

I, Jose Luis Guardiola, swear and affirm that I am eligible to serve as a Council member and meet the requirements of the Charter below:

The City Charter determines that to be eligible for appointment, candidates must:

- be a citizen of the United States;
- be at least 18 years of age;
- be a resident of Commerce City for 12 months immediately preceding the appointment;
- be a resident of Ward III for 25 days immediately preceding the appointment;
- be a registered a voter; and
- not currently serving a criminal sentence, including probation or parole, for a felony or an offense comparable to a felony in the military.

Respectfully,

Jose L. Guardiola

Jose Luis Guardiola
9443 E. 106 Drive
Commerce City, Colorado

Jan. 4, 2023

Date

RECEIVED

By Dylan Gibson at 4:00 pm, Jan 04, 2023

José Luis Guardiola

Detail oriented, passionate, and highly motivated dynamic leader, knowledgeable in program development and implementation, proficient in managing program coordination and individual support. Experience in working with a diverse population to create leadership development opportunities and equal access to resources and a commitment to underserved communities overcoming systemic barriers in order to thrive.

- * Policy development and implementation
- * Strategic interagency partnerships
- * Curriculum implementation and facilitation
- * Program development
- * Results-Oriented
- * Attention to detail
- * Collaborative team member
- * Extremely organized
- * Innovation in limited resources

LEADERSHIP & HIGHLIGHTS

- Elected to Commerce City City Council At-Large 2017- 2021
- Managed two campaigns for elected office
- Proven ability to involve all stakeholders and Community in City and Educational Programing
- Strong network with Post-Secondary institutions, K-12 Districts, Government agencies, Public/Private and nonprofits organizations
- Proven track record in building a post-secondary going culture in K- 12 institutions
- Created the Senior Round Up program at West High School
- Coordinated the West Trades Conference
- Colorado Department of Education Principal License #225178

COMMUNICATION

- Fluent in Spanish
- Experienced in leading, motivating, and developing positive relationships with people from diverse backgrounds
- Demonstrated success with verbal and written presentations; developing the ability to effectively address and engage a wide variety of audiences from students, parents, faculty, administrators and community members
- Demonstrated listening, observational, and facilitation skills with ability to provide feedback.
- Skilled in gathering and analyzing data, defining needs, and setting goals.

COMPUTER SKILLS

- Oracle programs (Banner system), Infinite Campus & Legistar
- Google Systems, Microsoft Systems and Apples Systems, Adobe Photoshop

PROFESSIONAL EXPERIENCE

Dean of Student Services & Post-Secondary
West High School/ West Early College

Denver Public School
July 2018 – Present

- Manage implementation of the Concurrent Enrollment Act, providing expert guidance to increase the number of students participating in concurrent enrollment opportunities
- Coordinates all Concurrent Enrollment (CE) courses (20+ courses, over 250 students) at West High School (WHS), works with the district to secure CE courses and adjunct professors
- Works with college/university partners (Community College of Denver, Metropolitan State University, Colorado State University Global, Emily Griffith Technical College, Western Colorado University for our CE courses at West High School
- Helps students with the enrollment and registration process for all CE courses at WHS (Dual Enroll, All partners application processes)
- Created systems and processes for all WHS students taking off campus courses at CCD
- Coordinates with all 5th year and 6th year students at WHS, monthly meetings, college resources
- Coordinates all the CE courses book purchases for courses at WHS and for students off campus at CCD

- Co-supports and Co-coaches all CE professors at West High School
- Provide direct support for schools by coordinating and delivering professional development on Post-Secondary
- Successful experience in working with adults/teachers in a coaching situation; experience with the data team process
- Provide direct support for school in data interpretation for continuous improvement
- Coordinates WHS graduation, Senior Round Up, Trades Conference, Back to School Night and other events throughout the school year
- Created and established partnerships with pre-collegiate, post-secondary and community partners
- Coordinates all scholarship panels, workshops and supports scholarship partnerships for our students Collaborating with Denver Scholarship Foundation to implement FAFSA nights, College application day, college visits, college fair, Senior Seminar class and presentations
- Collaborates with Trade and Military organizations to promote all post-secondary options for students
- Support high school alignment with higher education admission requirements to prepare greater portions of the school population for success in college. This includes working with high school staff to appropriately assess post secondary readiness (Accuplacer, etc.), implementing the Postsecondary & Workforce Readiness (PWR) endorsed diploma criteria, and maintaining higher education partnerships to ensure the success of students in PWR
- Administers for the accuplacer test and PSAT/SAT
- Advising schools on research-based implementation for alignment and consistency
- Successful experience working with low performing schools and/or districts including schools with a high number of ELL students

City Council Member At-Large, Commerce City, Colorado

December 2017 – December 2021

- Acted as a liaison between the City and the general public of Commerce City
- Established and modified goals and objectives for the City
- Worked cooperatively to pass city ordinances and direct their enforcement for the health, safety, and welfare of city residents
- Reviewed and approved an annual budget of \$100+ million dollars
- Reviewed and approved capital improvement programs for the City
- Appointed and Supervised the City Manager, City Attorney and City Judge
- Conducted performance evaluations for the City Manager, City Attorney and City Judge
- Board member and represented the residents of Commerce City on the following boards:
Northern Infrastructure General Improvement District, E-470 Commercial Area General Improvement District & The Urban Renewal Authority
- Appointed and represented City Council on the following boards and commissions:
Diversity, Equity & Inclusion Commission, Youth Commission, Commerce City Cultural Council, Retreat Planning Committee, City Manager, City Attorney & Municipal Court Judge Evaluation Committee, Boards & Commissions Committee, Commerce City School District 27J Use Tax Committee, Adams 14 Foundation (Alternate), Commerce City Business and Professionals Association (Alternate), Education Commission (Alternate),

Postsecondary/Workforce Readiness (PWR) & Family Engagement Specialist

Lester Arnold High School & Adams City High School

Adams School District 14

September 2013 – June 2018

- Manage implementation of the Concurrent Enrollment Act, providing expert guidance to increase the number of students participating in concurrent enrollment opportunities
- Provide direct support for schools by coordinating and delivering professional development on Post-Secondary
- Provide direct support for school in data interpretation for continuous improvement
- Implemented FAFSA nights, College nights and the Senior Lock-In for high school students and families
- Manage the school's social media and website
- Coordinated special events such as Eagle Street, Homecoming, Open House
- Promoted & created all post-secondary/work readiness programs through emails, mail, social media & website
- Supervised the Post-Secondary Secretary at Adams City High School and interns
- Created and established partnerships with pre-collegiate, post-secondary and community partners
- Coordinated all scholarship panels, workshops and supports scholarship partnerships for our students
- Created and managed the Future Center at Adams City High School

- Coordinated students transferring to Lester Arnold High School from Adam City High School, meets with parents and students to find the best program for students
- Represented Adams 14 on the Adams County Education Consortium board
- Increased meaningful parent involvement, including the development of Parent Forums and Parent meetings, Improved the quality and quantity of parent/teacher communication – through email, flyers, website and social media
- Promoted and improved information flow between parents, school, and community
- Created the monthly newsletter
- Coordinated connections between teachers, counselors, parents and students, in students, (positive cards) • Worked with school leadership team to establish and maintain active partnerships with the local surrounding community and businesses to enhance positive school culture (Open House, Community Walks, Businesses interns/jobs and sponsorships)
- Created the Immigration Forum which over 100 parents and community members attended
- Member of the parent liaison district team

Student Retention Specialist

Metropolitan State University of Denver

College Assistance Migrant Program (CAMP)

October 2012 – August 2013

- Worked extensively with students one-on-one to determine educational and personal needs in the first year of college.
- Academic Advisor for CAMP Cohort (35 students), advised on academic performance, goal setting, career planning, semester registration, schedules and financial aid.
- Coordinated weekly workshops, presenters and resources for 35 students
- Coordinated all tutoring and mentoring services for CAMP students.
- Monitored the tutoring and mentoring activities, and submitted bi-monthly reports to the CAMP Director.
- Maintained direct communication with advisers in the Academic Advising Center, the College Tutoring Center, and any counselors assigned to the CAMP Program from the Student Counseling Center.
- Developed partnerships and coordinated with other programs and resources across campus to provide services for CAMP students.
- Developed and implemented the “Passport to Success” program for CAMP students, which helps students use and explore the different resources available on campus.
- Assisted students with the CLEP test and any other test students had to take (Accuplacers)
- Monitored grades for CAMP students and created action plans for those that were not performing above satisfactory
- Managed the lending book library and inventory with over 400 books.
- Tracked and maintain records of student data and identified data for grant goals and objectives
- Supervised, hired and trained the CAMP Peer mentors
- Created the Peer Mentor handbook
- Worked with the rest of the CAMP staff to plan and coordinate services.

Student Organization Business Manager

Metropolitan State University of Denver

Office of Student Activities

January 2009 – October 2012

- Worked with the student organization team on assisting student organizations on registration, OrgSync , travel and accounting policies and resources
- Assisted over 130 active student organizations including fraternity and sororities with their financial accounts
- Processed all student organization accounting paperwork, such as Special Purchase Orders, ICPS and Check Requests
- Presented hour long Officers Training Sessions for student organizations on college and fiscal policies

COMMUNITY LEADERSHIP

Community Choice Credit Union Supervisory Committee Commerce City, Colorado

January 2022 - Present

The primary responsibilities are to monitor the effectiveness of internal controls (checks and balances) and ensure adherence to established policies and procedures are maintained. Reviewing operational procedures, performing supplemental audits, performing random cash counts, verification of accounts, reviews of dormant accounts.

Board Member - Reaching Hope Adams County, Colorado

October 2021 - Present

The mission is to help individuals heal from trauma by providing a holistic approach to mental health services that address individual, relational and systemic healing, ultimately fortifying the health of communities for generations to come.

Board Member - Homies Unidos Commerce City, Colorado

August 2015 - Present

The mission of Homies Unidos Denver is to end violence and promote peace in our community through gang prevention and intervention, the promotion of human rights in immigrant communities, and the empowerment of youth and families in Denver to achieve their full potential in a just, safe and healthy society.

Board Member - Inspire Commerce City, Colorado

February 2014 - Present

The mission of INSPiRE is to ignite, train, and invest in youth to become Change Agents in their schools, families and communities.

EDUCATION

Catapult Leadership Fellowship (Principal License) Denver, Colorado

2015 –2017

Master of Arts in Higher Education Administration and Leadership Concentration in Hispanic Serving Institutions (HSI's) Adams State University, Alamosa, Colorado

July 2013

Bachelor of Arts Degree in Behavioral Science and a minor in Chicano/a Studies Metropolitan State University of Denver, Denver, Colorado

May 2008

Adams County School District 14 - High School Diploma Adams City High School, Commerce City, Colorado

May 1998

January 4, 2023

Honorable Mayor and Council Members,

This letter is to express my interest in the Commerce City, City Council Ward III Vacancy. I believe I have the experience, knowledge, leadership skills, hard work ethic, passion and dedication to serve my community in this capacity. Below are the answers to the questions for the appointment application. I look forward to the opportunity to discuss these qualities with you in the near future.

1& 2 Why are you applying to be on the City Council/How is your experience and background relevant to being on the City Council?

I'm applying to be appointed to the City Council because Commerce City is my home and I truly want to make it a Quality Community for a Lifetime for all our residents regardless if you live in the core city or the northern range. I believe I bring a very unique voice for all residents that include folks from the core city that have been here for generations to new residents that just moved here for a quality community for a lifetime. I get it, I grew up in the core city and now reside in the northern range. I have served on the City Council for the past 4 years and we have accomplished a lot of good things for our residents. I believe I can continue that work with the new council as seated for the next year to continue to move our city forward. There will be no learning curve, I would just jump right in on old issues that the city has had and have the experience to jump in with the new raising issues that might come in the next year. I still have the passion and dedication to serve my community and applying to be appointed is one way of doing this because of my experience on council.

3. What are your thoughts on the relationship between the Historic City and the Northern Range?

I think we have to continue to build that bridge to connect both sides of our city. We are not there yet and I think we have to go out to the community and promote that we are 1 Commerce City. Yes, all of our neighborhoods have different needs and we have to adjust to their specific needs but we are still 1 Commerce City. I also believe that in the upcoming years with the comprehensive plan and the work that council and the city clerk's office are doing with redistricting and representation for council and our residents will also be very valuable in getting equal representation across the city from the core to the northern range and that will help build that bridge.

4. What do you believe to be the three most pressing challenges or concerns in the Commerce City community?

- Representation for all Commerce City residents, with the new census date we need to go back with the help of our community and look how City Council represents all of our residents equally and see how we can improve. The City has done a great job with the outreach of this project and now we need to follow through and have a balanced representation of all residents in Commerce City especially on City Council.
- I think bringing the core and northern range together as one Commerce City. Really promoting one city!
- Growth, we have to be very strategic on how we grow in the northern range and how we zone new areas so we can have a balanced growth plan.

5. What do you see as the three biggest opportunities for Commerce City right now?

- Our historical Derby area. We need to make Derby come to life and be the center of our city. I think that's the past councils and this council's vision. The improvements that are coming in the near future will hopefully help make it the center of our city.

- Opportunity to grow, we have land to grow but it has to be strategic and it has to benefit the residents and the city. We need to work with all stakeholders and get a more balanced growth plan that benefits everyone.
- Really promoting our diversity at all levels of our city from the people to all the different types of businesses we have in our city. We have to do a better job of showing off the great things we have here and why we live here. Tell our residents' story and our history. For example the Rocky Mountain Refuge, I mean where in the state can you drive an 11 mile loop and see bison and deer close up. It's a hidden gem for our state and our city. This is what really makes Commerce City a Quality Community for a Lifetime.

6. What concerns, if any, do you have about serving on the City Council? I have no concerns.

7. What does Quality Community for a Lifetime mean to you?

A place where you can make a life for yourself and your family. You can Live, Work and Play in your community. It has a community voice and everyone for all walks of life can call home and feel included and call it a Quality Community for a Lifetime. I grew up here and have never left only to go to college but came back. For many years I worked here, we live here, my wife works here and we play in our community.

8. What local government or non-profit boards or commissions have you served on?

I have served on the following non-profit boards, Community Choice Credit Union Supervisory Committee, Reaching Hope, Homies Unidos, FUERTE, B.E.T.A.S Foundation and Inspire. I have served 4 years on the Commerce City City Council, during this time I served on the following boards Northern Infrastructure General Improvement District, E-470 Commercial Area General Improvement District & The Urban Renewal Authority, Diversity, Equity & Inclusion Commission, Youth Commission, Commerce City Cultural Council, Commerce City School District 27J Use Tax Committee, Adams 14 Foundation (Alternate), Commerce City Business and Professionals Association (Alternate), Education Commission (Alternate).

9. Have you participated in the Commerce City Civics Academy?

Not as a participant but was on the City Council when we created it and have presented to the current cohort about my experience on the Commerce City Council and running a campaign for an elected office.

10. How long have you resided in Commerce City? 39 years

11. What is your favorite place in Commerce City?

I love every part of our city from the historic core area to the northern range, our two beautiful recreation centers to all our parks. The home town feel and local restaurants, food trucks, to the community events put on by the city and our neighborhoods. I have been here for 39 years and have seen Commerce City become what it is a Quality Community for our lifetime now I want to continue that and make it a Quality Community for a lifetime for generations after me.

Thank you very much for your time and consideration. I look forward to hearing from you.

Kind regards,

Jose L. Guardiola
José Luis Guardiola