



Item No. 14 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: DECEMBER 15, 2021

SUBJECT: 2021 ANNUAL GOALS REPORT

RECOMMENDATION

Receive and File.

BACKGROUND | ANALYSIS

Staff has created the attached 2021 Annual Goals Report. This is a new report/summary that will be produced and presented each December. The Report outlines each Goal Area (A through G) and lists the specific actions and tasks that have occurred throughout the year in support of the Goal and Council-Identified Strategy or Objectives. Where actions and tasks fall outside of the specific strategies or objectives set by the Council, they are listed separately at the end of each item as Policy Related activities during the Reporting Year. Some goals will encompass multiple years of focus and others are singular discrete tasks that occur once or annually.

FISCAL IMPACT

There is no fiscal impact for this item.

POLICY FOCUS

This item is a receive and file item. While the Council may discuss the various tasks completed, the overall Goals set by the Council are typically discussed at a facilitated Goal Setting Meeting in the Spring each year.

GOAL ALIGNMENT

This report and its contents are in alignment with the following Council Policy Goals:

- Goal F – Be Forward-Thinking, Well-Managed, and Well-Planned

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town’s electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town’s electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

COMMISSION/COMMITTEE FEEDBACK/REFERRAL

This item ___ has or X has not been before a Town Committee or Commission.

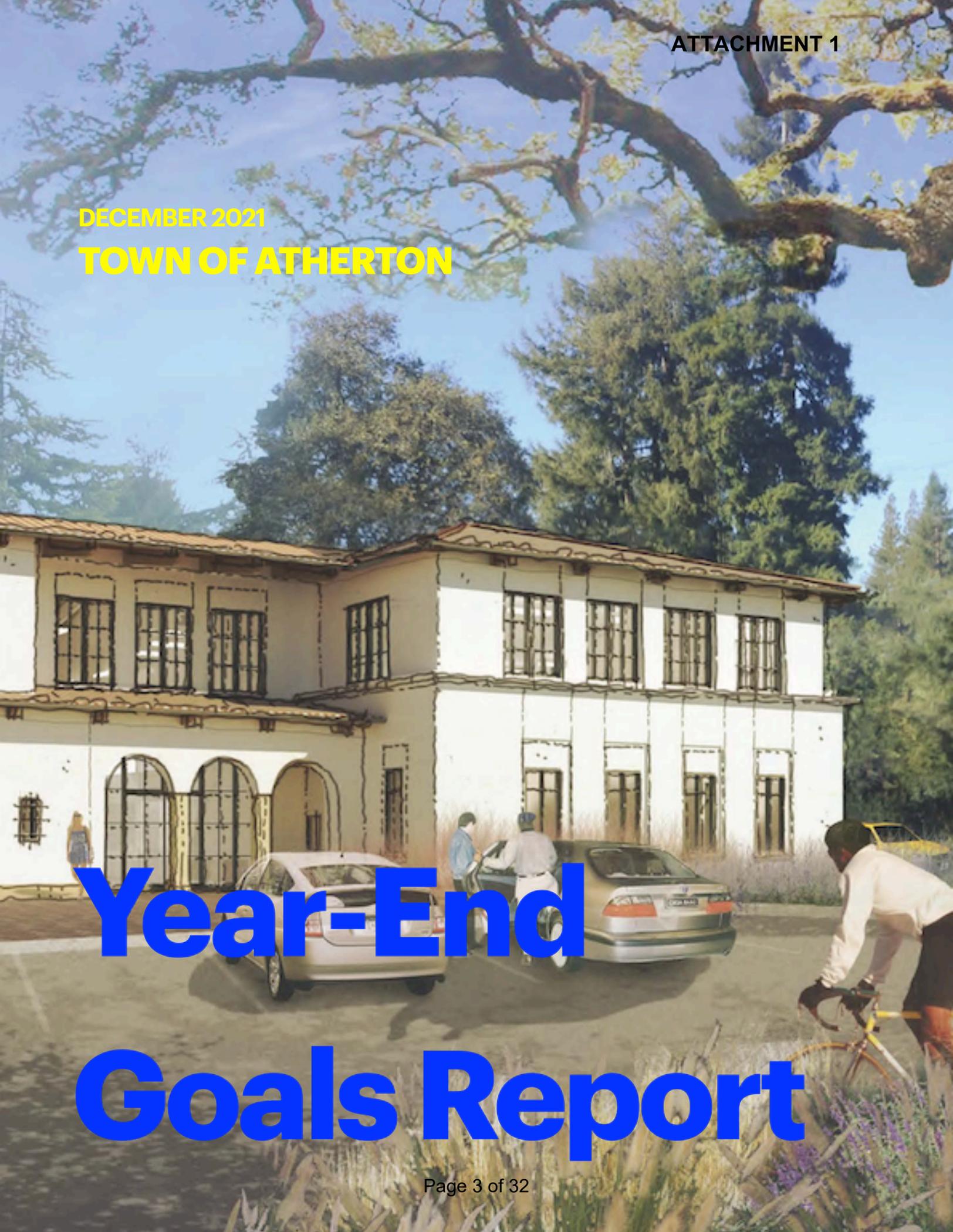
- Audit/Finance Committee (meets every other month)
- Bicycle/Pedestrian Committee (meets as needed)
- Environmental Programs Committee (meets every other month)
- Park and Recreation Committee (meets each month)
- Planning Commission (meets each month)
- Rail Committee (meets every other month)
- Transportation Committee (meets every other month)

ATTACHMENTS

2021 Annual Goals Report

DECEMBER 2021

TOWN OF ATHERTON



Year-End Goals Report

George Rodericks
CITY MANAGER



2021 - GOALS REPORT

Each year the City Council meets to discuss Short- and Long-Term Goals for the Town. The City Manager typically produces a summary of prior year goals and achievements as a starting point for that discussion. In May 2021, the City Council met and refined the top-level Policy Goals for the Town. The Council established seven (7) Policy Level Goal Areas for the Town - Goal Areas A through G.

Within each Goal Area the Council identified specific Policy Level Goals and select Strategies and Objectives in support of those Policy Level Goals. In addition to Council-Identified Strategies and Objectives, staff incorporates additional Objectives and Tasks that align with the overall Goal and are consistent with the Town's basic mission and operational philosophies.

This Report outlines each Goal Area and lists the specific actions and tasks that have occurred throughout the year in support of the Goal and Council-Identified Strategy or Objective. Where actions and tasks fall outside of the specific strategies and objectives set by the Council, they are listed separately at the end of each item as Policy Related activities during the Reporting Year. Whereas the overall Policy Level Goals can often encompass multiple years of focus, specific objectives and actions are often singular, discrete tasks that occur once or can occur annually.

New this year, each City Council Staff Report, will include a Goal Alignment section that identifies the specific Goal(s) that the Report supports.

GOAL A - MAINTAIN FISCAL TRANSPARENCY

The overall philosophy with Goal A is to maintain a balanced budget with adequate reserves; while also addressing the Town’s long-term liabilities.



Within Goal A, the Council setup four (4) specific Policy Goals:

- Identify and Reduce the Town’s Long-Term Liabilities
- Develop a Facility Maintenance and Replacement Set Aside Plan
- Review the Levels of the Town’s Current Reserve Policy
- Refine and Diversify Revenue Sources for the Town

Each Policy Level Goal is broken down into specific Strategies, Objections and Actions that help shape the priorities in the Town’s budget and direct staff time and resources. For Goal A, some of these strategy areas include monitoring Other Post-Employment Benefits (OPEB) as well as the CalPERS Pension liabilities; developing a plan to reduce those liabilities; timely elimination of the Town’s Certificate of Participation debt; examining the Town’s levels of financial reserves; and evaluating revenue alternative options.

Goal A - **Maintain Fiscal Transparency** begins on Page No. 8.



GOAL B - PRESERVE SMALL TOWN CHARACTER AND QUALITY OF LIFE

The overall philosophy with Goal B is to maintain a focus on the local community priorities and mitigate the impacts of regional growth.

Within Goal B, the Council also setup seven (7) specific Policy Goals:

- Work with neighboring communities to address regional development impacts
- Reduce the visual and safety impact of cellular service infrastructure
- Maintain a professional Police Department with a strong focus on traffic safety and enforcement
- Implement a Drainage Master Plan
- Implement a Bicycle and Pedestrian Master Plan
- Implement a Park Master Plan
- Implement a Road Improvement Plan

Each Policy Level Goal is broken down into specific Strategies, Objections and Actions that help shape the priorities in the Town's budget and direct staff time and resources. For Goal B, some of these strategy areas include holding joint meetings with stakeholders to address regional project impacts; addressing the impact of wireless telecommunications infrastructure; evaluating and reporting on the efficacy of public safety operations; and implementing the Town's various Capital Improvement Project (CIP) Master Plans.

Goal B - **Preserve Small Town Character and Quality of Life** begins on Page No. 12.

GOAL C - CREATE AND EXPAND THE TOWN CENTER AND LIBRARY

The overall philosophy with Goal C is to ensure that the development of the Town Center and Library are informed by public outreach.



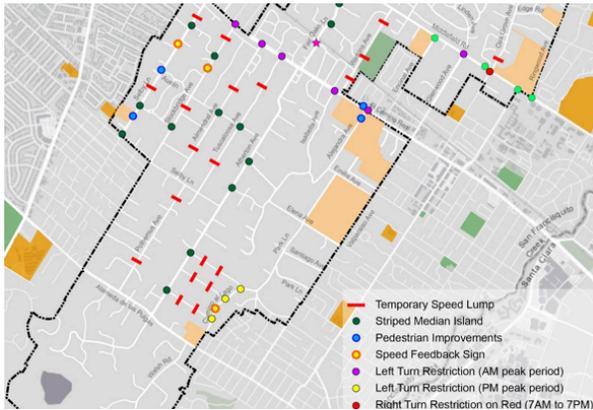
HERTON CIVIC CENTER - FAIR OAKS VIEW

Within Goal C, the Council also setup two (2) specific Policy Goals:

- Execute the Town Center Master Plan
- Determine Use Opportunities for the Town Center and Library Complex

Each Policy Level Goal is broken down into specific Strategies, Objections and Actions that help shape the priorities in the Town’s budget and direct staff time and resources. For Goal C, some of these strategy areas include completing construction on the new Town Center and Library; planning for the Grand Opening Celebration for these new facilities; identifying funding priorities and uses for the new public spaces; and planning for the Town’s 100th Birthday in September 2023.

Goal C - **Create and Expand the Town Center and Library** begins on Page No. 18.



GOAL D - MANAGE CIRCULATION AND IMPROVE SAFETY

The overall philosophy with Goal D is to provide stewardship and leadership to maintain mobility and improve accessibility and safety for bicycles and pedestrians.

Within Goal D, the Council also setup two (2) specific Policy Goals:

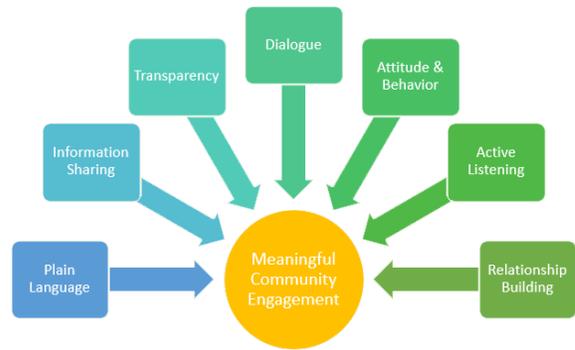
- Improve the safety of Caltrain crossings
- Implement Traffic Mitigation Measures

Each Policy Level Goal is broken down into specific Strategies, Objections and Actions that help shape the priorities in the Town’s budget and direct staff time and resources. For Goal D, some of these strategy areas include ensuring that Quad Gates are installed at the Watkins Rail Crossing; listening to the community with regard to the Neighborhood Traffic Management Program (NTMP) Outreach effort; and acting to implement priority projects identified as part of the NTMP Action Plan.

Goal D - **Manage Circulation and Improve Safety** begins on Page No. 20.

GOAL E - STRENGTHEN COMMUNITY ENGAGEMENT AND TRANSPARENCY

The overall philosophy with Goal E is to pursue opportunities for increased engagement and public outreach.



Within Goal E, the Council also setup three (3) specific Policy Goals:

- Hold community events that celebrate community involvement
- Enhance the Town’s use of transparency tools
- Create opportunities for community input and engagement

Each Policy Level Goals is broken down into specific Strategies, Objections and Actions that help shape the priorities in the Town’s budget and direct staff time and resources. For Goal E, some of these strategy areas include energizing the community toward engagement events and activities; identifying and funding annual community events; expanding the use of transparency tools on the Town’s website such as OpenGov, CivicSend, and SeeClickFix; and hosting Community Engagement Meetings throughout the year on various topics.

Goal E - **Strengthen Community Engagement and Transparency** begins on Page No. 22.



GOAL F - BE FORWARD-THINKING, WELL-MANAGED, AND WELL-PLANNED

The overall philosophy with Goal F is to be proactive and anticipate future needs; and increase and maintain fiscal transparency.

Within Goal F, the Council also setup four (4) specific Policy Goals:

- Update the Town’s General Plan to align with community priorities
- Update and Implement the Climate Action Plan
- Enhance collaboration and partnerships with regional agencies
- Explore opportunities to develop Performance Metrics and Report to the Community

Each Policy Level Goal is broken down into specific Strategies, Objections and Actions that help shape the priorities in the Town’s budget and direct staff time and resources. For Goal F, some of these strategy areas include updating the Town’s Housing Element; reviewing and implementing the various identified priorities in the Town’s Climate Action Plan; collaborating with regional agencies for community engagement; and developing locally applicable metrics for performance and reporting the Town’s achievements to the community.

Goal F - **Be Forward-Thinking, Well-Managed, and Well-Planned** begins on Page No. 25.

GOAL G - EMERGENCY PREPAREDNESS - BE PREPARED

The overall philosophy with Goal G is to partner with key stakeholders and empower residents to prepare for major emergencies.



Within Goal G, the Council also setup three (3) specific Policy Goals:

- Expand support for the Atherton Disaster and Preparedness Team (ADAPT)
- Ensure reliable emergency communication systems
- Identify and engage the community in emergency communications

Each Policy Level Goal is broken down into specific Strategies, Objections and Actions that help shape the priorities in the Town’s budget and direct staff time and resources. For Goal G, some of these strategy areas include improving emergency preparedness communication systems amongst the various stakeholders; working with the Fire District to collaborate on emergency preparedness projects; educating the community about Air

Quality issues and Public Safety Power Shut Off Events; and educate and engage the community in the use of ZoneHaven as a first-responder tool.

Goal G - **Emergency Preparedness - Be Prepared** begins on Page No. 28.



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Goal Area A – Maintain Fiscal Responsibility

“Maintain a balanced budget with adequate reserves; address long-term liabilities.”

Council Set Policy Level Goals

- *Identify and Reduce the Town’s Long-Term Liabilities*
- *Develop a Facility Maintenance and Replacement Set-Aside Plan*
- *Review the Levels of the Town’s Current Reserve Policy*
- *Refine and Diversify Revenue Sources for the Town*

Council-Identified Strategies, Objectives & Actions, and Status

Closely Monitor Other Post-Employment Benefits (OPEB) and CalPERS Long-Term Liabilities

Objectives & Actions	Date	Responsible Department	Status to Date
Establish Section 115 Trust for Pension Benefits	2018	FIN	Completed
Approve Basic Audited Financial Statements with OPEB and CalPERS Summary Discussions	Annual	FIN	Completed; Annual
Finance Committee Review of CalPERS Actuarial Report Assumptions	Annual	FIN	Completed; Annual
Update GASB 68 for CalPERS Pension Accrued Liability and GASB 75 for OPEB Liability	Ongoing	FIN	Pending

Develop a Plan to Reduce the Town’s Long-Term OPEB and Pension Liabilities

Objectives & Actions	Date	Responsible Department	Status to Date
Finance Committee Review of Pension and OPEB Liability with Specific Recommendations	Nov 2020	FIN	Completed
City Council Review of Finance Committee Recommendations on Long-Term Pension and OPEB Liabilities	Feb 2021	FIN	Completed



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Objectives & Actions	Date	Responsible Department	Status to Date
City Council Direction Regarding Pay Down of Long-Term Pension and OPEB Liabilities	Dec 2021	FIN	Pending Review of Financial Spreadsheet

Develop a Plan to Pay Off the Town Center Certificate of Participation (COP) at the 5-Year Mark

Objectives & Actions	Date	Responsible Department	Status to Date
Develop a financial plan to Pay Off COP @ 5-year Mark	Sep 2021	CM/FIN	Completed
Council Review of 5-Year Financial Planning Spreadsheet Inclusive of Pay Off Plan	Dec 2021	CM/FIN	Pending

Create a Plan to set aside funds for Town Facility Maintenance and Replacement Costs

Objectives & Actions	Date	Responsible Department	Status to Date
Develop Set-Aside Funding Plan for Town Facilities to Present to Council	Sep 2021	CM/FIN	Completed
Council Review of 5-Year Financial Planning Spreadsheet Inclusive of Set-Aside Funding Options	Dec 2021	CM/FIN	Pending

Determine appropriate levels for the Town's 15% Emergency Reserve and 20% Operating Reserve

Objectives & Actions	Date	Responsible Department	Status to Date
City Council Approval of Annual Budget and Reserve Policy	Jun 2021	FIN	Completed; Annual



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Pursue options for Benefit Assessment Districts when appropriate

Objectives & Actions	Date	Responsible Department	Status to Date
Staff recommendations for private benefit assessment districts; associated with specific CIP Projects	Jun 2021	PW	As Needed
Council presentation regarding the formation of underground utility districts	Nov 2021	PW	Completed

Update the Town’s Business License Tax Ordinance

Objectives & Actions	Date	Responsible Department	Status to Date
Council presentation on options for consideration to update the Ordinance.	<i>Feb 2018</i>	CM/FIN	Completed. Council advised updates not recommended at this time. Material updates to the Town’s Business License Tax Ordinance requires a public vote.

Pursue Revenue Alternatives, as identified

Objectives & Actions	Date	Responsible Department	Status to Date
Regular review of revenue alternatives for consideration by the City Council (fees, charges, leases, etc.).	Jun 2021	FIN	Ongoing
Review the User Fee Indirect Cost Allocation Plan	TBD	FIN	Pending
Review/Consider Real Property Transfer Tax	TBD	CM/FIN	Pending



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Overall Goal/Policy Related Activities During the Reporting Year

Objectives & Actions	Date	Responsible Department	Status to Date
Preparation, Review and Adoption of Audited Basic Financial Statements	Jan 2021	FIN	Completed
Negotiate Transfer of Rule 20A Credits to South San Francisco for General Funds	Jan 2021	PW	Completed
Approval of a Lease Agreement for Underground Conduits with Atherton Fiber	Jan 2021	PW	Completed
Adopt a Resolution Amending Fees for Tennis Keys at Holbrook-Palmer Park	Jan 2021	PW	Completed
Receive and File Mid-Year Budget Report	Feb 2021	FIN	Completed
Review/Approval of Quarterly Treasurer's Reports	Feb 2021	FIN	Completed; Quarterly
Preparation, Review, and Approval of Balanced FY Operating and CIP Budget	Mar-Jun 2021	All	Completed; Annual
Application for Grant Funding for various CIP Projects (ADLP)	Mar 2021	FIN	Completed
Acceptance of Donations toward ALPR Project	2021	PD	Completed
Acceptance of Donations toward Town Center Project	2021	FIN	Ongoing
Amendment to Wireless Facility Lease Agreement providing funding toward Town Center COMM Building	Sep 2021	PW	Completed
Engage Grant Writing Consultant	Oct 2021	CM	Completed



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Goal Area B – Preserve Small Town Character and Quality of Life

“Maintain focus to mitigate impacts of regional growth.”

Policy Level Goals

- *Work with neighboring communities to address regional development impacts*
- *Reduce the visual and safety impact of cellular service infrastructure*
- *Maintain a professional Police Department with a strong focus on traffic safety and enforcement*
- *Implement a Drainage Master Plan*
- *Implement a Bike/Ped Master Plan*
- *Implement a Park Master Plan*
- *Implement a Road Improvement Plan*

Council-Identified Strategies, Actions, and Status

Hold Joint Meetings with stakeholder agencies as needed to address regional impacts

Actions	Date	Responsible Department	Status to Date
Develop Joint Agenda for Meeting with Menlo Park Fire Protection District	Feb 2021	CM/CC	Completed; Annual
Host Joint Meeting with Menlo Park Fire Protection District	Apr 2021	CM/CC	Completed; Annual

Identify various stakeholders in the provision of telecommunication services to the community

Actions	Date	Responsible Department	Status to Date
City Council formed Subcommittee for Telecommunications Facility Review	Sep 2021	CM	Completed
Staff and Committee to Review Stakeholders	Oct 2021	CM/PW	Ongoing



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Inspect telecommunication field facilities and identify visual and safety concerns; connect with stakeholders to remedy

Actions	Date	Responsible Department	Status to Date
Prepare Map and Facilities List for Review by Subcommittee	Sep 2021	PW	Completed
Subcommittee and Staff to meet and review facility list	Sep 2021	CM	Pending

Develop and promote a regular Public Report for tracking and reporting on crime in Town

Actions	Date	Responsible Department	Status to Date
Present Police Department Annual Report	Apr 2021	PD	Completed; Annual
Present Police Department Report on Burglaries	Sep 2021	PD	Completed
POST Law Enforcement Training Audit	Jul 2021	PD	Completed; Bi-Annual

Monitor and evaluate the results of Automated License Plate Reader (ALPR) Technology

Actions	Date	Responsible Department	Status to Date
Present an Annual ALPR Audit Report	Feb 2021	PD	Completed; Annual
Present Report on ALPR Effectiveness	Sep 2021	PD	Completed

Ensure appropriate training of police officers

Actions	Date	Responsible Department	Status to Date
SMCO Sexual Abuse Protocol	Jan 2021	PD	Completed
Leadership Institute	Jan 2021	PD	Completed
Report Writing	Jan 2021	PD	Completed
Search, Seizure & Search Warrants	Jan 2021	PD	Completed



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Actions	Date	Responsible Department	Status to Date
Use of Force Investigations	Jan 2021	PD	Completed
Criminal Law for Records Personnel	Jan 2021	PD	Completed
Crime Prevention by Design (CPTED)	Feb 2021	PD	Completed
Managing Police Records	Feb 2021	PD	Completed
Leadership Principles and Practices	Feb 2021	PD	Completed
Courageous Heart	Feb 2021	PD	Completed
Dispatcher Role in Mass Casualty Incidents	Mar 2021	PD	Completed
DUI Detection	Mar 2021	PD	Completed
Field Force Options	Mar 2021	PD	Completed
Computer Crimes – Forensic Investigations	Mar 2021	PD	Completed
Radar & Lidar Use	Mar 2021	PD	Completed
Advanced CPTED	Mar 2021	PD	Completed
K9 Tactics	Apr 2021	PD	Completed
Basic Traffic Data Collection	May 2021	PD	Completed
Leadership Perspectives	May 2021	PD	Completed
Crisis Intervention	May 2021	PD	Completed
Time Management	May 2021	PD	Completed
Sovereign Citizen	May 2021	PD	Completed
Effective Leadership Roles	May 2021	PD	Completed
DMV Training	May 2021	PD	Completed
Search of Cars and Occupants	Jun 2021	PD	Completed
CIBRS PRI Management	Jun 2021	PD	Completed
Public Records Act	Jun 2021	PD	Completed
2021 Legal Updates	Jun 2021	PD	Completed
Field Sobriety Tests	Aug 2021	PD	Completed
Active Shooter	Aug 2021	PD	Completed
Basic SWAT	Aug 2021	PD	Completed
Supervisor’s Course	Aug 2021	PD	Completed
Zonehaven Training	Sep 2021	PD	Completed
DUI SFST Course	Sep 2021	PD	Completed
CCUG Training	Sep 2021	PD	Completed
Courageous Heart	Sep 2021	PD	Completed
Why did you stop me?	Sep 2021	PD	Completed
Assertive Supervision	Oct 2021	PD	Completed
EVOC	Oct 2021	PD	Completed
RIMS Training	Oct 2021	PD	Completed



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Actions	Date	Responsible Department	Status to Date
Active Shooter Drill/MPPD	Oct 2021	PD	Completed

Identify High Priority Drainage Projects and Develop a Funding Plan

Actions	Date	Responsible Department	Status to Date
Participate in the Bayfront Canal/Atherton Channel Project	Jan 2021	PW	Ongoing
Begin Implementation of the Green Infrastructure Program	Oct 2021	PW	Pending
Coordinate Monitoring of the Upper Atherton Channel	Oct 2021	PW	Ongoing
Prioritize Local Drainage Projects to minimize localized flooding	Oct 2021	PW	Ongoing

Identify High Priority Bike/Ped Projects and Develop a Funding Plan

Actions	Date	Responsible Department	Status to Date
Work with C/CAG for submittals to their Bicycle and Pedestrian Master Plan Project List (Submittal consistent with the City Council’s priority projects in the Bicycle and Pedestrian Master Plan)	May 2021	PW	Completed
Work with County, Caltrans, and Regional Partners to include El Camino Real and Selby Intersection in Roadway Improvements	Sep 2021	PW	Ongoing

Identify High Priority Park Use Master Plan Projects and Develop a Funding Plan

Actions	Date	Responsible Department	Status to Date
Award Contract/Renovate Pavilion Restrooms	Apr 2021	PW	Completed



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Actions	Date	Responsible Department	Status to Date
Award Contract Park Turnaround Project	May 2021	PW	Completed
Award Contract for Park Lighting Replacement Project	Jul 2021	PW	Completed
Provide Feedback Regarding Community Garden at Park	Jul 2021	PW	Completed
Host Joint Meeting with Park and Recreation Committee	Jul 2021	PW	Completed; Annual
Upgrade Park Security Camera System	Sep 2021	PD	Completed
Complete Park Circulation Plan Design	Oct 2021	PW	Ongoing
Complete Park Turnaround Project	Nov 2021	PW	Completed
Complete Park Lighting Project	Nov 2021	PW	Completed
Complete Pavilion Restroom Remodel	Nov 2021	PW	Completed

Identify High Priority Road Improvement Projects and Develop a Funding Plan

Actions	Date	Responsible Department	Status to Date
Complete the James Avenue Overlay Project	Jan-Mar 2021	PW	Completed
Complete the Annual Overlay Project	Mar-Apr 2021	PW	Completed; Annual
Complete the Annual Spring Patching Project	Mar-Apr 2021	PW	Completed; Annual
Adopt A Resolution for SB1 Road Improvement and Rehabilitation List	Jul 2021	PW	Completed; Annual

Overall Goal/Policy Related Activities During the Reporting Year

Objectives & Actions	Date	Responsible Department	Status to Date
Add Traffic and Motorcycle Sergeant	Jan 2021	PD	Completed
Add Additional Dispatch/Code Enforcement	Jan 2021	PD	Completed



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Objectives & Actions	Date	Responsible Department	Status to Date



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Goal Area C – Create and Expand the Town Center/Library

“Ensure development of Town Center/Library is informed by outreach.”

Policy Level Goals

- *Execute the Town Center Master Plan*
- *Determine Use Opportunities for the Town Center and Library Complex*

Council-Identified Strategies, Actions, and Status

Complete the Town Center Construction

Actions	Date	Responsible Department	Status to Date
Provide Monthly Transparency Project Reports on Status and Financials	Monthly	CM	Monthly

Plan for the Town Center Opening Celebration

Actions	Date	Responsible Department	Status to Date
Appointment of Committee to Review Grand Opening/Ribbon Cutting	Jul 2021	CM	Ongoing
Consideration of Budget for Grand Opening/Ribbon Cutting	Sep 2021	CM	Completed

Determine uses of the Town Center / Engage the Community; Begin Planning for 100th Anniversary of the Town’s Incorporation

Actions	Date	Responsible Department	Status to Date



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Identify Expenditure Priorities for Library Funds

Actions	Date	Responsible Department	Status to Date

Identify Use Opportunities and Priorities for the Town Center and Library Complex

Actions	Date	Responsible Department	Status to Date
Review and Release RFP for Design of Historic Train Station	Oct 2021	CM	Completed

Overall Goal/Policy Related Activities During the Reporting Year

Objectives & Actions	Date	Responsible Department	Status to Date
Combine Landscape Services for Park & Town Center for RFP	Oct 2021	PW	Pending



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Goal Area D – Manage Circulation and Improve Safety

“Provide stewardship and leadership to maintain mobility and improve accessibility and safety for bicycles and pedestrians.”

Policy Level Goals

- *Improve safety of Caltrain crossings*
- *Implement Traffic Mitigation Measures*

Council-Identified Strategies, Actions, and Status

Facilitate the implementation of Quad Gates at the Watkins Rail Crossing

Actions	Date	Responsible Department	Status to Date
Adopt Partner Agreement with Joint Powers Board (JPB) and Caltrain for Station Improvements, Closure and Quad Gates	Jul 2021	PW	Completed
Caltrain to Complete Quad Gates at Watkins	Dec 2023	PW	Ongoing

Review feedback from the Neighborhood Traffic Management Community Outreach Effort

Actions	Date	Responsible Department	Status to Date
Transportation Committee Review of NTMP Outreach and Provide Council with Recommendations	Oct 2021	PW	Completed
City Council Review of NTMP Outreach, Recommendations and Consultant Report	Oct 2021	PW	Completed



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Develop a Priority List of Traffic Management Projects, including Pilot Projects

Actions	Date	Responsible Department	Status to Date
City Council Approval of NTMAP Project Priorities	Nov 2021	PW	Completed

Overall Goal/Policy Related Activities During the Reporting Year

Objectives & Actions	Date	Responsible Department	Status to Date
Installation of Permanent Fencing Along Rail Corridor	Dec 2020	PW	Completed
Approve Agreement with San Mateo County and PHS for Animal Control Services	May 2021	CM	Completed
Review Recommendation for Modifications for Middlefield/Oak Grove Right-Turn Hours	May-Sep 2021	PW	Ongoing
Safe Walking Signs Project	May 2021	PD	Completed; Ongoing
Removal of Train Platform	Jun 2021	PW	Completed



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Goal Area E – Strengthen Community Engagement and Transparency

“Pursue opportunities for increased engagement and public outreach.”

Policy Level Goals

- *Hold community events that celebrate community involvement*
- *Enhance the Town’s use of transparency tools*
- *Create opportunities for community input and engagement*

Council-Identified Strategies, Actions, and Status

Re-Energize community events and engage residents in what they would like to do

Actions	Date	Responsible Department	Status to Date
Conduct Online Survey of Residents for Community Events	TBD	CM	Pending

Update the Town’s Event List for next Fiscal Year and Budget for Them

Actions	Date	Responsible Department	Status to Date
Host Annual Recycling/E-Scrap/Compost Event	Apr 2021	CM/GWR	Completed; Annual
Provide Support and Funding for Tree Walk at Park	Jun 2021	PW	Completed
Host National Night Out	Aug 2021	PD/ALL	Completed; Annual
Host Emergency Preparedness Drill	Sep 2021	PD/ADAPT	Completed; Annual
Host Citizen’s Police Academy	Oct 2021	PD	Postponed; Annual
Host All Schools SRO/Admin Staff Meeting	Oct 2021	PD	Completed; Annual
Host Emergency Preparedness Drill	Nov 2021	PD/ALL	Completed; Annual



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Expand the Use of the OpenGov Transparency Portal

Actions	Date	Responsible Department	Status to Date
Incorporate Monthly Reporting into OpenGov Platform	TBD	FIN	Pending

Expand the Use of CivicSend/News Flashes

Actions	Date	Responsible Department	Status to Date
Produce Weekly Atherton Online Newsletter	Weekly	CM/CC	Ongoing

Expand the Use of SeeClickFix

Actions	Date	Responsible Department	Status to Date
Educate community about the use of SeeClickFix	Regularly	CM/CC	Ongoing

Hold Community Engagement Meetings on a variety of topics

Actions	Date	Responsible Department	Status to Date
Host Community Public Safety Meeting(s), as needed	Jun 2021	PD	Completed; Annual
Host Community Meetings on Updates to the Town's Housing Element	Jan 2022	PL	Ongoing

Continue the Zoom Option for Public Meetings

Actions	Date	Responsible Department	Status to Date
Integrate Zoom Capabilities into new Town Center Council Chambers	TBD	CM/CC	Ongoing



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Actions	Date	Responsible Department	Status to Date

Overall Goal/Policy Related Activities During the Reporting Year

Objectives & Actions	Date	Responsible Department	Status to Date
Update Ordinance Regarding Posting Places	Sep 2021	CM	Completed; In Progress
Produce Monthly Statistical Reports from each Department as part of the Public Meeting Agenda	Ongoing	ALL	Ongoing
Implement a Website Refresh	Ongoing	CC/ALL	Ongoing
Implement Resident Volunteer Patrol Program	Oct 2021	PD	In Progress
Use the Town’s News Flashes and Website to push out community information	Ongoing	ALL	Ongoing
Keep the community informed regarding public safety concerns	Ongoing	PD	Ongoing
Implement PrimeGov Agenda Management Tools	Nov 2021	CC/ALL	In Progress
Respond to Grand Jury – RIPA Reporting	Oct 2021	PD	Completed
Respond to Grand Jury – Sea Level Rise	Oct 2021	ADMIN/PW	Completed



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Goal Area F – Be Forward-Thinking, Well-Managed, and Well-Planned

“Be proactive and anticipate future needs; increase and maintain fiscal transparency.”

Policy Level Goals

- *Update the Town’s General Plan to align with Community priorities*
- *Update and Implement the Climate Action Plan*
- *Enhance collaboration and partnerships with regional agencies*
- *Explore Opportunities to develop Performance Metrics and Report to the Community*

Council-Identified Strategies, Actions, and Status

Update the Town’s Housing Element

Actions	Date	Responsible Department	Status to Date
Present Annual Report on General Plan Housing Production Implementation	Mar 2021	PL	Completed; Annual
Work with RPPG Consultant to assist with the Town’s Response to RHNA and State Housing Legislation	Ongoing	CM	Ongoing
Host City Council Housing Element Update Study Session	Apr 2021	PL	Completed

Review priorities incorporated in the Climate Action Plan

Actions	Date	Responsible Department	Status to Date
Review and Approve Sustainability Work Plan for 2021	Apr 2021	PL	Completed
Work with Peninsula Clean Energy (PCE) and ABAG to Fund EV Charging Stations at the Park and Town Center	Sep 2021	PW	Ongoing
Review progress on Climate Action Plan and Report to the EPC	Sep 2021	CM	Completed
Report to the City Council on the progress on the Climate Action Plan	Nov 2021	CM	Completed



ATTACHMENT 1

Town of Atherton

City Council Goals Report

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Actions	Date	Responsible Department	Status to Date
Work with PCE on the potential for a Power Purchase Agreement	Oct 2021	PW	Pending

Identify CAP Measures from Priority Review and Implement Them

Actions	Date	Responsible Department	Status to Date
Review and Consider Implementation of Leaf Blower Ordinance	Jan 2021	PL/CM	Ongoing
Hire a Sustainability Coordinator	Jan 2021	CM	Completed
Approve MOU with San Mateo County for SB 1383 Edible Food Recovery Monitoring Program	Jul 2021	PL	Completed
Create SB 1383 Procurement Policy	Nov 2021	CC/CM	Pending
Adopt Food Recovery Ordinance	Nov 2021	CM	Completed

Review Adoption of Local Reach Codes

Actions	Date	Responsible Department	Status to Date
Report to City Council on Reach Codes	Mar 2021	PCE	Completed
Report to City Council on Reach Code implementation in Atherton	Oct 2021	BLDG	Completed
Return Reach Codes to City Council for Consideration	Feb 2021	BLDG	Pending

Reach out to community groups and regional partners for community presentations and awareness

Actions	Date	Responsible Department	Status to Date
Host CalWater Presentation to Environmental Programs Committee	Sep 2021	CM	Completed



ATTACHMENT 1
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Identify State Budget and Community Metrics and communicate the Town’s achievements using the metrics

Actions	Date	Responsible Department	Status to Date

Overall Goal/Policy Related Activities During the Reporting Year

Objectives & Actions	Date	Responsible Department	Status to Date
Review of Landscape Screen Codes	Jan 2021	PL	Completed
Implement Battery-Operated Leaf Blower Pilot Program	Jan 2021	PW	Completed
Host Joint Meeting with Planning Commission	Apr 2021	PL	Completed; Annual
Host Annual Goals Workshop	May 2021	CM	Completed; Annual
Review Battery-Operated Leaf Blower Pilot Program	Jul 2021	PW	Completed
Develop a Historic Preservation Ordinance to Authorize Mills Act Property Enrollment	Feb 2021	PL	Ongoing
Update the Town’s HR Policies and Procedures Manual	Ongoing	CC	Ongoing
Provide Educational Training to staff to maintain appropriate certifications	Ongoing	PL/BLDG	Ongoing
Host monthly Roundtables with Development Community	Ongoing	PL/BLDG/PD/PW	Monthly
Develop Enhanced Digital Submittal Process	Ongoing	PL/BLDG/PW	Ongoing
Return Leaf Blower Ordinance to the City Council for Consideration	Jan 2021	CM/PL	Pending



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Goal Area G – Emergency Preparedness – Be Prepared

“Partner with key stakeholders and empower residents to prepare for major emergencies.”

Policy Level Goals

- *Expand support for the Atherton Disaster and Preparedness Team (ADAPT)*
- *Ensure reliable emergency communication systems*
- *Identify and engage the community in emergency communications*

Council-Identified Strategies, Actions, and Status

Assist with improvement communication opportunities with residents, the Town and emergency responders

Actions	Date	Responsible Department	Status to Date
Host ADAPT Emergency Preparedness Drill to Test Communications	Nov 2021	PD/ADAPT/Fire	Completed

Engage the Fire District to expand communication systems

Actions	Date	Responsible Department	Status to Date
Reach out to Fire District to Fund Communications Needs in Town Center	Sep 2021	CM	Pending
Reach out to Fire District to Fund Communication Needs for ADAPT Assembly Points	Nov 2021	PD	Pending

Use and Educate the Community on “Purple Air or other similar Air Quality Monitors

Actions	Date	Responsible Department	Status to Date
Install Purple Air Device at Park	2020	PW	Completed



ATTACHMENT 1
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Provide emergency preparedness communication around emergency involvement, response, and opportunities

Actions	Date	Responsible Department	Status to Date
Release regular emergency preparedness communications via Atherton Online and Print Newsletter	Various	CC	Ongoing

Educate the community about Public Safety Power Shut Offs (PSPS) and Wildfire Emergencies

Actions	Date	Responsible Department	Status to Date
Host Public Meeting on PSPS Program and Fire Safety	Jun 2021	CM	Completed

Educate the community about the use of ZoneHaven for community engagement in emergency communications

Actions	Date	Responsible Department	Status to Date
Work with the Fire District to release educational materials regarding ZoneHaven	Various	CC	Ongoing

Overall Goal/Policy Related Activities During the Reporting Year

Objectives & Actions	Date	Responsible Department	Status to Date
Respond to COVID-19 Emergency	Ongoing	All	Ongoing
Consideration of Letter to State Regarding COVID-19 Protocols for Houses of Worship	Jan 2021	CM	Completed