



# CITY OF TROUTDALE COMMITTEE AND COMMISSION APPLICATION PACKET



**Submit Applications To:** Kenda Schlaht, Deputy City Recorder, 219 E. Historic Columbia River Hwy., Troutdale, OR 97060 **by 5:00pm, on Thursday, August 31, 2017.**

The City of Troutdale is seeking volunteers to serve on city committees. This is one way you can become involved in your City Government and make an impact on your community. Following is a brief description of each committee:

**Budget Committee (BC):** *To qualify you must be an elector of the City of Troutdale.* The BC advises the Council on budgetary and fiscal matters. The Committee meets three to five times a year usually during the months of December, April and/or May.

**Parks Advisory Committee (PAC):** *To qualify you must be a resident and elector of the City of Troutdale, or a Troutdale Business Owner.* The PAC makes recommendations on matters relating to recreational lands (i.e. parks, open spaces and environmentally sensitive lands). The PAC meets every 2<sup>nd</sup> Wednesday of the month at 7pm.

**Citizens Advisory Committee (CAC):** *To qualify you must be a resident and elector of the City of Troutdale, or a Troutdale Business Owner.* The CAC makes recommendations to the Planning Commission and City Council on land use issues and other projects as assigned. The CAC meets the 1<sup>st</sup> Wednesday of every month at 7pm.

**Public Safety Advisory Committee (PSAC):** *To qualify you must be a resident and elector of the City of Troutdale, or a Troutdale Business Owner.* The PSAC is charged with evaluating and making recommendations to the City's elected and appointed officials on matters relating to public safety including law enforcement, fire and medical services. The PSAC is not charged with reviewing use of force complaints or citizen's complaints against public safety personnel. The PSAC meets the 1<sup>st</sup> Thursday of the month at 7pm.

**Planning Commission (PC):** *To qualify you must be a resident and elector of the City of Troutdale.* The PC conducts hearings, makes quasi-judicial land use decisions based upon application of the City's Comprehensive Land Use Plan, Plan Map and Development Code. The PC meets the 3<sup>rd</sup> Wednesday of every month at 7pm. (**Planning Commissioners are required to file an Annual Statement of Economic Interest, see attached sample form.**)

**Historic Landmarks Commission (HLC):** *To qualify you must be a resident and elector of the City of Troutdale, or a Troutdale Business Owner.* The HLC assists in promoting historic preservation in the City. It makes quasi-judicial land-use decisions about designation and alteration of historic landmarks. Members should have demonstrated an interest in historic preservation through experience, training or knowledge of this field. (**HLC members are required to file an Annual Statement of Economic Interest, see attached sample form.**)

If you are interested in volunteering to serve on one of these committees, please complete the attached:

- ⇒ Volunteer Application
- ⇒ Questionnaire for Committee/Commission Applicants
- ⇒ Authorization for Records Check

If you have any questions, please contact Kenda Schlaht at 503-674-7237 or Email: [kenda.schlaht@troutdaleoregon.gov](mailto:kenda.schlaht@troutdaleoregon.gov)





# CITY OF TROUTDALE

219 E. Historic Columbia River Hwy., Troutdale, OR 97060

## VOLUNTEER COMMITTEE APPLICATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Which phone # should we use to contact you during the hours of 8am to 5pm? *Hm.* \_\_\_ *Wk.* \_\_\_ *Cell* \_\_\_

### How did you hear about this opportunity?

Gresham Outlook \_\_\_\_\_ Troutdale Champion \_\_\_\_\_ City's Webpage \_\_\_\_\_ Other \_\_\_\_\_

### Guidelines for Volunteers for City Committees:

- ✓ Observe and comply with the rules and regulations of the City of Troutdale and the rules, regulations, orders, policies and procedures as they may apply, exist or may be amended.
  - ✓ Strive to help the City of Troutdale and various departments obtain stated goals and objectives.
  - ✓ I will not give out news releases or press releases regarding City matters without prior approval from City staff.
  - ✓ If unable to attend a scheduled meeting I will contact the City staff liaison.
  - ✓ If for any reason I need to resign from my position on a city committee, I will notify the City in writing of my resignation.
- I understand that I will not be paid for my services as a volunteer. I understand this service will not confer on me the status of City Employee. I hereby volunteer my services as described above to assist the City.
  - I, the volunteer, shall indemnify, defend, save and hold harmless, the City, its officers, boards, commissions, agents and employees against all liability, claims, suits, actions or judgments of whatsoever nature, loss or expense, including attorney fees, based upon or arising out of damage, injury or death to persons or property caused by my own actions or omissions or caused by anyone acting on my behalf in connection with or incidental to this Agreement for the volunteer work to be performed hereunder.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only:

Date Received: \_\_\_\_\_ Date/Time of Interview: \_\_\_\_\_

Committee/Position Appointed To: \_\_\_\_\_ Term: \_\_\_\_\_

Notes:

# Questionnaire for Committee/Commission Applicants

Please mark which committee(s) you are interested in serving on. (You may mark more than one)

\_\_\_ **Budget Comm.** (3-yr. term) *Must be an elector of the City of Troutdale*

\_\_\_ **Citizens Advisory Comm.** (3-yr. term)  Resident/elector **or**  Troutdale Business Owner

\_\_\_ **Parks Advisory Comm.** (3-yr. term)  Resident/elector **or**  Troutdale Business Owner

\_\_\_ **Public Safety Advisory Comm.** (3-year term)  Resident/elector **or**  Troutdale Business Owner

\_\_\_ **Historic Landmarks Comm.** (4-year term)  Resident/elector **or**  Troutdale Business Owner

**I acknowledge that I have reviewed the SEI sample form enclosed and understand that if I am appointed I will be required to complete this form annually.**

\_\_\_ **Planning Commission** (4-year term) *Must be an elector of the City of Troutdale*

**I acknowledge that I have reviewed the SEI sample form enclosed and understand that if I am appointed I will be required to complete this form annually.**

1. Are you a registered voter in the City of Troutdale?  Yes  No

2. Are you currently serving on a City of Troutdale Committee?  Yes  No

3. If you answered Yes to Question #2, which committee? \_\_\_\_\_

4. Why are you interested in serving on a City Committee? \_\_\_\_\_

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5. What previous work or volunteer experiences do you have in relation to the committee in which you are seeking an appointment? \_\_\_\_\_

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## CITY OF TROUTDALE

219 E. Historic Columbia River Hwy., Troutdale, OR 97060

### AUTHORIZATION FOR RECORDS CHECK

The City of Troutdale performs criminal history checks on the suitability of new personnel due to the nature and sensitivity of certain programs and work. This standard equally applies to volunteers, contracted staff and City employees. Volunteers and contracted staff are treated with the same seriousness given to paid City staff. Successful completion of a records check is a qualification to volunteer or work in specified programs of the City of Troutdale.

**Please check which box applies to you:**

Volunteer on City Committee       Contracted Staff

Do we have your approval to administer a records check?    Yes: \_\_\_\_\_    No: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Describe briefly the volunteer work you will be doing: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

### For Office Use Only:

**Cleared:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Staff Approval - Records/MCSO:** \_\_\_\_\_

Date: \_\_\_\_\_