

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, February 1, 2023

5:30 PM

Remote Participation

Council Budget and Finance Committee

COVID-19 Notice: Consistent with Assembly Bill 361/Gov Code 54953(e), the Council Budget and Finance Committee meeting includes teleconference participation by all Council Budget and Finance Committee members and the public.

How to Observe the Meeting:

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.

*Please click the link below to join the webinar:
[https://hayward.zoom.us/j/81927821418?](https://hayward.zoom.us/j/81927821418?pwd=QUNxOVZlRWVhNkQjTjZlMkFhbnRlUQT09)
[pwd=QUNxOVZlRWVhNkQjTjZlMkFhbnRlUQT09](https://hayward.zoom.us/j/81927821418?pwd=QUNxOVZlRWVhNkQjTjZlMkFhbnRlUQT09)
Webinar ID: 819 2782 1418
Password: Budget@21*

*Or join by phone:
US: +1 669 900 6833 or +1 646 931 3860
Meeting ID: 819 2782 1418
Password: 688372074*

A Guide to attend virtual meetings is provided at this link: <https://bit.ly/3jmaUxa>

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

- 1** [MIN 23-016](#) Review and Approve the Council Budget and Finance Committee November 16, 2022, Meeting Minutes

Attachments: [Attachment I Meeting Minutes](#)

REPORTS/ACTION ITEMS

- 2 Council Budget & Finance Committee Orientation
- 3 [RPT 23-010](#) Fiscal Year 2024 Budget Process Overview
Attachments: [Attachment I Staff Report](#)
- 4 [ACT 23-012](#) Review and Approve the FY 2023 Agenda Planning Calendar
Attachments: [Attachment I Agenda Planning Calendar](#)

FUTURE AGENDA ITEMS

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

Next Meeting - 5:30 p.m., Wednesday, March 1, 2023

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/CITY>



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File #: MIN 23-016

DATE: February 1, 2023

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Review and Approve the Council Budget and Finance Committee November 16, 2022, Meeting Minutes

RECOMMENDATION

That the Council Budget and Finance Committee (CBFC) reviews and approves the November 16, 2022, CBFC meeting minutes.

SUMMARY

The CBFC held a meeting on November 16, 2022, and the draft minutes are attached for the CBFC's review and approval.

ATTACHMENTS

Attachment I 11/16/22 CBFC Meeting Minutes



COUNCIL BUDGET & FINANCE COMMITTEE MEETING
Meeting Minutes of November 16, 2022

Call to Order: 5:02 p.m.

Members Present: Mayor Halliday, Councilmember Lamnin

Members Absent: Councilmember Wahab

Staff: Kelly McAdoo, Dustin Claussen, Regina Youngblood, Nicole Gonzales, Nicholas Mullins, and Mary Thomas, Crissy Mello

Guests: Monique Spyke, PFM Asset Management

Public Comments: No public comments.

1. Approval of Meeting Minutes from September 21, 2022

Action: Unanimous approval as submitted.

2. Overview of Funds at the East Bay Community Foundation

- Mary Thomas presented an update and overview of funds at the East Bay Community Foundation.

Action: The Committee received the presentation.

3. Investment Portfolio Review and FY 2023 Statement of Investment Policy Update

- Monique Spyke of PFM Asset Management provided the Committee with an update on the City's annual Investment Portfolio Review and FY 2023 Statement of Investment Policy.

Action: The Committee received the presentation and supported the recommended state regulatory changes to the Statement of Investment Policy.

4. Transient Occupancy Tax (TOT) Review

- Director Claussen provided an overview and review of the City's Transient Occupancy Tax (TOT) and solicited feedback from the Committee on adjusting the TOT rate in accordance with the approved ballot measure.

Action: The Committee received the presentation and supported staff in presenting a recommendation to adjust the City's TOT rate to City Council for consideration.

5. Review and Approve the FY 2023 Agenda Planning Calendar

Action: The Committee reviewed the calendar.

Committee Members/Staff Announcements: None.

Adjournment: The meeting was adjourned at 6:09 p.m.



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File #: RPT 23-010

DATE: February 1, 2023

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Fiscal Year 2024 Budget Process Overview

RECOMMENDATION

That the Committee receives an overview of the FY 2024 Budget Process.

SUMMARY

This report provides an overview to the Committee on the FY 2024 Budget process. The City's annual budget process begins in January. The budget process includes several significant steps that facilitate the development of the proposed budget and its presentation to the City Council for consideration prior to adoption in June. Graph 1 provides a visualization of the FY 2024 annual budget process.

ATTACHMENTS

Attachment I Staff Report



DATE: February 1, 2023

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT: Fiscal Year 2024 Budget Process Overview

RECOMMENDATION

That the Committee receives an overview of the FY 2024 Budget Process

SUMMARY

This report provides an overview to the Committee on the FY 2024 Budget process. The City's annual budget process begins in January. The budget process includes several significant steps that facilitate the development of the proposed budget and its presentation to the City Council for consideration prior to adoption in June. Graph 1 provides a visualization of the FY 2024 annual budget process.

BACKGROUND AND DISCUSSION

The annual budget process begins in January 2023. Departments identify both operational budgetary needs, as well as emerging capital infrastructure needs as part of the City's Capital Improvement Program (CIP). By February, departments submit budget requests for both operating and CIP needs for the upcoming fiscal year.

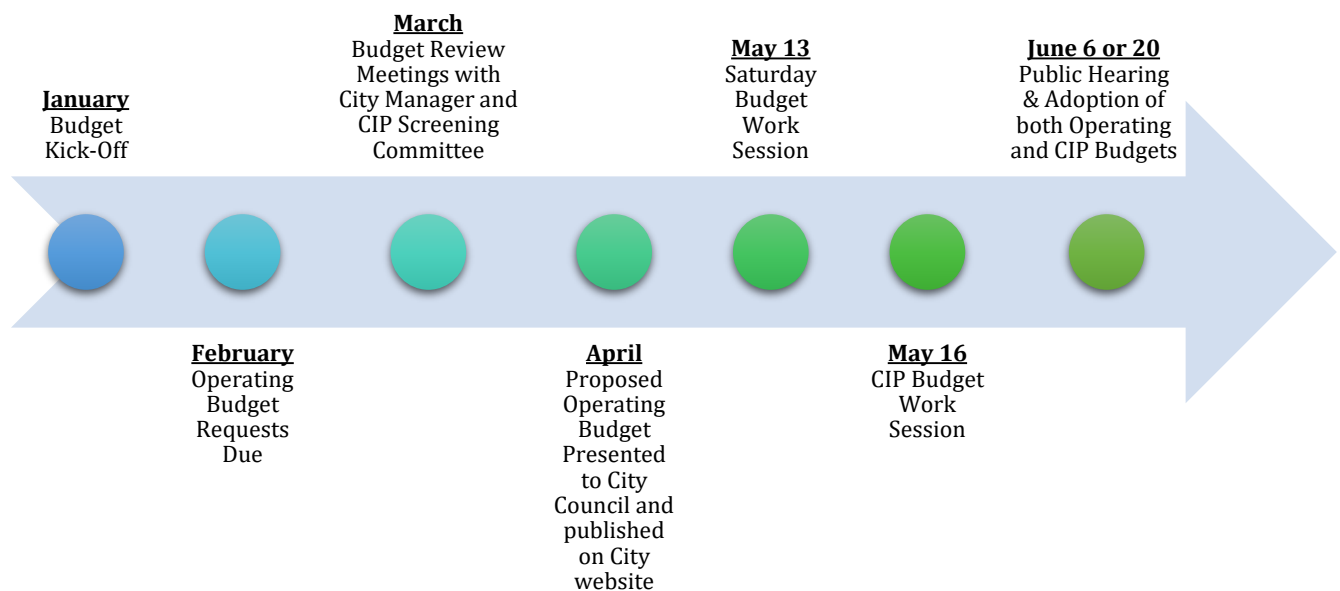
As part of the Operating Budget process, each department presents its operating budget requests to the City Manager during a series of meetings in early March. The City Manager reviews all department requests prior to making a recommendation to the City Council for consideration. These recommendations are included in the proposed FY 2024 Operating Budget, which will be provided to the full Council and published on the City's website by the end of April.

As part of the CIP Budget process, several CIP Screening Committee meetings are held throughout February and March, prior to the presentation of the draft CIP to the City Manager and Assistant City Managers in March. The recommended CIP Budget will be provided to the full Council and published on the City's website in mid-April.

On May 13, 2023, a City Council Budget Work Session will be held to review the proposed FY 2024 Operating Budget. A separate CIP Budget Work Session is scheduled for May 16, 2023.

Upon completion of all budget work sessions, the Proposed FY 2024 Operating and CIP Budgets are scheduled for a Public Hearing and Adoption on June 6, 2023. Should the Public Hearing result in necessary changes to the Proposed FY 2024 Operating and CIP Budgets, the item will be continued to June 20, 2023, for final adoption.

Graph 1: FY 2024 Annual Budget Timeline



ECONOMIC IMPACT

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

STRATEGIC ROADMAP

This agenda item is a routine operational item and is not specifically related to a project currently identified in the Strategic Roadmap.

FISCAL IMPACT

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

PUBLIC CONTACT

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

NEXT STEPS

The proposed FY 2024 Operating Budget will be presented to City Council and published on the City's website by the end of April. A Saturday budget work session will be held on May 13, 2023, followed by a Public Hearing and Adoption of the FY 2024 Operating and CIP Budgets on June 6 or 20, 2023.

Prepared & Recommended by: Nicole Gonzales, Director of Finance

Approved by:

A handwritten signature in black ink, appearing to read 'McAadoo', with a long horizontal stroke extending to the right.

Kelly McAadoo, City Manager



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File #: ACT 23-012

DATE: February 1, 2023

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Review and Approve the FY 2023 Agenda Planning Calendar

RECOMMENDATION

That the Council Budget and Finance Committee reviews and approves the FY 2023 Agenda Planning Calendar.

SUMMARY

The FY 2023 Agenda Planning Calendar suggests agenda topics for the year for the Committee's consideration.

ATTACHMENTS

Attachment I FY 2023 Agenda Planning Calendar



COUNCIL BUDGET AND FINANCE COMMITTEE
FY 2023 Agenda Planning Calendar
February 1, 2023

Meeting Location: Remote Participation

Meeting Time: 5:00 p.m.

Meeting Dates: The Council Budget & Finance Committee generally meets monthly on the 1st Wednesday of the month, except for July and 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)
February 1, 2023	Council Budget & Finance Committee Orientation FY 2024 Budget Process and Calendar Review
March 1, 2023	Annual Comprehensive Financial Report for the Year Ended June 30, 2022 FY 2023 Mid-Year Budget Review and General Fund Long-Range Financial Model Update Discussion on Mayor & City Council FY 2024 Budget FY 2024 Budget Process Update
April 5, 2023	FY 2024 Proposed Budget Discussion
May 3, 2023	Annual Review of City-Issued Debt Annual City Benefit Liabilities and Funding Plan Review
June 7, 2023	FY 2024 Budget Process Debrief (Oral Presentation)
July 5, 2023	<i>Council Recess</i>
August 2, 2023	<i>Council Recess</i>

Non-scheduled future agenda topics:

- Fleet Utilization Study
- Pension Obligation Funds (as Updates Available)
- Additional Payment OPEB Trust
- Public Bank East Bay
- 238 Parcel Sales Update (Timing TBD on Transactions)