



A place where families and businesses thrive.

**CITY COUNCIL WORK SESSION AGENDA
(COUNCIL CANDIDATE INTERVIEWS)**

MONDAY, DECEMBER 9, 2019

3:45 PM – Work Session (Council Pre-Briefing Interview Process) Community Auditorium
4:00 PM – Work Session (Council Candidate Interviews) 1915 Main Street
Forest Grove, OR 97116

The City Council will convene in the Community Auditorium to conduct the above work session(s). The public is invited to attend and observe the work session(s); however, no public comment will be taken. The Council will take no formal action during the work session(s). The Council will reconvene in regular meeting to conduct deliberations.

PETER B. TRUAX, MAYOR

VACANCY
Timothy A. Rippe
Ronald C. Thompson

Elena Uhing
Adolph “Val” Valfre, Jr.
Malynda H. Wenzl

All meetings of the City Council are open to the public and all persons are permitted to attend any meeting except as otherwise provided by ORS 192. The public may address the Council as follows:

➔ **Public Hearings** – Public hearings are held on each matter required by state law or City policy. Anyone wishing to testify should sign in for any Public Hearing prior to the meeting. The presiding officer will review the complete hearing instructions prior to testimony. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Public Hearing testimony is limited to three minutes unless the presiding officer grants an extension. Written or oral testimony is heard prior to any Council action.

➔ **Citizen Communications** – Anyone wishing to address the Council on an issue not on the agenda should sign in for Citizen Communications prior to the meeting. The presiding officer will call the individual or group by the name given on the sign in form. When addressing the Council, please use the witness table (center front of the room). Each person should speak clearly into the microphone and must state his or her name and give an address for the record. All testimony is electronically recorded. In the interest of time, Citizen Communications is limited to two minutes unless the presiding officer grants an extension.

The public may not address items on the agenda unless the item is a public hearing. Routinely, members of the public speak during Citizen Communications and Public Hearings. If you have questions about the agenda or have an issue that you would like to address to the Council, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235.

City Council meetings are handicap accessible. Assistive Listening Devices (ALD) or qualified sign language interpreters are available for persons with impaired hearing or speech. For any special accommodations, please contact the City Recorder, aruggles@forestgrove-or.gov, 503-992-3235, at least 48 hours prior to the meeting.

Anna Ruggles, City Recorder
Brenda Camilli, Human Resources
Manager
Jesse VanderZanden, City Manager

3:45

WORK SESSION: COUNCIL PRE-BRIEFING CANDIDATE INTERVIEW PROCESS

4:00

WORK SESSION: COUNCIL CANDIDATE INTERVIEWS

The City Council will convene in the Community Auditorium to conduct City Council Candidate Interviews in work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council will take no formal action during the work session. The Council will reconvene in regular Council Meeting to conduct deliberations.

CITY COUNCIL CANDIDATE INTERVIEWS (20 MINUTES EACH CANDIDATE)

In interest of fairness, Candidates wait in the foyer until called in for interview.

- | | | |
|----|-------------|--------------------------------------|
| 1. | 4:05 | Kristy Lynne Kottkey |
| 2. | 4:25 | Howard Sullivan |
| 3. | 4:45 | Susie Johnson |
| 4. | 5:05 | John A. Hengeveld |
| | 5:25 | <u>5-MINUTE COUNCIL BREAK</u> |
| 5. | 5:30 | Karen Reynolds |
| 6. | 5:50 | Mariana E. Valenzuela |
| 7. | 6:10 | Joshua D. Fromm |
| 8. | 6:30 | Wolanda Konelila Groombridge |
| | 6:50 | <u>ADJOURNMENT:</u> |

The Mayor will welcome each Candidate and read the following script at the start of each interview:

1. You have 20 minutes to provide an opening statement and answer one question from each Councilmember for a total of six questions.
2. Time management during the interview is up to you. A clock is provided to assist you. You will be evaluated based on your application materials and interview responses.
3. If there is a pause between questions, it is because Councilmembers are taking notes. If you need a question repeated, please ask.
4. After your interview, you may remain in the Auditorium for the duration of the remaining interviews.
5. Council will deliberate on the slate of candidates during the regular Council meeting, which begins at 7pm. You are invited to stay. Council will decide on the appointment either this evening or at the January 13th Council meeting.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	<u>8.</u>
MEETING DATE:	<u>12/09/2019</u>
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna Ruggles, City Recorder*

MEETING DATE: *December 9, 2019*

SUBJECT TITLE: *City Council Candidate Interviews & Deliberations*

ACTION REQUESTED:

	Ordinance	Order	Resolution	X	Motion	X	Informational
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X all that apply

BACKGROUND:

City Charter, Section 32 and City Code, Section 2.075, provide 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. A Council vacancy was created by the death of Thomas Johnston on October 14, 2019. The term of office for this position ends November, 2022.

PART I: COUNCIL CANDIDATE INTERVIEWS:

At the close of business, 5 p.m., on November 22, 2019, eight candidate packets were certified by the City Recorder as meeting eligibility and residency requirements pursuant to City Charter and City Code. Two candidate's packets were rejected. The City Recorder randomly drew the Candidate interview times noted above. The Council is scheduled to conduct oral Candidate interviews on Monday, December 9, 2019, as follows:

- 3:45 pm Council Pre-Briefing Interview Process in Work Session
- 4:00 pm Council Candidate Interviews in Work Session

Interviews	Candidate Names:
1. 4:05 pm	Kristy Lynne Kottkey
2. 4:25 pm	Howard Sullivan
3. 4:45 pm	Susie Johnson
4. 5:05 pm	John A. Hengeveld
5:25pm	5-minute Council Break
5. 5:30 pm	Karen Reynolds
6. 5:50 pm	Mariana E. Valenzuela
7. 6:10 pm	Joshua D. Fromm
8. 6:30 pm	Wolanda Konelila Groombridge
6:50 pm	Adjournment

A copy of the “City Council Candidate Interview Questions” was provided to each Candidate. In the interest of fairness, all Candidates have been asked to wait in the foyer of the Auditorium until they are called in for their interview. Once the interview is conducted, Candidates may remain in the Auditorium for the duration of the session. The interview will take place around configured tables in front of the Dias, similar to a work session.

Candidate interviews shall be conducted accordingly:

The City Recorder will provide Council with a hardcopy of the “*City Council Candidate Interview Questions/Rating Form*” for each Candidate. While these forms may be considered exempt from disclosure, under ORS 192.355 (1), the City could be challenged to release the forms. As a result, Council is advised to be discreet in their written comments.

To assure all candidates are treated fairly and consistently, Councilors are encouraged to read the questions as written and refrain from expanding the question or asking follow up questions unless time permits after all questions have been answered by the Candidate. Please be mindful that a question asked of one Candidate should in fairness be asked of the others. To assist with time management, Councilors are encouraged to let the Candidate know the number of the question being asked.

The Mayor will welcome each Candidate and read the following script at the start of each interview:

1. You have 20 minutes to provide an opening statement and answer one question from each Councilmember for a total of six questions.
2. Time management during the interview is up to you. A clock is provided to assist you. You will be evaluated based on your application materials and interview responses.
3. If there is a pause between questions, it is because Councilmembers are taking notes. If you need a question repeated, please ask.
4. After your interview, you may remain in the Auditorium for the duration of the remaining interviews.
5. Council will deliberate on the slate of Candidates during the regular Council meeting, which begins at 7pm. You are invited to stay. Council will decide on the appointment either this evening or at the January 13th Council meeting.

PART II: CANDIDATE SELECTION PROCESS:

The Council may conduct deliberations prior to scoring the slate of Candidates and after the results. The deliberations must be conducted in open meeting during the Council Meeting on December 9, 2019, 7pm, in the Community Auditorium, 1915 Main Street, as outlined below:

1. The City Recorder will distribute ballots to each Councilor. Councilors are asked to rank their top three Candidates, assigning a 3 to the highest candidate, a 2 to the second candidate, and a 1 to the third candidate. The City Recorder will tally the scores. Upon tallying the ballots, the City Recorder will announce the names of the top three Candidates. Under ORS 192.650(1)(c), secret ballots are prohibited and ballots must identify the vote of each Councilmember.
2. The Council has several options:
 - a. Option 1: Reject all applications and may initiate a new process.
 - b. Option 2: Deliberate, make a formal motion, and vote on a candidate at the December

9th Council meeting. If the Council passes the motion, a resolution making a formal appointment will be brought to the next Council Meeting.

- c. Option 3: If the Council does not reach a decision at the December 9th meeting, it may move to conduct an additional interview of the top 2 or 3 candidates during a work session at the next Council meeting on January 13th or, a date certain, or Council may instruct staff on further follow-up.
3. A Swearing-In Ceremony for the new Councilor will be planned for the Council meeting following the meeting in which the candidate was voted by a majority of Council. The public and family members will be invited and light refreshments will be provided. The City Recorder will administer the Oath of Office and the newly appointed Councilmember will be seated at the dais at the start of the regular Council meeting at 7 p.m.

ATTACHMENT(s):

Candidate Applications

Council Candidate Interview Questions/Rating Forms

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

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

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

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

1.

2.

3.

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

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

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

SAMPLE BALLOT

CITY COUNCIL VACANCY APPOINTMENT

Vacancy: One Councilor Position

CANDIDATES	<u>Rank 3 Candidates</u>
<i>Last Name, First Name (Alpha Order)</i>	(3 highest - 1 lowest)
	<input type="checkbox"/>

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 22, 2019, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2022

Candidate's Full Name: Kristy Lynne Kottkey

Candidate's Residence Address: ██████ Harvest Court, FG

Date Stamped Received: 11.08.2019

Date Certified by City Recorder: 11.13.2019

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 12.18.2000
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

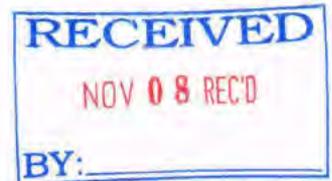
Contact Information:

City Recorder, City Elections Officer
Anna D. Ruggles, CMC
Office: 503.992.3235
Fax: 503.992.3207
E-mail: aruggles@forestgrove-or.gov

City of Forest Grove
1924 Council Street, 2nd Floor
PO Box 326
Forest Grove, OR 97116-0326
Web: www.forestgrove-or.gov

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Kristy Lynne Kottkey
[REDACTED] Harvest Ct.
Forest Grove, OR 97116



To the City of Forest Grove and Forest Grove City Council:

I have always been a person who likes to be of service and be involved in my community. In the past, my time and energy has been directed towards students and schools - part of that was as my job as a middle school teacher, and part of that was as a community volunteer. As a long-term resident of Forest Grove, I have been involved with my local community as time has allowed - whether that be serving on a local commission, helping at a neighborhood event, or participating in all that this city has to offer. With a son with extreme special needs, my availability to be involved has depended on my current employment status and the needs of my family.

This year, I have arrived at a place in my career where both the experience I have gained and developed, coupled with the change in my job (now a substitute with Forest Grove School District), will allow me to serve in new and different ways.

Although I have loved working in Hillsboro for my teaching career, my loyalty and love for my own community has always kept me searching for ways I can contribute here. I believe I have something to offer the city council that may also serve its needs. I think I can bring energy and ideas to the table around getting more people like me (a long-time resident who has sometimes struggled to find ways to be connected to my city) involved in all the city has to offer. I also think the skills I have around connecting businesses to schools and city could be of good use!

I have been interested in serving on city council for years, and I appreciate the opportunity to be considered for this position.

Sincerely,

[REDACTED SIGNATURE]
Kristy Kottkey

Kristy Lynne Kottkey
[REDACTED] Harvest Ct.
Forest Grove, OR 97116
[REDACTED]

Professional Summary

In the past twenty years, I have worked as a licensed teacher in the Hillsboro School District. Teaching Language Arts, Science, Physical Education, Math, and Health at the middle and high schools, I have had a range of duties and leadership roles. I have served as a Site Council member, Team Leader, Curricular Lead, Activity Director, Coach, and Special Projects Manager working for the Superintendent's Office for School Performance.

After having my son, Henry, I worked part-time at the Cornelius Starbucks as a barista and shift supervisor. In addition to that, I am currently a part-time substitute for the Hillsboro School District and Forest Grove School District.

Education

B.A. English Literature: University of Washington 1992 (GO DAWGS!)
MAT: Pacific University 1994

Work Experience

1993-2004	Teacher, Hillsboro School District - Evergreen Middle School
2004-2012	Barista and Shift Supervisor - Cornelius Starbucks
2016 - 2019	Special Projects, Hillsboro School District - Office for School Performance
2016 - 2019	Substitute Teacher, Hillsboro School District
2004 - 2060	Mom of Henry and wife to Kevin

Volunteer Experience

Forest Grove Library Commission, Commission for Citizen Involvement, Reuter Farm Homeowner's Association Board Member

Hobbies

Running (more like a slow shuffle)
Reading
Gardening
Cheering for the Washington Huskies and Green Bay Packers

November 8, 2019

To Members of the City Council and the City of Forest Grove,

Twenty years ago, my husband Kevin and I moved to Forest Grove and purchased a little home in the Reuter Farm Neighborhood. In those past twenty years, we have built a family around a community that we love and are planning to be a part of for the rest of our lives. I have arrived at a point in my life and career where I believe I have the energy, experience, and vision to be able to serve the city as a city council member.

I realize this is a particularly special and significant appointment because of the recent passing of councilor T.J. Johnston, whose dedication, time, and love of this city set a standard that is important to uphold. It is with this in mind, and with a great deal of thought and consideration, that I submit my application for this position.

As a resident and homeowner, Kevin and I were thrown into a situation we could never have planned for when we had our only son, Henry. Henry is severely affected with autism, and this required me to quit my job as a teacher in Hillsboro and remain home for 15 years to care for him and our family. In that time, Henry and I have experienced all that this city has to offer. We spend our days (even now) in the city parks and on the roads...learning about new places and new routes to travel while appreciating the beauty and the growth as it happens around us. We have been able to access the city services and use them daily: the aquatic center, the library, the schools, the parks and open spaces, the transportation loop that started near our house, and in a sense, this city and its services have been our second family.

By nature, I am a person who likes to be involved and make a difference. When time allowed, I was able to serve on my Reuter Farm Homeowner's Board, The Library Commission, the Committee for Citizen Involvement, and I planned and helped to administer a "user-friendly" presentation at the Annual Town Meeting about the city's budget. During those years, I was able to learn about the city and the different ways we are connected.

I also worked for eight years at the Cornelius Starbucks - interacting with many different people from all parts of our city and the surrounding areas. This allowed me to learn about ways a local business can impact and partner with the city it serves.

And finally, I spent the last years working on special projects for the Office of School Performance for the Hillsboro School District. I was brought in to help the district make connections within the existing system so that we may better serve our disenfranchised students and students of color. I designed and implemented several programs which paired local businesses with schools and families in order to help maximize the student success outcomes. Our most impactful program was called "Team Up" and it was a partnership with the Hillsboro Hops, Hillsboro Optimist Club, and Columbia Industries. In my career as an educator, this project really showed what can happen when the different elements of a city (business, community, and schools) can be

connected in more efficient ways. Our theme was We>Me. It was by far the most important and successful project in my educational career.

Last week, I organized a community meeting with the owners of two Forest Grove businesses. We met with the Latino Liaison for the Hillsboro Hops, the President of the Hillsboro Optimist Club, our Superintendent joined in, and young people from our surrounding community were there as well. The meeting took place in Forest Grove at Faded Up Barbering on Main Street. Both of the Forest Grove business owners who were at the meeting were Latino men. That is important because this is a significant part of our community in the Grove that is not yet connected in the way they could and want to be. Their families and friends said "We are ready and willing to be involved in this community...how can we get connected?" We left with an idea to sponsor a "Barbershop Workshop" where we can bring information about the city and community to a group of business owners, residents, and families who might not normally be attending city events or meetings. And the best part about this is that it is the residents themselves who want to provide that service! It is my ability to look for and connect with the people in our communities who are not always represented - but who are there and willing to help! - that is something that would be of value to the council and the city. Finding creative and cost-effective ways to foster partnerships and connection is something else I do well.

My work with schools, local businesses and clubs, and on city committees have helped me grow these strengths. Because I have the experience in all three areas, I believe I have a unique skill set to be able to see where the overlaps lie, and also where (and who) we are missing when we reach out to connect our communities. Most importantly, I have a love and deep connection to this city which now feels like an extended part of my family. If my service and experience can help fill a need on the council, I am honored to submit my application and be considered for this position.

Sincerely, ,)

[REDACTED]

Kristy Kottkey

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 22, 2019, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2022

Candidate's Full Name: Howard Sullivan

Candidate's Residence Address: 2735 Buxton Street, FG

Date Stamped Received: 11.19.2019

Date Certified by City Recorder: 11.19.2019

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

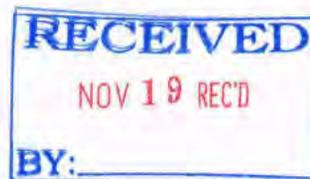
- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 1985
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

Contact Information:

City Recorder, City Elections Officer
Anna D. Ruggles, CMC
Office: 503.992.3235
Fax: 503.992.3207
E-mail: aruggles@forestgrove-or.gov

City of Forest Grove
1924 Council Street, 2nd Floor
PO Box 326
Forest Grove, OR 97116-0326
Web: www.forestgrove-or.gov

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November 19, 2019

To Whom It May Concern,

My name is Howard Sullivan, I live at [REDACTED] Buxton Street Forest Grove and I am applying for the open seat to the Forest Grove City Council. Please find attached my resume and my city council profile statement for this position.

My wife and I have resided in Forest Grove for the past 40 years. I have always taken a keen interest in civic matters. As a social studies teacher in the Forest Grove School District, especially in the last 15 years of my career- I was the American Government teacher. A point was made to attend City Council as well as Forest Grove School District meetings. From these meetings, lessons were created that extended the classroom to include what was going on in our community. Students were challenged to expand their focus beyond the classroom and become visionaries.

Three past students come to mind when I think of visionary people: Emily McLain, ASB President Forest Grove High School 2001-02. Emily is currently the Executive Director for Planned Parenthood of Oregon. Kari Herinckx, ASB President 2003-04. Kari is currently one of Senator Merkley's aides. Juan Carlos Gonzales, Senior Class President 2010-11. In 2018, Juan Carlos was elected as the Metro Councilor representing District 4. Juan was the youngest person ever elected to serve on Metro and was the first Latino to serve on this Board. So proud of these students' accomplishments and to be connected to them as their teacher. Their success, passion and involvement in our state and communities has grown my own devotion to be involved with Forest Grove in ways I never imagined while teaching.

In 2012, I became a member of the Forest Grove Recreation Commission and after being hired as the Executive Director to the Forest Grove/Cornelius Chamber of Commerce, I became a member of the Forest Grove Economic Development Commission; one year later I was recruited to be a member of the Cornelius Economic Development Commission.

My passion has always been Forest Grove. In whatever role I find myself in, my job is always to promote Forest Grove. Again, please accept my application for the open seat to the Forest Grove City Council.

Respectfully,

[REDACTED]
Howard Sullivan

CEO/President, Forest Grove/Cornelius Chamber of Commerce

HOWARD A. SULLIVAN

e-mail: [REDACTED]

[REDACTED] Buxton St
Forest Grove, OR 97116

Residence: [REDACTED]
Work: 503-357-3006

CURRENT POSITION

CEO/President, Forest Grove/Cornelius Chamber of Commerce *2013-Present*

- ◇ Supervise implementation of the major Forest Grove/Cornelius Chamber of Commerce Events (Auction, Corn Roast, Light Parade and Stars in the Grove).
- ◇ Uncompromising commitment to positive, dynamic working relationships and community participation.
- ◇ Proven ability to lead with vision, creativity, sensitivity and integrity.
- ◇ Proven ability to bring divergent groups together working toward a common goal.

ACCOMPLISHMENTS

- ◇ Co-Directed the two Rotary Clubs of Forest Grove "Peace Village" Summer Camp *Summer 2018*
- ◇ Co-Authored with the City of Forest Grove "The Economic Development Roles and Responsibilities" Plan and Process. *2018-Present*
- ◇ Reinstated the introduction of new School District Employees to the community at the Annual Corn Roast. *2013-Present*
- ◇ Represented the Forest Grove School District on the Forest Grove City Library Expansion Committee; \$1,000,000 goal reached. *2002*
- ◇ Envisioned and created a Homecoming Celebration (Annual Homecoming Parade) which involved the entire Forest Grove Community. *1998*
- ◇ Chaired the successful passage of the Forest Grove City Bond Measure *1996*
- ◇ Chaired the successful passage of the Forest Grove School District Bond Measure. *1990*

EXPERIENCE

Pacific University, College of Learning & Teaching, Adjunct Professor *2013-Present*
OASC (Oregon Association of Student Councils) State President *2003-2006*
FGEA (Forest Grove Education Association) President *2002-2005*
Forest Grove School District, Teacher, Coach, Athletic Director, Activity Director *1979-2012*

EDUCATION

Pacific University, Forest Grove, OR, MS in Teaching *1984*
Pacific University, Forest Grove, OR, BA in Education *1979*
Mira Costa Community College, Oceanside, CA, A.A. in Liberal Arts *1976*

AWARDS

Oregon Council for the Social Studies "Secondary Social Studies Teacher of the Year"	<i>2011-2012</i>
OASC- "Oregon High School Advisor of the Year"	<i>2007-2008</i>
Forest Grove High School Excellence in Education "Teacher of the Year"	<i>2005-2006</i>

COMMUNITY PARTNERSHIPS

Forest Grove/Cornelius Complete Count Committee	<i>2019-Present</i>
Forest Grove Tourism Advisory Committee	<i>2019-Present</i>
Community Connection Workgroup	<i>2017-Present</i>
Downtown Advisory Committee, Cornelius	<i>2017-Present</i>
Forest Grove School District Facilities Task Force	<i>2016-2017</i>
Valley Art Board of Directors	<i>2015-2018</i>
City of Cornelius Economic Development Commission Member	<i>2014-Present</i>
City of Forest Grove Economic Development Commission Member	<i>2013-Present</i>
Tuality Hospital Education Foundation Board Member	<i>2013-Present</i>
Forest Grove Foundation Board Member	<i>2013-Present</i>
WCCCP (Washington County Chamber of Commerce Partnership) Member	<i>2013-Present</i>
City of Forest Grove Recreation Commission Member	<i>2012-Present</i>

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City Council Profile Statement

As the city of Forest Grove moves into a new year, it is on the precipice of excellence. Three key factors lead me to this statement. The first two are the recent hires of two individuals into important positions within the Forest Grove School District, and the Forest Grove community at large. Two years ago, Robert Krikman was hired as the Leadership teacher for Forest Grove High School. Then, last year saw the hiring of David Parker as the new Superintendent for the Forest Grove School District. These gentlemen are bringing a new energy and direction to each of their jobs. This in turn has opened a door for further connection with the City of Forest Grove, the students and their families who reside in our community. Lastly, the Forest Grove City Councilor's work to improve the by-laws of the city's boards and commissions. This work was done to create a uniform model of operation for these boards and commissions. Thereby creating easier access through this door that is exciting. The benefactor of these three factors is Forest Grove and I am in a unique position to connect the dots.

Robert Kirkman has turned the leadership class on its head. As the leadership teacher from 1997-2012 the class consisted of 19 students either elected or appointed. In Mr. Kirkman's class, he currently has over 100 students, 114 students to be exact. His goal is to push that number even higher. His class does include the traditional positions of ASB President and ASB Vice President, etc., but also includes members of all of the clubs that exist at Forest Grove High School as well as commissions. These commissions include a representative from each grade and established commission rules created by the leadership class that must be followed by said commission. One of the new commissions that was created this year is the Sportsmanship Commission. They are responsible for creating an inviting entrance to any group (athletic teams, activity groups or outside guests) that visits the high school. Greeters, welcome signs, fruit baskets and water are some of the things you might see when visiting the high school for your event. The students of Forest Grove have never ceased to amaze me. Through the growth in Mr. Kirkman's leadership class I believe they are ready to amaze our community.

In his first year, Mr. Parker conducted 32 meetings and a digital survey meeting with all the different stakeholders of the school district. In total there were nearly 3,000 individual pieces of feedback. Based on the information gathered, the Forest Grove School District designed a strategic plan. In reviewing these comments, three main themes emerged. These themes centered on building community, creating resilient students and rigorously preparing our students for college or careers. Build community, be resilient and be prepared. These sound like goals any city would be proud to showcase. Last month, the Forest Grove School District along with the City Councils of Forest Grove and Cornelius conducted a joint meeting. 30 ideas were developed in this meeting, the work has just begun. From these ideas, great results that improve the quality of life will emerge for everybody in our community.

The opportunity to be a part of the Forest Grove City Council for me is driven by the work of these three instances. The Forest Grove School District is one of the largest employers in our community and with the 6,000 students that attend Forest Grove Schools growing and becoming more diverse, 53% of all students are Latinx; it is imperative that the City of Forest Grove move quickly to foster a better relationship with the students of the Forest Grove School District. We have an obligation to support all of these students. They are our students. By obligation, I do not mean financial. The set of knowledge and skills that resides in city of Forest Grove offices is immense. It has been acknowledged that students may be appointed to either a City Board or City Commission. And further, according to Section 5: Organization and Structure, number 2b of the By-law template student members shall be voting members and shall serve two (2) year terms. Student appointees must be high school grade level residing or attending school, including home-schooled in Forest Grove. The students of the leadership class have shown that through their willingness to be a part of something bigger than themselves, a leadership class of 100 students, an unbridled energy. This energy would benefit the City of Forest Grove greatly. It always bothered me, while teaching at Forest Grove High School, that our students were sent off to Hillsboro and beyond for job shadows. The students of Forest Grove could be great partners with the city. With great partners comes great ideas and great ideas provide great results.

To accomplish great things, one must be more than a dreamer; one must be a visionary. When Howard Shea moved his family from Milwaukee, Wisconsin to the Los Angeles suburb of Inglewood, he set in motion the importance of service to one's community that his family continues to follow today. Be a giver not a taker and your life and the lives around you will be better. Howard Shea was my grandfather. Here is a quote that reminds me of him and something that I try to live by each day. Gerry Adams talking about the Peace Process of Northern Ireland remarked:

Sometimes, and I believe this truly, one person can make a difference. It's the difference between having a good idea, and doing it. You may have a very good idea, and you may be very genuine-as genuine as Niall O'Dowd is about Ireland-but you're busy and have responsibilities, and so on. And you might think, "Who am I? How can I do this?" It's the difference between being a dreamer and being a visionary. The visionaries deliver. O'Dowd, he said delivered for Ireland.

Howard Shea delivered for his family and his community and I, Howard Sullivan want to deliver the same for the City of Forest Grove.

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 22, 2019, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2022

Candidate's Full Name: Susie Johnson

Candidate's Residence Address: 3335 Lavina Drive, FG

Date Stamped Received: 11.22.2019

Date Certified by City Recorder: 11.25.2019

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 08/09
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

Contact Information:

City Recorder, City Elections Officer
Anna D. Ruggles, CMC
Office: 503.992.3235
Fax: 503.992.3207
E-mail: aruggles@forestgrove-or.gov

City of Forest Grove
1924 Council Street, 2nd Floor
PO Box 326
Forest Grove, OR 97116-0326
Web: www.forestgrove-or.gov

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SUSIE JOHNSON

R e a l t o r

CONTACT

PHONE:
[REDACTED]

WEBSITE:
[REDACTED]

EMAIL:
[REDACTED]

HOBBIES

Participating in community activities
Camping with my grandchildren and children
Hiking
Visiting the Wetlands

VOLUNTEER WORK

- Adoption of the Forest Gale Heights entrance landscaping responsibilities.
- Past Board member of friends of Historic Forest Grove, still active member.
- Volunteer for garden tour and historic home tour
- Long time Elk's Lodge member.
- Volunteer for uncorked many years.
- Organized prime time fundraising when it burned down (est. \$40k raised)
- Fundraising for a local daycare to get an AED. 2017
- Farmers market volunteer.
- Support for local businesses with my small business group.
- Chamber member through John L Scott.

WORK EXPERIENCE

Real Estate

2010 - current

Realtor and principal broker for John L Scott specializing residential properties in the Portland-Metro area. Reaching sales of (\$5M) in 2019

- AWARD Masters Circle 2014 - 2019
 - Emerald Award 2017
 - President's award 2018
 - Next door local Favorite Realtor 2017 - 2019
-

Susie Johnson

██████ Lavina Drive, Forest Grove, OR 97116 | ██████████ 4 | ██████████

November 21, 2019

Mayor and City Council Members

1924 Council Street

Forest Grove, OR 97116

Dear Mayor and City Council Members:

My name is Susie Johnson and I am writing this letter to serve as my written statement to explain why I am the ideal candidate to be appointed to The Office of City Council.

I am currently a local Real Estate Professional who has lived in Forest Grove since 1972. Working as a Real Estate Broker, I have gained an extensive amount of knowledge about my community particularly in the areas of recent home sales, local schools, local businesses and market trends. City Council has set some exciting goals and objectives for our city in the next few years and I know that with my knowledge and experience, I will be a great asset to the council as they plan through and implement them. This experience and knowledge of my community will also be an asset in planning future goals for our city as well.

For example, Council addresses an objective to promote affordable housing strategies and to partner on addressing homelessness. Over the last two years I have witnessed a huge spike in our local housing market. I know with my expertise; I would be a great asset in working together for a solution on affordable housing. One of the upcoming goals is to develop a tourism plan. As a Real Estate Broker and current member of The Friends of Historic Forest Grove, I am passionate about preserving our city's heritage, and an expert on the key points that make our community so desirable and unique.

I am very proud of the great reputation I have developed, and the amazing relationships that I have established with other members of my community over the years. Prior to becoming a Real Estate Broker in 2010, I have served our community working with Tuality Home Health- working in Home Health and Hospice Care and held various positions at the Hospital. In addition to my professional experience, I also bring a deep love of my community to the table. I have been involved in multiple fundraising, charity events and volunteer work such as with "Uncorked"- A Community event supporting our local Emergency and Fire Department.

I have lived in Forest Grove all my life. I raised my three children in Forest Grove. They have established roots here and my grandchildren attend our public schools. I am personally invested in the success of our schools, local economy and the future of Forest Grove and its residents.

I am fair, levelheaded and open minded. I know that with the different backgrounds, opinions and expertise brought forth by of all the Council members that the goals for the city can come to fruition.

Thank you for your time and consideration.

Sincerely,



A blue ink signature is partially visible above a solid black rectangular redaction box. The signature appears to be a cursive name, possibly starting with 'J' or 'K', but is mostly obscured by the redaction.

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 22, 2019, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2022

Candidate's Full Name: John A. Hengeveld

Candidate's Residence Address: 3434 Ivy Crest Court, FG

Date Stamped Received: 11.22.2019

Date Certified by City Recorder: 11.25.2019

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 11/89
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

Contact Information:

City Recorder, City Elections Officer
Anna D. Ruggles, CMC
Office: 503.992.3235
Fax: 503.992.3207
E-mail: aruggles@forestgrove-or.gov

City of Forest Grove
1924 Council Street, 2nd Floor
PO Box 326
Forest Grove, OR 97116-0326
Web: www.forestgrove-or.gov

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November 21, 2019

Letter of Intent

To: Forest Grove City Council

From: John A. Hengeveld
[REDACTED] Ivy Crest Court
Forest Grove, Oregon 97116

Dear Members of the Forest Grove City Council and Staff,

Please find attached my application to fill the vacant seat on the Forest Grove City Council. I have lived in Forest Grove since building my home here in November 2013, and I have the greatest respect for not only its great history, but for the future that lies ahead.

I have a family with wife and two young children in the Forest Grove School District, and I work largely out of my home office for a major high-tech company. I am a registered voter in Forest Grove, and I believe I meet all the eligibility and residency requirements you have stipulated.

I am a strategist by training and profession. I have my MBA from the University of Oregon and my BSCS degree from the Massachusetts Institute of Technology. I have worked at several major Oregon high-tech companies over the past 30 years. I also taught Strategy, Marketing and Applied Statistics in Portland State Universities MBA program from 2001-2010.

I currently work for Arm, arguably the most successful Intellectual Property company in the world. Arm is based in Cambridge UK and I serve as the Chief Strategist for its largest operating division. In that role, I lead and facilitate complex debates about the future of the company. I help shape the nature of its investments to achieve its shareholders goals. And I propose establish policy and initiatives to maximize Arm's ability to fulfill its potential.

I work to build collaborative relationships with our partners, to make effective choices as a partnership and make sure those decisions get acted upon effectively.

It would be my intention to bring my unique skill set in strategy, facilitation and leadership to bear in representing the residents of Forest Grove on the City Council.

Attached you will find my Employment and Volunteer history, and a brief statement of my reasons for pursuing this appointment.

Thank you for your consideration.

[REDACTED SIGNATURE]

John A. Hengeveld

Other older jobs 😊

Mentor Graphics, Wilsonville OR
Director of Product Marketing,

April 2004-August 2005

Tektronix, Beaverton, OR

1989 – 2002

General Manager, Worldwide Product Development and Engineering CVBU (2000 – 2002)

General Manager, Tektronix Accessories and Signal Sources Business (1998 – 1999)

Various Engineering Leadership Role, Principal Engineer (1989-1998)

Charles Stark Draper Laboratories, Cambridge, MA

1980 – 1989

Project Leader, SW/HW Engineering

OTHER VOLUNTEER Roles

Summit Pointe Architectural Review Committee Chair, 2018-present

Board Member of 5th Chair Foundation, Washington based 501c3 – 1997 – 2014

President, CEO, Autism Society of Oregon – 1995 – 1997

Tektronix Innovation Partnership Team Leader – 1993

AEA National Conference of Innovation: Founding Conference Chair – 1996

John Hengeveld – Why Do I want to be on the Forest Grove City Council

As I dropped my two children off at Harvey Clarke this morning and drove home, I was struck with how beautiful this community is. On a crisp near winter morning, the sky was clear, the air was clean and cold. The tree lined streets I drove through were filled with its diverse people walking dogs, chatting with friends, and going about the start to the day.

Forest Grove is beautiful. From its people, to many of its historical buildings, to the degree of balance between a university town to a place of business and industry.

Forest Grove has been growing and changing, and I think, at its core, its working. The challenge then is shaping its growth to keep it an attractive place to live, work and thrive.

My specialty in life is crafting unique solutions to complicated strategy problems. I started in a small town in upstate New York, very similar in character to Forest Grove, albeit much smaller. We were proud of where we lived and proud of our fellow citizens. I went from there to college at the Massachusetts Institute of Technology. There, I learned how to take on unprecedented problems and find unique solutions through creativity, collaboration and persistence. In the mid 90s, I shifted my career to marketing, strategy and leadership. I began to take interest in the field of Strategy under Uncertainty. I studied that field in my MBA program at the Oregon Executive MBA program (University of Oregon). That field has been my primary focus professionally for the past 20 years. I have taught and practiced in that area since.

In my successful career of nearly 40 years in technology businesses, I have learned that growth requires vision, strategy, discipline, and teamwork.

Vision needs to be shared and built collaboratively.

Strategy needs to be chosen and patiently invested in.

Discipline must be balanced with Joy, Pride and Innovation.

Teamwork must be nurtured to include the most diverse set of minds and backgrounds to find great solutions.

What I want to bring to the City Council is the skill set to lead managed growth strategically in this community. I want to do this because I want to live here and raise my family in a city that grows, has the infrastructure and resources it needs to grow sustainably. Where its businesses are profitable, and where the towns character is not only maintained but evolves in a way that we can all be proud of.

I have two young sons, including my 7 year old African American son. I want him to feel safe and thrive here. I want him to grow to be as proud of his hometown as I am of mine.

I want my kids to be able to learn the skills of life here. Doing their first jobs, learning their first skills, playing in safe parks, learning at the schools, libraries and other civic buildings.

My hopes dreams and aspirations for Forest Grove are probably representative of many of the other folks that I drove by this morning. I can help the city work through the challenging complex problem of charting a future that its citizens buy into and can grow with.

I very much hope you will give me the opportunity to do that on the Forest Grove City Council.

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 22, 2019, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2022

Candidate's Full Name: Karen Reynolds

Candidate's Residence Address: 2115 NW Thatcher Road, FG

Date Stamped Received: 11.22.2019

Date Certified by City Recorder: 11.25.2019

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 09/00
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

Contact Information:

City Recorder, City Elections Officer
Anna D. Ruggles, CMC
Office: 503.992.3235
Fax: 503.992.3207
E-mail: aruggles@forestgrove-or.gov

City of Forest Grove
1924 Council Street, 2nd Floor
PO Box 326
Forest Grove, OR 97116-0326
Web: www.forestgrove-or.gov

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Karen Reynolds
[REDACTED] NW Thatcher Road
Forest Grove, Oregon 97116

To: aruggles@forestgrove-or.go

Dear Mayor and Councilors,

It is no secret that I have a love for this city. That's why I ran for city council last year, before having to pull out due to my son's illness, and it is why I am applying today to be appointed to the open city council seat. With my son's health on track, I can now confidently step forward in this nomination process to serve our city and all who live here.

I would also like to share that while I had to step away from a formal campaign last year, I did not stop advocating for this community and our neighbors. I have continued to grow my relationships here in Forest Grove and in Washington County. I have found a wealth of knowledge participating on boards on a local, state and national level.

I believe that being a working mother of three sons, a wife to a retired military member, a caregiver for my mother and a healthcare advocate for kids that drives to neighboring communities, I can offer insight to our working, commuter population that isn't currently being represented at the city council.

My work in healthcare allows me to interact and advocate directly with families and provides great insights into what is affecting our communities that I can bring to council. My years working with patients have taught me the importance of listening, a skill which has served me well and would be an asset to the city council.

I would be incredibly honored to serve the residents of Forest Grove alongside the city council with its wealth of knowledge and community service.

With a grateful heart,

Karen Reynolds

Karen Reynolds
[REDACTED] NW Thatcher Rd
Forest Grove, Oregon 97116
[REDACTED]

Occupation: Registered Respiratory Therapist with 26 years experience. Currently working at Kaiser Westside Medical Center. I lead a team in caring for seniors and children.

Educational Background: Associates in Arts, Associates in Respiratory Therapy. Grossmont College, El Cajon CA

Prior Government Experience:

Current Committee Work:

Forest Grove Community Involvement Committee
Washington County Public Health Advisory Forum
Oregon Lead for the National Brain Tumor Association
Continuous Improvement Committee, Gaston Schools

Ongoing Advocacy Work:

Head to the Hill National Brain Tumor Association, Washington, D.C., Participant (past 3 years)
National Childhood Star Act, Advocate (Passed in 2017)
Palliative Care Act, Advocate
Neighborhood Leader Program, Civic Engagement Advocacy

Karen Reynolds
[REDACTED] NW Thatcher Road
Forest Grove, Oregon 97116

Mayor Truax and City Council,

As a community volunteer, public health advocate, mother of three, and wife of a veteran, I care deeply about Forest Grove – and the following are the values and priorities I would bring to the council:

- To honor this seat and take the time to learn from the current city council members.
- To elevate community involvement. This involves inclusion and ease of communication through meeting advertisements, live streaming meetings, the use of social media, and making meeting directions more readily available.
- Introducing younger members of the community into the workings of the city.
- Expanding and improving city infrastructure, namely in the fields of transportation, housing and public safety.
- Improving community access to institutions through the updating of the public library and the construction of a community center.
- Make the process of running the city more transparent and accessible to residents.
- Support urban boundaries in order to protect the holdings of local farmers.
- Empowering small businesses in our locality.
- Strengthening relations with Pacific University and students.

I am happy to answer any questions you may have. I believe that the best solutions come from deep discussion with other community leaders and community members – and I'm ready to do that work.

Thank you for your consideration.

Karen Reynolds

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CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 22, 2019, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2022

Candidate's Full Name: Mariana E. Valenzuela

Candidate's Residence Address: 1818 Elm Street, FG

Date Stamped Received: 11.22.2019

Date Certified by City Recorder: 11.25.2019

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 05/02
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

Contact Information:

City Recorder, City Elections Officer
Anna D. Ruggles, CMC
Office: 503.992.3235
Fax: 503.992.3207
E-mail: aruggles@forestgrove-or.gov

City of Forest Grove
1924 Council Street, 2nd Floor
PO Box 326
Forest Grove, OR 97116-0326
Web: www.forestgrove-or.gov

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Mariana E. Valenzuela

█████ Elm Street
Forest Grove, OR 97116

██████████████████
██

11/20/2019

Members of the Forest Grove City Council

City Recorder's Office
1924 Council Street
Forest Grove, OR 97116

Dear Members of the Forest Grove City Council:

I am writing to express my interest in applying for the City Council vacancy listed on the City of Forest Grove website. I believe my educational background in Business and Humanities, my professional experience and commitment to my community make me a strong candidate for this position.

As you will find on my resume, I have twenty-seven years of teaching experience at institutions of higher education, including Portland Community College and Pacific University. Currently, I hold the position of Community Partnerships Manager at Centro Cultural de Washington County. This job has given me the opportunity to build partnerships and create leadership opportunities for the betterment of our community.

If you have questions, please contact me at ██████████ or via email at ██████████. I look forward to hearing from you to further discuss my credentials and my ability to be a positive presence in the Forest Grove City Council.

Sincerely,

Mariana E. Valenzuela
Community Partnerships Manager
Centro Cultural de Washington County
1110 N. Adair Street,
Cornelius, OR 97113

Mariana E. Valenzuela Figueroa

Elm St • Forest Grove, OR 97116 • 8 • t

EDUCATION

PACIFIC UNIVERSITY, FOREST GROVE, OR

Master of Business Administration, completed on December 2017

Related coursework:

- Organizational Behavior, Diversity & Leadership
- Economics for Managers
- Statistical Analysis and Thinking in Business
- Financial and Managerial Accounting
- Financial Management
- Operations and Supply Chain Management
- Marketing Management
- Global Enterprise and Intercultural Management
- Applied Investment Management
- Entrepreneurial Finance
- Managing Today's Organizations
- Marketing Research and Communications
- Strategic Management

NEW MEXICO STATE UNIVERSITY, LAS CRUCES, NM

Master of Arts in Spanish, completed on August 1995

Related coursework:

- Classroom Management
- Translation
- Second Language Acquisition
- Latino & Caribbean Studies

COMPUTER SKILLS

- Knowledgeable of Classroom Technology
- Desire to Learn
- Moodle
- Excel for Finance

ADDITIONAL SKILLS

- Cultural competency
- Strong written and oral communication skills
- Excellent interpersonal skills
- Fluent in English and Spanish

TEACHING EXPERIENCE

Assistant Professor of Spanish
Pacific University of Oregon, Forest Grove, OR
August 2011-Present

Duties include:

- Teaching specialized courses: Spanish for Business & Spanish for Heritage Speakers
- Supervision of independent study courses
- Course and curriculum development
- Attend regular faculty meetings
- Committee membership: Chair of Study Abroad Committee & Member of Faculty Governance Committee
- Advising

Adjunct Instructor of Spanish
Portland Community College
September 2003-June 2016

Duties include:

- Teaching one or two courses per academic term
- Conduct office hours
- Attend faculty development workshops
- Attend meetings of Spanish faculty
- Administering grades
- Providing prompt feedback to students

ADDITIONAL WORK EXPERIENCE

Community Partnerships Manager
Centro Cultural de Washington County
Cornelius, OR
August 6th, 2018-Present

Duties and responsibilities include:

- Work with partner organizations to create and provide services to underserved communities
- Plan, organize and supervise community events
- Participate in outreach activities
- Meet with community partners to create opportunities for civic engagement and leadership roles
- Manage budget allocated to specific projects and events
- Provide translation services to partner organizations

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█ Elm Street
Forest Grove, OR 97116

Personal Statement

By Mariana E. Valenzuela-Figueroa

I became an educator in 1993. As a young Teaching Assistant, I looked forward every day to the opportunity to make a difference in the lives of my students. With time, I learned that to teach is to serve by going beyond the content of textbooks, and I was passionate about the opportunity to do so. I still am today. However, after twenty-seven years of teaching Spanish, Literature, and Latino Studies, I found myself in search of more opportunities of service to the community. On July 2018, I came to Centro Cultural in Cornelius and decided to make a career change. I applied and was offered the position of Community Partnerships Manager. Centro Cultural gives me the opportunity to create programs for our youth and build partnerships that empower community members. I am now applying for the City Council vacancy for the City of Forest Grove in search of more opportunities to serve and be a voice for my community.

As a faculty member of Pacific University, I spent most of my days on campus. Although I was a resident of Hillsboro for many years, my goal was to make Forest Grove my home. Our city has so much to offer, but the generosity and warmth of the community is what makes it an outstanding place to call home. I was able to reach my goal on October 2017 when I found my dream house on Elm Street. While working at Pacific University, I volunteered to teach poetry and other forms of literature to the women of Adelante Mujeres Bridge Program. This experience was immensely rewarding. Poetry became an essential part of the healing process for many women who had been deprived of education and other socioeconomic opportunities. This was my first experience of engaging with the communities of Forest Grove and Cornelius.

At Centro Cultural, I have worked in several projects. My first tasks were to work on the Cornelius Downtown Renewal Project and the Bond Measure Proposal for Metro Parks and Nature. Other projects include the Master Recyclers Certification Program for Washington County and currently, I am a member of the Technical Advisory Committee for the East Forest Grove Safety Improvement Plan. My duties for these projects include community outreach activities, focus group facilitation, translation of material, revision of documents, attend training sessions and submitting reports. These tasks have been essential to my professional development.

My most important contribution to Centro Cultural is the development and implementation of the Climate Justice Leadership Program. This is the first youth leadership program offered by our organization. It is designed for high school students who have completed their Sophomore year. I was able to apply my teaching skills to make this program a meaningful experience for students. The objective of the program is to provide participants from Forest Grove High School with the opportunity to learn about environmental stewardship while developing leadership skills. Students completed the summer program successfully and are now training for green jobs internships.

█ Elm Street
Forest Grove, OR 97116

Forest Grove is an outstanding city that has become vibrant and welcoming. More and more businesses have come to Main Street and nearby areas. We have traditions, such as our Wednesday Farmers Market and the Corn Fest. I am applying to the City Council position to contribute to my community. I bring with me valuable skills acquired through formal education, work and life experience. I am confident that I can contribute and be an asset to the City of Forest Grove.

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 22, 2019, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2022

Candidate's Full Name: Joshua D. Fromm

Candidate's Residence Address: 1738 18th Avenue, FG

Date Stamped Received: 11.12.2019

Date Certified by City Recorder: 11.13.2019

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 07.01.2004
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

Contact Information:

City Recorder, City Elections Officer
Anna D. Ruggles, CMC
Office: 503.992.3235
Fax: 503.992.3207
E-mail: aruggles@forestgrove-or.gov

City of Forest Grove
1924 Council Street, 2nd Floor
PO Box 326
Forest Grove, OR 97116-0326
Web: www.forestgrove-or.gov

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█ 18th Ave
Forest Grove, OR
97116

November 11, 2019

The City Council

The City of Forest Grove

Dear,

Re: Vacant Councilor Position

Please accept my application for the position of City Councilor with The City of Forest Grove.

I am an experienced City Councilor having served ten years with the City of Columbia City on both the planning commission and two elected terms to the council. During my tenure as an elected official I helped pass two law enforcement operating levies and acquired new vehicles for our force. One of my charges was code enforcement lead where I helped encourage all citizens of the community to take pride in the care and upkeep of their homes. I have a flare for planning and development, being a construction manager by trade.

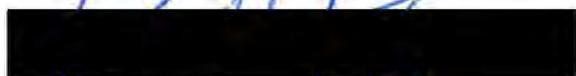
I am a Construction Project Manager with a State Journeyman License in architectural construction. In my current position with Portland General Electric, I work in my capacity to ensure suitable project outcomes pertaining to budget and schedule for a multitude of large to small construction endeavors. My largest project to date was a 30M campus remodel. I was recently awarded "Project of the Year" at PGE for a new mechanics garage that garners a zero-electric bill.

Currently my family and I are restoring a historic home in Forest Grove and have resided here for nearly three years as homeowners. We are proud of our neighbors and the sense of community here

In my early life I attained my Eagle Scout award after countless hours of community service and later serviced as a Firefighter EMT for almost ten years at Columbia River Fire & Rescue.

I was raised to feel there was no greater calling than giving back to your community. Please humbly accept my application for Council appointment.

Yours sincerely



Joshua D. Fromm

Josh Fromm [REDACTED] 8 18th Ave Forest Grove, OR [REDACTED] 3 [REDACTED]

Objective To put my public service skills to work for the City of Forest Grove

Experience

Senior Project Manager

Sept 14' – Current – Portland General Electric (PGE) Portland, OR

- **PGE Construction Management**

- Perform and procure estimates as needed to build budgets

- Review drawing sets for the project team for constructability

- Attend project and jurisdictional planning meetings

- Champion master planning and visioning collaborations

- Maintain multi-agency relationships and collaboration

- PGE Project of the Year Award, OSHA 30, ICS Certifications**

Project Engineer, Project Estimator

May 12' – Sept 14' Advanced Technology Group, Hillsboro, OR

- **Intel Aloha**

- Schedule work, walk sub-contractors, and meet deadlines

- Build tables and charts in Excel format for project tracking.

- Meet and exceed budget requirements, attend job site meetings.

- Review change orders and write RFIs.

- Positively Influence projects with *hands* on construction knowledge

City Servant – Councilor & Commissioner

November 06' to December 16' The City of Columbia City

▪ City Councilor 2008-2016.

Police Operating Levy / Preventing county take over

Code enforcement and city beautification

Emergency Management lead and equipment procurement

Streets department head

▪ Planning Commissioner 2006-2008

City zoning, planning, and permitting

Volunteer Firefighter/EMT

September 01'- March 09' Columbia River Fire & Rescue, St. Helens, OR

- Worked with people in a diverse community during very stressful situations.
- Answered questions from the public and responded to their concerns during accidents, fires and emergency medical responses.
- Operate all forms of large commercial vehicles in close quarters.

Education

Scappoose High School

- High school Diploma

Pacific NW Carpenter's Institute

- State Journeyman Certificate
- Eagle Scout Award, Columbia City Planning Commissioner, City Councilman, Hazard Mitigation Chairman, Water Dept. Chairman, Volunteer Firefighter Vice-President, EMT, Scout Master, FC West Soccer Coach

Interests

Historic homes, community service, classic cars, life safety, public speaking.

References

References, certifications and project portfolio are available to view on [LinkedIn](#)

Written Statement

November 12, 2019

Josh Fromm

Forest Grove Council

Since purchasing a home in Forest Grove a few years ago I have pondered coming back to public service. My two sons are getting older now and do more things on their own, freeing up more of my time. As I drove by the Fire Station on my way to work the other day, I saw the vacancy on the reader board and started thinking now was the right time.

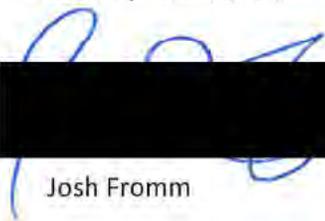
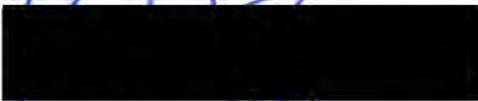
I am a problem solver at my core and a lover of small towns. I spent many years as a councilor at my former residence and miss the chance to help local agencies in need of my skill set.

I don't have any specific agenda or needs currently as I put together this information, just a thought to help as I have done for much of my life.

I represent a younger generation of voters in our community and at age forty, come to you with several years of experience and two children in local schools.

I look forward to the chance to interview in person and I'm excited for the future possibilities.

Thank you so much,

Josh Fromm

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 22, 2019, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2022

Candidate's Full Name: Wolanda Konelila Groombridge

Candidate's Residence Address: 2437 Falls Street, FG

Date Stamped Received: 11.21.2019

Date Certified by City Recorder: 11.25.2019

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- Letter of Intent, including Full Name and Residence Address (limited to 1 page)
- Current Resume (limited to 2 pages)
- Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references.
- Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 04/18
- Reside in City at least one year (Voter Registry/Account Billing)
- Not employed by the City (HR Manager)

Contact Information:

City Recorder, City Elections Officer
Anna D. Ruggles, CMC
Office: 503.992.3235
Fax: 503.992.3207
E-mail: aruggles@forestgrove-or.gov

City of Forest Grove
1924 Council Street, 2nd Floor
PO Box 326
Forest Grove, OR 97116-0326
Web: www.forestgrove-or.gov

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Thursday, November 21, 2019

Wolanda Konelila Groombridge

██████ 7 Falls Street

Forest Grove, OR 97116

████████████████████

To whom it may concern,

I am very interested in the City Council position available at this time. I have live here in Forest Grove with my family for almost 6 years. The City of Forest Grove has given my family a lifestyle that fits for us.

In my own career development, communication is the key to success, because communicating to each other will get the job done. I would be an excellent candidate because of outstanding communication skills, both one-to-one and before groups, highly effective in motivating and supervising employees, highly effective in promoting a positive productive work environment, good eye for detail, well organized, skilled in setting priorities, strong in planning and implementing programs and I enjoy a dynamic and challenging work environment.

Thank you,

Wolanda Groombridge

November 21, 2019

To Whom in May concern,

I have always dreamed of being involved in a big picture of making a difference in the lives of those we serve daily and a difference in a community at large. My reasons for wishing to be appointed into office are as follows:

- a. To be able to be part of the community at large
- b. Bringing in new programs for the City
- c. Building relationships with different vendors that will benefit The City of Forest Grove
- d. Raising Funds to improve needed improvement for the City of Forest Grove
- e. Coming up with Solutions as a team to resolve concerns in the City itself
- f. Being proactive in the community and representing the City professionally.

I am proud to be a citizen of the City of Forest Grove. The City of Forest Grove reminds me of my own little Town of American Samoa. The people are friendly and always willing to lend a helping hand.

Thank you,

Wolanda Groombridge

Wolanda Groombridge

Objective: City Council

Highlights of Qualifications:

Responsible for the overall operations of the community, acting as contact for all staff, residents, prospects, community organizations, government agencies and the public.
Supervises, directs, and motivates community staff
Maintains high degree of resident satisfaction and retention through consistent delivery of quality services.
Provide leadership for staff and residents to include pro-actively solving problems and resolving issues with support from district leaders.
Administer annual resident satisfaction survey.
Work side by side with regional operations team to executes annual operating and capital budgets. Aggressively anticipates and minimizes negative budget variances and deficits. Meets and exceeds budget occupancy goals for the property. Continually explores means of revenue enhancement and expense reduction.
Hires, trains, disciplines and terminates employees in accordance with company policies.
Assist the nursing department in service plan reviews with resident care team and resident families in maintaining the personal dignity and respect of each resident.
Maintains current departmental policies, procedures, and licenses in accordance with company, Federal, State, and local requirements

Oversee the sales operations of 14 Senior Living communities in the State of Oregon, Washington and Boise, ID.
Utilizes sales processes, systems, and forms for external and internal sales to perform job duties, track information, compile data and reports, and achieve desired community occupancy goals.
Contact local sources including legal and financial professionals, senior organizations, appropriate special interest groups, hospital discharge planners, skilled nursing facilities, retirement communities, clergy medical insurance providers, and other local community contacts that are not part of the business development coordinator/director referral contacts.
Develops and maintains relationships with and generates leads through residents, family, and professional referral sources on a daily basis.
Partner with Community Sales Managers and Executive Directors to develop and execute marketing plans and achieve community occupancy goals.
Oversee the resident admission process, healthcare management and maintenance of resident documentation to ensure compliance with company policy and state regulations.

Manage the healthcare of all residents within the community, communicating to family and staff in regards to changes with care.
Assist the Health and Wellness Director in medication management, including administration of medications to residents and ordering medication from pharmacy.
Provide direct supervision of care given within the community
Foster a homelike atmosphere throughout the community
Ensure all residents are treated with respect and dignity, recognizing individual needs and encouraging independence
Train and educate nursing staff on an ongoing basis.

Accomplishments:

Elected Employee of the Year 2011—Oregon Health Care Association
Oregon Administrator License—2017—Oregon Health Care Association
Sales & Marketing Certificate –2018—Florida State University

Experiences:

01/19-Pres.	Gilman Park Assisted Living	Executive Director
04/17-09/18	Brookdale Oswego Springs	Executive Director
05/16-04/17	Brookdale Senior Living	District Director of Sales & Marketing
04/15-05/16	Brookdale Forest Grove	Director of Sales & Marketing
06/10-07/12	Farmington Square	Resident Care Manager

Education:

8/91-5/93	West Hills College, Coalinga CA	Liberal Arts
8/93-6/96	CSU Stanislaus, Turlock CA	Child Development

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