



A place where families and businesses thrive.

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

MONDAY, NOVEMBER 13, 2017

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

Thomas L. Johnston, Council President
Timothy A. Rippe
Ronald C. Thompson

Elena Uhing
Malynda H. Wenzl
Vacancy

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
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 (25 MINUTES EACH CANDIDATE)

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

- | | | |
|----|-------------|--------------------------------------|
| 1. | 4:00 | MATTHEW R. STONE |
| 2. | 4:25 | ANDREW M. C. DAWES |
| 3. | 4:50 | ASHLEY ROTH |
| 4. | 5:15 | KAREN REYNOLDS |
| | 5:40 | <u>5-MINUTE COUNCIL BREAK</u> |
| 5. | 5:45 | SEBASTIAN B. LAWLER |
| 6. | 6:10 | DEVON DOWNEYSMITH |
| 7. | 6:35 | ADOLPH "VAL" VALFRE, JR |
| | 7:00 | <u>ADJOURNMENT:</u> |
-

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

1. Your candidate interview is scheduled for 25 minutes. 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 November 27th Council meeting.



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: _____

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Anna Ruggles, City Recorder

MEETING DATE: November 13, 2017

SUBJECT TITLE: City Council Candidate Interviews

ACTION REQUESTED:

☐ Ordinance

☐ Order

☐ Resolution

☐ 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 October 10, 2017, with the resignation of former Councilor Matt Vandehey. The term of office for this position ends November, 2020.

PART I: COUNCIL CANDIDATE INTERVIEWS:

At the close of business, 5 p.m., on November 3, 2017, seven Letters of Intent and Interest for the Council vacancy were received and certified by the City Recorder as meeting the eligibility and residency requirements. The Council is scheduled to conduct oral Candidate interviews on Monday, November 13, 2017, as follows:

	3:45 pm	Arrive at Council Auditorium
1	4:00	Matthew R. Stone
2	4:25	Andrew M. C. Dawes
3	4:50	Ashley Roth
4	5:15	Karen Reynolds
	5:40	5-Minute Council Break
5	5:45	Sebastian B. Lawler
6	6:10	Devon Downeysmith
7	6:35	Adolph "Val" Valfre, Jr
	7:00	Adjournment

The City Recorder randomly drew the Candidate interview times noted above. 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 192.502(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. Your Candidate interview is scheduled for 25 minutes total. 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 November 27th Council meeting.

PART II: CANDIDATE SELECTION PROCESS:

Council will to conduct deliberations on the slate of Candidates in open meeting during the Council Meeting on November 13, 2017, 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 reinitiate a new process.
 - b. Option 2: Deliberate, make a formal motion, and vote on a candidate at the November 13, 2017 Council meeting. Pursuant to City Charter, the Council is the final judge of

the appointment and qualifications of its members. 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 November 13 meeting, it may move to conduct an additional interview of the top 2 or 3 candidates during a work session at the Council meeting on November 27, 2017, or, a date certain. A final decision on the candidate may be made during the November 27, 2017, Council meeting 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 do you believe it would benefit the Council and aid 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. How would you encourage more **community involvement**?

5. Describe what you perceive is Council's role in the **budget process**, and name one new source of **operating funding** you may have in mind for the City to pursue.

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

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 3, 2017, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2020

Candidate's Full Name: MATTHEW R. STONE

Candidate's Residence Address: █████ Comiskey Street - FG

Date Stamped Received: November 2, 2017

Date Certified by City Recorder: November 2, 2017

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

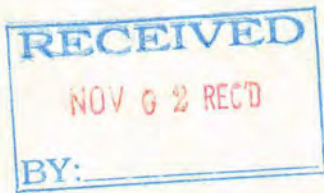
- ☒ Full Name and Residence Address
- ☒ Letter of Intent (limited to two pages)
- ☒ Current Resume (limited to two pages)
- ☒ Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 05/11 at current address (12/05 registered)
- ☒ Reside in City at least one year (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
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Web: www.forestgrove-or.gov

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Matthew R. Stone – Forest Grove City Councilor

Forest Grove City Councilors, Council President, and Mayor. I am seeking your vote to fill the current vacancy on the Forest Grove City Council.

For those that may not know me, my name is Matthew Stone. I'm proud to call Forest Grove my home since 2011 where I get to raise my family. I also take pride in calling Forest Grove my home for my business since 2015 where I provide for my family.

In the following I will explain why I am the natural choice to be the next city councilor for this splendid city that I've come to love. I believe I'm the natural choice, not because I am an activist for a particular cause, but rather because I am an advocate for Forest Grove as a whole.

As I mentioned, my family moved to Forest Grove in 2011 settling in a newer development, The Parks at Forest Grove. As with many new developments there comes a point where after a certain percentage of homes has been built the neighborhood is transferred from the builder to the homeowners. I left as an elected board member voted on by the many residents who attended.

As the first five board members sat around and decided who was going to take what role, I found myself with another neighbor deciding who was going to be the president. I, with no prior experience, raised my hand to assume the role. You'll find a common theme throughout this letter, me taking the lead. I was proud to serve 171 homes for almost two years stepping down shortly after my agency began.

My next role of service to our community was a result of my boys getting older. My wife and I enrolled them in youth sports, Forest Grove Youth Baseball (FGYB) and FC West soccer to be specific. As a multisport athlete and someone who always wanted to coach, I quickly volunteered for this role. I've coached FGYB for three seasons and my agency has sponsored our little sluggers two years in a row.

With FC West, I just wrapped up my sixth season coaching. I also serve as a board member for two years and the club president for the past six months. What many don't know is that FC West almost didn't exist this past season. As the competitive side dissolved I found myself in yet another board meeting wondering who was going to take the lead and assume the president role for the recreational side. All eyes on me, I raised my hand again.

In November of 2015 my wife and I opened our Farmers Insurance agency in Forest Grove. We're proud to be a family business. In fact, the story of how my agency began surely didn't go as planned. We were left scrambling to find an agency after the original agent, whose practice we were set to purchase, pulled the rug out from beneath our feet. Undeterred I called my district manager and ended up relocating an agency based out of Tigard to the corner of Pacific Ave. and Cedar St. I was committed to make this town my home and serve our community.

I look back on our ribbon cutting with fondness as Council President Johnston and a late Forest Grove icon, Camille Miller, were present and featured in a picture in a ceremonial picture. A picture with me holding giant scissors ready to cut the red tape with my wife and community leaders by our side.

Council President Johnston pursued me to join Daybreak Rotary and at first, I hesitated but later came to my senses. The members of the noon club also tried to recruit me and I deliberately chose the Daybreak group, not because I like to wake up early but rather because I knew who was a part of Daybreak Rotary.

I knew that Council President Johnston, Mayor Truax, Councilor Rippe, City Manager Jesse Vanderzanden, Police Chief Jayne Schutz all were members. I've come to learn that many other leaders are part of our Rotary group as well.

I chose the Daybreak Rotary because I believe in surrounding myself with the people in positions that I wish to seek. I wanted to get to know all of you and I wanted all of you to get to know me with the expectation that this day would come. My ultimate goal is Mayor of Forest Grove. This is the start.

My service to the community continues with my active participation in our Forest Grove/Cornelius Chamber of Commerce, initially as a chamber member and later as a board member. Camille Miller, once again had an influence in my life asking me to run for the Chamber board. Although I didn't get the role initially, when a recently elected board member stepped down, I once again stepped up.

In this position, I truly prove my advocacy for Forest Grove. By supporting the Chamber I even support my competitors. Other Farmers, State Farm, Allstate, WSC Insurance agencies to name a few. I am an advocate for all businesses in Forest Grove to succeed, not just my own. I have been an active member with the Chamber board serving on the committee that made the Corn Roast one of the most successful on record and planning to have the same results with the Chamber Auction.

I also take pride in being a Toastmaster. Though not in Forest Grove, I serve on the executive committee with the Downtown Lunchbunch and for the past 2 years, have helped facilitate our weekly meetings and contests with the intention of developing others confidence through effective communication. And let's face it, if you're going to lead, you better know how to communicate. I'm proud to have earned my Competent Communicator, Competent Leader, and Advanced Communicator Bronze awards. I've even won several club and area speaking competitions.

And there is my Farmers Insurance agency. Without this, nothing else is possible. As I mentioned earlier, we are a family business and we created our office as an extension of our home. We pride ourselves on treating others the way we want to be treated. I'm thankful for the opportunity Farmers provides myself and my wife.

As you review my local experience and commitment to this great town we call home, you'll notice a few trends. One is that I step up. I am willing to lead. I also have a reach in the community that very few can say they have. I have a direct impact on our community members from the very youngest to the very oldest. It doesn't matter to me what your background, race, religion, sexual preference, or political affiliation is. I even serve those that are my direct competitors. Just like Rotary, it's service above self.

It is no question that our small city is growing. I believe that even with the growth we can celebrate the old and embrace the new. We must listen to the needs of the young and old. Those that have lived here for generations and those that have lived here for several years, like me. As an integral member in this community serving the young and old, the long-time residents and newbies, I've proven my commitment to serve and advocate for a positive and bright future that Forest Grove's residents undoubtedly deserve. This commitment and advocacy I seek to continue in a much greater capacity.

Council members, Council President and Mayor. I ask for your vote to continue my service to Forest Grove as the next city council member. Thank you for your consideration.



Matthew R. Stone

Comiskey St. Forest Grove, Or. 97116

Objective

To further my commitment and advocacy in Forest Grove as our next city council member.

Experience

Farmers Insurance – Stone Agency 2015–Present

Insurance and Financial Services Agent/Owner

My office is full service agency. We support our community and surrounding cities by offering personal and commercial lines insurance as well as financial services. I chose Farmers Insurance because it offers me the ability to assist with my clients insurance plans. We're a family business and pride ourselves on treating others the way we want to be treated, as family.

Farmers Insurance Group Federal Credit Union 2014–2015

Regional Relationship Manager

As the relationship manager with FIGFCU, I partnered with Farmers Insurance agents, district managers and staff, internal Farmers employees and our local Territory office. I served Oregon and SW Washington and worked closely with my clients to offer customized financial solutions designed to meet their individual needs.

U.S. Bank 2006–2013

Branch Manager – Vernonia, 2012–2013

Responsible for all banking operations including people management, bank financials and regulatory compliance. Led branch from lower regional performer to top tier branch by empowering employees, leveraging key partners and involvement in community. Received Officer Award recognizing elite performance across all banking channels.

Business Banker – Tanasbourne, 2011–2012

Developed key relationships expanding U.S. Bank brand by creating partnerships with small to medium sized businesses and other key service members to increase opportunities for clients. Collaborated with business partners to offer solutions for every stage of business cycle.

Customer Service Manager - Aloha, 2011–2012

Primary responsibility included regulatory compliance, people development, upholding core service values and risk management. Nominated and graduate of Emerging Leaders program recognizing top 4 leaders in Portland/Vancouver Region.

Personal Banker – Tanasbourne, Cornelius, & Raleigh Hills, 2006–2011

Prepared weekly meeting agendas forecasting production expectations and coached and developed supporting staff to ensure overall branch success. Maintained and grew consumer loan portfolios =>25 million. Partnered with consumer and small business clients to achieve overall financial goals.

Volunteer Experience

FC West Youth Soccer – Forest Grove	2015-Present
<i>President – 2017-Present, At Large Board Member – 2015-2017, Head Coach – 2015-Present</i>	
Forest Grove Youth Baseball – Forest Grove	2015-2017
<i>Head Coach – 2015-2017</i>	
Forest Grove Cornelius Chamber Board Member	2017-Present
Forest Grove Daybreak Rotary	2017-Present
Toastmasters International	2015-Present
<i>FIGMasters – Sergeant at Arms 2015-2016</i>	
<i>Downtown Lunchbunch – Sergeant at Arms 2016-2017, VP Public Relations/Membership 2017-Present</i>	
The Parks at Forest Grove	2014-2016
<i>HOA President</i>	
Cornelius Fire Department	2009-2010
<i>Volunteer Firefighter</i>	

Awards

Toastmasters International – Downtown Lunchbunch
<i>Competent Communicator Award, Competent Leader Award, Advanced Communicator Bronze Award</i>
Farmers Insurance – Stone Agency
<i>Order of the Blue Vase</i>
U.S. Bank
<i>Office Award for Performance and Development, Branch Manager Performance Award, Emerging Leaders Graduate, Service Manager Performance Awards</i>

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 3, 2017, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2020

Candidate's Full Name: ANDREW M. C. DAWES

Candidate's Residence Address: ██████ B Street - FG

Date Stamped Received: November 3, 2017

Date Certified by City Recorder: November 6, 2017

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

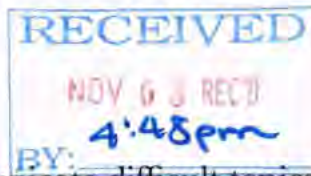
- ☒ Full Name and Residence Address
- ☒ Letter of Intent (limited to two pages)
- ☒ Current Resume (limited to two pages)
- ☒ Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 05/09 at current address (09/08 registered)
- ☒ Reside in City at least one year (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
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E-mail: aruggles@forestgrove-or.gov

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Web: www.forestgrove-or.gov

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As a physics professor, I communicate difficult topics to a wide variety of people every day. I see this as a central role for a city councillor. Many decisions the council makes are based on balancing the various needs of the widely diverse population of our great city. These decisions also require a deep understanding of the issue at hand and a broad understanding of the possible effects each decision has. Serving in public office is not only about representing the voice of the people, it is also about communicating clearly about the issues, and making sure each decision is as informed as possible for all parties involved. I approach difficult problems in an ordered and methodical way, with a high standard for clear evidence from a variety of different perspectives. I am wary when anything seems too simple or too easy. The modern world is rarely easy to understand and never easy to predict; but I have faith in the inherent good of all people and enjoy working to make life better for all residents and guests of Forest Grove. If given the opportunity, I would serve the city as a tireless advocate for all, and an accessible representative of our local government.

I am responding to this opportunity for several reasons. One is that I have always had an interest in serving the public as an advocate for the people, the second is that I now see how important accessible local government is at a time when national politics is a source of much concern and frustration. I see many informed and attentive people giving up on the idea of government of, by, and for the people. These concepts are the foundation of our country and are as durable as we make them. It is not a time to walk away from our principles, it is a time to stand up for them, and make sure every voice is heard.

Finally, as the parent of four young children growing up in Forest Grove, it is with their livelihood in mind that I hope to help lead our city into the future. Children are our lens into the future, and a light illuminating what is possible when we work together for the common good.

Andrew M. C. Dawes



██████████ B Street, Forest Grove OR 97116

An educator with a passion for creating, analyzing, and visualizing; I specialize in making things work and have specific expertise in optics, electronics, and computing.

Experience

DEPARTMENT CHAIR, PHYSICS – 2017-PRESENT

ASSOCIATE PROFESSOR OF PHYSICS – 2014-PRESENT

ASSISTANT PROFESSOR OF PHYSICS – 2008-2014

Teach 3-5 undergraduate courses per year, lead a small research group of 2-3 undergraduate students, and coordinate activities within a department of 6 full time faculty. I formulate and test models for complex physical systems, and develop software that supports both my teaching and research objectives. In addition, I contribute to several open source software projects that we use in my lab. My students learn to code as a research skill and we manage a shared public repo to share our work with the world.

RESEARCH ASSISTANT – 2002-2008

Graduate research assistant in quantum optics with a variety of projects: Low-light all-optical switching in Rubidium; observation of optical precursors; slow light in optical fiber; and rubidium cooling and trapping. Advisor: Daniel J. Gauthier.

Education

Duke University – PhD, Physics, 2008

Duke University – MA, Physics, 2005

Whitman College – BA, Physics, 2002

Skills

People: organization, clear communication (written/visual/oral), empathy, and faith in the inherent worth and dignity of all

Software: data visualization and design, python, numerical methods, html, git, linux, osx.

Hardware: experimental physics, optics, lasers, electronics, robotics, 3d printing, metalworking.

Evidence

Public repositories: github.com/amcdawes and github.com/daweslab

Peer reviewed journal publications in Science, Physical Review Letters, Physical Review A

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 3, 2017, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2020

Candidate's Full Name: ASHLEY ROTH

Candidate's Residence Address: ████ 18th Avenue - FG

Date Stamped Received: October 13, 2017

Date Certified by City Recorder: October 20, 2017

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- ☒ Full Name and Residence Address
- ☒ Letter of Intent (limited to two pages)
- ☒ Current Resume (limited to two pages)
- ☒ Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 01/13 registered in FG (10/08 registered)
- ☒ 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
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PO Box 326
Forest Grove, OR 97116-0326
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Ashley Roth

18th Ave FG

October 12, 2017

To whom it may concern:

Hey there! My name is Ashley Roth. My family of 5 and I have been residents of Forest Grove since March of 2012, just shy of 6 years now. I never imagined upon moving here that in just an instant, I would fall so deeply in love with this undiscovered gem I now call home, and the people here? They are top notch! From the baristas that lift our spirits effortlessly in the mornings, to my helpful neighbors, smiling gas attendants, willing college students, arts and crafts professionals, the farmers' market atmosphere, our fire department, police and first responders are hands down the BEST, and even the online community I have created, and grown to love dearly, the Forest Grove Community page. Each and every person I have gotten to know online, and in person, has affected my life greatly. I feel a sudden sense of camaraderie, belonging, and to be quite honest, advocacy for this town, whether the subject content is positive or negative, I do my best to welcome it with open arms.

In April of 2014, I noticed a huge line of separation throughout Forest Grove. Spawned tragedy after tragedy with no answers, no formal communication between community members, and the opportunity to tear our own neighbors into shreds over their opinions was brought to the table? Something needed to change. I began brainstorming and found that there was not a current or active community platform online, so I took it upon myself to create the "Forest Grove Community" page on facebook. The next day my kids and I put on our rain boots and adventured out and bought some greeting cards. We signed a sweet note inviting people to join our optimistic and uplifting platform; where everyone is allowed to speak without criticism, any feeling of guilt or wrongdoing just for their curiosity or opinion toward current events. We needed to be able to have civil discourse, to bring us all together, for that tight knit community feeling. After almost 4 years, and nearing 5,000 members, the page has never lost its sight for greatness, or peaceful insight despite the changing ways of social media. This is a very tricky thing to accomplish, and I am very proud to say that it will most definitely stay functional and helpful for years to come.

I have recently become interested in my voice becoming heard on a larger scale. I want the things that I stand for, and believe in so deeply to echo throughout the streets and from the rooftops of Forest Grove. I also wish to bring a youthful aspect to the FG City Council. I may have just turned 30 a few months back, but my soul has been drifting through this world for far beyond that. I believe one of my strongest abilities is to see angles from all sides, inside, and outside. To give the benefit of the doubt of both strengths and weaknesses, issues and events, stories and defenses. One of the greatest traits I see within myself is to keep calm, cool and collected when certain subjects, or people for that matter, really push the envelope for better or for worse. In a world where anger, fear and sadness tend to be our first step forward, I offer a smile, a helping hand and an optimistic outlook on life that often differs from others. What this has

resulted in return has been a domino effect trickle down in our community, to first help, to hold your head high, and to look for answers. I did not set out to lead by example, but it seems as though that is precisely what has happened. For this, I am eternally grateful.

I intend to apply for this city council position with a clean slate, an open mind, ears turned on, my thoughts composed and ready. This step would hugely impact my own life, as the opportunity to be a community advocate, a leader, and eventually a possible lifelong career that I would love, are right at my fingertips. I have all the right tools needed for this position, and the passion to execute it with determination and the utmost dedication. I admire those who work for the city, within the city, and want to evoke the importance of taking care of our home, and our people. Your efforts do not go unnoticed, and in an almost impossible position, it comes off effortless, I do not know how you do it, but I am so willing to learn the first steps, and climb that never ending staircase right along with you. Thank you for your time and consideration, it is greatly appreciated.

Sincerely,

Ashley Roth

Personal References:

Matt Vandehey: [REDACTED]

Sara Twaddle Huff: [REDACTED]

Meagan Irwin: [REDACTED]

Emma Hanley: [REDACTED]

Ashley Roth

██████ 18th Ave

Forest Grove OR, 97116

████████████████████

██

Objective:

Seeking position in customer service and/or community service, where my skills will be utilized and most helpful, polishing my outstanding work ethic while learning new and challenging tasks through fresh experiences.

Experience:

❖ **Subway Restaurant, Hall Blvd. Beaverton, OR February 2010-June 2011**

❖ **PIC-1**

Duties include but not limited to:

- Opening the restaurant/set up/prep
- Closing the restaurant/final cash drops/cash handling
- Proper food storage and usage
- Prepping and making bread
- Ordering/Putting weekly order away
- Deep cleaning/dishwashing
- Delivery Driver
- Answering phones/taking phone orders
- Catering

❖ **McMenamins Grand Lodge, Forest Grove, OR November 2010-April 2011**

❖ **Catering/Theater Server**

Duties include but not limited to:

- Hosting large events: Set up/Break down weddings, parties, etc.
- Bartending
- Serving
- Dishwashing
- Theater attendant/food serving
- Cashier
- Fine dining set up

❖ **Bossanova Ballroom, Portland OR, Nov.2009-March-2010**

Duties include but not limited to:

- Front door security/barback/bouncer
- Alcohol/drug intoxication checks
- Escorting visibly intoxicated persons outside
- Ticket sales

- Confiscating illegal items
- Ensuring safety inside ballroom
- Deterring fights

❖ **Macheezmo Mouse & The Hottest Dog, Portland OR. Head Cashier/Line, Prep Cook.**

April 2006-November 2008

Duties include but not limited to:

- Opening/closing restaurant
- Deep Cleaning
- Line/Prep cooking Fresh Mexican and American Food
- Server/Cashier
- Placing weekly orders with distributors/putting order away

***Volunteer/Sports History:**

❖ **Joseph Gale Elementary PTO Secretary, Vice President, and President of the Parent Teacher Organization. 2013-2017 Duties include but not limited to:**

- Holding monthly and bi-monthly meetings open to parents/teachers.
- Taking, keeping and presenting monthly meeting minutes.
- Delegating tasks for events.
- Preparing and selling food/drink.
- Setting up for/tearing down events IE: Harvest Festival, Spring Carnival, Movie Night, etc.
- Taking teacher/school requests and fulfilling them.
- Filing taxes for non profit.
- Promoting events/fundraisers to the community for involvement.

❖ **Creator and head administrator of the Forest Grove Community Page via Facebook- April 2014- Present**

Duties include but are not limited to:

- Monitoring posts made by our community members of Forest Grove, Gaston, Banks, Cornelius, and surrounding.
- Creating a positive environment for our community to gather and talk about current events/issues/businesses etc.
- Connecting with neighbors on a personal first name basis to assist in the community wherever and whenever it is needed.
- Hashing out huge community related issues with multiple community members, while keeping cool, calm, and collected.
- Thank you for considering me, you will not regret it! ☺

McMinnville/West Linn/Portland State/Orsu Rugby player: 2003-2009

- ❖ **Captain of McMinnville/West Linn Rugby team, leading our team to the National Championships and PNW Championships.**
- ❖ **Awarded Shelly Sonderman "most inspirational" volleyball player at Dayton high school 2003. District Champion in discus Dayton HS track and field-'03.**

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 3, 2017, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2020

Candidate's Full Name: KAREN REYNOLDS

Candidate's Residence Address: ██████ NW Thatcher Road - FG

Date Stamped Received: November 3, 2017

Date Certified by City Recorder: November 3, 2017

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- ☒ Full Name and Residence Address
- ☒ Letter of Intent (limited to two pages)
- ☒ Current Resume (limited to two pages)
- ☒ Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 08/13 at current address (Annexed 2007) (09/00 registered)
- ☒ 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

NW Thatcher Rd/ Forest Grove OR 97116

Forest Grove City Hall
Anna D Ruggles City Recorder
P.O. Box 326
Forest Grove , OR 97116

Dear Forest Grove Councilmembers,

I have a deep love for the City of Forest Grove and am pleased to apply for the open seat of City Council.

I have lived in Forest Grove for 4 years. My family and I moved from Hillsboro. My goal was to give my family a small town experience. I was raised in a small town and some of my favorite childhood memories was the familiarity that a small town has to offer. Where the librarian knows your name, seeing your neighbor at the farmers market, and the smell of fresh cut hay. As I watched my family flourish in Forest Grove, I found a peace that washed over me. I am so grateful for Forest Grove and it would be a honor to serve with the City Council.

For the last 25 years I have worked as a Respiratory Therapist. This career has taken me to 3 states and numerous hospitals. Working in hospitals with different populations has allowed me to meet and more importantly advocate for patients from different backgrounds, cultures and economic status. Advocating for patients during extremely stressful times, as well as the importance of teamwork, has lead me to being a strong candidate for a City Council Member.

While my career has impacted my ability to be a qualified candidate, my role as a mother has taught me more about empathy, listening, responding and advocating. I am a mother to 3 son's who all have special needs. My 18 year old son was diagnosed at a young age with a slow growing brain tumor. He currently is a freshman at Pacific University. My 15 year old son has high functioning autism . And my 14year old son had a traumatic brain injury due to a car accident. Due to these ailments I found myself involved in numerous meetings, clubs and agendas. Last May my oldest son and I attended " Head to The Hill" in Washington DC. With The National Brain Tumor Association we had meetings with Senators and staffers asking for support for the Childhood Star Act. The experience was very inspiring. I realized that we have a voice and our public officials are accessible.

I would like our community to know the City Council Members. I believe we can connect with our community in many new ways. As a City Councilmember my job would be to listen to the community and work in a collaborative effort with other CouncilMembers for the greater good of Forest Grove.

I believe my past experience as a healthcare worker as well as personal experiences qualify me to serve as a competent City Council Member. Thank you for your time and consideration. I look forward to the process.

With a grateful heart,
Karen Reynolds

Karen Reynolds

██████ NW Thatcher Rd
Forest Grove, OR 97116
████████████████████

Professional Summary

Highly knowledgeable and skilled. Excellent interpersonal skills and ability to effectively communicate

25years working as a RRT in critical care, emergency department, mental health, labor and delivery as well as outpatient and rehabilitation. Personal experience in rehabilitation, IEP, neuropsychological reports, autism and high functioning autism, TBI and rehabilitation, vision therapy, and the American Disability Act.

"Head to the Hill" member with the National Brain Tumor Association. Member of Autism Speaks, Oregon Asperger Society, TBI Society, IEP parents group, Candle Lighters Society, Children's Cancer Society, Patient Safety, Care For The CareGiver, ACLU, and Emerge.org.

EMPLOYMENT:	2013-Present Kaiser Permanente Hospital Lead Respiratory Therapist, Helped open Westside Hospital. Worked in ICU, PICU, NICU, Floors, Sleep medicine. Normal RT duties. Started Care For The Caregiver. Member of Patient Safety board. Member of Patient Satisfaction board.
2007-2013	Providence Portland Hospital Respiratory Therapist
1999-2007	Tuality Hospital, Hillsboro OR. Respiratory Therapist
1996- 1999	St. Luke's Pulmonary Extended Care Boise, Id Team Leader, Respiratory Care Practitioner.
1993-1996	Tri-City Medical Center Oceanside, Ca Respiratory Therapist
1993-1994	Alvarado Hospital Medical Center La Mesa, Ca Certified Respiratory Technician

1993-1995 **San Diego Rehabilitation Institute.**
La Mesa, Ca. CRTT

EDUCATION: **1991-1993 Grossmont College, El Cajon , CA**
Associates in Arts
Associates in Respiratory Therapy

REFERENCES

Spencer Brown

Washington County Employment Coordinator for Albertina Kerr

[REDACTED]

[REDACTED]

Alexa Damis-Wulff

Legislative Assistant with Jeff Merkley office

[REDACTED]

[REDACTED]

Beth Connell

Tutor and Educational Coordinator

[REDACTED]

[REDACTED]

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CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 3, 2017, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2020

Candidate's Full Name: SEBASTIAN B. LAWLER

Candidate's Residence Address: ██████ 33rd Place - FG

Date Stamped Received: October 16, 2017

Date Certified by City Recorder: October 20, 2017

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- ☒ Full Name and Residence Address
- ☒ Letter of Intent (limited to two pages)
- ☒ Current Resume (limited to two pages)
- ☒ Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 09/09 registered in FG (09/09 registered)
- ☒ 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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Letter of Intent for Appointment to the Forest Grove City Council
Sebastian B. Lawler

On his last day as Community Development Director, Jon Holan said he believed in the “process of Forest Grove.” Mr. Holan’s parting wisdom resonated with my own experience as an active resident of our community. I have earned my high school diploma, bachelor’s degree, and master’s degree in Forest Grove. After college I was baptized at our community’s oldest church, the United Church of Christ. For two years I have worked for a global circuit board company, TTM Technologies, located right here in town. Forest Grove has presented me with a myriad of opportunities to succeed, learn, and grow as a person. The reason I have been able to experience a complete life in Forest Grove is due to the fact that the process works.

Forest Grove has been an incorporated city since 1872. Through one hundred and forty-five years, our community has maintained a distinct feel and an appreciation for our town’s history. I have always been interested in being an active member of my community. In college, I became aware of an opportunity to serve as a student advisory on a city board. As a Pacific student I would serve as a student advisory on the committee for citizen (now community) involvement (CCI). My Junior and Senior years of college, I served the remaining year of a voting term on the forestry commission. I am grateful for those early opportunities to serve. The individuals who I had the opportunity to work with taught me the value of dedication, compromise, and a passion for serving Forest Grove.

Six months after graduating college, I knew I wanted to serve the city once more. I became aware of a number of vacancies on CCI. After a few months of recruiting new members and building a long-term strategy, I found myself chair of a dedicated group of individuals who were committed to the idea of realizing the full potential of CCI. Chairing CCI was one of my favorite experiences in public service because of the exceptional people I served with. Community members from a variety of backgrounds and experiences came together to ensure the wider community was aware of their city’s upcoming policies. I am always impressed by the attendance at the annual town meeting. That dozens of people will attend a four hour public policy forum at nine in the morning on a Saturday is a testament to the commitment of the people of Forest Grove.

While serving on CCI, I also became a member of the planning commission. Within two months of appointment I was filling out a government ethics form for the State of Oregon. I

became acutely aware at this time the importance of serving in public office and properly representing the people of Forest Grove. The decisions made on the dais of the community auditorium had real world, lasting impacts on the City of Forest Grove and our community. Coming home from work every day, I pass a number of construction projects that were all reviewed and voted upon by the planning commission. Building the future of a community like Forest Grove is a responsibility not to be taken lightly. This is why any public official must understand the importance of civility and compromise.

Forest Grove has been a thriving community for well over a century because of generations of public servants understanding the importance of the process. Differences in opinion should fuel a dialogue that leads to compromise. I have experienced times when I did not agree with the majority of my fellow commissioners. Once the decision has been made, however, I move on to the next item. I have learned the importance of using differences of opinion as opportunities for compromise.

I am interested in pursuing an appointment to the Forest Grove City Council because I believe my experiences in both the public and private sector have prepared me for respecting the process of Forest Grove. As a planning commissioner, I already understand the importance of working with my peers to make decisions that have a real-world impact on Forest Grove. At TTM Technologies, I am a pre-production technician. My forty-hour work week is centered on an ability to follow process and correct errors to ensure the firm's success. I would approach my service on the council with the exact same commitment to facts, compromise, and process.

For both the planning commission and the printed circuit board industry, facts are critical to success. Understand the impact of a development on traffic and infrastructure can be the difference between enhancing our community and creating a permanent detriment. Compromise is important because it serves as a cornerstone of our society. Without civic discourse, we cannot maintain a community like Forest Grove for one-hundred and forty-five years. Compromise is the foundation of a local government that works.

Ultimately, the success of Forest Grove hinges on the process. With experience in local government and the tech industry, I would be ready from day one to work with my fellow councilors, our exceptional city staff, and the passionate residents of Forest Grove to ensure that Jon Holan's wisdom continues for the future of our unique and beautiful community.

Sebastian Bannister Lawler

33rd PL, Forest Grove, OR 97116

Professional Experience

TTM Technologies, Forest Grove, OR

August 2015 – Present

Pre – Production Technician, Front-End Engineering Department, June 2017 – Present

Production Operator, Plating Department, November 2015 – June 2017

Kelly Services Contract, August 2015 – November 2015

SolarWorld USA, Hillsboro, OR

June 2014 – July 2015

Production Operator, Solar Module Department, January 2015 – July 2015

Randstad Contract, June 2014 – January 2015

Government Service

Forest Grove Planning Commission

February 2014 – Present

Forest Grove Committee for Community Involvement

January 2013 – January 2016

Committee Chair, July 2013 – January 2016

Student Advisory, September 2009 – December 2010

Forest Grove Forestry Commission

January 2011 – December 2011

Education

Master of Business Administration, Pacific University, Forest Grove, OR

Coursework completed October 2017, degree conferred January 2018

4.000 GPA (through twelve of thirteen courses)

Graduate Coursework, Bioinformatics, Oregon Health and Science University, Portland, OR

Completed two courses: Introduction to Bioinformatics; and, Databases

3.700 GPA

Bachelor of Arts, *summa cum laude*, Anthropology-Sociology, Pacific University, Forest Grove, OR

Multiple Dean's Lists

3.931 GPA

Sebastian Bannister Lawler

██████ 33rd PL, Forest Grove, OR 97116
████████████████████
████████████████████

Professional Certification

Certified IPC Trainer (CIT), IPC-A-600 (Acceptability of Printed Boards)

Serial No. 600-T 2806526857

Valid until September 31st, 2018

Additional Training

CPR/AED Certified

Certified June 14th, 2017

Ford Institute Leadership Program, Forest Grove Cohort #2

Completed 48 hours of community leadership training

Completed a capstone project with cohort, the Forest Grove Community Sundial

Awards

Paul Harris Fellow

Awarded in 2016 by Rotary Club of Forest Grove Daybreak for service to the City

Three-time Certificate of Appreciation recipient, City of Forest Grove

Awarded at the completion of terms on CCI (2010 and 2016), and forestry commission (2011)

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 3, 2017, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2020

Candidate's Full Name: DEVON DOWNEYSMITH

Candidate's Residence Address: ████ Knighton Way - FG

Date Stamped Received: October 16, 2017

Date Certified by City Recorder: October 20, 2017

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

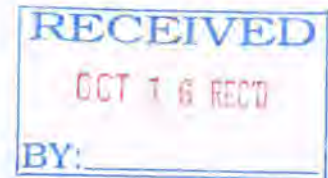
- ☒ Full Name and Residence Address
- ☒ Letter of Intent (limited to two pages)
- ☒ Current Resume (limited to two pages)
- ☒ Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 04/16 registered in FG (08/03 registered)
- ☒ Reside in City at least one year (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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Monday, October 16, 2017

Devon Downeysmith
3322 Knighton Way
Forest Grove, Oregon 97116

Dear Mayor Truax, Council President Johnston and Forest Grove City Councilors:

Our family moved to Forest Grove because we consider it an ideal community in which to raise our daughter. As a community member, local home and business owner, mother and volunteer, I am deeply committed to the city and to helping shape its future. I am writing to apply for the City Council seat made vacant by Councilor Vandehey's resignation because I believe I have qualities that would be a great asset to City Council. I would bring fresh energy, new ideas and a unique background and skill set that would help me succeed in this role, and help the Council to further its goals.

Our bright, sweet, feisty 22-month old girl, Diana, especially inspires me to be of service to my community. While the bulk of my professional aspirations have been grounded in the nonprofit world, having my daughter only further strengthens my resolve to create a better world. My qualifications, I believe, are singularly tailored to meet the council's current challenges.

As a member of the Committee for Community Involvement, I am helping plan our Annual Town Meeting and regularly work to engage the community in civic and political action. The committee voted to entrust me to lead the planning for the next Latino Summit and I have since put together an ad-hoc committee of Latino community stakeholders to inform the summit's structure and content. Thus far, I have met with nonprofit leaders, school representatives, business owners and community members to learn how such a summit could best address community needs and strengthen relationships. As part of the planning effort, I have also written and applied for a grant on behalf of the City to help cover summit costs.

Fluent in Spanish, I offer a bilingual, bicultural perspective that would help City Council to further achieve its 2017-2018 fiscal year goal on Latino and ethnic outreach. I graduated Lewis & Clark College as an Hispanic Studies major, an academic path that gave me a deep understanding of the Hispanic world's history, literature, and social anthropology. I lived in Xalapa, Veracruz and Valparaíso Chile, where I attended the Pontificia Universidad Católica de Valparaíso. Since moving to Forest Grove, I have volunteered with Adelante Mujeres. Previously, I taught English to Hispanic adults. I regularly conduct media interviews and community outreach in Spanish. I helped create Susan G. Komen for the Cure's Latina Initiative, a program to increase breast health awareness for Latinas. I work with community leaders to create bilingual, bicultural materials that educate the community on topics from clean energy to public health. Through my business, I work closely with our elected officials in Salem to improve public health, increase access to health care, improve our transportation infrastructure and expand Oregon's clean energy job market. I work with

diverse communities and on both sides of the political aisle to create consensus, honing in on our shared values.

As an example, I worked in collaboration with Oregon's major utilities to pass a law that transitions Oregon off coal-fired power and replace it with renewable energy. Oregon will soon have one of the cleanest electricity mixes in the nation and a stronger market for home-grown jobs in clean energy. We were the first state to pass such legislation. I also helped ensure the passage of Oregon's new transportation package. Democrats wanted to maintain the Clean Fuels Standard to reduce pollution, while Republicans were concerned about costs to the consumer. We worked to successfully assuage concerns and add additional consumer protections to the Clean Fuels Program that resulted in a bipartisan transportation package.

As a communications professional, I drive awareness for values-driven brands and causes. From community-building events like the Adidas Shamrock Run, to public engagement on topics like reducing toxins in children's toys, I raise the profile of efforts to improve Oregon communities. I have also worked with clients throughout the country and even on the other side of the world, from creating to a corporate social responsibility framework for Symantec, to overseeing public relations for Paul G. Allen's Great Elephant Census. I also oversee social media strategy and currently manage ten Facebook pages on behalf of my clients. I have strong relationships within Oregon's English and Spanish-speaking media markets and have helped clients land media coverage in national and international outlets.

Our community is at a crossroad. Many new residents wish to make a life here, others have lived here for generations. Some think Forest Grove is big enough, others encourage growth and, yes, hopefully a second grocery store! City Council and staff must decide how best to bridge these viewpoints, to deal with growth while not losing the natural beauty and small town charm we love most about the Grove. We can accomplish these things by first ensuring that City Council empowers the whole of our community by acknowledging and honoring the many cultural perspectives, languages, generations, political beliefs and life experiences of everyone in our community. If appointed to City Council, I would work to represent the segments of our community who need a stronger voice while ensuring I represented everyone. I would bring the perspective of a young parent and business owner, someone who cares deeply about Forest Grove's traditions, its increasing diversity, and its dynamic future.

Serving on City Council requires knowledge, dedication, time and expertise. I also believe it requires compassion, thoughtfulness, a collaborative spirit and more than a little humility. I am ready, eager and passionate about serving, if you will entrust me with the responsibility of joining your efforts.

Sincerely,

Devon Downeysmith

Devon Downeysmith
[REDACTED] Knighton Way
Forest Grove, Oregon 97116
[REDACTED]

Native Oregon with over ten years experience in integrated marketing communications.
Driving awareness for the causes and brands that matter.
Engaging the public, media, and lawmakers in English and Spanish.

PROFESSIONAL EXPERIENCE:

Downeysmith Creative Marketing, Proprietor
November 2016 - Present

- Press relations, project management, bilingual communications, writing and content creation, event production and social media management for clients doing good in our community. Learn more at www.downeysmithcreative.com.
- Current clients include the Adidas Shamrock Run, Renew Oregon, Oregon Environmental Council, Climate Solutions and Motiv Running.

Oregon Environmental Council, Climate Communications & Outreach Director
January 2015 - November 2016

- Designed and implemented communications strategies to elevate the public discussion on climate change, create support for climate action, and expand earned media coverage on climate change, impacts and OEC-supported climate policies.
- Oregon Environmental Council advances innovative, collaborative and equitable solutions to Oregon's environmental challenges for today and future generations. OEC is a nonprofit, nonpartisan, membership-based organization.

Edelman, Account Executive
March 2013 - December 2014

- Managed communications on behalf of clients to help increase brand awareness and drive client revenue. Developed and executed integrated marketing campaigns to support client initiatives. Provided strategic counsel on public relations and social media programs. Led media and influencer relations, including fostering ongoing relationships and monitoring trends and news for creative pitch angles and real-time engagement. Drove content development and strategy, including press releases, blog posts, web copy, contributed articles, etc. Ran blogger engagement and brand ambassador programs.
- Account highlights include: Strategic public relations and communications to support launch of the Kaiser Permanente Westside Hospital, program launch and

day-to-day management of Paul G. Allen Great Elephant Census public relations team, public and media relations for Chevron's "Fuel Your School" initiative.

- Edelman is the world's oldest and largest public relations firm, with more than 65 offices and 5,000 employees partnering with 2,000 of the world's leading clients.

Susan G. Komen for the Cure, Marketing Communications Manager
January 2008 - March 2013

- Began as Executive Assistant to CEO and was promoted annually in recognition of high performance. In most recent role, strategically managed Affiliate's overall marketing and communication efforts, including work flow, process and priority, internal and external communications, public relations and brand management. Managed volunteers, interns and junior staff. Drove public and media relations (with English and Spanish media) for signature events, including the Portland and Eugene Race for the Cure, two events that, during Devon's tenure drew nearly 40,000 participants annually and generated a combined revenue of \$3 million annually.
- Susan G. Komen for the cure is the largest breast cancer organization in the United States. The Oregon and SW Washington Affiliate is a trusted, local resource providing early detection and survivor support, advocacy, and research dollars to help find a cure.

EDUCATION:

Lewis & Clark College

Bachelor of Arts, Hispanic Studies, 2007

- Served as Residence Life Assistant and Admissions Intern.
- Four-year recipient of Dean's Scholarship, a merit-based award given to students based on academic performance.

Pontificia Universidad Católica de Valparaíso, 2006-2007

- Language intensive program wherein students are directly enrolled in regular university courses.

ADDITIONAL SKILLS:

- Fluent in Spanish
- Campaign and legislative experience
- Strong Oregon media market relationships (English and Spanish market)
- Social media expert specializing in Facebook, Twitter, Instagram and Pinterest

CITY COUNCIL CANDIDATE VERIFICATION CHECK LIST

Submittal Deadline, Friday, November 3, 2017, 5pm

Councilor Vacancy by Appointment, Term Expiring 11/2020

Candidate's Full Name: ADOLPH "VAL" VALFRE, JR.

Candidate's Residence Address: ██████ EDGEVIEW LANE - FG

Date Stamped Received: October 29, 2017

Date Certified by City Recorder: October 29, 2017

✓ REQUIREMENTS MET PURSUANT TO CITY CHARTER/CODE:

- ☒ Full Name and Residence Address
- ☒ Letter of Intent (limited to two pages)
- ☒ Current Resume (limited to two pages)
- ☒ Qualified Elector in Forest Grove (Washington County Elections)
Date Registered in Forest Grove: 05/06 at current address (04/02 registered)
- ☒ 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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Letter of Interest
Adolph "Val" Valfre, Jr.

██████ Edgeview Lane, Forest Grove, Oregon

Over thirteen years ago, my wife and I chose Forest Grove as our new home. While in our search for a "house", we instead discovered a friendly and vibrant community of natural beauty and vitality. Forest Grove was and continues to be an exceptional place to live and prosper. Our city, however, is at a critical crossroads in determining its future. This City Council, in concert with the community, will be asked to enact prudent decisions and policies that preserve our city's traditional values while addressing a continuum of new opportunities and challenges that could substantially alter, for better or worse, whether our community sustains its overall economic vitality and quality of life.

Given these opportunities and challenges, I believe my life's perspectives, temperament and experiences make me uniquely qualified to work with the Council and the community as a Forest Grove City Councilor for the seat created by the resignation of Councilor Vandehey.

My strengths encompass a continuing legacy of being able to work with leaders at the federal, state, regional and local levels – strengths that I would now focus on assisting fellow councilors to resolve an ongoing myriad of challenging issues, both short-term and long-term, that often come before the Council. My resume certainly reflects a spirit of collaboration, inclusion and leadership that is needed to embrace the best interests and voices of our beloved community. My many years of public service experience, both in cities and counties, would prove beneficial in working community priorities involving career training programs, affordable housing, transportation and economic development.

I believe a great city is often judged by how it treats its seniors and most vulnerable citizens. As Forest Grove continues to grow and develop, we should ensure that we do not displace those fixed income seniors and low-income working families who have lived here for years and contributed to its greatness. Rather, I am confident that a nexus of agreement and consensus can be found on these two important visions – one of growth and development versus sustaining small town shared values, and I believe I can be instrumental in the Council's efforts to do so.

I have demonstrated a willingness to testify in Salem over the years in support of local priorities, such as affordable housing, homelessness, transportation and veterans' issues, and in doing so have developed valued relationships on both sides of the aisle. I would bring that passion and spirit of congeniality to efforts on the Council. My dedication and commitment to meaningful outcomes have secured Governor-appointments to both the State Housing Stability Council and to the Veterans Advisory Committee wherein I have advocated for sounder policies and more resources.

As the Director of Washington County Housing, I value opportunities to work collaboratively with other jurisdictions and entities to build grass-roots support for community development. These efforts have proved successful and included the West Bull Mountain project in Tigard and the Aloha-Reedville Planning area. I am currently working with similar workgroups in the Southwest Corridor to enlist TriMet's and Metro's assistance in integrating its new transit lines while minimizing displacement of small businesses and affordable housing. I am confident that I can facilitate the same or better outcomes in Forest Grove through empowerment of our multi-cultural diverse citizenry.

My prior experience working in City government (City of Tucson) should be helpful to the City Council. I believe I can add value to the Council in identifying the key resources and strategies needed to address affordable housing and homelessness, and its integral relationship to K-12 education and the job market. The number of homeless children in our schools is getting worse, and unless attention and leadership are brought to it – we will lose a generation of productive individuals. I have voiced these concerns and strategies several times in presentations to the City Council on topics related to affordable housing and homelessness, and have participated in the City's Affordable Housing Advisory committee and on the Washington County Thrives Executive Team.

As a Hispanic leader, I oversee the most diverse department in Washington County. Many of our clients are persons of color who are working to overcome cultural and historical biases, as well as other barriers. I have been fortunate to initiate two Workforce grants that allowed many of these persons to attain mentoring and internships in career path jobs like healthcare and manufacturing. My efforts on the Forest Grove City Council would be guided by a desire to decrease poverty and increase economic opportunity through education, skilled training and living wage jobs while promoting an environment of inclusion that truly values diversity.

In closing, as I approach my pending retirement from Washington County, it would be a great honor to now focus my leadership skills and experience into serving the residents of my home town in the capacity of City Councilor. I have become well-versed on the critical issues of the county and the region, and will aggressively apply my energies to become a quick study on the many issues of significance to Forest Grove. I look forward to being integrally involved in the paramount issues of our dear city and will be open to learning new perspectives from fellow councilors and community members. Over the years, I have worked closely with Mayors and senior staff members from Washington County's fifteen cities who can readily attest to my dedication and selfless service in working collaboratively on issues of importance.

I thus offer my sincere commitment to seek excellence, transparency and equity in all endeavors as a City Councilor representative of the citizens of Forest Grove.

Thank you

A handwritten signature in black ink is written over a solid black rectangular redaction box. The signature appears to be a cursive name, possibly starting with 'C' and ending with a flourish.

ADOLPH “Val” VALFRE, JR.

Forest Grove, OR 97116

EXECUTIVE PROFILE:

Over forty years of leadership and managerial experience in federal, county and city operations, specializing in public administration, program management and collaborative partnerships with the community. Demonstrated expertise as the Housing Director for Washington County in promoting county-wide initiatives, organizational goals and productivity, with an emphasis on Community collaboration. Serves as a Governor-appointed member on two State Commissions – the Housing Stability Council and the Veterans Advisory Committee. Served nearly 25 years as a pilot/instructor pilot in the Air Force with combat service in Vietnam.

EDUCATION:

- **M.S., Human Resources Management, Troy State University, AL**
- **M.S., Business Management, Salve Regina College, Newport, RI**
- **M.S., National Security & Strategic Studies, US Naval War College, RI**
- **M.A., Public Administration, Golden Gate University, San Francisco, CA**
- **B.A., Bacteriology, University of California at Los Angeles (UCLA), CA**

COMMUNITY-BASED AFFILIATIONS

- **Board Member, Washington County/Multnomah County Workforce Development Board, 2008-2017**
 - Board oversees Worksystems, Inc. efforts to pursue and invest resources to improve the quality of the workforce in the City of Portland, Multnomah and Washington Counties
- **Chair, Washington County Community Housing Fund Executive Board, 2008 – Present**
 - Board approves strategic investments and use of revolving loan fund assets to community partners to create and preserve affordable housing
- **Member, State Housing Stability Council, 2011 – Present**
 - The nine-member Council is charged with meeting the tremendous need for the provision of affordable housing for lower income Oregonians. The Council members are appointed by the Governor, subject to confirmation by the Senate under ORS 171.562 and 171.565.
- **Member, State Veterans Advisory Committee, 2016- Present**
 - Military veterans appointed by the Governor who act as advocates for veteran issues and represent veteran concerns across Oregon
- **Member, Forest Grove Affordable Housing Committee, 2017**
- **Member, Executive Team, Washington County Thrives**
- **Former President, Oregon Housing Authorities (OHA) Association**
- **Member, Metro Equitable Housing Grants - City of Beaverton, City of Tigard and Washington County**
- **Member, Washington County Homeless Plan Advisory Committee**
- **Administrator, Washington County 10-Year Plan to End Homelessness**

RELEVANT PROFESSIONAL EXPERIENCE:

Housing Director, Department of Housing Services, Washington County, OR (2008 – Present)

Directs a HUD “High Performer” agency with 37 staff members and \$35 million budget. Oversees community-based affordable housing programs, to include multi-family housing, public housing, voucher programs, Veterans vouchers, and HUD Continuum of Care homeless programs. Collaborates with regional jurisdictions, non-profits and for-profits, and State and federal agencies to advocate initiatives promoting affordable housing, living wage jobs and services for low-income working families and the homeless. Administering agency for Washington County’s 10-Year Plan to End Homelessness. Served as Assistant Director, 2004 – 2008.

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Executive Director, West Valley Housing Authority, Dallas, OR, (2001 – 2004)

Directed, motivated and managed a mid-sized Housing Authority (377 Public Housing units and 699 Section 8 vouchers) that would earn three consecutive HUD **"High Performer"** ratings since 2001. Initiated efforts that gained HUD approval for Family Self-Sufficiency programs for Section 8 participants in October 2002 and for Public Housing in June 2003. Instrumental in a collaborative effort with the Housing Authority of Yamhill County and Polk CDC to develop a State-approved Regional Housing Center for both Yamhill and Polk Counties. Resident surveys of Agency services consistently exceeded national standards in every category. Strong leadership, fairness and integrity proved successful in restoring pride and organizational cohesiveness to an agency once troubled by internal strife and ineffective goal-setting.

City of Tucson, Arizona

- **Housing Administrator**, Housing Assistance Division, Community Services Dept., Tucson, AZ (1999– 2001)

Directed staff of 36 employees responsible for HUD Section 8 Program operations in Pima County and in the City of Tucson. Awarded HUD's **Best Practices Award** for its Landlord Outreach program. Project management expertise through multi-functional teams garnered the City Manager's **Ambassador Team Award** for Public Excellence. Successfully coordinated agreement by the Pima County Board of Supervisors and the Mayor of Tucson to allow formation of a PHA consortium involving Section 8 Program services associated with the Pima County Housing Authority and the City of Tucson Community Services Department.

- **Community Services Supervisor**, Housing Management Division, Community Services Dept., (1997—1999)

Coordinated critical projects dealing with transition to Asset-Based Management and the extensive construction upgrade of the 408-unit Tucson House using Low Income Housing Tax Credits. Fostered improved communications, morale, and personnel development via mentoring and interactive forums at all levels.

- **Management Analyst II**, Budget and Research Dept., City of Tucson, AZ (1996—1997)

Effectively assisted three City Departments in the preparation of budgets exceeding \$40 million dollars. Evaluated all departmental budgetary and personnel staffing changes, to include fiscal impact on long- and short-range goals.

- **Project Manager**, Office of the City Manager, City of Tucson, AZ (1994—1996)

Appointed by City Manager to direct City's intensive effort to select and implement a functional \$6 million multi-utility billing system. Acted as focal point for planning, budgeting and coordination with City Manager, Policy Board, functional departments, and contractors, and directed a multi-functional team of 16 personnel.

- **Human Resources Analyst**, Human Resources Department, City of Tucson, AZ (1993—1994)

Coordinated and directed actions associated with implementing new Long Term Disability Plan for over 4300 city employees. **RESULT:** Employee participation in voluntary "buy up" option exceeded the insurance contractor's anticipated rate by over 200%. Assisted Director with compensation/benefits research and reports needed for annual budget presentations to the City Manager, and the Mayor and Council.

UNITED STATES AIR FORCE, Final Grade – Lieutenant Colonel, Command / Instructor Pilot (1969—1993)

Extensive supervisory experience in diverse military organizations at progressively increasing levels of responsibility, including the executive level. Presented polished, high profile briefings to senior leaders as well as informative presentations to varied audiences. Authored advocacy papers and policy guidelines to foster program implementation and operations using total quality measures. Awarded Air Medal for over 35 combat air missions in Southeast Asia.

PERSONAL INFORMATION:

Forest Grove resident since 2004. Experienced professional ready for new challenges and opportunities where I can use my leadership, initiative and collaborative skills to promote an environment where families and businesses thrive.