

Laurel Humphrey

From: Gina Nielsen <[REDACTED]>
Sent: Friday, August 15, 2025 11:44 AM
To: Laurel Humphrey; CityCouncil
Subject: Re: City Councilmember pro tem application
Attachments: Gina Bernhardt Nielsen - Letter of Interest, Councilmember Pos. 6 appointment.docx;
Gina Bernhardt Nielsen - Resume.docx; Gina Bernhardt Nielsen-Application- City
Council pro tempore Position 6.pdf

Good morning Members of Tukwila City Council-

Please find attached my application for City Councilmember pro tempore Position 6, my cover letter and resume.

Feel free to contact me if you have any questions.

Thank you for your time and consideration.

Have a wonderful weekend.

Gina Bernhardt Nielsen

Gina Bernhardt Nielsen

On Tue, Aug 12, 2025 at 10:47 AM Laurel Humphrey <Laurel.Humphrey@tukwilawa.gov> wrote:

Dear Board and Commission members – I am writing to make sure you are all aware of the current opportunity to apply for Councilmember pro tem for Position 6. To qualify, you must be registered to vote in Tukwila and a resident of at least one year.

More information can be found here:

<https://www.tukwilawa.gov/2025councilprotem/>

Thanks,

Laurel Humphrey

[REDACTED]
Tukwila, WA 98168

August 14, 2025

Tukwila City Council
6200 Southcenter Blvd
Tukwila, WA 98188

RE: City Councilmember Position 6 Pro Tempore Appointment

Dear Members of the Tukwila City Council,

I am writing to express my sincere interest in serving as the City Councilmember Pro Tempore for Position 6. As a third-generation, lifelong resident and property owner in Tukwila, I have a deep and enduring commitment to the health, prosperity, and future of our city. I've spent decades not only witnessing the city's transformation but actively engaging in its progress—advocating for neighbors, collaborating with local leaders, and championing initiatives that reflect the values and needs of our diverse community. I believe my professional experience, civic engagement, and personal investment in this community make me a strong candidate to serve in this role with integrity, insight, and compassion.

Professionally, my 20+ years as a Business Process and Systems Analyst for the City of Bellevue have equipped me with the tools essential for effective governance: strategic planning, project management, issue resolution, and cross-functional collaboration. I've led complex, time-sensitive projects requiring swift decision-making, transparent communication, and innovative problem-solving—all of which mirror the demands placed on City Councilmembers. I also have extensive budget oversight experience in the public, private, and non-profit sectors, having worked in the private and non-profit sectors for the first half of my 45-year career. My Project Management Certification and BA in Economics further strengthen my ability to analyze policy, manage resources, and evaluate long-term impacts.

I believe Tukwila stands at a pivotal moment. With rapid development, increasing diversity, and evolving community needs, we must ensure that our decisions remain balanced, and our policies are inclusive, forward-thinking, and fiscally responsible. My experience working with people of all backgrounds—combined with my training in equity, access, and cultural competence—positions me to serve with empathy and effectiveness. I understand how to listen, how to lead, and how to build consensus.

I currently serve as a Tukwila Parks Commissioner and have long been involved in community service—from volunteering in our schools and coaching youth sports to organizing food drives and supporting neighborhood clean-up efforts. I've also participated in regional initiatives promoting equity, access, and inclusion, and I am committed to ensuring that all voices in Tukwila are heard and represented. I am deeply committed to Tukwila's future. I bring not only professional expertise but also a personal investment in the well-being of our residents. I would be honored to contribute my skills, experience, and passion to the City Council and help shape a thriving, equitable, and resilient Tukwila for generations to come.

Thank you for your consideration. I welcome the opportunity to further discuss how I can contribute to the City Council and serve the residents of Tukwila with purpose and pride.

Warm regards,

Gina Bernhardt Nielsen

Gina Bernhardt Nielsen
[REDACTED]

Gina Bernhardt Nielsen

*** Objective ***

Dedicated and experienced public servant seeking position as a City Councilmember. A lifelong resident of Tukwila with over 20 years of municipal experience, I bring a strong background in civic engagement, change management, budget oversight, and collaborative leadership. Committed to inclusive representation, transparent governance, and sustainable community development.

*** Skills & Qualifications ***

- ☒ Public Sector Leadership: 20+ years in municipal government with expertise in interdepartmental coordination and policy implementation
 - ☒ Communication & Presentation: Skilled in public speaking, stakeholder engagement, and cross-cultural communication
 - ☒ Civic Engagement: Extensive volunteer history in schools, parks, and community events
 - ☒ Change Management: Proven ability to lead complex projects under tight timelines with successful outcomes
 - ☒ Budget & Contract Oversight: Experience managing public and private sector budgets, contracts, and property portfolios
 - ☒ Decision-Making & Problem Solving: Strong analytical skills with a focus on equitable and data-informed solutions
 - ☒ Collaboration & Team Leadership: Liaison across committees, vendors, and city representatives; promotes inclusive teamwork
 - ☒ Equity & Inclusion: Active participant in diversity initiatives and cultural competence training
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*** Professional Experience ***

Sr. Business Process Analyst	City of Bellevue, Parks & Community Services Dept.	Feb 2003 – Present
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- Conducts ongoing evaluation and analysis of departmental business processes to ensure efficient use of business systems
- Designs and implements optimized workflows using business process modeling and mapping
- Partners with IT staff and external experts to identify cost-effective technical solutions aligned with strategic goals
- Leads departmental projects including process improvements, technology asset management, and initiative implementation
- Manages contracts and budget analysis related to assigned projects
- Serves as Systems Administrator for active and archived business systems
- Collaborates with other departments to enhance operations through relational databases and system tools
- Works directly with vendors to improve system design, functionality, and user experience
- Ensures accuracy and consistency of financial data flow across business systems
- Provides consultation and technical guidance to staff and management on complex system use
- Acts as liaison between Parks, Finance & Asset Management, IT, and external agencies to support system development
- Develops and delivers training materials, SOPs, and self-help resources for staff
- Maintains system access control documentation to minimize risk
- Applies project management, cost-benefit analysis, and process improvement methodologies in daily

Previous Positions at City of Bellevue:

- *Business Process Analyst, Fiscal & Business Systems Division* (May 2006 – Jan 2025)
- *Administrative Assistant* (Dec 2003 – May 2006)
- *Office Assistant* (Feb 2003 – Dec 2003)

Real Estate Specialist	Casey Family Programs	Jun 1994 – Mar 2001
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- Assisted management of land acquisition, leasing, development, and facility maintenance across multiple locations in 8 different states
- Conducted site evaluations, inspections, and project presentations
- Supervised property managers and maintenance staff
- Led implementation of Asset and Facility Management Program (Maximo)
- Negotiated leases, maintained databases, and ensured tenant satisfaction
- Oversaw capital and operating budgets, variance analysis, and expenditure processing
- Delivered reports and training to staff and Board of Trustees
- Managed PBX systems and vendor contracts

Business Manager	Computer Upgrades Etc.	Nov 1993 – Dec 1996
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- Developed business policies and improved operational processes
- Implemented accounting, inventory, and POS systems
- Managed budget, payroll, and taxes
- Supervised technical and support staff
- Created marketing materials
- Resolved employee disputes

Purchasing Manager/Contracts Admin	Wick Constructors	Sept 1991 – Oct 1993
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- Supervised purchasing operations and staff for multimillion-dollar projects
- Implemented cost-saving practices and equipment tracking programs
- Managed contracts, change orders, and project documentation
- Performed budget analysis and vendor evaluations
- Provided customer service and correspondence with clients and agencies

Assistant Project Manager	Network Real Estate Development Services, Inc.	Apr 1990 – Jul 1991
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- Supported full-cycle development from acquisition to construction
- Conducted feasibility studies, budget management, and contract negotiations
- Presented project updates and coordinated with stakeholders
- Researched legal, zoning, and financial data for development analysis

Office Manager	J & J Wholesale Interiors	Aug 1989 – Jan 1990
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- Led inventory and supply management improvements
- Managed A/P, A/R, payroll, and procurement
- Increased project revenue and maintained contracts and correspondence

Contracts Administrator	Sabey Corporation / Berkley Engineering & Construction	Apr 1985 – Aug 1989
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- Managed contracts and change orders for high-value projects
- Coordinated with subcontractors, vendors, and government agencies
- Created payroll reports, managed invoices, and tracked equipment
- Supervised jobsite accounting staff
- Represented company in client meetings

*** Education ***

<u>School Name</u>	<u>School Type</u>	<u>Dates</u>	<u>Degree</u>	<u>Major</u>
Syracuse University	Professional	11/2019 – 02/2020	Certification	Project Management
University of Washington	College/University	09/1987 – 06/1991	Bachelor's	Economics
UW Professional & Continuing Education	Professional	1990 – 1991	Certification	Commercial Real Estate Development
Highline College	College/University	09/1985 – 06/1987	Associate's	Business Administration
Foster High School	High School	09/1981 – 06/1985	High School Diploma	n/a

*** Supplemental Certifications and Trainings ***

- **Criminal Justice Information Services (CJIS) Level 2 Security Certification**
Issued by: U.S. Department of Justice
 - **Business Process Modeling – Certificate**
Issued by: Inteq Group
 - **Diversity & Cultural Competence Training**
Issued by: City of Bellevue
 - **Communication & Public Engagement Workshops**
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*** Professional Memberships ***

- **Washington Recreation & Parks Association (WRPA)** *Member since 2006 – Present*
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*** Community & Volunteer Involvement ***

- Tukwila Parks Commissioner (2024 – Present)
 - Tukwila School District Volunteer (2000-2023)
 - Youth Soccer Assistant Coach (2003-2008)
 - Food Drive Organizer & Team Meal Coordinator (Foster High School Athletics)
 - Volunteer Infant Care Provider – Grace Church (2002-2004)
 - Volunteer Adult Care Provider (2018 – 2023)
 - Neighborhood Clean-Up & Event Support — Tukwila, Seattle, Bellevue
 - EMBRACE Allies Team Member — City of Bellevue Diversity Initiative
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City of Tukwila

City Council

Application for Councilmember Pro Tem Tukwila City Council Position #6

Applicant Information

Full Name	Gina Bernhardt Nielsen
Street Address	[REDACTED]
City, State, Zip	Tukwila, WA 98168
Phone	[REDACTED]
E-Mail Address	[REDACTED]

Eligibility Requirements, Notification and Signature

I understand that Councilmembers for the City of Tukwila must be registered voters in Tukwila, King County, Washington and must have lived in the City of Tukwila for 12 consecutive months prior to being appointed to office. I understand that as an applicant for appointment to public office, the information provided on this application will be available to the public.

Signature	<i>Gina Bernhardt Nielsen</i>
Date	8/14/25

Additional Information

Are you registered to vote in Tukwila, WA?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Are you a resident of the City of Tukwila?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
How long have you been a resident of the City of Tukwila?	58 years	
How long have you lived at your current address?	30+ years	
<i>If you have lived at your current address for less than 12 months, please list your previous address.</i>		
Previous address and length of time at address. n/a		
Do you or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the City of Tukwila?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If yes, please explain. I am employed by the City of Bellevue which may/may not partake in regional collaboration and partnerships with the City of Tukwila.		

Time Commitment

Appointment to the City Council will require your attendance at a number of regularly scheduled and special meetings, which occur at various times including evenings and weekends.

Councilmembers also serve on Council committees, regional boards and commissions, and represent the City Council at various community functions.

Council activities generally require a minimum time commitment of 10 to 15 hours per week. Are you able to commit this amount of time and can you commit to arrange your schedule to participate fully as a member of the Tukwila City Council?

YES ☒

NO ☐

Have you ever attended a Tukwila City Council meeting?

YES ☒

NO ☐

If yes, please estimate how many Council meetings you have attended in the past year. 24+ (Sept'24-Aug'25)

Supplemental Questions

Please respond to the following questions regarding your interest in the position of appointed Councilmember for the City of Tukwila.

Why are you interested in serving as a Tukwila City Councilmember?

I am interested in serving as a Tukwila City Councilmember because this city has been my lifelong home—it is where I was raised, where I raised my own family, and where I have spent decades working to strengthen our community. I am fully vested in the health, prosperity, and continued growth of Tukwila, while still honoring our rich history. Over the years, I have witnessed and been part of incredible waves of change in Tukwila—from the expansion of our business districts and infrastructure improvements to the revitalization of Tukwila International Boulevard and the redevelopment of our schools. These changes have brought both challenges and incredible opportunities, and I believe it is critical that we manage both with equal care and intention. With over 20 years of experience working in city government, change management has been a central part of my professional life. I understand that change can be unsettling, but I also know it is essential for meaningful progress. The increasing diversity in Tukwila and evolving population dynamics make it more important than ever to engage our community members in the city's actions and decisions. I believe in listening first. Every community member—regardless of age, race, ethnicity, gender, affiliation, or economic status—deserves to feel included, be heard, and represented. My goal is to foster inclusive decision-making that reflects the needs of our entire community, not just a select few. The Council should reflect the full spectrum of our community. I am committed to ensuring that it does. Serving on the Council would allow me to provide that representation and demonstrate fair, balanced, and equitable leadership. I will work to empower greater community involvement, maintain fiscal responsibility, and promote innovative, sustainable growth that honors our past while building our future. My goal is to further the reputation of Tukwila as a vibrant, welcoming city—a place where people want to live, work, play, and thrive. I am ready to serve with integrity, transparency, and a deep love for the community that has shaped my life.

Describe your background in community service, including any volunteer work you have done in or around Tukwila.

Community service has always been a central part of my life, woven into both my personal and professional commitments. As a mother of five children who all attended the Tukwila School District and graduated from Foster High School—my youngest just two years ago in 2023—I have spent over 20 years deeply engaged in our local schools. I volunteered in their classrooms every year from kindergarten through 12th grade, chaperoned countless field trips, and assisted with special events whenever needed. I also served as an assistant coach for their youth soccer teams, assisted with organizing food drives, prepared team meals, and supported tournaments for high school sports. These experiences gave me a firsthand understanding of the importance of community support in shaping our youth. Beyond my involvement in the schools, I have participated in a wide range of service efforts throughout Tukwila, Seattle, and Bellevue. I have volunteered at food pantries and emergency shelters, helped coordinate neighborhood clean-up projects, and supported special events that bring our communities together. For several years I served as a volunteer infant care provider at my church. More recently I served as a volunteer adult care provider, for just over five years, providing intensive daily support to two different individuals in need. These experiences have deepened my commitment to service and strengthened my belief in the power of community-driven action. Most recently, I have had the honor of serving as a Tukwila Parks Commissioner since April 2024. This role has allowed me to advocate for accessible, inclusive public spaces and contribute to the planning and preservation of the parks that are so vital to our city's quality of life. Whether through hands-on volunteering or civic leadership, I have always believed that community service is about showing up, listening, and doing the work to make Tukwila a better place for everyone. I am proud of the contributions I have made and look forward to continuing that service in new and meaningful ways.

What do you think are the most important issues facing Tukwila in the next 2-4 years?

Tukwila is a uniquely positioned city in the Pacific Northwest—nestled between an international airport and major seaport we benefit from both visitors and business opportunities. Our city is also complimented by the inclusion of the Department of Immigration and Naturalization Services, adding to the diversity in our community members. Our location and amenities bring both opportunity and complexity. In the next 2-4 years, while we continue to recover from the impacts of the COVID-19 pandemic, I believe our city must focus on several pressing issues that will shape our future:

- Housing Options, Affordability, and Food Insecurity
- Crime, Public Safety, and the need for community-based solutions and mental health support
- Development of a Sustainable Growth Plan, including Infrastructures, transit expansion, and economic development
- Increase in Educational Rating
- Job Creation and workforce development
- Expansion of safe and accessible Parks, Outdoor spaces, and Recreational/ Health/ Wellness Options

Tukwila's diversity is one of our greatest strengths, and our policies must reflect that by being inclusive, forward-thinking, and rooted in equity. I am committed to helping guide these efforts with thoughtful, balanced leadership and a deep understanding of the needs of our community.

Describe your understanding of the importance of regional collaboration and partnership in city government.

Regional collaboration and partnership in city government is essential to delivering high-quality, equitable services across communities. As local governments, we are responsible for meeting the needs of diverse populations—residents, homeowners, visitors, workers, and business owners alike. Yet, we often face resource constraints that limit our capacity to address complex issues independently. By working together across city and regional boundaries, we can pool expertise, funding, and infrastructure to better serve our constituents.

Many critical services—such as housing, public health, transportation, education, and emergency response—do not stop at our city borders. Regional collaboration allows us to align goals, reduce duplication, and create more efficient systems that benefit everyone. Partnerships with neighboring cities, county and state agencies, nonprofits, and private entities help us expand service delivery and reach underserved populations without competing for limited resources. These alliances also promote fiscal responsibility, improve performance outcomes, and ensure that services are delivered by those best equipped to do so.

Ultimately, regional collaboration strengthens our collective impact. It fosters innovation, resilience, and shared accountability, enabling us to respond more effectively to both immediate challenges and long-term planning needs. In a region as interconnected as ours, partnerships are not just beneficial—they are imperative.

Summarize your experiences working collaboratively with others from different backgrounds.

In my 20+ years with my current employer, a large part of my role is as a member of and liaison between many different committees, teams, departments, and lead on many projects involving external communications with vendors and representatives from various cities. My collaborations result in daily interactions with Executive, Managerial, Supervisory, and General staff, as well as community members including our Participants, Residents, Visitors, and Business Owners regardless of age, race, religion, gender, sexual identity, or economic status.

As a long-time public employee, I am proud to work for a city that actively promotes inclusion and diversity. Our workplace culture encourages ongoing education and awareness around these values. I am a member of the EMBRACE Allies team (Employees of Bellevue for Racial and Cultural Equity), which supports the Diversity Advantage Initiative. This initiative is grounded in the principles of equity, access, inclusion, opportunity, and cultural competence—principles I strive to uphold in every collaborative effort. These experiences have deepened my understanding of how diverse perspectives strengthen decision-making and build more resilient communities.

Discuss your qualifications relevant to the position of Tukwila City Councilmember.

I am a third-generation, lifelong resident and property owner in the City of Tukwila, with over 50 years of lived experience in this community. I have witnessed and actively participated in the city's evolution, advocating for residents by voicing their concerns to business owners, city staff, administration, and Tukwila City Councilmembers when needed.

Professionally, I have served as a Business Process and Systems Analyst for the City of Bellevue for over 20 years. My core responsibilities include Change Management and Continuous Process Improvement. I specialize in Project Evaluation, Issue Resolution, and Management—skills that require consistent collaboration, transparent communications, negotiations, and innovation across departments and with external partners. I have led several high-stakes projects with accelerated timelines, where rapid learning, critical analysis, and decisive action were essential to success. I am comfortable presenting to large audiences, facilitating small group discussions, and engaging in one-on-one dialogue. My role also includes staff training, and I understand that communication styles and learning methods vary widely across individuals and cultures. This awareness is vital when serving a diverse population.

I have completed multiple communication and diversity trainings, enhancing my ability to work effectively with the public. I hold a Project Management Certification from Syracuse University and a BA in Economics from the University of Washington. My qualifications align closely with the responsibilities of a Tukwila City Councilmember. I am capable of reviewing, analyzing, and making informed decisions on complex issues or exploring the issues further if needed. I am deeply invested in the future of Tukwila and committed to serving its residents with integrity and insight.

Please provide any additional information or comments you believe will assist the City Council in considering your application.

Thank you for the opportunity to be considered for a position on the Tukwila City Council.

In addition to my current role in city government, I bring an additional 20+ years of prior experience in both the private and non-profit sectors, including work in commercial real estate development, property and contract management, purchasing management, and budget oversight. This cross-sector background has given me a well-rounded understanding of how public policy intersects with economic development, housing, and fiscal responsibility—key areas of focus for the continued growth and stability of our great city.

I would be honored to share my cumulative experience, expertise, and passion for my community with our community as a member of our Tukwila City Council by filling the position 6 seat, pro tempore, during Councilmember McConnell's absence and in her stead.

Again, thank you for your consideration.

Thank you for your interest in serving the Tukwila community as a member of the Tukwila City Council.