



DATE: March 25, 2019

TO: Council Ad Hoc Committee on the Council Handbook

FROM: City Manager, City Attorney, City Clerk

SUBJECT: Agenda Planning Calendar

RECOMMENDATION

That the Council Ad Hoc Committee reviews the Agenda Planning Calendar for upcoming meetings and provides comments.

DISCUSSION

For the Council Ad Hoc Committee's consideration, below is an Agenda Planning Calendar with proposed Agenda topics and dates for the upcoming Council Ad Hoc Committee meetings. This calendar will be agendized at each of the Council Ad Hoc Committee meetings to allow for any modifications to the calendar topics are incorporated.

Council Ad Hoc Committee Agenda Planning Calendar	
March 25, 2019	
1.	Review and Approve the Council Ad Hoc Committee Agenda Planning Calendar
2.	Review the Council Referral Section as modified at the 3/19/19 Council Meeting
3.	Review modifications made to Handbook to make gender neutral and refer to positions vs. use of s/he pronouns
4.	Review Update made to the "Mayor Pro Tempore" section to reflect current practice as result of the switch to November elections
5.	Review modifications made 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
6.	Review modifications to the Consent Calendar that Consider add agenda items that are technical in nature after they have been vetted by Council Standing Committee bodies and have received unanimous approval
April 8, 2019	
1.	Review and Approve the Council Ad Hoc Committee Agenda Planning Calendar
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
April 29, 2019	

1. Review and Approve the Council Ad Hoc Committee Agenda Planning Calendar
2. Update the "Policy Regarding City Council Expression on State, Federal and International Issues" section by adding reference to the Hayward Legislative Program
3. 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
4. Consider researching best practices around election norms and social media guidelines

NEXT STEPS

Upon consideration and approval by Council Ad Hoc Committee, staff will schedule items accordingly for future Council Ad Hoc Committee meetings.

Prepared by: Maria A. Hurtado, Assistant City Manager

Recommended by: Miriam Lens, City Clerk
Michael Lawson, City Attorney

Approved by:



Kelly McAdoo, City Manager