



**MINUTES OF THE SPECIAL CITY COUNCIL  
WORK SESSSION MEETING OF THE CITY OF HAYWARD  
Conference Room 2A  
777 B Street, Hayward, CA 94541  
Saturday, May 21, 2016, 8:30 a.m.**

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The Special City Council Work Session meeting was called to order by Mayor Halliday at 8:35 a.m., followed by the Pledge of Allegiance led by Mayor Halliday.

**ROLL CALL**

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

**PUBLIC COMMENTS**

There were none.

**SPECIAL WORK SESSION**

1. FY 2017 Proposed Operating Budget - Departmental Budget Presentations **WS 16-036**

Staff report submitted by City Manager David, dated May 21, 2016, was filed.

The Council was in receipt of a copy of the City of Hayward-Budget in Brief Fiscal Year 2017.

City Manager David provided an overview of the agenda and laid out the expectations for the day.

Ms. David noted there was an error in the Annual Operating Budget related to the metrics for the Thrive Priority and a corrected version would be distributed at a subsequent Council meeting.

2. Working Agenda and Tentative Schedule **WS 16-037**

There was general agreement that the performance metrics in the Proposed FY 2017 Operating Budget needed improvement. It was noted that a historical multi-year report for specific measurable services would be useful to note trends, measure outcomes and thus make policy decisions.

City Manager David provided an overview of the Maintenance Services Department and introduced Maintenance Services Director Rullman.

Council Members acknowledged the accomplishments of the Maintenance Services Department. Discussion ensued among Council Members and City staff regarding street sweeping; illegal dumping; electric engines; CRM requests and responses; tree planting;

preparation for storm-forecasted season; solar panels for City facilities; and the Facilities Master Plan.

City Manager David provided an overview of the Library and Community Services Department and introduced Library and Community Services Director Reinhart.

Council Members acknowledged the accomplishments of the Library and Community Services Department. Discussion ensued among Council Members and City staff regarding: metrics for community service; process revisions for the FY 2018 Community Agency Funding Program; tools for evaluating the programs that are funded by the City; South Hayward Youth and Family Center project and phase out of the Hayward Promise Neighborhood grant; additional hours for the new library; international language collection and café operator at the new library; Eden I&R funding request and analysis of the 2-1-1 service; and performance metrics on the usage of services at the library.

City Manager David provided an overview of the Fire Department and introduced Fire Chief Contreras who shared FY 2016 accomplishments and challenges, and provided a copy of the Hayward Fire Department 2015 Annual Report.

Council Members acknowledged the accomplishments of the Fire Department. Discussion ensued among Council Members and City staff regarding: ethnic/gender equality in the Department; disaster preparedness; support for California State University East Bay and Fairview Fire Protection District; training facility at Fire Station No. 6; hazardous materials response and mutual aid; and performance metrics on the number of calls for service at each station. It was recommended to align FY 2016 performance/accomplishments (Item 6) with FY 2017 objectives/goals (Item 3) related to the renovation at the fire stations.

The City Council took a break at approximately 11:00 a.m. and reconvened at 11:10 a.m.

City Manager David provided an overview of the Police Department and introduced Captain Mark Koller who was Acting Chief of Police in the absence of Police Chief Urban. Captain Koller provided an overview of FY 2016 accomplishments/challenges and FY 2017 service objectives/goals.

Council Members acknowledged the accomplishments of the Police Department. Discussion ensued among Council Members and City staff regarding: the massage parlor program; burglary crime; staffing; SMASH operations; Measure C positions; Hayward Neighborhood Alert Program; consideration of involving the Youth Commission in a program that focuses on youth and how to bridge a gap between Police and the youth; statistical data in relationship to comparable bodies; and the expectation of policing.

The City Council took a recess of ten minutes at 12:00 p.m., and resumed at 12:10 p.m.

City Clerk Lens provided an overview of the City Clerk Department and highlighted FY 2016 accomplishments.



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Council Members acknowledged the accomplishments of the City Clerk Department. Discussion ensued among Council Members and City staff regarding: the FY 2017 goals/objectives being subject to availability of resources; statistical data over a time frame related to specific service delivery areas to note trends and changes; and the online training for Sexual Harassment Prevention.

Assistant City Manager McAdoo provided an overview of the City Manager Department and changes proposed for the department.

Council Members acknowledged the accomplishments of the City Manager Department. Discussion ensued among Council Members and City staff regarding: performance indicators as quantitative measures and qualitative outcomes; 2016 Employment Satisfaction Survey; revenue generators; #ConnectHayward and Neighborhood Partnership meetings; Small Business Revolving Loan program; 2017 Resident Satisfaction Survey; recruitment of the Chief Financial Officer and Community and Media Relations Officer; and communication from staff to the City Council regarding events and community meetings.

City Attorney Lawson shared the accomplishments of the City Attorney Department and provided information about FY 2017 service objectives.

Council Members acknowledged the accomplishments of the City Attorney Department. Discussion ensued among Council Members and City staff regarding: performance accomplishments and initiatives; housing-related issues; marijuana legislation and a possible November ballot measure; citywide internship program; implementation and enforcement of the Ordinance related to campaign contribution practices; and General Fund Expenditure-Liability Insurance.

There was general consensus to discuss the budget for the Mayor and City Council at the next Council meeting.

City Manager David provided an overview of the Human Resources Department and introduced Human Resources Director Collins who provided a synopsis of the proposed changes for her department.

Council Members acknowledged the accomplishments of the Human Resources Department. Discussion ensued among Council Members and City staff regarding: additional points for local hire and talent in the community; prospective employees and citywide diversity goals; and the philosophy and strategies for upcoming negotiations.

City Manager David provided an overview of the Information Technology Department and introduced Information Technology Department Director Kostrzak who provided a synopsis of the FY 2016 performance/accomplishments and opportunities for his department.

Council Members acknowledged the accomplishments of the Information Technology Department. Discussion ensued among Council Members and City staff regarding: Council meeting and Comcast viewing; implementation of Granicus Agenda Management Software; cloud-based email and office productivity applications.

City Manager David provided an overview of the Finance Department and introduced Acting Finance Director Claussen.

Council Members acknowledged the accomplishments of the Finance Department. Discussion ensued among Council Members and City staff regarding: proposed 2017 Annual Operating Budget; property and sales taxes; Customer Appreciation Week in the Revenue Division; financial challenges with ongoing structural deficit; performance metrics; historical ten-year plan and its accomplishments; progress in meeting unfunded liabilities; and fund balance for the inclusionary ordinance.

The City Council took a break at approximately 2:30 p.m. and reconvened the meeting at approximately 2:39 p.m.

Mayor Halliday announced that the Council would hear from the Development Services Department and continue the presentations for Public Works Engineering and Transportation and Utility and Environmental Services to May 24, 2016.

City Manager David provided an overview of the Development Services Department and introduced Development Services Director Rizk.

Council Members acknowledged the accomplishments of the Development Services Department. Discussion ensued among Council Members and City staff regarding: commercial and industrial illegal construction inspections; on-time reviews for building permit applications; mixed-use projects that are capitalized; Form Based Codes update; scanning of all back-logged street files; new Mural Arts/Utility Box projects; regulations requiring solar photovoltaic systems on new large residential projects; and a system that provides status on planning applications.

It was noted that the City Clerk would issue a revised City Council agenda for May 24, 2016 in order to continue discussion of the budget for Public Works Engineering and Transportation, Utility and Environmental Services, and Mayor and City Council.

## **COUNCIL REPORTS, REFERRALS, AND FUTURE AGENDA ITEMS**

There were none.



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**ADJOURNMENT**

Mayor Halliday adjourned the special meeting at 3:12 p.m.

**APPROVED:**

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Barbara Halliday  
Mayor, City of Hayward

**ATTEST:**

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Miriam Lens  
City Clerk, City of Hayward