

Inter Office Memo

To: Board Of Directors
From: Mary Burdick, Sr. Manager of Marketing

Date: February 9, 2011

Reviewed By: *AMB*

SUBJECT: Appointment of Jan Kunz to CAC Representing the City of Concord

SUMMARY OF ISSUES: The City of Concord has been without representation on the CAC since July 2010 when Charles Hester resigned his position. On January 11, 2011 the Concord City Council approved the nomination of Jan Kunz to serve as the City's representative to the CCCTA Citizen's Advisory Committee for a two year term ending December 31, 2012.

RECOMMENDATIONS: Approve the appointment of Jan Kunz to serve as the representative for the City of Concord on the Citizen's Advisory Committee.

FINANCIAL IMPLICATIONS: None

OPTIONS:

1. Approve recommendation of the City of Concord
2. Decline to approve the recommendation
3. Other action as determined by the Board

ACTION REQUESTED: Approve the appointment of Jan Kunz to represent the City of Concord on the Citizen's Advisory Committee.

ATTACHMENT: Resume of Jan Kunz



**CITY OF CONCORD
BOARDS AND COMMISSIONS APPLICATION**

CITY OF CONCORD
MAR - 6 PM 4:12
CITY MANAGER'S OFFICE

NAME Jan Kunz		HOME PHONE 925-825-9688		CELL PHONE 925-768-4935	
RESIDENCE ADDRESS 765 Brannan Place, Concord, CA 94518					
LENGTH OF RESIDENCE AT ABOVE ADDRESS 22 years		IN CONCORD 22 years	IN COUNTY 22 years	BUSINESS PHONE ---	E-MAIL ADDRESS jkunz@astound.net
PRESENT EMPLOYER (or last) Not employed			EMPLOYMENT POSITION/OCCUPATION		NO. OF YEARS
ADDRESS		CITY		STATE	
PLEASE INDICATE THE BOARDS AND COMMISSIONS TO WHICH YOU ARE INTERESTED IN APPLYING FOR BY DESIGNATING THEM IN ORDER OF DESIRE (1, 2, 3, ETC.)					
<input type="checkbox"/> Appeals Board		<input checked="" type="checkbox"/> 3 Design Review Board		<input type="checkbox"/> Parks, Recreation and Open Space	
<input type="checkbox"/> Commission on Aging		<input checked="" type="checkbox"/> 1 Human Relations Commission		<input type="checkbox"/> Personnel Board	
<input type="checkbox"/> Community Advisory Committee		<input type="checkbox"/> Mobilehome Rent Review Board		<input type="checkbox"/> Planning Commission	
<input type="checkbox"/> Community Services Commission				<input checked="" type="checkbox"/> 2 Other CCTA CAC (app. sent separately)	
REASON FOR APPLYING: As a longtime Concord resident, I am interested in the well being and economic vitality of our city. My involvement in art and design, city government, and business activity within our community, contribute to my interest in applying for a position on the Human Relations Commission, the Design Review Board, and the Citizens' Advisory Committee for the Contra Costa Transportation Authority. I would like to be an active part of the process to maintain our high quality of life here in Concord.					
WOULD YOU BE AVAILABLE FOR EVENING MEETINGS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
IF YOU ARE CURRENTLY SERVING ON A BOARD OR COMMISSION, OR HAVE PREVIOUSLY SERVED ON A PUBLIC BODY, INDICATE AGENCY AND EXPLAIN WHAT SIGNIFICANT CONTRIBUTIONS YOU MADE: As Chair of the CSC from October 2004 to October 2005, I kept the meetings running in a smooth and orderly manner, while ensuring that everyone had an opportunity to be heard. I did the necessary "homework" so that I would be briefed on the issues to be addressed on the agenda, and I strove to ensure that the meetings were objective and fair to all parties. As a Commissioner, I have fully participated in the Commission meetings and activities, asking relevant questions, and contributing my viewpoints. I have also served as the liaison between the CSC and the Contra Costa Crisis Hotline, and STAND Against Domestic Violence.					
CONSIDERING YOUR EXPERIENCE AND ACTIVITIES IN BUSINESS, LABOR, PROFESSIONAL, SOCIAL, OR OTHER ORGANIZATIONS, INDICATE THE EXPERIENCE, TECHNICAL TRAINING, AND/OR SKILLS WHICH QUALIFY YOU FOR AN APPOINTMENT ON EACH DESIRED BOARD OR COMMISSION: (Attach additional sheets as necessary) My Art Education degree has given me the ability to communicate design concepts, and give constructive criticism and positive reinforcement. I participated in the City of Concord Community Leadership Academy, Spring 2003. I have taken classes in Blueprint Reading, and Fundamentals of Building, at Diablo Valley College. From September 2005 to September 2007, I worked for a kitchen remodeling company in Walnut Creek.					
EDUCATION AND TRAINING SUMMARY					
HIGH SCHOOL North High School		CITY Des Moines, Iowa	STATE	GRADE COMPLETED 12	Do you have a High School Diploma or High School Equivalency Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
COLLEGE Iowa State University		Ames, Iowa		MAJOR Art Education	TYPE OF DEGREE B.A.
TECHNICAL/VOCATIONAL TRAINING					
SIGNATURE OF APPLICANT		PRINT NAME		DATE March 4, 2008	

PLEASE MAIL TO: CITY OF CONCORD, CITY MANAGER'S OFFICE, 1950 PARKSIDE DRIVE, MS/01, CONCORD, CA 94519-2578 (925) 671-3495
 OR E-MAIL TO: cityinfo@ci.concord.ca.us Please type "Boards & Commissions Application" in the subject line of the e-mail.
 OR FAX TO: (925) 671-3375 attn: Administrative Services Coordinator
 Board and Commission Application dot (Rev. 11-14-06)