



## STAFF REPORT

**City Council Meeting Date:** 3/26/2024  
**Staff Report Number:** 24-051-CC

**Informational Item:** Annual City Council goal setting workshop update

### Recommendation

This is an informational item and does not require City Council action.

### Policy Issues

The City Council's annual goal setting workshop provides direction to the city manager on aligning resources and work plans for the next year.

### Background

The City Council held its annual workshop March 12 with professional facilitators and City staff. The staff report is available in Attachment A and the presentation is available in Attachment B. The City Council received information on best practices in governance, the City's financial outlook, status of current goals, and an overview of community input received online via surveys and email, as well as live public comment during the workshop. The City Council provided input on the City Council procedures manual, engaged in discussion and a voting exercise about top goals for fiscal year 2024-25, prioritized housing and planning-related projects, and engaged in discussion and a voting exercise for the City mission statement, vision statement and values.

### Analysis

This staff report provides a high level overview of outcomes from City Council discussions and voting exercises. The final workshop report that will be produced by the facilitators will provide more in-depth details on results.

#### City Council procedures manual

The City Council discussed one aspect of the procedures manual update related to requests to add items to a future agenda, and indicated support for the creation of an online form as well as a need to make the process clear and understand how agenda items fit into overall goals and agenda management.

#### Top goals for fiscal year 2024-25

Through a voting exercise, the City Council set the following top four goals for fiscal year 2024-25. Note: goal descriptions have been updated based on feedback from the workshop.

- Climate action – mitigation, adaptation and resilience – four (4) votes
- Emergency and disaster preparedness – four (4) votes
- Housing – three (3) votes
- Safe routes – three (3) votes
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Vote counts for other potential goal topics included:

- Support for children and youth – two (2) votes
- Quality of life / public amenities – two (2) votes
- Activating downtown / economic development – one (1) vote
- Financial sustainability – one (1) vote; this category received a half vote that is also tallied under emergency and disaster preparedness
- Public safety – one (1) vote
- Addressing infrastructure needs – zero (0) votes
- Advancing equity – zero (0) votes

Housing and planning projects

The City Council affirmed the recommended approach to Housing Element implementation projects and further reprioritized other planning-related projects as follows. Note: planning-related projects would be undertaken as staff capacity allows.

1. Single-family residential review
2. Zoning ordinance amendment for ground floor uses in the R-MU district
3. ECR/D Specific Plan amendment for ground floor uses
4. Park preservation ordinance

Mission, vision, values

The City Council engaged in voting exercises to identify a City mission statement, vision statement and set of values. The City Council discussed refinements to the mission and vision statements. This feedback will be used as a basis to finalize the statements at a future time, and is not reflected in statements below.

The following draft mission statement received three (3) votes (highest total out of four total votes):

- The City of Menlo Park services the community by addressing current and future needs in alignment with residents' values and priorities.

The following vision statement received four (4) votes (highest total out of five total votes):

- Menlo Park is a healthy, and safe place to live, learn, work, play, exercise, socialize and thrive.

Vote counts for values included:

- Integrity – five (5) votes
- Inclusion – three (3) votes
- Diversity – two (2) votes
- Service – two (2) votes
- Accessibility – one (1) vote
- Transparency – one (1) vote

Next steps

The City Council's goals will guide the development of the fiscal year 2024-25 budget and city work plan. A series of next steps include, but are not limited to:

- Professional facilitators will produce a workshop final report that will be brought to City Council in coming weeks.
- Staff will continue to build out the dedicated webpage (Attachment C).
- Staff will bring a comprehensive City Council procedures manual update for City Council consideration in early 2024.

- Staff will build a fiscal year 2024-25 work plan based on top goals.
- Staff will use workshop results in the fiscal year 2024-25 budget development process.
- The City Council may decide to hold a study session on mission, vision, and values over the coming year.

### **Impact on City Resources**

There is no impact on City resources associated with this update.

### **Environmental Review**

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§15378 and 15061(b)(3) as it will not result in any direct or indirect physical change in the environment.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Hyperlink – March 12 City Council staff report: [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240312/d1-20240312-cc-goal-setting-2024-25.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240312/d1-20240312-cc-goal-setting-2024-25.pdf)
- B. Hyperlink – March 12 workshop presentation: [menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240312/d1-menloparkca\\_councilprioritiesworkshop2024.pdf](https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/city-council/2024-meetings/agendas/20240312/d1-menloparkca_councilprioritiesworkshop2024.pdf)
- C. Hyperlink – City Council goal setting workshop webpage: [menlopark.gov/goals](https://menlopark.gov/goals)

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