



## Staff Report

**Date:** November 1, 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 open recruitments for Board of Appeals, Personnel Board, Planning Commission, Design Review Board, Concord Pavilion Community Outreach Committee, Concord Pleasant Hill Health Care District Grant Committee, and Commission on Aging with a deadline for applications by Friday, January 6, 2017 at 5 p.m. to the City Clerk's Office.**

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### Report in Brief

In accordance with Policy and Procedure No. 89, this announcement initiates a recruitment to fill positions on the Board of Appeals, Personnel Board, Planning Commission, Design Review Board, Concord Pavilion Community Outreach Committee, Commission on Aging and Concord/Pleasant Hill Health Care District Grant Committee. Members with expiring terms shall continue to serve until their successor is appointed pursuant to Concord Municipal Code. All incumbents are encouraged to apply for reappointment.

This announcement is also to fill unscheduled vacancies on the Board of Appeals, Personnel Board, Commission on Aging and Concord/Pleasant Hill Health Care District Grant Committee.

### Recommended Action

Staff recommends that the City Council announce a recruitment to fill three positions and two alternate positions on the Board of Appeals, two design professional positions on the Design Review Board, two positions and one unscheduled vacancy on the Personnel Board, three positions on the Planning Commission, four positions on the

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Concord Pavilion Community Outreach Committee, two unscheduled vacancies and four positions on the Commission on Aging, and two positions on the Concord Pleasant Hill Health Care District Grant Committee; and set Friday, January 6, 2017 at 5 p.m. as the deadline for receipt of applications by the City Clerk's Office.

### **Background**

The **Board of Appeals** is comprised of five members and two alternates. The terms of Cesar Sifuentes, John Edward Villandre and the vacancy left by the passing of William Abend expire on February 28, 2017. The Board of Appeals is seeking three members and two alternates willing to serve a four-year term ending February 28, 2021.

The five-member and two-alternate Board of Appeals meets as needed to interpret State law and the California Building Standards Code pertaining to construction standards for the City. They make a determination of suitable alternate materials and methods of construction and hear appeals of orders, decisions, and determinations made by the City's Chief Building Official. Decisions of the Board are final and may not be appealed to the City Council. The Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to the City of Concord Construction Code and are not employees of the City. Appointees shall be qualified in and specifically knowledgeable in the City of Concord Construction Code and applicable local ordinances.

The **Design Review Board** is comprised of five members: three design professionals that may be nonresidents of Concord and one of which must be a licensed architect, one public member and one member from the Planning Commission. Jason Laub is currently serving from the Planning Commission. The terms of Ross Wells and Kirk Shelby expire on February 28, 2017 and the terms of the remaining members, David Litty and Jack Moore will expire on February 28, 2019. The Design Review Board is seeking two design professionals willing to serve a four-year term ending February 28, 2021.

The Design Review 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 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month in the Permit Center Conference Room located at 1950 Parkside Drive and receive a small stipend per meeting.

The **Personnel Board** is comprised of five members. The terms of John Parodi and the position vacated by Sharon Giampapa expire on February 28, 2017. The terms of the remaining members Susan Buckland and Randall Horton expire February 28, 2019, in addition to the position vacated by Robert Ferrier. The Personnel Board is seeking three

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members, two willing to serve a four-year term ending February 28, 2021 and one willing to fill an unscheduled vacancy with a term ending February 28, 2019.

The Personnel Board acts in an advisory capacity to the City Council on personnel matters. The Board receives and hears appeals and grievances, and as directed by Council, conducts hearings on personnel matters, gathers information and data, and provides written reports of findings. The Personnel Board meets on an as-needed basis.

The **Planning Commission** is comprised of five members. The terms of Raymond Barbour, LaMar Anderson and Dominic Aliano expire on February 28, 2017, and the terms of the remaining members Carlyn Obringer and Jason Laub expire on February 28, 2019. The Planning Commission is seeking three members willing to serve a four-year term ending February 28, 2021.

The Planning Commission consists of five members serving staggered four-year terms. All members must be residents of Concord. The Commission meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 7 p.m. in the City Council Chamber at 1950 Parkside Drive and members receive a small stipend per meeting. Members are expected to develop and maintain a long range comprehensive General Plan of the Concord planning area, review developments, tentative subdivision maps, use permits, and rezoning applications. Planning Commission meetings are televised live on Channel 28 (Comcast) and Channel 29 (Astound).

The **Concord Pavilion Community Outreach Committee** is comprised of four members. The terms of all four members, Orrin Cross, Elizabeth De La Campa, Ronald Schwab and Mark Weinmann expire on February 28, 2017. The Pavilion Community Outreach Committee is seeking four members willing to serve a two-year term ending February 28, 2019.

The Concord Pavilion Community Outreach Committee shall consist of five members holding two-year terms; and comprised as follows: four members appointed by the Concord City Council (aka: City members) and one member appointed by the Manager of the Pavilion (Live Nation) (aka: Manager member). The Concord Pavilion Community Outreach Committee (Committee) shall provide guidance to the Pavilion General 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. The Committee will assist the Pavilion General Manager in identifying potential community events, but will not have authority to approve or disapprove of event applications. The Committee will be responsible for assigning a Committee member to take notes of Committee meetings and complete a record of annotated minutes. 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.

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The **Commission on Aging** is comprised of up to eleven (11) members. The Commission currently has two unscheduled vacancies and four vacant positions. The terms of Melvin Lee, Delores Leon and Ben Hornstein expire on June 30, 2017, and the terms of the remaining members Casilda Gonzales and Cathy McCaughey expire on June 30, 2019. The Commission on Aging is seeking four members for immediate appointment willing to serve a two-year term expiring on June 30, 2019 and two members for immediate appointment willing to serve a four-year term expiring June 30, 2021. A recruitment to fill five positions was announced March 22, 2016 with applications due on Friday April 22, 2016 and an insufficient number of applications were received.

The Commission on Aging members 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 old. 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 **Concord/Pleasant Hill Health Care District Grant Committee** is comprised of five members from the City of Concord and two members from the City of Pleasant Hill. The Committee currently has two vacancies, one unscheduled vacancy with a term expiring June 30, 2019 and one that was not filled with an initial term expiring June 30, 2017. The terms of Cindy Moreci and Enrico Bunyi expire on June 30, 2017, and the term of the remaining member Niko Anagnostopoulos expires on June 30, 2019. The Concord/Pleasant Hill Health Care District Grant Committee is seeking one member for immediate appointment willing to serve a two-year term expiring June 30, 2019 and one member for immediate appointment willing to serve a four-year term expiring June 30, 2021.

The Concord Pleasant Hill Health Care District Grant Committee members 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 October 2015 and a schedule of meetings will be determined at that time. Members may be required to meet more often in the spring.

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### **Public Contact**

The City Council Agenda was posted. A news release will be issued and distributed and the current members will be notified. The announcement will be televised on the Concord TV Cable Channel 28 (Comcast) and Channel 29 (Astound) Community Bulletin Board. The news release will be posted at the Concord Senior Center, Concord Police Department and the Concord Library, in the City's agenda display case, on the City's website and via social media.

### **Attachments**

1. CMC Excerpt for Board of Appeals
2. CMC Excerpt for Design Review Board
3. CMC Excerpt for Personnel Board
4. CMC Excerpt for Planning Commission
5. CMC Excerpt for Commission on Aging
6. Concord/Pleasant Hill Health Care District Grant Committee Description
7. Concord Pavilion Community Outreach Committee Description

Effective January 1, 2017

**15.08.010**  
**Establishment of Board of Appeals**

a. General. In order to hear and decide appeals authorized under the City of Concord Construction Code, there shall be and is hereby created a Board of Appeals, which shall constitute the "Local Appeals Board" and "Housing Appeals Board," as those terms are defined and used in the California Building Standards Code (the "Board of Appeals"). The Board of Appeals shall be appointed by the City Council and shall hold office at their pleasure but in no event shall serve longer than four years without reappointment by the City Council.

b. Limitation of Responsibilities. The responsibilities and authority of the Board of Appeals shall be limited as provided in accordance with state law and the City of Concord Construction Code. Specifically the authority of the Board of Appeals shall not include legal interpretation of the administrative provisions of the City of Concord Construction Code and shall not include authority to grant appeals which waive requirements of state law or the City of Concord Construction Code or grant variances from state law or the City of Concord Construction Code.

c. Number. The Board of Appeals shall consist of five (5) members and two (2) alternates appointed by the City Council. The alternates shall be called by the Board chairperson to hear appeals during the absence or disqualification of a member. Alternate members shall possess the qualifications required for Board membership.

The Building Official shall be an ex officio member of the Board of Appeals but shall have no vote on any matter before the Board.

d. Qualifications. The Board of Appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to the City of Concord Construction Code and are not employees of the City. Appointees shall be qualified in and specifically knowledgeable in the City of Concord Construction Code and applicable local ordinances.

e. Chairperson. The Board of Appeals shall annually select one (1) of its members to serve as chairperson.

Effective January 1, 2017

f. Disqualification of Member. A member shall not hear an appeal in which that member has a personal, professional, or financial interest, or a conflict of interest under the Fair Political Practices Act. A disqualified Board of Appeals member shall declare his or her disqualification to the Building Official, who shall arrange for an alternate member to serve in place of the disqualified member and shall make the disqualification part of the hearing record.

g. Secretary. The City Manager shall designate a qualified clerk to serve as secretary to the Board of Appeals. The secretary shall file a detailed record of all proceedings in the City Clerk's office.

h. Compensation of Members. Members of the Board of Appeals shall serve without compensation.

i. Quorum. A quorum shall consist of three (3) members and/or alternates.

j. Open Hearing. The Board of Appeals shall have no regular meetings; all meetings shall be special meetings noticed pursuant to California Government Code Section 54956. All hearings before the Board of Appeals shall be open to the public. The appellant, the appellant's representative, the Building Official, and any person whose interests are affected shall be given an opportunity to be heard.

k. Hearing Procedure. The hearing shall be informal and shall not require compliance with the rules of evidence. At the hearing, the Board of Appeals shall hear and consider all relevant evidence.

l. Postponed Hearing. Continuances of the hearing may be granted by the City Manager on request of the appellant or the appellant's representative for good cause shown, or on the City Manager's own motion.

m. Board Decision. The Board of Appeals shall decide the appeal by a majority vote of the members present.

Ord. 16-7

**DESIGN REVIEW BOARD**  
**Chapter 2.20**

**2.20.210 Established; membership.**

The Design Review Board of the city, created by Ordinance No. 926, is hereby continued in existence and shall consist of no more than five members. At all times, the Board shall consist of one member of the city Planning Commission, appointed by the Planning Commission; three design professionals, e.g., architects, landscape architects, urban designers, building designers, at least one of whom shall be a professional licensed architect, appointed by the City Council; and one public member, who shall be a resident of the city, with experience or training in design concepts, appointed by the City Council.

(Code 1965, § 2422; Code 2002, § 2-381. Ord. No. 86-22; Ord. No. 92-19; Ord. No. 05-7; Ord. No. 10-2)

**2.20.220 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 meetings of the Design Review Board within a fiscal year without being excused will be deemed to have resigned from his appointment, and the City Council may appoint a new member to serve in place of the resigned member.

(Code 1965, § 2423; Code 2002, § 2-382. Ord. No. 86-22; Ord. No. 10-2; Ord. No. 15-3, § 5)

**2.20.230 Purpose and intent.**

The Board shall meet not less than once a month at the F. A. Stewart Civic Center, 1950 Parkside Drive, Concord, at a time and date to be designated by the Board. The Board shall appoint a chair and vice-chairman for a term of one year or until the successor of each is appointed and takes office. The chair shall preside at all meetings of the Board and shall perform the duties necessary or incidental to the office. The vice-chair is chair in the absence of the chair or in case of the inability of the chair to participate in the proceedings.

(Code 1965, § 2424; Code 2002, § 2-383. Ord. No. 86-22; Ord. No. 05-7; Ord. No. 10-2)

**2.20.240 Compensation of members.**

The basis and amount of compensation to be paid to members of the Design Review Board shall be established by resolution of the City Council.

(Code 1965, § 2425; Code 2002, § 2-384. Ord. No. 86-22; Ord. No. 94-5; Ord. No. 10-2)

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

The Board shall adopt rules for the transaction of its business. The Board shall be served by a Secretary of the Board who shall record official actions by the Board, maintain records and perform such other duties as assigned. The Board shall keep a public record of its resolutions, transactions, findings, and determinations and may establish subcommittees as needed to fulfill its duties.

(Code 1965, § 2426; Code 2002, § 2-385. Ord. No. 86-22; Ord. No. 05-7; Ord. No. 10-2)

**PERSONNEL BOARD**  
**Chapter 2.20**

**2.20.310 Established.**

The Personnel Board of the city, created by Ordinance No. 542, is hereby continued in existence.

(Code 1965, § 2412; Code 2002, § 2-441. Ord. No. 763; Ord. No. 1006)

**2.20.320 Membership; vacancies; absence from meetings.**

(a) A Personnel Board consisting of five members shall be appointed by the City Council to serve at the pleasure of the 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. In making appointments to the Personnel Board, the City Council will endeavor to appoint members so that the Personnel Board will generally reflect the diversity of the community.

(b) Vacancies on the Personnel Board, from whatever cause, shall be filled by appointment by the Council for the unexpired term. Each member of the Personnel Board shall serve until a successor is appointed.

(c) Any member who absents himself from three meetings of the Personnel Board within a fiscal year without being excused will be deemed to have resigned from his appointment, and the City Council may appoint a new member to serve in place of the resigned member.

(Code 1965, § 2413; Code 2002, § 2-442. Ord. No. 763; Ord. No. 1006; Ord. No. 1108; Ord. No. 99-1; Ord. No. 10-2; Ord. No. 91-2; Ord. No. 15-3, § 7)

**2.20.330 Qualifications of members; compensation of members.**

(a) The members of the Personnel Board shall be residents of the city who hold no other municipal office in the city and shall serve without compensation.

(b) No person shall be appointed to the Personnel Board who holds an appointive or elective public office with the city.

(c) Excluding an elective office, a member of the Personnel Board shall not be eligible to hold a compensation position with the city within a period of one year after ceasing to be a member of said Personnel Board.

(d) No person shall serve as a member of the Personnel Board who is not in accord with City Council policy as it applies to equal employment opportunity and a merit system of personnel administration as set forth in chapter 2.40, of this Code. All Personnel Board members shall endeavor to keep informed of current personnel administration principles and practices by periodic review of literature of the field and by other appropriate means.

(Code 1965, § 2414; Code 2002, § 2-443. Ord. No. 763; Ord. No. 1006; Ord. No. 1108; Ord. No. 99-1)

#### **2.20.340 Duties and powers.**

The functions of the Personnel Board shall be:

- (1) At its first regular meeting of the calendar year, the Personnel Board shall select one of its members as chairman and one of its members as vice-chairman;
- (2) To determine the order of business for the conduct of its meetings and to hold such meetings as are necessary, when called by the chairman or a majority of members of the Personnel Board. A majority of the members of the Personnel Board shall constitute a quorum for the transaction of business;
- (3) To receive and/or hear appeals and grievances as provided by Chapter 2.40, Article III, of this Code and by the personnel rules;
- (4) To act in an advisory capacity to the Council on personnel matters as directed by the Council, to conduct hearings on personnel matters, gather information and data, and provide a written report of its findings;
- (5) In an investigation or hearing conducted by the Board, it shall have the power to examine witnesses under oath and review evidence before it and to issue subpoenas as provided by law. Each member of the Personnel Board shall have the power to administer oaths to witnesses;
- (6) The Council and each of its members are prohibited from interfering or attempting to interfere, directly or indirectly, with the performance of the Personnel Board's duties and from obtaining or attempting to obtain, directly or indirectly, from any person any agreement as to how that individual will perform any of the duties of a Personnel Board member.

(Code 1965, § 2415; Code 2002, § 2-444. Ord. No. 763; Ord. No. 898; Ord. No. 1006; Ord. No. 1108; Ord. No. 99-1)

**PLANNING COMMISSION**  
**Chapter 2.20**

**2.20.350 Membership; compensation of members.**

The Planning Commission shall consist of five voting members to be appointed by the City Council. Members of the Planning Commission shall be citizens of the city who hold no other municipal office in the city. The basis and amount of compensation to paid members of the Planning Commission shall be determined and set by resolution of the City Council.

(Code 1965, § 2401; Code 2002, § 2-471. Ord. No. 226; Ord. No. 687; Ord. No. 990; Ord. No. 1006)

**2.20.360 Terms of members.**

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 meetings of the Planning Commission within a fiscal year 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, § 2402; Code 2002, § 2-472. Ord. No. 526; Ord. No. 687; Ord. No. 990; Ord. No. 1006; Ord. No. 10-2; Ord. No. 15-3, § 8)

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

The Planning Commission shall adopt rules of procedure and designate committees and task forces by resolution. Said resolution shall not be effective until approved by the City Council.

(Code 1965, § 2403; Code 2002, § 2-473. Ord. No. 226; Ord. No. 1006)

**2.20.380 Vacancies.**

All vacancies occurring on the Planning Commission shall be filled according to the methods of their original selection, and the new member shall serve at the pleasure of the Council for the unexpired term of their respective predecessor.

(Code 1965, § 2404; Code 2002, § 2-474. Ord. No. 70; Ord. No. 226; Ord. No. 687; Ord. No. 1006)

**PLANNING COMMISSION**  
**Chapter 2.20**

**2.20.390 Powers and responsibilities.**

The Planning Commission is the planning agency of the city. It shall have powers and functions as follows:

- (1) All those functions and powers as provided by state law (Government Code §§ 65100--65700 as amended);
- (2) All duties, powers, and functions as in this Code provided;
- (3) Such other functions as the City Council may from time to time provide.

(Code 1965, § 2405; Code 2002, § 2-475. Ord. No. 70; Ord. No. 1006)

**COMMISSION ON AGING**  
**Chapter 2.20**

**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 meetings of the Commission on Aging within a fiscal year without being excused will be deemed to have resigned from his appointment, 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; Ord. No. 15-3, § 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)

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## **CONCORD/PLEASANT HILL HEALTH CARE DISTRICT GRANTS PROGRAM**

The City of Concord's Community Grants Program provides funding for programs that benefit our community. The Concord/Pleasant Hill Health Care District (CPHHCD) grants committee is an integral part of the decision making process in funding these programs.

The City is the subsidiary district of the CPHHCD, which receives revenue through property taxes to fund health related programs and services for Concord and Pleasant Hill residents. These programs include nutrition services and healthy eating, support for victims of domestic violence, hospice care, meal delivery for homebound seniors and outreach services for the homeless. The Concord City Council serves as the Board of Directors. Funding is anticipated to be approximately \$250,000/year for the next five years.

The main responsibility of the CPHHCD grant committee is to review and rate applications and make funding recommendations to the Board.

Currently, the CPHHCD grant process runs in a two-year funding cycle followed by a three year cycle. The first year of each cycle is time intensive as typically 35 – 50 applications are reviewed, rated and selected for recommended funding. The second or third year, meetings are held as needed, generally every two to three months.

The regular meeting of the CPHHCD grant committee is on the first Wednesday of the month from 6:30 to 8:30 p.m. Additional special meetings are scheduled as needed. Attendance at two or three Council meetings over the course of the year is also encouraged. In FY 2015/16, meetings will be held once per month from August through December, two to three times a month during January, February, and March, and then once a month from April through June. In FY 2016/17, the tentative schedule is to meet as needed every two to three months.

We recognize that this is a demanding schedule, but the process of evaluating and funding proposals is such that missing a meeting means that you are missing out on important information that is critical to reaching your decision.

**CONCORD PAVILION COMMUNITY OUTREACH COMMITTEE**

The Concord Pavilion Community Outreach Committee shall consist of five members holding two-year terms; and comprised as follows: four members appointed by the Concord City Council (aka: City members) and one member appointed by the Manager of the Pavilion (Live Nation) (aka: Manager member).

The Concord Pavilion Community Outreach Committee (Committee) shall provide guidance to the Pavilion General 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. The Committee will assist the Pavilion General Manager in identifying potential community events, but will not have authority to approve or disapprove of event applications.

The Committee will be responsible for assigning a Committee member to take notes of Committee meetings and complete a record of annotated minutes. 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.