



**SPECIAL CITY COUNCIL MEETING FOR APRIL 18, 2015**  
HAYWARD EXECUTIVE AIRPORT, 20301 SKYWEST DRIVE, HAYWARD, CA 94541  
[WWW.HAYWARD-CA.GOV](http://WWW.HAYWARD-CA.GOV)

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**SPECIAL CITY COUNCIL RETREAT**  
**Airport Administration Building Conference Room – 9:00 AM**

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENTS**

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*The Public Comment section provides an opportunity to address the City Council on items not listed on the agenda or Work Session items. The Council welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Council is prohibited by State law from discussing items not listed on the agenda, your item will be taken under consideration and may be referred to staff.*

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**NON-ACTION ITEMS:** *(Work Session items are non-action items. Although the Council may discuss or direct staff to follow up on these items, no formal action will be taken. Any formal action will be placed on the agenda at a subsequent meeting in the action sections of the agenda.)*

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**COUNCIL RETREAT**

1. Facilitated Council Discussion to Strengthen Council Joint Governance and Improve Operational Processes and Procedures  
*Attachment: Working agenda*

**ADJOURNMENT**

**NEXT REGULAR MEETING – 7:00 PM, TUESDAY, APRIL 21, 2015**

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**PUBLIC COMMENT RULES:** *The Mayor may, at the beginning of the hearing, limit testimony to three (3) minutes per individual and five (5) minutes per an individual representing a group of citizens or organization. Speakers will be asked for their name and their address before speaking and are expected to honor the allotted time. A Speaker Card must be completed by each speaker and is available from the City Clerk at the meeting.*

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**PLEASE TAKE NOTICE** that if you file a lawsuit challenging any final decision on any public hearing or legislative business item listed in this agenda, the issues in the lawsuit may be limited to the issues that were raised at the City's public hearing or presented in writing to the City Clerk at or before the public hearing. **PLEASE TAKE FURTHER NOTICE** that the City Council has adopted Resolution No. 87-181 C.S., which imposes the 90 day deadline set forth in Code of Civil Procedure section 1094.6 for filing of any lawsuit challenging final action on an agenda item which is subject to Code of Civil Procedure section 1094.5.

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\*\*\*Materials related to an item on the agenda submitted to the Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, City Hall, 777 B Street, 4<sup>th</sup> Floor, Hayward, during normal business hours. An online version of this agenda and staff reports are available on the City's website. Written comments submitted to the Council in connection with agenda items will be posted on the City's website.\*\*\*

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Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Clerk at (510) 583-4400 or TDD (510) 247-3340.

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*Please visit us on*



**DATE:** April 18, 2015  
**TO:** Mayor and City Council  
**FROM:** City Manager  
**SUBJECT:** Working Agenda for Council Retreat Facilitated Discussion

**RECOMMENDATION**

That Council receives the attached “working agenda” for this retreat and utilizes it to guide the retreat discussion.

**BACKGROUND AND DISCUSSION**

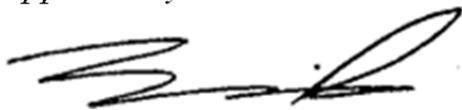
Council has asked staff to organize and coordinate a retreat for Mayor and Council to strengthen the Council’s ability to govern together; and to assist in understanding how each individual member best works and communicates within the group. As such, the Mayor and Assistant City Manager collaboratively interviewed and selected the Novak Consulting Group to assist Council in achieving their goals for the retreat.

The attached “Ground Rules and Agenda” were developed based on the Consultant’s interviews of each Council Member and in consultation with the Mayor. They are meant to guide the day’s discussions and group interactions.

**FISCAL IMPACT**

The contract with Novak Consulting Group is \$5,000 plus expenses, and is within the FY 2015 approved budget appropriation for the Mayor and Council budget.

*Approved by:*



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Fran David, City Manager

Attachment I: “Ground Rules and Agenda for April 18, 2015 City Council Retreat”



## Hayward, California

### City Council Retreat

*Saturday, April 18, 2015 - 9 AM to 2 PM*

#### Retreat Norms/Ground Rules

- Listen with respect
  - Let others finish before you start talking
  - Be attentive to the speaker
  - Disagree agreeably
- Be:
  - positive and realistic
  - candid and honest
  - patient
  - engaged and fully present
- Look for opportunities to agree
  - Remember the power of “if” and “and”

#### Retreat Purpose:

- Be intentional in our efforts to work well together as a governing body
  - Get to know one another
  - Share expectations for governing
  - Share ideas for furthering the City’s commitment to SAFE – CLEAN and GREEN

#### Preparation

- **Governing Together:** Each member of the Council will be given 7 to 10 minutes to discuss their hopes for governing together. Consider the following questions as you prepare your remarks
  - What does good governance look like to you?
  - What is important to remember when your position is the prevailing decision of the majority?
  - What is important to remember when your position is not the prevailing decision of the majority?
  - What type of relationship do you hope to have with your colleagues on the Council?
  - What type of relationship do you hope to have with the City Administration?
  - What do you hope this City Council will be known for?
- **Individual Agendas and Priorities:** Each Councilmember will be given ten minutes to talk about the most important personal or organizational efforts they wish to pursue to further the City’s commitment to Safe, Clean and Green (no more than three).
  - Please describe each in terms of both WHAT it is and WHY it is important.

# Agenda

## Introductions

- Welcome and Introductions
- Agenda Review
- Norms and Expectations for the retreat

Agenda Item Outcome: Create a safe environment for honest exchange of ideas.

## "Governing Together..."

- Each member of the governing body will be given an opportunity to share their perspective on serving the community and governing together.

Agenda Item Outcome: Develop an understanding of the various hopes of individual members for the success of the governing body.

## Roles and Expectations for Governing Together

- Review and discuss characteristics of the Council-Staff Partnership
- Identify and discuss mutual expectations

Agenda Item Outcome: Articulate and agree on mutual expectations for members of the governing body.

## Review of Council Handbook

- Review and reflect on information contained in the Council handbook

Agenda Item Outcome: Agreement on how the group will work together in the coming year.

## Self-Reflections

- Each person will be asked to consider how s/he contributes to the effectiveness of the governing body.

Agenda Item Outcome: Shared understanding how the group works together to serve the community and govern successfully

## Individual Agendas

- Each Councilmember will be given ten minutes to talk about the most important personal or organizational efforts (no more than three) they wish to pursue to further the City's commitment to Safe, Clean and Green.

Agenda Item Outcome: Understand one another's individual interests in advancing the City.

## Closing/Next Steps