

## **GENERAL INFORMATION REGARDING BOARDS AND COMMISSIONS**

The City of Antioch encourages residents to become involved in their local community. One way to do so is to serve on various commissions, boards and committees. Any interested resident is encouraged to apply on forms available from the related City Department in which the board or commission serves. When a vacancy occurs, all applications for that board or commission will be reviewed.

Applications will be held on file for one year.

Your interest and desire to serve our community is appreciated.

The following is a brief summary of the Commissions:

### ***Board of Administrative Appeals***

The Board hears administrative appeals dealing with Municipal Code interpretations. The Board hears appeals of disciplinary action, dismissal, demotion or alleged violations of the Personnel Rules. The Board consists of 5 members and 4 alternate members. 3 of the members or alternate members shall have experience in the building construction trades and/or training in the California Code of Regulations, each serving 4-year terms. The board meets on the third Friday of the month in the afternoon. Members of the Board of Administrative Appeals are required to file an annual "Statement of Economic Interest".

### ***Economic Development Commission***

The EDC's function is to address economic development issues within the City and make recommendations to the City Council and staff regarding policies, regulations, marketing, development strategies and planning activities designed to enhance the City's economic base and create quality jobs. 7 members; 4-year terms. Must be either City resident or owner/operator of a business located in the City. Regular meetings are held at 6:00 p.m. in the Council Chamber on the first Tuesday in the months of February, April, June, October and December, the third Tuesday in July, and on the first Tuesday on an as-needed basis only during the months of March, May and November. No meetings are held during January or August. Members of the Economic Development Commission are required to file an annual "Statement of Economic Interest".

### ***Investment Advisory Committee***

The Investment Advisory Committee meets at least quarterly to determine general investment strategies, monitor investment results, discuss economic outlook, portfolio diversification and maturity structure, along with the examination of potential risks to the City's funds, recommend approved financial institutions and target rate of return on investments, as well as establish written procedures and recommend all new investments. The Committee is comprised of five (5) members as follows: the City Treasurer, Finance Director and three members from the public, to be appointed by the Mayor. Appointments from the public are based upon the applicants' experience or expertise in banking, investments, or accounting. Members of the Investment Advisory Committee are required to file an annual "Statement of Economic Interest".

### ***Parks and Recreation Commission***

The Commissioners serve in an advisory capacity to the City Council in matters pertaining to parks and recreation policy. They also survey current and future recreation and park needs of the community to provide a sound, year-round program for all ages.

The Appointee will be expected to regularly attend meetings the second Thursday of the month at 7:00 p.m. in the City Council Chambers, as well as attend any additional meetings that may arise.

### ***Planning Commission***

Makes decisions and recommendations to the City Council on land use, zoning, and general plan issues. 7 members; 4-year term. Meets on the first and third Wednesday evenings of the month. Members of the Planning Commission are required to file an annual "Statement of Economic Interest."

### ***Police Crime Prevention Commission***

Makes recommendations to the City Council relative to crime prevention and makes reports on programs, which might be initiated to help the Police Department and the citizens, create a safer community. Commissioners are involved in public presentations, coordination of various Neighborhood Watch groups and programs, and special community events. 7 members; 4-year term. (Must not be a full-time police officer.) Meets on the third Monday evening of the month.