

FOREST GROVE CITY COUNCIL WORK SESSION Monday, December 1, 2008

5:15 PM – Work Session (B&C Interviews)

Community Auditorium
1915 Main Street
Forest Grove, OR 97116

Thomas L. Johnston
Victoria J. Lowe
Camille Miller

Richard G. Kidd, Mayor

Ronald C. Thompson
Peter B. Truax
Elena Uhing

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

→ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

→ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder at 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder at 503-992-3235, at least 48 hours prior to the meeting.

A G E N D A

- 5:15 PM 1. WORK SESSION: BOARDS, COMMITTEES, AND COMMISSIONS INTERVIEWS
The City Council will convene in the Community Auditorium – Conference Room to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session.
- 7:15 PM 2. ADJOURNMENT:



WORK SESSION

TO: Mayor Kidd and City Councilors

PROJECT TEAM: Anna D. Ruggles, CMC, City Recorder
Michael Sykes, City Manager

DATE: December 1, 2008

SUBJECT: B&C Annual Recruitment Interviews

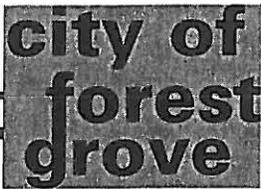
Attached you will find the following items for the Citizen Advisory Boards, Committees, and Commissions interviews that are scheduled for December 1, 2008.

- Boards, Committees, and Commissions Applicant List and Vacancy.
Note: The vacancies available are after reappointment of the current members who submitted applications seeking reappointment.
- Possible Interview Questions; and
- Applications

RECOMMENDATION: Conduct interview of the applicants who expressed interest in serving on the various Boards, Committees, and Commissions. Determine proposed new appointments and reappointments, so staff can notify applicants before January 1, 2009, of Council's intent to appoint. Resolutions making formal appointment(s) will be presented for Council consideration at the January 12, 2009, Council meeting.

2009 – BOARDS, COMMITTEES & COMMISSIONS VACANCY

| COMMISSION | REQUIREMENTS | # VACANCIES | TERM EXPIRES |
|--------------------------------------|---|---|----------------------------------|
| BUDGET | 7-Members 3-Year Term All members must live in City per ORS | | |
| COMMITTEE FOR CITIZEN INVOLVEMENT | 7-Members 4-Year Term | 1 – Vacancy 1 – Vacancy 1 – Vacancy | 12/31/10 12/31/11 12/31/11 |
| COMMUNITY FORESTRY COMMISSION | 7-Members 3-Year Term Three members may live outside City – Currently four (one exception) | | |
| ECONOMIC DEVELOPMENT COMMISSION | 19-Members 3-Year Term 6 Public & Non-Profit 12 Business 1 At-Large | | |
| HISTORIC LANDMARKS BOARD | 7-Members 4-Year Term Two members may live outside City – Currently none | 1 – Vacancy | 12/31/10 |
| LIBRARY | 7-Members 2-Year Term | 1 – Vacancy 1 – Vacancy | 12/31/09 12/31/10 |
| PARKS & RECREATION COMMISSION | 9-Members 4-Year Term Two members may live outside City – Currently one | | |
| PLANNING COMMISSION | 7-Members 4-Year Term Two members may live outside City – Currently one One member in real estate for profit – Currently one Two members same trade/occupation – Currently none | | |
| PUBLIC ARTS COMMISSION | 9-Members 3-Year Term Three At-Large Voting reps Chamber; School Dist; Pacific University; Senior Center; Theater In The Grove; and Valley Art | | |
| PUBLIC SAFETY ADVISORY COMMISSION | 7-Members 4-Year Term Two members within Rural Fire Dist – Currently two Non-voting reps Rural Fire Dist; Chamber; School Dist; and Pacific University | 1 At-Large Vacancy | 12/31/12 |



Citizens Advisory Boards, Committees, and Commissions

Budget Committee: Reviews the City's proposed budget annually; brings the citizen perspective on prioritizing how dollars are spent. Staff liaisons: Finance Director and City Manager. The Budget Committee is governed by Local Budget Law (ORS 294.336-341). The Budget Commission consists of 14 members: seven members of the Council and an equal number of qualified electors of the City. All members must reside within the City limits. Budget Committee meets three or four times annually as needed for the upcoming fiscal year. (3-Year Term)

Committee for Citizen Involvement (CCI): Advises the City Council on ways to include people in planning Forest Grove's future; emphasis on communication and land use. Staff liaison: Community Development Director. The Committee for Citizen Involvement consists of seven members. The Committee develops and implements City programs to involve citizens in the land use planning process. Some of the significant responsibilities include: 1) Provide citizen access and opportunity to be involved in the land use process; 2) Achieve two-way communication between citizens and policy makers; and 3) Conduct the Annual Town Meeting. The Committee meets the second Tuesday of each month at 4:00 p.m. in the Community Auditorium - Conference Room. (4-Year Term)

Community Forestry Commission (CFC): Works to increase the number of trees in the community through planting programs, education, and protection of existing trees. Staff liaison: Community Development Director. The Community Forestry Commission consist of seven members: two members may reside outside the City limits. The members are selected from organizations, interest groups, and people with expertise in growing, planting and maintenance of trees. Some of the significant responsibilities are to: 1) Promote and protect trees and their benefits; and 2) Make funding recommendations for the Tree Management Program. The Committee meets the third Wednesday of each month at 5:15 p.m. in the Community Auditorium - Conference Room. (3-Year Term)

Economic Development Commission (EDC): Advises and makes recommendations to City Council on economic development policy and issues and to support advancing the community and prosperity of Forest Grove. Staff liaison: Economic Development Coordinator. The Economic Development Commission consists of nineteen members. The members are selected from public and non-profit entities, private businesses, and one person at large. The Commission meets the first Thursday of each month at Noon at various locations. (3-Year Term)

Library Commission: Advises City Council on library programs, policies, and practices. Staff liaison: Library Director. The Library Commission consists of seven members. The Commission meets the third Tuesday of each month at 7:00 p.m. in the Library – Conference Room. (2-Year Term)

Historic Landmarks Board (HLB): Advises City Council on preservation of historic landmarks. Staff liaison: Community Development Director. The Historic Landmarks Board consist of seven members: two members may reside outside the City limits, but must demonstrate an active interest in Forest Grove and reside within a reasonable distance of the City. The Historic Landmarks Board is responsible for duties relating to the preservation and inventory of the City's historical and cultural resources. Some of the significant duties include: 1) Public education; 2) Advising Council and other boards on preservation; 3) Recommending historical designations on various properties or resources; and 4) Making recommendations on programs to preserve historical resources. The Board meets the fourth Tuesday of each month at 7:00 p.m. in the Community Auditorium – Conference Room. (4-Year Term)

Parks & Recreation Commission (P&R): Advises City Council on park and recreation programs, planning and facility development. Staff liaison: Parks and Recreation Director. The Parks & Recreation Commission consists of nine members: one member from each of the five areas of the City (NNW, NW, NE, SW, SE); one member from the School Board; and three members chosen at large. Two members may reside outside the City limits. The Commission meets the third Wednesday of each month at 7:00 a.m. in the Parks Shop. (4-Year Term)

Planning Commission: Participates in the development of community plans; holds hearings; interprets state and local laws and codes related to community development plans for regulations of future growth. Staff liaison: Community Development Director. The Planning Commission consists of seven members: two members may reside outside the City limits; one member may engage in real estate; and two may engage in the same kind of occupation, business, trade, or profession. The Commission meets the first and third Mondays of each month at 7:00 p.m. in the Community Auditorium. (4-Year Term)

Public Arts Commission (PAC): Advises the City Council and make recommendations regarding policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community. Staff liaison: Library Director and Parks and Recreation Director. The Public Arts Commission consists of nine members: three members at large, a senior community member, and a member from Pacific University, Forest Grove School District, Chamber of Commerce, Theatre In The Grove, and Valley Art Association. The Public Arts Commission meets the second Thursday of each month at 5:00 p.m. in the Community Auditorium. (3-year Term)

Public Safety Advisory Commission (PSAC): Advises City Council and makes recommendations regarding public safety, service levels, fiscal budgetary impacts, and sustain safe and livable neighborhoods. Staff liaison: Fire Chief and Police Chief. The Public Safety Advisory Commission consists of seven members: two members may reside within the Rural Fire District. The Public Safety Advisory Commission meets the fourth Wednesday of each month at 7:30 a.m. in the Fire Station Training Room. (4-year Term)

Possible Questions for Council Applicant Interviews:

- What is your understanding of the function of the board/committee/commission for which you have applied?

- What do you feel are the important tasks currently facing the board/committee/commission for which you have applied?

- Do you have any conflict with the board/committee/commission meeting date(s) and time(s) for which you have applied?

- What do you hope to gain from your volunteer experience?

- What do you see as a critical need that is currently facing the City?

- Do you favor growth or do you feel the City is currently big enough?

- How would you respond to an unpopular decision that is strongly criticized? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

- Have you written any grants and/or have any grant-writing experience?

- If we cannot appoint you to your first choice, are there any other boards /committees/commissions that interest you? May we keep your application on file?

Do you have any questions for us? _____

**Boards, Committees, and Commissions
2008 Applicant List and Vacancy**

| | | Budget | CCI | CFC | EDC | HLB | Library | P&R | Planning | Public Arts | Public Safety |
|---|-----------------------|-------------------------------|---|--|-------------|--|---|---|--|--|--|
| | | 0 - Vacancy | 3 - Vacancy Term 12/31/10 Term 12/31/11 | 0 - Vacancy | 0 - Vacancy | 1 - Vacancy Term 12/31/10 | 2 - Vacancy Term 12/31/09 Term 12/31/10 | 0 - Vacancy | 0 - Vacancy | 0 - Vacancy | 1 - Vacancy Term 12/31/12 |
| Interview Time | Applicant Name | All members must live in City | | Three members may live outside City - Currently three and two exceptions | | Two members may live outside City - Currently none | | 1 member for each district; two may live outside City - Currently two | One member in real estate - Currently one. Two members same trade/occup - Currently none Two members may live outside City - Currently one | Three members At-large - Currently three | Two members may live within Rural Fire Dist. - Currently two |
| <u>Student Advisory Applicants :</u> | | | | | | | | | | | |
| 5:15 PM | Liam Cooper | | | | 1st | | | | | | 2nd |
| 5:30 PM | Lauren Wilbur | | | | 1st | | | 2nd | | | |
| <u>Citizen Advisory Applicants :</u> | | | | | | | | | | | |
| 5:40 PM | Andrew Arvin | | | | | | X | | | | |
| 5:50 PM | Robert Mills | | | | | | | | | | X |
| 6:00 PM | Michael Perrault | X | | | | | | | X | | |
| 6:10 PM | Deborah Williams | | | | | 1st | | | | | 2nd |
| 6:20 PM | Dan Wilson-Fey | X | | | | | | | | | |
| 6:30 PM | Charles Kingson | X | | | X | | | X | | | X |
| 6:40 PM | Jonathan Kupp | | | | 2nd | | | | 3rd | | |
| 6:50 PM | Lance Schamberger | | | X | | | | | | | |

**Boards, Committees, and Commissions
2008 Applicant List and Vacancy**

| SEEKING REAPPOINTMENT : | | | | | | | | |
|--------------------------------|-------------|------------|--------------|----------|------|---------|------------|--|
| Reappt to: | Last | First | Appt/Elected | Term Exp | Term | Served | Attendance | Note: |
| Budget | Bliss | Bud | Jan-06 | Dec-08 | 3 yr | 1 term | 100% | Application received |
| Budget | Hill | Jeffrey | Jan-06 | Dec-08 | 3 yr | 1 term | 100% | Application received |
| CFC | Dodd | Brandy | Sep-06 | Dec-08 | 3 yr | 1 term | 90% | Application received |
| CFC | Hunter | David | Jan-03 | Dec-08 | 3 yr | 2 terms | 90% | Application received |
| EDC | Alexander | J. Preston | Oct-07 | Dec-08 | 3 yr | 1 term | Rep | Pending Application |
| EDC | Henningsen | Michael | Oct-07 | Dec-08 | 3 yr | 1 term | Rep | Application received (Requesting Guy Storm as replacement) |
| EDC | Lonneker | Janet | Oct-08 | Dec-08 | 3 yr | 1 term | Rep | Application Not Required |
| EDC | Sandquist | Jackie | Oct-07 | Dec-08 | 3yr | 1 term | Rep | Application received |
| EDC | Stenson | Dick | Oct-07 | Dec-08 | 3yr | 1 term | Rep | Application received (Requesting Lisa Duncan as replacement) |
| EDC | Sturm | Cynthia | Oct-07 | Dec-08 | 3 yr | 1 term | Rep | Application received |
| HLB | Poulsen | Neil | Jan-07 | Dec-08 | 4 yr | 1 term | 100% | Application received |
| HLB | Waltz-Actor | Margie | Mar-06 | Dec-08 | 4 yr | 1 term | 90% | Pending Application |
| Library | Martin | Douglas | Mar-07 | Dec-08 | 2 yr | 1 term | 90% | Application received |
| Library | Poulsen | Kathleen | Jan-07 | Dec-08 | 2 yr | 1 term | 100% | Application received |
| P&R | Anderson | Duane | Jan-06 | Dec-08 | 4 yr | 1 term | 90% | Application received |
| P&R | Taylor | Susan | Apr-05 | Dec-08 | 4 yr | 1 term | 95% | Application received |
| P&R | Waterstreet | Paul | Oct-93 | Dec-08 | 4 yr | 4 terms | 90% | Application received |
| PAC | McCullough | Ruth | Jun-08 | Dec-08 | 3 yr | 6 mths | Rep | Application received |
| PAC | Pich | Victoria | Feb-06 | Dec-08 | 3 yr | 1 term | 90% | Application received |
| PAC | Thias | Philip | Feb-06 | Dec-08 | 3 yr | 1 term | Rep | Application received |
| PSAC | Aguilar | Susan | Feb-06 | Dec-08 | 4 yr | 1 term | 90% | Application received |
| PSAC | Redmond | Russell | Jan-06 | Dec-08 | 4 yr | 1 term | 100% | Application received |
| PSAC | Roedl | Randall | Jan-06 | Dec-08 | 4 yr | 1 term | 100% | Application received |