



TO THE HONORABLE MAYOR AND COUNCIL:

DATE: April 8, 2008

SUBJECT: ANNOUNCEMENT OF OPENINGS ON CONCORD'S COMMUNITY SERVICES COMMISSION, HUMAN RELATIONS COMMISSION AND PARKS, RECREATION AND OPEN SPACE COMMISSION AND EXTENSION OF RECRUITMENT FOR APPLICANTS TO SERVE ON THE APPEALS BOARD

Report in Brief

In accordance with Policy & Procedure #89, this announcement initiates the annual recruitment to fill expiring terms on the Community Services Commission, Human Relations Commission, and Parks, Recreation and Open Space Commission. At this time the City is also seeking additional applicants interested in serving on the City's Appeals Board.

Background

Community Services Commission – The Community Services Commission consists of up to nine members serving two-year terms. There are four openings on the Community Services Commission for two-year terms ending June 30, 2010, to fill the expiring terms of Estrella "Lily" Camaddo, Jan Kunz, Donna Lawson and Devlyn Sewell. The terms of remaining members Jeanette Green, Dorothy Mueller, Earle Ormiston, Ron Ragno and Jack D. Thomson will expire on June 30, 2009. All members must be residents of Concord or Concord's sphere of influence who hold no other office in the City. They shall be representative of the general public and the religious, racial, age, gender, disabled and ethnic groups in the City. The Community Services Commission meets on the third Wednesday of each month and more often during the Spring. Meetings are usually held in the City Manager's Conference Room at 1950 Parkside Drive.

The Human Relations Commission is comprised of up to seven members serving two-year terms. There are currently three openings on the Human Relations Commission for two-year terms ending June 30, 2010, to fill the expiring terms of Janis Hoyt, Rudy Jaime and Anthony Peters. The terms of remaining members Harmesh Kumar Ph.D, Esmeralda A. Okendo, Martha Riley and Carolina Salazar will expire on June 30, 2009.

Applicants for the Human Relations Commission must be residents of Concord holding no other office in the City. They shall be representative of the general public and the religious, racial, age, gender, disabled and ethnic groups in the City. The Human Relations Commission meets on the 1st Monday of the month at 7:00 p.m. in the Council Chambers. Meetings are televised live on Channel 28 (Comcast) and Channel 29 (Astound) and rebroadcast during the following month.

The Parks, Recreation and Open Space Commission consists of seven members who must be residents of Concord who hold no other municipal office in the City of Concord. This Commission consists of 5 adult commissioners and 2 youth members selected by the adult members. The terms of Christopher Lucas, Michael

**ANNOUNCEMENT OF OPENINGS ON CONCORD'S COMMUNITY SERVICES
COMMISSION, HUMAN RELATIONS COMMISSION,
AND PARKS, RECREATION AND OPEN SPACE**

April 8, 2008

Page 2

Miller and Wayne Schafer are due to expire on June 30, 2008. The term of the remaining members Elizabeth A. Lamach and Kandi Lancaster expire on July 1, 2009.

This Commission acts 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).

On November 6, 2007, a recruitment was announced for the Appeal Board. The recruitment period has been extended until such time as sufficient applications have been received. Applicants must be qualified by experience and training to pass upon matters pertaining to building construction.

Public Contact

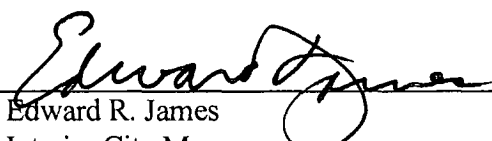
A news release will be issued and distributed to our current distribution list following the announcement of the openings. Letters will be sent to the incumbents whose terms are expiring. The openings will be posted in the following locations: City's agenda display case, Concord TV Cable Channel 24 (Comcast Broadband) and Channel 29 (Astound! Broadband) Community Bulletin Boards, the Senior Citizens Center, the Concord Police Department, City's Internet site, and at the Concord Library.

Recommendation for Action

- a) Announce four openings on the Community Services Commission for two-year terms ending June 30, 2010, and, if desired, one opening for an alternate for a one-year term ending June 30, 2009;
- b) Announce three openings on the Human Relations Commission for two-year terms ending June 30, 2010, and, if desired, one opening for an alternate for a one-year term ending June 30, 2009;
- c) Announce three openings on the Parks, Recreation and Open Space Commission for two-year terms ending June 30, 2010, and, if desired, one opening for an alternate for a one-year term ending June 30, 2009.
- d) Extend the recruitment period to allow all applicants interested in serving on the Appeals Board to apply.

Prepared by: Mary Rae Lehman
Administrative Services Coordinator

Reviewed by: Peter Dragovich
Director of City Management



Edward R. James
Interim City Manager



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 ADVISORY COMMITTEE – This committee may consist of up to 21 members, 80% of whom are to be Concord residents. Members are appointed by the City Council to provide input on planning for the civilian reuse of the Concord Naval Weapons Station and continue community outreach efforts. Meetings are held on an as needed basis.

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!).

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



NOTICE TO APPLICANTS

City of Concord

Boards, Commissions, and Committees

Regarding Disclosure of Information to the Public

All applications for City Boards, Commissions, Committees and persons representing the City of Concord on Advisory Committees, are subject to the Public Records Act. Every application becomes a public record and all information contained in the application is available for public scrutiny. Names, addresses and telephone numbers are often requested and made available to the public.

Members of selected boards, commissions and committees are also subject to either State or City Conflict of Interest laws and are required to complete a Statement of Economic Interests at the time of appointment, annually, and at the end of their service. These documents are also available to the public. If you have any questions, please contact the Administrative Services Office, at (925) 671-3495.

Interviews for positions on the City's Boards and Commissions are conducted by specified City Council Committees at a public meeting.

Thank you for your interest in applying for a position on one of Concord's Boards, Commissions, or Committees, or as a representative for the City of Concord on an Advisory Committee.



CITY OF CONCORD
BOARDS AND COMMISSIONS APPLICATION

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"/> Community Services Commission	<input type="checkbox"/> Parks, Recreation and Open Space	
<input type="checkbox"/> Commission on Aging	<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Personnel Board	
<input type="checkbox"/> Community Advisory Committee	<input type="checkbox"/> Human Relations Commission	<input type="checkbox"/> Planning Commission	
		<input type="checkbox"/> Other _____	
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: (Attach additional sheets as 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, ADMIN. SERVICES DIVISION, 1950 PARKSIDE DRIVE, MS/03, CONCORD, CA 94519-2578

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