

# APPLICATION TO SERVE ON THE PHILADELPHIA COMMISSION ON PARKS AND RECREATION

## PART I: BACKGROUND INFORMATION AND DIRECTIONS ON HOW TO APPLY

**Application Deadline: May 6, 2016 (See page 3 for details)**

The City Council of Philadelphia is accepting applications to serve on the *Commission on Parks and Recreation*. There are nine positions to be filled. If you wish to apply, please read this document carefully. You must complete and submit Part II in order to be considered. (This includes current members of the Commission seeking reappointment.)

If you need another copy of this application, please go to any of the following websites and click on the link that refers to the Commission on Parks and Recreation: [www.phila.gov](http://www.phila.gov), [www.phlcouncil.com](http://www.phlcouncil.com), or [www.phila.gov/parksandrecreation](http://www.phila.gov/parksandrecreation). You may also pick up additional copies at the Office of City Council's Chief Clerk (Room 402 City Hall), and at Philadelphia libraries, recreation centers, and Fairmount Park facilities.

**Introduction:** In 2008, the voters of Philadelphia approved an amendment to the Philadelphia Home Rule Charter to create a new unified Department of Parks and Recreation, along with a new **Commission on Parks and Recreation** to help guide the department. Every four years, the Mayor appoints nine members of the Commission from a list of nominees submitted by City Council. The current appointees' terms will expire later this year, and it is now time for Council to develop the next list of nominees for the Mayor.

The Commission is composed of 15 members: the nine members appointed by the Mayor, and six "ex officio" members – the Commissioners of the Departments of Parks and Recreation, Water, Streets, and Public Property; the City Council President; and the Executive Director of the City Planning Commission.

**Role and Responsibilities of the Commission on Parks and Recreation:** The Charter amendment charges the Commission with the following responsibilities:

“(a) The Commission, after receiving public comment, shall from time to time adopt standards and guidelines relating to City park and recreation land and facilities, including standards and guidelines relating to land use; preservation of green space; watershed management; sustainability; and the conveyance and acquisition of park and recreation land or facilities, including criteria for the assessment and evaluation of proposed conveyances or acquisitions. The Parks and Recreation Commissioner and all other City officials shall give substantial

weight to the standards and guidelines adopted by the Commission when taking or considering any official action relating to the City's park or recreation land or facilities.

(b) The Commission shall assist and advise the Parks and Recreation Commissioner and such private organizations as the Commission may choose, to promote, support and enhance the image of the Fairmount Park System, other City parks, and City recreation facilities; and to expand and diversify the funding and resources for operation and capital expenditures in and for park and recreation facilities.

(c) The Commission shall convene public meetings at least quarterly, and shall provide, at each public meeting, opportunity for public comment concerning any matter within the jurisdiction of the Commission.”

**Candidate Selection and Appointment Process:** Under the Charter, the Council President begins the process with a public notice that invites applicants to serve on the Commission. The application period must remain open for at least 30 days. Thereafter, City Council must hold a public hearing.

Each applicant who submits an application will receive an e-mail message stating when and where the public hearing will be held. (Applicants who do not provide an e-mail address will receive a telephone call.) At the hearing, every applicant will have an opportunity to speak and to submit supporting recommendations that will become part of the official public record. Applications will also be public (personal information will first be removed) and available for review in the Office of Council's Chief Clerk (Room 402 City Hall). Council must forward between 18-25 nominations to the Mayor within 90 days after the close of the application period. The Mayor will make the final appointments from that list.

This is a volunteer, unpaid position. Under the Charter's general provision concerning boards and commissions, members of the Commission must be residents of Philadelphia or Pennsylvania counties adjacent to Philadelphia (Bucks, Delaware, and Montgomery).

**Please see next page for instructions on how to apply.**

## HOW TO APPLY TO SERVE ON THE COMMISSION ON PARKS AND RECREATION

*Step 1. Complete Part II of this Application.*

- If you are holding a printed copy of this document, you may fill out the application by typing or printing legibly.
- If you are viewing this document on-line, you may print a copy and fill it out, or you may save a copy onto your computer and complete the application on your computer, using Microsoft Word or a compatible program.

*Step 2. Submit Part II to the Chief Clerk of City Council. You may do this in any of the following ways:*

- Deliver the application in person during regular business hours (weekdays from 9 am–5 pm). The application must be delivered to the following address no later than 5 pm on Friday, May 6, 2016:

Office of the Chief Clerk of City Council  
Room 402 City Hall  
Broad and Market Streets  
Philadelphia, PA 19107  
Att'n: Michael Decker

- Mail the application to the above address. The envelope must be postmarked no later than May 5, 2016. You are encouraged to use certified mail.
- Fax your completed application no later than May 6, 2016. The fax number is 215-686-1910. Include a cover sheet addressed to the attention of Michael Decker, Chief Clerk. The cover sheet should also include (1) your name; (2) the number of pages you are faxing, including the cover sheet; and (3) a telephone number where you can be reached.
- Submit your application as an e-mail attachment no later than May 6, 2016. The e-mail attachment must include a completed Part II and all material that must be attached to Part II, as listed below. Your e-mail should be sent to:  
**Commissionapplicant@phila.gov**

**The form that you must complete begins on the next page.**

# APPLICATION TO SERVE ON THE PHILADELPHIA COMMISSION ON PARKS AND RECREATION

## PART II: FORM TO BE COMPLETED AND SUBMITTED BY APPLICANTS

Application Deadline: May 6, 2016. See Part I above for detailed instructions about how and where to submit this application.

Please note: Section 1 below will be shared only with Council and the Mayor. All other Sections of your Application will become a public document that others will be able to review in Council's Chief Clerk's Office, Room 402 City Hall.

*Please type or print legibly.*

### Section 1. Contact Information

Name

Home Address

You must reside in Philadelphia or in Bucks, Delaware, or Montgomery County.

City

State

PA

Zip

E-mail

Telephone

Your name: \_\_\_\_\_

**Section 2. Optional Personal Information**

The Charter provision that states the qualifications for members of the Commission on Parks and Recreation states that “The Commission shall also be reflective of the geographic, racial, ethnic, and gender diversity within the City.” With that in mind, you are invited, **but not required**, to provide the following optional information:

Your year of birth

Your gender identity  Male  Female  Other  
(Please Self-Identify)

Are you of Hispanic, Latino, or Spanish origin?  Yes  No

Your race  African-American  
 Asian  
 White  
 Other (please specify) \_\_\_\_\_

*Your name:* \_\_\_\_\_

**Section 3. Questions for you to complete.** Please answer each question on a separate page and attach your answers to the end of this application.

**A. Please review the following requirements from the Home Rule Charter for serving on the Commission on Parks and Recreation. How do you meet those qualifications?**

“Qualifications. The members shall have demonstrated experience or skills relevant to the powers and duties of the Commission including, but not limited to: sports, recreation and athletic programming; natural lands management, watershed management, and environmental protection; tourism, marketing and public relations; business and finance; neighborhood revitalization; community leadership; historical and architectural preservation; landscaping and horticulture; and fundraising. The Commission shall also be reflective of the geographic, racial, ethnic, and gender diversity within the City.”

**B. Please review the role and responsibilities of the Commission, which are set forth in Part I of this application. Then, please explain in no more than 500 words why you want to serve on the Commission on Parks and Recreation and why you believe you should be nominated.**

**Section 4. Resume:** Please attach an up-to-date resume to this application. Include your name, but do **not** include any personal contact information (street address, phone number, e-mail address) that you do not wish to be publicly available. On the resume, please provide the following information:

- Your employment history – employers, job titles and responsibilities, and dates of employment. If you have been self-employed, include that information.
- Your education or training – schools attended, degrees attained, and dates.
- Your community and professional organizations, affiliations, and activities.
- Optional: Any additional information that you consider relevant to this application.

*Your name:* \_\_\_\_\_

**Section 5. Optional supporting materials.** You are invited to submit up to three letters of recommendation. You may submit them along with your application or separately. If you have not submitted them by the time that Council holds its public hearing for applicants, please bring the letters with you and submit them when your name is called.

**Section 6. Signature.** Please sign on the line immediately below. If you are submitting your application by e-mail directly from your computer, type your name instead.

\_\_\_\_\_

**Section 7. Date.** Indicate the date that you are submitting this application:

\_\_\_\_\_

<p>If you are selected to serve on the Commission on Parks and Recreation, you will be required to file the City's annual financial disclosure form. You will also be subject to ethics laws applicable to City boards and commissions (and to the jurisdiction of the Philadelphia Board of Ethics).</p>
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<p>If you have questions about the application process, please contact Tia Watson at 215-686-3424 or Hal Fichandler at 215-686-7667.</p>
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**This is the last page of the application.**