



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Jessica Westgren</i>		
Board/Commission Name: <i>Seattle Renters' Commission</i>		Position Title: <i>Member</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Date Appointed: <i>4/5/2018</i>	Term of Position: * <i>3/1/2018</i> to <i>2/28/2020</i>
Residential Neighborhood: <i>Phinney Ridge</i>	Zip Code: <i>98103</i>	Contact Phone No.: <i>N/A</i>
Background: <p><i>I am very honored to be chosen to be one of the members of the Seattle Renters' Commission. I have been a renter most of my life. My parents are renters and even my grandparents are renters. I moved to Seattle in 2007 after housing costs in both Massachusetts and New York became unbearable. Ten years ago, Seattle was not as populous as it is now and I was able to find affordable studio apartments. I was in my 20's. Flash forward to today, and in my mid-thirties I am unable to afford the costs of living alone.</i></p> <p><i>From 2012 to 2017 I worked in apartment management for a third-party property management company. The property I managed was a vintage, "naturally occurring affordable housing building." I witnessed first-hand the displacement that happens to long-term renters as they find themselves unable to afford to stay in the building/community that they had been a part of for ten years or more. I also witnessed the sheer magnitude of prospective residents, hopeful to find an affordable place to live.</i></p> <p><i>I was on board with HALA the minute the documents were made public. I think that it is important to note that the Affordability Crisis is citywide. I have attended many of the HALA meetings hosted by the city and have made appearances at my neighborhood council meetings to engage with them about the proposed changes. I have found that my interactions with neighborhood councils often leave me feeling unheard and are laden with rhetoric versus fact when it comes to solutions about the affordability crisis we are currently facing. I think both my life experience as a renter and my past work experience in property management will give great insight to the Seattle Renters' Commission. Renters are shareholders in their communities alongside homeowners and both voices need to be heard as we examine the changing demographics of Seattle. I firmly believe that there are biased opinions against the renting lifestyle that can lead people to undermine the voices of more than 50% of Seattle's population. I want to change that dialog to reflect the rights and contributions that renters have within the community. I look forward to being able to work for my peers and help make Seattle a welcoming place for renters as well.</i></p>		

*Term begin and end date is fixed and tied to the position and not appointment date.

Authorizing Signature (original signature):

A handwritten signature in black ink, appearing to be 'K. Sawant', written over a light gray background.

Appointing Signatory:

Kshama Sawant

Seattle City Councilmember

Jessica Westgren

Experience

May 15, 2017- current

Helios Law Group PLLC

Seattle, WA

Paralegal

- Draft legal documents including Summons, Complaint, 3 Day Notice to Pay, 10 Day Notice to Comply or Vacate, Notice of Appearance and Notice of Withdraw.
- Perform intake on all potential clients and schedule them with the appropriate attorneys.
- Notarize documents.
- Developed the Ethical Landlord Program. This program is designed to help smaller landlords navigate the Seattle Landlord Tenant Laws and assist with Lease Drafting, Move-in Procedures, Eviction of non-compliant residents, and update them on new legislation.
- Perform monthly billing for clients.
- Performed a social media audit and set up the law firm with updated Facebook, blog posts and Linked In to spread their brand and gain them organic leads.
- Developed structure within a start-up company, from office management, client interface and catering to individual working styles.
- Manage the phone and office for six attorneys who work from satellite offices.

April 2012-May 5,
2017

Greystar

Seattle, WA

Community Manager- Lock Vista Apartments

- Prepare legal notices per Seattle Landlord Tenant Law & Washington State Law, including: renewal letters, 3 Day Notice to Pay or Vacate, 10 Day Notice to Comply, and Sherriff's Mandatory Eviction Data Forms.
- Audit all resident files to ensure that files are complete and all forms are dated and signed. If incomplete files are found- coach staff on proper file preparation.
- Attend continuous training to stay up-to-date on Seattle Landlord Tenant law and code changes. Implement staff training to ensure property functions are compliant with the most recent laws and Fair Housing.
- Daily activities include: responding to email leads and phone inquiries within Greystar policy. Entering in prospective/future resident's information into Yardi 7s. Scheduling property tours and guiding interested prospective residents through the application process.
- Interface daily with a diverse population of residents - addressing their needs and concerns through phone conversations, emails, and in-person meetings.
- Plan and execute Community Events for our residents both on and off site. We have partnered with Comcast, Zip Car, Seattle Police and Seattle Department of Transportation for on-site events.
- Responsible for the Market Survey- generating spreadsheets and graphs comparing our rates and concessions to our competition.
- Proficient with Yardi 7s, Invesco Yardi (Bravern), Pop Card, Active Building, On-Site, One Call Now, NWP, Microsoft Office, Outlook 365, Excel
- Draft memos, legal notices, and monthly newsletters.
- Responsible for accurately entering receivables and investigating and correcting inconsistencies that exist within the resident ledgers, running Aged Receivables Reports and Weekly Reports.
- Perform move-outs and process SODA's and ensure all data is correct so that past-due funds can be collected in a timely manner.
- Assist in directing vendors.
- First point of contact for conflict resolution between residents.
- Code and input invoices and process payables. Prepare AP packet for Accounting Department
- In charge of the Renewal Program: run lease expirations through Yardi and prepare Proposed Lease Renewal rates. Draft all renewal letters and input renewals into Yardi.

Jessica Westgren

- Perform monthly pre-close and close.
- Manage the property's Facebook page and Marketing sites.

Jan 2008- Aug 2011

Lush Handmade Cosmetics

Portland, OR

Store Manager

- Developed location into a Flagship level store within five months of placement.
- Consistent record of surpassing monthly goals and often achieved 30% increase in sales over Last-Year figures.
- Achieved and maintained the Portland location as one of the top 5 most profitable stores within North America for five consecutive months.
- Responsible for bi-weekly ordering/receiving for a high-volume store, tracking sales versus last year and projecting orders to meet customer traffic/special events.
- Planned, implemented and executed in-store events and parties for company campaigns following national practices and also planned events that were demographic specific.
- Created in-store training programs focused on new product releases and customer interaction techniques.
- Responsible for all operations, budgeting, visuals, training and development, delegating, and forecasting for a flagship store.
- Responsible for the store's Facebook and social media presence.

Education

2000-2004

Long Island University

Southampton, NY

B.A Psychology

- President of Coffee House Committee ('03-'04), Member of the Student Government Association and the Program Board

Volunteering

- Appointed to the Seattle Renters' Commission 2017-2018
- Welcoming Wallingford: Founding member. Welcoming Wallingford is a neighborhood outreach group focused on HALA and increased density around both Wallingford and greater Seattle. My main responsibilities are co-managing the Facebook page and collecting relevant articles to help educate the neighborhood on land-use policy and the current housing crisis in Seattle.
- KEXP: Volunteer throughout the year for KEXP. Volunteer duties include answering phones during the bi-annual donor drive, and being a greeter at various outdoor festivals.
- Seattle Tilth: volunteer at the spring plant sale
- LIHI (Low Income Housing Institute): volunteered at the recent Tiny House Villages in Georgetown and Licton Springs.

Seattle Renters' Commission

15 Members: Pursuant to *Ordinance 125280*, all members subject to City Council confirmation, 2-year terms:

- 6 City Council-appointed
- 7 Mayor-appointed
- 2 Other Appointing Authority-appointed (specify):

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	NB	1	1.	Member	Jessie Jacobs	3/1/18	2/28/20	2	Council
3	M	6	2.	Member	Michael Padilla Ocampo	3/1/17	2/28/19	1	Council
6	F	4	3.	Member	Jessica Westgren	3/1/18	2/28/20	2	Council
2	M	2	4.	Member	Clifford C. Cawthon	3/1/17	2/28/19	1	Council
1	NB	3	5.	Member	Laurie Rocello Torres	3/1/18	2/28/20	2	Council
9	M	7	6.	Member	L. Curtis Blankinship	3/1/17	2/28/19	1	Council
2	F	2	7.	Member	Beverly Aarons	3/1/18	2/28/20	2	Mayor
6	T	7	8.	Member	S.H. "Jack" Barker	3/1/17	2/28/19	1	Mayor
2	F	4	9.	Member	Sherry Collier	3/1/18	2/28/20	2	Mayor
3	F	6	10.	Member	Daniela Lopez	3/1/17	2/28/19	1	Mayor
2	M	3	11.	Member	David W. Mooney	3/1/18	2/28/20	2	Mayor
9	NB	3	12.	Member	ChrisTiana ObeySumner	3/1/17	2/28/19	1	Mayor
			13.						Commission
			14.						Commission
6	M	3	15.	Get Engaged Member	Calvin R. Jones	9/1/17	8/31/18		Mayor

SELF-IDENTIFIED DIVERSITY CHART

			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
	Male	Female	Transgender /Non-Binary	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	2	3	2			3	1			2			1
Council	3	1	2		1	1	1			2			1
Other													
Total	5	4	4		1	4	2			4			2

Key:

*D List the corresponding *Diversity Chart* number (1 through 9)

**G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary O= Other U= Unknown

RD Residential Council District number 1 through 7 or N/A

Diversity information is self-identified and is voluntary.