at a public hearing.

The past four years have seen exceptionally dry conditions throughout the State, prompting the Governor to call for a 20% reduction in state-wide water use in January of last year. At that time, the City's wholesale water supplier, the San Francisco Public Utilities Commission (SFPUC), asked its customers to reduce consumption by 10% to preserve available supplies in the event that the drought continued through this year. The State Water Resources Control Board (also known as the State Water Board) determined that insufficient progress has been achieved throughout the State towards the 20% reduction goals of water consumption during the drought. On July 15, 2014, the State Water Board adopted the Emergency Regulation for Statewide Urban Water Conservation, prohibiting wasteful outdoor water uses such as overwatering landscapes, washing outdoor surfaces, and using hoses without shut-off nozzles. At the September 23, 2014 City Council meeting, staff

recommended, and Council approved, that the City's WSCP be amended to incorporate the State's mandatory prohibitions in the Stage I actions and that a Stage I water Shortage be declared.

DISCUSSION

On March 17, 2015, the State Water Board approved an extension for the Emergency Regulations for Statewide Urban Water Conservation, which was scheduled to expire on April 27, 2015. The extension was in response to the continued warm and relatively dry weather conditions that have reduced the amount of snowpack in the Sierras, as well as the continued need to ensure that urban water suppliers are taking sufficient actions to conserve water and preserve the State's water supply.

In addition to approving an extension of the current Emergency Regulations for Statewide Urban Water Conservation, the State Water Board also included additional requirements for urban water suppliers, including:

- A prohibition on irrigation of turf or ornamental landscapes during and 48 hours following measurable precipitation.
- Hospitality sector restrictions requiring that water only be served on request in restaurants and bars, and requiring the operators of hotels and motels to offer patrons the option of not having their towels and linens washed daily.
- A requirement for urban water suppliers that do not already have a limit on the number of days that outdoor irrigation of ornamental landscapes or turf with potable water is allowed, to limit such irrigation to no more than two days per week.
- A requirement that urban water suppliers promptly notify their customers when they are aware of leaks within the customer's control.
- Additional reporting requirements for urban water suppliers on compliance and enforcement efforts being undertaken within their service areas.

The City's WSCP presently contains an irrigation limit of two days per week, and staff is already promptly notifying customers when made aware of leaks. However, the other prohibition items listed above are not explicitly stated in the Stage I voluntary conservation actions and mandatory prohibitions. Therefore, the City's WSCP will need to be further amended to include the new requirements to ensure compliance with the regulations.

The State Water Board's action is effective for 270 days, starting on March 27, and unless repealed or extended, would terminate on December 22, 2015. At that time, the Council would have the option of ending the Stage I declaration, extending the declaration, or declaring that a higher stage water shortage exists. Council may also declare a more restrictive water shortage stage at any time, should water supply conditions warrant such action.

Outreach to Customers

A strategic communications plan was developed by the City's Communications & Media Relations Officer to raise awareness of the drought conditions, acknowledge the water savings that Hayward customers have achieved so far, and promote water conservation and best

practices. Staff continues to work with regional partners and use a variety of communication tools, including billboard messages, social media, direct mail, email newsletters, and updated website information, to inform and encourage customers to take the drought seriously and cut back where possible in order to delay more draconian mandatory reductions if the drought continues.

A “Drought Watch” website has been developed to provide updated and relevant information about drought conditions locally and throughout the State and can be accessed at <http://www.hayward-ca.gov/droughtwatch/>. Additional communication will be rolled out as necessary throughout the spring and summer to maintain awareness of the drought and achieve the water use reduction targets.

Specific outreach targeted at the hospitality sector will be implemented to ensure that those businesses are aware of the new regulations. Staff will also provide those businesses, such as restaurants and hotels, with materials needed to inform their customers of the new water restrictions, if requested.

It is noteworthy that Hayward residents continue to be, among California and the Bay Area, residents with one of the lowest per capita water consumptions.

Enforcement

Staff has developed an enforcement program to ensure compliance with the Emergency Regulations. A dedicated telephone line and email address has been established and publicized to receive reports of water waste¹. Reports of water waste are also listed as an option in the Access Hayward system, including the mobile app. Furthermore, all City staff, particularly those out in the field, have been instructed to report instances of wasteful water use that they may observe.

Staff relies initially on written communications to address reported violations by issuing letters to responsible property owners. In many cases, formal notification from the City is sufficient to achieve compliance. If violations continue and no contact has been made with the customer, staff follows up on the report by placing a door hanger on the property, advising the customer of the violation and the potential for further enforcement. For particularly egregious and ongoing violations, staff is prepared to accelerate enforcement action up to and including administrative citations. Authority for issuing citations is contained in the Nonessential Water Use Prohibition Ordinance. The Ordinance also enables staff to terminate or restrict water service if necessary to bring the customer into compliance.

To date, eighty-two reports of water waste have been received and letters have been issued to the responsible property owners. Staff has not yet had the need to issue administrative citations.

All recommended actions are exempt from CEQA pursuant to CEQA Guidelines Sections 15269(c) relating to actions necessary to prevent or mitigate an emergency and 15307 relating to actions by regulatory agencies for protection of natural resources.

¹ Water waste reports may be submitted by email at waterwaste@hayward-ca.gov or by calling 510-583-5349.

ECONOMIC IMPACT

Amendment of the WSCP is not expected to have a significant impact on customer water rates.

FISCAL IMPACT

Water conservation program management staffing is provided in the Utilities & Environmental Services Department and funded entirely in the Water Operating Fund. There are no General Fund impacts. Staff is using readily available and low cost methods to conduct outreach, and is working in partnership with other regional entities where it is beneficial to do so. Some staff time is needed to develop and implement the strategic communication plan and to follow up on reports of excessive water use.

PUBLIC CONTACT

All required noticing of the public hearing was implemented. In addition, there has been considerable media coverage of the State Water Board's action and the drought conditions in general.

COUNCIL SUSTAINABILITY COMMITTEE REVIEW

The Council Sustainability Committee received an update on the implementation of the Additional Emergency Regulation at its March 23 meeting. The Committee concurred with staff's intended course of action.

NEXT STEPS

If approved, staff will incorporate amendments to the WSCP into the Urban Water Management Plan. Staff will also continue to make the community aware of the water use restrictions, follow up on reports of wasteful water use and monitor City-wide usage.

Prepared by: Alicia Sargiotto, Senior Utility Service Representative

Recommended by: Alex Ameri, Director of Utilities & Environmental Services

Approved by:



Fran David, City Manager

Attachments:

- | | |
|---------------|--|
| Attachment I | Resolution |
| Attachment II | Proposed Water Shortage Contingency Plan |

HAYWARD CITY COUNCIL

RESOLUTION NO. 15-_____

Introduced by Council Member _____

RESOLUTION AMENDING THE 2010 URBAN WATER MANAGEMENT
PLAN TO FURTHER REVISE THE WATER SHORTAGE
CONTINGENCY PLAN

WHEREAS, the City's 2010 Urban Water Management Plan was adopted on June 21, 2011; and

WHEREAS, the Urban Water Management Planning Act requires that all amendments to the Urban Water Management Plan be adopted by the governing body after a public hearing; and

WHEREAS, the City's Water Shortage Contingency Plan is contained in the Urban Water Management Plan; and

WHEREAS, the City must amend its Water Shortage Contingency Plan to include mandatory outdoor water use prohibitions during periods of drought in order to reduce the incidence of excessive water waste; and

WHEREAS, on July 15, 2014, the State Water Resources Control Board adopted the Emergency Regulations for Statewide Urban Water Conservation (Emergency Regulation); and

WHEREAS, the Emergency Regulation requires water agencies to implement all actions contained in the stage of their Water Shortage Contingency Plans in which mandatory restrictions on outdoor irrigation are imposed; and

WHEREAS, on September 23, 2014, the City Council of the City of Hayward approved that the City's Water Shortage Contingency Plan be amended and incorporate the Emergency Regulation in the State I actions and that a Stage I water shortage be declared; and

WHEREAS, on March 17, 2015; the State Water Resources Control Board approved an extension for the Emergency Regulations and approved additional requirements for urban water suppliers; and

WHEREAS, the Director of Utilities & Environmental Services has submitted to the City Council for review a copy of the proposed amendments to the Water Shortage Contingency Plan contained in the 2010 Urban Water Management Plan and staff report dated April 7, 2015, and has made available for public review the proposed amendments in their entirety; and

WHEREAS, Stage I of the City's Water Shortage Contingency Plan, as amended by this Resolution, prohibits irrigation of turf or ornamental landscapes during and forty-eight hours following measurable precipitation and places restrictions on the hospitality sector requiring that water only be served on request in restaurants and bars, and requiring the operators of hotels and motels to offer patrons the option of not having their towels and linens washed daily; and

WHEREAS, a public hearing was held on April 7, 2015, in the manner prescribed by law.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the plan entitled "2010 Urban Water Management Plan," a copy of which is on file in the office of the Utilities & Environmental Services Department and office of the City Clerk, is hereby further amended as shown in Exhibit A.

BE IT FURTHER RESOLVED by the City Council of the City of Hayward that all actions contained in Stage I of the Water Shortage Contingency Plan shall be in effect, as of the date of this Resolution, and until such time as the City Council repeals or extends this declaration.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2015

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____

City Clerk of the City of Hayward

APPROVED AS TO FORM:

CITY OF HAYWARD
WATER SHORTAGE CONTINGENCY PLAN
 (Excerpted from 2010 Urban Water Management Plan and Revised)

In response to a water shortage due to climate conditions, emergency event or other causes, the City would implement a Water Shortage Contingency Plan.

Stages of Action

Hayward's past experience with water shortages, most notably in 1977 and from 1987-1992, has shaped its current plans for managing such an event in the future. The following stages have been developed to respond to increasingly severe drought conditions and are triggered by water supplies.

Table 5-12
Water Shortage Stages of Action

Stage	Water Supply Conditions	% Shortage
I	<ul style="list-style-type: none"> • Single or multiple dry year(s) • Supply is 90 to 99% of normal 	Up to 10%
II	<ul style="list-style-type: none"> • Critically dry year • Supply is 80 to 90% of normal 	10 – 20%
III	<ul style="list-style-type: none"> • Second dry year or critically dry year • Supply is 50 to 80% of normal • Loss of 20 to 50% of supply due to emergency 	20 – 50%
IV	<ul style="list-style-type: none"> • Supply is less than 50% of normal • Loss of 50% or more of supply due to emergency 	Over 50%

Source: City of Hayward

Hayward's most recent experience with severe water supply shortages was during the state-wide drought of the early 1990s, in which Hayward customers reduced water use by 27%. The rationing program implemented was modeled on the very successful effort launched in 1977, in which Hayward customers reduced water usage by about 32%. More recently, a Stage I rationing effort was implemented following SFPUC's requested voluntary reduction of 10% in 2007. Although no mandatory prohibitions were implemented, the voluntary actions taken by Hayward customers resulted in Hayward exceeding the reduction target.

However, given the programmatic water conservation measures which have been implemented in recent years and resulting decreases in water usage, it will be more difficult to achieve further savings during a drought through voluntary measures alone. The actions associated with a Stage I water supply condition contain a mix of mandatory prohibitions and voluntary actions.

Succeeding stages of action mandate additional restrictions. Because water supply conditions vary, even during periods of dry conditions, the Water Shortage Contingency Plan is flexible and may be adapted to fit current conditions.

Stage I - Voluntary Conservation Actions and Mandatory Prohibitions

The following list identifies specific voluntary and mandatory conservation actions that Hayward customers are asked to take during a Stage I rationing effort. Hayward would implement a public information campaign to specifically address the situation.

Voluntary Actions

- Limit irrigation to early morning and evening hours to reduce evaporation
- Limit irrigation to no more than two days per week
- Install water saving fixtures and appliances
- Ensure full loads in dishwashers and clothes washing machines

Mandatory Prohibitions

- Any use of water that results in significant runoff to streets, driveways or sidewalks
- Irrigation of lawns, landscaping or other vegetated areas in a manner that allows significant amounts of potable water to flow onto adjacent property, non-irrigated areas, private and public walkways, roadways, or parking lots
- Irrigation of lawns, landscaping or other vegetated areas during and 48 hours following measureable precipitation
- Serving water in restaurants and bars (unless specifically asked by customer)
- Washing towels and linens on a daily basis in hotels and motels (unless specifically asked by the customer)
- Use of potable water due to broken or defective plumbing or irrigation systems
- Use of potable water to wash sidewalks, driveways, parking lots, buildings, and other outdoor areas and structures
- Use of a hose for any purpose, including vehicle washing, unless the hose is equipped with a shut-off nozzle that causes it to cease dispensing water immediately when not in use
- Use of potable water in decorative water fountains or other ornamental water features unless water is recirculated

Stage II and III – Additional Mandatory Actions

Table 5-13 lists additional mandatory prohibitions and the rationing stage at which they would be implemented.

Table 5-13
Water Use Prohibitions

Prohibition	Stage When Prohibition Becomes Mandatory
<ul style="list-style-type: none"> • Water use in excess of allocation (implement rate structure appropriate to the shortage) • Filling or refilling swimming pools, spas or hot tubs • Serving water in restaurants (unless specifically asked by customer) • Washing vehicles, except in commercial carwashes • Using potable water in construction activities unless no other water is available 	<p>Stage II (10% to 20% reduction)</p>
<ul style="list-style-type: none"> • Continuation of all Stage II prohibitions • Using potable water for cooling purposes and commercial car washes, unless recycled • Using potable water for golf course irrigation • Use of potable water for street sweeping • Use of potable water to irrigate landscaping in new developments 	<p>Stage III (20 to 50% reduction)</p>

Source: City of Hayward draft ordinances and resolutions

Stage IV – Additional Reductions

In a Stage IV rationing effort, the City would intensify all of the prohibitions as listed in Table 6-13. Additional measures would be added to achieve savings. The majority of additional savings would come from further reduced customer allocations.

DATE: April 7, 2015

TO: Mayor and City Council

FROM: Assistant City Manager
Director of Public Works – Engineering & Transportation

SUBJECT: Affordable Housing and Sustainable Communities (AHSC) “Cap & Trade” Program
Project Submittals

RECOMMENDATION

That Council accepts this report as information only; no action is necessary.

BACKGROUND

Cap and Trade Auction Program

Legislation enacted over the past several years—including Assembly Bill 32 and Senate Bill 375—established the Cap and Trade Program and efforts to better coordinate sustainable planning in transportation, housing, and economic development. The Greenhouse Gas Reduction Fund (GGRF) was created for the deposit of the auction proceeds from the Cap and Trade Program and for eventual distribution to various funding programs.

This first year of funding distribution is different from what will occur in subsequent years and will be dependent on the total amount of proceeds from the auctions. Only two areas (totaling sixty percent of future revenues) received multi-year allocations: Transit, Housing, and Sustainable Communities (thirty-five percent) and High-Speed Rail (twenty-five percent). Other programs—including the Low Carbon Transportation Program which received \$200 million this fiscal year—will be subject to the annual budget process.

As part of the current fiscal year State budget, the Legislature passed, and Governor Brown signed, Senate Bill 862, which established the framework of funding priorities for revenues from the State’s cap-and-trade program. The legislation provided for specific allocations in the 2014–15 Fiscal Year, and then an ongoing allocation plan for subsequent years.

Affordable Housing and Sustainable Communities (AHSC) Program

In September 2008, SB 732 was signed into law, creating the Strategic Growth Council. The Council is a cabinet level committee. The Council is comprised of: State agency secretaries from

Business Transportation and Housing, Health and Human Services, Environmental Protection Agency, and the Natural Resources Agency; the director of the Governor's Office of Planning and Research; and public member Robert Fisher who was appointed by the Governor¹. At its July 10, 2014 meeting, the Strategic Growth Council (SGC) took action to delegate implementation responsibilities for the various sub-programs of the AHSC to relevant State agencies. For the housing, transportation, and infrastructure components of the program, the SGC designated the California Housing and Community Development Department (HCD) as the lead agency. The implementation includes working with the SGC to develop program guidelines including grants and loans, evaluating applications, preparing agreements, monitoring agreement implementation, reporting, and possible amendments.

Per statute, the SGC is authorized to fund land use, housing, transportation, and land preservation projects to support infill and compact development that reduce greenhouse gas (GHG) emissions. Projects will facilitate the reduction of the emissions of GHGs by improving mobility options and increasing infill development, which decrease vehicle miles traveled and by reducing land conversion.

In addition to GHG emission reductions, statutes require funding be awarded consistent with State planning priorities, to help implement a regional Sustainable Communities Strategy (SCS), and have at least fifty percent be invested to benefit disadvantaged communities and provide housing opportunities for lower income households.

The AHSC Program supports projects that will increase accessibility of housing, employment centers, and key destinations via low-carbon transportation options (walking, bicycling and transit), resulting in fewer vehicle miles traveled. The AHSC Program will provide grants and affordable housing loans for infill and compact transit-oriented development and related infrastructure and program activities.

The AHSC Program is organized into two categories for funding: Transit-Oriented Development (TOD) and Integrated Connectivity Projects (ICP). The TOD subcategory is designed for areas with a major transit stop (with less than fifteen minutes between transit vehicles)) within one half mile of the project. For a project to be eligible under the TOD subcategory, the project must meet the transit requirement and have a nearby affordable housing development (residential or mixed-use), and contain an infrastructure-related capital component. In addition, the grant applicant must have control of the project site to be eligible for these funds. This is the subcategory under which the City can apply and compete.

The following list describes the various potential capital projects/uses of funding through the AHSC Program:

- **Affordable Housing development**, including new construction, substantial rehabilitation, conversion, or preservation.

¹ A more detailed overview of SGC's objectives can be found here: <http://opr.ca.gov/docs/Overview-GC.pdf>

- **Housing-related infrastructure**, including improvements required as a condition of the affordable housing development (e.g., sewer upgrades, streets, utility access/relocation, etc.), site acquisition, and impact fees.
- **Transportation and transit-related infrastructure** projects designed to enhance public transit; enhance pedestrian or bicycle access between transit station, housing and key destinations; and soft costs directly related to the construction or acquisition.
- **Green infrastructure** projects designed to enhance environmental sustainability of the project area (i.e., heat island mitigation, tree canopy, stormwater filters), and soft costs directly related to the construction or acquisition.
- **Pre-development costs related to planning implementation**, including improvement or updates to existing plans or zoning codes to allow for the development of the project, parking studies for the proposed project area, and project-based infrastructure financing plans.

The SGC has a timeline for the implementation of the first round of the AHSC Program as follows:

- January 9, 2015—Public posting of draft final guidelines
- January 20, 2015—Final draft guidelines to SGC for approval
- January 30, 2015—Funding solicitation and application released
- February 19, 2015—Concept applications due
- Mid-March 2015—Successful applicants invited to submit full applications
- April 15, 2015—Full applications due
- June 2015—Recommended awards announced for SGC approval

DISCUSSION

As noted in the AHSC Program timeline above, the SGC provided an extremely expedited timeframe for submitting proposals. Once the SGC approved the final guidelines and HCD published their Notice of Funding Availability, applicants had less than three weeks to submit concept proposals.

There is approximately \$120 million available in the current fiscal year budget for the AHSC Program. This amount is subject to the statutory set-asides for affordable housing (forty percent) and disadvantaged communities (fifty percent).

In preparation for the tight turnaround for program applications, City staff participated in a webinar hosted by the League of California Cities targeted at helping cities participate in a very competitive process. In addition, City staff attended League’s Housing, Community, and Economic Development policy committee meetings in Sacramento that discussed the AHSC Program, including eligibility and competitiveness requirements.

Internally, City staff coordinated across multiple departments and offices to identify and develop the necessary information for project application submittals. These collaborative discussions included the City Manager’s Office, Public Works and Development Services Departments.

Projects Submitted for Consideration

1. C Street Complete Streets Project (\$2.6 million)

The C Street Complete Streets Project—located on the C Street corridor between Grand Street and Filbert Street—will narrow travel lanes and provide dedicated bicycle lanes, widen sidewalks, and include street and pedestrian lighting. The project area connects two Priority Development Areas (PDA)—the Downtown Hayward PDA and Cannery PDA. The Metropolitan Transportation Commission (MTC) designates PDAs as a locally designated area within an existing community that has been identified and approved for future growth. This area is served by BART, Amtrak and AC Transit, a very unique situation that fully enables residents and commuters with multiple transportation options that reduce greenhouse gas emissions.

2. Tennyson Road Pedestrian and Bicycle Bridge Project (\$1.92 million)

The Tennyson Road Pedestrian and Bicycle Bridge Project is proposed adjacent to the transit overcrossing at Tennyson Road leading into the South Hayward BART Station. With the improvements requested through the application, the neighborhoods surrounding the BART station will benefit from safer, healthy, and more environmentally-friendly options for accessing transit to jobs, schools, and other destinations.

3. Dixon Street Project—Phase 2 (\$5.2 million)

The Dixon Street Project—Phase 2 will narrow travel lanes and provide sidewalks on Dixon Street between Valle Vista Avenue and Industrial Parkway. The project will enhance a direct corridor from the South Hayward BART Station to employment centers, schools and housing, including several multifamily developments.

4. Main Street Complete Streets Project (\$2.8 million)

The Main Street Complete Streets Project, between A Street and C Street, and located in the Downtown Hayward PDA, is a key component to the City's downtown revitalization efforts. The project will provide residents and other visitors with access to transit options and various other destinations, including downtown and various City services.

Consistency with AHSC and Cap and Trade Program Goals

As described earlier in this report, the AHSC Program is designed to implement GHG emissions reductions and fund integrated land use and transportation projects supporting low-carbon transportation options. Promoting mode shift to low-carbon transportation will require strategies that link residential areas, major employment centers and other key destinations to accessible, reliable, affordable, safe and comfortable transit and active transportation options.

The projects selected for the initial round of AHSC funding include several benefits, including increased public health, increased community safety, increased economic opportunities, and

enhancements to the environment. By improving the physical corridor to transit and access in this corridor, the projects will connect housing to transit, jobs and economic centers, and City services. Environmental co-benefits include less air pollution, less noise pollution, and less burning of fossil fuels by offering opportunities for commuters to bike or walk to transit or their destinations.

Project feasibility and readiness have been emphasized by program staff as key components they are looking to fund in this first round. The City projects selected for submittal incorporate improvements such as narrower travel lanes, delineating bicycle lanes, and widening sidewalks with fairly straightforward design work and environmental clearance. This allows for projects that can move ahead in a short period of time once funding is secured.

Finally, the AHSC Program is designed for projects that support policy objectives at both the State and regional level.

On March 16, 2015, staff received notice that none of the four projects submitted by the City were selected to submit a full application for funding (see Attachment I for letter from HCD). The key reasons cited for the rejection of all four projects was the competitive environment in this first round of funding and that the concept proposals did not include either an affordable housing development or a direct housing-related infrastructure capital use. Of the 147 concept proposals totaling \$760 million that were submitted, HCD only invited fifty-four concept proposals requesting \$301 million to move forward to the full proposal phase. Of these fifty-four, only four were not for either direct funding of an affordable housing project or were in a disadvantaged community (or both).

Attachment II provides information from HCD regarding the projects that were invited to submit full applications for funding. One of the projects that was selected to move to the full application stage was the META Housing sixty-unit senior affordable housing project on A Street. City staff did not participate in their application preparation and the developers submitted this application separately from the City's other four applications.

NEXT STEPS

Preparing for Round 2 of the AHSC Program

In his proposed budget for the 2015-16 Fiscal Year released on January 9, 2015, Governor Brown included \$200 million in planned funding for Round 2 of the AHSC program. If actual cap and trade auction proceeds come in higher than expected, as many analysts predict, this amount may increase before the budget is approved in June or even before the Round 2 solicitation is released next spring. The Legislature may also hear from project applicants regarding the limited funding available in the first round and decide to include additional funding in the budget. Regardless, the expectation is that Round 2 funding will be nearly double what was available in Round 1.

As previously mentioned, the expedited time frame for Round 1 submittals did not present an adequate opportunity to implement a robust input/feedback sessions with Council and/or the community. In the interim, staff is developing a process to ensure that adequate opportunities are available for Council to assist in the selection and review of concept proposals for Round 2 of the program.

As with Round 1, the program will seek proposals to either provide direct assistance to facilitate the building of affordable housing and/or constructing the supporting infrastructure for projects that contain affordable housing components. Providing multi modal (transit, bike, ped) connectivity to jobs, housing and services are also key drivers in the program.

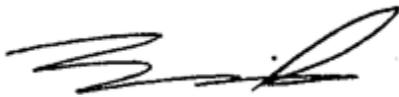
This interim period will also allow staff to receive feedback from the AHSC staff on the four conceptual proposals submitted in February 2015 for Round 1. The feedback will allow staff to potentially re-tool the previous submittals and re-submit a more competitive application in Round 2 should Council concur.

It also presents an opportunity to submit new conceptual applications should strong projects emerge through this process.

Prepared by: Morad Fakhrai, Director of Public Works – Engineering & Transportation

Recommended by: Kelly McAdoo, Assistant City Manager

Approved by:



Fran David, City Manager

Attachments:

Attachment I: Letter to Hayward officials regarding project submittal
Attachment II: Memo from Strategic Growth Council regarding applications selected to submit full proposals

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**OFFICE OF THE DIRECTOR**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-7400 / FAX (916) 263-7417
www.hcd.ca.gov



March 16, 2015

Morad Fakhrai
Townsend Public Affairs
925 L Street, Suite 1404
Sacramento, CA 95814

Dear Morad Fakhrai:

RE: AHSC Concept Proposal Review - C Street Complete Streets

Thank you for submitting a concept proposal for the Affordable Housing and Sustainable Communities (AHSC) Program. The Department regrets to inform you that the concept proposal for Townsend Public Affairs' C Street Complete Streets proposal will not be invited to submit a full application for the FY 2014-15 Notice of Funding Availability. This decision is final without opportunity for appeal.

The Townsend Public Affairs' concept proposal was deemed ineligible. The proposed work that was submitted in your concept proposal did not meet AHSC Program requirements of a Transit-Oriented Development (TOD) Project Area. Specifically, the concept proposal did not include either an Affordable Housing Development or Housing-Related Infrastructure Capital Use as required pursuant to Section 102(c) of the Program Guidelines.

The initial round of funding for the AHSC Program is highly competitive. The Department received 147 concept proposals requesting over \$760 million, greatly exceeding the \$120 million in funding available. Future rounds of AHSC Program funding are anticipated and the Department encourages Townsend Public Affairs and the City of Hayward to apply again. Additionally, we encourage you to explore other programs that may have funding available for your project, such as the California Department of Transportation's [Transit and Intercity Rail Capital Program](#) and [Active Transportation Program](#).

On behalf of the Strategic Growth Council (SGC) and the Department, we thank you for your interest in the AHSC Program. AHSC Program staff will be available to discuss your concept proposal in detail prior to the next funding cycle. Should you have any questions or if you would like to discuss your concept proposal, please contact AHSC@hcd.ca.gov.

Sincerely,

Claudia Cappio
Director

cc: Morad.Fakhrai@hayward-ca.gov
rharmon@townsendpa.com

California
Strategic Growth Council

Memorandum

DATE: March 18, 2015

TO: Interested Stakeholders

FROM: Strategic Growth Council staff

RE: Applicants Invited to Submit Full Applications for the Affordable Housing and Sustainable Communities Program

Thank you for your continued interest in the first year of the Affordable Housing and Sustainable Communities (AHSC) Program. This memo provides a list of all applicants invited to submit a full application following the initial concept application review.

The Strategic Growth Council (SGC) and the Department of Housing and Community Development (HCD) received 147 concept applications requesting over \$760 million for this highly competitive program. \$120 million is available to award under the FY 2014-15 Notice of Funding Availability.

SGC and HCD invited 54 concept proposals from 22 counties requesting \$301,788,579 to compete for the approximately \$120 million in the full proposal phase. The proposals represent a wide range of VMT reduction strategies and are set in large urban centers, medium-sized cities, small towns and rural areas across the state.

	AHSC \$ Requested	# of Applications
Total Amount Requested in Invited Proposals	\$301,788,579	54
Total Amount Invited - Affordable Housing Set-Aside	\$235,703,077	44
Total Amount Invited - Disadvantaged Community Set-Aside	\$229,267,483	37

The revised deadline for invited applicants to submit a full application is April 20, 2015 at 5 pm. SGC will release a complete list of all applicants after awards are announced in late June/early July in order to allow for completion of the process.

AHSC Program staff will be available to consult with applicants who were not invited to submit full proposals to provide feedback on how they can be more competitive in future rounds of funding. Any applicants who would like to schedule a follow-up consultation should contact staff via email at ahsc@hcd.ca.gov.

Thank you again for your engagement in this process.

FY 2014-15 Affordable Housing and Sustainable Communities Program: Concept Applications Invited to Submit Full Proposal

Applicant	Project Name	County	MPO	Funding Requested	Affordable Housing Set-Aside	Disadvantaged Community Set-Aside
Mid-Peninsula The Farm, Inc	Pippin Apartments	Santa Cruz	AMBAG	\$3,698,477	Yes	
Chelsea Investment Corporation	Fancher Creek Town Center - Family	Fresno	Fresno COG	\$10,994,072	Yes	Yes
Chelsea Investment Corporation	19th Street Senior Apartments	Kern	Kern COG	\$2,559,394	Yes	Yes
City of Merced	Gateway Terrace II	Merced	Merced CAG	\$1,460,480	Yes	Yes
Resources for Community Development	Riviera Family Apartments	Contra Costa	MTC/ABAG	\$5,968,208	Yes	
Eden Housing, Inc.	Miraflores Senior Housing	Contra Costa	MTC/ABAG	\$5,077,558	Yes	Yes
City of Oakland	94th and International	Alameda	MTC/ABAG	\$5,165,251	Yes	Yes
Satellite Affordable Housing Associates	Camino 23 - Linking Affordable Housing to Local and Regional Connections in Oakland	Alameda	MTC/ABAG	\$4,081,027	Yes	Yes
EAH Inc.	3706 San Pablo Avenue	Alameda	MTC/ABAG	\$11,113,773	Yes	Yes
Housing Authority of the County of Santa Clara	777 Park Ave	Santa Clara	MTC/ABAG	\$6,025,407	Yes	
City of South San Francisco	South San Francisco Complete Streets to Transit and Employment: Pedestrian and Bicycle Safety Improvement Project	San Mateo	MTC/ABAG	\$7,728,625		Yes
Peninsula Corridor Joint Powers Board	South San Francisco Caltrain Station Access and Improvements Project	San Mateo	MTC/ABAG	\$4,650,000		
META HOUSING CORPORATION	Civic Center 14 TOD Apartments	Alameda	MTC/ABAG	\$1,750,000	Yes	Yes
META HOUSING CORPORATION	Hayward Senior Apartments	Alameda	MTC/ABAG	\$2,183,000	Yes	
BRIDGE Housing Corporation	San Leandro Senior	Alameda	MTC/ABAG	\$7,997,808	Yes	Yes
Community Housing Development Corporation	Filbert Townhomes	Contra Costa	MTC/ABAG	\$6,778,838	Yes	Yes
West Grand and Brush, LLC	West Grand & Brush, Phase 1	Alameda	MTC/ABAG	\$8,933,218	Yes	Yes
Habitat for Humanity East Bay/Silicon Valley	Central Commons	Alameda	MTC/ABAG	\$1,000,000	Yes	

FY 2014-15 Affordable Housing and Sustainable Communities Program: Concept Applications Invited to Submit Full Proposal

Applicant	Project Name	County	MPO	Funding Requested	Affordable Housing Set-Aside	Disadvantaged Community Set-Aside
City of Morgan Hill	Reducing VMT-Related GHG Emissions by Improving Pedestrian and Bicycle Connectivity in the Monterey Road Corridor	Santa Clara	MTC/ABAG	\$6,772,506		Yes
Eden Housing, Inc.	El Cerrito Senior Mixed Use Apartments	Contra Costa	MTC/ABAG	\$6,923,351	Yes	
City of Fairfield	Fairfield/Vacaville Intermodal Station	Solano	MTC/ABAG	\$4,800,000		
1300 Fourth Street Associates, L.P.	Mission Bay South Block 6 East	San Francisco	MTC/ABAG	\$15,000,000	Yes	
Tenderloin Neighborhood Development Corporation	Eddy & Taylor Family Housing	San Francisco	MTC/ABAG	\$12,284,976	Yes	Yes
The John Stewart Company	Hunters View Block 10	San Francisco	MTC/ABAG	\$7,900,532	Yes	Yes
Mercy Housing California 64, LP	222 Beale Street, S.F. - Affordable Housing and Transit Improvements	San Francisco	MTC/ABAG	\$6,500,000	Yes	
California Vanpool Authority	Vanpool Expansion Project	Multiple Counties	Multi-MPO	\$3,000,000		Yes
Truckee Development Associates	Truckee Railyard Downtown Corridor Improvements Project	Nevada	Non-MPO	\$8,000,000	Yes	
META HOUSING CORPORATION	West Sac Family Apartments	Yolo	SACOG	\$3,487,950	Yes	Yes
City of West Sacramento	Delta Lane Affordable Housing and Grand Gateway Transportation Infrastructure	Yolo	SACOG	\$6,730,888	Yes	Yes
City of Sacramento	Rio Linda Boulevard Bridge Replacement Project	Sacramento	SACOG	\$674,240		Yes
Pacific Housing, Inc.	Junction Station Lofts	Placer	SACOG	\$3,461,595	Yes	
City of Roseville	Improvements to Regional Transit/Bike Facility Transfer Point Station and New Mobility Training Program	Placer	SACOG	\$718,500		
San Diego Association of Governments	San Diego Regional Inland Rail Trail	San Diego	SANDAG	\$8,000,000		Yes
San Diego Association of Governments	South Bay Bus Rapid Transit (BRT) Project	San Diego	SANDAG	\$7,000,000		Yes

FY 2014-15 Affordable Housing and Sustainable Communities Program: Concept Applications Invited to Submit Full Proposal

Applicant	Project Name	County	MPO	Funding Requested	Affordable Housing Set-Aside	Disadvantaged Community Set-Aside
City of National City	Westside Infill Transit Oriented Development	San Diego	SANDAG	\$5,480,271	Yes	Yes
AMCAL Multi-Housing Two, LLC	Villa Encantada Apartments	San Diego	SANDAG	\$6,040,050	Yes	
Wasatch T Street	Creekside Villa Apartment Transit Oriented Development	San Diego	SANDAG	\$7,259,450	Yes	Yes
Cabrillo Economic Development Corporation	The Village Apartments	Santa Barbara	SBCAG	\$5,161,380	Yes	
American Communities, LLC	Crenshaw Villas	Los Angeles	SCAG	\$2,200,000	Yes	Yes
Century Housing Corporation	Anchor Place	Los Angeles	SCAG	\$2,441,616	Yes	Yes
C&C Development, LLC	Depot at Santiago	Orange	SCAG	\$6,352,699	Yes	Yes
META HOUSING CORPORATION	Sylmar Court Apartments	Los Angeles	SCAG	\$2,500,000	Yes	Yes
East LA Community Corporation	1st and Soto TOD Apartments Phase 2	Los Angeles	SCAG	\$4,072,843	Yes	Yes
META HOUSING CORPORATION	127th Street Apartments	Los Angeles	SCAG	\$1,500,000	Yes	Yes
META HOUSING CORPORATION	Gundry Hill Apartments	Los Angeles	SCAG	\$2,500,000	Yes	
Coachella Valley Housing Coalition	March Veterans Village	Riverside	SCAG	\$7,885,736	Yes	Yes
McCormack Baron Salazar	MacArthur Park Apartments Phase B	Los Angeles	SCAG	\$7,014,560	Yes	Yes
META HOUSING CORPORATION	El Segundo Family Aptarmens	Los Angeles	SCAG	\$1,900,000	Yes	Yes
BRIDGE Housing Corporation	Jordan Downs --Phase 1	Los Angeles	SCAG	\$6,500,000	Yes	Yes
Corporate Fund For Housing	Mosaic Gardens at Westlake	Los Angeles	SCAG	\$8,000,000	Yes	Yes
VCOR	Grand View Village	San Joaquin	SJCOG	\$12,932,113	Yes	Yes
Domus Development, LLC	Anchor Village, Stockton, California	San Joaquin	SJCOG	\$5,857,141	Yes	Yes
City of San Luis Obispo	Shifting Modes Within South Broad Street Neighborhoods	San Luis Obispo	SLOCOG	\$1,860,270		
Self Help Enterprises	Lindsay Village	Tulare	Tulare COG	\$5,910,776	Yes	Yes

TOTAL CONCEPTS INVITED TO SUBMIT FULL APPLICATIONS	54
TOTAL AHSC FUNDING REQUESTED FROM CONCEPTS INVITED TO SUBMIT	\$301,788,579
NUMBER OF CONCEPTS INVITED WHICH QUALIFY FOR AFFORDABLE HOUSING SET-ASIDE	44
NUMBER OF CONCEPTS INVITED WHICH QUALIFY FOR DISADVANTAGED COMMUNITY SET-ASIDE	37