



Item No. 3 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

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

FROM: ANTHONY SUBER, DEPUTY CITY MANAGER / CITY CLERK

DATE: NOVEMBER 15, 2021

**SUBJECT: INTERVIEW CITY COUNCIL VACANCY APPLICANTS; AND, IF
APPROPRIATE, APPOINT A CANDIDATE TO FILL THE UNEXPIRED
TERM**

RECOMMENDATION

Interview City Council vacancy applicants and consider appointment to the current City Council vacancy, with a term expiring November 2022, in accordance Atherton Municipal Code Section 2.32.030.

BACKGROUND | ANALYSIS

Council Member Michael Lempres submitted a letter of resignation from Council effective October 15, 2021, due to relocation. Council Member Lempres was appointed to serve a four-year term in November 2018, Resolution No. 19-20. As such, his term expires in November 2022. The City Council has faced similar vacancies in years past and as a response adopted Ordinance No. 603, giving Council some flexibility with respect to appointing a replacement candidate to fill the unexpired term left by the resignation with an interim member until a special election could be held.

At the October 20, 2021 meeting, Council was presented with several options for consideration in filling the vacant seat including conducting a Special Election or appointing a candidate by a vote of Council. Ultimately Council opted to conduct a process for soliciting candidates for appointed to fill the full remaining term. The City Clerk posted notices for applications to be submitted by Friday, November 12, 2021, at 5:00 PM. Notices were distributed across the Town's various platforms including the website and published in the Almanac print and online version. The purpose of this Special Meeting is to conduct the interviewing and screening process for the applications received; and at the conclusion, consider appointment.

Options for Appointment Consideration

The Council has received five (5) applications to fill the remaining term, expiring November 2022. The applications and any supplemental material including in the application is included with this staff report as Attachment 1. Those applications were submitted by:

- Susan Warren;
- Robert Polito;
- Rose Hau;
- Stacy Miles; and
- Greg Conlon

Each applicant will be offered an opportunity to speak to their interest in serving the Town of Atherton as Council Member and Council may choose to ask additional questions. Staff recommends following the order the candidates' names appear above, which mirrors the order in which applications were received. Among other criteria, the Council can choose to consider using the following criteria as a basis for their evaluation.

Key Criteria for Evaluations

- Desire to continue office as a Council Member beyond November 2022
- Experience in Town affairs; engagement in Town committees or activities
- Knowledge of issues that the Town is facing (finances, pensions, housing, transportation, etc.)
- Overall approach to decision-making
- Awareness of Town goals and objectives
- Awareness of the role of policy makers
- Knowledge of the Brown Act

The Council can independently rank the candidates based on what they perceive as the most important criteria or strength of the candidates and then follow one of the following processes for appointment provided below.

Option No. 1: Open Nomination Process

The Mayor can open nominations for any candidate from the floor after interviews. If a nomination receives a second, then a roll call vote will be taken by the City Clerk. If that candidate is successful and wins a majority, voting ceases and the Council has made its selection. If that candidate fails to get a second or does not win a majority, that candidate is removed from the list and the floor is open again for nominations. The Council continues this process until a candidate successfully wins a majority vote of the Council and is appointed by selection.

Option No. 2: Narrow the Field Process

With five candidates, the Council can choose to narrow the field. For example, we have 5 candidates; each member of the Council provides the City Clerk with their top 4 candidates. The

candidate with the least number of votes is removed from the list. Then, each member of the Council provides the City Clerk with their top 3 candidates. The candidate with the least number of votes is removed from the list. Then, each member of the Council provides the City Clerk with their top 2 candidates. The candidate with the least number of votes is removed from the list. At 2 candidates, the Council opens the floor for nominations. The candidate that obtains a second and wins a majority vote of the Council is appointed as the selection of the Council.

If No Candidate is Selected

If, after either process, the Council is unable to come to consensus for a majority candidate, the Council can extend the filing period and seek additional candidates, nominate, and appoint *any* interested individual (whether they are an applicant or not), or direct staff to process what is necessary to call the Special Election to fill the seat.

If the Council would like more time to consider any of the current applicants, the Council could also continue the selection process to a date certain, such as the November 17, 2021 Regular City Council meeting. The deadline to appoint a candidate or call for a Special Election is December 14, 2021 as required by Government Code § 36512(b)(1).

POLICY FOCUS

The recommendations in this report are consistent with Atherton Municipal Code Section 2.32.030.

FISCAL IMPACT

None.

GOAL ALIGNMENT

This report and its contents are in alignment with the following Council Policy Goals:

- Goal E – Strengthen Community Engagement and Transparency
- Goal F – Be Forward-Thinking, Well-Managed, and Well-Planned

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 1,400 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

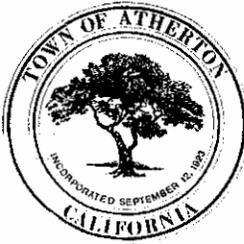
This item ___ has or X has not been before a Town Committee or Commission.

- 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. Council Applications

11.3.2021

CITY COUNCIL
APPLICATION

Please type or print clearly. You may attach additional pages and a resume if you wish. This document will be made public along with attachments, with the exception of personal information provided.

Date: 11/04/2021

City Council Application, Term Expiration November 2022

Name: Susan Wigley Warren D.C.Education: B.A. with honors from Sonoma State University,
Doctor of Chiropractic from Palmer College of Chiropractic West

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

- 2020-2021 Served on the San Mateo County Civil Grand Jury, created & helped write the report on Sea level Rise & contributed to KIAPA
- Served on the Menlo Park CERT board.
- Area 7 Coordinator for ADOPT
- Regularly participated in emergency drills in Atherton, M.D. & E.R.A.
- Organized a monthly health professional group at Congregation Beth Am.
- Attended Atherton citizen Academy & attended Atherton First Aid training.
- Social Action Chair at Congregation Shik Hadash - started a Health Fair

Describe your understanding of the responsibilities of the Council and how your personal, community or professional experience relate to these responsibilities:

From my understanding, the City Council sets the towns priorities by adopting ordinances & resolutions & adopts an annual budget through the direction of the City Manager.

Once I retired & moved to Atherton 9 years ago I felt an impetus to become actively involved in the Atherton community. I became an Area 7 Coordinator with ADOPT. There are specific skills I learned as a business owner which will assist me as a City Council member, such as: being a team player, excellent communication skills, following through with projects, extremely organized, balancing budget & planning for long term goals.

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

I am very passionate about the importance of being involved as a volunteer in our town of Atherton. As a City Council member I would like an opportunity to propose creative suggestions to entice an increase in volunteerism amongst our neighbors. I am a social person who derives a lot of pleasure in connecting and establishing new relationships which I think are key ingredients in being a successful City Council member.

ATTACHMENT 1
Terms

The term expiration for this vacant City Council seat is November 2022. The successful applicant's seat would be up for election at the expiration of the term. Normal terms are served for 4-years.

Specific Information

Serving on City Council will require attendance at monthly Council meetings as well as additional Town Committee and Regional Meetings. You may also be asked to serve on additional subcommittees. Members are not paid for their volunteer service. General information related to the rules, procedures, charge of the Council and other Regional groups can be found on the City Council website – [Click Here](#). Further information may be obtained by viewing City Council Policies – [Click Here](#).

Information about the Appointment Process

The application process will be conducted over the next several weeks with a deadline to submit applications by **Friday, November 12th at 5:00 PM**. The Council intends to hold either Special City Council Meetings on November 15th or 16th to conduct candidate interviews or may opt to conduct those interviews at the next Regular Council Meeting on November 17th where the appointment will be made. All applicants will receive confirmations of their application material and formal notice when the interview / screening will be held. Please return your application, along with any attachments, to the City Clerk, at the address listed below. The City Council will review all applications. The appointment will be made by nomination and vote of the City Council at a

_____ application process should be directed to Anthony Suber, _____
_____ mail at asuber@ci.atherton.ca.us

11.4.21

Date

City Clerk, Town of Atherton,
80 Fair Oaks Lane, Atherton, CA 94027
(Phone: (650) 752-0529 or e-mail at asuber@ci.atherton.ca.us)

OFFICE USE ONLY

Application Received: <u>11.4.21</u>	Address Verified in Town Limits: By: <u>AS</u> 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: _____	

11.9.2021



CITY COUNCIL APPLICATION

Please type or print clearly. You may attach additional pages and a resume if you wish. This document will be made public along with attachments, with the exception of personal information provided.

Date: 11-10-21

City Council Application, Term Expiration November 2022

Name: ROBERT POLITO

Education: BS ENGINEERING NORTHWESTERN UNIVERSITY

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

FINANCE COMMITTEE 8+ (?) YEARS

Describe your understanding of the responsibilities of the Council and how your personal, community or professional experience relate to these responsibilities:

I HAVE A PRETTY COMPLETE UNDERSTANDING
OF THE COUNCIL DUTIES AND CAN
READILY FULFILL THEM IF NEEDED.

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

WILLING TO SERVE OUT THE VACANT TERM
IF NEEDED. IF YOU HAVE ~~BETTER~~ ~~OR~~ OTHER
~~SO~~ QUALIFIED CANDIDATES, PLEASE CONSIDER
THEM FIRST.

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Date 11/10/21

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If Appointed Term ends: _____	

11.9.2021



CITY COUNCIL APPLICATION

Please type or print clearly. You may attach additional pages and a resume if you wish. This document will be made public along with attachments, with the exception of personal information provided.

Date: November 8, 2021

City Council Application, Term Expiration November 2022

Name: Rose Hau

Education: UC Berkeley, Bachelors and Masters degrees in Architecture

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

See Attachment

Describe your understanding of the responsibilities of the Council and how your personal, community or professional experience relate to these responsibilities:

See Attachment

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

See Attachment

ATTACHMENT 1
Terms

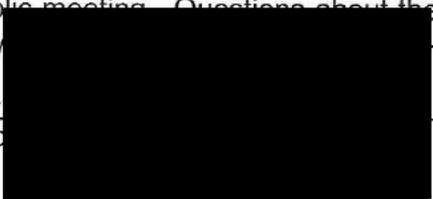
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Applicant:  Date: 11-8-21

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(Phone: (650) 752-0529 or e-mail at asuber@ci.atherton.ca.us)

OFFICE USE ONLY	
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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: _____	

**ATTACHMENTS FOR COUNCIL APPOINTMENT APPLICATION
OF ROSE HAU**

**Civic Affiliations and Community Activities including service on
other Commissions or Committees:**

I am presently on the Board of Directors of TheatreWorks, Silicon Valley and on the Board of Directors of the American Society for the Advancement of Chinese Arts. I am a Member of American Institute of Architects.

I have previously served the Town on a number of regular and special Town committees including the Planning Commission, the General Plan Committee, the Audit Committee, Town Center Task Force, and the CCAC. My experience with Town issues would help me come up to speed quickly and aid my decision-making. For a number of years, I was on the Site Management Committee, Sacred Heart Schools.

Describe your understanding of the responsibilities of the Council, and how your personal, community or professional experience relate to these responsibilities:

The Council includes five members who are tasked with making decisions governing the Town. The Council members hold regular public meetings to conduct Town business, and individual members also serve on Town committees to coordinate other aspects of Town business. I am aware of the time commitment needed to be on the Council and would welcome being part of a team that looks over the welfare of the Town.

My knowledge of Town issues from my previous participation in various Town committees over a number of years, as listed above, would help me come up to speed quickly and aid my decision-making.

In addition to my previous involvement in Atherton civic matters, listed above, I am presently on the Boards of two non-profit organizations where I have gained significant experience in helping to guide and make decisions for community organizations.

My professional experience as an Architect would provide a perspective specifically useful for analyzing and resolving building and land use matters in Town that would complement the skills of the other Council members.

If appointed, I am certain I could work collaboratively with the Council in making decisions beneficial for the Town.

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

I have always felt that it is both a privilege and a responsibility for individuals to contribute back to their communities.

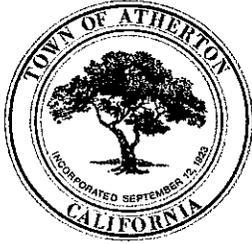
My particular interest and concern for the welfare of Atherton extends over many years, and my hope for the future is to preserve the nature of the Town as expressed in Atherton's General Plan.

The Town will be increasingly faced with potentially controversial decisions on a wide range of matters, such as traffic, housing mandates, noise, and many other issues and uncertainties. It is important, to the extent possible, to make decisions that preserve the quality of life that we presently enjoy and have become accustomed to while addressing the changes around us. I feel up to the task of weighing in on these challenging discussions that will impact the future of the Town's character.

I am applying for this appointment because I feel my years of Town service, combined with my professional architectural background, give me a valuable perspective that would enable me to make sound and reasonable decisions for the Town going forward.

OFFICE USE ONLY
RECEIVED

11.12.21



CITY COUNCIL APPLICATION

Please type or print clearly. You may attach additional pages and a resume if you wish. This document will be made public along with attachments, with the exception of personal information provided.

Date: November 8, 2021

City Council Application, Term Expiration November 2022

Name: Stacy Miles Holland

Education: UCLA: double BA in Psychology and French (2005)

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

Describe your understanding of the responsibilities of the Council and how your personal, community or professional experience relate to these responsibilities:
see attached

Describe why you want to serve and what you hope to accomplish as a member:
see attached

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11/8/21

Date

Town of Atherton,

80 Fair Oaks Lane, Atherton, CA 94027

(Phone: (650) 752-0529 or e-mail at asuber@ci.atherton.ca.us)

OFFICE USE ONLY

Application Received: 11.12.21

Address Verified in Town Limits: By: AS
Initials

Considered by City Council: _____

Appointed: Yes No

Considered by City Council: _____

Appointed: Yes No

Considered by City Council: _____

Appointed: Yes No

If Appointed Term ends: _____

Date: November 8, 2021

Name: Stacy Miles Holland

Education: Double BA in Psychology and French from UCLA (2005)

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

- Atherton Environmental Programs Committee (since June 2021)
 - member, Fossil Free Buildings in Silicon Valley (since November 2021)
 - volunteer for Surfrider Foundation (beach cleanups)
 - former Communications Chair, SF Young Democrats
 - volunteer for various political campaigns
 - Co-founder and head of communications, Silicon Valley Comic-Con (a science, technology and pop culture fan expo that drew 75,000 attendees to its inaugural event in San Jose)
 - head, Stacy Miles Communications (communications professional specializing in event, technology and entertainment PR)
-

Describe your understanding of the responsibilities of the Council and how your personal, community or professional experience relate to these responsibilities:

My understanding is that the role of a city councilmember can be divided into two parts: first, to provide policy and budget direction to guide the operation of the town by staff; second, to represent the town residents through those actions.

I am passionate about the importance of local government and getting into the weeds on policy details. When I moved to Atherton in July 2018, I spent hours reading through the minutes of past City Council meetings to catch up on local issues. I follow state and national policy changes, with a particular focus on climate action, housing and transportation. These interests align closely with the duties of former council member Lempres as the council liaison for the Rail and Transportation Committees as well as representing Atherton for the Cal/Mod Local Agency Policy Maker Group, Grand Boulevard Task Force, HSR, Peninsula Traffic Congestion Relief Alliance and Surf Air.

In terms of representing the Town's residents, my primary focus would be on expanding community involvement by helping town staff increase transparency and accessibility. As a communications professional, I have more than fifteen years experience with community development, media relations, event planning and social media management. As we return to normal from COVID, our residents are hungry for community. The grand reopening of the Atherton Town Center and Library is an opportunity to bring the community together, but the town needs to know about it to attend! Atherton's communication channels need an update: the website is difficult to navigate, and it is too complicated to access the Town's news alerts, blogs and newsletters. The added bonus of these efforts will be that, as the Town's digital communications improve, the need for costly mailers will decrease.

Beyond my professional skills, I would bring a fresh, different perspective to the City Council as a newer resident and a new mom raising her son in Atherton.

ATTACHMENT 1

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

The pandemic has reinforced my belief in the importance of local government for protecting our quality of life. As a new mom, I am freshly motivated to do everything I can to make Atherton even better. The opportunity to fill former council member Lampres's seat aligns perfectly with those beliefs and motivations.

Understanding the limits of the remaining time for this term, I have a number of priorities as a council member:

- Work with Town staff to update website and communication channels to foster increased town engagement and community.
- Encourage and investigate green initiatives for Atherton:
 - Adopting strict reach codes for new builds and renovations.
 - Adding EV charging infrastructure to Atherton's public spaces.
 - Adding solar panels and batteries over the parking spots in Atherton's public spaces with the goal of reaching net zero emissions for all Town operations.
 - Create a mandate for the town vehicles to go all-electric as soon as possible.
- Increase bike and pedestrian safety by evaluating the feasibility of adding sidewalks, crosswalks and dedicated bike lanes to the high-traffic streets of Atherton (El Camino, Atherton Ave / Fair Oaks, Middlefield, Alameda de las Pulgas).
- Encourage more community-building within Atherton:
 - Support the grand opening of Atherton's Town Center and Library.
 - Host safe outdoor events at the park, for example Off the Grid food truck nights, movie nights, yoga / meditation events, and more.
 - Provide free WiFi at the park and Town Center to allow remote workers to utilize Atherton's public spaces.
- Investigate whether some of the MPFD surplus funds could be used to off-set the costs of undergrounding cables in Atherton, particularly in the areas of Atherton that are considered more at risk for fire.

Atherton can emerge from the pandemic stronger than ever. We should continue to make major investments in our public spaces with the eye to the future by prioritizing sustainability, safety and accessibility. I believe the City Council can drive those changes, and my experience as a communications professional with a passion for public policy makes me the right person for this vacancy. It would be a pleasure and an honor to serve.



CITY COUNCIL APPLICATION

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Date: November 12, 2021

City Council Application, Term Expiration November 2022

Name: P. Gregory Conlon

Education: U of Utah, BA Bus and Accounting, U of San Francisco Law School JD

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

See Attachment.

Describe your understanding of the responsibilities of the Council and how your personal, community or professional experience relate to these responsibilities:

See Attachment

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

See Attachment.

Attachment to the City Council Application

P. Gregory Conlon

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

1. Served on the Audit Committee as a member and Chair
 2. Served on the Finance Audit Committee as a member and Chair
 3. Served on the Rail Committee for several decades.
 4. Served on the California Public Utilities Commission as a Commissioner for four years and President for two years
 5. Served on the California Transportation Committee for three years.
-

Describe your understanding of the responsibilities of the Council and how your personal, community or professional experience relate to these responsibilities.

I would expect to serve as an active member preparing and attending each Council meeting. I have attended many of such meetings and have closed several meetings in the Public Comment Section with my current issue of the month. My experience on the Town Committees and the California PUC and the California Transportation Commission prepares me to serve as a Council Member.

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

Having been involved for several decades in Town issues and Committees I would like to address a few concerns I have regarding the future of the Town:

1. I would work if the Town staff and the Council in trying to bury the electrical wires first in western Atherton in the hills, including Walsch Road, then Atherton Avenue and Fair Oaks Ave. The risk of fire is great, and the beauty of the town would be enhanced.

2. I would work to determine if the Town would be better served if the Council member were elected by District. This would ensure that every resident would know exactly who to contact to deal with their issue or concern.
3. The Town has a great number of different home designs that has changed the character of the Town. I would work with the staff and the appropriate Town Committees to try and adopt a uniform style to be used in the future in approving new home construction.

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Appointed: Yes No

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Appointed: Yes No

If Appointed Term ends: _____