



CITY OF WALNUT CREEK 2018 COMMISSION APPLICATION

For City Use Only:

| |
|---------------------------------------|
| Voter registration confirmed ____ |
| Date interviewed ____/____/____ |
| Date appointed ____/____/____ |
| Date oath administered ____/____/____ |

| PERSONAL DATA | | |
|--|---|---|
| NAME | HOME PHONE | BUSINESS / CELL PHONE |
| E-MAIL ADDRESS | | |
| RESIDENCE ADDRESS (STREET, CITY, STATE, ZIP) | | |
| LENGTH OF RESIDENCE AT ABOVE ADDRESS | LIVE WITHIN CITY LIMITS <input type="checkbox"/> YES <input type="checkbox"/> NO REGISTERED VOTER <input type="checkbox"/> YES <input type="checkbox"/> NO | CITIZEN'S INSTITUTE GRADUATE: <input type="checkbox"/> YES <input type="checkbox"/> NO |

Commission applications are public documents. Commission seats are unpaid positions.

| EMPLOYMENT | | |
|--|-----------------------|----------------------|
| PRESENT EMPLOYER (OR LAST) | POSITION / OCCUPATION | LENGTH OF EMPLOYMENT |
| IF YOU ARE CURRENTLY SERVING ON A COMMISSION, OR HAVE PREVIOUSLY SERVED ON A PUBLIC BODY, INDICATE THE AGENCY AND EXPLAIN WHAT SIGNIFICANT CONTRIBUTIONS YOU MADE (attach additional sheets as necessary) | | |
| CONSIDERING YOUR EXPERIENCE AND ACTIVITIES IN BUSINESS, PROFESSIONAL, SOCIAL, OR OTHER ORGANIZATIONS, INDICATE THE EXPERIENCE, TECHNICAL TRAINING, AND/OR SKILLS WHICH QUALIFY YOU TO SERVE ON THE COMMISSION FOR WHICH YOU ARE APPLYING (attach additional sheets as necessary) | | |

APPOINTMENT, SELECTION PROCESS, AND MEETING ATTENDANCE RESPONSIBILITIES

APPOINTMENT PREFERENCE Please respond to the attached supplemental questionnaire(s) for each commission applied for:

- ARTS – 1 seat open, 4-year term (must be a registered voter; need not be a Walnut Creek resident)
- DESIGN REVIEW – 2 seats open, 4-year terms (one seat open for a registered architect/registered voter and a second seat open for a resident/registered voter of Walnut Creek)
- PARK, RECREATION & OPEN SPACE – 1 seat open, 4-year term (must be Walnut Creek resident and registered voter)
- PLANNING – 1 seat open, 4-year term (must be Walnut Creek resident and registered voter)
- CONTRA COSTA COUNTY LIBRARY COMMISSION – 1 seat open for an Alternate representative for a term through June 30, 2022 (must be Walnut Creek resident and registered voter). Board of Supervisors must confirm the appointment.
- CONTRA COSTA ADVISORY COUNCIL ON AGING – 1 seat open, 4-year term (must be Walnut Creek resident and registered voter)

Note: No supplemental questionnaire exists for the Contra Costa County Advisory Council on Aging. In addition to the City application, if applying to the Contra Costa County Advisory Council on Aging, a Contra Costa County Boards, Committees, and Commissions Application must also be submitted. Board of Supervisors must confirm the appointment.

CITY COMMISSION / REPRESENTATIVE SELECTION PROCESS AND DATES TO CALENDAR:
 The City Council will review the applications at the **February 6, 2018** City Council meeting and select the most qualified applicants to interview. Interviews will be conducted for selected applicants at a Council meeting on the evening of **February 20, 2018**. Following interviews, the Council will appoint the applicant(s) receiving the highest number of votes for each seat. Mandatory new Commissioner orientation will be held on **February 27, 2018** at 5:30 p.m. at City Hall. Newly appointed Commission/Representative terms will begin with the Oath of Office at the City Council meeting on **March 6, 2018**. Note: Dates may be subject to change.

CITY COMMISSION REPRESENTATIVE MEETING ATTENDANCE
 See the Commission/Representative's regular meeting schedule attached. Special Commission meetings may be called by the chair if necessary. In addition to time spent attending Commission meetings, Commissioners will spend a considerable amount of time preparing for meetings by reviewing the agenda packet and, when applicable, making site visits. Commissioners are expected to be fully prepared to discuss and take action on agenda items. Prospective Commission applicants should seriously consider the time commitment of serving on a Commission and evaluate their ability to meet that commitment. It is important that all Commission members attend and actively participate in meetings of their Commission. Individuals with heavy business and/or personal commitments may find those commitments preclude effective service on a Commission.

| | |
|------------------------|----------------|
| SIGNATURE OF APPLICANT | DATE SUBMITTED |
|------------------------|----------------|

An Equal Opportunity Employer. It is the policy of the City of Walnut Creek to not discriminate against qualified employees, applicants or volunteers because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance.

PLEASE RETURN THE COMPLETED APPLICATION, INCLUDING SUPPLEMENTAL QUESTIONS, BY 5 PM, WEDNESDAY, JANUARY 31, 2018 TO:
Suzie Martinez, City Clerk, City of Walnut Creek, 1666 North Main Street, Walnut Creek, CA 94596 FAX: (925) 256-3599 EMAIL: smartinez@walnut-creek.org

Walnut Creek City Commission/Representative Regular Meeting Schedule:

| Commission | Frequency | Day | Months | Time |
|---|-----------------|--|---|-----------|
| Arts | Quarterly | 4 th Mondays | January, April, July and October | 6:00 p.m. |
| Design Review | Twice per month | 1 st and 3 rd Wednesdays | Every month | 7:00 p.m. |
| Park, Recreation and Open Space | Bi-monthly | 1 st Monday | February, April, June, August, October and December | 6:00 p.m. |
| Planning | Twice per month | 2 nd and 4 th Thursdays | Every month | 7:00 p.m. |
| Transportation | Bi-monthly | 3 rd Thursdays | January, March, May, July, September and November | 6:00 p.m. |
| | | | | |
| Advisory Council on Aging | Once per month | 3 rd Wednesday | Every month | 9:30 a.m. |
| Contra Costa County Library Commission | Bi-monthly | 4 th Thursday | January, March, May, July, September and November | 7:00 p.m. |
| County Connection Advisory Committee | Bi-monthly | 2 nd Tuesday | January, March, May, July, September and November | 2:00 p.m. |
| Contra Costa County Mosquito and Vector Control Board | Bi-monthly | 2 nd Monday | January, March, May, July, September and November | 7:00 p.m. |
| Iron Horse Corridor Advisory Committee | Quarterly | TBA | February, May, August, November | 4:30 p.m. |

ARTS COMMISSION DUTIES

Purpose. The Arts Commission is established to advise the City Council on facilities, programs and policies that enhance the artistic, aesthetic, and cultural quality of life in the City and contribute to the economic vitality of the City. The Arts Commission guides implementation of the public art program and Public Art Master Plan.

Membership. The Arts Commission shall be comprised of five (5) members. Two (2) of the members should have experience as a public artist or a public art professional or have familiarity with and knowledge of public art.

All Arts Commission appointees will have demonstrated through community service or business experiences a strong commitment to and knowledge of the artistic, aesthetic, and cultural quality of life in Walnut Creek, and will appreciate the role the arts can play in the cultural development and economic vitality of the community.

A minimum of three (3) commission appointees must be residents of the City of Walnut Creek.

Duties. The Arts Commission shall have the following duties:

(a) To review and recommend to the City Council proposed changes to arts program fee ranges in the City's fees and charges schedule.

(b) To prepare, adopt, and recommend to the City Council standards and policies for art facilities, art programs, and other related matters.

(c) To provide oversight for the City's public art program pursuant to the Public Art Ordinance and the Public Art Master Plan, including:

1. To review and approve, when appropriate, the installation of public art on private development including the artist, and artwork, and its scale and location for all public art projects pursuant to Chapter 10 of Title 10 of the Walnut Creek Municipal Code.
2. To establish a selection panel to recommend to the Arts Commission for approval the artists, art, and sites for municipal public art projects pursuant to the Public Art Master Plan.
3. To identify and recommend public art projects to be funded by the public art fund pursuant to Chapter 10 of Title 10 of the Walnut Creek Municipal Code.
4. To periodically review and recommend to the City Council updates to the City's Public Art Master Plan.

(d) To develop a strategic vision for culture and the arts in Walnut Creek.

(e) To advise staff on performing and visual arts and arts education trends.

(f) To perform such other duties as may be required by the City Council or the municipal code.

ARTS COMMISSION SUPPLEMENTAL QUESTIONS

When responding, please refer to the coinciding number, preferably typewritten.

1. Why are you interested in serving on the Arts Commission?
2. Please describe your specific involvement in or interest in local arts activities, including attendance at local arts events, serving on any arts organization boards, or volunteering with any arts groups.
3. How could your personal experience be of value in the development of local arts programs or in advising the City Council regarding the successful operation of arts programs and facilities?
4. Public art is a key responsibility of the Arts Commission. Please describe your experience or involvement with public art or a public art program.
5. Please explain any business and/or financial background experience you may have that may be relevant to this position, particularly in recognition of the economic impact the arts have in Walnut Creek.
6. How do you see Walnut Creek's arts scene evolving over the next five to ten years? What roles do you see the private sector and the City playing in the future of these programs?

DESIGN REVIEW COMMISSION DUTIES

Purpose. The Design Review Commission is established to develop and enforce design standards, policies, and practices that promote aesthetics, encourage economic vitality, and enhance the design of the City's built environment.

Membership. The Design Review Commission shall be comprised of five (5) members. The composition of the Design Review Commission shall be as follows:

- Three (3) registered architects, one of whom must be a registered landscape architect; and
- Two (2) residents at large.

The architects need not be residents of the City.

Duties. The Design Review Commission shall have the following duties:

- (a) To review and approve the design components of development applications including individual buildings, structures, signs and their environs.
- (b) To prepare, adopt, and recommend to the Planning Commission and City Council standards and policies for the design of buildings, signs and other structures in the City.
- (c) To perform such other duties as may be required by the City Council or the Municipal Code.

DESIGN REVIEW COMMISSION SUPPLEMENTAL QUESTIONS

When responding, please refer to the coinciding number, preferably type-written. Use extra paper if needed.

1. Why are you interested in serving on the Design Review Commission?
2. Describe your experience working with different types of projects (e.g., office buildings, retail, mixed-use, mid-rise residential).
3. Describe your experience working with the entitlement process?
4. To what extent should the Design Review process consider the economic feasibility of a development proposal?
5. There have been a number of new projects developed in the downtown in the last few years. Based on your observations, which project do you think is the most successful and why? Conversely, which project is the least successful from a design perspective, and why?
6. When reviewing a specific design review proposal, what would you look for in terms of architecture, site planning, landscaping and signs?

PARKS, RECREATION AND OPEN SPACE COMMISSION DUTIES

Purpose. The Park, Recreation and Open Space Commission is established to advise the City Council on the general direction and emphasis of park, recreation, creek, trail and open space needs, facilities and programs.

Membership. The Park, Recreation and Open Space Commission shall be comprised of five (5) members. A commission appointee will have demonstrated a strong commitment to, and interest in, the City's parks, recreation programs, and/or the open space and will appreciate the role of advising on these matters.

Duties. The Park, Recreation and Open Space Commission shall be advisory only and shall have the following duties:

(a) To act in an advisory capacity to the City Council and staff on the general direction, policies, and emphasis of park, recreation, creek, trail and open space trends and needs of the City.

(b) To review and make recommendations to the City Council on the design and plans of park, recreation, creek, trail and open space facilities.

(c) To review and recommend to the City Council proposed changes to park, recreation and open space program fee ranges in the City's fees and charges schedule.

(d) To perform such other duties as may be required by the City Council or the Walnut Creek Municipal Code.

PARK, RECREATION AND OPENS SPACE COMMISSION SUPPLEMENTAL QUESTIONS

When responding, please refer to the coinciding number, preferably typewritten. Use extra paper if needed.

1. What do you feel the role of the Park, Recreation and Open Space Commission should be?
2. Why are you interested in becoming a Park, Recreation and Open Space Commissioner?
3. What has been your experience with current park, recreation and open space programs and facilities?
4. What do you feel you can bring to the Commission both individually and as a representative of your community?
5. What do you feel are the greatest park, open space, and recreational facility and program needs in the City of Walnut Creek?
6. Given rising costs and a desire to maintain a balanced City budget, what suggestions would you have for funding park, recreation and open space programs?
7. Every activity cannot be accommodated in every park. How would you deal with various groups in conflict over specific uses in a park?

PLANNING COMMISSION DUTIES

Purpose. The Planning Commission is established to create and maintain standards and policies to ensure the orderly development of the community consistent with the City's adopted plans and in accordance with state and federal laws.

Membership. The Planning Commission shall be comprised of seven (7) members.

Duties. The Planning Commission shall have the following duties:

(a) To prepare, review, and recommend to the City Council for its adoption a long-range, comprehensive general plan, and any amendments, to guide the future physical development and conservation of the City and its adjoining environs based on the geographic, social, economic and political characteristics of the community.

(b) To recommend for adoption by the City Council specific plans based on the general plan and drafts of such regulations, programs and legislation as may be required for the systematic execution of the general and specific plans.

(c) To recommend for adoption by the City Council a zoning ordinance.

(d) To periodically review the capital investment program of the City.

(e) To coordinate plans and programs with other city, county, regional, state and federal agencies in matters of common concern.

(f) To perform such other duties as may be required by the City Council or by State law or the Walnut Creek Municipal Code.

PLANNING COMMISSION SUPPLEMENTAL QUESTIONS

When responding, please refer to the coinciding number, preferably typewritten. Use extra paper if needed.

1. What do you believe is the most important role of the Planning Commission? How would you promote this role as a Planning Commissioner?
2. Having been a resident of Walnut Creek, what do you see as the strengths of the community? Conversely, what are its weaknesses?
3. Much national emphasis has been put on the term "Smart Growth." What does this term mean to you, and what Smart Growth principals, if any, would you promote as a Planning Commissioner?
4. Planning Commissioners are often asked to weigh the potential economic or social benefits of a development proposal with the concerns of existing, nearby residents who are affected by the development proposal. Frequently, at a public hearing, you will hear testimony only from those opposed to the project. What are your thoughts on this potential conflict and how would you respond as a Planning Commissioner?
5. Traffic and parking are consistently raised as reasons to disapprove any new buildings or change any use. How would you deal with this issue?

CONTRA COSTA LIBRARY COMMISSION DUTIES

The Commission is charged to perform the following advisory functions in regards to the County Library:

- A. Participate in short and long range planning activities for the libraries.
- B. Hold hearings that permit the public to express its views on matters related to the County Library.
- C. Monitor the progress in achieving the goals set forth in plans adopted by the Board. Report and make recommendations to the Board and the County Librarian in this regard.
- D. If a Commission has any concerns or questions regarding the Library Budget, the Commission may make recommendations to the Board and County Librarian.
- E. Assist in the development of policies that the Commission and the County Librarian determine will improve the operations of, and services available through, the County Library.
- F. Advocate and recommend the levels of funding are necessary to provide each level of service proposed by the Commission, the Board, or the County Librarian, as the case may be. Explore alternative methods of establishing stable and adequate funding for each level. Report the Commission's findings, along with any related recommendations, to the Board of Supervisors and the County Librarian.
- G. Perform other tasks and assignments that are referred to the Commission by the Board or County Librarian.
- H. Submit reports to the Board and County Librarian when the Commission deems such reports to be timely and appropriate.
- I. Oversee the actions of standing and ad hoc committees of the Commission.
- J. Discuss and vote on major policy issues.
- K. Provide community input for the County Library.

Note: The Library Commission is specifically prohibited from undertaking any inquiry or investigation into the (i) personnel policies and practices, and (ii) day-to-day administrative operations of the County Library.

CONTRA COSTA LIBRARY COMMISSION SUPPLEMENTAL QUESTIONS

When responding, please refer to the coinciding number, preferably type-written. Use extra paper if needed.

1. Why are you interested in becoming Walnut Creek's Library Commissioner?
2. Do you have an impression, experience, concern or other issue about the libraries in Walnut Creek and Contra Costa County that you would like to share with the City Council?

CONTRA COSTA ADVISORY COUNCIL ON AGING DUTIES

The Contra Costa County Advisory Council on Aging facilitates countywide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for older residents. The Council provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging issues. The Council, whose members are appointed by the Board of Supervisors, is advisory to the Board and to the Area Agency on Aging.

The Advisory Council is one facet of the Area Agency on Aging or Planning Services Area 7 (PSA 7) in California. There are 33 PSAs in the state. The California Department on Aging in Sacramento administers the Older Americans Act (OAA) throughout the state through the PSAs. Area Agencies on Aging are mandated by the OAA.

Roles of the Advisory Council on Aging are:

1. Planning and evaluation
2. Communication, Education and Information
3. Advocacy
4. Advisory to the Area Agency on Aging and the Board of Supervisors.

No supplemental questionnaire exists for the Contra Costa County Advisory Council on Aging. In addition to the City application, if applying to the Contra Costa County Advisory Council on Aging, a Contra Costa County Boards, Committees, and Commissions Application must also be submitted.

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