



RECEIVED  
CITY OF LAKE FOREST  
CITY CLERK'S OFFICE  
14 DEC 12 AM 59

## APPLICATION FOR PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission advises the City Council on matters pertaining to the acquisition, development, and maintenance of public parks and recreational facilities.

The Commission also advises the City Council on matters relating to recreational programs and provides advice to the Community Services Department.

In addition to attending the regular monthly Parks and Recreation Commission meeting, Commissioners are expected to periodically attend and participate in City recreation programs and activities.

Commissioners receive a stipend of \$59 per meeting, not to exceed \$118 per month.

**PLEASE PRINT:**

NAME: Francisco J. Barajas

ADDRESS: 2138A Lake Forest Dr. #H

CITY: Lake Forest STATE CA ZIP: 92630

PHONE: (H) 951-940-3527 PHONE (W) \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL francisco.barajas89@gmail.com

AVAILABLE TO ATTEND THE PARKS & RECREATION MEETINGS ON THE THIRD THURSDAY OF EACH MONTH AT 7:00 P.M.? YES  NO \_\_\_\_\_

AVAILABLE TO ATTEND OTHER MEETINGS? YES  NO \_\_\_\_\_

**ADDITIONAL QUALIFYING INFORMATION**

Please submit the following with your application:

1. Detailed resume showing work and/or community involvement history
2. Applicant statement of no more than 200 words indicating why you wish to serve on the Lake Forest Planning Commission and summarizing your qualifications for this office
3. Completed Statement of Economic Interest Form 700
4. Candidate Questionnaire

---

**APPLICANT VERIFICATION**

I attest to the following:

1. I am a legal resident of the City of Lake Forest
2. I am a registered voter; with a Lake Forest address.
3. I am able to attend Parks & Recreation Commission meetings that are regularly scheduled on the third Thursdays of each month at 7:00 P.M.
4. I have submitted a Statement of Economic Interest, in accordance with the Political Reform Act.
5. I understand this application is a Public Record and may be made available to members of the Public upon request, with personal contact information redacted.

The information provided in this application is true and accurate

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



DATE: \_\_\_\_\_

12/10/14

**Return completed form with original signatures (no fax or email allowed) to:  
City Clerk or designee  
City of Lake Forest  
25550 Commercentre Drive  
Lake Forest, CA 92630  
(949) 461-3421**

**Deadline to file is Friday, December 12, 2014 at 5:00 p.m.**

**Attachments:**

1. Candidate Questionnaire
2. Council Adopted Leadership Principles, including Guidelines for Conduct in Office
3. Ralph M. Brown Act Summary
4. Statement of Economic Interest – Form 700 (Must be submitted with Application)

# FRANCISCO BARAJAS

21382 Lake Forest Dr. #H, Lake Forest, CA 92630 • 951-990-3327  
francisco.barajas89@gmail.com

## STATEMENT OF QUALIFICATIONS:

- M.P.P. – Pepperdine University School of Public Policy, April 2013
- B.A. Political Science – California Baptist University, May 2011
- Over five years of experience working in California at the state, regional and local government levels
- Skilled in verbal and written content management
- Proficient Spanish speaker

## RELEVANT EXPERIENCE

**Communications LAB**, Lake Forest, CA

July 2013 - Present

### **Account Coordinator**

- Work with public and private organizations to research, develop and implement communications plans for routine and special projects, including promotional materials
- Create and manage programs including content development, posting and monitoring for clients
- Author, review and disseminate news releases
- Create and edit PowerPoint presentations for clients
- Coordinate and provide support during special events
- Responsible for maintaining communication with elected officials and their staff, community and business leaders and members of the community
- Prepare and present comprehensive technical, administrative, and financial analytical and statistical reports for use by senior staff in public and private organizations to present and justify conclusions, forecasts and recommendations based on data summaries and other findings
- Creation and maintenance of large databases
- Responsible for arranging presentations for clients with public and private organizations throughout the county, managing appointments and meetings schedules, maintaining calendars and arranging meetings and conferences
- Respond to citizen comments, routine letters, general correspondence and requests for information on government projects, such as the OCTA I-5 South County Improvement Project, including handling communication with Spanish-speaking only community members

**City of Lake Forest**, Lake Forest, CA

April 2013-July 2013

### **Economic Development Intern**

- Managed economic development website content
- Evaluated new social media outlets
- Compiled demographic reports
- Updated the City's business database and performed necessary outreach
- Coordinated monthly business events and mixers for all Lake Forest businesses
- Worked with city departments and Lake Forest Chamber of Commerce to coordinate annual Shop and Dine Lake Forest Week, working to get local businesses to participate while researching advertising opportunities, including the development of various community awareness and promotional materials

**City of Malibu**, Malibu, CA

October 2011-April 2013

### **City Clerk's Office** (Intern)

- Maintained City Clerk's Master Inventory File
- Distributed City Council Agendas for council meetings
- Assisted in receiving, processing, and logging all Fair Political Practices Commission (FPPC) documents
- Responsible for administering Recorded Documents processing as well as managing all incoming general correspondence from the public
- Conducted the City's first voter registration drive for the 2012 municipal elections, including the development of community awareness and promotional materials

**Association of California Cities - Orange County (ACC-OC), Orange, CA**

May 2012-August 2012

**Intern**

- Researched and tracked legislation as well as authored opinion correspondence and advocacy letters on behalf of the organization
- Wrote memos to educate member elected officials during Legislative Committee Meetings
- Developed an internal tracking tool for legislation
- Tracked pension reform across all thirty-four cities in Orange County to gauge their cohesiveness with ACC-OC's pension reform criteria used to educate elected officials
- Assisted in the planning and coordination of committee meetings

**Orange County Board of Supervisors - Chairman John Moorlach, Santa Ana, CA** April 2012-August 2012  
**Legislative Aide (Intern)**

- Drafted briefings on board agenda items for the Supervisor in the areas of Legislation, Grants, OCTA, OCCR, and SSA on a weekly basis
- Researched and compiled a database to analyze CA Department of Finance (DOF) response letters to Orange County and twenty-four other former redevelopment agencies regarding their Recognized Obligation Payment Schedule (ROPS)
- Developed a tracking mechanism to determine discrepancies between former redevelopment agencies' first and second ROPS from the DOF
- Researched best practices nationwide on employment services to support Orange County's Ten-Year Plan to End Homelessness
- Analyzed portions of the FY 2012-13 County Budget and proposed recommendations for action
- Developed an internal tracking tool for legislation
- Reviewed source documents from Orange County's State and Federal lobbyists and wrote summaries
- Responded to citizen comments, routine letters, general correspondence and requests for information
- Represented the Supervisor at various meetings and public events
- Composed proclamations for various community organizations and events for Supervisor's signature

**Western Municipal Water District, Riverside, CA**

June 2010-May 2011

**External Affairs (Intern)**

- Worked on community outreach as a representative of the District
- Responsible for external communications including running two websites, written correspondence on behalf of the District and interpersonal outreach to constituents, advocacy partners and the community at large
- Assisted in the coordination of events held on behalf of the district, including the creation of invitations as well as disbursement and guest tracking, managing appointments and meeting schedules, making travel arrangements, maintaining calendars and arranging meetings and conferences
- Researched pending legislation, determining the fiscal and environmental impact it would have on the district and its programs, debriefed the legislative analyst and the External Affairs Director, and authored opinion correspondence and advocacy letters on behalf of the District for board member and general manager signatures
- Created and maintained Western's External Affairs advocacy contact database
- Created PowerPoint presentation for supervisor

**Inland Empire Office of the Governor, Riverside, CA**

September 2009-June 2010

**Intern**

- Acted as an intermediary between constituents and the respective agency representatives, responding to citizen comments, routine letters, general correspondence and requests for information
- Composed correspondence for supervisor's signature
- Independently researched legislative topics of interests upon request made by constituents
- Attended regional events and represented the governor's office at meetings

Francisco J. Barajas

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

When my wife and I first moved to this City, we immediately fell in love with the tight knit community, the great amenities the City has to offer and the overall aesthetic feel that makes it such a great place to live. When I saw that there were openings on the commission, I found it an excellent opportunity to fulfill my civic duty to work with fellow residents to maintain those great amenities, from its parks to its programs for residents and businesses, ensuring that this City maintains its status as a great place to live for generations to come.

Having over five years of experience working in California at the state, regional and local government levels, coupled with a masters degree in public policy from Pepperdine University, I have been privileged to participate in policy discussions with everything from how much additional charges in city services would affect the community to reviewing and evaluating existing and proposed budgets for departments overseeing those services. I have also learned to work with the community to hear their issues and requests and work toward a reasonable resolution, whether that be granting their requests or providing viable alternatives.

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

City of Lake Forest

Division, Board, Department, District, if applicable

Your Position

Parks and Recreation Commissioner

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: \_\_\_\_\_

Position: \_\_\_\_\_

2. Jurisdiction of Office (Check at least one box)

- State  Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County \_\_\_\_\_  County of \_\_\_\_\_
- City of Lake Forest  Other \_\_\_\_\_

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2013, through December 31, 2013.  Leaving Office: Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_ (Check one)
- or- The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through December 31, 2013.  The period covered is January 1, 2013, through the date of leaving office.
- Assuming Office: Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_  The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through the date of leaving office.
- Candidate: Election year \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_

4. Schedule Summary

Check applicable schedules or "None."

► Total number of pages including this cover page: 2

- Schedule A-1 - Investments - schedule attached  Schedule C - Income, Loans, & Business Positions - schedule attached
- Schedule A-2 - Investments - schedule attached  Schedule D - Income - Gifts - schedule attached
- Schedule B - Real Property - schedule attached  Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-  None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)  
25550 Commencement Drive Lake Forest CA 92630  
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS (OPTIONAL)  
(949) 461-3400

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed December 11, 2014  
(month, day, year)

Signature [Signature]  
(File the originally signed statement with your filing official.)



## Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

**You are not required to disclose:**

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes

### Reminders

- Gifts from a single source are subject to a \$440 limit during 2013. See Reference Pamphlet, page 10.
- Code filers – you only need to report gifts from reportable sources.

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- During 2013, the cost of food, beverages, and necessary accommodations provided directly in connection with an event at which you gave a speech, participated in a panel or seminar, or provided a similar service but only if the cost is paid for by a federal, state, or local government agency. **This exception does not apply to a state or local elected officer, as defined in Section 82020, or an official specified in Section 87200.**
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

**To Complete Schedule D:**

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.



**APPLICANT QUESTIONNAIRE**

Tell us about yourself:

- 1. How long have you lived in the City of Lake Forest? 1 year, 7 months
- 2. Did you vote in the 2014 election? yes
- 3. Is there anything in your background that would reflect poorly on the City? no

Tell us about your involvement in the City:

- 4. Are you a graduate of the City's Leadership Academy? no
- 5. Do you participate in any of the City's Advisory Groups? no
- 6. Do you regularly attend meetings of the City Council or the Commissions? no

**Please limit your responses to 100 words each for Questions 7-9.**

- 7. If you have attended City Council or Commission Meetings, how many, and what were the major topics of discussion, or topics you have spoken about?  
I attended the Council meeting where the RFP applicants for waste management services went before the council to choose between CR&R and Waste Management

- 8. What City sponsored workshops or seminars have you attended?  
I attended the City's seminar on using social media for small businesses

- 9. Have you served as Chair or Member of any other Committee, Club, Board or Organization? If yes, please describe: no

10. How have you been involved in the community of Lake Forest? Mention any participation in other community service organizations or clubs and activities in the community.

I have volunteered my time and efforts to help out during the previous two Taste of Lake Forest events, from setting up to staffing a booth to tearing down as well as spreading the word and volunteering at the kickoff events

Tell us about your relationships to Current Council Members or Employees. **Please limit your responses to 50 words each for Questions 11-13.**

11. Do you have any social or business relationships with anyone on the City Council or other Commissions? If yes, please describe: yes

I have worked with council member Scott Voigt in the past on a voluntary basis and have maintained a friendship ever since

12. Have you endorsed, assisted or made contributions to any campaign initiated by any member of the Council? yes

I have assisted council member Scott Voigt during his campaign efforts by sending out an email for a fundraiser for him

13. Do you have any personal or professional affiliations with any City employee? If yes, please describe: yes

I held a four month internship with the City's economic development department in 2013 and have kept in contact with many of my old co-workers who are still employed by the City.

Tell us about your understanding of government: **Please limit your comments to 100 words each for Questions 14 & 15.**

14. What does the term "legislative body" mean to you?

The branch of government that exists to create and alter policy through the creation of laws

15. The Brown Act – in your own words – what does it mean to you?  
Law created to ensure that any decision making that is supposed to be taking place in public is not done behind closed doors, ensuring that a certain level of accountability is maintained. It does so by stating that no more than two decision makers can privately discuss items that are to be discussed publicly

Tell us about your vision for the City: **Please limit your comments to 200 words each for Questions 16-18.**

16. What do you hope to accomplish during your time of service as a Parks & Recreation Commissioner?

Continue maintaining and improving the City's excellent parks to give the community beautiful and pristine spaces to gather as well as making sure all programs offered by the City are relevant to the needs of the community.

17. What prompted you to apply for office?

When my wife and I first moved to this City, we immediately fell in love with the tight knit community feel. Having studied government and pursued it as a career, I am passionate about having a positive impact on my community through this important medium. This is an excellent opportunity, I believe, to fulfill my civic duty by using the knowledge and skills I have attained over the years professionally right where I live.

18. What do you feel are the most important issues facing Parks & Recreation in the City of Lake Forest at this time?

Maintaining proper upkeep of all of the City's parks and maintaining the current excellent trajectory of programs offered by the City for its residents.

- The City has attempted to provide ample space to complete your response. If you feel you need additional room, please attach additional sheets, as necessary, and number your responses to match the questions. **Please prepare your responses in compliance with the word limits established for individual questions.**