

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 3, 2023

5:30 PM

Conference Room 2A & Zoom Platform

Council Budget and Finance Committee

NOTICE: The Council Budget and Finance Committee will hold a hybrid meeting in Conference Room 2A and virtually via Zoom.

Public Participation

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/85788629700?pwd=NWxlaWJUdlQvM1VCSC90OVBIY09nQT09>

Webinar ID: 857 8862 9700

Password: Budget@503

Or join by phone:

US: +1 669 900 6833 or +1 646 931 3860

Meeting ID: 857 8862 9700

Password: 7665131865

CALL TO ORDER

AB 2449 TELECONFERENCE NOTIFICATIONS AND CONSIDERATION

ROLL CALL

PUBLIC COMMENTS:

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

MINUTES

[MIN 23-055](#)

Review and Approve of the Council Budget and Finance Committee April 5, 2023, Meeting Minutes

Attachments: [Attachment I Minutes](#)

REPORTS/ACTION ITEMS

[ACT 23-039](#) Facilities Needs Assessment and Potential Funding Options

Attachments: [Attachment I Staff Report](#)

FUTURE AGENDA ITEMS

[ACT 23-038](#) Review and Approve the FY 2023/2024 Agenda Planning Calendar

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

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS

ADJOURNMENT

Next Meeting - 5:30 p.m., Wednesday, June 7, 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 23-055

DATE: May 3, 2023

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Review and Approve of the Council Budget and Finance Committee April 5, 2023, Meeting Minutes

RECOMMENDATION

That the Council Budget and Finance Committee (CBFC) reviews and approves the April 5, 2023, CBFC meeting minutes.

SUMMARY

The CBFC held a meeting on April 5, 2023, and the draft minutes are attached for the CBFC's review and approval.

ATTACHMENTS

Attachment I 04/05/2023 CBFC Meeting Minutes



COUNCIL BUDGET & FINANCE COMMITTEE MEETING
Meeting Minutes of April 5, 2023

Call to Order: 5:31 p.m.

Members Present: Mayor Salinas, Councilmember Syrop

Members Absent: None

Staff: Kelly McAdoo, Nicole Gonzales, Regina Youngblood, Nicholas Mullins, Crissy Mello

Others: Cordell Hindler

Public Comments: None

1. Approval of Meeting Minutes from March 1, 2023

Action: Minutes reviewed and unanimously approved.

2. Discussion on Mayor & City Council Fiscal Year 2024 Budget

- City Manager McAdoo and Director Gonzales presented the Mayor & City Council Fiscal Year 2024 Budget. City Manager McAdoo and Director Gonzales provided an overview of the budget and solicited feedback and input from the Committee.

Action: The Committee received the presentation and provided feedback to incorporate into the budget document.

3. Fiscal Year 2024 Budget Process Update (Oral Presentation)

- Director Gonzales provided an update on the Fiscal Year 2024 Budget Process.

Action: The Committee received the presentation and provided feedback.

4. Review and Approve the FY 2023/2024 Agenda Planning Calendar

Action: The Committee reviewed the calendar.

Committee Members/Staff Announcements: None

Adjournment: The meeting was adjourned at 6:07 p.m.



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File #: ACT 23-039

DATE: May 3, 2023

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Facilities Needs Assessment and Potential Funding Options

RECOMMENDATION

That the Committee receives this report on the needs assessment related to City owned facilities and facility improvement needs around the City, as well as consider potential ways to fund these needs.

SUMMARY

This report provides an overview of identified existing needs to update or build new facilities around the City. The facilities and capital needs mentioned in this report are also currently without a specified plan or source of funds to complete them. Staff would like the Committee to consider completing a community survey and outreach process to identify potential new or continuing revenue sources that may make resources available to fund these needs.

ATTACHMENTS

Attachment I Staff Report



DATE: May 3, 2023

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT: Facilities Needs Assessment and Potential Funding Options

RECOMMENDATION

That the Committee receives this report on the needs assessment related to City owned facilities and facility improvement needs around the City, as well as consider potential ways to fund these needs.

SUMMARY

This report provides an overview of identified existing needs to update or build new facilities around the City. The facilities and capital needs mentioned in this report are also currently without a specified plan or source of funds to complete them. Staff would like the Committee to consider completing a community survey and outreach process to identify potential new or continuing revenue sources that may make resources available to fund these needs.

BACKGROUND AND DISCUSSION

In April 2022, the Committee requested staff provide information from preliminary polling results from the Resident Satisfaction Survey¹. The Committee received a presentation of the final results of the survey and discussed the consideration of placing a tax measure on the 2024 ballot. The survey was conducted in October 2021 by FM3 Research. The results of the survey indicated that the majority of Hayward-voters support a parcel tax to fund homelessness and mental health response projects, programs, and services. The survey indicated that 59 percent support a \$79 per year parcel tax (\$3 million annually), with 55 percent supporting a \$109 per year parcel tax (\$4.1 million annually). However, this parcel tax would not generate enough revenue to fund the City's unfunded capital projects. The Committee determined at that time it was not interested in making a recommendation to place an annual parcel tax measure on the 2024 ballot. The Committee did, however, ask staff to begin an initial exploration of a potential extension of Measure C to address and create funding plans for identified facility needs throughout the City.

¹ [CITY OF HAYWARD - File #: RPT 22-038 \(legistar.com\)](#)

At the time of this report, the City has more than \$500 million in projects that have been identified in approved City policy documents as needed or desired but for which there is not currently funding in the City's Capital Improvement Program. The overwhelming majority of these items are related to necessary updates to current facilities or the creation of new needed facilities. The facilities identified and amounts associated are included in the City's Capital Improvement Program for fiscal years 2024-2033 in the "[Unfunded Needs](#)²" section of the report. Not included in the "Unfunded Needs" list is the Weekes Branch Library, a satellite library site in South Hayward. A facilities assessment is currently underway. A funding plan for improvements to the Weekes Branch Library has not been identified at this time.

While the City thus far has chosen not to add a parcel tax to a ballot recently, it did offer valuable feedback from the community and informed the Council that voters may support future measures. Staff recommends that we continue to engage the community and gain survey information to understand what, if any, of the needs they prioritize and those that they may be willing to support in a potential future ballot measure. At this meeting, staff will present information about the funding opportunities available from an extension of Measure C, an overview of possible survey questions and methodology, and a timeline if the Council determines to move forward placing a measure on the November 2024 ballot.

FISCAL IMPACT

There is no fiscal impact associated with this information report.

NEXT STEPS

With direction from the Committee, staff will work to advance efforts and facilitate a community survey to inform a potential discussion with the full Council to help prioritize facilities supported by the community and identify viable funding options to provide resources to support the facility upgrades.

Prepared by: Dustin Claussen, Assistant City Manager
 Nicole Gonzales, Director of Finance
 Chuck Finnie, Public Information Officer

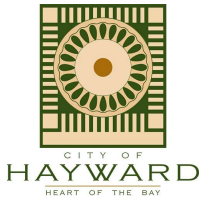
Recommended by: Nicole Gonzales, Director of Finance

Approved by:



Kelly McAdoo, City Manager

² https://stories.opengov.com/haywardca/published/a2pQ_RSCP35



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File #: ACT 23-038

DATE: May 3, 2023

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Review and Approve the FY 2023/2024 Agenda Planning Calendar

RECOMMENDATION

That the Council Budget and Finance Committee reviews and approves the FY 2023/2024 Agenda Planning Calendar.

SUMMARY

The FY 2023/2024 Agenda Planning Calendar suggests agenda topics for the year for the Committee's consideration.

ATTACHMENTS

Attachment I FY 2023/2024 Agenda Planning Calendar



COUNCIL BUDGET AND FINANCE COMMITTEE
FY 2023/2024 Agenda Planning Calendar
May 3, 2023

Meeting Location: Conference Room 2A/Zoom Platform

Meeting Time: 5:30 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)
June 7, 2023	Annual Review of City Issued Debt Annual City Benefit Liabilities and Funding Plan Review FY 2024 Budget Process Debrief (Oral Presentation)
July 5, 2023	<i>Council Recess</i>
August 2, 2023 (TBD)	<i>Council Recess</i>
September 6, 2023	Update on Hayward Community Foundation Public Bank East Bay
October 4, 2023	FY 2023 Annual Audit Process (Oral Presentation by External Auditor) Measure C Annual Report
November 1, 2023	Investment Portfolio Review and FY 2024 Statement of Investment Policy and Delegation Authority (Oral Presentation by External Investment Manager)
December 6, 2023	Informational Report of the Fiscal Year 2023 Audit FY 2025 Budget Process and Calendar Review
January 3, 2024	Transmittal of Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2023 (ACFR)
February 7, 2024	Hayward Community Foundation Update FY 2025 Budget Process Update
March 6, 2024	Mid-Year Budget Review and General Fund Long Range Financial Model Update FY 2025 Master Fee Schedule
April 1, 2024	Discussion on Mayor & City Council FY 2025 Budget FY 2025 Proposed Budget Discussion

(continued on next page)

Non-scheduled future agenda topics:

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