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CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna Ruggles, City Recorder*

MEETING DATE: *October 23, 2017*

SUBJECT TITLE: *City Council Candidate Vacancy Process and Projected Dates*

ACTION REQUESTED:

☐ Ordinance

☐ Order

☐ Resolution

☐ Motion

☒ X

☐ Informational

X all that apply

ISSUE STATEMENT: At the Council meeting of October 9, 2017, City Council accepted Councilor Matthew Vandehey's resignation, effective October 10, 2017, term expiring November 2020. Councilor Vandehey has established permanent residency outside of the City limits and is no longer eligible to serve as a Councilmember for the City. Council declared his seat vacant and directed staff to proceed with public notification requirements to fill the vacancy on Council as soon as possible.

City Charter, Section 32 and City Code, Section 2.075, provides that Council must fill a vacancy by appointment by a majority of the remaining Councilmembers. The appointee holds office until the term of the office has expired. City Code, Section 2.080, states the application requirements as follows:

Letter of Intent and Interest:

1. Full name and residence address;
2. A current resume (limited to two pages); and
3. A written statement explaining the applicant's reason for wishing to be appointed to the office (limited to two pages).

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.

BACKGROUND: Staff has published a public notice (10/18, 10/25, 11/1) and set the filing deadline for Friday, November 3, 2017, 5pm. Notice has also been published on the City's website, Facebook, posted on all city bulletin boards and sent via e-mail to all interested parties.

Interview Process: A Council Work Session is scheduled for November 13, 2017, to conduct candidate interviews, which is open to the public; however, no public comment will be taken. The interview process

is in accordance with City Code, Section 2.080, which requires conducting interviews at a meeting open to the public.

The last time a vacancy occurred, there were 10 candidates and each candidate was given a total of 15 minutes, 5 minutes for an oral presentation and 10 minutes to answer 10 questions. This amount of time can be adjusted depending on the number of applicants. Council is encouraged to review the attached questions and suggest which questions should be removed, updated, or added.

Once interview is conducted, the candidate may remain in the Auditorium for the duration of the work session. In the interest of fairness to all candidates, all other candidates will respectfully be asked to remain in the adjoining Conference Room until called by Council.

After Candidate Interviews are conducted, Council will reconvene in regular Council Meeting and shall:

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), secret ballots are prohibited 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.

Appointment:

If the Council reaches a decision regarding the appointment on November 13, 2017, a resolution making formal appointment will be considered the next Council Meeting on November 27, 2017. The City Councilor Swearing-In Ceremony will be held prior to the regular meeting; at which time, the City Recorder shall administer the Oath of Office to the appointee and newly appointed Councilmember will be seated at the dais at the start of the regular City Council meeting (pursuant to City Code, Section 2.080(8), appointee must assume office no later than 20 business days following the appointment by Council).

Alternatives:

Council has the following alternatives to consider:

1. Reject all applications by a majority vote or consensus of the Council.
2. Continue deliberations regarding the matter to the next Council meeting of November 27, 2017, or a date certain.
3. Provide other direction to staff.

FISCAL IMPACT: No fiscal impact is anticipated if selection is made by appointment. There is minimal cost to publish three legal notices.

STAFF RECOMMENDATION: Staff recommends the City Council review the projected dates, interview questions and provide consensus for interviewing qualified applicants who submit letters of interest to fill the vacancy on City Council.

ATTACHMENT(s):

Projected Dates and Procedures for Filling Council Vacancy
Draft Interview Questions
Draft Ballot Forms

FILLING CITY COUNCIL VACANCY

*Projected Dates and Procedures for Appointment
(Pursuant to City Charter & City Code Section 2.070-2.080)*

Monday, October 9	1. Accepted Resignation effective October 10, 2017. 2. Directed staff to proceed with filling Council vacancy as soon as possible and publish notice requirements.
Monday, October 23	Work Session to review Interview Questions and Process
Friday, November 3, 5pm	Deadline for candidates to submit applications to City Recorder. <u>Letter of Intent and Interest:</u> (1) Full name and residence address (2) A current resume (limited to two pages) (3) A written statement explaining the candidate's reason for wishing to be appointed to office (limited to two pages) (Applications not meeting eligibility and residency requirements, pursuant to Code Section 2.075, will be rejected by City Recorder).
Wednesday, November 8	Distribute copies of qualified applications to Council for review prior to Work Session scheduled November 13, 2017, along with interview times set.
Monday, November 13	Work Session to Interview Candidates: • <i>Each candidate shall make an oral presentation (3-5 minutes for candidate's introduction and opening statement and 10 minutes for responding to interview questions).</i> • <i>Once interview is conducted, the candidate may remain in the Auditorium for the duration of the work session.</i> After the candidate interviews are conducted, Council will reconvene (deliberation and selection process) in Regular Council Meeting on November 13, 2017, and shall: 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. <i>(ORS 192.650(1)(c), secret ballots are prohibited and ballots must identify the vote of each Councilmember).</i> 3. Make a formal motion and vote to nominate one of the top three candidates who they believe to be the most qualified.
Monday, November 27	Council Regular Meeting on November 27, 2017, Council will consider the following: 1. Resolution making formal appointment. 2. City Recorder shall administer Oath of Office to the appointee and newly appointed Councilmember will be seated at the dais (pursuant to City Code, Section 2.080(8), the appointee must assume office no later than 20 business days following the appointment by the Council).

**POSSIBLE QUESTIONS
CITY COUNCIL CANDIDATE INTERVIEWS**

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

2. How would you characterize Forest Grove's **growth** over the last three to five years? Should Forest Grove expand its Urban Growth Boundary during the next 20, 30, or 50 years? Yes or No?

3. Describe your **leadership** style and how you believe it would benefit the City Council.

4. How would you respond to a **contentious issue** that you strongly supported, but was voted down by the Council?

5. List three **goals** you would like to achieve during the appointed term.

6. How would you encourage more **citizen involvement**?

7. Describe what you perceive is Council's role in the **budget process**? (Name one new source of **operating funding** you may have in mind for the City to pursue.)

8. The Council normally meets the second and fourth Monday at 7:00 p.m. and holds work sessions, between 5:30 p.m. and 6:00 p.m., before the regular Council meeting. In addition, the Council holds joint work sessions with the Planning Commission and other entities as needed. Councilmembers also attend one board liaison meeting a month. Are you able to fulfill the Council meeting **time commitments**? Yes or no?

9. Have you **attended any Council meetings** as a citizen of Forest Grove in the past year? Yes or No?

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

Name, City Councilor (Mayor)

BALLOT

CITY COUNCIL VACANCY APPOINTMENT

Vacancy: One Councilor Position

Rank 3 Candidates (3 highest - 1 lowest)

Candidate(s): (Alpha Order)

Last Name	First Name	☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐

BALLOT								
CITY COUNCIL VACANCY APPOINTMENT								
Vacancy: One Councilor Position								
Vote for 3 (3 highest, 1 lowest)		TJ	MW	TR	RT	EU	PT	TOTAL:
Candidate(s):								
Last Name	First Name							0
								0
								0
								0
								0
								0
								0
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