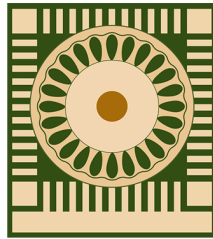


CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Tuesday, December 5, 2017

7:00 PM

Council Chambers

City Council

Mayor Barbara Halliday
Mayor Pro Tempore Elisa Márquez
Council Member Francisco Zermeño
Council Member Marvin Peixoto
Council Member Al Mendall
Council Member Sara Lamnin
Council Member Mark Salinas

**SPECIAL JOINT HAYWARD CITY COUNCIL/HOUSING
AUTHORITY/REDEVELOPMENT SUCCESSOR AGENCY/PUBLIC FINANCING
AUTHORITY MEETING**

CALL TO ORDER Pledge of Allegiance: Council/HA/RSA/PFA Member Márquez

ROLL CALL

CLOSED SESSION ANNOUNCEMENT

PUBLIC COMMENTS

The Public Comment section provides an opportunity to address the City Council on items not listed on the agenda 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. [MIN 17-166](#) Minutes of the Special City Council Meeting on November 14, 2017

Attachments: [Attachment I Draft Minutes of 11/14/2017](#)

2. [CONS 17-723](#) Authorization for the City Manager to Accept and Appropriate \$90,662.50 in Funding from the California Board of State and Community Corrections for the Hayward Police Department

Attachments: [Attachment I Staff Report](#)
[Attachment II Resolution](#)

3. [CONS 17-747](#) Adoption of Fiscal Year 2018 Statement of Investment Policy and Delegation of Investment Authority
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Resolution City](#)
 [Attachment III Resolution Housing Authority](#)
 [Attachment IV Resolution Redevelopment Successor](#)
 [Attachment V Resolution Public Financing Authority](#)
 [Attachment VI Memorandum re Investment Policy Review](#)
 [Attachment VII Summary of Proposed Changes](#)
 [Attachment VIII FY 2018 Statement of Investment Policy](#)
4. [CONS 17-750](#) Authorization for the City Manager to Execute a Professional Services Agreement for Bicycle and Pedestrian Master Plan Update 2017
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Resolution](#)
 [Attachment III Scope of Work](#)
5. [CONS 17-760](#) Resolution Authorizing the City Manager to Negotiate and Execute Purchase Agreements for Furnishings in the New Library Facility
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Resolution](#)
 [Attachment III Summary Furniture List](#)
 [Attachment IV Furniture Plan](#)
6. [CONS 17-764](#) Authorization to Execute a Banking Services Agreement with JP Morgan Chase Bank, N.A. for Banking Transactions and Cash Management Services
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Resolution](#)
7. [CONS 17-773](#) Authorization to Enter into an Exclusive Negotiating Rights Agreement with Healthcare Development Partners, for a Proposed Development at 22300 Foothill Boulevard
- Attachments:** [Attachment I Staff Report](#)
 [Attachment II Resolution](#)
 [Attachment III Subject Properties Map](#)

LEGISLATIVE BUSINESS

8. [LB 17-054](#) Adoption of Commercial Cannabis Permit Selection Process and Amendment to FY2018 Master Fee Schedule for Associated Selection Process Costs (Report from City Manager McAdoo)

Attachments: [Attachment I Staff Report](#)
[Attachment II Resolution Calling for Applications](#)
[Attachment III Resolution Amending the Master Fee Schedule](#)
[Attachment IV Draft Request for Proposals](#)

9. [LB 17-052](#) Resolution Adopting the Policy/Goal Statements for Contract Negotiations as the Guiding Principles Document for the 2018 and 2019 Negotiations Between the City of Hayward and HAME, Local 1021 Maintenance and Clerical Units, Local 21, Local 1909, and HPOA (Report from Director of Human Resources Collins)

Attachments: [Attachment I Staff Report](#)
[Attachment II Resolution](#)
[Attachment III Guiding Principles Document](#)

10. [LB 17-053](#) Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2018 (Report from Director of Human Resources Collins)

Attachments: [Attachment I Staff Report](#)
[Attachment II Resolution](#)
[Attachment III FY 2018 Salary Plan](#)

CITY MANAGER'S COMMENTS

Oral reports 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 SPECIAL MEETING, December 12, 2017, 7:00 PM

PUBLIC COMMENT RULES

Any member of the public desiring to address the Council shall limit her/his address to three (3) minutes unless less or further time has been granted by the Presiding Officer or in accordance with the section under Public Hearings. The Presiding Officer has the discretion to shorten or lengthen the maximum time members may speak. 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 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.

Assistance will be provided to those requiring language assistance. To ensure that interpreters are available at the meeting, interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Clerk at (510) 583-4400.



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: MIN 17-166

DATE: December 5, 2017

TO: Mayor and City Council

FROM: City Clerk

SUBJECT

Minutes of the Special City Council Meeting on November 14, 2017

RECOMMENDATION

That the City Council approves the minutes of the Special City Council Meeting on November 14, 2017.

ATTACHMENTS

Attachment I Draft Minutes of 11/14/2017



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF
THE CITY OF HAYWARD
Council Chambers
777 B Street, Hayward, CA 94541
Tuesday, November 14, 2017, 7:00 p.m.**

The Special City Council meeting was called to order by Mayor Halliday at 7:00 p.m.

ROLL CALL

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

Mayor Halliday welcomed the first annual City Council Youth Recognition Hall of Fame Award recipients. The ceremony began with the Hayward Fire Department color guard posting the colors. Alessandra Eiras, one of the Hall of Fame winners, sang the national anthem.

Mayor Halliday and Council Members Salinas, Lamnin, Zermeño, Márquez, Peixoto, and Mendall recognized and honored the seven Youth Achievement Hall of Fame winners for their achievement in seven categories: academics, arts, athletics, community service, innovation, leadership, and heroism. The winners were: Mandeep Ladhar, Eileen Syrop, Shyh Lynn Saenz, Andrew Hui, Desmond Vinson, Ashly Sinn, and Alessandra Eiras.

The City Council took a recess at 7:50 p.m., and reconvened the meeting at approximately 7:58 p.m.

CLOSED SESSION

City Attorney Lawson announced the City Council convened in closed session regarding two items: 1) conference with legal counsel pursuant to Government Code 54956.9 regarding City of Hayward v. Board of Trustees, California State University, et al., Alameda County Superior Court No. RG09481095, consolidated with No. RG09480852; and 2) conference with legal counsel pursuant to Government Code 54956.9 regarding one anticipated litigation case; and noted there was no reportable action.

PUBLIC COMMENTS

Mr. Jim Drake, Hayward resident, spoke about the trees that were planned to be replaced on Jackson and Santa Clara Streets.

Mr. Charlie Peters, Clean Air Performance Professionals representative, provided a document for the record regarding ethanol and autonomous cars.

Mr. Alfredo Rodriguez, Vintage Alley owner, spoke about traffic safety on B Street and advocated for stop signs to alleviate traffic.

Ms. Debbie Frederick, Hayward resident, advocated for a pedestrian walkway between Foothill Boulevard and Main Street.

Consent Items 4, 5, and 6 were removed for separate vote.

CONSENT

1. Minutes of the Special Joint City Council and Hayward Area Recreation and Park District Meeting on October 30, 2017 **MIN 17-151**

It was moved by Council Member Mendall, seconded by Council Member Márquez, and carried unanimously, to approve the minutes of the Special Joint City Council and Hayward Area Recreation and Park District Meeting on October 30, 2017, with a minor correction.

2. Minutes of the Special City Council Meeting on October 30, 2017 **MIN 17-152**

It was moved by Council Member Mendall, seconded by Council Member Márquez, and carried unanimously, to approve the minutes of the Special City Council Meeting on October 30, 2017.

3. Minutes of the City Council Meeting on November 7, 2017 **MIN 17-153**

It was moved by Council Member Mendall, seconded by Council Member Márquez, and carried unanimously, to approve the minutes of the City Council Meeting on November 7, 2017.

4. Authorization for the City Manager to Execute an Agreement with the Alameda County Sheriff's Office and the U.S. Department of Justice to Accept the FY2017 Byrne Justice Assistance Grant (JAG) fund in the Amount of \$42,491.60 for Hayward Police Department Operations **CONS 17-686**

Staff report submitted by Chief of Police Koller, dated November 14, 2017, was filed.

Council Member Lamnin recommended that the last paragraph of the resolution be amended by removing the words "and directed" and by adding "provided such action is consistent with the City of Hayward's Sanctuary City Policy."

It was moved by Council Member Lamnin, seconded by Council Member Márquez, and carried unanimously, with an amendment to adopt the following:

Resolution 17-169, "Resolution Authorizing the City Manager to Execute an Agreement with the Alameda County Sheriff's Office and the U.S. Department of Justice; to Accept the FY2017 Byrne Justice Assistance Grant (JAG) Fund in the Amount of \$42,491.60 for Hayward Police Department Operations"

5. Approval of Resolution Authorizing the City Manager to Execute a Service Agreement with the Fairview Fire Protection District **CONS 17-687**



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF
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Tuesday, November 14, 2017, 7:00 p.m.**

Staff report submitted by Fire Chief Contreras, dated November 14, 2017, was filed.

Mayor Halliday opened the public comments section at 8:15 p.m.

Mr. Mike Preston spoke in favor of the proposed agreement with the Fairview Fire Protection District.

Mayor Halliday closed the public comments section at 8:17 p.m.

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

Resolution 17-170, “Resolution Authorizing the City Manager to Negotiate and Execute a Five-Year Service Agreement with the Fairview Fire Protection District”

6. Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Design Workshop for the Development of a Route 238 Properties Master Development Plan and Appropriation of Funds **CONS 17-697**

Staff report submitted by Economic Development Manager Hinkle, dated November 14, 2017, was filed.

Mayor Halliday opened the public comments section at 8:18 p.m.

Ms. Debbie Frederick, Hayward resident, requested that interested parties related to the Route 238 continue to be properly notified and spoke about dead end streets with emergency access.

Mayor Halliday closed the public comments section at 8:21 p.m.

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

Resolution 17-171, “Resolution Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with Design Workshop for the Preparation of the Route 238 Properties Master Development Plan in an Amount Not to Exceed \$597,359; and Appropriation of \$600,000 from the General Fund (Fund #100) to Project #05015 (Fund 411)”

7. Resolution Authorizing the City Manager to Negotiate and Execute New Land Lease Agreements for Three Parcels of Land at Hayward Executive Airport **CONS 17-701**

Staff report submitted by Public Works Director Fakhrai, dated November 14, 2017, was filed.

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

Resolution 17-168, "Resolution Authorizing the City Manager to Negotiate and Execute New Land Lease Agreements for Three Parcels of Land at Hayward Executive Airport"

WORK SESSION

8. Measure C Sales Tax Initiative - Annual Report (Report from Director of Finance Claussen) **WS 17-053**

Staff report submitted by Budget Officer Gonzales, Finance Director Claussen, and Public Works Director Fakhrai, dated November 14, 2017, was filed.

Finance Director Claussen and Public Works Director Fakhrai provided a synopsis of the staff report.

There being no public comments, Mayor Halliday opened and closed the public comments section at 8:33 p.m.

Discussion ensued among Council Members and City staff regarding: additional bike lanes; the fire training center; call taker positions in the Police Department; Measure C 20-Year Plan; rehabilitation of fire stations; dollars associated with projects that are not allocated; funds from Chabot College; facility for the Police Department; and police officer positions dedicated for engaging with homeless individuals. The City Council thanked staff for all the work done implementing projects with Measure C funds.

PUBLIC HEARING

9. Proposed subdivision and construction of 35 townhomes and a mixed-use building of 39 apartment units with 1,020 square feet of ground floor commercial use on a 2.7-acre project site located at 26601 Mission Boulevard (west side, north of Sorenson Road) Assessor Parcel Number (APN) 452-0036-30-05, requiring: 1) approval of an amendment to South Hayward BART/Mission Boulevard Form-Based Zoning Code (Article 24) to allow residential density transfer/averaging among like-zoned development sites in the Urban General transect zones T4 (17.5 DU/Acre min; to 35 DU/Acre max) and T5 (35 DU/Acre min; to 55 DU/Acre max); 2) Site Plan Review; 3) Warrants for: (a) roof pitch, (b) excess parking in the T4 zone, (c) glazing less than 30% for the first story along Mission Boulevard, and (d) parking within the Layer 2 setback area; 4) Vesting Tentative Map 8335 associated



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF
THE CITY OF HAYWARD
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with the subdivision; and 5) Mitigated Negative Declaration. KB Home (Applicant) and DNS Capital Partners LLC/Robert Telles (Owner/Applicant). Application No. 2016-01022 (Continued from October 3, 2017) (Report from Interim Development Services Director Bristow) **PH 17-100**

Staff report submitted by Interim Development Services Director Bristow, dated November 14, 2017, was filed.

Planning Manager Buizer announced the item and introduced Consulting Planner Porto who provided a synopsis of the staff report.

Discussion ensued among Council Members and City staff regarding: the Economic Development Strategic Plan and Haymont Center as a catalyst site; the commercial space increase to 2,500 square feet; and the agreement to provide six affordable housing units.

Mayor Halliday opened the public hearing at 9:09 p.m.

Mr. Jose Hernandez, Hayward resident, expressed continued concern about the proposed project related to traffic and one entrance and one exit; invasion of privacy on neighboring properties; and lack of community input.

Mr. Les Fohl, Hayward real estate broker, expressed support for the project with concerns about the impact of the project on the homes behind the project and the community at large.

Mr. Caleb Davis, Hayward resident, expressed support for the proposed project.

Mr. Robert Telles, project applicant/owner, spoke about the modifications made to the project's proposal based on Council's input regarding onsite affordable housing, retail space, universal design options, green features, landscaping plans, and the \$40,000 donation for public benefit.

Mr. Ray Panek, applicant with KB Homes, spoke about the setback against the abutting residential properties with green space.

Mayor Halliday closed the public hearing at 9:41 p.m.

Council Member Salinas offered a motion to approve the recommendation for the second option in the staff report and Council Member Márquez seconded the motion.

Council Member Peixoto noted that the project applicant addressed onsite affordable housing, retail space, public benefit; and thus, he expressed support for the motion.

Council Member Márquez noted the revised proposal was a significant improvement. Council Member Márquez offered an amendment to the motion directing staff to work with the neighborhood to identify the best use of the \$40,000 donation and consider any remaining grant funds in the Neighborhood Partnership Fund to augment the allocation.

Council Member Salinas was amenable to the amendment.

Council Member Lamnin expressed support for the motion and offered two amendments: correct Condition of Approval No. 66 to indicate seven “feet” of pavement; and ensure consistency in the conditions of approval to have solar installed in line with the modified Condition of Approval No. 149. Ms. Lamnin requested that proper protocols be followed when clearing the site and have social services onsite when the demolition occurs. Ms. Lamnin recommended that staff have conversations around car sharing and have community discussion about density and accessibility.

Council Member Mendall reluctantly supported the motion including the modified Condition of Approval No. 149, acknowledged the improvements made to the proposed project, and concurred with directing staff to work with the neighborhood to identify the best use of the \$40,000 donation. Council Member Mendall asked staff and the applicant to make the best effort to get solar on every roof.

Council Member Zermeño supported the motion with the amendments noting the modifications were an improvement; and suggested that more retail and public art be incorporated in the project.

Mayor Halliday acknowledged the process for incorporating input provided by Council in the modified proposal. Mayor Halliday noted after hearing input from neighbors about the use of \$40,000, the applicant/staff could work with the Economic Development Division to attract businesses.

It was moved by Council Member Salinas, seconded by Council Member Márquez, and carried unanimously, to adopt the following with the corrected Condition of Approval No. 66, modified Condition of Approval No. 149, have consistency in the conditions of approval related to solar installed. The motion also included directing staff to work with the neighborhood to identify the best use of the \$40,000 donation and consider any remaining grant funds in the Neighborhood Partnership Fund to augment the allocation:

Resolution 17-172, “Resolution Approving a Mitigated Negative Declaration and Approving a Site Plan Review, Four Warrants from Provisions Under the South Hayward BART/Mission Boulevard Form-Based Code, Vesting Tentative Tract Map 8335, Application No. 2016-01022 for the Subdivision and Construction of 35 Townhome Units and a Mixed-Use Building of 39 Multi-Family Units and 1.020 Square Feet of Commercial Space on a 2.7-Acre (2.14-Acre Net) Project Site Located at 26601 Mission Boulevard”



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF
THE CITY OF HAYWARD
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777 B Street, Hayward, CA 94541
Tuesday, November 14, 2017, 7:00 p.m.**

Introduction of Ordinance 17-_, “An Ordinance Amending Chapter 10, Article 24 of the Hayward Municipal Code by Including Text with the Additional Provision of Allowing Density Averaging/Transfer in the Transect Zones T4 Urban General (17.5 DU/Acre Min; 35 DU/Acre Max) and T5 (35 DU/Acre Min; 55 DU/Acre Max)”

LEGISLATIVE BUSINESS

10. Re-Introduction of Ordinance of the Council of the City of Hayward Enacting Comprehensive Regulations for Personal Cannabis Cultivation and Commercial Cannabis Land Uses through the Amendment of Hayward Municipal Code, Chapter 10, Article 1(Zoning Ordinance) (Report from City Attorney Lawson and Interim Development Services Director Bristow) **LB 17-048**

Staff report submitted by City Attorney Lawson and Interim Development Services Director Bristow, dated November 14, 2017, was filed.

Senior Assistant City Attorney Vigilia provided a synopsis of the staff report.

Mayor Halliday opened the public hearing at 10:08 p.m.

Mr. Orvo Meaux advocated for more small and middle-size businesses to have an opportunity in the RFP process.

Mr. Dan Szigeti, with Harrens Laboratory, thanked all for potentially considering a temporary licensing application process for his laboratory.

Mayor Halliday closed the public hearing at 10:13 p.m.

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

AYES:	COUNCIL MEMBERS Zermeño, Márquez, Mendall, Peixoto, Lamnin MAYOR Halliday
NOES:	COUNCIL MEMBERS Salinas
ABSENT:	None
ABSTAIN:	None

Introduction of Ordinance 17-_, “Ordinance of the Council of the City of Hayward Enacting Comprehensive Regulations for Personal Cannabis Cultivation and Commercial Cannabis Land Uses Through the Amendment of Hayward Municipal Code, Chapter 10, Article 1 (Zoning Ordinance); and Article 2 (Off-Street Parking Requirements)”

11. Introduction of Ordinance Amending Chapter 6, Article, 2, Section 6-2.15 of the Hayward Municipal Code to Allow the Hayward Police Department to Accept Payment for Cabaret License Application Fees (Report from Police Chief Koller and Director of Finance Claussen) **LB 17-042**

Staff report submitted by Police Chief Koller and Finance Director Claussen, dated November 14, 2017, was filed.

Finance Director Claussen provided a synopsis of the report.

There being no public comments, Mayor Halliday opened and closed the public hearing at 10:04 p.m.

Council Member Lamnin moved the report per staff’s recommendation with one request that renewal notices related to cabaret fees be sent to businesses accordingly.

Council Member Márquez seconded the motion.

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

Introduction of Ordinance 17-_, “An Ordinance Amending Chapter 6, Article 2, Section 6-2.15 of the Hayward Municipal Code to Allow the Hayward Police Department to Accept Payment for Cabaret License Application Fees”

12. Construction, Repair, Reconstruction, Destruction or Abandonment of Wells: Introduction of Ordinance Updating Section 5-4.10 of the Hayward Municipal Code (Report from Utilities and Environmental Services Director Ameri) **LB 17-047**

Staff report submitted by Utilities and Environmental Services Director Ameri, dated November 14, 2017, was filed.

Utilities and Environmental Services Director Ameri provided a synopsis of the staff report.

There being no public comments, Mayor Halliday opened and closed the public hearing at 10:19 p.m.



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING OF
THE CITY OF HAYWARD
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777 B Street, Hayward, CA 94541
Tuesday, November 14, 2017, 7:00 p.m.**

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

Introduction of Ordinance 17-_, “An Ordinance Amending Chapter 5, Article 4, Section 5-4.10 of the Hayward Municipal Code Regulating the Construction, Repair, Reconstruction, Destruction or Abandonment of Wells”

CITY MANAGER’S COMMENTS

City Manager McAdoo noted that City Hall would be closed November 20 through 24, 2017, for the Thanksgiving holiday week.

COUNCIL REPORTS, REFERRALS, AND FUTURE AGENDA ITEMS

Council Member Zermeño announced the Keep Hayward Clean and Green Task Force clean-up and beautification event on November 18, 2017 at Leidig Court.

Council Member Márquez thanked staff for the improvements done on Huntwood Avenue including removing overgrown grass, road pavement, and bike lanes.

Mayor Halliday noted the City Council was not meeting on November 21, 2017, and will resume meetings on November 28, 2017. On behalf of the City Council, she wished everyone a happy Thanksgiving.

ADJOURMENT

Mayor Halliday adjourned the meeting at 10:30 p.m.

APPROVED:

Barbara Halliday
Mayor, City of Hayward

ATTEST:

Miriam Lens
City Clerk, City of Hayward



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: CONS 17-723

DATE: December 5, 2017

TO: Mayor and City Council

FROM: Chief of Police

SUBJECT

Authorization for the City Manager to Accept and Appropriate \$90,662.50 in Funding from the California Board of State and Community Corrections for the Hayward Police Department

RECOMMENDATION

That the Council authorizes the acceptance and appropriation of \$90,662.50 in funding from the California Board of State and Community Corrections for the Hayward Police Department.

ATTACHMENTS

Attachment I Staff Report
Attachment II Resolution Authorizing Agreement



DATE: December 5, 2017

TO: Mayor and City Council

FROM: Chief of Police

SUBJECT: Authorization for the City Manager to Accept and Appropriate \$90,662.50 in Funding from the California Board of State and Community Corrections for the Hayward Police Department

RECOMMENDATION

That the Council authorizes the acceptance and appropriation of \$90,662.50 in funding from the California Board of State and Community Corrections for the Hayward Police Department.

BACKGROUND

These funds are available to the Hayward Police Department as part of the California 2016 Budget Act, (Chapter 23, Statutes of 2016, Item 5227-102-0001) which allocated \$20 million to cities to increase positive outcomes between municipal law enforcement and high-risk populations.

Local law enforcement agencies may use the funds to supplement, but not supplant, the following:

- (a) Homeless outreach teams.
- (b) Crisis Intervention Training for officers.
- (c) Gang Resistance Education and Training (GREAT).
- (d) Resources for drug endangered children.
- (e) Outreach to high-risk youth.
- (f) Youth diversion programs.
- (g) Gang and violence prevention programs.

DISCUSSION

The Hayward Police Department plans to use these funds to meet CALEA standard 41.2.7 Mandatory Mental Illness Training of All Agency Personnel by providing a Crisis Intervention Training on mental health to all Police Department staff. Any funds remaining will be used for additional training and to increase positive outcomes between the Police Department and high-risk populations as outlined by the grant.

FISCAL IMPACT

The BSCC funds will not have an impact on the General Fund. These funds will allow the City to provide CALEA mandated training and increase the Hayward Police Department's positive outcomes with high-risk populations without utilizing General Fund dollars.

STRATEGIC INITIATIVES

The BSCC funds support the Complete Communities Strategic Initiative. The purpose of the Complete Communities strategy is to create and support structures, services and amenities to provide inclusive and equitable access with the goal of becoming a thriving and promising place to live, work and play for all. This item supports the following goal and objectives:

Goal 1: Improve quality of life for residents, business owners, and community members in all Hayward Neighborhoods.

Objective 1: Increase neighborhood safety and cohesion

Objective 2: Actively value diversity and promote inclusive activities

NEXT STEPS

If the Council authorizes this action, staff will appropriate the funding into the Police Department's budget and provide the training.

Prepared by: Adam Lumia, Senior Management Analyst

Recommended by: Mark Koller, Chief of Police

Approved by:



Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 17-

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT AND APPROPRIATE \$90,662.50 IN FUNDING FROM THE CALIFORNIA BOARD OF STATE AND COMMUNITY CORRECTIONS FOR THE HAYWARD POLICE DEPARTMENT

WHEREAS, the California 2016 Budget Act allocates \$20 Million to cities to increase positive outcomes between municipal law enforcement and high-risk populations; and,

WHEREAS, the Hayward Police Department's share of this funding is \$90,662.50;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to accept and appropriate \$90,662.50 in funding from the California Board of State and Community Corrections.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2017

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

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: CONS 17-747

DATE: December 5, 2017

TO: Mayor and City Council
Hayward Housing Authority Board
Hayward Redevelopment Successor Agency Board
Hayward Public Financing Authority Board

FROM: Director of Finance

SUBJECT

Adoption of Fiscal Year 2018 Statement of Investment Policy and Delegation of Investment Authority

RECOMMENDATION

That the Council adopts the attached resolutions reaffirming the updated Fiscal Year 2018 Statement of Investment Policy and extending the delegation of investment authority to the Director of Finance.

ATTACHMENTS

- | | |
|-----------------|---|
| Attachment I | Staff Report |
| Attachment II | Resolution-City - Reaffirming Statement of Investment Policy and Renewing Delegation of Authority to Make Investments |
| Attachment III | Resolution-Housing Authority - Reaffirming Statement of Investment Policy |
| Attachment IV | Resolution-Hayward Redevelopment Successor Agency - Reaffirming Statement of Investment Policy and Renewing Delegation of Authority to Make Investments |
| Attachment V | Resolution-Hayward Public Financing Authority - Reaffirming Statement of Investment Policy and Renewing Delegation of Authority to Make Investments |
| Attachment VI | Memorandum from PFM Asset Management dated October 4, 2017 regarding the City of Hayward Investment Policy Review |
| Attachment VII | Summary of Proposed Changes-Hayward's Policy Limits vs. CA Govt Code (§ 53601) limits |
| Attachment VIII | FY 2018 Statement of Investment Policy (red-line version) |



DATE: December 5, 2017

TO: Mayor and City Council
Hayward Housing Authority Board
Hayward Redevelopment Successor Agency Board
Hayward Public Financing Authority Board

FROM: Director of Finance

SUBJECT: Adoption of Fiscal Year 2018 Statement of Investment Policy and Delegation of Investment Authority

RECOMMENDATION

That the Council adopts the attached resolutions reaffirming the updated Fiscal Year 2018 Statement of Investment Policy and extending the delegation of investment authority to the Director of Finance.

BACKGROUND

The City's Statement of Investment Policy (the Policy) requires that staff submits to the City Council for approval any recommended changes to the Policy. In addition, the State statutes that govern investment activity require the City Council to annually affirm the Statement of Investment Policy and to annually confirm the delegation of investment authority, which in the City of Hayward, is to the Director of Finance.

DISCUSSION

In coordination with PFM Asset Management (the City's investment portfolio management consultant), Finance Department staff have reviewed the City's Policy and recommend minor adjustments to Paragraph X. "Investment Instruments." These changes have been reviewed by the Investment Advisory Committee and the Council Budget and Finance Committee and both bodies concur with the recommendations. The changes are summarized below and shown in a red-line version of the Policy (Attachment VIII):

X. Investment Instruments

Section I.

1. Staff recommends that the City authorize investments in shares of beneficial interest that are state-administered or through joint powers statutes, which are authorized for use by California local governments in California Government Code § 53601 (p). The addition of this section could allow the City to expand and diversify its overnight liquidity options.

Section K.

2. Staff recommends removing the specific dollar amount the City may invest in LAIF and replacing that with language by simply stating “the maximum amount permitted by LAIF’s Local Investment Advisory Board.” This will allow the City to take advantage of LAIF balance increases as they occur without having to alter the Investment Policy each time.

Please see Attachment VII “Summary of Proposed Changes,” that displays Hayward’s Policy limits vs. California Government Code (§ 53601) limits. Changes are denoted in yellow.

STRATEGIC INITIATIVES

This agenda item is a routine operational item and does not relate to one of the Council’s Strategic Initiatives.

FISCAL IMPACT

There is no fiscal impact related to approving the recommended changes to the Statement of Investment Policy.

PUBLIC CONTACT

The recommended changes to the Statement of Investment Policy were discussed by the Council Budget and Finance Committee on October 18, 2017, and by the Investment Advisory Committee during its quarterly meeting on October 26, 2017.

Prepared and Recommended by: Dustin Claussen, Director of Finance

Approved by:



Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 17 -

Introduced by Council Member _____

RESOLUTION REAFFIRMING THE STATEMENT OF
INVESTMENT POLICY AND RENEWING THE
DELEGATION OF AUTHORITY TO MAKE INVESTMENTS
TO THE DIRECTOR OF FINANCE

WHEREAS, by Resolution No. 16-222, dated December 13, 2016, the City Council adopted a Statement of Investment Policy for the City of Hayward; and

WHEREAS, under section 53607 of the California Government Code, the authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a periodic report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

NOW, THEREFORE, BE IT RESOLVED that the FY 2018 Statement of Investment Policy is hereby reaffirmed as amended, and that the authority of the Director of Finance, or his or her designee, to make investments pursuant to the Policy is hereby renewed.

BE IT FURTHER RESOLVED that the Director of Finance and his/her successors in office is authorized to order the deposit or withdrawal of money in the accounts of the City of Hayward, the Public Financing Authority, the Successor Agency of the Redevelopment Agency of the City of Hayward, and the Housing Authority within the Local Agency Investment Fund of the State of California for the purpose of investment in accordance with the provisions of Section 16429.1 of the California Government Code; and further authorized to delegate responsibility for daily deposits or withdrawals of money in the above referenced accounts as required to ensure proper functioning of the fiscal operations of the City and these agencies.

IN COUNCIL, HAYWARD, CALIFORNIA December 5, 2017

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

HOUSING AUTHORITY OF THE CITY OF HAYWARD

RESOLUTION NO. HA 17-_____

Introduced by Board Member _____

RESOLUTION REAFFIRMING THE STATEMENT
OF INVESTMENT POLICY AND RENEWING THE
DELEGATION OF AUTHORITY TO MAKE
INVESTMENTS TO THE DIRECTOR OF FINANCE

WHEREAS, by Resolution No. HA 16-02, dated December 13, 2016, the Housing Authority Board of Directors adopted a Statement of Investment Policy for the City of Hayward; and

WHEREAS, under section 53607 of the California Government Code, the authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

NOW, THEREFORE, BE IT RESOLVED by the Housing Authority Board of the City of Hayward that the FY 2018 Statement of Investment Policy is hereby reaffirmed as amended, and that the authority of the Director of Finance, or his or her designee, to make investments pursuant to the Policy is hereby renewed.

BE IT FURTHER RESOLVED that the Director of Finance and his/her successors in office is authorized to order the deposit or withdrawal of money in the accounts of the Housing Authority of the City of Hayward within the Local Agency Investment Fund of the State of California for the purpose of investment in accordance with the provisions of Section 16429.1 of the California Government Code; and further authorized to delegate responsibility for daily deposits or withdrawals of money in the above referenced accounts as required to ensure proper functioning of the fiscal operations of the City and these agencies.

IN COUNCIL, HAYWARD, CALIFORNIA December 5, 2017.

ADOPTED BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS:

CHAIR:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ATTEST: _____
Secretary of the Housing Authority
of the City of Hayward

APPROVED AS TO FORM:

General Counsel of the Housing Authority for
the City of Hayward

REDEVELOPMENT SUCCESSOR AGENCY OF THE
CITY OF HAYWARD

RESOLUTION NO. RSA- 17--

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HAYWARD,
ACTING AS THE GOVERNING BOARD FOR THE REDEVELOPMENT
SUCCESSOR AGENCY OF THE CITY OF HAYWARD REAFFIRMING THE
STATEMENT OF INVESTMENT POLICY AND RENEWING THE
DELEGATION OF AUTHORITY TO MAKE INVESTMENTS TO THE
DIRECTOR OF FINANCE

WHEREAS, by Resolution No. RSA 16-05 dated December 13, 2016 the Redevelopment Successor Agency of the City of Hayward adopted a Statement of Investment Policy; and

WHEREAS, pursuant to legislation enacted by the State legislature, the Redevelopment Agency was dissolved effective February 2012; and

WHEREAS, under section 53607 of the California Government Code, the authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward, acting as the governing body of the Redevelopment Successor Agency of the City of Hayward, that the FY 2018 Statement of Investment Policy is hereby reaffirmed as amended, and that the authority of the Director of Finance, or his or her designee, to make investments pursuant to the Policy is hereby renewed.

BE IT FURTHER RESOLVED that the Director of Finance and his/her successors in office is authorized to order the deposit or withdrawal of money in the accounts of the Redevelopment Successor Agency within the Local Agency Investment Fund of the State of California for the purpose of investment in accordance with the provisions of Section 16429.1 of the California Government Code; and further authorized to delegate responsibility for daily deposits or withdrawals of money in the above referenced accounts as required to ensure proper functioning of the fiscal operations of the City and these agencies.

HAYWARD, CALIFORNIA December 5, 2017

ADOPTED BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS:
CHAIR:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ATTEST: _____
Secretary of the Redevelopment Successor Agency
of the City of Hayward

HAYWARD PUBLIC FINANCING AUTHORITY

RESOLUTION NO. 17 -

Introduced by Board Member _____

RESOLUTION AFFIRMING THE STATEMENT OF INVESTMENT POLICY
AND RENEWING THE DELEGATION OF AUTHORITY TO MAKE
INVESTMENTS TO THE DIRECTOR OF FINANCE

WHEREAS, by Resolution No. HPFA 16-03, dated December 13, 2016, the Agency Members adopted a Statement of Investment Policy for the Hayward Public Financing Authority for the City of Hayward; and

WHEREAS, under section 53607 of the California Government Code, the authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Hayward Public Financing Authority that the FY 2018 Statement of Investment Policy is hereby affirmed as amended, and that the authority of the Director of Finance, or his or her designee, to make investments pursuant to the Policy is hereby renewed.

BE IT FURTHER RESOLVED that the Director of Finance and his/her successors in office is authorized to order the deposit or withdrawal of money in the accounts of the Hayward Public Financing Authority within the Local Agency Investment Fund of the State of California for the purpose of investment in accordance with the provisions of Section 16429.1 of the California Government Code; and further authorized to delegate responsibility for daily deposits or withdrawals of money in the above referenced accounts as required to ensure proper functioning of the fiscal operations of the City and these agencies.

IN COUNCIL, HAYWARD, CALIFORNIA December 5, 2017.

ADOPTED BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS:
MAYOR:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ATTEST: _____
Secretary of the Hayward
Public Financing Authority

APPROVED AS TO FORM:

General Counsel of the Hayward
Public Financing Authority



October 04, 2017

Memorandum

To: Dustin Claussen, Director of Finance
From: Monique Spyke, Managing Director
Izac Chyou, Senior Managing Consultant
Justin Semmes, Analyst
Re: Investment Policy Review

We have completed our annual review of Hayward's Investment Policy. The Policy is in compliance with California Government Code which governs the investment of public funds. We have provided a marked-up version of this Policy for your review and have summarized our changes below.

X. Investment Instruments

Section J.

We recommend the City authorize investments in shares of beneficial interest that are state-administered or through joint powers statutes, which are authorized for use by California local governments in California Government Code § 53601 (p). The addition of this section could allow the City to expand and diversify its overnight liquidity options.

Section K.

We recommend removing the specific dollar amount the City may invest in LAIF and replacing that with language by simply stating "the maximum amount permitted by LAIF's Local Investment Advisory Board". This will allow the City to take advantage of LAIF balance increases as they occur without having to alter the Investment Policy each time.

Please see the chart below that displays Haywards Policy limits vs. California Government Code (§ 53601) limits. Changes below are denoted in yellow. (Attachment VII)

Please feel free to contact us if you have any questions.



Summary of Proposed Changes
 Hayward's Policy vs. California Government Code (§ 53601) limits

Security Type	Maximum Maturity	Authorized Investment Limit	California Govt. Code Limits	Consistent
A. US Treasury Notes/Bills	5 Years	100%	100%	√
A. US Agencies–Fully Backed	5 Years	100%	100%	√
B. US Agencies–Sponsored	5 Years	100%	100%	√
C. Banker's Acceptance (BA)	180 days	40%	40%	√
D. Commercial Paper	270 days	25%	25%	√
E. Negotiable Certificates of Deposit	5 Years	30%	30%	√
F. Repurchase Agreements	1 Year	20%	20%	√
G. Medium Term Notes (MTN)	5 Years	30%	30%	√
H. Money Market Fund	N/A	20%	20%	√
I. Alameda County Investment Pool	None	10%	N/A	N/A
J. Shares of beneficial interest issued by a joint powers authority	None	100%	100%	√
K. LAIF	None	Max amount allowed by Advisory Board	N/A	N/A
L. Collateralized Certificates of Deposit	5 Years	25%	25%	√
M. Municipal Bonds	5 Years	20%	20%	√
N. Supranationals	5 Years	30%	30%	√
O. Asset-Backed Securities	5 Years	20%	20%	√



FY ~~2017~~2018 **Statement of Investment Policy**

Finance Department
Director of Finance, ~~Tracy Vesely~~ Dustin Claussen
Policy Recommended Changes: ~~December 5, 2017~~ October 04, 2017
Policy last amended: ~~December 13, 2016~~ February 4, 2014

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I. Introduction

The purpose of this document is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities. Activities that comprise good cash management include accurate cash projections, the expeditious collection of revenue, the control of disbursements, cost-effective banking relations, and arranging for a short-term borrowing program that coordinates working capital requirements and investment opportunities.

A. Included – Funds included in this Statement of Investment Policy are described in the City’s annual financial report, and include: General Fund, Special Revenue Funds, Capital Projects Funds, Enterprise Funds, Internal Service Funds, Fiduciary Funds, Housing Finance Agency Funds, Successor Hayward Housing Authority funds, and Hayward Redevelopment Agency Successor Agency funds. The Statement of Investment Policy applies to all transactions involving the financial assets and related activity of the foregoing funds.

B. Excluded – The following funds are excluded from the Statement of Investment Policy: Deferred Compensation Fund assets and monies held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of the City, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements may be invested in accordance with the ordinance, resolution, indenture or agreement approved by the City Council which govern the issuance of those bonds, or lease installment sale, or other agreement, rather than this Statement of Investment Policy.

II. Statement of Objectives

It is the policy of the City of Hayward to invest public funds not required for immediate day-to-day operations in safe and liquid investments with maturities under five years, in conformance with the California state statutes governing the investment of public funds. Investments are intended to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default.

In managing the City of Hayward's Investment Portfolio, the City's primary objectives are safety, liquidity, and yield.

1. **Safety** – Safety of principal is the foremost objective of the City, followed by liquidity and yield. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they are from securities defaults or erosion of market value.
2. **Liquidity** – The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might be reasonably anticipated.
3. **Yield** – The City may establish a performance benchmark based on current investment objectives and constraints. The investment portfolio shall be managed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the City's policy constraints and cash flow requirements. The City should not take undue risk to obtain above-market rates of return.
4. **Diversification** – The City's investment portfolio will be diversified to avoid concentrating investments in specific security types or in individual financial institutions.

While the City will not make investments for the purpose of trading or speculation as the dominant criterion, the Director of Finance shall seek to enhance total portfolio return by means of active portfolio management.

III. Use of State Investment Guidelines

Government Code Sections 53601, 53607, and 53646 of the State of California regulate investment practices. It is the policy of the City of Hayward to use the State's provisions for local government investments as the base for developing and implementing the City's investment policies and practices.

IV. Delegation of Authority

The responsibility for conducting the City's investment program is hereby delegated to the Director of Finance, who has established written procedures for the operation of the investment program, consistent with this Statement of Investment Policy. The Finance Director has further authority, with consent of the City Council, to engage the services of one or more external investment managers to assist in the management of the City's investment portfolio in a manner consistent with the City's Statement of Investment Policy. Such managers must be registered under the Investment Advisors Act of 1940.

V. Investment Advisory Committee

The City Manager will appoint an Investment Advisory Committee (IAC). The IAC shall, at minimum, consist of the Assistant City Manager, Director of Finance or Deputy Director of Finance, City Attorney or Assistant City Attorney, one department head, and a minimum of one non-City employee that possesses financial skills to be chosen by the City Manager as available.

The IAC shall meet at least quarterly for the purpose of overseeing the implementation of the City's investment program and assuring it is consistent with the Statement of Investment Policy as approved by the Council. The committee shall include in its discussions such topics as economic outlook, portfolio diversification and maturity structure, potential risks to the City's funds, approval of authorized financial institutions, and the performance of the investment portfolio. Written investment procedures must be approved by the IAC.

VI. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program or impair their ability to make impartial decisions.

All members of the City's IAC shall annually file Statements of Economic Interests (SEIs or Form 700) with the California Fair Political Practices Commission.

VII. Investment Policy Adoption

The City's Statement of Investment Policy shall be annually reviewed and approved by the Investment Advisory Committee and thereafter shall be reviewed and approved by the City Council at a public meeting.

VIII. Standard of Prudence

All participants in the investment process shall act responsibly as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. Nevertheless, in a diversified portfolio, it must be recognized that occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

The standard of prudence to be used by investment officials shall be the "prudent investor standard," which states:

"When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a

like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.”

Investment officers acting in accordance with written procedures and the Statement of Investment Policy, and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy.

IX. Reporting

The following investment activity reports will be completed.

A. Monthly

While there is no legislative requirement for monthly investment activity reporting, the Director of Finance shall post a monthly investment and transaction summary to the City's public website that will be available to the City Manager, Investment Advisory Committee, City Council Budget & Finance Committee, City Council, and the general public.

The investment summary will list investment transactions executed during the month, and will report key aspects of the investment portfolio, including the following information about each investment instrument: issuer, par amount, purchase price, sales price, realized gains and losses, maturity dates, credit ratings, and the percentage of the portfolio by each type of investment.

B. Periodic

While there is no legislative requirement for quarterly investment activity reporting, the Director of Finance shall submit periodic investment reports to the City Manager, Investment Advisory Committee, City Council Budget & Finance Committee, and City Council.

A periodic report shall include all components of the City's monthly report, highlight key aspects of information contained in the investment reports, and inform readers of economic conditions affecting the portfolio. The report will present recent investment performance and future investment strategy; disclose any perceived threats to portfolio quality, security or liquidity; compare the portfolio performance to that of the City's established performance benchmark, state compliance with the Investment Policy and include a statement denoting the ability to meet expenditure requirements for the next six months.

C. Annual

While there is no legislative requirement for submission of an annual investment report, the Director of Finance shall present a comprehensive annual report on the investment program and investment activity no later than 180 days following the end of the fiscal year. This report shall be presented to the Investment Advisory Committee. The annual report shall include a performance summary, shall suggest policies and improvements that might enhance the investment program, and include an investment plan for the

ensuing fiscal year. In conjunction with its review of the annual investment report, the Investment Advisory Committee shall review and reaffirm the Statement of Investment Policy of the City, whether or not specific policy modifications are suggested.

Following the annual review of the Statement of Investment Policy by the Investment Advisory Committee, the Investment Policy shall be submitted to the City Council, together with any changes recommended by the Investment Advisory Committee. The City Council shall consider any such recommended changes and approve the Statement of Investment Policy at a public meeting of the City Council.

X. Investment Instruments

A summary and description of authorized investment instruments is below.

INVESTMENT INSTRUMENT SUMMARY				
Security Type	Maximum Maturity	Min Credit Quality	Authorized Investment Limit	Per Issuer Limit
A. US Treasury Notes/Bills	5 Years	None	100%	100%
A. US Agencies–Fully Backed	5 Years	None	100%	100%
B. US Agencies–Sponsored	5 Years	None	100%	40%
C. Banker’s Acceptance (BA)	180 days	A-1	40%	5%
D. Commercial Paper	270 days	A-1	25%	5%
E. Negotiable Certificates of Deposit	5 Years	“A”	30%	5%
F. Repurchase Agreements	1 Year	None	20%	20%
G. Medium Term Notes (MTN)	5 Years	“A”	30%	5%
H. Money Market Fund	N/A	AAAm	20%	10%
I. Alameda County Investment Pool	None	None	10%	10%
<u>J.</u> Shares of beneficial interest issued by a joint powers authority	<u>None</u>	<u>AAAm</u>	<u>100%</u>	<u>N/A</u>
<u>J.K.</u> LAIF	None	None	<u>\$65M per account</u> <u>Max amount allowed by Advisory Board</u>	N/A
<u>K.L.</u> Collateralized Certificates of Deposit	5 Years	None	25%	20%
<u>L.M.</u> Municipal Bonds	5 Years	“A”	20%	5%
<u>M.N.</u> Supranationals	5 Years	“AA”	30%	30%
<u>N.O.</u> Asset-Backed Securities	5 Years	“AA”	20%	5%

The following sections describe individual investment types. The sections specify a percentage limitation for a particular category of investment. That percentage is applied

on the date of purchase. A later increase in a percentage resulting from a change in values or assets shall not constitute a violation of the Policy restriction.

Unless stated otherwise in the Policy, no more than 5% of the City's portfolio may be invested in securities issued by any one issuer.

A. United States Treasury Notes, Bonds, Bills, or Certificates of Indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest with a final maturity not exceeding five years from the date of trade settlement.

CA Govt Code 53601(b)

B. Federal Agency or United States Government-Sponsored Enterprise (GSE) Obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies, or United States government-sponsored enterprises with a final maturity not exceeding five years from the date of trade settlement. There is no limit to the amount of the City's portfolio that may be invested in federal agency or GSE securities, except that the aggregate investment in federal agency mortgage-backed securities shall not exceed 20% of the City's total portfolio. Furthermore, the aggregate investment in any one federal agency or GSE issuer shall not exceed 40% of the City's total portfolio.

CA Govt Code 53601(f) and CA Govt Code 53601(o)

C. Banker's Acceptances, otherwise known as bills of exchange or time drafts, that are drawn on and accepted by a commercial bank with a final maturity not exceeding 180 days from the date of trade settlement, rated at least "A-1" or the equivalent by a nationally recognized statistical-rating organization (NRSRO). The aggregate investment in banker's acceptances shall not exceed 40% of the City's total portfolio.

CA Govt Code 53601(g)

D. Prime Commercial Paper with the highest letter and numerical rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph 1 or paragraph 2 below:

(1) The entity meets the following criteria:

- is organized and operating in the United States as a general corporation;
- has total assets in excess of five hundred million dollars (\$500,000,000); and
- has debt other than commercial paper, if any, that is rated in a rating category of at least "A" by a NRSRO.

(2) The entity meets the following criteria:

- is organized within the United States as a special purpose corporation, trust, or limited liability company;
- has program wide credit enhancements including, but not limited to, over-

collateralization, letters of credit, or surety bond; and

- has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Eligible commercial paper shall have a final maturity not exceeding 270 days from the date of trade settlement. The aggregate investment in commercial paper shall not exceed 25% of the City's total portfolio. Furthermore, the City may purchase no more than 10 percent of the outstanding commercial paper of any single issuer.

CA Govt Code 53601(h)

- E. Negotiable Certificates of Deposit** issued by a nationally- or state-chartered bank, a savings association or a federal association as defined by Section 5102 of the California Financial Code, a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank with a final maturity not exceeding five years from the date of trade settlement. Deposits are limited to institutions which have long-term debt rating in a rating category of at least "A" or the equivalent by a NRSRO. The aggregate investment in negotiable certificates of deposit shall not exceed 30% of the City's total portfolio.

CA Govt Code 53601(i)

- F. Repurchase Agreements** with a final termination date not exceeding 360 days from the date of trade settlement collateralized solely by United States Treasury, federal agency, or United States government sponsored enterprises permitted by this Statement of Investment Policy. The purchased securities (the "collateral") shall have a minimum market value of 102% of the dollar value of the funds invested. The market value of the collateral securities shall be marked-to-the-market daily and the value shall be adjusted no less frequently than weekly. No substitution of collateral shall be allowed without the prior approval of the Finance Director. All collateral securing repurchase agreements must be delivered to the City's custodian bank or handled under a tri-party repurchase agreement. The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to repurchase agreement.

Approved repurchase agreement counterparties shall have a repurchase agreement counterparty credit rating of at least "A-1" or the equivalent and a long-term credit rating of at least "A" or the equivalent by a NRSRO. Repurchase agreement counterparties shall execute a City approved master repurchase agreement with the City. No more than 20% of the City's total portfolio shall be invested in repurchase agreements.

CA Govt Code 53601 (j)

- G. Medium-Term Notes** issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States, with a final maturity not exceeding five years from the trade settlement, and rated in a rating category of at least "A" or the equivalent by a NRSRO at the time of purchase. The aggregate investment in

medium-term notes shall not exceed 30% of the City's total portfolio.

CA Govt Code 53601 (k)

H. Money Market Funds. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these companies shall either:

- (1) attain the highest ranking letter or numerical rating provided by not less than two of the three largest NRSROs, or
- (2) have an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds and with assets under management in excess of \$1,000,000,000.

The purchase price of shares shall not exceed 20% of the City's total portfolio and shall not include any commission that the companies may charge. Furthermore, no more than 10% of the City's total portfolio may be invested in any one money market fund.

CA Govt Code 53601 (l)

I. Alameda County Investment Pool. The City's maximum investment in the Alameda County pool is limited to 10% of the City's total aggregate portfolio.

CA Govt Code 53684

J. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

- (1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.
- (2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive.
- (3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

CA Govt Code 53601 (p)

J.K. State of California's Local Agency Investment Fund (LAIF). The City's participation in LAIF shall conform to State Regulation. The City maintains a total of two LAIF investment accounts and may invest [the maximum amount permitted by LAIF's Local Investment Advisory Board](#). ~~up to \$65 million in each account.~~ In general, it is the City's intention to use investment in LAIF as a temporary repository for short-term funds needed for liquidity purposes. The Finance Director shall maintain appropriate information concerning LAIF's current investment policies, practices and performance on file. The Finance Director shall also maintain files on LAIF's requirements for participation, including, but not limited to, limitations on deposits or withdrawals and the composition of the portfolio.

CA Govt Code 16429.1

K.L. Collateralized Certificates of Deposit in FDIC-insured financial institutions located in California with a maximum maturity no longer than five years from the date of deposit. Deposits are limited to banks who have a long-term debt rating in a rating category of at least "A" or the equivalent and a short-term debt rating of at least "A-1" or the equivalent by a NRSRO. The City may waive collateral for any portion of its deposit that is covered by federal deposit insurance.

Money shall not be deposited in any state or federal credit union if a member of the legislative body of the City, or any person with investment decision making authority of the administrative office, manager's office, budget office, auditor-controller's office, or treasurer's office of the City, also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or supervisory committee, of the state or federal credit union.

The amount on deposit shall not exceed the total paid-up capital (to include capital notes and debentures) and surplus of any depository bank, or the total of the net worth of any savings and loan association. However, deposits in collateralized certificates of deposit shall not exceed 25% of the City's total portfolio, nor shall the City deposit more than 20% of its total portfolio in the collateralized certificates of deposit of any one bank.

CA Govt Code 53649

L.M. Municipal Bonds issued by the state of California and any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled, or operated by the state or any local agency, or by a department, board, agency or authority of the state or any local agency.

Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California.

The aggregate investment in municipal bonds may not exceed 20% of the City's total

portfolio.

CA Govt Code 53601(c), CA Govt Code 53601(d), and CA Govt Code 53601(e)

M.N. Supranationals defined as United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a final maturity not exceeding five years from the trade settlement, and eligible for purchase and sale within the United States. Supranationals shall be rated in a rating category of at least “AA” or the equivalent by a NRSRO at the time of purchase.

The aggregate investment in supranationals may not exceed 30% of the City’s total portfolio.

CA Govt Code 53601(q)

N.O. Asset-Backed Securities defined as all mortgage pass-through securities, collateralized mortgage obligations, mortgage-backed or other pay-through bonds, equipment lease-backed certificates, consumer receivable pass-through certificates, and consumer receivable-backed bonds, with a final maturity not exceeding five years from the trade settlement.

Asset-backed securities shall be rated in a rating category of at least "AA" or the equivalent by a NRSRO at the time of purchase. Additionally, securities eligible for investment under this subsection shall be issued by an issuer whose debt is rated in a rating category of at least “A” or the equivalent by a NRSRO at the time of purchase.

The aggregate investment in asset-backed securities may not exceed 20% of the City’s total portfolio.

CA Govt Code 53601(o)

XI. Prohibited Investments

Investments not specifically approved by this Statement of Investment Policy are prohibited, including inverse floaters, range notes, mortgage derived interest-only strips, and securities that could result in zero interest accrual if held to maturity.

XII. Credit Downgrade

The minimum rating criteria for particular investment categories is applied on the date of purchase. The City may from time to time be invested in a security whose rating is downgraded. In the event a rating drops below the minimum allowed rating category for that given investment type, the securities shall be reviewed and a plan of action shall be recommended by the Director of Finance or investment manager. The Director of Finance may consult the Investment Advisory Committee on the action to be taken and shall advise its Chairman and Members of the final disposition of the matter either by e-

mail or fax.

If an investment advisor is used, the investment advisor will immediately notify the Director of Finance if a purchased security has been downgraded below accepted minimums specified herein, or if the security is placed on negative credit watch, where downgrade could result in a rate drop below acceptable levels of that fact. The course of action to be followed will then be decided on a case-by-case basis, considering such factors as the reason for the rate drop, prognosis for recovery or further drop, and market price of the security. The City Council will be advised of the situation and intended course of action by e-mail or fax.

XIII. Maturity and Diversification

Maturities shall be based on a review of cash flow forecasts. Maturities will be scheduled to permit the City to meet all projected obligations.

The City may not invest in a security that exceeds five years from the date of purchase unless City Council has granted express authority to make that investment no less than three months prior to the investment.

XIV. Internal Controls

The Finance Director shall establish a system of internal controls. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City. Controls deemed most important include:

- **Clearly delegating authority to subordinate staff members.** Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
- **Separating transaction authority from accounting and record keeping.** By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
- **Delivery versus payment.** All trades where applicable will be executed by delivery vs. payment (DVP). This ensures that securities are deposited in the eligible financial institution before the release of funds. A third party custodian as evidenced by safekeeping receipts will hold securities.
- **Avoiding physical delivery securities.** Book entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.

- **Confirming telephone transactions for investments and wire transfers in writing.**
Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and the safekeeping institution has a list of authorized signatures.
- **Developing wire transfer agreements with the lead bank or third party custodian.**
This agreement should outline the various controls and security provisions, and delineate responsibilities of each party making and receiving wire transfers.

XV. Banks and Security Dealer Selection

The Investment Advisory Committee shall approve all financial institutions from which securities are purchased or sold.

In selecting financial institutions for the deposit or investment of City funds, the Finance Director shall consider the creditworthiness of institutions. The Finance Director shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are deposited or invested.

Only primary government securities dealers that report to the New York Federal Reserve shall be used for the purchase of repurchase agreements. (It is acknowledged that inclusion on the primary dealer listing of the Federal Reserve Bank of New York is not a guarantee of creditworthiness.)

Effective October 14, 1987, the City shall be prohibited from investing funds with any person who is knowingly or intentionally engaged in the development or production of nuclear weapons. Person is defined as any person, private corporation, institution or other entity, which is within the jurisdiction of the City of Hayward.

If a third-party investment advisor is authorized to conduct investment transactions on the City's behalf, the investment advisor may use its own list of approved broker/dealers and financial institutions for investment purposes.

XVI. Risk Tolerance

The City recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. Investment managers are expected to display prudence in the selection of securities as a way to minimize default risk. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

The Director of Finance shall periodically establish guidelines and strategies to control risks of default, market price changes and illiquidity. All investment reports shall specifically address whether current investment results have been affected by any of the foregoing risks, and shall explain what actions investment officials have taken to control or correct for such risks.

A thorough investigation of any money market fund or investment pool, including LAIF and the Alameda County Pool, is required prior to investing, as well as on an ongoing basis. The following information should be obtained and analyzed:

- I. A description of eligible investment securities
- II. A written statement of investment policies and objectives
- III. A description of interest calculation and their distribution, and the treatment of gains and losses
- IV. A description of how the securities are safeguarded and how often the

- securities are priced and the program audited
- V. Information about the size and frequency of deposits and withdrawals allowed, and how much notice is needed for withdrawals
- VI. A schedule for receiving statements and portfolio listings
- VII. A fee schedule, as well as how and when the fees are assessed
- VIII. The rating of the pool/fund
- IX. Information about investment advisers, including registration with the Securities and Exchange Commission, length of experience and total assets under management

In addition to these general policy considerations, the following specific policies will be strictly observed:

1. All investment funds will be placed directly with qualified financial institutions. The City will not deposit or invest funds through third parties or money brokers.
2. A competitive bid process, utilizing financial institutions approved by the Investment Advisory Committee, will be used to place investment purchases. Based on annual evaluation, securities dealers, banks, and other financial institutions will be dropped or continued on the eligibility list. The following criteria will be used in the evaluation:
 - a. Number of transactions competitively won
 - b. Prompt and accurate confirmation of transactions
 - c. Efficient securities delivery
 - d. Accurate market information account servicing

If a third party investment advisor is authorized to conduct investment transactions on the City's behalf, the investment advisor may rely on its review process and use its own list of approved broker/dealers for investment purposes.

3. The Finance Director may designate an official to manage investments and designate a second official to perform investment management during absences of the primary designee. The Finance Director shall ensure that competent investment management is maintained and shall ensure that, if both designated investment officials are replaced or are simultaneously absent, any temporary replacement(s) shall be closely supervised, indoctrinated in the requirements of this Statement of Investment Policy, and given written investment procedures regulating the authority to invest in maturities beyond six months by means of appropriate controls and restraining requirements.
4. In order to assist in identifying "qualified financial institutions," the Finance Director shall forward copies of the City's Statement of Investment Policy to those financial institutions with which the City is interested in doing business and require written acknowledgement of the policy.

XVII. Safekeeping and Custody

To protect against potential fraud and embezzlement, the assets of the City shall be secured through third-party custody and safekeeping procedures.

The investment official shall be bonded to protect the public against possible embezzlement and malfeasance. An independent auditor shall review safekeeping procedures annually. The auditor may conduct surprise audits of safekeeping and custodial procedures.

All cash and securities in the City's portfolio shall be held in safekeeping in the City's name by a third party bank trust department, acting as agent for the City under the terms of a custody agreement executed by the bank and the City.

All securities will be received and delivered using standard delivery versus payment (DVP) procedures; the City's safekeeping agent will only release payment for a security after the security has been properly delivered. The only exception to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools, and (ii) money market funds, since the purchased securities are not deliverable.

Appendix A

Comparison and Interpretation of Credit Ratings¹

Long-Term Debt Ratings

Rating Interpretation	Moody's	Standard & Poor's	Fitch
Best Quality Grade	Aaa	AAA	AAA
High Quality Grade	Aa1 Aa2 Aa3	AA+ AA AA-	AA+ AA AA-
Upper Medium Grade	A1 A2 A3	A+ A A-	A+ A A-
Medium Grade	Baa1 Baa2 Baa3	BBB+ BBB BBB-	BBB+ BBB BBB-
Speculative Grade	Ba1 Ba2 Ba3	BB+ BB BB-	BB+ BB BB-
Low Grade	B1 B2 B3	B+ B B-	B+ B B-
Poor Grade to Default	Caa	CCC+	CCC
In Poor Standing	- -	CCC CCC-	- -
Highly Speculative Default	Ca C	CC -	CC -
Default	- - -	- - D	DDD DD D

Short-Term/Commercial Paper Investment Grade Ratings

Rating Interpretation	Moody's	Standard & Poor's	Fitch
Superior Capacity	P-1	A-1+/A-1	F1+/F1
Strong Capacity	P-2	A-2	F2
Acceptable Capacity	P-3	A-3	F3

¹ These are general credit rating guidelines and are for information only.

Glossary

ASK PRICE: The price at which a seller offers to sell a security to a buyer.

ASSET-BACKED SECURITIES: Bonds created from various types of consumer debt. Returns on these securities come from customer payments on their outstanding loans. The primary types of asset-backed securities are mortgages, home equity loans, auto loans, leases, credit card receivables and student loans.

BANKERS' ACCEPTANCE: A letter of credit issued in a foreign trade transaction which allows exporters to receive payment prior to importation of their goods. Banks provide short-term financing to facilitate the transaction and may sell the obligation to a third party. Bankers' Acceptances are secured by the issuer of the bill, while the underlying goods also serve as collateral.

BANK DEPOSITS: Collateral in the form of currency that may be in the form of demand accounts (checking) or investments in accounts that have a fixed term and negotiated rate of interest.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BID PRICE: The price at which a buyer offers to purchase a security from the seller.

BOND: A debt investment in which an investor loans money to an entity (corporate or governmental) that borrows the funds for a defined period of time at a fixed interest rate called a coupon payment. Bonds are used by companies, municipalities, states and the U.S. government to finance a variety of projects and operating activities.

BROKER: A broker aligns buyers and sellers of securities and receives a commission when a sale occurs. Brokers generally do not hold inventory or make a market for securities.

CALIFORNIA LOCAL AGENCY OBLIGATIONS: Bonds that are issued by a California county, city, city and county, including a chartered city or county, school district, community college district, public district, county board of education, county superintendent of schools, or any public or municipal corporation.

CD (CERTIFICATE OF DEPOSIT): Time deposits issued by a bank, savings or federal credit union, or state-licensed branch of a foreign bank. Negotiable Certificates of Deposits rely on the credit rating of the issuing entity.

COLLATERAL: Securities, evidence of deposit, or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank

to secure deposits of public monies.

COLLATERALIZATION: Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

COMMERCIAL PAPER: Short-term unsecured promissory note issued by a company or financial institution. Commercial paper is issued at a discount and matures at face value. Usually a maximum maturity of 270 days, and given a short-term debt rating by one or more NRSROs.

COUNTY POOLED INVESTMENT FUNDS: The aggregate of all funds from public agencies placed in the custody of the county treasurer or chief finance officer for investment and reinvestment.

COUPON: The annual rate of interest that a bond's issuer promises to pay the bondholder, expressed as a percentage of the bond's face value.

CREDIT RISK: Credit risk is the likelihood that an issuer will be unable to make scheduled payments of interest or principal on an outstanding obligation.

CUSTODIAN: An agent such as a broker or a bank that stores a customer's investments for safekeeping. The custodian does not have fiduciary responsibilities.

DEALER: A dealer, as opposed to a broker, acts as a principal in security transactions, selling securities from, and buying securities for his/her own position.

DEFAULT: To default is to fail to repay principal or make timely interest payments on a bond or other debt investment security, or failure to fulfill the terms of a note or contract.

DELIVERY VERSUS PAYMENT (DVP): A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

DURATION: The weighted average time to maturity of a bond where the weights are the present values of future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates.

FIDUCIARY: An individual who holds something in trust for another and bears liability for its safekeeping.

FLOATING RATE INVESTMENTS: Notes whose interest rate is adjusted according to the interest rates of other financial instruments. These instruments provide protection against rising or falling interest rates, but may pay lower yield than fixed rate notes.

FUTURES: Commodities, which are sold in the present time and are to be delivered at a future date.

INTEREST ONLY STRIPS: Securities with cash flow based entirely on the monthly interest payments received from a mortgage, Treasury, or bond payment. No principal is included in these types of securities.

INVERSE FLOATING RATE INVESTMENTS: Variable-rate notes (such as inverse floating rate notes) whose coupon and value increase as interest rates decrease.

INVESTMENT PROGRAM: The process of modern portfolio management. The process includes establishing investment policy, analysis of the economic and capital markets environment, portfolio monitoring and rebalancing, and measuring performance.

LIQUIDITY: The ease with which investments can be converted to cash at their present market value. Liquidity is significantly affected by the number of buyers and sellers trading a given security and the number of units of the security available for trading.

LOCAL AGENCY BONDS: These bonds are issued by a county, city, city and county, including a chartered city or county, school district, community college district, public district, county board of education, county superintendent of schools, or any public or municipal corporation.

LOCAL AGENCY INVESTMENT FUND (LAIF): A voluntary investment fund open to state and local government entities and certain non-profit organizations in California in which organization pools their funds for investment. LAIF is managed by the State Treasurer's Office.

MARKET RISK: Market risk is the risk that investments will change in value based on changes in general market prices.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract which includes provisions specific to the governmental agency that is signed by an authorized officer with each counterparty. A master agreement will often specify details to the nature of transactions, the relationship of the parties to the agreement, parameters pertaining to the ownership and custody of collateral, and remedies in the event of default by either party.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MEDIUM TERM NOTES (MTN): Unsecured, investment-grade senior debt securities of major corporations that are sold either on a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to

market opportunities or to investor preferences.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

MORTGAGE-BACKED SECURITIES: A debt instrument with a pool of real estate loans as the underlying collateral. The mortgage payments of the real estate assets are used to pay interest and principal on the bonds.

MORTGAGE PASS-THROUGH SECURITIES: A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

MUTUAL FUNDS: An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.

Money market mutual funds invest exclusively in short-term (1-day to 1-year) debt obligations such as Treasury bills, certificates of deposit, and commercial paper. The principal objective is the preservation of capital and generation of current income.

OFFER: The price asked by a seller of securities. See Ask Price and Bid Price.

OPTION: A contract that provides the right or obligation, depending on the buyer or seller's position within the contract, to buy or to sell a specific amount of a specific security within a predetermined time period at a specified price. A call option provides the right to buy the underlying security. A put option provides the right to sell the underlying security. The seller of the contracts is called the writer.

PORTFOLIO: A collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

PRINCIPAL ONLY STRIPS: Securities with cash flow based entirely on the principal payments received from an obligation.

RANGE NOTES: A range note is a bond that pays interest if a specified interest rate remains above or below a certain level and/or remains within a certain range.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price.

REPURCHASE AGREEMENT (RP, Repo): A contractual transaction between an investor and an issuing financial institution (bank or securities dealer). The investor exchanges cash for temporary ownership or control of collateral securities, with an agreement between the parties that on a future date, the financial institution will

repurchase the securities.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held by the bank in the customer's name.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES AND EXCHANGE COMMISSION (SEC): A federal government agency comprised of five commissioners appointed by the President and approved by the Senate. The SEC was established to protect the individual investor from fraud and malpractice in the marketplace. The Commission oversees and regulates the activities of registered investment advisers, stock and bond markets, broker/dealers, and mutual funds.

STATE OBLIGATIONS: Registered treasury notes or bonds of the 50 United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the 50 United States.

STRIPS: Bonds, usually issued by the U.S. Treasury, whose two components, interest and repayment of principal, are separated and sold individually as zero-coupon bonds. Strips are an acronym for Separate Trading of Registered Interest and Principal of Securities.

SUPRANATIONALS: International financial institutions that are generally established by agreements among nations, with member nations contributing capital and participating in management. Supranational bonds finance economic and infrastructure development and support environmental protection, poverty reduction, and renewable energy around the globe.

TRUSTEE: An individual or organization, which holds or manages and invests assets for the benefit of another. The trustee is legally obliged to make all trust-related decisions with the trustee's interests in mind, and may be liable for damages in the event of not doing so.

U.S. AGENCY OBLIGATIONS: Federal agency or United States government-sponsored enterprise obligations (GSEs), participations, or other instruments. The obligations are issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. Issuers include: Fannie Mae, Farmer Mac, Federal Farm Credit Banks, Freddie Mac, Federal Home Loan Banks, Financing Corporation, Tennessee Valley Authority, Resolution Trust Funding Corporation, World Bank, Inter-American Development Bank, and PEFCO.

U.S. TREASURY OBLIGATIONS (TREASURIES): Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk and are the benchmark for interest rates on all

other securities in the U.S. and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

Treasury Bills: All securities issued with initial maturities of one year or less are issued as discounted instruments, and are called Treasury Bills (T-bills). The Treasury currently issues 3-month and 6-month T-bills at regular weekly auctions. It also issues "cash management" bills as needed to smooth cash flows.

Treasury Notes: All securities issued with initial maturities of 2- to 10-years are called Treasury Notes (T-notes), and pay interest semi-annually.

Treasury Bonds: All securities issued with initial maturities greater than 10-years are called Treasury Bonds (T-bonds). Like Treasury Notes, they pay interest semi-annually.

YIELD: The rate of annual income return on an investment, expressed as a percentage. Yield does not include capital gains.

Income Yield is obtained by dividing the current dollar income by the current market price for the security.

Net Yield or **Yield to Maturity** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

ZERO-COUPON BOND: A bond on which interest is not payable until maturity (or earlier redemption), but compounds periodically to accumulate to a stated maturity amount. Zero-coupon bonds are typically issued at a discount and repaid at par upon maturity.



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: CONS 17-750

DATE: December 5, 2017

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT

Authorization for the City Manager to Execute a Professional Services Agreement for Bicycle and Pedestrian Master Plan Update 2017

RECOMMENDATION

That the Council:

- (1) adopts a resolution authorizing the City Manager to execute a Professional Services Agreement with Kittelson & Associates, Inc. in an amount not-to-exceed \$300,000 to complete the 2017 Bicycle and Pedestrian Master Plan Update; and
- (2) appropriates an additional \$40,000 to this project from Measure B Fund 216.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Scope of Work



DATE: December 5, 2017

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RECOMMENDATION

That the Council:

- (1) adopts a resolution authorizing the City Manager to execute a Professional Services Agreement with Kittelson & Associates, Inc. in an amount not-to-exceed \$300,000 to complete the 2017 Bicycle and Pedestrian Master Plan Update; and
- (2) appropriates an additional \$40,000 to this project from Measure B Fund 216.

SUMMARY

The proposed Citywide Bicycle and Pedestrian Master Plan Update will replace the City's 2007 Bicycle Master Plan. It includes a pedestrian emphasis and sets forth detailed goals and objectives to provide a universally accessible, safe, convenient, and integrated system that promotes walking and biking.

BACKGROUND

The City of Hayward's current Bicycle Master Plan was last updated in 2007. Most of the bicycle facility improvements identified in that plan are complete. Staff recommends that now is an appropriate time to establish a plan for future bicycle facilities. Although the City does not have a pedestrian master plan, multiple projects that enhance the pedestrian infrastructure, such as sidewalks and curb ramps have been completed over the years. A pedestrian master plan provides a blueprint with recommendations for the development of safe and convenient transportation options to serve the needs of residents and visitors. This proposed bicycle and pedestrian master plan will build upon the Complete Streets Policy adopted in 2013 and will support the transportation and land use policies identified in the 2040 General Plan. It will also recommend the best ways to seamlessly incorporate and integrate the City's recent efforts, such as the Downtown Specific Plan and Alameda County Transportation Commission's Multimodal Arterial Plan.

DISCUSSION

Requests for proposals were sent to three pre-qualified leading transportation consulting firms known to be at the forefront of critical areas essential for a successful plan. These areas include: bicycle and pedestrian planning, engineering, and research. The three pre-qualified firms are: Alta Planning & Design (Alta Planning); Kittelson & Associates, Inc. (Kittelson); and Nelson\Nygaard Consulting Associates (Nelson\Nygaard). These firms have done similar work for the City of Hayward and other public agencies of comparable sizes. Alta Planning prepared the City's 2007 bicycle master plan update and Kittelson and Nelson\Nygaard are currently working together on Hayward's Downtown Specific Plan. Kittelson also prepared the transportation studies for the Hayward General Plan update. Kittelson submitted the sole proposal for this project. The other firms indicated that their reason for not submitting a proposal was due to a lack of resources to undertake this work at the present time.

Kittelson brings significant experience and is at the forefront of applying state-of-the-art concepts in their work products. Kittelson's experience is set in a broader framework of multimodal transportation planning and engineering practice. With a long history of working with the City, Kittelson brings in-depth knowledge and understanding of the City's transportation and land use environment. As part of the Downtown Specific Plan team, Kittelson possesses knowledge of Hayward's needs and is well positioned to collaborate closely and help refine strategies and integrate concepts to improve the bicycle and pedestrian infrastructure in the downtown area. Within Alameda County, the team of Kittelson and TDG have authored multiple active transportation plans, including:

- Alameda Countywide Bicycle and Pedestrian Plans
- Alameda Unincorporated County Active Transportation Plan
- Pleasanton Bicycle and Pedestrian Master Plan
- Emeryville Bicycle and Pedestrian Master Plan
- Oakland Pedestrian Safety Strategy and Pedestrian Master Plan
- Oakland Bicyclist Level of Traffic Stress Analysis

Staff believes that Kittelson can successfully deliver a plan that meets the City's specific needs of integrating new practices, establishing a coordinated citywide network and program of improvements, and creating sound and relevant technical resources.

The proposed scope of work is divided into four phases which include the following:

1. **Analyze Current Conditions:** Create a foundation for the plan by understanding the existing conditions. As part of this process, existing bicycle and pedestrian counts, accident data, and facilities will be analyzed to identify gaps in the network. This phase will also establish a vision and goal statement for the plan update and initiate a public engagement process that will provide an effective and efficient way of gathering community input. Additional information about the public engagement strategy can be found under the Public Contact section.

2. Establish a bicycle/pedestrian network based on the analysis: Establish an updated bicycle/pedestrian network by building upon the existing condition and collision analysis and develop recommendations to address goals and needs of the existing network.
3. Prioritize improvements and establish cost estimates: Develop criterion to evaluate and prioritize the identified improvements and establish cost estimates.
4. Develop summary document: Develop a concise, graphically rich, and user-friendly summary document for formal City approval.

SUSTAINABILITY FEATURES

The plan will be a comprehensive effort that will guide, prioritize, and implement a network of quality bicycle and pedestrian facilities to improve mobility, connectivity, public health, physical activity, and recreational opportunities. By applying best practices, the plan aims to increase transportation options, reduce environmental impacts of the transportation system, and enhance the overall quality of life for residents. Overall, the goal of the project is to develop convenient transportation alternatives to motor vehicles for residents, visitors, shoppers and commuters. The resulting reduction in single occupancy vehicles will reduce vehicle miles of travel and greenhouse gases.

PUBLIC CONTACT

A public engagement plan will be developed and initiated early in the plan development process. This will create a community driven approach to define the vision, goals, objectives, policies and recommended changes to the bicycle and pedestrian networks. The current consultant scope proposes five in-person meetings or events that are supplemented by web based opportunities for the community to provide input.

Staff requested that the Council Infrastructure Committee (CIC) review and provide feedback on the proposed scope of work during the October 25, 2017 meeting. Per the recommendations of the Committee, staff modified the scope of work to include the following: development of an interactive project website that will enable staff to provide periodic updates and allow the public to comment on specific locations/areas; up to four walk/bike tours to gather specific input; and establishment of a Technical Advisory Committee (TAC), comprised of key stakeholders and members of the community.

STRATEGIC INITIATIVES

This agenda item supports the Complete Streets Strategic Initiative. The purpose of the Complete Streets initiative is to build streets that are safe, comfortable, and convenient for travel for everyone, regardless of age or ability, including motorists, pedestrians, bicyclists, and public transportation riders. This item supports the following goal and objective:

Goal 2: Balance the diverse needs of users of the public right-of-way.

Objective 1: Increase walking, biking, transit usage, carpooling, and other sustainable modes of transportation by designing and retrofitting streets to accommodate all modes.

FISCAL IMPACT

The adopted FY 2017 Capital Improvement Program's Measure B (Pedestrian – Bicycle) Fund 216 includes a \$300,000 allocation for a Pedestrian/Bicycle Master Plan. Kittelson's initial proposed project cost is \$290,000, which falls within the current budget.

However, in order to accommodate the modified scope of work recommended by the Council Infrastructure Committee, an additional \$40,000 is needed. Staff recommends that the \$40,000 be appropriated to this project from Measure B Fund 216.

NEXT STEPS

Project Kick-off Meeting	January 2018
Community Outreach	August 2018
Draft Plan	January 2019

Prepared by: Fred Kelley, Transportation Manager

Recommended by: Morad Fakhrai, Director of Public Works

Approved by:



Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 17-

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH KITTELSON & ASSOCIATES, INC., FOR THE 2017 BICYCLE AND PEDESTRIAN MASTER PLAN UPDATE.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized to execute an agreement with Kittelson & Associates, Inc. for the 2017 Bicycle and Pedestrian Master Plan Update, in an amount not-to-exceed \$300,000, and an additional appropriation of \$40,000 from Measure B Fund 216.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2017

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

Scope of Work

Our proposed work plan includes:

1. Our approach for each task in the bicycle and pedestrian plan development
2. Activities to be undertaken and who will perform them
3. The technical and procedural innovations that we bring to this planning process

The City provided a comprehensive list of deliverables in the request for proposal, and therefore we have not repeated them in this proposal. We will provide all of the listed deliverables as part of this project.

Task 1 Project Management

Task Lead: Amanda Leahy, Kittelson

1.1 Project Work Plan and Schedule

Approach/Activities: Develop, refine project work plan and schedule at the onset of the project. Prepare for and conduct a kick-off meeting. Maintain the project schedule throughout the duration of work activities.

1.2 Project Kick-Off Meeting & Bi-Weekly Check-Ins

Approach/Activities: We will conduct bi-weekly project management meetings with the City. Prior to these meetings, we will identify discussion topics and provide a draft agenda to the City. We will provide summaries of action items and decisions made as part of these meetings.

Task 2 Baseline Mapping & Existing Conditions Analysis

Task Lead: Matthew Braughton, Kittelson

For this task, we will build on the data collection and processing conducted as part of the Alameda Countywide Bicycle and Pedestrian Plans Update.

2.1 Collect & Process GIS Data

Approach/Activities: We will review available GIS data provided by the City related to roadway infrastructure characteristics for bicyclist and pedestrian safety and comfort. This includes reviewing the datasets on the Open Data portal such as the Hayward Bicycle Map (see figure above), Public Works Capital Improvement Plan Fiscal Year 2016 Pavement Rehabilitation, and Hayward Street Centerlines.

We will identify data gaps and work with the City staff to develop an approach to collecting missing data. Missing data will be collected as part of Optional Task

11.A, if needed. Matthew will format and code all relevant data for consistency and use in the bikeway and pedestrian network mapping.

2.2 Low Stress Bicycling Network Coverage Analysis

Approach/Activities: We will utilize GIS data collected and cleaned in Task 2.1 to develop a LTS map for the City. We will leverage experience conducting several concurrent studies across Alameda County, including several at the local jurisdictional level, within the Multimodal Arterials Plan, and TDG's forthcoming analysis for the unincorporated county active transportation plan. We will review and integrate the methodologies used for these varied projects to develop an appropriate application for the City's context and data availability. The LTS analysis will provide a key input into the bicycle network development process.

2.4 Analysis of Count & Demographic Data

Approach/Activities: We will review existing bicycle and pedestrian count data from sources such as traffic impact studies, regional/countywide count programs, US Census data, the California Household Travel Survey, and Bay Area Rapid Transit Station Access Surveys. The data will be summarized to identify relative activity-levels for bicycling and walking throughout the city. Using this information, we will develop a strategy for bicycle and pedestrian data collection that will enable the City to measure baseline data and forecast benefits for grant applications.

2.5 Draft Existing Conditions Memo

Approach/Activities: We will prepare a draft existing conditions memo to summarize the approach and results for Tasks 2.2 through 2.4. The results will be summarized using maps, infographics, and concise, clear text to capture the state of current walking and biking in the city.

The City will review the draft memo and one consolidated set of comments will be incorporated into the final plan document (Task 10).

Task 3 Program & Policy Recommendations

Task Lead: Brooke DuBose, TDG

3.1: Assess Existing Program Status & Best Practice Scan

Approach/Activities: We will review current City programs and policies identified in the Hayward 2040 General Plan, 2007 Bicycle Master Plan, Complete Streets Policy, and other relevant documents to develop an inventory of existing bike- and pedestrian-related programs and policies.

Technical/Procedural Innovations: We will interview City staff and other City agency stakeholders to document and build from existing practices and programs in coordinating and implementing bicycle and pedestrian projects.

prepare up to two presentations for relevant City Council subcommittees (these are included under Task 5.3 and Task 6.3). Additional information about our public engagement strategy can be found in Section 8.

3.2: Develop Program & Policy Recommendations

Approach/Activities: We will use information from the interview and literature review (Task 3.1) to provide recommendations and develop targeted actions for implementing the bicycle and pedestrian plan. The recommendations will consist of improvements to existing programs and policies that should be continued, and identify programs and policies the City should initiate to achieve the project goals identified as part of Task 4.1 Vision & Goals.

Task 4 Vision, Goals & Public Engagement

Task co-Lead: Amanda Leahy, Kittelson and Brooke DuBose, TDG

4.1 Vision & Goals

Approach/Activities: We will establish the long-range vision and goal statement for the pedestrian and bicycle plan consistent with existing plans (e.g., Mobility Element of the General Plan) and policies (e.g., Complete Streets Policy). A key theme will be making walking and biking a safe and viable transportation option in areas of high activity and demand, such as the downtown, industrial areas with high concentrations of research & development employment, and near schools. We will also identify performance measures and feasible ways for the City to track their progress towards the established vision and goals set.

4.2 Public Engagement

Approach/Activities: The project’s communications and public engagement strategy is central to ensuring broad community participation and establishing a community-driven approach to define the plan’s vision, goals, objectives, policies, and recommended changes to the bicycle and pedestrian networks.

We will prepare a public engagement plan that will provide an effective and efficient way of gathering meaningful information. The budget assumes up to five in-person meetings/events and up to four walk and/or bike audits. These activities are supplemented by online, web-based opportunities for the community to provide input, as well as development of a project website (previously Optional Task 11.B). Translation and interpretation services will be provided, as needed. We will also

Technical/Procedural Innovations: The online mapping tool prepared by Kittelson for the Placer County Transportation Planning Agency Regional Bikeway Plan Update can be explored here: <http://maps.kittelson.com/PCTPA-BMP>

Task 5 Bikeway Network Recommendations

Task Lead: Brooke DuBose, TDG

Task 6 Pedestrian Network Recommendations

Task Lead: Erin Ferguson, Kittelson

Subtask Activity

5.1 Develop Bicycle Collision Profiles

6.1 Develop Pedestrian Collision Profiles

Work from Task 2.3 High Injury Network to develop specific collision profiles to inform projects, policies, and programs.

5.2 Update Proposed Bikeway Network Mapping

Build upon the 2007 Bicycle Plan network map to include bicycle facilities and trails completed since 2007. Use the goals identified in Task 4, and the LTS map created in Task 2.2 to create recommendations to address gaps or needs in the bikeway network.

6.2 Pedestrian Network Recommendations

Building upon the existing conditions analysis (Task 1) and detailed collision analysis (Task 6.1) and referencing pedestrian network goals identified in Task 4, develop recommendations to address needs in the existing pedestrian network.

5.3 Agency and Public Feedback

6.3 Agency and Public Feedback

In-person and online outreach with the public, key stakeholders, and agency staff. Specific engagement approach (e.g., location, format, timing) for these meetings will be defined in the public engagement strategy prepared in Task 4.2. For budgeting purposes, each task (Task 5.3 and 6.3) assumes preparation of meeting materials and presentation at one Council Infrastructure Committee meeting (two meetings/presentations total).

5.4 Finalize Bicycle Network Recommendations

6.4 Finalize Pedestrian Network Recommendations

Review and catalog agency and public feedback and present a set of recommended network

changes to City staff, based on this feedback. Prepare a final proposed bikeways map and set of pedestrian network recommendations along with a summary of public and stakeholder feedback.

Task 7 Bicycle & Pedestrian Network Prioritization

Task Lead: Matthew Braughton, KAI

7.1 Define Prioritization Framework

Approach/Activities: Our team will tailor the lessons learned from other prioritization and performance measure guidebooks and apply them to the City's needs in developing a prioritization framework for the bicycle and pedestrian master plan.

Based on the plan's objectives, available data, and funding priorities, we will consider performance categories, such as safety, demand, connectivity, stakeholder input, existing conditions, opportunities and constraints, and compliance. Working with the City, we will identify the relevant factors and the criteria to be used for evaluating them. Particular attention will be paid to criteria that help inform projects relative to funding requirements and programming needs.

7.2 Draft Prioritization Analysis & Review

Approach/Activities: We will apply the prioritization factors and criteria defined in the prioritization framework (Task 7.1). Evaluation criteria results will be mapped individually for City review. Our team will work with City staff to establish initial weighting for the factors.

Based on these weightings, we will normalize the criteria scores and combine the factors to develop the draft combined prioritization scoring. We will determine high, medium, and low priority tiers. All prioritization criteria and combined scoring will be provided as spreadsheet results, individual and combined criteria maps, and mapped in ArcGIS Online.

7.3 Final Prioritization

Approach/Activities: We will gather feedback on the draft prioritized list of improvements from City staff. Based on this feedback, we will finalize evaluation criteria results and update the prioritized list of bicycle and pedestrian improvements. We will prepare a technical memorandum documenting the prioritization methodology and results.

Task 8 Engineering & Design Guidance

Lead: Robert Burchfield, TDG

8.1 Develop Design Guidance for Pedestrian & Bicycle Facilities

Approach/Activities: We will review the City's current design guidelines and work with the City staff to understand how the design guidelines and standards are currently used, where there are gaps, and what supplemental guidance and material would be most helpful.

8.2 Develop Guidance for Accommodating Bicycles & Pedestrians through Construction Zones

Approach/Activities: We will supplement guidance in Chapter 6 of the California Manual on Uniform Traffic Control Devices to specify when and where pedestrian and bicycle facilities may be relocated, detoured, modified and closed in the City. The guidance applies to any entity performing construction work that results in blockage of a sidewalk, bike lane, or travel lane and is intended to direct developing the traffic control plan.

Task 9 Cost & Revenue Estimates

Task Lead: Conor Semler, Kittelson

For this task, we will utilize the methodology developed for the Alameda Countywide Bicycle and Pedestrian Plans Update.

9.1 Cost Estimation Approach

Approach/Activities: Using current data and information (e.g., unit cost information from actual project bid documents provided by the City) and relevant references (e.g., ACTC Active Transportation Network Cost Estimating tool and Cost Estimating Guide), we will develop conceptual cost estimates for the proposed network improvements.

9.2 Cost & Revenue Estimates

Approach/Activities: We will review county, regional, state and federal funding sources and produce a technical memo that will provide the City with options to fund the updated programs and projects. We propose to provide ongoing support for grant applications and project funding and implementation as part of Optional Task 11.F.

Task 10 Final Plan Documents

Task Lead: Amanda Leahy, Kittelson

10.1 Draft Plan Document(s)

Approach/Activities: We will develop a concise, graphically rich, and user-friendly document(s) to summarize the relevant results of the preceding tasks. In addition to the plan document, we propose to create an executive summary overview of each section, and a technical appendix primarily

comprised of the technical memo from the previous tasks to keep the plan focused and brief. Topic areas extraneous to the City’s primary effort but needed to meet ACTC’s Bicycle Master Plan Guidelines will be moved to appendices.

10.2 Council Feedback

Approach/Activities: We will create a presentation of the draft plan for the City Council.

10.3 Final Plan Document(s)

Approach/Activities: We will finalize the plan based on received input and prepare written responses to comments for City records. We will submit the final plan and all supporting technical analysis and documentation for the City’s records.

Tasks		
11.G	Environmental Documentation Support	Provide guidance on strategies for California Environmental Quality Act compliance for both adoption and implementation of the Citywide Bicycle and Pedestrian Master Plan.

Task 11 Optional Tasks

Tasks		
11.A	Additional Data Collection to Facilitate Network Analysis & Mapping	Allow for additional data collection to support GIS mapping and analysis (Task 2).
11.C	Additional Stakeholder Meetings & Public Engagement Efforts	Support enhanced/expanded public engagement efforts. Sample events are detailed in Section 8 Public Outreach of this proposal.
11.D	Community Survey	Preparation and execution of a citywide survey on walking and biking.
11.E	Concept Designs for Identified Bikeway & Pedestrian Network Improvements	Expedite plan implementation by completing the evaluation and design of priority projects.
11.F	Support for Grant Applications, Project Funding & Implementation	Expedite plan implementation by completing grant applications for priority projects.

List of Tasks and Milestones/Deliverables

Task (Task Lead/Firm)	Deliverables	City Role/Responsibility	
TASK 1 Project Management (Amanda Leahy, AICP / Kittelson)			
1.1 Project Work Plan and Schedule	1.1a	Detailed project work plan to be prepared prior to the project kick-off meeting	Review/Comment
	1.1b	Schedule and associated updates throughout project duration	Review/Comment
	1.1c	Action item log recording items completed, upcoming (including status), and deadlines	Review/Comment
1.2 Project Kick-Off Meeting and Bi-Weekly Check-Ins	1.2a	Project kick-off meeting (in-person)	Participate
	1.2b	Bi-weekly check-in calls or in-person meetings	Participate
	1.2c	Agendas and summary of action items and decisions made at the meetings	Review/Comment
TASK 2 Baseline Mapping and Existing Conditions Analysis (Matthew Braughton / Kittelson)			
2.1 Collect & Process GIS Data	2.1a	Updated, consistent database(s) for pedestrian and bicycle inventory data	Provide Data
2.2 Low Stress Cycling Network Coverage Analysis	2.2a	Draft and Final LTS maps for the City of Hayward	Review/Comment
	2.2b	Technical memorandum documenting method and assumptions	Review/Approve
2.3 High-Injury Corridor Analysis	2.3a	Maps displaying the high-injury corridors for pedestrian and bicyclists	Review/Comment
	2.3b	Summarize collision data and analyze crash trends	Review/Comment
2.4 Analysis of Count Data and Demographic Data	2.4a	Description of walking and biking trends for existing conditions memorandum	
	2.4b	Description of relationship and coordination with other plans	
2.5 Draft Existing Conditions Memo	2.5a	Draft Existing Conditions Memo for City of Hayward Project Manager/Staff Review	Review/Comment
	2.5b	Final Existing Conditions Memo	Review/Approve
TASK 3 Program & Policy Recommendations (Brooke DuBose, AICP / TDG)			
3.1 Assess Existing Program Status and Best Practice Scan	3.1a	Supporting technical memo summarizing existing program status and best practices	Provide Data
3.2 Develop Program and Policy Recommendations	3.2a	Draft Program and Policy Recommendations for review by City staff	Review/Comment
	3.2b	Final Program and Policy Recommendations	Review/Approve
TASK 4 Vision & Goals / Public Engagement (Amanda Leahy, AICP / Kittelson & Brooke DuBose, AICP / TDG)			
4.1 Vision & Goals	4.1a	Updated vision and goals for the pedestrian and bicycle plan	Review/Comment
	4.1b	Performance measures for plan implementation	Review/Comment
	4.1c	Conduct community meetings (not included in RFP scope, optional task)	Participate
4.2 Public Engagement	4.2a	Draft and Final Public Engagement Plan	Review/Comment
	4.2b	Interactive Mapping Tool	Review/Comment
	4.2c	Project Website	Review/Comment
	4.2d	Up to 5 in-person meetings and events	Review Materials, Participate
	4.2e	Up to 4 walk and/or bike audits	Review Materials, Participate
	4.2f	Presentations to advisory committees/commissions	Help Form Advisory Committee, Review Materials, and Participate in Meetings
	4.2g	Public feedback documentation and summary	Review/Comment
TASK 5 Bikeway Network Recommendations (Jessica Zdeb, AICP / TDG)			
5.1 Develop Bicycle Collision Profiles	5.1a	Collision profile summary by City and by high-injury corridor	Review/Comment
	5.1b	Initial list of treatments/topics for engineering and design guidance	Review/Comment
	5.1c	Develop short-term and long-term strategies/projects	Review/Comment
	5.1d	Technical memo summarizing method	Review/Approve
5.2 Update Proposed Bikeway Network Mapping	5.2a	Draft 1 updated bikeway network map	Review/Comment
5.3 Agency & Public Feedback	5.3a	Up to three (3) in-person meetings to discuss draft bikeway mapping	Participate/Schedule
	5.3b	Prepare materials and presentation for Council Infrastructure Committee (or other committee)	Participate

Task (Task Lead/Firm)		Deliverables	City Role/ Responsibility
	5.3c	Summary of input received through public and stakeholder engagement process	Review/Comment
	5.3d	Draft 2 updated bikeway network map	Review/Comment
5.4 Finalize Proposed Bikeways Mapping	5.4a	Final proposed bikeways map	Review/Approve
	5.4b	Catalog of public and stakeholder feedback	Review/Comment
TASK 6 Pedestrian Network Recommendations (Erin Ferguson, PE / Kittelson)			
6.1 Develop Pedestrian Collision Profiles	6.1a	Collision profile summary by City and by high-injury corridor	Review/Comment
	6.1b	Initial list of treatments/topics for engineering and design guidance	Provide Input
	6.1c	Develop short-term and long-term strategies/projects	Provide Input
	6.1d	Technical memorandum summarizing method	Review/Approve
6.2 Pedestrian Network Recommendations	6.2a	Draft list of pedestrian improvement projects	Review/Comment
6.3 Agency and Public Feedback	6.3a	Up to three (3) in-person meetings to discuss draft pedestrian improvement projects	Participate/Schedule
	6.3b	Prepare materials and presentation for Council Infrastructure Committee (or other committee)	Participate
	6.3c	Summary of input received through the public and stakeholder engagement process	Review/Comment
	6.3d	Draft 2 updated pedestrian improvement project list	Review/Comment
6.4 Finalize Pedestrian Network Recommendations	6.4a	Final proposed pedestrian recommendations	Review/Approve
	6.4b	Catalog of public and stakeholder feedback	Review/Comment
TASK 7 Bicycle & Pedestrian Network Prioritization (Matthew Braughton / Kittelson)			
7.1 Define Prioritization Framework	7.1a	Draft technical memorandum documenting the prioritization framework to be used	Review/Comment
	7.1b	Final technical memorandum revised based on City staff comments	Review/Approve
7.2 Draft Prioritization Analysis and Review	7.2a	Draft prioritized list of bicycle and pedestrian improvements	Review/Comment
7.3 Final Prioritization	7.3a	Final prioritized list of bicycle and pedestrian improvements	Review/Approve
	7.3b	Supporting technical memorandum documenting prioritization methodology	Review/Approve
TASK 8 Engineering & Design Guidance (Robert Burchfield, PE / TDG)			
8.1 Develop Design Guidance for Pedestrian & Bicycle Facilities	8.1a	Draft design guidance for pedestrian and bicycle facilities for City review and comment	Review/Comment
	8.1b	Final design guidance for pedestrian and bicycle facilities	Review/Approve
8.2 Develop Guidance for Accommodating Bicycles & Pedestrians through Construction Zones	8.2a	Draft design guidance for accommodating pedestrians and bicyclists in construction zones	Review/Comment
	8.2b	Final design guidance for accommodating pedestrians and bicyclists in construction zones	Review/Approve
TASK 9 Cost & Revenue Estimates (Conor Semler, AICP / Kittelson)			
9.1 Cost Estimation Approach	9.1a	Technical memo documenting approach and assumptions in developing the costs	Review/Comment
	9.1b	Inventory proposed capital projects, programs and plans, associated cost estimate, timeline	Provide Info
9.2 Cost and Revenue Estimates	9.2a	Draft technical memorandum documenting cost and revenue estimates for City review and comment	Review/Comment
	9.2b	Final technical memorandum documenting cost and revenue estimates	Review/Approve
TASK 10 Final Plan Documents (Amanda Leahy, AICP / Kittelson)			
10.1 Draft Plan Document(s)	10.1a	Summary of input from agency stakeholders on desired format of Draft Plan(s)	Review/Comment
	10.1b	Annotated Outline(s) for Draft Plan(s)	Review/Comment
	10.1c	Draft Plan(s) for Review by City of Hayward Staff	Review/Comment
	10.1d	Draft Plan(s) for Council Feedback	Review/Comment
10.2 Council Feedback	10.2a	Presentations of Draft Plan(s)	Participate
	10.2b	Summary of input received from City Council	Review/Comment
10.3 Final Plan Document(s)	10.3a	Final Plan(s)	Review/Approve
	10.3b	Written response to comments received	Review/Approve
	10.3c	Electronic files, hard copies, GIS, etc.	Store/File
TASK 11 Optional Tasks (Kittelson & TDG)			
A	Additional data collection to facilitate network analysis and mapping		
	(relocated to Task 4.2, see deliverable 4.2c)		

Task (Task Lead/Firm)	Deliverables	City Role/ Responsibility
C	Additional stakeholder meetings and public engagement efforts	
D	Community survey	
E	Concept designs for identified bikeway and pedestrian network improvements	
F	Support for grant applications, project funding, and implementation	
G	Environmental documentation support	



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: CONS 17-760

DATE: December 5, 2017

TO: Mayor and City Council

FROM: Director of Library and Community Services

SUBJECT

Resolution Authorizing the City Manager to Negotiate and Execute Purchase Agreements for Furnishings in the New Library Facility

RECOMMENDATION

That Council approves the Resolution in Attachment I, authorizing the City Manager to negotiate and execute purchase agreements for furnishings in the new library facility.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Summary Furniture List
Attachment IV	Layout and Samples



DATE: December 5, 2017

TO: Mayor and Council

FROM: Director of Library and Community Services

SUBJECT: Resolution Authorizing the City Manager to Negotiate and Execute Purchase Agreements for Furnishings in the New Library Facility

RECOMMENDATION

That Council approves the attached resolution (Attachment I) authorizing the City Manager to negotiate and execute purchase agreements for furnishings in the new library facility.

SUMMARY

Staff seeks Council authorization to procure and install furnishings in the 21st Century Library facility, and recommends that Council approves the attached resolution (Attachment I) authorizing the City Manager to negotiate and execute purchase agreements with the following vendors: Burgeon Group; KI; MG West; OneWorkplace; Original Timber; Pivot; Ross McDonald; Staples Inc.; and miscellaneous other vendors to procure and install furnishings in the 21st Century Library facility, in a total combined amount not to exceed \$1,212,822.

DISCUSSION

A summary list of selected furnishings and vendors is included with this report in Attachment III. The complete furnishing plan, including locations, specifications, and sample imagery, is included with this report as Attachment VI.

Council approved the final plans and specifications of the 21st Century Library and Heritage Plaza construction project and called for bids on [May 26, 2015](#)¹. The approved project plans include the general layout, locations, and types of new furnishings to be installed throughout the new library facility. The 21st Century Library project construction began on November 30, 2015 and is projected to be completed in spring 2018.

Multiple stakeholder groups reviewed and contributed to the development of the furnishings plan for the new library. The Hayward Youth Commission reviewed the furnishings plan

¹ Source URL: <https://hayward.legistar.com/MeetingDetail.aspx?ID=454184&GUID=7CD463F3-CFEB-4ADB-B836-DFC19D7730F0&Options=&Search=>

throughout its development, including a full presentation and discussion at its [December 5, 2016 meeting](#)² and in more detail at subsequent committee workshops in 2017. The Hayward Library Commission reviewed and contributed to the furnishings plan throughout its development, and on [August 21, 2017](#)³ finalized and unanimously voted to recommend the plan to Council.

Re-use and reconfiguration of staff cubicles and seating

The furnishing plan includes the re-use of a significant portion (approximately 50%) of the existing staff cubicle furniture and seating in the old library. These staff furnishings were purchased in 2013 from Staples, Inc., and much of them are still in serviceable condition. Re-using the existing furnishings, reconfiguring and expanding them to fit the new library will achieve modest cost savings without compromising quality or serviceability of the staff furnishings. Procurement of additional parts and installation for the staff cubicles and seating would be handled by the original vendor, Staples, Inc.

“Piggyback” intergovernmental cooperative procurement

The furnishings plans in Attachments III and IV are entirely comprised of products available in “piggyback-able” public contracts. California law⁴ enables public agencies to achieve cost savings using intergovernmental cooperative procurement, colloquially known as “piggyback” procurement. In this form of procurement, a public entity is extended the same pricing and terms of a procurement contract, such as a furnishings procurement, that was previously entered into by another public entity that formally awarded the contract by means of a competitively bid selection process. The City of Hayward has used this form of procurement often in the past, most recently for vehicle purchases, furnishings, technology, and other equipment and supplies.

“Piggyback” cooperative procurement offers several advantages to the City when undertaking procurements of furnishings for public buildings. Ordering from existing pre-bid or “piggyback-able” contracts gives the City more control over procuring the specific desired products, in this case furnishings, that meet the City’s needs. The furnishings desired for the new library public areas are primarily manufactured by major furniture companies (for example, Knoll, Herman Miller, Steelcase, etc.) whose product lines are exclusively tied to their preferred dealers who install their products. It is not feasible or cost-effective to have a traditional procurement process such as request for proposals for these furnishings, because there is only one bidder available for each product. Because other public agencies already have all the desired vendors and their products on contract, it is possible to select all the specific desired furnishings for the new library without compromising quality or selection, and without the additional cost of undertaking a redundant bid selection process.

² Source URL: <https://hayward.legistar.com/MeetingDetail.aspx?ID=516573&GUID=181ACE56-161D-49FE-A6AC-5957B9DA5F97&Options=&Search=>

³ Source URL: <https://hayward.legistar.com/MeetingDetail.aspx?ID=558517&GUID=7382D467-CADD-4F0C-BB46-7231A5116698&Options=&Search=>

⁴ Pursuant to the provisions set forth in Public Contract Code (PCC) 20118, the Governing Body may authorize the purchase, lease or contract for equipment and supplies through a public corporation or agency without advertised bids.

By utilizing piggyback-able contracts, the City achieves cost savings and satisfies the need for open competition because all the contracts were procured through a formal bidding process and awarded based on bid results.

STRATEGIC INITIATIVES

This agenda item is an operational item and does not directly relate to one of the Council's Strategic Initiatives.

FISCAL IMPACT

Funding for the 21st Century Library and Heritage Plaza project, including the recommended procurement of furnishings, is available and was appropriated by Council in 2015 from the Measure C and Calpine Library funds. Council, on May 26, 2015, authorized the plans and specifications of the 21st Century Library and Heritage Plaza Project, and, on September 15, 2015, awarded the construction contract and appropriated a total \$65,680,000 for the project's completion (Table 1.).

Table 1. Project budget summary - 21st Century Library and Heritage Plaza

Project Cost	
Construction Contract	\$49,290,599
Construction Contingency	\$3,259,401
Design and Administration	\$3,900,000
Construction Inspection, Testing and Administration	\$3,500,000
Fixtures, Furnishings and Equipment	\$4,580,000
Library Books, Media, and Collections	\$850,000
Property Acquisition	\$300,000
Total	\$65,680,000

Included in the approved project budget is \$4,580,000 for "Fixtures, Furnishings and Equipment." Of that amount, \$2,250,000 is earmarked for "Moveable Furnishings," which includes furnishings in the public and staff areas of the new library building (Table 2.).

Table 2. Budget detail - Fixtures, Furnishings & Equipment

FIXTURES, FURNISHINGS & EQUIPMENT		Notes
Library shelving	\$0	Incl. in Construction
Moveable Furnishings	\$2,250,000	
Moveable Equipment	\$400,000	
Building Signage	\$0	Incl. in Construction
Computers and Printers	\$460,000	
Telecom - Active Equipment LS	\$65,000	
Security system - Active Equipment LS	\$55,000	
AV - Active equipment LS	\$325,000	

FF&E Design Fees	\$0	Incl. in Architectural Services
Public Art 1% of construction	\$463,000	
Donor Coordination and Signage	\$150,000	
FF&E Contingency	\$412,000	
Subtotal FF&E Costs	\$4,580,000	

The expenditures for furnishings in the public and staff areas of the new library are projected to come in at \$1,212,822, comfortably under budget (See Attachment III for a summary and detail of the furnishing plan costs).

PUBLIC CONTACT

On May 26, 2015, Council approved the final plans and specifications of the 21st Century Library and Heritage Plaza construction project and called for bids. The approved project plans include the general layout, locations, and types of new furnishings to be installed throughout the new library facility.

The Hayward Youth Commission reviewed and contributed to the furnishing plan throughout the plan's development, including a full presentation and discussion at its December 5, 2016 meeting and in more detail at subsequent committee workshops in 2017.

The Hayward Library Commission reviewed and contributed to the furnishings plan throughout its development, and at its August 21, 2017 meeting, finalized and unanimously voted to recommend the plan to Council.

NEXT STEPS

Should Council approve the resolution in Attachment I, the City Manager will negotiate and execute purchase agreements with the following vendors: Burgeon Group; KI; MG West; OneWorkplace; Original Timber; Pivot; Ross McDonald; Staples Inc.; and miscellaneous other vendors noted in Attachment III to procure and install furnishings in the 21st Century Library facility, in a total combined amount not to exceed \$1,212,822, in a manner and schedule described in the furnishings plan attached to this report in Attachments III and IV.

Prepared by: Maria Carillo, Purchasing Manager
Carol Tedesco, Management Analyst II

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

Approved by:



Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 17-

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE PURCHASE AGREEMENTS WITH BURGEON GROUP, KI, MG WEST, ONE WORKPLACE, ORIGINAL TIMBER, PIVOT, ROSS MCDONALD, STAPLES, INC., AND MISCELLANEOUS OTHER VENDORS NOTED IN ATTACHMENT III TO PROCURE AND INSTALL FURNISHINGS IN THE 21ST CENTURY LIBRARY FACILITY.

WHEREAS, the Hayward City Council approved the final plans and specifications of the 21st Century Library and Heritage Plaza construction project and called for bids on May 26, 2015; and

WHEREAS, the approved project plans call for the acquisition and installation of new furnishings throughout the new library facility upon completion of the building's construction phase; and

WHEREAS, the 21st Century Library project construction began on November 30, 2015 and is projected to be completed in spring 2018; and

WHEREAS, multiple stakeholder groups have reviewed and contributed to the development of the furnishings plan for the new library; and

WHEREAS, the Hayward Youth Commission reviewed the furnishings plan throughout its development, including a full presentation and discussion at its December 5, 2016 meeting and in more detail at subsequent committee workshops in 2017; and

WHEREAS, the Hayward Library Commission reviewed and contributed to the furnishings plan throughout its development, and on August 21, 2017 finalized and unanimously voted to recommend the plan to Council;

NOW, THEREFORE BE IT RESOLVED that the Hayward City Council authorizes the City Manager to negotiate and execute professional services agreements with Burgeon Group, KI, MG West, One Workplace, Original Timber, Pivot, Ross McDonald, Staples, Inc., and miscellaneous other vendors noted in Attachment III to procure and install furnishings in the 21st Century Library facility, in a total combined amount not to exceed \$1,212,822, in a manner and schedule described in the furnishings plan attached hereto as Attachments III and IV.

IN COUNCIL, HAYWARD, CALIFORNIA, DECEMBER 5, 2017

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

SUMMARY
12/5/2017

VENDOR	QUOTE*
KI	\$82,148.88
MG WEST	\$155,167.87
ONEWORKPLACE	\$68,319.67
ORIGINAL TIMBER	\$42,705.00
PIVOT	\$297,896.70
ROSS MCDONALD	\$53,825.42
STAPLES	\$202,572.39
BURGEON GROUP	\$150,000.00
MISC. OTHER VENDORS	\$49,929.55
SUBTOTAL	\$1,102,565.48
CONTINGENCY 10%	\$110,256.55
TOTAL	\$1,212,822.03

**Quoted amounts include tax, shipping, delivery and installation*

VENDOR	MANUFACTURER	LOCATION TAG	QTY	DESCRIPTION	ITEMS / QUOTE
MG WEST	Knoll	C-1	142	CHAIR - STUDY CHAIR	Knoll - Krusin Side Chair
	Knoll	C-12	16	STOOL - ATRIUM	Knoll - Piton
	Knoll	CC-3	7	CHILD'S STOOL	Knoll - Maya Lin Adult Stones
	Knoll	CT-2	8	CHILD'S TABLE - SIDE TABLE	Knoll - Piton
	Knoll	LC-3	4	LOUNGE CHAIR - SUSANNE	Knoll - Suzanne Lounge
SUBTOTAL \$					155,167.87
KI	KI	C-2	182	CHAIR - STACKING CHAIR	KI - Opt 4 Stacking
	KI	C-4	18	CHAIR - CAFE CHAIR	KI - Xylon
	KI	C-8A	17	CHAIR - MULTI-PURPOSE TEEN	KI - Doni Guest Chair
	KI	C-8B	10	CHAIR - TEEN CHAIR	KI - Ruckus Seating
	KI	C-11	24	STOOL - MAKER SPACE	KI - 600 Series Stool
	KI	FS-4	4	MOBILE POWER MODULE	KI - Isle Power Tower
	KI	S-2	6	STORAGE - STACKING CHAIR DOLLY	KI - Transport Dolley HRDPT Opt 4 Sled Base
	KI	S-3	7	STORAGE - FOLDING TABLE CADDY	KI - Vertical Storage Caddy TCAD
	KI	T-13	4	TABLE - KI PILLAR TABLES	KI - Pillar Table
	KI	T-14a	20	TABLE 30" x 60"	KI - portico folding
	KI	T-23	3	TABLE - 36" ROUND	KI - Athens Table
SUBTOTAL \$					82,148.88
ROSS MCDONALD	Worden	DS-1	2	DISPLAY SHELVING - TYPE 1	Worden - CD Browser Table
	Worden	DS-2	4	DISPLAY SHELVING - TYPE 2	Worden - Custom CD shelving
	3Branch	T-15	6	TABLE - 36 x 66 Maker	3branch - Stand Up Maker
	TMC	CC-1	48	CHILD'S CHAIR - TYPE 1	TMC - Plover Child's
SUBTOTAL \$					53,825.42
ONE WORKPLACE	Steelcase	B-2	7	BENCH - LONG	Steelcase - Millbrae Contract Bench
	Steelcase	C-6	48	CHAIR - COMPUTER	Steelcase - Cachet
	Steelcase	LC-1	15	LOUNGE CHAIR - MILLBRAE	Steelcase - Millbrae Contract
	Steelcase	T-19	5	TABLE - SIDE "C" CAMPFIRE	Steelcase - Campfire Personal Table
SUBTOTAL \$					68,319.67
ORIGINAL TIMBER	Misc - Original	B-1	5	BENCH - LONG	Original timber custom
	Misc - Original	T-6	2	TABLE - 36"x192" LONG CUSTOM WOOD	Original timber custom
SUBTOTAL \$					42,705.00
PIVOT	Herman Miller	C-7	53	CHAIR - STACKING	Herman Miller - Caper Stack

VENDOR	MANUFACTURER	LOCATION TAG	QTY	DESCRIPTION	ITEMS / QUOTE
	Herman Miller	CC-2	13	CHILD'S CHAIR - ADJUST HEIGHT STOOL	Herman Miller - Tom & Jerry
	Herman Miller	LC-2	38	LOUNGE CHAIR - SWOOP	Herman Miller - Swoop Lounge
	Herman Miller	LC-4	4	LOUNGE CHAIR - CROSSHATCH	Herman Miller - Crosshatch
	Herman Miller	LC-6	4	LOUNGE CHAIR - EAMES	Herman Miller - Eames Molded Plywood Lounge
	Herman Miller	T-24	1	TABLE _ NOGUCHI RUDDER	Herman Miller - Noguchi Rudder Table
	Herman Miller	T-25	10	TABLE - 16" ROUND	Herman Miller - Swoop Coffee
	Herman Miller	T-26	12	TABLE - 25" SQUARE	Herman Miller - Swoop Box Table
	Watson	CT-3	10	CHILD'S TABLE - 48" ROUND	Watson - Tonic Round Simple
	Watson	CT-4	2	CHILD'S TABLE - 53"x83" COMPUTER	Watson - Tonic Bench Rectangle Simple
	Watson	CT-5	2	CHILD'S TABLE - 60" ROUND	Watson - Tonic Round Simple
	Watson	FS-2	3	MOBILE WHITEBOARD	Watson - Etch
	Watson	FS-5	2	SCREEN MEDIA STAND	Watson - Media Fast Tech Accessory
	Watson	FS-6	49	VERTIBRAE WIRE MANAGEMENT	Watson - Wire Vertibrae
	Watson	T-1	8	TABLE - 48"x96" WITH LAMP + POWER	Watson - Tonic Simple
	Watson	T-2	1	TABLE - 48"x96" WITH POWER	Watson - Tonic Simple
	Watson	T-3	33	TABLE - 42" SQUARE STUDY	Watson - Tonic Simple
	Watson	T-4	2	TABLE - 24"x72" STUDY ROOM	Watson - Seven Flip
	Watson	T-5	6	TABLE - 42"x72" LIBRARY TABLE	Watson - Simple
	Watson	T-7	10	TABLE - 53"x83" COMPUTER TABLE	Watson - Tonic Bench
	Watson	T-8	5	TABLE - 42"x72"	Watson - Tonic Bench
	Watson	T-9	3	TABLE - 42"x96" BAR HEIGHT	Watson - Tonic Simple
	Watson	T-10	18	TABLE - 24"x96" COMPUTER TABLE	Watson - Seven Flip
	Watson	T-11	2	TABLE - 36"x72" COMPUTER TABLE	Watson - Seven Flip
	Watson	T-12	2	TABLE - 24"x66" COMPUTER TABLE	Watson - Seven Flip
	Watson	T-17	12	TABLE - 30"X60" FLIP UP TABLE	Watson - Seven Flip
	Watson	T-18	6	TABLE - 30"X60" FLIP UP TRAPEZOID	Watson - Seven Trapezoid Flip Table
	Watson	T-20	1	TABLE - 36"x60" STAFF	Watson - Seven Round Table
SUBTOTAL \$					297,896.70

STAPLES	Allsteel	C-3	118	CHAIR - OFFICE CHAIR	AllSteel - Clarity Task
	Hon	C-5	4	STOOL - PERCH	Hon - Perch
	Gunlocke	C-9	15	STOOL - INFO BAR	Gunlocke - Trillia Stool
	Gunlocke	C-10	15	STOOL - ATRIUM COUNTER	Gunlocke - Convo Stool
	Misc - Staples	WS-1	1	STAPLES - STAFF AREA	Staples Estimate for all staff
	Misc - Staples	WS-2	20	STAFF CHAIRS	Estimate
SUBTOTAL \$					202,572.39

BURGEON GROUP	BURGEON GROUP	BG-1	2	CUSTOM DESIGN INTERACTIVES	Early Childhood Area custom interactive furnishing
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VENDOR	MANUFACTURER	LOCATION TAG	QTY	DESCRIPTION	ITEMS / QUOTE
SUBTOTAL \$					150,000.00
MISC. OTHER VENDORS	Bernhardt	LC-5	10	LOUNGE CHAIR - MITT	Bernhardt - Mitt
	LOLL	OC-1	8	CHILDREN'S OUTDOOR CHAIR	LOLL - Emin Children's
	LOLL	OT-1	4	OUTDOOR TABLE - ROUND	LOLL - Alfresco Round
	Cramer	C-13	20	STOOL - STEP STOOL	Cramer - Kik Step Stool
	Community Playthings	CC-4	4	CHILD'S CHAIR - TODDLERS	Community Playthings - Me-Do-It Chair
	Community Playthings	CT-1	1	CHILD'S TABLE - 36" ROUND	Community Playthings - Classroom Round
	Molo	FS-1	4	FURNITURE SYSTEM	Molo Wall
	Buzzi	FS-3	6	BUZZI ACOUSTIC WALL FABRIC	Buzzi - Space Acoustical Wall Mounted Fabric (6 rolls)
	Magnusen Group	FS-7	9	WASTE RECEPTICLE	Magnusen Group - Waste Recepticle
	Mity Lite	T-14b	20	TABLE 60" ROUND	Mity Lite-Round Folding Table
	Mity Lite		X	DOLLIES AS REQUIRED	
SUBTOTAL \$					49,929.55
QUOTES TOTAL: \$					1,102,565.48
CONTINGENCY 10% \$					110,256.55
GRAND TOTAL \$					1,212,822.03

LEGEND

- LOUNGE CHAIR
- OUTDOOR FURNITURE
- CHAIR
- CHILD'S CHAIR
- TABLE
- CHILD'S TABLE



WOOD BENCH

Original Timber

DESCRIPTION

QUANTITY: 5

SIZE:

(2) - 96"

(3) - 48"

STYLE:

LOCATION:

Corridor Ends All Levels

LEGS:

ARMS:



MILLBRAE CONTRACT - BENCH

Steelcase

DESCRIPTION

QUANTITY: 7

SIZE:

TWO-SEAT BENCH - 26"D x 52"W x 16.5"H (6)

TWO-SEAT SOFA - 35"D x 64"W x 28.75"H (1)

STYLE:

TWO-SEAT BENCH - COMFLB2 (6)

TWO-SEAT SOFA- COMSL2 (1)

LOCATION:

RM 147 - Marketplace Books in Saddle Faux (4)

RM 206 - Teen Homework in Charteuse (2)

RM 323 - Lib Dir. Office in Saddle Faux (1)

LEGS:

BRUSHED NICKEL 9238

ARMS: NONE

UPHOLSTERY:

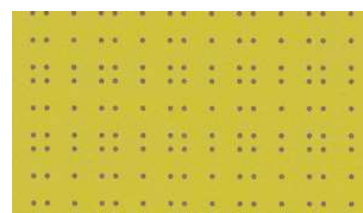
DY31 SADDLE FAUX

LEATHER DESTINY

15-0000209



DESIGN TEX - LITTLE DOT -
CHARTREUSE 3524-501



READER'S CHAIR - KRUSIN SIDE CHAIR

Knoll Inc.

DESCRIPTION

QUANTITY: 142

SIZE: 23.5"W x 21.75"D x 30.5"H

STYLE:

MK01CU: Armless Chair, Upholstery, Inset Back (70) with Stretchers

MK01AU: Arm Chair, Upholstery, Inset Back (70) with Stretchers

LOCATION:

Level 2 & 3 - Public Reading Areas



FINISH:

LIGHT ASH

ARMS:

(70) WITH ARMS
(70) ARMLESS



UPHOLSTERY:

KNOLL TEXTILE
- TINGE PATINA



HIGH DENSITY STACKER - OPT 4
KI. Inc.

DESCRIPTION

QUANTITY: 182

SIZE: 19 3/4"W x 21 13/16"D x 32 3/16"H

STYLE:
04PSMB - Sled Base - Poly Seat, Mesh Back

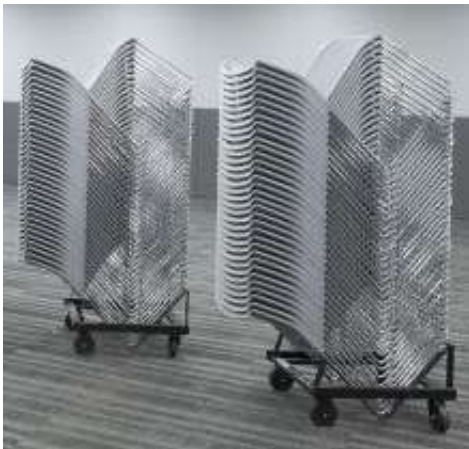
LOCATION:
RM 202 - Community Meeting Room

FRAME: CH-CHROME **ARMS:** NONE



FINISH:
04BL - BLACK

GLIDES:
GLIDES FOR WOOD FLOOR



TASK CHAIR - CLARITY TASK

All Steel



DESCRIPTION

QUANTITY: 118

SIZE: 19W" x 16 1/8"D x 15 1/8"-20 1/8"H

STYLE:

Task Chair Mesh w/ Arms: C5OMFC (96)

Task Chair Mesh Armless: C5AMFC (22)

LOCATION:

Service Counter: All Levels

RM 236 - Meeting Room C, RM 213 - Computer Lab,

RM 210 - Digital Learning Center, RM 208 - Video , RM 211 - Audio,

RM 223-225 Lib Office, RM 306 - Large Group Study, RM 315-320-
Study Room, & Admin Staff Offices

Level 2: Lime | Level 3: Clay

LEGS: POLISHED
ALUMINUM

ARMS/UPHOLSTERY:
MESH - CLAY/LIME

(12) LIME ARMLESS

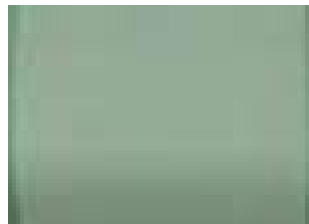
(47) LIME W/ ARMS

(10) CLAY ARMLESS

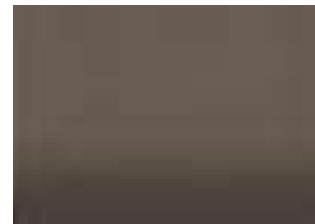
(49) CLAY W/ ARMS



LIME



CLAY



CAFE CHAIR - XYLON

KI



 DESCRIPTION

QUANTITY: 18**SIZE:** 16 7/8"W x 20 7/8"D x 33 1/8 "H**STYLE:** Stacking PXM - Four-Leg Metal Frame**LOCATION:**

RM 148/149 - Cafe

FINISH:
BEECHWOOD**ARMS:** NONE**FRAME:**
BRIGHTNICKEL-CHROME
PLATING**UPHOLSTERY:** NONE**GLIDES:** FOR HARD FLOOR

BASYX - PERCH STOOL

Hon



 DESCRIPTION

QUANTITY: 4**SIZE:** 15.75"W x 16.5"D x 37.75"H Adj.**STYLE:** HVLPERCH**LOCATION:**

Service Counters: 1st and 2nd Floors

LEGS:
ARMS: NONE**UPHOLSTERY:**
GREEN

COMPUTER CHAIR - STEELCASE CACHET

Steelcase



 DESCRIPTION

QUANTITY: 48**SIZE: 16.4W" x 19.4"D x 34 1/4"-39. 1/4"H**

STYLE:
 4871110 - Steelcase Cachet Work Chair w/
 Arms

LOCATION:
 RM 207 - Public Computers

LEGS: POLISHED**ARMS: ALL. FLIP UP****FINISH: BLACK**

MULTI PURPOSE CHAIR - CAPER

Herman Miller, Inc.



DESCRIPTION

QUANTITY: 53**SIZE:**

Steel Leg: 24 1/4"W x 17 1/4"D x 32"H (103)

STYLE:

Stacking Chair - WC410 N MS Y7 TRQ/LMN/79

No Arms, Metallic Silver Legs, Acetal Glides for Carpet

LOCATION:

Staff Lounge (2 yellow, 2 green, 2 blue)

Homework RM - (12 yellow, 12 green, 8 blue)

Marketplace - (5 green, 10 blue)

LEGS:

WC410 - CHROME

ARMS:

WC410 - NO ARMS

WC410 FINISH:**TURQUOISE (TRQ)**

Quantity: 20

**LEMON (LMN)**

Quantity: 14

**GREEN APPLE (79)**

Quantity: 19



TEEN CHAIR - Doni Guest Chair
KI



DESCRIPTION

QUANTITY: 17

SIZE: 19 3/8"W x 21"D x 33.75"H (10)
19.25"W x 18.75"D x 30"Seat H (7)

STYLE: Doni - Tapered Wood Leg Base (10)
Solid Color, Polypropylene DNW100

KI Doni - 30" Cafe Stool (7)
Solid Color, Polypropylene DN4100H30

LOCATION:
RM 206 Teen Homework

LEGS: WOOD -
NATURAL ON BEECH
CHIP-WV-NATURAL

ARMS: NONE



FINISH: CUSTOM TO MATCH
PANTONE COLOR 617C



TEEN CHAIR - Ruckus Seating
KI



DESCRIPTION

QUANTITY: 10

SIZE: 22 3/10"W x 18 4/5"D x 16 7/10"H

STYLE: KI Ruckus 18" Seating
Stack Chair with Casters and Bookrack
Polypropylene 18" RKV100H18BR

LOCATION:
RM 206 Teen Homework

LEGS: CHROME

ARMS: NONE

RACK COLOR: BLACK

FINISH: CUSTOM TO MATCH
PANTONE COLOR 617C



BAR HEIGHT STOOL - TRILLA

Gunlocke



 DESCRIPTION

QUANTITY: 15**SIZE:**

Counter Height: 17 5/8"W x 17 5/8"D x 25 3/8"H (5)

Standard Height: 16 1/4"W x 16 1/4"D x 18 1/2"H (10)

STYLE: Trilla Stool

GMQA16-051 - Counter Height (5)

GMQA16-081 - Standard Height (10)

LOCATION:

RM 201 - Lobby @ Original Timer Table

RM310 - Reference Collection @ Original Timer Table

FINISH:

LIGHT CHERRY - SC701

ARMS: NONE

BAR HEIGHT STOOL - CONVO STOOL

Gunlocke



 DESCRIPTION

QUANTITY: 15

SIZE: COUNTER - 16 1/4"W x 16"D x 26 1/4"H (30)
 BAR - 16 1/4"W x 16"D x 30 1/2"H (19)

STYLE:

GMLA15-051 - COUNTER HEIGHT, SOLID ASH
 WOOD SEAT (3)

GMLA15-021 - BAR HEIGHT, SOLID ASH WOOD
 SEAT (12)

LOCATION:

RM 214 Copiers
 RM 220 - Staff Kitchen

LEGS: POLISHED
 STAINLESS

ARMS: NONE



MAKER SPACE STOOL - 600 SERIES STOOL

KI



DESCRIPTION

QUANTITY: 24**SIZE:** 19"-27"Adj. Ht.**STYLE:**

618BA - Steel Rimmed, Seat Backrest, Adj. Ht. 19"-27"

LOCATION:

RM 233 - Maker Space

LEGS: ADJUSTABLE**ARMS:** NONE**FINISH:** AZURE GREY

PITON STOOL**Knoll, Inc.**

DESCRIPTION

QUANTITY: 16**SIZE:** 14.25"W x 14.25"D x 18"H**STYLE:**
Knoll Piton Stool**LOCATION:**
Level 2 & 3 - Atrium

LEGS: ADJUSTABLE **ARMS:** NONE**FINISH:** STERLING

KIK STEP - STEP STOOL

Cramer

DESCRIPTION

QUANTITY: 20

SIZE: 14 1/2"H

STYLE: Kik Step

LOCATION:

All Levels - Shelving

FINISH: SILVER



CHILD'S CHAIR - POLVER CHAIR

TMC



DESCRIPTION

QUANTITY: 48

SIZE:

18"W x 16"D x 23 1/2"H (12)

18"W x 17"D x 27 1/2"H (36)

STYLE:

SPLC11312- 12" H CHILD'S POLVER in Mango (12)

SPLC11316 - 16" H CHILD'S POLVER in French Blue (36)

LOCATION:

Level 1 - Children's

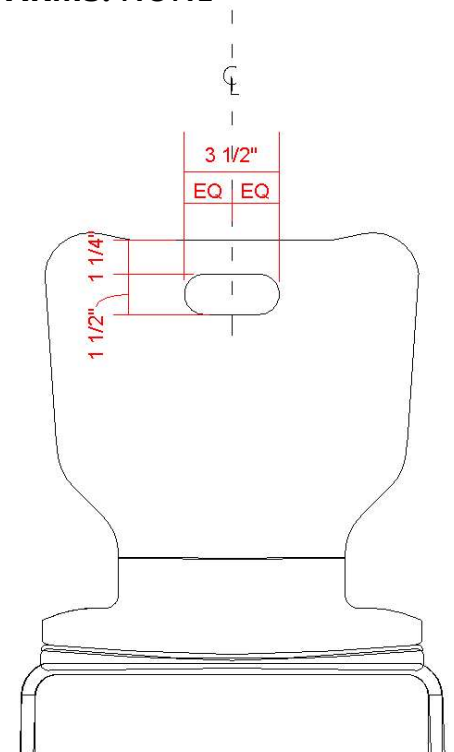
FINISH: MOLDED
PLYWOOD

ARMS: NONE

COLORS:
MANGO (12)



FRENCH BLUE (36)



CHILD'S ADJUSTABLE HEIGHT STOOL - Tom & Jerry

Herman Miller, Inc.

DESCRIPTION

QUANTITY: 13**SIZE:** BASE: 16.5"W x 19"D

HEIGHT: 19.75" - 26"H

SEAT: 13.5" ROUND

STYLE: MGTJ20.J - Jerry, Adjustable Height Stool**LOCATION:**

RM 111 - Children's Homework

RM 114 Children's Marketplace/ Media

FRAME FINISH:

YNL - NATURAL

JOINT SCREW FINISH:

YBP - WHITE



CHILD'S STOOL - ADULT STONE
KNOLL

DESCRIPTION

QUANTITY: 7

SIZE: 27"W x 19"D x 15"H

STYLE: ADULT STONE



LOCATION:
RM 104 - Storytelling
RM 106 - Family/Self Space

FINISH:
CHARTREUSE (3)



BLUE (2)



RED (2)



ARMS: NONE

UPHOLSTERY: NONE



5" ME-DO-IT CHAIR
Community Playthings

DESCRIPTION

QUANTITY: 4

SIZE: 13"W x 6 1/2"D x 5"H

STYLE:
5" Me-Do-It Chair [J505]

LOCATION:
RM 106 - Family/Self Space

FINISH: WOOD



SINGLE FACE TIERED CD BROWSER TABLE

The Worden Company

DESCRIPTION

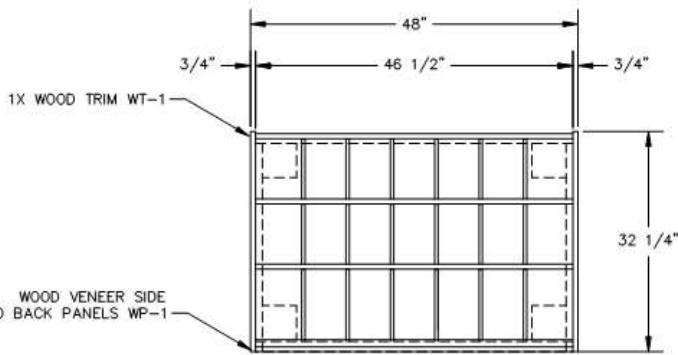
QUANTITY: 2

SIZE: 48"W x 32"D x 44-1/2"H

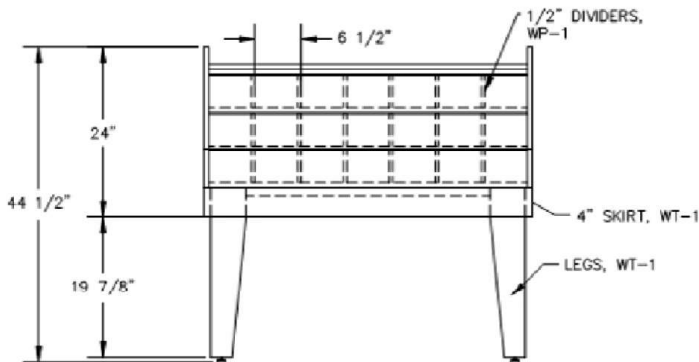
STYLE:

WORDEN COMPANY: TCDB-4832-SF-M MAPLE
 – Single face tiered CD Browser Table

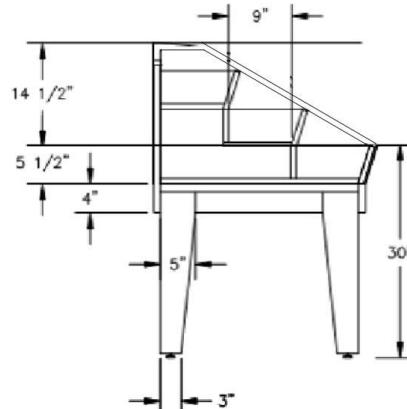
FINISH: Customized in PVI Builders, Inc. - Job #6071 SWD-2 Solid White Maple, "Pickled White Wash" Semi-Gloss Finish to match owner supplied sample.



PLAN



ELEVATION



SECTION

MOLO WALL

Molo



DESCRIPTION

QUANTITY: 4

SIZE: 11.5'W x 6'H

STYLE: White Textile

LOCATION:

RM 106 - Family/Self Space
2nd Floor Atrium



ETCH - MARKER BOARD

Watson



DESCRIPTION

QUANTITY: 3

SIZE: 36"W x 60"H

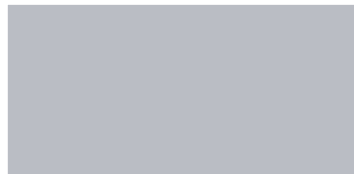
STYLE: MARKER BOARD

EACH W/ MAGNETIC MICROFIBER CLOTH & CUP

LOCATION:

RM 111 - Homework RM 233 - Meeting Room
RM 210 - Digital Media

LEGS: NATURAL STEEL



BUZZI SKIN - ACOUSTICAL WALL MOUNTED FABRIC

Buzzi Space



DESCRIPTION

QUANTITY: 6 ROLLS

NOTE: INCLUDE INSTALLATION IN SMALL STUDY ROOMS

SIZE: 393.7"L x 38.58"W

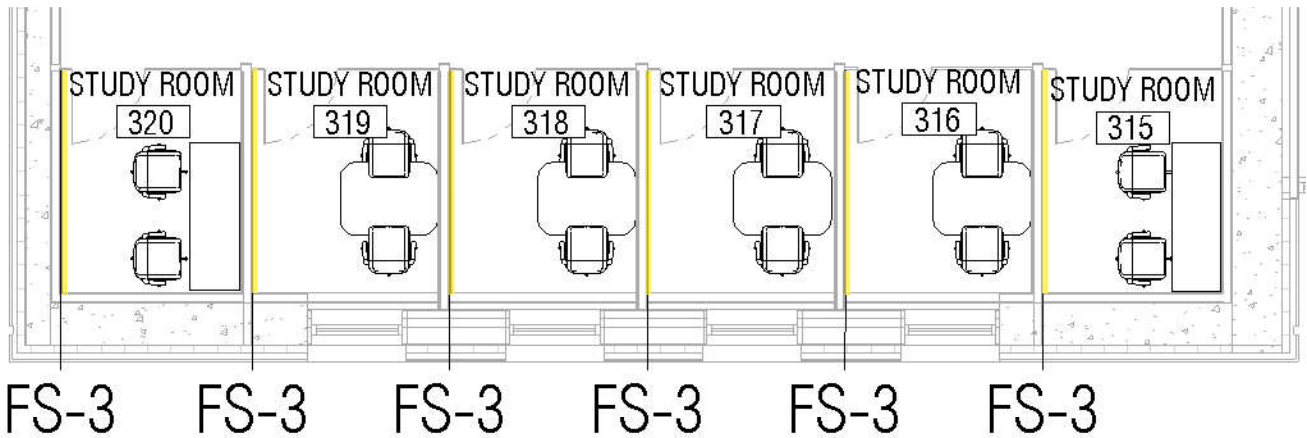
STYLE: Off White 63 Fabric

8' x 9' FLOOR TO CEILING



LOCATION:

RM 315-320 - Study Room



ISLE POWER TOWER

KI

DESCRIPTION

QUANTITY: 4

SIZE: 18"W x 25.5"H

STYLE: ISLE.SX - STARLIGHT SILVER



MEDIA FAST - Technology Accessories

Watson

DESCRIPTION

QUANTITY: 2

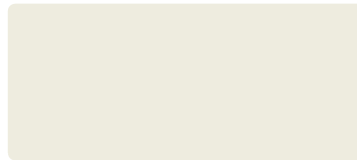
SIZE: 47"W x 11"D x 24"H

STYLE: TMV114724 - Media Fast

LOCATION:

RM 306 - Large Group Study
 RM 208 - Video

FINISH: LAMINATE WHITE - METAL
 LAMINATE WHITE W/ LOOK WIRE
 MANAGEMENT CHANNEL CABLE CANAL 30"



WIRE VERTEBRAE - Technology Accessories

Watson



DESCRIPTION

QUANTITY: 49

SIZE: 22"H

STYLE: TGAVV22 - WIRE VERTEBRAE

LOCATION:

ALL LEVELS

(Refer to T-__ sheets for specific locations)

COLOR: WHITE AT CHILDREN'S, SILVER GREY
ALL OTHER LOCATIONS

WASTE RECEPTACLES

Magnuson Group



DESCRIPTION

QUANTITY: 9 (3 per floor)

SIZE: 26"H x by 36W x 12"D

STYLE: Color: silver

LOCATION:

ALL LEVELS

(Refer to T-__ sheets for specific locations)

FINISH: SILVER



LOUNGE CHAIR - MILLBRAE CONTRACT

Steelcase

DESCRIPTION

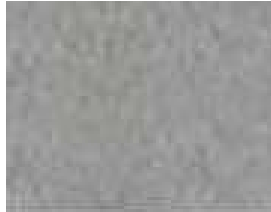
QUANTITY: 15**SIZE:** 26"W x 30"D x 31"H**STYLE:** COMFL1 - Contract Lounge**LOCATION:**

RM 201 - Lobby

RM 312 - Magazines/Newspapers

RM 322 - Admin Staff

RM 323 - Lib. Dir. Office

LEGS: BRUSHED NICKEL**UPHOLSTERY:** AVANT-CINNAMON AV119

LOUNGE CHAIR - SWOOP LOUNGE CHAIR

Herman Miller, Inc.

DESCRIPTION

QUANTITY: 38

SIZE: 33"W x 29"D x 32"H

STYLE: 0A200 Swoop Plywood Lounge Chair



LOCATION:

1st Floor: (4) Adobe & (4) Blueberry
 2nd Floor: (6) Horizon Blue & (6) Teal Green
 3rd Floor: (6) Neptune, (6) Blueberry & (6) Navy

LEG:

47 - CHROME



BACK:

OU - WALNUT



FABRIC:

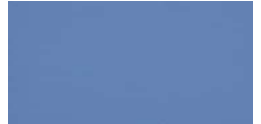
MARVEL:
 1MV11 - ADOBE (4)



COLOR GUARD:
 3P31 - HORIZON BLUE (6)



COLOR GUARD:
 3PB9 - NEPTUNE (6)



MARVEL:
 1MV15 - TEAL GREEN (6)



COLOR GUARD:
 3P08 - BLUEBERRY (10)



COLOR GUARD:
 3P02 - NAVY (6)



LOUNGE CHAIR - SUZANNE LOUNGE**Knoll**

DESCRIPTION

QUANTITY: 4**SIZE: 30.5"W x 59"D x27"H****STYLE: 53D1 - Double Lounge Chair****LOCATION:**

RM 106 - Family/Self Space

RM 109 - Children's Reading

LEGS:**UPHOLSTERY:**KNOLL - WHIP - TUSCANY
K1386/15

LOUNGE CHAIR - CROSSHATCH LOUNGE CHAIR

Herman Miller, Inc.

DESCRIPTION

QUANTITY: 4

SIZE: 31.25"W x 30.25"D x 28.5"H

STYLE: SESIW - CBK Crosshatch Lounge Chair in Walnut w/ Black Cord

LOCATION:
RM 312 - Magazines/Newspaper



LEGS: WALNUT



SEAT: MAHARAM - LARIAT - BLACK

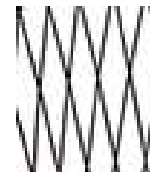


FABRIC:

PALLAS
CARMIN / BLUE MOON
27.242.074



CORD: BLACK



TEEN LOUNGE CHAIR- BERNHARDT MITT

Bernhardt

DESCRIPTION

QUANTITY: 10

SIZE: 22"W x 30"D x 35.25"H

STYLE:
5720L - LOOP MASTER STITCH - BLACK
w/ HANDLE IN BLACK

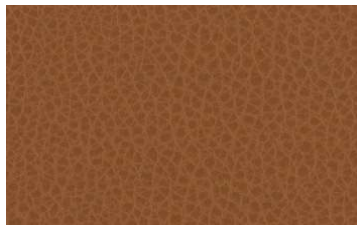


LOCATION:

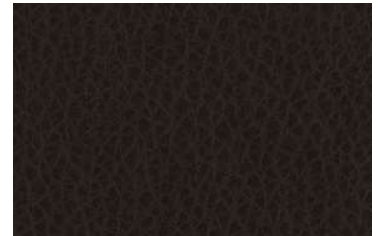
RM 114 - Children's Marketspace Media in Blood Orange w/ Mustard
RM 206 - Teen Homework in Caravan w/ Black Sea

STITCHING: BLACK

UPHOLSTERY:
BERNHARDT IMPRESSION -
CARAVAN 3830-027



HANDLE: BERNHARDT
IMPRESSION -
BLACK SEA 3830-001



UPHOLSTERY:
BERNHARDT ALLUDE II -
BLOOD ORANGE 3812-076



HANDLE: BERNHARDT
ALLUDE II -
MUSTARD 3812-005



LOUNGE CHAIR- EAMES MOLDED PLYWOOD LOUNGE**Herman Miller**

DESCRIPTION

QUANTITY: 4**SIZE: 22.25"W x 25.25"D x 26.25"H****STYLE:**

EAMES MOLDED PLYWOOD LOUNGE CHAIR
WITH WOOD BASE, UNUPHOLSTERED, WITH
WALNUT FINISH:
LC-W-OU

LOCATION:

RM-221 2nd Floor Lobby

FINISH: OU-WALNUT

CHILDREN'S PATIO CHAIR - EMIN

LOLL



DESCRIPTION

QUANTITY: 8

SIZE: 18"W x 21.25"D x 31.75"H

STYLE: EMIN DINING CHAIR

LOCATION:
RM 311 - Deck

FINISH: SC-EM-CG CHARCOAL



OUTDOOR TABLE - ALFRESCO 30" SQUARE

LOLL



DESCRIPTION

QUANTITY: 4

SIZE: 30" Square x30"H

STYLE: SKU: AL-ST30-CG

LOCATION:
RM 311 - Deck

FINISH: GREY



TRANSPORT DOLLY - HRDPT - OPT 4 SLED BASE CHAIRS

KI Inc.

DESCRIPTION

QUANTITY: 6

STYLE: 04DA.BL



FOLDING TABLE VERTICAL STORAGE CADDY - TCAD

KI Inc.

DESCRIPTION

QUANTITY: 7

(4) BTT

STYLE:

BTT - Table Truck - 30"W x 60"L



TONIC SIMPLE TABLE

Watson



DESCRIPTION

QUANTITY: 8

SIZE: 48"D x 96"W x 28.5"H

STYLE:

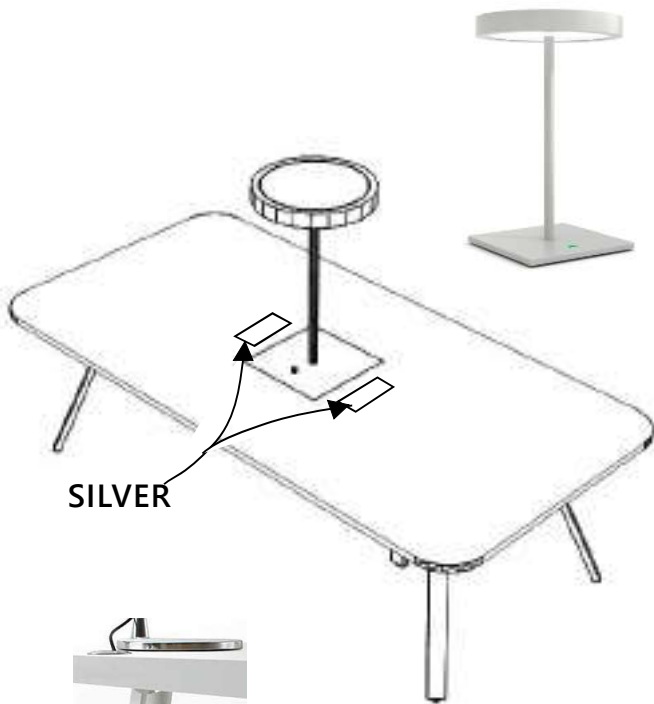
S16-1553-4896-W - Tonic Simple Table, w/ (2) ECA Cove 2 power, 2 charging USB, Silver Pearl, 108" power infeed, on each side of lamp, cutout and support brackets for tonic neighborhood light, centered as per drawing

TCITL151530 - Tonic Neighborhood Light

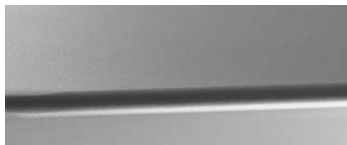
TGAVV22 - Wire Vertebrae, 1 per table

LOCATION:

RM 309 - Main Reading Lounge



LEGS: RAW STEEL



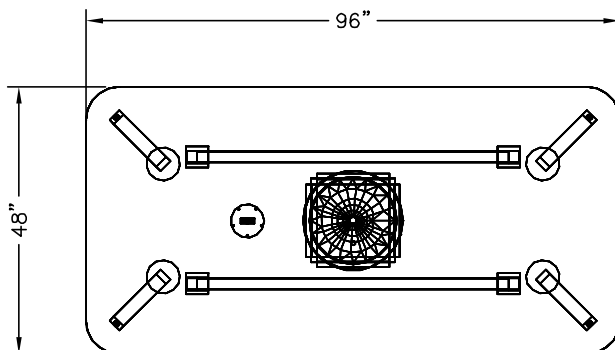
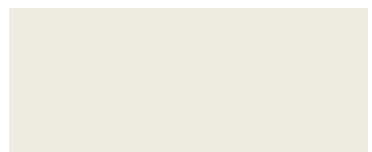
SURFACES: WILSONART
ASIAN SAND 7952K-18



TRIM: MULTI-PLY
KNIFE EDGE



LAMP: FROSTY WHITE



TONIC SIMPLE TABLE

Watson

DESCRIPTION

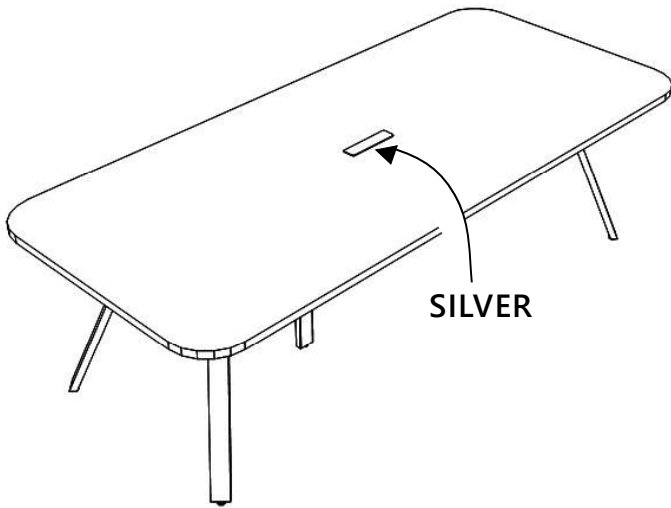
QUANTITY: 1



SIZE: 48"D x 96"W x 28.5"H

STYLE: S16-1554-4896-W Tonic Simple Table w/ ECA Cove, 4 Power, 2 Charging USB, Silver Pearl, 108" power infeed, centered

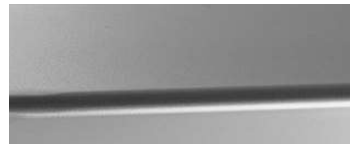
TGAVV22 - Wire Vertebrae, 1 per table



LOCATION:

RM 306 - Large Group Study

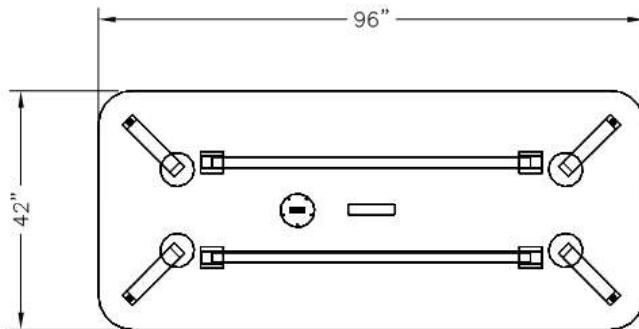
LEGS: RAW STEEL



SURFACES: WILSONART
ASIAN SAND 7952K-18



TRIM: MULTI-PLY
KNIFE EDGE



TONIC SIMPLE TABLE

Watson

DESCRIPTION

QUANTITY: 33 (7 w/ power, 26 w/out power)

SIZE: 42" Square 28.5" H

STYLE: S16-1555-424228-W Modified TWTR
 - Tonic Simple Table w/ ECA Cove, 2 power, 2 charging USB, silver pearl, 72" plugin infeed (6 w/ power)

TGAVV22 - (9) Wire Vertebrae, 1 per table

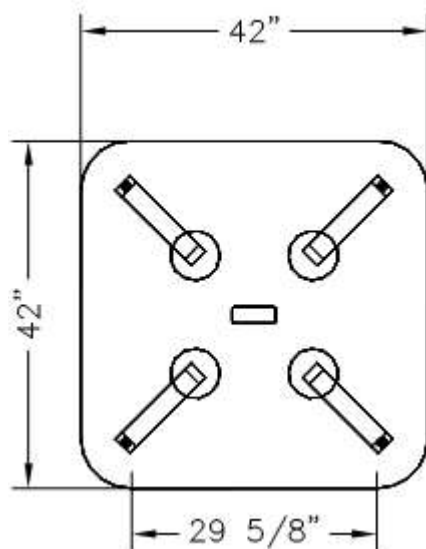
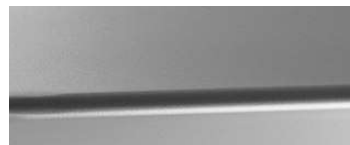
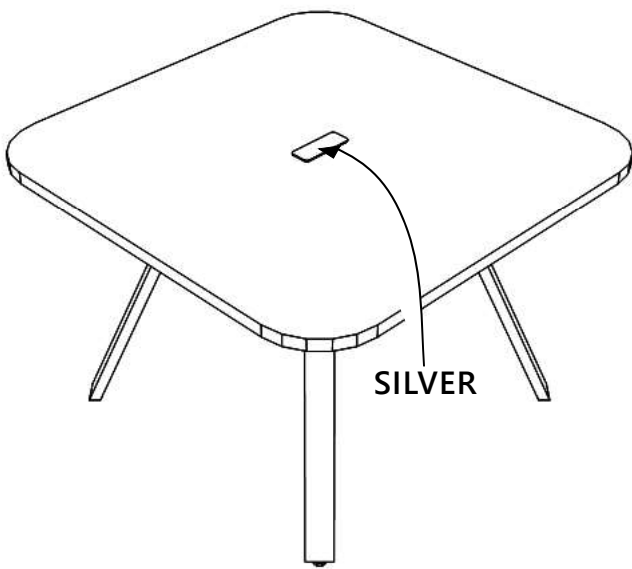
LOCATION:

RM 218 - Staff lounge 3
 Level 3: Public Areas
 RM 316 -319 - Study Room

LEGS: RAW STEEL

SURFACES: WILSONART
 ASIAN SAND 7952K-18

TRIM: MULTI-PLY
 KNIFE EDGE



FLIP UP SEVEN TABLE

Watson

DESCRIPTION

QUANTITY: 2

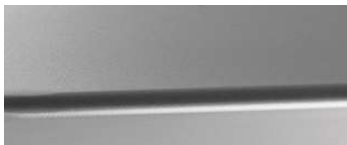
SIZE: 24"D x 72"W x 28.5"H

STYLE:
SMCREI2472-W - Seven Rectangular Multi Purpose inset base w/ Casters

TGAVV22 - Wire Vertebrae, 1 per table

LOCATION:
RM 320/315 - Study Room

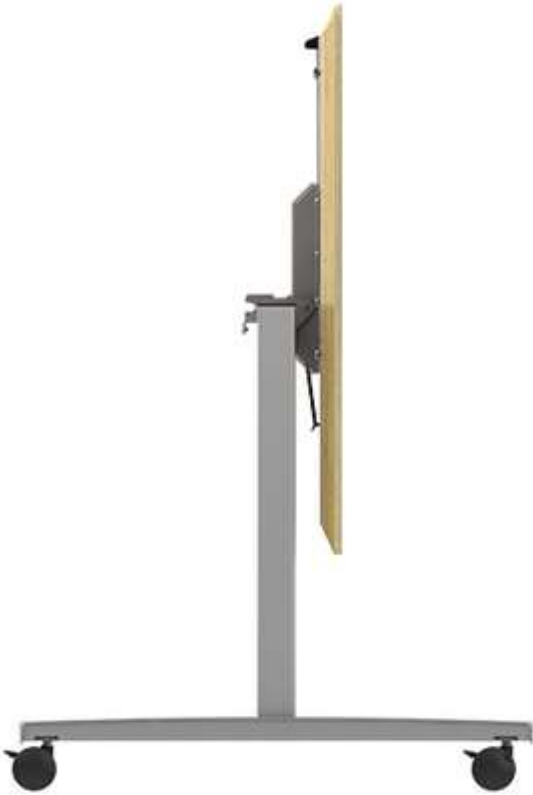
LEGS: RAW STEEL



SURFACES: WILSONART
ASIAN SAND 7952K-18



TRIM: MULTI-PLY
KNIFE EDGE



TONIC SIMPLE TABLE

Watson

DESCRIPTION

QUANTITY: 6

SIZE: 42"D x 72"W x 28.5"H

STYLE: S16-1554-4272-W Modified TWRE
 - Tonic Simple Table w/ ECA Cove, 4 power, 2 charging USB, silver pearl, 108" plugin infeed

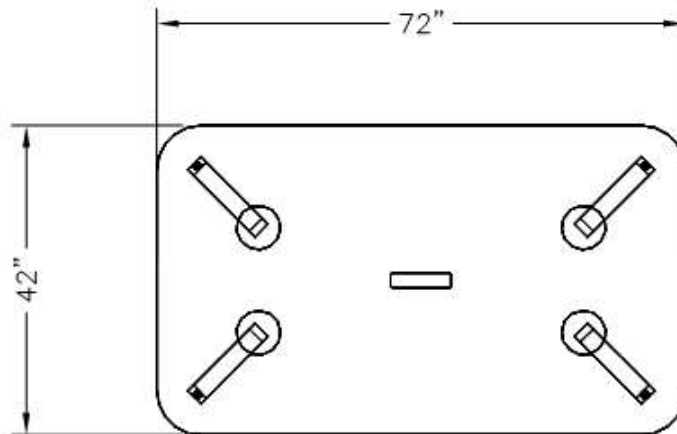
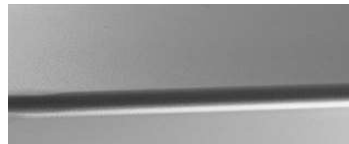
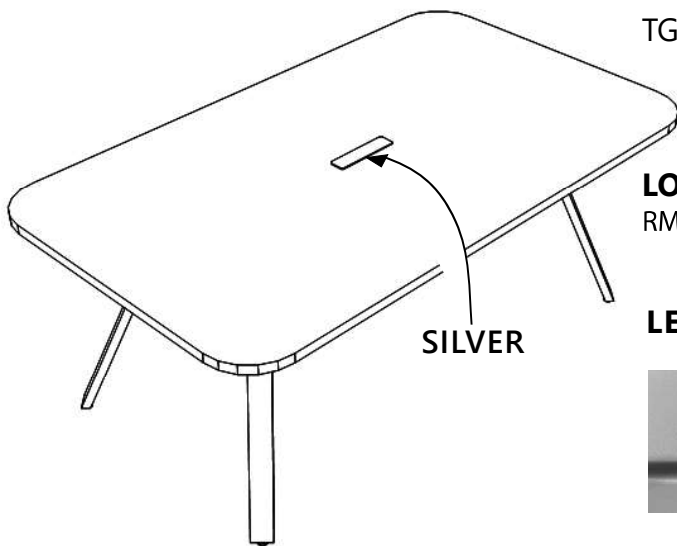
TGAVV22 - Wire Vertebrae, 1 per table

LOCATION:
 RM 303(w/ Power) - Reading Area

LEGS: RAW STEEL

SURFACES: WILSONART
 ASIAN SAND 7952K-18

TRIM: MULTI-PLY
 KNIFE EDGE



TONIC SIMPLE TABLE**Original Timber**

DESCRIPTION

QUANTITY: 2**SIZE:** 36"D x 192"W x 30"H**STYLE:** Custom Original Timber**LOCATION:**

Level 2: Atrium

RM 310 - Reference Collection

LEGS:**SURFACES:** WOOD

TONIC - BENCH

Watson

DESCRIPTION

QUANTITY: 10

SIZE: 53"D x 83"W x 28.5"H

STYLE:

S16-1620-75HH-0-V Modified TCIFD- Tonic Bench Component Infill, High Density Monitor Mount, Heavy Power Access, No Screen

TBTUY-28 - End Yoke, 28.5"H

TGAPI - Power infeed

TCIPR75H-S - Heavy Raceway, 75"W heavy power, starter

TBELE0453 - Ailse end, w/ cover, 4"D x 53"W

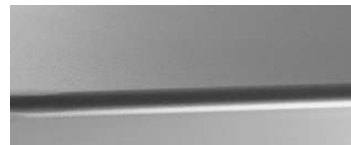
TBTU5375-28 - Segment, 53"D x 72"W x 28.5"H

TGAVV22 - Wire Vertebrae, 1 per table

LOCATION:

RM 207 - Public Computers

LEGS: RAW STEEL



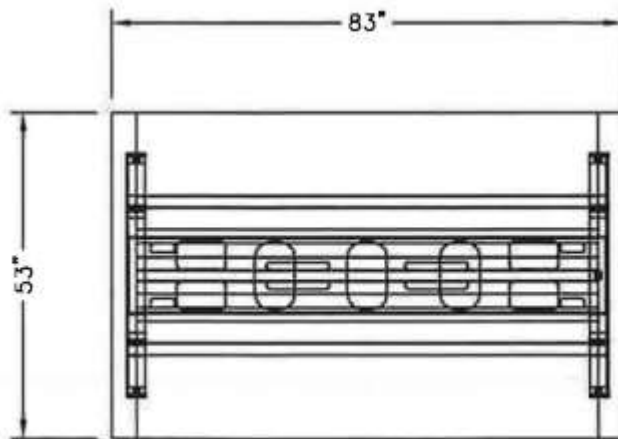
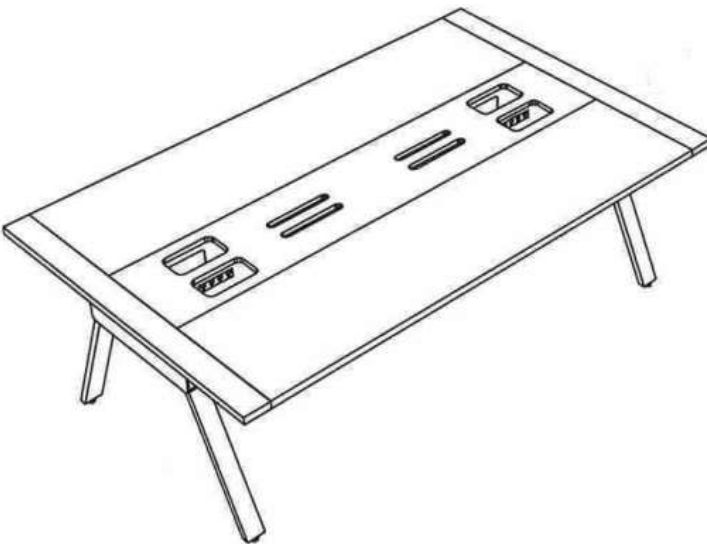
SURFACES: WILSONART
BLONDE ECHO 7939K-18



TRIM: MULTI-PLY
90 EDGE



INFILL PANEL: EH
BLONDE ECHO



TONIC - BENCH

Watson

DESCRIPTION

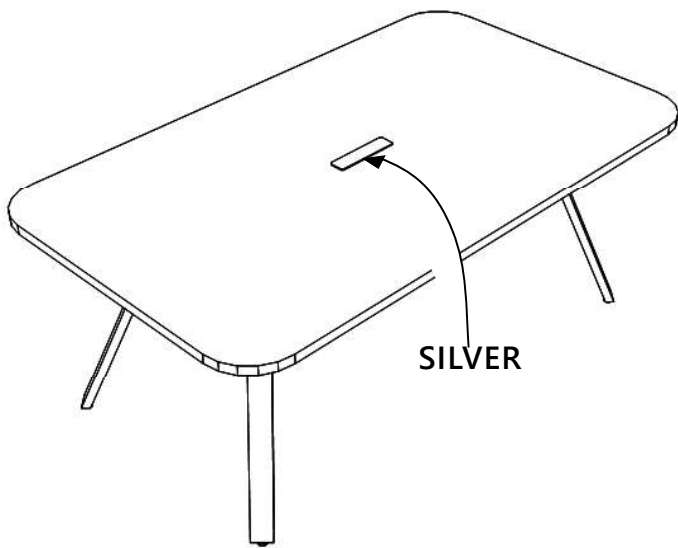
QUANTITY: 5 (3 w/ power, 2 w/out power)

SIZE: 42"D x 72"W x 28.5"H

STYLE:

S16-1553-4272-W Modified TWTR - Tonic Simple Table w/ ECA Cove, 4 power, 2 charging USB, silver pearl, 108" plugin infeed (3 w/ power, 2 w/out power)

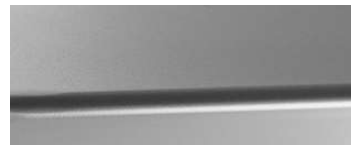
TGAVV22 - Wire Vertebrae (3), 1 per each powered table



LOCATION:

Level 2: Public Area

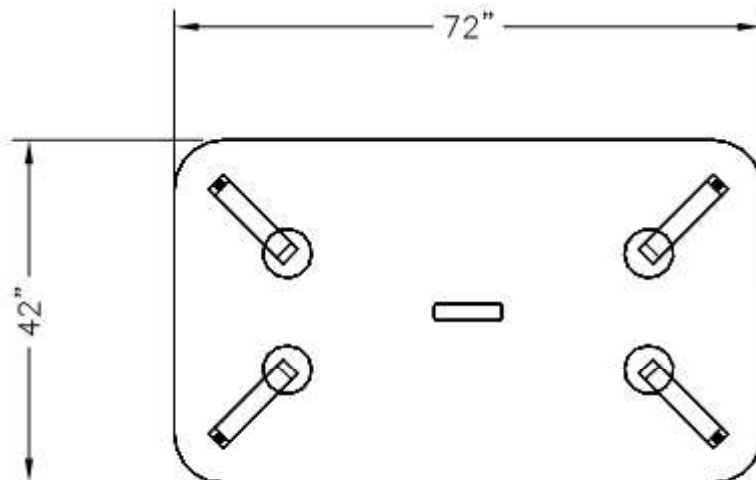
LEGS: RAW STEEL



SURFACES: WILSONART
BLONDE ECHO 7939K-18



TRIM: MULTI-PLY
KNIFE EDGE



TONIC SIMPLE TABLE

Watson

DESCRIPTION

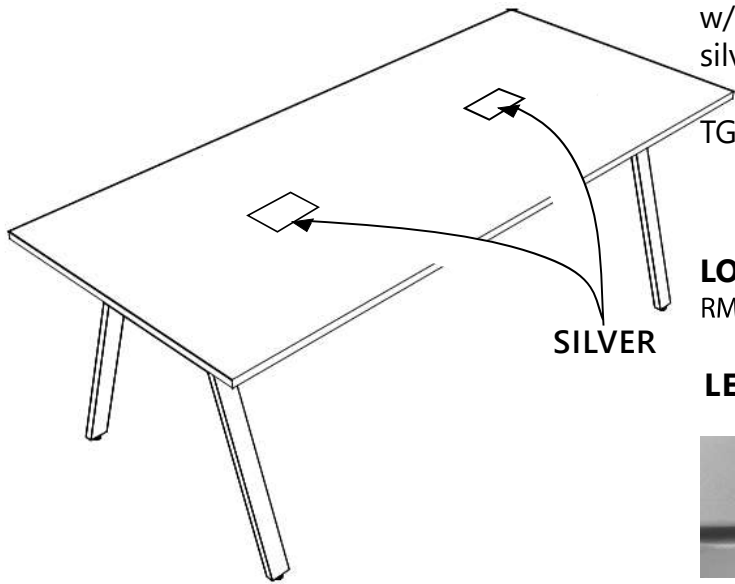
QUANTITY: 3

SIZE: 42"D x 96"W x 39"H

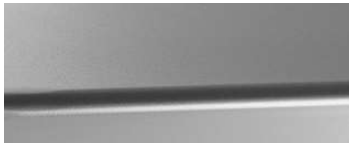
STYLE: S16-1553-4272-W Modified TWTRE - Tonic Simple Table
w/ (2) ECA Cove, 4 power, 2 charging USB, silver pearl, 108" plugin infeed

TGAVV22 - Wire Vertebrae, 1 per table

LOCATION:
RM 214 - Copiers



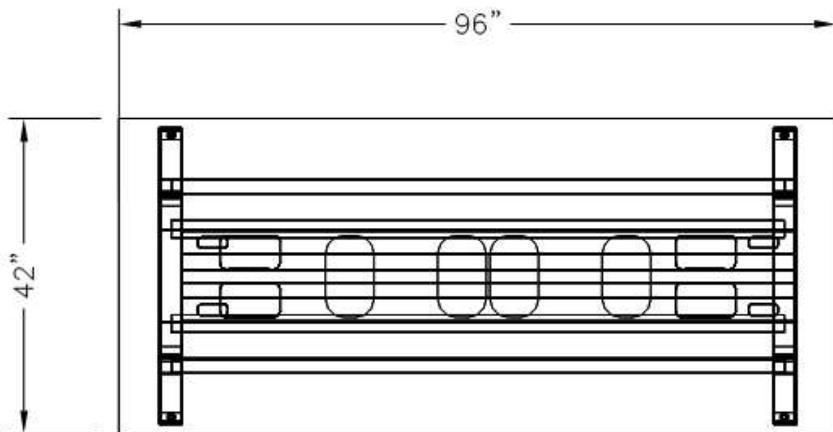
LEGS: RAW STEEL



SURFACES: WILSONART
BLONDE ECHO 7939K-18



TRIM: MULTI-PLY
KNIFE EDGE



SEVEN FLIP TABLE

Watson

DESCRIPTION

QUANTITY: 18

SIZE: 24"D x 96"W x 28.5"H

STYLE:

SMFREF2496-W EH-ZE - Seven Flip Table w/ Casters

RM 215 - Computer Lab Tables - (8)

SECL4CSP - ECA silver power strip
 TGAVV22 - Wire Vertebrae, 1 per table
 WAWH81 - Accessory 81" wire Manager
 WAFMA1287 - Modesty Panel - Acrylic Frosted w/ data
 WAGDX - Under Surface Ganging Clips

RM 210 - Digital Lab - top in Blonde Echo (8)

SECL4-I-4C-72-K- at wall power/data, 1 per table
 No Modesty Panel

RM 327 - Literacy Computer Lab - top in Asian Sand (2)

SECL4-I-4C-72-K- at wall power/data, 1 per table
 No Modesty Panel

LOCATION:

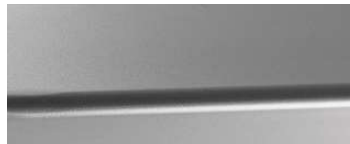
RM 215 - Computer Lab - top in Blonde Echo (8)

RM 210 - Digital Lab - top in Blonde Echo (8)

RM 327 - Literacy Computer Lab - top in Asian Sand (2)

RM 327 - LITERACY (2)

LEGS: RAW STEEL



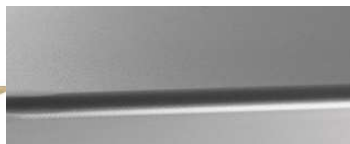
SURFACES: WILSONART

ASIAN SAND 7952K-18



RM 215/RM210 - LABS (20)

LEGS: RAW STEEL



SURFACES: WILSONART

BLONDE ECHO 7939K-18



TRIM: MULTI-PLY
 KNIFE EDGE



SEVEN FLIP TABLE

Watson

DESCRIPTION

QUANTITY: 2

SIZE: 36"D x 72"W x 28.5"H

STYLE:
 SMFREF 3672-W EH ZE -Seven Flip Table w/
 Casters and Inset Base
 w/ (2) ECA Cove, 4 power, 2 charging USB,
 silver pearl, 108" plugin infeed

TGAVV22 - Wire Vertebrae, 1 per table

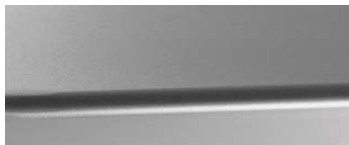
LOCATION:

RM 208 - Video

RM 211 - Audio

RM 123 - Mail Sorting

LEGS: RAW STEEL



**SURFACES: WILSONART
 BLONDE ECHO 7939K-18**



**TRIM: MULTI-PLY
 KNIFE EDGE**



SEVEN FLIP TABLE

Watson

DESCRIPTION

QUANTITY: 2

SIZE: 24"D x 66"W x 28.5"H



STYLE:

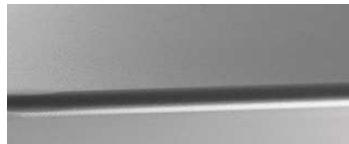
SMFREF2466- W EH-ZE - Seven Flip Table w/
Casters

SECL4-I-4C-72-K - at wall power/data, 1 per
table

LOCATION:

RM 327 - Literacy Computer Lab

LEGS: RAW STEEL



**SURFACES: WILSONART
ASIAN SAND 7952K-18**



**TRIM: MULTI-PLY
KNIFE EDGE**



PILLAR TABLE

KI Inc.



 DESCRIPTION

QUANTITY: 4

SIZE: Pillar Sprocket - 30"D x 29"H (2)
 Pillar 120 - 30"D x 29"H (2)

STYLE:
 PLSP30L3-74P / NNN:NMP (2)
 PILLAR, SPROCKET, 29H, 30

PL12030-74/NNN:NMP (2)
 PILLAR, 120, 29H, 30

LOCATION:
 RM 206 - Teen Homework

**LEGS: STARLIGHT SILVER SURFACES: WILSONART
 METALLIC-CHIP-PNT-SX BLONDE ECHO 7939K-18**



**TRIM: KENSINGTON
 MAPLE 74P-KM**



PORTICO

KI Inc.

DESCRIPTION

QUANTITY: 20**SIZE:**

PL255ST 30" x 60" (20)

STYLE:

PL255ST - Lightweight Folding Leg
 Rectangular T-Base
 w/ Lightweight honeycomb top
 Table weight: 61lbs

LOCATION:

RM 202 - Community Meeting Room

LEGS: CHF - CHROME**SURFACES: WILSONART
BLONDE ECHO 7939K-18****TRIM: KENSINGTON
MAPLE 74P-KM**

ROUND FOLDING TABLES

Mity Lite

DESCRIPTION

QUANTITY: 20

SIZE:

RDP - 60" Round (20)

STYLE:

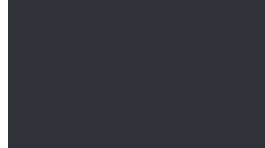
Madera Laminate Tables 60" Round Folding Table
 60 W - Wishbone Legs
 Table weight: 66lbs



LOCATION:

RM 202 - Community Meeting Room

**POWER COATED LEG
 FINISH: BLACK SAND**



SURFACES: FUSION MAPLE



**EDGE TRIM:
 BLACK**



MAKER TABLE

3Branch

DESCRIPTION

QUANTITY: 6

SIZE:

66"W x 36"D x 36"H (4)

48"W x 24"D x 29"H (2)

STYLE:

MK-663636-LIN - Standing Ht. (4)

MK-482429-LIN - Seating Ht. (2)

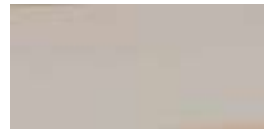
LOCATION:

RM 233 - Maker Space



LEGS: STAINLESS STEEL
W/ CASTERS

SURFACE: REVERSIBLE TOP
LINOLEUM INSET TOP
(COLOR-PEBBLE)



EDGE: BAMBOO



SEVEN FLIP TABLE

Watson

DESCRIPTION

QUANTITY: 12

SIZE: 30"D x 60"W x 28.5"H

STYLE:

SMFREF3060-W EH FJ - (8) Seven Flip w/ Casters

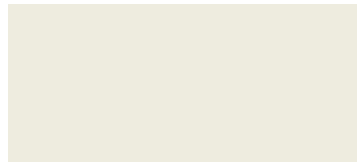
SMFREF3060-W EH ZE - (4) Seven Flip w/ Casters
WAGDX - (4) w/ under surface ganging clips

LOCATION:

RM 111 - Children Homework - Legs in Frosty White (8)
RM 236 - Meeting Room C - Legs in Raw Steel (4)

RM 111: CHILDREN'S HOMEWORK (8)

LEGS: FROSTY WHITE

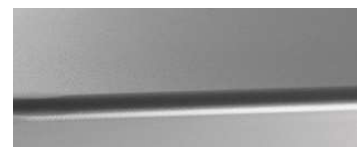


SURFACES: WILSONART
BLONDE ECHO 7939K-18



RM 236: MEETING RM C - W/ GANGING CLIPS (4)

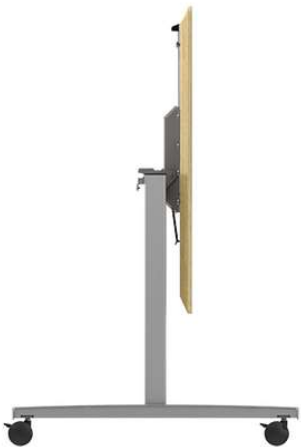
LEGS: RAW STEEL



SURFACES: WILSONART
BLONDE ECHO 7939K-18



TRIM: MULTI-PLY
KNIFE EDGE



SEVEN TRAPEZOID FLIP TABLE

Watson



DESCRIPTION

QUANTITY: 6

SIZE: 30"D x 60"W x 28.5"H

STYLE:

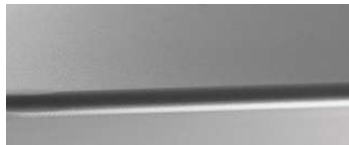
SMFTRI 3060-W EH ZE - (4) Seven Flip w/ Casters
 WAGDX - (4) w/ under surface ganging clips

LOCATION:

RM 236 - Meeting Room C

LEGS: RAW STEEL

**SURFACES: WILSONART
 BLONDE ECHO 7939K-18**



**TRIM: MULTI-PLY
 KNIFE EDGE**



CAMPFIRE - PERSONAL TABLE**Knoll**

DESCRIPTION

QUANTITY: 5**SIZE: 19.5"D x 14"W x 26"H****STYLE: Campfire Personal Table****LOCATION:**

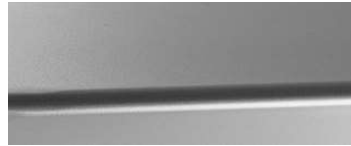
Level 3: Public Areas

LEGS: NONE**SURFACES: PLYWOOD**

SEVEN ROUND TABLE

Watson

DESCRIPTION

QUANTITY: 7**SIZE:** 35"ROUND x 29"H**STYLE:**
STRND 3535-29 - W EH ZE - Round Meeting
Table**LOCATION:**
RM 148/149 - Cafe**LEGS: RAW STEEL****SURFACES: WILSONART
BLONDE ECHO 7939K-18****TRIM: MULTI-PLY
KNIFE EDGE**

ATHENS TABLE

KI



 DESCRIPTION

QUANTITY: 3**SIZE:** 36" Round. 27"-44.75" Adjustable Ht.**STYLE:**

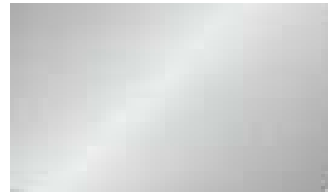
AH3R36ACH - 36" Round, 3" Column - Adj. Ht.

Base: Tapered Flat Base (AH3)

Edge: Flat Edge (74P-KM)

LOCATION:

RM 206 - Teen Homework

LEGS: CHROME BASE**SURFACES: WILSONART
BLONDE ECHO 7939K-18****TRIM: KENSINGTON
MAPLE 74P-KM**

NOGUCHI RUDDER TABLE

Herman Miller Inc.

DESCRIPTION

QUANTITY: 1**SIZE:** 50" W x 35.5" D x 15.75"H**STYLE:**

IN52 - OU - 47

LOCATION:

RM 323 - Lib. Dir. Office

BASE FINISH:
47 CHROME**TOP FINISH:**
OU WALNUT

SWOOP - COFFEE TABLE

Herman Miller Inc.



 DESCRIPTION

QUANTITY: 10**SIZE:** 16" Round x 16"H**STYLE:**
OA30B.16-L-BU-47**LOCATION:**
RM 109 - Children's Reading (2)
RM 207 - Public Computers (2)
RM 309 - Main Reading Lounge (4)
RM 218 - Staff Lounge (2)**BASE FINISH:**
47 CHROME**TOP FINISH:**
BU - BLACK UMBER

SWOOP - BOX TABLE

Herman Miller Inc.

DESCRIPTION

QUANTITY: 12**SIZE:** 25" Square x 16.5"H**STYLE:**

OA301. L-BU-2U

Power module

LOCATION:

RM 107 - Picture/Easy Readers (4)

RM 322 - (1)

RM 147 Marketplace/Books (1)

RM 201 - Lobby (4)

RM 312 Magazine/Newspapers (4)

LEGS: BU BLACKUMBER TOP FINISH:**2U LIGHT BROWN WALNUT**

CLASSROOM ROUND TABLE

Community Playthings

DESCRIPTION

QUANTITY: 1

SIZE: 36" ROUND

STYLE:

36" Classroom Round Table [A825]
12" Wood Legs

LOCATION:

RM 106 - Family Space

LEGS: WOOD

SURFACES: WOOD



SIDE TABLE - Piton

Knoll

DESCRIPTION

QUANTITY: 8

SIZE: 16.25"W x 16.25"D x 21.25"H

STYLE: Piton Side Table



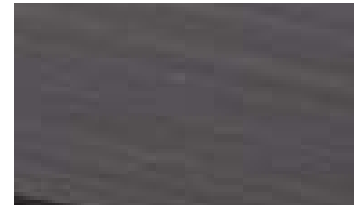
LOCATION:

Level 1: Children's

LEGS/BASE: STERLING

SURFACES:

BO21T-AE - EBONIZED ASH



TONIC SIMPLE TABLE

Watson

DESCRIPTION

QUANTITY: 10

SIZE:

48" Round x 27"H (8)

48" Round x 23"H (2)

STYLE:

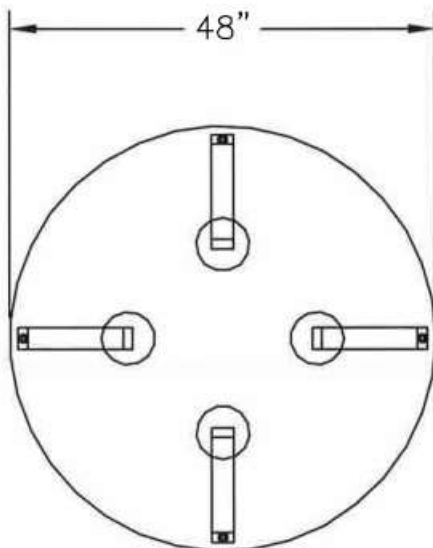
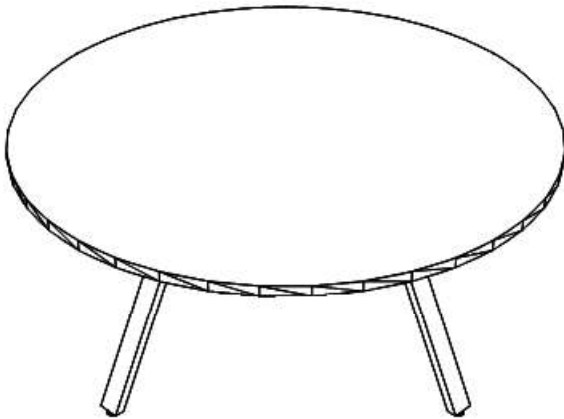
TWTRO4827 W EH FJ - (8) TONIC SIMPLE Round 27"H

TWTRO4827 W EH FJ - (2) TONIC SIMPLE Round 23"H

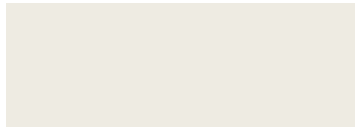
LOCATION:

RM 107 - Picture Books/Easy Readers - (2) 23" H

RM 109/114 Children's Reading/ Marketplace- (5+) 27"H



LEGS: FROSTY WHITE



SURFACES: WILSONART
BLONDE ECHO 7939K-18



TRIM: MULTI-PLY
KNIFE EDGE



TONIC - BENCH

Watson

DESCRIPTION

QUANTITY: 2

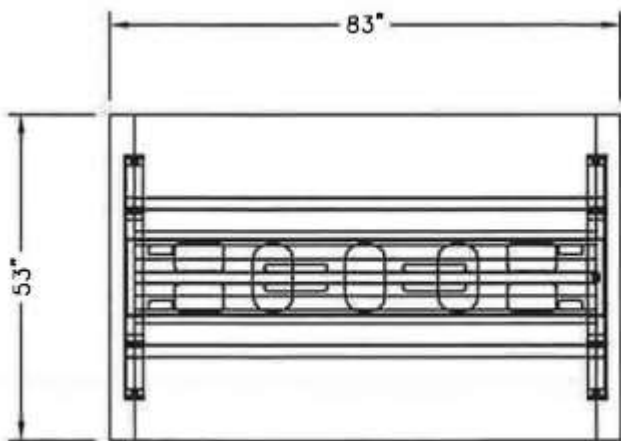
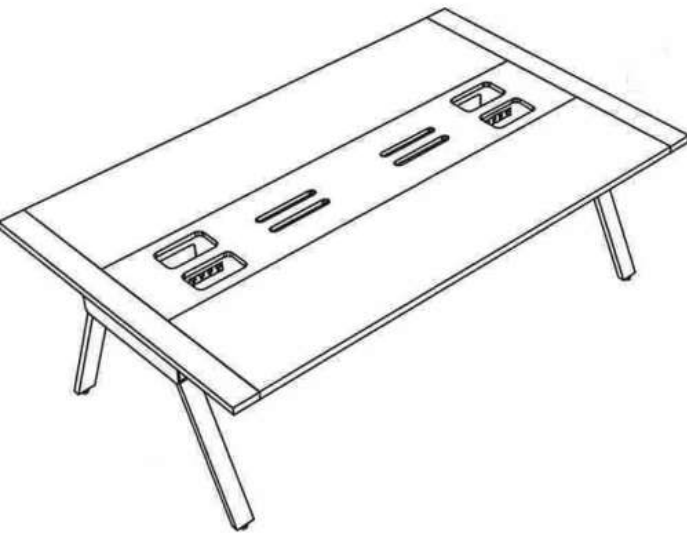
SIZE: 53"D x 83"W x 27"H

STYLE: S16-1620-75HH-0 V Modified TCIFD- Tonic Bench Component Infill 75"W, High Density Monitor Mount, Heavy Power Access, No Screen

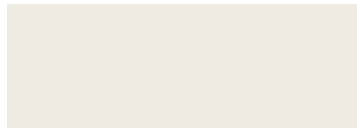
- S16-1558-27 - Modified TBTU End Yoke, 27"H
- TGAPI - Power infeed
- TGAVV22 - Wire Vertebrae per table
- TCIPR75H-S - Heavy Raceway, 75"W heavy power, starter
- TBELE0453 - Ailse end, w/ cover, 4"D x 53"W
- S16-1557-5375-27 - Segment, 53"D x 72"W x 28.5"H

LOCATION:

RM 108 - Children's



LEGS: FROSTY WHITE



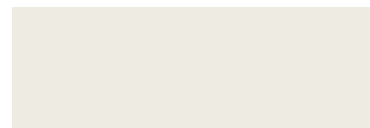
SURFACES: WILSONART BLONDE ECHO 7939K-18



TRIM: MULTI-PLY 90 EDGE



INFILL PANEL: FROSTY WHITE



TONIC SIMPLE TABLE

Watson

DESCRIPTION

QUANTITY: 2

SIZE: 60" Round x 23"H

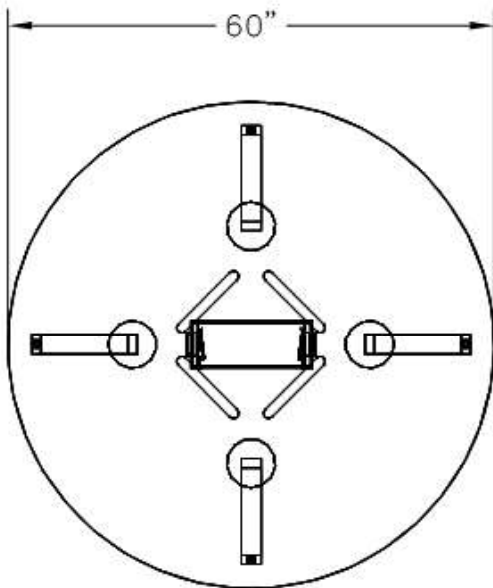
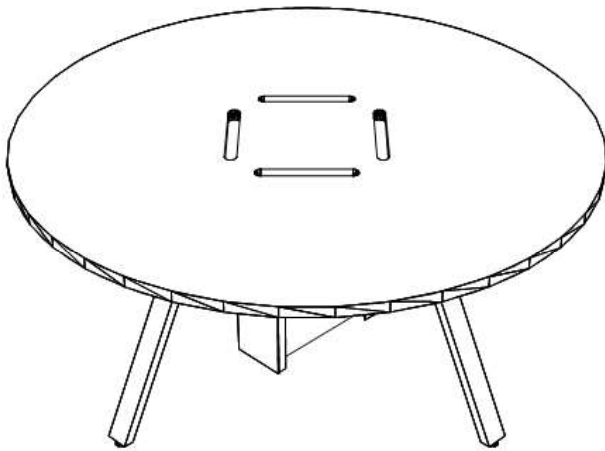
STYLE: S16-1562-6025 W EH FJ - Modified TWTRO - TONIC SIMPLE Round w/ 4" monitor mounted cutouts as per drawing TGAVV22 - Wire Vertebrae per table

LOCATION:
RM 108 - Children's

LEGS: FROSTY WHITE

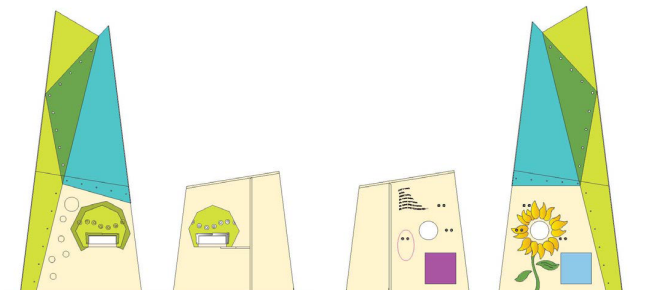
**SURFACES: WILSONART
BLONDE ECHO 7939K-18**

**TRIM: MULTI-PLY
KNIFE EDGE**



CUSTOM DESIGN INTERACTIVE**Burgeon Group**

DESCRIPTION

CUSTOM INSTALLATION**SIZE:** Tower height is 11'8"**STYLE:** Custom early childhood interactive furnishing installation with Magnetic Wall, Ball Run, Whirligig, Starbursts, Alphabet and Numbers, Garden Interpretives, etc. Hardwood construction with cast multicolor translucent resin and embedded items.**LOCATION:** Room 106 - Children/Family



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: CONS 17-764

DATE: December 5, 2017

TO: Mayor and City Council

FROM: Director of Finance

SUBJECT

Authorization to Execute a Banking Services Agreement with JP Morgan Chase Bank, N.A. for Banking Transactions and Cash Management Services.

RECOMMENDATION

That Council adopts the attached resolution (Attachment II) authorizing the City Manager to execute a five-year contract with JP Morgan Chase Bank, N.A. for banking transaction and cash management services (banking services). The agreement would be effective from January 1, 2018 through January 1, 2023.

ATTACHMENT

Attachment I Staff Report

Attachment II Resolution



DATE: December 5, 2017

TO: Mayor and City Council

FROM: Director of Finance

SUBJECT: Authorization to Execute a Banking Services Agreement with JP Morgan Chase Bank, N.A. for banking transactions and cash management services.

RECOMMENDATION

That Council adopts the attached resolution (Attachment II) authorizing the City Manager to execute a five-year contract with JP Morgan Chase Bank, N.A. for banking transaction and cash management services (banking services). The agreement would be effective from January 1, 2018 through January 1, 2023.

BACKGROUND

The City last issued an RFP for banking services in 2006. Since that time, the City has engaged Bank of the West for banking services. On January 18, 2017, the City issued a request for proposals (RFP) for banking services and received responses from three financial institutions. On March 20, 2017, the City re-issued the RFP in the hopes of receiving a response from more financial institutions than had been received originally. When the response period ended for the re-issued RFP, the City received responses from five financial institutions; each institution was considered qualified based on their responses.

DISCUSSION

Staff evaluated each of the responding institution's proposals using the following criteria:

- Completeness of response to all required items included in the RFP
- Ability to meet current and projected service requirements over the term of the agreement
- Overall cost
- Reliability and quality of customer service
- Experience and governmental knowledge of bank team
- Financial Strength
- Capacity to provide comprehensive electronic banking services
- Thoroughness of the conversion plan

In addition, staff considered recommendations from references and the institution's involvement with the Hayward community. After careful consideration and many interviews with the institutions, staff recommends engaging JP Morgan Chase, N.A. to provide banking services. JP Morgan Chase, N.A. is a national banking association, organized and existing under the laws of the United States pursuant to a charter issued by the U.S. Office of the Comptroller of the Currency. Deposits in J.P. Morgan Chase, N.A. are insured by the Federal Deposit Insurance Corporation (FDIC). They have more than 4,600 clients nationwide with over 2,300 government clients. There are three JP Morgan Chase branches located in Hayward.

JP Morgan Chase, N.A. devotes \$9 billion annually to its technology and cybersecurity enhancements, focused on advancing their mobile banking and transactions capabilities. The tight controls their solutions provide will help to safeguard the city's assets and protect the city's customer as they interact with the city's payment systems.

JP Morgan, Chase, N.A. has a proven history of commitment to the goals of the Community Reinvestment Act and community service. While commitment to the Hayward community was not a technical specification considered in the initial scoring of institutions, overall value provided to the City (both as an organization and community) was considered. To that end the following demonstrates JP Morgan, Chase N.A.'s commitment to the Hayward community:

- From January 2015 through December 2016, JP Morgan, Chase N.A. originated or purchased more than 500 mortgage loans for approximately \$270 million in Hayward, of which 18% were made to low-or moderate-income customers and 47% were made for homes located in low-or moderate-income communities.
- Over the same period, JP Morgan, Chase N.A. originated more than 800 small business loans for approximately \$25 million in Hayward, of which, 27% were made to businesses located in low-or moderate-income communities.
- They contributed \$33,400 to nonprofits in support of Workforce Readiness, \$14,200 in support of Financial Capability and \$11,500 to nonprofits in support of Business Development in Hayward.

STRATEGIC INITIATIVES

While the awarding of this contract does not directly contribute to the advancing of any of the three strategic initiatives, staff is committed to leveraging the relationship in all possible ways allowable legally to benefit all residents of the Hayward community.

FISCAL IMPACT

The costs for the five-year contract term were determined using historical banking service activity levels and reduced by interest earnings on bank account balances. The estimated fees for five years are \$498,166 and the estimated earnings credit for five years on bank account balance is \$498,166, with an estimated net cost of \$0.

Prepared by: Marichu Maramba, Accounting Manager

Recommended by: Dustin Claussen, Director of Finance

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 17-

Introduced by Council Member _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A FIVE-YEAR BANKING AND CASH MANAGEMENT CONTRACT WITH JP MORGAN CHASE, N.A through January 1, 2023.

BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to execute a five-year banking and cash management contract with JP Morgan Chase, N.A., in a form approved by the City Attorney, through January 1, 2023.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2017

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

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: CONS 17-773

DATE: December 5, 2017

TO: Mayor and City Council

FROM: City Manager

SUBJECT

Authorization to Enter into an Exclusive Negotiating Rights Agreement with Healthcare Development Partners, for a Proposed Development at 22300 Foothill Boulevard

RECOMMENDATION

That the Council adopts a resolution authorizing the City Manager to negotiate and enter into an Exclusive Negotiating Rights Agreement with Healthcare Development Partners to develop conceptual development plans and negotiate a Disposition and Development Agreement for certain properties on the former Hayward City Hall site known as City Center.

ATTACHMENTS

- Attachment I Staff Report
- Attachment II Resolution
- Attachment III Subject Properties Map



DATE: December 5, 2017

TO: Mayor and City Council

FROM: City Manager

SUBJECT: Authorization to Enter into an Exclusive Negotiating Rights Agreement with Healthcare Development Partners, for a Proposed Development at 22300 Foothill Boulevard

RECOMMENDATION

That the Council adopts the attached resolution (Attachment II) authorizing the City Manager to negotiate and enter into an Exclusive Negotiating Rights Agreement (ENRA) with Healthcare Development Partners (HDP) to develop conceptual development plans and negotiate a Disposition and Development Agreement (DDA) for certain properties on the former Hayward City Hall site known as City Center.

BACKGROUND

The 11-story City Center tower was developed in 1968 for the City of Hayward and was utilized as the government hub for the City sharing a campus with the Centennial Hall conference and community center to the north and a City parking garage to the south. Following the 1989 Loma Prieta earthquake, the City relocated City Hall operations from the site and after years of study and evaluation, it was determined the City Center tower no longer met the City's needs as a critical facility. The tower was sold in 1998 to a private developer along with easement rights and obligations to the City-owned City Center garage for re-use of the structure for an office development. The office development never materialized and the site remains un-occupied. Various development proposals for re-use of the City Center campus were proposed, but never moved forward. In 2011, Centennial Hall was demolished, clearing the site for future development and leaving the tower and parking garage as the remaining structures of the former City Center campus.

The City retained ownership of the former Centennial Hall property and City Center Parking Garage and over the past three years, City staff has been communicating with the current tower property owner on facilitating redevelopment of the entire City Center Campus. In May of 2017, the City was approached by Healthcare Development Partners (HDP) for the development of a mixed-use project on the collective parcels.

DISCUSSION

Since May 2017, staff has been negotiating the terms of the ENRA with representatives of HDP as they contemplated a mixed-use project that included office, residential, hotel, and conference space, and staff is now presenting the concept to Council for conceptual approval. The ENRA is only the first step in the land disposition process. The developer will need to secure the development rights for the privately-owned City Center tower parcel and go through the environmental review and land use entitlement review processes. The ENRA simply gives Healthcare Development Partners reassurance that the City will not negotiate with another entity while they are expending funds during the due diligence and land use planning processes. Ultimately, the City would negotiate a Disposition and Development Agreement (DDA) if the proposed development receives the required land use entitlement and environmental approvals. Listed below is a summary of key elements of the ENRA:

Key Elements of the ENRA

- The properties under consideration in the ENRA are identified in Attachment III.
- Upon the effective date, HDP and the City will have 180 days to negotiate the form of a mutually acceptable DDA, which could be extended up to 240 additional days as determined by the City Manager.
- HDP will develop preliminary project plans and submit the required California Environmental Quality Act (CEQA) and entitlement reviews for the proposed project once the tower property development rights are obtained.
- HDP will submit a good faith deposit of \$50,000 and will escalate development based upon progress of activity per a schedule. The developer will be responsible for all ordinary permitting, entitlement, and development application fees and these will be in addition to the good faith deposit.
- The Project is not considered a public project or to have any public participation; and as such is not subject to any Project Labor Agreement requirements.

Developer Background and Experience

Healthcare Development Partners was formed in 1994 in Chicago by the current managing member, Mr. Todd Bryant. Mr. Bryant initially formed HDP as a privately-financed development firm of healthcare facilities, offering construction management, project management, property management, acquisition, and physical leasing services. Mr. Bryant and the HDP team have successfully developed more than \$2 billion in healthcare real estate for a variety of clients throughout the U.S. Over the past 20-plus years, clients have included independent hospitals and hospital systems, both for-profit and not-for-profit, in both rural and urban locations, and physician groups. HDP focus on medical office and senior housing is a driver in an emerging market in the Bay Area.

Current HDP projects include a 43-acre Wellness Campus in Scottsdale, Arizona that includes senior housing, medical offices, a behavioral health hospital, skilled nursing facility, hotel and retail space. In addition, HDP is currently developing a senior housing campus in Winchester, Virginia and pursuing a behavioral health and memory care facility in San Luis Obispo County, California. HDP has already completed a project in California with Tenet Health. HDP prides themselves on their relationships with top healthcare and hospital systems nationwide.

ECONOMIC AND FISCAL IMPACT

The project site is designated a City Catalyst Site in the FY2014-2018 Economic Development Strategic Plan. If assembled, City Center Campus would be one of the largest redevelopment sites in downtown Hayward. The City-owned properties have been vacant for decades and represent a targeted priority development of a viable project for the City and Hayward community. In terms of the specific financial impacts of this project, these will be determined as part of the negotiation for the final DDA. The DDA would outline the sales price of the properties along with any potential deductions and would contain required Economic Development Findings should the project reach the DDA phase. Since the preliminary project includes new development of housing, hotel, and office, it is anticipated that the project will have net positive economic and job creation impacts.

Anticipated fiscal impacts associated with the ENRA would be staff time and legal resources. If the project proceeds and the developer is successful in obtaining the development rights for the tower parcel, City costs would be paid via deposits from the developer.

STRATEGIC INITIATIVES

This agenda item supports the Complete Communities Strategic Initiative. The purpose of the Complete Communities strategy is to create and support structures, services and amenities to provide inclusive and equitable access to a thriving and promising place to live, work and play for all. This item supports the following goals and objectives:

- Goal 1: Improve quality of life for residents, business owners, and community members in all Hayward neighborhoods
- Objective 1.b. Foster a sense of place and support neighborhood pride.
- Objective 1.d. Create resilient and sustainable neighborhoods.
- Goal 2: Provide a mix of housing stock for all Hayward residents and community members, including the expansion of affordable housing opportunities and resources.
- Objective 2.b. Facilitate the development of diverse housing types that serve the needs of all populations.

The proposed project would be in line with the above goals and objectives as it would create new housing, jobs, and investment into the northern edge of the Hayward downtown, while adding to the resiliency and vitality of Hayward and support surrounding communities.

PUBLIC CONTACT

To date, there has been no public contact associated with this project. As the developer begins to put together the preliminary land use plan, community outreach will be an expectation of this process. In addition, there will be the standard public hearings before the Planning Commission and City Council as the City considers the necessary planning and environmental approvals for the proposed project should it move forward to those phases.

NEXT STEPS

If Council authorizes the action, the City Manager will negotiate and execute the ENRA and staff will begin work with the developer. Should staff be successful in the negotiations with the developer, the proposed terms and conditions of the Disposition and Development Agreement would come back to Council for approval.

Prepared and Recommended by: Micah Hinkle, Economic Development Manager

Approved by:



Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 17-

Introduced by Council Member _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HAYWARD
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN
EXCLUSIVE RIGHT TO NEGOTIATE AGREEMENT BETWEEN THE CITY OF
HAYWARD AND HEALTHCARE DEVELOPMENT PARTNERS, AN ILLINOIS
LIMITED LIABILITY COMPANY FOR A PROPOSED DEVELOPMENT LOCATED
AT 2300 FOOTHILL BOULEVARD

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward hereby
authorizes and directs the City Manager to negotiate and execute an Exclusive Right to Negotiate
Agreement (ENRA) with healthcare Development Partners consistent with the terms generally
outlined in the accompanying staff report, in a form approved by the City Attorney, and providing
for Healthcare Development Partners payment of a \$50,000 deposit upon execution of the ENRA.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2017

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

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: LB 17-054

DATE: December 5, 2017

TO: Mayor and City Council

FROM: City Manager

SUBJECT

Adoption of Commercial Cannabis Permit Selection Process and Amendment to FY2018 Master Fee Schedule for Associated Selection Process Costs.

RECOMMENDATION

That the Council reviews this report and draft Commercial Cannabis Permit Request for Proposals (Attachment IV) and approves the attached resolutions establishing the selection process request for proposals (Attachment II) and amending the FY2018 Master Fee Schedule for costs associated with the Commercial Cannabis Permit selection process (Attachment III).

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution Calling for Applications
Attachment III	Resolution Amending the Master Fee Schedule
Attachment IV	Draft Request for Proposals



DATE: December 5, 2017

TO: Mayor and City Council

FROM: City Manager

SUBJECT Adoption of Commercial Cannabis Permit Selection Process and Amendment to FY2018 Master Fee Schedule for Associated Selection Process Costs

RECOMMENDATION

That the Council reviews this report and draft Commercial Cannabis Permit Request for Proposals (Attachment IV) and approves the attached resolutions establishing the selection process request for proposals (Attachment II) and amending the FY2018 Master Fee Schedule for costs associated with the Commercial Cannabis Permit selection process (Attachment III).

BACKGROUND

With the advent of legal cannabis businesses approaching in January 2018, the Council has directed staff to prepare a process by which the City can select cannabis businesses that both fit the desires of the community and create a framework that addresses the needs of a new, emerging market.

Over the past several months, the City has been taking steps to ensure proper and legal implementation of adult and medical cannabis business regulations. Following two work sessions earlier this year, the Council is currently moving forward with establishing a regulatory and land use framework to permit certain commercial cannabis businesses within the City of Hayward.

To help develop the review of cannabis businesses, the City engaged ICF, a firm with experience developing cannabis license applications, guidelines, and criteria for municipalities locally and in other states that have legalized medical and adult use cannabis. Their staff consists of individuals with expertise in regulation, cannabis, public health, finance, safety, security, environment, and community outreach.

At the October 17th meeting, the Council reviewed the proposed regulatory framework and although they expressed overall support for the land use ordinance, the Council identified several additional components for inclusion as part of the RFP scoring and evaluation process. Specifically, the Council directed staff to include a youth education component to any new commercial cannabis business proposal and indicated a desire for business operators to enter into a labor peace agreement and provide worker's compensation for employees. In addition,

the Council directed staff to prepare a resolution to limit the number of commercial cannabis retail dispensaries to no more than three.

At the October 30th meeting, the Council reviewed a proposed framework for a Commercial Cannabis Permit Request for Proposal (RFP) framework for the City to use to determine which cannabis businesses the City will permit to operate within the city limits. At this meeting, the Council specifically reviewed the process and scoring criteria. Council feedback from this work session is detailed later in this report.

DISCUSSION

Selection of cannabis business operators will take place through a request for proposal (RFP) process that will cover all commercial cannabis business types, including commercial cannabis dispensaries, testing/research laboratories, distribution centers, and grow facilities. The RFP process will ensure transparency and objectivity while providing the City with a competitive process that allows for the selection of the best applicants available. The desired applicants will be forward-thinking and offer solutions that implement best practices in management, operations, training, safety and diversion control, reduction of noise or nuisance behaviors, sustainable energy and waste solutions, and local hiring amongst other best practices the City may wish to include.

The draft RFP can be found in Attachment IV, which provides, in greater detail, the specific requirements and information the City will use to determine eligibility for a Commercial Cannabis Permit.

RFP Process Overview

The RFP materials will provide the evaluation criteria to all applicants to ensure a transparent process in which applicants understand the evaluation framework and relative importance (weighting) of each application component. The City will accept questions from potential applicants during the RFP process and will publicly post responses to questions to the RFP. Potential applicants will have to submit their proposals in accordance with City guidelines. Applicants can apply for one or more business type but must provide separate responses to address each specific business type for which they are applying.

Each application will be accompanied by an application fee in the form of a refundable deposit of \$5,000 for processing and review. In accordance with the proposed Master Fee Schedule changes found in Exhibit A to Attachment III, if costs for processing the applications exceed the \$5,000 initial deposit amount, the applicant will be billed on a time and materials basis.

Per Council direction, there will be two periods annually for which the City will accept Commercial Cannabis Permit proposals. Table 1 below provides the current tentative timeline for this process.

TABLE 1: RFP Process Timeline	
Month	Activities
December 5, 2017	City Council Approval of CCP RFP
December 8, 2017	Release RFP application
January 12, 2018	RFP application due
Mid-January 2018 – Early March 2018	Review RFP applications, scoring, and recommendations
Mid-March 2018	Conduct interviews and select successful applicants
April 2018	Council approval of applicants
May 2018	Release Second CCP RFP

Application Review Process and Evaluation Criteria

The review of proposals involves four stages to help differentiate applicants who meet the City’s desired set of qualifications. Stages one and two will involve an, independent of the City, objective application adjudication process by ICF’s neutral third-party team of subject matter experts.

Stage One: Criminal Background Investigation

Applicants who pass a background and criminal history check will advance on to the evaluation phase of the application process. Compliance determinations made by the City will not be subject to appeal.

Stage Two: Competitive Scoring and Ranking

Neutral third-party subject matter experts, as mentioned earlier, will evaluate this stage of the review process and will consider the responsiveness and quality of the proposal with respect to each of the question topics, for each specific business type.

The proposed evaluation criteria, as well as a description of requested information is as follows:

1. **Business Plan and Operations:** Proposed cannabis business operations, including products and/or services, discussion of compliance with all state and local laws, proposed schedule for start-up, proposed budget including start-up and operating costs, and proof of capitalizations for costs. Pro-forma for at least three years of operation.
2. **Management Experience:** Experience of the proposed cannabis business management team to determine if they have the requisite managerial, cultivation/agricultural, or

research experience to safely, responsibly, and successfully start and manage the long-term operations of a commercial cannabis business.

3. **Safety and Security Plan:** Safety plan and protocols to be implemented, including discussion of fire prevention and proposed security infrastructure and processes, including but not limited to operational security, transactional security, delivery security, and 3rd party security.
4. **Community Benefits:** Proposed community benefits such as employment opportunities, youth education and other outreach activities, potential tax revenue, and other benefits for local business owners and residents.
5. **Product Testing and Safety:** Proposed product testing and inventory management plan and tools, and description of data management systems used for inventory and recordkeeping as well as discussion of consumer safety as required by state and/or local laws.
6. **Environmental Plan:** Proposed business practices related to energy usage, water conservation and materials / waste management.
7. **Labor and Employment Practices:** Proposed compensation and hiring practices, employee training programs including security, product education/awareness, legal and regulatory standards, local hire preference, existing or forthcoming labor peace agreements, worker’s compensation protections, etc.

The evaluation and ranking of proposals will lie within the sole judgement and discretion of the neutral third-party subject matter expert reviewers. These reviewers will evaluate each application against weighted criteria, assigning points in accordance with the table below:

TABLE 2: CRITERIA WEIGHING		
Criteria	Maximum Points	%
Business Plan and Operations	250	25
Management Experience	150	15
Safety and Security Plan	150	15
Community Benefits	150	15
Product Testing and Safety	100	10
Environmental Plan	100	10
Labor and Employment Practices	100	10
Total	1,000	100%

Stage Three: Proposer Interviews

Following completion of the review process, ICF will recommend a sub-set of the highest-ranking applicants to participate in interview(s) with the City Manager or her designees who will make a final determination on which applicant will continue to the final stage. This will also be the stage where the City will determine the total number of permits that will be allowed for the different types of cannabis businesses, excluding retail dispensaries (already

limited to three). According to ICF, typically responses ‘naturally break’ into cohorts that separate the strongly qualified applicants from the less qualified operators, which help to determine the appropriate amount of permits the City should issue.

Stage Four: City Council Approval

Following an objective review and ranking of the RFP materials and interview process, City staff will recommend operator applicants for the City Council’s consideration for permit award during a City Council public hearing. At the public hearing, these operators should be present to provide a brief public introduction to their team. The City Council and Mayor will make the final decision of which applicants are selected for permit awards.

Incorporation of Council Feedback

Following the October 30th City Council work session on this item, staff incorporated the following pieces of Council feedback into the RFP.

Administrative Timelines

The CCP RFP will run on six-month application periods ending in July and December. The first application period will commence in December 2018 while the second will commence in May 2018.

Background Checks for Owners and Operators

Background checks will include both the applicant and owner. “Applicant” means an individual, or if not an individual, the general partner, chief executive officer, chief advisor, or other person responsible for the ownership and operation of a business entity, who applies to obtain a permit under this Article. “Owner” means any of the following: (1) A person with an aggregate ownership interest of 20 percent or more in the person applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance; (2) the chief executive officer of a nonprofit or other entity; (3) a member of the board of directors of a nonprofit; (4) an individual who will be participating in the direction, control, or management of the person applying for a permit.

Business Plan and Operations Weights

Business Plan and Operations will now be weighted at 250 points or 25% of the total score, down from 300 in the prior draft. The difference of 50 points has been distributed to boost weighting for Environmental Plans and Labor and Employment Practices.

Legal Status of Entity

Applicants will now have to disclose the legal status of their entity as a part of their applicant information. They will also have to provide a copy of their state registration.

Neighborhood Benefits and Improvements

The RFP makes a reference to Community Services Commission funding requests and information as a prompt for potential community benefit proposals. Additionally, the RFP also identifies that applicants will be expected to take steps to support the needs of their business’ adjacent community as well as describe community outreach strategies they will take.

Labor Peace Agreements

The RFP specifically requests that applicants certify that they have a labor peace agreement in place or are planning to negotiate one. If they do have an existing agreement in place, applicants will include a copy of said agreement. Pre-existing recognition from a certified labor union or being party to a collective bargaining agreement with a certified labor union should be submitted if available. Per Council direction, applicants without either will receive no points for this component.

Labor Practices - Local Hire

Applicants will need to indicate their policies and plans for hiring that give preference to hiring Hayward residents.

Prior Criminal Record

Applicants will need to complete an Attestation Form which describes all past criminal history, pending litigation, bankruptcies, or code violations, as well as a list of all jurisdictions in which the applicant is doing or has done cannabis business. Specifically, applicants must disclose any regulatory actions (e.g., issuance of notices of violation, citations, suspension or revocation of licenses, or similar actions) currently pending or taken against the Applicant or co-Applicants related to any business owned or operated by the Applicant related to air quality, water quality, storage or use of hazardous chemicals, building code violations, or public health and safety violations. The name and location of the jurisdiction or agency, which took the action shall also be included.

Education

As a component of the Community Benefits proposal, applicants will need to detail their health education and prevention and substance abuse activities and strategies for both youths and adults.

Application Priority for Testing Facilities

Council expressed a desire to have an expedited process for cannabis testing facilities, due to the more onerous regulations they must undergo from the State. As a result, there will be a separate CCP RFP for these entities that includes only the Business Plan and Operations, Management Experience, and Safety and Security Plan. This RFP can be found in Attachment IV. Per Council feedback, this will allow for an expedited review process of these entities.

Commercial Cannabis Permit (CCP) Expiration

As a condition of CCP approval, applicants will have up to 6 months (i.e., 180 calendar days) to submit an application for land use approvals with the Development Services - Planning Division. If an applicant fails to do so during this time, the CCP expires. Applicants may re-apply for a permit during the next open application period.

ECONOMIC IMPACT

It is difficult to predict the potential tax revenue stream created by commercial cannabis businesses in Hayward. Different business types (i.e. manufacturing vs. cultivation) may generate different levels of revenue. Staff will focus efforts on compiling data and information on this matter to assist the Council with determining the optimal tax rate to be imposed.

In late 2016, the University of the Pacific business school and law school authored a report studying the economic impact of a cannabis industry to the greater Sacramento area. The report, among other things, analyzed the potential economic impact of various sectors of the cannabis industry and assumed a range of potential market models from strictly regulated local models to less regulated regional market models. Although the assumptions utilized in the report may not hold true for Hayward, the methodology will be useful to Hayward staff as staff moves forward with a more detailed economic impact analysis.

FISCAL IMPACT

The total cost of the ICF contract is \$74,640. This contract includes RFP application review and recommendations for 16 applications. This number may increase depending on the total number of applications, after which staff will return to Council for additional contract authorization.

Staff anticipates that a significant cost from cannabis uses would be associated with the administration of land use and regulatory ordinances, depending on the number and type of businesses Council chooses to allow. Staff would be required to process applications, prepare reports to the Planning Commission and City Council, review business plans, obtain background investigation results for proposed owners and employees, and interact with the State's cannabis regulators. Staff would also be involved in auditing financial records to determine if the City is accurately receiving funds resulting from the application of Measure EE. These staff functions would cover multiple departments and several full-time equivalent higher-level classifications, at the outset of operations in Hayward and subsequently to assure ongoing compliance. Some or possibly all of these administrative costs could be covered by City licensing fees approved as part of the Master Fee Schedule, but it would take at least two fiscal years of operations to identify true administrative costs.

Under the current Master Fee Schedule, if staff charges exceed the \$5,000 amount, the applicant will be billed on a time and materials basis. After two years of experience with the staff charges associated with these types of applications, staff will return to Council to adjust the deposit amount as needed.

STRATEGIC INITIATIVES

The proposed regulatory and land use ordinances are consistent with the goals and policies of the Hayward 2040 General Plan, and more specifically, are consistent with two of the Council's Strategic Initiatives: Complete Communities and Tennyson Corridor. Under the

proposed regulatory and land use framework, new cannabis land uses could be established in select locations along the Tennyson Corridor and would support the Complete Communities Initiatives by diversifying employment opportunities and creating redevelopment and adaptive reuse of existing properties along the Tennyson Corridor and other locations throughout Hayward. Staff has identified several goals and policies of the Hayward 2040 General Plan, which support the Council's Initiatives:

LU-5.6 Adaptive Reuse, Renovation or Redevelopment. The City shall support the adaptive reuse, renovation or redevelopment of community and regional shopping centers that are no longer viable due to changing market conditions, demographics, or retail trends. The City shall consider alternative land uses if market conditions limit the feasibility of commercial uses.

LU-6.1 Land Uses. The City shall encourage employee-intensive uses, such as professional office, corporate campuses, research and development, traditional and specialized manufacturing, throughout the Industrial Technology and Innovation Corridor.

ED-1.6 Advances and Specialized Manufacturing. The City shall encourage the establishment and expansion of advanced and specialized manufacturing businesses to counter declining employment trends in traditional industrial manufacturing.

ED-1.11 Local Serving Retail. The City shall encourage the establishment and expansion of commercial businesses that increase local spending within Hayward and provide needed goods and services to residents and businesses.

ED-3.2 Fast Growing Industries. The City shall monitor industry and market trends to identify fast-growing industries, and coordinate with local businesses within those industries to proactively assist with potential business expansion plans.

HLQ-4.1 Adequate Health Care Facilities. The City shall encourage the development and maintenance of a full range of health care facilities, including hospitals, acute care facilities, neighborhood health portals/clinics, and mental health facilities, to meet the needs of all residents.

PUBLIC CONTACT

This program will be managed from the City Manager's Office. The staff contact for this project is John Stefanski, Management Analyst II, who can be reached at 510-583-3904 or at john.stefanski@hayward-ca.gov.

Additional information can also be found at <https://www.hayward-ca.gov/your-government/programs/medical-and-adult-use-cannabis>

Prepared and Recommended by: Michael Vigilia, Senior Assistant City Attorney
Jeremy Lochirco, Principal Planner
John Stefanski, Management Analyst II

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 17-

Introduced by Council Member _____

RESOLUTION DIRECTING THE CITY MANAGER TO CALL FOR APPLICATIONS
ON AN ONGOING BIENNIAL BASIS FOR COMMERCIAL CANNABIS PERMITS,
APPROVAL OF APPLICATION REQUEST FOR PROPOSAL AND PROCESS

WHEREAS, In 2015 the state enacted a comprehensive regulatory framework (AB 243, AB 266, SB 643) for the licensing and enforcement of cultivation, manufacturing, retail sale, transportation, storage, delivery and testing of medicinal cannabis in California. The legislation was collectively known as the Medical Cannabis Regulation and Safety Act (MCRSA); and,

WHEREAS, On November 8, 2016, the voters of the state adopted Proposition 64, the Adult Use of Marijuana Act (AUMA), which legalized adult cannabis use, possession and cultivation for non-medicinal purposes and created a regulatory framework for non-medicinal cannabis businesses; and,

WHEREAS, The intent of MCRSA and AUMA was to establish a comprehensive regulatory system for cultivation, production and sale of cannabis and cannabis products, thereby weakening the illicit market for cannabis; and,

WHEREAS, On November 8, 2016, the voters of the City of Hayward approved Measure EE authorizing the City Council to enact an ordinance imposing a general tax of up to 15% of gross sales of medicinal cannabis and adult use cannabis; and,

WHEREAS, On June 15, 2017 the state legislature enacted Senate Bill 94, the Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA) which consolidated provisions of MCRSA into the regulatory framework of the AUMA, thereby creating a unified regulatory scheme for medicinal and adult use cannabis; and,

WHEREAS, Under MAUCRSA, beginning on January 1, 2018 the state will issue licenses for businesses to engage in cultivation, manufacturing, testing, distribution and retail sale of cannabis and cannabis products; and,

WHEREAS, MAUCRSA specifically authorizes local jurisdictions to adopt and enforce local ordinances to regulate cannabis businesses licensed pursuant to state law, including local zoning and land use requirements, business license requirements, and requirements related to reducing exposure to second hand smoke, or to completely prohibit the establishment or operation of one or more types of businesses licensed pursuant to MAUCRSA; and,

WHEREAS, It is the intent of the City Council to authorize and regulate specific types of cannabis businesses licensed pursuant to state law; and,

WHEREAS, the City Council of the City of Hayward adopted Ordinance 17-13 at their October 30th, 2017 meeting; and,

WHEREAS, said ordinance added Article 14 to Chapter 6 of the Hayward Municipal Code which details the regulatory framework for issuance of commercial cannabis business permits and imposes specific minimum performance standards on those businesses.

WHEREAS, SEC. 6-14.11(b) of the Hayward Municipal Code requires that the City Council may, by resolution, direct the City Manager to Call for applications from any parties interested in obtaining a commercial cannabis permit; and,

WHEREAS, SEC. 6-14.12(a) of the Hayward Municipal Code charges the City Manager with establishing procedures for accepting and evaluating applications submitted pursuant to said article and that such evaluation process shall include a method for scoring and ranking each application; and,

WHEREAS, the Request for Proposals detailed in the accompanying staff report is in conformance with the requirements of Article 14 to Chapter 6 of the Hayward Municipal Code.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby finds and determines as follows:

NOW, THEREFORE, BE IT RESOLVED, the City Council directs the City Manager to call for applications for commercial cannabis permits detailed in the accompanying staff report and in accordance with Section 6 of Chapter 14 of the Hayward Municipal Code on an ongoing biannual basis; and to take all administrative actions necessary under Section 6 of Chapter 14 of the Hayward Municipal Code.

[Space intentionally left blank]

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2017

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. 17-

Introduced by Council Member _____

RESOLUTION AMENDING THE CITY OF HAYWARD FISCAL YEAR 2018
MASTER FEE SCHEDULE FOR COMMERCIAL CANNABIS PERMIT
APPLICATION PROGRAM

WHEREAS, Section 15273 of the California Environmental Quality Act (CEQA) Guidelines states that CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other charges by public agencies which the public agency finds are for the purposes of:

- 1. Meeting operating expenses, including employee wage rates and fringe benefits;
- 2. Purchasing or leasing supplies, equipment, or materials;
- 3. Meeting financial reserve needs and requirements;
- 4. Obtaining funds necessary for capital projects necessary to maintain service within existing service areas; or,
- 5. Obtaining funds necessary to maintain intra-city transfers as are authorized by City Charter; and

WHEREAS, the City Council finds and determines that this action is exempt from CEQA based on the foregoing provisions;

WHEREAS, in November 2010, California voters approved Proposition 26, which amended Article XIII C of the State constitution regarding the adoption of fees and taxes. Proposition 26 seeks to assure that taxes, which must be approved by the voters, are not disguised as fees, which can be approved by legislative bodies, such as a city council. The proposed amendment to the Master Fee Schedule (MFS) is a refundable deposit that would allow for the review and processing of Commercial Cannabis Permit by a neutral third party to ensure objectivity as well as provide for an expedited review for applicants awaiting to enter the new cannabis market in 2018; and,

WHEREAS, the City of Hayward Commercial Cannabis Permit Program was established by City Council Ordinance 17-13, adding Article 14 to Chapter 6 of the Hayward Municipal Code; and,

WHEREAS, Article 14 to Chapter 6 of the Hayward Municipal Code created a framework for regulating cannabis businesses within Hayward, monitoring the responsible cultivation, manufacture, testing, distribution, and sales of cannabis products in Hayward and eliminating the sale or distribution of cannabis products to minors. The ordinance

requires cannabis businesses to obtain a valid commercial cannabis permit issued by the City which requires the business to be inspected and regulated by the City to assure compliance with all applicable State, Federal, and local Cannabis related products regulations, including but not limited to the sales of electronic smoking devices and Cannabis paraphernalia; and,

WHEREAS, Article 14 to Chapter 6 of the Hayward Municipal Code charges the City Manager with establishing procedures for accepting and evaluating applications submitted to the City and that the evaluation process shall include a method for scoring and ranking each application; and,

WHEREAS, the evaluation of applications will involve both the time of City staff and an outside consultant who will provide additional analysis of applications; and,

WHEREAS, such costs associated with the applications shall be reimbursed to the City through a refundable deposit paid by applicants.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hayward hereby amends the Fiscal Year 2018 Master Fee Schedule to include Fees associated with the Commercial Cannabis Permit Program Application, as reflected in attached Exhibit "A".

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2017

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

EXHIBIT A

City Manager

- C. Commercial Cannabis Permit Application Program
 - 1. Commercial Cannabis Permit Application Fee

\$5,000 Time & Material:
Initial Deposit¹

¹ This is an initial deposit only. Hourly rate is \$200.37. If during the review of the application the City Manager or their designee estimates that the charges will exceed the deposit, additional deposit(s) will be required. Also, the City Manager or their designee may authorize a lesser initial deposit than shown if he/she determines that processing of an application will not entail need for the full initial deposit. Prompt payments of deposits or outstanding fees owed in association with the application will assure continued staff review of the project. Any surplus deposit remaining shall be refunded promptly upon project completion.

DRAFT-- City of Hayward

Request for Proposals to Operate Commercial Cannabis Businesses

Introduction

In the Fall of 2017, the Hayward City Council adopted ordinances 17-13 and 17-15, hereby referenced as the Cannabis Regulations. The Cannabis Regulations include both the regulatory apparatus for cannabis businesses as well as the land use regulations dictating where cannabis businesses may locate within the City limits.

Copies of these regulations can be found at: www.hayward-ca.gov/cannabis

Currently, the Cannabis Regulations allow the following types of cannabis businesses:

- Cultivation
- Manufacturing
- Distribution
- Delivery
- Testing Laboratory
- Retail Dispensary (limited to three establishments citywide)

This Request for Proposals (RFP) serves as a mechanism for the City to control which cannabis businesses will be allowed to operate in our community. The City commits to ensuring an objective and transparent evaluation process.

Applicants may apply for permits for one or more business types (listed above) but must provide separate and complete applications for each desired permit type. Applicants who currently hold—or are applying for—Cannabis Testing Laboratory permits may not hold any other commercial cannabis permits.

Overview of RFP and Selection Process

The application and selection process for commercial cannabis businesses in the City of Hayward involves the following steps:

1. Background Check
2. Submit Attestation Form, Application, and Fees for Commercial Cannabis Permits
3. Evaluation and Scoring of Applications
4. Applicant Interviews and Selection
5. Issuance of Commercial Cannabis Permits & Timely Launch of Operations

Each of these steps is summarized in the sections below.

Questions about this RFP process should be submitted by 5:00 PM PST on December 15, 2017.

Questions must be sent via email to: John.Stefanski@hayward-ca.gov. Questions received after the above deadline will not be answered. Questions posed by phone or in person will not be answered.

Answers to submitted questions will be posted on the City's website by 5:00 PM PST on December 21, 2017.

Applicants who intend to submit an RFP for all business types must send an email to John.Stefanski@hayward-ca.gov by 5:00 PM PST on December 15, 2017 indicating their intent to respond and identifying which business type permit they are seeking. This will ensure that all applicants receive responses to the Q&A and any RFP addenda.

1. Background Check

Each member of the Applicant Team (defined as the Applicant¹ and Owner² per the City of Hayward Ordinance), must pass a criminal background check.

- Live Scan Background Check: All Applicant Team members must complete a Live Scan background check and submit the completed documentation along with the permit application. Please use the LiveScan Form [here \[INSERT HYPERLINK\]](#).

All Applicant Team members must pass the background investigation to be further considered. Given that the LiveScan process can take up to several weeks, it is suggested that applicants begin the LiveScan process as quickly as possible to ensure a timely review of the full application.

Compliance determinations made in this stage by the City will not be subject to appeal. A listing of the specific types of convictions that will disqualify an Applicant can be found in Hayward Municipal Code SEC. 6-14.12(f)(3).

2. Submit Attestation Form, Application, and Fees for Commercial Cannabis Permits

Applicants will submit a Complete Attestation Form and Commercial Cannabis Permit Application which provides descriptions of the Applicant's proposed business plan and operations, management experience, safety and security plan, community benefits proposals, product testing and safety protocols, environmental plan, and labor and employment practices. Forms and details related to the application process are listed below.

- Complete Attestation Form: Each member of the Applicant Team must complete an Attestation Form which describes any past criminal history, pending litigation, bankruptcies, or code violations, as well as a list of all jurisdictions in which the applicant is doing or has done cannabis business. The Attestation Form must also be submitted as part of the permit application package. The City of Hayward's Attestation Form can be found [here \[INSERT HYPERLINK\]](#).

¹ "Applicant" means an individual, or if not an individual, the general partner, chief executive officer, chief advisor, or other person responsible for the ownership and operation of a business entity, who applies to obtain a permit under this Article.

² "Owner" means any of the following: (1) A person with an aggregate ownership interest of 20 percent or more in the person applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance. (2) The chief executive officer of a nonprofit or other entity. (3) A member of the board of directors of a nonprofit. (4) An individual who will be participating in the direction, control, or management of the person applying for a permit.

- Commercial Cannabis Permit Application Form: The Commercial Cannabis Permit Application can be found [here \[HYPERLINK\]](#). IMPORTANT NOTE: Separate application forms must be submitted for each permit type being sought.
- Testing Laboratory Application Form: Applicants for Commercial Cannabis Testing Laboratory permits should complete the streamlined application form [here \[HYPERLINK\]](#). NOTE: Testing laboratory permits cannot be held concurrently with any other commercial cannabis permits.)
- Application Submittal: Two physical (hard-copy) applications, as well as one electronic copy (in a single PDF file stored on a USB drive), shall be submitted by mail, courier, or in person to the following address:

John Stefanski
Office of the City Manager
RE: CCP RFP
City of Hayward
777 B Street
Hayward, CA 94541

- Application Fees: Each application must be accompanied by a refundable deposit of \$5,000 for processing and review of the application. In accordance with the City's current Master Fee Schedule, if costs for processing the application(s) exceed the \$5,000 deposit amount, the Applicant will be billed on a time and materials basis. Application fee is due at time of application submittal. Payment shall be made via check, money order, or cashiers' check payable to the "City of Hayward". Cash and credit card payments will not be accepted.
- Submission Deadline: The deadline for submission of applications is: January 12, 2018 at 12:00 pm PST. Applications must be received by the City by this date and time. No late applications will be accepted.

The City of Hayward reserves the right to request any other additional information or documentation deemed necessary to review the applications throughout the commercial cannabis business permitting process. The City also reserves the right to request references from applicants.

3. Evaluation and Scoring of Applications

Applications will be evaluated by neutral third-party reviewers and scored in accordance with the evaluation criteria and weighting system listed below:

Evaluation Criteria	Maximum Points	%
Business Plan and Operations*	250	25%
Management Experience*	150	15%
Safety and Security Plan*	150	15%
Community Benefits	150	15%
Product Testing and Safety	100	10%

Environmental Plan	100	10%
Labor and Employment Practices	100	10%
Total	1,000	100%

* Evaluation criteria included in the streamlined application for Testing Laboratories. Maximum points for Testing Laboratory applications is 550 points.

4. Applicant Interviews and Selection

Upon completing the evaluation of all applications, a subset of the highest scoring applicants will be invited to participate in interviews with the City Manager or her designees. The City Manager will then prepare a report to the City Council ranking the highest scoring applications and providing recommendations on operator applicants for the City Council's consideration for permit award during a City Council public hearing. These recommended operators should be prepared to attend a City Council meeting in Hayward to provide a brief public presentation before the Mayor and City Council introducing their team. The City Council and Mayor will make the final decision regarding which applicants are selected for permit awards.

5. Issuance of Commercial Cannabis Business Permits & Timely Launch of Operations

It should be noted that award of a Commercial Cannabis Permit does not authorize the permittee to operate a commercial cannabis business until the permittee has also: obtained appropriate land use approvals pursuant to the Hayward Zoning Ordinance; obtained an appropriate cannabis license from the State; paid all applicable fees, charges, taxes, and deposits; and complied with other applicable state and local laws and regulations.

Following acquisition of the Commercial Cannabis Permit, selected operators must continue their due diligence processes, identify a physical site, and secure necessary land use approvals in a timely manner. Applicants that are selected to receive Commercial Cannabis Permits will have up to 6 months (i.e., 180 calendar days) to submit an application for land use approval to the City of Hayward Development Services Planning Division in accordance with location restrictions under Hayward Municipal Code, Chapter 10 (Zoning Ordinance).

This proposed location shall then be subject to a public hearing as provided by Hayward Municipal Code, Chapter 10 (Zoning Ordinance) during which the community will be allowed to present concerns, support, and/or additional considerations. The City encourages applicants to use this time to introduce themselves to potential neighbors, businesses, and community groups near their proposed location and listen to any concerns these neighbors might have regarding the operation.

After the public hearing, the hearing officer can conditionally approve the Applicant subject to review and approval of the building, fire, revenue and police departments. Alternatively, the hearing officer can deny the proposed location but offer the Applicant one additional forty-five (45) day period to identify an alternative site and obtain approval. If an Applicant fails to obtain approval for a location within the above-described timelines, the Commercial Cannabis Permit expires, and applicants may re-apply for a permit during the next open application period.

City of Hayward

COMMERCIAL CANNABIS PERMIT APPLICATION

Application Period Commences: December 8, 2017, 12:00 pm PST

Application Submittal Deadline: January 12, 2018, 12:00 pm PST

SUBMITTAL INSTRUCTIONS

Applicants should submit two physical (hard-copy) applications, as well as one electronic copy (in a single PDF file stored on a USB drive) which includes all the following materials:

- One (1) Completed Live Scan Background Check and submit completed documentation for each member of the Applicant Team (defined as the Applicant³ and Owner⁴ per the City of Hayward Ordinance). Please use the LiveScan Form found [here \[INSERT HYPERLINK\]](#).
- One (1) Completed Attestation form for each member of the Applicant Team. The City of Hayward's Attestation Form can be found [here \[INSERT HYPERLINK\]](#).
- One (1) Completed Application Form for each business type, as detailed below.
- One (1) check to the City of Hayward for the application deposit fee of \$5,000. Payment shall be made via check, money order, or cashiers' check payable to the "City of Hayward". Cash and credit card payments will not be accepted.

All the above materials should be submitted by mail, courier, or in person before the deadline to:

John Stefanski
Office of the City Manager
RE: CCP RFP
City of Hayward
777 B Street
Hayward, CA 94541
John.Stefanski@hayward-ca.gov

³ "Applicant" means an individual, or if not an individual, the general partner, chief executive officer, chief advisor, or other person responsible for the ownership and operation of a business entity, who applies to obtain a permit under this Article.

⁴ "Owner" means any of the following: (1) A person with an aggregate ownership interest of 20 percent or more in the person applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance. (2) The chief executive officer of a nonprofit or other entity. (3) A member of the board of directors of a nonprofit. (4) An individual who will be participating in the direction, control, or management of the person applying for a permit.

GENERAL CONDITIONS OF SUBMITTAL

1. Applicants must adhere to the specified page limits for each section. Additional content that exceeds these limits will not be considered. Applications should be prepared in Times New Roman, 12-point font and should be single-spaced, with 1-inch margins. All tables, figures, graphics, etc. are included in the page limits, except where specifically noted otherwise.
2. By submitting a proposal, the Applicant represents and warrants that:
 - (a) The information provided is genuine and not a sham, collusive, or made in the interest or on behalf of any party not therein named, and that the Applicant has not directly or indirectly induced or solicited any other Applicant to put in a sham proposal, or any other Applicant to refrain from presenting information and that the prospective provider has not in any manner sought by collusion to secure an advantage.
 - (b) The Applicant has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of an exclusive operating area, to any employee, official, or existing contracting consultant of the City of Hayward.
3. All costs of preparation of proposals including travel for any interviews scheduled shall be borne by the applicants.
4. All proposals become the property of the City of Hayward. The City reserves the right to reject all submittals; to request clarification of information submitted; to request additional information from competitors; and to waive any irregularity in the submission and review process. None of the materials submitted will be returned to the bidder.
5. Information or materials submitted in response to this application will be stored on file with the City of Hayward, and may subject to the requirements of the California Public Records Act, or subject to public disclosure as ordered by a court of law. Proposed security plans shall be considered confidential.
6. The City reserves the right to request additional information not included in this application from any or all applicants.
7. The City reserves the right to contact references not provided in the submittals.
8. The City reserves the right to incorporate its standard agreement language into any contract resulting from this application.
9. Indemnification Clause

COMMERCIAL CANNABIS PERMIT APPLICATION FORM / REQUIRED CONTENT

Applicants must complete all the sections below and stay within the page limits specified.

1. Applicant Information (no page limit)

- Information on Applicant
 - Name (full, legal name)
 - Title
 - DOB
 - SS#
 - Valid California driver’s license # or ID#, or other form of government-issued ID
 - All other names used in the past:
- If Applicant is corporation, nonprofit, or other business entity:
 - Full, true name of business: _____
 - Doing Business As (DBA): _____
 - Type of Corporate Structure
 - Corporation
 - Limited Liability Company
 - Partnership
 - Individual
 - Nonprofit
 - Collective
 - Other: _____
 - Attach a copy of State registration
- Contact Information:
 - Mailing Address
 - Primary phone number; alternate phone number
 - Email address:

2. Co-Applicant Information (no page limit)

Please provide the following information for each member of the Applicant Team, as defined in the application instructions. Attach additional pages if necessary.

Last Name:		First Name:		Middle Initial:
Alias(es):				
Title:				
Date of Birth:	Phone:		Email:	
Residential Address:				
City:		State:	Zip:	
Business Address:				
City:		State:	Zip:	

3. Proposed Business Types (1-page limit)

In this section, identify all the commercial cannabis business permit types you intend to apply for during this application round, and then specify which permit type is being sought through this application.

- Identify all the Commercial Cannabis Permit types that you intend to apply for in the City of Hayward. (Select all that apply). Note that separate applications are required for each cannabis permit type.
 - Commercial Cannabis Cultivation
 - Commercial Cannabis Distribution
 - Commercial Cannabis Manufacturing
 - Commercial Cannabis Retail Dispensary
 - Commercial Cannabis Delivery
 - Cannabis Testing Laboratory (Note: Cannot be held concurrently with any other commercial cannabis permits)

- Identify the Commercial Cannabis Permit type being sought in this application (Select only one):
 - Commercial Cannabis Cultivation
 - Commercial Cannabis Distribution
 - Commercial Cannabis Manufacturing
 - Commercial Cannabis Retail Dispensary
 - Commercial Cannabis Delivery
 - Cannabis Testing Laboratory: Applicants for Commercial Cannabis Testing Laboratory permits should complete the streamlined application form [here \[INSERT HYPERLINK\]](#). NOTE: Testing laboratory permits cannot be held concurrently with any other commercial cannabis permits.

- State Cannabis Licenses: Specify the state cannabis license(s) the Applicant holds or intends to apply for: _____

4. Proposed Business Location(s) (1-page limit, not including requested attachments)

- Have you identified or secured location(s) for your proposed business?
 - No: _____
 - If Yes, list proposed property address(es): _____
- Description of the proposed location(s):
- Have you confirmed that the proposed commercial cannabis business is allowed at this location under the City of Hayward Municipal Code Chapter 10 (Zoning Ordinance)?
- Right to Occupy Proposed Location: Check the appropriate box indicating Applicant's right to occupy proposed location(s) and provide supporting documents if available:
 - Owner (provide copy of deed)
 - Tenant (provide copy of lease)
 - Intent to Lease/Purchase (provide letter of intent)
 - Not yet secured a location

- If Applicant is not the owner of the proposed location, provide following information for the current property owner:
 - Full name,
 - Residential address,
 - Phone,
 - Email,
 - Proof of consent to operate a commercial cannabis business at the location.

5. Business Plan and Operation (250 points; 10-page limit, excluding requested attachments: Proof of Capitalization and Conceptual Site Plan)

The Applicant shall submit a summary of the business plan for the day-to-day operation of the proposed commercial cannabis business.

The business plan shall include:

- a. Operations: A description of the day-to-day operations of the commercial cannabis business. This should include, as applicable:
 - i. Description of the proposed cannabis-related products and/or services
 - ii. Projected customer-based
 - iii. Proposed marketing plan
 - iv. Proposed hours of operation
 - v. Type of specialized equipment to be used
 - vi. Whether hazardous materials, including volatile solvents or gases, are proposed to be used as part of the operation
 - vii. List of State licensed transportation and distribution providers serving the facility, if known
 - viii. Anticipated frequency of deliveries servicing the facility
 - ix. For retail establishments, this could also include the design aesthetic and user experience of the dispensary.
- b. Regulatory Compliance: A description of how operations will conform to applicable state and local laws, as well as the Attorney General's Guidelines. Include copies of state licenses relating to cannabis (including cultivation licenses) that the Applicant holds (where available).
- c. Startup Activities: A schedule of anticipated first-year start-up activities
- d. Financials: Provide the following financial information:
 - i. One (1) year of pro forma financial estimates for projected capital and operational costs and product pricing/revenue
 - ii. Proof demonstrating sufficient capital is in place to pay startup costs and at least three (3) months of operating costs. Proof of capitalization shall be in the form of (attachments):
 1. Documentation of cash or other liquid assets (e.g., bank statement)
 2. Letter of Credit

- iii. Three (3) years of pro forma estimates for operations, including a discussion of the business assumptions used to develop the estimates. Example assumptions include revenue, customer volume, and product costs, compensation of employees, equipment costs, utility costs, and other operation and maintenance costs
- e. Conceptual Site Plan (attachment), if appropriate: Provide a broad/conceptual site plan for the proposed business(es) with proposed interior and exterior building design and layouts.

6. Management Experience (150 points; 5-page limit, excluding resumes)

The Applicant shall submit:

- a. An organizational chart with name and role of each known member of the management team. Roles that are known, but unfilled, should also be included in the organizational chart.
- b. A discussion of the relevant experience of the management team. The application shall include information concerning any special business or professional qualifications or licenses of the management team that would add to the number or quality of services that the commercial cannabis business would provide, especially in areas related to prior cannabis business operations, cultivation/agricultural, or testing experience.
- c. Contact information for references relevant to operation of permitted cannabis businesses in other jurisdictions
- d. Resumes for each member of the management team in the organization. (3-page limit per resume)

7. Safety and Security Plan (150 points; 10-page limit, excluding sample policy)

The Applicant shall describe their approach to operational safety and security, including but not limited to:

- a. General safety policy and protocols, including fire prevention and employee-specific safety policies and training
- b. General security policies and protocols to be implemented, including: discussion of transactional security, customer security, third-party contractor security, product security and delivery security. Specifics should include discussion of ingress and egress access; perimeter security; internal security measures to restrict and/or control area specific access; details on types and functions of various security systems and equipment (lighting plans, surveillance equipment, professionally monitored security alarm system, commercial grade locks etc.); and security personnel to be employed. This discussion must also include a description of how cannabis will be tracked and monitored to prevent diversion. Applicants are encouraged to provide a sample written policy that has been developed.
- Describe whether hazardous materials, including volatile solvents or gases, are proposed to be used as part of the operation. Please list all hazardous materials, including solvents, the Applicant intends on using and how they will be managed.

Security plans shall not be made public by the City, unless required by court action. Security plan details that could aid persons who wish to commit security violations shall be confidential and shall not be released to the public unless ordered by a court of law.

If the Applicant is applying for multiple commercial cannabis permits that may be co-located, the Applicant must address any security implications of co-location.

8. Community Benefits Proposal (150 points; 8-page limit)

The Applicant shall provide a discussion of proposed activities to benefit the City of Hayward and its residents. Applicants are encouraged to be creative, realistic, and specific in their proposals for a Community Benefits Program, and seek to align those proposals with the City's priorities and needs. Consider including potential metrics for tracking community benefit impacts. Proposals might include themes such as:

- Health Education and Prevention Strategies: Activities for both youth and adult health education and substance abuse prevention.
- Economic Benefits: Activities to strengthen employment opportunities for Hayward residents, increase revenue to the City, and/or strengthen Hayward's economic dynamism.
- Alignment with City of Hayward Strategic Initiatives: Proposals that help to strengthen and advance the City of Hayward's existing strategic initiatives, described here: <https://www.hayward-ca.gov/your-government/city-council>.
- Neighborhood Benefits or Improvements: Steps your business will take to support the needs of the adjacent community. Applicants are encouraged to review the Community Services Commission requests from non-profit entities for ideas on providing neighborhood benefits. This information can be found at: <https://www.hayward-ca.gov/your-government/programs/social-service-program-grants>
- Community Outreach and Support: Describe the neighborhood/community outreach strategies you will employ to build and/or maintain any support in the community for your business proposal. Describe who is designated as being responsible for outreach and communication with the surrounding community, including the neighborhood and businesses, and how the designee can be contacted.

9. Product Testing and Safety (100 points; 5-page limit)

The Applicant shall describe how the commercial cannabis business will ensure product quality by testing for biological and chemical contaminants pursuant to state and federal standards for food, drugs or tobacco.

The Applicant must also submit a discussion regarding proposed inventory management plan and tools, and description of data management systems used for inventory and recordkeeping as well as discussion of consumer safety as required by state and/or local laws.

The Applicant shall also submit a discussion regarding the product labeling standards to be employed and how they will be in compliance with state and local laws, regulations, and policies.

10. Environmental Plan (100 points; 5-page limit)

The Applicant shall provide a discussion of their Environmental Plan, including the following elements:

- Neighborhood Impact Mitigation: Demonstrate how the business will minimize and mitigate any nuisance and/or negative impacts on the surrounding community, including noise, increased foot and vehicle traffic, increased waste production and water usage, and increased safety concerns, among others.
- Waste: Discuss how industrial waste will be disposed of.
- Water: Discuss how the business will conform to all design guidelines, promote water conservation, and avoid or minimize any potential adverse environmental effects on water.
- Odor Control: Discuss how the Applicant will prevent unpleasant odors from escaping from the buildings, such that the odor cannot be detected by a reasonable person of normal sensitivity outside the buildings.
- Energy Efficiency and Sustainability: Provide examples of 'green' practices such as energy efficiency and renewable energy, the use of green building measures, and conservation and recycling/reuse programs, among others.

If the Applicant is applying for multiple commercial cannabis permits that may be co-located, the Applicant must address the environmental implications of co-location.

11. Labor and Employment Practices (100 points; 5-page limit, excluding requested attachments)

The Applicant shall submit a description of their labor and employment practices. These policies and practices could include, but are not necessarily limited to, the following:

- a. Hiring Plan: Describe the overall Hiring Plan.
- b. Labor Peace Agreement: If applicable, please certify that the Applicant has a Labor Peace Agreement in place, or is planning to negotiate one. Include copy of agreement, if available.
 - i. Pre-existing recognition from a certified labor union or being party to a collective bargaining agreement with a certified labor union should be submitted if available.
- c. Local Hiring Preference: Discuss any policies or plans for hiring that would give preference to residents of Hayward.
- d. Training and Continuing Education: Discuss the introductory and ongoing training opportunities that will be provided to employees.
- e. Living Wage: Discuss any plans or policies related to providing a "living wage" to facility staff and employees. An estimated wage scale should be provided for all levels of employment at the facility.
- f. Non-Discrimination: Provide evidence of commitment to Equal Benefits and sign a Declaration of Non-Discrimination
- g. Worker's Compensation: Provide evidence of worker's compensation protections, etc.

Applicant's Certification:

I certify under penalty of perjury under the laws of the State of California, that I have personal knowledge of the information contained in this application, and that the information contained herein is true and correct.

Signature: _____ Date: _____

The information contained on this document is subject to disclosure under the Public Records Act.

DRAFT

FOR OFFICE USE ONLY:

Received by: _____ Date: _____

Receipt #: _____

DRAFT

City of Hayward
TESTING LABORATORY PERMIT APPLICATION

Application Period Commences: December 8, 2017, 12:00 pm PST

Application Submittal Deadline: January 12, 2017, 12:00 pm PST

SUBMITTAL INSTRUCTIONS

Applicants should submit two physical (hard-copy) applications, as well as one electronic copy (in a single PDF file stored on a USB drive) which includes all the following materials:

- One (1) Completed Live Scan Background Check and submit completed documentation for each member of the Applicant Team (defined as the Applicant⁵ and Owner⁶ per the City of Hayward Ordinance). Please use the LiveScan Form found [here \[INSERT HYPERLINK\]](#).
- One (1) Completed Attestation form for each member of the Applicant Team. The City of Hayward's Attestation Form can be found [here \[INSERT HYPERLINK\]](#).
- One (1) Completed Testing Laboratory Application Form
- One (1) check to the City of Hayward for the application deposit fee of \$5,000. Payment shall be made via check, money order, or cashiers' check payable to the "City of Hayward". Cash and credit card payments will not be accepted.

All the above materials should be submitted by mail, courier, or in person before the deadline to:

John Stefanski
Office of the City Manager
RE: CCP RFP
City of Hayward
777 B Street
Hayward, CA 94541
John.Stefanski@hayward-ca.gov

⁵ "Applicant" means an individual, or if not an individual, the general partner, chief executive officer, chief advisor, or other person responsible for the ownership and operation of a business entity, who applies to obtain a permit under this Article.

⁶ "Owner" means any of the following: (1) A person with an aggregate ownership interest of 20 percent or more in the person applying for a license or a licensee, unless the interest is solely a security, lien, or encumbrance. (2) The chief executive officer of a nonprofit or other entity. (3) A member of the board of directors of a nonprofit. (4) An individual who will be participating in the direction, control, or management of the person applying for a permit.

GENERAL CONDITIONS OF SUBMITTAL

1. Applicants must adhere to the specified page limits for each section. Additional content that exceeds these limits will not be considered. Applications should be prepared in Times New Roman, 12-point font and should be single-spaced, with 1-inch margins. All tables, figures, graphics, etc. are included in the page limits, except where specifically noted otherwise.
2. By submitting a proposal, the Applicant represents and warrants that:
 - (a) The information provided is genuine and not a sham, collusive, or made in the interest or on behalf of any party not therein named, and that the Applicant has not directly or indirectly induced or solicited any other Applicant to put in a sham proposal, or any other Applicant to refrain from presenting information and that the prospective provider has not in any manner sought by collusion to secure an advantage.
 - (b) The Applicant has not paid or agreed to pay any fee or commission, or any other thing of value contingent upon the award of an exclusive operating area, to any employee, official, or existing contracting consultant of the City of Hayward.
3. All costs of preparation of proposals including travel for any interviews scheduled shall be borne by the applicants.
4. All proposals become the property of the City of Hayward. The City reserves the right to reject any and all submittals; to request clarification of information submitted; to request additional information from competitors; and to waive any irregularity in the submission and review process. None of the materials submitted will be returned to the bidder.
5. Information or materials submitted in response to this application will be stored on file with the City of Hayward, and may subject to the requirements of the California Public Records Act, or subject to public disclosure as ordered by a court of law. Proposed security plans shall be considered confidential.
6. The City reserves the right to request additional information not included in this application from any or all applicants.
7. The City reserves the right to contact references not provided in the submittals.
8. The City reserves the right to incorporate its standard agreement language into any contract resulting from this application.
9. Indemnification Clause

COMMERCIAL CANNABIS PERMIT APPLICATION FORM / REQUIRED CONTENT

Applicants must complete all the sections below and stay within the page limits specified.

1. Applicant Information (no page limit)

- Information on Applicant
 - Name (full, legal name)
 - Title
 - DOB
 - SS#
 - Valid California driver’s license # or ID#, or other form of government-issued ID
 - All other names used in the past:
- If Applicant is corporation, nonprofit, or other business entity:
 - Full, true name of business: _____
 - Doing Business As (DBA): _____
 - Type of Corporate Structure
 - Corporation
 - Limited Liability Company
 - Partnership
 - Individual
 - Nonprofit
 - Collective
 - Other: _____
 - Attach a copy of State registration
- Contact Information:
 - Mailing Address
 - Primary phone number; alternate phone number
 - Email address:

2. Co-Applicant Information (no page limit)

Please provide the following information for each member of the Applicant Team, as defined in the application instructions. Attach additional pages if necessary.

Last Name:		First Name:		Middle Initial:
Alias(es):				
Title:				
Date of Birth:	Phone:		Email:	
Residential Address:				
City:		State:	Zip:	
Business Address:				
City:		State:	Zip:	

3. Proposed Business Location(s) (1-page limit, not including requested attachments)
- Have you identified or secured location(s) for your proposed business? If so, list the proposed property address(es).
 - Description of the proposed location(s):
 - Have you confirmed that the proposed testing laboratory is allowed at this location under the City of Hayward Municipal Code, Chapter 10 (Zoning Ordinance)?
 - Right to Occupy Proposed Location: Check the appropriate box indicating Applicant's right to occupy proposed location(s) and provide supporting documents if available:
 - Owner (provide copy of deed)
 - Tenant (provide copy of lease)
 - Intent to Lease/Purchase (provide letter of intent)
 - Not yet secured a location
 - If Applicant is not the owner of the proposed location, provide following information for the current property owner:
 - Full name,
 - Residential address,
 - Phone,
 - Email,
 - Proof of consent to operate a commercial cannabis business at the location.
4. Business Plan and Operation (250 points; 10-page limit, excluding requested attachments: Proof of Capitalization and Conceptual Site Plan)

The Applicant shall submit a summary of the business plan for the day-to-day operation of the proposed cannabis testing laboratory.

The business plan shall include:

- a. Operations: A description of the day-to-day operations of the commercial cannabis business. This should include, as applicable:
 - i. Description of the proposed cannabis-related products and/or services
 - ii. Projected customer-based
 - iii. Proposed marketing plan
 - iv. Proposed hours of operation
 - v. Type of specialized equipment to be used
 - vi. Whether hazardous materials, including volatile solvents or gases, are proposed to be used as part of the operation
 - vii. List of State licensed transportation and distribution providers serving the facility, if known
 - viii. Anticipated frequency of deliveries servicing the facility
 - ix. For retail establishments, this could also include the design aesthetic and user experience of the dispensary.
- b. Regulatory Compliance: A description of how operations will conform to applicable state and local laws, as well as the Attorney General's Guidelines. Include copies of state licenses

- relating to cannabis (including cultivation licenses) that the Applicant holds (where available).
- c. Startup Activities: A schedule of anticipated first-year start-up activities
 - d. Financials: Provide the following financial information:
 - x. One (1) year of pro forma financial estimates for projected capital and operational costs and product pricing/revenue
 - xi. Proof demonstrating sufficient capital is in place to pay startup costs and at least three (3) months of operating costs. Proof of capitalization shall be in the form of (attachments):
 - 1. Documentation of cash or other liquid assets (e.g., bank statement)
 - 2. Letter of Credit
 - xii. Three (3) years of pro forma estimates for operations, including a discussion of the business assumptions used to develop the estimates. Example assumptions include revenue, customer volume, and product costs, compensation of employees, equipment costs, utility costs, and other operation and maintenance costs
 - e. Conceptual Site Plan (attachment), if appropriate: Provide a broad/conceptual site plan for the proposed business(es) with proposed interior and exterior building design and layouts.

5. Management Experience (150 points; 5-page limit, excluding resumes)

The Applicant shall submit:

- a. An organizational chart with name and role of each known member of the management team. Roles that are known, but unfilled, should also be included in the organizational chart.
- b. A discussion of the relevant experience of the management team. The application shall include information concerning any special business or professional qualifications or licenses of the management team that would add to the number or quality of services that the commercial cannabis business would provide, especially in areas related to prior cannabis business operations, cultivation/agricultural, or testing experience.
- c. Contact information for references relevant to operation of permitted cannabis businesses in other jurisdictions
- d. Resumes for each member of the management team in the organization. (3-page limit per resume)

6. Safety and Security Plan (150 points; 10-page limit, excluding sample policy)

The Applicant shall describe their approach to operational safety and security, including but not limited to:

- a. General safety policy and protocols, including fire prevention and employee-specific safety policies and training
- b. General security policies and protocols to be implemented, including: discussion of transactional security, customer security, third-party contractor security, product security

- and delivery security. Specifics should include discussion of ingress and egress access; perimeter security; internal security measures to restrict and/or control area specific access; details on types and functions of various security systems and equipment (lighting plans, surveillance equipment, professionally monitored security alarm system, commercial grade locks etc.); and security personnel to be employed. This discussion must also include a description of how cannabis will be tracked and monitored to prevent diversion. Applicants are encouraged to provide a sample written policy that has been developed.
- c. Describe whether hazardous materials, including volatile solvents or gases, are proposed to be used as part of the operation. Please list all hazardous materials, including solvents, the Applicant intends on using and how they will be managed.

Security plans shall not be made public by the City, unless required by court action. Security plan details that could aid persons who wish to commit security violations shall be considered to be confidential and shall not be released to the public unless ordered by a court of law.

Applicant's Certification:

I certify under penalty of perjury under the laws of the State of California, that I have personal knowledge of the information contained in this application, and that the information contained herein is true and correct.

Signature: _____

Date: _____

The information contained on this document is subject to disclosure under the Public Records Act.

FOR OFFICE USE ONLY:

Received by: _____ Date: _____

Receipt #: _____

DRAFT

City of Hayward

APPLICANT ATTESTATION FORM

Each member of the Applicant Team must complete this Attestation Form and describe all past criminal history, pending litigation, bankruptcies, or code violations, as well as a list of all jurisdictions in which the applicant is doing or has done cannabis business.

The Attestation Form must also be submitted as part of the permit application package.

Information on Applicant

Last Name:		First Name:		Middle Initial:
Alias(es):				
Title:				
Date of Birth:	Phone:		Email:	
Residential Address:				
City:		State:	Zip:	
Business Address:				
City:		State:	Zip:	
Social Security Number:				
Valid California driver's license # or ID#, or other form of government-issued ID:				

Co-Applicant Information

Please provide the following information for each member of the Applicant Team, as defined in the application instructions. Attach additional pages if necessary.

Last Name:		First Name:		Middle Initial:
Alias(es):				
Title:				
Date of Birth:	Phone:		Email:	
Residential Address:				
City:		State:	Zip:	
Business Address:				
City:		State:	Zip:	

Business Activity: List all jurisdictions in which Applicant Team members have conducted, or are conducting, business.

Permit Revocation: Have any of the persons seeking this permit ever had a permit revoked?

- No:
- Yes: Please describe the circumstance of such a revocation: _____

Regulatory Actions: Summarize any regulatory actions (e.g., issuance of notices of violation, citations, suspension or revocation of licenses, or similar actions) currently pending or taken against the Applicant or co-Applicants related to any business owned or operated by the Applicant related to air quality, water

quality, storage or use of hazardous chemicals, building code violations, or public health and safety violations. The name and location of the jurisdiction or agency, which took the action shall also be included.

I certify, under penalty of perjury, that the information provided on this form includes a complete account of any regulatory actions currently pending or taken against the Applicant, including issuance of notices of violation, citations, suspension or revocation of licenses, or similar actions, related to any business owned or operated by the Applicant related to air quality, water quality, storage or use of hazardous chemicals, building code violations, or public health and safety violations and that the name and location of the jurisdiction or agency, which took the action shall also be included.

Signature: _____ Date: _____

The information contained on this document is subject to disclosure under the Public Records Act.



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: LB 17-052

DATE: December 5, 2017

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT

Resolution Adopting the Policy/Goal Statements for Contract Negotiations as the Guiding Principles Document for the 2018 and 2019 Negotiations Between the City of Hayward and HAME, Local 1021 Maintenance and Clerical Units, Local 21, Local 1909, and HPOA

RECOMMENDATION

That the City Council adopts the attached Resolution Adopting the Policy/Goal Statements for Contract Negotiations (“Guiding Principles”) for the 2018 and 2019 Negotiations Between the City of Hayward and HAME, Local 1021 Maintenance and Clerical Units, Local 21, Local 1909, and HPOA.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Policy/Goals Statement



DATE: December 5, 2017

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT: Resolution Adopting the Policy/Goal Statements for Contract Negotiations as the Guiding Principles Document for the 2018 and 2019 Negotiations Between the City of Hayward and HAME, Local 1021 Maintenance and Clerical Units, Local 21, Local 1909, and HPOA

RECOMMENDATION

That the City Council adopts the attached Resolution adopting the policy/goal statements for contract negotiations as the Guiding Principles document for the 2018 and 2019 negotiations between the City of Hayward and HAME, Local 1021 Maintenance and Clerical Units, Local 21, Local 1909, and HPOA.

BACKGROUND/DISCUSSION

City of Hayward employees are categorized into twelve different employee groups. Employees in nine of the groups are represented by either a Union or Employee Association, and the others are Unrepresented, Executives, or Council Appointed. The City will enter into negotiations with HAME, SEIU Local 1021 Maintenance and Clerical units, and Local 21 in January 2018, as the current agreements with these groups expires on June 30, 2018. Negotiations with the public safety groups will commence in September 2018. The City Council and City Manager set the parameters for negotiations and receive information and recommendations throughout the negotiations process to give further direction in response to labor discussions with the bargaining units. In preparation for negotiations, the Council provides Guiding Principles to staff. These principles are thoroughly discussed and vetted and give staff an understanding of what the Council expects in terms of the negotiations process. The document also details some of the philosophical positions related to work environment, salary and benefits. This document reflects the Council's collective philosophy as it relates to employee relations and working conditions. However, the Council fully recognizes and respects that any changes to the existing agreements must be negotiated with each employee group.

The Council expects that the bargaining units will present alternatives to any proposals the City advances during negotiations. The draft document has been shared and briefly discussed with employees and Union representatives. Although there were one or two items in the document where the Unions voiced concern, for the most part, they did not report any strong opposition to the overall philosophy. Moreover, they were reminded that any changes would be done through the negotiations process and that the City Council

and staff recognizes that this document reflects an “ideal” philosophical state. All the principles may not be accomplished but it is important for the Council and City management to be transparent regarding their overarching philosophy and goals as it relates to labor relations.

The City Council has consistently maintained that all employees should be compensated in an equitable manner and that they should contribute toward the cost of their benefits to preserve the quality and level of the benefits provided, address the City’s structural deficit, provide long-term financial stability, and maintain services to the Hayward taxpayers and community. The Council is committed to providing a safe and healthy workplace in which employees are engaged and empowered. The Guiding Principles document (Attachment III) summarizes the Council’s policy and goal statements for contract negotiations in the following areas: Contract Terms; Salaries; Benefits which includes all health and welfare, retirement, and OPEB; Hours of Work; and Working Conditions with full understanding that changes to existing agreements are subject to bargaining in good faith with our employee groups.

STRATEGIC INITIATIVES

This is a routine operational item and does not specifically relate to any of the three Council Strategic Initiatives.

FISCAL IMPACT

The Guiding Principles document is being made public for transparency and to provide the Hayward community an opportunity to review the document and share feedback. There is no fiscal impact associated with this report.

NEXT STEPS

Staff will prepare for the negotiations process using the Guiding Principles to draft and discuss initial City proposals with each Union’s negotiations team.

Prepared and Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 17-

Introduced by Council Member _____

RESOLUTION ADOPTING THE POLICY/GOAL STATEMENTS FOR CONTRACT NEGOTIATIONS AS THE GUIDING PRINCIPLES DOCUMENT FOR THE 2018 AND 2019 NEGOTIATIONS BETWEEN THE CITY OF HAYWARD AND HAME, SEIU LOCAL 1021 MAINTENANCE AND CLERICAL UNITS, IFPTE LOCAL 21, LOCAL 1909, AND HPOA

WHEREAS, the City Council of the City of Hayward (“Council”) values its employees;
and

WHEREAS, Council is committed to providing a safe and healthy workplace in which employees are engaged, empowered, and compensated fairly in a culture that is open, caring and integrity is a high priority; and

WHEREAS, Council is also committed to compensating employees in a manner that meets the expectations of Hayward tax-payers, includes structural and ongoing cost-sharing, is reflective of the performance of each employee, competitive with labor market, and consistent with sound financial management; and

WHEREAS, Council recognizes the value of good-faith bargaining in labor negotiations and acknowledges that any changes to existing agreements can only happen with mutual agreement through the negotiations process.

NOW, THEREFORE, BE IT RESOLVED, that effective December 1, 2017 Council adopts the Policy/Goal Statements for Contract Negotiations as the Guiding Principles Document for the 2018 and 2019 Negotiations between the City of Hayward and HAME, SEIU Local 1021 Maintenance and Clerical Units, IFPTE Local 21, Local1909, and HPOA.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2017

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/GOAL STATEMENTS
FOR CONTRACT NEGOTIATIONS¹**

- **Policy statement** – The City Council and City Manager value all City of Hayward employees. Our commitment to providing a safe and healthy workplace in which employees are engaged, empowered, and compensated fairly and the culture is one of openness, caring, and integrity is a high priority. We are committed to compensating employees fairly in a manner that meets the expectations of our tax-payers, includes structural and ongoing cost-sharing, is reflective of the performance of each employee, competitive with the labor market, and consistent with sound financial management. We recognize that City employees provide essential services to the community and contract provisions will be aligned with Council priorities that are reflective of the expectations of the Hayward community. We acknowledge that attraction and retention of top talent goes beyond just the economic incentives provided by the employer and extends to our willingness to be flexible and transparent in our policies and open to employee ideas. We believe work-life balance and training opportunities are priorities and encourage our employees to share their ideas and pursue opportunities that maximize their potential and benefit them and their families.

Contract terms

Goal: Employee labor contracts will be negotiated in good faith in a manner that: is fiscally prudent; supports Council Priorities; fosters employee development; promotes a safe, healthy, and flexible work environment; is sensitive to community expectations; is administratively efficient; and is compliant with all applicable federal, state, and local laws.

Guiding Principles:

- Contract provisions shall take into consideration the ability to implement them using the City's ERP system and avoid manual processes unless there is a compelling need that cannot be avoided.
- In general, the length of a contract should take into consideration the revenue and expenditure projections provided for in the City's Ten-Year Financial Plan for the entire proposed contract period. Multiple year contracts are preferred and should include language that allows for modification in the event of specified financial changes.
- Contract expiration date shall generally coincide with the City's fiscal year and take into consideration the budget cycle.
- Contract terms will be effective on the date approved by Council or the first pay period nearest that date and will not include retroactivity provisions.

¹ Concession bargaining will require a different approach

Salaries

Goal: In general when it is fiscally prudent and consistent with tax-payer expectations of maintaining a highly qualified workforce to deliver essential services to the community, City employees will be compensated at a rate that is approximately equivalent to the mid-point of the labor market as determined by a total compensation survey of established agencies, the labor market, and the ability to effectively recruit and retain employees.

Guiding Principles:

- When fiscally prudent and in alignment with what our community can afford, provide fair salary adjustments, factoring in the internal and external labor market surveys and the Consumer Price Index (CPI). Adjust difficult to fill positions to competitive compensation levels in order to attract and retain talent
- Maintain internal compensation equity (i.e. salary compaction, equitable benchmarking, comparable pay for similar work, etc.) consistent with industry best practices recognizing that unique circumstances require a different approach
- Maintain flexibility on established survey agencies for difficult to fill positions
- Maintain flexibility on timing and frequency of market adjustments

Benefits (includes all health and welfare, retirement and opeb)

Goal: Partner with employees to provide cost effective, robust, and supportive benefit programs.

Guiding Principles:

- Implement a City of Hayward Benefits Task Force consisting of City management and Union representatives to review and discuss health care policies and programs, explore lower cost options including a cafeteria plan and make recommendations for changes that are structural and ongoing.
- Implement collaboratively explored reforms and legislative changes to pension and healthcare reform
- Provide benefit levels the City can fund responsibly in both the short and long term. Identify and implement cost effective options to fund retiree healthcare.
- Assure continuation of a defined benefit system and continued cost sharing with employees
- Align Worker's Compensation benefit levels with state mandated benefit levels and work with departments, Unions, and employees to develop effective return to work programs.
- Utilize and promote current VEBA plan to maximize employee funding of future and current healthcare expenses

Hours of Work

Goal: Provide flexible work schedules and attendance standards that maximize the services provided to the Community, support a creative workplace, ensure accountability, and promote healthy work-life balance.

Guiding Principles:

- Maximize flexibility in management’s ability to allocate staffing resources
- Utilize alternative work models (i.e. telecommuting, flexible time programs, alternate work schedules, etc.) where productive
- Align all leave programs with local, state, and federal mandated leave laws
- Implement strategies that increase efficiency, make workloads more manageable, and reduce overtime
- Explore alternative work schedules as a way to increase community service levels and simultaneously promote healthier work-life balance
- Ensure sick leave provisions provide maximum flexibility for management to accommodate injured or sick workers, provide reasonable accommodation to sick or injured workers, and meet the needs of service levels for the community

Working Conditions

Goal: Maintain a flexible healthy and safe work environment that recognizes individual employee contributions. Conflicts are resolved at the lowest level possible and there are fair, consistent, and clear procedures and timelines that promote accountability for all parties.

Guiding Principles:

- Implement low cost wellness initiatives that promote healthy lifestyles and reduce absenteeism in the workplace
- MOUs and City policies should provide for proactive public service, employee accountability, and support and empower employees to strive for excellence
- Maximize use of resources to meet current needs and position the organization for the future
- Encourage and promote employee professional development and education
- Ensure timelines for grievance process are consistent and reasonable to ensure timely resolution of employment relation matters
- Incorporate performance as a consideration factor within the lay-off procedures (currently restricted to seniority as the single factor)
- Explore flexible, responsible, and stable funding of a robust training and employee development program that supports quality succession planning efforts
- Continue to support the “family” culture of the City and utilize this organizational strength to explore creative zero or low cost initiatives to further reinforce the culture.



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: LB 17-053

DATE: December 5, 2017

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT

Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2018

RECOMMENDATION

That the City Council adopts the attached Resolution and approves an amendment to the City of Hayward Salary Plan for fiscal year 2018 ("FY 2018"), which designates all classifications and the corresponding salary range for employment in the City of Hayward government as of December 5, 2017, superseding Resolution No. 17-103 and all amendments thereto.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	FY 2018 Salary Plan



DATE: December 5, 2017

TO: Mayor and City Council

FROM: Director of Human Resources

SUBJECT Adoption of Resolution Approving an Amendment to the City of Hayward Salary Plan for Fiscal Year 2018

RECOMMENDATION

That the City Council adopts the attached Resolution and approves an amendment to the City of Hayward Salary Plan for fiscal year 2018 (“FY 2018”), which designates all classifications and the corresponding salary range for employment in the City of Hayward government as of December 5, 2017, superseding Resolution No. 17-103 and all amendments thereto.

BACKGROUND

After a public hearing on November 16, 2017, the Personnel Commission recommends that the City Council adopts an amended FY 2018 Salary Plan (Attachment III) for the classified service. Changes to the Salary Plan include the reactivation of Senior Equipment Mechanic, the addition of the information Technology Intern, the retitling of Hazardous Materials Investigator, a correction of an administrative error to Firefighter Trainee, and a salary increase to Deputy City Clerk. Where applicable, Human Resources staff met with the respective labor organizations to satisfy any meet and confer requirements. These changes are described in more detail as follows:

1. Senior Equipment Mechanic – This position was reactivated to fulfill an operational need for supervision of one or more staff in the performance of a variety of complex mechanical diagnoses and repairs. This salary range was negotiated between Human Resources staff and SEIU 1021 at 15% above Equipment Mechanic II, pursuant to similar positions as described in Section 9.02 of the Memorandum of Understanding between the City of Hayward and SEIU 1021. The new hourly rate for this classification is \$37.77 per hour at Step A and \$45.87 per hour at Step E.
2. Information Technology Intern – This position was created to clearly define the specialized technical skills and scope of duties for an Administrative Intern within the Information Technology Department. This salary range is set to mirror that of the city-wide Administrative Intern, which is \$15.00 per hour at Step D and \$20.00 per hour at

Step E. This position is not represented by a labor organization; therefore, it's creation did not create an obligation for a meet and confer.

3. Hazardous Materials Investigator – The title of this job specification has been changed to Hazardous Materials Inspector since the incumbent does not conduct investigations. The primary responsibility is to conduct inspections of hazardous materials facilities. Human Resources staff shared and ultimately got agreement from IFPTE, Local 21 regarding this title change.
4. Firefighter Trainee – The salary plan has been revised to correct an administrative error that occurred when the FY 2018 cost-of-living increases were applied citywide. The error did not have any impact on employees, as they were paid correctly. The classification salary should not have been revised. The Salary Plan has been updated to reflect the correct salary range of \$37.71 per hour at Step A and \$39.58 per hour at Step B. This position is not represented by a labor organization; therefore, this correction did not create an obligation for a meet and confer.
5. Deputy City Clerk – This position was updated to include the new supervisory responsibilities within the Office of the City Clerk. The position now supervises the office staff, including the Management Analyst I. Pursuant to the Memorandum of Understanding between the City of Hayward and HAME, Section 7.16, the salary of a supervisor must be at least ten percent (10%) above the salary of the highest paid subordinate, in this case the Management Analyst. Therefore, the salary for Deputy City Clerk has been adjusted to reflect the 10% differential. The new hourly rate for this position is \$45.34 per hour at Step A and \$55.11 per hour at Step E.

FISCAL IMPACT

Human Resources staff consulted with the Finance Department regarding the fiscal impact of the above changes made to the salary plan. The following cost estimates include the impact of salary changes and fringe benefit obligations for the City:

1. Senior Equipment Mechanic – The additional annual cost of salary and benefits for the Senior Equipment Mechanic is estimated at \$15,000.
2. Information Technology Intern – The annual cost of salary for the IT Intern is approximately \$25,000 per fiscal year.
3. Firefighter Trainee – There is no fiscal impact in correcting the salary range. The hourly wage for employees in this classification were corrected prior to any employee receiving a paycheck.
4. Deputy City Clerk – The additional annual cost of salary and benefits for the Deputy City Clerk is \$24,482. The cost for this increase will be adjusted at mid-year and will impact the City's General Fund.

Prepared by: Anthony Phillip, Human Resources Analyst I

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read "K. McAdoo". The signature is fluid and cursive, with a large initial "K" and a distinct "McAdoo" at the end.

Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

RESOLUTION APPROVING THE AMENDED FISCAL
YEAR 2018 SALARY PLAN DESIGNATING
POSITIONS OF EMPLOYMENT IN THE CITY
GOVERNMENT OF THE CITY OF HAYWARD AND
SALARY RANGE; AND SUPERSEDING RESOLUTION
NO. 17-103 AND ALL AMENDMENTS THERETO

BE IT RESOLVED by the City Council of the City of Hayward, as follows:

Section 1. That a revised Positions and Salaries Schedule relating to the positions of employment in the City of Hayward, and the hourly rates of pay for those positions, is hereby set forth in Attachment "III," attached hereto and made a part hereof. The positions enumerated under the columns headed "Classification Title" are hereby designated as the positions of employment in the City of Hayward, and the hourly, bi-weekly, monthly, and annual rates of pay shown in the adjacent rows under the headings "Step A" through "Step E" are the salary rates or the maximum rates of pay for such positions.

Section 2. Salaries paid to occupants of said positions shall be administered in accordance with the Personnel Rules and Memoranda of Understanding and Side Letter Agreements approved by the City Council and currently in effect.

Section 3. All class titles used herein refer to the specifications of the position classification plan as reviewed by the Personnel Commission of the City of Hayward, or as set forth in the City Charter.

Section 4. The City Manager may approve in advance of an established effective date, payment to certain classifications in the Management Unit of all or a portion of a general salary increase previously approved by the City Council. Such advance payments shall be made only for those management classifications where the salary range is less than ten percent above an immediately subordinate classification. The amount of advance payment approved by the City Manager shall not exceed the amount required to establish a ten percent salary differential between the affected classifications. The City Manager shall advise the City Council and each bargaining unit in advance of any payments made pursuant to the provisions of this section.

Section 5. The salary ranges set forth in Attachment "III" shall be revised to reflect salary changes provided in any Memorandum of Understanding, Side Letters of Agreement, or resolution setting forth the wages, hours, and other terms and conditions of employment for a bargaining unit or group of unrepresented employees of the City. Any revisions made pursuant

to the provisions of this section shall be incorporated into a document prepared by the Human Resources Director and distributed to affected employees or their representatives that reflects the date of the revision and cites both the authority provided by this section and the provision of the memorandum or resolution being effectuated by the revision.

Section 6. This resolution supersedes Resolution No. 17-103 and all amendments thereto.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2017

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

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2018**

ATTACHMENT III
Recommended by
Personnel Commission
on November 16, 2017
Approved by Council
on December 5, 2017

Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E	
CITY ELECTED OFFICIALS/APPOINTED OFFICERS/EXECUTIVES								
MAYOR	E100	Unclassified	Hourly					
			Bi-Weekly					
			Monthly					
			Annual				39,960.00	
CITY COUNCIL	E110	Unclassified	Hourly					
			Bi-Weekly					
			Monthly					
			Annual				24,975.00	
CITY MANAGER	A120	Unclassified	Hourly				122.15	
			Bi-Weekly				9,772.00	
			Monthly				21,172.67	
			Annual				254,072.00	
CITY ATTORNEY	A100	Unclassified	Hourly				107.97	
			Bi-Weekly				8,637.60	
			Monthly				18,714.80	
			Annual				224,577.60	
CITY CLERK	A110	Unclassified	Hourly				66.54	
			Bi-Weekly				5,323.20	
			Monthly				11,533.60	
			Annual				138,403.20	
ASSISTANT CITY MANAGER	U735	Unclassified	Hourly	92.08	96.69	101.52	106.59	111.92
			Bi-Weekly	7,366.40	7,735.20	8,121.60	8,527.20	8,953.60
			Monthly	15,960.53	16,759.60	17,596.80	18,475.60	19,399.47
			Annual	191,526.40	201,115.20	211,161.60	221,707.20	232,793.60
CHIEF OF POLICE	P500	Unclassified	Hourly	91.91	96.50	101.33	106.39	111.71
			Bi-Weekly	7,352.80	7,720.00	8,106.40	8,511.20	8,936.80
			Monthly	15,931.07	16,726.67	17,563.87	18,440.93	19,363.07
			Annual	191,172.80	200,720.00	210,766.40	221,291.20	232,356.80
DIRECTOR OF DEVELOPMENT SERVICES	U700	Unclassified	Hourly	80.01	84.01	88.21	92.63	97.26
			Bi-Weekly	6,400.80	6,720.80	7,056.80	7,410.40	7,780.80
			Monthly	13,868.40	14,561.73	15,289.73	16,055.87	16,858.40
			Annual	166,420.80	174,740.80	183,476.80	192,670.40	202,300.80
DIRECTOR OF FINANCE	U725	Unclassified	Hourly	80.75	84.78	89.02	93.48	98.15
			Bi-Weekly	6,460.00	6,782.40	7,121.60	7,478.40	7,852.00
			Monthly	13,996.67	14,695.20	15,430.13	16,203.20	17,012.67
			Annual	167,960.00	176,342.40	185,161.60	194,438.40	204,152.00
DIRECTOR OF HUMAN RESOURCES	U705	Unclassified	Hourly	77.95	81.84	85.94	90.24	94.74
			Bi-Weekly	6,236.00	6,547.20	6,875.20	7,219.20	7,579.20
			Monthly	13,511.33	14,185.60	14,896.27	15,641.60	16,421.60
			Annual	162,136.00	170,227.20	178,755.20	187,699.20	197,059.20
DIRECTOR OF INFORMATION TECHNOLOGY / CHIEF INFORMATION OFFICER (CIO)	U720	Unclassified	Hourly	78.25	82.16	86.27	90.58	95.11
			Bi-Weekly	6,260.00	6,572.80	6,901.60	7,246.40	7,608.80
			Monthly	13,563.33	14,241.07	14,953.47	15,700.53	16,485.73
			Annual	162,760.00	170,892.80	179,441.60	188,406.40	197,828.80
DIRECTOR OF LIBRARY AND COMMUNITY SERVICES	U710	Unclassified	Hourly	77.31	81.17	85.24	89.49	93.98
			Bi-Weekly	6,184.80	6,493.60	6,819.20	7,159.20	7,518.40
			Monthly	13,400.40	14,069.47	14,774.93	15,511.60	16,289.87
			Annual	160,804.80	168,833.60	177,299.20	186,139.20	195,478.40
DIRECTOR OF MAINTENANCE SERVICES	U715	Unclassified	Hourly	77.31	81.17	85.24	89.49	93.98
			Bi-Weekly	6,184.80	6,493.60	6,819.20	7,159.20	7,518.40
			Monthly	13,400.40	14,069.47	14,774.93	15,511.60	16,289.87
			Annual	160,804.80	168,833.60	177,299.20	186,139.20	195,478.40
DIRECTOR OF PUBLIC WORKS	U730	Unclassified	Hourly	83.71	87.90	92.29	96.92	101.75
			Bi-Weekly	6,696.80	7,032.00	7,383.20	7,753.60	8,140.00
			Monthly	14,509.73	15,236.00	15,996.93	16,799.47	17,636.67
			Annual	174,116.80	182,832.00	191,963.20	201,593.60	211,640.00
FIRE CHIEF	F800	Unclassified	Hourly	83.38	87.54	91.92	96.52	101.35
			Bi-Weekly	6,670.40	7,003.20	7,353.60	7,721.60	8,108.00
			Monthly	14,452.53	15,173.60	15,932.80	16,730.13	17,567.33
			Annual	173,430.40	182,083.20	191,193.60	200,761.60	210,808.00

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2018**

ATTACHMENT III
Recommended by
Personnel Commission
on November 16, 2017
Approved by Council
on December 5, 2017

Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E	
CITY WIDE ADMINISTRATIVE/ANALYTICAL SUPPORT								
SENIOR MANAGEMENT ANALYST	H115	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
MANAGEMENT ANALYST II	H110	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
MANAGEMENT ANALYST I	H105	Classified	Hourly	41.22	43.29	45.44	47.71	50.10
			Bi-Weekly	3,297.60	3,463.20	3,635.20	3,816.80	4,008.00
			Monthly	7,144.80	7,503.60	7,876.27	8,269.73	8,684.00
			Annual	85,737.60	90,043.20	94,515.20	99,236.80	104,208.00
EXECUTIVE ASSISTANT	U315	Unclassified	Hourly	38.01	39.76	41.56	43.34	45.25
			Bi-Weekly	3,040.80	3,180.80	3,324.80	3,467.20	3,620.00
			Monthly	6,588.40	6,891.73	7,203.73	7,512.27	7,843.33
			Annual	79,060.80	82,700.80	86,444.80	90,147.20	94,120.00
ADMINISTRATIVE SUPERVISOR	H120	Classified	Hourly	36.33	38.14	40.05	42.04	44.15
			Bi-Weekly	2,906.40	3,051.20	3,204.00	3,363.20	3,532.00
			Monthly	6,297.20	6,610.93	6,942.00	7,286.93	7,652.67
			Annual	75,566.40	79,331.20	83,304.00	87,443.20	91,832.00
ADMINISTRATIVE SECRETARY	C120	Classified	Hourly	33.30	34.68	36.03	37.39	38.88
			Bi-Weekly	2,664.00	2,774.40	2,882.40	2,991.20	3,110.40
			Monthly	5,772.00	6,011.20	6,245.20	6,480.93	6,739.20
			Annual	69,264.00	72,134.40	74,942.40	77,771.20	80,870.40
SENIOR SECRETARY	C115	Classified	Hourly	30.44	31.63	32.92	34.12	35.44
			Bi-Weekly	2,435.20	2,530.40	2,633.60	2,729.60	2,835.20
			Monthly	5,276.27	5,482.53	5,706.13	5,914.13	6,142.93
			Annual	63,315.20	65,790.40	68,473.60	70,969.60	73,715.20
SECRETARY	C110	Classified	Hourly	26.78	28.01	29.42	30.79	32.25
			Bi-Weekly	2,142.40	2,240.80	2,353.60	2,463.20	2,580.00
			Monthly	4,641.87	4,855.07	5,099.47	5,336.93	5,590.00
			Annual	55,702.40	58,260.80	61,193.60	64,043.20	67,080.00
ADMINISTRATIVE CLERK II	C105	Classified	Hourly	25.35	26.38	27.45	28.68	30.09
			Bi-Weekly	2,028.00	2,110.40	2,196.00	2,294.40	2,407.20
			Monthly	4,394.00	4,572.53	4,758.00	4,971.20	5,215.60
			Annual	52,728.00	54,870.40	57,096.00	59,654.40	62,587.20
ADMINISTRATIVE CLERK I	C100	Classified	Hourly	22.31	23.49	24.68	26.00	27.36
			Bi-Weekly	1,784.80	1,879.20	1,974.40	2,080.00	2,188.80
			Monthly	3,867.07	4,071.60	4,277.87	4,506.67	4,742.40
			Annual	46,404.80	48,859.20	51,334.40	54,080.00	56,908.80
ADMINISTRATIVE INTERN	Z120	Classified	Hourly				15.00	20.00
			Bi-Weekly				1,200.00	1,600.00
			Monthly				2,600.00	3,466.67
			Annual				31,200.00	41,600.00
MAIL CLERK	C410	Classified	Hourly			15.45	16.22	17.04
			Bi-Weekly			1,236.00	1,297.60	1,363.20
			Monthly			2,678.00	2,811.47	2,953.60
			Annual			32,136.00	33,737.60	35,443.20
CITY WIDE ENGINEERING								
SENIOR CIVIL ENGINEER	H240	Classified	Hourly	58.40	61.31	64.39	67.60	70.97
			Bi-Weekly	4,672.00	4,904.80	5,151.20	5,408.00	5,677.60
			Monthly	10,122.67	10,627.07	11,160.93	11,717.33	12,301.47
			Annual	121,472.00	127,524.80	133,931.20	140,608.00	147,617.60
ASSOCIATE CIVIL ENGINEER	T215	Classified	Hourly	47.34	49.72	52.14	54.79	57.46
			Bi-Weekly	3,787.20	3,977.60	4,171.20	4,383.20	4,596.80
			Monthly	8,205.60	8,618.13	9,037.60	9,496.93	9,959.73
			Annual	98,467.20	103,417.60	108,451.20	113,963.20	119,516.80
ASSISTANT CIVIL ENGINEER	T210	Classified	Hourly	40.78	42.89	45.08	47.26	49.62
			Bi-Weekly	3,262.40	3,431.20	3,606.40	3,780.80	3,969.60
			Monthly	7,068.53	7,434.27	7,813.87	8,191.73	8,600.80
			Annual	84,822.40	89,211.20	93,766.40	98,300.80	103,209.60

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2018**

ATTACHMENT III
Recommended by
Personnel Commission
on November 16, 2017
Approved by Council
on December 5, 2017

Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E	
CITY WIDE MAINTENANCE								
ELECTRICIAN II	M410	Classified	Hourly	42.56	44.26	46.00	47.95	49.93
			Bi-Weekly	3,404.80	3,540.80	3,680.00	3,836.00	3,994.40
			Monthly	7,377.07	7,671.73	7,973.33	8,311.33	8,654.53
			Annual	88,524.80	92,060.80	95,680.00	99,736.00	103,854.40
ELECTRICIAN I	M405	Classified	Hourly	38.71	40.29	41.90	43.65	45.42
			Bi-Weekly	3,096.80	3,223.20	3,352.00	3,492.00	3,633.60
			Monthly	6,709.73	6,983.60	7,262.67	7,566.00	7,872.80
			Annual	80,516.80	83,803.20	87,152.00	90,792.00	94,473.60
MAINTENANCE WORKER	M305	Classified	Hourly	28.63	29.79	31.02	32.08	33.36
			Bi-Weekly	2,290.40	2,383.20	2,481.60	2,566.40	2,668.80
			Monthly	4,962.53	5,163.60	5,376.80	5,560.53	5,782.40
			Annual	59,550.40	61,963.20	64,521.60	66,726.40	69,388.80
LABORER	M200 M300 M830 M905	Classified	Hourly	25.00	25.93	26.96	28.07	29.06
			Bi-Weekly	2,000.00	2,074.40	2,156.80	2,245.60	2,324.80
			Monthly	4,333.33	4,494.53	4,673.07	4,865.47	5,037.07
			Annual	52,000.00	53,934.40	56,076.80	58,385.60	60,444.80
CITY ATTORNEY DEPARTMENT								
ASSISTANT CITY ATTORNEY	U210	Classified	Hourly	65.46	68.73	72.17	75.78	79.57
			Bi-Weekly	5,236.80	5,498.40	5,773.60	6,062.40	6,365.60
			Monthly	11,346.40	11,913.20	12,509.47	13,135.20	13,792.13
			Annual	136,156.80	142,958.40	150,113.60	157,622.40	165,505.60
DEPUTY CITY ATTORNEY II	U205	Classified	Hourly	54.10	56.79	59.64	62.61	65.76
			Bi-Weekly	4,328.00	4,543.20	4,771.20	5,008.80	5,260.80
			Monthly	9,377.33	9,843.60	10,337.60	10,852.40	11,398.40
			Annual	112,528.00	118,123.20	124,051.20	130,228.80	136,780.80
DEPUTY CITY ATTORNEY I	U200	Classified	Hourly	49.18	51.64	54.22	56.93	59.77
			Bi-Weekly	3,934.40	4,131.20	4,337.60	4,554.40	4,781.60
			Monthly	8,524.53	8,950.93	9,398.13	9,867.87	10,360.13
			Annual	102,294.40	107,411.20	112,777.60	118,414.40	124,321.60
PARALEGAL	U195	Classified	Hourly	34.90	36.65	38.48	40.40	42.42
			Bi-Weekly	2,792.00	2,932.00	3,078.40	3,232.00	3,393.60
			Monthly	6,049.33	6,352.67	6,669.87	7,002.67	7,352.80
			Annual	72,592.00	76,232.00	80,038.40	84,032.00	88,233.60
LEGAL SECRETARY II	C935	Classified	Hourly	31.60	33.43	35.95	36.70	38.58
			Bi-Weekly	2,528.00	2,674.40	2,876.00	2,936.00	3,086.40
			Monthly	5,477.33	5,794.53	6,231.33	6,361.33	6,687.20
			Annual	65,728.00	69,534.40	74,776.00	76,336.00	80,246.40
LEGAL SECRETARY I	C930	Classified	Hourly	28.45	29.95	31.53	33.23	34.99
			Bi-Weekly	2,276.00	2,396.00	2,522.40	2,658.40	2,799.20
			Monthly	4,931.33	5,191.33	5,465.20	5,759.87	6,064.93
			Annual	59,176.00	62,296.00	65,582.40	69,118.40	72,779.20
CITY CLERK DEPARTMENT								
DEPUTY CITY CLERK	H500	Classified	Hourly	45.34	47.62	49.98	52.48	55.11
			Bi-Weekly	3,627.20	3,809.60	3,998.40	4,198.40	4,408.80
			Monthly	7,858.93	8,254.13	8,663.20	9,096.53	9,552.40
			Annual	94,307.20	99,049.60	103,958.40	109,158.40	114,628.80
CITY MANAGER DEPARTMENT								
OFFICE OF THE CITY MANAGER								
DEPUTY CITY MANAGER	U505	Unclassified	Hourly	69.96	73.46	77.13	80.98	85.03
			Bi-Weekly	5,596.80	5,876.80	6,170.40	6,478.40	6,802.40
			Monthly	12,126.40	12,733.07	13,369.20	14,036.53	14,738.53
			Annual	145,516.80	152,796.80	160,430.40	168,438.40	176,862.40

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ASSISTANT TO CITY MANAGER	U320	Unclassified	Hourly	50.37	52.90	55.54	58.32	61.23
			Bi-Weekly	4,029.60	4,232.00	4,443.20	4,665.60	4,898.40
			Monthly	8,730.80	9,169.33	9,626.93	10,108.80	10,613.20
			Annual	104,769.60	110,032.00	115,523.20	121,305.60	127,358.40
COMMUNITY AND MEDIA RELATIONS OFFICER	U310	Unclassified	Hourly	55.26	58.02	60.92	63.98	67.18
			Bi-Weekly	4,420.80	4,641.60	4,873.60	5,118.40	5,374.40
			Monthly	9,578.40	10,056.80	10,559.47	11,089.87	11,644.53
			Annual	114,940.80	120,681.60	126,713.60	133,078.40	139,734.40
GRAPHICS AND MEDIA RELATIONS TECHNICIAN	T300	Classified	Hourly	30.42	31.90	33.59	35.27	36.98
			Bi-Weekly	2,433.60	2,552.00	2,687.20	2,821.60	2,958.40
			Monthly	5,272.80	5,529.33	5,822.27	6,113.47	6,409.87
			Annual	63,273.60	66,352.00	69,867.20	73,361.60	76,918.40
DIGITAL APPLICATIONS DEVELOPER	T470	Classified	Hourly	41.73	43.81	46.00	48.31	50.73
			Bi-Weekly	3,338.40	3,504.80	3,680.00	3,864.80	4,058.40
			Monthly	7,233.20	7,593.73	7,973.33	8,373.73	8,793.20
			Annual	86,798.40	91,124.80	95,680.00	100,484.80	105,518.40
MANAGEMENT FELLOW	U300	Classified	Hourly					23.64
			Bi-Weekly					1,891.20
			Monthly					4,097.60
			Annual					49,171.20

ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT MANAGER	H710	Classified	Hourly	62.36	65.47	68.74	72.17	75.79
			Bi-Weekly	4,988.80	5,237.60	5,499.20	5,773.60	6,063.20
			Monthly	10,809.07	11,348.13	11,914.93	12,509.47	13,136.93
			Annual	129,708.80	136,177.60	142,979.20	150,113.60	157,643.20
ECONOMIC DEVELOPMENT SPECIALIST	T745	Classified	Hourly	43.86	46.07	48.32	50.78	53.26
			Bi-Weekly	3,508.80	3,685.60	3,865.60	4,062.40	4,260.80
			Monthly	7,602.40	7,985.47	8,375.47	8,801.87	9,231.73
			Annual	91,228.80	95,825.60	100,505.60	105,622.40	110,780.80

NEIGHBORHOOD PARTNERSHIP SERVICES

NEIGHBORHOOD DEVELOPMENT MANAGER	H735	Classified	Hourly	61.75	64.82	68.06	71.46	75.04
			Bi-Weekly	4,940.00	5,185.60	5,444.80	5,716.80	6,003.20
			Monthly	10,703.33	11,235.47	11,797.07	12,386.40	13,006.93
			Annual	128,440.00	134,825.60	141,564.80	148,636.80	156,083.20
NEIGHBORHOOD PARTNERSHIP MANAGER	H730	Classified	Hourly	55.53	58.31	61.22	64.28	67.50
			Bi-Weekly	4,442.40	4,664.80	4,897.60	5,142.40	5,400.00
			Monthly	9,625.20	10,107.07	10,611.47	11,141.87	11,700.00
			Annual	115,502.40	121,284.80	127,337.60	133,702.40	140,400.00

HOUSING AUTHORITY

HOUSING MANAGER	H715	Classified	Hourly	55.53	58.31	61.22	64.28	67.50
			Bi-Weekly	4,442.40	4,664.80	4,897.60	5,142.40	5,400.00
			Monthly	9,625.20	10,107.07	10,611.47	11,141.87	11,700.00
			Annual	115,502.40	121,284.80	127,337.60	133,702.40	140,400.00
HOUSING DEVELOPMENT SPECIALIST	T750	Classified	Hourly	43.86	46.07	48.32	50.78	53.26
			Bi-Weekly	3,508.80	3,685.60	3,865.60	4,062.40	4,260.80
			Monthly	7,602.40	7,985.47	8,375.47	8,801.87	9,231.73
			Annual	91,228.80	95,825.60	100,505.60	105,622.40	110,780.80

HOMEOWNERSHIP COORDINATOR	T710	Classified	Hourly	38.53	40.46	42.41	44.57	46.75
			Bi-Weekly	3,082.40	3,236.80	3,392.80	3,565.60	3,740.00
			Monthly	6,678.53	7,013.07	7,351.07	7,725.47	8,103.33
			Annual	80,142.40	84,156.80	88,212.80	92,705.60	97,240.00

DEVELOPMENT SERVICES DEPARTMENT

DEVELOPMENT SERVICE ADMINISTRATION

DEPUTY DIRECTOR OF DEVELOPMENT SERVICES	U515	Classified	Hourly	72.73	76.37	80.20	84.20	88.42
			Bi-Weekly	5,818.40	6,109.60	6,416.00	6,736.00	7,073.60
			Monthly	12,606.53	13,237.47	13,901.33	14,594.67	15,326.13
			Annual	151,278.40	158,849.60	166,816.00	175,136.00	183,913.60

BUILDING DIVISION

CITY BUILDING OFFICIAL	H335	Classified	Hourly	64.21	67.42	70.79	74.34	78.05
			Bi-Weekly	5,136.80	5,393.60	5,663.20	5,947.20	6,244.00
			Monthly	11,129.73	11,686.13	12,270.27	12,885.60	13,528.67
			Annual	133,556.80	140,233.60	147,243.20	154,627.20	162,344.00
SUPERVISING BUILDING INSPECTOR	H330	Classified	Hourly	52.42	55.04	57.79	60.69	63.72
			Bi-Weekly	4,193.60	4,403.20	4,623.20	4,855.20	5,097.60
			Monthly	9,086.13	9,540.27	10,016.93	10,519.60	11,044.80
			Annual	109,033.60	114,483.20	120,203.20	126,235.20	132,537.60

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SENIOR BUILDING INSPECTOR/STRUCTURAL	T365	Classified	Hourly	43.33	45.64	47.94	50.20	52.71
			Bi-Weekly	3,466.40	3,651.20	3,835.20	4,016.00	4,216.80
			Monthly	7,510.53	7,910.93	8,309.60	8,701.33	9,136.40
			Annual	90,126.40	94,931.20	99,715.20	104,416.00	109,636.80
SENIOR BUILDING INSPECTOR/PLUMBING-MECHANICAL	T360	Classified	Hourly	43.33	45.64	47.94	50.20	52.71
			Bi-Weekly	3,466.40	3,651.20	3,835.20	4,016.00	4,216.80
			Monthly	7,510.53	7,910.93	8,309.60	8,701.33	9,136.40
			Annual	90,126.40	94,931.20	99,715.20	104,416.00	109,636.80
SENIOR BUILDING INSPECTOR/ELECTRICAL	T355	Classified	Hourly	43.33	45.64	47.94	50.20	52.71
			Bi-Weekly	3,466.40	3,651.20	3,835.20	4,016.00	4,216.80
			Monthly	7,510.53	7,910.93	8,309.60	8,701.33	9,136.40
			Annual	90,126.40	94,931.20	99,715.20	104,416.00	109,636.80
BUILDING INSPECTOR	T350	Classified	Hourly	37.41	39.17	41.16	43.26	46.09
			Bi-Weekly	2,992.80	3,133.60	3,292.80	3,460.80	3,687.20
			Monthly	6,484.40	6,789.47	7,134.40	7,498.40	7,988.93
			Annual	77,812.80	81,473.60	85,612.80	89,980.80	95,867.20
PLAN CHECKING ENGINEER	T335	Classified	Hourly	50.66	53.11	55.79	58.69	61.68
			Bi-Weekly	4,052.80	4,248.80	4,463.20	4,695.20	4,934.40
			Monthly	8,781.07	9,205.73	9,670.27	10,172.93	10,691.20
			Annual	105,372.80	110,468.80	116,043.20	122,075.20	128,294.40
SUPERVISING PLAN CHECKER AND EXPEDITOR	H325	Classified	Hourly	56.36	59.17	62.15	65.25	68.52
			Bi-Weekly	4,508.80	4,733.60	4,972.00	5,220.00	5,481.60
			Monthly	9,769.07	10,256.13	10,772.67	11,310.00	11,876.80
			Annual	117,228.80	123,073.60	129,272.00	135,720.00	142,521.60
SENIOR PLAN CHECKER	T330	Classified	Hourly	43.33	45.64	47.94	50.20	52.71
			Bi-Weekly	3,466.40	3,651.20	3,835.20	4,016.00	4,216.80
			Monthly	7,510.53	7,910.93	8,309.60	8,701.33	9,136.40
			Annual	90,126.40	94,931.20	99,715.20	104,416.00	109,636.80
PLAN CHECKER	T325	Classified	Hourly	39.40	41.48	43.58	45.66	47.93
			Bi-Weekly	3,152.00	3,318.40	3,486.40	3,652.80	3,834.40
			Monthly	6,829.33	7,189.87	7,553.87	7,914.40	8,307.87
			Annual	81,952.00	86,278.40	90,646.40	94,972.80	99,694.40
SUPERVISING PERMIT TECHNICIAN	H340	Classified	Hourly	37.50	39.38	41.34	43.41	45.58
			Bi-Weekly	3,000.00	3,150.40	3,307.20	3,472.80	3,646.40
			Monthly	6,500.00	6,825.87	7,165.60	7,524.40	7,900.53
			Annual	78,000.00	81,910.40	85,987.20	90,292.80	94,806.40
SENIOR PERMIT TECHNICIAN	C205	Classified	Hourly	34.94	36.38	37.79	39.44	41.44
			Bi-Weekly	2,795.20	2,910.40	3,023.20	3,155.20	3,315.20
			Monthly	6,056.27	6,305.87	6,550.27	6,836.27	7,182.93
			Annual	72,675.20	75,670.40	78,603.20	82,035.20	86,195.20
PERMIT TECHNICIAN II	C200	Classified	Hourly	31.50	32.75	34.07	35.55	37.35
			Bi-Weekly	2,520.00	2,620.00	2,725.60	2,844.00	2,988.00
			Monthly	5,460.00	5,676.67	5,905.47	6,162.00	6,474.00
			Annual	65,520.00	68,120.00	70,865.60	73,944.00	77,688.00
PERMIT TECHNICIAN I	C199	Classified	Hourly	28.63	29.78	30.98	32.31	33.96
			Bi-Weekly	2,290.40	2,382.40	2,478.40	2,584.80	2,716.80
			Monthly	4,962.53	5,161.87	5,369.87	5,600.40	5,886.40
			Annual	59,550.40	61,942.40	64,438.40	67,204.80	70,636.80
PLANNING DIVISION								
PLANNING MANAGER	H320	Classified	Hourly	64.43	67.63	71.01	74.56	78.30
			Bi-Weekly	5,154.40	5,410.40	5,680.80	5,964.80	6,264.00
			Monthly	11,167.87	11,722.53	12,308.40	12,923.73	13,572.00
			Annual	134,014.40	140,670.40	147,700.80	155,084.80	162,864.00
PRINCIPAL PLANNER	H315	Classified	Hourly	55.53	58.31	61.22	64.28	67.50
			Bi-Weekly	4,442.40	4,664.80	4,897.60	5,142.40	5,400.00
			Monthly	9,625.20	10,107.07	10,611.47	11,141.87	11,700.00
			Annual	115,502.40	121,284.80	127,337.60	133,702.40	140,400.00
SENIOR PLANNER	H310	Classified	Hourly	49.75	52.23	54.85	57.59	60.47
			Bi-Weekly	3,980.00	4,178.40	4,388.00	4,607.20	4,837.60
			Monthly	8,623.33	9,053.20	9,507.33	9,982.27	10,481.47
			Annual	103,480.00	108,638.40	114,088.00	119,787.20	125,777.60
ASSOCIATE PLANNER	T315	Classified	Hourly	43.99	46.15	48.44	50.93	53.37
			Bi-Weekly	3,519.20	3,692.00	3,875.20	4,074.40	4,269.60
			Monthly	7,624.93	7,999.33	8,396.27	8,827.87	9,250.80
			Annual	91,499.20	95,992.00	100,755.20	105,934.40	111,009.60

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			Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	Hourly	Bi-Weekly	
ASSISTANT PLANNER	T310	Classified	Hourly	36.10	37.86	39.90	41.85	43.99					
			Bi-Weekly	2,888.00	3,028.80	3,192.00	3,348.00	3,519.20					
			Monthly	6,257.33	6,562.40	6,916.00	7,254.00	7,624.93					
			Annual	75,088.00	78,748.80	82,992.00	87,048.00	91,499.20					
JUNIOR PLANNER	T305	Classified	Hourly	32.00	33.69	35.28	37.04	38.85					
			Bi-Weekly	2,560.00	2,695.20	2,822.40	2,963.20	3,108.00					
			Monthly	5,546.67	5,839.60	6,115.20	6,420.27	6,734.00					
			Annual	66,560.00	70,075.20	73,382.40	77,043.20	80,808.00					
DEVELOPMENT REVIEW SPECIALIST	T320	Classified	Hourly	38.47	40.33	42.52	44.61	46.88					
			Bi-Weekly	3,077.60	3,226.40	3,401.60	3,568.80	3,750.40					
			Monthly	6,668.13	6,990.53	7,370.13	7,732.40	8,125.87					
			Annual	80,017.60	83,886.40	88,441.60	92,788.80	97,510.40					
LANDSCAPE ARCHITECT	H300	Classified	Hourly	58.64	61.56	64.64	67.88	71.28					
			Bi-Weekly	4,691.20	4,924.80	5,171.20	5,430.40	5,702.40					
			Monthly	10,164.27	10,670.40	11,204.27	11,765.87	12,355.20					
			Annual	121,971.20	128,044.80	134,451.20	141,190.40	148,262.40					
CODE ENFORCEMENT DIVISION													
CODE ENFORCEMENT MANAGER	H703	Classified	Hourly	50.74	53.28	55.94	58.74	61.67					
			Bi-Weekly	4,059.20	4,262.40	4,475.20	4,699.20	4,933.60					
			Monthly	8,794.93	9,235.20	9,696.27	10,181.60	10,689.47					
			Annual	105,539.20	110,822.40	116,355.20	122,179.20	128,273.60					
CODE ENFORCEMENT SUPERVISOR	H700	Classified	Hourly	44.11	46.32	48.65	51.07	53.63					
			Bi-Weekly	3,528.80	3,705.60	3,892.00	4,085.60	4,290.40					
			Monthly	7,645.73	8,028.80	8,432.67	8,852.13	9,295.87					
			Annual	91,748.80	96,345.60	101,192.00	106,225.60	111,550.40					
SENIOR CODE ENFORCEMENT INSPECTOR	T610	Classified	Hourly	39.73	41.72	43.80	45.99	48.29					
			Bi-Weekly	3,178.40	3,337.60	3,504.00	3,679.20	3,863.20					
			Monthly	6,886.53	7,231.47	7,592.00	7,971.60	8,370.27					
			Annual	82,638.40	86,777.60	91,104.00	95,659.20	100,443.20					
CODE ENFORCEMENT INSPECTOR II	T605	Classified	Hourly	36.11	37.91	39.81	41.80	43.89					
			Bi-Weekly	2,888.80	3,032.80	3,184.80	3,344.00	3,511.20					
			Monthly	6,259.07	6,571.07	6,900.40	7,245.33	7,607.60					
			Annual	75,108.80	78,852.80	82,804.80	86,944.00	91,291.20					
CODE ENFORCEMENT INSPECTOR I	T600	Classified	Hourly	32.82	34.47	36.18	37.99	39.90					
			Bi-Weekly	2,625.60	2,757.60	2,894.40	3,039.20	3,192.00					
			Monthly	5,688.80	5,974.80	6,271.20	6,584.93	6,916.00					
			Annual	68,265.60	71,697.60	75,254.40	79,019.20	82,992.00					
FINANCE DEPARTMENT													
ADMINISTRATION DIVISION													
DEPUTY DIRECTOR OF FINANCE	U500	Classified	Hourly	66.44	69.76	73.26	76.92	80.75					
			Bi-Weekly	5,315.20	5,580.80	5,860.80	6,153.60	6,460.00					
			Monthly	11,516.27	12,091.73	12,698.40	13,332.80	13,996.67					
			Annual	138,195.20	145,100.80	152,380.80	159,993.60	167,960.00					
BUDGET OFFICER	H170	Classified	Hourly	52.22	54.85	57.58	60.46	63.47					
			Bi-Weekly	4,177.60	4,388.00	4,606.40	4,836.80	5,077.60					
			Monthly	9,051.47	9,507.33	9,980.53	10,479.73	11,001.47					
			Annual	108,617.60	114,088.00	119,766.40	125,756.80	132,017.60					
FINANCIAL ANALYST	H165	Classified	Hourly	45.53	47.79	50.18	52.68	55.32					
			Bi-Weekly	3,642.40	3,823.20	4,014.40	4,214.40	4,425.60					
			Monthly	7,891.87	8,283.60	8,697.87	9,131.20	9,588.80					
			Annual	94,702.40	99,403.20	104,374.40	109,574.40	115,065.60					
FINANCE TECHNICIAN	C320	Classified	Hourly	33.94	35.63	37.42	39.28	41.26					
			Bi-Weekly	2,715.20	2,850.40	2,993.60	3,142.40	3,300.80					
			Monthly	5,882.93	6,175.87	6,486.13	6,808.53	7,151.73					
			Annual	70,595.20	74,110.40	77,833.60	81,702.40	85,820.80					

**SALARY PLAN FOR ALL CLASSIFICATIONS
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ATTACHMENT III
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Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E	
ACCOUNTING DIVISION								
ACCOUNTING MANAGER	H150	Classified	Hourly	60.41	63.42	66.58	69.91	73.41
			Bi-Weekly	4,832.80	5,073.60	5,326.40	5,592.80	5,872.80
			Monthly	10,471.07	10,992.80	11,540.53	12,117.73	12,724.40
			Annual	125,652.80	131,913.60	138,486.40	145,412.80	152,692.80
SENIOR ACCOUNTANT	H145	Classified	Hourly	45.80	48.07	50.46	52.99	55.63
			Bi-Weekly	3,664.00	3,845.60	4,036.80	4,239.20	4,450.40
			Monthly	7,938.67	8,332.13	8,746.40	9,184.93	9,642.53
			Annual	95,264.00	99,985.60	104,956.80	110,219.20	115,710.40
ACCOUNTANT	H140	Classified	Hourly	41.61	43.69	45.86	48.16	50.57
			Bi-Weekly	3,328.80	3,495.20	3,668.80	3,852.80	4,045.60
			Monthly	7,212.40	7,572.93	7,949.07	8,347.73	8,765.47
			Annual	86,548.80	90,875.20	95,388.80	100,172.80	105,185.60
SENIOR ACCOUNT CLERK	C305	Classified	Hourly	29.05	30.46	31.78	33.32	34.87
			Bi-Weekly	2,324.00	2,436.80	2,542.40	2,665.60	2,789.60
			Monthly	5,035.33	5,279.73	5,508.53	5,775.47	6,044.13
			Annual	60,424.00	63,356.80	66,102.40	69,305.60	72,529.60
ACCOUNT CLERK	C300	Classified	Hourly	26.47	27.65	28.95	30.28	31.80
			Bi-Weekly	2,117.60	2,212.00	2,316.00	2,422.40	2,544.00
			Monthly	4,588.13	4,792.67	5,018.00	5,248.53	5,512.00
			Annual	55,057.60	57,512.00	60,216.00	62,982.40	66,144.00
REVENUE DIVISION								
REVENUE MANAGER	H160	Classified	Hourly	60.41	63.42	66.58	69.91	73.41
			Bi-Weekly	4,832.80	5,073.60	5,326.40	5,592.80	5,872.80
			Monthly	10,471.07	10,992.80	11,540.53	12,117.73	12,724.40
			Annual	125,652.80	131,913.60	138,486.40	145,412.80	152,692.80
FINANCE SUPERVISOR	H155	Classified	Hourly	45.02	47.28	49.63	52.11	54.71
			Bi-Weekly	3,601.60	3,782.40	3,970.40	4,168.80	4,376.80
			Monthly	7,803.47	8,195.20	8,602.53	9,032.40	9,483.07
			Annual	93,641.60	98,342.40	103,230.40	108,388.80	113,796.80
SUPERVISING CUSTOMER ACCOUNT CLERK	C332	Classified	Hourly	31.56	33.14	34.77	36.52	38.35
			Bi-Weekly	2,524.80	2,651.20	2,781.60	2,921.60	3,068.00
			Monthly	5,470.40	5,744.27	6,026.80	6,330.13	6,647.33
			Annual	65,644.80	68,931.20	72,321.60	75,961.60	79,768.00
SENIOR CUSTOMER ACCOUNT CLERK	C330	Classified	Hourly	29.05	30.46	31.78	33.32	34.87
			Bi-Weekly	2,324.00	2,436.80	2,542.40	2,665.60	2,789.60
			Monthly	5,035.33	5,279.73	5,508.53	5,775.47	6,044.13
			Annual	60,424.00	63,356.80	66,102.40	69,305.60	72,529.60
CUSTOMER ACCOUNT CLERK	C325	Classified	Hourly	26.47	27.65	28.95	30.28	31.80
			Bi-Weekly	2,117.86	2,212.00	2,316.23	2,422.40	2,543.77
			Monthly	4,588.70	4,792.67	5,018.50	5,248.53	5,511.50
			Annual	55,064.43	57,512.00	60,221.97	62,982.40	66,137.99
MAIL AND REVENUE CLERK	C322	Classified	Hourly	22.31	23.49	24.68	26.00	27.36
			Bi-Weekly	1,784.80	1,879.20	1,974.40	2,080.00	2,188.80
			Monthly	3,867.07	4,071.60	4,277.87	4,506.67	4,742.40
			Annual	46,404.80	48,859.20	51,334.40	54,080.00	56,908.80
PURCHASING DIVISION								
PURCHASING AND SERVICES MANAGER	H180	Classified	Hourly	52.21	54.82	57.56	60.43	63.44
			Bi-Weekly	4,176.80	4,385.60	4,604.80	4,834.40	5,075.20
			Monthly	9,049.73	9,502.13	9,977.07	10,474.53	10,996.27
			Annual	108,596.80	114,025.60	119,724.80	125,694.40	131,955.20
PURCHASING TECHNICIAN	C345	Classified	Hourly	30.87	32.42	34.02	35.70	37.50
			Bi-Weekly	2,469.60	2,593.60	2,721.60	2,856.00	3,000.00
			Monthly	5,350.80	5,619.47	5,896.80	6,188.00	6,500.00
			Annual	64,209.60	67,433.60	70,761.60	74,256.00	78,000.00
MAIL AND PURCHASING CLERK	C335	Classified	Hourly	24.05	25.27	26.44	27.82	29.19
			Bi-Weekly	1,924.00	2,021.60	2,115.20	2,225.60	2,335.20
			Monthly	4,168.67	4,380.13	4,582.93	4,822.13	5,059.60
			Annual	50,024.00	52,561.60	54,995.20	57,865.60	60,715.20

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FIRE DEPARTMENT								
SWORN								
DEPUTY FIRE CHIEF (40 HR)	F600	Classified	Hourly	75.82	79.61	83.58	87.77	92.16
			Bi-Weekly	6,065.60	6,368.80	6,686.40	7,021.60	7,372.80
			Monthly	13,142.13	13,799.07	14,487.20	15,213.47	15,974.40
			Annual	157,705.60	165,588.80	173,846.40	182,561.60	191,692.80
FIRE MARSHAL (40 HR)	F400	Classified	Hourly	68.93	72.38	75.99	79.79	83.78
			Bi-Weekly	5,514.40	5,790.40	6,079.20	6,383.20	6,702.40
			Monthly	11,947.87	12,545.87	13,171.60	13,830.27	14,521.87
			Annual	143,374.40	150,550.40	158,059.20	165,963.20	174,262.40
FIRE TRAINING OFFICER (40 HR)	F420	Classified	Hourly	68.93	72.38	75.99	79.79	83.78
			Bi-Weekly	5,514.40	5,790.40	6,079.20	6,383.20	6,702.40
			Monthly	11,947.87	12,545.87	13,171.60	13,830.27	14,521.87
			Annual	143,374.40	150,550.40	158,059.20	165,963.20	174,262.40
BATTALION CHIEF (56 HR)	F410	Classified	Hourly	44.76	47.00	49.35	51.82	54.40
			Bi-Weekly	5,013.12	5,264.00	5,527.20	5,803.84	6,092.80
			Monthly	10,861.76	11,405.33	11,975.60	12,574.99	13,201.07
			Annual	130,341.12	136,864.00	143,707.20	150,899.84	158,412.80
BATTALION CHIEF (40 HR)	F415	Classified	Hourly	62.65	65.79	69.07	72.53	76.16
			Bi-Weekly	5,012.00	5,263.20	5,525.60	5,802.40	6,092.80
			Monthly	10,859.33	11,403.60	11,972.13	12,571.87	13,201.07
			Annual	130,312.00	136,843.20	143,665.60	150,862.40	158,412.80
STAFF FIRE CAPTAIN (40 HR)	F240	Classified	Hourly			60.34	63.35	66.52
			Bi-Weekly			4,827.20	5,068.00	5,321.60
			Monthly			10,458.93	10,980.67	11,530.13
			Annual			125,507.20	131,768.00	138,361.60
FIRE CAPTAIN (56 HR)	F245	Classified	Hourly			39.17	41.13	43.19
			Bi-Weekly			4,387.04	4,606.56	4,837.28
			Monthly			9,505.25	9,980.88	10,480.77
			Annual			114,063.04	119,770.56	125,769.28
FIRE CAPTAIN (40 HR)	F250	Classified	Hourly			54.85	57.59	60.46
			Bi-Weekly			4,388.00	4,607.20	4,836.80
			Monthly			9,507.33	9,982.27	10,479.73
			Annual			114,088.00	119,787.20	125,756.80
FIRE PREVENTION INSPECTOR (56 HR)	F225	Classified	Hourly	33.19	34.84	36.58	38.41	40.32
			Bi-Weekly	3,717.28	3,902.08	4,096.96	4,301.92	4,515.84
			Monthly	8,054.11	8,454.51	8,876.75	9,320.83	9,784.32
			Annual	96,649.28	101,454.08	106,520.96	111,849.92	117,411.84
FIRE PREVENTION INSPECTOR (40 HR)	F220	Classified	Hourly	46.43	48.76	51.20	53.76	56.44
			Bi-Weekly	3,714.40	3,900.80	4,096.00	4,300.80	4,515.20
			Monthly	8,047.87	8,451.73	8,874.67	9,318.40	9,782.93
			Annual	96,574.40	101,420.80	106,496.00	111,820.80	117,395.20
APPARATUS OPERATOR (56 HR)	F210	Classified	Hourly	31.43	32.99	34.65	36.38	38.19
			Bi-Weekly	3,520.16	3,694.88	3,880.80	4,074.56	4,277.28
			Monthly	7,627.01	8,005.57	8,408.40	8,828.21	9,267.44
			Annual	91,524.16	96,066.88	100,900.80	105,938.56	111,209.28
APPARATUS OPERATOR (40 HR)	F215	Classified	Hourly	43.95	46.15	48.46	50.88	53.43
			Bi-Weekly	3,516.00	3,692.00	3,876.80	4,070.40	4,274.40
			Monthly	7,618.00	7,999.33	8,399.73	8,819.20	9,261.20
			Annual	91,416.00	95,992.00	100,796.80	105,830.40	111,134.40
FIREFIGHTER (56 HR)	F200	Classified	Hourly	29.61	31.10	32.65	34.29	36.01
			Bi-Weekly	3,316.32	3,483.20	3,656.80	3,840.48	4,033.12
			Monthly	7,185.36	7,546.93	7,923.07	8,321.04	8,738.43
			Annual	86,224.32	90,563.20	95,076.80	99,852.48	104,861.12
FIREFIGHTER (40 HR)	F205	Classified	Hourly	41.47	43.54	45.71	48.00	50.40
			Bi-Weekly	3,317.60	3,483.20	3,656.80	3,840.00	4,032.00
			Monthly	7,188.13	7,546.93	7,923.07	8,320.00	8,736.00
			Annual	86,257.60	90,563.20	95,076.80	99,840.00	104,832.00
FIREFIGHTER TRAINEE (40 HR)	F100	Classified	Hourly	37.71	39.58			
			Bi-Weekly	3,016.80	3,166.40			
			Monthly	6,536.40	6,860.53			
			Annual	78,436.80	82,326.40			

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PROFESSIONAL STAFF								
HAZARDOUS MATERIALS PROGRAM COORDINATOR	H590	Classified	Hourly	54.78	57.52	60.39	63.42	66.58
			Bi-Weekly	4,382.40	4,601.60	4,831.20	5,073.60	5,326.40
			Monthly	9,495.20	9,970.13	10,467.60	10,992.80	11,540.53
			Annual	113,942.40	119,641.60	125,611.20	131,913.60	138,486.40
FIRE PROTECTION ENGINEER	T510	Classified	Hourly	50.66	53.11	55.79	58.69	61.68
			Bi-Weekly	4,052.80	4,248.80	4,463.20	4,695.20	4,934.40
			Monthly	8,781.07	9,205.73	9,670.27	10,172.93	10,691.20
			Annual	105,372.80	110,468.80	116,043.20	122,075.20	128,294.40
EMERGENCY MEDICAL SERVICES COORDINATOR	H585	Classified	Hourly	49.82	52.32	54.93	57.67	60.56
			Bi-Weekly	3,985.60	4,185.60	4,394.40	4,613.60	4,844.80
			Monthly	8,635.47	9,068.80	9,521.20	9,996.13	10,497.07
			Annual	103,625.60	108,825.60	114,254.40	119,953.60	125,964.80
ENVIRONMENTAL SPECIALIST	T505	Classified	Hourly	44.81	47.05	49.41	51.87	54.47
			Bi-Weekly	3,584.80	3,764.00	3,952.80	4,149.60	4,357.60
			Monthly	7,767.07	8,155.33	8,564.40	8,990.80	9,441.47
			Annual	93,204.80	97,864.00	102,772.80	107,889.60	113,297.60
HAZARDOUS MATERIALS INSPECTOR	T500	Classified	Hourly	42.69	44.82	47.06	49.43	51.87
			Bi-Weekly	3,415.20	3,585.60	3,764.80	3,954.40	4,149.60
			Monthly	7,399.60	7,768.80	8,157.07	8,567.87	8,990.80
			Annual	88,795.20	93,225.60	97,884.80	102,814.40	107,889.60
FIRE SERVICES SUPERVISOR	H580	Classified	Hourly	49.86	52.36	54.97	57.72	60.61
			Bi-Weekly	3,988.80	4,188.80	4,397.60	4,617.60	4,848.80
			Monthly	8,642.40	9,075.73	9,528.13	10,004.80	10,505.73
			Annual	103,708.80	108,908.80	114,337.60	120,057.60	126,068.80
FIRE TECHNICIAN II	C255	Classified	Hourly	30.74	32.27	33.88	35.58	37.35
			Bi-Weekly	2,459.20	2,581.60	2,710.40	2,846.40	2,988.00
			Monthly	5,328.27	5,593.47	5,872.53	6,167.20	6,474.00
			Annual	63,939.20	67,121.60	70,470.40	74,006.40	77,688.00
FIRE TECHNICIAN I	C250	Classified	Hourly	27.92	29.32	30.79	32.33	33.95
			Bi-Weekly	2,233.60	2,345.60	2,463.20	2,586.40	2,716.00
			Monthly	4,839.47	5,082.13	5,336.93	5,603.87	5,884.67
			Annual	58,073.60	60,985.60	64,043.20	67,246.40	70,616.00
HUMAN RESOURCES DEPARTMENT								
DEPUTY DIRECTOR OF HUMAN RESOURCES	U520	Classified	Hourly	66.44	69.76	73.26	76.92	80.75
			Bi-Weekly	5,315.20	5,580.80	5,860.80	6,153.60	6,460.00
			Monthly	11,516.27	12,091.73	12,698.40	13,332.80	13,996.67
			Annual	138,195.20	145,100.80	152,380.80	159,993.60	167,960.00
HUMAN RESOURCES MANAGER	U135	Classified	Hourly	50.06	52.56	55.19	57.95	60.84
			Bi-Weekly	4,004.80	4,204.80	4,415.20	4,636.00	4,867.20
			Monthly	8,677.07	9,110.40	9,566.27	10,044.67	10,545.60
			Annual	104,124.80	109,324.80	114,795.20	120,536.00	126,547.20
SENIOR HUMAN RESOURCES ANALYST	U120	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
HUMAN RESOURCES ANALYST II	U115	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
HUMAN RESOURCES ANALYST I	U110	Classified	Hourly	41.22	43.29	45.44	47.71	50.10
			Bi-Weekly	3,297.60	3,463.20	3,635.20	3,816.80	4,008.00
			Monthly	7,144.80	7,503.60	7,876.27	8,269.73	8,684.00
			Annual	85,737.60	90,043.20	94,515.20	99,236.80	104,208.00
HUMAN RESOURCES TECHNICIAN	U100	Classified	Hourly	30.03	31.54	33.11	34.75	36.49
			Bi-Weekly	2,402.40	2,523.20	2,648.80	2,780.00	2,919.20
			Monthly	5,205.20	5,466.93	5,739.07	6,023.33	6,324.93
			Annual	62,462.40	65,603.20	68,868.80	72,280.00	75,899.20
HUMAN RESOURCES ADMINISTRATIVE ASSISTANT	U105	Classified	Hourly	33.74	35.42	37.19	39.05	41.01
			Bi-Weekly	2,699.20	2,833.60	2,975.20	3,124.00	3,280.80
			Monthly	5,848.27	6,139.47	6,446.27	6,768.67	7,108.40
			Annual	70,179.20	73,673.60	77,355.20	81,224.00	85,300.80

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LIBRARY AND COMMUNITY SERVICES DEPARTMENT								
COMMUNITY SERVICES								
COMMUNITY SERVICES MANAGER	H745	Classified	Hourly	62.55	65.67	68.96	72.42	76.03
			Bi-Weekly	5,004.00	5,253.60	5,516.80	5,793.60	6,082.40
			Monthly	10,842.00	11,382.80	11,953.07	12,552.80	13,178.53
			Annual	130,104.00	136,593.60	143,436.80	150,633.60	158,142.40
COMMUNITY PROGRAMS SPECIALIST	T705	Classified	Hourly	40.42	42.52	44.68	46.88	49.17
			Bi-Weekly	3,233.60	3,401.60	3,574.40	3,750.40	3,933.60
			Monthly	7,006.13	7,370.13	7,744.53	8,125.87	8,522.80
			Annual	84,073.60	88,441.60	92,934.40	97,510.40	102,273.60
SENIOR PROPERTY REHABILITATION SPECIALIST	T730	Classified	Hourly	44.45	46.76	49.14	51.56	54.08
			Bi-Weekly	3,556.00	3,740.80	3,931.20	4,124.80	4,326.40
			Monthly	7,704.67	8,105.07	8,517.60	8,937.07	9,373.87
			Annual	92,456.00	97,260.80	102,211.20	107,244.80	112,486.40
PROPERTY REHABILITATION SPECIALIST	T725	Classified	Hourly	40.42	42.52	44.68	46.88	49.17
			Bi-Weekly	3,233.60	3,401.60	3,574.40	3,750.40	3,933.60
			Monthly	7,006.13	7,370.13	7,744.53	8,125.87	8,522.80
			Annual	84,073.60	88,441.60	92,934.40	97,510.40	102,273.60
PARATRANSIT COORDINATOR	T715	Classified	Hourly	38.53	40.46	42.41	44.57	46.75
			Bi-Weekly	3,082.40	3,236.80	3,392.80	3,565.60	3,740.00
			Monthly	6,678.53	7,013.07	7,351.07	7,725.47	8,103.33
			Annual	80,142.40	84,156.80	88,212.80	92,705.60	97,240.00
EDUCATION SERVICES MANAGER	H760	Classified	Hourly	43.21	45.36	47.63	50.00	52.50
			Bi-Weekly	3,456.80	3,628.80	3,810.40	4,000.00	4,200.00
			Monthly	7,489.73	7,862.40	8,255.87	8,666.67	9,100.00
			Annual	89,876.80	94,348.80	99,070.40	104,000.00	109,200.00
EDUCATIONAL SERVICES COORDINATOR	T780	Classified	Hourly	30.03	31.54	33.13	34.78	36.52
			Bi-Weekly	2,402.40	2,523.20	2,650.40	2,782.40	2,921.60
			Monthly	5,205.20	5,466.93	5,742.53	6,028.53	6,330.13
			Annual	62,462.40	65,603.20	68,910.40	72,342.40	75,961.60
LIBRARY SERVICES DIVISION								
LIBRARY OPERATIONS MANAGER	H755	Classified	Hourly	43.21	45.36	47.63	50.00	52.50
			Bi-Weekly	3,456.80	3,628.80	3,810.40	4,000.00	4,200.00
			Monthly	7,489.73	7,862.40	8,255.87	8,666.67	9,100.00
			Annual	89,876.80	94,348.80	99,070.40	104,000.00	109,200.00
SUPERVISING LIBRARIAN I	H750	Classified	Hourly	43.21	45.36	47.63	50.00	52.50
			Bi-Weekly	3,456.80	3,628.80	3,810.40	4,000.00	4,200.00
			Monthly	7,489.73	7,862.40	8,255.87	8,666.67	9,100.00
			Annual	89,876.80	94,348.80	99,070.40	104,000.00	109,200.00
LIBRARIAN II	T795	Classified	Hourly	33.89	35.59	37.31	39.20	41.05
			Bi-Weekly	2,711.20	2,847.20	2,984.80	3,136.00	3,284.00
			Monthly	5,874.27	6,168.93	6,467.07	6,794.67	7,115.33
			Annual	70,491.20	74,027.20	77,604.80	81,536.00	85,384.00
LIBRARIAN I	T790	Classified	Hourly	30.73	32.28	33.89	35.50	37.32
			Bi-Weekly	2,458.40	2,582.40	2,711.20	2,840.00	2,985.60
			Monthly	5,326.53	5,595.20	5,874.27	6,153.33	6,468.80
			Annual	63,918.40	67,142.40	70,491.20	73,840.00	77,625.60

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			Hourly	Bi-Weekly	Monthly	Annual	Hourly	Bi-Weekly	Monthly	Annual	Hourly	Bi-Weekly	Monthly	Annual	Hourly	Bi-Weekly	Monthly	Annual	Hourly	Bi-Weekly	Monthly	Annual	Hourly	Bi-Weekly	Monthly	Annual			
LEAD LIBRARY ASSISTANT	C520	Classified	Hourly	28.76				30.21					31.65					33.21					34.94						
			Bi-Weekly	2,300.80	2,416.80	2,532.00	2,656.80	2,795.20																					
			Monthly	4,985.07	5,236.40	5,486.00	5,756.40	6,056.27																					
			Annual	59,820.80	62,836.80	65,832.00	69,076.80	72,675.20																					
SENIOR LIBRARY ASSISTANT	C515	Classified	Hourly	26.55				27.72					28.99					30.28					31.73						
			Bi-Weekly	2,124.00	2,217.60	2,319.20	2,422.40	2,538.40																					
			Monthly	4,602.00	4,804.80	5,024.93	5,248.53	5,499.87																					
			Annual	55,224.00	57,657.60	60,299.20	62,982.40	65,998.40																					
LIBRARY ASSISTANT	C510	Classified	Hourly	24.06				25.17					26.31					27.52					28.82						
			Bi-Weekly	1,924.80	2,013.60	2,104.80	2,201.60	2,305.60																					
			Monthly	4,170.40	4,362.80	4,560.40	4,770.13	4,995.47																					
			Annual	50,044.80	52,353.60	54,724.80	57,241.60	59,945.60																					
SENIOR LIBRARY PAGE (.6 FTE)	C505	Classified	Hourly																				17.90						
			Bi-Weekly																					859.20					
			Monthly																						1,861.60				
			Annual																						22,339.20				
LIBRARY PAGE (.3 FTE)	C500	Classified	Hourly																				16.35						
			Bi-Weekly																					392.40					
			Monthly																						850.20				
			Annual																						10,202.40				
LITERACY PROGRAM COORDINATOR	T785	Classified	Hourly	30.07				31.59					33.16					34.74					36.52						
			Bi-Weekly	2,405.60	2,527.20	2,652.80	2,779.20	2,921.60																					
			Monthly	5,212.13	5,475.60	5,747.73	6,021.60	6,330.13																					
			Annual	62,545.60	65,707.20	68,972.80	72,259.20	75,961.60																					
LEAD PROGRAM ASSISTANT	C508	Classified	Hourly	28.76				30.21					31.65					33.21					34.94						
			Bi-Weekly	2,300.80	2,416.80	2,532.00	2,656.80	2,795.20																					
			Monthly	4,985.07	5,236.40	5,486.00	5,756.40	6,056.27																					
			Annual	59,820.80	62,836.80	65,832.00	69,076.80	72,675.20																					
PROGRAM ASSISTANT	C506	Classified	Hourly	22.50				23.64					24.81					26.06					27.37						
			Bi-Weekly	1,800.00	1,891.20	1,984.80	2,084.80	2,189.60																					
			Monthly	3,900.00	4,097.60	4,300.40	4,517.07	4,744.13																					
			Annual	46,800.00	49,171.20	51,604.80	54,204.80	56,929.60																					
MAINTENANCE SERVICES DEPARTMENT																													
FACILITIES MANAGEMENT																													
FACILITIES AND BUILDING MANAGER	H605	Classified	Hourly	54.78				57.50					60.38					63.41					66.58						
			Bi-Weekly	4,382.40	4,600.00	4,830.40	5,072.80	5,326.40																					
			Monthly	9,495.20	9,966.67	10,465.87	10,991.07	11,540.53																					
			Annual	113,942.40	119,600.00	125,590.40	131,892.80	138,486.40																					
FACILITIES LEADWORKER	M135	Classified	Hourly	47.09				48.96					50.86					52.96					55.23						
			Bi-Weekly	3,767.20	3,916.80	4,068.80	4,236.80	4,418.40																					
			Monthly	8,162.27	8,486.40	8,815.73	9,179.73	9,573.20																					
			Annual	97,947.20	101,836.80	105,788.80	110,156.80	114,878.40																					
HVAC MECHANIC	M140	Classified	Hourly	42.56				44.26					46.00					47.95					49.93						
			Bi-Weekly	3,404.80	3,540.80	3,680.00	3,836.00	3,994.40																					
			Monthly	7,377.07	7,671.73	7,973.33	8,311.33	8,654.53																					
			Annual	88,524.80	92,060.80	95,680.00	99,736.00	103,854.40																					
FACILITIES PAINTER II	M130	Classified	Hourly	34.74				36.16					37.57					39.13					40.76						
			Bi-Weekly	2,779.20	2,892.80	3,005.60	3,130.40	3,260.80																					
			Monthly	6,021.60	6,267.73	6,512.13	6,782.53	7,065.07																					
			Annual	72,259.20	75,212.80	78,145.60	81,390.40	84,780.80																					
FACILITIES PAINTER I	M125	Classified	Hourly	31.61				32.89					34.22					35.65					37.06						
			Bi-Weekly	2,528.80	2,631.20	2,737.60	2,852.00	2,964.80																					
			Monthly	5,479.07	5,700.93	5,931.47	6,179.33	6,423.73																					
			Annual	65,748.80	68,411.20	71,177.60	74,152.00	77,084.80																					

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			Hourly	Bi-Weekly	Monthly	Annual	Hourly	Bi-Weekly	Monthly	Annual	Hourly	Bi-Weekly	Monthly	Annual	Hourly	Bi-Weekly	Monthly	Annual	Hourly	Bi-Weekly	Monthly	Annual					
FACILITIES CARPENTER II	M120	Classified	Hourly	34.60				35.97				37.48				39.03				40.65							
			Bi-Weekly	2,768.00				2,877.60				2,998.40				3,122.40				3,252.00							
			Monthly	5,997.33				6,234.80				6,496.53				6,765.20				7,046.00							
			Annual	71,968.00				74,817.60				77,958.40				81,182.40				84,552.00							
FACILITIES CARPENTER I	M115	Classified	Hourly	31.48				32.77				34.12				35.50				36.99							
			Bi-Weekly	2,518.40				2,621.60				2,729.60				2,840.00				2,959.20							
			Monthly	5,456.53				5,680.13				5,914.13				6,153.33				6,411.60							
			Annual	65,478.40				68,161.60				70,969.60				73,840.00				76,939.20							
FACILITIES SERVICEWORKER II	M110	Classified	Hourly	25.57				26.58				27.68				28.64				29.79							
			Bi-Weekly	2,045.60				2,126.40				2,214.40				2,291.20				2,383.20							
			Monthly	4,432.13				4,607.20				4,797.87				4,964.27				5,163.60							
			Annual	53,185.60				55,286.40				57,574.40				59,571.20				61,963.20							
FACILITIES SERVICEWORKER I	M105	Classified	Hourly	23.29				24.14				25.09				26.13				27.06							
			Bi-Weekly	1,863.20				1,931.20				2,007.20				2,090.40				2,164.80							
			Monthly	4,036.93				4,184.27				4,348.93				4,529.20				4,690.40							
			Annual	48,443.20				50,211.20				52,187.20				54,350.40				56,284.80							
FLEET MANAGEMENT DIVISION																											
FLEET MAINTENANCE MANAGER	H635	Classified	Hourly	54.78				57.50				60.38				63.41				66.58							
			Bi-Weekly	4,382.40				4,600.00				4,830.40				5,072.80				5,326.40							
			Monthly	9,495.20				9,966.67				10,465.87				10,991.07				11,540.53							
			Annual	113,942.40				119,600.00				125,590.40				131,892.80				138,486.40							
SENIOR EQUIPMENT MECHANIC	M620	Classified	Hourly	37.77				39.54				41.54				43.71				45.87							
			Bi-Weekly	3,021.60				3,163.20				3,323.20				3,496.80				3,669.60							
			Monthly	6,546.80				6,853.60				7,200.27				7,576.40				7,950.80							
			Annual	78,561.60				82,243.20				86,403.20				90,916.80				95,409.60							
EQUIPMENT MECHANIC II	M615	Classified	Hourly	32.84				34.38				36.12				38.01				39.89							
			Bi-Weekly	2,627.20				2,750.40				2,889.60				3,040.80				3,191.20							
			Monthly	5,692.27				5,959.20				6,260.80				6,588.40				6,914.27							
			Annual	68,307.20				71,510.40				75,129.60				79,060.80				82,971.20							
EQUIPMENT MECHANIC I	M610	Classified	Hourly	29.90				31.40				33.01				34.63				36.33							
			Bi-Weekly	2,392.00				2,512.00				2,640.80				2,770.40				2,906.40							
			Monthly	5,182.67				5,442.67				5,721.73				6,002.53				6,297.20							
			Annual	62,192.00				65,312.00				68,660.80				72,030.40				75,566.40							
EQUIPMENT PARTS STOREKEEPER	M605	Classified	Hourly	27.51				28.98				30.37				31.91				33.52							
			Bi-Weekly	2,200.80				2,318.40				2,429.60				2,552.80				2,681.60							
			Monthly	4,768.40				5,023.20				5,264.13				5,531.07				5,810.13							
			Annual	57,220.80				60,278.40				63,169.60				66,372.80				69,721.60							
EQUIPMENT SERVICE ATTENDANT	M600	Classified	Hourly	25.40				26.39				27.48				28.42				29.51							
			Bi-Weekly	2,032.00				2,111.20				2,198.40				2,273.60				2,360.80							
			Monthly	4,402.67				4,574.27				4,763.20				4,926.13				5,115.07							
			Annual	52,832.00				54,891.20				57,158.40				59,113.60				61,380.80							
LANDSCAPE MAINTENANCE DIVISION																											
LANDSCAPE MAINTENANCE MANAGER	H615	Classified	Hourly	54.78				57.50				60.38				63.41				66.58							
			Bi-Weekly	4,382.40				4,600.00				4,830.40				5,072.80				5,326.40							
			Monthly	9,495.20				9,966.67				10,465.87				10,991.07				11,540.53							
			Annual	113,942.40				119,600.00				125,590.40				131,892.80				138,486.40							

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GROUNDSKEEPER III	M215	Classified	Hourly	35.54	36.96	38.46	39.82	41.35
			Bi-Weekly	2,843.20	2,956.80	3,076.80	3,185.60	3,308.00
			Monthly	6,160.27	6,406.40	6,666.40	6,902.13	7,167.33
			Annual	73,923.20	76,876.80	79,996.80	82,825.60	86,008.00
GROUNDSKEEPER II	M210	Classified	Hourly	30.90	32.14	33.44	34.63	35.96
			Bi-Weekly	2,472.00	2,571.20	2,675.20	2,770.40	2,876.80
			Monthly	5,356.00	5,570.93	5,796.27	6,002.53	6,233.07
			Annual	64,272.00	66,851.20	69,555.20	72,030.40	74,796.80
GROUNDSKEEPER I	M205	Classified	Hourly	28.06	29.19	30.42	31.47	32.7
			Bi-Weekly	2,244.80	2,335.20	2,433.60	2,517.60	2,616.00
			Monthly	4,863.73	5,059.60	5,272.80	5,454.80	5,668.00
			Annual	58,364.80	60,715.20	63,273.60	65,457.60	68,016.00
TREE TRIMMER	M220	Classified	Hourly	32.18	33.46	34.82	36.06	37.47
			Bi-Weekly	2,574.40	2,676.80	2,785.60	2,884.80	2,997.60
			Monthly	5,577.87	5,799.73	6,035.47	6,250.40	6,494.80
			Annual	66,934.40	69,596.80	72,425.60	75,004.80	77,937.60
STREET MAINTENANCE DIVISION								
STREETS MAINTENANCE MANAGER	H625	Classified	Hourly	54.78	57.50	60.38	63.41	66.58
			Bi-Weekly	4,382.40	4,600.00	4,830.40	5,072.80	5,326.40
			Monthly	9,495.20	9,966.67	10,465.87	10,991.07	11,540.53
			Annual	113,942.40	119,600.00	125,590.40	131,892.80	138,486.40
SENIOR MAINTENANCE LEADER	M315	Classified	Hourly	36.27	37.68	39.24	40.61	42.18
			Bi-Weekly	2,901.60	3,014.40	3,139.20	3,248.80	3,374.40
			Monthly	6,286.80	6,531.20	6,801.60	7,039.07	7,311.20
			Annual	75,441.60	78,374.40	81,619.20	84,468.80	87,734.40
MAINTENANCE LEADER	M310	Classified	Hourly	31.54	32.76	34.12	35.32	36.68
			Bi-Weekly	2,523.20	2,620.80	2,729.60	2,825.60	2,934.40
			Monthly	5,466.93	5,678.40	5,914.13	6,122.13	6,357.87
			Annual	65,603.20	68,140.80	70,969.60	73,465.60	76,294.40
SWEEPER EQUIPMENT OPERATOR	M700	Classified	Hourly	30.54	31.57	32.83	34.24	35.59
			Bi-Weekly	2,443.20	2,525.60	2,626.40	2,739.20	2,847.20
			Monthly	5,293.60	5,472.13	5,690.53	5,934.93	6,168.93
			Annual	63,523.20	65,665.60	68,286.40	71,219.20	74,027.20
POLICE DEPARTMENT								
SWORN								
POLICE CAPTAIN	P300	Classified	Hourly	79.93	83.92	88.12	92.53	97.14
			Bi-Weekly	6,394.40	6,713.60	7,049.60	7,402.40	7,771.20
			Monthly	13,854.53	14,546.13	15,274.13	16,038.53	16,837.60
			Annual	166,254.40	174,553.60	183,289.60	192,462.40	202,051.20
POLICE LIEUTENANT	P215	Classified	Hourly				70.73	74.17
			Bi-Weekly				5,658.40	5,933.60
			Monthly				12,259.87	12,856.13
			Annual				147,118.40	154,273.60
POLICE SERGEANT	P210	Classified	Hourly			60.61	63.53	66.78
			Bi-Weekly			4,848.80	5,082.40	5,342.40
			Monthly			10,505.73	11,011.87	11,575.20
			Annual			126,068.80	132,142.40	138,902.40
POLICE OFFICER	P200	Classified	Hourly	44.51	46.64	48.90	51.27	53.70
			Bi-Weekly	3,560.80	3,731.20	3,912.00	4,101.60	4,296.00
			Monthly	7,715.07	8,084.27	8,476.00	8,886.80	9,308.00
			Annual	92,580.80	97,011.20	101,712.00	106,641.60	111,696.00
POLICE OFFICER TRAINEE	P100	Classified	Hourly	33.31	34.95			
			Bi-Weekly	2,664.80	2,796.00			
			Monthly	5,773.73	6,058.00			
			Annual	69,284.80	72,696.00			

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PROFESSIONAL STAFF								
PERSONNEL AND TRAINING ADMINISTRATOR	H450	Classified	Hourly	62.24	65.35	68.63	72.06	75.66
			Bi-Weekly	4,979.20	5,228.00	5,490.40	5,764.80	6,052.80
			Monthly	10,788.27	11,327.33	11,895.87	12,490.40	13,114.40
			Annual	129,459.20	135,928.00	142,750.40	149,884.80	157,372.80
SENIOR CRIME AND INTELLIGENCE ANALYST	H406	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
CRIME AND INTELLIGENCE ANALYST	H405	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
POLICE PROGRAMS ANALYST	H400	Classified	Hourly	45.34	47.61	49.99	52.48	55.10
			Bi-Weekly	3,627.20	3,808.80	3,999.20	4,198.40	4,408.00
			Monthly	7,858.93	8,252.40	8,664.93	9,096.53	9,550.67
			Annual	94,307.20	99,028.80	103,979.20	109,158.40	114,608.00
SPECIAL OPERATIONS DIVISION								
CRIME PREVENTION SPECIALIST	C670	Classified	Hourly	30.66	32.19	33.80	35.50	37.27
			Bi-Weekly	2,452.80	2,575.20	2,704.00	2,840.00	2,981.60
			Monthly	5,314.40	5,579.60	5,858.67	6,153.33	6,460.13
			Annual	63,772.80	66,955.20	70,304.00	73,840.00	77,521.60
RESERVE OFFICER COORDINATOR	H455	Classified	Hourly	54.57	57.30	60.16	63.07	66.29
			Bi-Weekly	4,365.60	4,584.00	4,812.80	5,045.60	5,303.20
			Monthly	9,458.80	9,932.00	10,427.73	10,932.13	11,490.27
			Annual	113,505.60	119,184.00	125,132.80	131,185.60	137,883.20
INVESTIGATION DIVISION								
YOUTH AND FAMILY SERVICES ADMINISTRATOR	H445	Classified	Hourly	62.24	65.35	68.63	72.06	75.66
			Bi-Weekly	4,979.20	5,228.00	5,490.40	5,764.80	6,052.80
			Monthly	10,788.27	11,327.33	11,895.87	12,490.40	13,114.40
			Annual	129,459.20	135,928.00	142,750.40	149,884.80	157,372.80
COUNSELING SUPERVISOR	H440	Classified	Hourly	47.04	49.40	51.86	54.45	57.18
			Bi-Weekly	3,763.20	3,952.00	4,148.80	4,356.00	4,574.40
			Monthly	8,153.60	8,562.67	8,989.07	9,438.00	9,911.20
			Annual	97,843.20	102,752.00	107,868.80	113,256.00	118,934.40
FAMILY COUNSELOR	T550	Classified	Hourly	37.66	39.52	41.51	43.41	45.68
			Bi-Weekly	3,012.80	3,161.60	3,320.80	3,472.80	3,654.40
			Monthly	6,527.73	6,850.13	7,195.07	7,524.40	7,917.87
			Annual	78,332.80	82,201.60	86,340.80	90,292.80	95,014.40
CERTIFIED LATENT PRINT EXAMINER	T560	Classified	Hourly	44.81	47.05	49.41	51.87	54.47
			Bi-Weekly	3,584.80	3,764.00	3,952.80	4,149.60	4,357.60
			Monthly	7,767.07	8,155.33	8,564.40	8,990.80	9,441.47
			Annual	93,204.80	97,864.00	102,772.80	107,889.60	113,297.60
SUPPORT SERVICES DIVISION								
OPERATIONS SUPPORT SERVICES MANAGER	U400	Classified	Hourly	71.88	75.48	80.02	84.03	88.21
			Bi-Weekly	5,750.40	6,038.40	6,401.60	6,722.40	7,056.80
			Monthly	12,459.20	13,083.20	13,870.13	14,565.20	15,289.73
			Annual	149,510.40	156,998.40	166,441.60	174,782.40	183,476.80
PROPERTY/EVIDENCE AND CRIME SCENE ADMINISTRATOR	H415	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
PROPERTY AND EVIDENCE SUPERVISOR	H410	Classified	Hourly	36.80	38.65	40.58	42.59	44.72
			Bi-Weekly	2,944.00	3,092.00	3,246.40	3,407.20	3,577.60
			Monthly	6,378.67	6,699.33	7,033.87	7,382.27	7,751.47
			Annual	76,544.00	80,392.00	84,406.40	88,587.20	93,017.60
POLICE ID SPECIALIST	T555	Classified	Hourly	33.20	34.86	36.60	38.46	40.27
			Bi-Weekly	2,656.00	2,788.80	2,928.00	3,076.80	3,221.60
			Monthly	5,754.67	6,042.40	6,344.00	6,666.40	6,980.13
			Annual	69,056.00	72,508.80	76,128.00	79,996.80	83,761.60
CRIME SCENE TECHNICIAN	C685	Classified	Hourly	30.50	31.88	33.35	34.84	36.50
			Bi-Weekly	2,440.00	2,550.40	2,668.00	2,787.20	2,920.00
			Monthly	5,286.67	5,525.87	5,780.67	6,038.93	6,326.67
			Annual	63,440.00	66,310.40	69,368.00	72,467.20	75,920.00

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PROPERTY TECHNICIAN	C665	Classified	Hourly	29.40	30.67	32.15	33.62	35.22
			Bi-Weekly	2,352.00	2,453.60	2,572.00	2,689.60	2,817.60
			Monthly	5,096.00	5,316.13	5,572.67	5,827.47	6,104.80
			Annual	61,152.00	63,793.60	66,872.00	69,929.60	73,257.60
ANIMAL SERVICES ADMINISTRATOR	H430	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
SHELTER OPERATIONS SUPERVISOR	C621	Classified	Hourly	32.37	33.81	35.39	37.01	38.77
			Bi-Weekly	2,589.60	2,704.80	2,831.20	2,960.80	3,101.60
			Monthly	5,610.80	5,860.40	6,134.27	6,415.07	6,720.13
			Annual	67,329.60	70,324.80	73,611.20	76,980.80	80,641.60
ANIMAL CONTROL OFFICER	C610	Classified	Hourly	27.83	29.26	30.60	32.04	33.54
			Bi-Weekly	2,226.40	2,340.80	2,448.00	2,563.20	2,683.20
			Monthly	4,823.87	5,071.73	5,304.00	5,553.60	5,813.60
			Annual	57,886.40	60,860.80	63,648.00	66,643.20	69,763.20
ANIMAL CARE ATTENDANT	C600	Classified	Hourly	23.16	24.14	25.11	26.20	27.50
			Bi-Weekly	1,852.80	1,931.20	2,008.80	2,096.00	2,200.00
			Monthly	4,014.40	4,184.27	4,352.40	4,541.33	4,766.67
			Annual	48,172.80	50,211.20	52,228.80	54,496.00	57,200.00
SHELTER VOLUNTEER COORDINATOR	C607	Classified	Hourly	23.16	24.14	25.11	26.20	27.50
			Bi-Weekly	1,852.80	1,931.20	2,008.80	2,096.00	2,200.00
			Monthly	4,014.40	4,184.27	4,352.40	4,541.33	4,766.67
			Annual	48,172.80	50,211.20	52,228.80	54,496.00	57,200.00
COMMUNICATIONS ADMINISTRATOR	H435	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
COMMUNICATIONS SUPERVISOR	C645	Classified	Hourly	39.94	41.94	44.04	46.23	48.57
			Bi-Weekly	3,195.20	3,355.20	3,523.20	3,698.40	3,885.60
			Monthly	6,922.93	7,269.60	7,633.60	8,013.20	8,418.80
			Annual	83,075.20	87,235.20	91,603.20	96,158.40	101,025.60
COMMUNICATIONS OPERATOR	C635	Classified	Hourly	34.65	36.42	38.20	40.15	42.17
			Bi-Weekly	2,772.00	2,913.60	3,056.00	3,212.00	3,373.60
			Monthly	6,006.00	6,312.80	6,621.33	6,959.33	7,309.47
			Annual	72,072.00	75,753.60	79,456.00	83,512.00	87,713.60
CALL TAKER	C633	Classified	Hourly	28.83	30.25	31.78	33.38	35.04
			Bi-Weekly	2,306.40	2,420.00	2,542.40	2,670.40	2,803.20
			Monthly	4,997.20	5,243.33	5,508.53	5,785.87	6,073.60
			Annual	59,966.40	62,920.00	66,102.40	69,430.40	72,883.20
RECORDS ADMINISTRATOR	H425	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
RECORDS SUPERVISOR	C705	Classified	Hourly	35.18	36.94	38.78	40.72	42.76
			Bi-Weekly	2,814.40	2,955.20	3,102.40	3,257.60	3,420.80
			Monthly	6,097.87	6,402.93	6,721.87	7,058.13	7,411.73
			Annual	73,174.40	76,835.20	80,662.40	84,697.60	88,940.80
POLICE RECORDS CLERK II	C695	Classified	Hourly	27.35	28.45	29.58	30.89	32.40
			Bi-Weekly	2,188.00	2,276.00	2,366.40	2,471.20	2,592.00
			Monthly	4,740.67	4,931.33	5,127.20	5,354.27	5,616.00
			Annual	56,888.00	59,176.00	61,526.40	64,251.20	67,392.00
POLICE RECORDS CLERK I	C690	Classified	Hourly	24.05	25.29	26.64	27.96	29.46
			Bi-Weekly	1,924.00	2,023.20	2,131.20	2,236.80	2,356.80
			Monthly	4,168.67	4,383.60	4,617.60	4,846.40	5,106.40
			Annual	50,024.00	52,603.20	55,411.20	58,156.80	61,276.80
JAIL ADMINISTRATOR	H420	Classified	Hourly	49.86	52.34	54.96	57.72	60.60
			Bi-Weekly	3,988.80	4,187.20	4,396.80	4,617.60	4,848.00
			Monthly	8,642.40	9,072.27	9,526.40	10,004.80	10,504.00
			Annual	103,708.80	108,867.20	114,316.80	120,057.60	126,048.00
JAIL SUPERVISOR	C660	Classified	Hourly	34.29	35.73	37.45	39.20	41.08
			Bi-Weekly	2,743.20	2,858.40	2,996.00	3,136.00	3,286.40
			Monthly	5,943.60	6,193.20	6,491.33	6,794.67	7,120.53
			Annual	71,323.20	74,318.40	77,896.00	81,536.00	85,446.40
COMMUNITY SERVICE OFFICER	C650	Classified	Hourly	29.95	31.25	32.75	34.26	35.89
			Bi-Weekly	2,396.00	2,500.00	2,620.00	2,740.80	2,871.20
			Monthly	5,191.33	5,416.67	5,676.67	5,938.40	6,220.93
			Annual	62,296.00	65,000.00	68,120.00	71,260.80	74,651.20

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TRANSPORTATION AND ENGINEERING DEPARTMENT								
AIRPORT DIVISION SUMMARY								
AIRPORT MANAGER	H205	Classified	Hourly	61.75	64.82	68.06	71.46	75.04
			Bi-Weekly	4,940.00	5,185.60	5,444.80	5,716.80	6,003.20
			Monthly	10,703.33	11,235.47	11,797.07	12,386.40	13,006.93
			Annual	128,440.00	134,825.60	141,564.80	148,636.80	156,083.20
AIRPORT OPERATIONS SUPERVISOR	H200	Classified	Hourly	51.47	54.03	56.74	59.58	62.55
			Bi-Weekly	4,117.60	4,322.40	4,539.20	4,766.40	5,004.00
			Monthly	8,921.47	9,365.20	9,834.93	10,327.20	10,842.00
			Annual	107,057.60	112,382.40	118,019.20	123,926.40	130,104.00
AIRPORT BUSINESS SUPERVISOR	H198	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
AIRPORT OPERATIONS SPECIALIST	T270	Classified	Hourly	30.07	31.59	33.16	34.74	36.52
			Bi-Weekly	2,405.60	2,527.20	2,652.80	2,779.20	2,921.60
			Monthly	5,212.13	5,475.60	5,747.73	6,021.60	6,330.13
			Annual	62,545.60	65,707.20	68,972.80	72,259.20	75,961.60
SENIOR AIRPORT MAINTENANCE WORKER	M510	Classified	Hourly	33.00	34.22	35.58	37.04	38.52
			Bi-Weekly	2,640.00	2,737.60	2,846.40	2,963.20	3,081.60
			Monthly	5,720.00	5,931.47	6,167.20	6,420.27	6,676.80
			Annual	68,640.00	71,177.60	74,006.40	77,043.20	80,121.60
AIRPORT MAINTENANCE WORKER	M505	Classified	Hourly	29.98	31.09	32.29	33.65	35.03
			Bi-Weekly	2,398.40	2,487.20	2,583.20	2,692.00	2,820.40
			Monthly	5,196.53	5,388.93	5,596.93	5,832.67	6,071.87
			Annual	62,358.40	64,667.20	67,163.20	69,992.00	72,862.40
AIRPORT ATTENDANT	M500	Classified	Hourly	22.44	23.44	24.30	25.36	26.62
			Bi-Weekly	1,795.20	1,875.20	1,944.00	2,028.80	2,129.60
			Monthly	3,889.60	4,062.93	4,212.00	4,395.73	4,614.13
			Annual	46,675.20	48,755.20	50,544.00	52,748.80	55,369.60
ENGINEERING/TRANSPORTATION DIVISION								
REAL PROPERTY MANAGER	H225	Classified	Hourly	45.30	47.58	49.94	52.45	55.07
			Bi-Weekly	3,624.00	3,806.40	3,995.20	4,196.00	4,405.60
			Monthly	7,852.00	8,247.20	8,656.27	9,091.33	9,545.47
			Annual	94,224.00	98,966.40	103,875.20	109,096.00	114,545.60
REAL PROPERTY ASSOCIATE	T260	Classified	Hourly	39.82	41.90	44.01	46.15	48.42
			Bi-Weekly	3,185.60	3,352.00	3,520.80	3,692.00	3,873.60
			Monthly	6,902.13	7,262.67	7,628.40	7,999.33	8,392.80
			Annual	82,825.60	87,152.00	91,540.80	95,992.00	100,713.60
REAL PROPERTY ASSISTANT	T255	Classified	Hourly	33.94	35.63	37.34	39.20	41.17
			Bi-Weekly	2,715.20	2,850.40	2,987.20	3,136.00	3,293.60
			Monthly	5,882.93	6,175.87	6,472.27	6,794.67	7,136.13
			Annual	70,595.20	74,110.40	77,667.20	81,536.00	85,633.60
ENGINEERING TECHNICIAN	T200	Classified	Hourly	32.37	33.93	35.65	37.43	39.22
			Bi-Weekly	2,589.60	2,714.40	2,852.00	2,994.40	3,137.60
			Monthly	5,610.80	5,881.20	6,179.33	6,487.87	6,798.13
			Annual	67,329.60	70,574.40	74,152.00	77,854.40	81,577.60
SURVEY ENGINEER	H230	Classified	Hourly	53.02	55.67	58.46	61.38	64.44
			Bi-Weekly	4,241.60	4,453.60	4,676.80	4,910.40	5,155.20
			Monthly	9,190.13	9,649.47	10,133.07	10,639.20	11,169.60
			Annual	110,281.60	115,793.60	121,596.80	127,670.40	134,035.20
SURVEYOR	T265	Classified	Hourly	38.51	40.41	42.42	44.52	46.76
			Bi-Weekly	3,080.80	3,232.80	3,393.60	3,561.60	3,740.80
			Monthly	6,675.07	7,004.40	7,352.80	7,716.80	8,105.07
			Annual	80,100.80	84,052.80	88,233.60	92,601.60	97,260.80
TRANSPORTATION MANAGER	H220	Classified	Hourly	67.97	71.38	74.95	78.70	82.62
			Bi-Weekly	5,437.60	5,710.40	5,996.00	6,296.00	6,609.60
			Monthly	11,781.47	12,372.53	12,991.33	13,641.33	14,320.80
			Annual	141,377.60	148,470.40	155,896.00	163,696.00	171,849.60
SENIOR TRANSPORTATION ENGINEER	H215	Classified	Hourly	58.96	61.91	65.00	68.25	71.66
			Bi-Weekly	4,716.80	4,952.80	5,200.00	5,460.00	5,732.80
			Monthly	10,219.73	10,731.07	11,266.67	11,830.00	12,421.07
			Annual	122,636.80	128,772.80	135,200.00	141,960.00	149,052.80
ASSOCIATE TRANSPORTATION ENGINEER	T240	Classified	Hourly	47.34	49.72	52.14	54.79	57.46
			Bi-Weekly	3,787.20	3,977.60	4,171.20	4,383.20	4,596.80
			Monthly	8,205.60	8,618.13	9,037.60	9,496.93	9,959.73
			Annual	98,467.20	103,417.60	108,451.20	113,963.20	119,516.80
ASSISTANT TRANSPORTATION ENGINEER	T235	Classified	Hourly	40.78	42.89	45.08	47.26	49.62
			Bi-Weekly	3,262.40	3,431.20	3,606.40	3,780.80	3,969.60
			Monthly	7,068.53	7,434.27	7,813.87	8,191.73	8,600.80
			Annual	84,822.40	89,211.20	93,766.40	98,300.80	103,209.60

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SENIOR TRANSPORTATION PLANNER	H210	Classified	Hourly	49.75	52.23	54.85	57.59	60.47
			Bi-Weekly	3,980.00	4,178.40	4,388.00	4,607.20	4,837.60
			Monthly	8,623.33	9,053.20	9,507.33	9,982.27	10,481.47
			Annual	103,480.00	108,638.40	114,088.00	119,787.20	125,777.60
ASSOCIATE TRANSPORTATION PLANNER	T225	Classified	Hourly	43.99	46.15	48.44	50.93	53.37
			Bi-Weekly	3,519.20	3,692.00	3,875.20	4,074.40	4,269.60
			Monthly	7,624.93	7,999.33	8,396.27	8,827.87	9,250.80
			Annual	91,499.20	95,992.00	100,755.20	105,934.40	111,009.60
TRAFFIC SIGNAL TECHNICIAN	T220	Classified	Hourly	32.37	33.93	35.65	37.43	39.22
			Bi-Weekly	2,589.60	2,714.40	2,852.00	2,994.40	3,137.60
			Monthly	5,610.80	5,881.20	6,179.33	6,487.87	6,798.13
			Annual	67,329.60	70,574.40	74,152.00	77,854.40	81,577.60
SUPERVISING CONSTRUCTION INSPECTOR	H235	Classified	Hourly	52.42	55.04	57.79	60.69	63.72
			Bi-Weekly	4,193.60	4,403.20	4,623.20	4,855.20	5,097.60
			Monthly	9,086.13	9,540.27	10,016.93	10,519.60	11,044.80
			Annual	109,033.60	114,483.20	120,203.20	126,235.20	132,537.60
SENIOR CONSTRUCTION INSPECTOR	T250	Classified	Hourly	43.33	45.64	47.94	50.20	52.71
			Bi-Weekly	3,466.40	3,651.20	3,835.20	4,016.00	4,216.80
			Monthly	7,510.53	7,910.93	8,309.60	8,701.33	9,136.40
			Annual	90,126.40	94,931.20	99,715.20	104,416.00	109,636.80
CONSTRUCTION INSPECTOR	T245	Classified	Hourly	36.31	38.17	39.95	41.97	44.11
			Bi-Weekly	2,904.80	3,053.60	3,196.00	3,357.60	3,528.80
			Monthly	6,293.73	6,616.13	6,924.67	7,274.80	7,645.73
			Annual	75,524.80	79,393.60	83,096.00	87,297.60	91,748.80

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UTILITIES AND ENVIRONMENTAL SERVICES DEPARTMENT								
ADMINISTRATION								
DEPUTY DIRECTOR OF PUBLIC WORKS	U510	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
WATER RESOURCES MANAGER	H875	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
UTILITIES ENGINEERING MANAGER	H880	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
SENIOR UTILITY SERVICE REPRESENTATIVE	M820	Classified	Hourly	35.01	36.74	38.49	40.47	42.45
			Bi-Weekly	2,800.80	2,939.20	3,079.20	3,237.60	3,396.00
			Monthly	6,068.40	6,368.27	6,671.60	7,014.80	7,358.00
			Annual	72,820.80	76,419.20	80,059.20	84,177.60	88,296.00
STOREKEEPER - EXPEDITER	M100	Classified	Hourly	28.74	29.92	31.04	32.23	33.45
			Bi-Weekly	2,299.20	2,393.60	2,483.20	2,578.40	2,676.00
			Monthly	4,981.60	5,186.13	5,380.27	5,586.53	5,798.00
			Annual	59,779.20	62,233.60	64,563.20	67,038.40	69,576.00
RECYCLING-SOLID WASTE								
SOLID WASTE PROGRAM MANAGER	H800	Classified	Hourly	49.86	52.33	54.96	57.71	60.58
			Bi-Weekly	3,988.80	4,186.40	4,396.80	4,616.80	4,846.40
			Monthly	8,642.40	9,070.53	9,526.40	10,003.07	10,500.53
			Annual	103,708.80	108,846.40	114,316.80	120,036.80	126,006.40
RECYCLING SPECIALIST	T800	Classified	Hourly	34.24	35.94	37.69	39.61	41.57
			Bi-Weekly	2,739.20	2,875.20	3,015.20	3,168.80	3,325.60
			Monthly	5,934.93	6,229.60	6,532.93	6,865.73	7,205.47
			Annual	71,219.20	74,755.20	78,395.20	82,388.80	86,465.60
SUSTAINABILITY SPECIALIST	T803	Classified	Hourly	36.79	38.62	40.55	42.58	44.71
			Bi-Weekly	2,943.20	3,089.60	3,244.00	3,406.40	3,576.80
			Monthly	6,376.93	6,694.13	7,028.67	7,380.53	7,749.73
			Annual	76,523.20	80,329.60	84,344.00	88,566.40	92,996.80
SUSTAINABILITY TECHNICIAN	T802	Classified	Hourly	33.45	35.11	36.86	38.69	40.64
			Bi-Weekly	2,676.00	2,808.80	2,948.80	3,095.20	3,251.20
			Monthly	5,798.00	6,085.73	6,389.07	6,706.27	7,044.27
			Annual	69,576.00	73,028.80	76,668.80	80,475.20	84,531.20
WATER POLLUTION CONTROL FACILITY (WPCF)								
WATER POLLUTION CONTROL FACILITY MANAGER	H870	Classified	Hourly	70.07	73.58	77.26	81.13	85.19
			Bi-Weekly	5,605.60	5,886.40	6,180.80	6,490.40	6,815.20
			Monthly	12,145.47	12,753.87	13,391.73	14,062.53	14,766.27
			Annual	145,745.60	153,046.40	160,700.80	168,750.40	177,195.20
WPCF OPERATIONS AND MAINTENANCE MANAGER	H865	Classified	Hourly	57.15	60.01	63.02	66.18	69.48
			Bi-Weekly	4,572.00	4,800.80	5,041.60	5,294.40	5,558.40
			Monthly	9,906.00	10,401.73	10,923.47	11,471.20	12,043.20
			Annual	118,872.00	124,820.80	131,081.60	137,654.40	144,518.40
WPCF MAINTENANCE SUPERVISOR	H860	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
WPCF OPERATIONS SUPERVISOR	H855	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
WPCF LEAD OPERATOR	M935	Classified	Hourly	40.15	41.76	43.39	45.11	46.94
			Bi-Weekly	3,212.00	3,340.80	3,471.20	3,608.80	3,755.20
			Monthly	6,959.33	7,238.40	7,520.93	7,819.07	8,136.27
			Annual	83,512.00	86,860.80	90,251.20	93,828.80	97,635.20
WPCF OPERATOR	M930	Classified	Hourly	35.70	37.12	38.61	40.11	41.75
			Bi-Weekly	2,856.00	2,969.60	3,088.80	3,208.80	3,340.00
			Monthly	6,188.00	6,434.13	6,692.40	6,952.40	7,236.67
			Annual	74,256.00	77,209.60	80,308.80	83,428.80	86,840.00
OPERATOR-IN-TRAINING	M925	Classified	Hourly	32.68	33.98	35.40	36.60	38.03
			Bi-Weekly	2,614.40	2,718.40	2,832.00	2,928.00	3,042.40
			Monthly	5,664.53	5,889.87	6,136.00	6,344.00	6,591.87
			Annual	67,974.40	70,678.40	73,632.00	76,128.00	79,102.40

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LAB SUPERVISOR	H850	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
CHEMIST	T807	Classified	Hourly	40.43	42.46	44.58	46.80	49.14
			Bi-Weekly	3,234.40	3,396.80	3,566.40	3,744.00	3,931.20
			Monthly	7,007.87	7,359.73	7,727.20	8,112.00	8,517.60
			Annual	84,094.40	88,316.80	92,726.40	97,344.00	102,211.20
LABORATORY TECHNICIAN	T805	Classified	Hourly	35.16	36.48	37.88	39.44	40.91
			Bi-Weekly	2,812.80	2,918.40	3,030.40	3,155.20	3,272.80
			Monthly	6,094.40	6,323.20	6,565.87	6,836.27	7,091.07
			Annual	73,132.80	75,878.40	78,790.40	82,035.20	85,092.80

WATER POLLUTION SOURCE CONTROL

ENVIRONMENTAL SERVICES MANAGER	H805	Classified	Hourly	60.45	63.47	66.65	69.98	73.48
			Bi-Weekly	4,836.00	5,077.60	5,332.00	5,598.40	5,878.40
			Monthly	10,478.00	11,001.47	11,552.67	12,129.87	12,736.53
			Annual	125,736.00	132,017.60	138,632.00	145,558.40	152,838.40
WATER POLLUTION CONTROL ADMINISTRATOR	H845	Classified	Hourly	52.54	55.17	57.92	60.83	63.88
			Bi-Weekly	4,203.20	4,413.60	4,633.60	4,866.40	5,110.40
			Monthly	9,106.93	9,562.80	10,039.47	10,543.87	11,072.53
			Annual	109,283.20	114,753.60	120,473.60	126,526.40	132,870.40
SENIOR WATER POLLUTION SOURCE CONTROL INSPECTOR	T815	Classified	Hourly	40.20	42.29	44.41	46.51	48.88
			Bi-Weekly	3,216.00	3,383.20	3,552.80	3,720.80	3,910.40
			Monthly	6,968.00	7,330.27	7,697.73	8,061.73	8,472.53
			Annual	83,616.00	87,963.20	92,372.80	96,740.80	101,670.40
WATER POLLUTION SOURCE CONTROL INSPECTOR	T810	Classified	Hourly	36.53	38.44	40.19	42.26	44.36
			Bi-Weekly	2,922.40	3,075.20	3,215.20	3,380.80	3,548.80
			Monthly	6,331.87	6,662.93	6,966.27	7,325.07	7,689.07
			Annual	75,982.40	79,955.20	83,595.20	87,900.80	92,268.80
TECHNICAL INTERN	Z125	Classified	Hourly					15.00
			Bi-Weekly					1,200.00
			Monthly					2,600.00
			Annual					31,200.00

SENIOR UTILITIES ENGINEER	H810	Classified	Hourly	58.40	61.31	64.39	67.60	70.97
			Bi-Weekly	4,672.00	4,904.80	5,151.20	5,408.00	5,677.60
			Monthly	10,122.67	10,627.07	11,160.93	11,717.33	12,301.47
			Annual	121,472.00	127,524.80	133,931.20	140,608.00	147,617.60

SEWER COLLECTIONS & WATER DISTRIBUTION

UTILITIES OPERATIONS AND MAINTENANCE MANAGER	H835	Classified	Hourly	64.51	67.72	71.10	74.66	78.39
			Bi-Weekly	5,160.80	5,417.60	5,688.00	5,972.80	6,271.20
			Monthly	11,181.73	11,738.13	12,324.00	12,941.07	13,587.60
			Annual	134,180.80	140,857.60	147,888.00	155,292.80	163,051.20
UTILITIES OPERATIONS AND MAINTENANCE SUPERVISOR	H830	Classified	Hourly	53.75	56.42	59.26	62.22	65.33
			Bi-Weekly	4,300.00	4,513.60	4,740.80	4,977.60	5,226.40
			Monthly	9,316.67	9,779.47	10,271.73	10,784.80	11,323.87
			Annual	111,800.00	117,353.60	123,260.80	129,417.60	135,886.40
UTILITIES FIELD SERVICES SUPERVISOR	H825	Classified	Hourly	53.75	56.42	59.26	62.22	65.33
			Bi-Weekly	4,300.00	4,513.60	4,740.80	4,977.60	5,226.40
			Monthly	9,316.67	9,779.47	10,271.73	10,784.80	11,323.87
			Annual	111,800.00	117,353.60	123,260.80	129,417.60	135,886.40
WASTEWATER COLLECTIONS SYSTEM SUPERVISOR	H823	Classified	Hourly	51.99	54.57	57.30	60.18	63.19
			Bi-Weekly	4,159.20	4,365.60	4,584.00	4,814.40	5,055.20
			Monthly	9,011.60	9,458.80	9,932.00	10,431.20	10,952.93
			Annual	108,139.20	113,505.60	119,184.00	125,174.40	131,435.20
WATER INSTALLATION AND MAINTENANCE SUPERVISOR	H815	Classified	Hourly	42.37	44.50	46.72	49.07	51.51
			Bi-Weekly	3,389.60	3,560.00	3,737.60	3,925.60	4,120.80
			Monthly	7,344.13	7,713.33	8,098.13	8,505.47	8,928.40
			Annual	88,129.60	92,560.00	97,177.60	102,065.60	107,140.80

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SENIOR UTILITY CUSTOMER SERVICE LEADER	M825	Classified	Hourly	36.85	38.13	39.63	41.27	42.94
			Bi-Weekly	2,948.00	3,050.40	3,170.40	3,301.60	3,435.20
			Monthly	6,387.33	6,609.20	6,869.20	7,153.47	7,442.93
			Annual	76,648.00	79,310.40	82,430.40	85,841.60	89,315.20
CROSS CONNECTION CONTROL SPECIALIST	M815	Classified	Hourly	32.04	33.16	34.46	35.89	37.34
			Bi-Weekly	2,563.20	2,652.80	2,756.80	2,871.20	2,987.20
			Monthly	5,553.60	5,747.73	5,973.07	6,220.93	6,472.27
			Annual	66,643.20	68,972.80	71,676.80	74,651.20	77,667.20
WATER METER MECHANIC	M810	Classified	Hourly	31.15	32.34	33.68	35.06	36.46
			Bi-Weekly	2,492.00	2,587.20	2,694.40	2,804.80	2,916.80
			Monthly	5,399.33	5,605.60	5,837.87	6,077.07	6,319.73
			Annual	64,792.00	67,267.20	70,054.40	72,924.80	75,836.80
WATER METER READER	M805	Classified	Hourly	27.84	28.94	30.12	31.22	32.47
			Bi-Weekly	2,227.20	2,315.20	2,409.60	2,497.60	2,597.60
			Monthly	4,825.60	5,016.27	5,220.80	5,411.47	5,628.13
			Annual	57,907.20	60,195.20	62,649.60	64,937.60	67,537.60
BACKFLOW/CROSS CONNECTION TESTER	M800	Classified	Hourly	26.93	28.22	29.53	30.96	32.47
			Bi-Weekly	2,154.40	2,257.60	2,362.40	2,476.80	2,597.60
			Monthly	4,667.87	4,891.47	5,118.53	5,366.40	5,628.13
			Annual	56,014.40	58,697.60	61,422.40	64,396.80	67,537.60
UTILITIES MAINTENANCE SUPERVISOR	H820	Classified	Hourly	48.73	51.16	53.71	56.41	59.23
			Bi-Weekly	3,898.40	4,092.80	4,296.80	4,512.80	4,738.40
			Monthly	8,446.53	8,867.73	9,309.73	9,777.73	10,266.53
			Annual	101,358.40	106,412.80	111,716.80	117,332.80	123,198.40
UTILITIES SERVICE WORKER	M900	Classified	Hourly	30.71	31.93	33.25	34.40	35.75
			Bi-Weekly	2,456.80	2,554.40	2,660.00	2,752.00	2,860.00
			Monthly	5,323.07	5,534.53	5,763.33	5,962.67	6,196.67
			Annual	63,876.80	66,414.40	69,160.00	71,552.00	74,360.00
GENERAL MAINTENANCE								
EQUIPMENT OPERATOR	M400	Classified	Hourly	31.05	32.19	33.46	34.82	36.24
			Bi-Weekly	2,484.00	2,575.20	2,676.80	2,785.60	2,899.20
			Monthly	5,382.00	5,579.60	5,799.73	6,035.47	6,281.60
			Annual	64,584.00	66,955.20	69,596.80	72,425.60	75,379.20
SENIOR UTILITY LEADER	M845	Classified	Hourly	38.84	40.40	42.08	43.54	45.22
			Bi-Weekly	3,107.20	3,232.00	3,366.40	3,483.20	3,617.60
			Monthly	6,732.27	7,002.67	7,293.87	7,546.93	7,838.13
			Annual	80,787.20	84,032.00	87,526.40	90,563.20	94,057.60
UTILITY LEADER	M840	Classified	Hourly	33.77	35.12	36.59	37.86	39.32
			Bi-Weekly	2,701.60	2,809.60	2,927.20	3,028.80	3,145.60
			Monthly	5,853.47	6,087.47	6,342.27	6,562.40	6,815.47
			Annual	70,241.60	73,049.60	76,107.20	78,748.80	81,785.60
UTILITY WORKER	M835	Classified	Hourly	30.71	31.93	33.25	34.40	35.75
			Bi-Weekly	2,456.80	2,554.40	2,660.00	2,752.00	2,860.00
			Monthly	5,323.07	5,534.53	5,763.33	5,962.67	6,196.67
			Annual	63,876.80	66,414.40	69,160.00	71,552.00	74,360.00
SENIOR UTILITY LEADER - SEWER	M920	Classified	Hourly	40.09	41.67	43.37	44.90	46.65
			Bi-Weekly	3,207.20	3,333.60	3,469.60	3,592.00	3,732.00
			Monthly	6,948.93	7,222.80	7,517.47	7,782.67	8,086.00
			Annual	83,387.20	86,673.60	90,209.60	93,392.00	97,032.00
UTILITY LEADER - SEWER	M915	Classified	Hourly	34.86	36.24	37.72	39.04	40.56
			Bi-Weekly	2,788.80	2,899.20	3,017.60	3,123.20	3,244.80
			Monthly	6,042.40	6,281.60	6,538.13	6,766.93	7,030.40
			Annual	72,508.80	75,379.20	78,457.60	81,203.20	84,364.80
UTILITY WORKER - SEWER	M910	Classified	Hourly	31.68	32.94	34.30	35.49	36.87
			Bi-Weekly	2,534.40	2,635.20	2,744.00	2,839.20	2,949.60
			Monthly	5,491.20	5,709.60	5,945.33	6,151.60	6,390.80
			Annual	65,894.40	68,515.20	71,344.00	73,819.20	76,689.60
UTILITIES MAINTENANCE MECHANIC	M415	Classified	Hourly	36.69	38.11	39.61	41.21	42.87
			Bi-Weekly	2,935.20	3,048.80	3,168.80	3,296.80	3,429.60
			Monthly	6,359.60	6,605.73	6,865.73	7,143.07	7,430.80
			Annual	76,315.20	79,268.80	82,388.80	85,716.80	89,169.60

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INFORMATION TECHNOLOGY DEPARTMENT								
INFORMATION SYSTEMS MANAGER	H565	Classified	Hourly	55.26	58.02	60.92	63.98	67.18
			Bi-Weekly	4,420.80	4,641.60	4,873.60	5,118.40	5,374.40
			Monthly	9,578.40	10,056.80	10,559.47	11,089.87	11,644.53
			Annual	114,940.80	120,681.60	126,713.60	133,078.40	139,734.40
INFORMATION TECHNOLOGY MANAGER	H566	Classified	Hourly	55.26	58.02	60.92	63.98	67.18
			Bi-Weekly	4,420.80	4,641.60	4,873.60	5,118.40	5,374.40
			Monthly	9,578.40	10,056.80	10,559.47	11,089.87	11,644.53
			Annual	114,940.80	120,681.60	126,713.60	133,078.40	139,734.40
DATA AND SYSTEMS COORDINATOR	H560	Classified	Hourly	49.73	52.21	54.83	57.57	60.44
			Bi-Weekly	3,978.40	4,176.80	4,386.40	4,605.60	4,835.20
			Monthly	8,619.87	9,049.73	9,503.87	9,978.80	10,476.27
			Annual	103,438.40	108,596.80	114,046.40	119,745.60	125,715.20
NETWORK SYSTEMS SPECIALIST	H555	Classified	Hourly	44.69	46.94	49.28	51.74	54.33
			Bi-Weekly	3,575.20	3,755.20	3,942.40	4,139.20	4,346.40
			Monthly	7,746.27	8,136.27	8,541.87	8,968.27	9,417.20
			Annual	92,955.20	97,635.20	102,502.40	107,619.20	113,006.40
GEOGRAPHIC INFO SYSTEMS COORDINATOR	T460	Classified	Hourly	47.97	50.37	52.76	55.42	59.09
			Bi-Weekly	3,837.60	4,029.60	4,220.80	4,433.60	4,727.20
			Monthly	8,314.80	8,730.80	9,145.07	9,606.13	10,242.27
			Annual	99,777.60	104,769.60	109,740.80	115,273.60	122,907.20
PROGRAMMER ANALYST	T455	Classified	Hourly	41.75	43.79	46.07	48.34	50.73
			Bi-Weekly	3,340.00	3,503.20	3,685.60	3,867.20	4,058.40
			Monthly	7,236.67	7,590.27	7,985.47	8,378.93	8,793.20
			Annual	86,840.00	91,083.20	95,825.60	100,547.20	105,518.40
WEB SPECIALIST	T450	Classified	Hourly	41.14	43.22	45.37	47.62	50.01
			Bi-Weekly	3,291.20	3,457.60	3,629.60	3,809.60	4,000.80
			Monthly	7,130.93	7,491.47	7,864.13	8,254.13	8,668.40
			Annual	85,571.20	89,897.60	94,369.60	99,049.60	104,020.80
INFORMATION TECHNOLOGY ANALYST II	T435	Classified	Hourly	41.73	43.81	46.00	48.31	50.73
			Bi-Weekly	3,338.40	3,504.80	3,680.00	3,864.80	4,058.40
			Monthly	7,233.20	7,593.73	7,973.33	8,373.73	8,793.20
			Annual	86,798.40	91,124.80	95,680.00	100,484.80	105,518.40
INFORMATION TECHNOLOGY ANALYST I	T430	Classified	Hourly	37.94	39.83	41.83	43.92	46.11
			Bi-Weekly	3,035.20	3,186.40	3,346.40	3,513.60	3,688.80
			Monthly	6,576.27	6,903.87	7,250.53	7,612.80	7,992.40
			Annual	78,915.20	82,846.40	87,006.40	91,353.60	95,908.80
TECHNOLOGY SOLUTIONS ANALYST II	T445	Classified	Hourly	41.73	43.81	46.00	48.31	50.73
			Bi-Weekly	3,338.40	3,504.80	3,680.00	3,864.80	4,058.40
			Monthly	7,233.20	7,593.73	7,973.33	8,373.73	8,793.20
			Annual	86,798.40	91,124.80	95,680.00	100,484.80	105,518.40
TECHNOLOGY SOLUTIONS ANALYST I	T440	Classified	Hourly	37.94	39.83	41.83	43.92	46.11
			Bi-Weekly	3,035.20	3,186.40	3,346.40	3,513.60	3,688.80
			Monthly	6,576.27	6,903.87	7,250.53	7,612.80	7,992.40
			Annual	78,915.20	82,846.40	87,006.40	91,353.60	95,908.80
GEOGRAPHIC INFO SYSTEM TECHNICIAN II	T465	Classified	Hourly	37.89	39.79	41.77	43.85	46.08
			Bi-Weekly	3,031.20	3,183.20	3,341.60	3,508.00	3,686.40
			Monthly	6,567.60	6,896.93	7,240.13	7,600.67	7,987.20
			Annual	78,811.20	82,763.20	86,881.60	91,208.00	95,846.40
GEOGRAPHIC INFO SYSTEM TECHNICIAN I	T464	Classified	Hourly	34.47	36.18	37.99	39.90	41.89
			Bi-Weekly	2,757.60	2,894.40	3,039.20	3,192.00	3,351.20
			Monthly	5,974.80	6,271.20	6,584.93	6,916.00	7,260.93
			Annual	71,697.60	75,254.40	79,019.20	82,992.00	87,131.20

**SALARY PLAN FOR ALL CLASSIFICATIONS
(PER MUNI CODE SEC.2-4.30)
FY 2018**

ATTACHMENT III
Recommended by
Personnel Commission
on November 16, 2017
Approved by Council
on December 5, 2017

Classification Title	Job Code	Service Type	Step A	Step B	Step C	Step D	Step E
			Hourly	Bi-Weekly	Monthly	Annual	Hourly
INFORMATION TECHNOLOGY TECHNICIAN II	T425	Classified	37.89	39.79	41.77	43.85	46.08
			3,031.20	3,183.20	3,341.60	3,508.00	3,686.40
			6,567.60	6,896.93	7,240.13	7,600.67	7,987.20
			78,811.20	82,763.20	86,881.60	91,208.00	95,846.40
INFORMATION TECHNOLOGY TECHNICIAN I	T424	Classified	34.47	36.18	37.99	39.90	41.89
			2,757.60	2,894.40	3,039.20	3,192.00	3,351.20
			5,974.80	6,271.20	6,584.93	6,916.00	7,260.93
			71,697.60	75,254.40	79,019.20	82,992.00	87,131.20
INFORMATION SYSTEMS SUPPORT TECHNICIAN	T415	Classified	31.04	32.58	34.26	35.96	37.69
			2,483.20	2,606.40	2,740.80	2,876.80	3,015.20
			5,380.27	5,647.20	5,938.40	6,233.07	6,532.93
			64,563.20	67,766.40	71,260.80	74,796.80	78,395.20
DATA SYSTEMS OPERATOR	C450	Classified	27.52	28.77	30.20	31.63	33.11
			2,201.60	2,301.60	2,416.00	2,530.40	2,648.80
			4,770.13	4,986.80	5,234.67	5,482.53	5,739.07
			57,241.60	59,841.60	62,816.00	65,790.40	68,868.80
AUDIO VIDEO SPECIALIST	T410	Classified	29.57	31.02	32.61	34.22	35.85
			2,365.60	2,481.60	2,608.80	2,737.60	2,868.00
			5,125.47	5,376.80	5,652.40	5,931.47	6,214.00
			61,505.60	64,521.60	67,828.80	71,177.60	74,568.00
VIDEO ASSISTANT	T400	Classified					16.24
							1,299.20
							2,814.93
							33,779.20
INFORMATION TECHNOLOGY INTERN	Z121	Classified				15.00	20.00
						1,200.00	1,600.00
						2,600.00	3,466.67
						31,200.00	41,600.00