

**REPORT TO MAYOR AND COUNCIL**

**TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: April 14, 2015

**SUBJECT: ANNOUNCEMENT OF OPENINGS ON THE CITY OF CONCORD'S COMMISSION ON AGING; COMMUNITY SERVICES COMMISSION; CONCORD PLEASANT HILL HEALTH CARE DISTRICT GRANT COMMITTEE; AND CITY OF CONCORD'S PARKS, RECREATION AND OPEN SPACE COMMISSION**

**Report in Brief**

In accordance with Policy and Procedure No. 89, this announcement initiates a recruitment to fill positions on the Commission on Aging and the Parks, Recreation and Open Space Commission that will be expiring on June 30, 2015. Members with expiring terms shall continue to serve until their successor is appointed pursuant to Concord Municipal Code. All incumbents may apply for reappointment.

This announcement also initiates a recruitment to fill seven positions on the Community Services Commission and five positions on the Concord Pleasant Hill Health Care District Grant Committee.

**Background**

The Commission on Aging is comprised of up to eleven members. This recruitment is to fill three positions on the Commission to fill the expiring terms of members Linda Bailey, Lela Elloway, and Charles E. Rogers, which expire on June 30, 2015. The terms of remaining members Diana M. Pascual, Melvin B. Lee, Ben Hornstein, and Delores Leon do not expire until June 30, 2017. **The Commission on Aging is seeking three members willing to serve four-year terms ending June 30, 2019.**

The Parks, Recreation and Open Space Commission is comprised of five adult members and two youth members appointed by the Parks, Recreation and Open Space Commission. This recruitment is to fill two adult member positions. The terms of Kandi Landcaster and Mark Sinclair expire on June 30, 2015. The terms of remaining members Wayne Schafer, Michael Miller, and Christopher Lucas do not expire until June 30, 2017. **The Parks, Recreation and Open Space Commission is seeking two members willing to serve four-year terms ending June 30, 2019.**

On April 7, 2015, the City Council approved the separation of the Community Services Commission (CSC) and the Concord Pleasant Hill Health Care District Grant Committee (CPHHCD) into two separate bodies, with the CSC consisting of seven members and the CPHHCD consisting of five members appointed by the Concord City Council and two members appointed by Pleasant Hill. Due to the restructuring of these

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two committees, this recruitment is to fill all seven members of the CSC and five members of the CPHHCD. All current members of the CSC are being requested to apply for either the CSC or the CPHHCD. **The Community Services Commission is seeking four members willing to serve a two-year term ending June 30, 2017 and three members willing to serve a four-year term ending June 30, 2019, and the Concord Pleasant Hill Health Care District Grant Committee is seeking three members willing to serve a two-year term ending June 30, 2017 and two members willing to serve a four-year term ending June 30, 2019.**

**Discussion**

The **Commission on Aging** may consist of up to eleven members who are required to identify, improve, and develop services and opportunities for senior citizens. They will be asked to attend and participate in the Contra Costa Advisory Council on Aging subcommittees to identify the unmet needs of senior citizens and evaluate the effectiveness of existing programs and laws. All members of the Commission on Aging must be residents of Concord holding no other office in the City. At least 51 percent of the members must be over the age of 60 years. Meetings are held the third Wednesday of the month at 1:30 p.m. at the Concord Senior Center located at 2727 Parkside Drive.

The **Community Services Commission** may consist of up to seven members who are required to identify housing, neighborhood and social service needs within the community and 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 Concord's sphere of influence 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. Meetings are held the second Wednesday of the month at 6:30 p.m. in the Garden Conference Room located at 1950 Parkside Drive. Members may be required to meet more often in the spring.

The **Concord Pleasant Hill Health Care District Grant Committee** may consist of up to five members who are required to 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. Meetings will commence in September 2015 and a schedule of meetings will be determined at that time. Members may be required to meet more often in the spring.

The **Parks, Recreation and Open Space Commission** may consist of up to five adult members and two youth members selected by the Parks, Recreation and Open Space Commission who act in an advisory capacity to the City Council on matters pertaining to public parks, open space, and recreation. Members are called upon to review and recommend Council action to develop, modify, and/or improve City parks, assist in the promotion of recreational and parks programs, assess parks and recreation needs, and recommend capital improvement projects and fees related to parks and recreation. Members of the Parks, Recreation and Open Space Commission must be residents of Concord who hold no other municipal office in the City of Concord.

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Meetings are held the second Wednesday of the month at 7 p.m. in the Council Chamber located at 1950 Parkside Drive. Meetings are televised live on Channel 28 (Comcast) and Channel 29 (Astound).

**Public Contact**

A news release will be issued and distributed to our current distribution list following the announcement of the openings. Letters will be sent to all current members of each commission and to all persons on record who have requested notification of recruitments. The announcement will be televised on the Concord TV Cable Channel 28 (Comcast) and Channel 29 (Astound) Community Bulletin Boards. The news release will be posted at the Senior Citizen's Center, Concord Police Department, and Concord Library buildings, in the City's agenda display case, and published on the City's Internet site.

**Recommendation for Action**

Staff recommends that the City Council announce a recruitment to fill three positions on the Commission on Aging, three positions on the Community Services Commission, two positions on the Concord Pleasant Hill Health Care District Grant Committee, and two positions on the Parks, Recreation, and Open Space Committee each to serve a four-year term ending June 30, 2019; four positions on the Community Services Commission and three positions on the Concord Pleasant Hill Health Care District Grant Committee each to serve a two-year term ending June 30, 2017; advise that the incumbents to each of the positions has the opportunity to apply for reappointment; and set Friday, May 22, 2015 at 5 p.m. as the deadline for receipt of applications by the City Clerk.

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- Attachments: 1 - CMC excerpt pertaining to Commission on Aging  
2 - CMC excerpt pertaining to Community Services Commission  
3 - Concord/Pleasant Hill Health Care District Grant Committee Requirements & Duties  
4 - CMC excerpt pertaining to Parks, Recreation and Open Space Commission

**Article III. Commission on Aging**

**2.20.090 Established; membership; compensation of members.**

There is hereby created a Commission on Aging which shall consist of not more than 11 voting members to be appointed by the City Council. Members of the Commission on Aging shall be residents of the city. At least 51 percent of the membership shall be over the age of 60 years. The basis and the amount of any compensation which may be paid to the members of the Commission on Aging shall be determined by resolution of the City Council.

(Code 1965, § 2453; Code 2002, § 2-321. Ord. No. 91-1; Ord. No. 92-19)

**2.20.100 Purpose and intent.**

(a) The city desires to act as a line of communication between its senior citizen population, public and private organizations, and other advisory bodies to assure that government action is responsive to the needs of older persons.

(b) There is a need to establish a visible and officially responsible body within the city to:

(1) Encourage county and state agencies to identify unmet needs of older persons and available resources by providing a means for citywide planning in coordination of individuals and groups interested in improving and developing services and opportunities for senior citizens.

(2) Plan, promote, and recommend changes to the existing programs and laws that have a direct bearing on the dignity, freedom, and security of older persons to independently manage their own lives.

(3) Enlist the participation of community groups and individuals in implementing actions which improve resources.

(Code 1965, § 2454; Code 2002, § 2-322. Ord. No. 91-1)

**2.20.110 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 consecutive meetings of the Commission on Aging without being

excused will be deemed to have resigned from the Commission on Aging and the City Council may appoint a new member to serve in place of the resigned member.

(Code 1965, § 2455; Code 2002, § 2-323. Ord. No. 91-1; Ord. No. 10-2)

#### **2.20.120 Rules of procedure; designation of committees and task forces.**

The Commission on Aging shall adopt rules of procedure on the conduct of its business and may designate ad hoc committees and ad hoc task forces composed of its membership.

(Code 1965, § 2456; Code 2002, § 2-324. Ord. No. 91-1)

#### **2.20.130 Vacancies.**

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

(Code 1965, § 2457; Code 2002, § 2-325. Ord. No. 91-1)

#### **2.20.140 Powers and responsibilities.**

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

- (1) Attend and participate in the county Advisory Council on Aging subcommittees to identify the unmet needs of older persons and evaluate the effectiveness of existing programs and laws.
- (2) Act as a resource to all city boards and commissions. The Commission on Aging members will attend the meetings of those boards and commissions as needed.
- (3) Develop an annual work program establishing short- And long-term goals in order of priority which will be effective upon approval of the City Council.
- (4) Such other functions that the City Council may, from time to time, designate.

(Code 1965, § 2458; Code 2002, § 2-326. Ord. No. 91-1)

**Article IV. Community Services Commission****2.20.150 Established; membership; compensation of members.**

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There is hereby created a Community Services Commission, which shall consist of not more than 9 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)

**2.20.160 Purpose and intent.**

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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.**

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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 consecutive meetings of the Community Services Commission without being excused will be deemed to have resigned his office, and the City Council may appoint a new member to serve in place of the absent member.

(Code 1965, § 2436; Code 2002, § 2-353. Ord. No. 87-35; Ord. No. 91-2; Ord. No. 10-2)

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

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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.**

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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.**

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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)

## Concord Pleasant Hill Health Care District Grant Committee

**Composition:** 5 members

**Term:** Four years

**Membership Requirements:** Residents of Concord who hold no other municipal office in the City of Concord. Members shall be representative of the general public and the religious, racial, age, sex, disabled and ethnic groups in the City of Concord.

**Example of Duties:** Review funding requests and advise the City Council on the allocation of Concord Pleasant Hill Health Care District funds.

**Conflict of Interest Requirements:** The City's Conflict of Interest Code requires the Concord Pleasant Hill Health Care District Grant Committee members to disclose interests in investments, real property, and income derived within the City of Concord or from sources doing business with the City of Concord. Filings are required within 30 days of assuming office and on an annual basis.

**Article VI. Parks, Recreation and Open Space Commission**

Cross references: Parks and recreation, Title [4](#).

**2.20.260 Established; membership; compensation of members.**

There is hereby created a Parks, Recreation and Open Space Commission (PROC), which shall consist of five (5) adult voting members and two (2) youth voting members. The adult voting members are appointed by the City Council. The Youth voting members are appointed by a selection task force composed of the adult members of PROC and confirmed by the City Council. The adult members of the PROC shall be residents of the city who hold no other municipal office in the city. The youth members must be between the ages of 13 and 21 at the time of their appointment, shall be residents of the city or attend school in the city and may be part-time seasonal employees of the city. The basis and amount of compensation which may be paid to the Parks, Recreation and Open Space Commission shall be by resolution of the City Council.

(Code 1965, § 2429; Code 2002, § 2-411. Ord. No. 87-35; Ord. No. 01-7; Ord. No. 05-7)

**2.20.270 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. Youth members shall serve at the pleasure of the City Council for one year, effective July 1st and ending June 30th of the following year. Any member who absents himself from three consecutive meetings of the Parks, Recreation and Open Space Commission without being excused will be deemed to have resigned his office, and the City Council may appoint a new member to serve in the place of such absent member.

(Code 1965, § 2430; Code 2002, § 2-412. Ord. No. 87-35; Ord. No. 01-7; Ord. No. 05-7; Ord. No. 10-2)

**2.20.280 Rules of procedure; designation of committees and task forces.**

The Parks, Recreation and Open Space Commission shall adopt rules of procedure on conduct of its business and may designate committees and task forces. These committees and task forces maybe composed of youth designated to study issues and provide findings to the PROC or provide voluntary service to the city.

(Code 1965, § 2431; Code 2002, § 2-413. Ord. No. 87-35; Ord. No. 01-7; Ord. No. 05-7)

**2.20.290 Vacancies.**

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All vacancies occurring on the Parks, Recreation and Open Space 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 terms of their respective predecessors.

(Code 1965, § 2432; Code 2002, § 2-414. Ord. No. 87-35; Ord. No. 01-7)

**2.20.300 Powers and responsibilities.**

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The Parks, Recreation and Open Space Commission shall have the responsibility of carrying on the following functions:

- (1) Act in advisory capacity to the City Council in matters pertaining to public parks, open space, recreation, and issues pertaining to youth;
- (2) Consult, cooperate, and maintain contact with other public agencies, community organizations, and private persons engaged in recreation programming, park and open space planning, and youth services;
- (3) Review and assist in the promotion of recreational, park, open space, and youth programs;
- (4) Review and recommend to the City Council, plans submitted for development of, modification of, and/or improvements to the city parks system;
- (5) Assess parks, recreation, open space and youth services needs and develop goals and objectives for meeting these needs;
- (6) Review and recommend to the City Council on capital improvements projects and fees related to parks, recreation, and open space; and
- (7) Such other duties as the City Council may direct.

(Code 1965, § 2433; Code 2002, § 2-415. Ord. No. 87-35; Ord. No. 01-7; Ord. No. 05-7)