CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY CLERK

CLERK '12JUN 15PM 1:40

Mr./Ms./Mrs.
Name Hearne (Last) P. (First) Alan (Middle)

Residence Address

Resident of Burbank for 1.6 Years Burbank Registered Voter: Yes X No

Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Clerk unless he/she is an elector of and actually lives in the City.

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
Irvine SA		09/1984 HS Diploma
Western Washington S.U.	Business / Accounting	06/1986 B.S.

Additional Pertinent Courses or Training: Course Work, Finance & Insurance - SW Dealer Services 1996
Ongoing course work, administration, accounting & finance - Lorman. Commissioned Notary Public

Other Pertinent Skills, Experience or Interests: Corporate policy, procedure & compliance, finance and accounting, management & supervision.

Employment Information:

Present Occupation: Controller & Chief Financial Officer

Name of Firm: Etco Homes, Inc. and Etco Investments, Inc.

Address: 9952 S. Santa Monica Blvd., #200 Beverly Hills, CA 90212

Telephone: (310) 691-5500

Specify current or prior service on a City Board, Commission or Committee: None at this time.

*

APPLICANT'S NAME: Alan Hearne

List community activities in which you are involved:

Starlight Bowl,
The Rancho Community Association,
Colony Theater,
Burbank on Parade,
Falcon Theater,
Fiesta of the Spanish Horse,
Various Disney studio events

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position: Please refer to the enclosed Summary of Qualifications.

What are your goals in serving as the City Clerk?

To utilize my professional, private sector experience and personal creativity to further enhance the functionality and overall public benefit that our community has come to rely upon by and through the Office of the City Clerk.

It is also my goal to provide support to the existing leaders of our community as well as expand on such areas as public awareness and civic participation relative to that of the continued growth and stewardship of our great City of Burbank.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

I hereby cer[illegible]n contained in this application and any accompanying documents is true and correct to the best of [illegible]

Signature of Applicant

May 28, 2012
Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502

ALAN HEARNE

May 28, 2012

Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, CA 91502
ATTN: Mr. Michael Flad,
City Manager

Re: City Clerk Position

Dear Mr. Flad,

In connection with the position of City Clerk for the City of Burbank, I respectfully submit my application and confidential Summary of Qualifications for your review and consideration.

Since May, 2004, I have held the office of Controller and Chief Financial Officer for the ETCO group of companies located in Beverly Hills. As an executive member of the management team, my areas of expertise and subsequent responsibilities include:

- The creation and implementation of corporate policy and procedures with an emphasis on corporate governance and operational compliance
- Ongoing management and custodial liaison of all corporate related documents including minutes, partnership, loan, operating and joint venture agreements, amendments and resolutions
- Balance sheet management, individual and consolidated corporate financial statements, budget preparation and analysis, growth and profitability
- Supervision of all human resource, accounting, audit, legal and insurance functions
- Joint Venture fund accounting, capital allocations & distributions and partnership reporting
- Document compilation, distribution and retention

As a leader, I am a result oriented team member capable of making critical decisions with sound judgment and possess the utmost of integrity both personally and professionally.

In addition to my professional achievements, I believe strongly in taking a more visible and participatory role in the ongoing success of my community and the wellbeing of those residing within it. Given the challenges present in both the public and private sectors of our community, my professional background and desire to become more intricately involved in our local government makes me *"the"* ideal candidate for this office.

I would welcome the opportunity to meet with you to further discuss this position. Thank you so much for your time and consideration and I look forward to hearing from you in the very near future.

ALAN HEARNE

OBJECTIVE

To secure a challenging, growth oriented position in the areas of Financial Management and Accounting commensurate with my qualifications and desire to excel.

SUMMARY OF QUALIFICATIONS

20 years of progressive hands on experience in combination with specialized training and formal education has resulted in the corresponding expertise in the areas of financial and administrative management. I am a detailed, goal-oriented individual who possesses exemplary technical and supervisory skills. I am well organized, creative in problem resolution, make critical decisions with sound judgment and am capable of proactively achieving departmental and corporate objectives with the utmost of integrity.

PROFESSIONAL EXPERIENCE

ETCO Homes, Inc. / ETCO Investments, LLC – Beverly Hills, CA
Controller & Chief Financial Officer 05/04 – Present
The Etco group of companies consists of 4 joint ventures, 22 wholly-owned LLC's and 2 corporate entities with annual revenues of approximately $50M. Responsibilities for this position include:

- Development and implementation of an immediate corporate restructure and subsequent growth strategy integrating all areas of management to include sales and marketing, policy and procedures, product development, balance sheet management, profitability, accounting, financial stability and overall corporate governance.
- Maintenance of all joint venture, lender, investor subcontractor, legal, title & escrow relations.
- Extensive multi-company general ledger, individual and consolidated financial statements, A/P, A/R, billing, construction draws, job cost/WIP, development and management of corporate budget, cash flow, insurance, and payroll as well as employee benefits for 50 staff members.
- Analyze financial results and provide input on feasibility of acquisition and development potential as well as corporate direction alternatives.
- Joint Venture fund accounting, capital allocations and partnership reporting.
- Assist with management and directing of all operations including sales, project management, property management and construction.
- Assist with issues relating to planning and community participation by and between the organization and various local municipalities (Los Angeles, Riverside, Orange and San Bernardino Counties).
- Coordinate processing efforts for all D.R.E. requirements through various title companies in connection with State Law.
- Coordination of escrow closings, internal/external commission remuneration and customer service matters.
- Solely responsible for the restructuring efforts within accounting and complete financial stability by way of loan and job cost reconciliations, cash flow projections, assuring currency of subcontractor payables and attaining additional financing on pre-sold homes through a variety of lenders.
- Corporate MIS & software implementation, training and updates.
- Joint oversight of 400,000 square feet of office and retail space, CAM/Tax calculations, rent rolls and management of internal/external property management staff.
- Supervise, train and motivate 6 professional staff members.

BROOKSIDE HOMES CORPORATION – Dallas, Texas
Controller & Chief Financial Officer 03/98 – 04/02

- Assisted in the development and implementation of an aggressive corporate growth strategy for this Not-For-Profit agency, integrating all areas of management to include sales and marketing policies, product development, balance sheet management, and profitability.
- Analysis of potential acquisitions and developments to include market studies, projection of costs, revenues, and equity requirements
- Enhanced working knowledge of partnership, joint venture, real estate/construction loan and management agreements,
- Assist with management and directing of all operations including sales, project management, property management, construction, and Title I and Title VI remedial education programs.
- Maintenance of all lender, community, political, contractor/subcontractor and investor relations
- Extensive multi-company general ledger, individual and consolidated financial statements, A/P, A/R, billing, construction draws, job cost/WIP, management of corporate budget, cash flow, insurance, and payroll for 140 staff members.
- Review and analysis of all financial data with formal reports to partners and project investors as well as audit prep and coordination and ongoing interface with corporate / partnership accountants and auditors.
- Successfully reduced operational spending by $360,000.00 during first year of employment, attained $150,000.00 in additional grant income, and effectively reduced accounting staff by 5.5 employees.
- Supervised 6 internal staff members with joint oversight responsibility for 140 persons.

LOWELL HOMES, INC. – Miami, Fl
Vice President and Chief Financial Officer 05/94 – 03/98

- Developed and administered an adequate plan for the overall control of operations for this $80M residential builder and developer. Directly responsible for all financial and administrative matters to include:
- Analysis of all potential acquisitions and developments including feasibility studies, hard and soft cost projections, cash flow, and equity requirements.
- Drafting of all partnership, joint venture, developer, and construction loan agreements in additional to HOA documents, and a variety of other legally binding contracts.
- Inventory control and analysis of all time and material as well as fixed price contracts, property and equipment lease negotiations, MIS, and facilities management.
- Extensive multi-company general ledger, individual and consolidated financial statements, A/P, A/R, job cost, budget management, cash flow, and insurance to include employee benefit administration.
- Supervised and trained 4 supervisory staff with direct responsibility for staff of 19 persons.

MARBLE INTERNATIONAL / CACHE PROPERTIES, INC. - Newport Beach, CA
Controller, Finance and Administration 03/84-05/94

- Successfully developed and implemented a growth oriented business plan and enhanced operating procedures for this $18M tile and marble subcontractor, retailer, fabricator, and installer. Directly responsible for all accounting and administrative matters including retail / wholesale and marketing efforts.
- Importing/exporting of goods, inventory, job cost and analysis on all time and material as well as fixed price contracts.
- Preparation of weekly, monthly and YTD divisional and consolidated financial statements, extensive general ledger, quarterly and annual budget and projections, cash flow, payroll, A/P, A/R, billing, and insurance including employee benefits.
- General and international banking, property and equipment lease negotiations, facilities management, and corporate MIS requirements.
- Operational involvement with development of 27,000 s/f corporate office building, construction accounting, property management, debtor hearing, judgments and lien releases.
- Instrumental in the selection and implementation of network computer conversion, and expanding the company's growth and marketplace advancement by increasing revenues and direct profit by 185%.
- Supervised and trained 5 supervisory staff with direct responsibility for staff of 36.

COMPUTER KNOWLEDGE

- Excel, MS Word, Lotus, JD Edwards, Novell, BMS, Budgetrac, Accpac, Dac-Easy, Great Plains, Timberline, Solomon, American Contractors

EDUCATION

- B.S. Business with Accounting Major, Western Washington S.U., 1984
- Course Work in Finance and Insurance, SW Dealer Services, 1996
- Certified Private Pilot and Member A.O.P.A.
- California Notary Public

REFERENCES

Exceptional personal and professional references available upon request.