



MINUTES OF THE SPECIAL CITY COUNCIL MEETING
Conference Room 2A
777 B Street, Hayward, CA 94541
Saturday, April 27, 2019, 9:00 a.m.

The meeting of the Special City Council was called to order by Mayor Halliday at 9:00 a.m., followed by the Pledge of Allegiance led by Council Member Mendall.

ROLL CALL

Present: COUNCIL MEMBERS Zermeño, Márquez, Mendall, Lamnin, Wahab, Salinas
MAYOR Halliday
Absent: NONE

PUBLIC COMMENTS

Ms. Cheryl Penick, IFPTE Local 21 president, recommended that in the future, Council members should be identified when they participate in exercises that require their vote; and to keep in mind, during City Council salary discussions, that City employees made concessions during negotiations.

Council Member Zermeño urged staff to schedule the next Council Budget Work Session on the third Saturday in April to avoid a conflict with the Annual Citywide Clean-Up event.

WORK SESSION

1. Council Budget Work Session on the Proposed FY 2020 Operating Budget: Review of the Five-Year Plan and Receive and Discuss department Budget Presentations (Report from City Manager McAdoo) **WS 19-020**

City Manager McAdoo provided a PowerPoint presentation on the General Fund five-year forecast-October 2017, General Fund reserves, General Fund five-year forecast FY 2019 mid-year, Council-supported budget balancing options, FY 2020 Proposed Operating Budget-Option 1, and General Fund Five-Year Plan impacts of Option 1.

Finance Director Claussen provided a PowerPoint presentation on the FY 2020 Proposed Operating Budget-Option 2, General Fund Five-Year Plan impacts of proposed changes in Option 2, FY 2020 Proposed Operating Budget-Option 3, and General Fund Five-Year Plan impacts of changes proposed in Option 3.

Members of the City Council offered preliminary input about the FY 2020 Proposed Operating Budget options: consider using one-time funds to tackle OPEB obligations; Option 1 was fine; prepayment of a fire apparatus lease was fine; add 2.0 FTE Groundskeeper I in Maintenance Services out of Measure C or Measure T funds; consider adding the 1.0 FTE Management Analyst for homeless services coordination and 1.0 FTE Emergency Services Specialist for community and organizational disaster preparedness at mid-year; General Fund monies

should target Measure T promises; complete Fire Station 6 and Training Center from passage of Measure C; track closely revenue from Real Property Transfer Tax; have the Council Budget and Finance Committee further discuss OPEB contributions and the use of one-time funds; consider prepayment of the lease with one-time funds; consider adding the 1.0 FTE Management Analyst for homeless services coordination and 1.0 FTE Groundkeeper I in Maintenance Services at mid-year; and consider adding 1.0 FTE Emergency Services Specialist for community and organizational disaster preparedness and 1.0 FTE Groundkeeper I in Maintenance Services; there was some preference for not adding positions at mid-year; have Bay Area Community Services (BACS) and current staff manage the Navigation Center and items related to homeless service coordination; support options that are in alignment with the City's Priorities: Clean, Green, Safe, and Fiscal.

Members of the City Council commended City departments on their service delivery and commitment to the City of Hayward. The information provided below captures comments related to the FY 2020 Proposed Operating Budget.

City Manager

City Manager McAdoo provided an overview of the City Manager's Office budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020.

Council members had the following comments: positions that are budget neutral are fine; reservations were noted for adding a 1.0 FTE Senior Secretary to the department; calculate the proposed additional staff positions and provide it to Council for the May 14, 2019 Council meeting; provide cost for a 0.5 FTE and 1.0 FTE Senior Secretary; adjust the FY 2020 Measure Goal #4 (Caltrans/Route 238 project) to indicate "all properties should be out to bid and at least two of them sold."; adjust FY 2020 Measure Goal #10 (Annual Report) to indicate "September 2019"; add to FY 2020 under Economic Development a goal to evaluate appropriate staffing levels; and add to FY 2020 a Census goal to ensure everyone is counted.

Maintenance Services

Maintenance Services Director Rullman provided an overview of the Maintenance Services Department budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020.

Members of the City Council had the following comments: create a report showing the number of reports issued in Access Hayward before and after the interface changed; add 2.0 FTE Groundskeeper I in Maintenance Services out of Measure C; consider partnering with Alameda County Workforce Development, Abode Services and other agencies to engage interns and create a homegrown workforce pipeline; hold Waste Management of Alameda County accountable to its contract; provide public education about trees and how they are replaced when removal is required; have more sensitivity around homeless encampments.



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Library

Library Director Addleman provided an overview of the Library Department budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020.

Members of the City Council had the following comments: assess programming for kids when school is not in session during the Strategic Plan discussion for library services ; include as a goal to open the library seven days a week and consider Sunday hours; offer the library after hours for business meetings as a way to generate revenue; add 21st century electronic and IT equipment to the library for use by disenfranchised populations; ensure there is a multicultural section at the library; update the mission statement as the Strategic Plan is developed and consider language as literacy, youth, and books; provide information on how the Adult Literacy Plus and After-School Homework Support programs will be funded; include in the Strategic Plan partners to provide STEM opportunities; provide an opportunity for commissions and task forces to tour the library; add a first goal to FY 2020 Goals that reads, "Smoothly and successfully open the new Library by Summer 2019"; add to FY 2020 Goal #1 the following, "..., including a plan to extend Library hours of operation."; and add a new FY 2020 goal that reads, "Open all parts of the Library including the maker space, media center, coffee shop, the friends store, etc."

Mayor Halliday called a recess at 11:30 a.m., and reconvened the meeting at 11:41 a.m.

Public Works and Utilities Department

Public Works Director Ameri provided an overview of the Public Works and Utilities Department (Engineering, Transportation, Airport, and Environmental Services) budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020.

Members of the City Council had the following comments: add an additional FY 2020 goal that reads, "Perform a detailed review or deep dive into four to six CIP policy areas with the Council Infrastructure Committee"; update FY 2019 Goal #11 with the level of trash reduction achieved; consider a press release and/or ribbon cutting ceremony when the Recycled Water Project is complete; hold Alameda County Waste Management accountable to its contract to ensure that bulky pick ups occur in hot spots and provide an update to the Council Infrastructure Committee; and continue to engage the Friends of San Lorenzo Creek related to the Sulphur Creek Improvement project.

Police Department

Police Chief Koller introduced Police Department Captain Matthews who provided an overview of the Police Department budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020.

Members of the City Council congratulated Chief Koller on his upcoming retirement and thanked him for his 38 years of service to the City. Police Captain Martinez was also congratulated on his upcoming retirement and acknowledged for his service.

Members of the City Council had the following comments: ensure new community representation when appointing members to the Chief's Community Advisory Panel; consider expanding the Junior Giants Program; consider adding more detail to FY 2020 Goal #11 related to mental health and internal/external focus; consider post call tagging to capture types of crime; consider revising FY 2020 Goal #1 to increase the number of meetings to at least three; consider tracking and evaluating response time for abandoned vehicles; consider expanding the Neighborhood Alert Program to other neighborhoods and partnering with Fire for disaster preparedness; continue to diversify the organization and improve cultural awareness; review the budget document and replace the word "citizen" with "resident" or "community member"; consider expanding FY 2020 Goal #13 to include more than three programs related to juvenile diversion, life skills, and restorative justice; consider modifying FY 2020 Goal #19 to indicate "achieved"; consider reviewing FY 2020 Measures to include more concrete numbers; and in future years, consider challenging to fill vacancies with non-sworn positions.

Mayor Halliday called a recess at 12:53 p.m., and reconvened at 1:10 p.m.

Information Technology

Information Technology Director Kostrzak provided an overview of the Information Technology Department budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020.

Members of the City Council had the following comments: consider adding to FY 2020, key services from FY 2019; provide an update about the new interface for Access Hayward; measure the success with the haybot and assess the use of this type of technology in other parking facilities; consider partnering with HUSD to add increased network connectivity in Hayward schools; and consider having Wi-Fi extenders in City owned building to expand free coverage to the public and close the gap for marginalized communities.

Development Services Department

Development Services Director Simpson provided an overview of the Development Services Department budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020.



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Members of the City Council had the following comments: evaluate the effectiveness of the City's Form-Based Codes; continue to review development fees and consider removing outdated fees; consider providing information/facts to the Council about the impact to the department related to proposed housing legislation and provide some level of comparison with neighboring cities; and continue efforts that support community initiatives such as vacant property and density bonus ordinances.

Fire Department

Fire Chief Contreras provided an overview of the Fire Department budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020. Chief Contreras provided a copy of the Hayward Fire Department Annual Report 2018 for Council's review.

Members of the City Council had the following comments: the revenue neutral swapping of a Firefighter with a Staff Captain for emergency preparedness planning was fine; consider adding 1.0 FTE Emergency Services Specialist at mid-year; consider placing the 1.0 FTE Emergency Services Specialist on hold until revenue sources are firmed up; consider changing "churches" with "faith communities" in the scope of services; promote how residents can achieve EMT-P certification to diversify the workforce; and consider modifying FY 2020 Goal #6 by considering partnering with Kaiser Hospital and other non-profits, and regarding the trainings, include both internal and external focus.

Mayor Halliday called a recess at 2:42 p.m., and reconvened the meeting at 2:52 p.m.

Human Resources Department

Human Resources Director Collins provided an overview of the Human Resources Department budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020.

Members of the City Council had the following comments: diversify existing workforce and develop a leadership pipeline; add a 1.0 FTE Human Resources Analyst; adding a 1.0 FTE Human Resources Analyst could be based on the assessment of the entire proposed budget; provide information to employees on how to achieve promotions and reevaluate wages; continue to build on professional development and training inhouse; work toward becoming an organization that reflects the community.

Finance Department

Finance Director Claussen provided an overview of the Finance Department budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020.

City Clerk's Office

City Clerk Lens provided an overview of the City Clerk's Office budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020.

Members of the City Council had the following comments: continue to partner with the City Manager's Office to target completing and delivering agendas and reports by the Thursday before City Council meetings; for FY 2020 Goal #10, track the number of interpretation service requests received as well as type of language; utilize YouTube videos and the City's newsletter to increase subscription to Council agendas; for FY 2020 Goal #2, consider AdobeSign in addition to DocuSign.

City Attorney's Office

City Attorney Lawson provided an overview of the City Attorney's Office budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020. City Attorney Lawson provided additional information on revised measures. There was a suggestion for more advocacy of disenfranchised communities.

Mayor's Office

Mayor Halliday provided an overview of the Mayor and City Council budget: significant changes planned for FY 2020, organization chart, status of select FY 2019 goals, and goals for FY 2020.

City Manager McAdoo offered closing remarks noting the second budget work session was scheduled for May 14, 2019 and the budget public hearing and adoption for either May 21 or May 28, 2019.

ADJOURNMENT

Mayor Halliday adjourned the meeting at 4:03 p.m.

APPROVED

Barbara Halliday
Mayor, City of Hayward

ATTEST:

Miriam Lens
City Clerk, City of Hayward