



## Item No. 14 Town of Atherton

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

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**THROUGH: GEORGE RODERICKS, CITY MANAGER**

**FROM: THERESA DELLASANTA, CITY CLERK**

**DATE: JUNE 20, 2018**

**SUBJECT: CONSIDER APPOINTMENTS TO TOWN COMMITTEES**

#### **RECOMMENDATION**

Staff recommends the Council make a motion to appoint as follows:

- Appoint William Grove to the Environmental Programs Committee;
- Appoint Frank Merrill (HP Foundation rep) and Alicia Bakowski (Friends of HP Park rep) to the Park & Recreation Committee; and
- Appoint Carol Collins to the Transportation Committee for the remainder of the unexpired term.

#### **BACKGROUND**

The City Council has Committee appointments for their consideration. Terms on these committees vary based on the specific committee. Resolution 18-11 governing committees defines the committee sizes, terms, term limits, and appointment guidelines. Council recently updated the resolution and took action at their last regular meeting to extend the terms of members of Audit/Finance Committee to four years similar to the rest of the committees and made it applicable to current members. The one applicant for the Audit/Finance Committee was notified of Council's action and asked if he had interest in serving on any other open town committees. A response has not been received.

This evening the Council is considering appointments to:

- Environmental Programs Committee
- Park & Recreation Committee
- Transportation Committee

## **ANALYSIS**

### ***Environmental Programs Committee***

The Environmental Programs Committee (EPC) consists of five (5) appointed members and one (1) Council Member liaison. There is one vacancy on the committee. This term is for four (4) years and expires June 30, 2022.

There is one applicant for the vacancy on the Environmental Programs Committee:

- William Grove (application attached).

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

The Park & Recreation Committee consists of seven (7) appointed members and one (1) Council Member liaison. Of the appointed members, one member is a representative of the Holbrook-Palmer Park Foundation and one member is a representative of the Friends of Holbrook-Palmer Park (formerly Atherton Dames). Both of these members' terms expire June 30, 2018.

The term for each of the two openings is for two (2) years and expires June 30, 2020.

At the April 4 Study Session, Council agreed that it was appropriate to ask both the Foundation and the Friends of the Park to do outreach for nominations. If more than one member is interested they can submit application(s) and Council can make the selection. Staff reached out to both organizations and received the following applications.

- Frank Merrill – Holbrook-Palmer Park Foundation representative (application attached)
- Alicia Bakowski – Friends of HP Park (application attached)

### ***Transportation Committee***

The Transportation Committee consists of five (5) appointed resident members and one (1) City Council Members liaison. Resident appointed members serve a term of four (4) years. The Transportation Committee has one vacancy due to a resignation. The vacated seat has a current terms that expires on June 30, 2020. Thus the term for the open seat is for the remaining two years. Council has discretion to make it a four year term.

There is one applicant for the vacancy on the Transportation Committee:

- Carol Collins (application attached)

### **POLICY FOCUS**

There are no significant policy issues related to this item. 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.

### **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.

### **COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

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

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

### **ATTACHMENTS**

- Recruitment Applications:
  - William Grove
  - Frank Merrill
  - Alicia Bakowski
  - Carol Collins
- Resolution Governing Commission and Committees

**From:** noreply@civicplus.com  
**To:** [Theresa DellaSanta](#); [Judi Herren](#)  
**Subject:** Online Form Submittal: Application for Town Committee/Commission  
**Date:** Tuesday, April 24, 2018 8:54:44 PM

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

### Application for Town Committee/Commission

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**Name\***

**Address\***

**Phone Number\***

**Email Address\***

**Commission/Committee of Interest\***

**Education**

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

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

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

Additional Information you would like to add?\*

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://ca-atherton.civicplus.com/Admin/FormHistory.aspx?SID=816>

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

Name: William

Address: Grove

Phone Number:

Email Address: Wegroveiii@icloud.com

Commission/Committee of Interest: Environmental Programs

Education: BA, Rice University; MD Northwestern University School of Medicine, Residency, Stanford University School of Medicine

List your civic affiliations and community activities, including service on other commissions and committees?:  
Environmental Medicine Committee, Santa Clara County Medical Association; Disaster Preparedness

Committee, Atherton; ADAPT; MPFPD CERT; Neighborhood #9 Coordinator; Committee for Green Foothills Community Advocates Leadership Academy (Class 2018)

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 grandfather, and a long term environmentalist, I am acutely concerned with the potential problems climate change will have on our planet, in addition to the effects of pollutants we are putting into our water and environment.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I hope to learn more about the scientific evidence of environmental problems, what can be done to promote community consciousness to reduce these problems and to be a part of the solution.

Additional Information you would like to add?: Ecology is an especially intricate, interconnected subject. Politics is necessarily integrated with any approach to solve environmental problems.





# COMMISSION/COMMITTEE APPLICATION

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

Date: 4.27-18

Commission/Committee of Interest: PARK + REC

Name: FRANK MERRILL JR DVM

Education: BA UC BERKELEY '73 BS ANIMAL SCIENCES  
CAL POLY SLO DVM '83 UNIV. OF PHILIPPINES

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

USA RUGBY 1997-2013 - VICE CHAIR 2006  
- BOARD MEMBER '97 - 2013  
- CHAIR STRATEGIC PLANNING '99-2002  
- NOMINATING COMM 2006-2016  
- MEMBER DISCIPLINARY COMM 2006- PRESENT

ROTARY CLUB - QUINCY CA '95-2001

HOLBROOK PALMER PARK FDN - ? - PRESENT (CAN'T REMEMBER  
WHEN OFFICIALLY STARTED)

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 WOULD LIKE TO MAINTAIN MY P+R IS RESPONSIBLE FOR  
OVERSIGHT/STEWARDSHIP OF HPP - ITS FUNCTION IS ~~TO~~ OVERSIGHT  
MAINTAIN PARK MAINTENANCE + OPERATIONS AND ENSURE  
THE PARK CONTINUES SMOOTH OPERATIONS

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

I HAVE A DIRECT FAMILY CONNECTION TO THE PALMER  
FAMILY WHICH ALLOWED ME TO ACCESS THE PARK WHEN  
THE PALMER FAMILY OWNED THE PROPERTY (PRE-DATING  
'67). I HAVE ESSENTIALLY BEEN AROUND THE PARK MY  
WHOLE LIFE AND WANT TO ENSURE THAT WE MAINTAIN  
IT'S BEAUTY + FUNCTIONALITY.

**Terms**

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

**Specific Information**

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

**Information about the Appointment Process**

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

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

\_\_\_\_\_  
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  No

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

**Appointed:** Yes  No

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

**Appointed:** Yes  No

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

PERSONAL INFORMATION

Name: FRANK MERRILL JR DVM

Residence Address:

(Note: Residency within the Town limits is required)

Telephone No:  Number of years as an Atherton resident: \_\_\_\_\_

Occupation: VETERINARIAN

Email address: FMJR2DVM@SBCGLOBAL.NET

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:     YES     NO



OFFICE USE ONLY  
RECEIVED

### COMMISSION/COMMITTEE APPLICATION

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

Date: 06.04.18

Commission/Committee of Interest:

Name: Alicia Bakowski, Parks + Rec. Committee

Education:

BBA Baylor University, TX  
MSA + MLA Univ. St. Thomas, TX

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

- President 2018-2019 Friends of Helbrook Palmer Park
- Chair Easter Egg Hunt, Co-Chair Lindenwood + Atherton New Residents Welcoming Party

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:

Organizational representative to  
P+R Committee - I'm passionate about  
our town's park, trees, and community involvement.

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

Passion for supporting our park,  
encouraging town involvement and  
social activities of like minded friends.

**Terms**

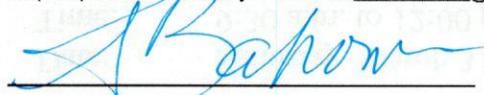
Term expiration dates end on June 30<sup>th</sup> of each year. However certain Committee may be set up for specific purposes with no expiration dates. Appointed committee/commission members shall serve no more than two full consecutive terms on the committee or commission to which they are appointed. 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**

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

06.04.18  
\_\_\_\_\_  
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

No

Considered by City Council:

Appointed: Yes

No

Considered by City Council:

Appointed: Yes

No

If Appointed Term ends:

**PERSONAL INFORMATION**

Name: *Alicia Bakowski*

Residence Address: *251-6 Ave.*  
(Note: Residence )

Telephone No:  Number of years as an Atherton resident: *6*

Occupation:  
*community volunteer*

Email address:  
*Bakowski@hotmail.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:

YES     NO    *Alicia Bakowski*

Home Address: *2 Fredrick Ave*

E-mail: *bakowski@hotmail.com*



## COMMISSION/COMMITTEE APPLICATION

OFFICE USE ONLY  
RECEIVED

RECEIVED

APR 17 2018

Town of Atherton

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

Date: 4/13/2018

Commission/Committee of Interest: Transportation Committee

Name: Carol Collins

Education: Stanford University AB, MS  
Menlo-Atherton HS

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

Past- Lindenwood Homes Assn. Board Member, 12 yrs (VP, Treasurer, Welcoming);

Current-Second Harvest Food Bank Family Harvest Site Leader @ Hawes Elem. School;

Past- PTA & Mid-Peninsula National Charity League Treasurer and Asst. Treasurer.

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 understand the committee supports the City Council in an advisory capacity. As a

long time community member, I believe I can appreciate all perspectives (child biking,

adult biking, driving and walking) and bring some understanding of our community history to the thought processes and recommendations.

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

I would like to understand our town government better by being more involved, help

make Atherton a safer community, and keep the rural feeling our our community.

PERSONAL INFORMATION

Name: Carol Collins

Residence Address: [redacted]  
(Note: Residency within the Town limits is required)

Telephone No: [redacted] Number of years as an Atherton resident: ~ 48 yrs.

Occupation: Residential <sup>Property</sup> Management

Email address: carolpcollins@gmail.com

Business Address/Telephone No: none

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"/>