

CITY COUNCIL COMMITTEE

SPECIAL MEETING

RECREATION, CULTURAL AFFAIRS & COMMUNITY SERVICES

Edi Birsan, Chair

Tim Grayson, Committee Member

5:30 p.m., Monday, November 17, 2014

Building A, Garden Conference Room
1950 Parkside Drive, Concord

- ANNOTATED AGENDA -

ROLL CALL: All present

STAFF PRESENT: Joan Carrico, Director of Parks & Recreation

MEMBERS OF THE PUBLIC WHO ADDRESSED THE COMMITTEE: Aaron Hawkins,
General Manager of the Concord Pavilion with Live Nation

PUBLIC COMMENT PERIOD: None

1. **CONSIDERATION** – Concord Pavilion Community Outreach Committee. Report by Joan Carrico, Director of Parks & Recreation.

ACTION: The Council Committee Members reviewed the information contained in the staff report and provided the following direction to staff. The recommended name, "*Concord Pavilion Community Outreach Committee*" was approved by the Council Committee Members. The following changes to Attachment 1 of the staff report which outlined the composition, roles, and recruitment process for the Concord Pavilion Community Outreach Committee were recommended and approved by the Council Committee Members. These changes included:

- The appointment of members to the Community Outreach Committee was changed to four (4) members appointed by the Concord City Council, and must be a Concord resident

- The Chair of the Committee will be selected by the five (5) members appointed to the Committee
- In order to create staggered terms, two of the four Concord residents appointed to the Committee will serve for a 1-year term. The Live Nation appointed member (fifth Committee member) will be appointed for a two-year term.
- An additional clause was added to the Concord Pavilion Community Outreach Committee description (Attachment 1) which shall state, "During a members appointed term to the Committee, they shall not serve on any other City of Concord Board, Commission or Committee."

The attached "Concord Pavilion Community Outreach Committee" description (Attachment 1) reflects the changes made by the City Council Committee on Recreation, Cultural Affairs, and Community Services.

2. ADJOURNMENT at 5:47 p.m.



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Distribution: City Council
Valerie Barone, City Manager
Mark Coon, City Attorney
Joan Carrico, Director of Parks & Recreation
Administrative Services

~~Pavilion Arts and Entertainment Advisory Committee
(To be renamed)~~

Potential New Names

Concord Pavilion Community Outreach Committee

Committee to consist of a total of 5 members holding 2-year terms, and comprised as follows:

~~4~~ 4 members - appointed by the Concord City Council (aka: City members)

1 member - appointed by the Manager of the Pavilion (Live Nation) (aka: Manager member)

~~1 member - appointed by consensus of the City member and Manager member, representative is to serve as Chair, and must be a Concord resident (aka: Chair position)~~

~~2 members - appointed by consensus of the above three members, and must be Concord residents~~

Role of the Committee:

- a) The 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.
- b) 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
- ~~cb)~~ 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
- ~~de)~~ the Committee will be responsible for assigning a Committee member to take notes of Committee meetings and complete a record of annotated minutes.

Process for Recruitment of Members:

- a) City Council will open a recruitment calling for applications from interested Concord residents. Recruitment will close on _____ .
- b) During that recruitment period, Live Nation will supply the name and contact information of the person who will serve ast the Manager member.
- c) Upon close of the recruitment, the Recreation, Cultural Affairs and Community Services Council Subcommittee (RCA&CS) will review the applications and invite applicants to invite up to 10 persons to interview for the positions of City member.

- d) Interviews will be scheduled by the City Clerk's office and held by the RCA&CS and the Committee will make ~~a~~ recommendations for appointment by the whole City Council at an upcoming City Council meeting. City Council will confirm appointments.
- ~~e) Manager member and appointed City member will review the original list of applicants and invite up to 10 persons to interview for the Chair position. (Note: this list of 10 applicants may consist of one or more of the same individuals who were selected to interview for the Chair position.)~~
- ~~f) Interviews will be scheduled by the City Clerk's office and held by an ad hoc committee consisting of the Manager member and City member. The Ad Hoc Committee will recommend via memorandum to the entire City Council at an upcoming City Council meeting an applicant who is to serve as Chair. City Council will confirm appointment.~~
- ~~g) The Chair position, Manager member and City member will review the combined lists used to select the City member and the Chair position and invite any applicants they desire to interview or re-interview and select two members to complete the 5 member Committee. City Clerk's office will support and manage the process.~~
- e) The Committee members will nominate and vote on a member to serve as the Chair of the Committee.
- f) During a members appointed term to the Committee, they shall not serve on any other City of Concord Board, Commission, or Committee.
- g) During the initial formation and appointments to the Committee, two of the four City members will be appointed for a one-year term in order to create staggered terms.