



## Staff Report

**Date:** May 24, 2016

**To:** City Council

**From:** Valerie J. Barone, City Manager

**Reviewed by:** Joelle Fockler, MMC, City Clerk

**Prepared by:** Marsha Moore, CMC, Deputy City Clerk  
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**Subject:** **Announcing a recruitment to fill an unscheduled vacancy on the Community Services Commission for a term ending June 30, 2019 and on the Design Review Board for a term ending February 28, 2019; and setting Friday, June 24, 2016, at 5 p.m. as the deadline for receipt of applications by the City Clerk. Recommended by the City Clerk.**

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### Report in Brief

In accordance with Policy and Procedure No. 89, this announcement initiates a recruitment to fill an unscheduled vacancy on the Community Services Commission for a term expiring June 30, 2019 and an unscheduled vacancy on the Design Review Board for a term expiring February 28, 2019.

### Recommended Action

Staff recommends that the City Council announce a recruitment to fill an unscheduled vacancy on the Community Services Commission and on the Design Review Board; and set Friday, June 24, 2016, at 5 p.m. as the deadline for receipt of applications by the City Clerk.

### Background

On May 11, 2016, Kurt Brogger resigned from his position on the Community Services Commission. This recruitment is to fill the unscheduled vacancy on the Community Services Commission to complete Mr. Brogger's term that expires June 30, 2019. Pursuant to Government Code section 54974 (the Maddy Act), a Notice of Vacancy for the unscheduled vacancy was posted by the City Clerk on May 11, 2016.

## City Council Agenda Report

Announcing a recruitment to fill an unscheduled vacancy on the Community Services Commission and on the Design Review Board

May 24, 2016

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Due to the passing of Peter Harmon, there is an unscheduled vacancy on the Design Review Board. This recruitment is to fill Mr. Harmon's term that expires February 28, 2019. Pursuant to Government Code section 54974 (the Maddy Act), a Notice of Vacancy for the unscheduled vacancy was posted by the City Clerk on May 4, 2016.

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 five member **Design Review Board** consists of three design professionals, at least one of whom must be a licensed architect, a public member with experience in design concepts, and one member of the Planning Commission. Members serve a staggered four-year term and must be residents of Concord. The Board is requested to review the design of any development for which design review is required by City ordinance and any matter referred to the Board by the Planning Commission, Zoning Administrator, or Planning Manager. Members meet at 5:30 p.m. on the 2nd and 4th Thursday of the month in the Permit Center Conference Room located at 1950 Parkside Drive and receive a small stipend per meeting.

### **Public Contact**

A news release will be issued and distributed to our current distribution list following the announcement of the openings. 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.