

# **Sustainable Burbank Commission**

## Application Form

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### Profile

Robin \_\_\_\_\_ Gemmill \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

Burbank \_\_\_\_\_ CA \_\_\_\_\_ 91501 \_\_\_\_\_  
City State Postal Code

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Primary Phone Alternate Phone

Retired \_\_\_\_\_ Clinical Nurse Specialist \_\_\_\_\_ Registered Nurse \_\_\_\_\_  
Employer Job Title Occupation

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### Which Boards would you like to apply for?

\_\_\_\_\_  
Sustainable Burbank Commission: Submitted

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### Length of time as a Burbank Resident:

\_\_\_\_\_  
35 years

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### Burbank Registered Voter?

\_\_\_\_\_  
 Yes  No

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### Interests & Experiences

Please tell us about yourself and why you want to serve.

## Why are you interested in serving on a board, commission or committee?

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I am the current Chair of the Sustainable Burbank Commission. Over the last 4 years on the Commission, I have had the privilege of working along side some very talented knowledgeable individuals. The highlight of this current tenure has been updating 2013 GGRP goals including advocating for a Sustainability Coordinator. We now have a very talented Sustainability Officer who has been partnering with us on a variety of initiatives/ordinances. Additionally, the Community Engagement Outreach Subcommittee just launched our first Sustainable Community Education event, Water Conservation, Native Planting and Eco-Resource Fair. It was a fabulous beginning. We have several more events planned for 2023. I would like to 1) continue to working on upcoming Community Educational Outreach Events, 2) complete the Plastics Ordinance collaborative review/approval process with city staff, 3)work with city staff on updating the City Master Tree Plan, 4) support a local ordinance for banning gas powered garden equipment, 5) continue working with Burbank Community Garden Steering Committee on opening the Hollywood Way/Clark Garden, and 6) update the 2008 Sustainable Action Plan.

## Education

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Masters of Science in Nursing

## Additional Pertinent Courses or Training

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University of California Cooperative Extension Master Gardener since 2016

## Other Pertinent Skills, Experience or Interests

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I am currently working with BUSD Sustainable Education Action Committee (SEAC) as a Master Gardener. I am supporting their efforts to replace asphalt/concrete school grounds with natural green space in support of environmental curriculum and mental health wellness, through a BUSD/ TreePeople CalFire Planning Grant Application submitted for 8 of our schools in the district. If the grant is approved, each school would get a \$100K to design and plan for greening the school grounds.

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Upload a Resume

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## Community Involvement

### Specify current or prior service on a City Board, Commission or Committee:

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Current Chair of the Sustainable Burbank Commission Traffic Commission

### List Community activities in which you are involved:

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UCCE Master Gardener President Elect of the Burbank Valley Garden Club Member of Eco-Council Member of the Burbank Community Garden Steering Committee

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

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No

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## Conflict of Interest

**Conflict of Interest:**

**Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?**

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Yes  No

**If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)**

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**AB 1234 Training**

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

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**First Choice**

**FIRST choice for Board/Commission/Committee appointment:**

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Sustainable Burbank Commission

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

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I bring Master Gardener experience, teaching basic gardening classes, organizing/implementing garden/environmental related programs, establishing school and community gardens, and supporting grant writing activities. As a retired Clinical Nurse Specialist with a Public Health Certificate I am very concerned about the new research demonstrating a significant impact of climate change on community health. Especially among our vulnerable residents, residents of color, seniors and children. We need to do more to adapt community resources to prevent health related emergencies during extreme heat events during the upcoming summer months.

**What are your goals in serving on this Board/Commission/Committee?**

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Continue working with city staff, City Council and community partners to build community resilience by encouraging residents to take positive individual and/or collective action to adapt or mitigate the impact of climate change. Specific goals, refer to interests section.

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**Second Choice**

**SECOND choice for Board/Commission/Committee appointment:**

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**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

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**What are your goals in serving on this Board/Commission/Committee?**

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### **Supplemental Questions**

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### **Acknowledgement**

**Acknowledgment No. 1 - General**

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I Agree

## Application Form

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### Profile

Limor - Zimskind  
First Name Middle Initial Last Name

[REDACTED]  
Email Address

[REDACTED] Hampton Rd  
Home Address Suite or Apt

Burbank CA 91504  
City State Postal Code

Mobile [REDACTED]  
Primary Phone Alternate Phone

Datalink Partners President Researcher  
Employer Job Title Occupation

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### Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

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### Length of time as a Burbank Resident:

12 years

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### Burbank Registered Voter?

Yes  No

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### Interests & Experiences

Please tell us about yourself and why you want to serve.

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### Why are you interested in serving on a board, commission or committee?

I believe in giving back to one's community. I have served as a member of the Sustainable Burbank Commission since 2017 and would like to continue as a Commissioner and help strengthen the role of the Commission and support sustainable causes in the city of Burbank.

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### Education

BA: UC Berkeley, Anthropology (1994) MA: UCLA: Near Eastern Language and Cultures (1998) MPP (Masters in Public Policy): UCLA (2002)

## Additional Pertinent Courses or Training

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MPP focused on regional economics and sustainability. Received an Irvine Foundation Fellowship for the Sustainable Communities Leadership Program. Have policy and regional development background; ArcGIS mapping and strong statistical experience; years' experience with developing and tracking indicators for community well-being; developing logic models and strategic planning.

## Other Pertinent Skills, Experience or Interests

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Past Chair of Sustainable Burbank Commission. Effective communicator and team player and leader. Experience with community engagement. I feel so fortunate to reside in Burbank and want to do my part to make this place the best it can be!

[Upload a Resume](#)

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## Community Involvement

### Specify current or prior service on a City Board, Commission or Committee:

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Commissioner on Sustainable Burbank Commission since 2017. Past chair.

### List Community activities in which you are involved:

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Burbank Temple Emanu El (BTEE) Co-President; Jefferson Elementary School Site Council Member; Muir Middle School Site Council Member; Leadership Burbank (Class of 2017)

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

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None.

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## Conflict of Interest

### Conflict of Interest:

**Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?**

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Yes  No

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## AB 1234 Training

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### First Choice

**FIRST choice for Board/Commission/Committee appointment:**

Sustainable Burbank Commission

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

Academic: Background in Regional Planning; Sustainable Communities Leadership Program Fellow (2000) Professional: Orange County Transportation Authority-- work on transportation metrics to support their strategic plan (car, public transportation, pedestrian, bike, etc.); Counties of Riverside and San Bernardino-- develop annual Community Indicators Report, which analyzes indicators to track and compare community health and well-being, such as environmental, economic, physical, education, and housing. I have extensive experience with community engagement and communication.

**What are your goals in serving on this Board/Commission/Committee?**

Assist our community in achieving the goals laid out in its sustainability plan. Contribute my professional expertise to improving the lives of those who live and work in Burbank.

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### Second Choice

**SECOND choice for Board/Commission/Committee appointment:**

N/A

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

N/A

**What are your goals in serving on this Board/Commission/Committee?**

N/A

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### Supplemental Questions

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### Acknowledgement



**Acknowledgment No. 1 - General**

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I Agree



# LIMOR ZIMSKIND MA, MPP

✉ [Redacted]

☎ [Redacted]

📍 [Redacted] Griffith Park Blvd., [Redacted]  
Los Angeles, CA 90039

## SKILLS SUMMARY

- Systems change evaluation
- Quantitative and qualitative data collection methods, including surveys, interviews, and focus groups
- Statistical methodology and analysis
- Data visualization and mapping
- Community needs assessment and service gap analysis
- Strategic planning and performance measurement

## AREAS OF EXPERTISE

Experience across social policy and programming domains, including:

- Early Childhood Systems and Supports
- Workforce and Economic Development
- PreK–12 and Postsecondary Education
- Poverty and Economic Stability
- Housing and Homelessness
- Transportation/Transit

## PERSONAL PROFILE

Specialization in planning and evaluation consulting to public and nonprofit agencies. Primary areas of focus include: formative evaluations to improve program effectiveness and document outcomes; developing evaluation tools, including surveys and focus group protocols; qualitative and quantitative data analysis (strong proficiency in Excel and SPSS), data visualization and reporting; developing reports to track key community indicators; developing logic models to document and track program outcomes; mapping capabilities through ArcGIS software; developing data collection protocols to ensure consistency and confidentiality in data collection; coordinating and developing annual reports; and strategic planning.

## SELECT WORK EXPERIENCE

### PRESIDENT, DATALINK PARTNERS, 2006- PRESENT

**First 5 Orange County, Orange County, CA (2006-present).** Coordinate, develop, and implement strategic evaluations for ECE, development, and health programs. Create maps using GIS software. Develop data collection tools, including surveys and focus group protocols. Analyze and develop content for Annual Report to First 5 California; thought partner on implementation and measurement of strategic plan metrics; support all aspects of Early Development Index, including implementation and analysis.

**County of San Bernardino, San Bernardino, California (2011-2021).** Communication, research, writing and indicator development for annual Community Indicators Report for San Bernardino County (under subcontract to Parsons Consulting).

### First 5 Los Angeles—Multiple contracts including:

- *Data Driven Leadership* (2020-2021): Supported increased use of administrative data collected and stored in iPinwheel among QSLA Leaders and Committees.
- *Pathways to Progress* (2020): Supported the development of inaugural report to track progress made towards First 5 LA Strategic Plan. Provided GIS mapping, analysis, and content support.
- *First 5 Annual Report* (2017; 2018; 2022): Coordinated and completed Annual Report to the First 5 California Commission.
- *Developmental Screening Scan Project* (2015-2016): Conducted scan of the early identification and intervention system in Los Angeles County.
- *Community Opportunities Fund (COF) Evaluation* (2012-2013): Developed and implemented evaluation plan that assesses success of \$13 million initiative.

## SELECT WORK EXPERIENCE (CONTINUED)

**Orange County United Way (2013-present).** Assist in development of a multivariate composite index to measure family economic security at the neighborhood level. Create maps for index using GIS software (under subcontract to Parsons Consulting).

**Dairy Council of California (2017-present).** Evaluate DCC's Shaping Up My Choices and Physical Education Nutrition programs; develop organizational logic model, including outcomes, measures, and data collection tools; provide on-call evaluation support.

**Orange County Transportation Mobility Indicators Report (2014-2015 and 2017-2018; 2020-2021).** Development of indicators report for the OCTA. Services included report framing, indicator selection, data acquisition, analysis, and narrative development.

**California Children & Families Foundation (2019-2020).** Developed white paper to examine ways Kindergarten Readiness Inventories have been employed by California counties and other states, making the case for their use across California, to improve school outcomes and direct funding for early childhood programs. Scope included developing interview protocols and interviewing policy makers and First 5 executive staff across the state, conducting literature review, and developing draft report.

**California Healthcare Foundation, Reproductive Psychiatry eConsult Pilot (2017-2019).** Developed and implemented evaluation to assess success of pilot project that aims to improve psychiatric care during pregnancy and to postpartum women with serious, persistent mental illness who are served by the Los Angeles County Departments of Mental Health, Health Services, and Public Health. Scope included development of evaluation plan, interviews with clinic champions, surveys with project participants, analyzing data and writing up report.

**United Way of Greater Los Angeles (2018).** Los Angeles Regional Coalition for Linked Learning evaluation. Scope included development of evaluation plan, interviews and focus group with LARCLL partners, analyzing data and writing up report.

**Jamboree Housing Corporation (2014-2015).** Assisted in development of agency's strategic plan. Facilitated planning meetings with agency staff, developed logic model, theory of change and evaluation plan for agency (under subcontract to Focali Consulting).

**Pretend City Children's Museum—Good to Go from Head to Toe! (2008-2014).** Developed data collection tools, including surveys and focus group protocols. Coordinated and developed annual evaluation reports.

### CHILD 360 (FORMERLY LAUP), RESEARCH ANALYST, 2005-2006

Developed and implemented evaluation plans assessing the performance and outcomes of individual departments and the agency as whole. Created logic models, surveys and tools to support evaluation. Provided feedback on progress to ensure continuous quality improvement (CQI).

## EDUCATION

*UNIVERSITY OF CALIFORNIA - LOS ANGELES, 2002*

Master of Public Policy

*UNIVERSITY OF CALIFORNIA - LOS ANGELES, 1998*

Master of Arts, Near Eastern Languages and Cultures

*UNIVERSITY OF CALIFORNIA - BERKELEY, 1994*

Bachelor of Arts, Anthropology

## TECHNICAL PROFICIENCIES

- ArcGIS (desktop and web-based)
- SPSS Statistical Software
- Microsoft Office suite, including data analysis extensions in Excel
- Google suite, including Forms, Sheets, Jamboard, and Docs
- SharePoint / Teams, Smartsheet and Monday.com collaborative systems
- Survey Monkey and Google Forms
- Canva
- Mailchimp email platform

## SELECT WORK EXPERIENCE (CONTINUED)

### UCLA CENTER FOR HEALTHIER CHILDREN, FAMILIES & COMMUNITIES, EVALUATION TECHNICAL ASSISTANCE COACH, 2002-2005

Coordinated statewide evaluation for Orange, San Luis Obispo, Santa Barbara, and Ventura counties and reported back progress and outcomes to the state. Developed presentations and presented evaluation design and ongoing evaluation results to multiple audiences, including First 5 Commissioners, county staff, community partners, and kindergarten teachers and principals involved with First 5 California. Trained program staff to use statewide evaluation tools, including the web-based statewide evaluation data system, to support management and local evaluations.

### POLICYLINK, JAMES IRVINE SUMMER FELLOW, 2001

Developed indicator “tools” for on-line toolkit Beyond Gentrification: Tools for Equitable Development for enacting Living Wage provisions, Brownfields cleanup and redevelopment, and Just Cause eviction. Work entailed research on feasible options to address the issue—including interviews with practitioners regarding best practices, policy alternatives, and community involvement—and policy analysis and recommendations.

## SELECT WORK PRODUCTS

**Family Financial Stability Index.** Annually, 2013-2022. Prepared for the Orange County United Way.

**Pathway to Progress: Indicators of Young Child Well-being in Los Angeles County.** August 2020. Prepared for First 5 LA.

**Readying our State: How Kindergarten Readiness Inventories Can Benefit California.** March 2020. Prepared for the First 5 Center for Children’s Policy.

**Help Me Grow Orange County Three Year Report (2016 through 2019).** March 2020. Prepared for First 5 Orange County.

**Orange County Mobility Indicators Report.** Tri-annually, 2014, 2017, 2020. Prepared for the Orange County Transportation Authority.

**San Bernardino County Community Indicators Report.** Annually, 2010-2021. Prepared for the County of San Bernardino, California.

**Reproductive Psychiatry eConsult Pilot for Perinatal Women with Serious Persistent Mental Illness in LA County.** 2019. Prepared for the California Health Care Foundation.

**Los Angeles Regional Coalition for Linked Learning Evaluation Report.** 2018. Prepared for United Way of Greater Los Angeles.

**License-exempt Provider Outreach Project Evaluation: Family, Friends, and Neighbor Care Report.** 2016. Prepared for the Child Care Resource Center.

## Application Form

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### Profile

Prefix \_\_\_\_\_ Charles \_\_\_\_\_ L \_\_\_\_\_ Wilson \_\_\_\_\_  
First Name Middle Initial Last Name

██  
Email Address

██████ N. Orchard Drive \_\_\_\_\_  
Home Address Suite or Apt

Burbank \_\_\_\_\_ CA \_\_\_\_\_ 91506 \_\_\_\_\_  
City State Postal Code

Mobile ██  
Primary Phone Alternate Phone

BDO USA LLP \_\_\_\_\_ Senior Manager \_\_\_\_\_ Commercial Real Estate  
Employer Job Title Occupation  
Advisory

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### Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

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### Length of time as a Burbank Resident:

20 years

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### Burbank Registered Voter?

Yes  No

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### Interests & Experiences

Please tell us about yourself and why you want to serve.

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### Why are you interested in serving on a board, commission or committee?

I have been employed as a public servant for the past 14 years, and the private real estate sector for the past 5 years, but I have been giving back to communities all of my life. During primary and secondary school ages, my parents had me engaged in various community matters from supporting campaigns of local candidates to being an active member of local community organizations. As an adult I have been supportive of organizations advocating for various disenfranchised groups. For years I have been looking for way to serve my community of residence, and I feel this is a fitting position and time to serve.

## Education

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MASTER OF BUSINESS ADMINISTRATION, California State University, Long Beach  
CERTIFICATE IN BUSINESS STUDIES, University of California, Los Angeles  
BACHELOR OF SCIENCE ELECTRICAL ENGINEERING, California State University, Long Beach

## Additional Pertinent Courses or Training

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various (see professional background attachment)

## Other Pertinent Skills, Experience or Interests

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various (see professional background attachment for details)

[Upload a Resume](#)

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## Community Involvement

### Specify current or prior service on a City Board, Commission or Committee:

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This will be my second time serving on a City Board, Commission or Committee. I've served on the Community Development Goals Committee for the past 4 years.

### List Community activities in which you are involved:

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Recently I have been involved in children advocacy community activities in other locales, but this position will be my first community activity in the City of Burbank. (see professional background attachment for details)

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

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N/A

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## Conflict of Interest

### Conflict of Interest:

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Yes  No

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## **AB 1234 Training**

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## **First Choice**

**FIRST choice for Board/Commission/Committee appointment:**

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Sustainable Burbank Commission

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

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I have a multifaceted background spanning professional and entrepreneurial experience in the real estate, digital media, themed entertainment, music and aerospace industries. Since 2003, he has been providing advisory services to small and medium sized enterprises seeking to maximize the full potential of their real estate investments. For the past thirteen years I have been employed as a Deputy Assessor in Los Angeles County; the last eleven of which has been with the Major Real Property Division, with his tenure split between the Special Commercial and Possessory Interest Sections. My advisory and valuation experience spans a wide variety of small, large and complex projects including some of the most intricate and highly valued commercial properties within the State of California up to \$200+ million in value. I am well versed in the analysis and valuation of hotels, shopping centers, and residential mixed use developments; with additional experience in office, industrial, residential and land property types. I have a Master of Business Administration degree from California State University Long Beach where his studies emphasized the sustainability of business organizations. I also hold a Bachelor of Science Degree in Electrical Engineering from California State University Long Beach. Additionally, I have extensive professional studies in real estate valuation, finance and investment analysis through my Certificate in Business Studies from the University of California Los Angeles, and my MAI designation with the Appraisal Institute. I am a certified general real estate appraiser, real estate broker, advanced certified property tax appraiser , certified green building professional, and certified in hotel analytics. I am a MAI designated member of the Appraisal Institute, and also hold memberships with the International Council of Shopping Centers, the Urban Land Institute, Southern California Association of Non Profit Housing, the Asian American Hotel Owners Association, and the Orange County Association of Realtors.

**What are your goals in serving on this Board/Commission/Committee?**

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I seek to utilize my background and experience to serve and add value to the Sustainable Burbank Commission in the best manner possible.

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## **Second Choice**

**SECOND choice for Board/Commission/Committee appointment:**

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**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

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**What are your goals in serving on this Board/Commission/Committee?**

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### **Supplemental Questions**

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### **Acknowledgements**

**Acknowledgment No. 1 - General**

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I Agree

**Acknowledgement No. 2 - City of Burbank COVID-19 Vaccination Policy**

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**I have read the City of Burbank Covid-19 Vaccination Policy and hereby agree to provide proof of vaccination or either a medical or religious exemption form. Upon receipt of the application City Clerk's Office staff will contact me with further instruction. Vaccination documentation will not be disclosable to the public.**

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I Agree





## Professional Qualifications



### Charles L. Wilson, MAI

Mr. Wilson focuses on commercial real estate valuation and advisory of institutional and SME real property throughout the USA. He has 20 years of professional experience providing financial reporting valuation, portfolio valuation, appraisal review, valuation management, dispute resolution, litigation support, and due diligence services.

clwilson@bdo.com

Direct: [REDACTED]

Mobile: [REDACTED]

[REDACTED] South Flower Street

Los Angeles, CA 90071

Tel: [REDACTED]

Fax: [REDACTED]

[www.bdo.com](http://www.bdo.com)

#### CURRENT ROLE:

**BDO -December 2021 to Present.**

Senior Manager | Real Estate Practice  
Valuation & Business Analytics

Mr. Wilson's responsibilities include valuation and advisory assignments regarding individual properties and portfolios for financial reporting, lending, estate planning, gifting, partnership issues, eminent domain, purchase price allocations, ad valorem taxation, litigation support, public offerings, and portfolio analysis.

#### EXPERIENCE:

Mr. Wilson has provided valuation and consulting services in all major commercial real estate asset classes including multifamily, retail, office, and industrial property types. His areas of specialization include hospitality, shopping center, student housing and manufactured housing property types.

#### PRIOR EMPLOYMENT

***Houlihan Lokey - August 2021 to December 2021***

Senior Associate | Real Estate Valuation & Advisory Services

***Altus Group - September 2018 to July 2018***

Senior Consultant | Altus Global Analytics - Real Estate Valuation & Advisory Services

***Los Angeles County - Office of the Assessor - August 2004 to August 2018***

Deputy Assessor | Major Real Property Division

***Triwes Mortgage - January 2002 to July 2004***

Mortgage Consultant



## PROFESSIONAL DESIGNATIONS/AFFILIATIONS

Member: MAI Designated Member of the Appraisal Institute  
Candidate Member of the CCIM Institute  
Urban Land Institute  
International Council of Shopping Centers

## LICENSED

California Certified General Real Estate Appraiser: AG 041565

## EDUCATION

M.B.A., California State University Long Beach  
B.S., Electrical Engineering, California State University Long Beach



**Charles L. Wilson, MAI**

### **Notable Engagements**

LA Stadium Company on behalf of Gibson, Dunn and Crutcher, LLP – Real Property Tax Consultation: Real property tax assessment consultation on stadium new construction including strategizing on assessment process and review of assessment valuation by third party appraisal firm.

Oaktree Capital Management Company on behalf of Altus Group (Real Estate Income Fund and Real Estate Investment Trust) – Portfolio Valuation: Quarterly valuation and valuation management of two nationwide institutional portfolio. 27 apartment, 6 office and 2 industrial assets, including 6 apartments undergoing value-add renovated investment strategies. For use in financial reporting purposes.

James Campbell Company LLC on behalf of Altus Group – Portfolio Valuation: Annual valuation management of nationwide institutional portfolio. 82 industrial, office, retail, hotel, and ground lease assets. Engagement included asset management market summary and analytics presentation of the entire portfolio. For use in financial reporting purposes.

Crow Holdings on behalf of Altus Group – Portfolio Valuation: Quarterly valuation of nationwide institutional portfolio assets. 26 real estate assets including student, manufactured and senior housing, hotel, office and car wash property types. The 9 manufactured housing assets were undergoing value-add repositioning investment strategies. For use in financial reporting purposes.

Whitman Peterson LLC on behalf of Altus Group – Portfolio Valuation: Quarterly valuation of nationwide institutional portfolio. 21 hotels within the full, select, limited and glamping service classes. For use in financial reporting purposes.

Nuveen/TIAA on behalf of Altus Group – Portfolio and Acquisition Valuation: Annual and quarterly valuation of nationwide institutional portfolio assets. 9 student housing, 3 office and 4 commercial land assets. For use in financial reporting purposes.

Arizona State Retirement System on behalf of Altus Group – Portfolio Valuation: Annual and quarterly valuation of nationwide institutional portfolio assets. 10 industrial, office, hotel, and residential/commercial tract development assets. For use in financial reporting purposes.

### **Notable Presentations**

"Considerations in the Assessment of High-Performance Buildings"  
Office of the Assessor In-Service Training, Los Angeles County, CA – December 2015  
California Assessors' Association 113th Annual Conference, San Mateo, CA – October 2015

"The Real Property Appraisal Profession"  
University of California Extension, Los Angeles, CA – March 2014

"Los Angeles County Real Property Assessment Practices"  
Society of Chief Appraisers Fall Meeting, Los Angeles, CA – November 2011  
Sotheby's International Realty - Los Feliz Brokerage, Los Angeles, CA – October 2010

"Grand Avenue Project Development, Los Angeles"  
Office of the Assessor In-Service Training, Los Angeles County, CA – January 2008

"The Valuation of Residential Rehabs"  
Office of the Assessor In-Service Training, Los Angeles County, CA – January 2006

## Application Form

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### Profile

Kenzie

First Name

Bond

Middle Initial

Last Name

[REDACTED]

Email Address

[REDACTED] N Parish Pl.

Home Address

Suite or Apt

Burbank

City

CA

State

91504

Postal Code

Mobile: [REDACTED]

Primary Phone

Alternate Phone

RethinkED

Employer

Director of Account Management

Job Title

Ed Tech

Occupation

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### Which Boards would you like to apply for?

Police Commission: Submitted

Sustainable Burbank Commission: Submitted

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### Length of time as a Burbank Resident:

1 year

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### Burbank Registered Voter?

Yes  No

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### Interests & Experiences

Please tell us about yourself and why you want to serve.

---

### Why are you interested in serving on a board, commission or committee?

As a resident of this city, I am deeply invested in its growth and development, and I believe that my skills and experience would be a valuable asset to the committee. I am particularly interested in issues related to sustainability, community policing, and affordable housing, and I believe that these are all important areas of focus for the city as it continues to grow and evolve.

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### Education

Doctorate in Education Administration M. Ed. Bachelor of Science in Criminal Justice

**Additional Pertinent Courses or Training**

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**Other Pertinent Skills, Experience or Interests**

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Upload a Resume

---

**Community Involvement**

**Specify current or prior service on a City Board, Commission or Committee:**

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None at this time, looking to obtain experience

**List Community activities in which you are involved:**

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None at this time, looking to become more involved

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

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NA

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**Conflict of Interest**

**Conflict of Interest:**

**Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?**

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Yes  No

**If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission’s Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)**

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## **AB 1234 Training**

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

---

### **First Choice**

#### **FIRST choice for Board/Commission/Committee appointment:**

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Police Commission

#### **Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

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Undergraduate degree in Criminal Justice and decade of professional experience in the criminal justice sector.

#### **What are your goals in serving on this Board/Commission/Committee?**

---

Increase transparency and accountability in the Burbank Police Department: The commission could work to ensure that the public has access to information about police practices, policies, and incidents. This could include advocating for body cameras for police officers, creating a system for civilian oversight of police misconduct investigations, and promoting transparency in the department's budget and spending. Build community trust and improve police-community relations: The commission could work to establish positive relationships between the police and the community they serve. This could include promoting community policing practices, organizing community events that bring together police officers and community members, and advocating for policies that prioritize the safety and well-being of all members of the community. Address issues of bias and discrimination in policing: The commission could work to identify and address any biases or discriminatory practices within the police department. This could include promoting implicit bias training for police officers, advocating for the use of non-discriminatory policing practices, and ensuring that the department has a diverse workforce that reflects the diversity of the community. Review and make recommendations for police policies and practices: The commission could review the department's policies and practices to ensure they align with best practices and community needs. This could include reviewing use of force policies, ensuring that the department is using evidence-based policing practices, and working to ensure that the department's policies and practices are fair and equitable. Improve communication and collaboration between the police department and the commission: The commission could work to improve communication and collaboration between the police department and the commission. This could include regular meetings with the police chief and other department leaders, creating channels for community members to share concerns and feedback with the commission, and promoting transparency and accountability in all interactions between the department and the commission.

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### **Second Choice**

#### **SECOND choice for Board/Commission/Committee appointment:**

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Sustainable Burbank

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

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**What are your goals in serving on this Board/Commission/Committee?**

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Develop and implement strategies to reduce the city's carbon footprint: Work with city officials, businesses, and residents to identify and implement measures to reduce greenhouse gas emissions, such as increasing renewable energy use, promoting energy-efficient buildings, and encouraging alternative transportation options. Advocate for sustainable policies and practices: Raise awareness and promote sustainable practices in the community through education, outreach, and collaboration with other organizations. Encourage the adoption of policies and practices that promote environmental sustainability, such as sustainable land use, water conservation, and waste reduction. Monitor and evaluate the city's sustainability efforts: Assess the effectiveness of existing sustainability programs and initiatives, and identify areas for improvement. Evaluate the city's progress towards meeting its sustainability goals and make recommendations for new policies and programs. Foster community engagement: Build partnerships and engage with the community to promote sustainable practices and raise awareness of environmental issues. Encourage community members to take action and participate in sustainability initiatives. Support green infrastructure and open space initiatives: Advocate for the creation and maintenance of parks, greenways, and other open spaces that provide environmental and social benefits. Promote the use of green infrastructure, such as rain gardens and bioswales, to manage stormwater and improve water quality. Collaborate with other sustainability organizations: Partner with other sustainability organizations in the region to share best practices, collaborate on joint initiatives, and leverage resources. By working towards these goals, the Sustainable Burbank Commission can help promote a more sustainable future for the City of Burbank and its residents.

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## **Supplemental Questions**

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### **Acknowledgement**

#### **Acknowledgment No. 1 - General**

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I Agree

# KENZIE BOND ED.D.

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Burbank, CA 91504 • [REDACTED] • [REDACTED]

## Executive Summary

Dedicated executive leader known for revitalizing strategy to re-establish high-performing cultures valuing excellence. Expert ability to lead planning efforts that promote sustainable program development and process improvements. Analytic professional developing strategy and delivering on a vision of success for all stakeholders.

## Core Strengths

- Executive Leadership Development
- Strategic Design Facilitation
- Organizational Leadership
- Sustainable Systems & Structures Development
- Process Improvements
- Comprehensive Needs Analysis

## Professional Experience

**K12 Education Strategist, 07/2021 to 12/2022**

### Engage2Learn

- Support business development efforts and coordinate with Chief of Strategy on new and renewal initiatives. Enhance profitability by developing pipelines utilizing marketing and sales strategies, resulting in 1M+ new partnership revenue in first year.
- Prepare and implement strategic growth plans for territory based on company goals and expectations.
- Facilitate a variety of in-person and virtual events, including new business meetings, informational webinars and knowledge sharing sessions.

**Executive Coach, 07/2019 to 07/2021**

### Engage2Learn

- Facilitate both in-person and virtual Strategic Design processes, including focus groups, summits and designing the district/campus Learning Innovation Framework.
- Facilitate executive trainings & coaching, observing clients' instructional and/or leadership practices and providing constructive and supportive feedback
- Supported multiple districts with Virtual Learning Platform rollout during the COVID-19 crisis through facilitation of best practices.
- Facilitate districts in creating a unique Learning Innovation Framework utilized in the application and implementation of TEA's Blended Learning Grant Program

**Academic Support Coach, 01/2021 to Current**

### Instructional Connections LLC (Contract)

Provide high quality instructional support for multiple graduate degree programs at reputable, public universities. Graduate courses supported include but are not limited to:



- The School Principal
- Managing School Leadership
- School & Community Relations
- Innovative School Leadership
- Multicultural Education for Diversity, Equity, & Inclusion

**Clinical Teacher Supervisor, 04/2020 to Current**

**Western Governors University (Contract)**

- Supervise and coach student teachers to improve their education practices and strategies.
- Communicate with student teacher, host teacher and campus administration routinely.
- Provide timely and constructive feedback on clinical teaching assignment to all parties.
- Ensure all activities and documentation are completed in accordance with state certification regulations/policies.

**High School Principal, 07/2015 to 06/2019**

**Snook Independent School District – Snook, TX**

- Led campus from multi-year "*Improvement Required*" status to "*Met Standard*" with three Distinctions (Math, Science & Student Progress) in one year; achieved success in year in which passing standards increased, along with new inclusion of STAAR-A in accountability ratings
- Created Accelerated Learning Center designed to meet needs of students at risk of dropping out; program allowed multiple students who would have otherwise not graduated to graduate in operation's first year
- Identified significant racial disparities in discipline incidents and exclusionary consequences for prior years; created new processes including comprehensive campus behavior management program which reduced serious and/or disruptive behavior and exclusionary consequences assigned by 50%
- Designed and implemented first-ever special education instructional model which doubled STAAR passing percentage for students receiving special education services
- Partnered with outside entities to provide adult continuing education classes and ongoing series of parent seminars by nationally recognized psychologist/author; efforts increased community & parental engagement
- Facilitated clinical learning agreement between Texas A&M University Health Science Center College of Nursing and Snook Independent School District for 2018-19 school year

**Assistant Principal, 08/2012 to 06/2015**

**Brazosport Independent School District – Clute, TX**

- Created comprehensive campus Behavior RTI program designed to reduce serious or disruptive behavior and to re-integrate students returning from DAEP to their home campus, resulting in 40% decrease of behavior-related incidents campus-wide
- Selected to present Behavior RTI program at 2014 & 2015 Texas Behavior Support Conferences, Region 4 ESC and to high-level administrators and staff
- Created program evaluation tool utilized by district to evaluate effectiveness of response to intervention, advanced academics and CTE program at each campus and accelerated

instructional programs at district alternative education campus

- Identified campus and community need for safe, supervised after-school alternatives, resulting in new partnership between school district, City of Lake Jackson and Boys & Girls Club; project funded after-school program at RMS for 2014-15 school year with enrollment reaching maximum capacity on first day
- Designed system to manage and track allegations of bullying/harassment on campus, which was adopted and integrated into administrative regulations district-wide
- Implemented new school-wide, PBIS-based rewards management system

**Secondary Teacher**, 08/2009 to 07/2012

**Brazosport Independent School District** – Clute, TX

- Trained staff, attended specialized workshops/conferences and coordinated activities to enhance parental involvement within school as 2010-12 Parental Involvement Committee Representative
- Developed reading intervention plan for eighth graders to remedy students' deficiencies in reading comprehension and meet state standards; identified and formulated plan to remedy seventh-grade math students' deficiencies in order to meet state standards
- Designed, implemented and assessed lesson planning for seventh-grade science students in accordance with district philosophy, goals and objectives

**Security Administrator**, 12/1999 to 08/2009

**Texas Department of Criminal Justice** – Huntsville, TX

- Correctional Officer (12/1999) Sergeant of Correctional Officers (02/03) Lieutenant (2004-2009)
- Supervised population of 2000+ inmates, including Youthful Offender Program consisting of offenders ages 14-18; managed team of five Sergeants and 45-60 Correctional Officers
- Nominated for State of Texas "*Unsung Heroes*" award for decisive action and leadership during large-scale riot
- Formulated training programs for staff development including verbal intervention, offender management, policy review and standard operating procedures
- Directed operational functions including response to assaults and use of force, riots, fires, suicides and medical emergencies

## **Education and Training**

**Doctorate:** Education Administration, 2015

**Texas A&M University - Commerce** - Commerce, TX

Superintendent Internship and Certification

*Research:* Perceptions of Post Secondary Education of Graduates of an Alternative School

Graduate Level Teaching Assistant for Educational Leadership Program

- Using Evaluation and Data to Improve Leadership
- Leading the Learning Community
- Using Research for Best Practice

**Master of Education:** Educational Leadership and Policy Studies, 2011

**University of Texas** - Arlington, TX  
Principal Internship and Certification

**Bachelor of Science:** Criminal Justice, 2002  
**Sam Houston State University** - Huntsville, TX

**Professional Coach Certification:** Success Coaching, 2018  
**The Coach Training Academy** - Blaine, WA

- International Coaching Federation approved (ACSTH)
- 60 hours of Coach Training + 10 hours of ICF Mentor Coaching
- Success Conversion Coaching based on the 11 Core Competencies & Ethical Standards recognized by the International Coach Federation

**Change Management Certification:** 2022  
**Acuity Institute** - Online

# Application Form

## Profile

Jenny Lynn Deahl  
 First Name Middle Initial Last Name

[Redacted]  
 Email Address

[Redacted] n Hollywood way [Redacted]  
 Home Address Suite or Apt

Burbank CA 91505  
 City State Postal Code

Home: [Redacted]  
 Primary Phone Alternate Phone

A & Z Marketing Team Leader Marketing Manager  
 Employer Job Title Occupation

## Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted  
 Police Commission: Submitted

## Length of time as a Burbank Resident:

35 years

## Burbank Registered Voter?

Yes  No

## Interests & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board, commission or committee?

I am interested in the Sustainable Burbank Commission because I have lived in Burbank most of my life, I want to make a impact in the city I love. I have served on many boards and I am comfortable in this capacity. I also like to work closely with council to make suggestions for he god of our city in the area of Sustainability.

## Education

Although I did not graduate college I have been in leadership roles my whole life. I have ran two successful businesses in Burbank.

## Additional Pertinent Courses or Training

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I have a finance background and understand how to educate businesses in their finances. I am licensed in Long Term Care and Life and Health insurance in 2 states

## Other Pertinent Skills, Experience or Interests

---

I have sat on many school committees for the Burbank school district . These include Site Council President, Booster vice President. I also started the Valet Program at Roosevelt Elementary. I was also on the Magnolia Park Merchant board for 6 years. I am currently a ambassador for the Martial Arts History Museum in Burbank.

Upload a Resume

---

## Community Involvement

### Specify current or prior service on a City Board, Commission or Committee:

---

I am currently serving on the Sustainable Burbank Commission,

### List Community activities in which you are involved:

---

I am a Member of the Burbank Noon Rotary. I help with many activities and events for the Martial Arts History Museum in Burbank where I serve as a Ambassador.

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

---

No relation

---

## Conflict of Interest

### Conflict of Interest:

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---

Yes  No

**If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)**

---

## AB 1234 Training

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---

### First Choice

**FIRST choice for Board/Commission/Committee appointment:**

Sustainable Burbank Commission

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

I am very very good at being on committees and I have served on many> I will go the extra mile to make sure that I serve my commission to the best of my ability. I want to have perfect attendance so I can be able to vote on important matters that need attention.

**What are your goals in serving on this Board/Commission/Committee?**

I want to be a voice for the commission and a advisory capacity to the City Council!

---

### Second Choice

**SECOND choice for Board/Commission/Committee appointment:**

Police Commission

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

I have always tried to be a advocate for Magnolia Park and working with the police department to increase parking and stop the theft in the district for businesses.

**What are your goals in serving on this Board/Commission/Committee?**

I want to be a voice and advocate to the Burbank Police department. I would want to work with the department to get a better handle on the recent school issues.

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### Supplemental Questions

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### Acknowledgement

**Acknowledgment No. 1 - General**

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---

I Agree

# Jenny Deahl

## Operations Manager

Burbank, CA 91505

[REDACTED]

[REDACTED]

I have been responsible for company management for the past 30 years and would be an asset to any company looking for an operations manager. I have excellent people skills and am a very fair supervisor to all employees. I am very adept at conflict resolution.

Authorized to work in the US for any employer

## Work Experience

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### Agent

New York Life – Glendale, CA

Nov. 2021 to May 2022

To set appointments with businesses and individuals to discuss their financial planning needs.

### Operations Manager

Blue Dog Ranch Burbank, CA

July 2015 to May 2021

Was responsible for but not limited to the following. Managed day to day operations, managed all employees scheduling, managed all human resources and responsibilities, was responsible for employee hiring and firing and disciplinary actions, managed all payroll, payroll reports, and payroll audits, was responsible for all workers compensation including workers compensation audit from State Fund Insurance, was responsible for all client transactions and relations, purchased all office supplies, purchased all retail products

I was solely responsible for tripling the business cash flow in the realm of day care, boarding, training, and grooming.

Was responsible for obtaining two PPP loans and a an EIDL Loan. All with total forgiveness.

### Store Manager

Peggy Wood's Pet Emporium - Burbank,

CA August 1986 to July 2015

Was responsible for but no limited to the following. Managed day to day operations, Employees scheduling, Was responsible for all product purchasing, Responsible for Sales rep communications via in-person, phone, or email., Attended numerous out of state trade shows as a company representative, Travelled to numerous out of state breeders for the purpose of purchasing well-bred dogs, Managed all customers transactions and special orders, was responsible for solving all customer issues, Worked weekly with local veterinarians, and was responsible for maintaining all vaccination records for all animals and administered vaccinations as needed.

## Education

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### Some College in Animal Husbandry

Moorpark College - Moorpark, CA



September 1984 to June 1985

## **High school diploma**

Royal High School - Simi Valley, CA

September 1980 to June 1983

## **Skills**

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- Workers' Compensation
- Purchasing
- Human Resources
- Profit & Loss
- Procurement
- Payroll
- Management
- Human Resources Management
- Employee relations
- Employee evaluation
- Employment & labor law
- Customer relationship management
- Customer service
- Customer support
- Customer retention
- Customer acquisition
- Customer segmentation
- Sales Management
- Conflict Management

## Application Form

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### Profile

Jared Cavagnuolo  
First Name Middle Initial Last Name

[REDACTED]  
Email Address

[REDACTED] N Frederic St  
Home Address Suite or Apt

Burbank CA 91505  
City State Postal Code

Mobile: [REDACTED]  
Primary Phone Alternate Phone

Scribbr Editor Editing/proofreading  
Employer Job Title Occupation

---

### Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

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### Length of time as a Burbank Resident:

2.5 years

### Burbank Registered Voter?

Yes  No

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### Interests & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board, commission or committee?

I would like to become more involved in my community in a way that will allow me to more effectively advocate for the needs and desires of residents who are often left out of conversations regarding city politics and governance, either because their personal circumstances preclude them from greater involvement or because any existing outreach efforts toward them are not effective.

### Education

I'm a former teacher with a Master's degree in Education and am currently pursuing my Master of Social Work degree with a focus on community practice. I see the values of the social work profession, including commitments to service, social justice, and respecting the dignity and worth of all people, as aligning with my motivations for serving my community.

Jared Cavagnuolo

**Additional Pertinent Courses or Training**

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**Other Pertinent Skills, Experience or Interests**

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Upload a Resume

---

**Community Involvement**

**Specify current or prior service on a City Board, Commission or Committee:**

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N/A

**List Community activities in which you are involved:**

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Frequent public commenter at City Council meetings Member of Burbank Tenants Union

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

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N/A

---

**Conflict of Interest**

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Yes  No

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---

### **First Choice**

**FIRST choice for Board/Commission/Committee appointment:**

Sustainable Burbank Commission

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

I am a volunteer for the San Fernando Valley chapter of Citizens Climate Lobby, a nationwide grassroots organization committed to supporting and advocating for legislation aimed at reducing the negative impacts of climate change and environmental injustice.

**What are your goals in serving on this Board/Commission/Committee?**

I would like to help ensure that city policies related to sustainability, conservation, and environmental protection are implemented in a way that promotes environmental justice and takes into consideration the opinions and expressed needs of communities that are most heavily burdened by pollution, climate change, and other environmental factors.

---

### **Second Choice**

**SECOND choice for Board/Commission/Committee appointment:**

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

**What are your goals in serving on this Board/Commission/Committee?**

---

### **Supplemental Questions**

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### **Acknowledgement**

**Acknowledgment No. 1 - General**

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I Agree

# JARED CAVAGNUOLO

Educator and Master of Social Work Student

• [www.linkedin.com/in/jcavagnuolo](http://www.linkedin.com/in/jcavagnuolo)

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## PROFESSIONAL SUMMARY

Through various roles in the education and non-profit sectors, I have extensive experience training and empowering emerging leaders and changemakers. Whether designing adaptable programs to meet the needs of diverse audiences or working directly with youth in their communities, I prioritize the holistic development of my clients. I am passionate about combining my collaborative problem-solving skills, innovative data-driven mindset, and dedication to social justice to equip the next generation with the tools needed to address present and future challenges.

## CORE SKILLS

**Program Development:** Initiative, Leadership, Process Assessment & Improvement, Project Development, Strategic Planning

**Youth Empowerment:** Coaching, Curriculum Development, Differentiating Instruction, Mentoring, Social & Emotional Education

**Transferable:** Collaborating, Editing & Revising, Public Speaking, Problem Solving, Researching, Team Building, Writing

## RELEVANT VOLUNTEER EXPERIENCE

San Fernando Valley Chapter Member, *Citizens Climate Lobby* Aug. 2022 - Present

- Conduct research on California lawmakers' profiles, priorities, sponsored bills, and voting records to assist with lobbying for climate and environmental justice legislation
- Meet with lawmakers and their staff to discuss legislative priorities, current and upcoming bills, and ways in which Citizens Climate Lobby can provide support
- Write Letters to the Editor for local news publications to raise public awareness of climate issues affecting Californians and recommend actions that promote conservation, sustainable practices, and environmental justice

San Fernando Valley Chapter Be SMART Lead and Elections Team Member, *Moms Demand Action California* Jun. 2022 - Present

- Train community members in Everytown for Gun Safety's *Be SMART* secure firearm storage program
- Lobby California State Senators and Assemblymembers and local lawmakers for their support of common sense legislation to reduce and prevent gun violence
- Support campaigns of Gun Sense Candidates at federal, state, and local level by calling and canvassing voters
- Engage other volunteers in election related activities and events, such as phone banks, canvasses, and chapter meetings

## RELEVANT PROFESSIONAL EXPERIENCE

MSW Intern, *Painted Brain* Sep. 2022 – Apr. 2023

- Engage clients with mental illnesses and incarceration history in social skill-building and job training activities, lead and facilitate community meetings and communal art workshops, and consult with staff, fellow interns, and clients to promote mental health advocacy at Painted Brain's peer-run community center
- Empower clients to develop and work toward achieving individualized professional and personal goals through case management and one-on-one counseling sessions under the supervision of Licensed Clinical Social Workers
- Support teachers and administrators at L.A. Conservation Corps continuation high schools by providing life coaching services for 18-24-year-old students
- Facilitate community outreach efforts by coordinating and leading free art workshops at local agencies serving vulnerable populations including unhoused persons and people with a history of mental illness and/or incarceration
- Collaborate with fellow interns to improve and expand programming through various initiatives such as drafting agency policies and creating new intern and peer support specialist training curricula

Program Director, *Move for Mind* Feb. 2021 – Sep. 2022

- Developed and oversaw all educational and community outreach programs and initiatives designed to promote running as a tool for improving mental health
- Spearheaded creation of running-based social and emotional learning program to support high school students in fostering open dialogue and reducing stigma around mental health issues
- Partnered with Fleet Feet run specialty franchises to launch innovative community running initiative consisting of monthly fun runs paired with discussions about running and mental health
- Secured support of Team Unbreakable youth mental health program to utilize and measure effects of their evidence-based curriculum with new populations of students
- Expanded Board of Directors membership by 50% through outreach, recruiting, and networking efforts

"Know the Signs" Prevention Trainer, *Sandy Hook Promise*

Nov. 2018 - May 2020

- Impacted lives of thousands of middle and high school students through interactive presentations that empowered them to prevent social isolation, violence, and suicide among adolescents
- Collaborated with project managers, program development team, and fellow trainers to develop and revise curriculum, program content, and best practices for presentations
- Directed a team in designing high school educator's guide to supplement a social isolation prevention program

Student-Athlete Coordinator, *Stamford Public Education Foundation*

Oct. 2018 - Oct. 2019

- Ensured student-athletes' academic eligibility by providing support across multiple grade levels and subject areas and collaborating with athletic director, coaches, teachers, peer tutors, and parents
- Mentored student-athletes in balancing academics and athletics, utilizing effective study habits, and developing college and career readiness skills
- Facilitated improvements in G.P.A. for 68% of academically ineligible student-athletes, 46% of whom regained eligibility, over the course of one semester

Special Education Teacher

Aug. 2009 - Jun. 2017

*Hanscom Middle School (Aug. 2015 - Jun. 2017)*

*Wilson Middle School (Aug. 2009 - Jul. 2015)*

- Fostered students' independence, resilience, and self-advocacy skills by integrating social and emotional learning opportunities into differentiated curricula
- Created highly modified curricula consisting of real-world relevant, hands-on activities to meet needs of students with severe learning and emotional disabilities
- Revamped substantially separate classroom program into more inclusive service delivery model that provided students with rigorous instruction and increased opportunities for peer collaboration

**EDUCATION & CERTIFICATIONS**

Master of Social Work (in progress): Sacred Heart University

Master of Science: Education, Simmons University

Bachelor of Arts: English, *Magna cum laude*, Haverford College

Education Specialist Instruction Credential: Moderate/Severe Disabilities, California Commission on Teacher Credentialing



## Application Form

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### Profile

Adrine

First Name

Der-Tavitian

Last Name

Middle Initial

██████████  
Email Address

██████ N Reese Pl

Home Address

Suite or Apt

Burbank

City

CA

State

91506

Postal Code

Mobile: ██████████

Primary Phone

Alternate Phone

Self

Employer

Stay at home mom

Job Title

Stay at home mom

Occupation

---

### Which Boards would you like to apply for?

Park, Recreation and Community Services Board: Submitted

Sustainable Burbank Commission: Submitted

---

### Length of time as a Burbank Resident:

2 years

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### Burbank Registered Voter?

Yes  No

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### Interests & Experiences

Please tell us about yourself and why you want to serve.

## Why are you interested in serving on a board, commission or committee?

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Hello, my name is Adrine Der-Tavitian and my family and I moved to Burbank about two years ago. In January, I decided to take a career break to become a stay at home mom to my 1.5 year old son. I've spent my career working in philanthropy and education. Most recently, I was a Senior Manager at the UCLA Anderson School of Management where I led a diverse array of programming for students, alumni and broader members of the community. Prior to Anderson, I managed relationships and fundraising efforts for the California Community Foundation and Liberty Hill Foundation. I am interested in serving on the Park, Recreation and Community Services Board or Sustainable Burbank Commission because I absolutely love living in Burbank and want to be more involved with the community here. In my short two years here, I've found Burbank to be a very friendly city with a deep sense of community. As a mother of a young child, I have found myself using many of the parks and recs facilities with my son and have seen firsthand how these programs are vital for families. I think I would bring a helpful perspective to the Board and hope to serve as a voice for other families. I have also always had an interest in government and public service. I majored in political science in college and spent a summer interning for Congressman Adam Schiff in Washington, D.C.

## Education

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I am a double Bruin, having received an MBA with a specialization in Social Impact from the UCLA Anderson School of Management in 2018 and a B.A. from UCLA with a double major in Political Science and International Development Studies in 2009.

## Additional Pertinent Courses or Training

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## Other Pertinent Skills, Experience or Interests

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Upload a Resume

---

## Community Involvement

### Specify current or prior service on a City Board, Commission or Committee:

---

I have not previously served on a City Board, Commission or Committee.

### List Community activities in which you are involved:

---

I am a member of MAEVE's Burbank Chapter. MAEVE is a non-profit organization that brings together mothers in the community to support one another and be each other's village. The organization was voted myBurbank's best non-profit this year. It's composed of an amazing group of mothers who come together for community service projects, weekly play dates at Burbank parks, educational programs and much more.

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

---

N/A

---

## Conflict of Interest

### Conflict of Interest:

Rules of law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect conflict of interest including a financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the Board, Commission or Committee to which you seek appointment?

Yes  No

If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission's Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)

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## AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

---

## First Choice

### FIRST choice for Board/Commission/Committee appointment:

---

Park, Recreation and Community Services Board

### Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

---

I believe that both my educational and career background would serve me well on the Board. My background in political science will help me navigate the procedural aspects of the Board, while my MBA will help me evaluate any proposals that have budgetary implications. I've also spent my entire career working in the non-profit and public sector, where I've worked closely with community groups and a variety of stakeholders to implement programs. I've found that it takes great listening skills and a collaborative attitude to successfully bring people together to achieve a common goal. I think these skills would serve me well on the Board. I also believe that my participation in MAEVE would be helpful for the role because so many of the members utilize the parks and rec facilities and programs, and they would be a great source of feedback.

### What are your goals in serving on this Board/Commission/Committee?

---

My goal for serving on the Board is to simply give back to the community and be helpful to the City Council. As someone that will be living in Burbank for many years to come, I would love to help Burbank continue to be a wonderful place to live.

---

## Second Choice

### SECOND choice for Board/Commission/Committee appointment:

---

Sustainable Burbank Commission

### Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

---

I believe that the same qualifications that I listed for the Park, Recreation and Community Services Board would also be relevant for the Sustainable Burbank Commission. I would add that while working at UCLA Anderson, I undertook a strategic planning project for programming that involved climate change and sustainable finance. Sustainability was top of mind for us at the business school and informed many of the events and educational programs that we developed.

### What are your goals in serving on this Board/Commission/Committee?

---

My goal for serving on the Commission is to simply give back to the community and be helpful to the City Council. As someone that will be living in Burbank for many years to come, I would love to help Burbank continue to be a wonderful place to live.

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## Supplemental Questions

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## Acknowledgement

### Acknowledgment No. 1 - General

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---

I Agree

# ADRINE DER-TAVITIAN

[www.linkedin.com/in/adrine-der-tavitian](http://www.linkedin.com/in/adrine-der-tavitian)

## PROFESSIONAL EXPERIENCE

---

### UCLA ANDERSON SCHOOL OF MANAGEMENT, FINK CENTER FOR FINANCE

Los Angeles, CA

*Senior Manager of Programs & Operations*

September 2020 - January 2023

*Program Manager*

October 2018 - September 2020

Academic center endowed by Larry Fink, Chairman and CEO of BlackRock, dedicated to the research and practice of finance

- Managed all programs and the day-to-day operations for the center, including: a merit-based mentorship program for students, a national credit pitch competition, large-scale conferences, and speaker events
- Oversaw a comprehensive strategic planning process for the center which resulted in new programmatic initiatives
- Developed partnerships with leading investment management firms, peer educational institutions and key stakeholders
- Direct supervisor to the Assistant Program Manager and undergraduate student workers

### CALIFORNIA COMMUNITY FOUNDATION (CCF)

Los Angeles, CA

*Donor Relations Project Manager*

March 2015 - September 2017

Fourth largest community foundation in the U.S. with assets totaling \$1.5 billion and \$150 million in annual grantmaking

- Managed the relationship with one of CCF's largest and most active client accounts, The Leonardo DiCaprio Foundation. Served as a thought partner to the client and assisted in the execution of 3 cycles of an international fundraising gala and auction that raised a combined \$115 million.
- Developed the internal project structure and led a cross-functional team of 8 to reach consensus around key decisions
- Represented CCF's interests and fiduciary responsibilities during complex and sensitive negotiations with high profile artists and celebrities. Ensured that all project deliverables were completed on-time despite tight deadlines by anticipating competing stakeholder interests and diplomatically managing expectations.
- Maintained financial control and oversight of the project by developing financial reports to track key event metrics. Conducted cost-benefit analysis after each cycle and produced strategic recommendations to increase ROI and efficiency.

### LIBERTY HILL FOUNDATION

Los Angeles, CA

*Development Manager*

September 2013 – March 2015

*Development Associate*

January 2013 – September 2013

*Development Assistant*

January 2012 – January 2013

*Social justice focused public foundation working to advance environmental justice, racial and economic justice and LGBTQ rights*

- Developed cultivation and solicitation strategies for over 200 high net worth supporters and strategic allies who contributed between \$1,200 and \$50,000 annually
- Project lead on 3 annual stewardship events for major donors that consistently exceeded event participation goals
- Filled a leadership vacuum after the departure of three senior development colleagues during the busiest time of the year. Volunteered to assume responsibility for all ongoing campaigns and ensured that fiscal year revenue goals were met.
- Supervised the Development Assistant, volunteers and department interns.

## EDUCATION

---

### UCLA ANDERSON SCHOOL OF MANAGEMENT

Los Angeles, CA

*Master of Business Administration, Fully Employed Program, Specialization in Social Impact*

June 2018

### UCLA COLLEGE OF LETTERS AND SCIENCE

Los Angeles, CA

*Double Bachelor of Arts, International Development Studies and Political Science*

June 2009

*Honors: Cum Laude, Dean's Honors List*

## ADDITIONAL

---

*Internships and Volunteer Experience:*

- Board Connections at Anderson: Member of the steering committee. (Los Angeles, CA 2023 - present)
- Emerging Practitioners in Philanthropy: Member of steering committee. (Los Angeles, CA 2012 – 2015)
- Birthright Armenia: Volunteer fellow that co-founded a non-profit organization that provides economic development opportunities for rural women; conducted research on gender-based violence for a think tank. (Yerevan, Armenia 2010)
- United States House of Representatives: Intern for Congressman Adam B. Schiff. (Washington, D.C. Summer 2008)

*Technical Skills:* Microsoft Suite, Salesforce, Blackbaud Suite (Raiser's Edge, Granted GE, Financial Edge, NetCommunity)

*Interests:* Award-winning competitive college speech and debater, long distance runner (finished LA Marathon)

## Application Form

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### Profile

Armen

First Name

Avazian

Middle Initial

Last Name

[REDACTED]

Email Address

[REDACTED] East Orange Grove Avenue

Home Address

Suite or Apt

Burbank

City

CA

State

91501

Postal Code

Mobile: [REDACTED]

Primary Phone

Alternate Phone

City of Glendale

Employer

Principal Civil Engineer

Job Title

Civil Engineer

Occupation

---

### Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

Infrastructure Oversight Board: Submitted

---

### Length of time as a Burbank Resident:

17 years

---

### Burbank Registered Voter?

Yes  No

---

### Interests & Experiences

Please tell us about yourself and why you want to serve.

### Why are you interested in serving on a board, commission or committee?

As an experts in designing, constructing, and maintaining infrastructure systems, I possess the knowledge and skills necessary to contribute valuable insights to the commission's decision-making processes. By being involved in infrastructure planning and development, I can help address critical challenges such as aging infrastructure, sustainability, resilience, and transportation needs, ultimately playing a key role in enhancing the safety, functionality, and overall quality of public infrastructure for the benefit of public.

---

### Education

BS. Civil Engineering, M.S. Civil Engineering

**Additional Pertinent Courses or Training**

---

California Licensed Professional Civil Engineer, License Number C78448

**Other Pertinent Skills, Experience or Interests**

---

22 Years Experinace in Civil Engineering and Canstruction Management

Upload a Resume

---

**Community Involvement**

**Specify current or prior service on a City Board, Commission or Committee:**

---

Infrastructure Oversight Board, July 2019-June2023

**List Community activities in which you are involved:**

---

Volunteering at various community organizations, school PTA functions and charity organizations.

**If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.**

---

N/A

---

**Conflict of Interest**

**Conflict of Interest:**

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---

Yes  No

**If you answer yes, explain in detail any potential conflicts in the same manner as required by the Fair Political Practices Commission’s Statement of Economic Interests (Form 700). (If you should have any questions about this matter or need further information as it relates to your situation, please advise the City Clerk prior to submitting your application.)**

---

N/A

## AB 1234 Training

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---

### First Choice

#### FIRST choice for Board/Commission/Committee appointment:

---

Infrastructure Oversight Board

#### Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.

---

I have a substantial professional background in the design, construction, and management of infrastructure projects. Successfully completed a wide range capital improvement projects including but not limited to street, sewer, storm drain, slurry seal, ADA improvements, safe routes to school projects, bridges, traffic calming, bicycle, and pedestrian safety improvement, parks, facilities, and other public infrastructure projects. This experience have provided me with a deep understanding of the complexities and challenges associated with infrastructure development and maintenance.

#### What are your goals in serving on this Board/Commission/Committee?

---

With many existing infrastructures reaching the end of their design life, there is a pressing need to assess their condition, determine maintenance or repair requirements, and develop strategies for their renewal or replacement. My knowledge to evaluate the integrity, functionality, and safety of the infrastructures can contribute valuable insights on prioritizing investments, implementing cost-effective rehabilitation measures, and ensuring the long-term viability of critical systems such as bridges, roads, wastewater, stormwater infrastructures, and various city facilities. By actively participating in infrastructure planning and decision-making processes. As a professional civil engineer I can help mitigate the risks posed by aging infrastructure, promote sustainable solutions, and enhance the overall resilience of our built environment.

---

### Second Choice

#### SECOND choice for Board/Commission/Committee appointment:

---

Sustainable Burbank Commission

#### Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position

---

I have a substantial professional background in the design, construction, and management of infrastructure projects. Successfully completed a wide range capital improvement projects, including but not limited to street, sewer, storm drain, slurry seal, ADA improvements, safe routes to school projects, bridges, traffic calming, bicycle, and pedestrian safety improvement, parks, facilities, and other public infrastructure projects. This experience have provided me with a deep understanding of the complexities and challenges associated with infrastructure development and maintenance.



## What are your goals in serving on this Board/Commission/Committee?

---

With many existing infrastructures reaching the end of their design life, there is a pressing need to assess their condition, determine maintenance or repair requirements, and develop strategies for their renewal or replacement. My knowledge to evaluate the integrity, functionality, and safety of the infrastructures can contribute valuable insights on prioritizing investments, implementing cost-effective rehabilitation measures, and ensuring the long-term viability of critical systems such as bridges, roads, wastewater, stormwater infrastructures, and various city facilities. By actively participating in infrastructure planning and decision-making processes, As a professional civil engineer I can help mitigate the risks posed by aging infrastructure, promote sustainable solutions, and enhance the overall resilience of our built environment.

---

## Supplemental Questions

Question applies to Infrastructure Oversight Board

**Please list your experience, knowledge and/or expertise with City infrastructure and affiliated processes and procedures for projects (both major and routine/regular) and maintenance.**

---

I have 22 years of background in Civil Engineering and Construction Management including seven years in the private construction industry and over 15 years of increasing responsibilities in the City of Glendale, Public Works Department, Engineering Division, which includes eight years of supervisory experience. Throughout my career, I have been dedicated to providing exceptional customer service to our community, and I am committed to bringing this customer-centric approach to the commission. With my qualifications, experience, and dedication, I am confident in my ability to contribute effectively to the commission's mission of enhancing and improving our infrastructure for the benefit of our community.

Question applies to Infrastructure Oversight Board

Please list your expertise and knowledge as it pertains to City infrastructure in any of the following areas (indicate which of the following apply and further explain each item below):

- Civil Engineering
- Architecture
- Project Management
- Urban Planning
- Traffic Engineering (including parking)
- Structures/Buildings
- Construction Management
- Budget/Financing
- Other related and pertinent experience

***(Please type your response in the comment box below)***

Question applies to Infrastructure Oversight Board

---

22 Years Experience in Civil Engineering, Project Management, Capital Improvement Project Planning, Engineering, and Construction. B.S. and M.S. Civil Engineering Licensed California Licensed Professional Civil Engineer License Number C78448

---

## Acknowledgement

**Acknowledgment No. 1 - General**

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---

I Agree

# Armen Avazian, P.E.

Principal Civil Engineer, Public Works/Infrastructure Projects

## PERSONAL SUMMARY

**A** bright, talented, and ambitious civil engineer with qualifications along with experience of working to the highest standards ensuring projects are delivered to the highest quality and within budget and schedule by effectively organizing, managing, and utilizing all resources. Leads team of engineers and project managers where the highest standards are routinely anticipated. Delivers high-value projects in large organizations, along with various departments, and divisions within the organization, as well as private sector, multiple stakeholders, and public agencies. Willing to serve the City of Burbank and its residents as Infrastructure Oversight Board member.

## CAREER STATEMENT

**A** part from contributing to the processes and strategies that enhance my team's performance; I feel that my greatest strengths are first the pride I have in the excellence of completed projects within time and budget. Secondly, my clear understanding of our diverse community and its Quality of Life; Thirdly, being able to coordinate and lead all project team resources whilst at the same time building strong working relationship with my peers, community, and all of the team members within and outside the organization.

## CAREER HISTORY- PUBLIC WORKS

City of Glendale, California:

Principal Civil Engineer	February 2023-PResent
Senior Civil Engineer	May 2019-February 2023
Civil Engineer II	September 2016- May 2019
Civil Engineer I	June 2015 - September 2016
Civil Engineering Associate	September 2011 – June 2015
Civil Engineering Assistant	August 2008 - September 2011

**M**anages Capital Improvements Projects (CIP) team under the supervision of the Deputy Director/City Engineer. Prepares long and short-term CIP plans and budgets. Oversees the City's Pavement Management Programs. Leads Project Management and Engineering groups in the infrastructure projects, such as street improvements, sewer, storm drain, traffic signal, bicycle, and pedestrian safety improvements. Confers with project stakeholders, consultants, contractors, and public. Leads and oversees CIP section with annual budget over \$20 Million, and \$150 Million worth of projects planned for the next five years. Applying for and overseeing projects funded by various Federal, State, and Local grants such as ATP, FTIP, Safe Routes to School, Measure R, Measure M, Proposition C, Measure W, CalRecycle, and Clean California grants.

Administers engineering and construction projects in various stages of design and construction by City staff and/or consultants, including preparation and supervision of the development of the plans, specifications, and estimate for street, sewer, storm drain, slurry seal, ADA improvements, safe routes to school projects, bridges, traffic calming, bicycle, and pedestrian safety improvement projects.

# Armen Avazian, P.E.

## CAREER HISTORY- PRIVATE

Estimator  
Erastone, Inc. Los Angeles, CA April 2007 – July 2008

Project Manager Assistant  
IBA Group Inc., International September 2005 – September 2006  
Civil Dez Inc., International September 2003 – September 2005  
Grillage Beton Inc., International September 2001 – September 2003

Provided engineering support to the project managers for a wide range of construction projects such as residential, commercial, multi-purpose, high-rise buildings, roadways, bridges, urban infrastructures, industrial sub-assemblies, oil, gas, petrochemical, water resources, and environmental projects.

## ACADEMIC QUALIFICATION

California State University, Los Angeles 2008-2011  
M.S. Civil Engineering

Azad University, Tehran, Iran 1999-2003  
BS Civil Engineering

## Board and Commission Experience

City of Burbank  
Infrastructure Oversight Board July 2019-June2023

## CERTIFICATIONS

California Licensed Professional Civil Engineer  
License Number C78448

California Licensed QSD and QSP  
License Number 22914

Completed California Department of Transportation Resident Engineer Academy  
May 2015

## REFERENCES

Mr. Roubik R. Golanian, P.E., Assistant City Manager  
City of Glendale  
[REDACTED]

Mr. Yazdan T. Emrani, P.E., Director of Public Works  
City of Glendale  
[REDACTED]

## CONTACT INFO

[REDACTED] E. Orange Grove Av.  
Burbank, CA 91501

C: [REDACTED]  
[REDACTED]

## Application Form

---

### Profile

Nelson

First Name

Better

Last Name

Middle Initial

[REDACTED]  
Email Address

[REDACTED] E Orange Grove Ave, [REDACTED]

Home Address

Suite or Apt

Burbank

City

CA

State

91501

Postal Code

Mobile: [REDACTED]

Primary Phone

Alternate Phone

COUNTY OF LOS ANGELES,  
DEPARTMENT PUBLIC SOCIAL  
SERVICES

Employer

Program Eligibility Worker

Job Title

Social Services

Occupation

---

### Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

---

### Length of time as a Burbank Resident:

33 years

---

### Burbank Registered Voter?

Yes  No

---

### Interests & Experiences

Please tell us about yourself and why you want to serve.

## Why are you interested in serving on a board, commission or committee?

---

I am a passionate advocate for social and environmental justice issues. I am a proud member of the LGBTQ+ community and identify as a gay Latino. I am also a person with a disability. I embrace my identity as a source of strength and inspiration. I take pride in serving as a role model and a leader for others who face similar challenges and discrimination. Serving on a Board, Commission, or Committee would help amplify their voices and add a diverse perspective to issues affecting our city. In my personal and professional life, I've demonstrated strong leadership, organizational and interpersonal skills in previous roles as a manager, consultant, and volunteer. I have extensive experience working with diverse communities and stakeholders on various projects and initiatives. As a Multicultural Marketing Manager at Anthem Blue Cross Blue Shield, one of the large multi-national corporations where I worked and led marketing programs and initiatives for multi-ethnic segments in the U.S., I developed and executed outreach strategies to connect with residents, businesses, and organizations. My goal was to support local health and wellness initiatives and address healthcare disparities in communities with low or no insurance coverage. I have a solid educational foundation and a passion for learning. I love traveling and experiencing new cultures and faiths. I've fostered positive relationships and collaborations with other local, national, and international partners and stakeholders. Burbank is a global city. I bring a global perspective and an appreciation for diversity, which has helped me to understand and address the needs and interests of different groups and communities.

## Education

---

Master of Global Management with Honors, Thunderbird School of Global Management, Arizona State University, Phoenix, AZ, and Washington, D.C. Bachelor of Arts in Interdisciplinary Studies, San Diego State University, San Diego, CA • Coursework focused on International Business, French, and Humanities. • Study abroad program in Paris, France. Marketing and Small Business Management Certificates, Los Angeles City College, Los Angeles, CA

## Additional Pertinent Courses or Training

---

## Other Pertinent Skills, Experience or Interests

---

I am fluent in Spanish and proficient in French.

[Upload a Resume](#)

---

## Community Involvement

### Specify current or prior service on a City Board, Commission or Committee:

---

This would be my first time serving on a City Board, Commission, or Committee.

### List Community activities in which you are involved:

---

I am currently a Mentor at the Boys and Girls Club of Burbank and Greater East Valley through the Los Angeles County Mentorship Program. I am also a member of Beta Gamma Sigma (International Business Honor Society) and the Los Angeles Chapter of the San Diego State University Alumni Association.

If you are related to any City of Burbank employee(s), please state their name(s), relationship(s), and department(s). If you are not related to a City of Burbank employee, please put N/A.

---

N/A

---

## Conflict of Interest

Conflict of Interest:

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---

Yes  No

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---

## AB 1234 Training

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---

## First Choice

FIRST choice for Board/Commission/Committee appointment:

---

Sustainable Burbank Commission

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position.**

---

I am interested in serving on the Sustainable Burbank Commission because I care about sustainability and its impact on people and the planet. I learned about the 2030 Agenda for Sustainable Development Goals (SDGs) at Thunderbird School of Global Management, where I attended graduate school. The SDGs are 17 goals that all United Nations countries agreed to pursue in 2015. They aim to end poverty and other deprivations while improving health, education, inequality, economic growth, climate change, oceans, and forests. I learned how to apply the SDGs framework to analyze and address global challenges and opportunities in various sectors and regions. I also participated in several projects and initiatives related to the SDGs, such as: - Conducted market research and feasibility study for a social enterprise that provides clean energy solutions. - Collaborated with a team of students and faculty to organize a forum on sustainability and innovation, featuring speakers from the UN, NGOs, and academia. - Virtually attended the annual climate change conference, COP22, which brought parties together to accelerate action toward the goals of the Paris Agreement and the UN Framework Convention on Climate Change.

**What are your goals in serving on this Board/Commission/Committee?**

---

I want to help create and implement a sustainable city action plan for Burbank that covers sustainability's environmental, social, and economic aspects. Sustainability is about making our community more livable, healthy, and resilient. It's about providing fair and equitable housing for seniors, low-income workers, disabled, and homeless populations. It's about ensuring safe streets, and easy access to multimodal transportation such as dedicated bicycle lanes, pedestrian walkability, and electric public transit. It's about conserving water, creating green spaces, and improving air quality. Sustainability affects all of our lives. I want to be part of the solution and make a positive difference.

---

## **Second Choice**

**SECOND choice for Board/Commission/Committee appointment:**

---

**Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position**

---

**What are your goals in serving on this Board/Commission/Committee?**

---

---

## **Supplemental Questions**

---

## **Acknowledgement**



**Acknowledgment No. 1 - General**

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---

I Agree

# NELSON F. BETTER

█ E Orange Grove Ave, █  
Burbank, CA 91501

---

## SUMMARY

Bilingual–Spanish marketing professional with over 15 years of experience working for Private and Public sector enterprises. Developed a multi-faceted marketing career across a spectrum of global brands in entertainment, healthcare, financial and legal services, telecommunications, and social services industries and organizations. Self-starter with the capacity to assume increasing responsibility in a fast-paced work environment. Results-driven work ethic. Willing and able to do whatever it takes to help the enterprise achieve its goals and vision. Focused on helping management maximize productivity and stay on budget. Strong organizational, communication, and interpersonal skills. Excellent knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.

## PROFESSIONAL EXPERIENCE

### COUNTY OF LOS ANGELES, DEPARTMENT PUBLIC SOCIAL SERVICES

2020 – Present

#### Eligibility Worker II

Responsible for assessing and determining an individual's initial and continual eligibility for essential public assistance programs: CalFresh (Supplemental Nutrition Assistance), Medi-Cal (Medicaid public health insurance), and General Relief (Cash Assistance). My role requires attention to detail, actively listening to client needs and concerns, communicating with empathy and compassion, and working with people from diverse backgrounds. Supporting the health, safety, and well-being of children, disabled adults, seniors, the homeless, and families in our communities is the most rewarding part of the job. The scope of work includes:

- Conducting interviews across multiple threshold languages with applicants and program participants to obtain household, financial, immigration, and other sensitive information necessary to determine eligibility.
- Reviewing applications for completeness and accuracy, and researching false or inaccurate information.
- Determining the benefit amounts to be paid based on established guidelines.
- Clarifying discrepancies by using established Early Fraud Detection Procedures or other relevant fraud procedures.
- Properly documenting case findings and results according to departmental guidelines.
- Researching and providing benefit solutions for clients facing food insecurities, physical and mental health challenges, and homelessness.

### BETTER ATTORNEY SERVICES

2009 - 2020

#### Personal Business

Assisted private practice attorneys in Southern California to manage personal injury, Workers' Compensation, and criminal case files.

- Collected and processed evidentiary documents (images, witness statements, police reports) to ensure cases were ready for attorney legal analysis and court filings.
- Supported attorneys with discovery, legal research, and translation services.
- Managed network of doctors and coordinated client referral services.
- Ensured proper filing and record keeping of case files by accurately storing and recording information promptly.

### ABM INDUSTRIES

2015 - 2016

#### Operations Specialist

Worked with Regional Operations teams on a \$15 million book of business to support Janitorial business initiatives and operational tasks in the Los Angeles Market.

- Managed the hiring, training, coaching, scheduling, and day-to-day operations of 200 on-call employees.
- Reviewed, researched, and resolved Union claims following the employment dispute resolution guidelines.
- Served as liaison with SEIU Union labor leaders to address employee issues, pay discrepancies, and disputes, and ensure compliance with the Collective Bargaining Agreement.
- Worked closely with HR to ensure policies and procedures compliance, and address performance and disciplinary actions.

**ANTHEM****2006 - 2009****Multicultural Marketing Manager (Corporate Marketing)**

Developed and implemented corporate marketing strategy to grow Hispanic, Asian, and African-American segments across Anthem Blue Cross and Blue Shield brands in the U.S.

- Collaborated with regional marketing teams to drive local sales through integrated marketing campaigns targeting individual, group, Medicare, and Medicaid business segments.
- Produced a comprehensive marketing communications strategy to build brand awareness and influence brand perception.
- Supervised day-to-day activities of three advertising agencies; managed \$4MM advertising and media budget.

**KAISER PERMANENTE****2005 - 2006****Marketing Project Manager**

Managed and facilitated the development of member and sales collateral targeting Small Group and Individual segments in California and Colorado.

- Worked closely with internal copywriters and graphic designers to develop copy and design concepts that adhered to the Thrive brand guidelines.

**H&R BLOCK****2004 - 2005****Field Marketing Manager**

Managed and executed marketing plans for targeted H&R Block offices in Southern California for the tax season.

- Implemented and executed corporate initiatives and national promotions in Hispanic communities to generate awareness, drive traffic to stores, and influence purchase decisions.
- Hired, trained, and supervised street teams.

**SPRINT CORPORATION****2003 - 2004****Senior Marketing Specialist**

Developed and implemented marketing programs and initiatives in Southern California, Las Vegas, and Northern Mexico to support regional sales goals and drive traffic to retail and broker sales channels.

- Collaborated with sales channel managers to develop strategic marketing plans to drive new business opportunities in the small business segment.

**COMCAST****2000 - 20003****Marketing Communications Specialist**

Developed and implemented marketing strategies in Southern California to achieve business line revenue objectives, and support customer growth and retention in Hispanic markets.

- Managed day-to-day agency partnership; supervised creative development and production of marketing campaigns.
- Presented marketing plans to product and sales teams, retail channels, and promotional partners to establish goals and ensure stakeholder buy-in.

**EDUCATION**

**Master of Global Management with Honors**, Thunderbird School of Global Management, Arizona State University, Phoenix, AZ and Washington, D.C.

- GPA: 3.85
- Recipient of Cunningham CEO Fellowship.

**Bachelor of Arts in Interdisciplinary Studies**, San Diego State University, San Diego, CA

- Coursework focused on International Business, French, and Humanities.
- Study abroad program in Paris, France.

**Marketing and Small Business Management Certificates**, Los Angeles City College, Los Angeles, CA

**ASSOCIATIONS**

**Beta Gamma Sigma (International Business Honor Society)** – Member

**Boys and Girls Club of Burbank and Greater East Valley** – Mentor

**San Diego State University Alumni Association** – Past Vice President, Los Angeles Chapter

**Toastmasters International** – District 52- Past Area D43 Director (*Reached Distinguished Status*)