



## Item No. 14 Town of Atherton

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

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

**FROM: ANTHONY SUBER, CITY CLERK**

**DATE: JUNE 17, 2020**

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

#### **RECOMMENDATION**

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

- Appoint one (2) applicants to the Audit and Finance Committee to fill one 3-Year term expiring on June 30, 2023 and one 4-Year term expiring on June 30, 2024;
- Appoint one (1) applicant to the Bicycle and Pedestrian Committee to fill a 4-Year term expiring June 30, 2024;
- Appoint one (1) applicant to the Environmental Programs Committee for a 4-Year term expiring June 30, 2024;
- Appoint two (2) applicants to the Parks and Recreation Committee. One applicant to a regular seat for a 4-Year term expiring on June 30, 2024 and one applicant to the Foundation seat for a 2-Year term expiring on June 30, 2022;
- Appoint two (2) applicants to the Planning Commission to file one 2-Year term expiring on June 30, 2022 and one 4-Year term expiring on June 30, 2024;
- Appoint three (3) applicants to the Rail Committee all for 4-Year terms expiring on June 30, 2024;
- Appoint three (3) applicants to the Transportation Committee to fill one 1-Year term expiring on June 30, 2021 and two 4-Year terms expiring on June 30, 2024;

#### **BACKGROUND**

A recruitment was conducted for the following vacancies:

1. Audit/Finance Committee (2 Vacancies)
2. Bicycle and Pedestrian Advisory Committee (1 Vacancy)
3. Environmental Programs Committee (1 Vacancy)
4. Park and Recreation Committee (2 Vacancies, 1 regular seat and 1 Foundation seat)

## Commissions & Committee Appointments

June 17, 2020

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5. Planning Commission (2 Vacancies)
6. Rail Committee (3 Vacancies)
7. Transportation Committee (3 Vacancies)

Recruitment began on May 1, 2020 and ended on Friday, June 5, 2020 to fill vacancies resulting from term expirations.

### Audit and Finance Committee (2)

The Audit and Finance Committee has two vacancies to fill terms expiring on June 30, 2020. To accommodate the staggering of terms, one appointment will serve an initial 3-Year term expiring June 30, 2023 and the other will serve a 4-Year term expiring June 30, 2024.

There are two applicants for the Committee. for consideration.

- Walter Sleeth, *Incumbent*
- Kate Scolnick

### Bicycle and Pedestrian Advisory Committee (1)

The Bicycle and Pedestrian Committee has one vacancy to fill a term expiring on June 30, 2020. The appointment will be for a 4-Year term expiring on June 30, 2024.

There are two applicants for the Committee,

- Steve Baloff
- David Jones

### Environmental Programs Committee (1)

The Environmental Programs Committee has one vacancy to fill a term expiring on June 30, 2020. The appointment will be for a 4-Year term expiring on June 30, 2024.

There were no applications received.

### Parks and Recreation Committee (2)

The Parks and Recreation Committee has two vacancies to fill terms expiring on June 30, 2020. One appointment will be to a regular seat for a 4-Year term expiring on June 30, 2024 and the other is a Foundation appointment for a 2-Year term expiring on June 30, 2022.

There are two applicants for the regular seat.

- Matt Baker
- Sandra Livingston (applied for Planning Commission)

## Commissions & Committee Appointments

June 17, 2020

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There is one recommendation and applicant for the Foundation appointment.

- Frank Merrill, *Incumbent*

### Planning Commission (2)

The Planning Commission has two vacancies to fill terms expiring on June 30, 2020. To accommodate the staggering of terms, one appointment will serve an initial 2-Year term expiring June 30, 2022 and the other will serve a 4-Year term expiring June 30, 2024.

There are two applicants for the Commission, inclusive of one incumbent.

- Nancy Learner, *Incumbent*
- Sandra Livingston (applied for Park and Recreation Committee)

### Rail Committee (3)

The Rail Committee has three vacancies to fill terms expiring on June 30, 2020. All three appointments will be for 4-Year terms expiring on June 30, 2024.

There are two applicants for the Committee, both are incumbents.

- Jim Janz, *Incumbent*
- Jack Ringham, *Incumbent*

### Transportation Committee (3)

The Transportation Committee has three vacancies to fill terms expiring on June 30, 2020. To accommodate the staggering of terms, one appointment will serve an initial 1-Year term expiring June 30, 2021 and two will serve 4-Year terms expiring June 30, 2024.

There are two applicants for the Committee, inclusive of one incumbent.

- Sriram Iyer, *Incumbent*
- Tom Owen

There is a total of 14 vacancies, 13 of which can be filled by at-large applicants. One must be filled via an applicant from the Holbrook Palmer Park Foundation. Only the Environmental Programs Committee has no applicants and both the Rail and Transportation Committee have one less application than vacancies. All applicants are Atherton residents and term appointments will be for four years after the initial staggered shorter term.

There is no restriction that prevents members from serving on more than one committee.

### Appointment Process

It is recommended that the Council consider appointments to the longest term first for each vacancy as a means of assigning staggered terms to each appointment. The City Council should announce the term for which an appointment is being considered and then vote for the particular appointment for that term. The City Clerk shall assist with voting sheets and voting shall continue until an applicant is selected for the particular term. All votes are public record.

The Park and Recreation Committee is the one meeting body with more applicants than open seats.

The Audit and Finance Committee, Planning Commission, and Transportation Committees will each need to have appointed members assigned to a specific term. The Council could consider appointing all applicants to the various committees and then randomly assigning each to a term as indicated below.

To assign terms to Committee members, it was suggested that the City Council shall randomly select each member and assign that member to a staggered term. Staff prepared a simple solution where each Committee member's name is listed on an identical piece of paper and placed in a box. City Clerk Suber will draw a name from the box and the first name drawn will receive the longest term for that Committee vacancy.

Council can also choose to nominate a Committee member and assign a term within the nomination.

### **POLICY FOCUS**

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

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

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

### **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)
- \_\_\_\_ 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. Commission and Committee Applicants
2. Commission and Committee Roster
3. Resolution No 19-07 Governing Committees



**COMMISSION/COMMITTEE APPLICATION**

OFFICE USE ONLY  
**ATTACHMENT 1**  
RECEIVED  
Received by AS

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

Date: June 3, 2020

Commission/Committee of Interest: Finance Sub Committee

Name: Walter Steeth

Education: BA + J.D.

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

Secretary to the Lindenwood Home Ass.

ADAPT Area 2 coordinator

Member of Friends of the Atherton Library

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:

The responsibilities include review of Town's Financial situation and Budget including review of any audits done. With the background I have I believe I can bring a creative sensibility to the committee

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

I would do my best to offer an ethical and responsible view to the office I would be a part of.

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

June 2, 2020  
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 <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

ATTACHMENT 1

Name: Walter J. Sleath

Residence Address: 227 Catalpa Dr.  
(Note: Residency within the Town limits is required)

Telephone [REDACTED] Number of years as an Atherton resident: 31

Occupation: Retired Attorney

Email address: [REDACTED]

Business Address/Telephone No: Same as above

**Internet Posting**

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

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

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Anthony Suber](#); [Francesca Reyes](#)  
**Subject:** Online Form Submittal: Application for Town Committee/Commission  
**Date:** Saturday, May 30, 2020 7:35:36 PM

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

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=1187>

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

Name: Kate Scolnick

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Audit/Finance

Education: Bachelor of Arts 1990  
Stanford Executive Program 2016

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

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?: the committee is chartered with providing advice and recommendations on all town financial matters to the town council and city manager. In addition, the committee oversees the town budget and near-term and long term financial planning recommendations. Finally, the committee produces the annual audit and acts as a liaison with auditors/town council. As a multi-decade finance professional and corporate leader, I have experience managing dynamic budgets and providing financial recommendations to CEOs and corporate board of directors. Currently, I manage the operating budget and annual operating plan of a multi-million dollar company in the Bay Area. I believe my professional credibility and personal integrity in the corporate realm would allow me to meaningfully contribute to the town of Atherton's fiscal responsibilities and opportunities.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I am a 3 year resident of Atherton with young children and expect to remain in the town for decades. I am passionate about the quality of life in our community. Today's world presents complex challenges, sometimes without warning, and I would like to help the town be resilient and financially sound in the near-term and long-term. Atherton is a special town and I'd like to contribute my financial acumen and skill set to supporting the town council and city manager in a positive and meaningful way.

Additional Information you would like to add?: Thank you for your consideration. I would be thrilled to be part of the Audit/Finance committee and collaborate with other committee members to contribute our civic responsibility and maintain the town of Atherton with a strong financial foundation.

Additional Information:

Form submitted on: 5/30/2020 7:35:32 PM

Submitted from IP Address: [REDACTED]

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:** Monday, May 4, 2020 9:49:02 AM

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**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.

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<http://www.ci.atherton.ca.us/Admin/FormHistory.aspx?SID=1173>

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

Name: steve n baloff

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: bicycle and pedestrian committee

Education: Gunn H.S  
Harvard A.B.  
Stanford MBA

List your civic affiliations and community activities, including service on other commissions and committees?:  
Redwood City After School Sports--basketball coach, 5 years

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?: Provide guidance to the city regarding key pedestrian and bicycle topics

Describe why you want to serve on this commission and what you hope to accomplish as a member?: My wife and I are very active walkers and have many years of experience walking throughout Atherton, We moved here 17 years ago and have seen the challenges of increased speeds and traffic. I am also an avid bicyclist. I would hope to offer suggestions for improvements to make our streets safer and more accessible to walkers and bicyclists alike,

Additional Information you would like to add?: I see this as an opportunity to contribute to the well being of the town of Atherton, which we have enjoyed since moving here from MP seventeen years ago.

Additional Information:

Form submitted on: 5/4/2020 9:48:58 AM

Submitted from IP Address: [REDACTED]

Referrer Page: <http://www.ci.atherton.ca.us/civicalerts.aspx?AID=785>

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, May 5, 2020 11:22:24 AM

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**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=1174>

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

Name: David M Jones

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Bicycle and Pedestrian Committee

Education: BS '79, Stanford, Biology and Geology; MS '89, Stanford, Biology (Botony)

List your civic affiliations and community activities, including service on other commissions and committees?: I was PTA president at Encinal School, when my son was in 5th grade, co-president of the Hillview PTA when he was in 8th grade, and co-president of M-A's PTA when he was a junior. I know my way around volunteers and administrations.

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?: Committee members are responsible for advocating for pedestrian and cyclist education and safety, helping staff identify specific facilities projects that might be funded by state or federal programs, promoting walking and riding among Atherton residents and working with staff in all phases of planning and managing facilities and programs.

I am a life-long pedal pusher. I've been cycling in this area since 1976. I've been an Atherton resident since 1992, and I still cycle 50-75 miles a week, with many, many of those miles on Atherton roads. I've either driven or ridden on most of Atherton's roads, and I think I have a good perspective on the needs of both constituencies. I've also been a dog walker throughout Lindenwood, my neighborhood, so I also understand the needs of pedestrians.

I have worked in research for both the USGS and in industry – I know how bureaucracies work. I've written grants for nonprofits (I've been involved with arts nonprofits since the late 80s), so I know something about seeking funding. I am the immediate past (retired in 2018) Executive Director of Ragazzi Boys Chorus (based in RWC), where I set policies and goals that led to a doubling of the size of the organization in 8 years.

I think my mix of avocational and vocational experience make me well suited to be a member of this committee.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: My goal for membership on this committee is to make walking and riding safer and more attractive for Atherton residents. We live in a pedestrian and cyclist paradise, but it has its issues. Paradise has to have rules – they reduce conflict and actually improve freedom.

It's been especially evident during the current lock-down that there is a huge need for education among both cyclists and pedestrians – things as fundamental as which side of the street to walk or ride. It can get dicey when pedestrian groups walking in opposite directions on the same side of the street seek to maintain social distancing while cars and bikes try to avoid them. Or when a whole family is cycling and basically on both sides of the road at once. It's particularly evident on some of Atherton's windier roads, like Camino al Lago or central Lindenwood. That may well be a temporary problem, but with the right educational effort, it shouldn't be a problem, ever.

At the same time, clearly there are some facilities possibilities that could enhance both the safety of walkers and riders, and likely make either mode a more attractive option for transportation or recreation.

Additional Information you would like to add?: None

Additional Information:

Form submitted on: 5/5/2020 11:22:18 AM

Submitted from IP Address: [REDACTED]

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:** Thursday, February 27, 2020 12:06:17 AM

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**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.

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<http://www.ci.atherton.ca.us/Admin/FormHistory.aspx?SID=1155>

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

Name: Matthew Baker

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Park and Recreation

Education: BA Communication, USC 2004

List your civic affiliations and community activities, including service on other commissions and committees?:  
Bicycle and Pedestrian 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?: Advise and make recommendations to the City Council regarding park needs and improvements. As a former technical product manager I can easily gather requirements and write up succinct reports.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: Overall I would like to join this committee as I was told this would be one of the most active to learn from. I would like to participate in our local government and help make our town better in anyway that I can.

Additional Information you would like to add?: I joined the Bicycle and Pedestrian Committee but I have more time to offer and would like to participate more in our town.

Additional Information:

Form submitted on: 2/27/2020 12:06:12 AM

Submitted from IP Address: [REDACTED]

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:** Thursday, June 4, 2020 11:33:03 PM

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**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=1191>

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

Name: Sandra A Livingston

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Park and Recreation Committee

Education: Encinal Grammar School, Menlo Atherton High School,  
Bachelor of Arts Degree in Interior Design from San Jose State University. Have taught Interior Design and Title 24 at Canada College, West Valley College and UC Berkeley's Extension program in San Francisco.

List your civic affiliations and community activities, including service on other commissions and committees?: While I have lived here since I was 9 years old, I have only participated on the Art Committee years ago. I have used our park for parties for my children, family, showers, etc. I have served with many Philanthropic groups, The Junior League of Palo Alto, Peninsula Volunteers, National Charity League, etc

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 the Park and Rec committee plays a large roll in watching over the ground, being proactive in every aspect of seeing the grounds are being properly carefore and reaped by all. It seems they are the land stewarts of the park.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I would like to serve on this committee as I feel I can contribute to the park through participating on the committee. iOne wayis by bringing the vistors thoughts and comments they have shared with me to the committee. For example the need for a small dog park.

Additional Information you would like to add?: I would love to join the committee and bring my new thoughts, enthusiasm, energy and desire to help make it even better that it is, if that is possible.  
Thank you for your consideration,  
Sandra A Livingston

Additional Information:

Form submitted on: 6/4/2020 11:32:58 PM

Submitted from IP Address: [REDACTED]

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:** Saturday, May 30, 2020 10:43:01 AM

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**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=1186>

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

Name: Frank Merrill, Jr., DVM

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Park and Rec

Education: Menlo Atherton High School  
University of California, Berkeley, BA German  
California Polytechnic State University SLO  
BS, Animal Science  
University of the Philippines, DVM

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

HP Park Foundation, Board President  
USA Rugby Vice Chairman '06  
Pacific Coast Rugby Football Union  
President, '99-'09  
Plumas County Animal Services Task Force '01

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?: The committee is responsible for overlooking the activities and management of HP Park. I have a strong family connection to the park as the Holbrook family was part of my family's historical business, Holbrook Merrill & Stetson

Describe why you want to serve on this commission and what you hope to accomplish as a member?: Civic involvement continues to be an important part of the family history when. It comes to Atherton and Menlo Park. My father Frank Sr was a founder of the Menlo Park Historical Society and my mother Genevieve was a key organizer in the saving of the Park's barn, which is now named for her.

Additional Information you would like to add?: Not yet retired (soon!) but almost always available for meetings and conversation

Additional Information:

Form submitted on: 5/30/2020 10:42:56 AM

Submitted from IP Address: [REDACTED]

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:** Friday, May 15, 2020 1:45:52 PM

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**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.

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<http://www.ci.atherton.ca.us/Admin/FormHistory.aspx?SID=1181>

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

Name: Nancy Lerner

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Planning Commission

Education: Post-graduate / medical professional

List your civic affiliations and community activities, including service on other commissions and committees?: I am currently a Planning Commissioner for the town of Atherton, now seeking a second term.

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?: Pretty good, I'd say after four years as a Commissioner and 34 years as an Atherton resident. My wide range of knowledge and experience has helped to protect Heritage trees as well as to provide professional advice regarding backyard chickens.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I find it very gratifying to support my hometown by participating on this important commissions. My comments at meetings are pertinent and my votes are thoughtful, well-reasoned and independent.

Additional Information you would like to add?: I get along well with my colleagues and have a perfect attendance record.

Additional Information:

Form submitted on: 5/15/2020 1:45:48 PM

Submitted from IP Address: [REDACTED]

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:** Friday, June 5, 2020 3:08:57 PM

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**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.

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<http://www.ci.atherton.ca.us/Admin/FormHistory.aspx?SID=1192>

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

Name: Sandra A Livingston

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Planning Commission

Education: I have lived in Atherton since I was 9 years old, attended Encinal Grammar School, San Mateo College AA, San Jose State University BA. Taught Interior Design at Canada College, West Valley College, and UC Berkeley Extension Interior Design- Interior Architecture Program.

List your civic affiliations and community activities, including service on other commissions and committees?: I have volunteered for many philanthropic organizations. The Junior League of Palo Alto, Peninsula Volunteers, National Charity League and chaired all the major fundraisers at Sacred Heart Schools, Atherton.

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 this commission is responsible for all major and minor areas of construction, from city Drains, to areas needing attention in the Holbrook Palmer Park, and throughout our city.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I am an Interior Designer and I personally do a lot of Construction and Remodel in my business and am familiar with problem solving within these two areas. I often work on very large projects and constantly run into many issues that I believe the Planning Commission deals with. I think I would be able to contribute to this Commission and would be excited to be on this committee.

Additional Information you would like to add?: I have also applied to the Park and Recreation committee. I would be happy to serve on either of these committees. I would be excited to share my energy and enthusiasm with either. Thank you for considering me,  
Sandra A Livingston

Additional Information:

Form submitted on: 6/5/2020 3:08:53 PM

Submitted from IP Address: [REDACTED]

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, May 12, 2020 6:56:31 PM

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**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.

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<http://www.ci.atherton.ca.us/Admin/FormHistory.aspx?SID=1178>

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

Name: James Janz

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Rail Committee

Education: B.S. Civil Engineering - Purdue University  
M.S. Urban Planning - Columbia University  
J.D. Law - University of Chicago  
MBA - University of Chicago

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

Atherton Planning Commission 1990-2000  
Atherton City Council 2000-2008, Mayor 2003 & 2008  
President, Community Coalition on High-Speed Rail, 2008 - current  
Disability Rights California, Board Member, 2017-current

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?: Created the Rail Committee when I was Mayor in 2003; member since then.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: Rail issues have been one of my foci of interest since I moved to the Town in 1986. The continuing changes in the rail corridor's impact on the Town, from issues of service, to noise, and the potential of high-speed rail, necessitate continuing attention to the matter. The hope is to influence the actions of Caltrain in order to mitigate the negative impacts on the Town and promote positive impacts.

Additional Information you would like to add?: Call me if you have any questions.

Additional Information:

Form submitted on: 5/12/2020 6:56:26 PM

Submitted from IP Address: [REDACTED]

Referrer Page: <http://www.ci.atherton.ca.us/civicalerts.aspx?AID=785>

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:** Thursday, June 4, 2020 9:49:34 PM

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**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.

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<http://www.ci.atherton.ca.us/Admin/FormHistory.aspx?SID=1190>

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

Name: Arthur J. (Jack) Ringham

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Rail Committee

Education: BSME Purdue University  
MBA Northwestern University

List your civic affiliations and community activities, including service on other commissions and committees?:  
General Plan Committee, 2 years  
Rail Committee, Since its inception

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal, community or professional experience relate to these responsibilities?: Advise the Council on issues related to High-Speed Rail and Caltrain as they impact Atherton and its residents. Keep informed of proposed actions by both of these organizations and assist the Rail Committee in developing comments and recommendations for submission to the Council.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I have done a lot of homework and research over many years to accumulated a wealth of knowledge on Caltrain and HSR which should help me continue to make a meaningful contribution to the committee.

Additional Information you would like to add?: I have been privileged to live in Atherton for 54 years.

Additional Information:

Form submitted on: 6/4/2020 9:49:30 PM

Submitted from IP Address: [REDACTED]

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:** Friday, May 1, 2020 3:17:23 PM

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**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.

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<http://www.ci.atherton.ca.us/Admin/FormHistory.aspx?SID=1172>

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

Name: sriram iyer

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Transportation

Education: MBA (International Business)  
Bachelor's in Engineering

List your civic affiliations and community activities, including service on other commissions and committees?:  
Served on the Transportation Committee of Atherton. Used to be a volunteer firefighter in NJ.

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?: Understand the issues and problems related to transportation as it impacts the residents and institutions. Play an advisory role to enable the town council to perform its functions efficiently. I would bring knowledge of transportation scenarios from my exposure to similar issues in other places including regions abroad.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: Firstly, I believe strongly in giving back to the community and being involved with the local government offers a great opportunity and window to learn about my community while serving. Further, I can contribute well because of my background in international issues, and exposure to local government. I believe I can help shape sound and flexible policies and decisions by my participation.

Additional Information you would like to add?: No.

Additional Information:

Form submitted on: 5/1/2020 3:17:18 PM

Submitted from IP Address: [REDACTED]

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:** Friday, June 5, 2020 3:43:46 PM

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**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=1193>

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

Name: Tom Owen

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Transportation Committee

Education: Bachelor of Science, Communications, Cal State Long Beach

List your civic affiliations and community activities, including service on other commissions and committees?: Member of Atherton's disaster preparedness group ADAPT where I am an Area Coordinator and Block Captain, CERT member, Vice Chairman MPFPD's CCM/CERT Executive Board.

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 committee is focused needs of moving people through and around the town safely. Looking at speeds and capacities of the current infrastructure but also evolving with the changing modes of transportation of the residents and transients. To work with the Bicycle and Pedestrian Committee to enhance and support the increased adoption of increased bicycle use, other human-powered vehicles and other personal EV modes. The town has done well in creating the bicycle routes and I'd like to expand and align with this progress.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I'm honored to be considered for this role. My interest in serving is an extension of my service and admiration for our Town and to be another voice of the residents in understanding and putting forth ideas that address the balance of needs. As the town evolves, there is a delicate balance between the suburban feel of the town with internal traffic loads and our local schools. As congestion grows around our town, the old streets and traffic patterns of Atherton has been forced to absorb the overflow. That is a potentially unsafe situation that I'd like to help address.

Additional Information you would like to add?: I'm fortunate to have been born and raised in our town. I've been the baby in the stroller, the boy on the bicycle, the new driver, and for the last 23 years, the homeowner and father concerned about the increased speeds and amount of traffic on my street. Times are changing, we need to keep tabs and make decisions that are in concert with the needs of our community.

Additional Information:

Form submitted on: 6/5/2020 3:43:43 PM

Submitted from IP Address: [REDACTED]

Referrer Page: No Referrer - Direct Link

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

## Commissions & Committees Roster 2019- 2020

### Audit and Finance Committee - 2 Vacancies

Name	Appointment	Expiration
Walter Sleeth	6/2019	6/2020
Jeffrey Lee	6/2018	6/2022
Devika Patil	6/2018	6/2021
Bob Polito	6/2018	6/2020
Ann Yvonne Walker	6/2018	6/2021

### Bicycle and Pedestrian Committee - 1 Vacancy

Name	Appointment	Expiration
Thea Henry-Hamilton	6/2019	6/30/2023
Hilary Keller	6/2019	6/30/2021
John Langbein	6/2019	6/30/2022
Jerome Leugers	6/2019	6/30/2023
Matthew Baker	2/19/2020	6/30/2020

### Environmental Programs Committee - 1 Vacancy

Name	Appointment	Expiration
Holly Joseph	6/2015	6/30/2021
Emily Conn	6/2018	6/30/2022
Kelly Davis	6/2019	6/30/2023
Diana Manuelian	6/2019	6/30/2023
Cate Levey	2/19/2020	6/30/2020

### Park and Recreation Committee - 1 Vacancy

Name	Appointment	Expiration
Alicia Bakowski	5/2020	6/30/2022
Marylue Timpson	2/2019	6/30/2021
Alex Keh	6/2019	6/30/2023
Julianna Robertson	6/2019	6/30/2023
Bob Roeser	6/2016	06/30/2020

### FOUNDATION APPOINTMENT - 1 Vacancy

Frank Merrill	6/2018	6/30/2020
Kathryn Klaus	5/2020	6/30/2021

### Planning Commission - 2 Vacancies

Name	Appointment	Expiration
Randy Lamb	6/2019	6/30/2023
Eric Lane	6/2016	6/30/2020
Nancy Lerner	6/2016	6/30/2020
Perry Narancic	6/2019	6/30/2023
Paul Tonelli	6/2017	6/30/2021

**Rail Committee - 3 Vacancies**

Name	Appointment	Expiration
Greg Conlon	6/2019	6/30/2021
Nerissa Dexter	6/2019	6/30/2022
Malcolm Dudley	6/2019	6/30/2021
John Maulbetsch	6/2019	6/30/2022
<b>Jim Janz</b>	<b>6/2019</b>	<b>6/30/2020</b>
Paul Jones	6/2019	6/30/2023
Alex Keh	6/2019	6/30/2023
<b>Scott Lane</b>	<b>6/2019</b>	<b>6/30/2020</b>
<b>Jack Ringham</b>	<b>6/2019</b>	<b>6/30/2020</b>
Jim Massey	2/2020	6/30/2021

**Transportation Committee - 3 Vacancies**

Name	Appointment	Expiration
<b>Joseph Davis</b>	<b>6/2016</b>	<b>6/30/2020</b>
Carol Collins	7/2018	6/30/2022
<b>Gary Lauder</b>	<b>6/2016</b>	<b>6/30/2020</b>
<b>Sriram Lyer</b>	<b>6/2016</b>	<b>6/30/2020</b>
Steve Meller	6/2019	6/30/2023

**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. Community Center Advisory Committee
3. Environmental Programs Committee
4. Park and Recreation Committee
5. Rail Committee
6. Transportation Committee
7. Bicycle and Pedestrian Advisory Committee

**Section 2. Committee Principles and Rules of Procedure**

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

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

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

Committee Agenda Preparation: In general practice, the staff liaison to each committee shall meet with the Committee Chair and the City Council Liaison in advance of each upcoming meeting to review the meeting agenda. Regular agenda items, such as approval of meeting minutes, follow-up staff reports, and general information reports shall be added to the agenda as needed. Other items shall be added through one of the methods described below.

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

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

### Committee Procedures for *placing items on Council agenda*:

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

The City Clerk has overall responsibility for posting committee agendas.

Advocate: Collectively, committees are encouraged to advocate positions to the City Council on matters under the purview of their committee. Otherwise, no committee or any of its members shall represent itself or themselves as speaking on behalf of the Town, City Council, and/or committee without prior approval of the City Council. Individual members are not authorized to make public statements or comments on matters within the purview of their committee outside of the normal committee process. It could be perceived as using the member's position to indicate some special knowledge or understanding of the matter, or to confuse members of the public with respect to whether the comments are being made to improperly influence an agency decision. Committee members should refrain from using their title when addressing other boards, commissions, committees, or the City Council to avoid creating an appearance of special status to the public. Statements of previously approved City Council policy may be made without additional City Council approval. When there is a question, a committee member shall consult the City Attorney for advice. Members of committees may attend meetings of other committees and the City Council; however, members shall not present opinions of their own committee at such meeting unless the position is previously approved by their committee. A quorum of a committee may attend such a meeting, but they may not discuss among themselves Town business, nor

comment or discuss the matter under consideration unless authorized to do so by the committee to avoid a possible Brown Act violation.

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

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

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

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

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

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

**Section 3: Appointment of Voting Members to Committees**

Appointment: Members other than City Council Members shall be appointed following recruitment process set forth by the City Clerk and approved by the City Council. With the exception of the Bicycle and Pedestrian Advisory Committee as described, all appointed members shall be registered voters in the Town. Members shall serve at the pleasure of the City Council, or until the expiration of their terms set out below. Vacancies in any committee arising from any reason, including expiration of term, shall be filled by temporary appointment of the City Council, or by annual recruitment. The Committee Chairperson or staff assigned shall notify the City Clerk of resignations and vacancies. Each Committee which cannot fill at least 50% of its seats shall be postponed until the Town can recruit at least a quorum (50%+1). During that time, the City Council shall continually recruit qualified individuals and town staff shall continue to advertise periodically.

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

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

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

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

**Section 4: Funding for Committees**

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

**Section 5: Committee Composition, Powers and Duties**

**1. Audit/Finance Committee**

The Audit/Finance Committee makes recommendations to the City Council on issues related to the Town's audit and finances. The Committee typically meets every other

month. Acting in an advisory capacity, the Audit/Finance Committee shall have the following powers and duties:

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

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

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

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. Civic Center Advisory Committee (CCAC)**

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

- a. Work with staff in finalizing the master planning process by identifying key issues that need to be addressed.
- b. Work with staff to solicit feedback through tools such as surveys, community gatherings, and workshops to disseminate information regarding the key issues and questions involved in the new Civic Center.
- c. Engage in public outreach to solicit substantive feedback and opinions on the Civic Center project. Support staff with updates for the Town website and periodic updates for residents.
- d. The CCAC may form Ad Hoc Subcommittees and/or host community workshops to involve a broader base of residents for the purposes of information gathering on

- specific issues, thus creating more community involvement and more in-depth visioning.
- e. Once the Council adopts a Master Plan, the CCAC will continue to work with staff through the design phase, to include coordination of public outreach, collection of resident input, and providing feedback on the design.
  - f. Assist staff, as appropriate, in the review and recommendation of project professionals, to include, but not limited to environmental consultants, design professionals, project management professionals, and project contractor.
  - g. Once the Civic Center Project is underway, the CCAC will continue to work with staff, as appropriate, to provide feedback on project priorities and direction.
  - h. Assist staff and the City Council with the identification and development of donor recognition opportunities throughout the project.

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

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

**3. Environmental Programs Committee**

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

- a. Upon request, make recommendations (programmatic and legislative) to the City Council on all matters pertaining to the Town's natural and built environment and the Town's regional role and responsibilities as one of the communities on the San Francisco Bay Peninsula.
- b. Pursuant to established City Council programs and policy, assist staff in the creation of pro-active community engagement programs for residents, commercial and public enterprises active within the Town's jurisdiction.

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

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

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.

**4. Park and Recreation Committee**

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

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

The Park and Recreation Committee consists of seven (7) appointed resident members and one (1) City Council Member liaison. Of the appointed members, 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.

**5. Rail Committee**

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

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

The Rail Committee consists of up to ten (10) appointed resident members and one (1) City Council Member liaison. 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.

## **6. Transportation Committee**

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

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

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

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

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.

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

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

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

The BPAC consists of at least five (5) appointed members plus two non-voting liaisons, one (1) Transportation Committee Member and one (1) City Council Member. At least three (3) appointed members of the Committee must meet the requirements of the Metropolitan Transportation Committee and live or work in the Town of Atherton. Other members of the BPAC must be residents of the Town. Members shall be composed of both active bicyclists and pedestrians. The Chair and Vice Chair of the Committee shall be residents of the Town. BPAC appointed members shall serve terms of four (4) years.

The makeup of the Committee members is encouraged as follows:

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

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

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

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*

*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.