



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
FEBRUARY 12, 2013
6:00 P.M.
Town Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

6:00 P.M. ROLL CALL Lewis, Carlson, Dobbie, Widmer, Wiest

6:02 P.M. PUBLIC COMMENTS

6:15 P.M. REGULAR

**1. CONSIDERATION OF REVISIONS TO RESOLUTION NO. 12-16
GOVERNING COMMITTEES AND COMMISSIONS**

- a) Dissemination of information regarding the design and development of a Master Plan and Design for the Community Center;
- b) Provide input during the development of a Master Plan for the Community Center;
- c) Provide input during the design phase of the Community Center, which includes facilities for Administration, Building, Police, Public Works, and the Library.
- d) Assist in discussions about the short-term improvements needed for the Library and Town Center.

Recommendation: To Be Determined

**2. PROVIDE DIRECTION TO STAFF ON THE SELECTION PROCESS
FOR THE COMMUNITY CENTER ADVISORY COMMITTEE**

Recommendation: To Be Determined

**3. PROVIDE DIRECTION TO STAFF ON HOW THE COUNCIL WOULD
LIKE THE COMMUNITY CENTER ADVISORY COMMITTEE TO
FUNCTION**

Recommendation: To Be Determined

4. PROVIDE DIRECTION TO STAFF ON THE ARCHITECTURAL FIRM(S)

Recommendation: To Be Determined

7:30 P.M. ADJOURN

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the City Clerk's Office at (650) 752-0500. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CRF 35.104 ADA Title II)



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: FEBRUARY 12, 2013

**SUBJECT: MANAGER'S REPORT - COMMUNITY CENTER PROJECT
CONSIDERATION OF REVISIONS TO RESOLUTION NO. 12-16
GOVERNING COMMITTEES AND COMMISSIONS**

RECOMMENDATION

Provide direction where needed and consider the adoption of revisions to Resolution 12-16.

BACKGROUND

At the January 2013 City Council meeting, the Council directed that staff return with amendments to Resolution 12-16 to disband the Town Center Task Force and the Atherton Library Building Steering Committee.

Staff was also directed to return the Resolution to the Council to create the Community Center Advisory Committee and include as part of its task, assisting with the development of a Master Plan for the Town Center/Library ("Community Center"). In order to formally create the new Committee and appoint members, the Council must adopt a Resolution forming the Committee and establishing the Committee's Charter.

Following the establishment of the Committee, staff will notify residents about the Committee and begin recruitment for volunteers to serve on the Committee with a March 5 closing date for applications. Appointments will be scheduled for Council approval at the March 20 City Council meeting and Committee meetings will begin as soon as conveniently possible thereafter.

ANALYSIS

Part of this evening's Agenda is the creation of a Charter for the Community Center Advisory Committee (CCAC). It is expected that the CCAC will be a fundamental part of the Community

Center project. The CCAC will work with staff and with input from Town residents assist in the development of a Master Plan for the Community Center, which includes facilities for Town Administration, the Police Department, Public Works Department, Building and Planning Departments, Council Chambers, the Atherton Library, community meeting rooms and outdoor spaces. The CCAC will play a key role in involving the residents of Atherton in key decisions, gathering broad public input, and assisting with the vision for the Community Center.

Prior to the election in 2012, the Library and Town Center projects were moving independently with independent data gathering and architect involvement. The Atherton Library Building Steering Committee completed a Needs Assessment and completed a recruitment and selection process for an architect. The Town Center Task Force also completed a review of Town Center facilities and completed a selection process for its architect. However, after the election it became important to consider the Atherton Library as part of the Town Center complex with an overall Master Plan for the area. Neither architect has a Master Plan within their scope of work. The Master Plan will be an important component to the success of the project.

This evening, in addition to the creation of the CCAC and establishment of its charter, the Council is asked to provide direction to staff on the following issues:

1) Identify a committee size and confirm the proposed selection process for CCAC members.

The Council should consider a manageable committee size. The larger the committee the more difficult it may be to maintain a quorum for regular meetings. However, the smaller a committee the more difficult it may be to establish smaller, ad hoc committees for special activities or research. Staff recommends a committee of 7 to 9 plus two City Council members with membership that represents a diverse segment of the Atherton community (demographically, geographically, and skills/expertise/interest).

Staff proposes that the Town begin advertising for committee membership on February 13 and send a letter to residents advising them of the Community Center project, soliciting their interest in serving on the CCAC, and advising them to look to the Town website for updates and more information. The recruitment will be held open until March 5 at which time a subcommittee of the City Council (theoretically the two Council appointed members) can review membership applications if there are more than 12 applicants. The full Council should appoint members to the CCAC at the March 20 City Council meeting. Meetings can begin immediately thereafter.

In an effort to educate the community about the project and expectations of serving as a member of the CCAC staff recommends that the two Council-appointed members host an “Open House” to bring awareness to the project, educate the prospective applicants about the history of the projects and work to date, advise applicants about the time commitment and project path, and invite applicants on a tour of the existing Library and Town Center facilities.

Staff liaisons and leads to the project are the City Manager George Rodericks, Police Chief Ed Flint, Community Services Director Mike Kashiwagi, and City Engineer Gordon Siebert. Staff hopes that the project (and all construction) will be completed within 3 years and will endeavor to keep the project moving along that timeline. As with any project of this scope, the project will include all necessary public hearings, permitting, environmental review, and regulatory processing.

Provide direction to staff on the size of the Community Center Advisory Committee and the selection process proposed.

2) Discuss options for how you would like the committee to function.

The Council should discuss and provide direction to staff on how you would like the CCAC to function. For example, it is anticipated that the primary goal of the Committee is to engage the community to solicit feedback and opinion on needs and design and provide recommendations to staff and the City Council for consideration. However, the CCAC can solicit this feedback using workshops or forums or alternatively, the CCAC can form Subcommittees to investigate the various project components and provide feedback to the full committee.

Staff will assist the CCAC by providing expertise, assisting with scheduling, developing a framework for community feedback, administrative support and general guidance. For example, at appropriate phases of the project staff will work with the CCAC to identify areas that need community input, such as defining services and service expectations, addressing the impact of high-speed rail, and architectural design of the project. Development of a Master Plan will require significant community feedback in areas such as circulation, pedestrian flow, and needs.

Provide direction to staff on how you would like the Committee to function.

3) Provide direction to staff on the architectural firms and process.

As has been mentioned, both the Atherton Library Building Steering Committee and the Town Center Task Force selected architects that have done work on their respective initial project scopes. However, with the change in project scope and the inclusion of the Master Plan, the project's scope of work has been significantly changed. Neither architectural firm has considered the project with the new scope of work.

While both the Atherton Library Building Steering Committee and Town Center Task Force used different processes to select their architects the City Council can choose to use one, both, or neither. If the Council chooses to use both architects, one architect would serve as the lead for the project (likely the Town Center Architect as this would be the bulk of the project). Alternatively, the Council could choose to use a singular architect or neither. If the Council chooses neither, a formal Request for Proposal would need to be followed to select a new architect.

With respect to the Master Plan component of the project, whatever architect is selected for the project (new or existing) a Master Plan would need to be completed. The architectural firm could use their own in-house staff to complete the Master Plan if they have the expertise, contract out for the expertise, or have the Town contract out for an independent contractor to complete the Plan. All firms would be required to work together through a staff project lead.

Provide direction to staff on whether to use one, both, or none of the existing architectural firms.

FISCAL IMPACT

None.

ATTACHMENTS

Staff Report – Consideration of Revisions to Resolution No. 12-16 Governing Committees and Commissions



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER

DATE: FEBRUARY 12, 2013

SUBJECT: CONSIDERATION OF REVISIONS TO RESOLUTION NO. 12-16
GOVERNING COMMITTEES AND COMMISSIONS

RECOMMENDATION:

Adopt revisions to Resolution No. 12-16 governing Committees and Commissions.

BACKGROUND

Following the November 2012 election, both the Library Building Committee and Town Center Task Force recognized that given the vote of the electorate, the library expansion project could become a part of the town center. Both groups suggested that the City Council step back and evaluate the possibility of reconstituting the committees into a hybrid committee to address the needs of both the library expansion and the town center. The Committees suggested that the City Council could consider a master plan approach to designing the town center inclusive of a library.

Council, at their January meeting, directed staff to formally disband the Town Center and Library Committees, and process the formation of a Community Center Advisory Committee. In order to solicit membership staff requests Council approve a charter for the Community Center Advisory Committee (CCAC). Below are staff suggestions for a charter:

Community Center Advisory Committee

The Community Center Advisory Committee (CCAC) shall have the following powers and duties:

- a. Assist staff in the development of a master planning process to determine the key issues that need to be addressed by the community as well as a process for keeping the community at large informed and involved.

- 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 development of a Master Plan for the proposed new Community Center.
- c. Engage in public outreach to solicit substantive feedback and opinions on the Master Plan and the Community Center project and provide Council with a summary of findings for consideration. 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 to coordinate public outreach and collect resident input during the design phase of the Community Center project.
- f. Assist in discussion about the short-term improvements needed for the Library and Town Center facilities.

The Community Center Advisory Committee consists of up to XX members including two Council members. The Committee is setup for specific purposes listed above and when the purposes are accomplished the Committee will disband. The Community Center Project consists of the Town's Administrative Offices, Police Department, Public Works, Building and Planning Departments, Council Chambers, Library, community meeting rooms and associated outdoor facilities. The Committee meets on an as needed basis typically in the Council Chambers or the Town Administrative Conference Room.

City Council will need to decide on how many resident members they prefer sit on the CCAC.

Following approval of the revisions, staff will advertise a recruitment beginning on Wednesday, February 13. Staff will accept applications until Friday March 5th at noon. Appointments will be made at the March City Council meeting. Staff intends to hold the first CCAC meeting as soon as conveniently possible thereafter.

In the event the Town receives more than 12 applicant's staff recommends setting up an ad-hoc screening committee consisting of two Council Members to help reduce the number of applications taken to the entire City Council. This would help moderate the amount of time spent on the dais at the March City Council meeting when interviewing applicants, discussing applications, and voting for members.

Staff has revised the committee/commission application to provide Council with a better understanding of each applicant's background and qualifications. The new application has been provided as an attachment.

In addition to the changes above, the attached resolution no. 12-16 includes elimination of the Atherton Library Steering Committee, and the Town Center Task Force.

Attachments: Resolution 12-16 (revised)
 Revised Committee/Commission Application

RESOLUTION 12-16

A Resolution of the City Council of the Town of Atherton Establishing and Governing Town Committees and Commissions

Revised August 15, 2012

February 20, 2013

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

Section 1. Establishment of Committees.

The following committees and commissions are established for the Town of Atherton:

1. Arts Committee
2. Audit/Finance Committee
3. Community Center Advisory Committee
4. Environmental Programs Committee
5. Park and Recreation Commission
6. Rail Committee
7. Transportation Committee

Section 2. Committee and Commission Principles and Rules of Procedure

Principles: All committees and commissions shall follow the City Council Rules of Procedure, the Atherton Municipal Code and the provisions of the California Open Public Meeting Law (Brown Act).

The responsibility and accountability for all work necessary to efficiently and cost effectively carry out the advisory functions of each committee/commission 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/commission meetings. This includes but is not limited to creating an agenda and agenda packet, taking minutes and conducting follow up from meetings.

Agenda Preparation: The agenda shall be prepared in accordance with the following guidelines. One of the following methods may be applied for placing an item on a Committee/Commission agenda:

1. Council: A majority vote of the Council may direct staff to add an item to a Committee or Commission agenda.
2. City Manager: The City Manager may receive requests for agenda items from the public, staff, a committee member or a Council Member. The City Manager will review the request with the Committee Chair. The City Manager shall have sole discretion to refer the Committee request to place an item on an agenda to the City Council at the next available meeting.

3. Staff and Committees: There may be a need for agenda items which may arise out of committee meeting discussion, and are requested and agreed on by a majority of the Committee; or created from staff follow up of previous meetings. The City Manager shall place the item on the Council agenda within the next two regular meetings. If it is going to take longer, staff shall acknowledge that to the Committee Chair.
4. Colleagues' Memorandum: If at least two committee members prepare a colleagues' memo, the City Manager shall place the item on the Committee's agenda under the Future Agenda Items Section. A colleague's memo is a written request, no more than two pages in length, presenting an item to be added to the following Agenda. The item can be added to the next Agenda by a majority vote of the Committee.

The City Clerk has overall responsibility for posting committee/commission agendas.

Advocate: Members of committees and commissions are encouraged to advocate positions to the City Council on matters under the purview of their committee or commission. Otherwise, no committee or commission or any of its members shall represent itself or themselves as speaking on behalf of the Town, City Council, and/or committee or commission without prior approval of the City Council. Statements of previously approved City Council policy may be made without additional City Council approval. When there is a question a committee/commission member shall consult the City Attorney for advice. Members of committees or commissions may attend meetings of other committees or commissions and the City Council; however, members shall not present opinions of their own committee or commission at such meeting unless the position is previously approved by their committee. A quorum of a committee or commission may attend such a meeting, but they may not discuss among themselves Town business, including making comments that would amount to a discussion of the matter under consideration by a quorum of their own committee or commission.

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

Meetings: Changes in the dates or time of meetings from the established schedule may be made by majority vote of the committee or commission

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

Reports: An annual report shall be created and approved by the Committee and provided to the City Manager, City Clerk and City Council of committee and commission 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 by a Committee must be approved by the City Manager and monitored by the appropriate staff in terms of discourse. Websites need to be developed in accordance with the “advocate” section of this resolution.

Section 3: Appointment of Voting Members to Committees and Commissions.

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

Term expiration dates shall end on June 30th. 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.

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. Alternates will participate on committees in the absence of the appointed Council Members.

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 or commission shall have a Chairperson. The Committee shall select its Chair on an annual basis in February. The Department assigned to the committee shall have the authority to appoint staff member(s) to serve Town committees and commissions. Any requests by a committee or commission for staff work, information, or assistance from Town staff shall be made to the City Manager.

Section 4: Funding for Committees and Commissions.

In the event funding for committees or commissions 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/commission 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: Committees and Commissions Composition, Powers and Duties.

1. Arts Committee.

The Arts Committee shall have the following powers and duties:

Act in an advisory capacity and make recommendations to the City Council upon request in matters regarding art awareness including, without limitation, the following goals and objectives:

- a. Fulfill the requirements of the Rita Corbett-Evans estate;
- b. Develop a unique arts program specific to the needs of Atherton and the surrounding community;
- c. Provide a base and focal point for arts programs in Atherton;
- d. Include a multi-disciplinary range of artistic endeavors including fine, performing, and literary arts as well as crafts.

The Arts Committee consists of up to ten (10) appointed members. The term of office shall be as follows: Five (5) of the members shall be appointed to a four (4) year term and the remaining five members' terms shall be three (3) year terms. Thereafter, each term of office shall be four (4) years. The Committee meets on the 4th Tuesday of each month at 1:00 p.m. in the Holbrook-Palmer Park Garden Room unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair. Periodic meetings will be held in the Council Chambers.

The City Clerk will act as the staff liaison with the Arts Committee to ensure the procedures are properly followed and adhered to.

2. Audit/Finance Committee

The Audit/Finance Committee shall have the following powers and duties:

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

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

Consists of two (2) Council Members and five (5) appointed, qualified resident members. Two terms shall be for one year and three terms shall be for two (2) years. Thereafter terms shall be for two (2) years ending on June 30th. The committee meets on an as needed basis typically in the Council Chambers or the Town Administrative Conference room. Pursuant to Council action on June 20, 2012 the Committee shall establish a regular schedule of meetings.

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

3. Community Center Advisory Committee (CCAC)

The Community Center Advisory Committee (CCAC) shall have the following powers and duties:

- a. Assist staff in the development of a master planning process to determine the key issues that need to be addressed by the community as well as a process for keeping the community at large informed and involved.
- 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 development of a Master Plan for the proposed new Community Center.
- c. Engage in public outreach to solicit substantive feedback and opinions on the Master Plan and the Community Center project and provide Council with a summary of findings for consideration. 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 to coordinate public outreach and collect resident input during the design phase of the Community Center project.
- f. Assist in discussion about the short-term improvements needed for the Library and Town Center facilities.

The Community Center Advisory Committee consists of up to XX members including two Council members. The Committee is setup for specific purposes listed above and when the purposes are accomplished the Committee will disband. The Community Center Project consists of the Town's Administrative Offices, Police Department, Public Works, Building and Planning Departments, Council Chambers, Library, community meeting rooms and associated outdoor facilities. The Committee meets on an as needed basis typically in the Council Chambers or the Town Administrative Conference Room.

4. Environmental Programs Committee.

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

- a. Act in an advisory capacity and make recommendations (programmatic and legislative) to the City Council upon request on all matters pertaining to the Town's natural and built environment and the Town's regional role and responsibilities as one of the communities on the San Francisco Bay Peninsula.
- b. Create pro-active community engagement programs for residents, commercial and public enterprises active within the Town's jurisdiction for presentation to and consideration and approval by, the City Council.

The Environmental Programs Committee consists of up to twelve (12) members including two (2) Council Members and ten (10) residents of the Town. The term of office shall be as follows: Appointed members shall be appointed to four-year terms. Thereafter, each term of office shall be four (4) years. The committee meets quarterly on the first Wednesday of the month at 10:00 a.m. in the Conference Room of the Town Administrative Offices unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

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

5. Park and Recreation Commission.

The Park and Recreation Commission shall have the following powers and duties:

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

The Park and Recreation Commission consists of seven (7) appointed members. One member shall be a representative of the Holbrook-Palmer Park Foundation. One member shall be a representative of the Atherton Dames. Each of the foregoing representatives shall serve a term of two (2) years. Terms shall be staggered so that the term of office for two (2) members shall be four (4) years, and the term of office for the remaining members shall be four (4) years. Thereafter, each term of office shall be four (4) years. The Park and Recreation Commission meets on the first Wednesday of each month at 6:30 p.m. in Holbrook-Palmer Park unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

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

6. Rail Committee.

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

- a. Act in an advisory capacity to the City Council on all matters pertaining to High Speed Rail (HSR), the Rail Corridor and Caltrain.

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

The Atherton Rail Committee shall have the following composition and terms:
Consists of twelve (12) members including two (2) Council Members and up to ten (10) appointed members. There are no term expirations for Rail Committee members. The committee meets on the first Tuesday of every other month at 6:00 p.m. in the Council Chambers. There are no term expirations.

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

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

7. Transportation Committee.

The Transportation Committee shall have the following powers and duties:

- a. Act in an advisory capacity and make recommendations to the City Council upon request in all matters pertaining to transportation within the Town.

The Transportation Committee consists of seven (7) members including two (2) Council Members and five (5) appointed members. The term of office shall be four (4) years. The committee meets on the second Tuesday of every other month at 6:00 p.m. in the Council Chambers unless a special meeting in compliance with the provisions of the Brown Act is called by the committee chair.

The Police Department shall have overall responsibility of the Transportation Committee. The Chief of Police will coordinate with the Public Works Department when public works staff is needed.

Section 6. Advice.

Appointed members of committees and commissions 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. 10-13 are hereby superseded and rescinded on June 20, 2012.

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 20th day of February, 2013, by the following vote.

*AYES: Council Members:
NOES: Council Members:
ABSENT: Council Members:
ABSTAIN: Council Members:*

Elizabeth Lewis, MAYOR
Town of Atherton

ATTEST:

Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

William B. Conners, City Attorney



COMMISSION/COMMITTEE APPLICATION

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

Date: _____

Commission/Committee of Interest: _____

Name: _____

Education: _____

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

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:

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

Terms

Term expiration dates end on June 30th of each year. 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 and/or by contacting the staff liaison.

Information about the Appointment Process

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

Applicant's Signature

Date

**Return to the City Clerk, Town of Atherton,
91 Ashfield Road, CA 94027
(Phone: (650) 752-0529 or e-mail at tdellasanta@ci.atherton.ca.us)**

OFFICE USE ONLY

Application Received: _____

Address Verified in Town Limits: By: _____
Initials

Considered by City Council: _____

Appointed: Yes No

Considered by City Council: _____

Appointed: Yes No

Considered by City Council: _____

Appointed: Yes No

If Appointed Term ends: _____

PERSONAL INFORMATION

Name: _____

Residence Address: _____
(Note: Residency within the Town limits is required)

Telephone No: _____ Number of years as an Atherton resident: _____

Occupation: _____

Email address: _____

Business Address/Telephone No: _____

Internet Posting

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

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