

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**

- A G E N D A -

ROLL CALL

STAFF PRESENT

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

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) 671-3361, at least five days in advance of the meeting. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

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

**REPORT TO COUNCIL COMMITTEE ON RECREATION, CULTURAL
AFFAIRS & COMMUNITY SERVICES****TO THE HONORABLE COMMITTEE MEMBERS:**

DATE: November 17, 2014

SUBJECT: CONCORD PAVILION COMMUNITY OUTREACH COMMITTEE**Report in Brief**

At the September 25, 2014 Council Committee on Recreation, Cultural Affairs & Community Services, the Committee heard a report on the proposed new community advisory committee for the Concord Pavilion. The Council Committee directed staff to return with additional information. Staff recommends that the Committee members review the information contained in this report and provide input to staff.

Background

At the September 25, Council Committee on Recreation, Cultural Affairs & Community Services, staff sought input from the Committee Members on three key points. These were: 1) a preferred name for the Pavilion Committee; 2) a preferred term of membership for the Committee members, and 3) whether the Committee membership should be limited to Concord residents.

The Council Committee members provided the following direction to staff. To return to the next Recreation, Cultural Affairs and Community Services Council Committee meeting with recommended options for the Pavilion Committee name, preferring that the word Advisory not be a part of the name. The Committee members noted that the role of the Pavilion Committee should be defined, and they asked staff to return at the next meeting with some further definition to the role of the Pavilion Committee. The Council Committee members were clear that the Pavilion Committee's role should be one of outreach to the community but that the Committee does not have a role of approval or disapproval of community event applications.

The Council Committee members provided further direction to staff indicating that the term of office of Pavilion Committee members should be for two years and the Committee should be responsible for taking notes of their meetings and completing a record of annotated minutes within their Committee membership.

Finally, the Council Committee provided direction that the Pavilion Committee members should be residents of the City of Concord.

CONCORD PAVILION COMMUNITY OUTREACH COMMITTEE

November 17, 2014

Page 2

Discussion

Staff recommends that the Council Committee Members consider the name, “*Concord Pavilion Community Outreach Committee*”. This name is being suggested based on the input received from the Committee Members at the September 25 meeting. The Committee Members expressed that they preferred to have the word Advisory not reflected in the name of the Pavilion committee. This was based on their input that the Pavilion committee’s role should be one of outreach to the community but that the Pavilion committee should not have a role of approval or disapproval of community event applications that Live Nation may review and consider.

Based on additional input received from the Council Committee Members, and in consultation with the City Clerk, a further definition of the roles of the Concord Pavilion Community Outreach Committee were developed, along with a description of the Committee makeup, terms of membership, and the recruitment process. These details are reflected in Attachment 1.

Fiscal Impact

There is not fiscal impact. This newly designated Committee will increase the workload of existing City staff.

Public Contact

Posting of the Council Committee agenda. A copy of the report has been provided to Live Nation.

Recommendation for Action

Review the information provided in this report and provide input to staff.



Valerie J. Barone
City Manager
Valerie.Barone@cityofconcord.org

Prepared by: Joan Carrico
Director of Parks & Recreation
Joan.Carrico@cityofconcord.org

Reviewed by: Scott P. Johnson
Assistant City Manager
Scott.Johnson@cityofconcord.org

Enclosures:

Attachment 1 – Concord Pavilion Community Outreach Committee Description, Roles, Recruitment Process

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:

- 1 member - appointed by the Concord City Council, and must be a Concord resident (aka: City member)
- 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 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 Manager in identifying potential community events, but will not have authority to approve or disapprove of event applications.
- c) 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.
- d) The Committee will be responsible for assigning a Committee member to take notes of Committee meetings and complete a record of annotated minutes and to submit these records to the City Clerk of the City of Concord in a timely manner.

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 as 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 up to 10 persons to interview for the position of City member.
- d) Interviews for the City member will be scheduled by the City Clerk's office and held by the RCA&CS and the Committee will make a recommendation for appointment by the whole City Council at an upcoming City Council meeting. City Council will confirm appointment.
- 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 City 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.
- h) In order to create staggered terms, the Chair position, the Manager member, and the City member will each serve two year terms for their initial and subsequent appointments; the two additional members will initially be appointed for a 1-year term but will subsequently be appointed for 2-year terms—thereby establishing a Committee whereby all members have 2-year terms but for which the terms are staggered.