

CITY COUNCIL COMMITTEE

POLICY DEVELOPMENT AND INTERNAL OPERATIONS

Mayor Tim Grayson, Chair
Ron Leone, Committee Member

5:00 p.m.
(please note earlier start time)
Monday, October 13, 2014

Wing A, Garden Conference Room
1950 Parkside Drive, Concord

- ANNOTATED AGENDA -

ROLL CALL: All present

STAFF PRESENT: Scott Johnson, Assistant City Manager; Mary Rae Lehman, City Clerk; Joelle Fockler, Deputy City Clerk

MEMBERS OF THE PUBLIC WHO ADDRESSED THE COMMITTEE:

Joe Partansky, Clayton
Ray Barbour, Concord

PUBLIC COMMENT PERIOD:

Joe Partansky, Clayton, suggested that the scheduled subcommittee meetings be listed on the Council Agendas under announcements to ensure members of the community have knowledge of the upcoming meetings.

Ray Barbour, Concord, advised that the Smoking Ordinance brochure available to the public in the Wing A lobby was outdated and should be reprinted with current information regarding prohibition of smoking in City parks.

1. DISCUSSION – Review of City’s Boards and Commissions. Report by Mary Rae Lehman, City Clerk

ACTION: City Clerk Mary Rae Lehman presented a report on the meetings conducted with the City’s Board and Commission members, and advised that it was a follow-up to direction given to staff by the Committee last April. She stated that Assistant City Manager Scott Johnson and she had met with all Board and Commission members who routinely meet to ensure that all had the chance to share their opinions on the composition, size, function, compensation, term length and recruitment practices. Ms. Lehman shared that there was an overwhelming level of support for the programs and the staff supporting the members, and advised that there were only minor recommendations for consideration.

First, as discussed at the April 21, 2014 PD&IO meetings, Section 5.2 – “Attendance” of Policy and Procedure No. 89, would be revised to state “Should any Board or Commission member have 3 unexcused absence within a fiscal year, staff is to provide pertinent information to the City Clerk who will notify the member of their resignation.”

Second, as a result of the discussions with the Board and Commission members and liaison staff members, it is recommended that the staff liaison provide a statement of responsibility which would be read to each applicant prior to their interview to ensure they understand the responsibilities of the Board /Commission for which they are being interviewed.

In line with discussions regarding alternates at the April 21, 2014 meeting, Ms. Lehman advised that staff would not be recommending the appointment of alternates, but recommended that the recruitment list for any Board or Commission remain active for a 12-month period following appointments to allow the Council Committee the opportunity to draw from the list to fill any vacancy which might occur during the ensuing 12 months. Following the 12-month period, any vacancy would require a recruitment to seek applications for an appointment to fill the vacancy.

City Clerk Lehman shared that she and Assistant City Manager Scott Johnson had met twice with the Community Services Commission (CSC) and advised that the internal appointment of some of the CSC members to serve on the Concord Pleasant Hill Health Care District Grant Committee (formerly the Mt. Diablo Health Care Grant Committee) (CPHHCD) along with two members appointed by the City of Pleasant Hill had not worked as successfully as planned. She went on to recommend that the CSC and the CPHHCD be separated and serve as two separate committees, with the CSC consisting of 7 members and the CPHHCD consisting of 5 members appointed by Concord and 2 members appointed by Pleasant Hill. Ms. Lehman further recommended, and Council Committee members agreed, that the separation of the committees should coincide with the next scheduled recruitment period for expiring members on the CSC, which would commence in March, 2015 with appointments by June 30th so as not to disrupt the current Community Development Block Grant (CDBG) Application cycle.

Committee member Leone requested that staff request notifications from the John Muir Hospital staff to advise the City of Concord when a vacancy occurs on the John Muir Hospital Board of Directors. He also requested a list of the current officers and their term expiration dates.

Chair Grayson requested clarification on the recommendation of the size of the CSC and CPHHCD Grant Committee, and was advised that the recommendation was based on an equal number of members on each committee.

Joe Partansky submitted a copy of the Camarillo Health Care District's Winter 2014 edition of Healthy Attitudes suggesting that the CPHHCD Grant Committee subscribe to the free publication.

City Clerk Lehman concluded her presentation by sharing that a couple of the commissions had recommended that they be allowed to make presentations to the City Council on occasion to share their recent successes.

Staff was directed to prepare a report to City Council with the recommendations, including revisions to Policy and Procedure No. 89.

2. ADJOURNMENT – at 5:40 p.m.



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Distribution: City Council
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Scott Johnson, Assistant City Manager
Mark Coon, City Attorney
Mary Rae Lehman, City Clerk
Joelle Fockler, Deputy City Clerk
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