



## Item No. 10 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: APRIL 21, 2021**

**SUBJECT: CONSIDERATION OF AN APPOINTMENT TO THE ENVIRONMENTAL  
PROGRAMS COMMITTEE AND TRANSPORTATION COMMITTEE**

#### **RECOMMENDATION**

Review the applicants for the Town's Environmental Programs Committee and Transportation Committee to fill vacancies on each committee, due to resignations.

#### **BACKGROUND**

Due to resignations, both the Environmental Programs Committee and Transportation Committee have vacant seats. Pursuant to Town of Atherton Resolution 20-26, the City Clerk Department conducted a recruitment that began in March and ended on April 9<sup>th</sup> for several committee vacancies including Bicycle and Pedestrian, Parks & Recreation, Environmental Programs, and the Transportation Committee to fill vacancies resulting for mid-term resignations. During that recruitment two (2) applications were received.

The two (2) applicants for consideration are:

- Patti Spezzaferro, Environmental Programs Committee for a term expiring 6/2023
- Christine David, Transportation Committee for a term expiring 6/2023

There is currently an advertised annual recruitment for committee terms set to expire June 2021 and the other unfilled vacant seats. That recruitment ends Monday, June 7<sup>th</sup> in anticipation of bringing to Council for appointment at the June 16<sup>th</sup> Regular Council Meeting. Incumbents for seats with expiring terms have been notified.

The Council can appoint both applicants this evening, if so desired. Alternatively, the Council can instruct the City Clerk to continue the recruitment and carry the applications forward into the ongoing recruitment to be considered with other potential applicants at the June 16, 2021 Regular Council meeting.

**EPC and Transportation Committee Appointment**

**April 21, 2021**

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*Appointment Process*

The Mayor and Council can offer applicants in the audience an opportunity to speak to their application and qualifications. Any member of Council can make a motion to appoint either applicant or appoint both in one motion.

The City Clerk will assist with receiving direct messages via Zoom Chat for voting if desired and voting shall continue until an applicant is selected.

**POLICY FOCUS**

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

When evaluating applicants for Commissions and Committees, the City Council should consider the role of the committees, 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)

**EPC and Transportation Committee Appointment**

**April 21, 2021**

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**ATTACHMENTS**

1. Committee Applicants
2. Commission and Committee Roster
3. Resolution No 20-26 Governing Committees

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Anthony Suber](#); [Francesca Reyes](#)  
**Subject:** Online Form Submittal: Application for Town Committee/Commission  
**Date:** Saturday, February 20, 2021 12:51:54 PM

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**[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**

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**Name\***

**Address\***

**Phone Number\***

**Email Address\***

**Commission/Committee of Interest\***

**Education**

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

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

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

Additional Information you would like to add?\*

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://www.ci.atherton.ca.us/Admin/FormHistory.aspx?SID=1259>

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

Name: patti t spezzaferro

Address: [REDACTED]

Phone Number: 1 [REDACTED]

[REDACTED]

Commission/Committee of Interest: Environmental Programs Committee

# ATTACHMENT 1

Education: Art History Undergraduate Degree from Mills College.  
UC San Francisco/San Mateo Master Gardener  
American Rose Society Consulting Rosarian

List your civic affiliations and community activities, including service on other commissions and committees?:  
President of the Peninsula Rose Society, where I educate the community on how to grow, care and exhibit roses.  
Horticulture chair to the Atherton Garden Guild where I educate members on monthly garden care.

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?: Create pro-active community engagement programs for residents, commercial and public enterprises active within the Town's jurisdiction for presentation to and consideration and approval by, the City Council.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: I would like to educate the community on taking care of their gardens.  
I also want to work to beautify the community of Atherton, i.e. care and maintenance of garden islands at intersections.

Additional Information you would like to add?: My passion, education, and experience in horticulture make me an excellent candidate.

Additional Information:

Form submitted on: 2/20/2021 12:51:50 PM

Submitted from IP Address: 98.42.82.187

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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, March 6, 2021 2:16:49 PM

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## Application for Town Committee/Commission

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**Name\***

**Address\***

**Phone Number\***

**Email Address\***

**Commission/Committee of Interest\***

**Education**

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

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

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

Additional Information you would like to add?\*

\* indicates required fields.

View any uploaded files by [signing in](#) and then proceeding to the link below:  
<http://www.ci.atherton.ca.us/Admin/FormHistory.aspx?SID=1263>

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

Name: Christine David

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: [REDACTED]

Commission/Committee of Interest: Transportation Committee

Education: B.S. International Business and Finance, University of San Francisco

# ATTACHMENT 1

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

Political Appointments:

- San Francisco Airport Noise Committee – Founding Appointee of Supervisors Jim Gonzales and Bill Maher
- CCAC (Civic Center Advisory Committee, Atherton)- Appointee of Atherton Town Council
- Park and Recreation Committee (Holbrook-Palmer Park, Atherton) - Appointee of Atherton Town Council, Vice Chairwoman

Board Seats:

- Atherton-Now.org – Board Member, Co-chair Marketing
- FACL (Friends of Atherton Community Library) - Current Board Member

Initiatives, Awareness Campaigns, Ad Hoc Committees:

- No on High Speed Rail (Through Peninsula Corridor)
- Yes on Measure A (Atherton Town Center Financing)
- Yes on Measure F (Atherton Parcel Tax)
- No on SB50 (now SB112, SB902, SB995, SB1085, AB725, AB1279, AB2345, AB3040, SB35, AB3107 and SB1299)
- Water Treatment Facility @ Holbrook Palmer Park, Atherton (against)
- Off-Leash Dog Park @ Holbrook Palmer Park, Atherton (for)

Local Contributions and Improvements:

- Worked with Town Council and Project Manager of our new town center to design and build a safe pathway between Ashfield Road and Maple Street, assuring safe passage during new town center construction to be completed in 2021.
- Worked with Town Council to request that CalTrans paint “Keep Clear” signage at the corner of El Camino and Ashfield Road, assuring safe passage of vehicles either crossing El Camino or turning right onto El Camino from Ashfield Road.

Current Efforts/Proposals for the Town of Atherton:

- Establish Annual Community Events Committee
- Build a Community Vegetable Garden @ Holbrook-Palmer Park
- . Select and obtain a bronze sculpture, on behalf of the Friends of the Atherton Library Board, commemorating the grand opening of the library/town center

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?: Regarding the duties of current transportation committee members it is my understanding that these include discussing and recommending items/matters pertaining to transportation within the Town of Atherton. Committee members work with Mike Lempres, town council liaison, Chief Steven McCully and other representatives of our police department and Public Works to discuss issues relating to vehicles, bicyclists, joggers and (many more) walkers who regularly transport themselves throughout the Town of Atherton. I also understand that this committee works closely with the Bike and Pedestrian Advisory Committee. As an active 21 year resident of this beloved Town, I have enjoyed first-hand experience driving, jogging, bicycling and daily walking throughout town. I see needs as they arise in all of these areas and would be pleased to be a part of recommending the best solutions for our community.

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

# ATTACHMENT 1

like to serve on this commission first and foremost to help effect positive changes for our amazing community, bringing us closer together through the effort. I understand the committee is in the middle of an outreach program to all Atherton residents regarding traffic flow and a long range solution study is on-going and that this program has wisely been extended through September. With 28 residents participating to-date in your virtual workshops and 75 on-line comments, there is room and now time to obtain more input from our residents. Part of my start-up experience includes a sizeable marketing focus thus I would be happy to contribute to any further outreach efforts with the ultimate goal of getting the responses up in the few thousand, given we have 3,000 or a bit more registered voters in the Town of Atherton. I am happy to add value where needed and would sincerely enjoy working with this committee of great people.

Additional Information you would like to add?: This last year, while the world shut down, transportation throughout the town began to change to include far more daily walkers than I honestly can recall in my 21 years around here. Additionally, roads like Watkins have brought in many new, young families who's children play out, near the street. The current speed limit (I think) is 25 mph, yet I would seriously recommend a "slower" solution as software programs, like WAZE, use Watkins as a major through fare plus a huge uptick in local deliveries of just about everything from Amazon Prime/UPS/Delivery services in general, and most speed along at 30 mph or more. No doubt your committee is well-aware of these issues as they arise. I would like to understand and contribute to the think tank seeks out the best solutions. I look forward to ways to learn more about how this town and how it truly functions and hope to do so with this group. Many thanks for your consideration. Please feel free to contact me if you have any questions. Sincerely, Christine David

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Cell:

Additional Information:

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

## Commissions & Committees Roster 2020- 2021

### Audit and Finance Committee

Name	Appointment	Expiration
Walter Sleeth	6/2020	6/2023
Bob Polito	6/2018	6/2022
Devika Patil	6/2018	6/2021
Kate Scolnick	6/2020	6/2024
Ann Yvonne Walker	6/2018	6/2021

### Bicycle and Pedestrian Committee - 2 Vacancies

Name	Appointment	Expiration
Vacant	6/2019	6/30/2023
Vacant	6/2019	6/30/2021
John Langbein	6/2019	6/30/2022
Jerome Leugers	6/2019	6/30/2023
David Jones	6/2020	6/30/2024

### 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
VACANT		6/30/2023
Jennifer Carrico	11/2020	6/30/2024

### Park and Recreation Committee

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
Matt Baker	6/2020	6/30/2024

### FOUNDATION APPOINTMENT- 1 Vacancy

Frank Merrill	6/2020	6/30/2022
VACANT		6/30/2021

### Planning Commission

Name	Appointment	Expiration
Randy Lamb	6/2019	6/30/2023
Eric Lane	6/2020	6/30/2022
Nancy Lerner	6/2020	6/30/2024
Perry Narancic	6/2019	6/30/2023
Paul Tonelli	6/2017	6/30/2021

**Rail Committee - 2 Vacancies**

Name	Appointment	Expiration
Greg Conlon	6/2019	6/30/2021
VACANT		6/30/2022
VACANT		6/30/2021
John Maulbetsch	6/2019	6/30/2022
Jim Janz	6/2020	6/30/2024
Paul Jones	6/2019	6/30/2023
Alex Keh	6/2019	6/30/2023
Jack Ringham	6/2020	6/30/2024
Jim Massey	2/2020	6/30/2021

**Transportation Committee - 1 Vacancy**

Name	Appointment	Expiration
Joseph Davis	7/2020	6/30/2021
Carol Collins	7/2018	6/30/2022
Tom Owen	6/2020	6/30/2024
Sriram Lyer	6/2020	6/30/2024
VACANT		6/30/2023

**RESOLUTION 20-26  
AMENDS RESOLUTION 19-07  
A Resolution of the City Council of the Town of Atherton  
Establishing and Governing Town Committees  
Amended May 16, 2018  
Amended May 15, 2019  
Amended October 26, 2020**

The City Council of the Town of Atherton hereby resolves as follows:

**Section 1. Establishment of Committees**

The following committees are established for the Town of Atherton:

1. Audit/Finance Committee
2. Environmental Programs Committee
3. Park and Recreation Committee
4. Rail Committee
5. Transportation Committee
6. Bicycle and Pedestrian Advisory Committee

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

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

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

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

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

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

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. The terms of the Members were staggered pursuant to Resolution No. 19-07 with subsequent terms of appointment reverting to the standard 4-year term. 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.

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

**2. Environmental Programs Committee**

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

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

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

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

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

**3. Park and Recreation Committee**

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

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

The Park and Recreation Committee consists of seven (7) appointed resident members and one (1) City Council Member liaison. Of the appointed members, two members shall be representatives of the Holbrook-Palmer Park Foundation. Each of the foregoing representatives shall serve a term of two (2) years. When a vacancy arises, the City Clerk will contact each organization to request a new representative. If the organization submits more than two candidates, the City Council shall select the candidate to serve as the representative.

Remaining resident appointed members serve a term of four (4) years. The Park and Recreation Committee meets in Holbrook-Palmer Park.

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

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

**4. Rail Committee**

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

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

The Rail Committee consists of up to nine (9) 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.

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

**5. Transportation Committee**

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

- a. Upon request, make recommendations to the City Council in all matters pertaining to transportation, traffic, and roadway safety within the Town.
- b. As needed, assist staff in the identification and review of traffic and roadway safety enhancements.

- c. As needed, assist staff in the review of regional project impacts on local traffic and transportation corridors.
- d. As needed, assist staff in the review of traffic safety enforcement measures.
- e. As needed, assist staff in the review of Neighborhood Traffic Management Program requests.

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

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

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

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

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

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

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

The makeup of the Committee members is encouraged as follows:

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

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

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

Resolution 19-07 established staggered terms with subsequent terms of appointment reverting to the standard 4-year term.

**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 and Resolution No. 19-07 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 26<sup>th</sup> day of October, 2020, by the following vote.*

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



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

ATTEST:



Anthony Suber, City Clerk

APPROVED AS TO FORM:



Mona Ebrahimi, 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.

*The Town remains opposed to the HSR project and supports legislative initiatives to prevent the implementation of the HSR project, in its current form, through the Town. If the HSR project moves forward, the Town fully expects that the project will minimize and fully mitigate environmental impacts to the Town.*

Litigation

*The Town may take the position to use legal means, as deemed appropriate by the City Council, to delay, hinder or halt the implementation of Prop 1A which Atherton residents and the City Council voted to oppose.*

Lobbying

The Town has engaged a lobbyist, in conjunction with other communities, to represent the Town's interests on HSR matters.

*The Council encourages members of the Town's Rail Committee to advocate on behalf of the Town with respect to HSR in manners consistent with the above HSR Rail Policy.*

**B. RAIL CORRIDOR AND CALTRAIN**

The Town was one of the earliest train stops on the rail corridor between San Francisco and San Jose. Families, and later commuters, used the Atherton station for rail service to and from 'the City' for over 100 years. Lloyd Park was developed for residents desiring easy access to public transportation provided by the train.

In years past, Caltrain provided the Atherton Station with weekday and weekend rail service until it declared its first "fiscal emergency" citing the need to reduce costs, including station stops. As a result, the number of weekday rail stops at the Atherton Station were reduced to zero while weekend service is still provided.

Atherton is the only city on the Caltrain line that receives no weekday train service. Atherton residents have been using nearby stations in Redwood City and Menlo Park for weekday commute services and for express service on the weekends. Atherton understands that Caltrain is an integral part of the transportation system in the peninsula and still serves as an important alternative to automotive travel in and through the Town. Further Caltrain's fiscal health is important to maintain rail as a viable transit option.

The Atherton Station building serves as an important historical and cultural resource to the Town and should be preserved.

## Town Priorities Regarding Caltrain Line and Corridor

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:

- Modernization of the rail system must minimize and fully mitigate any environmental impact to the Town.
- Safety improvements along the rail corridor through the Town, including safety fencing and screening along the corridor, and the installation of four-quadrant gates at the Watkins Avenue rail crossing.
- Conversion of the Atherton Station building to a public amenity and civic space integrated with the Atherton Town Center, including the installation of safety fencing, removal of the center boarding platform and associated access points.
- Installation of an active transportation route to the Menlo Park Caltrain Station.
- The Town seeks to perfect the Quiet Zone within the Town through the addition of four quadrant gates at the Watkins Avenue crossing, closure of the Atherton Station and repurposing of the Atherton Station building. These measures require the support and partnership of Caltrain.