



**MINUTES OF THE SPECIAL CITY COUNCIL MEETING/CITY COUNCIL RETREAT**  
**Conference Room 2A**  
**777 B Street, Hayward, CA 94541**  
**Sunday, February 3, 2019, 9:00 a.m.**

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The special meeting of the City Council retreat was called to order by Mayor Halliday at 9:00 a.m., followed by the Pledge of Allegiance led by Council Member Márquez.

**ROLL CALL**

Present: COUNCIL MEMBERS Zermeño, Márquez, Mendall, Lamnin, Wahab, Salinas  
MAYOR Halliday  
Absent: None

**PUBLIC COMMENTS**

There were none.

**COUNCIL RETREAT**

1. Facilitated Council Discussion to Strengthen Council Joint Governance and Improve Operational Processes and Procedures **WS 19-010**

Ms. Julia D. Novak of the Novak Consulting Group facilitated the City Council retreat. City Manager McAdoo, City Attorney Lawson, Assistant City Manager Hurtado, and City Clerk Lens attended the special meeting.

Council Members and City staff, in attendance, introduced themselves and expressed their individual expectations for the retreat.

Ms. Julia Novak introduced six governance roles that she and Dr. John Nalbandian, Professor Emeritus at the University of Kansas and former Mayor and City Commissioner in Lawrence, Kansas, had identified in 2016. The six governance roles consisted of: strategic/vision; trustee-steward; representative-constituent advocate; community builder-bringing people together; decision-maker; and oversight. The members of the City Council were asked to rank and share each of the six roles in response to questions about individual preference, group tendency, and group effectiveness.

During the Transition: From Campaigning to Governing section of the retreat, members of the City Council were asked to share any issues that arose from the November 2018 election that they wanted to address and resolve in order for the governing body to work productively together. Council Members identified issues and engaged in discussion about how the 2018 municipal election and prior elections influenced behaviors, perception, and overall experience.

During the Ideal Colleague section of the retreat, Council Members were asked to identify how they imagined the public, the staff, and their colleagues would define the ideal member of the City Council and they were asked to share how they fulfilled their governance roles.

During the City Council Handbook section of the retreat, Council Members were asked to review the Table of Contents and identify sections they wanted to discuss. Discussion ensued among Council Members and City staff regarding the Vacancy section; the Mayor Pro Tempore section; Agenda and subsections of the agenda; public comment procedures; and Council Committee appointment process.

The following were recommendations offered by Council Members: review the Handbook for sections that need to be updated to reflect current practices; make the Handbook gender neutral and refer to positions vs. use of s/he/they pronouns; consider review of the Vacancy section of the Handbook during a future City Charter amendment; amend the Compensation for Members of the City Council subsections (a) (b), by associating them to a CPI increase as opposed to a dollar amount and consider offering programs offered to various employee groups such as the Health and Wellness package, and delete subsection (e); update the Mayor Pro Tempore section to reflect current practice as result of the switch to November elections; update the Policy Regarding City Council Expression on State, Federal and International Issues section with the Hayward Legislative Program; add to the Meetings section a sentence to indicate that the City Council will strive to, at least once a year, hold a meeting in the community; have consistency with agendas and staff presentations; update the Responsibility of the Council Liaison section to include that the liaison plays an important role informing and advising the Council's appointed bodies; consider the Council liaison sending regular updates to the City Council electronically via the City Clerk within one month of the meeting; consider adding eligible Council agenda items (e.g., technical in nature) to the Consent Calendar when they have been vetted by Council Standing Committee bodies and have received unanimous approval; and consider researching best practices around election norms and social media guidelines that can be vetted by an Ad Hoc Committee of the Council and reported to the City Council.

The City Council enjoyed a video presentation where Dr. John Nalbandian shared his metaphor for “cups” and the governing body’s role in community building.

The retreat concluded with each participant sharing a reflection on the day’s retreat.

## **ADJOURNMENT**

Mayor Halliday adjourned the special meeting/retreat at 3:05 p.m.

## **APPROVED**

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Barbara Halliday  
Mayor, City of Hayward

## **ATTEST:**

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Miriam Lens  
City Clerk, City of Hayward