



**DATE:** March 25, 2019

**TO:** Ad Hoc Committee

**FROM:** City Manager  
City Attorney  
City Clerk

**SUBJECT:** Modifications to the Council Member Handbook

### **RECOMMENDATION**

That the Ad Hoc Committee reviews proposed changes to the Council Member Handbook (Handbook) and provides direction for recommendations based on feedback expressed at the Council Retreat on February 3, 2019, and subsequent Council meetings.

### **SUMMARY AND DISCUSSION**

At the February 3, 2019 Council Retreat, the Council reviewed the Table of Contents of the Handbook and discussed sections they recommended be reviewed and modified. Sections of the Handbook recommended for review are listed below for reference.

1. Make the entire Handbook gender neutral and refer to positions vs. use of s/he pronouns;
2. Consider review of the "Vacancy" section during future City Charter amendments;
3. Amend the "Compensation" section to modify subsections (a) and (b) by associating them to a CPI increase as opposed to a dollar amount; delete subsection (e); consider adding language related to programs offered to various employee groups such as the Health and Wellness package;
4. Update the "Mayor Pro Tempore" section to reflect current practice as result of the switch to November elections;
5. Update the "Policy Regarding City Council Expression on State, Federal and International Issues" section by adding reference to the Hayward Legislative Program;
6. Add to the "Meetings" section language to indicate that the City Council will strive to, at least once a year, hold a meeting in the community;
7. Consider revising the Public Comments at Council meetings guidelines;
8. Update the "Responsibility of the Council Liaison" section to include language that the liaison plays an important role informing and advising the Council's appointed bodies; and consider language requiring the Council liaison to send updates to the City Council through the City Clerk within one month of meetings of advisory bodies;

9. Consider adding agenda items to the Consent Calendar that are technical in nature after they have been vetted by Council Standing Committee bodies and have received unanimous approval; and
10. Consider researching best practices around election norms and social media guidelines.

Recommended changes listed as 1, 4, 6, and 8 have been made and are reflected in Attachment II (Redlined Handbook).

The Code of Fair Campaign Practices (Attachment VI) is a document that all Hayward candidates receive in their nomination packets and is filed with the City Clerk upon return of nomination papers. The Code of Fair Campaign Practices document is not provided to Council members whose terms are not ending during that election year.

Following the Council Retreat, Council members expressed interest for reviewing the “Council Reports, Referrals, and Future Agenda Items” section. Recommended modifications to this section were brought to the City Council for its review and approval on March 19, 2019. The Council in a vote 5:2:0 (AYES: Council Members Zermeño, Márquez, Mendall, Lamnin, Halliday; NOES: Wahab, Salinas) approved staff’s recommendation with various modifications. The Council also agreed that the Ad Hoc Committee would review the changes during the amendments to the Council Member Handbook. The Council approved modifications will be reviewed by the Ad Hoc Committee at this meeting.

## **NEXT STEPS**

There will be additional Ad Hoc Committee meetings on April 8 and April 29, 2019 to further discuss amendments to the Handbook.

*Prepared by:* Miriam Lens, City Clerk

*Recommended by:* Maria A. Hurtado, Assistant City Manager  
Miriam Lens, City Clerk  
Michael Lawson, City Attorney

*Approved by:*



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Kelly McAdoo, City Manager