FOREST GROVE OREGON

A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
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: *September 11, 2017*

SUBJECT: *B&C Applicant Interview*

BACKGROUND:
Attached you will find the following items for the Boards, Committees, and Commissions interview:

- Interview Time Scheduled;
- Boards, Committees, Commissions Number of Vacancies;
- Possible Interview Questions; and
- Application

STAFF RECOMMENDATION:
Conduct interview of the applicant who expressed interest in serving on the Advisory Boards, Committees, and Commissions (B&C). Staff requests Council make determination to fill the current B&C vacancies.

2017 BOARDS, COMMITTEES & COMMISSIONS VACANCIES

Reso 2006-10 Adopts B&C Appointment Policy

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	7 Members – 3 Year Term All Residents Per ORS		
COMMITTEE FOR CITIZEN INVOLVEMENT Meets 1st Tuesday, 5:30 pm	Reso 1991-57; 1993-07; 2014-65 7 Members – 4 Year Term 1 Non-voting Student Advisor	1 – Vacancy 1 - Vacancy	01/31/18 01/31/20
COMMUNITY FORESTRY COMMISSION Meets 3rd 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		
ECONOMIC DEVELOPMENT COMMISSION Meets 1st Thursday, Noon	Reso 2007-45; 2008-30 19 Members – 3 Year Term 6 Public/Non-Profit: Chamber; Pacific University; FG School Dist; PCC; L&P; Hispanic Community; 12 Businesses: Large Mfg; Small Mfg; Food/Bev; Wood/Ag; Health/Medical; Residential Developer; Industrial/Commercial Broker; Large Commercial/Retail; Small Commercial/Retail; Financial; Downtown Retail; 1 At-Large 1 Non-voting Student Advisor	1 – Student Vacancy	12/31/17
HISTORIC LANDMARKS BOARD Meets 4th Tuesday, 7:15 pm	Ord 1980-15; 1986-11; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-voting Student Advisor	1 – Student Vacancy	12/31/17
LIBRARY Meets 2nd Tuesday, 6:30 pm	Per ORS; ORD 1974-1040 7 Members – 2 Year Term 1 Non-voting Student Advisor	1 - Vacancy	12/31/18
PARKS & RECREATION COMMISSION Meets 3rd Wednesday 7:00 am	Reso 1974-733 9 Members – 4 Year Term 2 Nonresidents – Currently 0 3 At-Large; 1 FG School Dist; 5 Park Districts: NNW = Forest Glen, Knox Ridge, Thatcher/Loomis; NW = Lincoln, Hazel Sills, Aquatic Center, Talisman; SW = Rogers; SE = Joseph Gale; NE = Bard and Stites Parks; 1 Non-voting Student Advisor	1 – Student Vacancy	12/31/17
PLANNING COMMISSION Meets 1st and 3rd Monday 7:00 pm	Per ORS; Ord 1995-13; 2000-06; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 1 1 Real estate – Currently 1 2 Same trade/occupation – Currently None		
PUBLIC ARTS COMMISSION Meets 2nd Thursday, 5:00 pm	Reso 2006-06; 2014-70 9 Members – 3 Year Term 1 Non-voting Student Advisor	1 – Student Vacancy	12/31/17
PUBLIC SAFETY ADVISORY COMMISSION Meets 4th Wednesday 7:30 am	Reso 2015-28 9 Members – 4 Year Term 2 Rural Fire Dist Residents – Currently 1 Non-Voting Reps: Chamber, FG School Dist; Pacific University; Rural Fire Dist 1 Non-voting Student Advisor	1 – Fire Dist Resident 1 – Student Vacancy	12/31/20 12/31/17
SUSTAINABILITY COMMISSION Meets 4th Thursday 6:00 pm	Reso 2013-69 13 Members – 4 Year Term Related to but not limited to: Agricultural Interests; Community/Neighborhood Groups; Economic Backgrounds; Educators; Ethnic/Cultural Affiliations; FG School Dist; Non-Profits; Transportation/Business Practices; Pacific University; Pacific University Student; and FG High School Student	1 – Vacancy (Agricultural) 1 – Vacancy (Ethnic/Cultural) 1 – Vacancy (Transportation/Business)	12/31/19 12/31/20 12/31/17

Boards, Committees, and Commissions
2017 Applicant List and Vacancies

WORK SESSION:

				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
			# of Board Vacancies:		2 - Vacancies				1 - Vacancy				1 - Rural Dist	1 - Vacancy (Agricultural) 1 - Vacancy (Ethnic/Cultural) 1 - Vacancy (Transportation Business)
			# of Student Vacancies:				1 - Student	1 - Student		1 - Student		1 - Student	1 - Student	
Interview:	**Last Name:**	**First Name:**	**Occupation:**	***Desired Position(s)***										
5:30 PM	Nieves	Amber	Business Owner											X

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?* _____

Note: Once Council renders a decision on the status of the selected appointment(s), the City Recorder will notify applicant soon thereafter.

Please note: 5-7minutes are allotted for each applicant interview.

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INTERVIEW
Sept 11, 2017
5:30pm

Complete Application and Submit to:
City of Forest Grove
Attn: Anna Ruggles, City Recorder
1924 Council Street, 2nd Floor • P. O. Box 326
Forest Grove, OR 97116-0326
Fax • 503.992.3207 Office • 503.992.3235
E-mail: aruggles@forestgrove-or.gov

ADVISORY BOARDS, COMMITTEES AND COMMISSIONS APPLICATION

We appreciate your interest and aspiration to serve on an advisory committee/commission appointed by the City Council. Applications are accepted at any time throughout the year. Selection is based on application questions, interview, and a willingness to serve. Students must be high school grade level or college. Terms and vacancies may vary. Each committee/commission has membership criteria and purpose, which can be found on the City's website http://www.forestgrove-or.gov. Please checkmark the specific committee/commission for which you would like to be considered for appointment. If interested in multiple boards, please list in the order of preference (1-11).

☐	Budget Committee	3-4 times in May
☐	Committee for Citizen Involvement	1st Tuesday, 5:30pm
☐	Community Forestry Commission	3rd Wednesday, 5:15pm
☐	Economic Development Commission	1st Thursday, Noon
☐	Historic Landmarks Board	4th Tuesday, 7:15pm
☐	Library Commission	2nd Tuesday, 6:30pm
☐	Parks & Recreation Commission	3rd Wednesday, 7am
☐	Planning Commission	1st & 3rd Monday, 7pm
☐	Public Arts Commission	2nd Thursday, 5pm
☐	Public Safety Advisory Commission	4th Wednesday, 7:30am
1	Sustainability Commission	4th Thursday, 6pm

☐ Student Grade Level: _____

☐ Reappointment Term(s) Served: _____

FULL NAME: Amber L. Nieves

HOME PHONE: [redacted]

ADDRESS: [redacted] NW Hillside Rd

WORK PHONE: [redacted]

CITY / ZIP: Forest Grove, 97116

E-MAIL: [redacted]

EMPLOYER: COUNTRY FINANCIAL

OCCUPATION/ PROFESSION: Owner, Insurance & Retirement Planning

Years living in Forest Grove: 16 Reside in City Limits: yes How did you hear of this opportunity: utility bill

Please rate the City's current performance: ☐ Excellent ■ Good ☐ Fair ☐ Poor

What ideas do you have for improving "Fair" or "Poor" performance? Listening to ideas, sharing ideas, working in a team environ- to bring sustainable and responsible business growth to the city.

What specific topics interest you that related to the board? Business growth opportunities in city. Cultural, business, and sustainable diversity.

What contributions do you hope to bring to the board? 16 years successfully owning, operating and managing my own business helping my clients achieve financial security, with emphasis on protecting and growing wealth=smart decisions about money

List experiences, qualifications and/or skills: Property/Casualty & Life/Health Licensed in Oregon and Washington, FINRA registered, Series 6 & 67 Licensed, Spanish Speaker, superior attention to detail, budgeting, organization, running a business

Previous/currently appointed/elected offices: President, VP and Membership coordinator of several networking groups

Previous/current community affiliations or activities: Beaverton Chamber Member, volunteer work in metro area

If not appointed at this time, may we keep your application on file? ■ Yes ☐ No

SIGNATURE: [signature] **DATE:** 07-10-2017