

# Town of Atherton City Council Workshop

**May 6, 2021**

1:00 pm

Facilitator: Nancy Hetrick, Management Partners

Management  
Partners



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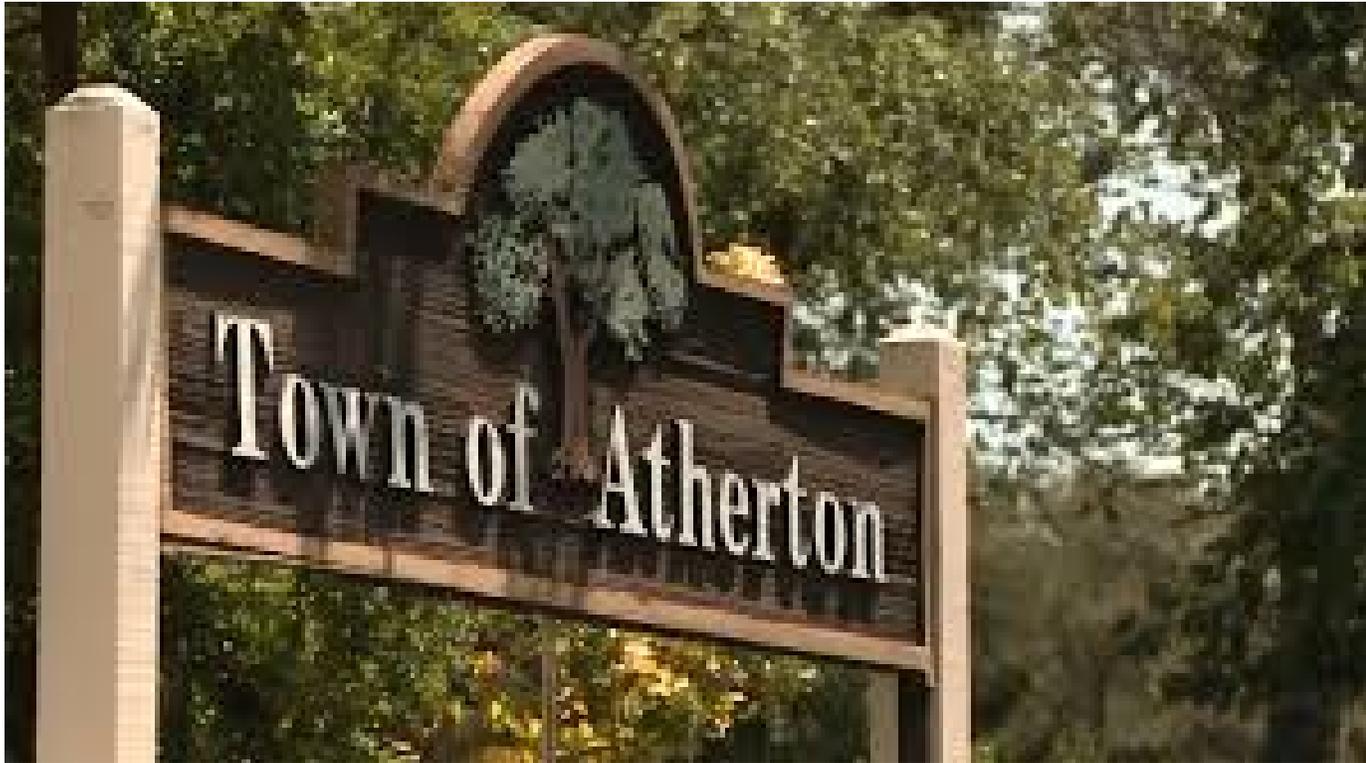
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# Workshop Objectives



Get consensus on Council priorities for the coming year

Reflect on governing together

# Agenda



Welcome and  
Agenda Review

Recognize  
Accomplishments

Discuss Priorities  
for 2021-2022

Reflect on  
Governing  
Together

Next Steps

# Ground Rules

**Respect**

**Respect differences**

**Consensus**

**Seek consensus**

**Listen**

**Seek to understand**

**Engage**

**Actively and verbally participate**



# Bike Rack



**Time  
management  
tool**



**Things to discuss at  
another time will be  
tracked separately**

# Ice Breaker

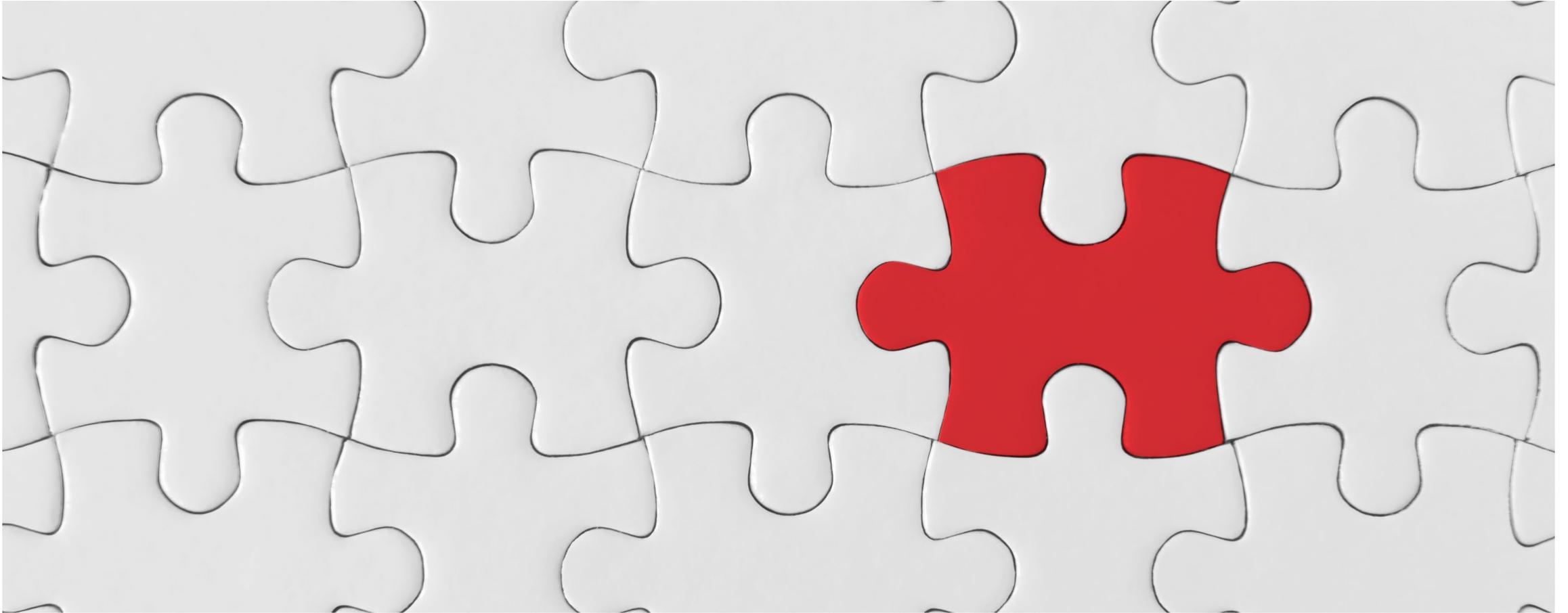
***Think about your personal strengths. What is your personal contribution to this Council?***



# Review of Accomplishments



# Town Goals and Priorities



# Existing Council Goals

- **Goal A: Maintain Fiscal Responsibility** – *Maintain a balanced budget with adequate reserves; increase and maintain transparency*
- **Goal B: Preserve Small Town Character and Quality of Life** – *Maintain focus to identify initiatives to mitigate impacts of regional growth*
- **Goal C: Create a Town Center/Library** – *Ensure development of Town Center/Library is informed by outreach*
- **Goal D: Manage Circulation and Improve Safety** – *Provide stewardship and leadership to maintain mobility and improve accessibility and safety for bicycles and pedestrians*
- **Goal E: Strengthen Community Engagement and Transparency** – *Pursue opportunities for increased engagement and public outreach*
- **Goal F: Be a Forward-Thinking, Well-Managed, Well-Planned City** – *Increase and maintain fiscal transparency*

# Priorities Identified During Interviews

- **Complete Civic Center; Plan for opening**
- Budget; pay off debts
- Capital Projects: Drainage; Infrastructure in the park
- Environmental programs
- Public safety (A.D.A.P.T program)
- Traffic mitigation

# Maintain Fiscal Responsibility

**Goal A: Maintain Fiscal Responsibility** – *Maintain a balanced budget with adequate reserves; increase and maintain transparency.*

- *Continuing items*
  - Monitor OPEB and PERs costs
  - Develop a savings plan for maintenance of future facilities
- *New items (suggested)*
  - *Pay off debts*

# Preserve Small Town Character and Quality of Life

**Goal B: Preserve Small Town Character and Quality of Life – *Maintain focus to identify initiatives to mitigate impacts of regional growth***

■ *Continuing Items*

- Update the Town's General Plan
- Stay abreast of regional projects that may impact the Town
- Implement Drainage Master Plan
- Implement Park Use Master Plan
- Maintain a proactive Police Department with strong focus on traffic safety and enforcement

■ *New items (suggested)*

- *Leverage license plate reader technology for betterment of public safety*

# Create a Town Center/Library

**Goal C: Create a Town Center/Library** – *Ensure development of Town Center/Library is informed by outreach*

- *Continuing Items*
  - Complete the Town Center construction
  - Identify expenditure priorities for library funds
- *New items (suggested)*
  - *Plan for Town Center opening*
  - *Determine uses of Town Center to engage the community*

# Manage Circulation and Improve Safety

**Goal D: Manage Circulation and Improve Safety** – *Provide stewardship and leadership to maintain mobility and improve accessibility and safety for bicycles and pedestrians*

- *Continuing Items*
  - Implement Bike/Pedestrian Master Plan
  - Improve safety of Caltrain crossings
  - Implement traffic mitigation measure
- *New items (suggested)*

# Strengthen Community Engagement and Transparency

## Goal E: Strengthen Community Engagement and Transparency – *Pursue opportunities for increased engagement and public outreach*

### ■ *Continuing items*

- Hold community events that celebrate community involvement
- Engage the public through meetings on a variety of topics (public safety, general plan, housing, etc.)
- Enhance use of OpenGov Transparency Portal

### ■ *New items (suggested)*

- *(See Town Center uses priority)*

# Be a Forward-Thinking, Well-Managed, Well-Planned City

## Goal F: Be a Forward-Thinking, Well-Managed, Well-Planned City – *Increase and maintain fiscal transparency*

### ■ *Continuing Items*

- Enhance collaboration and partnerships with regional agencies

### ■ *New Items (suggested)*

- *A.D.A.P.T (expand communication systems, engagement and response)*
- *Environmental programs (e.g., Climate Action Plan, Reach Codes)*

# Discussion

- Is there anything missing?
- What are the priorities for the next year?



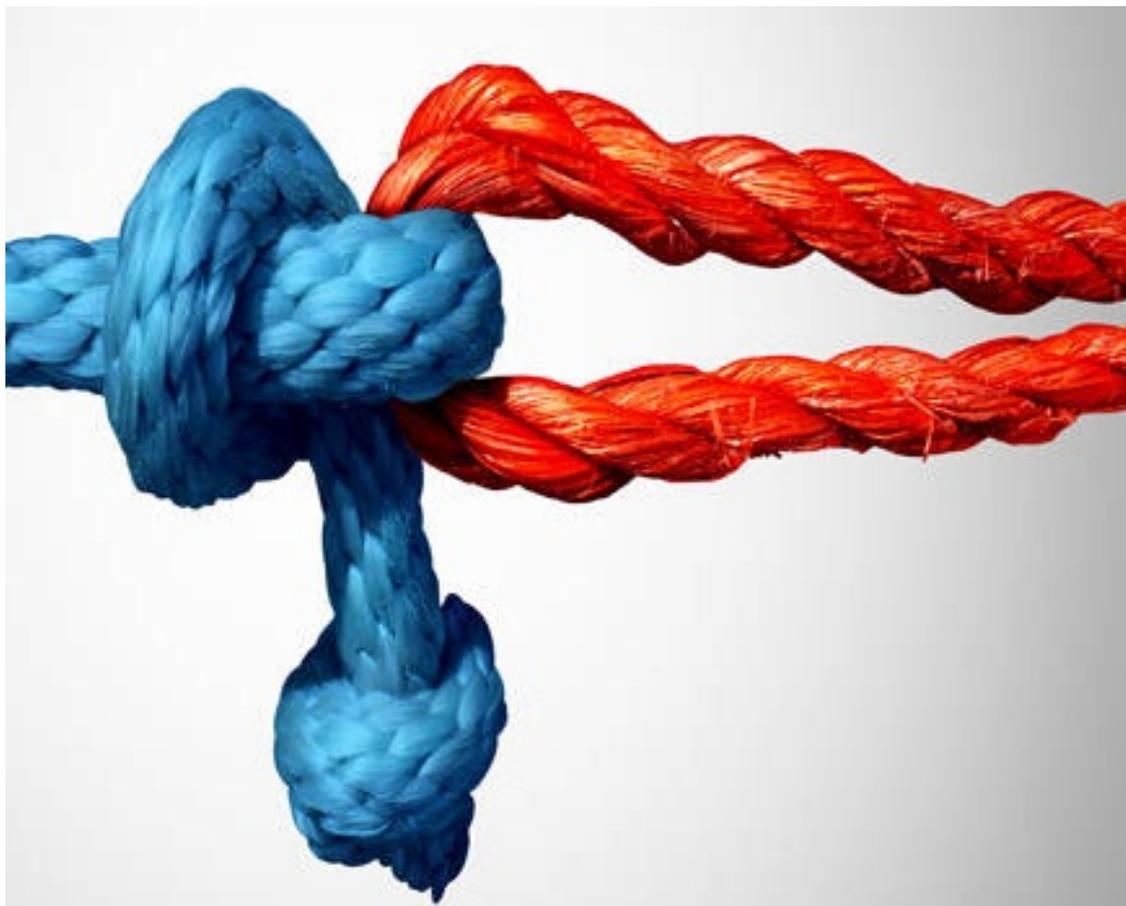
# Break



# Governing Together



# Governance is a Team Sport

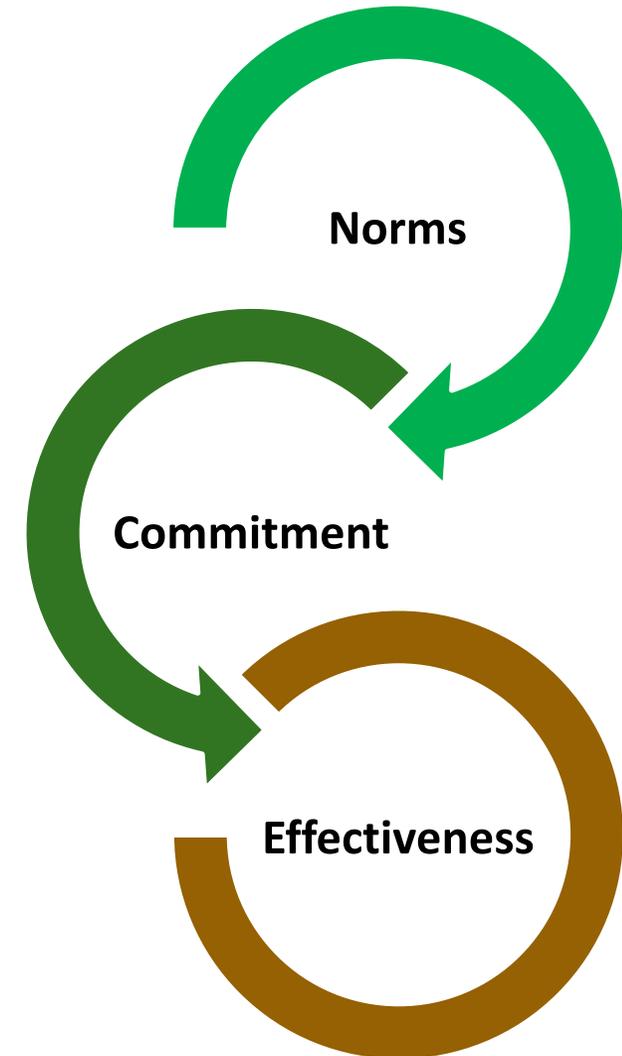


## It requires:

- Effective leadership by the Mayor and Council
- Responsive management and leadership by the City Manager
- Meaningful communication that is honest, direct, respectful, proactive
- Understanding roles and fulfilling expectations
- Fostering mutual respect and building trust
- Ethics

# Effective Practices for Elected Officials

- ***Attributes of Effective Councils***, Institute of Local Government
- ***A Key Ingredient for Success: An Effective City Council/City Manager Relationship***, by Kevin Duggan, International City/County Management Association



# Attributes of High Performing Councils

- Commit to true partnerships among Councilmembers, City Manager and staff
- Exhibit clarity and respect for roles and responsibilities
- Demonstrate civility and respect for all
- Conduct effective meetings
- Hold themselves and the City Manager accountable
- Practice continuous learning



# Effective Practices for Elected Officials



- ***What stood out to you in the ILG article? The Duggan article?***
- ***How will you define success as a governing body?***
- ***What do you need from the City Manager? And what does the City Manager need from you?***
- ***In one word, how do you want Town residents to view this Council?***

# Working Together – Council Norms



# Atherton Council Norms (2016)



- Assume good intent
- Show mutual respect
- Be trustworthy
- Listen with respect
- Seek clarification with both staff and colleagues
- Focus on the issue, not the person
- Disagree agreeably
- When debate is over and vote is taken, we move on
- Focus on the “now”
- Treat everyone equally

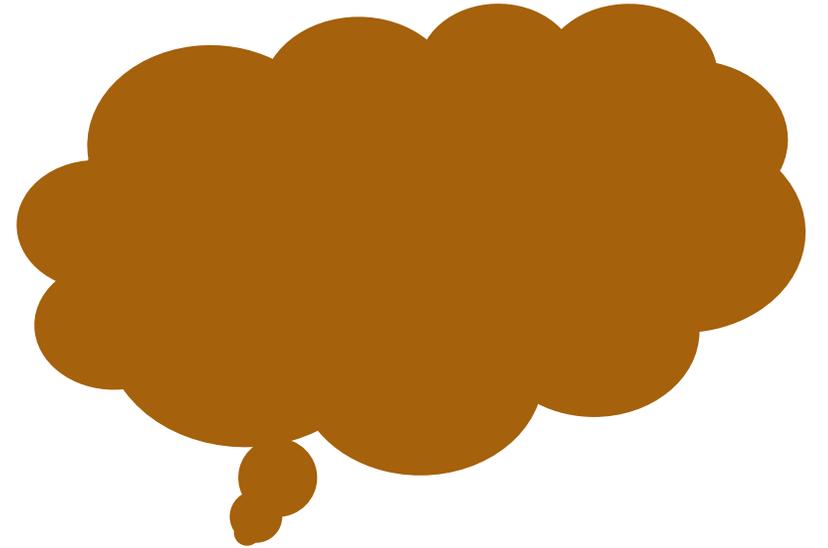
# Additional Examples of Council Norms

- Put the **good of the community** ahead of personal interests
- Treat each other with **dignity and respect**
- Act with **integrity** and lead by example
- **Disagree agreeably** and maintain decorum at the dais
- Envision **the future** and make progress on long-term goals
- Listen with **intention**; strive to make others feel heard
- Inspire **public confidence** in our city government



# Discussion

- *Which norms are important to you?*
- *Which of the sample norms do you like?*
- *What are the right norms for Atherton?*
- *How will you maintain these norms?*





# Next Steps

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# Reflections on Today's Workshop





# Thank you

## **Facilitator Contact Information**

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Partners

