



## Item No. 2 Town of Atherton

### **CITY COUNCIL STAFF REPORT – STUDY SESSION ITEM**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**THROUGH: GEORGE RODERICKS, CITY MANAGER**

**FROM: JUDI HERREN, ACTING CITY CLERK**

**DATE: JUNE 7, 2017**

**SUBJECT: COMMITTEE AND COMMISSION REVIEW OF APPLICATIONS  
AND POSSIBLE INTERVIEWS**

#### **RECOMMENDATION**

Review applications for the Audit & Finance Committee, Environmental Programs Committee, Park & Recreation Committee, Planning Commission, and Rail Committee and possible interview of applicants.

#### **BACKGROUND**

The City Council has a number of Committee and/or Commission appointments for their consideration. Terms on these committees vary based on the specific committee. Resolution 15-10 Governing Committees and Commissions defines the committee sizes, terms, term limits, and appointment guidelines.

This evening the Council is reviewing applications and may conduct interviews of applicants, as desired, for the Audit & Finance Committee, Environmental Programs Committee, Park & Recreation Committee, Planning Commission, and Rail Committee.

#### **ANALYSIS**

##### **Tonight's Applicants**

The Audit & Finance Committee consists of a maximum of five (5) appointed resident members and two (2) City Council liaisons. This term is for two (2) years and expires June 30, 2019.

There are two (2) positions eligible for appointment and three (3) applicants. The terms of Committee Members Ken Hausman and Jim Massey expire on June 30, 2017. The applicants are all new candidates. The rules governing committees provide that *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.*

Below is a list of the applicants for vacancies on the Audit & Finance Committee:

- Cameron Gramaglia (new applicant)
- Devika Patil (new applicant)
- Ann Yvonne Walker (new applicant)

The Environmental Programs Committee (EPC) consists of five (5) appointed members and two (2) Council Member liaisons. This term is for four (4) years and expires June 30, 2021.

There are two (2) positions eligible for appointment and one (1) applicant. The term of Committee Member Holly Joseph expires on June 30, 2017 and there is one existing vacancy. Committee Member Joseph filled an unexpired term when appointed in 2015 and would like to be reappointed to a new term – at a length of 2 years. The rules governing committees provide that *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.*

Below is a list of the applicants for vacancies on the EPC:

- Holly Joseph (seeking to complete four (4) year term by serving two (2) more years)

The Park & Recreation Committee consists of seven (7) appointed members and two (2) Council Member liaisons. This term is for four (4) years and expires June 30, 2021.

There is one (1) position eligible for appointment and two (2) applicants. The term of Committee Member William Hoy expires on June 30, 2017. The first applicant is a new candidate and the second is a former member of the Park & Recreation Committee who has had a 10-month hiatus from the Committee. Again, our rules provide that *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.*

Below is a list of the applicants for vacancies on the Park & Recreation Commission:

- Christine David (new applicant)
- Frank Merrill, Jr. (10-month hiatus)

The Planning Commission consists of five (5) resident members. There is one (1) position eligible for appointment and two (2) applicants. The term of Committee Member Paul Tonelli expires on June 30, 2017. Incumbent Tonelli has reapplied for a second term. The second is a new candidate. This term is for four (4) years and expires June 30, 2021.

Below is a list of the applicants for vacancies on the Planning Commission:

- Brian Keifenheim (new applicant)
- Paul Tonelli (reapplied for 2<sup>nd</sup> term)

The Rail Committee consists of eleven (11) members including one (1) Council Member liaison and up to ten (10) appointed members. There are no term expirations for Rail Committee members.

There is one (1) vacancy on the Rail committee and one (1) applicant. The applicant is a new candidate.

- Anthony Wynne (new applicant)

### **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 committee and commission vacancies was also disseminated via the Town's electronic News Flash and Atherton Online between March and June. There are approximately 1,300 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.

### **ATTACHMENTS**

- Recruitment Applications:
  - Cameron Gramaglia
  - Devika Patil
  - Ann Yvonne
  - Holly Joseph
  - Christine David (new applicant)
  - Frank Merrill, Jr.
  - Brian Keifenheim (new applicant)
  - Paul Tonelli
  - Anthony Wynne (new applicant)
- Resolution Governing Commission and Committees

## Judi Herren

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**From:** Cameron Gramaglia [REDACTED]  
**Sent:** Friday, April 28, 2017 3:29 PM  
**To:** Judi Herren  
**Subject:** Audit/Finance committee application

Hi Judy,

Thanks for taking my call. I still couldn't get the application to submit online so I'll try sending it to you this way.

Name: Cameron Gramaglia  
Address: [REDACTED]  
Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Audit/Finance

Education: BA Economics, MBA

List your civic affiliations and community activities.....?  
AARP TaxAide - Tax Preparer Volunteer

Describe your understanding of the responsibilities.....?  
Advise City Council on financial issues facing the town. With a background in finance and a love of numbers, this commission seems like the perfect fit for me.

Describe why you want to serve.....?  
I'd really like to get involved with the inner workings of the town and make a positive impact. I am a quick study and hard worker and feel I could make a significant contribution.

Additional information....?  
On a personal note, I am married with three grown children. My husband and I have lived in Atherton for 17 years having moved here from Southern California. I appreciate very much being considered for this position.

Thank you in advance.  
~Cameron

Sent from my iPhone

## Judi Herren

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**From:** noreply@civicplus.com  
**Sent:** Friday, May 19, 2017 10:12 PM  
**To:** Theresa DellaSanta; Judi Herren  
**Subject:** Online Form Submittal: Application for Town Committee/Commission

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

### Application for Town Committee/Commission

<b>Name*</b>	<b>Devika Patil</b>
<b>Address*</b>	[REDACTED]
<b>Phone Number*</b>	[REDACTED]
<b>Email Address*</b>	[REDACTED]
<b>Commission/Committee of Interest*</b>	<b>Audit / Finance Committee</b>
<b>Education</b>	<b>BA in International Relations and Economics from Tufts University</b>
List your civic affiliations and community activities, including service on other commissions and committees?*	1. Digital Ambassador at the Institute for Education, a Washington D.C. based non-profit whose mission is to recognize and promote leadership, civility, by finding common ground, locally, nationally, and in the world community. As the Digital Ambassador, I am responsible for media and digital strategy as well as facilitating and cultivating relationships with foreign embassies and our government agencies and C-level executives. Held the position since September 2015. 2. Board of Directors and Treasurer of The Weekend To Be Named Later, a non-profit organization fostering collaboration between progressive leaders in government, the arts and entertainment, finance, non-profits, technology and education. Served on the Board since 2009. 3. Grade Level Coordinator for The Harker School. Responsible for being the primary liaison between the parents and school as well as organizing events with parents and families to build a strong community. Representative of Grade 2 for the 2016-2017 Academic Year. 4. Treasurer at Narika, a non-profit whose mission is to promote women's independence and economic empowerment by helping domestic violence survivors with advocacy, support, information, referrals, and education. Served on the Board from Aug 2007-2010.
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 to admit that until I met with Rick DeGolia, I had very little knowledge of the various town committees and their functions. However, after a lengthy discussion and much research later, my understanding is that as part of the Finance/Audit Committee, I would read all financial matters pertaining to the city and make recommendations to the Council on how best to allocate funds and stay in budget. We would discuss near and long-term capital expenditure needs and advise the City Council on our annual audits while proving oversight. I have successfully taken two non-profits from running a cash deficit to building a cash surplus and a comfortable rainy day fund. As a former investment banker and having been the Treasurer at various non-profits, I would look forward to using those skills to help support our community.
Describe why you want to serve on this commission and what you hope to accomplish as a member?*	I would be honored to serve on the Audit/Finance commission to have the opportunity to serve the town and give back to the community. I would like to be a part of the team that continues to invest in Atherton so that it retains its charm for the next generation and is vested in maintaining the town's distinguished atmosphere. As one of the

several families in town with young children, I would like Atherton to improve upon its environment for community gatherings. Our community has important decisions ahead including responsibly planning for and building the library and Holbrook Palmer Park community center. Additionally, since we have no downtown, how do we attract restaurants and businesses around us so we can increase our community "feel"? As a parent, I would like to further address road safety and commuter congestion, especially for our kids crossing streets and biking. Being a part of the Finance team, I would focus on balancing this growth and making sure we have the funds to invest in the right initiatives while we remain prudent stewards of our tax-payer dollars.

Additional Information you would like to add?\*

I am a former investment banker, having worked at JP Morgan and then at The Royal Bank of Scotland, as the West Coast Corporate Banking Head of the Gaming and Homebuilding Group. I also specialize in cross border M&A with India having recently sold our generational family business which focused on the manufacturing of plastic chemicals.

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://ca-atherton.civicplus.com/Admin/FormHistory.aspx?SID=637>

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

Name: Devika Patil

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Audit / Finance Committee

Education: BA in International Relations and Economics from Tufts University

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

1. Digital Ambassador at the Institute for Education, a Washington D.C. based non-profit whose mission is to recognize and promote leadership, civility, by finding common ground, locally, nationally, and in the world community. As the Digital Ambassador, I am responsible for media and digital strategy as well as facilitating and cultivating relationships with foreign embassies and our government agencies and C-level executives. Held the position since September 2015.

2. Board of Directors and Treasurer of The Weekend To Be Named Later, a non-profit organization fostering collaboration between progressive leaders in government, the arts and entertainment, finance, non-profits, technology and education. Served on the Board since 2009.

3. Grade Level Coordinator for The Harker School. Responsible for being the primary liaison between the parents and school as well as organizing events with parents and families to build a strong community. Representative of Grade 2 for the 2016-2017 Academic Year.

4. Treasurer at Narika, a non-profit whose mission is to promote women's independence and economic empowerment by helping domestic violence survivors with advocacy, support, information, referrals, and education. Served on the Board from Aug 2007-2010.

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 to admit that until I met with Rick DeGolia, I had very little knowledge of the various town committees and their functions. However, after a lengthy discussion and much research later, my understanding is that as part of the Finance/Audit Committee, I would read all financial matters pertaining to the city and make recommendations to the Council on how best to allocate funds and stay in budget. We would discuss near and long-term capital expenditure needs and advise the City Council on our annual audits while proving oversight. I have successfully taken two non-profits from running a cash deficit to building a cash surplus and a comfortable rainy day fund. As a former investment banker and having been the Treasurer at various non-profits, I would look forward to using those skills to help support our community.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I would be honored to serve on the Audit/Finance commission to have the opportunity to serve the town and give back to the community. I would like to be a part of the team that continues to invest in Atherton so that it retains its charm for the next generation and is vested in maintaining the town's distinguished atmosphere. As one of the several families in town with young children, I would like Atherton to improve upon its environment for community gatherings. Our community has important decisions ahead including responsibly planning for and building the library and Holbrook Palmer Park community center. Additionally, since we have no downtown, how do we attract restaurants and businesses around us so we can increase our community "feel"? As a parent, I would like to further address road safety and commuter congestion, especially for our kids crossing streets and biking. Being a part of the Finance team, I would focus on balancing this growth and making sure we have the funds to invest in the right initiatives while we remain prudent stewards of our tax-payer dollars.

Additional Information you would like to add?: I am a former investment banker, having worked at JP Morgan and then at The Royal Bank of Scotland, as the West Coast Corporate Banking Head of the Gaming and Homebuilding Group. I also specialize in cross border M&A with India having recently sold our generational family business which focused on the manufacturing of plastic chemicals.

Additional Information:

Form submitted on: 5/19/2017 10:11:36 PM

Submitted from IP Address: [REDACTED]

Referrer Page: No Referrer - Direct Link

Form Address: <http://ca-atherton.civicplus.com/Forms.aspx?FID=90>

## Judi Herren

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**From:** noreply@civicplus.com  
**Sent:** Friday, May 19, 2017 3:17 PM  
**To:** Theresa DellaSanta; Judi Herren  
**Subject:** Online Form Submittal: Application for Town Committee/Commission

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

### Application for Town Committee/Commission

<b>Name*</b>	<b>Ann Yvonne Walker</b>
<b>Address*</b>	[REDACTED]
<b>Phone Number*</b>	[REDACTED]
<b>Email Address*</b>	[REDACTED]
<b>Commission/Committee of Interest*</b>	<b>Audit and Finance Committee</b>
<b>Education</b>	<b>B.S., Mathematics (with distinction), Stanford University 1976 J.D., Stanford Law School 1979</b>
List your civic affiliations and community activities, including service on other commissions and committees?*	(1) REDWOOD SYMPHONY (Community orchestra based in Redwood City) - Member of the Board of Directors, pro bono counsel and violinist. (2) SCHOLA CANTORUM (Community choir based on the Peninsula) - Treasurer, Member of the Board of Directors and singer. (3) CHANTICLEER (world-renowned male vocal ensemble based in San Francisco) - Member of the Board of Trustees, Chair of the Board Governance Committee and Member of the Finance Committee
Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?*	I believe that members of the Atherton Audit and Finance Committee are charge with the important job of overseeing the audit and town finances, and must try to maintain fiscal integrity and responsibility. Having served as a corporate securities lawyer at a high-powered Silicon Valley las firm (Wilson Sonsini Goodrich & Rosati) for 35 years, I am very familiar with reading, understanding, analyzing and asking questions about financial statements. I also have some hands-on experience in financial matters through my service as Treasurer of a nonprofit corporation for the past 23 months.
Describe why you want to serve on this commission and what you hope to accomplish as a member?*	I have lived in Lindenwood in Atherton since June 1992. Having retired from the practice of law in June 2014, I now have the time to devote to service to the Town of Atherton. As a committee member, I hope to help maintain financial viability and fiscal responsibility for Atherton.
Additional Information you would like to add?*	Thank you for considering my application.

\* indicates required fields.

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<http://ca-atherton.civicplus.com/Admin/FormHistory.aspx?SID=635>

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

Name: Ann Yvonne Walker

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Audit and Finance Committee

Education: B.S., Mathematics (with distinction), Stanford University 1976  
J.D., Stanford Law School 1979

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

- (1) REDWOOD SYMPHONY (Community orchestra based in Redwood City) - Member of the Board of Directors, pro bono counsel and violinist.
- (2) SCHOLA CANTORUM (Community choir based on the Peninsula) - Treasurer, Member of the Board of Directors and singer.
- (3) CHANTICLEER (world-renowned male vocal ensemble based in San Francisco) - Member of the Board of Trustees, Chair of the Board Governance Committee and Member of the Finance Committee

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?: I believe that members of the Atherton Audit and Finance Committee are charge with the important job of overseeing the audit and town finances, and must try to maintain fiscal integrity and responsibility. Having served as a corporate securities lawyer at a high-powered Silicon Valley law firm (Wilson Sonsini Goodrich & Rosati) for 35 years, I am very familiar with reading, understanding, analyzing and asking questions about financial statements. I also have some hands-on experience in financial matters through my service as Treasurer of a nonprofit corporation for the past 23 months.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I have lived in Lindenwood in Atherton since June 1992. Having retired from the practice of law in June 2014, I now have the time to devote to service to the Town of Atherton. As a committee member, I hope to help maintain financial viability and fiscal responsibility for Atherton.

Additional Information you would like to add?: Thank you for considering my application.

Additional Information:

Form submitted on: 5/19/2017 3:16:47 PM

Submitted from IP Address: [REDACTED]

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Form Address: <http://ca-atherton.civicplus.com/Forms.aspx?FID=90>

## Judi Herren

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**From:** Theresa DellaSanta  
**Sent:** Wednesday, April 26, 2017 1:31 PM  
**To:** Holly Joseph  
**Cc:** Stephanie Bertollo-Davis; Dori Ganetsos; Elizabeth.Lewis.External; Judi Herren  
**Subject:** RE: EPC Term Expiring

Hi Holly-

Thank you. And thanks for the call too. We will make note in the staff report that you were selected to fill the resignation of a prior member which had 2 years left. Your intent was to serve a four-year term and thus would like to continue for two more years. The Council will be interviewing candidates at their June 7 study session set to begin at 5pm. You are welcome to attend but please note that attendance is not mandatory.

Thanks for all you do!

Theresa

**Theresa N. DellaSanta**  
Assistant to the City Manager/City Clerk  
650-752-0529

**From:** Holly Joseph [REDACTED]  
**Sent:** Wednesday, April 26, 2017 1:24 PM  
**To:** Theresa DellaSanta <tdellasanta@ci.atherton.ca.us>  
**Cc:** Stephanie Bertollo-Davis <SBertollo-Davis@ci.atherton.ca.us>; Dori Ganetsos <dganetsos@ci.atherton.ca.us>; Elizabeth.Lewis.External [REDACTED]; Judi Herren <jherren@ci.atherton.ca.us>  
**Subject:** Re: EPC Term Expiring

Theresa

I can do two more years but I think a term of four years would give me a senatorial term. I really want to finish what was started. I think we can do many things yet.

Warm regards,  
Holly

On Fri, Mar 10, 2017 at 3:15 PM, Theresa DellaSanta <[tdellasanta@ci.atherton.ca.us](mailto:tdellasanta@ci.atherton.ca.us)> wrote:

Hi Holly

Your 2-year term with the Environmental Programs Committee expires this June 30, 2017. We begin advertising for vacancies today with a deadline date of Friday, April 28. Please let me know by 4/28 whether you plan to re-apply for the position. If so, a simple email stating your desire to re-apply will suffice.

Thanks Holly!

Theresa

**Theresa N. DellaSanta**

Assistant to the City Manager/City Clerk

91 Ashfield Road

Atherton, CA 94027

[650-752-0529](tel:650-752-0529)

--

**Holly Joseph**  
Principal Recruiter



## Judi Herren

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**From:** noreply@civicplus.com  
**Sent:** Thursday, April 27, 2017 10:23 AM  
**To:** Theresa DellaSanta; Judi Herren  
**Subject:** Online Form Submittal: Application for Town Committee/Commission

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

### Application for Town Committee/Commission

<b>Name*</b>	<b>Christine E. David</b>
<b>Address*</b>	[REDACTED] Atherton, CA 94027
<b>Phone Number*</b>	[REDACTED]
<b>Email Address*</b>	[REDACTED]
<b>Commission/Committee of Interest*</b>	<b>Park and Recreation Committee</b>
<b>Education</b>	<b>B.S. from The University of San Francisco, double-major in International Business and Finance</b>
List your civic affiliations and community activities, including service on other commissions and committees?*	Most recently a member of Atherton's CCAC. Board Member of Atherton Now. A founding member of San Francisco's Airport Noise Committee. Actively support efforts against High Speed Rail and Surf Air Airport Noise. Philanthropic activities/memberships included S.F. Spinsters, S.F. Junior League, Leukemia/Lymphoma Society, Active member of fundraising committees involving both children's schools (M-A, Bellarmine College Prep, Elon University , Loyola Marymount University)
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?*	It is my understanding that the Park and Recreation Committee's primary responsibility is to create and manage a master plan that seeks to protect the rich history of Atherton's only public park while maintaining it's existing beauty and guiding various park improvements that reflect the changing needs of it's residents thereby securing it's relevance to each resident over the course of time.
Describe why you want to serve on this commission and what you hope to accomplish as a member?*	I consider it an honor and a great responsibility to serve our unique Atherton community. Having been a resident for almost 18 years I feel it's my duty to help maintain our garden community's unique qualities, while preserving it's history and guiding improvements to meet the changing needs of our growing community. Holbrook-Palmer Park is the "heart" of our community and, as it's only public park, a place of great relevance to all who enjoy it. Having raised 2 children and 3 dogs (to-date) I have spent a large part of these 18 years actively using it's facilities from it's playgrounds to it's art studios, it's tennis courts and baseball field, it's open grass for soccer and lacross, it's meeting spaces and it's running track (now walking for me).Its a place of great relevance to each member of my family so I seek to preserve it's beauty and relevance for residents to come. My husband and I are avid gardeners and love our walks around the park. As a member of this committee I would like to focus on the possible addition of a dog park so that our canine residents might have an enclosed area in which to run and play freely with each other while owners maintain ultimate control and responsibility of their dog. The surrounding communities of Redwood City and Menlo Park enjoy numerous locations within their communities where dogs are allowed to be leash-free within an enclosed area. I've spoken with numerous Atherton residents who beg the question as to why Atherton does not offer the same opportunity to it's residents. I would be very interested in considering this option while being an active contributor to the

Additional Information you would like to add?\*

overall responsibilities of this committee. I would like to offer my skills derived from managing my own family business, working in various start-ups, fundraising, and extensive project management experience to further the overall goals of this committee as outlined in the Holbrook-Palmer Park Master Plan.

I also wish to state that I have truly enjoyed being an active member of our CCAC because it gave a unique opportunity to work with and get to know some amazing people within our community. There is a huge variety of incredibly talented and gifted people living in Atherton. I believe that, if enough of our residents become truly involved with our community, we can make anything possible. I would like to be a part of that community.

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:

<http://ca-atherton.civicplus.com/Admin/FormHistory.aspx?SID=619>

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

Name: Christine E. David

Address: [REDACTED], Atherton, CA 94027

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Park and Recreation Committee

Education: B.S. from The University of San Francisco, double-major in International Business and Finance

List your civic affiliations and community activities, including service on other commissions and committees?: Most recently a member of Atherton's CCAC. Board Member of Atherton Now. A founding member of San Francisco's Airport Noise Committee. Actively support efforts against High Speed Rail and Surf Air Airport Noise. Philanthropic activities/memberships included S.F. Spinsters, S.F. Junior League, Leukemia/Lymphoma Society, Active member of fundraising committees involving both children's schools (M-A, Bellarmine College Prep, Elon University , Loyola Marymount University)

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?: It is my understanding that the Park and Recreation Committee's primary responsibility is to create and manage a master plan that seeks to protect the rich history of Atherton's only public park while maintaining it's existing beauty and guiding various park improvements that reflect the changing needs of it's residents thereby securing it's relevance to each resident over the course of time.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I consider it an honor and a great responsibility to serve our unique Atherton community. Having been a resident for almost 18 years I feel it's my duty to help maintain our garden community's unique qualities, while preserving it's history and guiding improvements to meet the changing needs of our growing community. Holbrook-Palmer Park is the "heart" of our community and, as it's only public park, a place of great relevance to all who enjoy it. Having raised 2 children and 3 dogs (to-date) I have spent a large part of these 18 years actively using it's

facilities from it's playgrounds to it's art studios, it's tennis courts and baseball field, it's open grass for soccer and lacross, it's meeting spaces and it's running track (now walking for me).Its a place of great relevance to each member of my family so I seek to preserve it's beauty and relevance for residents to come. My husband and I are avid gardeners and love our walks around the park. As a member of this committee I would like to focus on the possible addition of a dog park so that our canine residents might have an enclosed area in which to run and play freely with each other while owners maintain ultimate control and responsibility of their dog. The surrounding communities of Redwood City and Menlo Park enjoy numerous locations within their communities where dogs are allowed to be leash-free within an enclosed area. I've spoken with numerous Atherton residents who beg the question as to why Atherton does not offer the same opportunity to it's residents. I would be very interested in considering this option while being an active contributor to the overall responsibilities of this committee. I would like to offer my skills derived from managing my own family business, working in various start-ups, fundraising, and extensive project management experience to further the overall goals of this committee as outlined in the Holbrook-Palmer Park Master Plan.

Additional Information you would like to add?: I also wish to state that I have truly enjoyed being an active member of our CCAC because it gave a unique opportunity to work with and get to know some amazing people within our community. There is a huge variety of incredibly talented and gifted people living in Atherton. I believe that, if enough of our residents become truly involved with our community, we can make anything possible. I would like to be a part of that community.

Additional Information:

Form submitted on: 4/27/2017 10:23:12 AM

Submitted from IP Address: [REDACTED]

Referrer Page: No Referrer - Direct Link

Form Address: <http://ca-atherton.civicplus.com/Forms.aspx?FID=90>

**TOWN OF ATHERTON**

RECEIVED  
APR - 6 2017  
Town of Atherton

**APPLICATION FOR APPOINTMENT TO COMMISSION OR COMMITTEE**

Name: FRANK MERRILL JR

Address: [REDACTED], ATHERTON

Home Telephone: [REDACTED] Date: 4-3-17

Work Telephone: [REDACTED]

Are you registered to vote in the Town of Atherton? Yes  No

I am applying for a position on the (check one):

- Planning Commission
- Park and Recreation Commission
- General Plan Committee
- Arts Committee
- Other: \_\_\_\_\_

TO THE APPLICANT:

This application form is intended to provide you with information about the body on which you would like to serve. The completed application will also help the interviewing Council Members learn more about you. In responding to the questions here, please feel free to use separate sheets of paper to expand on your answers if you wish to do so.

1. Why do you want to serve on the body for which you are submitting your application?  
What particular skills, interest or experience would you bring to it if selected?

I HAVE A DEEP INTEREST IN THE HPP - I HAVE FAMILY CONNECTIONS TO THE PARK, I STARTED WORKING AT THE PARK SUMMER '68 AS A RECENT HS GRAD, I HAVE PREVIOUSLY BEEN ON P+R AND FEEL THAT I CAN CONTINUE TO "ADD VALUE" TO THE COMMITTEE. THE PARK IS THE CROWN JEWEL OF OUR TOWN AND DESERVES SINCERE EFFORTS TO CONTINUE TO IMPROVE IT.

2. Have you attended any meeting of the body on which you wish to serve?

Yes  No

3. Have you reviewed the minutes of the past meetings of the body on which you wish to serve?  
(Minutes and past agendas of Town bodies are available for review at Town Hall during normal business hours.)

Yes  No

4. Have you spoken with any current or former members of the body on which you wish to serve about service on that body?



Yes



No

5. Do you believe that other time demands might interfere with your ability to devote the time necessary to serve if you are selected?



Yes



No

6. Vacancies occur periodically on Town bodies. If you are not selected for the position for which you are applying, would you like to be considered for future vacancies occurring within one year of the date of this applications?



No



Yes, for (check as many as you wish):



Planning Commission



Park and Recreation Commission



General Plan Committee



Arts Committee



Other:

#### FOR YOUR INFORMATION:

The two-member screening committee of the Council will interview all applicants, if feasible. The Committee makes its recommendation of the person or persons to fill the existing vacancies to the full Council. The recommendation is not binding, although it is usually followed. Council Members may nominate others for appointment.

Council Members and Planning Commissioners must annually file a "Statement of Economic Interests", which is a public document and is forwarded to the Fair Political Practices Commission. All members of Town Commissions/Committees must be registered voters and reside in Atherton.

Service on Town bodies is without compensation. Application for reimbursement by the Town for expenses incurred in Town service may be made on forms available from the City Clerk. There is no assurance that expenses will be reimbursed.

Length of service on Town bodies is controlled by ordinance or resolution. Persons appointed may be reappointed within the restrictions of the ordinance. The fact that an individual is appointed does not necessarily mean the individual will be re-appointed. Copies of appropriate ordinances, (and statutes, if applicable) are available from the City Clerk.

Thank you for your interest in serving the Town of Atherton.

## Judi Herren

---

**From:** noreply@civicplus.com  
**Sent:** Thursday, April 20, 2017 11:03 AM  
**To:** Theresa DellaSanta; Judi Herren  
**Subject:** Online Form Submittal: Application for Town Committee/Commission

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

### Application for Town Committee/Commission

<b>Name*</b>	<b>Brian Keifenheim</b>
<b>Address*</b>	[REDACTED]
<b>Phone Number*</b>	[REDACTED]
<b>Email Address*</b>	[REDACTED]
<b>Commission/Committee of Interest*</b>	<b>Planning commission</b>
<b>Education</b>	<b>Bachelor of Science in legal studies with a concentration in criminal justice from the University of Wisconsin-Superior</b>
List your civic affiliations and community activities, including service on other commissions and committees?*	none
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 that the planning commission reviews requests from community members that would like to build outside of current codes and regulations. My previous position with homeland security as a National Instructor and my current position as a real estate agent with Alain Pinel realtors in Menlo Park will assist the committee in making these difficult decisions.
Describe why you want to serve on this commission and what you hope to accomplish as a member?*	I have been in Atherton for almost 3 years now, and I would like to become more involved in the community. It's a beautiful city, and I plan on living here for the rest of my life. As a young resident, I believe that it is important to have a voice in what will be happening in the city that I live in.
Additional Information you would like to add?*	I look forward to hearing from you, and I thank you in advance for your timely response. -Brian Keifenheim

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://ca-atherton.civicplus.com/Admin/FormHistory.aspx?SID=616>

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

Name: Brian Keifenheim

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Planning commission

Education: Bachelor of Science in legal studies with a concentration in criminal justice from the University of Wisconsin-Superior

List your civic affiliations and community activities, including service on other commissions and committees?: none

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 that the planning commission reviews requests from community members that would like to build outside of current codes and regulations. My previous position with homeland security as a National Instructor and my current position as a real estate agent with Alain Pinel realtors in Menlo Park will assist the committee in making these difficult decisions.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I have been in Atherton for almost 3 years now, and I would like to become more involved in the community. It's a beautiful city, and I plan on living here for the rest of my life. As a young resident, I believe that it is important to have a voice in what will be happening in the city that I live in.

Additional Information you would like to add?: I look forward to hearing from you, and I think you in advance for your timely response.

-Brian Keifenheim

Additional Information:

Form submitted on: 4/20/2017 11:03:13 AM

Submitted from IP Address: [REDACTED]

Referrer Page: <http://www.ci.atherton.ca.us/index.aspx?NID=138>

Form Address: <http://ca-atherton.civicplus.com/Forms.aspx?FID=90>

## Judi Herren

---

**From:** [REDACTED]  
**Sent:** Thursday, March 23, 2017 11:32 AM  
**To:** Theresa DellaSanta  
**Subject:** Re: Term Expiring

Yes Theresa, I intend to reapply. Thank you for the heads up, and for the "nudge".  
All the best,  
PT

Sent from my Verizon 4G LTE Smartphone

----- Original message-----

**From:** Theresa DellaSanta  
**Date:** Fri, Mar 10, 2017 3:00 PM  
**To:** [REDACTED]  
**Cc:** Lisa Costa Sanders;Stephanie Bertollo-Davis;  
**Subject:**Term Expiring

Hi Paul

Your 4-year term with the Planning Commission expires this June 30, 2017. We begin advertising for vacancies today with a deadline date of Friday, April 28. Please let me know by 4/28 whether you plan to re-apply for the position. If so a simple emails stating your desire to re-apply will suffice.

Thanks Paul!

Theresa

**Theresa N. DellaSanta**  
Assistant to the City Manager/City Clerk  
91 Ashfield Road  
Atherton, CA 94027  
[650-752-0529](tel:650-752-0529)



## COMMISSION/COMMITTEE APPLICATION

OFFICE USE ONLY  
RECEIVED

RECEIVED

MAY 10 2017

Town of Atherton

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

Date: May 9, 2017

Commission/Committee of Interest: Rail Committee

Name: Anthony Wynne

Education: Stanford 1970 (B.A.); Hastings College of the Law 1973 (J.D.)

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

None

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:

Attend committee meetings, engage in discussions, and carefully consider issues taken up by the committee. Generally, protect the interests of the Town in all issues related to the railroad right-of-way.

I have attended many of the Rail Committee meetings over the nine years during which I have lived in Atherton.

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

The rail corridor is a tremendous asset for the Peninsula. However, operations along the corridor can have a negative impact on some Peninsula residents, including many in Atherton. I would like to be part of any effort to maximize the benefits and, where appropriate, to identify and minimize the negative impacts, of the rail corridor on the Town of Atherton.

**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).

Anthony C. Uyemura  
Applicant's Signature

5-9-17  
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: Anthony Wynne

Residence Address: [REDACTED] Atherton, CA 94027

(Note: Residency within the Town limits is required)

Telephone No: [REDACTED] Number of years as an Atherton resident: 9

Occupation: retired insurance executive

Email address: [REDACTED]

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:

Home Address:      YES      NO  
                              

E-mail:

**RESOLUTION 15-10**  
**RESCINDS RESOLUTION 14-27**  
**A Resolution of the City Council of the Town of Atherton**  
**Establishing and Governing Town Committees**  
**Amended October 21, 2015**

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 and the provisions of the California Open Public Meeting Law (Brown Act).

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 creating an agenda and agenda packet, taking minutes and conducting follow up from meetings.

Committee Agenda Preparation: The agenda shall be prepared in accordance with the following guidelines.

One of the following methods may be applied 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. 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; and are requested and agreed on by a majority of the Committee; or items created from staff follow up of previous Committee and/or staff meetings. These items may be added to the 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 the following Agenda. The item shall be added to the next Agenda or a specific designated Agenda by a majority vote of the Committee.

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, members of 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. 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, including making comments that would amount to a discussion of the matter under consideration by a quorum of their own committee.

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 Towns 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: All committees shall prepare action minutes. *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: 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 should be incorporated in the Town's website. Websites need to 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. 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, Council shall continually recruit qualified individuals and town staff shall continue to advertise periodically.

Term expiration dates shall end on June 30<sup>th</sup>. 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**

In the event funding for committees 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 shall have the following powers and duties.

Act in an advisory capacity to:

- a. Make recommendations to the City Council upon request in all matters pertaining to Town finances;
- b. Consult with the City Manager on matters pertaining to the budget, capital spending plan and the long range financial plan for the Town;
- c. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to the Town's annual audit;
- d. Provide oversight of the annual audit and present and explain the audit to the City Council with recommendations as to acceptance;
- e. Advise City Council regarding appointment of outside auditors for annual audit;
- f. Review proposed audit scope with outside auditors prior to commencement of annual audit.

The Audit/Finance Committee shall have the following composition and terms:

Consists of two (2) Council Members and five (5) appointed, qualified resident members. Two terms shall be for one year and three terms shall be for two (2) years. Thereafter terms shall be for two (2) years ending on June 30th. 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) shall have the following powers and duties.

Act in an advisory capacity to:

- 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.
- ~~i. Assist in discussion about the short-term improvements needed for the Library and Town Center facilities.~~

The Civic Center Advisory Committee consists of up to seven (7) members plus two liaison City Council members. The Committee is setup for specific purposes listed above and when the purposes are accomplished the Committee will disband. The Civic Center Project consists of the Town's Administrative Offices, Police Department, Public Works, Building and Planning Departments, Council Chambers, Library, community meeting rooms and associated outdoor facilities. The Committee meets in the Council Chambers or the Town Administrative Conference Room.

**3. Environmental Programs Committee.**

The Environmental Programs Committee shall have the following powers and duties.

Act in an advisory capacity to:

- a. Make recommendations (programmatic and legislative) 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.
- b. Create pro-active community engagement programs for residents, commercial and public enterprises active within the Town's jurisdiction for presentation to and consideration and approval by, the City Council.

The Environmental Programs Committee consists of a minimum of six (6) members including one (1) Council Member liaison and five (5) residents of the Town. The term of office shall be as follows: Appointed members shall be appointed to four-year terms. Thereafter, each term of office shall be four (4) years. The committee meets in the Conference Room of the Town Administrative Offices.

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

**4. Park and Recreation Committee.**

The Park and Recreation Committee shall have the following powers and duties.

Act in an advisory capacity to:

- a. Make recommendations to the City Council upon request in all matters pertaining to parks and public recreation and to cooperate with other governmental agencies and public and private groups in the advancement of park and recreation planning and programming;
- b. Develop and maintain a master plan for parks within the Town and, annually, in the month of April, present a report to the City Council;
- c. Review the annual budget for parks and recreation during the process of its preparation and make recommendations with respect thereto to the City Council. This includes recommendations regarding the setting of fees. The budget should contain estimates and recommendations for such long-term capital outlay projects as may be necessary to provide for orderly development of park and recreation areas, buildings and facilities;
- d. 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;
- e. Assist Town staff in the planning of recreation programs for the community.

The Park and Recreation Committee consists of seven (7) appointed members and one (1) 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 Atherton Dames. Each of the foregoing representatives shall serve a term of two (2) years. Terms shall be staggered so that the term of office for two (2) members shall be four (4) years, and the term of office for the remaining members shall be four (4) years. Thereafter, each term of office shall be four (4) years. The Park and Recreation Committee meets in Holbrook-Palmer Park.

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

**5. Rail Committee.**

The Atherton Rail Committee shall have the following powers and duties.

Act in an advisory capacity to:

- a. Advise the City Council on all matters pertaining to High Speed Rail (HSR), the Rail Corridor and Caltrain.
- b. With the assistance of appropriate Town staff, research and address specific impacts HSR and other rail infrastructure and services may have on the Rail Corridor and the Town.
- c. Perform active outreach and cooperative efforts with groups and organizations opposing HSR.
- d. Rail Committee members are authorized to act as spokespersons to articulate and advocate the Town's Rail Related Policy Positions as they pertain to Rail Committee matters to legislatures, HSR and Caltrain board of directors, regional organizations, press and other interested parties.

The Atherton Rail Committee shall have the following composition and terms:

Consists of eleven (11) members including one (1) Council Member liaison and up to ten (10) appointed members. There are no term expirations for Rail Committee members. The committee meets in the Council Chambers.

Additionally, by action of approval of this Resolution the City Council approves Exhibit A titled, "Rail Related Policy Positions."

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

**6. Transportation Committee.**

The Transportation Committee shall have the following powers and duties.

Act in an advisory capacity to:

- a. Make recommendations to the City Council upon request in all matters pertaining to transportation within the Town.

The Transportation Committee consists of six (6) members including one (1) Council Member liaison and five (5) appointed members. The term of office shall be 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.

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 is needed.

## **7. Bicycle and Pedestrian Advisory Committee (BPAC).**

The Bicycle and Pedestrian Advisory Committee shall have the following powers and duties.

Act in an advisory capacity to:

- a. Work with staff in providing advice and recommendations on all matters relating to bicycle and pedestrian facilities.
- 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. Promoting 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 the community.

The BPAC shall have the following composition and terms:

Consists of at least five (5) members plus two non-voting liaisons, one (1) Transportation Committee Member and one (1) Council Member. At least three (3) members of the Committee must meet the requirements of the Metropolitan Transportation Committee and live or work in the Town of Atherton. The Chair and Vice Chair of the Committee shall be residents of the Town.

The Committee shall be composed of both active bicyclists and pedestrians.

The term of office for BPAC members shall be four (4) years. Terms shall be staggered so that the term of office for three (3) members shall be four (4) years, and the term of office for the remaining members shall be four (4) years, starting at the mid-point of the staggered term.

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

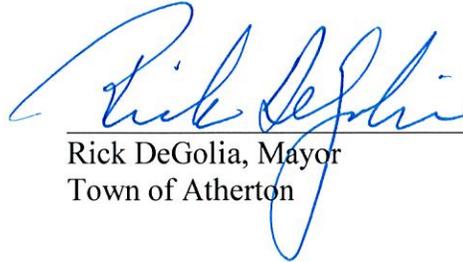
**Section 6: Advice.**

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

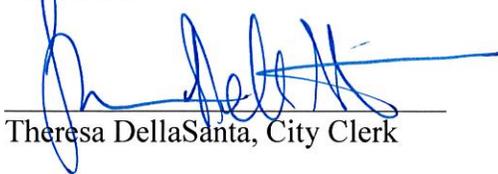
This Resolution shall be effective immediately upon adoption. All previous resolutions governing Town committees and commissions including Resolution No. 14-26 are hereby superseded and rescinded.

*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 21<sup>st</sup> day of October, 2015, by the following vote.*

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

  
\_\_\_\_\_  
Rick DeGolia, Mayor  
Town of Atherton

ATTEST:

  
\_\_\_\_\_  
Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
William B. Conners, City Attorney



## **RAIL RELATED POLICY POSITIONS 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
  - Town Resolutions, passed unanimously by the Council, oppose the HSR project, including the Program Environmental Impact Report (EIR), Business Plan and use of the rail corridor by HSR
  - The Town has joined with other Peninsula cities as a member of the Peninsula Cities Consortium (PCC) to promote a unified response to HSR and other rail matters
  - Conditions that must be met, if the HSR project continues, before the Legislature approves the use of Prop 1A bond funds to implement the project:
    - a. Independent Ridership Survey reporting directing to the Legislature
    - b. Independent Verification of Sources claiming HSR projects have resulted in profitable operations
    - c. Business Plan deemed “investment grade and acceptable,” by the following:
      - State Auditor, Legislative Analyst Office and Peer Review Group
    - d. Completion of the environmental studies and reporting process for Certifying the Program and Project EIRs, without resorting to “streamlining” or shortcutting the process, in any manner
  - Support legislation to delay, hinder or halt the implementation of Prop 1A which town residents and Council voted to oppose (examples-AB 1455 (Harkey) and SB 985 (LaMalfa))

#### Litigation

- Town of Atherton has taken the position to use all legal means to delay, hinder or halt the implementation of Prop 1A which town residents and Council voted to oppose
- Atherton joined other agencies in litigation against HSR’s Program EIR recognizing certain legal environmental requirements were not being met and faulty information used in the environmental analysis led to incorrect conclusions (example – Ridership study forecasts)

#### Lobbying

- The Council has engaged a professional lobbyist, in conjunction with other cities, to represent the city’s position on HSR matters
- The Council encourages the efforts of rail committee members to advocate on behalf of Atherton within approved Rail Policies

## **B. RAIL CORRIDOR AND CALTRAIN**

### Rail Service

- Atherton 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
- Atherton residents were very instrumental in the formation of the Joint Powers Board (JPB) and the purchase of the Southern Pacific right-of-way (ROW) by San Francisco, San Mateo and Santa Clara counties
- Up to (year?) Atherton received weekday and weekend rail service from Caltrain until it declared its first “fiscal emergency”
- Citing fiscal emergency reasons for reducing costs, including station stops, the number of weekday rail stops in Atherton were reduced to zero while weekend service is still being 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 the capitol project to 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

### Electrification

- The current Caltrain electrification Draft EIR is out of date and must be updated and re-circulated
- 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
- Caltrain should investigate alternatives to electrification, such as DMU’s, which could be implemented at much less capital costs while providing equal environmental and operational benefits, or better

### Caltrain and JPB

- Correct capital and operational funding formula to reflect current user information and for a more equitable sharing between San Francisco, San Mateo and Santa Clara Counties
- Initiate study to consolidate Caltrain with Capitol Corridor system to create a more efficient system through the reduction of duplicate overhead and achieving greater economy of scale in operations and capital usage; also

- provide permanent funding mechanism for Caltrain through direct state funding
- Creation of an Advisory Council composed of city representatives to create a more effective planning and working environment for Caltrain's future

Town Priorities Regarding Caltrain Line

- Restoration of weekday service
- Delay, hinder or halt the eventual use of the rail corridor by HSR, including undoing the MOU's between Caltrain and HSR
- Ensure any long term corridor rail plan limits two tracks through Atherton
- Modernization of rail system must minimize and fully mitigate any environmental impact on the Town
- Implementation of a Quiet Zone within and on the Town's border areas
- The addition of Quad Gates at the Watkins Avenue crossing facilitates qualifying for meeting Quiet Zone regulations
- Monitor Dumbarton Corridor developments
- Monitor Union Pacific service and relationship with Caltrain