



## CITY OF SARATOGA CITY CLERK'S OFFICE

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### APPLICATION & INTERVIEW PROCESS FOR PARKS AND RECREATION COMMISSION

The City of Saratoga is now recruiting for one (1) full term on the Parks and Recreation Commission that will run from October 1, 2020 to September 30, 2024 and one (1) partial term that will end on September 30, 2022. Applications must be submitted to the City Clerk by **5:00 P.M. ON WEDNESDAY, AUGUST 18, 2020.**

Please submit applications either via mail, email, or in person to:

Mail or In Person:

City Clerk  
City of Saratoga  
13777 Fruitvale Avenue  
Saratoga, CA 95070

Email:

[debbieb@saratoga.ca.us](mailto:debbieb@saratoga.ca.us)

Website:

[www.saratoga.ca.us/comvac](http://www.saratoga.ca.us/comvac)

Candidate interviews will be conducted on the evening of **Wednesday, September 2, 2020** in the Administrative Conference Room in the City Manager's Office. Applicants should plan to be present for the interviews.

To qualify for the Parks and Recreation Commission vacancies, applicants must:

1. Be a resident and registered voter in the City of Saratoga;
2. Due to COVID-19, the Council passed Urgency Ordinance 367 suspending the need to attend a meeting before the interview. However, applicants are strongly urged to attend a meeting if possible.
3. Submit a completed application form and supplemental questionnaire.

**If possible, applicants should attend a Parks & Recreation Commission meeting prior to interviews on September 2, 2020.** Applicants who have not attended a Commission meeting will not be considered. Regular Parks and Recreation Commission meeting is scheduled for July 14, 2020 and may be a virtual meeting. Regular meetings are held at 6:30 p.m. City Hall at 13777 Fruitvale Avenue or virtually.

The meeting schedule, time, and location are subject to change. Please check [www.saratoga.ca.us/prc](http://www.saratoga.ca.us/prc) for the latest information about upcoming meetings, Commission agendas, and meeting minutes.

If you have any questions about the application process, please contact the City Clerk Debbie Bretschneider at 408.868.1294 or [debbieb@saratoga.ca.us](mailto:debbieb@saratoga.ca.us).



# CITY OF SARATOGA COMMISSION APPLICATION

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*The information on this application is considered public information and will be furnished to any requesting party.*

**APPLICANTS MUST ATTEND A COMMISSION MEETING PRIOR TO BEING INTERVIEWED.  
PLEASE ATTACH COMMISSION SUPPLEMENTAL QUESTIONNAIRE TO THIS APPLICATION.**

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## APPLICANT INFORMATION

DATE:

COMMISSION APPLYING FOR:

MS./ MRS./ MR.

TELEPHONE:

HOME

WORK/CELL

EMAIL ADDRESS:

ADDRESS:

YEAR YOU BECAME A SARATOGA RESIDENT:

ARE YOU A REGISTERED VOTER IN THE CITY OF SARATOGA?

ARE YOU ABLE TO ATTEND DAYTIME MEETINGS?

ARE YOU ABLE TO ATTEND EVENING MEETINGS?

DATE OF COMMISSION MEETING YOU ATTENDED/WILL ATTEND PRIOR TO INTERVIEW:

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**BRIEFLY DESCRIBE YOUR INVOLVEMENT IN EACH OF THESE AREAS**

*Please attach additional sheets as needed.*

**CURRENT OCCUPATION AND EMPLOYMENT HISTORY:**

**EDUCATIONAL BACKGROUND:**

**PLEASE LIST ALL OF THE PUBLIC AGENCY AND NON-PROFIT BOARDS OR COMMITTEES THAT YOU ARE CURRENTLY A MEMBER OF:**

**ADDITIONAL INFORMATION OR COMMENTS:**

**REFERENCES: (Provide Name and Phone Number)**

1.

2.

3.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



# CITY OF SARATOGA **PARKS AND RECREATION COMMISSION**

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## ***Supplemental Questionnaire***

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please print or type your answers to the following questions and submit with your completed Commission application. You may submit additional sheets to complete your answers.

Commissioners seeking reappointment may answer questions in a manner that reflects your experiences and objectives as a Commission member.

1. Describe your involvement in community activities, volunteering, and civic organizations.
2. What is it about this Commission that interests you? What qualities, experience, and expertise would you bring to the Commission?
3. How would you see your role as Commissioner when recommending policy and working with the Council?
4. On matters related to parks and recreation, how do you anticipate serving as a conduit between the public and the City Council and effectively communicating interests or concerns between these two groups?
5. What do you consider to be the primary duties and objectives of the Parks and Recreation Commission? What new objectives would you like the Commission to pursue?
6. What do you consider to be the major park and recreation issues facing the City?