

COMMITTEE MEMBERS

HOUSING & ECONOMIC DEVELOPMENT

Timothy A. McGallian, Chair
Carlyn S. Obringer, Member

POLICY DEVELOPMENT & INTERNAL OPERATIONS

Carlyn S. Obringer, Chair
Timothy A. McGallian, Member



Civic Center
1950 Parkside Drive
Concord, CA 94519
www.cityofconcord.org

Regular Meeting of the Housing & Economic Development Committee/Special Meeting of the Policy Development & Internal Operations Committee

Monday,
April 15, 2019

5:30 p.m.

Garden Conference
Room, Wing A
1950 Parkside Drive

AGENDIZED ITEMS – The public is entitled to address the Committee on items appearing on the agenda before or during the Committee’s consideration of that item. Each speaker will be limited to approximately three minutes.

1. ROLL CALL

2. PUBLIC COMMENT PERIOD

3. REPORTS

- a. **Interview** – applicants for the Design Review Board. **Report by Joelle Fockler, City Clerk.**
- b. **Interview** – applicants for the Personnel Board. **Report by Joelle Fockler, City Clerk.**
- c. **Considering** – the proposed FY 2019-20 and 2020-21 City Council Services Program Budget - continued from April 10, 2019. (No staff report, information to be provided verbally at the meeting) **Report by Kathleen Trepá, Assistant City Manager.**

- d. **Considering** – community outreach and the role of townhalls/community meetings - continued from April 10, 2019. (No staff report, information to be provided verbally at the meeting) **Report by Valerie Barone, City Manager.**

4. ADJOURNMENT

ADA NOTICE AND HEARING IMPAIRED PROVISIONS

In accordance with the Americans with Disabilities Act and California Law, it is the policy of the City of Concord to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, or an agenda and/or agenda packet in an appropriate alternative format; or if you require other accommodation, please contact the ADA Coordinator at (925) 671-3031, at least five days in advance of the hearing. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

Distribution: City Council
Valerie Barone, City Manager
Susanne Brown, City Attorney
Kathleen Trepka, Assistant City Manager
Joelle Fockler, City Clerk



Staff Report

Date: April 15, 2019

To: Council Committee on Housing & Economic Development

From: Valerie J. Barone, City Manager

Reviewed by: Joelle Fockler, MMC, City Clerk

Prepared by: Marsha Moore, CMC, Deputy City Clerk
Marsha.moore@cityofconcord.org
(925) 671-3085

Subject: **Interview applicants for the Design Review Board**

Report in Brief

The Housing and Economic Development Committee will interview applicants to fill two positions on the Design Review Board.

Recommended Action

Interview applicants for the Design Review Board and make a recommendation to the City Council for appointment.

Background

In accordance with Policy and Procedure No. 89, an announcement was made on December 11, 2018 to fill one (1) design professional position and one (1) public member on the Design Review Board. Applications were due on Friday, January 11, 2019, at 5 p.m. The terms of Jack Moore and David Litty expired on February 28, 2019. The Design Review Board is seeking to members to fill these positions and serve four-year terms ending February 28, 2023.

The Design Review Board is comprised of five members, three design professionals that may be nonresidents of Concord and one of which must be a licensed architect, one public member and one member form the Planning Commission. The public members shall have experience or training in design concepts.

Applications were received from seven (7) individuals. In addition to receive applications from incumbents Jack Moore and David Litty, applications were received from Suzanne

Alaksa, Anthony Alessi, Michelle Hernandez, Isaac Hernandez, and Mark Rowson. Anthony Alessi, Michelle Hernandez, and Isaac Hernandez were deemed to not meet the requirements for the public member or design professional and Mark Rowson has withdrawn his application. As the only design professional application, the Committee is not going to interview Jack Moore.

Public Contact

The Agenda was posted.

Attachments

1. Design Review Board Applicant Summary
2. CMC Excerpt for Design Review Board

2019 Design Review Board Applicants

| Name | Employer | Occupation |
|----------------|-------------------------|-----------------------------------------------|
| Suzanne Alaksa | Retired | Professional Civil Engineer |
| *David Litty | Enclave Enterprises LLC | Commercial Project/Construction Management |
| *Jack Moore | Retired | Architect |
| Mark Rowson | Envisage Companies | Real Estate Developer / Broker / Construction |

*Incumbents

DESIGN REVIEW BOARD
Chapter 2.20

2.20.210 Established; membership.

The Design Review Board of the city, created by Ordinance No. 926, is hereby continued in existence and shall consist of no more than five members. At all times, the Board shall consist of one member of the city Planning Commission, appointed by the Planning Commission; three design professionals, e.g., architects, landscape architects, urban designers, building designers, at least one of whom shall be a professional licensed architect, appointed by the City Council; and one public member, who shall be a resident of the city, with experience or training in design concepts, appointed by the City Council.

(Code 1965, § 2422; Code 2002, § 2-381. Ord. No. 86-22; Ord. No. 92-19; Ord. No. 05-7; Ord. No. 10-2)

2.20.220 Terms of members; absence from meetings.

Members shall serve at the pleasure of the City Council for staggered terms of four years. The City Council reserves the right to make appointments for an adjusted term period to maintain a staggered term structure. Any member who absents himself from three meetings of the Design Review Board within a fiscal year without being excused will be deemed to have resigned from his appointment, and the City Council may appoint a new member to serve in place of the resigned member.

(Code 1965, § 2423; Code 2002, § 2-382. Ord. No. 86-22; Ord. No. 10-2; Ord. No. 15-3, § 5)

2.20.230 Purpose and intent.

The Board shall meet not less than once a month at the F. A. Stewart Civic Center, 1950 Parkside Drive, Concord, at a time and date to be designated by the Board. The Board shall appoint a chair and vice-chairman for a term of one year or until the successor of each is appointed and takes office. The chair shall preside at all meetings of the Board and shall perform the duties necessary or incidental to the office. The vice-chair is chair in the absence of the chair or in case of the inability of the chair to participate in the proceedings.

(Code 1965, § 2424; Code 2002, § 2-383. Ord. No. 86-22; Ord. No. 05-7; Ord. No. 10-2)

2.20.240 Compensation of members.

The basis and amount of compensation to be paid to members of the Design Review Board shall be established by resolution of the City Council.

(Code 1965, § 2425; Code 2002, § 2-384. Ord. No. 86-22; Ord. No. 94-5; Ord. No. 10-2)

2.20.250 Rules of procedure; designation of committees and task forces.

The Board shall adopt rules for the transaction of its business. The Board shall be served by a Secretary of the Board who shall record official actions by the Board, maintain records and perform such other duties as assigned. The Board shall keep a public record of its resolutions, transactions, findings, and determinations and may establish subcommittees as needed to fulfill its duties.

(Code 1965, § 2426; Code 2002, § 2-385. Ord. No. 86-22; Ord. No. 05-7; Ord. No. 10-2)



Staff Report

Date: April 15, 2019

To: Council Committee on Policy Development and Internal Operations

From: Valerie J. Barone, City Manager

Reviewed by: Joelle Fockler, MMC, City Clerk

Prepared by: Marsha Moore, CMC, Deputy City Clerk
Marsha.moore@cityofconcord.org
(925) 671-3085

Subject: **Interview applicants for the Personnel Board**

Report in Brief

The Policy Development and Internal Operations Committee will interview applicants to fill three positions on the Personnel Board.

Recommended Action

Interview applicants for the Personnel Board and make a recommendation to the City Council for appointment.

Background

In accordance with Policy and Procedure No. 89, an announcement was made on December 11, 2018 to fill three (3) positions on the Personnel Board. Applications were due on Friday, January 11, 2019. The terms of Susan Buckland, Eileen Bissen, and Keenan Ng expired on February 28, 2019. The Personnel Board is seeking three members willing to serve a four-year term ending February 28, 2023.

The Personnel Board acts in an advisory capacity to the City Council on personnel matters. The Board receives and hears appeals and grievances, and as directed by Council conducts hearings on personnel matters, gathers information and data, and provides written reports on findings. The Personnel Board meets on an as-needed basis.

Applications were received from six (6) individuals, Enrico Bunyi, Jennifer DeHart, Karen Doig, Stella Lyssyakevich, Christine Rivlin, and Luke Thomas. Luke Thomas withdrew his application.

Public Contact

The Agenda was posted.

Attachments

1. Personnel Board Applicant Summary
2. CMC Excerpt for Personnel Board

2019 Personnel Board Applicants

| Name | Employer | Occupation |
|----------------------|----------------------------------------------|----------------------------------|
| Enrico Kevin P Bunyi | Claremont Homes | Employee |
| Jennifer DeHart | Travelers | Claims Adjuster |
| Karen Doig | Mount Diablo Unified School District | Office Manager |
| Stella Lyssyakevich | Prosper Marketplace, Inc. | Regulatory Compliance Officer |
| Christine Rivlin | Self Employed and Contra Costa Crisis Center | Real Estate and crisis counselor |
| Luke Thomas | Clayton Valley charter high school | Student |

PERSONNEL BOARD
Chapter 2.20**2.20.310 Established.**

The Personnel Board of the city, created by Ordinance No. 542, is hereby continued in existence.

(Code 1965, § 2412; Code 2002, § 2-441. Ord. No. 763; Ord. No. 1006)

2.20.320 Membership; vacancies; absence from meetings.

(a) A Personnel Board consisting of five members shall be appointed by the City Council to serve at the pleasure of the Council for staggered terms of four years. The City Council reserves the right to make appointments for an adjusted term period to maintain a staggered term structure. In making appointments to the Personnel Board, the City Council will endeavor to appoint members so that the Personnel Board will generally reflect the diversity of the community.

(b) Vacancies on the Personnel Board, from whatever cause, shall be filled by appointment by the Council for the unexpired term. Each member of the Personnel Board shall serve until a successor is appointed.

(c) Any member who absents himself from three meetings of the Personnel Board within a fiscal year without being excused will be deemed to have resigned from his appointment, and the City Council may appoint a new member to serve in place of the resigned member.

(Code 1965, § 2413; Code 2002, § 2-442. Ord. No. 763; Ord. No. 1006; Ord. No. 1108; Ord. No. 99-1; Ord. No. 10-2; Ord. No. 91-2; Ord. No. 15-3, § 7)

2.20.330 Qualifications of members; compensation of members.

(a) The members of the Personnel Board shall be residents of the city who hold no other municipal office in the city and shall serve without compensation.

(b) No person shall be appointed to the Personnel Board who holds an appointive or elective public office with the city.

(c) Excluding an elective office, a member of the Personnel Board shall not be eligible to hold a compensation position with the city within a period of one year after ceasing to be a member of said Personnel Board.

(d) No person shall serve as a member of the Personnel Board who is not in accord with City Council policy as it applies to equal employment opportunity and a merit system of personnel administration as set forth in chapter 2.40, of this Code. All Personnel Board members shall endeavor to keep informed of current personnel administration principles and practices by periodic review of literature of the field and by other appropriate means.

(Code 1965, § 2414; Code 2002, § 2-443. Ord. No. 763; Ord. No. 1006; Ord. No. 1108; Ord. No. 99-1)

2.20.340 Duties and powers.

The functions of the Personnel Board shall be:

- (1) At its first regular meeting of the calendar year, the Personnel Board shall select one of its members as chairman and one of its members as vice-chairman;
- (2) To determine the order of business for the conduct of its meetings and to hold such meetings as are necessary, when called by the chairman or a majority of members of the Personnel Board. A majority of the members of the Personnel Board shall constitute a quorum for the transaction of business;
- (3) To receive and/or hear appeals and grievances as provided by Chapter 2.40, Article III, of this Code and by the personnel rules;
- (4) To act in an advisory capacity to the Council on personnel matters as directed by the Council, to conduct hearings on personnel matters, gather information and data, and provide a written report of its findings;
- (5) In an investigation or hearing conducted by the Board, it shall have the power to examine witnesses under oath and review evidence before it and to issue subpoenas as provided by law. Each member of the Personnel Board shall have the power to administer oaths to witnesses;
- (6) The Council and each of its members are prohibited from interfering or attempting to interfere, directly or indirectly, with the performance of the Personnel Board's duties and from obtaining or attempting to obtain, directly or indirectly, from any person any agreement as to how that individual will perform any of the duties of a Personnel Board member.

(Code 1965, § 2415; Code 2002, § 2-444. Ord. No. 763; Ord. No. 898; Ord. No. 1006; Ord. No. 99-1)