



CITY OF  
**HAYWARD**  
HEART OF THE BAY

**COUNCIL BUDGET AND  
FINANCE COMMITTEE**

**APRIL 16, 2015**

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**SPECIAL CITY COUNCIL BUDGET & FINANCE COMMITTEE MEETING**

**April 16, 2015**

**ROOM: 4A, City Hall**

**TIME: 4:30 PM**

**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 Minutes of March 13, 2015  
[Meeting Minutes](#)
2. [FY 2014 CAFR review](#) *(external auditor presentation)*
3. Annual debt & benefit liabilities review *(distributed next week)*
4. Review of FY 2016 budget development schedule  
[FY 2016 Council Budget Calendar](#)

**FUTURE AGENDA ITEMS**

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

**COMMITTEE MEMBER ANNOUNCEMENTS AND REFERRALS**

**ADJOURNMENT**

**NEXT REGULAR MEETING – MAY 13, 2015, 4:00PM, 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 the 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)

AUGUST 2, 2011





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**CITY COUNCIL BUDGET & FINANCE COMMITTEE MEETING**

**Meeting Minutes of March 13, 2015**

**Call to Order:** 2:31 pm

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

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

**Guests:** Pam Covington (IFPTE Local 21)

**Public Comments:** None

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1. Committee reviewed the revised meeting minutes for the January 21, 2015 City Council Budget & Finance Committee meeting. *Action: unanimous approval*
2. The Committee received an oral presentation by staff and discussed City procurement policies. *No Action was taken. The Committee requested staff to return with a staff report for further committee review and discussion.*
3. The Committee received a brief presentation from staff on the status of the FY 2014 annual audit and Comprehensive Annual Financial Report. *No Action was taken.*
4. The Committee received a brief presentation from staff on the status of the FY 2016 budget development process. *While no formal action was taken, the Committee concurred with the staff plan to do a one-year budget for FY 2016.*
5. The Committee received a brief presentation from staff on the status of the Community Facilities district formation process. *No Action was taken.*
6. The Committee reviewed the draft FY 2015 meeting schedule. *While no formal action was taken, the Committee did discuss the need to stabilize the meeting dates and identified dates and times for the remaining FY 2015 meetings.*

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

**Adjournment:** The meeting was adjourned at 3:54 pm

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**FY 2016  
Budget Development Calendar**

Item #4

<b>Key Dates</b>		<b>Actions</b>
<b>January 2015</b>		
21	CBFC	General Fund Ten-Year Plan review; FY 2016 tentative budget calendar
<b>February 2015</b>		
24	Council	FY 2015 Mid-year review; General Fund Ten-Year Plan update
<b>March 2015</b>		
13	CBFC	FY 2016 budget development update
<b>April 2015</b>		
7	Council	Work Session - Community Agency Funding: CDBG, Social Services, and Arts/Music
16	CBFC	FY 2014 CAFR review (external auditor); annual benefit liabilities review
21	Council	Public Hearing: Community Agency Funding: CDBG, Social Services, and Arts/Music
28	Council	FY 2016 Master Fee Schedule update
<b>May 2015</b>		
5	Council	Recommended FY 2016 and FY 2017 Water and Sewer Service Rates
5	Council	Presentation of FY 2014 Comprehensive Annual Financial Report
13	CBFC	Preview of FY 2016 Capital Improvement Program (CIP) budget & Ten-Year CIP; Preview of FY 2016 Annual Operating Budget; budget policies review
19	Council	Presentation of the FY 2016 Proposed Operating Budget
30	Council	Special Council Budget Worksession (Saturday)
<b>June 2015</b>		
2	Council	Budget Work Session: Capital Improvement Budget
3	CBFC	FY 2016 budget update; purchasing policies review; debt review
16	Council	Public Hearing: Operating and capital budgets
23	Council	FY 2016 operating and capital budget adoption



**COUNCIL BUDGET AND FINANCE COMMITTEE**  
**FY 2015 Meeting Schedule & Workplan**  
**April 16, 2015**

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

Meeting Time: 4:30 P. M.

Meeting Dates: The Council Budget and Finance Committee generally meet monthly on the first 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 tentative budget calendar
March 13, 2015	Purchasing policies review FY 2014 annual audit update Budget process update CFD formation process update
April 16, 2015	FY 2014 CAFR review (external auditor) Annual benefit liabilities review (funding & risk mgmt.)
May 13, 2015 at 4:00pm	Preview of FY 2016 CIP budget & Ten-Year CIP Preview of FY 2016 Annual Operating Budget Budget policies review
June 3, 2015	FY 2016 budget update Purchasing policies review City debt review
July 1, 2015	FY 2016 & FY 2017 budget debrief Measure A renewal

**Non-scheduled future agenda topics:**

- Affordable Care Act Update (September 2015)