



CITY OF  
**HAYWARD**  
HEART OF THE BAY

**COUNCIL BUDGET AND  
FINANCE COMMITTEE**

**JANUARY 21, 2015**

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**CITY COUNCIL BUDGET & FINANCE COMMITTEE MEETING**

**JANUARY 21, 2015  
ROOM: 4A, City Hall  
TIME: 4:30PM**

**CALL TO ORDER**

**ROLL CALL**

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**PUBLIC COMMENTS:** *(The Public Comment section provides an opportunity to address the City Council Committee on items not listed 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, your item will be taken under consideration and may be referred to staff.)*

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1. Approval of corrected Meeting Minutes of November 17, 2014  
[Minutes](#)
2. Approval of Minutes of December 8, 2014  
[Minutes](#)
3. General Fund Ten-Year Plan & FY 2015 Mid-Year Review(*oral presentation - handouts*)
4. Draft FY 2016 & FY 2017 Budget Calendar  
[Item #4 Draft Council Budget Calendar](#)

**FUTURE AGENDA ITEMS**

5. Review FY 2015 Meeting Schedule  
[Item 5 Meeting Schedule FY 2015](#)
6. Other items as may be identified by members

**COMMITTEE MEMBER ANNOUNCEMENTS AND REFERRALS**

**ADJOURNMENT**

**NEXT REGULAR MEETING – FEBRUARY 25, 2015, 4:30PM, ROOM 4A**

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*\*\*\*Materials related to an item on the agenda submitted to the Council Committee after distribution of the agenda packet are available for public inspection in the City Clerk's Office, City Hall, 777 B Street, 4<sup>th</sup> Floor, Hayward, during normal business hours. An online version of this agenda and staff reports are available on the City's website.\*\*\**

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*Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Individuals must request accommodation at least 48 hours in advance of the meeting by contacting the Assistant City Manager at (510) 583-4300 or TDD (510) 247-3340.*

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CITY HALL, 777 B STREET, HAYWARD, CA 94541  
[HTTP://WWW.HAYWARD-CA.GOV](http://www.hayward-ca.gov)





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## CITY COUNCIL BUDGET & FINANCE COMMITTEE MEETING

### Corrected Meeting Minutes of November 17, 2014

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

**Members Present:** Mayor Halliday, Councilmembers Jones and Lamnin

**Staff:** Fran David, Kelly McAdoo, Tracy Vesely, Sean Reinhart, Bob Palermini, Mark Koller, Morad Fakhrai, Dustin Claussen, Frank Holland, John Stefanski

**Guests:** Pam Covington, Cheryl Penick (IFPTE Local 21), Nick Peraino (SEIU 1021)

**Public Comments:** Nick Peraino (SEIU 1021)

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1. Committee reviewed the meetings minutes for the October 30, 2014 City Council Budget & Finance Committee meeting. *Action: unanimous approval*
2. The Committee received a presentation by staff on the preliminary results of the FY 2014 General Fund Year-end results. *No Action was taken.*
3. The Committee received a presentation by staff on Measure C funding options. *No Action was taken.*
4. *The Committee* reviewed the draft FY 2015 meeting schedule. *No Action was taken.*

**Committee Members/Staff Announcements and Referrals:** None.

**Adjournment:** The meeting was adjourned at 6:02 pm



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## CITY COUNCIL BUDGET & FINANCE COMMITTEE MEETING

### Meeting Minutes of December 8, 2014

**Call to Order:** 4:32 pm

**Members Present:** Mayor Halliday, Councilmembers Jones and Lamnin

**Staff:** Fran David, Kelly McAdoo, Tracy Vesely, Dustin Claussen

**Guests:** Pam Covington, Cheryl Penick (IFPTE Local 21),  
Nick Peraino (SEIU 1021)

**Public Comments:** Nick Peraino (SEIU 1021)

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1. Committee reviewed the meeting minutes for the November 17, 2014 City Council Budget & Finance Committee meeting. *Action: unanimous approval*
  2. The Committee received a presentation by staff and discussed Community Facilities District (CFD) formation. *No Action was taken.*
  3. The Committee received a presentation by staff on General Fund Ten-Year Plan assumptions. *No Action was taken.*
  4. The Committee deferred discussion of the FY 2016 & FY 2017 tentative budget process calendar to the next meeting.
  5. *The Committee* reviewed the draft FY 2015 meeting schedule. *No Action was taken.*

**Committee Members/Staff Announcements and Referrals:** None.

**Adjournment:** The meeting was adjourned at 6:20 pm

**FY 2016 and FY 2017  
DRAFT Budget Development Calendar**

<b>Key Dates</b>		<b>Actions</b>
<b>January 2015</b>		
21	CBFC	GF 10-year Plan review; FY 2016 & FY 2017 tentative budget calendar
<b>February 2015</b>		
24	Council	FY 2015 Mid-year review; Ten-Year Plan update
25	CBFC	FY 2014 CAFR review (external auditor); Budget & Purchasing policies review
<b>March 2015</b>		
17	Council	Purchasing Policy Update; Presentation of FY 2014 CAFR
25	CBFC	Annual debt & benefit liabilities review (funding & risk mgmt.)
<b>April 2015</b>		
7	Council	WS: Community Agency Funding: CDBG, Social Services, and Arts/Music
21	Council	FY 2016 Master Fee Schedule update
21	Council	PH: Community Agency Funding: CDBG, Social Services, and Arts/Music
22	CBFC	FY 2015 3rd Quarter review; Preview of CIP and operating budget
<b>May 2015</b>		
5	Council	Presentation of the FY 2016 & FY 2017 Biennial Proposed Budget
5	Council	Recommended FY 2016 and FY 2017 Water and Sewer Service Rates
19	Council	Budget Work Session #1
26	Council	Budget Work Session #2
27	CBFC	FY 2016 & FY 2017 budget update
<b>June 2015</b>		
2	Council	Budget Work Session #3
16	Council	Public Hearing - Operating and capital budgets
23	Council	FY 2016 & FY 2017 Biennial Budget operating and capital budget adoption
24	CBFC	FY 2016 & FY 2017 budget debrief; Measure A renewal



**COUNCIL BUDGET AND FINANCE COMMITTEE  
 FY 2015 MEETING SCHEDULE (tentative)  
 January 21, 2015**

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

Meeting Time: 4:30 P. M.

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

<b>DATE</b>	<b>SUGGESTED TOPICS (subject to change)</b>
July 23, 2014	FY 2014 annual audit process (external auditor)
September 24, 2014	Investment portfolio update (external investment manager) FY 2015 Statement of Investment Policy review Discuss upcoming budget process (one-year or two-year?)
October 30, 2014	Community Survey review
November 17, 2014	FY 2014 Year-end General Fund financial status Measure C Funding Review
December 8, 2014	Community Facilities District formation review General Fund Ten-Year Plan assumption review
January 21, 2015	General Fund Ten-Year Plan review Preliminary FY 2015 Mid-year review FY 2016 & FY 2017 tentative budget calendar
February 25, 2015	FY 2014 CAFR review (external auditor) Budget & Purchasing policies review Enterprise Resource Planning (ERP) Implementation Update
March 25, 2015	Annual debt & benefit liabilities review (funding & risk mgmt.) Master Fee Schedule Update
April 22, 2015	FY 2015 3 <sup>rd</sup> Quarter review Preview of FY 2016 CIP budget & Ten-Year CIP Preview of FY 2016 & FY 2017 Biennial Operating Budget
May 27, 2015	FY 2016 & FY 2017 budget update
June 24, 2015	FY 2016 & FY 2017 budget debrief Measure A renewal

**Non-scheduled future agenda topics:**

- Affordable Care Act Update