

TO THE HONORABLE MAYOR AND COUNCIL:

DATE: November 14, 2006

SUBJECT: ANNOUNCEMENT OF OPENINGS ON CONCORD'S APPEALS BOARD, DESIGN REVIEW BOARD, PERSONNEL BOARD, AND PLANNING COMMISSION

Report in Brief

In accordance with Policy and Procedure #89, this announcement initiates a recruitment to fill expiring terms on the Appeals Board, Design Review Board, Personnel Board and Planning Commission.

Background

Appeals Board: This five-member board consists of Concord residents or of Concord's sphere of influence who hold no other municipal office in Concord and are not employees of the City of Concord. They may be required to provide interpretation of State Law and the Uniform Building Codes pertaining to construction standards, determine suitability of alternate materials and methods of construction, and hear appeals of orders, decisions or determinations made by the City Building Official. Decisions of the Board are final and are not appealable to the City Council.

There are two openings on the Appeals Board for two-year terms ending February 28, 2009. The openings are to fill the expiring terms of Jaime Perez and Fredric Wright. The terms of members William Abend, Robert Delucchi and Charles Hazarian do not expire until 2008. The Appeals Board meets on an as needed basis.

Design Review Board - The five-member Design Review Board consists of one public member, one member of the Planning Commission, and three design professionals, one of whom must be a licensed architect. There are two openings on the Design Review Board to fill the professional positions of Kirk Shelby and Ross Wells whose terms expire on February 28, 2007. The remaining design professional position and public member position are held by Jack Moore and John Mercurio, respectively, whose terms expire in 2008. The Design Review Board meets on the 2nd and 4th Thursday of each month in the City Council Chambers.

The Design Review Board reviews the design of each improvement for which typically a land use approval is required and any matter referred to them by the Planning Commission, Zoning Administrator, or Planning Manager. The terms of members on the Design Review Board are staggered for continuity. The Planning Commission annually appoints one of its members to serve on the Design Review Board.

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Personnel Board – The Personnel Board consists of five members serving two-year terms. There are two openings on the Personnel Board to fill the expiring terms of Therese da Silva and Phing Thong. The terms of remaining members Richard Garcia, Sharon Giampapa and John Parodi will end February 28, 2008. All members must be residents of Concord. The Personnel Board meets on an as-needed basis.

Planning Commission – The Planning Commission consists of five members serving two-year terms. There are three openings on the Commission to fill the expiring terms of Guy Bjerke, Kevin Costa, and Richard Jensen. The terms of the two remaining members, Bill Brumley and Gene Sylls will expire February 28, 2008. All members of the Planning Commission must be residents of Concord. The Planning Commission meets on the first and third Wednesday of the month and holds study sessions preceding most regular meetings.

Discussion

Applicants may apply for more than one Board or Commission and will be invited to interview for each Board or Commission to which they apply. An application form and application cover sheet are attached. This information is also available on our Internet website: [http://www. Cityofconcord.org /citygov/bc/b-c.htm](http://www.Cityofconcord.org/citygov/bc/b-c.htm) or can be obtained by calling (925) 671-3495 to request a form be mailed.

Public Contact

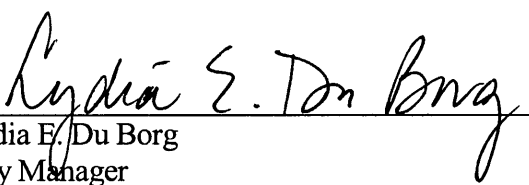
A news release will be issued and distributed to our current distribution list following the announcement of the openings. Letters will be sent to all current members of each commission, and all persons on record who have requested to be advised when the City announces a recruitment. The openings will be posted in the following locations: City's agenda display case, Concord TV Cable Channel 28 (Comcast) and Channel 29 (Astound! Broadband) Community Bulletin Boards, the Senior Citizen's Center, the Concord Police Department, City's Internet site, and at the Concord Library.

Recommendation for Action

Announce two openings on the Board of Appeals, two openings on the Design Review Board, two openings on the Personnel Board, and three openings on the Planning Commission, and set Friday, January 5, 2007 as the deadline for receipt of applications by the Administrative Services Coordinator. Each opening is for a two-year term ending February 28, 2009.

Prepared by: Mary Rae Lehman
Administrative Services Coordinator

Reviewed by: Peter Dragovich
Director of City Management


Lydia E. Du Borg
City Manager

Attachments:

- Exhibit A - Board and Commission Application Coversheet
- Exhibit B - Board and Commission Application Form
- Exhibit C - Table of Membership on the Appeals Board, Design Review Board, Personnel Board and Planning Commission



A message to all interested applicants to Concord's Boards and Commissions

Dear Applicant:

The City of Concord welcomes participation by members of our community on its nine Boards and Commissions. Please take a moment to review the overviews of each Board and Commission then complete the attached application form indicating the Board or Commission on which you would be interested in serving. If you would like to be considered an applicant for more than one Board or Commission, please mark your choice of preference with a 1, 2, 3 etc, please understand you may only serve on one Board or Commission at a time. All applicants will be invited to interview for each Board or Commission that they have expressed an interest in serving. In most instances, there is no compensation for serving on a Concord Board, Commission, or Committee. Unless noted otherwise, applicants are required to be a resident of Concord, or of Concord's sphere of influence. If you have any questions, please call the Administrative Services Coordinator at (925) 671-3495.

APPEALS BOARD – This five member board may be required to provide interpretation of State Law and the Uniform Building Codes pertaining to construction standards, determine suitability of alternate materials and methods of construction, and hear appeals of orders, decisions or determinations made by the City Building Official. Decisions of the Board will be final and are not appealable to the City Council. Meetings are held on an infrequent basis.

COMMISSION ON AGING – This commission may consist of up to 11 members who will be required to identify, improve, and develop services and opportunities for senior citizens. They will be asked to attend and participate in the Contra Costa Advisory Council on Aging subcommittees to identify the unmet needs of senior citizens and evaluate the effectiveness of existing programs and laws. Meetings are held on the 3rd Wednesday of each month at 1:30 p.m. in the Concord Senior Center, 2727 Parkside Circle.

COMMUNITY SERVICES COMMISSION – This commission may consist of up to nine members who are required to identify housing, neighborhood and social service needs within the community and review funding requests, advise the City Council on the allocation of General Fund monies for human services and the expenditure of Federal Community Development Block Grant monies for programs and projects, and monitor the performance of funded programs. Meetings are held at 6:00 p.m. on the 3rd Wednesday in the Engineering Conference Room at 1957 Parkside Drive. Members may be required to meet more frequently during the Spring.

DESIGN REVIEW BOARD – This five member Board consists of three design professionals, at least one of whom must be a licensed architect, a public member with experience in design concepts, and one member of the Planning Commission. They will be required to review the design of any development for which design review is required by City ordinance and any matter referred to the Board by the Planning Commission, Zoning Administrator, or Planning Manager. Members meet at 5:30 p.m. on the 2nd and 4th Thursday of month in the Permit Center Conference Room, 1950 Parkside Drive and receive a small stipend per meeting.

HUMAN RELATIONS COMMISSION – This commission may consist of up to seven members who will foster equal opportunity, mutual understanding, and respect among all persons. Two of the members must be women. This Commission studies, investigates and mediates problems arising from alleged discrimination, and initiates activities and distributes educational materials to promote improved human relations. Members meet on the 1st Monday of each month at 7:00 p.m. in the City Council Chamber, 1950 Parkside Drive. Meetings are televised live on Channel 28 (Comcast) and Channel 29 (Astound!).

MOBILEHOME RENT REVIEW BOARD – This three member Board was established in the rent stabilizing Ordinance No. 94-13 to hear petitions and make determinations related to mobilehome rent increases or reductions in service. Members cannot be mobilehome owners, park owners, or park managers. Meetings are held on an as-needed basis.

PARKS, RECREATION AND OPEN SPACE COMMISSION – This Commission may consist of up to seven members who act in an advisory capacity to the City Council on matters pertaining to public parks, open space, and recreation. Up to five adult members, and two youth members who are selected by the adult members, are called upon to review and recommend Council action to develop, modify, and/or improve City parks, assist in the promotion of recreational and parks programs, assess parks and recreation needs, and recommend capital improvement projects and fees related to parks and recreation. Meetings are held on the 2nd Wednesday of each month at 7:00 p.m. in the City Council Chamber. Meetings are televised live on Channel 28 (Comcast) and Channel 29 (Astound!).

PERSONNEL BOARD – This five member Board acts in the capacity to the Council on personnel matters to conduct hearings on personnel matters, gather information and data, and provide a written report of findings. Meetings are held on an as-needed basis.

PLANNING COMMISSION – This five member Commission meets the first and third Wednesdays of each month at 7:00 p.m. in the City Council Chamber at 1950 Parkside Drive. Study Sessions are held when needed prior to each regular meeting. Members are expected to develop and maintain a long range comprehensive General Plan of the Concord Planning Area, review developments, tentative subdivision maps, use permits and rezoning applications. Meetings are televised live on Channel 28 (Comcast) and Channel 29 (Astound!) and members receive a small stipend per meeting.

Materials concerning each Board and Commission are available for viewing at our website at <http://www.cityofconcord.org/citygov/bc>. If you are unable to access the website, a packet of information may be obtained by calling the offices at (925) 671-3495. It is also available to review in the City Management Offices at the Concord Civic Center, 1950 Parkside Drive.

Thank you for your interest in serving on one of Concord's Boards or Commissions.

Very truly yours,

Mayor and City Council
City of Concord



**CITY OF CONCORD
BOARDS AND COMMISSIONS APPLICATION**

EXHIBIT B

NAME		HOME PHONE	CELL PHONE
RESIDENCE ADDRESS		CITY	STATE ZIP
LENGTH OF RESIDENCE AT ABOVE ADDRESS	IN CONCORD	IN COUNTY	BUSINESS PHONE E-MAIL ADDRESS
EMPLOYMENT			
PRESENT EMPLOYER (or last)		POSITION/OCCUPATION	NO. OF YEARS
ADDRESS		CITY	STATE ZIP
PLEASE INDICATE THE BOARDS AND COMMISSIONS TO WHICH YOU ARE INTERESTED IN APPLYING FOR BY DESIGNATING THEM IN ORDER OF DESIRE (1, 2, 3, ETC.)			
<input type="checkbox"/> Appeals Board	<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Parks, Recreation and Open Space	
<input type="checkbox"/> Commission on Aging	<input type="checkbox"/> Human Relations Commission	<input type="checkbox"/> Personnel Board	
<input type="checkbox"/> Community Services Commission	<input type="checkbox"/> Mobilehome Rent Review Board	<input type="checkbox"/> Planning Commission	
REASON FOR APPLYING:			
WOULD YOU BE AVAILABLE FOR EVENING MEETINGS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YOU ARE CURRENTLY SERVING ON A BOARD OR COMMISSION, OR HAVE PREVIOUSLY SERVED ON A PUBLIC BODY, INDICATE AGENCY AND EXPLAIN WHAT SIGNIFICANT CONTRIBUTIONS YOU MADE:			
CONSIDERING YOUR EXPERIENCE AND ACTIVITIES IN BUSINESS, LABOR, PROFESSIONAL, SOCIAL, OR OTHER ORGANIZATIONS, INDICATE THE EXPERIENCE, TECHNICAL TRAINING, AND/OR SKILLS WHICH QUALIFY YOU FOR AN APPOINTMENT ON EACH DESIRED BOARD OR COMMISSION: (Attached additional sheets if necessary)			
EDUCATION AND TRAINING SUMMARY			
HIGH SCHOOL	CITY	STATE	GRADE COMPLETED
			Do you have a High School Diploma or High School Equivalency Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
COLLEGE			MAJOR
			TYPE OF DEGREE
TECHNICAL/VOCATIONAL TRAINING			
SIGNATURE OF APPLICANT	PRINT NAME	DATE	

PLEASE MAIL TO: CITY OF CONCORD, CITY MANAGER'S OFFICE, 1950 PARKSIDE DRIVE, MS/01, CONCORD, CA 94519-2578 (925) 671-3495
 OR E-MAIL TO: cityinfo@ci.concord.ca.us Please type "Boards & Commissions Application" in the subject line of the e-mail.
 OR FAX TO: (925) 671-3375 attn: Administrative Services Coordinator

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EXHIBIT C

Appeals Board

<i>Incumbents</i>	<i>Appointed</i>	<i>Expiration Date</i>
William M. Abend	02/10/1998	02/28/2008
Robert Delucchi	03/23/2004	02/28/2008
Charles Hazarian	02/05/2002	02/28/2008
Jaime H. Perez	01/28/2003	01/31/2007
Fredric Wright	04/11/2000	01/31/2007

Design Review Board

<i>Incumbents</i>	<i>Appointed</i>	<i>Expiration Date</i>
John Mercurio	03/08/2005	02/28/2008
Jack Moore	03/28/1995	02/28/2008
Kirk Shelby	03/08/2005	03/31/2007
Ross Wells	03/08/2005	03/31/2007

Personnel Board

<i>Incumbents</i>	<i>Appointed</i>	<i>Expiration Date</i>
Therese M. da Silva	05/04/2004	02/28/2007
Richard F. Garcia	05/04/2004	02/28/2008
Sharon Giampapa	05/27/2003	02/28/2008
John Parodi	02/26/2002	02/28/2008
Phing Thong	02/04/2003	02/28/2007

Planning Commission

<i>Incumbents</i>	<i>Appointed</i>	<i>Expiration Date</i>
Guy Bjerke	02/27/2001	02/28/2007
Bill E. Brumley	03/28/2000	02/28/2008
Kevin Costa	02/02/1999	02/28/2007
Richard Jensen	02/01/2005	02/28/2007
Gene Sylls	03/28/2000	02/28/2008