



**FOR IMMEDIATE RELEASE**

**June 26, 2015**

**Contacts:** Niel Laudati 541.726.3780

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**~ Media Advisory ~**

## **APPLICANTS SOUGHT FOR DOWNTOWN PARKING ADVISORY COMMITTEE**

The City of Springfield is seeking applicants to fill four vacancies on the Downtown Parking Advisory Committee (PAC). The PAC is a volunteer body which advises the Springfield City Council, Springfield Economic Development Agency, and City staff on the Downtown Springfield Parking Program.

Applicants must be one or more of the following: City residents or property owners, business owners, or an officer, partner, or employee of a business located in the downtown area.

The PAC meets quarterly with a term commitment of two years.

The **deadline to apply** is **5 p.m. Friday, July 10, 2015**. Application forms are available in the Springfield City Manager's Office at City Hall, 225 Fifth Street, Springfield, OR.

**For more information, contact Courtney Griesel, 541-736-7132**





# Application for a City of Springfield Citizen Advisory Board/Commission/Committee

Please print or type:

1. What experiences / training / qualifications do you have for this particular board / commission / committee?
  
  
  
  
  
  
  
  
  
  
2. What specific contribution do you hope to make?
  
  
  
  
  
  
  
  
  
  
3. Briefly describe your involvement in relevant community groups and activities. (Lack of previous involvement will not necessarily disqualify you from consideration.)
  
  
  
  
  
  
  
  
  
  
4. What community topics concern you that relate to this board / commission / committee? Why do you want to become a member?
  
  
  
  
  
  
  
  
  
  
5. Most boards / commissions / committees meet monthly. Subcommittees may meet more frequently. Meetings generally last one and one-half hours. **It is highly recommended you attend a meeting before submitting the application.** Please read the news release for this position which contains the normal dates and times for these meetings and can be found at [www.ci.springfield.or.us/CMO/newsrel.htm](http://www.ci.springfield.or.us/CMO/newsrel.htm). Are you available to attend meetings on the dates listed for this committee?

Yes      No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify the information in this application and attachments are true and complete to the best of my knowledge. I understand that false or misleading statements or missing information is cause for rejection of application, removal of name from eligible list, or dismissal from the position. I hereby waive my rights to claims or damages against any employer and the City of Springfield, its officers, agents, and employees, in regard to this exchange of information. I hereby authorize to permit the City of Springfield and/or the Springfield Police Department to review my background information and if required my DMV records. I have reviewed the Advisory and meet the minimum requirements to serve/volunteer in the desired position. I also authorize to permit any materials listed above to be copied and retained by the City of Springfield. I authorize the use of my photograph.

I will defend, indemnify and hold harmless the City of Springfield, its officers, employees, and agents from and against all liability or loss and against any and all claims, actions, causes of actions, proceedings or appeals based upon or arising out of or arising from or in connection with my conduct or performance as a volunteer with the City of Springfield including but not limited damage or injury to persons or property and including without limitation attorney fees and expenses; except for losses, claims or actions resulting from the sole negligence of the City of Springfield.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For more information please call the City Manager's Office 541.726.3700  
Return this application to the City Manager's Office, 225 Fifth Street, Springfield Oregon 97477



City of Springfield

225 Fifth Street
Springfield, Oregon 97477
Ph: (541)726-3705 Fax: (541)726-4614
An Affirmative Action/Equal Opportunity Employer

Employee# \_\_\_\_\_
Position # \_\_\_\_\_

NON-EMPLOYEE PROFILE

Request for Services

- VOLUNTEER
TEEN VOLUNTEER
INTERN / CONTRACTED LABOR

To be completed by CANDIDATE - All Information is REQUIRED

Full Legal Name: (First) (Middle) (Last)
Physical Address: (Street, Apt) (City) (State) (Zip)

DOB:
Preferred Phone #: Cell Home

Type of Work:

INTERNSHIP ONLY
School/Organization Name:
Sponsor/Contact Name & Phone #:
Start & End Dates:

- Department(s) of Interest
City Manager's Office
Finance
Courts
Information Technology
Fire & Life Safety
Police
Library
Development & PW
Human Resources

Other Language(s) Spoken: Willing to Translate? YES NO (High/Medium/Low)
Language 1: Speak? Read? Write?

Emergency Contacts - Please list in order of preference

Name / Relationship: Name / Relationship: Name / Relationship:
Primary Ph#: Cell Home Other
Alternate Ph#:
City, State

By signing, I authorize the City of Springfield to use and/or disclose the above information in the case of an emergency, accident or illness that affects me.

Candidate Signature: Date:

To be completed by FACILITATOR
Assignment & Department/Duties:
Facilitator Name: Start & End Dates:
Ph Ext.: Staff Approving Time Card:
Picture: Taken & Emailed Needed
Requested Access: Computer\* Time Card Email Notify IT New Badge
Other:
Driving:
On Line Learning Center System Access Requested (Includes drivers Training Courses if applicable)
\*When computer access is granted, volunteers and interns will receive access to the Volunteer Drive and an I:Drive.
Notes:
Facilitator is responsible for ensuring candidate has read and signed the City Policy Acknowledgment page on their first day. Return signed page to Human Resources.
Facilitator must contact Human Resources at the end of service to update personnel records.
Facilitator is also responsible for the return of ID Badges to HR.