



**DATE:** March 24, 2026

**TO:** Mayor and City Council

**FROM:** City Clerk

**SUBJECT** Adopt a Resolution Reducing the Frequency of City Council Meetings and Certain Council Standing Committees

### **RECOMMENDATION**

That Council adopts a resolution (Attachment II): 1) Reducing the frequency of regular City Council meetings from three meetings per month to two meetings per month, effective April 1, 2026; establishing that regular City Council meetings will occur on the first and third Tuesday of each month, January through December, except during the July City Council recess; 2) Reducing the frequency of meetings for certain City Council Standing Committees, effective August 1, 2026, as follows: Council Economic Development Committee (CEDC) from monthly to quarterly meetings, Council Sustainability Committee (CSC) from quarterly to two meetings per year, and Council Public Safety Committee (CPSC) from bi-monthly to quarterly meetings; and 3) Authorizing the City Clerk, in coordination with City departments responsible for committee administration and the City's website, to update all necessary City documents, including the Council Members' Handbook, to reflect the contents of the resolution.

### **FISCAL IMPACT**

There is no fiscal impact associated with this action. However, reducing the number of meetings may result in incremental operational efficiencies and cost savings associated with staff time, meeting preparation, and facility usage.

### **BACKGROUND**

On February 28, 2026, during a Special City Council/Budget Work Session<sup>1</sup>, the City Council accepted a recommendation to implement operational efficiency measures aimed at reducing administrative workload and supporting fiscal discipline. These measures included:

1. Reducing the frequency of regular City Council meetings from three meetings per month to two meetings per month; and
2. Reducing the frequency of meetings for certain City Council Standing Committees.

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<sup>1</sup> 2/28 City Council Meeting: [CITY OF HAYWARD - Meeting of City Council on 2/28/2026 at 9:00 AM](#)

These recommendations were considered as part of broader discussions regarding cost-saving measures, staff capacity, and operational efficiencies during a period when the City is experiencing staffing reductions and focusing resources on priority programs.

The City Council is authorized to establish the time and place of its meetings pursuant to Article VI, Section 607 of the Hayward City Charter <sup>2</sup>and Chapter 2, Article 1 of the Hayward Municipal Code<sup>3</sup>, which provide that the City Council may set meeting schedules by resolution. Additionally, Article VI, Section 600(a) of the Hayward City Charter <sup>4</sup>authorizes the City Council to organize standing committees composed of Council Members to serve as fact-finding bodies on matters of policy and legislation.

## **SUMMARY AND DISCUSSION**

### City Council Meeting Frequency

Currently, the City Council meets three times per month. After reviewing the meeting practices of other cities in Alameda County and evaluating operational needs, the City Council expressed interest in reducing the meeting schedule to two regular meetings per month.

Under the proposed schedule:

- Effective April 1, 2026, regular meetings will occur on the first and third Tuesday of each month.
- This schedule will apply January through December, except during the July Council recess.
- The fourth Tuesday of the month will remain available for:
  - Special City Council meetings
  - Closed session meetings
  - Council trainings or workshops

Reducing the number of regular meetings is expected to:

- Improve staff efficiency by consolidating agenda preparation and report development;
- Allow departments additional time to prepare thorough staff reports and recommendations; and
- Encourage more strategic scheduling and planning of Council business.

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<sup>2</sup> City of Hayward Charter: [ARTICLE VI. - THE COUNCIL. | Charter | Hayward, CA | Municode Library](#)

<sup>3</sup> Hayward Municipal Code: [ARTICLE 1 - CITY COUNCIL | Municipal Code | Hayward, CA | Municode Library](#)

<sup>4</sup> Hayward City Charter: [https://library.municode.com/ca/hayward/codes/charter?nodeId=CIHACH\\_ARTVITHCO\\_S600\\_COCO](https://library.municode.com/ca/hayward/codes/charter?nodeId=CIHACH_ARTVITHCO_S600_COCO)

### Council Standing Committee Meeting Frequency

The City Council currently maintains several standing committees that meet periodically to review policy matters and provide recommendations to the full Council. To further improve operational efficiency, the proposed resolution modifies the frequency of meetings for the following committees as outlined below. These changes will become effective August 1, 2026.

#### Council Economic Development Committee

- Current schedule: Monthly, first Monday
- Proposed schedule: Quarterly

#### Council Sustainability Committee

- Current schedule: Quarterly (typically on the second Monday of March, June, September, and December.)
- Proposed schedule: Two meetings per year

#### Council Public Safety Committee

- Current schedule: Bi-monthly (January, March, May, July, September, November)
- Proposed schedule: Quarterly

The revised schedule will allow the committees to continue reviewing policy issues while aligning meeting frequency with current workload and staff capacity.

The City Clerk, Council Committee liaisons, and Maintenance Services – Facilities Division will coordinate scheduling to ensure meeting locations are available and to avoid scheduling conflicts.

### Operational Considerations

These efficiency measures are intended to assist the City during a period when:

- The City is working to remain mindful of spending,
- Departments are operating with fewer employees, and
- Staff time must be prioritized to focus on critical services and strategic initiatives.

Reducing meeting frequency will help ensure City staff and City Council time is used effectively and that meetings are planned and conducted in a disciplined and efficient manner.

### **STRATEGIC ROADMAP**

This agenda item supports the Strategic Priority of Improve Organizational Health, which focuses on ensuring the City maintains efficient operations, effective resource management, and a sustainable workforce. Improving the efficiency of Council and committee meeting schedules supports organizational effectiveness and helps align staff capacity with operational priorities.

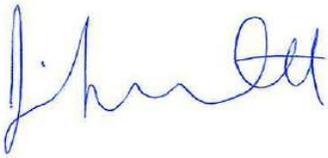
**PUBLIC CONTACT**

The proposed meeting schedule changes were discussed during the February 28, 2026 Special City Council/Budget Work Session, which was publicly noticed and open to the public.

*Prepared and Recommended by:*

Miriam Lens, City Clerk  
Michael Lawson, City Attorney  
Jennifer Ott, City Manager

Approved by:

A handwritten signature in blue ink, appearing to read "Jennifer Ott".

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Jennifer Ott, City Manager