



## CITY COUNCIL SPECIAL MEETING MINUTES

Monday, January 26, 2015 at 12:00 PM  
Arrillaga Family Recreation Center, Oak Room  
700 Alma Street, Menlo Park, CA 94025

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### 12:00 P.M. SPECIAL SESSION

Mayor Carlton called the meeting to order at 12:20 p.m. All Councilmembers were present.

Staff present:

- Alex McIntyre, City Manager
- Bill McClure, City Attorney
- Bob Jonsen, Chief of Police
- Jesse Quirion, Director of Public Works
- Arlinda Heineck, Community Development Director
- Drew Corbett, Finance Director
- Cherise Brandell, Community Services Director
- Gina Donnelley, Human Resources Director
- Pamela Aguilar, City Clerk
- Jim Cogan, Economic Development Manager
- Clay Curtin, Assistant to the City Manager
- Gene Garces, Information Services Manager
- Ruben Nino, Assistant Public Works Director
- Nikki Nagaya, Transportation Manager
- Derek Schweigart, Community Services Manager

### A. PUBLIC COMMENT

- Mitch Slomiak spoke regarding Menlo Spark and keeping the Climate Action Plan as a priority
- Heyward Robinson spoke regarding Dumbarton Rail, transparency, and Public Records Act requests
- Fran Dehn spoke regarding the continuing partnership between the Chamber and the City

### B. DISCUSSION OF COUNCIL GOALS

1. Review Workshop Agenda and Meeting Objectives (*Handout #1: [Agenda](#)*)  
At the start of the workshop, Facilitator Perkins reviewed the agenda and suggested several ground rules to help the group have a successful workshop and achieve the results they intended to achieve through the goal setting process.
2. Discussion of Staffing Capacity – Key Points
  - The City has hired highly qualified staff who have less years of experience
  - ‘Right’ staffing – are the right positions being filled?
  - Compensation study, salary ranges and labor relations

3. Accomplishments and Key Policy Areas (*Handout #2: Interviews Themes*)  
Facilitator Perkins reviewed a partial list of City accomplishments that had been identified in her interviews with Councilmembers. Council and staff identified the key factors that contributed to the accomplishments.

Facilitator Perkins presented the five areas most raised by Councilmembers as important policy areas:

- Solving the staff capacity problem so goals can be accomplished
- Successful implementation of approved, pending and proposed commercial developments
- Being proactive with transportation/traffic
- New housing units and affordability of housing
- Water issues including response to drought, recycling, groundwater and flood control

4. Setting Priorities and Confirming Consensus on Priorities  
(*Handout #3: Organizational Capacity Matrix*) (*Handout #4: Status of 2014 Goals*)

Council and staff reviewed and discussed a list of identified priorities, their status and staffing

5. Next Steps

City Manager McIntyre will return to Council with confirmation that resources are available to accomplish all the priorities and to ask for Council's approval at a future Council meeting.

**C. ADJOURNMENT** at 5:55 p.m.



Pamela Aguilar  
City Clerk

These minutes were approved at the Council meeting of February 24, 2015