

# **CITY OF HAYWARD**

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)



CITY OF  
**HAYWARD**  
HEART OF THE BAY

## **Agenda**

**Wednesday, September 20, 2017**

**4:00 PM**

**City Hall, Conference Room 4A**

**Council Budget and Finance Committee**

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENTS:**

*(The Public Comment section provides an opportunity to address the City Council Committee on items not listed on the agenda as well as items on the agenda. The Committee welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Committee is prohibited by State law from discussing items not listed on the agenda, any comments on items not on the agenda will be taken under consideration without Committee discussion and may be referred to staff.)*

**REPORTS/ACTION ITEMS**

1. [MIN 17-122](#) Approval of Meeting Minutes July 19, 2017

**Attachments:** [Attachment I Draft Minutes July 19, 2017](#)

2. FY 2017 Annual Audit Process (Oral Presentation by External Auditor)

3. [RPT 17-128](#) Money Talks Empathy Work with City Employees

**Attachments:** [Attachment I Staff Report](#)  
[Attachment II Money Talks Work Plan](#)

4. [RPT 17-095](#) FY 2018 Meeting Schedule & Work Plan

**Attachments:** [Attachment I Meeting Schedule and Work Plan](#)

**FUTURE AGENDA ITEMS**

**COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS**

**ADJOURNMENT**

**NEXT REGULAR MEETING - 4:00P.M., WEDNESDAY, OCTOBER 18, 2017**



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**File #:** MIN 17-122

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**DATE:** September 20, 2017

**TO:** Council Budget and Finance Committee

**FROM:** Director of Finance

**SUBJECT**

Draft Meeting Minutes from July 19, 2017 Regular Meeting

**RECOMMENDATION**

That the Committee approves the meeting minutes from the July 19, 2017 Regular Meeting.

**ATTACHMENT**

Attachment I Draft Minutes July 19, 2017



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**COUNCIL BUDGET & FINANCE COMMITTEE MEETING**  
**Meeting Minutes of July 19, 2017**

**Call to Order:** 4:02 pm

**Members Present:** Mayor Halliday and Councilmember Lamnin

**Members Absent:** Councilmember Salinas

**Staff:** Kelly McAdoo, Dustin Claussen, Sean Reinhart, and Monica Davis

**Guests:** Judy Harrison and Helene Carr

**Public Comments:** No public comments.

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1. Approval of Meeting Minutes May 17, 2017

*Action: unanimous approval as submitted.*

2. Biennial Budget Process Discussion

- Oral presentation by City Manager McAdoo and Director Claussen on biennial budgeting.

*Action: The Committee received the presentation, discussed and agreed that a change to a biennial budget is not necessary at this time.*

3. Measure C Annual Report. Discussion included: an overview of the Measure C expenditures for FY 2016 and FY 2017. Presentation by Director Claussen.

- An increase in capital expenses, including facilities, street rehabilitation, and the slurry project.
- All personnel roles are filled except call takers with the police department.
- City Manager noted that there is an approximate \$2.4m of additional annual revenue from Measure C.

*Action: The Committee reviewed the Measure C revenues and expenses. No formal action was taken.*

4. Future Agenda Items

- Home assistance purchase program for employees
- Measure C additional annual revenue

**Committee Members/Staff Announcements and Referrals:**

- Director of Finance announced that the City-wide budget focus groups will occur in the next few months.
- Director of Finance introduced Monica Davis, Management Analyst II for the Department of Finance
- Director of Finance announced that the recruitment for the Deputy Director will occur in September

**Adjournment:** The meeting was adjourned at 4:43 pm



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**File #:** RPT 17-128

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**DATE:** September 20, 2017

**TO:** Council Budget and Finance Committee

**FROM:** Director of Finance

**SUBJECT**

Money Talks Empathy Work with City Employees

**RECOMMENDATION**

This is an informational report that staff is providing to the Committee for review and to provide an opportunity for comment and feedback.

**ATTACHMENT**

Attachment I Staff Report  
Attachment II Money Talks Work Plan



DATE: September 20, 2017

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT Money Talks Empathy Work with City Employees

#### RECOMMENDATION

This is an informational report that staff is providing to the Committee for review and to provide an opportunity for comment and feedback.

#### BACKGROUND

In October, City Council will be provided recommendations from staff regarding resource generating and cost savings opportunities based on a collaborative effort between the City and Management Partners. To pair the options that Management Partners presents with City staff driven ideas, the Finance Department is leading an interdepartmental effort to conduct discussions with staff across the City at all levels. The team, named Money Talks, has been tasked with engaging in empathy work around the budget. The Money Talks work plan is included as Attachment I to this staff report. The team is facilitating one-on-one and small group conversations with City staff to explore new ways the City can generate revenues, opportunities for resource savings, and ways in which departments can do the work that we do better. A secondary purpose of the Money Talks efforts is to identify areas where staff want to learn more about the budget. These conversations are also used as an opportunity to garner more engagement with and ownership of the budget.

As a supplementary engagement tool, an online survey was sent to the entire City Staff to solicit feedback and invite follow-up meetings. Additionally, the City's public OpenGov portal, <https://haywardca.opengov.com/transparency>, was shared City-wide to provide access to budgetary information in a visually appealing and digestible way. We are working with the OpenGov team to re-launch engagement of this platform with City staff over the next few months.

Currently, we've received 30 survey responses, and undertaken approximately 50 in person interviews. We are centralizing the feedback through an online survey and working toward capturing responses from representatives of each division and all bargaining units. Additionally, the Finance Department will be putting together trainings and informational materials to ensure that questions about the budget are adequately addressed.

#### NEXT STEPS

City staff driven ideas will be evaluated and implemented as appropriate by the executive team and items requiring City Council approval will be presented with further staff analysis.

Prepared by: Monica Davis, Management Analyst II

Recommended by: Dustin Claussen, Director of Finance

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

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Kelly McAdoo, City Manager



# MONEY TALKS

## PLAN

A core group of 4-7 facilitators will engage in one-on-one and small group ( $\leq 5$ ) conversations around the budget. An online survey will also be available. The ideas will be considered for adoption by the City Manager and Executive Team.

## KEY QUESTIONS

### 1) What are new ways the City can make money?

Do you have a great idea for how the City can make money?

### 2) What opportunities for resource savings do you see across the City?

What City processes frustrate you?

### 3) What are the ways your department could do work better?

Sometimes we do work the way we do it because "that is how we have always done it". Are there better ways?

## TIMELINE

### July 31 – August 4: Finalize Team and Plan

Plan and team members approved, website set up, and appointment slots created

### August 7 – September 22: Engage in Empathy Work

Surveys, 1:1, and Focus Groups

### September 25 - Onward

Ideas are provided to City Manager and Executive Team for consideration

## GOAL

To generate viable ideas from the City of Hayward staff on opportunities for efficiencies and new revenues.



Everyone Email



Surveys



1:1



Focus Groups

Budget Focus Group Webpage:  
TBD

## THE TEAM

**Michael Barnes**

**Matthew Channing**

**Monica Davis**

**Corrinne Ferreyra**

**Nicole Gonzales**

**Avinta Madhukansh**

**Alicia Sargiotto**

**John Stefanski**

**Mary Thomas**



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**File #:** RPT 17-095

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**DATE:** September 20, 2017

**TO:** Council Budget and Finance Committee

**FROM:** Director of Finance

**SUBJECT**

FY 2018 Meeting Schedule & Work Plan

**RECOMMENDATION**

That the Committee receives and comments on the FY 2018 Council Budget and Finance Committee Meeting Schedule & Work Plan.

**ATTACHMENT**

Attachment I Meeting Schedule & Work Plan



**COUNCIL BUDGET AND FINANCE COMMITTEE**  
**FY 2018 Meeting Schedule & Workplan**  
**September 20, 2017**

**Meeting Location:** 777 B STREET - CITY HALL - 4<sup>TH</sup> FLOOR CONFERENCE ROOM 4A  
HAYWARD, CALIFORNIA

**Meeting Time:** 4:00 P. M.

**Meeting Dates:** The Council Budget & Finance Committee generally meet monthly on the 3<sup>rd</sup> 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.

<b>DATE</b>	<b>SUGGESTED TOPICS (subject to change)</b>
September 20, 2017	FY 2017 Annual Audit Process (Oral Presentation by External Auditor) Employee Budget Focus Group
October 18, 2017	Investment Portfolio Update (External Investment Manager) FY 2018 Statement of Investment Policy Review and Delegation of Authority
November 15, 2017	General Fund Ten-Year Plan Review incl FY 2017 Preliminary YE Results FY 2019 Budget Process Plan and Development Calendar
December 20, 2017	FY 2019 Budget Development Process Presentation of FY 2017 Audit Home Assistance Purchase Program for Employees
<del>January 17, 2018</del> January 25, 2018 at 5 p.m. (Thursday)	Discussion of FY 2019 Budget Process and Worksession Framework Annual Review of City Issued Debt CalPERS
February 21, 2018	FY 2018 Mid-Year Review & General Fund Ten-Year Plan Update Update FY 2019 Financial Policies FY 2019 Proposed Budget Discussion
March 21, 2018	Annual City Benefit Liabilities and Funding Plan Review Discussion on Mayor & City Council Department Budget
April 18, 2018	FY 2019 Budget process update
May 16, 2018	Review of Potential Resident Satisfaction Focus Group
June 20, 2018	Measure C Annual Report
July 18, 2018	FY 2019 budget process debrief

**Non-scheduled future agenda topics:**

- Performance Measurement
- Affordable Care Act – Health Care Exchange