



DATE: January 25, 2021

TO: Council Budget and Finance Committee

FROM: City Manager

SUBJECT: Review Policy Workshop Participants and Overview of Lean Innovation Process

RECOMMENDATION

That the Budget and Finance Committee reviews and provides comments on this report.

SUMMARY

The City Council received presentations on October 27 and November 17 related to the Public Safety Community Engagement Project and Police Department Annual Report. Staff then presented a report for the Council Budget and Finance Committee (CBFC) on December 16, 2020 with a proposal for a Policy Innovation Workshop during spring 2021. This Workshop will help staff and the City Council develop recommendations and/or pilot programs that could be funded as part of the FY 2022 budget. This staff report is an informational update on the participant selection and schedule for the Workshop.

BACKGROUND AND DISCUSSION

On October 27, 2020, Council heard a work session item on the Public Safety Community Engagement Project¹. On November 17, 2020, Council heard a second work session on the Hayward Police Department (HPD) Year End Review². At the second work session, staff presented a concept for continuing discussion through a new budget advisory committee comprised of staff and community members. Councilmembers provided mixed feedback and some concerns about this concept.

Staff proposed an alternative approach at the December 16, 2020 CBFC meeting that would help achieve the goal of identifying a couple of pilot initiatives that the Council could

¹ Link to report: <https://hayward.legistar.com/LegislationDetail.aspx?ID=4677304&GUID=52E170E7-7C7A-4B62AEA8-32BB683AC71D&Options=&Search=>

² Link to report: <https://hayward.legistar.com/LegislationDetail.aspx?ID=4696842&GUID=F45588E7-4157-4F678EBC-D2AE0B9CD276&Options=&Search=>

consider funding during the FY2022 budget process¹. CBFC members expressed support for the concept of the Policy Innovation Workshop, which will pair teams of community members and staff to collaboratively brainstorm, research, and test possible policy alternatives using the feedback that has been gathered this past summer and fall.

The CBFC is now acting as the “advisory” group to this effort over the next 4-5 months, culminating in the Committee’s recommendations to the full Council. In addition to updates about the Workshop, over the next few months, the CBFC will receive information about the Police Department’s budget per previous requests from CBFC members and have further discussion about opportunities for participatory budgeting.

Application Process:

Per direction from the CBFC at the December 16 meeting, staff prioritized recruiting community participants from existing City Boards and Comissions. Staff sent emails in December inviting all Comissioners to apply. Interested community members and staff submitted applications expressing their motivation and commitment to attending all sessions and adhering to a community agreement. Staff reviewed the applications for diversity of views and experiences and is now presenting the recommended roster. Each community participant would receive a \$150 stipend as compensation for their time and contribution. Staff participants were selected based on interest, subject matter expertise, and availability.

Workshop Members:

Attachment II is a proposed roster of thirty-two community and staff participants. It includes repretitives of the Community Services Comission, Community Advisory Panel to the Chief of Police, Library Comission, Keep Hayward Clean and Green Taskforce, and Youth Comission. Thirteen commissioners applied, and all are being recommended to participate. In addition, staff is recommending that Wade Harper from Glad Tidings Church be included as a participant, though he is not a current commissioner. Staff has also been in communications with the President of Hayward Firefighters Local 1909 and that group will have 1-2 representatives who will participate in the workshop. These participants will be identified shortly but had not been selected by the publication of this agenda.

Due to the number of participants, the staff project coordination team has been expanded slightly to include the following people: Byran Mathews, Police Captain, Laurel James, Mary Thomas, and Nicholas Mullins, Management Analysts, Monica Davis, Community Services Manager, and Daniel Mao and Terence Candell, Management Fellows.

Timeline

The Workshop will take place over seven weeks. During this time, participants would be required to attend four three-hour sessions and the final presentation, as well as individual team meetings as needed. The work will take place from February to April, with final team presentations to the CBFC in April. The Workshop session dates are below. All sessions will be recorded and posted on the City’s project website: www.hayward-ca.gov/HaywardSafe.

¹ Link to report: <http://hayward.legistar.com/gateway.aspx?M=F&ID=af85c2e0-3cd1-4a0e-9392-b73ddf6aa3c9.docx>

- 1) February 18, 2021 – 5:30 PM to 8:30 PM
- 2) February 24, 2021 – 5:30 PM to 8:30 PM
- 3) March 10, 2021 – 5:30 PM to 8:30 PM
- 4) April 7, 2021 – 5:30 PM to 8:30 PM

FISCAL IMPACT

The Workshop will be implemented by existing City staff. Any additional costs, including participant stipends and a potential outside facilitator, will be absorbed into the City's existing operating budget. After further consideration, staff has requested quotes and qualifications from firms for facilitation services to ensure that the Workshop sessions run smoothly and are facilitated with a neutral, outside perspective.

NEXT STEPS

Per direction from the CBFC, staff will immediately notify Workshop participants of their acceptance and begin coordination efforts.

Prepared and Recommended by: Daniel Mao, Management Fellow
Mary Thomas, Management Analyst

Approved by:



Kelly McAdoo, City Manager