



CITY OF HAYWARD

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

Agenda

Council Budget and Finance Committee

Wednesday, March 18, 2020

5:00 PM

Conference Room 4A

*****COUNCIL BUDGET AND FINANCE COMMITTEE MEETING CANCELED*****

Due to the Shelter in Place Order from the Alameda
County Health Officer, all non-essential meetings
have been canceled until further notice.

Please visit the City of Hayward website for all [COVID-19 updates](#).



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CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS:

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

APPROVAL OF MINUTES

1. [MIN 20-040](#) Approve the February 19, 2020 Budget and Finance Committee Meeting Minutes

Attachments: [Attachment I February 19, 2020 Meeting Minutes](#)

REPORTS/ACTION ITEMS

2. [RPT 20-044](#) Review and Discuss the Proposed Mayor and City Council FY 2021 Budget and Recommend City Council Consideration and Adoption

Attachments: [Attachment I Staff Report](#)
[Attachment II FY 2021 Mayor & City Council Proposed Budget](#)
[Attachment III FY 2021 Mayor & City Council Narrative](#)

3. [RPT 20-043](#) Review the FY 2021 Budget Process Update

Attachments: [Attachment I FY 2021 Budget Process Update](#)

4. [RPT 20-042](#) Review FY 2020 Agenda Planning Calendar

Attachments: [Attachment I FY 2020 Agenda Planning Calendar](#)

FUTURE AGENDA ITEMS

COMMITTEE MEMBER/STAFF ANNOUNCEMENTS

ADJOURNMENT

Next Meeting- 5:00 P.M. Wednesday, April 15, 2020

The City of Hayward's Open Data Portal was designed to allow the public to explore, visualize, and download publicly accessible data. The Open Data Portal allows a clear view of the City's financial performance. Access to the portal may be found at <https://haywardca.opengov.com/>



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File #: MIN 20-040

DATE: March 18, 2020

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Approve the February 19, 2020 Budget and Finance Committee Meeting Minutes

RECOMMENDATION

That the Budget and Finance Committee approves the February 19, 2020 Budget and Finance Committee meeting minutes.

SUMMARY

Staff recommends that the Committee reviews and approves the February 19, 2020 Budget and Finance Committee meeting minutes.

ATTACHMENTS

Attachment I February 19, 2020 Budget and Finance Committee Meeting Minutes

**COUNCIL BUDGET & FINANCE COMMITTEE MEETING
Meeting Minutes of February 19, 2020**

Call to Order: 5:00 pm

Members Present: Councilmember Lamnin and Councilmember Wahab

Members Absent: Mayor Halliday

Staff: Maria Hurtado, Dustin Claussen, Nicole Gonzales, Nicholas Mullins, Robin Young

Public Comments: No public comments.

1. Approval of Meeting Minutes from January 15, 2020

Action: A motion was made by Councilmember Lamnin to approve the minutes of January 15, 2020. Unanimous approval as submitted.

2. Receive an Update on the Patient Protection and Affordable Care Act (ACA) and Impacts to the City of Hayward

- Deputy Director of Human Resources Robin Young presented the Committee with an update regarding the Affordable Care Act.
- In response to Councilmember Wahab's inquiry on employer impacts, Deputy Director of Human Resources provided the pros and cons of the Cadillac Tax.

Action: Committee received the presentation.

3. FY 2020 Mid-Year Review & General Fund Long Range Financial Model Update

- Director Claussen presented the Committee with a review the FY 2020 Mid-Year and an update to the General Fund Long Range Financial Model.
- In response to Councilmember Lamnin's inquiry, Director Claussen provided clarification surrounding budget requests for a MOU Review in Human Resources and Finance, EBRCS final payment, and police patrol vehicle accidents.
- Council member Lamnin suggested working on a potential partnership with Downtown Streets Team for outreach and abatement of Route 238 properties.

Action: The Committee received the presentation.

4. Review FY 2020 Agenda Planning Calendar

- Director Claussen presented the Committee with the report.

Action: The Committee received the report. No changes were noted.

5. Future Agenda Items: None.

Committee Members/Staff Announcements: None.

Adjournment: The meeting was adjourned at 5:32pm



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File #: RPT 20-044

DATE: March 18, 2020

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Review and Discuss the Proposed Mayor and City Council FY 2021 Budget and Recommend City Council Consideration and Adoption

RECOMMENDATION

That the Budget and Finance Committee reviews and comments on the proposed FY 2021 Mayor and City Council budget and narrative and recommends Council consideration and adoption.

SUMMARY

This report presents the proposed Mayor and City Council FY 2021 Budget. Staff requests that the Committee reviews and provides feedback on the goals and metrics established for FY 2021 and recommends to Council for consideration and adoption.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	FY 2021 Mayor and City Council Proposed Budget
Attachment III	FY 2021 Mayor and City Council Narrative



DATE: March 18, 2020

TO: Council Budget and Finance Committee

FROM: Director of Finance

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SUMMARY

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BACKGROUND & DISCUSSION

On May 9, 2020, the City Manager will present the proposed FY 2021 operating budget for Council consideration, with planned adoption on June 2, 2020. For FY 2021, the City Manager and Finance Director have requested that all departments develop a “status quo” budget with budget allocations equal to or below those of FY 2020, unless the increased allocation can be offset by new, verifiable revenues or a like reduction in expenditures. The proposed Mayor and Council budget was developed to comport with these guidelines.

In the FY 2020 adopted budget, an administrative error in the financial system resulted in a \$26,285 increase to the Mayor and City Council Supplies & Services budget. However, FY 2020 expenditures are aligned with and will not exceed the intended status quo budget of \$56,900. Staff have readjusted the proposed FY 2021 budget to the status quo allocation.

Annually, each department is asked to prepare a budget narrative identifying the department’s FY 2019 achievements, FY 2020 goals, and meaningful performance metrics to report on progress. The attached proposed budget narrative outlines achievements and goals suggested for inclusion in the FY 2021 budget document.

FISCAL IMPACT

Should the full Council adopt the Mayor and City Council budget as proposed in Attachment II, the FY 2021 Mayor and City Council discretionary budget will be reduced by 5.4% compared to FY 2020.

NEXT STEPS

Staff will incorporate the Committee's comments into the proposed FY 2021 budget document and present to the Council for consideration on May 9, 2020.

Prepared by: Laurel James, Management Analyst

Recommended by: Dustin Claussen, Director of Finance

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

Kelly McAdoo, City Manager

FY 2021 Mayor & City Council Proposed Budget

Attachment II

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Proposed
REVENUES				
None	-	-	-	-
Total Revenues	-	-	-	-
EXPENDITURES				
Salary				
Regular	192,065	193,025	193,091	193,091
Overtime	-	-	-	-
Benefits				
Fringe Benefits	50,694	50,416	50,689	56,231
Retiree Medical	11,025	10,885	10,800	10,858
PERS	36,683	39,949	41,803	37,081
Charges (to)/from other programs	-	-	-	-
<i>Net Staffing Expense</i>	290,467	294,275	296,383	301,578
Supplies & Services				
Office Supplies	2,216	1,654	2,300	2,300
Promotions & Giveaways	301	512	3,000	1,000
Printing & Postage	6,918	1,497	4,815	4,815
Dues & Subscriptions	7,322	7,352	24,570	10,285
Travel Expenses	758	1,191	2,000	2,000
Training	50	50	-	-
Discretionary Accounts				
Mayor	587	764	2,500	2,500
CM-001	1,126	75	2,000	2,000
CM-002	616	50	2,000	2,000
CM-003	40	1,143	2,000	2,000
CM-004	693	1,433	2,000	2,000
CM-005	635	50	2,000	2,000
CM-006	369	264	2,000	2,000
Other/Miscellaneous	24,097	26,815	32,000	22,000
Supplies/Services Subtotal	42,792	42,801	83,185	56,900
Internal Service Fees	66,940	75,482	81,801	77,867
<i>Net Operating Expenses</i>	109,732	118,284	164,986	134,767
Total Expenditures	400,199	412,559	461,369	436,345
General Fund Subsidy	400,199	412,559	461,369	436,345

FY 2021 Significant Budget Changes:

1. None

MAYOR AND CITY COUNCIL DEPARTMENT

MISSION STATEMENT

The mission of the Mayor and City Council is to represent the priorities and concerns of Hayward residents by providing relevant and timely policy direction to its appointed officers for the development of programs and services that address the needs of the residents, businesses, and visitors of Hayward; and exercising transparent and ethical governance of the community.

DEPARTMENT OVERVIEW

The Mayor and City Council provide overall policy leadership and guidance to appointed staff members who in turn implement this direction. The Mayor and Council appoint the City Manager, City Attorney, and City Clerk and adopt an overall City budget that provides the framework and resources within which the municipal corporation operates. Each year, the City Council adopts priorities that guide the work of City staff consistent with the above mission statement.

FY 2020 KEY ACTIVITIES AND ACCOMPLISHMENTS

1. Provided legislative and policy direction for the City Manager in support of the community's priorities: Safe, Clean, Green, and Thriving.
2. Allocated and approved City financial resources and labor contracts in support of achieving long-term financial stability for the City.
3. Responded to constituent concerns throughout the City.
4. Approved key development projects throughout Hayward.
5. Oversaw the opening of the Hayward Housing Navigation Center that provides temporary housing, meals, and housing support services to Hayward community members experiencing homelessness.
6. Created and adopted a three-year strategic plan aligning City resources with top community priorities, including: preserving, protecting, and producing housing; growing the economy; combating climate change; improving infrastructure; improving organizational health; and supporting quality of life.
7. Opened the 21st Century Library and Community Learning Center to the public in September 2019.
8. Continued to oversee the Route 238 Property Disposition project, including entering into exclusive negotiating rights agreements for Parcel Groups 3 and 5, issuing an RFP for Parcel Group 6, and advancing the disposition of Parcels 2, 7, 8, and 9.
9. Approved a workplan to incentivize housing production in Hayward.
10. Passed an ordinance approving an accelerated increase to the minimum wage in the City of Hayward.
11. Adjusted the City's park impact fees assessed on new developments.
12. Adopted a policy directing the City Manager to request an independent investigation from the California Department of Justice's Office of the Attorney General in the event of a death resulting from an Officer Involved Shooting incident

MAYOR AND CITY COUNCIL DEPARTMENT

13. Enrolled the Vacant Property Ordinance to hold property owners responsible for their part in public safety and community appearance by requiring them to keep their properties clean and secured.

SIGNIFICANT RESOURCE CHANGES PLANNED FOR FY 2021

None.



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File #: RPT 20-043

DATE: March 18, 2020

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Review the FY 2021 Budget Process Update

RECOMMENDATION

That the Council Budget and Finance Committee receives an update on the FY 2021 Budget process.

SUMMARY

This report provides an update to the Committee on the FY 2021 Budget process. The City's annual budget process begins in January. The budget process includes several significant steps that allows for the development and presentation of the proposed budget to the City Council for consideration prior to adoption in May/June.

ATTACHMENTS

Attachment I FY 2021 Budget Process Update

FY 2021 Budget Process Update



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File #: RPT 20-042

DATE: March 18, 2020

TO: Council Budget and Finance Committee

FROM: Director of Finance

SUBJECT

Review FY 2020 Agenda Planning Calendar

RECOMMENDATION

That the Budget and Finance Committee reviews and comments on the proposed Council Budget and Finance Committee FY 2020 Agenda Planning Calendar.

SUMMARY

Staff recommends that the Committee reviews and comments on the FY 2020 Agenda Planning Calendar.

ATTACHMENTS

Attachment I FY 2020 Agenda Planning Calendar



COUNCIL BUDGET AND FINANCE COMMITTEE
FY 2020 Agenda Planning Calendar
March 18, 2020

Meeting Location: 777 B STREET - CITY HALL - 4TH FLOOR CONFERENCE ROOM 4A
HAYWARD, CALIFORNIA

Meeting Time: 5:00 P. M.

Meeting Dates: The Council Budget & Finance Committee generally meet monthly on the 3rd Wednesday of the month, except for August, due to City Council Break. Special meetings will be scheduled as determined necessary by the Committee or the City Manager.

DATE	SUGGESTED TOPICS (subject to change)
October 2, 2019	FY 2019 Annual Audit Process (Oral Presentation by External Auditor) Investment Portfolio Review and FY 2020 Statement of Investment Policy Update (External Investment Manager) Measure C Annual Report
November 20, 2019	Canceled
December 4, 2019	Presentation of FY 2019 Audit Consideration of Revisions to Performance Measures
January 15, 2020	Update of General Fund Long Range Financial Model Employee Home Loan Program Update (Oral Presentation)
February 19, 2020	Affordable Care Act FY 2020 Mid-Year Review
March 18, 2020	Discussion on Mayor & City Council FY 2021 Budget FY 2021 Budget Process Update (Oral Presentation)
April 15, 2020	FY 2021 Proposed Budget Discussion (Oral Presentation)
May 20, 2020	Annual Review of City Issued Debt Annual City Benefit Liabilities and Funding Plan Review
June 17, 2020	Measure C Annual Report
July 15, 2020	FY 2021 Budget Process Debrief (Oral Presentation)

Non-scheduled future agenda topics:

- Fleet Utilization Study
- Community Foundation Funding
- Public Banking Update
- Controlling Health Benefits Costs