



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** WS 21-021, **Version:** 2

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**DATE:** May 4, 2021

**TO:** Mayor and City Council

**FROM:** City Manager

### **SUBJECT**

City Council Retreat Follow Up: Further Discussion Regarding Council Referrals and Other Sections of the City Council Handbook

### **RECOMMENDATION**

That the Council discusses and provides final direction to staff on changes to the City Council Handbook (Attachment II).

### **SUMMARY**

The Council Member Handbook was initially adopted in July 1983 and provides procedural rules for how the Council will operate. The Council typically reviews the handbook after a Municipal Election or as needed and adopts changes to processes and procedures as necessary. The Council held a retreat on March 30, 2021 and discussed numerous proposed changes to the handbook. One of the major topics of discussion was the Council Referral Memorandum. Council Members provided a wide range of feedback. As a follow up to that discussion, staff has prepared this report that provides information on Council referral processes in other cities as well as the results of an informal survey of Council on this topic. Following the discussion and Council direction this evening, staff will return with an action for Council to adopt any revisions to the handbook.

This agenda item was originally scheduled for the April 20, 2021 Council meeting and was continued to a future meeting date. This report has been updated to include an updated Attachment VII and a new Attachment VIII that provides suggested edits from Council Member Lamnin to the Council Referral section of the Handbook for the Council's consideration.

## **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	City Council Handbook
Attachment III	March 30 Retreat PowerPoint with Notes
Attachment IV	Annotated City Council Handbook
Attachment V	Survey Results from Other California Cities
Attachment VI	Council Survey Questionnaire
Attachment VII	Updated Survey Results from Hayward Council Members
Attachment VIII	Proposed Council Referral Process from Councilmember Lamnin