



## Item No. 2 Town of Atherton

### **CITY COUNCIL STAFF REPORT – STUDY SESSION**

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: GEORGE RODERICKS, CITY MANAGER**

**DATE: APRIL 4, 2018**

**SUBJECT: REVIEW AND DISCUSS COMMISSION/COMMITTEE RESOLUTION AND FEEDBACK MECHANISM AND PROVIDE STAFF WITH DIRECTION REGARDING ANY PROPOSED CHANGES OR PROCESS**

### **RECOMMENDATION**

Review and discuss the Commission/Committee Resolution and Feedback Mechanism and provide staff with direction regarding any proposed changes or process.

### **BACKGROUND**

At the February 21 City Council Meeting, the Council requested an opportunity to have a discussion of the Commission/Committee Resolution and discuss ways to more proactively engage committees in the Town's public engagement and feedback processes.

Staff advised that perhaps there was a way to incorporate a feedback mechanism into all staff reports such that it would be noted in the Report whether a committee or the Commission has reviewed a particular issue; and/or if the Council wished to refer the item to a particular committee or the Commission a mechanism was included to do so.

### **ANALYSIS**

Attached is the most recent Commission/Committee Resolution. The Resolution includes the charter of each of the Town's Committee's. The Resolution does not specifically address the Planning Commission as the duties of the Commission are covered by ordinance.

The Resolution addresses major issues, which include, but are not limited to:

- Agenda Preparation Processes
- Committee Action for recommendations before the City Council
- Advocacy
- Educational Materials
- Meetings & Minutes

## Committee Review and Feedback Mechanism

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- Technology
- Appointment
- Funding
- Specific Duties and Charter

All of the committees have particular areas of focus. With the exception of the Transportation Committee, all have specific topics upon which they provide recommendations to the Council within their focus area. The Transportation Committee charter is solely to “...make recommendations to the City Council upon request in all matters pertaining to transportation within the Town...” For all committees, the “upon request” review is strictly interpreted.

However, issues may be added to a committee agenda so long as it is within the committee’s purview in one of four ways:

- 1) *Council: A majority vote of the Council may direct staff to add an item to a Committee agenda.*
- 2) *City Manager: The City Manager may receive requests for agenda items from the public, staff, a committee member or Council Member. The City Manager will review the request with the Committee Chair (usually done via the staff liaison). The City Manager shall have the sole discretion to refer the request to the City Council at the next available meeting or schedule the item for the Committee agenda.*
- 3) *Staff/Committees: There may be a need for routine agenda items which may arise out of committee meeting discussions; and are requested and agreed on by a majority of the Committee; or items created from staff follow up of previous Committee and/or staff meetings. These items may be added to the agenda following an agenda preparation meeting between the Committee Chair, Council Member liaison and staff liaison.*
- 4) *Colleague’s Memo: If at least two committee members prepare a colleagues’ memo, the staff liaison shall place the item on the Committee’s agenda under a Future Agenda Items Section. A colleague’s memo is a written request, no more than two pages in length, presenting an item to be added to the following Agenda. The item shall be added to the next Agenda or a specific designated Agenda by a majority vote of the Committee.*

It is important to note that none of the committees have the authority to independently expend staff time or resources unless specifically authorized by the City Council either by specific task or charter. This includes staff time or resources to create staff reports, analyze specific topics or issues, prepare public materials, and/or direct consultants to complete specific study or analysis. Staff provides support to committees to prepare agendas, minutes, serve as conduits for information and, when authorized by the City Council, prepare reports, analysis, and presentations to the committees for potential recommendations to the City Council. All committees have an assigned staff and Council liaison.

Of the four methods for placing items on a committee agenda, the most straight forward is #1 – direction by the City Council. For this method, the Council would simply direct that an issue be reviewed by a particular committee and staff would provide any reports and/or analysis needed for the committee to prepare its recommendation to the City Council. If additional resources such as consultant study or analysis is required that would result in an expenditure of resources beyond

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basic staff time, this would come to the City Council first before proceeding as the committee does not have the authority to approve the expenditure.

Method #2 is also fairly straight forward and is an oft use method for putting things on a committee agenda in advance of their review by the City Council. However, the City Manager retains the sole discretion to refer the issue to the City Council first or place it on the committee agenda. In making this decision, the City Manager will often decide if the issue will require extended resources and/or requires policy framing of the issue prior to committee review. If so, the City Manager will place the issue before the City Council first before moving it to a committee. The Council may, at that time, choose to refer the issue to a committee or retain the issue for their review.

Method #3 is used routinely in Agenda preparation meetings with the Chair of a particular committee but usually involves issues that have already been reviewed by the committee and/or issues that are standard review fare for the committee.

Method #4 is rarely used at the committee level and would likely significantly elongate the review of any issue.

### Feedback Mechanism

The Council asked for a potential mechanism to assist the Council with reviewing issues and referring them to a particular committee. Staff suggests the following be added to every agenda item that comes before the Council:

#### Committee/Commission Review and/or Referral Options

*Refer To (enter date if Committee/Commission has already reviewed issue):*

- 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)*
- Tree Committee (meets each month)*

If an issue has already been reviewed by a committee, staff would provide a date of review. The Council would review the list as they review the issue and the list would serve as a reminder to consider referral to a committee if so desired by the Council. Staff could also suggest review, where appropriate.

*It would be appropriate for the City Council to review the attached Commission/Committee Resolution, provide feedback for potential revision to the Resolution; and provide direction and feedback on the potential feedback mechanism for Agenda items.*

### **POLICY FOCUS**

Commissions and Committees are 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 providing a framework for the operation of 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.

### **FISCAL IMPACT**

None at this time.

### **PUBLIC NOTICE**

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

### **ATTACHMENT**

Commission/Committee Resolution

**RESOLUTION 15-10**  
**RESCINDS RESOLUTION 14-27**  
**A Resolution of the City Council of the Town of Atherton**  
**Establishing and Governing Town Committees**  
**Amended October 21, 2015**

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

**Section 1. Establishment of Committees**

The following committees are established for the Town of Atherton:

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

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

Principles: All committees shall follow the City Council Rules of Procedure, the Atherton Municipal Code 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 shall rest exclusively with the Chairman or Council Member assigned to the committee.

A Town Department is assigned to each Committee. Each Department Manager is responsible for providing the necessary staff (in the most cost effective manner) to prepare for, and attend committee meetings. This includes but is not limited to creating an agenda and agenda packet, taking minutes and conducting follow up from meetings.

Committee 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 agenda*:

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

to the City Council at the next available meeting, or schedule the item for the Committee agenda.

3. Staff and Committees: There may be a need for routine agenda items which may arise out of committee meeting discussions; and are requested and agreed on by a majority of the Committee; or items created from staff follow up of previous Committee and/or staff meetings. These items may be added to the agenda following an agenda preparation meeting between the Committee Chair, Council Member liaison and staff liaison.
4. Colleagues' Memorandum: If at least two committee members prepare a colleagues' memo, the staff liaison shall place the item on the Committee's agenda under a Future Agenda Items Section. A colleague's memo is a written request, no more than two pages in length, presenting an item to be added to the following Agenda. The item shall be added to the next Agenda or a specific designated Agenda by a majority vote of the Committee.

Committee Procedures for *placing items on Council agenda*:

1. Committee Action: Any formal recommendation to Council taken by a Committee shall be placed on a City Council agenda within the next two regular meetings.

The City Clerk has overall responsibility for posting committee agendas.

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

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

Meetings: The Committee shall establish a regular meeting schedule on an annual basis in July. The Department assigned to the committee shall update the website to reflect the meeting schedule. Changes in the dates or time of meetings from the established schedule may be made by majority vote of the committee.

Minutes: All committees 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 activities for the preceding year.

Special Meetings: The Chair or a majority of the Committee may call a special meeting at any time in accordance with the Brown Act.

Website: Any website created for a Committee by the Town should be incorporated in the Town's website. Websites need to be developed in accordance with the "advocate" section of this resolution.

### **Section 3: Appointment of Voting Members to Committees**

Appointment: Members other than City Council Members shall be appointed following recruitment process set forth by the City Clerk and approved by the City Council. 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 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 30<sup>th</sup>. Appointed committee members shall serve no more than two full consecutive terms on the committee to which they are appointed. A member may be reappointed to the committee following a minimum two (2) year hiatus. However, if a seat is vacant and no one applies, City Council may grant an exemption.

City Council representatives and any alternates on committees are selected by the Mayor and approved by the City Council to serve a one (1) year term. Appointed City Council Members and City Council Member Alternates shall serve as liaisons to Committees; but shall not serve as voting members to Committees. Alternates participate on committees in the absence of the appointed Council Members. For each Committee, unless otherwise directed by the City Council, one City Council member shall be appointed as a primary liaison and one as an alternate. Members shall coordinate attendance to ensure appropriate representation.

Members who intend to be absent from a meeting shall alert the chairperson and/or staff person assigned. The Chairperson shall state during the meeting, under roll call whether the member is excused (notification was given) or absent (no notification was given). Unexcused absences of members, other than City Council Members, from two or more consecutively scheduled meetings shall result in the automatic vacation of the member's office. The staff person assigned to the Committee shall work with the Chairperson to alert the City Clerk of consecutive absences. The

City Clerk shall alert the City Manager who shall decide how to inform City Council. City Council has the authority to override this rule based on the information received.

Chairperson and Staff: Each committee shall have a Chairperson. The Committee shall select its Chair on an annual basis in July. Council Members shall not serve as Chair or Vice Chair of Committees. The Department assigned to the committee shall have the authority to appoint staff member(s) to serve Town committees. Any requests by a committee for staff work, information, or assistance from Town staff shall be made to the City Manager.

#### **Section 4: Funding for Committees**

In the event funding for committees is desired, a budget shall be prepared and presented to the City Council for review and approval as part of the Town's regular budget process. The committee shall follow the guidelines set forth by the purchasing policy approved by City Council through Ordinance 595 and any expenditure policies developed and approved by the City Council. No Committee member shall use his or her own personal credit card. For items under \$150 a committee member may request a cash advance and then come back to the Town with itemized receipts. For items over \$150, a committee member shall complete a check request from the Town or have the Town purchase the goods/services.

#### **Section 5: Committee Composition, Powers and Duties**

##### **1. Audit/Finance Committee**

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

Act in an advisory capacity to:

- a. 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 in the Council Chambers or the Town Administrative Conference room.

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

**2. Civic Center Advisory Committee (CCAC)**

The Civic Center Advisory Committee (CCAC) shall have the following powers and duties.

Act in an advisory capacity to:

- a. Work with staff in finalizing the master planning process by identifying key issues that need to be addressed.
- 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 new Civic Center.
- c. Engage in public outreach to solicit substantive feedback and opinions on the Civic Center project. 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 through the design phase, to include coordination of public outreach, collection of resident input, and providing feedback on the design.
- f. Assist staff, as appropriate, in the review and recommendation of project professionals, to include, but not limited to environmental consultants, design professionals, project management professionals, and project contractor.
- g. Once the Civic Center Project is underway, the CCAC will continue to work with staff, as appropriate, to provide feedback on project priorities and direction.
- h. Assist staff and the City Council with the identification and development of donor recognition opportunities throughout the project.
- ~~i. Assist in discussion about the short-term improvements needed for the Library and Town Center facilities.~~

The Civic Center Advisory Committee consists of up to seven (7) members plus two liaison City Council members. The Committee is setup for specific purposes listed above and when the purposes are accomplished the Committee will disband. The Civic 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 in the Council Chambers or the Town Administrative Conference Room.

**3. Environmental Programs Committee.**

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

Act in an advisory capacity to:

- a. 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 a minimum of six (6) members including one (1) Council Member liaison and five (5) 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 in the Conference Room of the Town Administrative Offices.

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

**4. Park and Recreation Committee.**

The Park and Recreation Committee shall have the following powers and duties.

Act in an advisory capacity to:

- a. 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 Committee consists of seven (7) appointed members and one (1) Council Member liaison. Of the appointed members, one member shall be a representative of the Holbrook-Palmer Park Foundation and 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 Committee meets in Holbrook-Palmer Park.

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

**5. Rail Committee.**

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

Act in an advisory capacity to:

- a. Advise 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 eleven (11) members including one (1) Council Member liaison and up to ten (10) appointed members. There are no term expirations for Rail Committee members. The committee meets in the Council Chambers.

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.

**6. Transportation Committee.**

The Transportation Committee shall have the following powers and duties.

Act in an advisory capacity to:

- a. Make recommendations to the City Council upon request in all matters pertaining to transportation within the Town.

The Transportation Committee consists of six (6) members including one (1) Council Member liaison and five (5) appointed members. The term of office shall be four (4) years. The Chair of the Transportation Committee also serves as a non-voting liaison to the Bicycle and Pedestrian Advisory Committee. The Chair shall select another member as his or her alternate.

The Committee meets in the Council Chambers.

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.

## **7. Bicycle and Pedestrian Advisory Committee (BPAC).**

The Bicycle and Pedestrian Advisory Committee shall have the following powers and duties.

Act in an advisory capacity to:

- a. Work with staff in providing advice and recommendations on all matters relating to bicycle and pedestrian facilities.
- b. Make recommendations to the City Council on the selection of bicycle and pedestrian projects to be submitted for state and federal funding opportunities.
- c. Promoting bicycling and walking as safe and healthy alternative modes of transportation.
- d. Assist Town staff in the planning, operations and maintenance of bicycle and pedestrian facilities in the community.

The BPAC shall have the following composition and terms:

Consists of at least five (5) members plus two non-voting liaisons, one (1) Transportation Committee Member and one (1) Council Member. At least three (3) members of the Committee must meet the requirements of the Metropolitan Transportation Committee and live or work in the Town of Atherton. The Chair and Vice Chair of the Committee shall be residents of the Town.

The Committee shall be composed of both active bicyclists and pedestrians.

The term of office for BPAC members shall be four (4) years. Terms shall be staggered so that the term of office for three (3) members shall be four (4) years, and the term of office for the remaining members shall be four (4) years, starting at the mid-point of the staggered term.

The makeup of the Committee members is encouraged as follows:

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

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

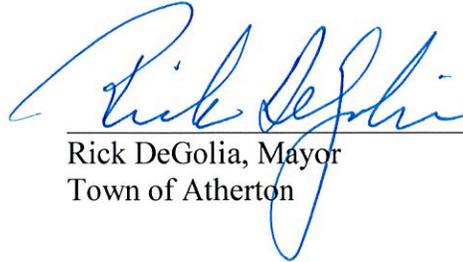
**Section 6: Advice.**

Appointed members of committees are encouraged to seek advice from Town staff when they are uncertain of the foregoing rules.

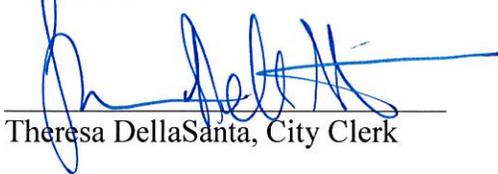
This Resolution shall be effective immediately upon adoption. All previous resolutions governing Town committees and commissions including Resolution No. 14-26 are hereby superseded and rescinded.

*I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the Town of Atherton at a regular meeting thereof held on the 21<sup>st</sup> day of October, 2015, by the following vote.*

AYES: 5      Council Members: DeGolia, Lewis, Widmer, Wiest, Lempres  
NOES: 0      Council Members:  
ABSENT:      Council Members:  
ABSTAIN:     Council Members:

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

ATTEST:

  
\_\_\_\_\_  
Theresa DellaSanta, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
William B. Conners, City Attorney



## **RAIL RELATED POLICY POSITIONS ADOPTED BY THE TOWN OF ATHERTON**

### **A. HIGH-SPEED RAIL (HSR)**

#### Legislative

- In 2008, the Town voters decided against Prop. 1A which authorized the HSR project
  - Town Resolutions, passed unanimously by the Council, oppose the HSR project, including the Program Environmental Impact Report (EIR), Business Plan and use of the rail corridor by HSR
  - The Town has joined with other Peninsula cities as a member of the Peninsula Cities Consortium (PCC) to promote a unified response to HSR and other rail matters
  - Conditions that must be met, if the HSR project continues, before the Legislature approves the use of Prop 1A bond funds to implement the project:
    - a. Independent Ridership Survey reporting directing to the Legislature
    - b. Independent Verification of Sources claiming HSR projects have resulted in profitable operations
    - c. Business Plan deemed “investment grade and acceptable,” by the following:
      - State Auditor, Legislative Analyst Office and Peer Review Group
    - d. Completion of the environmental studies and reporting process for Certifying the Program and Project EIRs, without resorting to “streamlining” or shortcutting the process, in any manner
  - Support legislation to delay, hinder or halt the implementation of Prop 1A which town residents and Council voted to oppose (examples-AB 1455 (Harkey) and SB 985 (LaMalfa))

#### Litigation

- Town of Atherton has taken the position to use all legal means to delay, hinder or halt the implementation of Prop 1A which town residents and Council voted to oppose
- Atherton joined other agencies in litigation against HSR’s Program EIR recognizing certain legal environmental requirements were not being met and faulty information used in the environmental analysis led to incorrect conclusions (example – Ridership study forecasts)

#### Lobbying

- The Council has engaged a professional lobbyist, in conjunction with other cities, to represent the city’s position on HSR matters
- The Council encourages the efforts of rail committee members to advocate on behalf of Atherton within approved Rail Policies

## **B. RAIL CORRIDOR AND CALTRAIN**

### Rail Service

- Atherton was one of the earliest train stops on the rail corridor between San Francisco and San Jose. Families, and later commuters, used the Atherton station for rail service to and from ‘The City’ for over 100 years. Lloyd Park was developed for residents desiring easy access to public transportation provided by the train
- Atherton residents were very instrumental in the formation of the Joint Powers Board (JPB) and the purchase of the Southern Pacific right-of-way (ROW) by San Francisco, San Mateo and Santa Clara counties
- Up to (year?) Atherton received weekday and weekend rail service from Caltrain until it declared its first “fiscal emergency”
- Citing fiscal emergency reasons for reducing costs, including station stops, the number of weekday rail stops in Atherton were reduced to zero while weekend service is still being provided
- Atherton is the only city on the Caltrain line that receives no weekday train service
- The Town deserves the restoration of train service on the basis of “geographical fairness” and being treated equitably in being provided with weekday rail service
- Caltrain must complete the capitol project to remove the “hold-out station” designation for Atherton, including the engineering and construction to allow a passing train to pass a stationary train at the station

### Electrification

- The current Caltrain electrification Draft EIR is out of date and must be updated and re-circulated
- The Town is opposed to the Memorandum of Understanding (MOU) between Caltrain, HSR, Metropolitan Transportation Commission (MTC) and other transit agencies which provides funding for electrification of Caltrain in exchange for allowing HSR to eventually use the rail corridor
- In the event that the HSR project is not implemented, Caltrain will have to seek other means to upgrade its system
- Caltrain should investigate alternatives to electrification, such as DMU’s, which could be implemented at much less capital costs while providing equal environmental and operational benefits, or better

### Caltrain and JPB

- Correct capital and operational funding formula to reflect current user information and for a more equitable sharing between San Francisco, San Mateo and Santa Clara Counties
- Initiate study to consolidate Caltrain with Capitol Corridor system to create a more efficient system through the reduction of duplicate overhead and achieving greater economy of scale in operations and capital usage; also

- provide permanent funding mechanism for Caltrain through direct state funding
- Creation of an Advisory Council composed of city representatives to create a more effective planning and working environment for Caltrain's future

Town Priorities Regarding Caltrain Line

- Restoration of weekday service
- Delay, hinder or halt the eventual use of the rail corridor by HSR, including undoing the MOU's between Caltrain and HSR
- Ensure any long term corridor rail plan limits two tracks through Atherton
- Modernization of rail system must minimize and fully mitigate any environmental impact on the Town
- Implementation of a Quiet Zone within and on the Town's border areas
- The addition of Quad Gates at the Watkins Avenue crossing facilitates qualifying for meeting Quiet Zone regulations
- Monitor Dumbarton Corridor developments
- Monitor Union Pacific service and relationship with Caltrain