

CITY OF HAYWARD

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



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Wednesday, May 19, 2021

5:00 PM

Remote Participation

Council Budget and Finance Committee

COVID-19 Notice: Consistent with State of California Executive Order No. 29-20 dated March 17, 2020, and Alameda County Health Officer Order No. 20-10 dated April 29, 2020, the Task Force will be participating in public meetings via phone/video conferencing.

Please note that we are now using the Zoom Webinar platform to conduct meetings.

How to watch the meeting from home:

1. YouTube Live stream: <https://www.youtube.com/user/cityofhayward>

How to submit written Public Comment:

Send an email to Crissy.Mello@hayward-ca.gov by 2:00 p.m. the day of the meeting. Please identify the Agenda Item Number in the subject line of your email. Emails will be compiled into one file, distributed to the Council Budget and Finance Committee and City staff, and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda. <https://hayward.legistar.com/Calendar.aspx>

When submitting written comments, indicate in the email if you want your comment read into the record. Requests will be allowed provided the reading will not exceed three (3) minutes consistent with the time limit for speakers at Council Committee meetings. Email comments will become part of the record of Council Committee meetings. The Chair can limit the time for reading written comments.

Click this link below to join the webinar:

<https://hayward.zoom.us/j/98324033144?pwd=L3JGdStsbEhkWCtUYi95UmpXcW1KQT09>
Passcode: Budget#5

Or Telephone: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592
Meeting ID: 983 2403 3144
Passcode: 54204918

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS:

Limited Only to Items on the Agenda and Submitted in Writing Prior to the Meeting.

APPROVAL OF MINUTES

[MIN 21-062](#)

Review and Approve of the Council Budget and Finance
Committee April 21, 2021 Meeting Minutes

Attachments: [Attachment I Minutes](#)

[MIN 21-063](#) Review and Approve of the Council Budget and Finance
Committee April 26, 2021 Special Meeting Minutes

Attachments: [Attachment I Minutes](#)

REPORTS/ACTION ITEMS

[RPT 21-066](#) COVID-19 Funding Update

Attachments: [Attachment I Staff Report](#)
[Attachment II General Fund COVID-19 Revenue and
Expenditures](#)
[Attachment III Summarized Non-General Fund COVID-19
Funding](#)

FUTURE AGENDA ITEMS

[ACT 21-051](#) Review and Approve the 2021/2022 Agenda Planning Calendar

Attachments: [Attachment I 2021/2022 Agenda Planning Calendar](#)

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS

ADJOURNMENT

Next Meeting - 5:00 p.m. Wednesday, July 21, 2021

The City of Hayward's Open Data Portal was designed to allow the public to explore, visualize, and download publicly accessible data. The Open Data Portal allows a clear view of the City's financial performance. Access to the portal may be found at <https://haywardca.opengov.com/>



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File #: MIN 21-062

DATE: May 19, 2021

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Review and Approve of the Council Budget and Finance Committee April 21, 2021 Meeting Minutes

RECOMMENDATION

That the Council Budget and Finance Committee reviews and approves the April 21, 2021, Council Budget Committee meeting minutes.

SUMMARY

The Council Budget Committee (CBFC) held a meeting on April 21, 2021, and the draft minutes are attached for the Committee's review and approval.

ATTACHMENTS

Attachment I 4/21/21 CBFC Meeting Minutes



COUNCIL BUDGET & FINANCE COMMITTEE MEETING
Meeting Minutes of April 21, 2021

Call to Order: 5:03 p.m.

Members Present: Mayor Barbara Halliday, Councilmember Sara Lamnin and Councilmember Aisha Wahab

Members Absent: None

Staff: Kelly McAdoo, Dustin Claussen, Alex Ameri, Nicole Gonzales, Kathy Garcia, Kaitlyn Byrne, Bolthar Garcia, Elli Lo, Crissy Mello, Nicholas Mullins, Mary Thomas, Rick Rivera

Guests: None

Public Comments: None

1. Approval of Meeting Minutes from March 17, 2021

Action: A motion was made by Mayor Halliday to approve the minutes of the March 17, 2021, Council and Budget Finance Committee meeting. Unanimous approval with noted exception.

2. Review and Comment on Proposed New Format for the Recommended FY 2022 - FY 2031 Capital Improvement Program

- Alex Ameri, Director of Public Works, provided an introduction to the changes to the CIP Budget. Kaitlyn Byrne presented a tour of the CIP Online Budget.

Action: The Committee discussed and provided feedback on the new CIP Budget format.

3. Discussion on Mayor & City Council Fiscal Year 2022 Budget

- Mary Thomas presented the proposed FY 2022 Mayor and City Council Budget.
- The Committee reviewed and discussed the Mayor and City Council mission statement and accomplishments, providing feedback and recommended changes.

Action: The Committee provided feedback and proposed edits to the Mayor and City Council budget narrative.

4. Fiscal Year 2022 Budget Process Update

- Director Claussen provided an oral update regarding the budget process, including key dates.

Action: The Committee discussed the budget process and provided feedback.

5. Future Agenda Items

- The Committee reviewed the FY 2021 Meeting Schedule.

Action: No formal action was taken. The meeting for June 16, 2021 will be canceled. The next regular meeting will be scheduled for July 2021.

Committee Members/Staff Announcements:

Director Claussen clarified an item regarding recent changes to the City's credit rating.

Adjournment: The meeting was adjourned at 6:15 p.m.



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File #: MIN 21-063

DATE: May 19, 2021

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Review and Approve of the Council Budget and Finance Committee April 26, 2021 Special Meeting Minutes

RECOMMENDATION

That the Council Budget and Finance Committee reviews and approves the April 26, 2021, Council Budget Committee special meeting minutes.

SUMMARY

The Council Budget Committee (CBFC) held a special meeting on April 26, 2021, and the draft minutes are attached for the Committee's review and approval.

ATTACHMENTS

Attachment I 4/26/21 CBFC Special Meeting Minutes



**COUNCIL BUDGET & FINANCE COMMITTEE SPECIAL MEETING
Special Meeting Minutes of April 26, 2021**

Call to Order: 5:03 p.m.

Members Present: Mayor Barbara Halliday, Councilmember Sara Lamnin and Councilmember Aisha Wahab

Members Absent: None

Staff: Kelly McAdoo, Dustin Claussen, Toney Chaplin, Jennifer Ott, Nicole Gonzales, Chuck Finnie, Monica Davis, Bryan Matthews, Erik Vollmer, Terrence Candell, Andrew Ghali, Laurel James, Crissy Mello, Nichols Mullins, Rick Rivera, Rosalinda Romero, Nick Tabari, Mary Thomas

Guests: Zachariah Oquenda, Denise Thompson, Arti Garg

Public Comments: Email, Hayward Resident
George Syrop, Hayward Community Coalition
Lacei Amodei, Hayward Community Coalition
Jesse Gunn, Hayward Community Coalition
Alexis Villalobos, Hayward Community Coalition
TJ, Hayward Concerned Citizens
Robert Hafner, Hayward Resident
Sara Prada, Hayward Unified School District Trustee

1. Findings and Recommendations from the Policy Innovation Workshop & Update on Community Public Safety Work

- Staff and guests presented the Policy Innovation Workshop findings and recommendations:
 - City Manager McAdoo provided an introduction and opening remarks regarding findings of the Policy Innovation Workshop.
 - Terrence Candell presented the Committee with an overview of the presentation and a background of events.
 - Arti Garg presented on behalf of Team A, proposing the establishment of a working group with young community members to review HPD's training curriculum.
 - Denise Thompson presented on behalf of Team B, proposing (1) bi-annual workshops between City Hall and Hayward Unified School

District, and (2) a youth internship program with the community relations management team.

- Bryan Matthews presented on behalf of Team C, proposing providing behavioral and mental health specialists both in the Dispatch Call Center and on-call for emergency response.
- Zachariah Oquenda and Andrew Ghali presented on behalf of Team D, proposing (1) funding of additional shelter options for unhoused residents, (2) piloting a mobile mental health response team, and (3) placing a health clinician in HPD District Command.
- Eric Vollmer presented on behalf of Team E, proposing the use of unarmed Community Service Officers to respond to non-violent property crimes.
- Bryan Matthews and Nicholas Mullins provided a staff analysis of implementation feasibility and cost for Workshop proposals.

Action: The Committee discussed the presentations and provided staff with feedback on proposals and policy research.

2. Future Agenda Items

Action: No formal action was taken.

Committee Members/Staff Announcements: None

Adjournment: The meeting was adjourned at 7:44 p.m.



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File #: RPT 21-066

DATE: May 19, 2021

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

COVID-19 Funding Update

RECOMMENDATION

That the Committee receives the report on the status of COVID-19 related expenditures, revenues, and reimbursement opportunities.

SUMMARY

In response to the sudden onset of the COVID-19 pandemic, the City of Hayward dedicated significant financial and staff resources in an effort to combat the negative impacts on the Hayward community. These efforts include but are not limited to: (1) mobilization and operation of COVID-19 testing and vaccination sites; (2) establishment of a weekly food distribution site; (3) development of rent relief programs; and (4) awarding grants to local businesses, nonprofits, and community partners.

As the impacts of the pandemic continue, the City has received assistance and reimbursements to offset the use of some of the resources it used associated with COVID-19 response. Table 1, below, shows a high-level summary of revenues and expenses related to these efforts. More detailed revenue and expense summaries for the General Fund and all Other Funds can be found in Attachment II and Attachment III, respectively.

Table 1. Summary of COVID-19 Revenues and Expenses (All Funds)

All Funds	Total
Revenues	\$ 6,748,835
Expenses	\$ 9,339,807
NET TOTAL	\$ (2,590,972)

ATTACHMENTS

File #: RPT 21-066

Attachment I	Staff Report
Attachment II	General Fund COVID-19 Revenue and Expenditures
Attachment II	Summarized Non-General Fund COVID-19 Funding



DATE: May 19, 2021

TO: Council Budget & Finance Committee

FROM: Director of Finance

SUBJECT: COVID-19 Funding Update

RECOMMENDATION

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SUMMARY

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BACKGROUND

On March 17, 2020, the Council adopted a resolution ratifying a local emergency in response to COVID-19. At that time, the Council authorized the appropriation of \$3.0 million from the General Fund to obtain necessary supplies, requisition of necessary personnel or materials, or otherwise take steps or incur such costs as may be required for the general welfare and safety of the community.

On March 23, 2020, the Hayward Fire Department (HFD) established the nation's first free, city-mobilized COVID-19 drive-through testing site. HFD worked diligently to partner with the Hayward Police Department (HPD) and several community organizations, including United Ambulance, Chabot College, and the Global Support and Development nonprofit, to support the testing site operations.

On July 7, 2020, the Council adopted a resolution authorizing the City Manager to execute an agreement with La Familia to provide staffing services to administer the command, organization, and testing functions at the COVID-19 testing center.

In addition to efforts at the testing center, the City has offered meal service to the community, provided small business grants, offered personal protective equipment to the community, made efforts to reduce exposure at City facilities, and more in an effort to address the pandemic.

In order to support the continued emergency response, the City Council authorized and appropriated an additional \$1.0 million from the General Fund on July 21, 2020. On November 10, 2020, the City Council received an update regarding COVID-19 related expenditures and authorized the appropriation of funding awarded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This appropriation was followed on December 8, 2020 by the authorization and appropriation of COVID-19 supplemental CDBG funding included in the CARES Act and distributed through the US Department of Housing and Urban Development (HUD).

On January 26, 2021, the Committee received an update to City revenue projections, including COVID-19 related funding. The City has continued to incur expenses and pursue additional funding since the most recent updates to the Council and the Committee. The discussion below includes a summary of expenses and revenues to date.

DISCUSSION

General Fund COVID-19 Revenues and Expenditures:

To date, the City has incurred \$6.7 million in General Fund expenses related to its response to the COVID-19 pandemic. In addition to the total of \$4.0 million in appropriations authorized by the Council, the City has received \$4.6 million in funding to offset its pandemic response efforts. Table 2 presents a high-level summary of revenues and expenditures since the declaration of the local emergency on March 17, 2020. A more detailed summary of General Fund revenues and expenses can be found in **Attachment II**.

Table 2. General Fund Summary

COVID-19 GENERAL FUND REVENUES & EXPENSES	
REVENUE	ACTUAL
Federal Revenue	\$ 2,111,449
Local Agency Reimbursement	2,543,872
TOTAL REVENUE	\$ 4,655,321
EXPENSES	ACTUAL
Supplies	\$ 3,016,297
Services	3,328,160
Grants	380,000
TOTAL EXPENSES	\$ 6,724,457
NET TOTAL	\$ (2,069,136)

General Fund Revenues

Since March 2020, the City has received a total of \$4.6 million in revenues or reimbursements related to its COVID-19 response. This includes \$2.5 million in intergovernmental reimbursement and \$2.1 million in federal revenues.

Shortly after mobilization of the testing site, the City partnered with neighboring jurisdictions to increase regional pandemic response by coordinating the purchase and distribution of COVID-19 test kits. These partnerships account for \$1.0 million in local reimbursement. Additionally, in December 2020, the City partnered with Alameda County under a Memorandum of Understanding (MOU) for the reimbursement of COVID-19 testing kits and laboratory processing. The MOU accounts for \$1.5 million in local reimbursement from Alameda County.

In October 2020, the City received approximately \$2.0 million in CARES Act funding. This funding was intended to cover COVID-19 response expenditures incurred between March 1, 2020 and December 31, 2021. Eligible expenditures included direct medical expenses, acquisition of PPE, payroll expenses for first responders, food distribution, and small business support grants.

Staff is currently working with Alameda County to pursue up to \$6.0 million in reimbursement from FEMA Public Assistance Program for other costs incurred as related to the City's response to the COVID-19 pandemic. These additional costs include operational expenses for the COVID-19 testing and vaccination sites, return-to-work safety modifications for City employees, food distribution programs, and staff time. The City is seeking authorization to pursue cost recovery independent from Alameda County.

General Fund Expenses

Supplies

Since the emergency declaration, the City has spent approximately \$3.0 million in supplies. The primary driver of the supplies expense has been the purchase of COVID-19 test kits and

diagnostic services in support of the COVID-19 drive-through testing site first established on March 23, 2020. Test kits purchased from Avellino Labs USA, Inc. constitute approximately \$2.76 million in supplies expenses. The remaining \$250,000 in supplies include the purchase of personal protective equipment (PPE), hand sanitizers, and disinfectants.

Services

General Fund services expenditures total \$3.3 million. Expenses related to the operation of the testing site are a major component of General Fund services expenditures. Equipment rental services, including all infrastructure, temporary structures, and furniture for the test site make up \$1.4 million of the total services expenditures to date.

On July 7, 2020, the Council adopted a resolution authorizing the City Manager to execute an agreement with La Familia to provide staffing services to administer the command, organization, and testing functions at the COVID-19 testing center. This agreement constitutes \$750,000 of the General Fund services expenditures. Other service expenses related to test site operation include approximately \$120,000 in ambulance/medical services and \$19,000 in temporary personnel services.

Approximately \$1.07 million in General Fund services expenses were related to non-testing site COVID-19 response efforts. These expenses consist of \$924,000 in miscellaneous expenses and \$145,000 in maintenance expenses, including (1) placement of sanitation and handwashing stations throughout the city; (2) PPE distributed to residents and local businesses; (3) food distribution and expansion of shelter for unhoused residents; and (4) installation of COVID-19 prevention infrastructure, such as plexiglass barriers and touchless fixtures, at City properties.

Local Business Grants

The final major category of pandemic-related General Fund expenses is direct economic assistance provided to local businesses. As part of the City's COVID-19 response, the Hayward Economic Development Team developed a COVID-19 Small Business Resiliency Grant Program to support operations and prevent layoffs. The Program distributed \$380,000 in grants to 76 local businesses that demonstrated negative impacts due to the COVID-19 shutdown.

City Staff Hours

To date, City Staff has dedicated over 25,000 hours in direct COVID-19 response efforts. Table 3 presents a summary of City Staff hours dedicated to pandemic-related projects.

Table 3. Summary of COVID-19 Pandemic Response Hours

Project	Staff Hours
Drive-Through Test Site	12,582
Vaccination Efforts (Clinic & Oakland)	3,695
COVID-19 Hotline	5,419
Food Distribution	3,767
TOTAL STAFF HOURS	25,463

Since the local emergency declaration, the Hayward Fire Department (HFD) has driven much of the City's public health response. Since the opening of the COVID-19 testing site in March 2020, HFD were the primary operational staff, representing approximately 12,500 work hours. As of January 2021, HFD personnel have operated a COVID-19 vaccination center at Fire Station #7, as well as partnering with other Fire Departments in Alameda County to staff the drive-through vaccination center at the Oakland Colosseum. Thus far, HFD personnel have dedicated almost 3,700 hours in COVID-19 vaccination operations.

In addition, City Staff outside of HFD have devoted significant time to the COVID-19 Hotline call center and food distribution efforts at Skywest Golf Course and Chabot College. To date, City Staff have worked over 5,400 hours at the call center and over 3,700 hours at the food distribution sites.

Summarized Non-General Fund COVID-19 Funding:

The City was awarded \$2.1 million in CARES Act Community Development Block Grant (CDBG) funding. To date, eligible CDBG program expenses total \$2.6 million. These expenses have been supported by \$2.1 million in CDBG funding specifically awarded to fund programs related to the support of the community directly impacted by the COVID-19 pandemic. Table 4 below, presents a high-level summary of revenues and expenditures since the local emergency declaration. A more detailed summary of CDBG revenues and expenses can be found in **Attachment III**.

Table 4. All Other Funds Summary

COVID-19 OTHER FUNDS REVENUES & EXPENSES	
REVENUE	ACTUAL
CARES Act CDBG Supplement	\$ 2,093,514
EXPENSES	ACTUAL
Program Expenses	\$ 2,615,350
NET TOTAL	\$ (521,836)

Non-General Fund Revenues

In addition to General Fund assistance provided through States, the CARES Act also included \$5.0 billion in supplemental CDBG COVID-19-related funding, which was distributed directly to existing CDBG grantee cities intended to aid households with high proportions of job loss, risk of virus transmission, and risk of eviction. The City was awarded a total of \$2.1 million in COVID-19 related funding through HUD.

To date, the City has been awarded one additional non-General Fund grant. On January 26th, the Council authorized the acceptance of a \$75,000 grant provided by the Alameda County Transportation Commission (ACTC) in response to COVID-19. The grant is intended to support post-COVID-19 economic recovery by funding quick-build transportation projects that improve bicycle and pedestrian access to local businesses, restaurants, and employment

centers. The grant award will be used to support the Patrick Avenue Improvements Phase 2 Project, which includes the installation of Class IV Separated Bike Lanes between Tennyson Road and Schafer Road. Receipt of this funding from Alameda County Transportation Commission is currently pending.

Other Fund Expenses

As noted above, non-General Fund COVID-19 response expenses have been limited to CDBG funding. On December 8, 2020, the Council approved and appropriated the CDBG funds awarded to fund programs related to the City's response to the pandemic. As shown in **Attachment III**, these efforts include: (1) \$1.35 million in rent relief grants; (2) \$305,000 in food distribution efforts; (3) \$252,000 in housing assistance; (4) \$175,000 in additional small business support grants; (5) \$150,000 in assistance to St. Rose Hospital for the purchase of ventilators; and (6) \$116,000 in shelter services for unhoused residents. Other, smaller programs supported by the CDBG funding include housing counseling, childcare, and a 211-information hotline.

ECONOMIC IMPACT

There is no economic impact associated with this report as it is informational only.

FISCAL IMPACT

There are no direct fiscal impacts associated with this report as it is informational only.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priority of Organizational Health. This item is not specifically related to a project currently identified in the Strategic Roadmap.

PUBLIC CONTACT

The agenda for this item was posted in compliance with the California Brown Act.

NEXT STEPS

Staff will continue to monitor COVID-19 funding opportunities and provide the Committee with regular updates.

Prepared by: Rick Rivera, Management Analyst I
Nicole Gonzales, Deputy Director of Finance

Recommended by: Dustin Claussen, Director of Finance

Approved by:



Kelly McAdoo, City Manager

GENERAL FUND COVID-19 REVENUE AND EXPENDITURES

REVENUE		ACTUALS
	CARES Act Coronavirus Relief Fund	\$ 1,979,381
	Alameda County Test Kit Reimbursement	\$ 1,500,000
	Other Local Agency Reimbursement	\$ 1,043,872
	US Department of Justice	\$ 132,068
	Total Revenue	\$ 4,655,321
EXPENSES		
Supplies		
	COVID-19 Testing Kits	\$ 2,762,500
	Miscellaneous Supplies	\$ 253,797
Services		
	Equipment Rental Services	\$ 1,370,756
	Test Site Operation (La Familia)	\$ 749,000
	Maintenance Services	\$ 145,083
	Ambulance / Medical Services	\$ 120,174
	Navigation Center Hotel Annex	\$ 67,925
	Temporary Personnel Services	\$ 18,969
	Miscellaneous Services	\$ 856,253
	Small Business Resiliency Grant	\$ 380,000
	Total Expense	\$ 6,724,457

SUMMARIZED NON-GENERAL FUND COVID-19 FUNDING

REVENUE		ACTUALS
	CARES Act CDBG Supplement	\$ 2,093,514
	Total Revenue	\$ 2,093,514
EXPENSES		
Program Expense		
	Rent Relief	\$ 1,345,700
	Food Distribution	\$ 305,000
	Housing Assistance	\$ 251,740
	Small Business Grant	\$ 175,000
	Ventilators for St. Rose	\$ 150,000
	Shelter Services	\$ 116,000
	Housing Counseling	\$ 75,000
	Community Child Care	\$ 40,000
	211 Housing Information Line	\$ 25,000
	Other COVID-19 Community Services	\$ 131,910
	Total Expense	\$ 2,615,350



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File #: ACT 21-051

DATE: May 19, 2021

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Review and Approve the 2021/2022 Agenda Planning Calendar

RECOMMENDATION

That the Council Budget and Finance Committee reviews and approves the 2021/2022 Agenda Planning Calendar.

SUMMARY

The 2021/2022 Agenda Planning Calendar suggests agenda topics for the year for the Committee's consideration.

ATTACHMENTS

Attachment I 2021/2022 Agenda Planning Calendar



**COUNCIL BUDGET AND FINANCE COMMITTEE
FY 2021/2022 Agenda Planning Calendar
May 19, 2021**

Meeting Location: Remote Participation

Meeting Time: 5:00 p.m.

Meeting Dates: The Council Budget & Finance Committee generally meet monthly on the 3rd Wednesday of the month, except for August, due to City Council Break. Special meetings will be scheduled as determined necessary by the Committee or the City Manager.

DATE	SUGGESTED TOPICS (subject to change)
May 19, 2021	COVID-19 Funding Update
June 16, 2021	Meeting Cancelled
July 21, 2021 (FY 2022)	FY 2022 Budget Process Debrief

Non-scheduled future agenda topics:

- Fleet Utilization Study
- Community Foundation Funding
- Public Banking Update