CITY OF HAYWARD

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

Agenda

Wednesday, May 15, 2019

5:00 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.)

1. MIN 19-040 Approval of Minutes from April 17, 2019 Budget and Finance Committee Meeting

Attachments: Attachment I Minutes April 17, 2019

2. RPT 19-281 Annual City Benefit and Funding Plan Review

Attachments: Attachment I Staff Report

3. RPT 19-262 Review FY 2019 Agenda Planning Calendar

Attachments: Attachment I FY 2019 Agenda Planning Calendar

FUTURE AGENDA ITEMS

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

REGULARLY SCHEDULED MEETING JUNE 19, 2019 CANCELED
NEXT MEETING - 5:00P.M. WEDNESDAY, JULY 17, 2019

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/

Hayward City Hall
777 B Street
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File #: MIN 19-040

DATE: May 15, 2019

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Approval of Minutes from April 17, 2019 Budget and Finance Committee Meeting

RECOMMENDATION

That the Committee approves the meeting minutes from April 17, 2019.

SUMMARY

Staff recommends that the Committee reviews and approves the April 17, 2019 Budget and Finance Committee meeting minutes.

ATTACHMENTS

Attachment I Minutes for April 17, 2019 Budget and Finance Committee Meeting

CITY OF HAYWARD
HEART OF THE BAY

COUNCIL BUDGET & FINANCE COMMITTEE MEETING
Meeting Minutes of April 17, 2019

Call to Order: 5:00 pm

Members Present: Mayor Halliday, Councilmember Lamnin, and Councilmember Wahab

Members Absent: N/A

Staff: Maria Hurtado, Dustin Claussen, Nicole Gonzales, Nina Collins, Alex Ameri, Erik Pearson, and Jeff Krump

Guests: Cheryl Penick, representing Local 21
Kevin Go, Student Intern

Public Comments: No public comments.

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1. Approval of Meeting Minutes from March 20, 2019

Action: Unanimously approval as submitted.

<u>Order of meeting items are updated to reflect presentation at meeting</u>

2. City of Hayward Elected Officials Salary and Benefit Review

   - Director Collins presented and facilitated a discussion on the review of elected official salary and benefits.

Action: The Committee received the presentation and discussed the current elected official salary and benefits. The Committee requested to advance the item to the full City Council for consideration at a future closed session.

3. Possible Fee to Address Litter from Disposable Food Packaging

   - Director Ameri provided information and facilitated a discussion on the potential implementation of a fee to address litter from disposable food packaging.

Action: The Committee discussed and agreed that the potential fee is not feasible, and not supported by the Committee at this time.

4. Discuss Current Policy and Options for Use of One-Time Funds

    - Director Claussen presented an overview of the City's current policy for Use of One-Time Funds, and potential changes to the policy for Council's consideration.

Action: The Committee received the presentation and provided feedback. The Committee made a recommendation to update the policy for Use of One-Time Funds and directed staff to include the proposed changes as part of the FY 2020 budget process.

5. FY 2020 Proposed Budget Discussion

    - Director Claussen provided information and facilitated a discussion regarding the FY 2020 Operating Budget process.

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

6. FY 2019 Agenda Planning Calendar

Action: The Committee reviewed the FY 2019 Agenda Planning Calendar.

7. Future Agenda Items: None.

Committee Members/Staff Announcements and Referrals: None.

Adjournment: The meeting was adjourned at 6:57 pm

Hayward City Hall
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File #: RPT 19-281

DATE: May 15, 2019

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT
Annual City Benefit Liabilities and Funding Plan Review

RECOMMENDATION
That the Committee reviews and comments on the status of the City's benefit liabilities and confirms current policies regarding funding the City's benefit liabilities.

SUMMARY

The City of Hayward actively manages its benefit liabilities and completes actuarial valuations for many of its long-term benefit liabilities. This report provides an overview of the balances and funding status of the City's benefit liabilities.

ATTACHMENTS

Attachment I Staff Report

DATE: May 15, 2019

TO: Council Budget & Finance Committee Members

FROM: Director of Finance

SUBJECT: Annual City Benefit Liabilities and Funding Plan Review

RECOMMENDATION

That the Committee reviews and comments on the status of the City's benefit liabilities and confirms current policies regarding funding the City's benefit liabilities.

SUMMARY

The City of Hayward actively manages its benefit liabilities and completes actuarial valuations for many of its long-term benefit liabilities. This report provides an overview of the balances and funding status of the City's benefit liabilities.

BACKGROUND

The City of Hayward, like all cities and municipal agencies, manages unfunded benefit liabilities as part of its financial picture. In 2013, staff began providing the Council Budget & Finance Committee and the City Council with an annual review of the City's benefit liabilities and funding plan for unfunded liabilities.

Unfunded liabilities are defined as identifiable obligations of an organization for which the organization does not have 100 percent of the funding (cash or other assets) set aside to cover the cost should all obligations become immediately and simultaneously due. Generally, an organization operates based on policies that attempt to find a responsible balance between funding the appropriate portion of these obligations, the associated risk that the unfunded portion of the obligations presents to the organization, and responsible and realistic management of the organization's resources.

Achieving this careful balance is considered the practical and responsible approach since payment demands of these obligations rarely, if ever, occur simultaneously. The alternative would be to fully fund the obligations, eliminating the liability for the present time. The City continues to explore potential use of one-time revenues, include funding the City's unfunded liabilities, and establishing a Section 115 irrevocable trust. For several years, Council has continued with its directive for the City to establish a funding plan for all unfunded liabilities. As a result of Council's recommendations, staff has established a more definitive funding plan for some of the City's unfunded liabilities. Staff will continue to provide updates on the funding status of the City's unfunded liabilities on an ongoing basis.

DISCUSSION

The City actively manages its benefit liabilities and completes actuarial valuations for benefit liabilities except for accrued leave payouts (analysis conducted by staff). These valuations consider the economic, demographic, and historical compositions of the benefit programs and establish amounts that the City should set aside each year to fund its benefit-related financial obligations. It is critical that the City continue to manage and address its benefit liabilities to ensure long-term fiscal stability. Actuarial valuations identify the Annual Required Contribution (ARC) an agency should make toward the funding of the benefit. This is essentially the minimum funding amount that should be responsibly made by any organization. The ARC is generally comprised of two elements: a portion of funding for current costs (sometimes referred to as "pay go") and a portion of funding for future costs (the Unfunded Actuarial Liability or UAL).

As bond rating agencies review the City's debt, they actively consider the level of the City's unfunded benefit liabilities and the economic pressure this places on the City. Failure to meet the minimum recommended funding levels or implement a plan to achieve full funding of the ARC and/or a long-term plan to pay down the future liabilities could have a negative impact on future bond ratings – with a possible resultant increase in the cost of borrowing should the City seek to incur new debt or wish to finance existing debt.

Table 1 provides a summary of the City's benefit liabilities and current levels of funding based on the most recent actuarial valuations. Each of these benefit liabilities is unique in its structure and the degree of funding varies depending on the benefit.

Table 1: Summary of Benefit Liabilities (in millions)

(*in millions*)	Actuarial Valuation Date	Accrued Liability	Value of Assets	Funded Ratio	Unfunded Liability	Unfunded Ratio
CalPERS Police Safety Plan	6/30/2017	$ 374.86	$ 229.86	61.3%	$ 145.00	38.7%
CalPERS Fire Safety Plan	6/30/2017	$ 288.16	$ 179.08	62.1%	$ 109.07	37.9%
CalPERS Miscellaneous Plan	6/30/2017	$ 440.24	$ 290.12	65.9%	$ 149.95	34.1%
Total Cal PERS		**$ 1,103.26**	**$ 699.06**	**63.1%**	**$ 404.02**	**36.9%**
OPEB - Retiree Medical Police Officers	6/30/2017	$ 33.64	$ 2.01	6.0%	$ 31.62	94.0%
OPEB - Retiree Medical Fightfigters	6/30/2017	$ 15.24	$ 1.40	9.2%	$ 14.32	90.8%
OPEB - Retiree Medical Miscellaneous	6/30/2017	$ 20.21	$ 2.05	10.1%	$ 19.00	89.9%
Total OPEB-Retiree Medical		**$ 69.09**	**$ 5.46**	**8.4%**	**$ 64.94**	**91.6%**
Workers' Compensation	6/30/2018	$ 17.18	$ 15.39	89.6%	$ 1.79	10.4%
Accrued Leave Payouts	6/30/2018	7.91	0	0.0%	$ 7.89	100%
TOTAL		**$ 1,197.44**	**$ 719.91**	**60.1%**	**$ 478.63**	**39.9%**

Acceptable or Best Practice levels of funding vary by liability type. In general, funding these liabilities at a level in the 75 – 80 percent range is considered adequeate and sustainable.

California Public Employee Retirement System (CalPERS)

Current annual cost: $41.7 million

Unfunded Liability: $404.0 million

Benefit Summary – CalPERS is a defined benefit pension plan funded by a combination of employee and employer contributions. The City's retirement benefit plans represent the largest benefit liability and CalPERS retirement rates continue to be one of the most significant citywide budgetary pressures. This same budgetary stress is felt by the State of California and the over 2,000 public entities statewide that contract with the California Public Employees' Retirement System (CalPERS) for pension benefits. When CalPERS performs its actuarial analysis, it uses data from previous fiscal years; for example, the employer rates for Fiscal Year 2020 are based on data as of June 30, 2017.

The City contributes to three plans: Police Safety Plan; Fire Safety Plan; and Miscellaneous Employee Plan (all non-sworn employees). All full-time and part-time benefited employees are required to participate in CalPERS. The three plans are independent of one another with different contract plan amendments negotiated over the years through the collective bargaining process. Assets and liabilities of each plan are segregated with no cross subsidization from one plan to another.

CalPERS Retirement Rates – The cost of the retirement plans is broken into Employee Contribution rates (fixed) and Employer Contribution rates (variable). Both rates are a percent of projected payroll. The Employee Contribution is fixed and is based on the pension plan formula (generally 9 percent for public safety plans and 7 percent or 8 percent for miscellaneous plans). The Public Employees' Pension Reform Act of 2013 (PEPRA) introduced new benefit formulas effective January 1, 2013 that affect new employees to the City that have not previously been part of the CalPERS system. While there is little immediate financial benefit to the City with this "two-tiered" system, the long-term benefit of lower retiree costs can be significant.

Many of the City's bargaining groups contribute beyond the CalPERS defined Employee Contribution portion and "pick-up" a portion of the Employer Contribution: 6 percent for sworn police and fire personnel and 3-5 percent for all non-sworn personnel (pursuant to bargaining unit agreements). The Employer rates displayed in Table 1 represent the full employer cost according to and as assessed by CalPERS, this rate does not reflect the negotiated cost-sharing "pick-up" agreements, as these agreements do not affect the overall cost of CalPERS.

Over the last several years, the CalPERS Board of Administration has considered and adopted several rate methodology changes that directly impact the retirement rates that cities pay (employer contribution rates). Each of these changes is effective in different fiscal years, with varying phase-in schedules. While these changes significantly increase our current retirement costs, they are intended to stabilize the long-term sustainability of CalPERS retirement plans, helping cities in the long-run. Many of these changes should have been implemented long ago by CalPERS.

1. *March 2012 Change (effective FY 2014, two-year phase-in through FY 2015):* In March 2012, the CalPERS Board acted to reduce the assumed rate of investment return from 7.75 percent to 7.5 percent. The employer rate impact from this action was effective FY 2014, with a two-year phase-in, and a full rate impact by FY 2015. The actual rate

impact resulting from this change ranged from 3 - 5 percent of payroll depending on the plan type.

2. *April 2013 Change (effective FY 2016, five-year phase-in through FY 2020):* On April 17, 2013, the CalPERS Board adopted significant rate methodology changes that directly impacted employer rates starting in FY 2016, phased in over five years, with the full impact being felt this fiscal year, FY 2020. The anticipated rate impact resulting from this change is approximately 2–5 percent of payroll by this fiscal year, FY 2020. These actuarial changes are designed to boost funding levels and make employer rates more predictable in the long-run:

   - ✓ Shorter smoothing period[1] and shorter amortization period for gains/losses
   - ✓ Closed instead of rolling thirty-year amortization
   - ✓ Use market value of assets to determine rates[2]

3. *February 2014 Change (effective FY 2017, five-year phase-in through FY 2021):* On February 18, 2014, the CalPERS Board adopted additional rate methodology changes. While the Board voted to retain its current long-term assumed rate of return at 7.5 percent, they did adopt actuarial changes to assumed mortality rates. The new mortality assumptions will cost local agencies an average of 6–9 percent of payroll for safety classifications and 3–5 percent of payroll for miscellaneous employees by year five of the phase-in (FY 2021). Some municipal officials believe these estimates may be low because of the continued decline in the local government workforce in many cities, reducing the number of active employees contributing to CalPERS.

4. *November 2015 Funding Risk Mitigation Policy:* The CalPERS Board recently adopted a funding risk mitigation policy that will incrementally lower the discount rate in years of good investment returns, help pay down the pension fund's unfunded liability, and provide greater predictability and less volatility in contribution rates for employers. Under the policy, a mechanism will be established to reduce the discount rate - or assumed rate of return - by a minimum of 0.05 percentage points to a maximum of 0.25 percentage points in years when investment returns outperform the existing discount rate, currently 7.5 percent, by at least four percentage points. The four-percentage point threshold would work to offset increases to employer contribution rates that would

[1] "Smoothing" and "Closed vs. Rolling Amortization" go hand in hand. Smoothing refers to the method by CalPERS plans to address the unpredictability of investment income and the impact that unpredictability has on employer rates. The revised "smoothing" plan determines the rate increase needed to reach a funding level of 100 percent in 30 years, phase in the rate increase over five years, and then to maintain those rates as steadily as possible or even lower them. In the past, CalPERS employed an amortization and smoothing policy that spread investment returns over a 15-year period with the actual gains and losses experienced by the investment pool paid for over a rolling 30-year period. With the current change, CalPERS will employ an amortization and smoothing policy that will pay for all gains and losses over a fixed 30-year period with the increases or decreases in the rate spread directly a five-year period.

[2] CalPERS has traditionally used the actuarial value of their investments in their financial calculations and rate projections (i.e., the investment assets fluctuate in value from one day to the next, so the administrators calculate an average value for the assets, over a given period of time, or the "actuarial value"). In accordance with new FY 2015 GASB provisions, CalPERS will only use "market value," which is using the actual value of the investment assets as determined by the market and adjusting the value up or down accordingly.

otherwise increase when the discount rate is lowered, and help pay down CalPERS' unfunded liability.

CalPERS staff modeling anticipates the policy will result in a lowering of the expected portfolio volatility to 8 percent in about 21 years, improve funding levels gradually over time, and cut risk in the system by lowering the volatility of investment returns. While rates are expected to increase for CalPERS employers in the future, the policy is designed to minimize any increases above projected rates.

5. *December 2016 Lowering of Discount Rate (effective FY 2018, three-year phase-in through FY 2020):* The CalPERS Board recently lowered the discount rate from 7.5% to 7.0%. Lowering the discount rate, also known as the assumed rate of return, means employers that contract with CalPERS to administer their pension plans will see increases in their normal costs and unfunded actuarial liabilities. Active members hired after January 1, 2013, under the Public Employees' Pension Reform Act will also see their contribution rates rise.

   The most recent actuarial valuations provided to the City of Hayward by CalPERS in August 2016 reflect the final rates for FY 2018; however, these rates did not incorporate the change to discount rates, which resulted in FY 2018 rates increasing over FY 2017 rates by 1.0 – 8.0 percent of payroll. The above noted change to the assumed discount rates impacts the City's required contributions significantly in the coming years. The City's revised rates (combined average for all groups) will increase from 37.1% in FY 2018 to 49.0% in FY 2023 as currently projected by CalPERS.

6. *February 2018 Change to Amortization Period for New Members:* The CalPERS Board recently voted to shorten the period over which actuarial gains and losses are amortized from 30 years to 20 years for all new members. The change in amortization period will speed up the rate of debt payments to CalPERS, and likely increase cities' annual pension costs. The new policy will become effective as of the June 30, 2019 actuarial valuations, with the first payments due in FY 2021.

Estimated Rate Impacts and Projected Normal Cost Increases:
The new valuations the City received reflect rate projections that include all of the rate actions taken by the CalPERS Board to date. Table 2 provides a detailed summary of what the City's projected CalPERS employer rates and normal costs (employer contribution) would be based on CalPERS recent change to the discount rate from 7.5% to 7%. Per the CalPERS rate projections, by FY 2025, rates for Miscellaneous Plans are estimated to be 38% percent of payroll, rates for Police Safety Plans are projected to be 69.0 percent of payroll, and Fire Safety Plans are projected to be 69.9 percent of payroll. During the five year period from FY2017 to FY2021, the City will see its contributions for the Miscellaneous plan increase by $6.3 million, for the Police plan $6.75 million, and for the Fire plan $4.6 million. The total five year cost increase for the City is $17.65 million.

Table 2: CalPERS Rate Comparison & Growth

(in the $1,000s)	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Miscellaneous									
Employer Contribution ($)	$ 10,436	$ 11,437	$ 13,235	$ 15,163	$ 16,696	$ 18,117	$ 19,381	$ 20,209	$ 21,060
Change over Prior Year	**$ 682**	**$ 1,001**	**$ 1,798**	**$ 1,928**	**$ 1,533**	**$ 1,421**	**$ 1,264**	**$ 828**	**$ 850**
Employer Contribution Rate (%)	26.4%	27.4%	28.6%	31.2%	33.6%	35.5%	36.9%	37.5%	38.0%
Change over Prior Year	**1.9%**	**1.0%**	**1.2%**	**2.6%**	**2.4%**	**1.9%**	**1.4%**	**0.6%**	**0.5%**
Police									
Employer Contribution ($)	$ 10,846	$ 12,204	$ 14,507	$ 16,089	$ 17,599	$ 18,912	$ 20,002	$ 20,807	$ 21,659
Change over Prior Year	**$ 936**	**$ 1,358**	**$ 2,303**	**$ 1,582**	**$ 1,509**	**$ 1,313**	**$ 1,090**	**$ 805**	**$ 853**
Employer Contribution Rate (%)	47.2%	50.3%	54.4%	58.5%	62.5%	65.3%	67.3%	68.1%	69.0%
Change over Prior Year	**4.8%**	**3.1%**	**4.1%**	**4.1%**	**4.0%**	**2.8%**	**2.0%**	**0.8%**	**0.9%**
Fire									
Employer Contribution ($)	$ 7,057	$ 7,953	$ 9,319	$ 10,486	$ 11,642	$ 12,735	$ 13,627	$ 14,245	$ 14,842
Change over Prior Year	**$ 498**	**$ 896**	**$ 1,366**	**$ 1,167**	**$ 1,156**	**$ 1,094**	**$ 892**	**$ 618**	**$ 596**
Employer Contribution Rate (%)	43.1%	45.2%	48.9%	56.2%	60.9%	64.8%	67.5%	68.7%	69.9%
Change over Prior Year	**2.7%**	**2.1%**	**3.7%**	**7.3%**	**4.7%**	**3.9%**	**2.7%**	**1.2%**	**1.2%**

Funding Status & Plan

The City is fully meeting its annual required contribution (ARC) amounts based on the CalPERS premium rates. Given the new CalPERS "smoothing" methodology, the long-term intent is to fund the City's liability over the 30-year amortization period. Additionally the City is committed to creating a trust fund, commonly known as a Section 115 Irrevocable Trust, so that as funds are available, they can be placed in the trust to offset expenses related to future CalPERS payments and reduce future liabilities.

Retiree Medical (OPEB)

Annual Required Contribution (ARC): $8.6 million
Unfunded Liability: $64.9 million

Components of OPEB $8.6 million ARC:
$3.5 million: Current Retirees ("pay as you go")
$5.1 million: Unfunded Actuarial Liability

The retiree medical benefit represents the second largest benefit liability, and is the most significantly underfunded of the City's benefit liabilities. By City Council resolution – and as agreed to with some bargaining groups – the City provides certain health care benefits for employees who retire directly from the City with at least five years of City service (most bargaining groups require ten years of service) and who are vested in the California Public Employees Retirement System (CalPERS). The City participates in the CalPERS health care plan, which is governed under the California Public Employees Health and Medical Care Act (PEMCHA).

The City contributes a fixed dollar amount for retiree medical benefits for all employees, except sworn police employees hired before June 12, 2012 (rate tied to Kaiser plan rates), with amounts varying by employee bargaining group and coverage level as governed by PEMCHA. Benefits continue for surviving spouses in amounts as required by PEMCHA. As of June 30, 2017, approximately 687 retirees were eligible and were receiving retiree health care benefits from the City at an annual cost of about $3.5 million, which is the "pay as you go" amount the City currently pays.

There are approximately 806 active employees that may be eligible to receive health care benefits upon retirement. This group of employees represents the number of eligible, current employees and it is the City's current maximum exposure; it does not necessarily mean all of these employees will either retire from the City or ultimately meet the requirements for receiving this benefit. Similar to the CalPERS retirement plan, the increased life longevity of retirees places a stress on the benefit. The updated actuarial valuation of the City's local Plan will consider these impacts within its analysis.

Funding Status & Plan

The current annual required contribution (ARC) was determined as part of a July 2018 actuarial valuation (as of June 30, 2017) by MacLeod Watts, the City's OPEB Actuary. This valuation analysis considered benefits that are expected to be earned in the future as well as those already accrued, and is required by the Governmental Accounting Standards Board (GASB) to be completed every two years; the most recent actuarial report was completed in July 2018. The City will have a new actuarial valuation completed at the end of the current fiscal year (as of June 30, 2019).

The City's OPEB unfunded actuarial accrued liability is amortized as a level percentage of projected payroll using a closed thirty-year amortization period that has twenty years remaining as of the latest valuation date. The minimum funding target is the Annual Required Contribution (ARC), currently estimated at $8.6 million. Pursuant to City Council direction, the City began contributing toward the cost of the UAL both through direct City contributions, as well as employee contributions pursuant to some bargaining unit agreements. Payments for both components of the ARC are built into payroll to spread the cost appropriately across all City funding sources. Additional voluntary contributions towards the ARC were made in FY 2014 of $1 million and FY 2015 of $2 million; however, in an effort to reduce the use of reserves in FY 2016 and FY 2017, additional voluntary contributions were not made. In FY 2018, the City to reinstated its practice of contributions toward the ARC, in the amount of $1 million. Additional voluntary contributions were made in FY 2019 in the amount of $2 million; with the City planning an increase in its voluntary contribution in FY 2020 in the amount of $2.5 million in an effort to close the funding gap.

Additionally, during recent labor negoitations, two employee groups agreed to contribute funding to an irrevocatble trust to fund unfunded retiree medical obligations. Firefighters Local 1909 recognized the continued need to fund retiree medical, and agreed that employees represented by Local 1909 would continue to contribute one percent (1%) of base salary (excluding all special pays, allowances and overtime), to an irrevocable trust to fund the unfunded retiree medical obligations. The contribution made by employees to the trust fund shall be exclusively allocated for the expense of retiree healthcare of its members. Hayward Police Officers Association (HPOA) agreed that employees represented by HPOA would begin contributing one percent (1%) of base salary (excluding all special pays, allowances and overtime) effective July 1, 2018, to an irrevocable trust to fund the unfunded retiree medical obligations.

The City's General Fund Long Range Financial Model (Model) includes phasing this cost in until the full ARC payment is achieved. Pursuant to the valuation, if the City fully funded the ARC, the City would pay for current costs and fund the future liability by the end of the amortization period. The phase-in of costs included in the Model will allow the City to fully fund the ARC by FY 2022.

Workers' Compensation

Current annual cost: $5.05 million
Unfunded Liability: $1.79 million

The City is self-funded for Workers' Compensation and began its program on July 1, 1975. While the City fully funds present day costs, it does not fully fund future liability. Payments are made to the Workers' Compensation Self-Insurance Fund by transfers from all City funds through established rates assessed against payroll pursuant to classification type. The amount of payments made by the City into the Workers' Compensation Self Insurance Fund is determined by an actuarial analysis conducted by an outside actuary (Bickmore). These accruals represent estimates of amounts to ultimately be paid for reported claims, past experience, recent claim settlement trends, and other information. Funds are available to pay claims and administrative costs of the program on a pay-as-you-go basis.

It is important to understand that payments on indemnity claims may be made over a very long period of years. Indemnity claims are those in which future medical care is projected to be needed for the injured worker and the cost is largely dependent on the type and severity of the injury, as well as whether or not the claimant is a sworn employee.

Funding Status & Plan

Pursuant to the current actuarial valuation conducted for the program, a funding status of 70–85 percent is recommended. Table 1 shows that the City is currently at a 89.6 percent funding level, which is well above funding recommendations. Workers' Compensation rates charged against live payroll include a component of cost toward unfunded liability. Since the City has achieved a funding level above 80 percent, the Workers' Compensation rates will be adjusted downward in future years.

Accrued Leave Payouts (Compensated Absences)

Current annual cost: varies
Unfunded Liability: $7.91 million

It is the City's policy to permit employees to accumulate earned but unused vacation and sick leave benefits. The City records the cost of vacation and sick leave as "earned." Earned vacation and sick leave that is taken during the year is payable from the fund(s) to which the employee's salary or wage is charged. When an employee retires or otherwise leaves the City, vacation balances are paid out to the employee, and in some cases, some of the accumulated sick leave is also paid out (pursuant to bargaining unit agreements). These payouts are paid through a department's budget from vacancy salary savings – and are not specifically budgeted for as a separate line item.

Funding Status & Plan

Staff has taken strong action to lower this liability during the past three years by managing employees to approved vacation caps. This has helped to prevent large accrued leave payouts to retiring or terminating employees. The total liability has reduced from the FY 2012 balance of $10.7 million to the FY 2019 balance of $7.91 million – a significant reduction in liability.

Table 3: Accrued Leave Liability History

	Unfunded Liability	Change from Prior Year
FY 2007	$7,003,161	
FY 2008	$7,685,961	$682,800
FY 2009	$7,477,214	($208,747)
FY 2010	$9,250,970	$1,773,756
FY 2011	$10,497,994	$1,247,024
FY 2012	$10,701,569	$203,575
FY 2013	$8,589,354	($2,112,215)
FY 2014	$7,230,041	($1,359,313)
FY 2015	$7,104,541	($125,500)
FY 2016	$7,660,340	$555,799
FY 2017	$7,894,439	$234,099
FY 2018	$7,913,945	$19,506

Accrued Leave payouts are currently absorbed within each department's budget appropriation. In practice, the salary savings achieved through normal attrition and the vacancy created by the exiting employee cover the cost of these payouts. In general, departments have had enough salary savings to accommodate this cost.

A possibility to further fund this liability is to build a funding mechanism into payroll as a component of the fringe benefit rate (e.g., 1% of payroll for non-sworn and 2% of payroll for sworn positions). While this might provide a segregated funding source that would prevent spikes to department payroll budgets for large payouts, it does increase the overall City payroll budget. Given the City's fiscal challenges, it does not seem a prudent use of City resources at this time to add this cost. Staff recommends maintaining the current methodology of actively managing employee's leave balances to lower the overall liability. This has been successful these past several years as demonstrated in Table 3.

NEXT STEPS

Staff will continue to actively manage benefit liabilities and report annually to the Council Budget & Finance Committee and the City Council on the funding status of these benefit liabilities, including review of existing Council policies regarding funding.

Prepared by: Nicole Gonzales, Budget Officer

Recommended by: Dustin Claussen, Director of Finance

Approved by:

Kelly McAdoo, City Manager

CITY OF HAYWARD

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

File #: RPT 19-262

DATE: May 15, 2019

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT
Review FY 2019 Agenda Planning Calendar

RECOMMENDATION
That the Committee reviews and comments on the FY 2019 Council Budget and Finance Committee FY 2019 Agenda planning calendar.

SUMMARY

Staff recommends that the Committee reviews and comments on the Budget and Finance Committee's FY 2019 Agenda planning calendar.

ATTACHMENTS

Attachment I FY 2019 Agenda Planning Calendar

COUNCIL BUDGET AND FINANCE COMMITTEE
FY 2019 Agenda Planning Calendar
May 15, 2019

Meeting Location: 777 B STREET - CITY HALL - 4TH FLOOR CONFERENCE ROOM 4A
HAYWARD, CALIFORNIA
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)
September 19, 2018	FY 2018 Annual Audit Process (Oral Presentation by External Auditor) CalPERS UAL Funding Options
October 17, 2018	Investment Portfolio Update and FY 2019 Statement of Investment Policy Review (External Investment Manager)
November 21, 2018 Canceled	
December 5, 2018	Presentation of FY 2018 Audit Introduction and Overview of Hayward Community Foundation Formation Process Update of General Fund Long Range Financial Model FY 2020 Budget Process Plan and Development Calendar (Oral Presentation)
January 30, 2019	Employee Home Loan Assistance Program Discussion of FY 2020 Budget Process and Work Session Framework (Oral Presentation)
February 20, 2019	Discussion on Mayor & City Council FY 2020 Budget FY 2019 Mid-Year Review & General Fund Long Range Financial Model Update
March 20, 2019	Resident Satisfaction Survey FY 2020 Proposed Budget Discussion (Oral Presentation) Annual Review of City Issued Debt
April 17, 2019	Possible Fee to Address Litter from Disposable Food City of Hayward Elected Official Salary and Benefit Review Use of One-time Funds FY 2020 Budget Process Update (Oral Presentation)
May 15, 2019	Annual City Benefit Liabilities and Funding Plan Review
June 19, 2019 Canceled	
July 17, 2019	Affordable Care Act – Health Care Exchange Measure C Annual Report Performance Measurement FY 2020 Budget Process Debrief

Non-scheduled future agenda topics:
- Fleet Utilization Study