



*A place where families and businesses thrive.*

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

**MONDAY, APRIL 13, 2020  
WEBEX MEETING COMMUNITY AUDITORIUM  
1915 MAIN STREET**

**NOTICE: VIDEO CONFERENCE MEETING & CHANNEL 30 LIVE**

**4:15 PM WORK SESSION (City Council Candidate Interviews)**

**COVID-19:** Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council is limiting in-person contact and social distancing. **The City Council work session will be conducted remotely by video conferencing.** The public may attend and observe in the Community Auditorium as space allows (no more than 10 persons at one time). The Council strongly encourages the public to adhere to the policies underlying the State’s directives and observe the work session through technology rather than in person. The Council work session will be televised LIVE at 4:15 p.m. by Tualatin Valley Community Television (TVCTV) Government Access Programming [Channel 30](#) and [MACC TVCTV YouTube Channel 30](#).

**PETER B. TRUAX, MAYOR**

**Malynda H. Wenzl, Council President**  
**Timothy A. Rippe**  
**Elena Uhing**

**Mariana Valenzuela**  
**Adolph “Val” Valfre, Jr.**  
**VACANCY**

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

**Public Hearings** are held on each matter required by state law or City policy. Anyone wishing to testify should sign in 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](mailto: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](mailto:aruggles@forestgrove-or.gov), 503-992-3235, at least 48 hours prior to the meeting.

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Anna Ruggles, City Recorder  
Jesse VanderZanden, City Manager

**4:15**

**WORK SESSION: COUNCIL CANDIDATE INTERVIEWS**

The City Council will convene and be video conferencing remotely during the work session. The work session will be televised LIVE Government Access Programming [Channel 30](#) and [MACC TVCTV YouTube Channel 30](#). The Council will take no formal action during the work session. The Council will reconvene in regular Council Meeting to conduct deliberations.

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**CITY COUNCIL CANDIDATE INTERVIEWS**

The City Council will be conducting the Council Candidate Interviews remotely by video conferencing. Candidates may attend in person or video conferencing. Candidates attending in person will be in the Community Auditorium where remote video conferencing access will be provided. Candidates attending in person will be asked to wait in the foyer until called in for interview.

**REFER TO WEBEX MEETING VIDEO CONFERENCING LOGIN INSTRUCTIONS**  
***Candidates will login 5-minutes before their interview time slot.***

When it is time to connect **Open Webex Meetings App**; Tap **Join Meeting** (do not select sign-in); enter meeting number (9-digit number provided separately); and tap **Join** (upper right hand corner).

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- |    |             |                              |
|----|-------------|------------------------------|
| 1. | 4:20        | Christobal Mejia Jr.         |
| 2. | 4:40        | Hugo Rojas Hernández         |
| 3. | 5:00        | Wolanda Konelila Groombridge |
| 4. | 5:20        | Dawn O'Donnell-Hummel        |
| 5. | 5:40        | Kristy Lynne Kottkey         |
|    | <b>6:00</b> | <b><u>ADJOURNMENT:</u></b>   |
- 

*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. 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 stay on video conferencing muted or you may logout and observe the remaining interviews televised LIVE Government Access Programming [Channel 30](#) and [MACC TVCTV YouTube Channel 30](#). If attending in person, you may remain in the Auditorium as space allows for the duration of the remaining interviews.
5. The Council will deliberate on the slate of candidates during the regular Council meeting, which begins at 7pm. The Council will decide on the appointment either this evening or at the April 27, 2020, Council meeting.



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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	<u>04/13/2020</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:** *April 13, 2020*

**SUBJECT TITLE:** *City Council Candidate Interviews & Deliberations*

**ACTION REQUESTED:**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Ordinance	Order	Resolution	X	Motion	X	Informational

*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 Ronald Thompson on February 12, 2020. The term of office for this position ends November, 2022.

**PART I: COUNCIL CANDIDATE INTERVIEWS:**

At the close of business, 5 p.m., on March 27, 2020, five candidate packets were certified by the City Recorder as complying with the application and residency requirements pursuant to City Charter and City Code. One candidate packet was rejected (date/time-stamped late). The City Recorder randomly drew the Candidate interview times noted below and a copy of the “City Council Candidate Interview Questions” was provided to each Candidate.

**COVID-19:** Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the City Council is limiting in-person contact and social distancing. **The City Council will be conducting the Council Candidate Interviews remotely by video conferencing.** Candidates may attend in person or by video conference. Candidates attending in person will be in the Community Auditorium where remote video conferencing access will be provided. Candidates attending in person will be asked to wait in the foyer until called in for interview.

**REFER TO WEBEX MEETING VIDEO CONFERENCING LOGIN INSTRUCTIONS**  
***Candidates will login 5-minutes before their interview time slot.***

When it is time to connect **Open Webex Meetings App**; Tap **Join Meeting** (do not select sign-in); enter meeting number (9-digit number provided separately); and tap **Join** (upper right hand corner).

**4:15 pm Council Candidate Interviews in Work Session:**

Interviews	Candidate Names:
1. 4:20 pm	Christobal Mejia Jr.
2. 4:40 pm	Hugo Rojas Hernández
3. 5:00 pm	Wolanda Konelila Groombridge
4. 5:20 pm	Dawn O'Donnell-Hummel
5. 5:40 pm	Kristy Lynne Kottkey
6:00 pm	<u>Adjournment</u>

Once each interview is conducted, candidates may stay on video conferencing muted or may logout and observe the remaining interviews televised LIVE Government Access Programming [Channel 30](#) and [MACC TVCTV YouTube Channel 30](#). If candidates are attending in person, candidates may remain in the auditorium as space allows for the duration of the remaining interviews.

Candidate interviews shall be conducted accordingly:

The City Recorder will provide the *“Ballot Form”* and *City Council Candidate Interview Questions* in the Council Packet. While these forms may be considered exempt from disclosure, under ORS 192.355 (1), the City could be challenged to release the forms, so Council is advised to be discreet in written comments.

The Mayor will assign one question to each Councilor at the start of the session. 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 and 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 six questions; one from each Councilor.
2. Time management during the interview is up to 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 stay on video conferencing muted or you may logout and observe the remaining interviews televised LIVE Government Access Programming [Channel 30](#) and [MACC TVCTV YouTube Channel 30](#). If attending in person, you may remain in the Auditorium as space allows for the duration of the remaining interviews.
5. The Council will deliberate on the slate of candidates during the regular Council meeting, which begins at 7pm. The Council will decide on the appointment either this evening or at the April 27, 2020, 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 Regular Meeting as outlined below:

- (1) The Ballot Form will be provided in the Council Packet.*
- (2) Councilors will verbally submit to City Recorder their individual ballot, assigning a 3 to the highest candidate, a 2 to the second candidate, and a 1 to the third candidate.*
- (3) Upon tallying scores, City Recorder shall announce names of top three candidates.*
- (4) Pursuant to ORS 192.650(1)(c), secret ballots are prohibited and ballots must identify the vote of each Councilmember.*

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 April 13<sup>th</sup> 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 April 13<sup>th</sup> Council meeting, the Council may move to conduct an additional interview of the top 2 or 3 candidates during a work session at the next regularly Council meeting, a date certain, or Council may instruct staff on further follow-up.

**Tentative Swearing-In Ceremony:**

Councilor Swearing-In Ceremony is tentatively scheduled on Monday, April 27, 2020 (to be confirmed closer to the date). 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. Pursuant to Code Section 2.080(8), the appointee must assume office no later than 20 business days following the appointment by Council. Pursuant to City Charter, the City Council is the final judge of the appointment and qualifications of its members. Prior to the appointee taking formal office, the City Manager conducts a Council Orientation with the appointed Councilor.

**ATTACHMENT(s):**

Ballot Form

Council Candidate Interview Questions/Rating Form

Candidate Applications

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# BALLOT FORM

## CITY COUNCIL VACANCY APPOINTMENT

*Vacancy: One Councilor Position*

<b>CANDIDATES</b>	<b><u>Rank 3 Candidates</u></b>
<i>Last Name, First Name (Alpha Order)</i>	<b>(3 highest - 1 lowest)</b>
Mejia Jr.                      Christobal	<input type="checkbox"/>
Rojas Hernández            Hugo	<input type="checkbox"/>
Groombridge                Wolanda K.	<input type="checkbox"/>
O'Donnell-Hummel        Dawn	<input type="checkbox"/>
Kottkey                        Kristy L.	<input type="checkbox"/>

**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?

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

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

1.

2.

3.

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

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

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

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# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, March 27, 2020, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: Christobal Mejia Jr.

Candidate's Residence Address: ██████ Magnolia Way, FG

Date Stamped Received: 03/27/2020 @ 4:50 PM

Date Certified by City Recorder: 03/30/2020

## ✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- ✓ Letter of Intent, including Full Name and Residence Address (limited to 1 page) Submitted 1 page
- ✓ Current Resume (limited to 2 pages) Submitted 4 pages  
REJECT 2 pages
- ✓ Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references. Submitted 1 page
- ✓ Qualified Elector in Forest Grove (Washington County Elections)  
Date Registered in Forest Grove: 05/31/2020
- ✓ Reside in City at least one year (Voter Registry/Account Billing)
- ✓ Not employed by the City (HR Manager)

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### 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](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

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Christobal Mejia Jr.  
████ Magnolia Way  
Forest Grove, OR 97116  
March 24, 2020

Forest Grove City Council

Dear Forest Grove City Council:

I am writing in response to your current open council position.

After reading the description, I am confident that my skills and my passion for public administration, community engagement, relationship cultivation are a perfect match for this position.

In this position I would bring a broad range of skills, including:

- Civic Engagement
- Coordination
- Communication
- Leadership
- Collaborative Problem Solving
- Organization

I would welcome the opportunity to discuss this position further. If you have questions or would like to schedule an interview please contact me by phone at ████████08 or by e-mail at ██████████. I look forward to hearing from you.

Sincerely,

Christobal Mejia Jr.

**Occupational Background:**

Systems Coordinator Pacific University; President CTME Consulting; NWRESD MAC Program Specialist; Behavior Team, Education Assistant; Washington County LUT Operations; United States Marine Corps.

**Community Service:**

Volunteer teacher with Centro Cultural; Fc West Soccer coach and board member; Santos soccer coach; Washington County Citizens Academy; Little Guy wrestling coach; Forest Grove Little Guy Football; Portland Marathon; Hillsboro Airshow; Toys for Tots.

**Prior Governmental Experience:** Multiple Forest Grove School District Committees, Budget Committee, Facility Planning, Advisory Committee and District Leadership Academy; Emergency Management for Washington County LUT; OSEA Union President NWRESD.

I am a lifelong Oregonian, born and raised in the Forest Grove area. After sending my children to Forest Grove public schools for 12 years, and working in schools throughout the greater community, I saw the need for new and diverse perspectives on the School Board and served on several committees before running for a position. My support for this community does not stop with education. I am committed to supporting the future of this community by volunteering for organizations to ensure the youth have positive outlets for their energy and are able to gain all the positive skills that come with working towards goals and belonging to a team. While working at Washington County, I gained a strong understanding of emergency procedures and coordination at the city, county, and state levels. I believe this knowledge is invaluable and hope to support my neighbors by having plans and resources in place.

Areas that I would like to support most in our city are Civic Engagement, Education, Sustainability, Planning, and Business Development.

Christobal Mejia Jr.

██████████ Magnolia Way, Forest Grove OR 97116

OBJECTIVE

Employment within a collaborative, diverse, team-oriented, and challenging organization.

SKILLS/CERTIFICATIONS

- Advanced certifications in Microsoft Excel, Microsoft Projects, FrontPage, Works, Word, PowerPoint, Outlook, Publisher, and Access Database
- Serve on several boards; Forest Grove School District Budget Committee and Long-Range Planning Committee, Forest Grove Santos Soccer Club President; FCWest Soccer Club Treasurer
- Certifications in Project Management, Leadership, Human Resources, Conflict Management
- Project Management Professional (PMP) in progress
- CompTIA A+ in progress
- Extensive knowledge and experience with various compliance software
- Advanced training in several HR systems software, Payroll software, Inventory Management, Cost Accounting systems, Database Management, Shipping/Receiving, Purchasing, Procurement and Time Management software, as well as various SAAS software.
- Training and experience with Monday.com, Bluebeam Revu, TurboCAD, AutoCAD, ARCGIS, Suretrack, Zapier, Paycom, Dropbox, Box, Zoom, Oracle, Salesforce, Clonezilla, Adobe Pro, Drupal, WordPress, Raisers Edge, RE NXT, NetCommunity, Ellucian Recruiter, ODS, and Colleague, SWIS, ESUS, BOTS, SYNERGY, IVisions, Winspc, Wild Apricot, SMARTFIND express, AESOP, TalentEd Suite
- Extensive experience in working remotely and collaboration in mobile environments
- Extensive experience with technology hardware such as servers and workstations
- Experience creating and delivering multimedia presentations
- Extensive experience in building and maintaining external and internal customer relationships
- Extensive experience with curriculum development and coaching various software, hardware, systems, and programs to various support staff, contractors, educators, and administration
- Extensive training in Management/Supervision
- Extensive experience with sales, contracts, purchasing, and accounting
- Extensive experience in administrative support and management
- Experience coordinating and managing consultants, student workers, staff, volunteers, community groups and multi-agency staff
- Training and experience in C++, Python, HTML, Java Script, SQL Developer, Microsoft SharePoint

## EMPLOYMENT HISTORY

- Advancement Sys Coordinator, Pacific University Jan 2016-April 2019
- Maintain, design and customize applications
  - Serve as primary University Advancement Liaison with Technology services and other University systems
  - Provide Technical Leadership for University Adv.
  - Responsible for functional testing and documentation of all University Advancement Systems
  - Proactively solve problems, improve business processes, research, request implement and utilize new products, resources, and tools required by staff to perform their jobs
  - Project manager for Web design, email platform, web applications, and Cloud hosting
  - System Administrator and Database Admin for seven software systems
  - Reporting and Business Analyst
  - Software and Excel Trainer
  - Student and Temp help Supervisor
- Medicaid Billing Prog. Manager/Reporting Analyst Jan 2014-Jan 2016
- Medicaid Program Manager/Database Admin
  - HIPPA Compliance, FERPA Compliance
  - Conduct applications and software trainings
  - Budget Management, Sales and Marketing
  - Track and evaluate MAC program effectiveness
  - Coordinate Payroll reports and exports for 18 School Districts
  - Project Manager for AESOP software data migration/implementation/payroll reporting
- Substitute Specialist/Tech Coordinator, NWRESD Jan 2011-June 2014
- Technology and Maintenance Coordinator
  - Project Manager
  - Systems Administrator for Compliance Software
  - Responsible for evaluation of new software, hardware implementation, software installation, upgrades, repair, and maintenance
  - Coordinate substitute/absence reporting system for 28 school Dist. Payroll reports for 21 Dist.
  - Payroll reporting for 21 school districts
  - Supervise substitutes, temporary help, and Administrative assistants 1-8 employee

# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, March 27, 2020, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: Hugo Rojas Hernandez

Candidate's Residence Address: ████ Cedar Edge Court, FG

Date Stamped Received: 03/26/2020

Date Certified by City Recorder: 03/27/2020

**✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:**

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✓ Letter of Intent, including Full Name and Residence Address (limited to 1 page) **Submitted 1 page**

✓ Current Resume (limited to 2 pages) **Submitted 1 page**

✓ Written Statement (limited to 2 pages); Does not include letters of endorsements, letters of recommendations or references. **Submitted 2 pages**

✓ Qualified Elector in Forest Grove (Washington County Elections)  
Date Registered in Forest Grove: 12/27/2019

✓ Reside in City at least one year (Voter Registry/Account Billing)

✓ Not employed by the City (HR Manager)

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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](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

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March 26, 2020

To the City of Forest Grove and City Council:

I'm expressing my interest in the vacant seat on the Forest Grove City Council. I have lived in Forest Grove since July 2013 and I have been a member of Forest Grove Planning Commission since 2014.

I believe I have the skills and knowledge needed to successfully contribute to the development of our Community as member of the City Council.

Being part of Forest Grove Planning Commission has been an amazing experience, I have learned about our Community and our Policies and Strategies in this position. I enjoy being part of this team where I think I have built a great partnership with the other Commissioners. I have contributed with my points of view to many discussions, always keeping a great relationship with the rest of the team.

I'm looking forward to continue contributing to our community.

Sincerely,

Hugo Rojas Hernandez

[REDACTED]

[REDACTED]

[REDACTED] Cedar Edge Court  
Forest Grove, OR 97116

## Written Statement

March 26, 2020

I grew up in a little town in Costa Rica, Central America, in a very loving family with my parents and three siblings. Among many things, I learned resilience from my mother and discipline from my father. This was key for me to complete my education, including a Bachelors in Software Engineering and a Masters in Computer Science. When I was young, I remember my father being very active with the local community, helping in different roles for many years. This is one of the reasons I strongly believe in volunteering and work in any capacity to help our communities to move forward.

For the last 22 years I have worked for a Technology Company, and there was an opportunity to move to Oregon and my family decided to take this opportunity to move to the United States. When we visited Forest Grove, we fell in love with the town, and decided to buy a house. In some moment in 2014, I decided to volunteer in one of the City Commissions and fortunately I was selected to be part of the Planning Commission.

I have an engineering background, and I think this has been key to contribute in the Planning Commission. Even though my education is in Computer Science, I taken many roles that are not related to my formal education. This in itself shows an important skill that I can bring to the table as part of the City Council: versatility, which I think is very important to be able to quickly adjust and start delivering to the best of my capabilities.

I believe in Diversity and Inclusion, understanding that this means to involve everybody and that everybody feels welcome and that this will enable all of us to give our best. I am very active in my Company in Diversity and Inclusion, where I have taken several Leadership roles to advance this important area. I have received several Corporate Recognitions for the accomplishments in this role over the last four years.

I see several interesting challenges and opportunities for Forest Grove. I think we need to continue working to integrate our community in one or another in our City activities. I'm aware of the great efforts from the different boards and commissions, and as I councilor I will promote and contribute in this important area.

I also believe, the city needs to work on affordable housing. From the Planning Commission I've been advocating for this in every opportunity I have had a chance. I think the City should actively work on this and define a strategy to enable more affordable housing in our community.

Attracting new businesses is another area where I think I can contribute. My Engineering background and experience can be very useful on policy making and definition of strategies to attract High Tech companies into our town.

We live in an era where the world is highly connected and integrated, and also where development of new Technologies, Platforms and general changes have accelerated at an exponential rate. We need to work to find the right balance to keep the identify of Forest Grove, while at the same time we adapt quickly to those changes with the goal to be ahead of the game and benefit our wonderful and amazing community.

Regards,

Hugo Rojas Hernandez

[REDACTED]

[REDACTED]

[REDACTED] Cedar Edge Court  
Forest Grove, OR 97116



# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, March 27, 2020, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: Wolanda Konelila Groombridge

Candidate's Residence Address: ██████ Falls Street, FG

Date Stamped Received: 03/25/2020

Date Certified by City Recorder: 03/27/2020

## ✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- ✓ Letter of Intent, including Full Name and Residence Address (limited to 1 page) Submitted 1 page (includes written statement)
- ✓ Current Resume (limited to 2 pages) Submitted 1page
- ✓ 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: 04/06/2018
- ✓ Reside in City at least one year (Voter Registry/Account Billing)
- ✓ Not employed by the City (HR Manager)

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### 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](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

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Wednesday, March 25<sup>th</sup>, 2020

Wolanda Konelila Groombridge

██████ 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 lived 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

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

# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, March 27, 2020, 5pm*

*Councilor Vacancy by Appointment, Term Expiring 11/2022*

Candidate's Full Name: Dawn O'Donnell-Hummel

Candidate's Residence Address: ████ 35<sup>th</sup> Avenue, FG

Date Stamped Received: 03/13/2020

Date Certified by City Recorder: 03/19/2020

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

✓ Letter of Intent, including Full Name and Residence Address (limited to 1 page) **Submitted 1 page (includes written statement)**

**REJECTED 3 pages, which were written response to interview questions**

✓ Current Resume (limited to 2 pages) **Submitted 1 page**

✓ 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: 05/2018

✓ Reside in City at least one year (Voter Registry/Account Billing)

✓ Not employed by the City (HR Manager)

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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](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

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RECEIVED  
Rec'd 3/13/20 AL

# DAWN O'DONNELL-HUMMEL

Forest Grove City Council Member

Job Posting: Forest Grove City Council Member  
Employer: City of Forest Grove  
Attn: Anna Ruggles  
Address: 1924 Council Street, 2<sup>nd</sup> Floor Forest Grove, Oregon 97116  
Phone: 503.992.3235  
Email: [aruggles@forestgrove-or.gov](mailto:aruggles@forestgrove-or.gov)  
Website: <https://www.forestgrove-or.gov>

Dear Anna,

Please find enclosed my resume for the FGCC position posted on the city website. After reviewing the job description and Forest Grove website, it's clear the city is searching for a candidate who is comfortable working in a team environment and enhancing the communities we reside in.

I am confident I possess the skills necessary to successfully perform the work adeptly and deliver results that will meet or exceed Forest Grove residents and city employee expectations. I am a results-oriented professional who has been consistently praised as being efficient by my team members. I have demonstrated planning, budgeting, customer service, problem-solving and communication abilities. Below is a glimpse of what past co-workers have said about my working style:

"Dawn is an incredibly upbeat person with great customer service and marketing skills. She is very level-headed and can think a process through for innovation and best practice!" -

- Zach Richardson, Senior IT Analyst, Glenn Walters Nursery

"I had the pleasure of working with Dawn when I produced the Portland Home & Garden Show. She is detail oriented and great at multi-tasking."

- Michael O'Loughlin, Director, O'Loughlin Trade Shows

I am looking for a position where I can make a direct impact in Washington County and Forest Grove communities. I look forward to meeting with you and the city council team on Monday, April 13 for an in person interview.

Thank you for your time and consideration.

Sincerely,

[Redacted Signature]

Dawn O'Donnell-Hummel

# DAWN O'DONNELL-HUMMEL

Forest Grove City Council Member

## CAREER OBJECTIVE

Results-oriented professional with over twenty years of experience. Proven knowledge of customer communications, budgeting, calendaring, desktop publishing, graphic design, digital media, e-newsletters and website creation, Spanish translation support and administrative skills. Aiming to leverage my previous experience to successfully fill the Forest Grove City Council position through November 2022.

## PROFESSIONAL EXPERIENCE

### DIGITAL MEDIA & TRADESHOW COORDINATOR

*BeeDazzled Media, Forest Grove, OR | Aug 2011 – Present*

- \* Sales support, project management, tradeshow planning, budgeting, install and dismantle (I&D) for nationwide events
- \* Design print and digital marketing collateral, websites and Google Analytics monthly reporting
- \* Book design, e-newsletter design and reporting, tradeshow coordination for multiple small B2B and horticultural local and international clientele

### SPANISH TRANSLATION SERVICES

*Language Line Solutions, Tigard, OR | Jan 2018 – Mar 2018 (temp)*

- \* Proofread English vs. Spanish medical records for third party billing, U.S. based medical coding and processing for hospitals

### ADMINISTRATIVE SUPPORT & MARKETING COORDINATOR

*UpShoot, LLC, Beaverton, OR (Virtual Asst Perry, OH) | Aug 2009 – Apr 2017*

- \* Calendar management, nationwide coordination of events/tradeshows, RFP creation, sales/event PowerPoint presentations, marketing literature, inventory management, purchasing, research and WordPress website management
- \* Digital printing using VistaPrint and Fed-Ex on-demand services. Provided digital asset management using DropBox and Jalbum. Experience with RICOH copiers and printers
- \* Created yearly strategic marketing plan and monthly goals to support anticipated sales growth
- \* Designed MailChimp database supporting monthly e-newsletters to segmented groups with 4,000+ recipients
- \* Maintained Excel databases for sales and marketing budget

## EDUCATION

- \* Marylhurst University, *PLA Program and Interdisciplinary Sustainability*
- \* Portland Community College, *Landscape Design and Math Classes*
- \* Art Institute of Pittsburgh, *Associates Degree in Visual Communications*

## SOFTWARE SKILLS

### Adobe Professional CS5.5 (PC)

- \* Acrobat, Bridge, InDesign, Illustrator, Photoshop, Movie Studio Platinum

### Microsoft Office 10/365 Applications

- \* Excel, Word, Outlook, PowerPoint, Publisher

### Sales, CRM, Database Management, Web

- \* Constant Contact, MailChimp
- \* CSS, HTML, Google Analytics, WordPress
- \* Dream Cow, GoDaddy, Square Space
- \* EverNotes, Goldmine 4, Informix, Oracle, QuoteWerks, Salesforce, Siebel 10
- \* Social Media: Facebook, InstaGram, LinkedIn, Pinterest, Twitter, YouTube

## REFERENCES

[Redacted references]

# CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

*Submittal Deadline, Friday, March 27, 2020, 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: 03/01/2020

Date Certified by City Recorder: 03/04/2020

**✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:**

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✓ Letter of Intent, including Full Name and Residence Address  
(limited to 1 page) **Submitted 1 page**

✓ Current Resume (limited to 2 pages) **Submitted 1 page**

✓ Written Statement (limited to 2 pages); Does not include letters of  
endorsements, letters of recommendations or references.  
**Submitted 2 pages**

✓ 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)

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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](mailto:aruggles@forestgrove-or.gov)

City of Forest Grove  
1924 Council Street, 2<sup>nd</sup> Floor  
PO Box 326  
Forest Grove, OR 97116-0326  
Web: [www.forestgrove-or.gov](http://www.forestgrove-or.gov)

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

March 1, 2020

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

I have decided to resubmit my letter of interest for the position now open for appointment on the council. I know most of you are now familiar with my intent and reasons for applying - and my thoughts on wanting to do so have not changed.

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. Over the past two months, I have been thinking a great deal about applying for a position on the council. I believe my reasons remain consistent as I edit this application today.

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 new people and families 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,

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

March 1, 2020

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

In the past few months, the loss that this city and the council has experienced has created such a unique situation. For me, it has made me really think about what it means to serve your community. It has never been lost on me that people on a city council have and continue to give the GIFT of service which requires two things: a true love of the community around you and personal sacrifice. After the last appointment, I walked away feeling excited about the final selection made by the council, as one of my own passions is to work for the benefit of others with a focus on equity and justice.

When the new appointment became an option, I talked again with my husband about it. He knows he married into a family of service-minded people. And we both know as parents of Henry, a special needs child (now 15!) we are careful with our time and managing our lives. After seeking advice from another friend in public service recently, he told me that I "am a master at managing time...and that I would be able to find the time" should I have the honor of serving on the council. I believe that the time I may not have to attend many extra evening events will but that can be made up with the time I have DURING the daytime to connect and serve in my community as a council member. And so while before, I applied to be considered with a little feeling of uncertainty, I now feel excited to apply this time. I know that if I am the right fit, it will be the right time. And if not, I also know this is all part of the process of finding where I can serve best.

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.

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. My eight years at the Cornelius Starbucks also helped me connect with our community in a different way.

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. 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,

Kristy Kottkey