



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL MEMORANDUM

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna D. Ruggles, CMC, City Recorder*

DATE: *January 14, 2019*

SUBJECT: *B/C Applicant Interviews*

BACKGROUND:

Attached is the following for the B/C applicant interviews:

- Interview Schedule;
- Possible Interview Questions; and
- B/C Applications:
 1. 5:00 pm: Wolanda Groombridge, BC, CCI, HLB, P&R, PC, PAC and PSAC
 2. 5:15 pm: Lance Schamberger, seeking reappointment to CFC

Please note: We have allotted 7-10 minutes for each interview. Refer to Attachment A.

Pursuant to Resolution No. 2006-10, adopted Policy Relating to Appointments of Citizen Advisory Boards, Committees and Commissions (B/C), members of a standing B/C may reapply upon term expiring and may be re-interviewed at the discretion of Council (commonly after two terms). In addition, members may serve on multiple B/C at the discretion of Council.

STAFF RECOMMENDATION:

Staff recommends City Council consider making the B/C appointment recommendations. Resolution(s) making formal appointment will be placed on the Consent Agenda for the meeting of January 28, 2019.

Attachments:

- Attachment A: List of B&C Interviews
- Attachment B: B/C Applications

This page is intentionally blank.

2019 BOARDS, COMMITTEES & COMMISSIONS VACANCIES

Reso 2006-10 Adopts B&C Appointment Policy

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	PER ORS 294 7 Members Must Be Residents & 7 Elected Officials – 3 Year Term	1 – Vacancy	12/31/21
COMMITTEE FOR COMMUNITY INVOLVEMENT Meets 1 st Tuesday, 5:30 pm	ORD 1987-07; RESO 1975-873; 1991-13; 1991-57; 1993-07; 2014-65; 2017-62 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term Term Expires Jan 31 st	1 – Vacancy 1 – Vacancy	01/31/23 01/31/23
COMMUNITY FORESTRY COMMISSION CODE 35.090-35.095 Meets 3 rd Wednesday, 5:15 pm	RESO 1992-23; 1998-16; 1998-56; 2002-56; Ord 2004-04 7 Members – 3 Year Term 3 Nonresidents – Currently 3 1 Non-Voting Student Advisor 1-Year Term		
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday, Noon	RESO 2007-45; 2008-30; 2015-69 19 Members – 3 Year Term 6 Public/Non-Profit: 12 Businesses: 1 At-Large – Currently 1 (3 currently reside outside City) 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy (Food) 1 – Vacancy (Utility) 1 – Vacancy (Residential Development)	12/31/19 12/31/20 12/31/21
HISTORIC LANDMARKS BOARD CODE 35.065-35.071 Meets 4 th Tuesday, 7:15 pm	Per ORS 197; ORD 1980-15; 1986-11; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/19
LIBRARY Meets 2 nd Tuesday, 6:30 pm	Per ORS 357; ORD 1974-1038; 1974-1040 7 Members – 2 Year Term (2 currently reside outside City) 1 Non-Voting Student Advisor 1-Year Term		
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	RESO 1974-733 9 Members – 4 Year Term 2 Nonresidents – Currently 1 3 At-Large; 1 FG School Dist; 5 Park Districts: <u>NNW</u> = Forest Glen, Knox Ridge, Thatcher/Loomis; <u>NW</u> = Lincoln, Hazel Sills, Aquatic Center, Talisman; <u>SW</u> = Rogers; <u>SE</u> = Joseph Gale; <u>NE</u> = Bard and Stites Parks; 1 Non-Voting Student Advisor 1-Year Term		
PLANNING COMMISSION CODE 35.045-35.054 Meets 1 st and 3 rd Monday 7:00 pm	Per ORS 227; ORD 1969-911; 1974-1012; 1995-13; 1998-16; 1998-56; 1995-13; 2006-06; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 1 1 Real Estate – Currently 0 2 Same trade/occupation – Currently 2 (Tech-related)		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday, 5:00 pm	RESO 2006-06; 2008-62; 2009-27; 2011-75; 2014-70 9 Members Must Be Residents – 3 Year Term 0 Nonresident – Currently 2 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/19
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	RESO 2005-56; 2010-27; 2011-25; 2015-28 9 Members – 4 Year Term 2 Rural Fire Dist – Currently 1 Non-Voting Reps: Chamber, FG School Dist; Pacific University; Rural Fire Dist 1 Non-voting Student Advisor	1 Vacancy (Rural) 1 – Student Vacancy	12/31/20 12/31/19
SUSTAINABILITY COMMISSION Meets 4 th Thursday 6:00 pm	RESO 2013-68; 2013-69; 2016-58 13 Members – 4 Year Term Nonresidents – Currently 4 8 Related to Specific Interests; 3 At-Large; and 2 Voting Student Advisors (Pacific University & FG High School Students)	1 – Vacancy (Economic) 1 – Vacancy (PU Rep) 1 – PU Student Vacancy	12/31/19 12/31/21 12/31/19

7-10 minutes is allotted for each applicant interview

Note: Once Council renders a decision on the status of an appointee, the City Recorder notifies appointee and schedules a formal Resolution for consideration on the next Council meeting agenda.

POSSIBLE QUESTIONS FOR B&C APPLICANT INTERVIEWS

Please feel free to use any questions and/or information that you wish in order to conduct a successful interview.

If there were one area you've always wanted to improve upon, what would that be?

What can you offer the advisory board on which you would like to serve?

What are some of your proudest achievements?

What ideas do you have for increasing citizen involvement in Forest Grove?

Is there an area in which you think the City may be letting its citizens down? If so, what would that be?

What do you see as a critical need or a major concern 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 by the public? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

What ideas do you have that would help Forest Grove become a more sustainable community?

Do you have any grant-writing experience? _____

In addition, Mayor, please ask:

Do you have any conflict with the meeting date(s) and time(s) of the advisory board to which you have applied? _____

If we cannot appoint you to your first choice, are there any other advisory boards that interest you?

May we keep your application on file? _____

Do you have any questions for us? _____

This page is intentionally blank.

08/13/2018 5:50pm, Canceled
11/13/2018 4:00pm, Canceled

Published on *Forest Grove Oregon* (<https://www.forest>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#)

01/14/2019 Interview @ 5:00PM

Submission information

Form: [Boards and Commissions Application](#) (1)

Submitted by Visitor (not verified)

Tuesday, July 24, 2018 - 11:22pm

172.16.64.19

First & Last Name

Wolanda Groombridge

Home Address

█ Falls St

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

█

Telephone/Cell Phone Number

█

Employer

Brookdale Senior Living

Work Telephone Number

█

Occupation/Profession

Executive Director

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Do you reside within the City limits?

Years residing in Forest Grove:

4

How did you hear of this opportunity?

Website

Please rate the City's performance.

Excellent

What ideas do you have for improving "Fair" or "Poor" performance?

Team collaboration to find out why the performance was fair or poor. Planning, interview, gathering information, or feedback from the community in regards to the fair or poor performance. Providing solutions, planning and executing detailed and well developed programs so the outcome is not fair or poor.

Select which Boards, Committees or Commissions you would like to apply for:

- Budget Committee (3-4 times in May)
- Committee for Community Involvement (1st Tuesday, 5:30pm) *added HUB*
- Parks and Recreation Commission (3rd Wednesday, 7am)
- Planning Commission (1st and 3rd Monday, 7pm)
- Public Arts Commission (2nd Thursday, 5pm)
- Public Safety Advisory Commission (4th Wednesday, 7:30am)

What specific topics interest you that relate to the board?

I want my community of Forest Grove to provide different programs, crime free, family oriented and helping the future of Forest Grove by bringing new life to senior living and community at large.

What contributions do you hope to bring to the board?

Dedication to the community.

List your educational experience:

Associates Degree in Liberals Arts/Minor in Child Development

List any community involvement, appointed offices, elected offices and/or affiliations.

None

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Wolanda Groombridge

Date

07/24/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/5161>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

7-10 minutes is allotted for each applicant interview

Note: Once Council renders a decision on the status of an appointee, the City Recorder notifies appointee and schedules a formal Resolution for consideration on the next Council meeting agenda.

POSSIBLE QUESTIONS FOR B&C REAPPOINTMENT APPLICANT INTERVIEWS

Please feel free to use questions and/or other information in order to conduct a successful interview.

1) *What would you like to see the board/commission accomplish in the next several years?*

2) *What interests you the most about the board/commission?*

3) *How do you engage other board members?*

4) *What ideas do you have for increasing citizen involvement?*

5) *Is there an area in which you think the City may be letting its citizens down? If so, what would that be?*

6) *What do you see as a critical need or a major concern facing the City?*

7) *Do you favor growth or do you feel the City is currently big enough?*

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

9) *What ideas do you have that would help the City become a more sustainable community?*

Questions asked of each applicant:

If we cannot appoint you at this time, may we keep your application on file?

Do you have any questions for us?

This page is intentionally blank.

CFC A03/09

Published on *Forest Grove Oregon* (<https://www.for>

11/26/2018 @ 6:20pm, Canceled
12/10/2018 @ 5:45pm, Canceled

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Webform results](#) >

01/14/2019 Interview @ 5:15PM

Submission information

Form: [Boards and Commissions Reappointment Application](#) ..

Submitted by Visitor (not verified)

Thursday, November 8, 2018 - 8:09am

172.16.64.19

First & Last Name

Lance A Schamberger

Street Address

█ Hillside Way

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

█

Telephone/Cell Phone Number

█

Work Telephone Number

Employer

1975

Occupation/Profession

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Please rate the City's performance.

Excellent

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Community Forestry Commission (3rd Wednesday, 5:15pm)

Within the last 12 months, please indicate the number of meetings you were unable to attend.

4

Please indicate why you would like to be reappointed.

I want to continue beautifying the city with trees.

What specific topics interest you that relate to the board?

.

Please type your name below as a signature.

Lance A Schamberger

Date

11/08/2018

Source URL: <https://www.forestgrove-or.gov/node/17741/submission/6631>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-reappointment-application>