

COMMITTEE MEMBERS
Carlyn S. Obringer, Chair
Edi E. Birsan, Committee Member

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



**Special Meeting of the
Recreation, Cultural
Affairs & Community
Services Committee**

Tuesday, September 19, 2017

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 to fill five openings on the Community Services Commission.
 - b. Interview applicants to fill four openings on the Concord/Pleasant Hill Health Care District Grant Committee.
 - c. Interview applicants for an opening on the Concord Pavilion Community Outreach Committee
- 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 Trepa, Assistant City Manager
Joelle Fockler, City Clerk



Staff Report

Date: September 19, 2017

To: Council Committee on Recreation, Cultural Affairs & Community Services

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 to fill five positions on the Community Services Commission.**

Report in Brief

The Recreation, Cultural Affairs and Community Services Committee will interview applicants to fill five positions on the Community Services Commission.

Recommended Action

Interview applicants for the Community Services Commission, and make a recommendation to the City Council for appointment.

Background

The terms of Robert Ferrier and Ciel Gierke, and the terms of two unscheduled vacancies due to the resignation of Ronald Glas and Lisa Gallo, expire on June 30, 2017. In addition, a term of one unscheduled vacancy, due to the resignation of Ajit Kaushal, expires on June 30, 2019. The Community Services Commission is seeking four members to serve four-year terms ending June 30, 2022, and one member willing to serve a two-year term ending June 30, 2019.

In accordance with Policy and Procedure No. 89, an announcement was made on May 9, 2017, to fill five positions on the Community Services Commission, and applications were due to the City Clerk's office on Friday, June 9, 2017, at 5 p.m.

The Community Services Commission may consist of up to seven members serving four year terms. Members are required to identify housing, neighborhood, and social needs within the community, 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. All members must be residents of Concord or of Concord's sphere of influence who hold no other municipal office in the City of Concord and shall be representative of the general public and the religious, racial, age, sex, disabled and ethnic groups in the City of Concord.

Applications were received from fourteen individuals. In addition to receiving applications from incumbents Robert Ferrier and Ciel Gierke, applications were received from Ashley Collins, John Eckstrom, Natalie Gamble, Rodalyn Guinto, Richard Holloway, Michael Koby, Robyn Kuslits, Elizabeth Ramos, Paula Reilly, Alana Russaw, Stephen Siptroth, and Matthew Tang. Due to a potential conflict of interest Robyn Kuslits and John Eckstrom have withdrawn their applications.

Public Contact

The Agenda was posted.

Attachments

1. Applicant Summary
2. Municipal Code Excerpt

June 2017 Community Services Commission Applicants

Name	Employer	Occupation
Ashley Collins	Bevmo!	Pricing/marketing
*Robert Ferrier	Ferber Law Firm	Attorney
Natalie Gamble	Girl Scouts of Northern California	Leadership Development
*Ciel Gierke	Contra Costa ACTiON Team	Mental Health Services
Rodilyn Guinto	Mount Diablo Unified School District	
Richard Holloway	Wells & Associates Real Estate and Property Management	Realtor
Michael Koby	Retired	
Elizabeth Ramos	City and County of San Francisco	Information Technology
Paula Reilly	retired	
Alana Russaw	Centerforce	Program Manager of Youth Court
Stephen M Siptroth	Contra Costa County	Attorney
Matthew Tang		

**Incumbent*

COMMUNITY SERVICES COMMISSION
CHAPTER 2.20
ARTICLE IV

2.20.150 Established; membership; compensation of members.

There is hereby created a Community Services Commission, which shall consist of not more than seven members to be appointed by the City Council. Members of the Commission shall be residents of the city or the city's sphere of influence who hold no other municipal office in the city. The members shall be representative of the general public and the religious, racial, age, sex, disabled, and ethnic groups in the city. The basis and amount of compensation which may be paid to the members of the Commission shall be set by resolution of the City Council.

(Code 1965, § 2434; Code 2002, § 2-351. Ord. No. 87-35; Ord. No. 91-2; Ord. No. 92-19; Ord. No. 05-7; Ord. No. 15-3, § 3)

2.20.160 Purpose and intent.

The city seeks to develop a viable urban community in the city, including providing decent housing and a suitable living environment with expanded economic opportunities for its residents. To carry out this objective, the city maintains programs to fund housing efforts, neighborhood public improvements, and community services. There is a need to establish a visible and officially responsible commission within the city to:

- (1) Assess need in the community for assistance to these programs;
- (2) Advise the City Council on the allocation of resources to programs addressing identified needs; and
- (3) Evaluate and monitor the performance of such programs.

(Code 1965, § 2435; Code 2002, § 2-352. Ord. No. 87-35)

2.20.170 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 Community Services Commission 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, § 2436; Code 2002, § 2-353. Ord. No. 87-35; Ord. No. 91-2; Ord. No. 10-2; Ord. No. 15-3, § 4)

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

The Community Services Commission shall adopt rules of procedure on the conduct of its business and may designate, by resolution, committees and task forces. Such resolutions shall not be effective until approved by the City Council.

(Code 1965, § 2437; Code 2002, § 2-354. Ord. No. 87-35; Ord. No. 91-2)

2.20.190 Vacancies.

All vacancies occurring on the Commission shall be filled according to the method of their original selection, and the new members shall serve at the pleasure of the Council for the unexpired term of their respective predecessors.

(Code 1965, § 2438; Code 2002, § 2-355. Ord. No. 87-35; Ord. No. 91-2)

2.20.200 Powers and responsibilities.

The Commission shall have the responsibility of carrying out the following functions:

- (1) Evaluate the needs of the community for housing, neighborhood improvement, and community services;
- (2) Analyze alternative ways to meet identified needs in light of the available resources and other possibilities for coordination and cooperation with private funding sources and other public agencies;
- (3) Recommend an annual budget to the City Council for the expenditure of general fund monies for human services and the expenditure of federal community development block grant monies for a variety of projects;
- (4) Evaluate and monitor the performance of human service funded agencies and community development block grant projects; and
- (5) Such other functions that the City Council may from time to time designate.

(Code 1965, § 2439; Code 2002, § 2-356. Ord. No. 87-35; Ord. No. 91-2)



3.b

Staff Report

Date: September 19, 2017

To: Council Committee on Recreation, Cultural Affairs & Community Services

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 four openings on the Concord/Pleasant Hill Health Care District Grant Committee.**

Report in Brief

The Recreation, Cultural Affairs & Community Services Committee will be holding interviews for four openings on the Concord/Pleasant Hill Health Care District Grant Committee.

Recommended Action

Hold interviews for the Concord/Pleasant Hill Health Care District Grant Committee, and make a recommendation to the City Council for appointment.

Background

Pursuant to Policy and Procedure No. 89, a recruitment was announced on November 1, 2016, to fill two vacancies on the Concord/Pleasant Hill Health Care District Grant Committee; one for a two-year term ending June 30, 2019, and one for a four-year term ending June 30, 2021. A second recruitment was announced on March 28, 2017, to fill three positions; two for four-year terms expiring on June 30, 2021, and one for an unscheduled vacancy for a two-year term expiring June 30, 2019. On July 11, 2017, one applicant was appointed to one of five positions. A third recruitment was announced July 25, 2017, to fill the remaining four positions. The Concord/Pleasant Hill Health Care District Grant Committee is seeking to fill four positions, two with terms expiring June 30, 2019, and two with terms expiring June 30, 2021.

The Concord/Pleasant Hill Health Care District Grant Committee is comprised of five members from the City of Concord and two members from the City of Pleasant Hill. The members review funding requests and advise the City Council on the allocation of Concord/Pleasant Hill Health Care District funds. All members must be residents of Concord who hold no other office in the City and shall be representative of the general public and the religious, racial, age, gender, disabled, and ethnic groups in the City.

Applications were received from six individuals: James Culkin, Sara Guillermo, Mariya Kisina, Marshall Lewis, Norbert Schuff, and Lori Thompson.

Public Contact

The Agenda was posted.

Attachments

1. Applicant Summary
2. Concord/Pleasant Hill Health Care District Grant Committee Description

August 2017 Applicants for Concord/Pleasant Hill Health Care District Grant Committee

Name	Employer	Occupation
James Culkin	McCarthy Building Companies	General Contractor
Sara Guillermo	IGNITE	non-profit
Mariya Kisina	Berry Appleman & Leiden LLP	
Marshall Lewis	American Packaging Capital, Inc.	Finance
Norbert Schuff	Retired	Scientist, Professor of Radiology
Lori Thompson	Travelers	Handling large loss workers comp claims

**PERTINENT INFORMATION ON THE
CONCORD/PLEASANT HILL HEALTH CARE DISTRICT**

The City of Concord's Community Grants Program provides funding for programs that benefit our community. The Concord/Pleasant Hill Health Care District (CPHHCD) grants committee is an integral part of the decision making process in funding these programs.

The City is the subsidiary district of the CPHHCD, which receives revenue through property taxes to fund health related programs and services for Concord and Pleasant Hill residents. These programs include nutrition services and healthy eating, support for victims of domestic violence, hospice care, meal delivery for homebound seniors and outreach services for the homeless. The Concord City Council serves as the Board of Directors. Funding is anticipated to be approximately \$250,000/year for the next five years.

The main responsibility of the CPHHCD grant committee is to review and rate applications and make funding recommendations to the Board.

Currently, the CPHHCD grant process runs in a two-year funding cycle followed by a three year cycle. The first year of each cycle is time intensive as typically 35 – 50 applications are reviewed, rated and selected for recommended funding. The second or third year, meetings are held as needed, generally every two to three months.

The regular meeting of the CPHHCD grant committee is on the third Wednesday of the month from 5:00 to 7:00 p.m. Additional special meetings are scheduled as needed. Attendance at two or three Council meetings over the course of the year is also encouraged.

We recognize that this is a demanding schedule, but the process of evaluating and funding proposals is such that missing a meeting means that you are missing out on important information that is critical to reaching your decision.



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Prepared by: Marsha Moore, CMC, Deputy City Clerk
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(925) 671-3085

Subject: **Interview applicants for an opening on the Concord Pavilion Community Outreach Committee.**

Report in Brief

The Recreation, Cultural Affairs & Community Services Committee will be holding interviews for one opening on the Concord Pavilion Community Outreach Committee.

Recommended Action

Hold interviews for the Concord Pavilion Community Outreach Committee, and make a recommendation to the City Council for appointment.

Background

In accordance with Policy and Procedure No. 89, a recruitment was announced on November 1, 2016, to fill four positions on the Concord Pavilion Community Outreach Committee with terms ending February 28, 2019. On June 6, 2017, three applicants were appointed to three of the four positions. A second recruitment was announced on July 25, 2017, to fill the remaining position. The Concord Pavilion Community Outreach Committee is seeking to fill one position with a two-year term ending February 28, 2019.

The Concord Pavilion Community Outreach Committee consists of five members holding two-year terms and is comprised as follows: four members appointed by the Concord City Council (City members) and one member appointed by the Manager of the Pavilion (Live Nation) (Manager member). The Concord Pavilion Community Outreach Committee (Committee) provides guidance to the Pavilion General Manager

on outreach efforts to attract applications from local schools, cultural organizations, and the community to bring additional community events to the Pavilion in order to expand the use of the venue beyond the concert season. The Committee assists the Pavilion General Manager to identify potential community events but does not have authority to approve or disapprove event applications. The Committee is responsible for assigning a Committee member to take notes of Committee meetings and complete a record of annotated minutes. The Committee determines the frequency of its meetings, which are not more than once per quarter and do not conflict with Pavilion events.

Applications were received from Edward Dunkin and Mariya Kisina.

Public Contact

The Agenda was posted.

Attachments

1. Applicant Summary
2. Concord Pavilion Community Outreach Committee Description

August 2017 Applicants for Concord Pavilion Community Outreach Committee

Name	Employer	Occupation
Edward Dunkin	Terra Nova Industrys	Construction managment
Mariya Kisina	Berry Appleman & Leiden LLP	

CONCORD PAVILION COMMUNITY OUTREACH COMMITTEE

The Concord Pavilion Community Outreach Committee shall consist of five members holding two-year terms; and comprised as follows: four members appointed by the Concord City Council (aka: City members) and one member appointed by the Manager of the Pavilion (Live Nation) (aka: Manager member).

The Concord Pavilion Community Outreach Committee (Committee) shall provide guidance to the Pavilion General Manager on outreach efforts to attract applications from local schools, cultural organizations and the community to bring additional community events to the Pavilion which will expand the use of the venue beyond the concert season. The Committee will assist the Pavilion General Manager in identifying potential community events, but will not have authority to approve or disapprove of event applications.

The Committee will be responsible for assigning a Committee member to take notes of Committee meetings and complete a record of annotated minutes. The Committee shall determine the frequency of its meetings, which shall be not more than once per quarter and will not conflict with Pavilion events.