



Item No. 16 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

FROM: ANTHONY SUBER, CITY CLERK

DATE: JUNE 15, 2022

**SUBJECT: CONSIDERATION OF AND APPOINTMENTS TO VARIOUS TOWN
COMMITTEES AND PLANNING COMMISSION**

RECOMMENDATION

Review the applicants for the Town Committees and Planning Commission and make appointments to fill vacant positions.

- Appoint one (1) applicant to the Audit and Finance Committee to fill 4-Year terms expiring on June 30, 2026;
- Appoint two (2) applicants to the Bicycle and Pedestrian Committee to fill a mid-term vacancy expiring on June 30, 2023, and a 4-Year term expiring on June 30, 2026;
- Appoint three (3) applicants to the Environmental Programs Committee for a mid-term vacancy expiring on June 30, 2023, mid-term vacancy expiring on June 30, 2024, and a 4-Year term expiring on June 30, 2026;
- Appoint three (3) applicants to the Parks and Recreation Committee. Two applicants to the regular seat for a 4-Year term expiring on June 30, 2026, and one applicant to the Foundation seat for a 2-Year term expiring on June 30, 2024;
- Appoint one (1) applicant to the Planning Commission to fill a 4-Year term expiring on June 30, 2026;
- Appoint one (1) applicant to the Rail Committee to fill a 4-Year term expiring on June 30, 2026;
- Appoint one (1) applicant to the Transportation Committee to fill a 4-Year term expiring on June 30, 2026.

BACKGROUND

A recruitment was conducted for the following vacancies:

1. Audit/Finance Committee (1 Vacancy)
2. Bicycle and Pedestrian Advisory Committee (2 Vacancies)
3. Environmental Programs Committee (3 Vacancies)

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4. Park and Recreation Committee (3 Vacancies, 2 Regular seats and 1 Foundation seat)
5. Planning Commission (1 Vacancy)
6. Rail Committee (1 Vacancy)
7. Transportation Committee (1 Vacancy)

Recruitment began on May 9, 2022, and ended on Thursday, June 9, 2022 to fill vacancies resulting from term expirations and mid-term vacancies.

Audit and Finance Committee (1)

The Audit and Finance Committee has one (1) vacancy to fill a 4-Year term expiring on June 30, 2026.

There is one (1) applicant for the Committee for consideration, which is an incumbent.

- Hill, Thomas, *Incumbent*

Bicycle and Pedestrian Advisory Committee (2)

The Bicycle and Pedestrian Committee has two (2) vacancies. One vacancy is the result of a resignation and will be to fill a term expiring on June 30, 2023 and the other appointment will be a 4-Year term expiring on June 30, 2026.

There were no applicants for these vacancies.

Environmental Programs Committee (3)

The Environmental Programs Committee (EPC) has three (3) vacancies. Two vacancies are the result of resignations and will be to fill mid-terms expiring on June 30, 2023, and June 30, 2024. The other vacancy will be a 4-Year term expiring on June 30, 2026.

There are two (2) applicants for the Committee for consideration. The incumbent has opted not to re-apply.

- Farrell, Amy
- Frederick, Kenneth

When making any appointment, the Council will need to select the respective term for each candidate.

Parks and Recreation Committee (3)

The Parks and Recreation Committee has three (3) vacancies. Two vacancies are regular 4-Year seats expiring June 30, 2026, and the other is a Foundation appointment for a 2-Year term expiring on June 30, 2024.

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There is one (1) applicant for the Committee for consideration for the regular seat, which is an incumbent.

- Henkel, Taylor, *Incumbent*

There is one (1) recommendation and applicant for the Foundation appointment.

- Merrill, Frank, *Incumbent*

Planning Commission (1)

The Planning Commission has one (1) vacancy for a 4-Year term expiring on June 30, 2026.

There were no applicants for the vacancy. The incumbent Eric Lane has served three full consecutive terms and indicated that he would continue to serve at least another two (2) years with Council support. Council has the option to reappoint Commissioner Lane absent other candidates.

- Lane, Eric, *Incumbent*

Rail Committee (1)

The Council may appoint one (1) candidate to the Rail Committee to fill a 4-Year term expiring June 30, 2026.

There are two (2) applicants for the Committees consideration, one of which is an incumbent.

- Bryant, Thom
- Maulbetsch, John, *Incumbent*

Appointment of the above applicant would maintain the Committee at seven (7) members. The Mayor has asked that the Staff Report include the ability for the Council to discuss the continued role of the Rail Committee. It was suggested that perhaps the Committee could serve as group independent from the Town, similar to the Tree Committee. The Tree Committee is not a formal Council-appointed Committee. The group does have the occasional support of staff; and, as part of the Town's "Designated Groups" has the ability to use Town space for meetings. If the Council wishes to move in this direction staff would return the Commission/Committee Resolution to the Council at a future meeting for direction.

Transportation Committee (1)

The Transportation Committee has one (1) vacancy for a 4-Year term expiring June 30, 2026.

There were no applicants at the close of the application period and at the time the staff report was prepared the incumbent had not indicated if they wishing to continue to serve.

Committee & Commission Appointments

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There is a total of 11 vacancies and only the Rail Committee has more applicants than vacant seats. The Bicycle and Pedestrian Committee, Planning Commission, and Transportation Committee had no applicants. Council will need to assign specific terms to candidates appointed to the Environmental Programs Committee, one to a mid-term opening and the other to the full 4-Year term.

Appointment Process

It is recommended that the Council consider appointments to the longest term first for each vacancy where possible. The City Council should announce the term for which an appointment is being considered and then vote for the particular appointment for that term. The City Clerk shall assist with voting sheets and voting shall continue until an applicant is selected for the particular term.

The Rail Committee has more applicants than open seats. The Environmental Programs Committee (EPC) has mid-term vacancies, and a 4-Year Term and Council will need to appoint applicants to a specific term. If Council wishes, it could consider randomly assigning terms to appointees for EPC, staff prepared a simple solution where each applicant's name is listed on an identical piece of paper and placed in a box. City Clerk Suber will draw a name from the box and the first name drawn will receive the longest term for that EPC vacancy. Council can also choose to nominate an applicant and assign a term within the nomination.

POLICY FOCUS

The Council is not obligated to appoint any of the candidates to any of the positions and may choose to extend the candidate recruitment process as it deems necessary. The Council reserves complete discretion in appointments.

Town Commissions and Committees represent a key component of civic engagement within the community. The participation of the members is a vital part of the Town's public engagement and review process. These groups have the ability to gather public input on an issue and provide feedback and recommendations to the City Council for consideration.

When evaluating applicants for Commissions and Committees, the City Council should consider the role of each committee, the amount of oversight needed, cost effectiveness, efficiency in decision-making, and the desire of the City Council for direct policy involvement on particular issues.

Staff will continue any recruitment for a Committee for which there are continuing vacancies.

FISCAL IMPACT

None.

GOAL ALIGNMENT

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

- Goal E – Strengthen Community Engagement and Transparency

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 recruitment 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. There were several public notices posted within the Almanac as well.

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)
- ___ Civic Center Advisory 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

1. Committee Applicants
2. Commission and Committee Roster
3. [Resolution No 22-01 Governing Committees \(Link Only\)](#)

Anthony Suber

From: noreply@civicplus.com
Sent: Sunday, December 19, 2021 6:51 PM
To: Anthony Suber; Francesca Reyes
Subject: Online Form Submittal: Application for Town Committee/Commission

[The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.]

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Town Committee/Commission

Name*	Thomas R. Hill
Address*	[Redacted]
Commission/Committee of Interest*	Audit & Finance Committee
Education	BA (Economics) - Stanford, 1967 MBA (emphasis in Finance) - Stanford GSB, 1974
List your civic affiliations and community activities, including service on other commissions and committees?*	Board of Trustees - Treasurer, CuriOdyssey (formerly Coyote Point Museum), 2005-06; Finance Committee, 2005-18; Audit Committee, 2007-18. Lindenwood Homes Assn. Board - Treasurer, 1993-97, 2003-09, 2019-present.
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?*	With respect to Town finances, the Committee acts in an advisory role to the City Council, reviewing budgeting, long-range financial planning, financial reporting, and pension-related issues. It has a public oversight role, particularly with respect to the annual independent audit of the Town's financial statements.
Describe why you want to serve on this commission and what you hope to accomplish as a member?*	Serving on the Committee would give me the opportunity to use the knowledge and experience gained during my career as a finance professional. I believe that background would enable me to meaningfully contribute to discharging the Committee's responsibilities.
Additional Information you would like to add?*	I am a California CPA (Retired Status). My wife and I have lived in Atherton since 1983.

* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:
<http://www.ci.atherton.ca.us/Admin/FormHistory.aspx?SID=1437>

The following form was submitted via your website: Application for Town Committee/Commission

Name: Thomas R. Hill

Address: 34 Irving Ave

Phone Number: [Redacted]

Email Address: [Redacted]

ATTACHMENT 1

Commission/Committee of Interest: Audit & Finance Committee

Education: BA (Economics) - Stanford, 1967

MBA (emphasis in Finance) - Stanford GSB, 1974

List your civic affiliations and community activities, including service on other commissions and committees?: Board of Trustees - Treasurer, CuriOdyssey (formerly Coyote Point Museum), 2005-06; Finance Committee, 2005-18; Audit Committee, 2007-18.

Lindenwood Homes Assn. Board - Treasurer, 1993-97, 2003-09, 2019-present.

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?: With respect to Town finances, the Committee acts in an advisory role to the City Council, reviewing budgeting, long-range financial planning, financial reporting, and pension-related issues. It has a public oversight role, particularly with respect to the annual independent audit of the Town's financial statements.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: Serving on the Committee would give me the opportunity to use the knowledge and experience gained during my career as a finance professional. I believe that background would enable me to meaningfully contribute to discharging the Committee's responsibilities.

Additional Information you would like to add?: I am a California CPA (Retired Status). My wife and I have lived in Atherton since 1983.

Additional Information:

Form submitted on: 12/19/2021 6:50:50 PM

Submitted from IP Address: 98.42.7.13

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.ci.atherton.ca.us/Forms.aspx?FID=90>

From: noreply@civicplus.com
To: [Anthony Suber](#); [Francesca Reyes](#)
Subject: Online Form Submittal: Application for Town Committee/Commission
Date: Monday, May 23, 2022 12:41:34 PM

[The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.]

Application for Town Committee/Commission

Name	Amy Farrell
Address	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
Commission/Committee of Interest	Environmental Committee
Education	BA, Vassar College, MA, The Johns Hopkins School of Advanced International Studies
List your civic affiliations and community activities, including service on other commissions and committees?	Volunteer at La Entrada Middle School, 2018-2019, Project Cornerstone, ABC Reader, 5th Grade Classroom Volunteer at La Entrada Middle School, 2021-2022, Graduation Committee Volunteer, French American School, Princeton, NJ, 2014-2018, Book Fair
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?	<p>I understand that the Environmental Committee is responsible for supporting Atherton Town by bringing awareness of ways to protect human health and the environment through education and outreach. By fostering environmentally friendly practices, the Committee aims to enhance the quality of life for residents, visitors, and future generations. In addition, the Committee is responsible for organizing and running the annual Earth Day Festival held in April.</p> <p>I have worked in sustainable finance for over a decade and am passionate about bringing best practices to my community. These include best practices in water and energy use, air and noise quality, and supporting a circular economy through recycling, re-using and restoring.</p>
Describe why you want to serve on this commission and what you hope to accomplish	I would like to bring my professional experiences in sustainability to my neighbors and broader community to help support the environment and bring a positive impact to society. I hope to educate my community for a healthier planet for future

as a member?

generations.

Additional Information
you would like to add?

I was inspired by the Atherton 2022 Earth Day Festival and hope to engage with my neighbors and our greater community about ways to support and improve environmental practices.

Anthony Suber

From: noreply@civicplus.com
Sent: Sunday, May 8, 2022 8:33 PM
To: Anthony Suber; Francesca Reyes
Subject: Online Form Submittal: Application for Town Committee/Commission

[The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.]

Application for Town Committee/Commission

Name	Kenneth C. Frederick
Address	[REDACTED]
Phone Number	[REDACTED]
[REDACTED]	[REDACTED]
Commission/Committee of Interest	Environmental Programs Committee
Education	BS Mechanical Engineering/Materials Science University of Pittsburgh, Pittsburgh PA MBA Harvard Business School, Cambridge MA
List your civic affiliations and community activities, including service on other commissions and committees?	Previous service: Board Member - Family and Children Services, Palo Alto, CA Board Member - Association for Corporate Growth, Chicago IL Attended many (but not a member of) Atherton Rail Committee meetings on the High Speed Rail and Caltrain electrification
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?	The Committee's focus is to understand the Environmental "footprint" of the entire Atherton community and to research options to reduce it. After research, analysis and discussions with all stakeholders (Town staff, residents, and outside vendors, service providers, etc. as appropriate) recommend potential actions and options to the Town Council. I began my professional career working with the EPA in Washington DC and spent much of it investigating and commercializing new environmental technologies/applications. My experience includes biomass based Green Energy, water purification and savings technologies/methods and Energy conservation and production methods. My passion is to enable the broad adoption of such methods by education, training and economic value creation.

Describe why you want to serve on this commission and what you hope to accomplish as a member?

My goal is to understand what the Atherton community could do to make a real contribution to improving the environment. We have made great progress in the years that we have had an EPC and the committee has built good awareness of the problem. One question is what can be done that is both environmentally beneficial and cost effective. New concepts are adopted quickly if there is an economic benefit to the user/buyer. Thus, the best initiatives will be economically justified without Government rebates/etc. With the rapidly increasing electricity, natural gas & water costs our residents may enthusiastically adopt new methods/technologies that save them money. Quite a lot has been done with our focus on electrification, and now it may be time to add a focus on water savings and usage. Atherton's beautiful landscaping, large lawns & pools are significant users of our very limited water resources and I suggest that the Committee consider how to help the residents both save water & money at the same time.

Additional Information you would like to add?

I have several core values when dealing with influencing others to take action on environmental issues.

1) Financial Impact & asset values vs. cashflow:

- Although Atherton is a very high home price area, not all residents have extremely high cashflow & increasing inflation and utility costs are of concern
- We should strive to find methods for our residents to improve the environment by adopting new technologies & concepts that are also a net cost savings to them as well

2) Educate vs, Legislate:

- I believe that Atherton residents are bright, educated, well intended and environmentalists at heart.
 - When we research new technologies/methods it is important to involve as many of our residents as feasible , & other stakeholders, in order to understand all issues, points of view and options
 - When a recommendation is made to the Town Council, our residents should already be overwhelmingly "on board"
 - If we have done our job correctly, the residents will enthusiastically endorse the plan
-

From: noreply@civicplus.com
To: [Anthony Suber](#); [Francesca Reyes](#)
Subject: Online Form Submittal: Application for Town Committee/Commission
Date: Sunday, May 22, 2022 9:12:36 PM

[The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.]

Application for Town Committee/Commission

Name	Taylor Henkel
Address	[REDACTED] 27
Phone Number	7 [REDACTED]
Email Address	[REDACTED]
Commission/Committee of Interest	Parks and Recreation
Education	B.A., Global Development Studies - University of Virginia M.Ed., Student Affairs Practice in Higher Education - University of Virginia
List your civic affiliations and community activities, including service on other commissions and committees?	Member, Parks and Rec Committee - June 2021 - June 2022 Mentor, Oakland Promise
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?	I believe that our responsibility on the Parks and Recreation Committee is to think about how we can make Holbrook Palmer Park as accessible as possible for residents of Atherton and visitors to HP Park. This year on the Parks and Rec committee has been my learning year - learning how the committee functions, what our priorities are, and how those relate to the priorities of the Town. I'm hoping to take what I have learned this year and expand further with a full term, especially now that we are in person and our committee can have more direct interactions with one another, staff, and residents of Atherton.
Describe why you want to serve on this commission and what you hope to accomplish as a member?	In December, I volunteered to help examine the pricing structure of our rental venues and start to think about how we could simplify the costs and propose marketing considerations for the future. Recently, I joined the pickleball subcommittee to see how we could bring a pickleball trial to HP Park. My hope is to

ATTACHMENT 1

continue this work in a full term and build on what I have already been able to begin learning and developing.

Additional Information
you would like to add?

N/A

From: noreply@civicplus.com
To: [Anthony Suber](#); [Francesca Reyes](#)
Subject: Online Form Submittal: Application for Town Committee/Commission
Date: Sunday, May 15, 2022 3:25:37 PM

[The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.]

Application for Town Committee/Commission

Name	Thom Bryant
Address	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
Commission/Committee of Interest	Rail Cmtte
Education	BS Arch Cal Poly SLO MBA Santa Clara
List your civic affiliations and community activities, including service on other commissions and committees?	Past member of Silicon Valley Leadership. Occasional participant at SPUR.
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?	Keep the Town/Council informed on CalTrain's and High Speed rail's plans. Represent the Town's concerns before the rail authorities.
Describe why you want to serve on this commission and what you hope to accomplish as a member?	Insure a regional rail plan that minimizes its impacts along the peninsula.

Additional Information
you would like to add?

Thank you for your consideration

From: noreply@civicplus.com
To: [Anthony Suber](#); [Francesca Reyes](#)
Subject: Online Form Submittal: Application for Town Committee/Commission
Date: Wednesday, May 11, 2022 1:47:18 PM

[The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.]

Application for Town Committee/Commission

Name	John Maulbetsch
Address	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
Commission/Committee of Interest	Rail Committee
Education	SB, 1960; SM, 1962; PhD, 1965.....all from MIT
List your civic affiliations and community activities, including service on other commissions and committees?	Atherton Rail Committee, member since 2017; Vice-Chair since 2020. Home Owners Association of Lloyd Park (HALP), Board member since 2010, Vice-President since 2018. ADAPT, Area Coordinator for Area 6 (Wilburn to Watkins; EICamino to Caltrain tracks)
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?	To understand the effects of rail development and traffic (Caltrain and the High Speed Rail Authority (HSR) on the Town; To advise the Town Council on relevant issues; To support the council in their response to Environmental and Business plans from Caltrain and HSR. I have long-term personal familiarity with Rail Committee activities. I have been an active member for three years, and my late wife, Rosemary, was a founding member of the Committee and served until 2016. My professional life as a Research Manager at EPRI gave me considerable experience in reviewing and evaluating environmental, technical and business plan and proposal documents.
Describe why you want to serve on this commission and what	I believe my familiarity with the issues facing the Committee will be helpful to the Committee and the Town.

you hope to accomplish
as a member?

Additional Information
you would like to add?

I am almost fully retired and will have time to work on any
assignments given to me by the Committee.

Commissions & Committees Roster 2022-23

Audit and Finance Committee

Name	Appointment	Expiration
Walter Sleeth	6/2020	6/2023
Thomas Hill	1/2022	6/2022
Devika Patil	6/2021	6/2025
Kate Scolnick	6/2020	6/2024
Ann Yvonne Walker	6/2021	6/2025

Bicycle and Pedestrian Committee

Name	Appointment	Expiration
VACANT		6/30/2023
Steve Baloff	6/2021	6/30/2025
John Langbein	6/2019	6/30/2022
Jerome Leugers	6/2019	6/30/2023
David Jones	6/2020	6/30/2024

Environmental Programs Committee

Name	Appointment	Expiration
Stacy Holland	6/2021	6/30/2025
Emily Conn	6/2018	6/30/2022
Gregory Loew	6/2021	6/30/2023
VACANT		6/30/2023
VACANT		6/30/2024

Park and Recreation Committee

Name	Appointment	Expiration
Taylor Henkel	6/2021	6/30/2022
Marylue Timpson	2/2019	6/30/2022
Alex Keh	6/2019	6/30/2023
Julianna Robertson	6/2019	6/30/2023
Matt Baker	6/2020	6/30/2024

FOUNDATION APPOINTMENT

Frank Merrill	6/2020	6/30/2022
Walter Robinson	6/2021	6/30/2023

Planning Commission

Name	Appointment	Expiration
Randy Lamb	6/2019	6/30/2023
Eric Lane	6/2020	6/30/2022
Nancy Lerner	6/2020	6/30/2024
Perry Narancic	6/2019	6/30/2023
Gabia Konce	6/2021	6/30/2025

Rail Committee - Up To 7 Members

Name	Appointment	Expiration
Greg Conlon	6/2021	6/30/2025
John Maulbetsch	6/2019	6/30/2022
Jim Janz	6/2020	6/30/2024
Paul Jones	6/2019	6/30/2023
Alex Keh	6/2019	6/30/2023
Jack Ringham	6/2020	6/30/2024
Jim Massey	6/2021	6/30/2025

Transportation Committee

Name	Appointment	Expiration
Joseph Davis	6/2021	6/30/2025
Carol Collins	7/2018	6/30/2022
Tom Owen	6/2020	6/30/2024
Sriram Lyer	6/2020	6/30/2024
Christine David	4/2021	6/30/2023

**RESOLUTION 22-01
AMENDS RESOLUTION 21-14
A Resolution of the City Council of the Town of Atherton
Establishing and Governing Town Committees
Amended May 16, 2018
Amended May 15, 2019
Amended October 26, 2020
Amended September 15, 2021
Amended January 19, 2022**

The City Council of the Town of Atherton hereby resolves as follows:

Section 1. Establishment of Committees

The following committees are established for the Town of Atherton:

1. Audit/Finance Committee
2. Environmental Programs Committee
3. Park and Recreation Committee
4. Rail Committee
5. Transportation Committee
6. Bicycle and Pedestrian Advisory Committee

Section 2. Committee Principles and Rules of Procedure

Principles: All committees shall follow the City Council Rules of Procedure, the Atherton Municipal Code, the Political Reform Act, and the provisions of the California Open Public Meeting Law (Brown Act). These resources may be found on the Town’s website and/or via the City Clerk’s Office. All members shall attend an education and training session hosted by the City Attorney and City Clerk upon appointment.

The responsibility and accountability for all work necessary to efficiently and cost effectively carry out the advisory functions of each committee shall rest exclusively with the Chairman or Council Member assigned to the committee.

A Town Department is assigned to each Committee. Each Department Manager is responsible for providing the necessary staff (in the most cost-effective manner) to prepare for and attend committee meetings. This includes but is not limited to meeting with the Committee Chair and City Council Liaison in advance of each meeting to create an agenda; prepare the agenda packet; take and prepare minutes; and conduct follow up from meetings.

Committee Agenda Preparation: In general practice, the staff liaison to each committee shall meet with the Committee Chair and the City Council Liaison in advance of each upcoming meeting to review the meeting agenda. Regular agenda items, such as approval of meeting minutes, follow-

up staff reports, and general information reports shall be added to the agenda as needed. Other items shall be added through one of the methods described below.

One of the following methods may be used for *placing an item on a Committee agenda*:

1. Council: A majority vote of the Council may direct staff to add an item to a Committee agenda.
2. City Manager: The City Manager may receive requests for agenda items from the public, staff, a committee member or a Council Member. The City Manager will review the request with the Committee Chair and City Council liaison. The City Manager shall have sole discretion to refer the request to the City Council at the next available meeting, or schedule the item for the Committee agenda.
3. Staff and Committees: There may be a need for routine agenda items which may arise out of committee meeting discussions; are requested and agreed on by a majority of the Committee as part of Future Agenda Items; or items created from staff follow up of previous Committee and/or staff meetings. These items may be added to a future agenda following an agenda preparation meeting between the Committee Chair, Council Member liaison and staff liaison.
4. Colleagues' Memorandum: If at least two committee members prepare a colleagues' memo, the staff liaison shall place the item on the Committee's agenda under a Future Agenda Items Section. A colleague's memo is a written request, no more than two pages in length, presenting an item to be added to a future agenda. Upon review of the colleagues' memo, the Committee shall not discuss the merits of the item itself; but shall solely discuss whether to add the item to a future agenda for discussion. Upon majority vote of the Committee, the item shall be added to the next agenda or a specific designated Agenda.

Committee Procedures for *placing items on Council agenda*:

1. Committee Action: Any formal recommendation to Council taken by a Committee shall be placed on a City Council agenda within the next two regular meetings.

The City Clerk has overall responsibility for posting committee agendas.

Advocate: Collectively, committees are encouraged to advocate positions to the City Council on matters under the purview of their committee. Otherwise, no committee or any of its members shall represent itself or themselves as speaking on behalf of the Town, City Council, and/or committee without prior approval of the City Council. Individual members are not authorized to make public statements or comments on matters within the purview of their committee outside of the normal committee process. It could be perceived as using the member's position to indicate some special knowledge or understanding of the matter, or to confuse members of the public with respect to whether the comments are being made to improperly influence an agency decision. Committee members should refrain from using their title when addressing other boards, commissions, committees, or the City Council to avoid creating an appearance of special status to the public. Statements of previously approved City Council policy may be made without additional City Council approval. When there is a question, a committee member shall consult the City Attorney for advice. Members of committees may attend meetings of other committees and

the City Council; however, members shall not present opinions of their own committee at such meeting unless the position is previously approved by their committee. A quorum of a committee may attend such a meeting, but they may not discuss among themselves Town business, nor comment or discuss the matter under consideration unless authorized to do so by the committee to avoid a possible Brown Act violation.

Educational Materials: Committees may provide approved educational materials to the public regarding the functions and actions of the committee, but shall not engage in advocating to the public any particular position which is contrary to City Council policy. Any educational materials sent to the public shall be approved by the City Manager, and shall follow the Town's procurement process. It shall be the City Manager's discretion on whether or not the educational materials need Council approval beforehand.

Meetings: The Committee shall establish a regular meeting schedule on an annual basis in July. The Department assigned to the committee shall update the website to reflect the meeting schedule. Changes in the dates or time of meetings from the established schedule may be made by majority vote of the committee.

Minutes: Staff shall prepare action minutes for all committees. *Action* minutes shall be presented to the City Clerk within 7 days following the meeting or as soon as feasible if there is a reason not to produce them within that timeframe. Finalized minutes should be sent electronically to the City Clerk for posting, *after* the Committee has approved them. The City Clerk will share appropriate information received from the minutes with the City Manager and City Council.

Reports: If desired by the City Council, an annual report shall be created and approved by the Committee and provided to the City Manager, City Clerk and City Council of committee activities for the preceding year.

Special Meetings: The Chair or a majority of the Committee may call a special meeting at any time in accordance with the Brown Act.

Website: Any website created for a Committee by the Town shall be incorporated into the Town's website. If created, websites shall be developed in accordance with the "advocate" section of this resolution.

Section 3: Appointment of Voting Members to Committees

Appointment: Members other than City Council Members shall be appointed following recruitment process set forth by the City Clerk and approved by the City Council. With the exception of the Bicycle and Pedestrian Advisory Committee as described, all appointed members shall be registered voters in the Town. Members shall serve at the pleasure of the City Council, or until the expiration of their terms set out below. The terms of the Members were staggered pursuant to Resolution No. 19-07 with subsequent terms of appointment reverting to the standard 4-year term. Vacancies in any committee arising from any reason, including expiration of term, shall be filled by temporary appointment of the City Council, or by annual recruitment. The Committee Chairperson or staff assigned shall notify the City Clerk of resignations and vacancies.

Each Committee which cannot fill at least 50% of its seats shall be postponed until the Town can recruit at least a quorum (50%+1). During that time, the City Council shall continually recruit qualified individuals and town staff shall continue to advertise periodically.

Term expiration dates shall end on June 30. Appointed committee members shall serve no more than two full consecutive terms on the committee to which they are appointed. A member may be reappointed to the committee following a minimum two (2) year hiatus. However, if a seat is vacant and no one applies, City Council may grant an exemption.

City Council representatives and any alternates on committees are selected by the Mayor and approved by the City Council to serve a one (1) year term. Appointed City Council Members and City Council Member Alternates shall serve as liaisons to Committees; but shall not serve as voting members to Committees. Alternates participate on committees in the absence of the appointed Council Members. For each Committee, unless otherwise directed by the City Council, one City Council member shall be appointed as a primary liaison and one as an alternate. Members shall coordinate attendance to ensure appropriate representation.

Members who intend to be absent from a meeting shall alert the chairperson and/or staff person assigned. The Chairperson shall state during the meeting, under roll call whether the member is excused (notification was given) or absent (no notification was given). Unexcused absences of members, other than City Council Members, from two or more consecutively scheduled meetings shall result in the automatic vacation of the member's office. The staff person assigned to the Committee shall work with the Chairperson to alert the City Clerk of consecutive absences. The City Clerk shall alert the City Manager who shall decide how to inform City Council. City Council has the authority to override this rule based on the information received.

Chairperson and Staff: Each committee shall have a Chairperson. The Committee shall select its Chair on an annual basis in July. Council Members shall not serve as Chair or Vice Chair of Committees. The Department assigned to the committee shall have the authority to appoint staff member(s) to serve Town committees. Any requests by a committee for staff work, information, or assistance from Town staff shall be made to the City Manager.

Section 4: Funding for Committees

Committees do not have authorization to expend Town resources. In the event funding for a committee activity is desired, a budget shall be prepared and presented to the City Council for review and approval as part of the Town's regular budget process. The committee shall follow the guidelines set forth by the purchasing policy approved by City Council through Ordinance 595 and any expenditure policies developed and approved by the City Council. No Committee member shall use his or her own personal credit card. For items under \$150 a committee member may request a cash advance and then come back to the Town with itemized receipts. For items over \$150, a committee member shall complete a check request from the Town or have the Town purchase the goods/services.

Section 5: Committee Composition, Powers and Duties

1. Audit/Finance Committee

The Audit/Finance Committee makes recommendations to the City Council on issues related to the Town's audit and finances. The Committee typically meets every other month. Acting in an advisory capacity, the Audit/Finance Committee shall have the following powers and duties:

- a. Make recommendations to the City Council in all matters pertaining to Town finances;
- b. Discuss and consult with the City Manager on any matter pertaining to the budget, capital spending plan and the long-range financial plan for the Town;
- c. Upon request, make recommendations to the City Council in all matters pertaining to the Town's annual audit;
- d. Assist staff, as needed, in the provision of oversight to the annual audit process; and, assist in the presentation of the annual audit to the City Council with recommendations as to acceptance;
- e. Upon request, advise the City Council regarding appointment of outside auditors to complete the annual audit;
- f. Assist staff as needed in the review of the proposed audit scope prior to commencement of annual audit.

The Committee consists of two (2) City Council liaisons, typically the Mayor and Vice Mayor, and five (5) appointed resident members. Resident appointed members shall serve a term of four (4) years. The Committee meets in the Council Chambers or the Town Administrative Conference Room.

The Finance Department is assigned overall responsibility of the Audit/Finance Committee.

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

2. Environmental Programs Committee

The Environmental Programs Committee provides the City Council with recommendations, outreach programs, and education on environmental issues facing the Town's natural and built environment. The Environmental Programs Committee typically meets every other month. Acting in an advisory capacity, the Environmental Programs Committee shall have the following powers and duties:

- a. Upon request, make recommendations (programmatic and legislative) to the City Council on all matters pertaining to the Town's natural and built environment and the Town's regional role and responsibilities as one of the communities on the San Francisco Bay Peninsula.

- b. Pursuant to established City Council programs and policy, assist staff in the creation of pro-active community engagement programs for residents, commercial and public enterprises active within the Town's jurisdiction.

The Environmental Programs Committee consists of five (5) appointed resident members and one (1) City Council Member liaison. Resident appointed members shall serve a term of four (4) years. The Committee meets in the Council Chambers or the Town Administrative Conference Room.

The Planning Department is assigned overall responsibility of the Environmental Programs Committee.

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

3. Park and Recreation Committee

The Park and Recreation Committee makes recommendations to the City Council on issues related to Holbrook Palmer Park and any active or passive recreational space within the Town. The Committee typically meets monthly. Acting in an advisory capacity, the Park and Recreation Committee shall have the following powers and duties:

- a. Upon request, make recommendations to the City Council in all matters pertaining to the Town's active and passive parks and public recreation services;
- b. Work with staff, as needed, to assist other governmental agencies and public and private groups in the advancement of park and recreation planning and programming;
- c. Work with staff to develop and maintain a Master Plan for active and passive recreational spaces within the Town; and, annually, in the month of April, present a report to the City Council;
- d. Work with staff to review the annual budget for the Town's park and recreation programs and services during the budget process and make recommendations with respect thereto to the City Council.
- e. Assist staff with a review of fees and services within the Park and make recommendations with respect thereto to the City Council.
- f. Upon request, study and make recommendations on the acquisition and development of recreation areas, activities and facilities such as playgrounds, buildings, parks, open space and other centers of recreation;
- g. Assist staff in the planning of recreation programs for the community.

The Park and Recreation Committee consists of seven (7) appointed resident members and one (1) City Council Member liaison. Of the appointed members, two members shall be representatives of the Holbrook-Palmer Park Foundation. Each of the foregoing representatives shall serve a term of two (2) years. When a vacancy arises, the City Clerk will contact each organization to request a new representative. If the organization submits more than two candidates, the City Council shall select the candidate to serve as the representative.

Remaining resident appointed members serve a term of four (4) years. The Park and Recreation Committee meets in Holbrook-Palmer Park.

The Public Works Department is assigned overall responsibility of the Park and Recreation Committee.

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

4. Rail Committee

The Atherton Rail Committee makes recommendations to the City Council on issues related to the Town's Rail Corridor, High Speed Rail, and Caltrain consistent with the City Council's adopted Rail Related Policy Issues, attached hereto as Exhibit A. The Committee typically meets every other month. Acting in an advisory capacity, the Rail Committee shall have the following powers and duties:

- a. Advise the City Council on all matters pertaining to High Speed Rail (HSR), the Rail Corridor and Caltrain, consistent with the City Council adopted Rail Related Policy Issues.
- b. Assist staff in the research of specific impacts that HSR and other rail infrastructure and services may have on the Rail Corridor and the Town.
- c. Rail Committee members are authorized to act as spokespersons to articulate and advocate the Town's Rail Related Policy Issues as they pertain to Rail Committee matters to legislatures, HSR and Caltrain board of directors, regional organizations, press and other interested parties.

The Rail Committee consists of seven (7) appointed resident members and one (1) City Council Member liaison. Resident appointed members shall serve a term of four (4) years. The Committee meets in the Council Chambers or the Town Administrative Conference Room.

The Public Works Department is assigned overall responsibility of the Rail Committee.

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

5. Transportation Committee

The Transportation Committee makes recommendations to the City Council on issues related to transportation, traffic, and roadway safety. The Committee typically meets every other month. Acting in an advisory capacity, the Transportation Committee shall have the following powers and duties:

- a. Upon request, make recommendations to the City Council in all matters pertaining to transportation, traffic, and roadway safety within the Town.
- b. As needed, assist staff in the identification and review of traffic and roadway safety enhancements.
- c. As needed, assist staff in the review of regional project impacts on local traffic and transportation corridors.
- d. As needed, assist staff in the review of traffic safety enforcement measures.
- e. As needed, assist staff in the review of Neighborhood Traffic Management Program requests.

The Transportation Committee consists of five (5) appointed resident members and one (1) City Council Members liaison. Resident appointed members shall serve a term of four (4) years. The Chair of the Transportation Committee also serves as a non-voting liaison to the Bicycle and Pedestrian Advisory Committee. The Chair shall select another member as his or her alternate. The Committee meets in the Council Chambers or the Town Administrative Conference Room.

The Police Department shall have overall responsibility of the Transportation Committee. The Chief of Police will coordinate with the Public Works Department when Public Works staff are needed for the meeting.

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

6. Bicycle and Pedestrian Advisory Committee (BPAC)

The Bicycle and Pedestrian Advisory Committee makes recommendations to the City Council on issues related to the Town's Bicycle and Pedestrian Master Plan and bicycle and pedestrian network. The Committee typically meets as needed. Acting in an advisory capacity, the BPAC shall have the following powers and duties:

- a. Work with staff in providing recommendations on issues related to the Town's bicycle and pedestrian network and Bicycle and Pedestrian Master Plan.
- b. Make recommendations to the City Council on the selection of bicycle and pedestrian projects to be submitted for state and federal funding opportunities.
- c. Work with staff to promote bicycling and walking as safe and healthy alternative modes of transportation.
- d. Assist Town staff in the planning, operations and maintenance of bicycle and pedestrian facilities in Town.

The BPAC consists of at least five (5) appointed members plus two non-voting liaisons, one (1) Transportation Committee Member and one (1) City Council Member. At least three (3) appointed members of the Committee must meet the requirements of the Metropolitan Transportation Committee and live or work in the Town of Atherton. Other members of the BPAC must be residents of the Town. Members shall be composed of both

active bicyclists and pedestrians. The Chair and Vice Chair of the Committee shall be residents of the Town. BPAC appointed members shall serve terms of four (4) years.

The makeup of the Committee members is encouraged as follows:

- At least one member should represent schools.
- At least one member should represent an established bicycle and/or pedestrian related organization or coalition.
- At least one member should have knowledge and interest in Countywide pedestrian and bicycle facility planning and operations.

The Committee meets in the Council Chambers or the Town Administrative Conference Room.

The Public Works Department is assigned overall responsibility of the Bicycle and Pedestrian Advisory Committee.

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

Section 6: Advice

Appointed members of committees are encouraged to seek advice from Town staff when they are uncertain of the foregoing rules.

This Resolution shall be effective immediately upon adoption. All previous resolutions governing Town committees and commissions including Resolution No. 15-10 and Resolution No. 19-07 are hereby superseded and rescinded.

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 15th day of September, 2021, by the following vote.

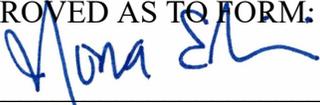
AYES: 5 COUNCIL MEMBERS: Hawkins-Manuelian, DeGolia, Widmer, Lempres, Lewis
 NOES: 0 COUNCIL MEMBERS:
 ABSENT: 0 COUNCIL MEMBERS:
 ABSTAIN: 0 COUNCIL MEMBERS:


 Rick DeGolia, Mayor
 Town of Atherton

ATTEST:

 Anthony Suber, City Clerk

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Mona Ebrahimi", is written over a horizontal line.

Mona Ebrahimi, City Attorney

**EXHIBIT A
RAIL POLICY ISSUES
ADOPTED BY THE TOWN OF ATHERTON**

A. HIGH-SPEED RAIL (HSR)

Legislative

In 2008, the Town voters decided against Prop 1A which authorized the HSR project. At that time, Town Resolutions, passed unanimously by the Council, opposed the HSR project, including the Program Environmental Impact Report (EIR), Business Plan and use of the rail corridor by HSR.

The Town remains opposed to the HSR project and supports legislative initiatives to prevent the implementation of the HSR project, in its current form, through the Town. If the HSR project moves forward, the Town fully expects that the project will minimize and fully mitigate environmental impacts to the Town.

Litigation

The Town may take the position to use legal means, as deemed appropriate by the City Council, to delay, hinder or halt the implementation of Prop 1A which Atherton residents and the City Council voted to oppose.

Lobbying

The Town has engaged a lobbyist, in conjunction with other communities, to represent the Town's interests on HSR matters.

The Council encourages members of the Town's Rail Committee to advocate on behalf of the Town with respect to HSR in manners consistent with the above HSR Rail Policy.

B. RAIL CORRIDOR AND CALTRAIN

The Town was one of the earliest train stops on the rail corridor between San Francisco and San Jose. Families, and later commuters, used the Atherton station for rail service to and from 'the City' for over 100 years. Lloyd Park was developed for residents desiring easy access to public transportation provided by the train.

In years past, Caltrain provided the Atherton Station with weekday and weekend rail service until it declared its first "fiscal emergency" citing the need to reduce costs, including station stops. As a result, the number of weekday rail stops at the Atherton Station were reduced to zero while weekend service is still provided.

Atherton is the only city on the Caltrain line that receives no weekday train service. Atherton residents have been using nearby stations in Redwood City and Menlo Park for weekday commute services and for express service on the weekends. Atherton understands that Caltrain is an integral part of the transportation system in the peninsula and still serves as an important alternative to automotive travel in and through the Town. Further Caltrain's fiscal health is important to maintain rail as a viable transit option.

The Atherton Station building serves as an important historical and cultural resource to the Town and should be preserved.

Town Priorities Regarding Caltrain Line and Corridor

The Town recognizes that successful implementation of the Town's rail corridor priorities with Caltrain require a partnership with Caltrain. To that end, the Town will endeavor to work with Caltrain to address the following priorities for the Atherton Station and Rail Corridor:

- Modernization of the rail system must minimize and fully mitigate any environmental impact to the Town.
- Safety improvements along the rail corridor through the Town, including safety fencing and screening along the corridor, and the installation of four-quadrant gates at the Watkins Avenue rail crossing.
- Conversion of the Atherton Station building to a public amenity and civic space integrated with the Atherton Town Center, including the installation of safety fencing, removal of the center boarding platform and associated access points.
- Installation of an active transportation route to the Menlo Park Caltrain Station.
- The Town seeks to perfect the Quiet Zone within the Town through the addition of four quadrant gates at the Watkins Avenue crossing, closure of the Atherton Station and repurposing of the Atherton Station building. These measures require the support and partnership of Caltrain.