

# Council Referral Process Survey

Thursday, April 15, 2021

7

**Total Responses**

Date Created: Friday, April 09, 2021

Complete Responses: 7

# Q2: Where would you prefer that the first discussion of Council referrals take place?

Answered: 7 Skipped: 0

ANSWER CHOICES	RESPONSES	
Public section of closed session meetings	14.29%	1
Regular City Council meetings	42.86%	3
At the appropriate Committee meeting	42.86%	3
TOTAL		7

# Q4: Should Council referral votes be recorded in meeting minutes?

Attachment VII

Answered: 7 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	100.00%	7
No	0.00%	0
TOTAL		7

## Q6: What form should Council referrals take?

Attachment VII

Answered: 7 Skipped: 0

ANSWER CHOICES	RESPONSES	
Verbal request	28.57%	2
Brief memo (2 pages or less)	57.14%	4
Whitepaper/policy brief (longer than memo, cited, etc.)	14.29%	1
TOTAL		7

# Q8: Should a Council referral memo require more than one Councilmember signatory before being added to the agenda?

Attachment VII

Answered: 7 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	71.43%	5
No	28.57%	2
TOTAL		7

# Q10: Should there be a cost/complexity threshold for when referrals are incorporated into the strategic planning or budget process?

Answered: 6 Skipped: 1

ANSWER CHOICES	RESPONSES	
Yes	83.33%	5
No	16.67%	1
TOTAL		6

**Responses from Hayward Councilmembers to Survey on Council Referrals  
April 20, 2021**

<b>1. Name:</b>	<b>Elisa Marquez</b>	<b>Francisco Zermeño</b>	<b>Barbara Halliday</b>
<b>2. Where would you prefer that the first discussion of Council referrals take place?</b>			
Public section of closed session meetings			
Regular City Council meetings	XX	XX	
At the appropriate Committee meeting			XX
<b>3. Do you have more thoughts on where the process should take place or would you like to elaborate on your answer to where discussion of Council referrals should occur?</b>	I think it's important to keep the public informed of topics under possible consideration. I would like the referral item to be brought forward during our 7 pm public meeting. A one page memo should be included and reference the appropriate Council Committee to further discuss and recommend details of the said referral. A public vote should occur on whether or not to advance the referral. I'm open to the idea of having one to two additional council members sign on as co-authors of the referral. Public comments should remain to 2 min as to whether or not the council should support the referral. There should also be a firm deadline of receipt of referrals to be included in agenda packet if the deadline is not met, the referral can be considered at a later date.	Should be an open discussion with input by all.	If the referral does not relate to a specific Council committee, think it should be made verbally by the referring CM under the referral section of the agenda.
<b>4. Should Council referral votes be recorded in meeting minutes?</b>			
Yes	XX	XX	XX
No			
<b>5. Do you have more thoughts on recording Council referral votes or would you like to elaborate on your answer to Question 4?</b>	We should take a formal vote.	The previous 4 nods where also recorded.	The verbal referral should be voted on after it is moved by the referring CM unless the motion does not receive a second.
<b>6. What form should Council referrals take?</b>			
Verbal request		XX	XX
Brief memo (2 pages or less)	XX		
Whitepaper/policy brief (longer than memo, cited, etc.)			



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<b>1. Name:</b>	<b>Elisa Marquez</b>	<b>Francisco Zermeño</b>	<b>Barbara Halliday</b>
<b>7. Do you have more thoughts on the form Council referrals should take or would you like to elaborate on your answer to Question 6?</b>	Please see response in question #3.	Verbal request is my preference, but will along with a ONE page memo.	Discussion should be limited to brief questions from CMs. We would probably have to take public comments, although they should be limited as they are in the current process.
<b>8. Should a Council referral memo require more than one Councilmember signatory before being added to the agenda?</b>			
Yes	XX	XX	
No			XX
<b>9. If yes, how many Councilmembers should sign a memo before it can be agendized?</b>	2-3	Three is a good number.	I answered no, but if we do require more than one CM, it should be limited to 2 CMs total so as to minimize potential Brown Act violations.
<b>10. Should there be a cost/complexity threshold for when referrals are incorporated into the strategic planning or budget process?</b>	Yes	Yes	
Yes	XX	XX	
No			XX
<b>11. Do you have more thoughts on when a referral belongs in the Council's annual planning and priority-setting processes or would you like to elaborate on your answer to Question 8?</b>	Referrals should align with enhancing strategic road map goals to allow for emerging needs.	Yes. If we have no funds, we should not be requesting anything.	While there should not be a threshold, the staff report when the item is brought back should include an analysis of the financial and staff resources that would be needed to proceed.
<b>12. Is there anything else you would like to share with staff and your colleagues regarding changes to the Council referral process?</b>	I'd like to see us pilot the new approach for 6-9 months to assess if it's working for the majority of council members.	Not at the moment. Let's see what comes up during discussion. Thank you.	I would prefer to revert to our former practice on referrals with the exceptions that the referrals should be made during an open Council Meeting under a regularly agendized Referral item, and the Council vote should be by roll call and recorded in the minutes.

**Responses from Hayward Councilmembers to Survey on Council Referrals  
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**Attachment VII**

<b>1. Name:</b>	<b>Sara Lamnin</b>	<b>Angela Andrews</b>	<b>Aisha Wahab</b>	<b>Mark Salinas</b>
<b>2. Where would you prefer that the first discussion of Council referrals take place?</b>				
Public section of closed session meetings		XX		
Regular City Council meetings			XX	
At the appropriate Committee meeting	XX			XX
<b>3. Do you have more thoughts on where the process should take place or would you like to elaborate on your answer to where discussion of Council referrals should occur?</b>	Ideally, referrals are incorporated into the normal business of the Council/City. For example, new initiatives are brought up during strategic planning. Expansions/redirections of existing efforts are brought up during related agenda items in a Council Meeting or during Committee Meetings or at Regional Bodies. Ideas are explored during 1:1 meetings with CAO's. Items that cannot be handled in one of these ways, should be brought up in the appropriate Committee by the interested Committee Member. If the Council Member is not on that Committee could they submit an item to a committee for consideration? I'm guessing this	I'm fine with city council as well. Due to brown act I can't gather info from more than 2 and it's difficult to plan or make sure the idea is out there and I would like everyone's input.	- the policy proposal must be public and voted on - with a record - that was the whole problem of the original process	Referrals ought to start in the appropriate committee.
<b>4. Should Council referral votes be recorded in meeting minutes?</b>				
Yes	XX	XX	XX	XX
No				
<b>5. Do you have more thoughts on recording Council referral votes or would you like to elaborate on your answer to Question 4?</b>			Transparency is important. Referrals (must be tracked) - everyone has a platform to deliver on - it is a political position. Votes must be accounted for - that is the position of leadership. This is a public office with a public record on items. Equity matters - one person - even on council should be able to raise an issue - the vote from all allows it to be killed or passed.	
<b>6. What form should Council referrals take?</b>				
Verbal request				
Brief memo (2 pages or less)	XX	XX	XX	
Whitepaper/policy brief (longer than memo, cited, etc.)				XX

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<b>1. Name:</b>	<b>Sara Lamnin</b>	<b>Angela Andrews</b>	<b>Aisha Wahab</b>	<b>Mark Salinas</b>
<b>7. Do you have more thoughts on the form Council referrals should take or would you like to elaborate on your answer to Question 6?</b>	Two pages seems about right, generally, however, what I am most concerned with is the clarity of the idea. What will change must be articulated. What is the problem that is proposed to be solved? Why is this answer the suggested solution to that problem? How would it be funded? Staffed? In what way is this need not already addressed in the myriad things we are already doing? What does this item take precedence over and why? Or, What is suggested to stop so that this suggestion can happen? Does this item address the root cause of the problem?		I think it can be short or long. I think including the concept, links, other briefings is useful - so I'm open to a written concept. Verbal creates a lot of misunderstandings - as this was also a part of the original process that was the problem.	A well thought out policy brief explaining problem, scope of problem, historical attempts to solve the problems, alignment to priorities, and the proposed referral. Just a thought
<b>8. Should a Council referral memo require more than one Councilmember signatory before being added to the agenda?</b>				
Yes	XX	XX		XX
No			XX	
<b>9. If yes, how many Councilmembers should sign a memo before it can be agendized?</b>	If an item is coming to a committee, then, I think only one can bring it forward? If we are resuming the former process, then three is needed. If the worksession idea is utilized, one can bring the idea, four would be needed for it to move forward in any way.	2	1 - no other city requires multiple people - the vote is democratic.	3
<b>10. Should there be a cost/complexity threshold for when referrals are incorporated into the strategic planning or budget process?</b>	Yes	Yes		
Yes	XX	XX	(Skipped)	XX
No				
<b>11. Do you have more thoughts on when a referral belongs in the Council's annual planning and priority-setting processes or would you like to elaborate on your answer to Question 8?</b>	If it requires substantial staff time and/or funds to implement	As with public comment all ideas should be heard. Staff can provide a recommendation of what falls off if it's not part of the strategic plan	I think referrals should be at any time of the year. The cost should come back in the staff report. But I don't want staff/cost to limit policy proposals. This can and should be discussed but based on timing not disqualification of the policy proposal.	
<b>12. Is there anything else you would like to share with staff and your colleagues regarding changes to the Council referral process?</b>	I feel strongly that we need to evaluate the goal of the referral process as a starting place. If the goal is political gain, then we leave the process as it is now. If the process is to have an avenue to address or to get ahead of emerging needs in the community, then we need a process that allows ideas to be vetted by Council before we expend resources.		-I want it to be an easy process for everyone. Most importantly, it must be public, transparent, and recorded - but also well-thought out. Policy work is difficult and not always popular or a simple topic but to get good work done, we have to be the leaders to move on difficult decisions. You always have a vote for or against a topic.	