



**Item No. {{item.number}}**  
**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: JUNE 21, 2023**

**SUBJECT: CONSIDERATION OF AND APPOINTMENTS TO VARIOUS  
TOWN COMMITTEES AND PLANNING COMMISSION; AND  
CONSIDERATION OF AMENDMENTS TO THE COMMITTEE  
RESOLUTION TO MODIFY THE MAKE-UP OF VARIOUS  
COMMITTEES**

**RECOMMENDATION**

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

- Appoint one (1) applicant to the Audit and Finance Committee to fill 4-Year terms expiring on June 30, 2027;
- Appoint three (3) applicants to the Bicycle and Pedestrian Committee to fill a mid-term vacancy expiring on June 30, 2026, and two (2) 4-Year terms expiring on June 30, 2027;
- Appoint three (3) applicants to the Environmental Programs Committee. Two (2) applicants to fill 4-Year terms expiring on June 30, 2027; and one to fill a mid-term vacancy expiring on June 30, 2025;
- Appoint two (2) applicants to the Parks and Recreation Committee. Two applicants to the regular seat for a 4-Year term expiring on June 30, 2027, and one applicant to the Foundation seat for a 2-Year term expiring on June 30, 2025;
- Appoint two (2) applicants to the Planning Commission to fill 4-Year terms expiring on June 30, 2027;
- Appoint two (2) applicants to the Rail Committee to fill 4-Year terms expiring on June 30, 2027;
- Appoint two (3) applicants to the Transportation Committee to fill a 4-Year term expiring on June 30, 2027, a mid-term vacancy expiring June 30, 2024, and a mid-term vacancy expiring on June 30, 2026.

2. Consider modifications to the Transportation, Bicycle and Pedestrian and Rail Committees.

## **BACKGROUND**

A recruitment was conducted for the following vacancies:

1. Audit/Finance Committee (1 Vacancy)
2. Bicycle and Pedestrian Advisory Committee (3 Vacancies)
3. Environmental Programs Committee (3 Vacancies)
4. Park and Recreation Committee (3 Vacancies, 2 Regular seats, and 1 Foundation seat)
5. Planning Commission (2 Vacancies)
6. Rail Committee (2 Vacancies)
7. Transportation Committee (3 Vacancies)

The Town has been advertising for known and pending vacancies since early 2023. All committee members eligible for reapplication were contacted. Mid-term vacancy recruitments have been ongoing with reoccurring weekly messages in Atherton Online and announcements at noticed Town meetings. Staff advertised vacancies across social media platforms, print, and digital news outlets, Marsh Road banners, and hosted information tables at Town events.

### **Audit and Finance Committee (1)**

The Audit and Finance Committee has one (1) vacancy to fill a 4-Year term expiring on June 30, 2027. There is one (1) applicant for the Committee for consideration.

- Walter Sleeth, Incumbent

### **Bicycle and Pedestrian Advisory Committee (3)**

The Bicycle and Pedestrian Committee has three (3) vacancies. One seat has been vacant for an entire year and the other two appointments are to fill 4-Year terms expiring on June 30, 2027. There are two (2) applicants for the Committee for consideration.

- Jerome Leugers, Incumbent
- Raymond Juballa, Incumbent

When making any appointment, the Council will need to select the respective term for each candidate.

### **Environmental Programs Committee (3)**

The Environmental Programs Committee (EPC) has three (3) vacancies. One vacancy results from Council Member Hollands' open seat for a term expiring on June 30, 2025. The other two vacancies are to fill 4-Year terms expiring on June 30, 2027. There is one (1) applicant for the Committee for consideration.

- Greg Loew, Incumbent

### **Parks and Recreation Committee (3)**

The Parks and Recreation Committee has three (3) vacancies. Two vacancies are regular 4-Year seats expiring June 30, 2027, and the other is a Foundation appointment for a 2-Year term expiring on June 30, 2025. There are two (2) applicants for the Committee for consideration for the regular seats.

- Alex Keh, Incumbent
- Julianna Robertson, Incumbent

There is one (1) recommendation and applicant for the Foundation appointment.

- Walter Robinson, Incumbent

### **Planning Commission (2)**

The Planning Commission has two (2) vacancies for 4-Year terms expiring on June 30, 2027. There are two (2) applicants for the Commission for consideration.

- Paul Tonelli
- Thom Bryant

### **Rail Committee (2)**

The Rail Committee has two (2) vacancies to fill 4-Year terms expiring June 30, 2027. There is one (1) applicant for the Committee for consideration.

- Alex Keh, Incumbent

### **Transportation Committee (3)**

The Transportation Committee has three (3) vacancies. One for a 4-Year term expiring June 30, 2027. One for a mid-term vacancy expiring June 30, 2024, and the other for a mid-term vacancy expiring June 30, 2026. There is one (1) applicant for the Committee for consideration. The incumbent did not reapply.

- Jerome Leugers

There are a total of 17 vacancies across all Committees and Commissions. The Bicycle and Pedestrian Committee, Environmental Programs Committee, Planning Commission, Rail Committee, and Transportation Committee each have fewer applicants than vacant seats. Council will need to assign specific terms to candidates appointed for committees with terms that have different expiration dates.

**Appointment Process**

It is recommended that the Council consider appointments to the longest term first for each vacancy where possible. The Council should announce the term for which an appointment is being considered and then vote for the particular appointment for that term. The City Clerk shall assist with voting sheets and voting shall continue until an applicant is selected for the particular term.

**Rail Committee**

The Rail Committee was last updated with Resolution No. 20-26 by reducing its membership down to seven (7) members. The Rail Policy was also updated to reflect the status of High-Speed Rail, Caltrain Electrification, and the permanent closure of the Atherton Rail Station. This decision was made with fall off through attrition and challenges in getting new applicants.

Members of the Council have asked to discuss membership and continuation of the Rail Committee. The item this evening allows for discussion and action by the Council to amend the Committee Resolution if desired.

**Transportation, Bicycle and Pedestrian Safety Committees**

In September 2021 the City Council considered a merger of the BPAC and Transportation Committee. Council opted to keep both committees operating separately and encouraged biannual joint meetings. Prior to that discussion, the only change was to stagger appointment terms in Resolution No. 19-07. Due to the overlapping focus of the Committees Council considered the merger. The current membership of the Committees is as follows:

<b><u>Member</u></b>	<b><u>Committee</u></b>	<b><u>Term Expiration</u></b>	
VACANT	Transportation	6/30/2023	Incumbent did not reapply
VACANT	Transportation	6/30/2024	Mid-Term Vcancy
Tom Owen	Transportation	6/30/2024	
Joseph Davis	Transportation	6/30/2025	
VACANT	Transportation	6/30/3036	Incumbent did not reapply in 2022
Raymond Juballa	BPAC	6/30/2023	Reapplied
Jerome Leugers	BPAC	6/30/2023	Reapplied
David Jones	BPAC	6/30/2024	
Steve Balloff	BPAC	6/30/2025	
VACANT	BPAC	6/20/2026	Incumbent did not reapply in 2022

Due to continuing quorum issues, staff recommends again that the Council consider merging the Bicycle and Pedestrian Committee with the Transportation Committee. Maximum committee size is recommended at seven (7) members. With the current membership of six (6) we have a quorum to meet if the merger is approved.

Attachment 3 is the redline of the Committee Resolution with the recommended changes.

If the Council wants to achieve the merger immediately the attached Resolution language has been modified as follows:

*The Transportation, Bicycle and Pedestrian Safety Committee makes recommendations to the City Council on issues related to transportation, traffic, roadway, pedestrian and bicycle safety. This Committee shall satisfy the requirements of the Metropolitan Transportation Committee as the Town's Bicycle and Pedestrian Advisory Committee. Membership should be composed of both bicyclists and pedestrians.*

*Acting in an advisory capacity, the Committee shall have the following powers and duties:*

- a. Upon request, make recommendations to the City Council in all matters pertaining to transportation, traffic, and roadway safety within the Town.*
- b. As needed, assist staff in the identification and review of traffic and roadway safety enhancements.*
- c. As needed, assist staff in the review of regional project impacts on local traffic and transportation corridors.*
- d. As needed, assist staff in the review of traffic safety enforcement measures.*
- e. As needed, assist staff in the review of Neighborhood Traffic Management Program requests.*
- f. Work with staff in providing recommendations on issues related to the Town's bicycle and pedestrian network and Bicycle and Pedestrian Master Plan.*
- g. Make recommendations to the City Council on the selection of bicycle and pedestrian projects to be submitted for state and federal funding opportunities.*
- h. Work with staff to promote bicycling and walking as safe and healthy alternative modes of transportation, including safe routes to schools.*
- i. Assist Town staff in the planning, operations and maintenance of bicycle and pedestrian facilities in Town.*

#### Role of Liaisons and Staff

Each committee currently meets every other month. The Police Department is assigned overall responsibility for the Transportation Committee and the Public Works Department is assigned to the BPAC. However, both Departments provide support to both Committees. Merging the Committees will improve staff liaison efforts and result in less time and resources in committee support function (agendas, minutes, etc.).

Councilmember Holland is the primary liaison for the BPAC with Mayor Widmer as the alternate. Mayor Widmer is the primary liaison for Transportation with Councilmember Lewis as the alternate. Upon merger, the Council liaison role would need to be merged as well.

#### FISCAL IMPACT

None.

#### GOAL ALIGNMENT

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

- Goal Area E – Strengthen Community Engagement and Transparency

### **POLICY FOCUS**

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

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

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

Staff will continue recruitment for Committees with ongoing vacancies.

### **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 Protection District, service providers (water, power, and sewer), and regional elected officials.

### **COMMISSION/COMMITTEE FEEDBACK/REFERRAL**

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

### **ATTACHMENTS**

1. Committee Applicants
2. Commission and Committee Roster
3. Resolution No. 23-XX – Transportation and BPAC Merged