SPECIAL CITY COUNCIL MEETING

MAY 15, 2021

DOCUMENTS RECEIVED AFTER PUBLISHED AGENDA

ITEM #1 WS 21-023

Council Budget Work Session: Review of Proposed Fiscal Year 2022 Operating Budget and the Five-Year Plan and Receive and Discuss Department Budget Presentations (Report from City Manager McAdoo)

STAFF MEMO



DATE: May 14, 2021

TO: Mayor and City Council

FROM: Director of Finance

THROUGH: City Manager

SUBJECT: Revised Schedule for: Council Budget Work Session: Review of Proposed

Fiscal Year 2022 Operating Budget and the Five-Year Plan and Receive and

Discuss Department Budget Presentations WS 21-023

RECOMMENDATION

Please see modified schedule attached. The changes are as follows:

Original

11:25am – 11:45am – Police Department 2:30pm – 3:00pm – City Manager's Office

Revised

11:25am – 11:45am – City Manager's Office 2:30pm – 3:00pm – Police Department

Recommended by: Nicole Gonzales, Deputy Director of Finance

Approved by:

Kelly McAdoo, City Manager



MAY 15, 2021 9:00 A.M. – 4:00 P.M.

REVISED AGENDA

<u>Time</u>	<u>TOPIC</u>	<u>Lead</u>
9:00 – 9:15 A.M.	Welcome & Introductions	KELLY McADOO
9:15 — 9:45 а.м.	FY 2022 PROPOSED BUDGET OVERVIEW	KELLY McADOO
9:45 – 10:05 a.m.	Maintenance Services (5/15)	TODD RULLMAN
10:05 – 10:25 a.m.	DEVELOPMENT SERVICES (5/15)	JENNIFER OTT
10:25 — 10:35 а.м.	Break	
10:35 — 10:55 а.м.	CITY CLERK'S OFFICE (5/15)	MIRIAM LENS
10:55 — 11:25 а.м.	Public Works (10/20)	ALEX AMERI
11:25 – 11:45 p.m.	CITY MANAGER'S OFFICE (5/15)	KELLY McADOO
11:45 – 12:05 p.m.	Information Technology (5/15)	Adam Kostrzak
12:05 – 1:00 p.m.	LUNCH BREAK	
1:00 – 1:20 p.m.	Fire (5/15)	CHIEF CONTRERAS
1:20 – 1:35 p.m.	Human Resources (5/10)	Dustin Claussen
1:35 – 1:45 p.m.	FINANCE (5/5)	DUSTIN CLAUSSEN
1:45 – 2:00 p.m.	LIBRARY (5/10)	Jayanti Addleman
2:00 – 2:15 p.m.	Вгеак	
2:15 – 2:30 p.m.	CITY ATTORNEY'S OFFICE (5/10)	MICHAEL LAWSON
2:30 – 3:00 p.m.	POLICE (10/20)	TONEY CHAPLIN
3:00 – 3:15p.m.	Mayor and City Council (5/10)	KELLY McADOO
3:15 – 4:00 p.m.	CLOSING REMARKS/NEXT STEPS	KELLY MCADOO Version 04/20/21

AGENDA QUESTIONS & ANSWERS

#	QUESTIONS/ COMMENTS	RESPONSE	DEPARTMENT
1	Would you please share additional information about why the Emergency Facilities Tax is anticipated to increase 80.6%?	This is an administrative oversight /over projection. Historically, the City has budgeted the Emergency Facilities Tax under one account with actual tax revenue recorded appropriately across four accounts. The proposed FY 2022 Operating Budget included revenue projections across the four accounts in order to budget according to prior year actuals. However, while budgeting according to prior year actuals, staff inadvertently did not reduce the one account that historically included the total budget projections. The revenue will be reviewed and adjusted accordingly for the FY 2022 Adopted Budget. FY 2019	Finance
2	If departments were directed to decrease expenses by 5% for this budget, is it fair to say that the overall budget increase is due to non-discretionary expenses like PERS and Contractual COLA's?	These are the largest contributing factors, with capital infrastructure contributions and fully funding the ARC also contributing factors.	Finance
3	Page 60: What program is still generating red light camera revenue?	This City continues to receive revenue from past Photo Red Light camera violations. No new citations have been issued for several years. This revenue is a portion of red light fee revenue that the City receives from The Judicial Council of California and Superior Court of California.	Finance
4	Of the 326 positions in HPD, how may are currently vacant? (page 105) Also, for patrol, 155 positions are budgeted. In addition to the 9 positions needed for each beat, each of the three shifts per day, 7 days a week, what else is staffed by patrol?	As of 3/31/21, there were 23 sworn position vacancies.	Finance / Police

#	QUESTIONS/ COMMENTS	RESPONSE	DEPARTMENT
5	Page 145: What is the source of the revenue in the Hayward Housing Authority fund, including the \$8+ million in working capital? Is the working capital balance restricted?	The source of revenue is repayment of redevelopment agency funded loans. Revenue from these loans can only be used for administrative costs related to monitoring of redevelopment agency funded projects, and the development of new housing, and homelessness prevention and rapid rehousing per Section 34176.1 of the California Health and Safety Code. Of the \$8.4 of working capital, \$4.6 million is allocated to two development projects (Depot Road & Sequoia Grove). Annual revenue is insufficient to cover allowable monitoring/staffing costs and, as a result, the City needs to maintain a reserve to cover ongoing expenses. Because the funds are restricted to development of affordable housing, staff will evaluate that amount available to apply to the affordable housing pipeline established by the next NOFA.	CMO/ Housing
6	Page 148: is some of the Working Capital Balance in the Inclusionary Housing fund already earmarked for previously approved projects in addition to those we approved last week? (Current balance is \$12+ Million. \$4.9 allocated last week)?	Working Capital balance does not account for recent or prior funding commitments. In 2018, there was \$4.9 million allocated to three projects (Pimentel Place, Mission Senior and Depot Road) and the funds will remain unexpended until the projects start construction. Additionally, there was \$4.9 million recently allocated by the Council. Lastly, the available balance is intended as a reserve to cover staff costs when insufficient affordable housing in-lieu fees are paid and represent the portion of in-lieu fees that are allowed to be allocated to administration (10% of fees).	CMO/ Housing
7	Is there a plan to reinstate accomplishments and goals for each department in future years?	In an effort to develop SMART metrics congruent with Council's citywide goals/objectives; staff has focused on linking the Strategic Roadmap with organizational-wide goals and performance metrics. Listed under the Strategic Roadmap section of the budget document, projects are assigned to specific departments who have been identified as project leads. Staff is currently developing performance metrics for these projects that will be presented to Council on a routine basis.	Finance

#	QUESTIONS/ COMMENTS	RESPONSE	DEPARTMENT
8	Pg. 32 Can you please include the total savings from concessions and cola deferrals?	Acknowledged, and will incorporate in the Adopted budget document.	Finance
9	Pg. 48 What's economic development fund?	The Economic Development Fund was created as a means to track efforts related to economic development within the Hayward community. The Economic Development Fund budget is established through an annual transfer from the General Fund.	Finance / CMO
10	Pg. 51 Pie chart indicates that Charges for services at 26.8% this is higher than property tax and sales tax is this accurate?	The pie chart reflects all funds, which include Enterprise Funds. The Charges for Services is higher, as it includes revenue collected from the City's Utilities.	Finance
11	Pg. 60 Under Fines there's a line item for photo red light, please explain I thought we no longer have these cameras in Hayward?	While the City no longer has photo red light cameras, the City continues to receive revenue from past photo red light camera violations. No new citations have been issued for several years. This revenue is a portion of red light fines that the City receives from the Judicial Council of California and the Superior Court of California.	Finance
12	Pg. 71 Under Measure C revenues what is "other partnering contributions?"	The "other partnering contributions" shown under Measure C revenue is the partnership agreement with and contribution from Chabot College related to the Regional Fire Training Center / Fire Station 6.	Finance
13	Pg. 80 Forecast of additional \$420,000 in revenue from two new hotels on Airport property seems high is this from leasing fees and TOT, how did we get this number?	The hotel leases stipulate that the Airport receive annual rent of \$210,000 from each property. Total annual lease payment of \$420,000 is based on negotiation and is reflected in the fully executed lease agreements with each hotel. TOT is not included in this amount.	Public Works
14	Pg. 103 What's a Library Page and Senior Library Page?	Library Pages are one of the entry-level positions at the library and typically shelve/file library materials, keep the items in order, an provide basic support for various library programs, assist in the technology center, drive vehicles for deliveries between branches, etc. Incumbents typically have little related work experience and work under immediate supervision while	Library

#	QUESTIONS/ COMMENTS	RESPONSE	DEPARTMENT
		learning job tasks. This class is distinguished from a Senior Library Page in that the latter performs clerical procedures of moderate difficulty and proves lead direction and on-the-job training to Library Pages. The Senior Library Page also assigns and schedules Library Pages to perform simple, routine projects and checks to ensure their completion. Additionally, the Senior Library Page also appraises quality and quantity of the work output of Library Pages.	
15	Pg. 105 What's the job description of the Community Services Officer?	The Community Service Officer performs a variety of non-sworn police duties related to investigations, crime prevention, reporting, property, traffic, booking, searching, monitoring and transportation of prisoners. Primarily assigned to work in the jail facility. This is a specialized non-sworn classification, performing a wide variety of technical support duties in the Police Department.	Police
16	Please outline what is included under Fringe Benefits?	Fringe Benefits include the following: medical/dental/vision benefits, medicare (FICA), and uniforms.	Finance
17	Pg. 11 Under employment: Please remove Berkeley Farms, LLC	Acknowledged, and will incorporate this revision in the Adopted budget document.	Finance
18	Pg. 12 Under amenities: Please remove Skywest.	Acknowledged, and will incorporate this revision in the Adopted budget document.	Finance
19	Pg. 20 type under 15a there needs to be a space between the words for a black and other.	Acknowledged, and will incorporate this revision in the Adopted budget document.	Finance
20	Pg. 21 I thought we agreed to not use the word "combat' to address climate change.	Acknowledged, and will incorporate this revision in the Adopted budget document.	Finance
21	Pg. 33 Please include information that Measure A was renewed in June of 2016 under Measure D and I believe it sunsets in 20 years.	Acknowledged, and will incorporate this revision in the Adopted budget document.	Finance

4 | Page

#	QUESTIONS/ COMMENTS	RESPONSE	DEPARTMENT
22	Pg. 68 Measure was passed in 2018 not 2008	Acknowledged, and will incorporate this revision in the Adopted budget document.	Finance
23	Pg. 111 or 113 please add that the City Council gave concessions I believe it was 2%	Acknowledged, and will incorporate this revision in the Adopted budget document.	Finance
24	Pg. 218 Please add testing site also temporary located at CSUEB	Acknowledged, and will incorporate this revision in the Adopted budget document.	Finance
25	Pgs. 237 & 239 please use inclusive language such as community members or residents instead of citizens I acknowledge in one instance that's the name of the grant funder.	Acknowledged, and will incorporate this revision in the Adopted budget document.	Finance
26	What is the total ARC?	As of the most recent actuarial valuation report (June 30, 2019), the total ARC \$7.9 million. Of this amount, \$3.6 million is the pay-go and \$4.3 million is the contribution toward the unfunded liability	Finance
27	Page 241 – Breakout of who is included in the furlough?	The furlough shown on Page 241 (Police Department) include the following furlough requirements by Bargaining Unit:	Finance
		Bargaining Unit/Group Projected Furlough Savings SEIU \$ (222,098) Local 21 \$ (29,484) HAME \$ (82,611) Unrepresented \$ (22,016) Hayward Police Management \$ (37,845)	
28	Page 59 – Franchise Fees - Are we collecting fees on solar? If not, why?	The City neither has the authority nor a mechanism for collecting a Franchise Fee on Solar. If a business is creating energy for its own consumption, there is no product or service being exchanged.	Public Works
29	Page 59 – Are there any other franchise fees that the City should work to secure agreements for?	Staff are unaware of other fees the City could levy as franchise fees that would not be considered a tax and therefore require voter approval.	Public Works

#	QUESTIONS/ COMMENTS	RESPONSE	DEPARTMENT
30	Page 98 – Why are we not adding staff to Economic Development team?	The final budget will be proposing to unfreeze the second Economic Development Specialist position, which will provide significant additional support to the Economic Development Team. Given the fiscal situation, staff is not recommending adding any new staff positions. If Council direction is to add a new Economic Development position, it would result in an increase to the General Fund budget deficit.	СМО
31	Page 98 – Why do we show positions that have 0 FTE?	The City continues to show positions that are no longer included in the budget for historical purposes.	Finance
32	Litter removal/encampment cleanup – Would like to see a focus on properties near freeway entrances/exits?	Maintenance Services will incorporate these areas and going forward will consider them in our list of "hot-spots" that get targeted and regular service.	MSD
33	Are there additional internship opportunities within the Maintenance Department?	We are eager to expand internship opportunities based on our experiences with the "Raising Leaders" program. Maintenance Services has created (2) new job descriptions called "Trades Intern and Admin Intern." We anticipate rolling these out in FY 2022 if budget allows.	MSD
34	Page 113 – Mayor & CC – What is included in Supplies and Services?	 The following provides a list of the type of expenses paid for by this budget: Supplies from Staples, pens, paper, steno pads, binders, labels, various office supplies Engraving – employee retirement plaques, MCC name badges Business Cards – for council members Proclamation/certificate stationary, folders, and frames Catering services for the Mayor's Conference and the Annual Holiday Reception for the Boards, Commission, Committee and Task Force members (except 2020) League of California Cities – Membership Dues Alameda County Mayors' Conference – Membership Dues Sister City International – Membership Dues 	Finance / CMO

#	QUESTIONS/ COMMENTS	RESPONSE	DEPARTMENT
35	Is there reason why Animal Services is required to remain in HPD?		Police
36	Pages 241 & 242 - Are there ways to improve billing processes as it relates to YFSB?		Police
37	Are there internship possibilities in YFSB? Stipend based possibly?		Police
38	What are the possibilities of setting up counseling services outside of Police headquarters (strategically located throughout the city)?		Police
39	The Community Profile should include charter and private schools, and some of the information (Skywest) is outdated.	Acknowledged, and will incorporate this revision in the Adopted budget document.	Finance
40	How and where are major property assets included in the budget, and could they be considered unofficially as part of reserves?	The budget focuses only on revenues and expenditures and does not provide a full account of assets. When calculating reserves all assets are considered and do factor into the reserve calculation.	Finance
41	How will contributing \$2 Million above Pay Go this year and fully funding ARC next year affect the funded and unfunded percentages?	If the unfunded liability were to remain static at \$69.5 million (as projected in the City's most recent actuarial); the contribution of \$2 million in FY 2021, plus the planned contribution of the full ARC in FY 2022 of \$4.3 million would equate to a contribution approximately 9% of the unfunded actuarial liability.	Finance
42	What is the status of the designated trust account (not sure of exact term) we recommended starting?	The trust has been established; however, no contributions have been made to date.	Finance
43	If we start now and continue paying full ARC, how long will it to amortization?	Staff will research and provide a projection.	Finance

#	QUESTIONS/ COMMENTS	RESPONSE	DEPARTMENT
44	p.56 Why is the Public Work/Utilities and Environmental Services budget so low?	The Public Works/Utilities and Environmental Services budget shown on page 56 represents General Fund only. The Public Works/Utilities and Environmental Services is primarily funded by Enterprise Funds.	Finance
45	p. 59 Why are we getting water and sewer franchise tax in FY 2021?	Staff has historically budgeted for water and sewer franchise tax. However, because it is statutorily prohibited for an entity to collect a franchise fee from a utility which it wholly owns, it has not done so for many years. It's inclusion in the FY 2021 Budget was an oversight; however, it is shown here as it is accurate to what was budgeted then. The proposed FY 2022 Operating Budget reflects the removal of the projected revenue for the reason stated.	Finance
46	p. 65 Explain why Hayward sales tax is down from 10% to 9.75%	The city and local sales tax rates have not changed, but rather a state sales tax sunset in a previous fiscal year. The sunsetting of a state tax measure of 0.25% that reduced the rate in Hayward from 10% to 9.75%.	Finance
47	p. 68 - 2008 should be 2018	Acknowledged, and will incorporate this revision in the Adopted budget document.	Finance
48	PEG grants (finally found it on page 201) AND by the way, there is PEG income, but there is no PEG expenditure	Hayward collects PEG revenue from our two cable providers, Comcast and AT&T. The City does not currently have any grants related to this funding source. The largest single expenditure is with Chabot College for \$117k, the remaining expenses are spread across the costs associated with providing public broadcasts of City meetings.	IT
49	Recommend an Index section after Glossary and Acronyms for easier Budget navigation as in: Measure Dpage 82 PEG Grantpage 201 SROpage	Staff will review this recommendation to determine the ability to accommodate this request given the limitation of the budgeting software and PDF for multiple Indexes / Table of Contents.	Finance

ITEM #1 WS 21-023

Council Budget Work Session: Review of Proposed Fiscal Year 2022 Operating Budget and the Five-Year Plan and Receive and Discuss Department Budget Presentations (Report from City Manager McAdoo)

PUBLIC COMMENTS

From: Velda Goe

Sent: Saturday, May 15, 2021 11:35 AM

To: List-Mayor-Council

Subject: Agenda Items - FY 2022 Proposed Budget Overview: Budget Guide - Pg. 1; Budget Process &

Calendar - Pg 2; Elected Officials - Pg. 5; Citywide Organization - Pg. 6; Administrative Staff - Pg. 7;

Community Profile - Pg. 9 & 12; Strategic Roadmap - Pgs. 14...

CAUTION: This is an external email. Do not click on links or open attachments unless you know the content is safe.

Agenda Items - FY 2022 Proposed Budget Overview:

Budget Guide

COMMENTS -

I am forwarding my comments herein as to the concerns I, and many of my neighbors have, regarding the hazardous and unsafe traffic and speeding conditions on Campus Drive and the affected University Ct.; that have prevailed, are currently prevailing and are predictably projected to increase in their occurrences, as a byproduct of the new developments in the 238 Corridor Projects; most notably, Parcel 6.

Despite our united efforts since 2017, to alert the City Manager, Public Works & Utilities Director, Traffic Division Manager, Mayor and most recently, City Council, about our concerns, we have received no effective traffic calming or mitigation actions to allay our concerns, nor be assured that effective physical mitigation measures will be put in place to return our residential street to an expected measure of safety for ourselves, our family, all who visit our homes or fellow travellers and indigenous wildlife who must 'Share the Road'.

After we have previously used all City protocols known to us to transmit our neighborhood hazardous conditions (City Forums, one-on-one meetings with Administrative Staff, walkabout the neighborhood and in-home POV observation with Administrative Staff, attempted inclusion in the Traffic Calming Program for Hayward and Alameda County, filling out Community Surveys via Access format, wrote innumerable emails, made innumerable calls to Staff and Police, sent photos and accounts of accidents as we were aware of them and most recently, escalated it to meet with Parcel 6 Development Team and City Council) and received no effective responses, which dwindled to no responses at all; we reached out to City Council continuously until we, thankfully, received very clear direction from Councilwoman Wahab, on what we should do to get the attention of the City Council and Administrative Staff of Hayward to address our very real, and persistent, issues on Campus Drive.

So here we go.

Trying to listen.

Trying to follow the rules.

Trying to fulfill the expectations that are held for us, as Community Members of Hayward, and hoping that the Honorable City Councilmembers, Mayor, City Manager, Director of Public Works and Police will do the same.

Please do be aware that we are very thankful for *all* you do; fulfilling your vast responsibilities for keeping the City 'together' and are encouraged by your progressive and far-reaching Strategic Roadmap for our Beloved Home - Hayward.

But at the same time, we implore you to not forsake us; the long-term residents and families of Hayward; as you move forward to welcome the coming waves of new residents and promising developments that lie in the pathways ahead.

COMMENTS

Page 1

Paragraph 1 - As the:

City of Hayward's budget serves as the official organizational plan by which City policies, priorities and programs are implemented.....and serves as a planning and communication tool with residents..."

we are using this tool, as designed; to comment and communicate our needs to the City Council, Mayor and the City of Hayward Administrative Staff to initiate the installation of physical devices to mitigate the hazardous and unsafe conditions on Campus Drive and the affected University Ct.

Paragraph 2 - City Council Priorities & Strategic Initiatives:

As this year's Council priorities for staff in formulating the annual budget and developing performance factors and measures are linked to the City's overarching policies of:

SAFE....

GREEN

THRIVE

we certainly hope these factors will be foremost in your minds as you read our comments related to our desire to:

BE **SAFE** in our neighborhood:

we want to be able to work and be in our front yards without the fear of having a speeding car jump the curb and crash into our yards (it has happened); destroy our property (it has happened); injure our pets and wildlife (it has happened); access our homes without speeding cars racing up to our bumpers or angrily racing around us as we try to enter our driveways; wondering if a speeder in back of the 'line' coming around the blind curve will not stop and cause a rear end accident (a persistent situation and fear).

We want to be able to walk the street in our neighborhood without being fearful that a speeding driver coming around the curves, with no sidewalks will not see us; or hit us, as we try to cross at the naturally occurring crossway at the University Ct. cul-de-sac (there is no crosswalks and I watch people and animals run for their lives everyday as they try to time it 'just right' against the onslaught of speeding cars to cross the street).

We want to have family, friends and others feel SAFE to come to our homes - but who reduce or eliminate their visits because 'there is nowhere to park'. My Mom moved away because she couldn't face pulling into the driveway; my friends and family ask me to come to them, because there is nowhere to park; tradespersons have declined work because there is nowhere to park.

THRIVE

We currently find it quite challenging to engage in community interactions and enjoy our beautiful outdoor neighborhood environment due to the freeway-like noise attenuation levels, speeding cars, frequent sounds of angry horns honking, roaring motors and screeching tires. We brace for the sound of the crash.

We would, again; like to be able to walk, not DRIVE, to the Greenbelt Trails, CSUEB and the local shopping center.

We would, again; like to be able to chat leisurely with one another without having to scream above the din and reestablish neighborhood ties and community.

We would, again; like to be able to enjoy the peace and serenity of working in our yards without the constant trepidation about our safety when doing so.

We would, again, like to be able to be happy in our home environment; to THRIVE in the quiet enjoyment of our homes. To be proud of our street and have it be a welcoming place for family, friends and others.

GREEN

One of the related proffered solutions to these issues is to have a greenbelt lateral shift installed with strategically placed access points and a greenbelt with a bike path and guardrail on the street side and brick wall on the house side to provide:

a naturally calming traffic and speeding device by removing the recently installed 2nd lane on the uphill side of Campus Drive, where the houses are

a safe haven for access to the homes

a safe haven to park for visitors

a safe haven for the rare number of bikers who travel on Campus Drive

install a series of speed bumps on the house side of the lateral shift to discourage 'cut-throughs'

provide cross walks at the beginning of the lateral shift zones to signal the change and provide a safety zone for pedestrians who are crossing there anyway to give them a diminished street width to cross and a safe zone to start the crossing

on the house side, the brick wall will provide much needed noise abatement and hopefully, the wall along with the greenbelt - which should have a guardrail barrier on the street side, will prevent disasterous crashes and property damage - also, speeding; by way of the naturally slowing traffic, due to the diminished road width at the dangerous curves and residential areas.

TO BE CONTINUED(Unfortunately, I just received this lengthy document this week, so cannot complete the comments in such a short timeframe).

Budget Process & Calendar - Pg 2; Elected Officials - Pg. 5; Citywide Organization - Pg. 6; Administrative Staff - Pg. 7; Community Profile - Pg. 9 & 12; Strategic Roadmap - Pgs. 14, 15, 16, 19, 21, 22, 23, 24, 25, 26, 27, 29, 30; Budget Message & Overview - Pgs. 32, 33, 34 & 35

Respectfully,

Velda Goe University-Campus Neighborhood Association