

# MEMO

**To:** Mayor Halliday and Members of the City Council  
**From:** Julia D. Novak, Executive Vice President  
**Date:** February 12, 2021  
**Re:** Work Session Preparation

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My colleagues and I look forward to being with you on February 20 to assist in prioritizing the goals and strategies in the City's comprehensive plan and to discuss several other important issues to the City.

This memorandum serves several purposes:

- Clarify the goals and purpose of the workshop
- Identify what needs to be done to prepare
- Share the agenda

## Logistics

- Saturday, February 20 from 8:30 AM to 2:00 PM
- Via Zoom – link to be provided

## Dr. John Nalbandian

The day will begin with a workshop by Dr. John Nalbandian titled "Governing in a Disruptive Environment." John is Professor Emeritus from the University of Kansas, which has the number one rated local government specialization in the nation, according to *U. S. News and World Report*. John has a unique perspective on the Council-Staff partnership that comes from teaching hundreds of city managers in his forty-year career at the University of Kansas as well as serving as a city commissioner and two-term mayor for the City of Lawrence, Kansas.

## Preparation

In addition, please take a few minutes to prepare some remarks for the following exercise. We will go through each question individually and ask each member of the governing body to briefly address each of the prompts.

The COVID-19 pandemic has dramatically altered our world and the context for establishing policy. Each member of the governing body will be asked to share some reflections on how the pandemic has affected their views as policymakers for the City of Hayward.

1. How has the COVID-19 pandemic changed the community?
2. How has the pandemic affected how you view your role?
3. How has the COVID-19 environment impacted how you interact with your colleagues? With constituents? With City staff? What has worked? What has been frustrating?
4. How have the social justice protests affected you as a City Council Member? Is there anything you are rethinking or reframing that impacts how you govern?
5. What changes have you had to make in the past year that you hope will stay in place even when things return to “normal?”
6. Given all that has happened in the past year, what is on your radar now that was not a concern a year ago?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

## Norms

- Listen with respect
  - Let others finish before you start talking
  - Be attentive to the speaker
  - Disagree agreeably
- Be:
  - **BOLD**
  - positive and realistic
  - candid and honest
  - patient and self-aware
  - engaged and fully present
- Strive for consensus
  - Look for opportunities to agree
  - Remember the power of “if” and “and”
- Electronic Meeting Norms
  - Cameras On
  - Minimize visual distractions (i.e. Ceiling Fans)
  - Introduce pets and small children if they make an unexpected appearance
  - We will try to have as much of a “natural” conversation as possible, so mic’s can stay off mute as long as background noise is acceptable
    - The facilitator will “mute” participants as needed
- Have fun!

# Agenda

## Introductions

- Welcome and introductions
- Agenda review
- Norms and expectations for the retreat

## Governing in a Disruptive Environment

- Dr. John Nalbandian will share recent research on disruptive trends in local government and how that impacts local governance.

## Processing the Pandemic

- We will explore a series of questions to help the group imagine and understand “what’s next” for the City and COVID-19.

## The Brown Act

- The City Attorney will provide a brief overview of key elements of the Brown Act that Council needs to keep in mind as they conduct the public’s business.

## The Council Handbook

- The current Council Handbook is attached. In the pre-retreat survey, multiple individuals expressed an interest in discussing the following sections (listed in order of interest):
  - Council Referrals
  - Boards, Commissions, Committees, and Task Force
  - City Council
  - Council Committees
  - Policy Regarding City Council Expression
- At least one person expressed an interest in discussing the following:
  - Council Liaison
  - Motions
  - Ordinances
  - Proclamation
  - Quasi-Judicial Hearings
  - Rules, Decorum, and Order
- We will explore other items as requested and as time allows.

## Discussion of Upcoming Planning Commission Vacancy

- The Mayor has requested to add this to the agenda for discussion with the Council.

## Parting Thoughts/Adjourn

- As the work session comes to a close, each participant will be asked to share a parting thought on how they feel about the work done during the day.