

RESOLUTION NO. 2022-16

**RESOLUTION MAKING APPOINTMENTS
TO VARIOUS CITY OF FOREST GROVE ADVISORY
BOARDS, COMMITTEES AND COMMISSIONS**

WHEREAS, Council Rules of Procedure §14 states the policy relating to Advisory Boards, Committees, and Commissions (B/C); and

WHEREAS, pursuant to §14.3, to be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointed term unless expressly provided for by the adopted bylaws for the Board or Commission and Student appointees must be high school grade level and residing or attending school, including home-schooled, in Forest Grove; and

WHEREAS, pursuant to §14.6, unless required by state law, all members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered beginning January 1 and ending December 31; and

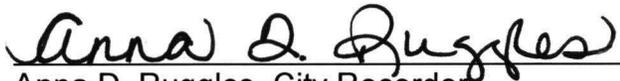
WHEREAS, pursuant to §14.10, Council arrived at a general consensus to make the B/C appointments and reappointments in work session held on March 21, 2022.

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

Section 1. The City Council is hereby approving the B/C applicant appointments and reappointments as outlined in Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 21st day of March, 2022.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 21st day of March, 2022.



Peter B. Truax, Mayor

	First & Last Name	B/C Position	Appointed	Term Expiring	Other B/C Appt / Notes	
Budget Committee, 3-Year Term				Members must be electors of FG		
	No Vacancies/No Reappointed					
Committee for Community Involvement				Members must reside in city limits or within UGB (currently 1 outside)		
	Vacancy			31-Jan-24		Resigned Fernando Lira
Community Forestry Commission, 4-Year Term				3 Members may reside outside city limits (currently 2 outside)		
	Vacancy			31-Dec-25		
	Vacancy	HS Student Advisor		31-Dec-23	(2-Year Term)	
Community Policing Advisory Commission				Members must reside in city limits (currently 1 outside)		
*	Marissa Salgado	Stand Up for Racial Justice (SURJ)	Jan-22	31-Dec-25	Reappointed (4-Year Term)	
	Vacancy	Business		31-Dec-23		
	Vacancy	Community At-Large		31-Dec-24		Resigned Carlos Covarrubias

Economic Development Commission				5 Members may outside city limits (currently 5 outside)		
*	Mathea Zietz	Large Commercial/Retail (McMenamins)	A03/22	31-Dec-25	Appointed (4-Year Term)	Replaced Jennifer Prickett
*	Rico Mara	Latinx (Adelante Mujeres)	A03/22	31-Dec-25	Appointed (4-Year Term)	Replaced Javier Urenda
	Vacancy	Large Manufacturer/Technology		31-Dec-23		Resigned Rob Langford
	Vacancy	HS Student Advisor		31-Dec-23	(2-Year Term)	
Historic Landmarks Board				2 Members may reside outside city limits (currently 1 outside)		
*	Jennifer Brent		A02/14	31-Dec-25	Reappointed (4-Year Term)	
	Vacancy			31-Dec-22		
	Vacancy			31-Dec-24		
	Vacancy	HS Student Advisor		31-Dec-23	(2-Year Term)	
Library Commission				3 Members may reside outside city limits (currently 1 outside)		
	No Vacancies/No Reappointed					

Parks and Recreation Commission				2 Members may reside outside city limits (currently 0)		
	Vacancy	At-Large		31-Dec-25		
	Vacancy	HS Student Advisor		31-Dec-23	(2-Year Term)	
Planning Commission				2 Members may reside outside city limits (currently 2 outside)		
	Vacancy			31-Dec-23		
	Vacancy			31-Dec-25		
Public Arts Commission				2 Members may reside outside city limits (currently 2 outside)		
	Vacancy	HS Student Advisor		31-Dec-23	(2-Year Term)	
Sustainability Commission				4 Members may reside outside city limits (currently 0)		
	Vacancy			31-Dec-23		
	Vacancy			31-Dec-24		
	Vacancy			31-Dec-25		

Urban Renewal Advisory Committee				1 member may reside within 1 mile radius of Plan Area (currently 1)		
	Vacancy	Resident adjacent to or within one mile from Plan Area		31-Dec-23		
	Vacancy	Commercial Property or Business Owner within Plan Area		31-Dec-25		
	Vacancy	Non-Profit Organization located in Plan Area		31-Dec-25		



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CITY RECORDER USE ONLY:

AGENDA ITEM #: Work Session

MEETING DATE: 03/21/2022

FINAL ACTION: C. 4. RESO 2022-16

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

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

MEETING DATE: *March 21, 2022*

SUBJECT TITLE: 1) *Work Session: 2nd B/C Recruitment Interviews*
 2) *Consent Agenda: Accept Resignations; Approve Resolution Making Various B/C Appointments*

ACTION REQUESTED:	Ordinance	Order	X	Resolution	X	Motion	X	Informational
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X all that apply

BACKGROUND:

Pursuant to City Council Rules, §14, the Boards/Commissions (B/C) recruitment period was open to new applicants as well as applicants seeking reappointment and was publically announced on social media, utility insert and website from August through mid-October, 2021. At the September 27, 2021, work session, Council assigned two Council Subcommittee Interview Panels based on liaison positions to conduct B/C applicant interviews in work sessions held on November 29, 2021. At the conclusion of the Council Subcommittee interviews, the Council deliberated and made B/C appointments as noted below:

- 12 reappointment applicants were interviewed and all were reappointed.
- 10 new applicants were interviewed: 6 were appointed; 1 was not appointed; and *3 placed on hold pending further consideration.

Due to two Planning Commission vacancies and a number of other B/C vacancies still existing, the Council extended the B/C application recruitment for an additional month in an effort to gather more applications. The 2nd B/C recruitment announcement was published on social media, utility insert and website starting December 1 and ended January 15, 2022.

PURPOSE: At the March 21, 2022, work session, Council is asked to conduct the 2nd B/C recruitment interviews. The following items are included:

1. General interview questions specific to a board or commission, instructions and an open script, which will be read by the presiding officer.

Note:

- Due to limited time, each applicant is allotted 10-minutes to interview for a total of six applicants. The general interview questions have been e-mailed to each applicant in advance.

- Please choose from the interview questions provided. Please try to ask the same questions of each applicant.
2. Brief descriptions of each B/C and meeting dates/times.
 3. B/C Applicant Interviews list, along with B/C Applications.

There were 10 applications submitted during the 2nd B/C recruitment: 6 applicants are scheduled for interviews and 4 are pending appointment and reappointment recommendation.

Once the B/C interviews are concluded, Council is asked to deliberate and make the appointments. Please include the *three applicants previously interviewed during deliberations. The spreadsheet lists current vacancies in **Red** and include the recent resignations.

Due to limited allotted time, staff recommends Council consider approving a resolution making two reappointments and two new representative appointments under the Consent Agenda on March 21, 2022, regular Council Meeting:

Name:	Position:	Status:
Jennifer Brent	HLB	Reappointment
Marissa Salgado	CPAC - SURJ	Reappointment
Mathea Zietz	EDC – Large Commercial	McMenamins Representative
Mara Rico	EDC – Latinix	Adelante Mujeres Representative

STAFF RECOMMENDATION:

- 1) Staff recommends Council consider accepting the attached resignations and declaring vacancies.
- 2) Staff recommends Council approving the attached Resolution making the above-noted B/C reappointments and appointments. If a Councilmember desires to change any appointments, they may do so by requesting to remove the Resolution from the Consent Agenda. Once the Resolution is removed, it must be considered immediately following the approval of the remaining items on the Consent Agenda. A change in the appointments may be made by amendment to the Resolution once the Resolution has been moved and seconded for approval.
- 3) The new B/C appointments will be embodied in a proposed Resolution for Council consideration under the Consent Agenda at the next regular Council meeting.

The newly-appointed terms will begin immediately thereafter. In accordance with Section 14 of the Council Rules, staff will orient and train the newly-appointed B/C members prior to their first meeting on the duties of being a member. If Councilmembers have questions/concerns, please contact staff prior to the work session.

ATTACHMENT(s):

Work Session: Applicant Interview Times & # of Vacancies

Work Session: General Interview Questions

Work Session: B/C Applications

Consent Agenda: C. 1. Resignations Letters

Consent Agenda: C. 4. Resolution Making Appointments to Various Boards, Committees and Commissions, Exhibit A, List and Applications