



<u>CITY RECORDER USE ONLY:</u>	
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 28, 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. 5:30 pm: Charlene Murdock
  2. 5:45 pm: Pamela Sprague

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

**STAFF RECOMMENDATION:**

Staff recommends City Council consider making the B/C appointment recommendations. Resolution(s) making formal reappointments will be placed on the Consent Agenda for the meeting of February 11, 2019.

**Attachments:**

Attachment A: List of B&C Interviews

Attachment B: B/C Applications

**Boards, Committees, and Commissions  
Appointment Interviews**

					Budget	CCI	CFC	EDC	HLB	Library	P&R	Planning	Public Arts	Public Safety	Sustainability
					Apr/May	1st Tues 5:30pm	3rd Wed 5:15pm	1st Thurs Noon	4th Tues 7:15pm	2nd Tues 6:30pm	3rd Wed 7am	1st&3rd Mon 7pm	2nd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm
						Wenzl	Thompson	Rippe	Johnston	Valfre	Wenzl		Johnston	Rippe	Uhing
								3 - Vacancies (Food/Beverage: Residential Development: Utility)						1 - Vacancy At- Large	2 - Vacancies (Economic: Pacific Rep)
					# of Board Vacancies:	2 - Vacancies									
					# of Student Vacancies:			1 - Student	1 - Student				1 - Student	1 - vacancy (Rural/At-Lg)	1 - PU Student
<b>Interview Time:</b>		<b>Applicants:</b>			<b>BC</b>	<b>CCI</b>	<b>CFC</b>	<b>EDC</b>	<b>HLB</b>	<b>LC</b>	<b>P&amp;R</b>	<b>PC</b>	<b>PAC</b>	<b>PSAC</b>	<b>SC</b>
1	5:30 PM	Charlene	Murdock	Director Non-Profit		CCI									
2	5:45 PM	Pamela	Sprague	Healthcare		CCI		EDC				PC			SC

**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?*

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

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*What are some of your proudest achievements?*

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

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

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

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

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*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.*

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

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*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? \_\_\_\_\_*



**Please rate the City's performance.**

Good

**What ideas do you have for improving "Fair" or "Poor" performance?****Select which Boards, Committees or Commissions you would like to apply for:**

Committee for Community Involvement (1st Tuesday, 5:30pm)

**What specific topics interest you that relate to the board?**

I am interested in supporting sustainable agriculture and interfacing local agricultural products into the city.

**What contributions do you hope to bring to the board?**

As director of Foodways at Nana Cardoon, I am involved with initiatives that have a positive impact on our community.

**List your educational experience:**

Bibliographic Librarian Romance Language Text Books, Retired Specialty Food Company owner.

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

Member, chamber of commerce, Dairy Creek Community Foid Web founder, marketing director, Celebrate Great Grains, teacher of fois security subjects at the library and to local churches. .nana Cardoon is an agricultural learning center which serves: Forest Grove Charter School, Pacific University, area school special interest clubs, and the adult learning community

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

Yes

**Please type your name below as a signature.**

Charlene G Murdock

**Date**

Wed, 12/19/2018

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**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/6971>

**Links**

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

# Interview

## January 28, 2019 @ 5:45pm

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

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

### Submission information

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

Submitted by Visitor (not verified)

Friday, October 26, 2018 - 9:57am

172.16.64.18

### First & Last Name

Pamela Sprague

### Home Address

██████ Shibe St

### Mailing Address, if different

### City, State and Zip Code

Forest Grove Oregon 97116

### E-Mail Address

████████████████████

### Telephone/Cell Phone Number

██████████

### Employer

Womens Healthcare Associates

### Work Telephone Number

### Occupation/Profession

Ultrasound technologist

**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?**

Yes

**Years residing in Forest Grove:**

9

**How did you hear of this opportunity?**

Insert with utility billing

**Please rate the City's performance.**

Fair

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

Increase availability of affordable housing, increase job opportunities by attracting more businesses. Increase economic opportunities by encouraging more businesses to locate to Forest Grove. Our city is growing and people want to spend money in their local community, instead of going to neighboring cities for shopping, dining, etc. The city needs to move a little faster in making decisions and be creative when attracting businesses and families to the area. Advertise the urgent care clinic and other medical resources with Tuality/OHSU partnership.

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

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Economic Development Commission (1st Thursday, Noon)
- Planning Commission (1st and 3rd Monday, 7pm)
- Sustainability Commission (4th Thursday, 6pm)

**What specific topics interest you that relate to the board?**

Identifying available land for housing and economic development. Job creation.

**What contributions do you hope to bring to the board?**

37 years experience in the medical field. A passion for service to others. I am very concerned about my friends and neighbors ability to live and work successfully with security for the future. I want young families to have a range of opportunities, support and encouragement from the community in order to be economically and socially secure. I am very inclusive and passionate about social justice.

**List your educational experience:**

Graduate, radiologic technology program at Western Wyoming College  
Currently practicing as a registered diagnostic sonographer, specializing in perinatal sonography.

**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.**

Pamela S. Sprague

**Date**

10/26/2018

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**Source URL:** <https://www.forestgrove-or.gov/node/17751/submission/6441>

**Links**

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