



## Item No. 12 Town of Atherton

### **CITY COUNCIL STAFF REPORT – REGULAR AGENDA**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**THROUGH: GEORGE RODERICKS, CITY MANAGER**

**FROM: THERESA DELLASANTA, CITY CLERK**

**DATE: NOVEMBER 14, 2018**

**SUBJECT: APPOINTMENT TO THE PARK & RECREATION COMMITTEE AND  
TO THE BICYCLE PEDESTRIAN ADVISORY COMMITTEE**

### **RECOMMENDATION**

Consider appointments to the Park & recreation Committee and to the Bicycle Pedestrian Advisory Committees.

### **BACKGROUND**

Recently the Town received resignations notices from a committee member on the the Park & Recreation and on the Bicycle Pedestrian Advisory Committee (BPAC), both due to the member moving out of Town.

The Town advertises annually for its committee vacancies. Resolution 18-11 governing Town Committees provides that *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.*

Town staff advertised the two vacancies (one on Park & Recreation and one on BPAC) beginning in early October with an application deadline of November 5. The Town received two applications for the opening on Park & Recreation and three applications for the opening on BPAC. Staff verified that all applicants are registered voters who live in Atherton.

#### ***Park & Recreation Committee***

The Park & Recreation Committee consists of seven (7) appointed members and one (1) Council Member liaison. Of the appointed members, one member is a representative of the Holbrook-Palmer Park Foundation and one member is a representative of the Friends of Holbrook-Palmer Park (formerly Atherton Dames).

Denise Kupperman was appointed to the Park Recreation Committee in 2015. Her terms expires on June 30, 2019. The Town received two applications to fill Ms. Kupperman's vacated seat.

- Marylue Timpson, former Park & Recreation Committee member
- Marilee Gardner, former Park & Recreation Committee member

### ***Bicycle Pedestrian Advisory Committee (BPAC)***

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.

Atherton resident Lida McCarthy was appointed to the BPAC in 2015. Her term expires on June 30, 2019. The Town received three applications for Ms. McCarthy's vacated seat.

- Kevin Kogler, Atherton resident
- Jerome Luegers, Atherton resident
- Thea Henry-Hamilton, Atherton resident

For both committees, staff recommends the Town's normal appointment procedures outlined below.

### ***Appointment Procedures***

- Official ballots will be provided to Council at the meeting. (Attached is a sample ballot).
- Each Council Member will be asked to choose one applicants (equal to the number of vacancies) by marking a *check* next to the applicant's name.
- If a candidate secures at least 3 votes they have secured enough votes and are deemed selected for appointment to the Committee.

If successive rounds of voting are necessary the same rules will apply until Council reaches consensus on an appointee.

Additional rounds of voting may be conducted to determine a tie vote.

### **POLICY CONSIDERATIONS**

There are no significant policy issues related to this item. If Council chooses not to appoint members to one or both of the committees, staff will re-advertise for the full 4 year term during its annual recruitment in fall, 2019.

**FISCAL IMPACT**

None.

**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 this item 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 provides (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)
- \_\_\_ 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**

- Applications
- Resolution 18-11 Governing Committees

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Theresa DellaSanta](#); [Francesca Reyes](#)  
**Subject:** Online Form Submittal: Application for Town Committee/Commission  
**Date:** Friday, October 19, 2018 4:52:02 PM

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

## Application for Town Committee/Commission

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**Name\***

**Address\***

**Phone Number\***

**Email Address\***

**Commission/Committee of Interest\***

**Education**

List your civic affiliations and community activities, including service on other commissions and committees?\*

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?\*

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

Additional Information you would like to add?\*

\* 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=902>

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

Name: marilee gardner

Address:   


Email Address: [marileee@sbcglobal.net](mailto:marileee@sbcglobal.net)

Commission/Committee of Interest: park and rec

Education: san francisco public schools including lowell high school. university of california and a bachelor's degree in theatre from san francisco state

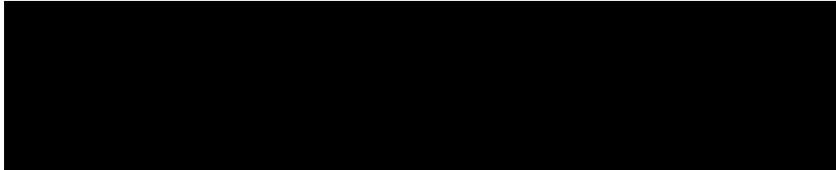
List your civic affiliations and community activities, including service on other commissions and committees?: i had been on the park and rec committee for a number of years. a member of the hppf as a former "dame, i

chaired 3 "days at the park" and a kitchen tour...i am a peninsula volunteer and have held various board positions.

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 understand my responsibility to the committee is to help make the best possible choices to maintain the park and improve it when necessary.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: i love the park. i joined the hppf literally the day i moved to atherton from san francisco. i want to make the park safe and secure. i want the trees and plants to flourish, the buildings to be maintained and improvements made where necessary.

Additional Information you would like to add?: i always take my responsibilities seriously. i thoroughly enjoyed my time on the committee and would like to continue.



**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Theresa DellaSanta](#); [Francesca Reyes](#)  
**Subject:** Online Form Submittal: Application for Town Committee/Commission  
**Date:** Wednesday, October 31, 2018 2:10:40 PM

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

## Application for Town Committee/Commission

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**Name\***

**Address\***

**Phone Number\***

**Email Address\***

**Commission/Committee of Interest\***

**Education**

List your civic affiliations and community activities, including service on other commissions and committees?\*

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?\*

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

Additional Information you would like to add?\*

\* 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=907>

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

Name: Marylue Timpson

Address: 

Email Address: [Maryluelu@sbcglobal.net](mailto:Maryluelu@sbcglobal.net)

Commission/Committee of Interest: Park and Rec

Education: USC and and Master Degree in teaching from San Jose state

List your civic affiliations and community activities, including service on other commissions and committees?:  
Bike Ped Committee==current  
Park and Rec, 8 years then one year (as Foundation\_ HPP foundation as the Vice President

## Friends of the Park as Treasurer

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 have been involved for at least 14 yrs one way or the other with the park, supporting and working very hard on all of the fundraisers. I know the park well from years of walks around the park and understand the concerns of taking good care of this precious public land.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I would like to see more of the master plan implemented, especially the front lawn/promenade. I would hope to contribute to further improvements as they evolve and help make what necessary decisions there are that will protect this treasure.

Additional Information you would like to add?: I was able to help Sally and Julie develop a plan to redecorate the Women's bathroom in the Pavilion and I look forward to seeing it this next Friday at the PV meeting which I booked and will continue to book for them as needed.



**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Theresa DellaSanta](#); [Francesca Reyes](#)  
**Subject:** Online Form Submittal: Application for Town Committee/Commission  
**Date:** Tuesday, October 23, 2018 11:26:52 PM

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

## Application for Town Committee/Commission

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**Name\***

**Address\***

**Phone Number\***

**Email Address\***

**Commission/Committee of Interest\***

**Education**

List your civic affiliations and community activities, including service on other commissions and committees?\*

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?\*

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

Additional Information you would like to add?\*

\* 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=905>

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

Name: Kevin Kogler

Address: [REDACTED], Atherton CA 94027

Phone Number: [REDACTED]

Email Address: [kevin@koglerfamily.com](mailto:kevin@koglerfamily.com)

Commission/Committee of Interest: Bicycle Pedestrian Advisory Committee

Education: BBA - Real Estate and Urban Planning, University of Wisconsin Madison

MBA - Finance , University of Chicago Graduate School of Business

List your civic affiliations and community activities, including service on other commissions and committees?:

Active member of National Ski Patrol  
Former board member of Alpine Strikers, a community soccer club

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 Bicycle Pedestrian Advisory Committee works with Atherton government employees to provide advice and recommendations bicycle and pedestrian matters and issues. It also assists the town in the submission of bicycle and pedestrian projects for state or other government funding.

For many years I biked for exercise 5-6 days a week throughout the peninsula. As a result, I am very familiar with popular bike routes and trails in the area and have first hand knowledge what types of bike routes work well. I also have had an interest in community planning - back to my days pursuing a my college major in real estate and urban planning.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I have three children which have or currently ride bikes to school. More specifically, I currently ride my bike with my 10 year old to and from school several times a week because we do not feel the route between our house and his school is safe. As a member, I would like to work with the city to make sure that we are providing safe bike routes for the children in our community.

Additional Information you would like to add?: I am also an avid runner, so I also understand many of the challenges in the area for pedestrians.



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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Theresa DellaSanta](#); [Francesca Reyes](#)  
**Subject:** Online Form Submittal: Application for Town Committee/Commission  
**Date:** Sunday, October 21, 2018 7:30:49 PM

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

## Application for Town Committee/Commission

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**Name\***

**Address\***

**Phone Number\***

**Email Address\***

**Commission/Committee of Interest\***

**Education**

List your civic affiliations and community activities, including service on other commissions and committees?\*

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?\*

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

Additional Information you would like to add?\*

\* 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=903>

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

Name: Jerome Leugers

Address: 

Email Address: fourbuds1@gmail.com

Commission/Committee of Interest: Bike & Pedestrian Committee

Education: BSBA Accounting  
MS Taxation

List your civic affiliations and community activities, including service on other commissions and committees?:  
Lindenwood Homeowners Assoc

Board member Alto Velo Bicycle Club

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?: Advise council members regarding bicycle infrastructure. Interact with other community's committees.

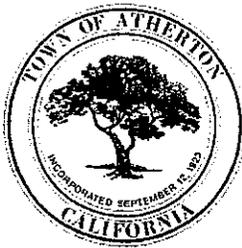
Describe why you want to serve on this commission and what you hope to accomplish as a member?: I ride 6-700- miles a year and I ride frequently throughout Atherton.

Additional Information you would like to add?: I also contributed to the Middlefield bicycle improvement project this year.

I also have extensive in safety related issues.

I am retired so I have good availability.





# COMMISSION/COMMITTEE APPLICATION

OFFICE USE ONLY  
RECEIVED  
TD  
10/30/18

Please type or print clearly. You may attach additional pages, if necessary. Page 1 and 2 are a public document.

Date: October 25, 2018

Commission/Committee of Interest: Bike & Pedestrian Advisory Committee

Name: Thea

Education: B.A., Harvard University  
M.F.A., New School University / Actors Studio Drama School

Civic affiliations and community activities, including service on other commissions or committees:

At present, none. (Although, I have been involved, with my Walsh Road-area neighbors, in a bit of activism & research regarding Las Lomas' present construction.) I did TRY, at Rick DeGolia's request, to get onto the C/CAG BPAC\*, but I received only 3 votes (of 17) — from Redwood City, Woodside, + Menlo Park. Unfortunately, neither Atherton representative showed up for the meeting.

Describe your understanding of the responsibilities of the commission that you are applying for and how your personal, community or professional experience relate to these responsibilities:

- My understanding is that the two key functions are:
- 1.) Make recommendations to the City Council re: which bike/ped projects should be submitted for state + federal funding
  - 2.) Work w/ staff — particularly Public Works — to give advice and recommendations on bike/ped matters.

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

I want to serve so that I can bring my passion on this subject and contribute to the efforts already underway to improve bicycle/pedestrian safety in Atherton. I have carefully read the Master Plan, and done my own research on the history of bike/ped injuries caused by collisions and unsafe infrastructure.

\* The C/CAG BPAC is very "North County"-heavy, and the two incumbents were re-elected, even though one didn't even bother to show up.   
 Northern (Millbrae)   
 Revised 01/24/2013

**Terms**

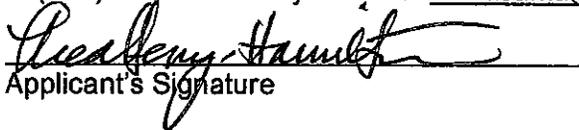
Term expiration dates end on June 30<sup>th</sup> of each year. However certain Committee may be set up for specific purposes with no expiration dates. Appointed committee/commission members shall serve no more than two full consecutive terms on the committee or commission to which they are appointed. A member may be reappointed to the committee or commission following a minimum two (2) year hiatus. However, if a seat is vacant and no one applies, City Council may grant an exemption.

**Specific Information**

Serving on a commission or committee may require occasional attendance at night meetings. You may also be asked to serve on additional subcommittees. Members are expected to attend all meetings. 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. Members are not paid for their volunteer service. General information related to the rules, procedures and charge of the commissions and committees and their schedules are shown in the City Council approved Resolution attached. Further information may be obtained by viewing the Towns Official Roster of Committees and Commissions on its website at [www.ci.atherton.ca.us](http://www.ci.atherton.ca.us) and/or by contacting the staff liaison.

**Information about the Appointment Process**

The application process may take from six weeks to two months. Vacancies are advertised for approximately 30 days with a specific filing deadline. Deadlines may be extended. Please return your application, along with any attachments, to the City Clerk, at the address listed below. Applications are kept on file for one year. The City Council will review all applications, may contact you individually or may decide to hold interviews. In some cases, City Council may appoint a subcommittee to screen applications before they are brought to the entire Council. All appointments will be made by nomination and vote of the City Council at a Council meeting. Questions about the application process should be directed to Theresa DellaSanta, City Clerk, at (650) 752-0529 or by e-mail at [tdellasanta@ci.atherton.ca.us](mailto:tdellasanta@ci.atherton.ca.us).

  
Applicant's Signature

10/25/2018  
Date

Return to the City Clerk, Town of Atherton,  
91 Ashfield Road, CA 94027  
(Phone: (650) 752-0529 or e-mail at [tdellasanta@ci.atherton.ca.us](mailto:tdellasanta@ci.atherton.ca.us))

**OFFICE USE ONLY**

Application Received: _____	Address Verified in Town Limits: By: _____ Initials
Considered by City Council: _____	Appointed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Considered by City Council: _____	Appointed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Considered by City Council: _____	Appointed: Yes <input type="checkbox"/> No <input type="checkbox"/>
If Appointed Term ends: _____	

PERSONAL INFORMATION

Name: Thea Henry-Hamilton

Residence Address: [REDACTED] Atherton 94027  
(Note: Residency within the Town limits is required)

Telephone No: [REDACTED] Number of years as an Atherton resident: 43\* (\*with a 12-break 2003-201)

Occupation: writer

Email address: theahenryhamilton@gmail.com

Business Address/Telephone No: N/A

Internet Posting

If I am appointed, the City is authorized to post the following information on the City's website:

	YES	NO
Home Address:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E-mail:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**RESOLUTION 18-11**  
**RESCINDS RESOLUTION 15-10**  
**A Resolution of the City Council of the Town of Atherton**  
**Establishing and Governing Town Committees**  
**Amended May 16, 2018**

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. Community Center Advisory Committee
3. Environmental Programs Committee
4. Park and Recreation Committee
5. Rail Committee
6. Transportation Committee
7. 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. 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 the Mayor, 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.

## **2. Civic Center Advisory Committee (CCAC)**

The Civic Center Advisory Committee (CCAC) is established as an Advisory Committee specifically for the Town's Civic Center Project. Once the Civic Center Project is complete, the work of the Committee shall cease, and the Committee shall be dissolved. The Committee typically meets on an as-needed basis. Acting in an advisory capacity, the CCAC shall have the following powers and duties:

- a. Work with staff in finalizing the master planning process by identifying key issues that need to be addressed.
- b. Work with staff to solicit feedback through tools such as surveys, community gatherings, and workshops to disseminate information regarding the key issues and questions involved in the new Civic Center.
- c. Engage in public outreach to solicit substantive feedback and opinions on the Civic Center project. Support staff with updates for the Town website and periodic updates for residents.
- d. The CCAC may form Ad Hoc Subcommittees and/or host community workshops to involve a broader base of residents for the purposes of information gathering on specific issues, thus creating more community involvement and more in-depth visioning.
- e. Once the Council adopts a Master Plan, the CCAC will continue to work with staff through the design phase, to include coordination of public outreach, collection of resident input, and providing feedback on the design.

- f. Assist staff, as appropriate, in the review and recommendation of project professionals, to include, but not limited to environmental consultants, design professionals, project management professionals, and project contractor.
- g. Once the Civic Center Project is underway, the CCAC will continue to work with staff, as appropriate, to provide feedback on project priorities and direction.
- h. Assist staff and the City Council with the identification and development of donor recognition opportunities throughout the project.

The CCAC consists of up to seven (7) appointed resident members and two (2) liaison City Council members. There are no established terms for the CCAC resident members. The Committee meets in the Council Chambers or the Town Administrative Conference Room.

The Public Works Department is assigned overall responsibility for the CCAC.

### **3. 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.

### **4. 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, one member shall be a representative of the Holbrook-Palmer Park Foundation and one member shall be a representative of the Friends of Holbrook Palmer Park (formerly Atherton Dames). 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 one candidate, 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.

## **5. 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 up to ten (10) appointed resident members and one (1) City Council Member liaison. There are no established terms for resident Rail Committee members. 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.

## **6. 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.

## **7. 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.

### **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 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 16<sup>th</sup> day of May, 2018, by the following vote.*

AYES: 5      Council Members: Wiest, Widmer, Lewis, Lempres, DeGolia  
NOES: 0      Council Members:  
ABSENT:      Council Members:  
ABSTAIN:     Council Members:

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Cary Wiest, Mayor  
Town of Atherton

ATTEST:

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Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

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William B. Conners, 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.

Due to its opposition to the HSR project, the Town is opposed to the Memorandum of Understanding (MOU) between Caltrain, HSR, Metropolitan Transportation Commission (MTC) and other transit agencies which provides funding for electrification of Caltrain in exchange for allowing HSR to eventually use the rail corridor. In the event that the HSR project is not implemented, Caltrain will have to seek other means to upgrade its system.

*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.

*The Town deserves the restoration of train service on the basis of "geographical fairness" and being treated equitably in being provided with weekday rail service. Caltrain must complete a capital project to*

## Resolution Governing Town Committees

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*remove the “hold-out station” designation for Atherton, including the engineering and construction to allow a passing train to pass a stationary train at the station.*

### Town Priorities Regarding Caltrain Line

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:

- Caltrain must restore weekday service.
- Caltrain must complete a capital project to remove the “hold out station” in Town.
- Modernization of the rail system must minimize and fully mitigate any environmental impact to the Town.
- The Town seeks to perfect the Quiet Zone within the Town through the addition of Quad Gates at the Watkins Avenue crossing and upgrading the Atherton Station. These measures require the support and partnership of Caltrain.