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Staff Report

Date: September 13, 2016

To: City Council/City Council Sitting as the Local Reuse Authority

From: Valerie J. Barone, City Manager

Prepared by: Guy S. Bjerke, Director, Community Reuse Planning
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Subject: Establishing a selection process for the appointment of members to the Community Advisory Committee (CAC) for the Development Phase One Property of the Community Reuse Project and considering changes to the Council November public meeting calendar.

Report in Brief

Staff recommends that the City Council, sitting as the Local Reuse Authority (LRA) establish a selection process and schedule for the appointment of members to the Community Advisory Committee – as outlined in the Analysis section below.

As proposed, the selection process will consist of an initial paper screening and priority ranking of applicants by Council members to determine a slate of candidates to be interviewed. The LRA will then hold applicant interviews either on November 1, 2016 or November 12, 2016. Depending on the schedule of City business, the LRA will consider appointments at a later meeting in November – likely November 22, 2016.

Recommended Action

Staff recommends that the City Council, sitting as the LRA, accept and approve the selection process and schedule outlined in this staff report for the appointment of members to the Community Advisory Committee for the Development Phase One Property of the Community Reuse Project.

Further, staff recommends that Council direct staff if it desires to:

1. Hold a special Council meeting on Saturday morning, November 12th to interview CAC candidates; and

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2. Cancel the Thanksgiving week Council meeting of Tuesday, November 22nd, and replace it with a special Council meeting on the evening of Tuesday, November 15th, the 3rd Tuesday of the month, at which regular Council business would occur, including the appointment of 11 members and 3 alternate members to the CAC.

Background

On July 12, 2016 the LRA adopted Resolution No. 16-14 (see attachment) establishing a Community Advisory Committee to encourage and provide public input into the Specific Plan process for the Development Phase One Property of the Community Reuse Project.

The resolution created an 11 member committee serving two year terms with 3 alternate members who will fill any vacancies created by a member's resignation or inability to serve during that term. The resolution further established the membership composition and operations of the CAC. The application period opened on July 26, 2016 and the deadline to apply is September 23, 2016, reflecting an extended time period due to the recruitment occurring during the summer months and Council's desire to allow enough time for all interested residents to apply.

The proposed selection process and schedule is consistent with the process used to select the first Community Advisory Committee in 2006. However, unlike the previous CAC, only City of Concord residents are eligible for appointment to the new CAC. Therefore, consistent with Resolution No. 16-14, the LRA should consider a diversity of interest and community (labor, environment, business, seniors, etc.) together with geographic and neighborhood balance in selecting members of the new CAC.

Analysis

Suggested selection process and schedule for the Community Advisory Committee:

1. Application period closes on September 23, 2016.
2. Staff will map the 500 foot radius around each applicant's residence, business or other property for conflict of interest/financial interest assessment purposes by October 7, 2016. Applicants with a financial interest within 500 feet of the Development Phase One Property Specific Plan (a subset of the entire Base) will need to have their specific situation reviewed by the City Attorney's office to determine whether they are eligible to serve under State law.
3. Each Council member will review all qualified applications and submit a priority ordered list of 11 applicants they wish to interview to the City Clerk by 5 pm on Friday, October 21, 2016. The City Clerk will compile the list of applicants to be interviewed by first determining which applicants are on the list of 2 or more

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Council members; and then adding each Council members next highest priority (5 applicants, one from each Council member's list), in succession, in increments of 5, until the interview pool reaches approximately 22 applicants. *For example, if 11 applicants are on two or more lists, then the next highest applicant from each Council member's list will be taken (5), in two rounds (another 5); resulting in 21 candidates to be interviewed.*

4. The LRA will interview applicants at their meeting on Tuesday, November 1, 2016. The interviews will be conducted in the Council Chambers, open to the public and would be recorded and broadcast like a normal Council meeting. Interviews will be scheduled for 5-6 minute increments and applicants will be asked to not enter the Chambers until their interview time. Staff will coordinate the timely transition between interviews from outside the Chambers and make the Permit Center Conference room available to waiting applicants. Alternatively, if Council prefers an opportunity for longer interviews, they could be set for Saturday morning, November 12, 2016. If this is Council's desire, staff would like direction on this at the September 13th Council meeting.
5. The LRA, after considering the written applications and interviews, will appoint applicants to the Community Advisory Committee at their third meeting in November – either the regular meeting set for November 22, 2016 or a special meeting, if called, for November 15, 2016. (November 22nd is Thanksgiving week; Council has often cancelled the Thanksgiving week Council meeting and scheduled a Council meeting for the third Tuesday of the month). Council members will vote in successive rounds until 11 applicants have received at least three votes. Council members will then vote in similar fashion from the remaining applicants until 3 applicants have received at least three votes to become the alternate members. Council members will also establish the alternate members' priority order for serving as a member's replacement, should that be required.

Financial Impact

The costs of staffing and providing required resources to the new CAC will be paid for by the Master Developer or by the existing budget of the LRA, as appropriate.

Public Contact

The City Council Agenda was posted and the LRA interested party mailing list was notified through an e-mail blast.

Attachments

1. Resolution No. 16-14 – Establishing a Community Advisory Committee to the Specific Plan Process for the Community Reuse Project.

1 role; and commitment to Reuse Project goals and guiding principles. All CAC
2 members shall be Concord residents.

- 3 b. **CAC Operations:** The CAC will operate within the framework of the City's existing
4 Mission, Vision and Values (MVV) and be guided by operating principles and ground
5 rules consistent with existing City policies for boards and commissions.
- 6 c. **CAC Term of Appointment:** Members shall serve at the pleasure of the City Council.
7 Terms of CAC members shall be two years. Vacancies will be filled according to
8 existing City procedures.
- 9 d. **CAC Functions and Roles:** The CAC shall apply the Reuse Project Goals and
10 Guiding Principles, adopted Reuse Area Plan policies, and accepted Term Sheet
11 provisions in evaluating and commenting on potential Specific Plan alternatives or
12 issues. The CAC shall also serve as a communication link between the Reuse Project
13 and the community-at-large by assisting in targeting outreach to neighborhoods and
14 interest groups, and promoting participation at workshops and public meetings.
- 15 e. **CAC Application and Selection Process:** Individuals interested in serving on the
16 CAC shall be asked to complete and submit a written application specifying their
17 background, affiliations, and areas of interest related to the Reuse Project. The City
18 Council shall review the applications, identify a group of applicants to interview,
19 conduct interviews, and appoint CAC members.
- 20 f. **CAC Meeting Frequency and Organization:** The CAC shall meet monthly in the
21 evenings with potential additional meetings or site visits on weekends and other times.
22 CAC meetings will be convened and supported by City staff, subject to the Brown Act,
23 and shall be open to the public.
- 24 g. **Appointment of Chair and Vice Chair:** After introductory meetings, the CAC
25 members shall select a Chair and Vice Chair.
- 26 h. **Duration of CAC:** Upon the recommendation of the Specific Plan, Infrastructure
27 Master Plan and associated CEQA document to the Planning Commission, the CAC
28 shall disband.

1 **Section 2.** This resolution shall become effective immediately upon its passage and adoption.

2 **PASSED AND ADOPTED** by the City of Concord Local Reuse Authority on July 12, 2016,

3 by the following vote:

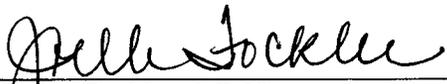
4 **AYES:** Authoritymembers - E. Birsan, T. Grayson, D. Helix, R. Leone, L. Hoffmeister

5 **NOES:** Authoritymembers - None

6 **ABSTAIN:** Authoritymembers - None

7 **ABSENT:** Authoritymembers - None

8 **I HEREBY CERTIFY** that the foregoing Local Reuse Authority Resolution No. 16-1 was
9 duly and regularly adopted at a meeting of the City Council/City Council Sitting as the Local Reuse
10 Authority on July 12, 2016.

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14 _____
15 Joelle Fockler, MMC
16 Authority Secretary

17 **APPROVED AS TO FORM:**

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19 _____
20 Susanne Meyer Brown
21 Authority Counsel