



Item 16 Town of Atherton

CITY COUNCIL STAFF REPORT – REGULAR AGENDA

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: GEORGE RODERICKS, CITY MANAGER
THERESA N. DELLASANTA, CITY CLERK

DATE: DECEMBER 18, 2013

SUBJECT: COMMITTEE APPOINTMENTS AND POSSIBLE INTERVIEWS

RECOMMENDATION

Consider appointments to the Atherton Environmental Programs Committee and to the San Mateo County Mosquito and Vector Control District.

BACKGROUND | FINDINGS

The Environmental Programs Committee (EPC) consists of a minimum of five appointed resident members and one City Council liaison. The EPC recently had a resignation reducing its active membership to two resident members, leaving less than a quorum of appointed members.

The City Council approved resolution 13-08 governing committees and commissions that declares 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.

The Town is a member of the San Mateo County Mosquito and Vector Control District (SMCVCD) Board of Trustees which consists of 21 members, one from each city and one representative for the County at-large. Trustees are appointed by their respective City Council to govern the Mosquito and Vector Control District knowledgeably and effectively. The Districts mission is "To safeguard the health and comfort of the citizens of San Mateo County through a planned program to monitor and reduce mosquitoes and other vectors."

The current Atherton appointee, Sam Lerner, is serving a term that is set to expire on December 31, 2013.

Staff initiated recruitments for the EPC and SMCVCD vacancies in mid-October with a deadline to submit an application by November 26, 2013.

Below is a list of the applicants received for each position.

Environmental Programs Committee

Frank Merrill (reappointment)
Wen Yu

Staff recommends that City Council consider automatic appointment of these two applicants since the number of vacancies exceeds the membership number.

San Mateo County Vector & Control District

Sam Lerner (reappointment)
Mason Brutschy
Sandy Crittenden

The City Council shall appoint one applicant. Staff recommends the following voting procedures.

- Official ballots will be provided to Council at the meeting. (Attached is a sample ballot).
- Each Council Member will be asked to choose the applicant by marking a *check* next to the applicant's name.
- In the event of a tie, the candidate with the fewest votes is eliminated. This consists of a candidate with less than 2 votes.
- An additional round of voting will be conducted to determine the tie vote.

FISCAL IMPACT

None.

Attachments:

Applications for EPC and SMCVCD candidates
Resolution governing Town Commission and Committees



COMMISSION/COMMITTEE APPLICATION

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10/30/13
TD

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

Date: 30 October 2013

Commission/Committee of Interest: Environmental Planning Committee

Name: Frank Merrill, Jr., DVM

Education: Menlo Atherton High School, '68; University of California, Berkeley, BA, '73; Cal Poly State University BS '77; University of the Philippines, DVM, '83

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

Holbrook Palmer Park Foundation; Vice Chair, USA Rugby '06; Chair, Nominations Committee USA Rugby '06-present.

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

I have personally built two homes (La Honda '86 and full remodel of our home in Atherton '03-'06) and have an understanding of diversion of waste construction materials. I feel strongly that more recycling of construction materials is warranted including re-use of structural elements from tear downs (brick,rock, steel, siding, etc.). The commission is involved with all aspects of achieving a greater "green" level throughout our town and this is a part of the equation. There are other aspects to consider (runoff, catch basins, wastewater, etc) that should also be considered.

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

I have no majors goals in mind as a member of this committee but instead would like to assist in bringing some first-hand experience and level-headed thinking about what is important within the various aspects of "green" building and environmental technology. There are mandates which Atherton and all municipalities must achieve but I would hope that we can find a realistic approach to doing so.

Terms

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

Specific Information

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

Frank Merrill, Jr., DVM
2013 _____
Applicant's Signature

30 October

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 <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"/>

Theresa DellaSanta

From: noreply@civicplus.com
Sent: Friday, November 08, 2013 7:29 PM
To: Theresa DellaSanta
Subject: Online Form Submittal: Application for Town Committee/Commission

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

Application for Town Committee/Commission

Name*
Address*
Phone Number*
Email Address*
Commission/Committee of Interest*
Education

Answers

wen yu
34 ashfield road
6509241138
wencyu@gmail.com
environmental program
post graduate, including environmental health science
degree from Harvard university
very limited in the past

- ① List your civic affiliations and community activities, including service on other commissions and committees?*
 - ② 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?*
 - ③ 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?*

providing advisory opinions or expertise in the environmental areas to the city council. Retired from an environmental and occupational health position of a major US company. Licensed real estate broker.
to promote and preserve Atherton as an unique non-commercial, residential town
retired

* indicates required fields.

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

Name: wen yu

Address: [REDACTED]

Phone Number: [REDACTED]

Email Address: wencyu@gmail.com

Commission/Committee of Interest: environmental program

Education: post graduate, including environmental health science degree from Harvard university

List your civic affiliations and community activities, including service on other commissions and committees?: very limited in the past

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?: providing

advisory opinions or expertise in the environmental areas to the city council.

Retired from an environmental and occupational health position of a major US company. Licensed real estate broker.

Describe why you want to serve on this commission and what you hope to accomplish as a member?: to promote and preserve Atherton as an unique non-commercial, residential town

Additional Information you would like to add?: retired

Additional Information:

Form submitted on: 11/8/2013 7:28:53 PM

Submitted from IP Address: 76.126.215.104

Referrer Page: <http://us->

[mg6.mail.yahoo.com/neo/launch?.rand=1461604811&action=showLetter&box=Inbox&umid=2_0_0_1_281071_AGUaDUwAAAeaUn1raQAAAEqnekl&src=my&referer=my.yahoo.com](http://us-mg6.mail.yahoo.com/neo/launch?.rand=1461604811&action=showLetter&box=Inbox&umid=2_0_0_1_281071_AGUaDUwAAAeaUn1raQAAAEqnekl&src=my&referer=my.yahoo.com)

Form Address: <http://ca-atherton.civicplus.com/Forms.aspx?FID=90>



COMMISSION/COMMITTEE APPLICATION

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10/21/13

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

Date: October 15, 2013

Commission/Committee of Interest: San Mateo County Mosquito and Vector Control District

Name: Sandy Crittenden

Education: B.A. University of Denver 1974. College level studies for Real Estate Broker's License. Numerous real estate classes from Certified Commercial Investment Member, in commercial real estate.

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

Current member of Holbrook-Palmer Park Foundation. Past President and Treasurer HPP Foundation serving 2 years each position. Current member Parks and Recreation Commission. Current member of the Rotary Club of Menlo Park, past Treasurer serving over 4 years. Current member and President elect of Friends of Atherton Community Library. Former committee member Art Commission. Former committee member Atherton Library Steering Committee.
Former Boy Scout leader 13 years. Eagle Scout.
Santa Clause 21 years Easter Bunny 19 years at Holbrook-Palmer Park.

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

The San Mateo County Mosquito and Vector Control District's duties are to control diseases transmitted by vectors. A vector is an organism, typically a biting insect or tick that transmits a disease or parasite from one animal or plant to another.

I have attended numerous San Mateo County Mosquito and Vector Control District meetings in prior years and studied their responsibilities and duties as well as their finances. I am keenly interested in life sciences and have a good knowledge of world wide infectious diseases including malaria and Polio. Travels to third world countries and my involvement with the Menlo Park Rotary Club along with the World Health Organization and the Gates Foundation in our combined effort to eradicate Polio has increased my awareness and knowledge of the spread of diseases. To date, we are close to eliminating polio from this planet.

Malaria, St. Louis Encephalitis, Western Equine Encephalitis, and Dog Heartworm are diseases transmitted by mosquitoes in San Mateo County. Ticks, here, carry Lyme Disease and to a lesser degree Rocky Mountain Spotted Fever and Tularemia. Local rodents carry the often deadly Hantavirus, and Plague. There have been reported cases of Plague in San Mateo County. Nearly three quarters of San Mateo County's raccoons carry Raccoon Roundworm that is easily transmitted to humans.

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

During my research and attending their monthly meetings I see that the District has been admirably fulfilling its mission. The San Mateo County Mosquito and Vector Control District can't perform their job effectively without the help from the public.

It is my opinion, the Atherton residents have not been well informed of the services this District offers and what we, as residents, can do to control the vectors and the diseases they spread.

If I am appointed to this important position, I will make it my duty that the residents of Atherton are better informed about the diseases and vectors in our community. I will submit regular and timely informational articles to the Athertonian Newsletter, the Almanac Newspaper, internet groups, neighborhood groups, and make regular presentations to the Town Council.

The residents of Atherton need to know what we can do to prevent or limit the spread of these vectors and the diseases they carry. I intend to inform our town in an intelligent and factual manner that our involvement and help can make Atherton a safer place for all.

My mission statement will be, "To safeguard the health, safety and comfort of the residents of Atherton through a planned program of informing and educating its residents the steps we can take to reduce mosquitoes and other vectors".

Respectfully submitted:
Sandy Crittenden

Terms

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Specific Information

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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: TD
Initials

Considered by City Council: _____

Appointed: Yes No

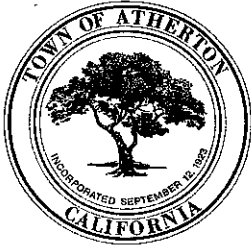
Considered by City Council: _____

Appointed: Yes No

Considered by City Council: _____

Appointed: Yes No

If Appointed Term ends: _____



COMMISSION/COMMITTEE APPLICATION

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OCT 23 2013

Town of Atherton

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

Date: October 22, 2013

Commission/Committee of Interest: Trustee for the San Mateo County Mosquito and Vector Control District

Name: Samuel Lerner, DVM

Education: B.S. Psychology, M.S. Biology, Doctor of Veterinary Medicine (University of Illinois at Urbana)

United States Army – honorable discharge

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

I am currently completing my sixth year as a Trustee at the San Mateo County Mosquito and Vector Control District and second year as Board President all with perfect attendance. Also, I have served as Vice President and as a member of the Finance and Policy Committees. During my two-year term as Board President, I have participated as an ex-officio member at almost every meeting of the District's five standing committees. For the last four years, I have been sent annually on behalf of the District to meet with legislators in both Sacramento and Washington, DC as well as locally to discuss Mosquito and Vector Control issues.

I am a California-licensed veterinarian, an active, 40-year member of the Foster City Lions Club, and a Trustee Emeritus of the Lions Eye Foundation of California-Nevada. I am also a 15-year volunteer Nature Docent at the Ano Nuevo State Reserve, a volunteer docent at Filoli Center and an usher at Stanford University athletic events.

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:

During my term as a Board member and presiding officer, I have attended annual local, state and national conferences and seminars covering the principles of governance, mosquito and vector control, and government regulations and legislation, etc. In addition, my veterinary education and experience augments my decision-making ability concerning public health and business issues.

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

I possess the knowledge and experience to help govern the District in its mission to safeguard the health and comfort of the citizens of San Mateo County.

I have been nominated to run for another two-year term as Board President. I shall continue to promote good governance, financial reforms and internal controls and, most importantly, superior service to the citizens of San Mateo County.

*** See additional pages included with this application ***

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Theresa DellaSanta
Applicant's Signature

Oct 22, 2013
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	
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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"/>



**San Mateo County
Mosquito and Vector Control District**

1351 Rollins Rd
Burlingame CA 94010
(650) 344-8592 Fax (650) 344-3843
www.smcmad.org

September 11, 2013

Town of Atherton
City Council
91 Ashfield Road
Atherton, CA 94027

Honorable Members of the Council:

The current term of office for Dr Samuel Lerner, representative to the Board of Trustees of this District from the Town of Atherton will expire on December 31, 2013.

It is kindly requested that the reappointment be made for the ensuing term of January 1, 2014 to December 31, 2015 or to December 31, 2017, according to the California Health and Safety Code, Section 2022:

“The term of office for a member of the board of trustees shall be for a term of two or four years, at the discretion of the appointing authority”.

The common law incompatibility of office doctrine was addressed in SB 1574, Beverly, (1996) and now a City Council member may be appointed to the Board of Trustees.

Once the reappointment is made, please forward a letter to that fact indicating the term length. Thank you for your attention to this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rosendo Rodriguez'. The signature is stylized and cursive.

Rosendo Rodriguez
Finance Director

cc: Dr Samuel Lerner, Trustee

Samuel Lerner Reappointment to Mosquito District

From: **Sam Lerner**
Sent: Tue 10/22/13 12:08 PM
To: elizabeth lewis (elewis@ci.atherton.ca.us)
Cc: George Rodericks (grodericks@ci.atherton.ca.us); Theresa dellasanta (tdellasanta@ci.atherton.ca.us); rosendo rodriguez (rrodriguez@smcmad.org); robert gay (rgay@smcmad.org)
1 attachment
Samuel Lerner reappointment letter.pdf (196.7 KB)

Honorable Mayor Lewis:

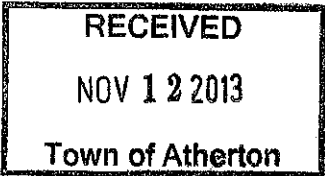
I would be honored to continue to serve as the Trustee from the Town of Atherton to the San Mateo County Mosquito and Vector Control District for another term of four years. Attached is the reappointment letter from the Mosquito District.

I am a twenty-six year resident of Atherton, currently serving in my sixth year as a Trustee and second year as Board President. I believe that I possess the knowledge and experience to help govern the District's in its mission of safeguarding the health and comfort of the residents of San Mateo County.

I have been nominated again to run for Board President. According to the State Health and Safety Code the election of officers must be held at the District Board of Trustees regular meeting on **January 8, 2014**. However, both my current term of office as a Trustee and two year term as Board President end on **December 31, 2013**. Therefore, it becomes imperative for my reappointment as a Trustee to be announced prior to **December 31, 2013**.

Thank you for considering my application.

Samuel Lerner DVM
Trustee- Town of Atherton
Board President SMCMVCD



COMMISSION/COMMITTEE APPLICATION

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

Date: November 8, 2013 _____

Commission/Committee of Interest: Mosequito and Vector Control District

Name: Mason S. Brutschy _____

Education: B.A. University of California, Berkeley
M.B, A. University of California, Berkeley
C.P. A. State of California (Active)

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

_____ 2012-2013 San Mateo County Grand Jury
_____ 2005-2006 Atherton Audit and Finance Committe

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:

During the 2012-2013 fiscal year, I served on the San Mateo Grand Jury. I was on the committee that spent 9 months investigating the District which culminated in a Grand Jury report issued in July 2013. Our Committee interviewed over 15 people; including former employees, current employees, and four current board members. Because of these interviews, I have an excellent understanding of the Board and the District and also their mission and the structure of the organization.

I know that my business accumen could be very well utilized by the Board. I have been Chief Financial Officer of several small to medium sized companies and have dealt with some of the problems that the Mosquito Board encountered the last several years. I am currently a CPA/ Financial Consultant and spend time with companies that need financial, administrative, and human resource consulting.

My only other current volunteer work is as Treasurer of my fraternity House Corporation

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

I have a strong desire to serve on the Mosequito District Board because of my an excellent understanding of the District's mission and its organizational structure.

I would hope to accomplish several objectives: 1) Continue to make the District more operationally efficient.... looking at ways to accomplish more with less. 2) Enhance the effectiveness of the Board of Directors.

Since I spent 9 months on the Grand Jury investigating the Mosquito District, I now have positive suggestions that could enhance the operations of the District.

I look forward to meeting the Council Members in early December to discuss this important Board position.

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Applicant's Signature

November 8, 2013 _____
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

TIMOTHY A. JOHNSON, JR.
895 ESPINOSA ROAD
WOODSIDE, CALIFORNIA 94062
tim@timandclair.com

December 9, 2013

City Council of the Town of Atherton
91 Ashfield Road
Atherton, CA 94027

Re: Appointment to the San Mateo County Mosquito and Vector Control
District Board of Trustees

Ladies and Gentlemen:

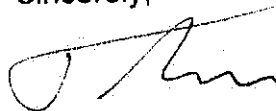
I write in support of the application of Mason Brutschy for appointment to the San Mateo County Mosquito and Vector Control District ("District") Board of Trustees ("Board").

I served as the foreperson of the 2012-2013 San Mateo County Civil Grand Jury. As you may be aware, the Grand Jury issued a report on the District that was highly critical of the District's Board and its management. The Grand Jury made several findings, including that "The Board in general and its finance committee in particular did an inadequate job of overseeing the District's operations." The full report can be found at http://www.sanmateocourt.org/documents/grand_jury/2012/mosquito.pdf.

Mason, a CPA, served on the Grand Jury. Without divulging Grand Jury confidences, suffice it to say that Mason was deeply involved with the investigation of the Board and the preparation of the Grand Jury's report. He was one of the most valuable members of the Grand Jury, where he used his training to focus on financial issues.

The Board would greatly benefit from having Mason as a member. I highly recommend him to you.

Sincerely,



Timothy A. Johnson, Jr.

Subject: Letter
From: lakkc@aol.com (lakkc@aol.com)
To: masonbrutschy@sbcglobal.net;
Date: Monday, December 9, 2013 9:59 AM

Mason, I made a couple of changes at the end and it has been emailed to all Council members.

Linda

Letter of Recommendation

Re: Mosquito Abatement District Board Appointment- Mr. Mason Brutschy

Dear Mayor and Councilmembers:

I am writing this letter of recommendation in support of Mason Brutschy, who I understand has recently submitted an application for your consideration for appointment to the Board of the Mosquito Abatement District. I had the opportunity to serve with Mr. Brutschy on the San Mateo Civil Grand Jury last year. All reports are now published but among the many projects we worked on together, was the report on the Mosquito District embezzlement. During the process, I found Mason to be an effective communicator while handling all investigations thoroughly and efficiently. I believe that his professional experience in accounting would provide an important asset to the Board.

His commitment to community service on the Grand Jury was evidenced by his hard work, his genuine concern for what happened with the Mosquito District's embezzlement and his persistence in defining some of the recommendations found in that report. Also, I was impressed with his skills in accounting which were essential in defining much of the information expressed in the final report. I had the opportunity to observe Mason's leadership skills, his sense of humor and his tactful administrative style.

While there are many proficient and dedicated leaders, there are also leaders who, because of their commitment to service must be considered outstanding. Mr. Brutschy is outstanding as well as resourceful and honest.

Mr. Brutschy has gained an intricate knowledge of the Mosquito District, the role of the Board as well as the district's overall management and with his professional experience will be an asset to the overall make-up of the Board. One of the Grand Jury's recommendations emphasized the importance of ensuring internal financial controls and policies. I have no doubt that Mason Brutschy's professional experience and leadership will provide an important element to the Board and to the success of this special district's governance.

As a former councilmember and having participated on the Grand Jury Mosquito report, I gained more in-depth knowledge of special districts and recognize the need for each city's careful scrutiny of this special district's governance on behalf of the taxpayer's money. I was not aware of the extreme independence of special districts and the little to no oversight of their operations. Given the information obtained and expressed by the Grand Jury in the Mosquito district report, the board representation should be regularly evaluated by all city councils.

I recommend Mason Brutschy's appointment to the Mosquito District Board. If I can be of further assistance, please do not hesitate to contact me.

Sincerely,

Mrs. Linda Koelling

Former Mayor, Foster City

Former member San Mateo County Civil Grand Jury 2012-13

650-464-2479