



CITY OF
HAYWARD
HEART OF THE BAY

**COUNCIL BUDGET AND
FINANCE COMMITTEE**

MAY 13, 2015

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SPECIAL CITY COUNCIL BUDGET & FINANCE COMMITTEE MEETING

May 13, 2015

ROOM: 4A, City Hall

TIME: 4:00 PM

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. 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.)*

1. Approval of Minutes of April 16, 2015
[Meeting Minutes](#)
2. Preview of Proposed FY 2016 CIP & Ten-Year CIP
[Staff Report](#)
3. Overview of Proposed FY 2016 Annual Operating Budget *(oral presentation & handouts)*
4. Review of FY 2016 Budget Development Calendar
[FY 2016 Budget Development Calendar](#)
5. FY 2015 Meeting Schedule
[FY 2015 CBFC Meeting Schedule & Work Plan](#)
6. Other items as may be identified by members

COMMITTEE MEMBER ANNOUNCEMENTS AND REFERRALS

ADJOURNMENT

NEXT REGULAR MEETING – JUNE 3, 2015, 4:30PM, ROOM 4A

****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, 4th Floor, Hayward, during normal business hours. An online version of this agenda and staff reports are available on the City's website.****

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.

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

AUGUST 2, 2011





CITY COUNCIL BUDGET & FINANCE COMMITTEE MEETING

Meeting Minutes of April 16, 2015

Call to Order: 4:30 pm

Members Present: Mayor Halliday, Councilmembers Jones and Lamnin

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

Guests: Kathryn Yuen, Maze & Associates;
Cheryl Penick and Felicia Sandoval (IFPTE Local 21)

Public Comments: None

1. Committee reviewed the revised meeting minutes for the March 13, 2015 City Council Budget & Finance Committee meeting. *Action: unanimous approval*
2. The Committee received an oral presentation by staff and Kathryn Yuen of Maze & Associates (City's auditor) regarding the FY 2014 audit. *No Action was taken.*
3. The Committee received a brief presentation from staff on the status of the City's benefit liabilities. *No Action was taken. The Committee did request that this item be brought before the full City Council soon so that the related funding issues could be considered within the context of the fiscal year 2016 budget process.*
4. The Committee deferred discussion on the status of the FY 2016 budget development process until its next meeting.
5. The Committee received but did not comment on FY 2015 meeting schedule. *No action was taken.*

Committee Members/Staff Announcements and Referrals: None.

Adjournment: The meeting was adjourned at 6:03 pm



DATE: May 13, 2015
TO: Council Budget and Finance Committee
FROM: Director of Public Works – Engineering and Transportation
SUBJECT: Capital Improvement Program FY 2016 – FY 2025

RECOMMENDATION:

That the Committee reviews and comments on the attached Capital Improvement Program (CIP) for Fiscal Year 2016 through Fiscal Year 2025.

BACKGROUND:

Transmitted herewith is the recommended FY 2016 – FY 2025 CIP¹. The entire Council is scheduled to review this document at a work session in June. The Planning Commission will also be reviewing the CIP for conformance with the General Plan at a public hearing on May 14. The highlights of this year’s proposal can be found in the City Manager’s letter in the front of the document.

Prepared and Recommended by: Morad Fakhrai, Director of Public Works – Engineering and Transportation

Approved by:

Fran David, City Manager

Attachments:

Attachment I: Recommended Ten-Year Capital Improvement Program
FY 2016 – FY 2025

http://www.hayward-ca.gov/CITY-GOVERNMENT/DEPARTMENTS/FINANCE/documents/2015/CIP/FY16-25_CIP_Book-Attachment_I-Council_Budget_Finance.pdf

**FY 2016
Budget Development Calendar**

Item #4

Key Dates		Actions
January 2015		
21	CBFC	General Fund Ten-Year Plan review; FY 2016 tentative budget calendar
February 2015		
24	Council	FY 2015 Mid-year review; General Fund Ten-Year Plan update
March 2015		
13	CBFC	FY 2016 budget development update
April 2015		
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
May 2015		
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
19	Council	Presentation of the FY 2016 Proposed Operating Budget
19	Council	Recommended FY 2016 and FY 2017 Water and Sewer Service Rates
26	Council	Discussion of FY 2016 Citywide Performance Measures
30	Council	Special Council Budget Worksession (Saturday)
June 2015		
2	Council	Budget Work Session: Capital Improvement Program Budget
3	CBFC	FY 2016 budget update; budget policies review
16	Council	Public Hearing: FY 2016 Proposed Operating and CIP budgets
23	Council	Adopt FY 2016 Operating and CIP budgets



COUNCIL BUDGET AND FINANCE COMMITTEE
FY 2015 Meeting Schedule & Workplan
May 13, 2015

Meeting Location: 777 B STREET - CITY HALL - 4TH 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.

DATE	SUGGESTED TOPICS (subject to change)
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
June 3, 2015	FY 2016 budget update Budget policies review
July 1, 2015	FY 2016 & FY 2017 budget debrief Purchasing policies review Measure A renewal

Non-scheduled future agenda topics:

- City debt review
- Affordable Care Act Update (September 2015)