

RESOLUTION NO. 2020-25

**RESOLUTION OF THE CITY COUNCIL AUTHORIZING
TO FILL A CITY COUNCIL VACANCY, TERM EXPIRING NOVEMBER 2022**

WHEREAS, on February 12, 2020, City Council was notified of the unexpected death of Councilor Ronald C. Thompson; and

WHEREAS, City Charter § 31 provides that a Council office becomes vacant upon the incumbent's death; and

WHEREAS, City Charter § 32 provides that in the event of a City Council vacancy, the remaining Council members shall, by a majority vote, fill the vacancy; and

WHEREAS, City Code § 30 states the qualifications and procedures for filling a Council vacancy, and the appointment process; and

WHEREAS, the City Council desires to fill this vacancy.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE
AS FOLLOWS:**

Section 1. The City Council hereby directs the City Manager to publish notice requirements to fill the Council vacancy pursuant to City Charter § 32 and City Code § 30 (attached as Exhibit A).

Section 2. The City Council hereby approves the Projected Dates and Procedures for Appointment for filling the Council Vacancy (attached as Exhibit B).

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 24th day of February, 2020.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 24th day of February, 2020.



Peter B. Truax, Mayor



A place where families and businesses thrive.

CITY OF FOREST GROVE PUBLIC NOTICE CITY COUNCIL VACANCY

NOTICE IS HEREBY GIVEN that the Forest Grove City Council is accepting applications from eligible residents to fill an unexpired term of office of a City Council seat. This seat serves a four-year term with three years remaining in the current term, ending November, 2022. The City Charter, Section 32, requires the remaining Council members to fill by appointment a vacancy on the City Council.

Applicant Filing Packet shall contain the following:

1. A Letter of Intent and Interest, including full name, residence address, telephone number and e-mail address (limited to one page)
2. A current resume (limited to two pages)
3. A written Candidate Statement explaining the candidate's reason for wishing to be appointed to office (limited to two pages). Please do not include any letters of endorsements, letters of recommendation or references.

Applicant Eligibility and Residency Requirements:

1. Be a qualified elector under State Law.
2. Reside in the City for at least one year prior.
3. Not be employed by the City.

City Council Benefits:

City Council salary is \$100 per month stipend and medical, vision and dental insurance benefits are provided, set by resolution. The City contributes 95% of the insurance premium and the participant pays 5%. The City also provides an authorized electronic device and internet data stipend.

Deadline to Apply:

To apply for office, the complete applicant packet must be date-stamped received no later than 5:00 p.m., Friday, March 27, 2020, and submitted as follows:

1. Walk-In: City Recorder's Office, 9am-5pm, 1924 Council Street, 2nd Floor
2. Mail to: City Recorder's Office, P. O. Box 326, Forest Grove, Oregon 97116-0326
3. E-mail to: aruggles@forestgrove-or.gov

Please be advised: Applicants not meeting the filing requirements and eligibility and residency requirements will be rejected. A mailing postmark date will not be accepted, application packets received after the deadline date/time will be rejected, and applications received are public record and may be released to the public and media in accordance with Oregon Public Records Law. Any applicant may withdraw, correct or amend their applications for appointment at any time before the application period closes.

Candidate Interviews:

Candidates selected for an oral interview with City Council will be notified by telephone or e-mail. Interviews, which are open to the public, are scheduled for Monday, April 13, 2020, between 4:00 pm and 6:00 pm, in the Community Auditorium, 1915 Main Street. It is anticipated that an appointment will be made during the regular City Council meeting that same evening. The City Council is the final judge of the appointment and qualifications of its members. The appointee must accept the appointment no later than 20 business days following the appointment by the City Council. The candidate who is appointed will assume the office of City Councilor on Monday, April 27, 2020. For final meeting agenda announcement or additional Council-related information, please visit <http://www.forestgrove-or.gov/> and/or please contact Anna Ruggles, City Recorder/Elections Officer, 503.992.3235, aruggles@forestgrove-or.gov. The Forest Grove City Council Meetings are broadcast by Tualatin Valley Community Television Government Access Programming LIVE streaming on [Channel 30](#) at 7:00 p.m. and replayed.

###

**Anna D. Ruggles, CMC, City Recorder
City of Forest Grove**

NewsTimes published: Wednesday, March 4, 11, 18 and 25, 2020



A place where families and businesses thrive.

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	8.
MEETING DATE:	02/24/2019
FINAL ACTION:	RESO 2020-25

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna Ruggles, City Recorder*

MEETING DATE: *February 24, 2020*

SUBJECT TITLE: *City Council Candidate Vacancy Replacement Process*

ACTION REQUESTED:

Ordinance	Order	X	Resolution	Motion	Informational
------------------	--------------	----------	-------------------	---------------	----------------------

X all that apply

BACKGROUND:

The City Council was notified of the unexpected death of Councilor Ronald C. Thompson on February 12, 2020. Councilor Thompson was first elected as a Forest Grove City Councilor in 2002 and was re-elected in 2006, 2010, 2014 and 2018. Thompson served as Council Liaison to the Committee for Community Involvement from 2002 to 2006 and served as Council Liaison to Community Forestry Commission since 2007 and was looking forward to the celebration of the 30th year of Forest Grove's recognition as a Tree City USA. He also served on the board of directors for Ride Connection and in that capacity capably represented the interests of the elderly, disadvantaged, and veterans in supplying low-cost transportation. Ron also served on the Board of Directors of the Forest Grove Senior and Community Center, assuring services to area seniors.

ISSUE STATEMENT:

City Charter Section 32 and City Code Section 30 provide guidance for replacing vacancies on the Council. City Charter Section 32 provides that Council must fill a vacancy by appointment by a majority of the remaining Councilmembers and that the appointee will hold office until the term of the position ends, in this case, November, 2022.

City Code Section 30.40-42 states the Council shall use the following procedures in the appointment process; the same process for filling the last Council vacancy.

Applicant Filing Packet shall contain the following:

1. A Letter of Intent and interest, including full name, residence address, telephone number and e-mail address (limited to one page)
2. A current resume (limited to two pages)
3. A written Candidate Statement explaining the candidate's reason for wishing to be appointed to office (limited to two pages). Candidates are not to include any letters of endorsements, letters of recommendations or references.

Eligibility and Residency Requirements:

1. Be a qualified elector under State Law.
2. Reside in the City for at least one year prior.
3. Not be employed by the City.

Projected Dates: The Council shall set the deadline date for submitting applications. Attached is the Projected Dates and Procedures for Filling Council Vacancy Appointment.

Interview Questions: Attached is list of proposed interview questions.

FISCAL IMPACT: The cost to publish three legal notices is approximately \$500.

STAFF RECOMMENDATION: Staff recommends the City Council review the interview questions and projected dates and procedures for filling the Council Vacancy and approve the attached resolution.

ATTACHMENT(s):

Projected Dates and Procedures for Filling Council Vacancy (Exhibit A)
Proposed Interview Questions
Resolution and Exhibit A Legal Notice

FILLING CITY COUNCIL VACANCY

*Projected Dates and Procedures for Appointment
(Pursuant to City Charter & City Code [§30.40-30.42](#))*

<p>Monday, February 24 Council Meeting</p>	<p>RESOLUTION PRESENTATION: Council will consider the following:</p> <ul style="list-style-type: none"> • Resolution/Motion directing staff to publish notice requirements to fill Council vacancy as soon as possible. • Application Filing Timeline: No earlier than Thursday, February 27, 9am, and no later than Friday, March 27, 2020, 5pm. • Publish Legal Notices March 4, 11, 18 and 25, 2020
<p>Friday, March 27 Application Filing Deadline</p>	<p>§30.42(B). Applicant Filing Packet shall contain the following:</p> <ol style="list-style-type: none"> (1) Letter of Intent and Interest, including full name, residence address, telephone number and e-mail address (limited to one page) (2) A current resume (limited to two pages) (3) A written Candidate Statement explaining the candidate's reason for wishing to be appointed to office (limited to two pages); and <ul style="list-style-type: none"> • Do not include any letters of endorsements, letters of recommendations or references. <p>Applicants not meeting the filing requirements and eligibility and residency requirements, pursuant to City Code §30.41 will be rejected by City Recorder.</p>
<p>Friday, April 3 Applications Distribution</p>	<p>APPLICATION DISTRIBUTION TO COUNCIL: Distribute copies of eligible/certified application packets to Council for review prior to Work Session scheduled April 13. Candidates' Interview Schedule will be distributed with Council Packet on April 8.</p>
<p>Monday, April 13 Council Work Session to Interview Candidates and Select and Appoint a Candidate.</p>	<p>§30.42(A) WORK SESSION TO INTERVIEW CANDIDATES:</p> <ul style="list-style-type: none"> • Each candidate shall make an oral presentation (3 minutes for candidate's introduction and opening statement and 10 minutes for responding to interview questions). • Once interview is conducted, the candidate may remain in the Auditorium for the duration of the Work Session. <hr/> <p>§30.42(A)(7) SELECTION & APPOINTMENT BY COUNCIL: After the candidate interviews are conducted, Council will reconvene (deliberation and selection process) in Regular Council Meeting on April 13, 2020, and shall:</p> <ol style="list-style-type: none"> 1. Conduct deliberations on the entire slate of candidates. 2. Submit individual ballots, ranking their top three candidates individually on a scale of 1 (lowest) to 3 (highest), to the City Recorder who shall tally the scores. Upon tallying the ballots, the City Recorder shall announce names of the top three candidates. (ORS 192.650(1)(c), prohibits secret ballots and ballots must identify the vote of each Councilmember). 3. Make a formal motion and vote to nominate one of the top three candidates who they believe to be the most qualified.
<p>Monday, April 27 Council Meeting Candidate's Formal Appointment</p>	<p>CANDIDATE'S FORMAL APPOINTMENT & SWEARING-IN CEREMONY: Council will consider the following:</p> <ol style="list-style-type: none"> 1. Resolution making formal Council Appointment. 2. City Recorder shall administer Oath of Office prior to the regular meeting, to the appointee and newly-appointed Councilmember will be seated at the dais. Pursuant to City Code §30.42(8), the appointee must assume office no later than 20 business days following the appointment by the Council.

Candidate Name: _____

**CITY COUNCIL CANDIDATE
INTERVIEW QUESTIONS/RATING FORM**

1. If you are appointed to Council, list three **goals** you would like to see the City achieve during your term.

1.

2.

3.

2. Please elaborate on **one** of the **goals** you just mentioned and what you would do to help **achieve it**.

3. What do you perceive to be the **most positive issue and the most negative issue** for Forest Grove?

4. How do you describe your **leadership** style and how would it benefit the Council in resolving a **contentious** issue?

5. How would you encourage more **community involvement**?

6. Do you have any **questions** of us?