

MEMO

To: Mayor Salinas and members of the City Council
Kelly McAdoo, City Manager
From: Julia D. Novak, Executive Vice President
Date: February 5, 2023
Re: Retreat Preparation

My colleague, Julie Gieseke, and I look forward to being with you on April 22, 2023.

The purpose of this memo is to share the agenda and important logistics of the retreat, as well as allow some time for you to reflect on conversations we intend to engage in during our time together.

Logistics

Location: Hayward City Hall, Conference Room 2A

When: Saturday, April 22, 2023; 9:00 AM – 2:00 PM

Preparation

Several agenda items will benefit from preparation. Please spend a few minutes reviewing these prompts and prepare to participate in the retreat.

Governing Together

Each member of the governing body will be asked to share their thoughts on “Governing Together” in response to the following questions:

- What does good governance look like to you?
- What values are important to you in governing?
- What is important to remember when your position is the prevailing decision, and what is important to remember when your position is not the prevailing decision?
- What type of relationship do you hope to have with your colleagues on the governing body?
- What type of relationship do you hope to have with the City Manager and her team?
- What do you hope this governing body will be known for?

Expectations

We will spend some time together articulating expectations. As you think about what you need and expect, feel free to jot down some notes in preparation for the retreat. Please give some thought to these questions and come prepared to share your needs and expectations.

What do you need and expect from your City Council Colleagues?	What are you willing to give your City Council Colleagues?

What do you need and expect from the Mayor?	What are you willing to give the Mayor?

What does the City Council need and expect from members of the City Manager's Office Team?	What is the City Council willing to give members of the City Manager's Office Team?

What does the City Manager's Office Team need and expect from members of the City Council?	What is the City Manager's Office Team willing to give members of the City Council?

Norms

- Listen with respect
 - Let others finish before you start talking
 - Be attentive to the speaker
 - Disagree agreeably
- Be:
 - **BOLD**
 - Positive and realistic
 - Candid and honest
 - Patient and self-aware
 - Engaged and fully present
- Strive for consensus
 - Look for opportunities to agree
 - Remember the power of “if” and “and”
- Have fun!

Agenda

Saturday, April 22; 9:00 AM – 2:00 PM

Setting the Stage

The facilitator will review the agenda and meeting norms and ask each attendee to introduce themselves and share their expectations for the retreat.

Governing Together

The City Council will explore a series of questions sharing your individual thoughts on what it means to govern well together.

- What does good governance look like to you?
- What values are important to you in governing?
- What is important to remember when your position is the prevailing decision, and what is important to remember when your position is not the prevailing decision?
- What type of relationship do you hope to have with your colleagues on the governing body?
- What type of relationship do you hope to have with the City Manager and her team?
- What do you hope this governing body will be known for?

The Council-Staff Partnership

The facilitator will share some insights about governing in the context of the Council-Manager form of government.

Expectations

We will share reflections and responses to the questions about expectations.

- What do you need and expect from your City Council Colleagues?
- What do you need and expect from the Mayor?
- What are you willing to give your City Council Colleagues?
- What are you willing to give the Mayor?
- What does the City Council need and expect from members of the City Manager's Office Team?
- What is the City Council willing to give members of the City Manager's Office Team?
- What does the City Manager's Office Team need and expect from members of the City Council?
- What is the City Manager's Office Team willing to give members of the City Council?

After sharing and discussing expectations, we will briefly discuss what it means to be accountable to one another in fulfilling these obligations.

Validating the Roadmap

The City's Strategic Roadmap includes the following strategic priorities:

- Enhance Community Safety & Quality of Life
- Confront Climate Crisis & Champion Environmental Justice
- Grow the Economy
- Preserve, Protect & Produce Housing for All
- Invest in Infrastructure
- Strengthen Organizational Health

We will review and confirm/adjust these Strategic Priorities as being the focus areas critical to achieving the Vision outlined in the Strategic Roadmap.

The Council Handbook

We will review relevant portions of the Council handbook and determine if any adjustments need to be made to support the work of the Council.

Parting Thoughts

As the day comes to a close, each participant will be asked to share a reflection on the days' conversation.