



## Item No. 15 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: FEBRUARY 19, 2020**

**SUBJECT: COMMISSIONS AND COMMITTEE APPOINTMENTS**

#### **RECOMMENDATION**

Review the applicants for the Town's Committees and make appointments to fill mid-term vacancies.

- Appoint one (1) applicant to the Bicycle and Pedestrian Committee to serve the remainder of a 1-year term, expiring on June 30, 2020.
- Appoint two (2) applicants to the Environmental Programs Committee. One to serve the remainder of a 4-year term, expiring on June 30, 2022; and one to serve the remainder of a 1-year term expiring on June 30, 2020.
- Appoint two (2) applicants to the Park and Recreation Committee. One to serve the remainder of a 4-year term, expiring on June 30, 2021; and one to serve the remainder of a 3-year term, expiring on June 30, 2022. At this time there is only one applicant for appointment.
- Appoint one (1) applicant to the Rail Committee to serve the remainder of a 2-year term, expiring on June 30, 2021.

All subsequent terms will be for 4-years.

#### **BACKGROUND**

All of the above considered appointments are to fill unexpired, mid-term vacancies. Pursuant to Town of Atherton Resolution 19-07, the City Clerk Department conducted a recruitment for the following Commissions and Committees:

1. Bicycle and Pedestrian Advisory Committee (1 Vacancy)
2. Environmental Programs Committee (2 Vacancies)
3. Park and Recreation Committee (2 Vacancies)
4. Rail Committee (1 Vacancy)

## **Commissions & Committee Appointments**

**February 19, 2019**

**Page 2 of 4**

Recruitment began on December 13, 2019 through January 17, 2020. The Parks and Recreation Committee recruitment was extended until February 7, 2020 at 5:00 pm.

The different term lengths and expiration dates are due to the Council's recent action to manage the term limits on all committees to ensure that reappointments occur at regular intervals and do not create large numbers of vacancies at the same time. All appointments that end on June 30, 2020 will be considered for reappointment to 4-year terms at that time through the Town's annual recruitment and appointment process.

### Bicycle and Pedestrian Advisory Committee (1)

The Bicycle and Pedestrian Advisory Committee has one vacant position. The vacancy is for a term that expires on June 30, 2020. All terms thereafter will be for full 4-year terms.

There is one applicant for the Committee.

\* Matthew Baker

### Environmental Programs Committee (2)

The Environmental Programs Committee has two vacancies. One vacancy is for a term that expires on June 30, 2022 and another expiring on June 30, 2020. All terms thereafter will be full 4-year terms.

There are two applicants for the Committee.

\* Emily Conn

\* Cate Levey

### Park and Recreation Committee (2)

The Park and Recreation Committee has two vacancies. One vacancy is for a term that expires on June 30, 2021 and another expiring on June 30, 2022. All terms thereafter will be full 4-year terms.

There is one applicant for the Committee.

\* Marylue Timpson (current Holbrook-Palmer Park Foundation appointee)

### Rail Committee (1)

The Park and Recreation Committee has one vacancy. The vacancy is for a term that expires on June 30, 2021. All terms thereafter will be full 4-year terms.

There is one applicant for the Committee.

\* Jim Massey

**Commissions & Committee Appointments**

February 19, 2019

Page 3 of 4

Appointment Process

Appointments to the Bicycle and Pedestrian Committee and Rail Committee can be done in one motion to appoint Matthew Baker and Jim Massey, respectively to their Committees.

Appointments to the Environmental Programs Committee can also be done in one motion; however, the Council must select which appointee it is appointing to the term expiring in 2020 and which to the term expiring in 2022.

Appointment(s) to the Park and Recreation Committee can also be done in one motion; however, the Council must again select the respective term expiration date for each appointee.

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 will assist with voting sheets if desired and voting shall continue until an applicant is selected for the particular term.

**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.

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.

**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 the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

**COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

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

\_\_\_ Audit/Finance Committee (meets every other month)

**Commissions & Committee Appointments**

**February 19, 2019**

**Page 4 of 4**

- 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 19-07 Governing Committees

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Anthony Suber](#); [Francesca Reyes](#)  
**Subject:** Online Form Submittal: Application for Town Committee/Commission  
**Date:** Monday, December 16, 2019 1:05:30 PM

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

**Application for Town Committee/Commission**

**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=1118>

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

Name: Matthew Baker

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: mattdbaker@gmail.com

Commission/Committee of Interest: Bicycle and Pedestrian Committee

Education: BA Communication - USC 2004

List your civic affiliations and community activities, including service on other commissions and committees?:  
Member of my college student senate - been looking to get involved with local committees now that I have some

time again

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?: My understanding would be to help point out and smooth out issues when it comes to pedestrian and bicycle safety issues.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: Atherton is a wonderful place to walk and ride bikes but sometimes there are some areas that could be a bit dangerous. I would like to help make safer routes to downtown Menlo Park / Stanford.

Additional Information you would like to add?: I recently moved to Atherton and I enjoy walking and riding my bike daily around town. I have met my neighbors and made new friends. I have encountered some safety issues and I think I have some ideas to help us pedestrians out. My background in communication and 15 years as a corporate product manager will help defining requirements and communicating issues / information.

**Additional Information:**

Form submitted on: 12/16/2019 1:05:25 PM

Submitted from IP Address: 76.214.232.251

Referrer Page: No Referrer - Direct Link

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

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Anthony Suber](#); [Francesca Reyes](#)  
**Subject:** Online Form Submittal: Application for Town Committee/Commission  
**Date:** Tuesday, December 31, 2019 10:41:30 AM

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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=1121>

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

Name: Emily Conn

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: emilyeconn@gmail.com

Commission/Committee of Interest: Environmental Programs Committee

Education: BA, Vanderbilt University, 1992  
MA, Georgetown University, 1998

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

Steering Committee Member, Electing Women Bay Area  
-Committee Chair, Young Mens Service League  
-Volunteer with local independent schools

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?: As a member I will gather and synthesize information related to the business that is generated by and comes before the EPC. I will make recommendations to the City Council upon request 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. My professional experience in communications and marketing will enable me to help create pro-active community engagement programs for residents and other parties, and will help the Committee effectively communicate its goals and objectives to residents.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I am interested in local government and would like to become involved in the civic life of Atherton. I have been a resident of this community for ten years and am raising my children here, so I have a vested interest in getting involved. My background working as a communications professional (I am a writer) as well as someone who has worked for environmental non-profits makes me a natural fit for this committee. Additionally, I am interested in helping Atherton study the issue of moving from gas-powered to electric leaf blowers, among other green initiatives.

Additional Information you would like to add?: I am an extrovert by nature, always seek harmony with others, am a team player, and a hard worker. I am reliable and detail-oriented. I am an idealist and a creative thinker with a desire to make positive change in my community. I am a "people person" and enjoy working with others. I hope I can be on the committee!

Additional Information:

Form submitted on: 12/31/2019 10:41:26 AM

Submitted from IP Address: 73.241.154.132

Referrer Page: No Referrer - Direct Link

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

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Anthony Suber](#); [Francesca Reyes](#)  
**Subject:** Online Form Submittal: Application for Town Committee/Commission  
**Date:** Sunday, January 12, 2020 12:27:57 PM

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

**Application for Town Committee/Commission**

**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=1131>

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

Name: Cate Levey

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [leveycat@gmail.com](mailto:leveycat@gmail.com)

Commission/Committee of Interest: Environmental committee

Education: Emory University, Bachelor of Science in Chemistry

List your civic affiliations and community activities, including service on other commissions and committees?:  
2020, Citizens' Climate Lobby (a political action group for bipartisan climate legislation)

2019, Global Shapers Palo Alto member (a local group of the World Economic Forum)  
2018, Friends for Youth (Big Brothers, Big Sisters)  
2014-ongoing, food donation volunteer for LifeMoves Maple Street Shelter, Redwood City

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?: Understanding of responsibilities: advise city council on topics regarding pollution, sustainability related bills/measures, events, education of citizens, etc.

Experience: I am a scientist working in the field of sustainable innovation (materials science and food technology at Impossible Foods). I keep up to date on the latest research quantifying the impact of various environmental actions and regulations. Therefore, I have expertise to advise on the relative benefits of various regulations or other actions the town is considering implementing.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I would like to tackle some of the biggest-impact issues that can be done on a town/city level:

- food waste, including education about composting
- encouraging proper insulation of new construction homes, or upgrading existing homes
- valuing green space and wildlife
- regulation of disposal of A/C units and refrigerators (improper disposal was found by the research organization Drawdown to be the single largest opportunity to reduce greenhouse gas emissions)

Additional Information you would like to add?: I was inspired to apply to this position after speaking with city council member Elizabeth Lewis at a neighborhood event.

**Additional Information:**

Form submitted on: 1/12/2020 12:27:51 PM

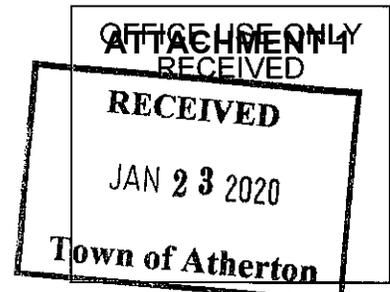
Submitted from IP Address: 148.64.114.215

Referrer Page: No Referrer - Direct Link

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



**COMMISSION/COMMITTEE APPLICATION**



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

Date: Jan 23, 2020

Commission/Committee of Interest: Park & Rec

Name: Marylue Timpson

Education: BA - USC, MA @ SJSU

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

Several years with the Dames/ Friends in various capacity, Bike & Rec committee, Park & Rec as well as the HPPF

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:

I know the Park well and have been involved in a variety of activities including fundraisers and children's activities.

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

As a representative of the Friends of the Park I will lose that position this year since they will no longer exist. I would like to serve in the park's best interest for more time to help them remodel the bathrooms, develop other possible projects that the Foundation could contribute to and be involved in future activities that the town might host in the park

**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 Anthony Suber, City Clerk, at (650) 752-0529 or by e-mail at [asuber@ci.atherton.ca.us](mailto:asuber@ci.atherton.ca.us)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Return to the City Clerk, Town of Atherton,  
150 Watkins Avenue  
(Phone: (650) 752-0529 or e-mail at [asuber@ci.atherton.ca.us](mailto:asuber@ci.atherton.ca.us))**

**OFFICE USE ONLY**

**Application Received:** \_\_\_\_\_

**Address Verified in Town Limits:** By: \_\_\_\_\_  
Initials

**Considered by City Council:** \_\_\_\_\_

**Appointed:** Yes  No

**Considered by City Council:** \_\_\_\_\_

**Appointed:** Yes  No

**Considered by City Council:** \_\_\_\_\_

**Appointed:** Yes  No

**If Appointed Term ends:** \_\_\_\_\_

PERSONAL INFORMATION

Name: Marylue Timpson

Residence Address: [REDACTED]

(Note: Residency within the Town limits is required)

Telephone No [REDACTED] Number of years as an Atherton resident: 16

Occupation: Property Management (of own properties/complexes)

Email address: Marylueke@sbcglobal.net

Business Address/Telephone No: 650 823-6829

P.O. Box 3880, Los Altos, Ca 94024

**Internet Posting**

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

Home Address:      YES      NO  
                                      

E-mail:





# COMMISSION/COMMITTEE APPLICATION

OFFICE USE ONLY  
RECEIVED  
JAN 03 2020  
Town of Atherton

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

Date: 1/3/20

Commission/Committee of Interest: RAIL

Name: Jim HASSY

Education: BACHELOR MENLO COLLEGE, 24 UNITS  
SHORT ON MBA SANTA CLARA

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

YOU KNOW LIST SEE PLATE  
WORK FOR 40 YEARS OF COMMUNITY  
SERVICE

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:

LONG TIME MEMBER OF MANY  
COMMITTEE IN TOWN. COUNCIL  
KNOWS. I SHOW UP

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

CONCERN ABOUT SB 50 AND  
GENERAL DIRECTION OF THIS COMMITTEE  
50% RESIDENT OF TOWN.

**Terms**

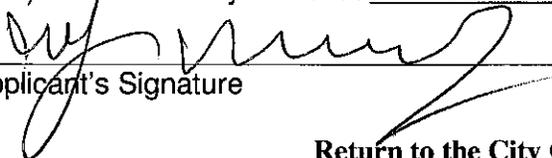
Term expiration dates end on June 30<sup>th</sup> of each year. However certain Committee may be set up for specific purposes with no expiration dates. Appointed committee/commission members shall serve no more than two full consecutive terms on the committee or commission to which they are appointed. 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 Anthony Suber, City Clerk, at (650) 752-0529 or by e-mail at [asuber@ci.atherton.ca.us](mailto:asuber@ci.atherton.ca.us)

Applicant's Signature 

Date 1/3/20

Return to the City Clerk, Town of Atherton,  
150 Watkins Avenue  
(Phone: (650) 752-0529 or e-mail at [asuber@ci.atherton.ca.us](mailto:asuber@ci.atherton.ca.us))

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

PERSONAL INFORMATION

Name: JIM MASSEY

Residence Address: [REDACTED]

(Note: Residency within the Town limits is required)

Telephone No: [REDACTED] Number of years as an Atherton resident: 50 1/4

Occupation: SEMI-RETIRED

Email address: JIMMASSEY8@GMAIL.COM

Business Address/Telephone No: \_\_\_\_\_

**Internet Posting**

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

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

<b>Commissions &amp; Committees Roster 2019 - 2020</b>			
<b>Audit and Finance Committee</b>			
Name	Appointment	Expiration	Notes
Walter Sleeth	6/2019	6/2020	Serving 1st 4-Year Term to fill remaining term of vacated seat (Amle)
Jeffrey Lee	6/2018	6/2022	Serving 2nd 4-Year Term
Devika Patil	6/2018	6/2021	Serving 1st 4-Year Term
Bob Polito	6/2018	6/2020	Serving 2nd 4-Year Term
Ann Yvonne Walker	6/2018	6/2021	Serving 1st 4-Year Term
<b>Bicycle and Pedestrian Committee - 1 Vacancy</b>			
Name	Appointment	Expiration	Notes
Thea Henry-Hamilton	6/2019	6/30/2023	Serving 2nd 4-Year Term
Jerome Leugers	6/2019	6/30/2023	Serving 1st 4-Year Term
John Langbein	6/2019	6/30/2022	Serving 2nd 3-Year Term
Hilary Keller	6/2019	6/30/2021	Serving 1st 2-Year Term
<b>VACANT</b>		<b>6/30/2020</b>	<b>1-Year Term Expiring 6/30/2020</b>
<b>Applicants</b>			
Matthew Baker			
<b>Environmental Programs Committee - 2 Vacancies</b>			
Name	Appointment	Expiration	Notes
Holly Joseph	06/2017	6/30/2021	Serving 2nd 4-Year Term
Kelly Davis	06/2019	6/30/2023	Serving 1st 4-Year Term
Diana Manuelian	06/2019	6/30/2023	Serving 1st 4-Year Term
<b>VACANT</b>		<b>06/30/2022</b>	<b>4-Year Term Appointed 6/2018, Vacated Seat (Grove)</b>
<b>VACANT</b>		<b>6/30/2020</b>	<b>1-Year Term Expiring 6/30/2020</b>
<b>Applicants</b>			
Emily Conn			

Cate Levey			
<b>Park and Recreation Committee - 2 Vacancies</b>			
Name	Appointment	Expiration	Notes
Bob Roeser	06/2016	06/30/2020	Serving 2nd 4-Year Term
Alex Keh	06/2019	6/30/2023	Serving 1st 4-Year Term
Julianna Robertson	06/2019	6/30/2023	Serving 1st 4-Year Term
VACANT		6/30/2021	4-Year Term Appointed 6/2017, Vacated Seat (David)
VACANT		6/30/2022	3-Year Term, Appointed 6/2019, Vacated Seat (Davey)
<b>FOUNDATION APPOINTMENTS 2-Year Term</b>			
Frank Merrill	06/2018	6/30/2020	Foundation 2-Year Appointment
Marylue Timpson	06/2019	6/30/2021	Foundation 2-Year Appointment
<b>Applicants</b>			
Marylue Timpson			Incumbent - Foundation Appointee
<b>Planning Commission</b>			
Name	Appointment	Expiration	Notes
Randy Lamb	06/2019	6/30/2023	Serving 2nd 4-Year Term
Eric Lane	06/2016	6/30/2020	Serving 2nd 4-Year Term
Nancy Lemer	06/2016	6/30/2020	Serving 1st 4-Year Term
Perry Narancic	06/2019	6/30/2023	Serving 1st 4-Year Term
Paul Tonelli	06/2017	6/30/2021	Serving 2nd 4-Year Term
<b>Rail Committee - 1 Vacancy</b>			
Name	Appointment	Expiration	Notes
Paul Jones	06/2019	6/30/2023	Serving 1st Staggered 4-Year Term
Alex Keh	06/2019	6/30/2023	Serving 1st Staggered 4-Year Term
John Maulbetsch	06/2019	6/30/2022	Serving 1st Staggered 3-Year Term
Nerissa Dexter	06/2019	6/30/2022	Serving 1st Staggered 3-Year Term

Malcolm Dudley	06/2019	6/30/2021	Serving 1st Staggered 2-Year Term
Greg Conlon	06/2019	6/30/2021	Serving 1st Staggered 2-Year Term
Scott Lane	06/2019	6/30/2020	Serving 1st Staggered 1-Year Term
Jack Ringham	06/2019	6/30/2020	Serving 1st Staggered 1-Year Term
Jim Janz	06/2019	6/30/2020	Serving 1st Staggered 1-Year Term
VACANT		6/30/2021	2-Year Term, Vacated Seat (Wynne)
<b>Applicants</b>			
Jim Massey			
<b>Transportation Committee</b>			
Name	Appointment	Expiration	Notes
Joseph Davis	06/2016	06/30/2020	Serving 1st 4-Year Term
Carol Collins	06/2018	06/30/2022	Serving 1st 4-Year Term
Gary Lauder	06/2016	06/30/2020	Serving 2nd 4-Year Term
Sriram Lyer	06/2016	06/30/2020	Serving 1st 4-Year Term
Steve Meller	06/2019	06/30/2023	Serving 1st 4-Year Term

**RESOLUTION 19-07**  
**RESCINDS RESOLUTION 15-10**  
**A Resolution of the City Council of the Town of Atherton**  
**Establishing and Governing Town Committees**  
**Amended May 16, 2018**  
**Amended May 15, 2019**

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*:

## ATTACHMENT 3

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.

To accommodate a distribution of staggered terms, in 2020, one member shall be appointed for an initial 3-year term. Subsequent terms of appointment shall revert 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.

To accommodate a distribution of staggered terms, in 2019, one member shall be appointed for an initial 1-year term. Subsequent terms of appointment shall revert 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.

To accommodate a distribution of staggered terms, in 2019, one member shall be appointed for an initial 3-year term. Subsequent terms of appointment shall revert 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 up to ten (10) 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.

To accommodate a distribution of staggered terms, in 2019, the City Council shall randomly select each member and assign that member to a staggered term. Three members shall be appointed to 1-year terms, three members shall be appointed to 2-year terms, two members shall be appointed to 3-year terms, and two members shall be appointed to 4-year terms. Subsequent terms of appointment shall revert 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.

To accommodate a distribution of staggered terms, in 2020, one member shall be appointed for an initial 1-year term and one member shall be appointed for an initial 2-year term. Subsequent terms of appointment shall revert 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.

To accommodate a distribution of staggered terms, in 2019, one member shall be appointed for an initial 1-year term, one member shall be appointed to an initial 2-year term, and one member shall be appointed for an initial 3-year term. Subsequent terms of appointment shall revert to the standard 4-year term. The remaining members shall be appointed for 4-year terms.

**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 15<sup>th</sup> day of May, 2019, 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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William R. Widmer, Mayor  
Town of Atherton

ATTEST:

\_\_\_\_\_  
Anthony Suber, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
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. Lloyden 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*

## ATTACHMENT 3

*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.