

# **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**

**Tuesday, May 21, 2019**

**7:00 PM**

**Council Chambers**

**City Council**

**SPECIAL JOINT HAYWARD CITY COUNCIL/HAYWARD REDEVELOPMENT  
SUCCESSOR AGENCY/HAYWARD HOUSING AUTHORITY MEETING**

**CALL TO ORDER Pledge of Allegiance: Council/HRSA/HHA Member Zermeño**

**ROLL CALL**

**CLOSED SESSION ANNOUNCEMENT**

**PRESENTATION**

Environmental Awards Presentation

**PUBLIC COMMENTS**

*The Public Comment section provides an opportunity to address the City Council on items not listed on the agenda or Information Items. The Council 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 Council is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.*

**ACTION ITEMS**

*The Council will permit comment as each item is called for the Consent Calendar, Public Hearings, and Legislative Business. In the case of the Consent Calendar, a specific item will need to be pulled by a Council Member in order for the Council to discuss the item or to permit public comment on the item. Please notify the City Clerk any time before the Consent Calendar is voted on by Council if you wish to speak on a Consent Item.*

**CONSENT**

1.      [MIN 19-069](#)      Minutes of the Special City Council Meeting on May 7, 2019

**Attachments:**      [Attachment I Draft Minutes of 5/7/2019](#)

2.      [CONS 19-295](#)      Hayward Boulevard Safety Improvements Feasibility Study -  
Authorization for the City Manager to Execute a Professional  
Services Agreement with Kimley-Horn and Associates, Inc. and  
Appropriation of \$150,000 from the Measure BB, Fund 212

**Attachments:**      [Attachment I Staff Report](#)  
[Attachment II Agreement Resolution](#)  
[Attachment III Appropriation Resolution](#)

3.     [CONS 19-339](#)     Approval of Plans and Specifications and Call for Bids for Trash Capture Device Installation on Arf Avenue

**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Resolution](#)  
                          [Attachment III Location Map](#)  
                          [Attachment IV Reductions Over Time](#)

4.     [CONS 19-364](#)     Fire Stations 2-5 Landscape Improvements: Approval of Plans and Specifications (Project Nos. 07476, 07477, 07478, and 07480) and Call for Bids

**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Resolution](#)

5.     [CONS 19-376](#)     Resolution Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with Mark Thomas & Company in an Amount Not-to-Exceed \$475,000 for the Mission Boulevard Corridor Improvements Phase 3 Project

**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Resolution](#)

6.     [CONS 19-356](#)     Approval of a One-Year Extension of the Skywest Golf Course Lease Agreement between the City of Hayward and Hayward Area Recreation & Park District

**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Resolution](#)  
                          [Attachment III Aerial Photo HEA Skywest Golf Course](#)

7.     [CONS 19-374](#)     Authorize the City Manager to Negotiate and Execute an Agreement in the Amount of \$140,000 with Lookingpoint for Voicemail Upgrade to Cisco Unity

**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Resolution](#)

8.     [CONS 19-378](#)     Authorize the City Manager to Negotiate and Execute an Agreement with Lookingpoint for Next Care Complete Services in the Amount of \$105,600 Annually

**Attachments:**   [Attachment I Staff Report](#)  
                          [Attachment II Resolution](#)

**PUBLIC HEARING**

9.      [PH 19-046](#)      Gann Appropriations Limit for FY 2020 (Report from Finance Director Claussen)
- Attachments:**    [Attachment I Staff Report](#)  
                                 [Attachment II Resolution](#)
10.     [PH 19-049](#)      Public Hearing for the Proposed FY 2020 Operating Budgets for the City of Hayward, Hayward Redevelopment Successor Agency, and Hayward Housing Authority; and FY 2020 Capital Improvement Program Budget; and Approval of the FY 2020 Operating Budgets and Appropriations for FY 2020; Approval of the FY 2020 Capital Improvement Program Budget and Appropriations for FY 2020; Approval of the Hayward Redevelopment Successor Agency Budget; and Approval of the Hayward Housing Authority Budget (Report from Finance Director Claussen)
- Attachments:**    [Attachment I Staff Report](#)  
                                 [Attachment II FY 2020 Budget Resolution](#)  
                                 [Attachment III Exhibit A and B FY 2020 Budget Resolution](#)  
                                 [Attachment IV FY 2020 CDGB Funding Resolution](#)  
                                 [Attachment V Exhibit A CDBG Funding Recommendations](#)  
                                 [Attachment VI FY 2020 Community Agency Funding Resolution](#)  
                                 [Attachment VII Exhibit A General Fund Community Agency](#)  
                                 [Attachment VIII FY 2020 Redevelopment Successor Resolution](#)  
                                 [Attachment IX FY 2020 Housing Authority Budget Resolution](#)  
                                 [Attachment X CIP Budget Resolution](#)  
                                 [Attachment XI Updated General Fund Long Range Model](#)  
                                 [Attachment XII General Fund 5-Year Plan Update](#)  
                                 [Attachment XIII FY 2020 Financial Policies and Practices](#)

**CITY MANAGER'S COMMENTS**

An oral report from the City Manager on upcoming activities, events, or other items of general interest to Council and the Public.

**COUNCIL REPORTS AND ANNOUNCEMENTS**

Council Members can provide oral reports on attendance at intergovernmental agency meetings, conferences, seminars, or other Council events to comply with AB 1234 requirements (reimbursable expenses for official activities).

## COUNCIL REFERRALS

Council Members may bring forward a Council Referral Memorandum (Memo) on any topic to be considered by the entire Council. The intent of this Council Referrals section of the agenda is to provide an orderly means through which an individual Council Member can raise an issue for discussion and possible direction by the Council to the appropriate Council Appointed Officers for action by the applicable City staff.

11.     [RPT 19-295](#)     Consider an Item for Discussion on a Future City Council Agenda Regarding the Provision of Housing Development Incentives

**Attachments:**     [Attachment I City Council Referral Memo - Housing Incentives](#)

12.     [RPT 19-296](#)     Consider an Item for Discussion on a Future City Council Agenda Regarding a Hayward Fourth of July Morning Diversity Parade and Evening Fireworks Show

**Attachments:**     [Attachment I City Council Referral Memo - 4th of July](#)

## ADJOURNMENT

**NEXT MEETING, May 28, 2019 7:00 PM**

## PUBLIC COMMENT RULES

*Any member of the public desiring to address the Council shall limit her/his address to three (3) minutes unless less or further time has been granted by the Presiding Officer or in accordance with the section under Public Hearings. The Presiding Officer has the discretion to shorten or lengthen the maximum time members may speak. Speakers will be asked for their name before speaking and are expected to honor the allotted time. Speaker Cards are available from the City Clerk at the meeting.*

## PLEASE TAKE NOTICE

*That if you file a lawsuit challenging any final decision on any public hearing or legislative business item listed in this agenda, the issues in the lawsuit may be limited to the issues that were raised at the City's public hearing or presented in writing to the City Clerk at or before the public hearing.*

**PLEASE TAKE FURTHER NOTICE**

*That the City Council adopted Resolution No. 87-181 C.S., which imposes the 90-day deadline set forth in Code of Civil Procedure section 1094.6 for filing of any lawsuit challenging final action on an agenda item which is subject to Code of Civil Procedure section 1094.5.*

*\*\*\*Materials related to an item on the agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, City Hall, 777 B Street, 4th Floor, Hayward, during normal business hours. An online version of this agenda and staff reports are available on the City's website. Written comments submitted to the Council in connection with agenda items will be posted on the City's website. All Council Meetings are broadcast simultaneously on the website and on Cable Channel 15, KHRT. \*\*\**

*Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Clerk at (510) 583-4400 or TDD (510) 247-3340.*

*Assistance will be provided to those requiring language assistance. To ensure that interpreters are available at the meeting, interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Clerk at (510) 583-4400.*



# CITY OF HAYWARD

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**File #:** MIN 19-069

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** City Clerk

**SUBJECT**

Minutes of the Special City Council Meeting on May 7, 2019

**RECOMMENDATION**

That the City Council approves the minutes of the Special City Council meeting on May 7, 2019.

**SUMMARY**

The City Council held a meeting on May 7, 2019.

**ATTACHMENTS**

Attachment I Draft Minutes of 5/7/2019



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING**  
**Council Chambers**  
**777 B Street, Hayward, CA 94541**  
**Tuesday, May 7, 2019, 7:00 p.m.**

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The meeting of the Special City Council was called to order by Mayor Halliday at 7:00 p.m., followed by the Pledge of Allegiance led by Council Member Lamnin.

**ROLL CALL**

Present: COUNCIL MEMBERS Zermeño, Márquez, Mendall, Lamnin, Wahab, Salinas  
MAYOR Halliday  
Absent: None

**CLOSED SESSION ANNOUNCEMENT**

The City Council convened in closed session at 5:00 p.m., concerning three items: 1) public employment pursuant to Government Code 54957 regarding the City Manager's annual performance evaluation; and 2) conference with legal counsel pursuant to Government Code 54956.9(d)(4) regarding two cases. Mayor Halliday reported there was no reportable action related to Item 1. City Attorney Lawson reported the City Council unanimously approved to add one case to the closed session agenda pursuant to Government Code 54954.2 because the need for action came to the attention of the City subsequent to the agenda being posted. City Attorney Lawson noted there was no reportable action related to the three cases.

**PRESENTATION**

Mayor Halliday announced the Sixth Annual Student Poetry Contest presented by Friends of the Hayward Library. Library Commission Member Bufete announced the winners of the Student Poetry Awards who were students from Hayward High School, M.L.K Jr. Middle School, Lorin Eden Elementary, Schafer Park Elementary, and Stonebrae Elementary. The winners were presented with scholarships sponsored by Friends of Hayward Library and the Grand Prize Winner received a Chromebook.

**PUBLIC COMMENTS**

Mr. Jim Drake, Hayward resident, spoke about alleged violations of the Taqueria Elmezcal's Conditions of Approval.

Mr. John Eargle, property manager, spoke about parking restrictions on D Street and inquired about the course of action needed to modify such restrictions.

**CONSENT**

Consent Item 1 was removed from the consent calendar for a separate vote.



1. Adoption of Ordinance Adopting the Downtown Development Code and Amending the City's Zoning Map to Incorporate All Proposed Downtown Hayward Regulating Plan Map Amendments Contained in Figure 2.1.020.1 of the Downtown Specific Plan and Code **CONS 19-309**

Staff report submitted by City Clerk Lens, dated May 7, 2019, was filed.

Mayor Halliday highlighted the report had a formatting glitch that showed the Mayor voting no and clarified for the record that she had voted in favor of the ordinance when it was introduced on April 30, 2019.

It was moved by Mayor Halliday, seconded by Council Member Mendall, and carried unanimously, to approve the ordinance:

Ordinance 19-09, "An Ordinance of the Council of the City of Hayward Adopting the Downtown Development Code and Amending the City's Zoning Map to Incorporate all Proposed Downtown Hayward Regulating Plan Map Amendments Contained in Figure 2.1.020.1 of the Downtown Specific Plan and Code"

2. Adoption of a Resolution Appropriating \$509,000 from the General Fund to the Hayward Area Shoreline Planning Agency (HASPA) Fund to Initiate the Shoreline Master Plan Grant **CONS 19-259**

Staff report submitted by Development Services Director Simpson, dated May 7, 2019, was filed.

It was moved by Council Member Lamnin seconded by Council Member Márquez, and carried unanimously, to approve the resolution:

Resolution 19-076, "Resolution Appropriating \$509,000 from the General Fund to the Hayward Area Shoreline Planning Agency (HASPA) Fund to Initiate the Shoreline Master Plan Grant"

3. Resolution to Preliminarily Approve the Engineer's Report and Set the Public Hearing Date for Annexing the Parkside Heights Properties into Consolidated Landscaping and Lighting District 96-1 **CONS 19-269**

Staff report submitted by Development Services Director Simpson, dated May 7, 2019, was filed.

It was moved by Council Member Lamnin seconded by Council Member Márquez, and carried unanimously, to approve the resolution:



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING**  
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Resolution 19-077, "Resolution Initiating Proceedings, Providing Intention to Levy Assessments, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Formation of Benefit Zone No. 17 of the City of Hayward Landscaping and Lighting Assessment District No. 96-1 for the Parkside Heights Property"

4. Resolution to Preliminarily Approve the Engineer's Report and Set the Public Hearing Date for Annexing the SoHay Properties into the Consolidated Landscaping and Lighting District 96-1 **CONS 19-272**

Staff report submitted by Development Services Director Simpson, dated May 7, 2019, was filed.

It was moved by Council Member Lamnin seconded by Council Member Márquez, and carried unanimously, to approve the resolution:

Resolution 19-078, "Resolution Initiating Proceedings, Providing Intention to Levy Assessments, Preliminarily Approving Engineer's Report, and Providing for Notice of Hearing for the Formation of Benefit Zone No. 18 of the City of Hayward Landscaping and Lighting Assessment District No. 96-1 for the SoHay Properties"

5. Professional Services Agreement with Advanced Mobility Group, Inc.: Approval of Amendment No. 2 to Increase the Total Agreement Amount to \$267,500 and Appropriation of Funds **CONS 19-263**

Staff report submitted by Public Works Director Ameri, dated May 7, 2019, was filed.

It was moved by Council Member Lamnin seconded by Council Member Márquez, and carried unanimously, to approve the resolutions:

Resolution 19-079, "Resolution Authorizing the City Manager to Execute Amendment No. 2 to the Professional Services Agreement with Advanced Mobility Group, Inc. for Traffic Signal Design and Related Services"

Resolution 19-080, "Resolution Authorizing the Transfer of \$195,000 from Various Capital Funds and Revenues to the

General Fund, and Amending Resolution 18-089 to Authorize the Appropriation of these Additional Funds to Support the Transportation Operating Budget”

6. Resolution Approving Grant of Easement for a Utility Vault on a Portion of City-owned Property Located at 1241 Walpert Street **CONS 19-280**

Staff report submitted by Public Works Director Ameri, dated May 7, 2019, was filed.

It was moved by Council Member Lamnin seconded by Council Member Márquez, and carried unanimously, to approve the resolution:

Resolution 19-081, “Resolution Approving Grant of Easement for a Utility Vault on a Portion of the City-Owned Property Located at 1241 Walpert Street”

7. Authorization for the City Manager to Execute a Memorandum of Understanding with the Alameda County Health Care Services Agency for Medi-Cal Administrative Activities Provided by the Youth and Family Services Bureau of the Hayward Police Department and Appropriate Related Funds **CONS 19-290**

Staff report submitted by Police Chief Koller, dated May 7, 2019, was filed.

It was moved by Council Member Lamnin seconded by Council Member Márquez, and carried unanimously, to approve the resolution:

Resolution 19-082, “Resolution Authorizing the City Manager to Negotiate and Execute a Memorandum of Understanding with the Alameda County Health Care Services Agency for Medi-Cal Administrative Activities Provided by the Youth and Family Services Bureau of the Hayward Police Department and Appropriate Related Funds”

## **WORK SESSION**

8. Review of Capital Improvement Program for FY 2020 - FY 2029 (Report from Public Works Director Ameri) **WS 19-034**

Staff report submitted by Public Works Director Ameri, dated May 7, 2019, was filed.

Public Works Director Ameri provided a synopsis of the staff report.

There being no public comments, Mayor Halliday opened and closed the public comments section at 7:59 p.m.



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING**  
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**Tuesday, May 7, 2019, 7:00 p.m.**

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Discussion ensued among Council Members and City staff about: the Innovative Deployment to Enhanced Arterials (IDEA) grant; Complete Streets and Tennyson Corridor strategic initiative goals; unfunded needs and the plan to rebuild the I-880/Whipple Road-Industrial Parkway Southwest and I-880/Industrial Parkway West interchanges; opportunities for joint property use; cast-iron and asbestos cement water pipelines; and traffic calming measures.

Council Member Márquez mentioned she serves as the Chair of the Council Infrastructure Committee (CIC) along with Council Member Mendall and Council Member Salinas and noted the CIC considered 14 potential policy related topics at its April 16, 2019 meeting and decided to focus on the following recommendations during the upcoming year: funding allocation for pavement rehabilitation versus traffic calming; planned implementation for equity; funding levels for multi-modal study recommendations; bicycle and pedestrian infrastructure improvements; and scarcity of on-street parking supply.

Council Members offered the following recommendations: consider using the resident satisfaction survey to help prioritize various infrastructure projects; consider allowing a legal U-turn for the Carlos Bee Boulevard project; provide for discussion regarding the Neighborhood Improvement Program; establish a range of affordability for the police building; address light and heat when the sound component for the rotunda is considered; look into the undergrounding for the Tennyson Corridor; consider possible services that can be provided to surrounding police departments when the new police building is built; and ensure the jail is preserved as part of the new police building.

## **LEGISLATIVE BUSINESS**

9. Approval of Round 1, Tier 2 Commercial Cannabis Permits for Cannabis Cultivation, Manufacturing, Distribution, Delivery, and Microbusinesses (Report from City Manager McAdoo) **LB 19-023**

Staff report submitted by Development Services Director Simpson, dated May 7, 2019, was filed.

City Manager McAdoo stated staff was recommending the Council continue consideration of Always On Time Consulting and Prevision Apothecary cannabis businesses until further investigation and evaluation is conducted, based on information received by staff earlier in the day. Management Analyst II Stefanski provided a synopsis of the staff report and announced Mr. Jubran Kanaan, Senior Consultant with ICF, was available to answer questions.

Discussion ensued among Council Members and City staff regarding point of contact for complaints and public education campaign to keep residents informed, renewal process, safety and security plan, revocation of permit, and local authority process.

Council Member Salinas suggested staff consider having local hospitals and the Firehouse Clinic track cannabis related problems and have the Police Department, through the Student Resource Officers and higher institutions, track and codify crimes and behaviors directly related to cannabis.

Mayor Halliday opened the public hearing at 8:50 p.m.

The following cannabis business representatives introduced their businesses and responded to questions posed by Council Members. Business representatives stated they were agreeable to enter into labor peace agreements.

Mr. Michael Stevens - Meristematic, Inc., San Francisco resident

Mr. David Benett - CBRA, Inc., Moraga resident

Mr. Joseph Polyak - Mijosa, LLC., San Mateo resident

Dr. Bao Le - BAS Research, Fremont resident

Ms. Emily Scarbrough - Empress Extracts, Oakland resident

Mr. Gregory Gill, Long Beach resident, Dr. Ramesh Chimmani, Fremont resident, and Mr. Gurpreet Singh, Orinda resident - Gurpreet Singh

Mayor Halliday closed the public hearing at 9:10 p.m.

Council Member Zermeño offered a motion per staff's recommendation to approve the resolution for six cannabis businesses.

Council Member Mendall seconded the motion.

Council Member Salinas stated he would be voting against the motion because he was concerned about the negative impact the cannabis industry will have on children and the youth.

Council Member Lamnin noted Hayward has a research institution and the opportunity to dig into medical benefits and recommended that Hayward Local Agency Committee (HLAC) review the California Healthy Kids Survey data and evaluate potential implications.

Council Member Mendall noted Hayward voters approved the legalization of recreational cannabis and its taxation, and Hayward had a strong regulatory control for the industry.

Mayor Halliday noted the cannabis industry came to California and Hayward has an effective process to examine businesses and expects them to operate according to regulations stipulated.



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING**  
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It was moved by Council Member Zermeño, seconded by Council Member Mendall, and carried with the following vote, to approve the resolution for six cannabis companies: Meristematic Inc. (Cultivation), CBRA, Inc. (Delivery), Mijosa, LLC (Distribution), BAS Research (Manufacturing), Empress Extracts (Manufacturing), and Gurpreet Singh (Manufacturing):

AYES: COUNCIL MEMBERS Zermeño, Márquez, Mendall, Lamnin, Wahab  
MAYOR Halliday  
NOES: COUNCIL MEMBER Salinas  
ABSENT: NONE  
ABSENTAIN: NONE

Resolution 19-083, "Resolution Awarding Commercial Cannabis Permits for Cannabis Cultivation, Manufacturing, Distribution, Delivery, and Microbusiness Operations"

It was moved by Council Member Zermeño, seconded by Council Member Mendall, and carried with the following vote, to continue approval of two cannabis companies (Precision Apothecary and Always on Time Consulting) until further investigation is complete:

AYES: COUNCIL MEMBERS Zermeño, Márquez, Mendall, Lamnin, Wahab  
MAYOR Halliday  
NOES: COUNCIL MEMBER Salinas  
ABSENT: NONE  
ABSENTAIN: NONE

10. Adoption of a Resolution Rescinding Approval of a Commercial Cannabis Permit - Vista Development Enterprises (Report from City Manager McAdoo, City Attorney Lawson, and Development Services Director Simpson) **LB 19-025**

Staff report submitted by Development Services Director Simpson, dated May 7, 2019, was filed.

Senior Assistant City Attorney Vigilia provided a synopsis of the staff report.

Mayor Halliday opened the public hearing at 9:32 p.m.

Mr. Scott Candell, Attorney for Vista Development Enterprises, Inc., referred to content in a letter with exhibits included with the staff report as Attachment VI, and urged the City Council to reject staff's recommendation to withdraw the permit and allow Mr. Igor Goldenberg to continue through the CUP process.

Mayor Halliday closed the public hearing at 9:40 p.m.

It was moved by Council Member Salinas, seconded by Council Member Mendall, and carried unanimously, to approve the resolution:

Resolution 19-084, "Resolution Rescinding Approval of a Commercial Cannabis Permit to Vista Development Enterprises for Operation of a Cannabis Distribution Business"

11. General Plan Annual Report (Report from Development Services Director Simpson) **LB 19-026**

Staff report submitted by Development Services Director Simpson, dated May 7, 2019, was filed.

Development Services Director Simpson announced the report and introduced Associate Planner Blanton who provided a synopsis of the staff report.

There being no public comments, Mayor Halliday opened and closed the public hearing at 9:52 p.m.

The City Council accepted the General Plan update, appreciated overall progress made and noted the Plan was a helpful tool that could be used during the Council's prioritization setting session. Members of the City Council offered the following comments: track data differently and separate the ongoing projects list from target for completion date projects, while continuing to monitor progress; evaluate the two measures for Complete Streets (Assessment and Evaluation) from a capacity perspective; exercise caution with additional development impact fees which contribute to the cost of housing; consider streamlining projects related to CEQA and evaluate prioritizing Design Guidelines Land Use LD - 3 and allocate resources accordingly; regarding Community Services CS-4 Homeless Services Partnership, ensure there is someone in that interdisciplinary working group who is currently homeless or has been in the last five years; regarding Item 6 School Safety, consider the app or similar app used for security personnel to enable students to report incidents on campus; use careful language to avoid focusing on specific entities; consider revitalizing the "Youth Hall of Fame" as part of the Education Awards Program and have it evaluated by the Committee; and consider a public kiosk at City Hall and the Library to access the General Plan and other City produced plans.

## **INFORMATIONAL ITEM**

12. Informational Report to the City Council on the Personnel Commission Revised Scope of Duties and Goals and Accomplishments for Fiscal Years 2018 and 2019 **RPT 19-286**

Staff report submitted by Human Resources Director Collins, dated May 7, 2019, was filed.



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING**  
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Human Resources Collins and the Personnel Commission were commended for bringing the informational item before the City Council.

**CITY MANAGER'S COMMENTS**

There were none.

**COUNCIL REPORTS AND ANNOUNCEMENTS**

Council Member Zermeno thanked Council Members, City staff and those who attended the Cinco de Mayo festival on May 4, 2019.

**COUNCIL REFERRALS**

There were none submitted.

**ADJOURNMENT**

Mayor Halliday adjourned the meeting at 10:15 p.m. Mayor Halliday announced there would be a special City Council meeting on Saturday, May 11, 2019.

**APPROVED**

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Barbara Halliday  
Mayor, City of Hayward

**ATTEST:**

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Miriam Lens  
City Clerk, City of Hayward





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**File #:** CONS 19-295

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT**

Hayward Boulevard Safety Improvements Feasibility Study - Authorization for the City Manager to Execute a Professional Services Agreement with Kimley-Horn and Associates, Inc. and Appropriation of \$150,000 from the Measure BB, Fund 212

**RECOMMENDATION**

That the Council adopts the attached resolutions (Attachments II and III, respectively), authorizing the City Manager to execute a Professional Services Agreement (PSA) with Kimley-Horn and Associates, Inc., to undertake the Hayward Boulevard Safety Improvements Feasibility Study in an amount not-to-exceed \$135,000, and appropriate \$150,000 for this project from the Measure BB, Fund 212.

**SUMMARY**

The proposed Hayward Boulevard Feasibility Study is an evaluation and development of phased multi-modal safety and connectivity improvements along Hayward Boulevard from Campus Drive to Fairview Avenue. The final product will include a phased multi-modal conceptual design, traffic operations analyses, and preliminary cost estimates.

**ATTACHMENTS**

Attachment I Staff Report  
Attachment II Agreement Resolution  
Attachment III Appropriation Resolution



DATE: May 7, 2019

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Hayward Boulevard Safety Improvements Feasibility Study - Authorization for the City Manager to Execute a Professional Services Agreement with Kimley-Horn and Associates, Inc. and Appropriation of \$150,000 from the Measure BB, Fund 212

## RECOMMENDATION

That the Council adopts the attached resolutions (Attachments II and III, respectively), authorizing the City Manager to execute a Professional Services Agreement (PSA) with Kimley-Horn and Associates, Inc., to undertake the Hayward Boulevard Safety Improvements Feasibility Study in an amount not-to-exceed \$135,000, and appropriate \$150,000 for this project from the Measure BB, Fund 212.

## SUMMARY

The proposed Hayward Boulevard Feasibility Study is an evaluation and development of phased multi-modal safety and connectivity improvements along Hayward Boulevard from Campus Drive to Fairview Avenue. The final product will include a phased multi-modal conceptual design, traffic operations analyses, and preliminary cost estimates.

## BACKGROUND

The City has a goal to improve multi-modal safety and connectivity along Hayward Boulevard from Campus Drive to Fairview Avenue. The Hayward Boulevard Feasibility Study will address public concerns that include but are not limited to speeding, safety, connectivity, vertical and horizontal curves, and steep grades at various locations along Hayward Boulevard. This Study will include conceptual design alternatives that address these concerns.

The proposed alternatives included in the Study will be developed using a three-phase approach with phases mostly determined by cost. Phase 1 will be non-intrusive, less costly remedies such as signing, striping, and flexible safe-hit posts that are easily implemented in the short-term. Phase 2 of the study will be somewhat intrusive and more costly than the Phase 1 improvements and will build upon those improvements. These are feasible for implementation in the mid-term range (three to five years) and may include but are not limited to bollards, minor signal equipment modifications, curb ramps, street lighting, and minor civil engineering work. Phase 3, the costliest of all three phases, may include but is not

limited to curb extensions, roundabouts, and curb or grade-separated bicycle facilities. All proposed improvements will be feasible with the hillside terrain, remain within the existing right-of-way, and will not cause significant traffic impact. Each design phase will include a conceptual rendering, preliminary traffic impact analyses, cost estimate, and estimated schedule.

The proposed plan will build upon the Complete Streets Policy adopted in 2013, support the transportation and land use policies identified in the 2040 General Plan policy document, and implement several traffic calming measures identified in the Neighborhood Traffic Calming Program adopted in July 2018.

## DISCUSSION

Staff posted a Request for Proposals (RFP) on the City's website and sent notification emails to nine consultants known to be at the forefront of critical subject areas, such as bicycle and pedestrian planning, engineering, and research, which will be essential to creating a successful plan. The RFP was released on March 5, 2019 and a pre-proposal meeting was held on March 13, 2019 at City Hall. Inquiries regarding the RFP were due March 22, 2019 and proposals were due on April 2, 2019. The City received four proposals. Proposals were received from Kittelson & Associates, Inc., TJKM Transportation Consultants (TJKM), Kimley-Horn and Associates, Inc. (Kimley-Horn), and CSW/Stuber-Stroeh Engineering Group, Inc.

The method and criteria for consultant selection was identified in the RFP. A panel of four staff members, consisting of the Deputy Director of Public Works, the Development Services-Planning Division Manager, the Transportation Division Manager and a Senior Transportation Engineer independently scored each proposal. The City invited the top two ranked consultants, TJKM and Kimley-Horn, to an interview held on April 10, 2019. The interview panel unanimously determined Kimley-Horn to be the most suitable consultant to prepare the study.

Kimley-Horn is adept at balancing the detailed, technical aspects of the study with sensitive community elements, resulting in solutions that are effective and supported by the community. The Kimley-Horn team consists of planners, engineers, and community outreach experts that have successfully completed numerous multi-modal complete streets projects throughout the Bay Area.

Kimley-Horn's thorough understanding of all modes and how they interact with Complete Streets project elements has allowed them to be successful on several recent projects that are similar in nature. Kimley-Horn has completed several multi-modal corridor studies in similar environments with similar constraints to Hayward Boulevard, such as:

- Page Mill I-280 Interchange Improvements Study
- Alpine Road Corridor Study
- Wolfe Road Corridor Traffic Improvement Study
- Tasman Corridor Complete Streets Study

Kimley-Horn's solution-driven creativity and technical skills coupled with easy-to-understand graphics has led to successful projects that achieve community and stakeholder support. They are well-versed in the tools required to complete the analysis for this study, as well as the tools needed to effectively communicate findings to stakeholders and the community.

Staff is confident that Kimley-Horn will successfully deliver a study that meets the City's specific needs of developing a three-phase approach that improves multi-modal safety and connectivity on Hayward Boulevard.

## SUSTAINABILITY FEATURES

The plan will be a comprehensive effort that will guide, prioritize, and implement a network of quality bicycle and pedestrian facilities to improve mobility, connectivity, public health, physical activity, and recreational opportunities. By applying best practices, the plan will increase transportation options, reduce environmental impacts of the transportation system, and enhance the overall quality of life for residents. Overall, the goal of the project is to develop convenient transportation alternatives to motor vehicles for residents, visitors, shoppers and commuters. The resulting reduction in single occupancy vehicles will reduce vehicle miles traveled and greenhouse gases.

## PUBLIC CONTACT

At the onset of the study, a community outreach and public engagement plan will be developed and initiated early in the development process that identifies key stakeholders, outlines the messaging of the study and meeting strategies, and lays out the schedule for outreach activities. This will create a community-driven approach to define the vision, goals, objectives, policies, and recommended changes to the Hayward Boulevard corridor.

The consultant will conduct two public workshops and host two pop-up events to gather information regarding specific traffic issues and concerns from the public. An online survey will be emailed to the City's distribution list of over 60,000 residents, and a project webpage will be available to receive comments via an interactive map or in text form. Throughout the project, the consultant team will help maintain the project webpage to keep interested parties informed of the study, such as a project summary, fact sheets, and graphics.

The consultant team will advertise the outreach activities through many communication channels. Collateral such as flyers or postcards, as well as digital graphics for social media postings and emails will be developed for advertisement of the meetings and the webpage.

## STRATEGIC INITIATIVES

This agenda item supports the Complete Streets Strategic Initiative. The purpose of the Complete Streets initiative is to build streets that are safe, comfortable, and convenient travel for everyone, regardless of age or ability, including motorists, pedestrians, bicyclists, and public transportation riders. This item supports the following goal and objective:

Goal 2: Balance the diverse needs of users of the public right-of-way

Objective 1: Increase walking, biking, transit usage, carpooling, and other sustainable modes of transportation by designing and retrofitting streets to accommodate all modes

#### ECONOMIC IMPACT

Improvement of safety and connectivity along Hayward Boulevard fosters economic health by creating dynamic, complete communities with a high quality of life that helps support small business development, decreases transportation and healthcare costs, and increases property values, employment, and tourism. Providing alternate modes of travel reduces single occupancy vehicles, congestion, and costs related to automobile-oriented infrastructure maintenance and construction. It also makes the overall transportation system more efficient.

#### FISCAL IMPACT

The adopted FY 2019 Capital Improvement Program's Measure BB (Local Transportation) Fund 212 includes \$150,000 for this study. Kimley Horn's initial proposed project cost is \$135,000, with \$15,000 allocated for staff time.

#### NEXT STEPS

Kick-Off Meeting	May 2019
Community Outreach Begins	June 2019
Presentation to CIC	July 2019
Final Report	December 2019

Prepared by: Fred Kelley, Transportation Division Manager

Recommended by: Alex Ameri, Director of Public Works

Approved by:



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Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR THE HAYWARD BOULEVARD SAFETY IMPROVEMENTS FEASIBILITY STUDY

WHEREAS, the City of Hayward strives to improve multi-modal safety and connectivity along Hayward Boulevard from Campus Drive to Fairview Avenue and the Hayward Boulevard Safety Improvements Feasibility Study will address public concerns that include but are not limited to speeding, safety, connectivity, vertical and horizontal curves, and steep grades at various locations along Hayward Boulevard; and

WHEREAS, a Request for Proposals (RFP) was released on March 5, 2019 and proposals were due by 5:00 p.m. on April 2, 2019; and

WHEREAS, the City received proposals from Kittelson & Associates, Inc., TJKM Transportation Consultants (TJKM), Kimley-Horn and Associates, Inc. (Kimley-Horn), and CSW/Stuber-Stroeh Engineering Group, Inc.; and

WHEREAS, staff unanimously determined Kimley-Horn to be the most suitable Consultant to prepare the Study after reviewing each of the four submitted proposals.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized to negotiate and execute a professional services agreement with Kimley-Horn and Associates, Inc., for the Hayward Boulevard Safety Improvements Feasibility Study in an amount not-to-exceed \$135,000, in a form approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES:           COUNCIL MEMBERS:  
                  MAYOR:

NOES:           COUNCIL MEMBERS:

ABSTAIN:       COUNCIL MEMBERS:

ABSENT:        COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
                  City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward

HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

RESOLUTION APPROPRIATING FUNDS FROM THE LOCAL  
TRANSPORTATION FUND (FUND 212) TO THE HAYWARD BOULEVARD  
SAFETY IMPROVEMENTS FEASIBILITY STUDY

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward  
that \$150,000 is appropriated from the Local Transportation Fund (Fund 212) to the  
Hayward Boulevard Safety Improvements Feasibility Study.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:  
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward





# CITY OF HAYWARD

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

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**File #:** CONS 19-339

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT**

Approval of Plans and Specifications and Call for Bids for Trash Capture Device Installation on Arf Avenue.

**RECOMMENDATION**

That the City Council adopts the attached resolution (Attachment II) approving the plans and specifications for the installation of trash capture infrastructure on Arf Avenue, and calling for construction bids to be received on June 25, 2019.

**SUMMARY**

This project involves the installation of trash capture infrastructure consisting of two continuous deflective separator (CDS) units with one bypass diversion box in the existing storm drain box culvert on Arf Avenue, near its intersection with Pueblo Spring. The units would help remove trash from the City's storm water system, increasing the City's overall reduction of stormwater-borne trash. This increase in stormwater trash reduction would bring the City closer to meeting the San Francisco Regional Water Quality Control Board's (Water Board) mandate that the City reduce 100% of trash from the storm water system by 2022. The project would be primarily funded by the Environmental Protection Agency (EPA) Water Quality Improvement Fund grant awarded to the City in January 2015.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Location Map
Attachment IV	Reductions Over Time



DATE: May 21, 2019

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Approval of Plans and Specifications and Call for Bids for Trash Capture Device Installation on Arf Avenue

#### RECOMMENDATION

That the City Council adopts the attached resolution (Attachment II) approving the plans and specifications for the installation of trash capture infrastructure on Arf Avenue, and calling for construction bids to be received on June 25, 2019.

#### SUMMARY

This project involves the installation of trash capture infrastructure consisting of two continuous deflective separator (CDS) units with one bypass diversion box in the existing storm drain box culvert on Arf Avenue, near its intersection with Pueblo Spring. The units would help remove trash from the City's storm water system, increasing the City's overall reduction of stormwater-borne trash. This increase in stormwater trash reduction would bring the City closer to meeting the San Francisco Regional Water Quality Control Board's (Water Board) mandate that the City reduce 100% of trash from the storm water system by 2022. The project would be primarily funded by the Environmental Protection Agency (EPA) Water Quality Improvement Fund grant awarded to the City in January 2015.

#### BACKGROUND

In December 2015, the Water Board adopted the current Municipal Regional Stormwater Permit (MRP 2.0) requirements to regulate storm water discharge from its permittees, which include municipalities and local agencies in Alameda, Contra Costa, San Mateo, and Santa Clara Counties, as well as the cities of Fairfield, Suisun, and Vallejo. Under the MRP 2.0, permittees are required to reduce trash entering state waters from their respective Municipal Separate Storm Sewer Systems (MS4s) by 100% by 2022.

In January 2015, the EPA awarded the City \$800,000 to fund the Hayward Youth-Based Trash Capture, Reduction, and Watershed Education Project. The four-year project includes a school curriculum for first through twelfth grade students to educate them about watersheds, pollution, and engineered trash reduction facilities like CDS units.

For further background regarding the EPA grant project and the Water Board's trash reduction mandate, please refer to the following reports previously presented to the Council Sustainability Committee:

- USEPA Region IX Trash Reduction Grant - March 23, 2015<sup>1</sup>
- Update on EPA Trash Reduction Grant - December 10, 2015<sup>2</sup>
- Municipal Regional Permit 2.0 - March 14, 2016<sup>3</sup>

The City currently has two existing CDS units: one at the intersection of Tyrell Avenue and West Tennyson Road, installed in 2012; and one on Patrick Avenue. The Patrick Avenue CDS unit was installed in 2017 as part of the EPA grant project. Both units were manufactured by Contech Stormwater Solutions (Contech).

## DISCUSSION

This project would involve the installation of trash capture infrastructure consisting of two CDS trash capture devices with one bypass diversion box in the existing storm drain box on Arf Avenue to treat storm water and bring the City closer to meeting the Water Board's 100% stormwater trash reduction mandate. Like the CDS unit on Patrick Avenue, the installation of these two CDS trash capture units at Arf Avenue will be incorporated into the EPA grant-funded Hayward Youth-Based Trash Capture, Reduction, and Watershed Education Project.

The installation location on Arf Avenue (identified in Attachment III) was strategically selected based on the fact that it is just upstream of the Alameda County flood control channel, meaning that a very high volume of storm water passes through this location just before it is discharged to the County flood control channel. The location was also selected based on input from Maintenance Services Department staff, who regularly remove large amounts of trash from the storm system in this area. The new proposed trash capture infrastructure would treat storm water runoff from approximately 481 acres and would help the City to reduce its water borne trash by approximately 6%.

As previously referenced, the City and all other Water Board permittees are required to reduce trash from their municipal storm drain system by 100% by July 1, 2022. To assist in keeping permittees on track to meet this mandate, the Water Board also set interim requirements to reach 70% by July 1, 2017, and 90% by July 1, 2019. As of September 2017, the City had achieved a trash reduction of 79%; however, in FY2018, litter pickup activities were not included in the percentage. Staff monitors areas cleaned by the Keep Hayward Clean and Green Task Force and most are not remaining clean in the weeks following cleanup events. Additionally, several cleanup events have occurred in areas already treated by trash capture infrastructure and cannot be double-counted. As of September 2018, the City is currently at 61% trash reduction. The Arf Avenue project will increase the City's reduction to approximately 67%. As indicated with the estimates in Attachment IV, staff are currently

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<sup>1</sup> [USEPA Region IX Trash Reduction Grant - March 23, 2015](#)

<sup>2</sup> [Update on EPA Trash Reduction Grant - December 10, 2015](#)

<sup>3</sup> [Municipal Regional Permit 2.0 - March 14, 2016](#)

working to identify additional locations for trash capture device installation to meet the 100% reduction mandate.

If the attached resolution is approved, staff will release a call for competitive bids to contractors to install the necessary infrastructure. Staff will also secure the necessary permits, including an encroachment permit from the Alameda County Flood Control and Water Conservation District. The construction portion of the project will entail excavation in the street, installation of two CDS units with one bypass diversion box in-line with the storm drain, backfill of the area, and repair of the street to pre-construction conditions. Prior to backfilling and street repair, the CDS units will also be leak-tested to assure water tightness at all joints.

#### ECONOMIC IMPACT

There is no direct economic impact associated with this item.

#### FISCAL IMPACT

The estimated total project costs are as follows:

Design and Construction Administration - City Staff	\$15,000
Testing and Inspection Services	\$15,000
Alameda County Encroachment Permit	\$30,000
Construction Contract	\$450,000
Two CDS Trash Capture Devices + Bypass Diversion Box	\$350,000
Administrative Change Order	<u>\$45,000</u>
Total:	\$905,000

As previously mentioned, the EPA awarded the City an \$800,000 grant in 2015 to fund the Hayward Youth-Based Trash Capture, Reduction, and Watershed Education Project. The \$450,000 that still remains of these grant funds would be used to cover a portion of the expenses associated with this project. The difference would be funded by the Stormwater Fund. As was done with the most recent CDS device installation on Patrick Avenue, purchase of the CDS trash capture infrastructure for this project would not be included in the construction contract. Purchasing the devices directly from the vendor would enable the City to avoid paying additional fees that a contractor would likely charge to procure the equipment. If the project is approved, staff will return to Council for authorization of this purchase at a later date.

#### STRATEGIC INITIATIVES

While this item does not directly relate to one of the Council's three Strategic Initiatives, it is directly aligned with the Council's "Clean" priority, as the installation of this infrastructure would aid in the removal of waste from our community's stormwater system and, ultimately, the San Francisco Bay.

## SUSTAINABILITY FEATURES

The CDS units, along with the existing trash capture devices in the City's storm drain system, will help to limit the pollutants that enter local creeks and the San Francisco Bay.

## PUBLIC CONTACT

Prior to and during construction, notices will be provided to affected residents, property, and business owners to inform them of the nature and purpose of the work, potential impacts, work schedule, and City contact for additional information. In addition, staff will work closely with residents in the vicinity of the project to minimize potential impacts.

## NEXT STEPS

Should Council approve the attached resolution, staff will advertise the construction project for public bidding. Staff will return to Council for the award of the construction contract after construction bids have been received and reviewed. Staff may also return to Council to request authorization to proceed with a sole source purchase of the two CDS units and a bypass diversion box from Contech.

The following schedule has been developed for this project:

Receive Bids	June 25, 2019
Award Construction Contract	July 16, 2019
Construction Completion	October 2019

The Arf Avenue Trash Capture Device Installation project, if approved, would fully exhaust the EPA grant funds. As such, staff will identify additional outside funding for future trash reduction projects to meet the Water Board's mandate by 2022. Staff is currently working with Caltrans to explore mutual trash reduction projects within the City's jurisdiction and Caltrans' right of way. Staff has already identified at least three potential projects that would involve Caltrans collaboration and will pursue these projects in the next two to three years.

Prepared by: Elisa Wilfong, Water Pollution Control Administrator  
Erik Pearson, Environmental Services Manager

Recommended by: Alex Ameri, Director of Public Works

Approved by:



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Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR THE ARF AVENUE TRASH CAPTURE DEVICE INSTALLATION PROJECT, PROJECT NO. 07675, AND CALL FOR BIDS

WHEREAS, in December 2015, the San Francisco Regional Water Quality Control Board (Water Board) mandated that the City of Hayward, as its permittee, achieve 100% reduction in trash from its stormwater system by 2022; and

WHEREAS, continuous deflective separator (CDS) trash capture devices have been identified by City staff as the most effective way to prevent trash from entering the City of Hayward stormwater system; and

WHEREAS, two CDS trash capture devices have already been installed in the City of Hayward's stormwater system; and

WHEREAS, the installation to two additional CDS trash capture devices in the storm drain box culvert on Arf Avenue near Pueblo Spring will bring the City of Hayward closer to achieving the Water Board's mandate; and

WHEREAS, plans and specifications for this Arf Avenue Trash Capture Device Installation Project, Project No. 07675, are currently on file in the Office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED, that those certain plans and specifications for the Arf Avenue Trash Capture Device Installation Project, Project No. 07675, on file in the Office of the City Clerk, are hereby adopted as the plans and specifications for the Project; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to cause a notice calling for bids for the required work and material to be made in the form and manner provided by law; and

BE IT FURTHER RESOLVED, that sealed bids will therefore be received by the City Clerk's office at City Hall, 777 B Street, Hayward, California 94541, up to the hour of 2:00 p.m. on Tuesday, June 25, 2019, and immediately thereafter publicly opened and declared by the City Clerk in Conference Room 4D, City Hall, Hayward, California.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES:           COUNCIL MEMBERS:  
                  MAYOR:

NOES:           COUNCIL MEMBERS:

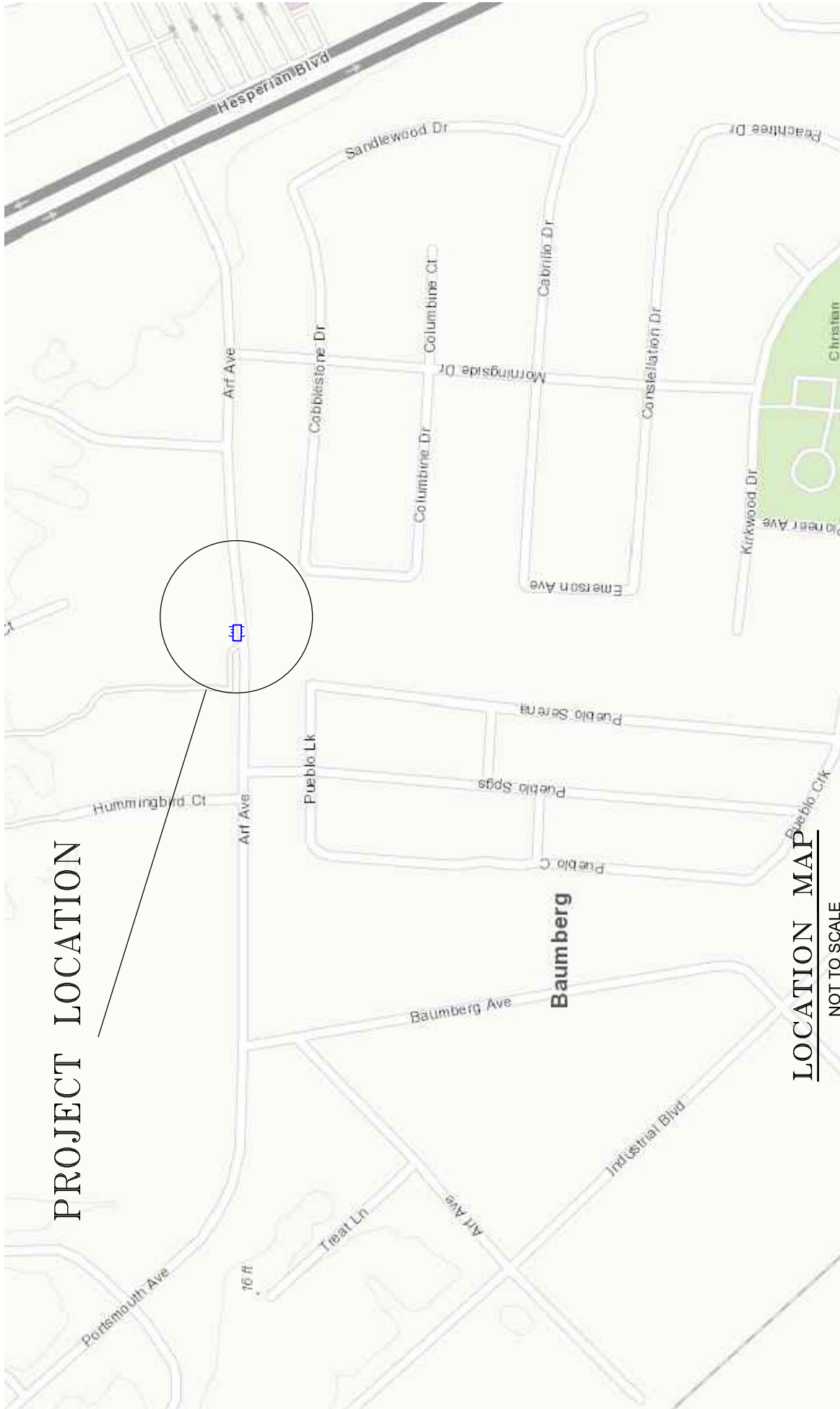
ABSTAIN:       COUNCIL MEMBERS:

ABSENT:        COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
          City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward



PROJECT LOCATION

LOCATION MAP

NOT TO SCALE



### Trash Reduction Estimates

The following table shows how the trash reduction percentage is calculated for the City's Annual Stormwater Report. Calculations are by fiscal year given current trash reduction implementation and projected future projects.

<b>Fiscal Year</b>	<b>Trash Reduction Activities</b>	<b>Subtotal</b>	<b>Total Reduction Credit</b>
2016/2017	<b>Full Trash Capture Devices:</b> 2 CDS units, 179 small devices in inlets, 4 aboveground connector pipe screens in creeks	45.3%	79.3%
	<b>On-land volunteer pick-up</b>	19%	
	<b>2 Product bans</b> (polystyrene and plastic bags)	10%	
	<b>Additional creek cleanups</b>	5%	
	<b>Total</b>		
2017/2018	<b>Full Trash Capture Devices:</b> No new devices	45.6%	60.6%
	<b>On-land volunteer pick-up</b>	0%	
	<b>2 Product bans –</b>	10%	
	<b>Additional creek cleanups –</b>	5%	
	<b>Total</b>		
2018/2019 (estimated)	<b>Full Trash Capture Devices:</b> Adding Arf Avenue CDS unit and 45 small devices	51.6%	~66.6%
	<b>On-land volunteer pick-up</b>	unknown	
	<b>2 Product bans</b>	10%	
	<b>Additional creek cleanups</b>	5%	
	<b>Total</b>		
2021/2022 (estimated)	<b>Full Trash Capture Devices:</b> Additional small and/or large devices	62%	~77%
	<b>On-land volunteer pick-up</b>	unknown	
	<b>2 Product bans</b>	10%	
	<b>Additional creek cleanups</b>	5%	
	<b>Total</b>		
2023/2024 (estimated)	<b>Full Trash Capture Devices:</b> With addition of 3 CDS units in partnership with Caltrans	85%	~100%
	<b>On-land volunteer pick-up</b>	unknown	
	<b>2 Product bans</b>	10%	
	<b>Additional creek cleanups</b>	5%	
	<b>Total</b>		



# CITY OF HAYWARD

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

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**File #:** CONS 19-364

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT**

Fire Stations 2-5 Landscape Improvements: Approval of Plans and Specifications (Project Nos. 07476, 07477, 07478, and 07480) and Call for Bids

**RECOMMENDATION**

That the Council adopts the attached resolution (Attachment II) approving the plans and specifications for the Fire Stations 2-5 Landscape Improvements, and calls for bids.

**SUMMARY**

The Fire Stations 1-5 Improvements Project is near final completion pending contractor completion of punch list items anticipated to be done by the end of May 2019. The landscape design and construction for Fire Stations 2-5 were not included as part of the original Fire Stations 1-5 Improvements Project. Staff has prepared landscape construction documents for Fire Stations 2-5 based on the design completed by Mary Weber Landscape Architect and seeks Council approval of the plans and specifications and call for bids.

**ATTACHMENTS**

Attachment I     Staff Report  
Attachment II    Resolution



DATE: May 21, 2019

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Fire Stations 2-5 Landscape Improvements: Approval of Plans and Specifications (Project Nos. 07476, 07477, 07478, and 07480) and Call for Bids

#### RECOMMENDATION

That the Council adopts the attached resolution (Attachment II) approving the plans and specifications for the Fire Stations 2-5 Landscape Improvements, and calls for bids.

#### SUMMARY

The Fire Stations 1-5 Improvements Project is near final completion pending contractor completion of punch list items anticipated to be done by the end of May 2019. The landscape design and construction for Fire Stations 2-5 were not included as part of the original Fire Stations 1-5 Improvements Project. Staff has prepared landscape construction documents for Fire Stations 2-5 based on the design completed by Mary Weber Landscape Architect and seeks Council approval of the plans and specifications and call for bids.

#### BACKGROUND

On June 3, 2014, voters approved Measure C, which authorized the City of Hayward to increase the sales tax rate in the City by one-half cent for twenty years to restore and maintain City services and facilities, including firefighting/emergency medical services, improving police services to neighborhoods, replacing the aging library with a 21st century facility, repairing potholes and streets, updating aging neighborhood fire stations, and other City services. Based on the facility needs assessment report completed on October 10, 2014 by RossDrulisCusenbery (RDC) for Fire Stations 1-6 and the Fire Training Center, substantial upgrades were needed in these aging facilities. Fire Stations 1-5 required renovation, and are treated as separate from Fire Station 6 and the Fire Training Center since the latter facilities will be reconstructed and expanded.

On December 13, 2016, Council approved the plans and specifications for the Fire Stations 1-5 Improvements Project. Council subsequently awarded the construction contract to Arntz Builder, Inc., on March 21, 2017. Each fire station reached substantial completion when the contractor completed the improvement work and fire personnel occupied each station on the following dates:

- Fire Station 1 – December 11, 2017
- Fire Station 2 – November 17, 2017
- Fire Station 3 - February 2, 2018
- Fire Station 4 – June 29, 2018
- Fire Station 5 – July 26, 2018

The project reached substantial completion on July 30, 2018. The project has not reached final completion due to incomplete punch list items to be addressed by the contractor and is anticipated to be done by the end of May 2019.

## DISCUSSION

During the design phase of Fire Station 1-5, the landscape design was excluded from the scope of work and was to be designed and constructed under owner furnished-owner installed items. The City entered into an agreement with Mary Weber Landscape Architect to provide landscape architectural services for landscape plans, construction documents, and construction administration for Fire Stations 2-5. Fire Station 1 is a newer station and did not require landscape work. The existing landscape at Fire Stations 2-5 mostly consists of lawns, some plants, and trees. The new landscape design will remove the lawns and plants and replace them with Bay-Friendly Landscaping techniques to use native and climate appropriate plants and trees. The design also includes water efficient irrigation systems.

Previously, Mary Weber completed the landscape design for Fire Station 3 and cost estimates received from multiple landscape contractors were higher than expected. Rather than receiving individual proposals for each fire station, this project combines the landscaping for Fire Stations 2-5 into one formal bid proposal. Combining the stations will likely result in overall savings.

This project is categorically exempt under Section 15301(c) of the California Environmental Quality Act Guidelines for the operation, repair, maintenance, or minor alteration of existing facilities.

## FISCAL AND ECONOMIC IMPACT

The estimated costs for Fire Station 2-5 landscape are as follows:

Construction Contract	\$160,000
Construction Contingency (ACO)	\$ 16,000
Construction Administration	\$ 32,000
Permit Fees, Inspection & Testing	<u>\$ 32,000</u>
Total	\$240,000

The Adopted FY 2019 CIP includes a total of \$10,830,000 for the design and construction of the Fire Stations 1-5 projects in the Measure C Fund. These funds are sufficient to cover the estimated cost for the landscape project for Fire Stations 2-5.

## STRATEGIC INITIATIVES

This agenda item supports the Complete Communities Strategic Initiative. The purpose of the Complete Communities initiative is to create and support structures, services, and amenities to provide inclusive and equitable access with the goal of becoming a thriving and promising place to live, work, and play for all. This agenda item supports the following goal and objectives:

Goal 1: Improve quality of life for residents, business owners, and community members in all Hayward neighborhoods.

Objective 1: Increase neighborhood safety and cohesion.

Objective 2: Foster a sense of place and support neighborhood pride.

## SUSTAINABILITY FEATURES

1. Water:

The project will remove the lawns and plants and replace them with drought tolerant plants and provide efficient irrigation systems to reduce water usage.

2. Environment:

This project has implemented Bay-Friendly Landscaping techniques to use native and climate appropriate plants.

## PUBLIC CONTACT

There has been no public contact related to this item.

## NEXT STEPS

Open Bids	June 18, 2019
Award Contract	July 16, 2019
Begin Work	August 12, 2019
Complete Work	November 6, 2019

Prepared by: Kathy Garcia, Deputy Director of Public Works

Recommended by: Alex Ameri, Director of Public Works

Approved by:



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Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 19-\_\_\_\_

Introduced by Council Member \_\_\_\_\_

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR THE FIRE STATIONS 2-5 LANDSCAPE IMPROVEMENTS (PROJECT NOS. 07476, 07477, 07478 AND 07480) AND CALL FOR BIDS

WHEREAS, those certain plans and specifications for the Fire Stations 2-5 Landscape Improvements Project, Project Nos. 07476, 07477, 07478 and 07480 on file in the office of the City Clerk, are hereby adopted as the plans and specifications for the project; and

WHEREAS, the City Clerk is hereby directed to cause a notice calling for bids for the required work and material to be made in the form and manner provided by law; and

WHEREAS, sealed bids therefor will be received by the City Clerk's office at City Hall, 777 B Street, 4<sup>th</sup> Floor, Hayward, California 94541, up to the hour of 2:00 p.m. on Tuesday, June 18, 2019, and immediately thereafter publicly opened and declared by the City Clerk in the Conference Room, 4D, located on the 4th Floor of City Hall, Hayward, California.

NOW, THEREFORE, BE IT RESOLVED, that the City Council will consider a report on the bids at a regular meeting following the aforesaid opening and declaration of same.

BE IT FURTHER RESOLVED, that the project is categorically exempt under section 15301(c) of the California Environmental Quality Act Guidelines for the operation, repair, maintenance, or minor alteration of existing facilities.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:  
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward



# CITY OF HAYWARD

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

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**File #:** CONS 19-376

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT**

Resolution Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with Mark Thomas & Company in an Amount Not-to-Exceed \$475,000 for the Mission Boulevard Corridor Improvements Phase 3 Project

**RECOMMENDATION**

That Council adopts the attached resolution (Attachment II) authorizing the City Manager to execute an amendment to the Professional Services Agreement (PSA) with Mark Thomas & Company in an amount not-to-exceed \$475,000 for the Mission Boulevard Corridor Improvements Phase 3 project.

**SUMMARY**

Mark Thomas & Company is providing design services for the Mission Boulevard Corridor Improvements Phase 3 project. Design services are on-going and have exceeded the agreement amount due to a number of design changes and added scope. Additional design services by Mark Thomas & Company are necessary to complete the project design.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution





DATE: May 21, 2019

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Resolution Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with Mark Thomas & Company in an Amount Not-to-Exceed \$475,000 for the Mission Boulevard Corridor Improvements Phase 3 Project

#### RECOMMENDATION

That Council adopts the attached resolution (Attachment II) authorizing the City Manager to execute an amendment to the Professional Services Agreement (PSA) with Mark Thomas & Company in an amount not-to-exceed \$475,000 for the Mission Boulevard Corridor Improvements Phase 3 project.

#### SUMMARY

Mark Thomas & Company is providing design services for the Mission Boulevard Corridor Improvements Phase 3 project. Design services are on-going and have exceeded the agreement amount due to a number of design changes and added scope. Additional design services by Mark Thomas & Company are necessary to complete the project design.

#### BACKGROUND

On November 27, 2007, Council approved Phase 1 of the Route 238 Corridor Improvement Project, which covered roadway and street improvements on Mission Boulevard from A Street to Industrial Parkway and Foothill Boulevard from Mission Boulevard to Apple Avenue and certified the Final Environmental Impact Report (FEIR) for the project. Subsequently, Caltrans relinquished portions of State Routes 92, 185 and 238 to the City within the Phase 1 project limits. During the relinquishment discussions, the City and Caltrans agreed that Caltrans would relinquish, and the City would accept, the majority of the remaining state highways within the City boundaries after the Phase 1 project was completed and after sufficient Local Area Transportation Improvement Program (LATIP) funding became available to improve these additional highway segments. Construction of the Phase 1 project was completed in January 2014. LATIP funds totaling \$30 million were approved by the California Transportation Commission (CTC) for use on this project. The CTC allocated \$8.1 million of this amount for the Route 238 Phase 1 expenses.

Phase 2 and 3 are continuations of the Phase 1 project. Phases 2 (State Route 238) and 3 (State Route 185) of the project will improve Mission Boulevard from Industrial Parkway to the south City limit near Blanche Street, and from A Street to the north City limit at Rose Street, respectively. On October 28, 2014, Council approved an agreement with BKF Engineers for professional services to begin design work for Phase 2 and preliminary design (35%) for Phase 3. The design of Phases 2 and 3 incorporates the Council's Complete Streets policy, with infrastructure to make safe and convenient travel along and across Mission Boulevard for all users, including pedestrians, bicyclists, public transit users, and motorists.

As part of their original contract, BKF Engineers completed the 35% design for Phase 3. A Request for Proposals was released for the final design of Phase 3. Staff recommended Mark Thomas & Company to complete the final design based on their qualifications, experience, project understanding, and approach. On April 11, 2017, Council approved an agreement with Mark Thomas & Company for professional services to complete the design for Phase 3 of the project.

Phase 3 improvements will include the following:

- Reconstruction of existing sidewalks, curbs and gutters, valley gutters, and driveways that are in poor condition or deficient
- New street trees in between the curb and sidewalk
- Adjust existing driveways to conform to the new sidewalks, curbs, and gutters
- Adjust pavement to modify and add new storm drain inlets to improve drainage
- Rehabilitate existing pavement using Cold In-place Recycling (CIR) and a new pavement overlay (CIR method reuses the existing pavement as base material thereby conserving new raw material resources and reducing greenhouse gases with reduced hauling)
- Upgrade intersections to comply with the latest Americans with Disabilities Act (ADA) accessibility standards
- Upgrade the existing traffic signal at Sunset Boulevard with Adaptive Traffic Management System technology to improve signal timing by adapting to traffic conditions in real time
- New signage and relocation of bus stops
- New fiber optic lines within the project limits
- New LED and dimmable street lighting
- Undergrounding of existing overhead utility lines
- Improve crosswalks at uncontrolled crossings with bulb outs and flashing beacons
- New gateway entry features at Rose Street
- New bike lanes

## DISCUSSION

Mark Thomas & Company completed the 65% design plans, which generally maintained the roadway configuration as it is presently, with 10-foot wide sidewalks, 7-foot wide parking lanes, and 12-foot wide and 11-foot wide travel lanes for motorists. To accommodate bicyclists, given the existing right-of-way limitation, the 12-foot lane would

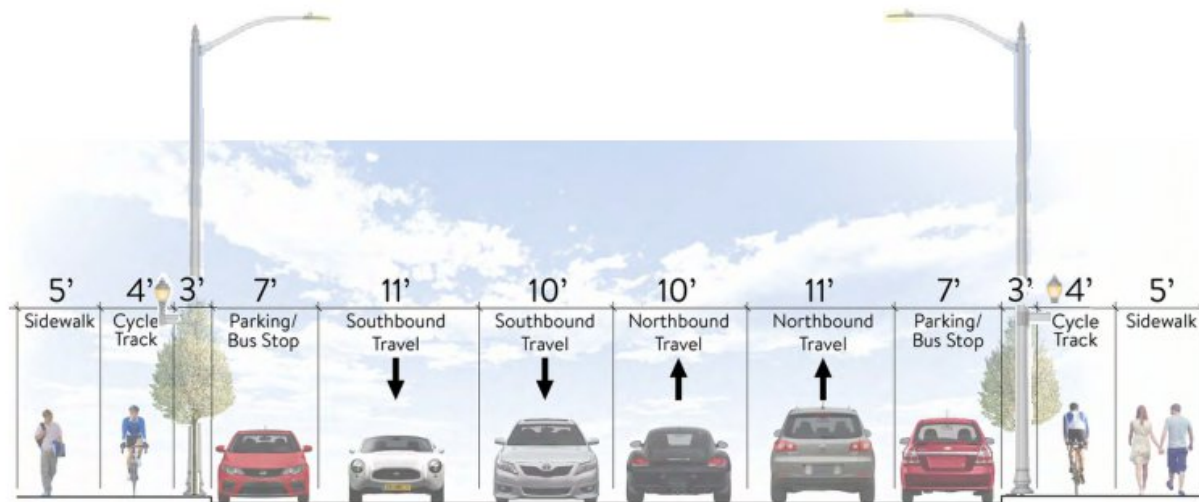
be a shared lane for bicyclists and motorists. This design was presented to the Council Infrastructure Committee (CIC) on January 24, 2018. At that meeting, the Committee directed staff to conduct additional studies and designs to consider the feasibility of separated bike lanes on Mission Boulevard.

A number of design alternatives were done and presented to the CIC at subsequent meetings. The alternatives to accommodate bike lanes included:

1. Alternative 1: Reducing motorist travel lanes from two to one in each direction
2. Alternative 2: Maintain 2-lanes motorist travel with 6-foot wide sidewalk
3. Alternative 3: Maintain 2-lanes motorist travel with 8-foot wide sidewalk
4. Alternative 4: Maintain 2-lanes motorist travel with 7-foot wide sidewalk

Each alternative has its advantages and disadvantages. Traffic studies performed for Alternative 1 showed that traffic congestion levels would increase significantly. All alternatives would accommodate bicyclists by including bike lanes between the outside travel lane and parking lane. Due to the narrow 80-foot right-of-way, there was not enough room in alternatives 2-4 for a bike buffer zone, which was not ideal for an arterial roadway with bus routes.

Based on a suggestion by Bike East Bay, a non-profit organization that works towards promoting bicycling as an everyday means of transportation and recreation, a final design to better accommodate bicyclists shifts the bike lane between the parking lane and the sidewalk, better known as a cycle track. The cycle track would consist of a 5-foot wide sidewalk, a 4-foot wide cycle track, a 3-foot wide section for trees/streetlights, a 7-foot wide parking lane, and 11-foot and 10-foot wide lanes for motorists as shown below:



Staff evaluated the cycle track and concluded that it merits further consideration. The concept was presented to the CIC and received the Committee's support.

The cycle track and the alternative designs were not included in the original scope of Mark Thomas & Company's services; however, to keep the design schedule, they agreed to provide the design and studies for alternatives 1-4 within the original contract amount. To complete the cycle track design, an increase to the contract amount will be needed. Furthermore, right of way services related to temporary construction easements and public utility easements were not included in the original scope of work and will be necessary before construction. The total added scope of work is estimated at \$475,000 and staff recommends that Council approve increasing Mark Thomas & Company's contract by this amount.

#### ECONOMIC IMPACT

Completion of Phase 3 improvements would result in a complete street and positive economic benefits for businesses along the Mission Boulevard Corridor.

#### FISCAL IMPACT

Phase 3 will be funded by Measure BB funds and the sales of the surplus land acquired for the Route 238 Phase 1 project. These properties are at the northeast and southeast corners of Mission Boulevard and Carlos Bee Boulevard and at the northeast corner of Mission Boulevard and Broadway Street. The estimated funding source breakdown is as follows:

Funding Source	Amount
Measure BB	\$10,900,000
Route 238 Surplus Land Sales (LATIP)	\$2,400,000
Total	\$13,300,000

The estimated project costs for Phase 3 are as follows:

Phase 3	Estimated Cost
Design	\$1,725,000
Utility Undergrounding	\$5,000,000
Construction	\$8,400,000
Construction Admin, Inspection, Testing	\$1,000,000
PLA/CWA	\$500,000
Phase 3 Project Total	\$16,625,000

As shown above, currently, there is a shortfall of \$3,325,000. Staff is working to obtain additional funding to close the shortfall. An updated cost estimate will be provided for Phase 3 when 95% of the design is completed and ultimately when the Phase 3 project receives construction bids.

## STRATEGIC INITIATIVES

This agenda item supports the Complete Streets Strategic Initiative. The purpose of the Complete Streets initiative is to build streets that are safe, comfortable, and convenient for everyone regardless of age or ability, including motorists, pedestrians, bicyclists, and public transportation riders. This item supports the following goals and objectives:

Goal 1: Prioritize safety for all modes of travel

Objective 3: Ensure that roadway construction include complete streets elements

Goal 2: Provide Complete Streets that balance the diverse needs of users of the public right-of-way

Objective 1: Increase walking, biking, transit usage, carpooling and other sustainable modes of transportation by designing and retrofitting streets to accommodate all modes

The project will include features to accommodate pedestrians, bicyclists, public transit riders, and motorists. Pedestrians will benefit from new sidewalks and new curb ramps. Bicyclists will have bike lanes separated from travel lanes in Phase 3. For transit users, the existing bus stops will be relocated, along with lighting for future bus shelters as identified by AC Transit for improvements. For motorists, new pavement, intersection improvements, and traffic signal upgrades with the Adaptive Traffic Management System will improve congestion.

## SUSTAINABILITY FEATURES

1. Water:

The project includes the installation of drought tolerant plants to reduce water usage.

2. Environment:

This project has implemented Bay-Friendly Landscaping techniques to use native and climate appropriate plants for the sidewalk planters. The project will be reviewed for Bay-Friendly certification after the project design is complete. Permeable pavers will also be used to treat storm water runoff from the sidewalk and filter pollution from the storm water before entering the San Francisco Bay. This project will use CIR to rehabilitate the pavement.

3. Energy:

This project will install street lights with energy efficient LED lighting and dimming features to provide electricity and maintenance cost savings.

## PUBLIC CONTACT

Previous community meetings were held on October 12, 2016 and July 12, 2018. Flyers were sent to the Downtown and Prospect Hill neighborhoods inviting the community to attend these project update meetings. On February 20, 2019, a community meeting was held at City Hall to provide an update on the project with emphasis on the cycle track.

## NEXT STEPS

If Council approves, the City Manager will executive the amendment to the agreement authorizing Mark Thomas & Company to complete the design phase.

Prepared by: Kathy Garcia, Deputy Director of Public Works

Recommended by: Alex Ameri, Director of Public Works

Approved by:



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Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MARK THOMAS & COMPANY FOR ADDITIONAL SERVICES ASSOCIATED WITH THE MISSION BOULEVARD CORRIDOR IMPROVEMENTS PHASE 3 PROJECT

WHEREAS, the aforesaid parties have entered into that certain Agreement dated the 15th day of May 2017, entitled "Agreement for Professional Services between the City of Hayward and Mark Thomas & Company for Mission Boulevard Corridor Improvements Phase 3 Final Design" and

WHEREAS, the City and the Consultant desire to amend the Agreement in certain respects to provide additional services for design services for the Mission Boulevard Corridor Improvements Phase 3 Project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to execute, on behalf of the City of Hayward, an amendment to the agreement with Mark Thomas & Company for additional services in an amount not-to-exceed \$475,000 associated with the Mission Boulevard Corridor Improvements Phase 3 Project, in a form approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:  
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward



# CITY OF HAYWARD

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[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

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**File #:** CONS 19-356

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT**

Approval of a One-Year Extension of the Skywest Golf Course Lease Agreement between the City of Hayward and Hayward Area Recreation & Park District

**RECOMMENDATION**

That the Council adopts the attached Resolution (Attachment II) authorizing the City Manager to negotiate and execute a Fourth Amendment to the Commercial Ground Lease with the Hayward Area Recreation and Park District (HARD) for the Skywest Golf Course operations.

**SUMMARY**

HARD's current commercial ground lease expires on September 30, 2019, and the agency has requested a lease extension until September 30, 2020 to evaluate operations and potential capital improvement options. All other lease terms and conditions will remain the same.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution
Attachment III	Aerial Photo HEA Skywest Golf Course





DATE: May 21, 2019

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Approval of a One-Year Extension of the Skywest Golf Course Lease Agreement between the City of Hayward and Hayward Area Recreation & Park District

#### RECOMMENDATION

That the Council adopts the attached Resolution (Attachment II) authorizing the City Manager to negotiate and execute a Fourth Amendment to the Commercial Ground Lease with Hayward Area Recreation and Park District (HARD) for the Skywest Golf Course operations.

#### SUMMARY

HARD's current commercial ground lease expires on September 30, 2019, and the agency has requested a lease extension until September 30, 2020 to evaluate operations and potential capital improvement options. All other lease terms and conditions will remain the same.

#### BACKGROUND

Construction of the Skywest Golf Course was completed in October 1963. The golf course is located at the Hayward Executive Airport (HEA) and has been operated under a single, long-term ground lease agreement. The ground lease was assigned to HARD in January 1975. The lease has been amended on three occasions, with two of the amendments involving extensions. The extensions included in the two amendments permit HARD to construct certain amenities and capital improvements.

#### DISCUSSION

The Skywest Golf Course is open to the public and provides a source of recreation for residents of Hayward, San Lorenzo, and other nearby communities. The 18-hole golf course is located on a 126-acre site on the north side of Hayward Executive Airport. This site was released for non-aeronautical purposes by the Federal Aviation Administration (FAA) in May 1966. In accordance with best airport design practices, golf courses are considered a compatible land use due to a minimal number of building structures and low occupant density. The grounds and mature trees on the Skywest Golf Course provide a modest noise buffer between the airport and residential homeowners in San Lorenzo.

The Skywest Golf Course provides amenities commensurate with other similar facilities including a clubhouse, restaurant, pro shop, driving range, and practice putting green. The KMR Golf Academy is located at Skywest, and special events are hosted.

HARD staff recently requested a one-year extension of the ground lease until September 30, 2020. The one-year extension allows HARD to engage consultants to consider future operations of or potential capital improvements that could be made to the golf course.

#### STRATEGIC INITIATIVES

This agenda item pertains to existing leases at the Airport and does not directly relate to one of the Council's Strategic Initiatives.

#### ECONOMIC IMPACT

No economic impact is associated with this item.

#### FISCAL IMPACT

Income received from HARD for its golf course operations amounted to more than \$150,000 during FY 2018. The revenue is primarily derived from a percentage of green/driving range fees, merchandise sales, cart/golf club rentals, and restaurant concessions. Funds are utilized to enhance airport operations, such as maintenance and paving.

#### PUBLIC CONTACT

The agenda and staff report for this item have been posted on the City's website and distributed to interested parties.

#### NEXT STEPS

If approved, Airport staff will prepare the Fourth Amendment with HARD for execution by the City Manager.

Prepared by: Doug McNeeley, Airport Manager

Recommended by: Alex Ameri, Director of Public Works

Approved by:



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Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A ONE-YEAR EXTENSION OF THE SKYWEST GOLF COURSE LEASE AGREEMENT BETWEEN THE CITY OF HAYWARD AND HAYWARD AREA RECREATION AND PARK DISTRICT

WHEREAS, the City of Hayward ("City") owns and operates Hayward Executive Airport ("Airport"); and

WHEREAS, the ground lease for Skywest Golf Course was assigned to Hayward Area Recreation and Park District (HARD) in 1975; and

WHEREAS, the lease has been amended on three prior occasions; and

WHEREAS, HARD has entered into two extensions as part of two of the amendments; and

WHEREAS, HARD is requests a one-year extension, through September 30, 2020, for the purpose of evaluating operations and potential capital improvements that could be made to the golf course; and

WHEREAS, all other terms and conditions of the existing lease remain in full force and effect under the extension.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized to negotiate and execute a Fourth Amendment to the ground lease with HARD, in a form to be approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:  
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward









# CITY OF HAYWARD

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**File #:** CONS 19-374

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** CIO/Director of Information Technology

**SUBJECT**

Authorize the City Manager to Negotiate and Execute an Agreement in the Amount of \$140,000 with Lookingpoint for Voicemail Upgrade to Cisco Unity

**RECOMMENDATION**

That the Council adopts the attached resolution (Attachment II) authorizing the City Manager to execute an agreement with Lookingpoint to upgrade voicemail to Cisco Unity for a one-time payment in the amount of \$140,000.

**SUMMARY**

The City of Hayward currently uses Microsoft Unified Messaging for voicemail, contact center, and auto-attendant services. Microsoft will be retiring Unified Messaging on or before February 2020. Staff recommends upgrading the current system to Cisco Unity to work seamlessly with the Cisco Call Manager, phones, and networking infrastructure throughout the city. The cost of this agreement with Lookingpoint will not exceed \$140,000 and is included in the City's FY 2019 Capital Improvement Budget.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution



DATE: May 21, 2019

TO: Mayor and City Council

FROM: Director of Information Technology/CIO

SUBJECT: Authorize the City Manager to Negotiate and Execute an Agreement in the Amount of \$140,000 with Lookingpoint for Voicemail Upgrade to Cisco Unity

#### RECOMMENDATION

That the Council adopts the attached resolution (Attachment II) authorizing the City Manager to execute an agreement with Lookingpoint to upgrade voicemail to Cisco Unity for a one-time payment in the amount of \$140,000.

#### SUMMARY

The City of Hayward currently uses Microsoft Unified Messaging for voicemail, contact center, and auto-attendant services. Microsoft will be retiring Unified Messaging on or before February 2020. Staff recommends upgrading the current system to Cisco Unity to work seamlessly with the Cisco Call Manager, phones, and networking infrastructure throughout the city. The cost of this agreement with Lookingpoint will not exceed \$140,000 and is included in the City's FY 2019 Capital Improvement Budget.

#### BACKGROUND

The City of Hayward invests in technology to efficiently and economically support the organization's mission and vision. Microsoft Unified Messaging has been a cost-effective model for voicemail, contact center, and auto-attendant software for many years as it was included in the Microsoft Enterprise Agreement. To align Microsoft's business model to be more cloud-focused, it will be retiring Unified Messaging and offering a cloud-based voicemail service, which is cost-prohibitive.

#### DISCUSSION

Unified Messaging has provided three different services for the City, which includes staff voicemail, Permit and Revenue call center routing, and automation of after hour and holiday information for general City numbers. Staff has done extensive research on alternative solutions to replace Microsoft Unified Messaging. While most of the alternatives are cloud-based, they would also require hardware, such as new desk phones, to be purchased and installed throughout the City. The City's current hardware environment supports and integrates with Cisco Unity, which removes the need for the purchase of extensive hardware.

Cisco Unity is uniquely situated to offer a highly competitive software suite that would address the voicemail, contact center, and auto-attendant service offerings of Microsoft Unified Messaging. Negotiating a contract to implement Cisco Unity allows the City to proactively obtain and implement a feature rich product at a competitive price point in anticipation of the retirement of Microsoft Unified messaging.

#### STRATEGIC INITIATIVES

Although this is a routine operational item and does not directly pertain to the Council's Strategic Initiatives, the use of Cisco Unity technology does assist in the accomplishment of the Strategic Initiatives.

#### FISCAL IMPACT

The cost of this agreement with Lookingpoint is \$140,000 and funds are available in the City's FY 2019 Capital Improvement Budget. Authorizing this agreement does not require an additional appropriation.

#### NEXT STEPS

If Council authorizes the City Manager to negotiate and execute this agreement, the project will begin immediately.

Prepared by: Carolyn Saputo, Information Technology Manager

Recommended by: Adam Kostrzak, Director of Information Technology/CIO

Approved by:



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Kelly McAdoo, City Manager



HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HAYWARD  
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN  
AGREEMENT BETWEEN THE CITY OF HAYWARD AND LOOKINGPOINT FOR  
VOICEMAIL UPGRADE TO CISCO UNITY

WHEREAS, Microsoft is retiring Microsoft Unified Messaging, the City of Hayward's current voicemail system, and the City seeks a new voicemail messaging system; and,

WHEREAS, Cisco Unity offers a software suite that addresses the City's voicemail messaging needs and is compatible with the City's present telecommunication hardware.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward authorizes and directs the City Manager to negotiate and execute an Agreement with Lookingpoint to upgrade voicemail to Cisco Unity in an amount not to exceed \$140,000, in a form approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:  
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward



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**File #:** CONS 19-378

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** CIO/Director of Information Technology

**SUBJECT**

Authorize the City Manager to Negotiate and Execute an Agreement with Lookingpoint for Next Care Complete Services in the Amount of \$105,600 Annually

**RECOMMENDATION**

That Council adopts the attached resolution authorizing the City Manager to execute an agreement with Lookingpoint for Next Care Complete services in the amount of \$105,600 annually.

**SUMMARY**

The City of Hayward currently partners with Lookingpoint using their Next Care Complete services to provide active management and monitoring of critical IT network infrastructure. Lookingpoint Next Care Complete provides network support, infrastructure monitoring, vendor liason, and security upgrades with bi-weekly service reviews and a yearly best practive review. Authorizing the City Manager to execute this agreement will not require an additional budget appropriation.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution



DATE: May 21, 2019

TO: Mayor and City Council

FROM: Director of Information Technology/CIO

SUBJECT: Authorize the City Manager to Negotiate and Execute an Agreement with Lookingpoint for Next Care Complete Services in the Amount of \$105,600 Annually

#### RECOMMENDATION

That Council adopts the attached resolution authorizing the City Manager to execute an agreement with Lookingpoint for Next Care Complete services in the amount of \$105,600 annually.

#### SUMMARY

The City of Hayward currently partners with Lookingpoint using their Next Care Complete services to provide active management and monitoring of critical IT network infrastructure. Lookingpoint Next Care Complete provides network support, infrastructure monitoring, vendor liaison, and security upgrades with bi-weekly service reviews and a yearly best practice review. Authorizing the City Manager to execute this agreement will not require an additional budget appropriation.

#### BACKGROUND

Lookingpoint is the City's current vendor that supplies the City with its Microsoft Unified Messaging voicemail services. The City of Hayward invests in technology to efficiently and economically support the organization's mission and vision. This technology is delivered to all City staff and systems using the City network, which is the underlying IT infrastructure. Lookingpoint Next Care Complete provides network support, infrastructure monitoring, vendor liaison, and security upgrades with bi-weekly service reviews and a yearly best practice review.

This network management service supplements and enhances the effective management of IT infrastructure, thereby reducing risk, improving operational efficiency, and ensuring critical operations throughout the city run optimally.

## DISCUSSION

The Information Technology Department (IT) engaged Lookingpoint a year ago to pilot the Next Care Complete services in an effort to add a secondary layer of security and support for critical IT Infrastructure. This pilot project has far exceeded expectations by providing proactive and reactive network support, infrastructure monitoring, and network security. Next Care Complete services offers network support, infrastructure monitoring, and vendor liaison services as follows:

### Network Support:

Lookingpoint has three priority levels of support for Next Care that include Priority 1 Critical (P1), Priority 2 (P2) High, and Priority 3 (P3) Standard. All P1 tickets are called in to the Lookingpoint support number and after hour calls are returned by an on-call engineer within 1 hour. Examples of a P1 event would be device or site failure. Lookingpoint will commit the necessary resources 24x7 to resolve the issue. P2 tickets are when the operation of an existing network or service is impaired, but most business functions remain operational. Examples of this would be a primary device failure but a backup device is working or there is degraded performance of a device. P2 tickets are called or emailed into Lookingpoint and an engineer is assigned within 2 hours. P3 tickets are when overall functionality of the network is intact, but changes are requested such as new firewall rules. Typical turnaround time for a P3 request is one business day.

### Infrastructure Monitoring:

Lookingpoint has a device in the City network that provides infrastructure monitoring, data collection and access. This infrastructure monitoring allows for proactive and reactive network support. There have been several times when a device has gone offline and Lookingpoint has reached out to IT staff before or as a ticket is being opened. This monitoring and data collection also helps with viewing network traffic and making modifications to enhance network performance.

### Vendor Liaison:

One example of Lookingpoint exceeding staff's expectations happened a year ago when Cisco released a massive recall on a line of routers that the City uses throughout the network, including all fire stations, the Police Department, and City Hall. Lookingpoint managed every aspect of the replacement, reconfiguration, installation, and warranty transfers of the new routers. This was an international recall affecting businesses throughout the world and Lookingpoint was able to use their partnership with Cisco to expedite the City's hardware replacement ensuring the public safety network stayed up. Lookingpoint engineers spent around 120 hours coordinating, reconfiguring, and installing the new routers. IT Staff have reached out to additional vendors for cost comparison and received a quote for similar services at \$430,548 annually with a one-time transition fee of \$35,879. Lookingpoint's price point of \$105,600 annually represents a significant cost savings versus the quoted rates of alternate vendors for similar services, especially considering that there would be no one-time transition fee for Lookingpoint.

## STRATEGIC INITIATIVES

Although this is a routine operational item and does not directly pertain to the Council's Strategic Initiatives, the use of Lookingpoint technology does assist in the accomplishment of the Strategic Initiatives.

## FISCAL IMPACT

The cost of this on-going agreement with Lookingpoint will not exceed \$105,600 annually and will be included in IT's proposed budget; however, staff does not foresee a need to increase IT's budget to account for this contract. Authorizing this agreement does not require an additional appropriation.

## NEXT STEPS

If Council authorizes the City Manager to negotiate and execute this agreement, the project will begin immediately.

Prepared by: Carolyn Saputo, Information Technology Manager

Recommended by: Adam Kostrzak, Director of Information Technology/CIO

Approved by:



---

Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HAYWARD  
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN  
AGREEMENT BETWEEN THE CITY OF HAYWARD AND LOOKINGPOINT  
FOR NEXT CARE COMPLETE SERVICES

WHEREAS, through a pilot program, the City has received Next Care Complete services from Lookingpoint for a year adding security and support for Information Technology infrastructure; and,

WHEREAS, the services are beneficial for IT network support, infrastructure monitoring, vendor liaison, security upgrades, and bi-weekly and annual reviews.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward authorizes and directs the City Manager to negotiate and execute an Agreement with Lookingpoint for Next Care Complete Services in an amount not to exceed \$105,600 annually, in a form approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA \_\_\_\_\_, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:  
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward



# CITY OF HAYWARD

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**File #:** PH 19-046

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** Director of Finance

**SUBJECT**

Gann Appropriations Limit for FY 2020

**RECOMMENDATION**

That City Council adopts the attached resolution establishing an appropriations limit for Fiscal Year 2020, including the revised resolution establishing an appropriations limit for Fiscal Year 2018 and Fiscal Year 2019.

**SUMMARY**

Each fiscal year, the City is required to calculate and establish its appropriations limit. The Gann Limit for FY 2020 is calculated at \$329,169,966, and the appropriations subject to the limit total \$133,271,670.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution



DATE: May 21, 2019

TO: Mayor and City Council

FROM: Director of Finance

SUBJECT: Gann Appropriation Limit for FY 2020

#### RECOMMENDATION

That City Council adopts the attached resolution establishing an appropriations limit for Fiscal Year 2020, including the revised resolution establishing an appropriations limit for Fiscal Year 2018 and Fiscal Year 2019.

#### SUMMARY

Each fiscal year, the City is required to calculate and establish its appropriations limit. The Gann Limit for FY 2020 is calculated at \$329,169,966, and the appropriations subject to the limit total \$133,271,670.

#### BACKGROUND

State Proposition 4, commonly known as the Gann Initiative, was approved by California voters in November 1979. Proposition 4 created Article XIII B of the State Constitution, which places limits on the amount of revenue that can be spent by government agencies. This is referred to as the Gann Appropriation Limit (Gann Limit).

A subsequent related State Initiative, Proposition 111, was approved by the voters in June 1990 and provided new adjustment formulas to make the Gann Limit more responsive to local growth issues and to address concerns regarding the accountability of local governments in adopting their limits. Prior to each fiscal year, city councils must adopt by resolution the Gann Appropriation Limit for the city for the upcoming year. In addition, cities are required to conduct a review of their limits during annual financial audits.

The appropriations limitation imposed by Propositions 4 and 111 creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The limit is based on actual appropriations during the 1978-79 fiscal year and is increased each year using population and inflation growth factors. Only revenues that are classified as "proceeds of taxes" are subject to the limit. The use of "non-tax proceeds" (user fees, rental income, franchise fees, Gas Tax revenue, etc) is not restricted.



## DISCUSSION

During any fiscal year, a city may not appropriate any proceeds of taxes it receives in excess of its established limit. Excess funds received in any year may be carried into the subsequent year for use if the city is below its limit for that year. Any excess funds remaining after the second year would be required to be returned to local taxpayers by reducing tax rates or fees. As an alternative, a majority of the voters may approve an "override" to increase the city's appropriations limit.

Senate Bill 1352 requires that 1) the governing body of each local jurisdiction shall, by a legislative action, establish its appropriations limit at a regularly scheduled or special meeting and that the documentation used in the determination of the appropriations limit shall be made available to the public fifteen days before that meeting. Government Code Section 7910 requires that the City adopt its appropriations limit prior to the beginning of each fiscal year.

The Finance Department of the City of Hayward compiles the data and makes calculations incident to the determination of the XIII B appropriations limit. The amount of the Fiscal Year 2020 appropriations limit and the documentation substantiating this determination are available for review by the public in the Office of the City Clerk.

In addition to the adoption of the FY 2020 appropriations limit, corrections were made to the appropriations limits for FY 2018 and FY 2019. The calculations performed during the two prior fiscal years reflected an incorrect per capita income rate. During the annual audit testing performed by Maze & Associates, the independent auditor reviewed the Gann Limit (appropriations limit) calculations and found an error in the calculation percentage used for the state per capita income percent change. The auditors recommended that staff revise the calculation and update the resolution for the FY 2018 and FY 2019 Gann Limit.

In adjusting for the correct per capita income percent change, the appropriations limit for FY 2018 is \$300,941,937, and \$314,607,193 for FY 2019. By including these corrections to the appropriations limits for these prior fiscal years, the City will remain in compliance with the Gann Limit requirement. The City did not exceed its Gann Limit in either year with the original or with the corrected limit.

The resolution establishes the appropriations limit FY 2020 to be \$329,169,966 and reestablishes corrected appropriations limits for FY 2018 and FY 2019.

## FISCAL IMPACT

There are no present fiscal impacts related to establishing the limit for FY 2020. The amount of appropriations subject to the limit is the budgeted proceeds of taxes (e.g., all taxes levied; transfers from an enterprise fund to the extent those transfers exceed the cost of providing the services; discretionary state subventions; interest earned from the investment of proceeds of taxes, etc.), and the total of these budgeted revenues cannot exceed the total appropriations limit.

The City's actual appropriations in each fiscal year have been significantly below the limit, as they will be for FY 2020. The table below summarizes the limit for FY 2020 and the preceding five years.

	Appropriations Limit	Appropriations Subject to Limit
FY 2015	256,614,221	87,400,385
FY 2016	269,880,304	103,998,849
FY 2017	287,387,229	107,969,124
FY 2018*	300,941,937	108,609,975
FY 2019*	314,607,193	121,761,732
FY 2020	329,169,966	133,271,670

\*Amount reflects correct Gann Limit.

## STRATEGIC INITIATIVES

This is a routine operational item and does not relate to one of the Council Strategic Initiatives.

## NEXT STEPS

Following adoption of the resolution, the City will be in compliance with State law requiring the establishment of a Gann Limit.

Prepared by: Nicole Gonzales, Budget Officer

Recommended by: Dustin Claussen, Director of Finance

Approved by:



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Kelly McAdoo, City Manager

HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

ADOPTION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020 PURSUANT  
TO ARTICLE XIII B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA

WHEREAS, on November 6, 1979, the citizens of the State of California approved Proposition 4, which added Article XIII B to the Constitution of the State of California to place various limitations on the fiscal powers of State and local government; and

WHEREAS, Senate Bill 1352, Government Code Section 7900, et. seq. enacted by the California Legislature, provides for the implementation of Article XIII; and

WHEREAS, the City is required to establish its appropriations limit at a regularly scheduled meeting or noticed special meeting, and 15 days prior to such meeting, the documentation used in the determination of the appropriations limit shall be made available to the public; and

WHEREAS, the Gann Limit for FY 2020 is calculated at \$329,169,966 and the appropriations in FY 2020 subject to this limit total \$133,271,670; and

WHEREAS, the FY 2020 Gann Limit was calculated using the change in the cost of living based on the change in California per capita personal income, and the change in population based on the percentage change in population within Alameda County; and

WHEREAS, based on revised calculations, the new Gann Limit for FY 2018 is \$300,941,937 and the new Gann Limit for FY 2019 is \$314,607,193.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Hayward that at its meeting of May 21, 2019, Council will adopt a Resolution which establishes the appropriations limit for the FY 2020 pursuant to Article XIII B of the Constitution of the State of California, and adopt a Resolution which establishes the new appropriations limit for FY 2018 and FY 2019.

BE IT FURTHER RESOLVED that the documentation used in the determination of the appropriations limit for FY 2020 was be made available for public review in the Office of the City Clerk of the City of Hayward.

IN COUNCIL, HAYWARD, CALIFORNIA May 21, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:  
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward



# CITY OF HAYWARD

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

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**File #:** PH 19-049

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** Director of Finance

**SUBJECT**

Public Hearing for the Proposed FY 2020 Operating Budgets for the City of Hayward, Hayward Redevelopment Successor Agency, and Hayward Housing Authority; and FY 2020 Capital Improvement Program Budget; and Approval of the FY 2020 Operating Budgets and Appropriations for FY 2020; Approval of the FY 2020 Capital Improvement Program Budget and Appropriations for FY 2020; Approval of the Hayward Redevelopment Successor Agency Budget; and Approval of the Hayward Housing Authority Budget

**RECOMMENDATION**

That the Council considers the Proposed FY 2020 Operating Budgets of the City, Redevelopment Successor Agency, Housing Authority and Capital Improvement Program (CIP) Budget; conducts a Public Hearing on each; and adopts each of the above-mentioned documents should there be no further action needed based on public testimony or at Council's request.

**SUMMARY**

The Council will conduct a public hearing for the adoption of the Proposed FY 2020 Operating Budgets; and FY 2020 Capital Improvement Program Budget. Should there be no needed actions following public testimony or Council direction, Council will consider adoption of the FY 2020 Operating Budgets, and FY 2020 Capital Improvement Program Budget.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	FY 2020 Budget Resolution
Attachment III	Exhibit A and Exhibit B FY 2020 Budget Resolution
Attachment IV	FY 2020 CDBG Funding Resolution
Attachment V	Exhibit A CDBG Funding Recommendations

Attachment VI	FY 2020 General Fund Community Funding Resolution
Attachment VII	Exhibit A General Fund Community Agency Funding Recommendations
Attachment VIII	FY 2020 Redevelopment Successor Agency Resolution
Attachment IX	FY 2020 Housing Authority Budget Resolution
Attachment X	CIP Budget Resolution
Attachment XI	General Fund Long Range Financial Model
Attachment XII	General Fund 5-year Plan Update
Attachment XIII	FY 2020 Financial Policies and Practices



**DATE:** May 21, 2019

**TO:** Mayor and City Council  
Redevelopment Successor Agency Board of Directors  
Housing Authority Board of Directors

**FROM:** Director of Finance

**SUBJECT:** Public Hearing for the Proposed FY 2020 Operating Budgets for the City of Hayward, Hayward Redevelopment Successor Agency, and Hayward Housing Authority; FY 2020 Capital Improvement Program Budget; Approval of the FY 2020 Operating Budgets and Appropriations for FY 2020; Approval of the FY 2020 Capital Improvement Program Budget and Appropriations for FY 2020; Approval of the Hayward Redevelopment Successor Agency Budget, and Approval of the Hayward Housing Authority Budget

## **RECOMMENDATION**

That the Council considers the Proposed FY 2020 Operating Budgets of the City, Redevelopment Successor Agency, Housing Authority and Capital Improvement Program (CIP) Budget; conducts a Public Hearing on each; and adopts each of the above-mentioned documents should there be no further action needed based on public testimony or at Council's request.

## **SUMMARY**

The Council will conduct a public hearing for the adoption of the Proposed FY 2020 Operating Budgets; and FY 2020 Capital Improvement Program Budget. Should there be no needed actions following public testimony or Council direction, Council will consider adoption of the FY 2020 Operating Budgets, and FY 2020 Capital Improvement Program Budget.

## **BACKGROUND**

The Proposed FY 2020 Operating Budget was delivered to Council on Friday, April 12, 2019 in advance of the April 27, 2019 Saturday work session. The operating budget is comprised of different funding sources, with the General Fund representing the largest single fund for which the City Council has the most discretion. The total City expenditure budget for the Proposed FY 2020 Annual Budget as provided to Council on April 12, 2019, was \$351 million, with a General Fund budget of \$172.1 million.

Since April 12<sup>th</sup>, Council held two additional budget work sessions (April 27<sup>th</sup> and May 14<sup>th</sup>) to further discuss the proposed budget. These work sessions included presentations, Council discussions, and a time for public input on the following:

- The City's FY 2020 overall operating budget
- Department/Program budgets and operations
- Review of General Fund Expenditure Options

Following these work sessions, changes to the FY 2020 Proposed Operating and CIP Budgets are recommended as detailed in this report. This meeting has been noticed as a public hearing on the FY 2020 Proposed Operating and CIP budgets and is another opportunity to receive public input. Upon closure of the public hearing, Council will provide any additional comments and direction to staff and, should there be no public testimony or Council directed changes to the FY 2020 Proposed Operating and CIP budgets, both documents will be considered for adoption upon the closing of the Public Hearing. Should there be public testimony and/or direction from the Council that requires changes to either the FY 2020 Operating or CIP budgets, the public hearing will be closed, and the FY 2020 Proposed Operating and CIP budgets will be presented for adoption on June 4, 2019.

## **DISCUSSION**

The Proposed FY 2020 Operating Budget and CIP documents provide the foundation for the budget discussions. Through discussions at the various budget work sessions/meetings, recommended adjustments to the proposed budget are incorporated in this report, which contains a summary of the changes to date, and the impacts to the General Fund and all other operating funds.

The FY 2020 Operating Budget provided to Council on April 12, 2019 projected a use of \$0.9 million in General Fund reserves. The FY 2020 Operating Budget presented for adoption is a balanced budget. On Saturday, April 27, 2019, Council discussed the proposed FY 2020 Operating Budget at an all-day work session. Council received department presentations and a review of potential expenditure options for consideration. At the second budget work session on the FY 2020 Proposed Operating Budget on May 14, 2019, staff requested direction from Council on specific expenditure items within each option.

On April 16, 2019, the Council Infrastructure Committee (CIC) discussed the CIP process from a broad policy perspective and recommended evaluating specific measures for selecting projects and improving the process. On May 7, 2019, Council reviewed and discussed the proposed FY 2020-2029 CIP budget during a work session. On May 9, 2019, the Planning Commission held a public hearing and found the document in conformance with the General Plan.



The tables below illustrate a comparison between the proposed FY 2020 Budget presented on April 12, 2019 and the proposed FY 2020 Budget after changes in expenditure and revenue projections from the May 14, 2019 meeting were incorporated.

**Table 1 – Citywide Expenditure Budget**

<i>in the 1,000's</i>	<b>FY 2019 Adopted</b>	<b>FY 2020 Proposed 4/12/19</b>	<b>FY 2020 Proposed 5/21/19</b>	<b>Change from 4/12/19</b>	<b>\$ Change from FY 2019</b>	<b>% Change from FY 2019</b>
General Fund	162,790	172,147	172,103	(44)	9,313	5.7%
All Other Funds	152,473	178,866	179,664	798	27,191	17.8%
<b>Total City Budget</b>	<b>315,264</b>	<b>351,013</b>	<b>351,767</b>	<b>754</b>	<b>36,503</b>	<b>11.6%</b>

The significant changes for General Fund and All Other Funds from the time the proposed budget was provided to Council on April 12<sup>th</sup> include the following:

**General Fund Expenses:**

1. Freeze 1.0 FTE Police Officer to offset cost of proposed 1.0 FTE Records Supervisor - decrease of \$230,000 in personnel expenses.
2. Transfer-Out to Facilities Operating Fund for Prepayment of Solar Equipment Lease - increase of \$506,773 in transfer-out from the General Fund.
3. UAL correction - decrease of \$73,410 in retirement expenses.
4. MSD payroll allocation correction – decrease of \$240,363.

**All Other Funds Expenses:**

1. Measure C - 2.0 FTE Groundskeepers I – increase of \$234,000 in personnel expenses.
2. Facilities Fund – 1.0 FTE Senior Secretary – increase of \$119,000 in personnel expenses.
3. Prepayment of Solar Equipment Lease – increase of \$506,773 in debt payment.
4. Correction to CDBG – decrease of \$275,000 in personnel expenses.
5. Transfer-Out correction – decrease of \$100,000
6. UAL correction – increase of \$73,410 in retirement expenses.
7. MSD payroll allocation correction – increase of \$240,363.

**Table 2 – Citywide Revenue Projections**

<i>in the 1,000's</i>	<b>FY 2019 Adopted</b>	<b>FY 2020 Proposed 4/12/19</b>	<b>FY 2020 Proposed 5/21/19</b>	<b>Change from 4/12/19</b>	<b>\$ Change from FY 2019</b>	<b>% Change from FY 2019</b>
General Fund	159,748	171,269	172,439	1,170	12,691	7.9%
All Other Funds	153,807	156,192	155,861	(331)	2,054	1.3%
<b>Total City Revenue</b>	<b>313,555</b>	<b>327,461</b>	<b>328,300</b>	<b>839</b>	<b>14,745</b>	<b>4.7%</b>

The significant changes for General Fund and All Other Funds include the following:

**General Fund Revenues:**

1. Adjusted revenue projection for Excise Tax – increase of \$1.1 million.

**All Other Funds Revenues:**

1. Correction to CDBG revenue projections as a result of the consolidation of funds - decrease of \$38,448.
2. Measure D Fund – Remove duplicate revenue projection – decrease of \$400,000.
3. Worker’s Compensation Fund – entry error to transfer-in – decrease of \$400,000.
4. Transfer-In to Facilities Operating Fund for Prepayment of Solar Equipment Lease - increase of \$506,773.

**Table 3 - Citywide Staffing**

	<b>FY 2019 Adopted</b>	<b>Option 1 FY 2020 Proposed 4/12/19</b>	<b>FY 2020 Proposed 5/21/19</b>	<b>% Change from FY 2019</b>
General Fund	664.10	675.50	673.70	1.4%
All Other Funds	230.20	230.80	235.60	2.3%
<b>Total City Budget</b>	<b>894.30</b>	<b>906.30</b>	<b>909.30</b>	<b>1.7%</b>

The total number of staff is increased by 3.0 FTE over the number of staff presented to Council on April 12, 2019. During the Saturday work session, Council was presented with the potential to add 2.0 FTE Groundskeeper I in Maintenance Services in Option 3; Council supported the additional FTE to be funded by Measure C. Addition changes reflected include adjustments to staff allocations in Maintenance Services. A reallocation of positions in Maintenance Services reflects a change of 1.8 FTE from General Fund to Other Funds. A Senior Secretary (1.0 FTE) was also added in Maintenance Services to support the Facilities division.

On April 12, 2019, Council received the proposed FY 2020 Operating Budget, which summarized proposed position changes. Table 4 is the summary of proposed position changes presented on April 12, 2019, and Table 5 summarizes the positions changes included in the proposed FY 2020 Operating Budget presented this evening.

**Table 4 – Proposed General Fund Staffing Changes (April 12, 2019)**

<b>Department</b>	<b>Position</b>	<b>FTE</b>
<b>General Fund</b>		
Fire	Add Staff Captain	+1.0
	Delete Firefighter	-1.0
City Manager’s Office	Add Senior Secretary	+1.0
	Add Community Program Specialist	+0.5

Department	Position	FTE
	<i>Add Management Fellow</i>	+0.5
	<i>Delete Assistant to the City Manager</i>	-1.0
	<i>Change in Allocation of current FTE from other funds to GF</i>	
	<i>Add charges for Admin Clerk</i>	+0.8
	<i>Add charges for Housing Manager</i>	+0.2
Development Services	<i>Add Management Analyst</i>	+1.0
	<i>Add Jr. Landscape Architect</i>	+1.0
	<i>Delete Deputy Director of Development Services</i>	-1.0
	<i>Delete Management Fellow</i>	-0.5
Human Resources	<i>Add HR Analyst</i>	+0.5
Library	<i>Add Librarian II (Technology)</i>	+1.0
Maintenance Services	<i>Add Lead Sweeper Operator</i>	+2.0
	<i>Delete Maintenance Worker I</i>	-1.0
	<i>Change in Allocation of current FTE from other funds to GF</i>	
	<i>Add charges for Various Positions</i>	+2.4
Police	<i>Add Records Supervisor</i>	+1.0
	<i>Added during the FY 2019 Mid Year process:</i>	
	<i>Counseling Supervisor</i>	+1.0
	<i>Lead Program Assistant</i>	+2.0
	<b>General Fund Total</b>	<b>+11.4</b>
<b>Measure C Fund</b>		
Maintenance Services	<i>Add Groundskeeper II</i>	+1.0
	<i>Add Groundskeeper I</i>	+1.0
	<b>Measure C Fund Total</b>	<b>+2.0</b>
<b>Special Revenue Funds</b>	<i>Change in Allocation of current FTE from other funds to GF</i>	-1.0
	<i>Delete charges for Admin Clerk</i>	
	<i>Delete charges for Housing Manager</i>	
	<b>Special Revenue Funds</b>	<b>-1.0</b>
<b>Paratransit Fund</b>		
City Manager's Office	<i>Add Management Analyst II</i>	+1.0

Department	Position	FTE
	<b><i>Paratransit Fund Total</i></b>	<b>+1.0</b>
<b>Enterprise Funds</b>	<i>Add Assistant Public Works Director</i>	+1.0
	<i>Delete Senior Water Resources Engineer</i>	-1.0
	<i>Change in Allocation of current FTE from other funds to GF</i>	-2.4
	<i>Delete charges for Various Positions</i>	
	<b><i>Enterprise Funds Total</i></b>	<b>-2.4</b>
<b>Airport Fund</b>	<i>Add Airport Maintenance Worker</i>	+1.0
	<i>Delete Management Analyst II</i>	-1.0
	<b><i>Airport Fund Total</i></b>	<b>0.0</b>
<b>Workers' Comp Fund</b>	<i>Add Human Resources Analyst</i>	+0.5
	<b><i>Workers' Comp Fund Total</i></b>	<b>+0.5</b>
<b>Successor Agency Fund</b>	<i>Add Community Program Specialist</i>	+0.5
	<b><i>Successor Agency Fund Total</i></b>	<b>+0.5</b>
	<b>ALL FUNDS TOTAL</b>	<b>12.0</b>

**Table 5 – Proposed General Fund Citywide Staffing Changes (May 21, 2019)**

Department	Position	FTE
<b>General Fund</b>		
Fire	<i>Add Staff Captain</i>	+1.0
	<i>Delete Firefighter</i>	-1.0
City Manager's Office	<i>Add Senior Secretary</i>	+1.0
	<i>Add Community Program Specialist</i>	+0.5
	<i>Add Management Fellow</i>	+0.5
	<i>Delete Assistant to the City Manager</i>	-1.0
	<i>Change in Allocation of current FTE from other funds to GF</i>	
	<i>Add charges for Admin Clerk</i>	+0.8
	<i>Add charges for Housing Manager</i>	+0.2

Department	Position	FTE
Development Services	Add Management Analyst	+1.0
	Add Jr. Landscape Architect	+1.0
	Delete Deputy Director of Development Services	-1.0
	Delete Management Fellow	-0.5
Human Resources	Add HR Analyst	+0.5
Library	Add Librarian II (Technology)	+1.0
Maintenance Services	Add Lead Sweeper Operator	+2.0
	Delete Maintenance Worker I	-1.0
	Change in Allocation of current FTE from other funds to GF	
	Add charges for Various Positions	+0.6
Police	Add Records Supervisor	+1.0
	Added during the FY 2019 Mid Year process:	
	Counseling Supervisor	+1.0
	Lead Program Assistant	+2.0
	<b>General Fund Total</b>	<b>+9.6</b>
<b>Measure C Fund</b>		
Maintenance Services	Add Groundskeeper II	+1.0
	Add Groundskeeper I	+1.0
	Add Groundskeeper I	+1.0
	Add Groundskeeper I	+1.0
	<b>Measure C Fund Total</b>	<b>+4.0</b>
<b>Special Revenue Funds</b>	Change in Allocation of current FTE from other funds to GF	-1.0
	Delete charges for Admin Clerk	
	Delete charges for Housing Manager	
	<b>Special Revenue Funds</b>	<b>-1.0</b>
<b>Paratransit Fund</b>		
City Manager's Office	Add Management Analyst II	+1.0
	<b>Paratransit Fund Total</b>	<b>+1.0</b>
<b>Enterprise Funds</b>	Add Assistant Public Works Director	+1.0
	Delete Senior Water Resources Engineer	-1.0
		-0.6

Department	Position	FTE
	<i>Change in Allocation of current FTE from other funds to GF</i>	
	<i>Delete charges for Various Positions</i>	
	<b>Enterprise Funds Total</b>	<b>-0.6</b>
<b>Airport Fund</b>	Add Airport Maintenance Worker	+1.0
	Delete Management Analyst II	-1.0
	<b>Airport Fund Total</b>	<b>0.0</b>
<b>Workers' Comp Fund</b>	Add Human Resources Analyst	+0.5
	<b>Workers' Comp Fund Total</b>	<b>+0.5</b>
<b>Facilities Operating Fund</b>	Add Senior Secretary*	+1.0
	<b>Facilities Operating Fund Total</b>	<b>+1.0</b>
<b>Successor Agency Fund</b>	Add Community Program Specialist	+0.5
	<b>Successor Agency Fund Total</b>	<b>+0.5</b>
*this position is partial funded by the General Fund via allocation.		
	<b>ALL FUNDS TOTAL</b>	<b>15.0</b>

### Capital Improvement Program (CIP) FY 2020 – FY 2029

The FY 2020 CIP appropriations total approximately \$98.1 million, and a projected total programming of \$519.7 million for the period of FY 2020 through FY 2029. Detail of the FY 2020 CIP is included as Attachment X.

### Financial Policy Update

As part of the FY 2020 Operating Budget process, the One-time Revenue Use Policy has been updated based on Council direction. All changes are highlighted as shown in Attachment XIII.

### FISCAL IMPACT

Table 6 below summarizes the FY 2020 Citywide Operating & CIP expenditure budgets.

**Table 6 – Summary of Citywide Operating & CIP Budgets**

<b>City of Hayward Budget</b>	<b>FY 2020</b>
<b>City Funds</b>	
General Fund	172,103,691
Measure C Fund	36,488,887
Special Revenue Funds (excluding Agency Funds)	8,634,407
Debt Service Funds (excluding Agency debt service)	9,456,297
Enterprise Funds	85,548,713
Internal Service Funds	34,737,478
	<b>346,969,472</b>
<b>Agency Funds</b>	
Hayward Successor Redevelopment Agency Operating Fund	4,553,059
Housing Authority Fund	245,264
	<b>4,798,324</b>
<b>Total City Operating Budget</b>	<b>351,767,796</b>
<b>Total CIP Budget</b>	<b>98,053,813</b>

## **PUBLIC CONTACT**

The Proposed FY 2020 Operating Budget was reviewed in public meetings by City Council on April 27, 2019 and May 14, 2019. The FY 2020 Operating Budget was discussed at the monthly Council Budget and Finance Committee starting in January 2019 through April 2019. A public notice was published in The Daily Review on May 10 and May 17, 2019 announcing the date, time, location, and subject matter of this public hearing. A notice advising residents about the Planning Commission's public hearing on the CIP was published in The Daily Review newspaper more than the requisite ten days in advance.

The FY 2020 Proposed Operating Budget is currently available for public review in the City Clerk's Office at City Hall, at the Main Library and the Weekes Library Branch, and on the City's website at: [https://www.hayward-ca.gov/sites/default/files/FY%202020%20Proposed%20Operating%20Budget%20Book%20City%20of%20Hayward%20CA\\_0.pdf](https://www.hayward-ca.gov/sites/default/files/FY%202020%20Proposed%20Operating%20Budget%20Book%20City%20of%20Hayward%20CA_0.pdf)

A schedule of the FY 2020 Proposed Operating Budget work sessions is available for public information on the City's website at: <https://www.hayward-ca.gov/services/city-services/review-city-budget-and-finance-reports>

The FY 2020 Capital Improvement Program Budget is currently available for public review in the City Clerk's Office at City Hall and on the City's website at: [https://www.hayward-ca.gov/sites/default/files/documents/Recommended%20FY%202020%20-%20FY%202029%20CIP%20Budget\\_0.pdf](https://www.hayward-ca.gov/sites/default/files/documents/Recommended%20FY%202020%20-%20FY%202029%20CIP%20Budget_0.pdf)

## **NEXT STEPS**

If Council adopts the FY 2020 Operating Budget and Capital Improvement Program (CIP) Budget this evening, staff will take the appropriate steps to effectuate the adoption.

*Prepared by:* Nicole Gonzales, Budget Officer  
Dustin Claussen, Director of Finance

*Recommended by:* Dustin Claussen, Director of Finance

Approved by:



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Kelly McAadoo, City Manager



HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

RESOLUTION APPROVING THE OPERATING BUDGET OF THE CITY  
OF HAYWARD FOR FISCAL YEAR 2020; ADOPTING  
APPROPRIATIONS FOR FISCAL YEAR 2020, EXCEPT FOR GENERAL  
FUND COMMUNITY AGENCY FUNDING

WHEREAS, the City Manager has submitted to the City Council of the City of Hayward estimates of revenues from all sources and estimates of expenditures required for the proper conduct of the activities of the City of Hayward for fiscal year 2020 contained in those documents entitled "City of Hayward Proposed FY 2020 Operating Budget," with adjustments to the Proposed Budget as discussed at the May 21, 2019 Council Public Hearing and contained herein;

WHEREAS, two Council Work Sessions and a public hearing were held by the City Council of the City of Hayward, at which time all interested persons were afforded an opportunity to be heard on matters pertaining to the budget recommended by the City Manager.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward as follows:

1. That the budget presented by the City Manager in the document entitled "City of Hayward Proposed FY 2020 Operating Budget," with adjustments to the proposed budget as outlined in the May 21, 2019 staff report is hereby approved and adopted as the budget of the City of Hayward for FY 2020, with specific exception of General Fund Community Agency funding, which is separately addressed in Resolution No. 19-094 . Copies of the budget documents and the staff reports presented by the City Manager are on file in the office of the City Clerk and are hereby referred to, incorporated herein, and made a part of this resolution as though set forth in full.
2. That except as may be otherwise provided, any and all expenditures relating to the objectives described in the budget are hereby approved and authorized and payments therefore may be made by the Director of Finance of the City of Hayward without further action of Council.
3. That for the purposes of determining whether the City Manager is authorized to execute a contract for a commodity or service pursuant to City Charter section 701 subsection 8, the City Manager shall have the authority to expend such funds and enter into and

execute any and all contracts and documents necessary to carry out the priorities and service delivery outcomes of the Council's appropriations as set forth in this budget.

4. The City Manager shall have the authority to bind and prepay all coverage and to negotiate and execute all documents necessary to obtain the insurance, third party administration services, loss fund stabilization and defense of claims budgeted for in the Liability Insurance Fund. In consultation with the City Attorney, the City Manager and/or City Attorney shall be authorized to represent the City on the board of the Exclusive Risk Management Authority of California and take any and all actions necessary or appropriate to advance the City's interests in connection with risk management services and procuring of insurance coverage.
5. The Director of Finance is hereby authorized to transfer the amounts from one fund to another as indicated in Exhibit A at such time as he/she may determine, giving consideration to the intended purposes for which the transfers are made and available balances in each of the funds.
6. The amounts as reflected in Exhibit B are hereby appropriated for expenditure.
7. Any monies received during FY 2020 as a consequence of a grant application approved by the City Council are hereby appropriated for the purposes for which the grant has been approved. Such appropriation includes authorization for the City Manager to expend such monies and for the Director of Finance to make payments therefore in accordance with the terms and conditions and for the purposes of the grant.
8. The Director of Finance is directed to comply with GASB 31 (Unrealized investment gains and losses) and is authorized to make such entries as are required to the City's financial records. In addition, the Director of Finance is authorized to make such changes to the budget as are required by GASB 31.

Expenditures from Reserves or Designated Fund Balances shall require the approval of the City Council.

9. The Director of Finance is hereby authorized and directed to distribute the above appropriations, transfers, and reserves to the various accounts of the City in accordance with generally accepted accounting principles and consistent with the purposes and objectives as outlined in the approved budget.
10. Any contract for professional services included in the annual budget that will cost more than \$75,000 shall be executed by the City Manager only upon approval of the contract by the City Council given at a meeting of the City Council.

IN COUNCIL, HAYWARD, CALIFORNIA May 21, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward

**General Fund Transfers In**

100-00-0000-00000-49100	217	Cost Allocation From Paratransit Measure B Fund	(39,319)
100-00-0000-00000-49100	231	Cost Allocation From Used Oil Fund	(930)
100-00-0000-00000-49100	232	Cost Allocation From Measure D Fund	(37,327)
100-00-0000-00000-49100	245	Cost Allocation From Housing Authority Fund	(3,897)
100-00-0000-00000-49100	246	Cost Allocation From Affordable Housing Fund	(13,474)
100-00-0000-00000-49100	605	Cost Allocation From Water Enterprise Fund	(1,207,770)
100-00-0000-00000-49100	606	Cost Allocation From Water Inter-tie Fund	(21,329)
100-00-0000-00000-49100	610	Cost Allocation From Sewer Enterprise Fund	(823,783)
100-00-0000-00000-49100	615	Cost Allocation From Stormwater Enterprise Fund	(125,049)
100-00-0000-00000-49100	620	Cost Allocation From Airport Enterprise Fund	(185,168)
100-00-0000-00000-49530	815	Transfer From Successor RDA Fund D/S Repayment	(800,000)
100-00-0000-00000-49535	210	Transfer From Gas Tax Fund	(233,000)
100-00-0000-00000-49545	810	Misc. Transfer From CFD #1 for Trustee Costs	(8,000)
100-00-0000-00000-49545	810	Misc. Transfer From CFD #2 for Police Services	(290,000)
100-00-0000-00000-49545	810	Misc. Transfer From CFD #3 for Police & Fire Services	(175,000)

**Transfers In Total****(3,964,046)****General Fund Transfers Out**

100-00-0000-00000-98100	102	Transfer to Economic Development Fund	350,000
100-00-0000-00000-98100	720	OPEB Contribution	2,573,000
100-00-0000-00000-98100	725	Transfer to Facilities Operating-Prepayment of Solar Equip Lease*	506,773
100-00-0000-00000-98110	300	D/S ABAG 2001-02 (ABAG 33)	86,000
100-00-0000-00000-98110	300	D/S City Hall Debt Service	1,969,650
100-00-0000-00000-98110	300	Transfer D/S Fire Station #7	452,854
100-00-0000-00000-98110	300	Miscellaneous Transfer To Debt Service Fund	4,900
100-00-0000-00000-98110	300	D/S 15 Streetlight Conversion #05188	276,262
100-00-0000-00000-98110	605	Fire Station #7 Repayment to Water Fund	137,741
100-00-0000-00000-98115	405	Transfer To Capital Projects	640,000
100-00-0000-00000-98115	460	Capital Transfer To Transportation Sys Improvement Fund	350,000
100-00-0000-00000-98115	731	Supplemental To Technology Replacement Fund	585,000
100-00-0000-00000-98115	726	Facilities Capital Improvements	360,000
100-00-0000-00000-98200	710	Liability Insurance Allocation	3,138,897

**Transfers Out Total****11,431,077****Measure C Fund**

101-00-0000-00000-98110	301	D/S New Library & Education Center	5,424,813
101-00-0000-00000-98110	301	D/S New Library & Education Center Admin Fees	3,500
101-00-0000-00000-98115	406	CIP Transfer	26,815,000
101-00-0000-00000-98200	710	Transfer Out to Liability Insurance	66,116

**Measure C Fund****32,309,429****Economic Development Fund**

102-00-0000-00000-98200	710	Transfer Out to Liability Insurance	-
102-00-0000-00000-49530	100	Transfer In From General Fund	(350,000)

**Economic Development Fund****(350,000)****Paratransit Fund**

217-00-0000-00000-97100	100	Transfer Out Cost Allocation To General Fund	39,319
217-00-0000-00000-98200	710	Transfer Out To Liability Insurance	10,439

**Paratransit Fund****49,758****Used Oil Fund**

231-00-0000-00000-98100	100	Transfer Out Cost Allocation to General Fund	930
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**Used Oil Fund****930****CDBG Fund**

**FY 2020 Fund Transfers To/From**

ATTACHMENT III

EXHIBIT A

225-00-0000-00000-97100	100	Transfer Out Cost Allocation to General Fund	3,480
<b>CDBG Fund</b>			<b>3,480</b>
<b>Measure D Fund</b>			
232-00-0000-00000-97100	100	Transfer Out Cost Allocation to General Fund	37,327
232-00-0000-00000-98200	710	Transfer Out Liability Insurance	10,439
<b>Measure D Fund</b>			<b>47,766</b>
<b>Housing Authority Fund</b>			
245-00-0000-00000-97100	100	Transfer Out Cost Allocation To General Fund	3,897
245-00-0000-00000-98200	710	Transfer Out Liability Insurance	3,480
<b>Housing Authority Fund</b>			<b>3,480</b>
<b>Affordable Housing Fund</b>			
246-00-0000-00000-97100	100	Transfer Out Cost Allocation To General Fund	13,474
246-00-0000-00000-98200	710	Transfer Out To Liability Insurance	3,480
<b>Affordable Housing Fund</b>			<b>16,954</b>
<b>Inclusionary Housing Fund</b>			
285-00-0000-00000-98200	710	Transfer Out To Liability Insurance	3,480
<b>Inclusionary Housing Fund</b>			<b>3,480</b>
<b>Certificates of Participation Fund</b>			
300-00-0000-00000-49555	100	Transfer In D/S ABAG 2001-02 (ABAG 33)	(86,000)
300-00-0000-00000-49555	100	Transfer In D/S City Hall Debt Service	(1,969,650)
300-00-0000-00000-49555	100	Transfer In D/S Fire Station #7	(452,854)
300-00-0000-00000-49555	100	Transfer In D/S 15 Streetlight Conversion #05188	(276,262)
300-00-0000-00000-49555	100	Transfer In Misc. Transfer From General Fund	(4,900)
<b>Certificates of Participation Fund</b>			<b>(2,789,666)</b>
<b>Measure C Debt Service Fund</b>			
301-00-0000-00000-49555	101	D/S New Library & Education Center	(5,424,813)
301-00-0000-00000-49555	101	D/S New Library & Education Center Admin Fees	(3,500)
<b>Measure C Debt Service Fund</b>			<b>(5,428,313)</b>
<b>Water Maintenance &amp; Operations Fund</b>			
605-00-0000-00000-49555	100	Transfer In From General Fund Fire Station #7 Repayment	(137,741)
605-00-0000-00000-49555	604	Transfer In D/S 13 Water System	(268,432)
605-00-0000-00000-49550	604	Transfer In Capital from Water	(265,000)
605-00-0000-00000-97100	100	Transfer Out Cost Allocation To General Fund	1,207,770
605-00-0000-00000-98200	710	Transfer Out To Liability Insurance	315,714
605-00-0000-00000-98115	737	Transfer Out Vehicle Capital Replacement	180,000
605-00-0000-00000-98115	603	Transfer Out Capital Reserves To Water	4,000,000
605-00-0000-00000-98100	630	Transfer Out to Recycled Water Fund	150,000
<b>Water Maintenance &amp; Operations Fund</b>			<b>5,182,311</b>
<b>Water Inter-Tie Fund</b>			
606-00-0000-00000-97100	100	Transfer Out Cost Allocation To General Fund	21,329
<b>Water Inter-Tie Fund</b>			<b>21,329</b>
<b>Sewer Maintenance &amp; Operations Fund</b>			
610-00-0000-00000-49555	612	Transfer In D/S CEC Loan	(217,810)
610-00-0000-00000-49555	612	Transfer In D/S CA SWRCB Loan/Sewer	(3,059,007)
610-00-0000-00000-97100	100	Transfer Out Cost Allocation to General Fund	823,783
610-00-0000-00000-98115	611	Transfer Out Capital Reserves to Sewer Replacement	5,000,000
610-00-0000-00000-98200	711	Transfer Out To Liability Insurance	358,941
610-00-0000-00000-98115	737	Transfer Out Vehicle Capital Replacement	215,000
<b>Sewer Maintenance &amp; Operations Fund</b>			<b>3,120,907</b>

**Stormwater Maint. & Operations Fund**

615-00-0000-00000-97100	100	Transfer Out Cost Allocation To General Fund	125,049
615-00-0000-00000-98115	737	Transfer Out Vehicle Capital Replacement	85,000
615-00-0000-00000-98115	210	Transfer Out Gas Tax	15,000
615-00-0000-00000-98200	710	Transfer Out To Liability Insurance	27,840
<b>Stormwater Maint. &amp; Operations Fund</b>			<b>252,889</b>

**Airport Operations Fund**

620-00-0000-00000-97100	100	Transfer Out Cost Allocation To General Fund	185,168
620-00-0000-00000-98200	710	Transfer Out To Liability Insurance	65,247
620-00-0000-00000-98115	737	Transfer Out Vehicle Capital Replacement	71,000
620-00-0000-00000-98115	621	Transfer Out Cap Reserves To Airport Capital	1,375,000
<b>Airport Operations Fund</b>			<b>1,696,415</b>

**Recycled Water Fund**

630-00-0000-00000-49555	605	Transfer In from Water Fund	(150,000)
<b>Recycled Water Fund</b>			<b>(150,000)</b>

**Workers' Compensation Fund**

705-00-0000-00000-98200	710	Transfer Out To Liability Insurance	13,919
<b>Workers' Compensation Fund</b>			<b>13,919</b>

**Risk Management Fund**

710-00-0000-00000-49100	100	Transfer In Liability Insurance-General Fund	(3,138,897)
710-00-0000-00000-49100	101	Transfer In Liability Insurance-Measure C Fund	(66,116)
710-00-0000-00000-49100	102	Transfer In Liability Insurance-Econ Dev	-
710-00-0000-00000-49100	217	Transfer In Liability Insurance-Meas B2 PRTRNST	(10,439)
710-00-0000-00000-49100	225	Transfer In Liability Insurance-CDBG	(3,480)
710-00-0000-00000-49100	232	Transfer In Liability Insurance-Recycling	(10,439)
710-00-0000-00000-49100	245	Transfer In Liability Insurance-Housing Fund	(3,480)
710-00-0000-00000-49100	246	Transfer In Liability Insurance-Housing Mortg	(3,480)
710-00-0000-00000-49100	285	Transfer In Liability Insurance-Inclusionaru Housing	(3,480)
710-00-0000-00000-49100	605	Transfer In Liability Insurance-Water M & O	(315,714)
710-00-0000-00000-49100	610	Transfer In Liability Insurance-WWTP M & O	(358,941)
710-00-0000-00000-49100	615	Transfer In Liability Insurance-Stormwater	(27,840)
710-00-0000-00000-49100	620	Transfer In Liability Insurance-Airport	(65,247)
710-00-0000-00000-49100	705	Transfer In Liability Insurance-Workers Comp	(13,919)
710-00-0000-00000-49100	725	Transfer In Liability Insurance-Facilities FD	(36,656)
710-00-0000-00000-49100	730	Transfer In Liability Insurance-Tech Services FD	(87,867)
710-00-0000-00000-49100	735	Transfer In Liability Insurance-Equip Mgmt.	(64,170)
710-00-0000-00000-49100	815	Transfer In Liability Insurance-Successor RDA Fund	(25,915)
<b>Risk Management Fund</b>			<b>(4,236,080)</b>

**Retiree Medical Fund**

720-00-0000-00000-49530	100	OPEB Transfer Out of General Fund	(2,573,000)
<b>Retiree Medical Fund</b>			<b>(2,573,000)</b>

**Facilities Management Fund**

725-00-0000-00000-98200	710	Transfer Out To Liability Insurance	36,656
725-00-0000-00000-49530	100	Transfer In from General Fund-Prepayment of Solar Equip Lease	(506,733)
<b>Facilities Management Fund</b>			<b>(470,077)</b>

**Information Technology Fund**

730-00-0000-00000-98115	731	Transfer Out To IT Replacement Fund	756,000
730-00-0000-00000-98200	710	Transfer Out To Liability Insurance	87,867
<b>Information Technology Fund</b>			<b>843,867</b>

**Fleet Management Fund**

**FY 2020 Fund Transfers To/From**

ATTACHMENT III

EXHIBIT A

735-00-0000-00000-98200	710	Transfer Out To Liability Insurance	64,170
<b><i>Fleet Management Fund</i></b>			<b>64,170</b>
 <b>Comm. Facility District Fund</b>			
810-00-0000-00000-98100	100	Transfer Out To General Fund for Trust Expenses CFD #1	8,000
810-00-0000-00000-98100	100	Transfer Out To General Fund for Police Services CFD #2	290,000
810-00-0000-00000-98100	100	Transfer Out To General Fund for Police&Fire Svcs CFD #3	175,000
<b><i>Comm. Facility District Fund</i></b>			<b>473,000</b>
 <b>Successor Agency-RDA of COH</b>			
815-00-0000-00000-98100	100	Transfer Out To General Fund D/S Loan Repayment	800,000
815-00-0000-00000-98200	710	Transfer Out To Liability Insurance	25,915
<b><i>Successor Agency-RDA of COH</i></b>			<b>825,915</b>

**FY 2020 Fund Expenditure Appropriations - Operating Budget**

ATTACHMENT III  
EXHIBIT B

**General Fund**

100		172,103,691
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**Measure C Fund**

101		36,488,887
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**Special Revenue Funds**

102	Economic Development Fund	350,000
214	Paratransit Fund - Measure BB	310,000
217	Paratransit Fund - Measure B	1,551,662
220	Home Loan Fund	503,938
225	Community Development Block Grant Fund	1,417,316
230	Recycling Fund	37,396
231	Used Oil Fund	40,930
232	Recycling/Measure D Fund	537,575
240	Local Grants	25,000
245	Housing Authority	245,264
246	Affordable Housing Fund	407,431
255	Park Dedication - Zone A	1,261,916
256	Park Dedication - Zone B	71,300
257	Park Dedication - Zone C	657,300
258	Park Dedication - Zone D	447,650
259	Park Dedication - Zone E	200,650
280	Downtown Bus Improvement	96,000
285	Inclusionary Housing	152,123
295	So. Hayward B.A.R.T. JPA	566,220
	<b><i>Special Revenue Fund Total</i></b>	<b>8,879,671</b>

**Enterprise Funds**

605	Water	53,656,095
606	Regional Intertie	131,329
610	Wastewater	24,500,523
615	Stormwater	3,037,177
620	Airport	4,089,651
630	Recycled Water	133,938
	<b><i>Enterprise Fund Total</i></b>	<b>85,548,713</b>

**Debt Service/Non-Departmental Funds**

300	Certificate of Participation	2,789,665
301	Measure C Debt Service	5,428,613
805/810	Special Assessment District	1,238,019
	<b><i>Debt Service Fund Total</i></b>	<b>9,456,297</b>

**Internal Service Funds**

705	Worker's Compensation	6,637,761
710	Risk Management	4,942,629
720	Employee Benefits	6,067,692
725	Facilities	4,761,422
730	Information Technology	8,065,350
735	Fleet	4,262,624
	<b><i>Internal Service Fund Total</i></b>	<b>34,737,478</b>

**Hayward Redevelopment Successor Agency (HRSA)**

815		4,553,059
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**Total Appropriation Authority**

**351,767,796**



HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

RESOLUTION APPROVING AND APPROPRIATING COMMUNITY  
DEVELOPMENT BLOCK GRANT (CDBG) ALLOCATIONS FOR FY 2020

BE IT RESOLVED that the City Council of the City of Hayward hereby approves and appropriates the Community Development Block Grant (CBGB) Allocations for Fiscal Year 2020, as directed by the City Council on May 14, 2019 and shown in Exhibit A, in a total amount not to exceed \$883,551 which is incorporated by reference herein.

BE IT FURTHER RESOLVED that except as may be otherwise provided, any and all expenditures relating to the objectives described in the Community Agency budget are hereby approved and authorized and payments therefore may be made by the Director of Finance of the City of Hayward without further action of Council.

IN COUNCIL, HAYWARD, CALIFORNIA May 21, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:  
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward

COMMUNITY SERVICES COMMISSION COMMUNITY AGENCY FUNDING RECOMMENDATIONS FY2020							
SOURCE	CATEGORY	AGENCY NAME	PROJECT	FY2019 FUNDING	FY2020 REQUESTS	FY2020 RECOMMENDATIONS	ADDITIONAL GF FUNDING CONSIDERATION
CDBG	Public Serv - Housing & Homelessness	A-1 Housing	Housing Counseling	\$ -	\$ 65,000	\$ -	\$ -
CDBG	Public Serv - Housing & Homelessness	Abode Services	Homeless Services	\$ 40,000	\$ 51,822	\$ 48,108	\$ -
CDBG	Public Serv - Housing & Homelessness	Centro Legal de la Raza****	Tenants Rights / Housing Counseling	\$ 54,000	\$ 134,128	\$ 82,836	\$ 15,000
CDBG	Public Serv - Housing & Homelessness	CRIL	Housing Counseling	\$ -	\$ 100,704	\$ 20,000	\$ -
CDBG	Public Serv - Housing & Homelessness	BOSS	Homeless Services	\$ -	\$ 38,999	\$ -	\$ -
CDBG	Public Serv - Housing & Homelessness	ECHO	Tenants / Landlord Services	\$ 57,000	\$ 26,000	\$ 25,000	\$ -
CDBG	Public Serv - Youth & Family	COH - Library Family Education Program	Education Services - Afterschool Tutoring	\$ 163,320	\$ 90,040	\$ 77,608	\$ -
CDBG	Econ Dev	4Cs of Alameda County	Microenterprise Childcare Provide Training	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
CDBG	Econ Dev	Downtown Streets, Inc.	Homeless / Job Training	\$ 149,999	\$ 234,999	\$ 234,999	\$ -
CDBG	Infrastructure	La Familia / FESCO Marquis House	Facility Fencing, Exterior Paint and Electrical Upgrades	\$ -	\$ 40,000	\$ 40,000	\$ -
CDBG	Infrastructure	COH - Housing Rehab. Program	Habitat for Humanity HRP & Rebuilding Together HRP	\$ 300,000	\$ 300,000	\$ 300,000	\$ -
			TOTAL FY2020 CDBG RECOMMENDATIONS*	\$ 794,319	\$ 1,111,692	\$ 858,551	\$ 15,000
GF	Arts & Music	Hayward Area Historical Society ***	Hayward Arts and Music Fiscal Sponsor	\$ 8,200	\$ 9,660	\$ 8,600	\$ -
GF	Arts & Music	Hayward Arts Council ***	Art Galleries and Education Program	\$ 16,500	\$ 25,000	\$ 20,000	\$ -
GF	Arts & Music	Hayward Arts Council ***	Hayward Band & Orchestra Festival	\$ 7,550	\$ 7,920	\$ 7,920	\$ -
GF	Arts & Music	Hayward Municipal Band ***	Public Music Performances in HARD Operated Park	\$ 8,850	\$ 18,076	\$ 7,231	\$ -
GF	Arts & Music	Pacific Chamber Symphony ***	Music is Fun! School Based Program	\$ 8,800	\$ 8,800	\$ 8,800	\$ -
GF	Arts & Music	Sun Gallery ***	Art Gallery and Education Program	\$ 28,000	\$ 33,000	\$ 29,654	\$ -
GF	Arts & Music	Youth Orchestra of Southern Alameda County ***	Scholarships for Advanced Instruction for Youth Musicians	\$ 4,100	\$ 3,795	\$ 3,795	\$ -
			TOTAL FY2020 ARTS & MUSIC RECOMMENDATIONS *	\$ 82,000	\$ 106,251	\$ 86,000	\$ -
GF	Services - Food Security	Alameda County Community Food Bank	Food Scholarships for Pantries and Shelters	\$ 40,000	\$ 40,000	\$ 35,000	\$ 4,250
GF	Services - Youth & Family	East Bay Agency for Children (EBAC)	Hayward HUB Family Resource Center Coordination Project	\$ -	\$ 50,000	\$ 30,000	\$ 8,500
GF	Services - Youth & Family	Eden Youth and Family Center	Youth Clubhouse	\$ 20,000	\$ 49,136	\$ 20,000	\$ 8,500
GF	Services - Legal	Family Violence Law Center	Family Violence and Homelessness Prevention Project	\$ 30,000	\$ 60,000	\$ 45,000	\$ 8,500
GF	Services - Housing & Homelessness	HERA	Financial Counseling	\$ -	\$ 15,000	\$ 12,000	\$ 2,550
GF	Services - Youth & Family	Horizon Services, Inc.	School Based Risk Reduction Program for LBGTQ Youth	\$ 15,000	\$ 30,000	\$ 20,000	\$ 4,250
GF	Services - Youth & Family	HUSD Adult School	Raising Leaders Workshop	\$ -	\$ 44,699	\$ 35,000	\$ -
GF	Services - Youth & Family	HUSD Adult School	Youth Enrichment Services (YES)	\$ -	\$ 25,500	\$ 10,000	\$ -
GF	Services - Legal	International Institute of the Bay Area	Legal Services for Immigrants	\$ 10,000	\$ 20,000	\$ 15,000	\$ 4,250
GF	Services - Housing & Homelessness	La Familia / FESCO	Les Marquis House - Shelter Services	\$ 30,000	\$ 50,000	\$ 45,000	\$ 4,250
GF	Services - Legal	Legal Assistance for Seniors (LAS)	Legal Services & Education to Hayward Seniors	\$ 17,000	\$ 20,000	\$ 17,000	\$ -
GF	Services - Housing & Homelessness	New Haven Unified School District	Union City Family Center	\$ -	\$ 30,573	\$ -	\$ 17,000
GF	Services - Housing & Homelessness	Ruby's Place	Shelter and Childrens Program Operations	\$ 30,000	\$ 45,000	\$ 40,000	\$ 4,250
GF	Services - Housing & Homelessness	South Hayward Parish	Case Management Services	\$ 38,000	\$ 38,000	\$ 33,000	\$ 4,250
GF	Services - Food Security	Spectrum Community Services	Meal Program for Seniors	\$ 15,000	\$ 20,250	\$ 15,000	\$ 4,463
GF	Services - Health	Tiburcio Vasquez Health Center, Inc.	CAFÉ	\$ -	\$ 23,880	\$ 12,137	\$ 5,738
GF	Services - Health	Tri-City Health Center	HIV Program - Early Intervention Services	\$ 10,000	\$ 20,000	\$ 15,000	\$ 4,250
			TOTAL FY2020 SOCIAL SERVICES RECOMMENDATIONS *	\$ 255,000	\$ 582,038	\$ 399,137	\$ 85,000
			TOTAL FY2020 ARC RECOMMENDATIONS *	\$ 1,131,319	\$ 1,799,981	\$ 1,343,688	\$ 100,000
GF	Services - Referral **	Eden I&R	211 System	\$ 50,000	\$ 51,813	\$ 51,813	\$ -
CDBG	Admin - Housing & Homelessness **	TBD (RFP pending)	Fair Housing	\$ 57,000	\$ 25,000	\$ 25,000	\$ -
			TOTAL FY2020 OTHER RECOMMENDATIONS *	\$ 107,000	\$ 76,813	\$ 76,813	\$ -
			TOTAL FY2020 RECOMMENDATIONS *	\$ 1,238,319	\$ 1,876,794	\$ 1,420,501	\$ 100,000

\* All amounts are preliminary and subject to change. Final award amounts will be authorized by Hayward City Council in May 2019.

\*\* These allocations were reserved from the annual entitlement award amount and therefore were not reviewed by the Community Services Commission during their annual community agency application review process.

\*\*\* Agencies are represented by a fiscal administrator

HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

RESOLUTION APPROVING AND APPROPRIATING GENERAL FUND  
COMMUNITY AGENCY ALLOCATIONS FOR FISCAL YEAR 2020

BE IT RESOLVED that the City Council of the City of Hayward hereby approves and appropriates the General Fund Community Agency Allocations for Fiscal Year 2020, as directed by the City Council on May 14, 2019 and shown in Exhibit A, in a total amount not to exceed \$536,950 which is incorporated by reference herein.

BE IT FURTHER RESOLVED that except as may be otherwise provided, any and all expenditures relating to the objectives described in the Community Agency budget are hereby approved and authorized and payments therefore may be made by the Director of Finance of the City of Hayward without further action of Council.

IN COUNCIL, HAYWARD, CALIFORNIA May 21, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:  
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward

COMMUNITY SERVICES COMMISSION COMMUNITY AGENCY FUNDING RECOMMENDATIONS FY2020							
SOURCE	CATEGORY	AGENCY NAME	PROJECT	FY2019 FUNDING	FY2020 REQUESTS	FY2020 RECOMMENDATIONS	ADDITIONAL GF FUNDING CONSIDERATION
CDBG	Public Serv - Housing & Homelessness	A-1 Housing	Housing Counseling	\$ -	\$ 65,000	\$ -	\$ -
CDBG	Public Serv - Housing & Homelessness	Abode Services	Homeless Services	\$ 40,000	\$ 51,822	\$ 48,108	\$ -
CDBG	Public Serv - Housing & Homelessness	Centro Legal de la Raza****	Tenants Rights / Housing Counseling	\$ 54,000	\$ 134,128	\$ 82,836	\$ 15,000
CDBG	Public Serv - Housing & Homelessness	CRIL	Housing Counseling	\$ -	\$ 100,704	\$ 20,000	\$ -
CDBG	Public Serv - Housing & Homelessness	BOSS	Homeless Services	\$ -	\$ 38,999	\$ -	\$ -
CDBG	Public Serv - Housing & Homelessness	ECHO	Tenants / Landlord Services	\$ 57,000	\$ 26,000	\$ 25,000	\$ -
CDBG	Public Serv - Youth & Family	COH - Library Family Education Program	Education Services - Afterschool Tutoring	\$ 163,320	\$ 90,040	\$ 77,608	\$ -
CDBG	Econ Dev	4Cs of Alameda County	Microenterprise Childcare Provide Training	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
CDBG	Econ Dev	Downtown Streets, Inc.	Homeless / Job Training	\$ 149,999	\$ 234,999	\$ 234,999	\$ -
CDBG	Infrastructure	La Familia / FESCO Marquis House	Facility Fencing, Exterior Paint and Electrical Upgrades	\$ -	\$ 40,000	\$ 40,000	\$ -
CDBG	Infrastructure	COH - Housing Rehab. Program	Habitat for Humanity HRP & Rebuilding Together HRP	\$ 300,000	\$ 300,000	\$ 300,000	\$ -
			TOTAL FY2020 CDBG RECOMMENDATIONS*	\$ 794,319	\$ 1,111,692	\$ 858,551	\$ 15,000
GF	Arts & Music	Hayward Area Historical Society ***	Hayward Arts and Music Fiscal Sponsor	\$ 8,200	\$ 9,660	\$ 8,600	\$ -
GF	Arts & Music	Hayward Arts Council ***	Art Galleries and Education Program	\$ 16,500	\$ 25,000	\$ 20,000	\$ -
GF	Arts & Music	Hayward Arts Council ***	Hayward Band & Orchestra Festival	\$ 7,550	\$ 7,920	\$ 7,920	\$ -
GF	Arts & Music	Hayward Municipal Band ***	Public Music Performances in HARD Operated Park	\$ 8,850	\$ 18,076	\$ 7,231	\$ -
GF	Arts & Music	Pacific Chamber Symphony ***	Music is Fun! School Based Program	\$ 8,800	\$ 8,800	\$ 8,800	\$ -
GF	Arts & Music	Sun Gallery ***	Art Gallery and Education Program	\$ 28,000	\$ 33,000	\$ 29,654	\$ -
GF	Arts & Music	Youth Orchestra of Southern Alameda County ***	Scholarships for Advanced Instruction for Youth Musicians	\$ 4,100	\$ 3,795	\$ 3,795	\$ -
			TOTAL FY2020 ARTS & MUSIC RECOMMENDATIONS *	\$ 82,000	\$ 106,251	\$ 86,000	\$ -
GF	Services - Food Security	Alameda County Community Food Bank	Food Scholarships for Pantries and Shelters	\$ 40,000	\$ 40,000	\$ 35,000	\$ 4,250
GF	Services - Youth & Family	East Bay Agency for Children (EBAC)	Hayward HUB Family Resource Center Coordination Project	\$ -	\$ 50,000	\$ 30,000	\$ 8,500
GF	Services - Youth & Family	Eden Youth and Family Center	Youth Clubhouse	\$ 20,000	\$ 49,136	\$ 20,000	\$ 8,500
GF	Services - Legal	Family Violence Law Center	Family Violence and Homelessness Prevention Project	\$ 30,000	\$ 60,000	\$ 45,000	\$ 8,500
GF	Services - Housing & Homelessness	HERA	Financial Counseling	\$ -	\$ 15,000	\$ 12,000	\$ 2,550
GF	Services - Youth & Family	Horizon Services, Inc.	School Based Risk Reduction Program for LBGTQ Youth	\$ 15,000	\$ 30,000	\$ 20,000	\$ 4,250
GF	Services - Youth & Family	HUSD Adult School	Raising Leaders Workshop	\$ -	\$ 44,699	\$ 35,000	\$ -
GF	Services - Youth & Family	HUSD Adult School	Youth Enrichment Services (YES)	\$ -	\$ 25,500	\$ 10,000	\$ -
GF	Services - Legal	International Institute of the Bay Area	Legal Services for Immigrants	\$ 10,000	\$ 20,000	\$ 15,000	\$ 4,250
GF	Services - Housing & Homelessness	La Familia / FESCO	Les Marquis House - Shelter Services	\$ 30,000	\$ 50,000	\$ 45,000	\$ 4,250
GF	Services - Legal	Legal Assistance for Seniors (LAS)	Legal Services & Education to Hayward Seniors	\$ 17,000	\$ 20,000	\$ 17,000	\$ -
GF	Services - Housing & Homelessness	New Haven Unified School District	Union City Family Center	\$ -	\$ 30,573	\$ -	\$ 17,000
GF	Services - Housing & Homelessness	Ruby's Place	Shelter and Childrens Program Operations	\$ 30,000	\$ 45,000	\$ 40,000	\$ 4,250
GF	Services - Housing & Homelessness	South Hayward Parish	Case Management Services	\$ 38,000	\$ 38,000	\$ 33,000	\$ 4,250
GF	Services - Food Security	Spectrum Community Services	Meal Program for Seniors	\$ 15,000	\$ 20,250	\$ 15,000	\$ 4,463
GF	Services - Health	Tiburcio Vasquez Health Center, Inc.	CAFÉ	\$ -	\$ 23,880	\$ 12,137	\$ 5,738
GF	Services - Health	Tri-City Health Center	HIV Program - Early Intervention Services	\$ 10,000	\$ 20,000	\$ 15,000	\$ 4,250
			TOTAL FY2020 SOCIAL SERVICES RECOMMENDATIONS *	\$ 255,000	\$ 582,038	\$ 399,137	\$ 85,000
			TOTAL FY2020 ARC RECOMMENDATIONS *	\$ 1,131,319	\$ 1,799,981	\$ 1,343,688	\$ 100,000
GF	Services - Referral **	Eden I&R	211 System	\$ 50,000	\$ 51,813	\$ 51,813	\$ -
CDBG	Admin - Housing & Homelessness **	TBD (RFP pending)	Fair Housing	\$ 57,000	\$ 25,000	\$ 25,000	\$ -
			TOTAL FY2020 OTHER RECOMMENDATIONS *	\$ 107,000	\$ 76,813	\$ 76,813	\$ -
			TOTAL FY2020 RECOMMENDATIONS *	\$ 1,238,319	\$ 1,876,794	\$ 1,420,501	\$ 100,000

\* All amounts are preliminary and subject to change. Final award amounts will be authorized by Hayward City Council in May 2019.

\*\* These allocations were reserved from the annual entitlement award amount and therefore were not reviewed by the Community Services Commission during their annual community agency application review process.

\*\*\* Agencies are represented by a fiscal administrator

REDEVELOPMENT SUCCESSOR AGENCY OF THE CITY OF HAYWARD

RESOLUTION NO. RSA 19-

Introduced by Agency Member \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HAYWARD, ACTING AS THE GOVERNING BOARD OF  
THE SUCCESSOR AGENCY FOR THE REDEVELOPMENT  
AGENCY OF THE CITY OF HAYWARD, APPROVING THE  
BUDGET OF THE REDEVELOPMENT SUCCESSOR  
AGENCY OF THE CITY OF HAYWARD AND ADOPTING  
APPROPRIATIONS FOR FISCAL YEAR 2020

WHEREAS, the City Manager has submitted to the Successor Agency of the Redevelopment Agency (the “Redevelopment Successor Agency”) of the City of Hayward estimates of revenue from all sources and estimates of expenditures required for the proper conduct of the activities of the Redevelopment Successor Agency of the City of Hayward for fiscal year 2020; and

WHEREAS, a public hearing was held by the Redevelopment Successor Agency of the City of Hayward, at which time all interested persons were afforded an opportunity to be heard on matters pertaining to the recommended budget.

NOW, THEREFORE, BE IT RESOLVED by the Redevelopment Successor Agency of the City of Hayward that:

1. The budget presented by the Executive Director is hereby approved and adopted as the budget of the Redevelopment Successor Agency of the City of Hayward for FY 2020.
2. Any and all expenditures relating to the objectives described in the budget are hereby approved and authorized and payments therefore may be made by the Finance Director of the City of Hayward.
3. The Director of Finance is directed to comply with GASB 31 (Unrealized investment gains and losses) and is authorized to make such entries as are required to the Redevelopment Successor Agency’s financial records. In addition, the Director of Finance is authorized to make such changes to the budget as are required by GASB 31.

4. The following amounts are hereby estimated resources and appropriated expenditures:

Hayward Redevelopment Successor Agency (HRSA) Fund (815)	FY 2020
Revenue	
Property Tax (Tax Increment)	2,883,636
Successor Agency Administrative Allowance	250,000
School Impact Fee Reimbursement	326,906
Lease Payment - Cinema Place	50,000
Total Revenue	3,510,542
Operating Expenses	
Salary & Benefits	361,716
Supplies & Services	104,968
Maintenance & Utilities	8,200
Internal Service Fees	29,810
Total Operating Expenses	504,694
HRSA Debt Service & Transfers Out	
HRSA Debt Service, 2016 TABS	3,222,450
HRSA Debt Service, General Fund Repayment	800,000
Liability Insurance Premium	25,915
Total Debt Service & Transfers Out	4,048,365
Total Expenditures	4,553,059

5. Except as limited in paragraph 6 of this resolution, the Executive Director is authorized without further action from the Board to enter into a contract or agreement for any commodity or service included in the annual budget of the Redevelopment Successor Agency.
6. For the purposes of determining whether the Executive Director has the authority to execute a contract for a commodity or service pursuant to section 4 above, the Executive Director shall have the authority to expend such funds and enter into and execute any and all contracts and documents necessary to carry out the objectives of the Redevelopment Successor Agency's appropriations as set forth in this budget.
7. Any contract for professional services included in the annual budget that will cost more than \$75,000 shall be executed by the Executive Director only upon approval of the contract by the Redevelopment Successor Agency Board given at a meeting of the Redevelopment Successor Agency and upon final approval by the Oversight Board and Department of Finance.

HAYWARD, CALIFORNIA May 21, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: BOARD MEMBERS:

CHAIR:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ATTEST:

\_\_\_\_\_  
Secretary of the Redevelopment Successor  
Agency of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
General Counsel of the Redevelopment Successor  
Agency of the City of Hayward

HOUSING AUTHORITY OF THE CITY OF HAYWARD

RESOLUTION NO. HA 19-\_\_\_\_\_

Introduced by Board Member \_\_\_\_\_

RESOLUTION CONFIRMING THE PROPOSED HAYWARD  
HOUSING AUTHORITY BUDGET FOR FISCAL YEAR 2020

WHEREAS, the Executive Director has submitted to the Hayward Housing Authority Board of Directors estimates of revenues from all sources and estimates of expenditures required for the proper conduct of the activities of the Hayward Housing Authority for fiscal year 2020 contained in those documents entitled "Proposed FY 2020 Operating Budget;" and

WHEREAS, a public hearing was held by the Housing Authority Board of Directors, on May 21, 2019, at which time all interested persons were afforded an opportunity to be heard on matters pertaining to the budget recommended by the Executive Director; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Hayward Housing Authority as follows:

1. That the budget for FY 2020 presented by the Executive Director in the document entitled Proposed FY 2020 Operating Budget is hereby accepted and confirmed as the budget of the Hayward Housing Authority for FY 2020. Copies of the budget documents and the staff reports presented by the Executive Director are on file in the office of the City Clerk and are hereby referred to, incorporated herein, and made a part of this resolution as though set forth in full.
2. The Director of Finance is directed to comply with GASB 31 (Unrealized investment gains and losses) and is authorized to make such entries as are required to the Housing Authority's financial records. In addition, the Director of Finance is authorized to make such changes to the budget as are required by GASB 31.
3. Except as limited in paragraph 5 of this resolution, the Executive Director is authorized without further action from the Board to enter into a contract or agreement for any commodity or service included in the annual budget of the Housing Authority.
4. For the purposes of determining whether the Executive Director has the authority to execute a contract for a commodity or service pursuant to section 3 above, the Executive Director shall have the authority to expend such funds and enter into and execute any and all contracts and documents necessary to carry out the objectives of the Housing Authority's appropriations as set forth in this budget.



5. Any contract for professional services included in the annual budget that will cost more than \$75,000 shall be executed by the Executive Director only upon approval of the contract by the Housing Authority Board given at a meeting of the Housing Authority.

HAYWARD, CALIFORNIA, May 21, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES:           BOARD MEMBERS:  
                    CHAIR:

NOES:           BOARD MEMBERS:

ABSTAIN:       BOARD MEMBERS:

ABSENT:        BOARD MEMBERS:

ATTEST: \_\_\_\_\_  
Secretary of the Housing Authority  
of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
General Counsel of the Housing Authority  
of the City of Hayward

HAYWARD CITY COUNCIL

RESOLUTION NO. 19-

Introduced by Council Member \_\_\_\_\_

RESOLUTION APPROVING CAPITAL IMPROVEMENT PROJECTS  
FOR FISCAL YEAR 2020

WHEREAS, the City Manager has submitted to the City Council of the City of Hayward estimates of revenues from all sources and estimates of expenditures required for the proper conduct of the activities of the City of Hayward for Fiscal Year 2020 contained in the document entitled "Recommended Capital Improvement Program FY 2020-29"; and

WHEREAS, a public hearing was held by the City Council of the City of Hayward, at which time all interested persons were afforded an opportunity to be heard on matters pertaining to the Capital Improvement Program budget recommended by the City Manager; and

WHEREAS, by Resolution No. 19-xxx, dated May 21, 2019, the City Council adopted the budget and appropriated funds for operating expenses for Fiscal Year 2020.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hayward as follows:

1. That the Capital Improvement Projects for Fiscal Year 2020, as embodied in Recommended Capital Improvement Program FY 2020-29, are hereby adopted as the Capital Improvement Program for Fiscal Year 2020. Copies of the budget documents and the staff reports presented by the City Manager are on file in the office of the City Clerk and are hereby referred to, incorporated herein, and made a part of this resolution as though set forth in full.
2. That, except as may be otherwise provided, any and all expenditures relating to the objectives described in the Capital Improvement Program budget are hereby approved and authorized and payments therefore may be made by the Director of Finance without further action of Council.
3. That, for the purposes of determining whether the City Manager is authorized to execute a contract for a commodity or service pursuant to City Charter section 701 subsection 8, the City Manager shall have the authority to expend such funds and enter into and execute any and all contracts and documents necessary to carry out the objectives of the Council's appropriations as set forth in this Capital Improvement Program budget.

4. The following are hereby approved for expenditure:

I. CAPITAL PROJECTS EXPENDITURE APPROPRIATIONS

Capital Projects Expenditure Appropriations

Fund	Amount
Gas Tax Fund (210)	2,944,000
SB1 (211)	2,750,000
Measure BB Tax Fund (Local Transportation) (212)	2,330,000
Measure BB Tax Fund (Local Transportation) (213)	420,000
Measure B Tax Fund (Local Transportation) (215)	2,680,000
Measure B Tax Fund (Pedestrian & Bicycle) (216)	580,000
Vehicle Registration Fee Fund (218)	775,000
Strategic Initiative (401)	-
Capital Projects (Governmental) Fund (405)	23,955,000
Measure C Fund (406)	30,900,000
Route 238 Corridor Improvement Fund (410)	335,000
Route 238 Corridor Improvement Fund (412)	-
Street System Improvements Fund (450)	3,048,000
Transportation System Improvement Fund (460)	425,000
Water Replacement Fund (603)	5,354,000
Water Improvement Fund (604)	447,472
Sewer Replacement Fund (611)	10,006,243
Sewer Improvement Fund (612)	2,885,000
Airport Capital Fund (621)	2,074,098
Facilities Capital Fund (726)	600,000
Information Technology Capital Fund (731)	1,296,000
Fleet Management Capital Fund (736)	3,662,000
Fleet Management Enterprise (737)	587,000
TOTAL: ALL CAPITAL FUNDS	98,053,813

5. The Director of Finance is hereby authorized to transfer the following amounts from one fund to another as indicated below at such time as she may determine, giving consideration to the intended purposes for which the transfers are made and available balances in each of the funds.

## II. FUND TRANSFERS

FROM FUND	TO FUND	AMOUNT
General (100)	Capital Projects (Governmental) (405)	640,000
General (100)	Transportation System Improvement (460)	350,000
General (100)	Information Technology Capital (731)	585,000
General (100)	Facilities Capital (726)	360,000
Measure C (101)	Measure C Capital (406)	26,815,000
Gas Tax (210)	General (100)	233,000
Gas Tax (210)	Street System Improvements (450)	750,000
Federal Grants (220)	Information Technology Capital (731)	96,000
Rte 238 Improvement (410)	Street System Improvements (450)	129,000
Water Improvement (604)	Sewer Improvement (612)	3,500,000
Water Improvement (604)	Water Operations (605)	265,000
Water Operations (605)	Water Replacement (603)	4,000,000
Water Operations (605)	Fleet Management Capital (737)	180,000
Sewer Operations (610)	Sewer Replacement (611)	5,000,000
Sewer Operations (610)	Fleet Management Capital (737)	215,000
Sewer Replacement (611)	Sewer Improvement (612)	270,000
Stormwater Operating (615)	Fleet Management Capital (737)	85,000
Stormwater Operating (615)	Gas Tax (210)	15,000
Airport Operations (620)	Airport Capital (621)	1,375,000
Airport Operations (620)	Fleet Management Capital (737)	71,000
Information Technology Operations (730)	Information Technology Capital (731)	756,000

In order to provide for completion of work on projects previously authorized but not completed as of June 30, 2019, in addition to the above appropriations for capital expenditures, appropriation balances remaining as of June 30, 2019, for capital projects previously authorized but uncompleted, are hereby appropriated for expenditure in fiscal year 2020.

6. Any monies received during fiscal year 2020 as a consequence of a grant application approved by the City Council are hereby appropriated for the purposes for which the grant has been approved. Such appropriation includes authorization for the City Manager to expend such monies and for the Finance Director to make payments therefore in accordance with the terms and conditions and for the purposes of the grant.
7. The Director of Finance is hereby authorized and directed to distribute the above appropriations to the various accounts of the City in accordance with generally accepted accounting practices and consistent with the purposes and objectives as outlined in the approved budget.
8. The budget for capital projects for fiscal year 2020, as contained in the document entitled "Recommended Capital Improvement Program FY 2020-29," is hereby approved.

9. Any contract for professional services included in the annual budget that will cost more than \$75,000 shall be executed by the City Manager only upon approval of the contract by the City Council given at a meeting of the City Council.

IN COUNCIL, HAYWARD, CALIFORNIA May 21, 2019

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:  
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST: \_\_\_\_\_  
City Clerk of the City of Hayward

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney of the City of Hayward

## FY 2020 Proposed General Fund Long Range Financial Model

SUMMARY FORECAST		Actual	Actual	Actual	Actual	Adopted Budget	Adjusted Budget	Proposed Budget	Projected	Projected	Projected	Projected	Projected	Projected	Projected
(\$ in Thousands)		2014-15	2015-16	2016-17	2017-18	2018-19	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
1	Property Tax	\$42,128	\$44,159	\$47,196	\$51,236	\$53,267	\$53,267	\$56,949	\$57,150	\$60,162	\$63,329	\$66,610	\$69,290	\$71,504	\$74,343
2	Sales Tax	31,058	33,059	34,839	33,389	34,067	35,220	35,372	36,888	38,474	40,133	41,283	42,470	43,697	42,838
3	UUT	15,681	22,041	20,754	17,488	19,000	18,600	18,135	18,566	19,007	19,458	19,847	20,244	20,649	20,804
4	Real Property Transfer Tax	5,710	7,849	8,350	9,168	7,369	12,978	15,500	15,423	15,345	15,269	14,963	14,664	14,371	13,365
5	Transient Occupancy Tax	2,033	2,591	2,560	2,808	2,077	2,077	2,600	2,975	3,363	3,481	3,550	3,621	3,694	3,583
6	Cannabis Revenue	-	-	-	-	750	50	250	750	765	780	796	812	828	845
7	Other Taxes/Franchises	14,618	14,915	14,337	14,531	15,735	15,735	16,088	16,449	16,819	17,198	17,508	17,824	18,146	18,200
8	Permits & Fees	9,939	12,218	14,917	8,486	9,081	9,561	9,204	9,507	9,820	10,143	10,370	10,603	10,842	10,711
9	Other Revenue	9,697	13,803	10,080	17,251	14,439	14,283	14,376	14,703	14,944	15,156	15,378	15,597	15,819	16,082
10	Transfer In-Other Funds	4,514	3,390	5,529	4,045	3,962	14,057	3,964	4,266	4,352	4,444	4,536	4,630	4,730	4,834
11	Transfer In-Measure C	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	Total Revenues	135,378	154,026	158,561	158,401	159,748	175,828	172,439	176,677	183,050	189,391	194,841	199,755	204,280	205,603
13	Salaries/Wages	63,732	67,543	70,003	71,681	77,953	78,059	79,741	81,571	83,535	85,547	87,798	89,765	91,777	93,834
14	Overtime	6,973	8,592	9,254	10,370	3,320	3,320	3,320	3,395	3,472	3,550	3,630	3,712	3,795	3,881
15	Retirement	18,008	20,675	23,021	23,366	28,147	28,088	31,952	34,863	37,940	40,499	42,250	43,737	44,710	45,707
16	Health/Other Benefits	12,241	12,196	12,437	12,341	14,280	14,448	14,753	15,532	16,356	17,228	18,154	19,125	20,153	21,239
17	Retiree Medical	4,308	2,810	2,847	2,794	5,020	5,020	5,678	7,838	9,798	10,197	10,615	10,976	11,336	11,759
18	Workers Comp	5,324	5,732	6,284	6,207	6,599	6,599	7,142	7,306	7,481	7,662	7,863	8,039	8,220	8,404
19	Interdept Charges	(3,731)	(4,450)	(4,015)	(5,155)	(4,361)	(4,361)	(4,507)	(4,609)	(4,713)	(4,819)	(4,928)	(5,039)	(5,153)	(5,269)
20	Vacancy Savings	-	-	-	-	(3,439)	(3,439)	(2,631)	(2,047)	(2,101)	(2,158)	(2,222)	(2,280)	(2,341)	(2,404)
21	Subtotal Personnel	106,855	113,098	119,831	121,604	127,519	127,734	135,448	143,848	151,769	157,706	163,161	168,036	172,497	177,150
22	Supplies & Services	10,767	9,559	10,113	11,050	10,084	12,042	10,636	10,758	10,973	11,192	11,416	11,644	11,877	12,115
23	Internal Service Fees	11,553	13,336	14,413	11,863	15,504	15,504	17,162	17,505	17,855	18,212	18,577	18,948	19,327	19,714
24	Debt Service	3,302	3,476	3,640	3,348	2,930	2,930	3,434	3,344	3,344	3,344	3,344	3,344	3,345	3,346
25	Capital Outlay/Projects	1,925	2,598	1,768	2,983	3,254	6,357	1,935	1,260	2,385	1,853	1,990	1,674	1,755	1,601
26	Economic Development	350	1,106	827	1,350	550	550	350	350	350	350	350	350	350	350
27	Insurance	2,385	2,338	4,389	2,907	2,950	2,950	3,139	3,085	3,147	3,209	3,274	3,339	3,406	3,474
28	Additions/(Reductions)	-	6,023	3,977	-	-	-	-	-	-	-	-	-	-	-
29	Subtotal O&M	30,281	38,436	39,126	33,501	35,272	40,333	36,656	36,302	38,054	38,161	38,950	39,300	40,060	40,599
30	Total Expense	137,136	151,534	158,957	155,105	162,790	168,067	172,103	180,150	189,822	195,867	202,111	207,335	212,558	217,750
31	Chng in Res-Surplus/(Shortfall)	(1,758)	2,492	(396)	3,296	(3,042)	7,761	336	(3,473)	(6,772)	(6,476)	(7,270)	(7,580)	(8,277)	(12,147)
32	UUT Set-asides/Adjustments	-	(6,023)	(3,977)	-	-	-	-	-	-	-	-	-	-	-
33	Beginning Balance	33,420	31,684	30,829	29,679	29,713	32,385	40,146	40,481	37,009	30,236	23,761	16,491	8,910	633
34	CAFR Adjustments			3,223	(590)										
35	Ending Balance	31,662	28,153	29,679	32,385	26,671	40,146	40,481	37,009	30,236	23,761	16,491	8,910	633	(11,514)
36															
37															
38															
39	Balance as % of Total Expense	23.1%	18.6%	18.7%	20.9%	16.4%	23.9%	23.5%	20.5%	15.9%	12.1%	8.2%	4.3%	0.3%	-5.3%
40	Balance at 20% of Expenses	27,427	30,307	31,791	31,021	32,558	33,613	34,421	36,030	37,964	39,173	40,422	41,467	42,512	43,550
41	Amt Above or (Below) 20%	4,235	(2,154)	(2,112)	1,364	(5,888)	6,532	6,061	979	(7,729)	(15,413)	(23,932)	(32,557)	(41,879)	(55,064)

General Fund Forecast  
Update May 2019

<b>GENERAL FUND FORECAST (FY 2020 - Option 1)</b> <i>in thousands</i>	<b>FY 2020</b> <b>Year 1</b>	<b>FY 2021</b> <b>Year 2</b>	<b>FY 2022</b> <b>Year 3</b>	<b>FY 2023</b> <b>Year 4</b>	<b>FY 2024</b> <b>Year 5</b>
Revenues	\$171,269	\$175,462	\$181,789	\$188,082	\$193,492
Expenditures	172,147	180,294	189,971	196,019	202,268
<b>Net Change in Reserve - Surplus / (Shortfall)</b>	<b>(878)</b>	<b>(4,832)</b>	<b>(8,182)</b>	<b>(7,938)</b>	<b>(8,777)</b>
<b>Beginning Balance</b>	<b>\$40,146</b>	<b>\$39,268</b>	<b>\$34,436</b>	<b>\$26,255</b>	<b>\$18,317</b>
<i>Net Change in Reserve - Surplus / (Shortfall)</i>	<i>(878)</i>	<i>(4,832)</i>	<i>(8,182)</i>	<i>(7,938)</i>	<i>(8,777)</i>
<b>Ending Balance</b>	<b>\$39,268</b>	<b>\$34,436</b>	<b>\$26,255</b>	<b>\$18,317</b>	<b>\$9,541</b>
Target to maintain 20% GF Reserves in Operating Expenses	\$34,429	\$36,059	\$37,994	\$39,204	\$40,454
General Fund Reserve Level as % of Total Expenses	22.8%	19.1%	13.8%	9.3%	4.7%
Amount Above or (Below) Target 20%	\$4,839	<b>(1,623)</b>	<b>(11,739)</b>	<b>(20,887)</b>	<b>(30,913)</b>
Percentage Above or (Below) Target 20%	14.1%	<b>(0.9%)</b>	<b>(6.2%)</b>	<b>(10.7%)</b>	<b>(15.3%)</b>

<b>GENERAL FUND FORECAST (FY 2020 Proposed)</b> <i>in thousands</i>	<b>FY 2020</b> <b>Year 1</b>	<b>FY 2021</b> <b>Year 2</b>	<b>FY 2022</b> <b>Year 3</b>	<b>FY 2023</b> <b>Year 4</b>	<b>FY 2024</b> <b>Year 5</b>
Revenues	\$172,439	\$176,677	\$183,050	\$189,391	\$194,841
Expenditures	172,103	180,150	189,822	195,867	202,111
<b>Net Change in Reserve - Surplus / (Shortfall)</b>	<b>336</b>	<b>(3,473)</b>	<b>(6,772)</b>	<b>(6,476)</b>	<b>(7,270)</b>
<b>Beginning Balance</b>	<b>\$40,146</b>	<b>\$40,482</b>	<b>\$37,009</b>	<b>\$30,237</b>	<b>\$23,761</b>
<i>Net Change in Reserve - Surplus / (Shortfall)</i>	<i>336</i>	<i>(3,473)</i>	<i>(6,772)</i>	<i>(6,476)</i>	<i>(7,270)</i>
<b>Ending Balance</b>	<b>\$40,482</b>	<b>\$37,009</b>	<b>\$30,237</b>	<b>\$23,761</b>	<b>\$16,491</b>
Target to maintain 20% GF Reserves in Operating Expenses	\$34,421	\$36,030	\$37,964	\$39,173	\$40,422
General Fund Reserve Level as % of Total Expenses	23.5%	20.5%	15.9%	12.1%	8.2%
Amount Above or (Below) Target 20%	\$6,061	\$979	<b>(7,728)</b>	<b>(15,412)</b>	<b>(23,931)</b>
Percentage Above or (Below) Target 20%	17.6%	2.7%	<b>(4.1%)</b>	<b>(7.9%)</b>	<b>(11.8%)</b>

# FINANCIAL POLICIES

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## Overview of Financial Policies

Financial policies as adopted by the City Council establish the framework for Hayward's overall fiscal planning and management. They set forth decision-making guidelines against which current budgetary performance can be measured and proposals for future programs can be evaluated. Hayward's publicly adopted financial policies demonstrate the City's commitment to sound financial management and fiscal integrity. The financial policies also improve the City's fiscal stability by helping City officials plan fiscal strategy with a consistent approach. Adherence to adopted financial policies promotes sound financial management, which can lead to improvement in City bond ratings and lower cost of capital.

Below is a listing of key policies related to the citywide budget. Many of these policies have been in operation for a number of years.

1. Balanced Budget Policy
2. ~~Use of One-time Revenue for One-time Expenditures~~ Use Policy
3. Benefit Liabilities Funding Plan Policy
4. Long Range Financial Forecasting Policy
5. Reserves Policy
6. Investment Policy
7. Debt Issuance and Management Policy
8. Debt Disclosure Policy -NEW
9. Charges and Fees Policy
10. Multi-Year Capital Improvement Program Plan Policy
11. Internal Service Maintenance & Capital Replacement Policy

## Balanced Budget Policy<sup>1</sup>

The City of Hayward must adopt a balanced annual operating budget. A structurally balanced budget exists when recurring operating revenues equal or exceed recurring operating expenditures and there is no planned or actual use of reserve cash to cover any "negative gap" between the two.

1. The operating resources and resource uses that are included or excluded from the definition of a balanced budget calculation;
  - a. Operating revenues and expenditures - including transfers in and transfers out.
  - b. Capital Improvement Program budget funds are excluded.
  - c. One-time revenues should be carefully considered before using to balance the operating budget per the newly recommended policies herein.
2. Available fund balances may be used as a resource for non-recurring expenditures as approved by City Council.
3. The modified accounting accrual basis is used to define revenues and expenditures.
4. For a variety of reasons, true structural balance may not be possible. In such a case, using reserves to balance the budget may be considered but only in the context of a plan to return to structural balance, replenish fund balance, and ultimately remediate the negative impacts of any other short-term balancing actions that may be taken. Further, the plan should be

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<sup>1</sup> NACSLB's Practices located on GFOA's web site at [www.gfoa.org](http://www.gfoa.org)



# FINANCIAL POLICIES

clear about the time period over which returning to structural balance, replenishing reserves, and remediating the negative impacts of balancing actions are to occur

5. The City shall conduct midterm budget reviews to review the budget and take any necessary action to bring the budget into balance.
6. The balanced budget policy will be applied over a ten-year financial planning horizon for the City's General Fund and other key operating funds in order to identify and plan to avoid structural imbalances in the long term.

## Use of One-Time Revenue Use Policy for One-Time Expenditures

Periodically in the normal course of business the City will receive revenues from non-operating activities, revenues in excess of a Council established threshold for a specific revenue. One time revenues shall be considered for use toward one-time expenditures. While one-time revenues may occur over more than a one fiscal year period (i.e. an allocation of one-time funds over multiple fiscal years), they shall not support recurring operational expenses. Appropriate uses of one-time revenue funds include:

The following principles will guide the use of the resources provided through one-time revenues.

If the City's General Fund is not within the policy noted in the Reserves Policy Below, 100% of one-time revenues will be put towards replenishing reserves until the reserves meet the policy requirement.

If General Fund reserves are at or above the level required by policy one-time revenues will be designated for the uses noted below with the following guidelines:

%	DESIGNATION
50%	95% would be allocated to fund the City's unfunded liabilities
	5% would be allocated to build General Fund Reserves
50%	70% would be programmed for capital infrastructure needs
	20% would be appropriated for emerging needs
	10% or up to \$1M would be appropriated for economic development needs

Payments toward unfunded benefit liabilities such as Retiree Medical (other post-employment benefits—OPEB); CalPERS retirement unfunded liability, Workers' Compensation unfunded liability; or reduction of accrued leave through pay off of leave balances  
One-time capital improvements or economic development investments  
Early debt retirement  
Restoration of depleted reserve balances

Uses that increase ongoing operating expenditures should be carefully reviewed and avoided if at all possible. For example, capital expenditures that significantly increase ongoing operating expenses without a sustainable and offsetting long-term revenue plan should be avoided. Receipt of one-time revenues of \$1,000,000 or more, or those above previously established Council thresholds will be brought to Council for designation. Uses of one-time funds for reasons not

# FINANCIAL POLICIES

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mentioned above require explicit Council authorization.

## **Property Transfer Tax – Threshold for Recurring & One-time Revenue**

The Real Property Transfer Tax (Transfer Tax) rate set by the City of Hayward is \$48.50 per \$1,000 of the value of consideration paid for the documented sale of real property or any transfer of interest in real property. Hayward's Transfer Tax revenue is volatile and is driven directly by the real estate market, based on the rate of property turn over and the sales price of said properties. The City has experienced dramatic swings in Transfer Tax.

In order to best budget this general fund revenue, the City should establish a threshold for recurring revenues that will support recurring City operations. Based on historical averages and the current economic climate, it is recommended that Council establish a baseline threshold of \$5.510.3 million to be used to fund recurring City operations. Transfer Tax revenues received in excess of this amount should be considered one-time revenues and used in accordance with the City's policy on the Use of One-Time Revenue for One-Time Expenditures described above.

# FINANCIAL POLICIES

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## Benefit Liabilities Funding Plan & Policies

Unfunded liabilities are defined as identifiable obligations of the City for which the organization does not have 100% of the funding (cash or other assets) set aside to cover the cost should all obligations become immediately and simultaneously due. The City's primary benefit liabilities include, but are not limited to:

- California Public Employees' Retirement System (CalPERS)
- Other Post-Employment Benefits (OPEB) – Retiree Medical Benefits
- Workers' Compensation
- Accrued Leave Payouts

Council shall identify appropriate levels to fund portions of each benefit liability considering the associated risk that the unfunded portion of the obligations present to the organization, timing of the liability's ultimate due date and realistic and responsible management of the organization's cash flows. The City's funding plans for unfunded actuarial accrued liabilities should not exceed the parameters established by GAAP.

## Long Range Financial Forecasting Policy

Hayward's budget shall include a long range financial forecast of operating revenues and expenditures of the General Fund and other key operating funds. The forecast will extend five to ten years, including the budget period. The forecast, along with its underlying assumptions and methodology, will be clearly stated and made available to participants in the budget process. It will also be referenced in the final budget document. The forecast shall include a spendable fund balance calculation and any difference from established reserve levels.

## Reserves Policy<sup>2</sup>

The City of Hayward will establish and maintain adequate financial reserves in order to prepare for the impact economic cycles and physical disasters have upon essential services to the public and assure annual fluctuations in revenue do not impede the City's ability to meet expenditure obligations. During periods of economic sufficiency, reserves may be used as a source of supplemental revenue through prudent investments and earnings while avoiding short-term cash flow deficiencies. When revenues fail to meet the normal operating requirements of essential public services, or the need for disbursements temporarily exceeds receipts, reserves, upon the recommendation of the City Manager and the authorization of the City Council, may be used in accordance with the standards set forth herein.

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<sup>2</sup> *Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund*  
GFOA October 2009

# FINANCIAL POLICIES

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Reserve goals are as follows:

Name	Minimum	Basis
<u>General Fund</u>	Goal of no less than two months of city operating costs or at least 20% of budgeted General Fund operating expenditures	To create a reserve that will allow the City to continue providing acceptable service levels during emergencies and economic downturns while maintaining adequate liquidity to make all payments without short term borrowing.
<u>Internal Service Funds</u> Fleet Replacement, Facilities Replacement Technology Replacement	As determined by the City Manager pursuant to established replacement plans and Council reserve policies	Accumulation of reserves within these discreet internal service funds will ensure timely replacement of City assets.
<u>Internal Service Funds</u> Risk Management General Liability	\$1,000,000	The City is self-insured and therefore it is prudent to set aside reserves with this internal service fund for unforeseen claims.

The annual budget presented by the City Manager is required to include a recommendation for the amounts to be appropriated to these Reserves.

In times of economic downturn, if revenues are insufficient to meet the normal operating requirements of essential services, funds contained in the Reserve may be used if authorized by the City Council, based on the following principles:

1. Staffing levels in essential services shall be temporarily maintained, in order to avoid or reduce the necessity for immediate lay-offs: only in extreme conditions will reserves be used to support operational positions for longer than two years;
2. A hiring freeze must be implemented for designated positions as appropriate to maintain essential services to the public;
3. All other reasonable and available expenditure reduction measures have been taken by the City Manager and the City Council before using one-time funding to support operational positions;
4. User fees and services charges will be fully utilized for those services for which they were collected;
5. The level of the Reserve shall be restored in a timely manner as economic recovery occurs, consistent with the maintenance of essential services;
6. "Essential services", "appropriate levels" of such services, and "extreme conditions" shall be determined from time to time by the City Council upon the recommendation of the City Manager.

# FINANCIAL POLICIES

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## Investment Policy

The City of Hayward incorporates a prudent and systematic investment process and investment related activities are formalized in Annual Statement of Investment Policy. The primary objectives of the policy, in order, are safety, liquidity, and yield. City policy requires diversification of the investment portfolio, in order to reduce the risk of loss resulting from over concentration of assets in a specific maturity, issuer, or class of securities. An Investment Advisory Committee is appointed by the City Manager to oversee the City's investment program and assure it is consistent with the investment policy as approved by the Council. The committee meets quarterly to monitor portfolio performance and consider changes in strategy and investment policy. The policy is approved annually by the City Council at a public meeting. The Director of Finance provides periodic reporting to the Committee and to City Council on the status of City cash and investments.

## Debt Issuance and Management Policy

The City of Hayward has developed a comprehensive debt management policy. The following parameters are to be considered before debt issuance:

1. The purposes for which debt may be issued shall be approved by City Council.
2. Legal debt limitations or limitations established by policy, including limitations on the pledge of the issuer's general credit, shall be calculated.
  - The City is bound by a provision in state law limiting indebtedness for California cities to 15% of the assessed value of all real and personal property of the city. This statutory limitation applies to bonded indebtedness of the City payable from the proceeds of taxes levied on property.
3. Types of debt permitted to be issued are:
  - short-term and long-term debt
  - general obligation and revenue debt
  - capital and variable rate debt
  - lease-backed debt, such as certificates of participation
  - special obligation debt such as assessment district debt
  - pension obligation bonds
  - conduit issues
  - State Revolving Loan Funds and Pools
  - inter-fund borrowing
  - taxable and non-taxable debt
4. Prior to the issuance of any debt, the funding source for the debt service is identified and designated. The level of debt to which the City obligates itself is managed within available resources and represents a minimal cost to general taxpayers.
5. Except in extreme conditions as defined by Council, the issuance of new debt should not in and by itself jeopardize or lower the City's bond ratings.
6. To the extent possible, the City plans the issuance of new debt to occur when resources are made available by the retirement of an existing obligation. By managing the timing of new debt, current City operations are not affected.
7. Authorized methods of sale shall be considered on a case by case basis, including

# FINANCIAL POLICIES

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- competitive sale, negotiated sale, and private placement.
- 8. Method of selecting outside finance professionals shall be consistent with the City's procurement practices.
- 9. Compliance with federal tax law provisions, such as arbitrage requirements.

In order to be an effective management tool, the parameters of the debt issuance and management must be compatible with the City's goals pertaining to the capital improvement program and budget, the long-term financial plans, and the operating budget. Debt parameters should strike an appropriate balance between establishing limits on the debt program and providing sufficient flexibility to respond to unforeseen circumstances and new opportunities. Finally, the Director of Finance should consider debt parameters on a given issuance, and the debt program should be continuously monitored to ensure that it is in compliance with these parameters.

## Debt Disclosure Policy

The City of Hayward intends to comply with all applicable federal and state securities laws. The following policy is establishing disclosure requirements for new debt issuance and continuing disclosure for ongoing debts.

### Disclosure Requirements for New Debt Issuance

1. The Director of Finance will act as the City's Disclosure Coordinator and shall review any Official Statement prepared in connection with any debt issuance by the City to ensure there are no misstatements or omissions of material information in any sections that contain descriptions of information prepared by the City.
2. In connection with this review of the Official Statement, the Disclosure Coordinator shall consult with third parties, including outside professionals assisting the City, and all members of City staff, to the extent that the Disclosure Coordinator concludes they should be consulted so that the Official Statement will include all "material" information (as defined for purposes of federal securities law).
3. As part of the review process, the Disclosure Coordinator shall submit all Official Statements to the City Council for approval through a formal staff report.
4. The approval of an Official Statement by the City Council shall not be approved as a consent item. The City Council shall undertake such review following consultation with the Disclosure Coordinator, to fulfill the City Council's responsibilities under applicable federal and state securities laws. In this regard, the Disclosure Coordinator shall consult with the City's disclosure counsel to the extent the Disclosure Coordinator considers appropriate.

### Continuing Disclosure Requirements for Ongoing Debts

1. Under the continuing disclosure undertakings that the City has entered into in connection with its debt offerings, the City is required each year to file annual reports with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("EMMA") system. Such annual reports are required to include updated financial and operating information, the City's audited financial statements and file notices of certain events in EMMA.
2. The Disclosure Coordinator is responsible for establishing a system by which:
  - the City will make the annual filings required by its continuing disclosure undertakings on a complete and timely basis, and

# FINANCIAL POLICIES

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- the City will file notices of enumerated events on a timely basis.

When the City makes statements or releases information relating to its finances to the public that are reasonably expected to reach investors and the trading markets, the City is obligated to ensure that such statements and information are complete, true, and accurate in all material respects.

The Disclosure Coordinator shall ensure that the members of the City staff involved in the initial or continuing disclosure process and the City Council are properly trained to understand and perform their responsibilities. This training and understanding shall include Disclosure Procedures, the City's disclosure obligations under applicable federal and state securities laws and the disclosure responsibilities and potential liabilities of members of the City's staff and members of the City Council.

## Charges and Fees Policy<sup>3</sup>

The City of Hayward supports the use of charges and fees as a method of funding governmental services. The following policy is established regarding the charge and fee setting process:

1. Hayward intends to recover the full cost of providing goods and services as appropriate. Circumstances where a charge or fee is set at less than 100 percent of full cost shall be considered and approved by City Council.
2. Charges and fees should be reviewed and updated periodically based on factors such as the impact of inflation, other cost increases, the adequacy of the coverage of costs, and current competitive rates.
3. It is intended that there be a direct relationship between the amount paid and the level and cost of the service received.
4. Information on charges and fees will be made available to the public. This includes the City's policy regarding setting fees and charges based on full cost recovery and information about the amounts of charges and fees, current and proposed, both before and after adoption.
5. The use of service charges and fees as a source of funding service levels is especially appropriate under the following circumstances:
  - a. The service is similar to services provided through the private sector.
  - b. Other private or public sector alternatives exist for the delivery of the services.
  - c. Expedited or unusual handling or service is requested by the person or entity paying the fee.
  - d. The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.
6. The following general concepts will be used in developing and implementing service charges and fees:
  - a. Fees structures must comply with Proposition 26 (or its replacement) – and revenues should not exceed the reasonable cost of providing the service.

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<sup>3</sup> "User Charges and Fees," C. Kurt Zorn in *Local Government Finance: Concepts and Practices*, edited by John E. Petersen and Dennis R. Strachota, GFOA, 1991.  
"Cost Analysis and Activity-Based Costing for Government," GFOA, 2004

# FINANCIAL POLICIES

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- b. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, vehicle maintenance and insurance.
- c. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection and increase the transparency of how the fees are calculated.
- d. Charges and fees should be reviewed annually and adjusted as appropriate to recover cost.

## Multi-Year Capital Improvement Program Plan<sup>4</sup> Policy

The City of Hayward shall prepare and adopt a comprehensive ten-year capital improvement plan to ensure effective management of capital assets. A prudent multi-year capital improvement plan identifies and prioritizes expected needs based on the City's General Plan, replacement plans, and other needs; establishes project scope and cost; details estimated amounts of funding from various sources; and projects future operating and maintenance costs. The capital plan should identify present and future service needs that require capital infrastructure or equipment, including:

- a. Capital assets that require repair, maintenance, or replacement that, if not addressed, will result in higher costs in future years
- b. Infrastructure improvements needed to support new development or redevelopment
- c. Projects with revenue-generating potential
- d. Improvements or resources that support economic development
- e. Changes in community needs
- f. New policies, such as those related to sustainability and energy efficiency

The full extent of project costs should be determined when developing the multi-year capital improvement plan. Cost issues to consider include the following:

- a. The scope and timing of a planned project should be well defined in the early stages of the planning process
- b. Identify and use the most appropriate approaches, including outside assistance, when estimating project costs and potential revenues
- c. For projects programmed beyond the first year of the plan, Hayward should adjust cost projections based on anticipated inflation
- d. The ongoing operating costs associated with each project should be quantified, and the sources of funding for those costs should be identified
- e. A clear estimate of all major components required to implement a project should be outlined, including land acquisition needs, design, construction, contingency and post-construction costs

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- o John Vogt, *Capital Budgeting and Finance: A Guide for Local Governments*, (Washington, D.C.: International City/County Management Association, 2004)
- o Nicole Westerman "Managing the Capital Planning Cycle: Best Practice Examples of Effective Capital Program Management," *Government Finance Review* 20, no. 3 (June 2004).
- o GFOA Recommended Practices: *Establishing the Useful Life of Capital Assets* (2002); *Establishment of Strategic Plans* (2005)



# FINANCIAL POLICIES

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- f. Recognize the non-financial impacts of the project (e.g., environmental) on the community.

## **Internal Service Maintenance & Capital Replacement Policy**

The City of Hayward maintains internal service funds for facilities, fleet, and technology. These funds create a system for planning, budgeting, and periodic assessment of capital maintenance/replacement needs. The following actions are considered in these assessments:

1. Develop and maintain a complete inventory of all capital assets and related cost.
2. Perform periodic measurement of the physical condition of all existing capital assets including estimated remaining useful life of assets.
3. Establish condition/functional performance standards to be maintained for each category/component of capital assets. Use these standards and a current condition assessment as a basis for multi-year capital planning and annual budget funding allocations for capital asset maintenance and replacement.
4. Develop financing policies for capital maintenance/replacement that encourage a high priority for those capital programs whose goal is maintaining the quality of existing assets.
5. Allocate sufficient funds in the ten-year capital improvement plan and annual operating budgets for routine maintenance, repair, and replacement of capital assets in order to extend the useful life of these assets and promote a high level of performance throughout the target period.
6. Periodically, report on long-lived capital assets, including:
  - o Condition ratings jurisdiction-wide
  - o Condition ratings by geographical area, asset class, and other relevant factors
  - o Indirect condition data (e.g., work orders, repeat repairs)
  - o Replacement life cycle(s) by asset type
  - o Year-to-Year changes in net asset value
  - o Actual expenditures and performance data on capital maintenance compared to budgeted expenditures performance data (e.g., budgeted improvements compared to actual)



# CITY OF HAYWARD

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

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**File #:** RPT 19-295

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** Council Member Aisha Wahab

**SUBJECT**

Consider an Item for Discussion on a Future City Council Agenda Regarding the Provision of Housing Development Incentives

**RECOMMENDATION**

That the City Council discusses whether staff time and City resources should be devoted to researching an item regarding the creation of tax incentives to encourage housing development and to determine whether this item should be placed on a future City Council agenda for discussion.

**SUMMARY**

Council Member Wahab requests that Council consider an item for discussion on a future City Council agenda regarding the creation of tax incentives to encourage housing development. The purpose of this agenda item is to discuss whether staff time and City resources should be devoted to researching this item and to determine whether this item should be placed on a future City Council agenda for discussion.

**ATTACHMENTS**

Attachment I City Council Referral Memo - Housing Incentives

# City Council Referral Memorandum

Date: 5/21/19

To: Hayward Mayor & Council

From: Hayward City Council Member Aisha Wahab

Subject: Providing Housing Development Incentives

Recommendation: It is recommended that the City Council discuss and determine whether an item regarding the creation of **Tax Incentives to Encourage Housing Development** be considered an item for discussion on a future City Council agenda.

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**Background:** The City of Hayward remains committed to creating more affordable housing but new initiatives need to be pursued in order to tackle the multi-layered housing problem. This means that the City of Hayward needs to approach the housing problem from multiple different avenues.

The City of Hayward has been affected by the expanding housing shortage, difficulty in development, rampant homelessness, and the highest in the nation housing costs which has caused a great struggle with displacement, residency, and promoting homeownership. Alongside these concerns, development has stagnated and approved projects have been delayed with much of the reasoning being financial capacity.

The City of Hayward is in the process of providing many protections for current renters however, the need of creating affordable housing, inclusive neighborhoods, and developing and implementing strategies to further affordability (with special attention to low- and middle-income housing) and reduce displacement still needs to be addressed.

Many residents continue to find it difficult to buy or rent an affordable family-sized home. The “missing middle” has become an increasing concern to many working families struggling to come out of the Great Recession. Social workers, firefighters, police officers, teachers, and many working people are priced out of the City and even the area. The City Council of Hayward is in a position to create **Housing at All Income Levels**.

A Tax Exemption/Rebate/Deferment for Housing Development would be one step towards addressing the current problem while stimulating appropriate development.

**Goal/Overview:** As housing has become a primary focus in the City, County, and State, collaboration among public and private sectors can become a tool to create social equity and create more housing opportunities.

The City receives 15% of property tax from every property. This tax is owed to the City and can be utilized in a flexible way as to the purview of the City. The City can create a program that allows a developer to start a project sooner and with less financial risk by offering to exempt the developer temporarily, provide a rebate for the start of a project (but receiving the tax at some point), or defer the tax until the development is complete.

In this spirit, the Council and City can consider avenues to create more housing by providing:

- Tax exemptions
- Tax deferment
- Tax rebates

The goal is to provide different options of city-initiated incentives to encourage development of housing in Hayward. The initiative would be for the City to provide a Housing Development Tax Exemption/Rebate/Deferment to incentivize development.

The Development Tax Exemption program should provide a tax exemption/rebate/rebate to developers/owners of new housing development who set aside a percent of on-site affordable units.

By supporting mixed-income residential development in the City, the Housing Development Tax Exemption Program ensures affordability as the community grows.

The areas of flexibility for Staff to provide best input/feedback to make this happen is:

- Tax Incentive
  - Rebate
  - Exemption
  - Deferment
- Length and timeline of the Housing Development Tax Exemption program
  - Per development
  - Program type
- Affordable Housing Requirement for that Housing Project
  - Percentage On-Site

Developers can then pursue developing more housing (multi-family or single family), acquire land, purchase or rehabilitate existing units with a reduction of financial impact at the start of a development project.

**Timeline:** Decision making date on this referral should come back to the City Council within 90 days.

**Desired Action:** The City Council should vote on creating this program to ensure housing development is encouraged.

**Stakeholders:**

- Developers
- Property Owners
- Alameda County Assessor
- Community

**Strategic Initiatives:**

- Complete Communities Strategic Initiative Goals & Objectives will be met:
  - Goal 1: Improve Quality of Life for Residents, Business Owners, and Community Members in All Hayward Neighborhoods.
    - Objective 1: Increase neighborhood safety and cohesion
    - Objective 2: Foster a sense of place and support neighborhood pride
    - Objective 3: Increase collaboration with businesses, non-profits and neighborhood groups on placemaking projects
    - Objective 4: Create resilient and sustainable neighborhoods

- Objective 5: Actively value diversity and promote inclusive activities
- Goal 2: Provide a Mix of Housing Stock for All Howard Residents and Community Members, Including the Expansion of Affordable Housing Opportunities & Resources
  - Objective 1: Centralize and expand housing services
  - Objective 2: Facilitate the development of diverse housing types that serve the needs of all populations
  - Objective 3: Conserve and improve the existing housing stock (possibly)
  - Objective 4: Increase supply of affordable, safe and resilient housing in Hayward
- Goal 3: Develop A Regulatory Toolkit for Policy Makers
  - Objective 1: Update, streamline, and modernize zoning & codes
  - Objective 2: Identify and design appropriate in-lieu fees to provide community amenities
  - Objective 3: Develop and refine other regulatory tools

**Prepared & Submitted By:**

*Aisha Wahab*

**Aisha Wahab,**

Hayward City Council Member



# CITY OF HAYWARD

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Hayward, CA 94541  
[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

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**File #:** RPT 19-296

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**DATE:** May 21, 2019

**TO:** Mayor and City Council

**FROM:** Council Member Aisha Wahab

**SUBJECT**

Consider an Item for Discussion on a Future City Council Agenda Regarding a Hayward Fourth of July Morning Diversity Parade and Evening Fireworks Show

**RECOMMENDATION**

That the City Council discusses whether staff time and City resources should be devoted to researching an item regarding a City of Hayward sponsored Fourth of July Morning Diversity Parade and Evening Fireworks Show and to determine whether this item should be placed on a future City Council agenda for discussion.

**SUMMARY**

Council Member Wahab requests that Council consider an item for discussion on a future City Council agenda regarding a City of Hayward sponsored Fourth of July Morning Diversity Parade and Evening Fireworks Show. The purpose of this agenda item is to discuss whether staff time and City resources should be devoted to researching this item and to determine whether this item should be placed on a future City Council agenda for discussion.

**ATTACHMENTS**

Attachment I City Council Referral Memo - Fourth of July

# City Council Referral Memorandum

Date: 5/21/19

To: Hayward Mayor & Council

From: Hayward City Council Member Aisha Wahab

Subject: **Hayward Fourth of July Morning Diversity Parade & Evening Fireworks Show**

Recommendation: Consider an item for discussion on a future City Council agenda regarding a City of Hayward Sponsored Fourth of July Morning Diversity Parade & Evening Fireworks Show

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**Background:** Independence Day is a federal holiday in the United States of America commemorating the Declaration of Independence of the United States on July 4, 1776. The City of Hayward is known as the “Heart of the Bay”. The demographics of the City of Hayward illustrates the diversity in Hayward’s population. Hayward is one of the most diverse cities in the state and it is important to highlight what makes America great, especially today. Hayward residents deserve a family friendly, city-backed event, honoring this diversity and having a celebration of our great nation.

**Goal:** The goal of this 4<sup>th</sup> of July Morning Diversity Day Parade & Evening Fireworks celebration is to establish a family-oriented festival. The vision is to have a celebration of the diverse culture in Hayward and celebrate the birth of the United States. Both South Hayward and the Downtown should be incorporated. Collaboration among residents, businesses, commissions, and the City will strengthen. This may possibly reduce the number of illegal fireworks that take place during June-July in the City of Hayward.

- **Diversity Day Parade on 4<sup>th</sup> of July in South Hayward**
  - Begins at 9 or 10AM
  - In South Hayward
  - Family-friendly focus (toddlers, children, seniors, etc.)
  - Floats, walkers, banners, and participants displaying each culture (only 1 section per culture to ensure room and time for all cultures)
  - Each culture to be highlighted
- **Evening Fireworks Show 4<sup>th</sup> of July in Downtown (possibly rotating) Hayward**
  - Begins at sundown
  - In Downtown or possibly other area in Hayward
  - Fireworks show administered via City/Fire or responsible stakeholder
  - To be projected on top of the parking structure in Downtown

**Timeline:** Several months or as needed – 2020 prospective date of implementation

**Desired Action:** The City Council should vote on sponsoring a City of Hayward Fourth of July Morning Diversity Parade and Evening Fireworks Show. Safety will be a priority and partnerships may support the effort.

**Stakeholders:** Hayward Department Directors (some have volunteered), Chamber of Commerce, Businesses, City Commissions, Residents of Hayward. Potential partnerships through Supervisor Richard Valle (All American Festival).

**Strategic Initiatives:** Complete Communities: Goal 1: Improve quality of life for residents, business owners, and community members in all Hayward neighborhoods.

Prepared & Submitted By:

Aisha Wahab

Aisha Wahab,

Hayward City Council Member