

Infrastructure Oversight Board

Application Form

Profile

Prefix Jason First Name Lewis Middle Initial Last Name

[REDACTED]
Email Address

[REDACTED] N. Lomita Street Home Address Suite or Apt

Burbank City CA State 91506 Postal Code

Mobile: [REDACTED] Primary Phone Business: [REDACTED] Alternate Phone

JL Engineering, Inc. Employer Principal Job Title Mechanical Engineer Occupation

Which Boards would you like to apply for?

Transportation Commission: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

12 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've been involved through Burbank Little League and other adult sports, and I'm ready to volunteer to help in government. I've worked for 3 years in alternative fueled vehicles and infrastructure, and I have a passion for sustainable, efficient, and neighborhood-friendly transportation.

Education

Master's in Business Administration: Finance Concentration, California State University, Northridge
Bachelor of Science: Mechanical Engineering, California State University, Northridge

Additional Pertinent Courses or Training

Licensed Professional Engineer (M34922), California Department of Consumer Affairs

Other Pertinent Skills, Experience or Interests

I've worked as a collegiate rugby coach for 10 seasons, and I feel like this committee would be a more multigenerational application of the skills I have developed over the years (listening, studying, engaging).

[Upload a Resume](#)

Community Involvement

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

Burbank Transportation Commissioner

List Community activities in which you are involved:

Coach, Burbank Little League - 2018 - 2020

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.)

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:

Transportation

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 spent the last three years dedicated to hydrogen and natural gas refueling station design, financing, permitting, and construction activities for on the road vehicles. This involved working with state and local agencies like the CEC, CARB, and SCAQMD to find financing and allied interests. As a mechanical engineer, the efficient and safe movement of objects under power is my area of responsibility and I know what it is to design for multimodal transit. In my undergrad training, I led a team that designed, built, tested, and raced a human-powered vehicle (3 wheeled trike) at the American Society of Mechanical Engineers Human Powered Vehicle Challenge. I've also walked, ran, cycled, driven, and ridden the buses/trains throughout our city. We are a 100% clean energy car home: my wife drives a Chevy Bolt (BEV), and I a Toyota Mirai (FCEV) - although I do not advocate banning any fuels!

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

I want to use my experience as a professional and as a resident to help advise on solutions to transportation related issues brought to the Commission. As a parent of two young BUSD students, I also want to see the city finances managed sustainably with an eye toward synergies and shared victories. I would also like to see innovative outreach to stakeholders to increase usage of some assets (Burbank Bus, non-Chandler Bikeways, etc.) while driving down usage of overused ones (I-5, major streets).

Second Choice

SECOND 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 spent the last three years dedicated to hydrogen and natural gas refueling station design, financing, permitting, and construction activities for on the road vehicles. This involved working with state and local agencies like the CEC, CARB, and SCAQMD to find financing and allied interests. As a mechanical engineer, the efficient and safe movement of objects under power is my area of responsibility and I know what it is to design for multimodal transit. In my undergrad training, I led a team that designed, built, tested, and raced a human-powered vehicle (3 wheeled trike) at the American Society of Mechanical Engineers Human Powered Vehicle Challenge. I've also walked, ran, cycled, driven, and ridden the buses/trains throughout our city. We are a 100% clean energy car home: my wife drives a Chevy Bolt (BEV), and I a Toyota Mirai (FCEV) - although I do not advocate banning any fuels!

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

I want to use my experience as a professional and as a resident to help advise on solutions to infrastructure related issues brought to the Board. As a parent of two young BUSD students, I also want to see the city finances managed sustainably with an eye toward synergies and shared victories. I would also like to see innovative outreach to stakeholders to upgrade our city with inclusive view points. Modern infrastructure is the skeleton upon which we will build the next hundred years of our city.

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.

My early engineering career was spent on natural gas infrastructure as an Engineer for the local gas utility, including the natural gas piping system that supplies the City of Burbank. I have worked on energy efficient programs working with government customers, including cities, that involved analysis of electrical usage, heating/cooling demands, and critical infrastructure maintenance with respect to demand and supply alignment. I've worked in natural gas plants dealing with ongoing maintenance concerns, and designed replacement systems to enable safer and more efficient operation and preventative maintenance work. One of my first projects was upgrading the lighting in a compressor building to be brighter, more electrically efficient, and operationally easier to replace burned-out fixtures.

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)

• Civil Engineering - as a licensed Mechanical Engineer, I have worked extensively with Civil Engineers on projects and have an excellent working knowledge of the discipline. Their input is critical for the literal foundation of the built environment. Having experienced the Northridge earthquake and its aftermath, I know how important it is to design our critical systems for the most extreme scenarios to ensure continuity of services when we need them most. • Architecture - the visual aesthetics of the built environment are an important part of how people and things interact. We have our historical architecture from the city's early days that is important to the character and history of our city. Through this lens we should engage architects with projects in the city to help enhance our built environment but not detract from the functionality. • Project Management - My engineering career has always been intertwined with project management. As a licensed Mechanical Engineer, it is often my discipline taking the lead in the projects, and therefore I have served as the project manager for nearly every capital project I have been involved in. Maintaining a budget, schedule, critical path tree, and updated communication to key stakeholders and disciplines are all attributes to a successfully managed project. • Urban Planning - Quality of life and efficient use of space are competing needs in a busy municipality. As a city that has three times as many folks commuting in to work than reside to work, Burbank has to balance the commercial needs of the businesses and customers with residents who sleep and recreate here. Furthermore, as we add more residents, we will need to provide both places for them to live, but to also eat, drink, and travel. Future-focused planning will allow for growth while minimizing the negative externalities (congestion, pollution, excess noise, lack of access to resources) that we all closely associate with increased development. • Traffic Engineering (including parking) - my licensure doesn't include traffic engineering, but I do have personal experience as a lifelong Southern California resident. Despite the national guidelines on vehicle speeds, I do not favor increasing speed limits to "80% of whatever vehicles could safely travel without a posted speed limit." The idea that we should let cars go faster than 35 mph because drivers "want to" is absurd given the spate of car collisions with pedestrians and our emphasis on public transportation as an important commuter resource. Safety should emphasize the most vulnerable first (pedestrians and cyclists), and not the loudest critics (single occupancy vehicles). Burbank is a destination city, and not a pass-through, so we should be mandating cars travel at a safe speed given all of the factors and not just what's important to drivers. Free parking is a cost that Burbank pays on behalf of the commuters and customers. We should include parking as a major category for discussion in conjunction with our development plans, encouraging the use of public transit and first/last mile options as viable. • Structures/Buildings - My licensure doesn't include Structural Engineering, but I do have thoughts from my personal experience. I think Burbank does a fair job of protecting its building heritage while allowing new development. I know that buildings often outlive their primary intended use, but that doesn't mean the first option should be demolition. Stakeholder feedback, including neighborhood commentary, should be incorporated into project development. I would encourage continued development and sharing of city standards (like for the Magnolia Park heritage signs) that has some kind of "carrot and stick" for developers to keep within or enhance the design standards. • Construction Management - I have extensive experience in construction management, most recently with vehicle fueling station development. As we have learned in the I-5 expansion project, requiring contractors to have more money on hand to deal with their shortcomings (like bad homework on utility locations) can be a major factor in construction schedules. As a city that owns a significant portion of the infrastructure in our borders, we need to be watching out for outside parties and their impact on our property. • Budget/Financing - Large infrastructure projects are notorious for being over budget, and this often stems from the budget developer being the information gatekeeper. It is most often a known entity that blows up the budget, and rarely an "Act of God." With this in mind, our city should maintain an archive of project budgets (budget to actuals) that can be referenced when judging future project budgets (if one doesn't already exist). A detailed historical record could be invaluable for providing context for project budget and financing decisions. This could provide evidence requiring a proportional emergency cash reserve to protect the City from financial mismanagement. • Other related and pertinent experience - I have spent the last three months as a Burbank Transportation Commissioner, back filling a vacancy. The Transportation Commission re-appointment is my first choice, but I would give my same duty of care and effort as a member of the Infrastructure Oversight Board.

Acknowledgement

Please Agree with the Following Statement

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

I Agree

Professional Profile

- High-performing engineer, project manager, and utility professional with more than 13 years of experience in project / program management and engineering.
- Strong financial background in analysis, financial design, project budgeting / tracking
- Highly skilled at building internal and external relationships with public and private agencies
- Experience leading interdisciplinary teams comprised of internal and external members
- Experienced presenter of technical and non-technical information to educate and persuade various audiences in both formal and informal settings

Employment

JL Engineering, Inc. - Burbank, CA

Principal

Dec 2019-Present

- Responsible for generating business for start-up engineering firm.
- Completed analysis of landfill gas collection piping system, report recommended upgrades, and following submittal directed repairs to field to improve methane production for electrical generation.
- Completed mechanical installation of replacement landfill-gas power plant. Served as on site project manager and project engineer, interpreted engineering system and improved design to better fit existing site conditions. Provided guidance to client on overall plant improvements to ensure smooth integration of the different systems. Analyzed generator cooling water system and designed the pump system to meet site demands. Improved wastewater treatment design to be operated by a programmable logic controller. Interfaced with City of Los Angeles Sanitation, LA Department of Water and Power technicians and engineers to bring about a seamless transition from the flaring of the gas to electrical generation.
- Hydrogen refueling station development at various sites in California - light and heavy duty locations.
- Consulting engineer for hydrogen station refueling projects in California. Provided feedback on equipment siting and other NFPA-2 related planning decisions.

Fiedler Group – Pasadena, CA

Sr. Mechanical Project Manager Engineer

Feb. 2019-Dec 2019

- Responsible for the Mechanical Engineering department specializing in hydrogen refueling stations and project management for permitting hydrogen refueling stations in many states.
- Acted as Project Manager for dozens of projects including the first heavy duty hydrogen refueling station in North America. As the Engineer of Record for the Mechanical system; this project was fully permitted by the AHJs and ready for construction.
- Designed and submitted for plan check review and comment hydrogen refueling stations for light, medium, and heavy duty vehicles.
- Permitted operational hydrogen mobile fueling units in various cities in California for Fuel Cell Vehicle (FCV) infrastructure
- Collaborated with numerous Fire Department AHJ's resulting in the permitting of hydrogen refueling stations using NFPA 2, NFPA 30A, and local Fire Codes.

Southern California Gas Company – Los Angeles, CA

Senior Market Advisor, Natural Gas Vehicles Program

2017-Feb 2019

- Responsible for financing the conversion of medium and heavy-duty vehicles from diesel to compressed natural gas (CNG) powered using federal, state, and local government funding as well as private capital.
- Completed twelve public speaking/presentation engagements in sixteen months. Invited to speak as a subject matter expert on the technology, environmental impacts, and the financing of CNG vehicles and renewable natural gas. Invited to be a Plenary Panelist at the 2018 Environmental Justice Conference covering Technology's Role in the Future of Environmental Justice, hosted by the Southern California Air Quality Management District moderated by the AQMD Executive Director.
- Developed and delivered a \$4.8 million proposal to South Coast Air Quality Management District in response to a program announced for air pollution control projects that reduce / mitigate emissions / toxic exposure. Worked as the lead in developing the proposal, working closely with the Environmental Affairs department and NGV Project Managers to build/upgrade four company-owned Heavy-Duty accessible CNG stations to expedite the adoption of CNG powered replacement trucks.
- Developed a Utility Incentive Proposal for CNG vehicle conversion. Utility incentive would support customer adoption by decreasing the upfront capital cost of adopting a CNG vehicle over an existing diesel-powered vehicle.

Senior Customer Programs Advisor/Customer Programs Advisor II

2010-2017

- Managed three State energy efficiency state partnerships: University of California & California State University Partnership, California Department of Corrections & Rehabilitation Partnership, and the State of California Partnership (all other non-affiliated state departments). Also managed one local governmental partnership with the City of Simi Valley from 2013 to 2015.

- Increased the UC / CSU partnership projects from 11% of three-year energy saving goal to 52% by the end of 2011 and 105% of annual energy savings goal through 2012.
- Signed the first-ever \$1 million On-Bill Finance loan offered by SoCalGas for an energy efficiency project.
- Finished the 2010-2012 program cycle at 132% of energy savings goal for the California Department of Corrections and Rehabilitation & Investor Owned Utility (CDCR/IOU) Energy Efficiency Partnership Program.
- Completed 2012 with the State of California Partnership with 108% of the annual energy savings goal achieved.

Engineer II / Associate Engineer

2007-2010

- Managed various projects at all active company natural gas storage fields.
- Engineered and managed the design and installation of a major fresh water pump assembly project. Budgeted, ordered and tracked the materials, designed piping / fittings, sized & chose pump, supervised construction and installation.
- Supervised design and drawing development for two new plant fire protection water systems to include electric and diesel-powered pumps and hydrants. Directed the engineering firm in the design of the fire system to ensure that the pump assembly would meet the specifications of the existing fixed foam fire protection system.
- Directed the design development and supervised the initial construction of a pipe bridge with sections spanning a total of one thousand feet. Directed the environmental permitting through the City of Los Angeles and the California Coastal Commission.
- Replaced and installed new overpressure sensors and relief valves on critical piping systems which were previously undersized. Managed the material procurement and engineered the system redesign and piping modifications.
- Analyzed a water disposal system and created a fluid model used to support storage zone expansion.
- Managed catch basin rebuilding project. Repaired damage in environmentally-sensitive areas. Engineered the repair, directed contractor, inspected the work being performed, and ensured project was completed on time and on budget.
- Audited and corrected pipe and instrumentation drawings during an as-built survey of relief valves.
- Followed up on a fire protection audit of the storage fields to correct all code compliance issues.

Education

- Master's in Business Administration: Finance Concentration, California State University, Northridge, May 2013
- Bachelor of Science: Mechanical Engineering, California State University, Northridge, June 2007

Computer Skills

AutoCAD, SAP, MS Project, Visual Basic for Applications, MatLab, SynerGEE Gas Modeling, Solid Works, Trimble GIS

Professional Associations

- Licensed Professional Engineer, M34922 – California Department of Consumer Affairs
- Occidental College, Women's Rugby Club – Coach
- National Society of Professional Engineers – Member
- American Society of Mechanical Engineers – Member
- Tau Beta Pi – Engineering Honor Society, CA Kappa Vice President 2006-2007, Member

Application Form

Profile

Prefix

Michael
First Name

Middle Initial

Chee
Last Name

Email Address

Home Address

N Mariposa St
Suite or Apt

Burbank
City

CA
State

91506
Postal Code

Mobile: _____
Primary Phone

Alternate Phone

City of Montebello
Employer

Deputy Director, Public Affairs
Job Title

public Affairs
Occupation

Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

30 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?

Because I understand state and local governments extremely well and have a front row seat to the operations of multiple local municipalities. I can bring my extensive knowledge and insights to bear in helping the City of Burbank avoid pitfalls and understand how to create a smarter, better more achievable path of progress. I know each and every struggle and challenge Burbank faces because they are common denominators across municipalities. Being a decades long resident and raising a daughter here has provided me the day-to-day observations from a resident's perspective as well.

Education

Bachelors degree from LMU and additional graduate studies.

Michael Chee

Additional Pertinent Courses or Training

Specialized training in City government operations and protocols, deep experience in large scale infrastructure and commercial construction, very degree of aptitude in civic and community engagement with issues of race, color and creed. In depth knowledge of municipal law enforcement issues.

Other Pertinent Skills, Experience or Interests

Expert public speaker, trainer, and meeting facilitator. Highly educated in managing public affairs and crisis matters. Highly experience in media and mass public communications.

Upload a Resume

Community Involvement

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

No specific service on a city board, commission or committee.

List Community activities in which you are involved:

Former board member/chairman of the board, Asian Pacific Community Fund Current board member, Asian American Professional Association Active in AAPI issues, causes and concerns.

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.)

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:

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.

Over a decade working with observing development and implementation issues at the County and municipal level. 5 years working with and communicating about major urban infrastructure projects with the largest publicly traded infrastructure and design firm in Los Angeles - AECOM.

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

To help the City consider and understand long-term infrastructure planning and implementation with a focus on resilience, environmental impact and long-term sustainability.

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

Over a decade working with observing development and implementation issues at the County and municipal level. 5 years working with and communicating about major urban infrastructure projects with the largest publicly traded infrastructure and design firm in Los Angeles - AECOM. Two decades communicating large scale public and community impact sustainability programs, initiatives and proposals.

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

To help the City consider and understand a vision, focus that results on achievable performance for resilience, environmental impact and long-term sustainability.

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.

5 years working on and communicating development of major, multi-billion dollar infrastructure projects managed by AECOM, including but not limited to: • Redevelopment and repurposing of the LA River and surrounding residential and industrial areas. • Community relations, engagement and outreach in the development of So-Fi Stadium, Metro's Regional Connector, Grand Avenue in DTLA, LA River, environmental resilience, storm water capture and recovery, housing and homelessness. • Public Affairs representation and support of elected council members with the cities of Los Angeles, El Monte, Huntington Park, and currently Montebello. • Direct and specific knowledge of municipal water systems, public parks and amenities, road and street improvements, police and fire operations

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

• Civil Engineering • Architecture • Project Management • Urban Planning • Worked with cross functional teams across AECOM in the U.S., Canada and South America on mid to large size infrastructure projects that required all this expertise in one house. • Traffic Engineering (including parking) - work with traffic engineering staff at AECOM to communicate public and right of way impacts for projects nearing substantial completion. • Structures/Buildings • Construction Management - worked with AECOM subsidiaries Turner and Hunt Construction on large scale construction projects including South Park DTLA, So-Fi Stadium, Metro Regional Connector, Metro Purple Line, and hurricane disaster recovery in the U.S. Virgin Islands. • Budget/Financing • Other related and pertinent experience - Well versed and knowledgeable with City Council governing and decision making, staff reporting and recommendations, committee and third party consultant reviews and nearly every form of city internal function and operations from public works to finance.

Acknowledgement

Please Agree with the Following Statement

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

I Agree

Michael D. Chee

Burbank, CA

Profile

Highly experienced and savvy communications professional with Fortune 150 proven abilities and achievements. I effectively shape public perceptions and possesses an exceptional track record of building and implementing large scale government, marketing, employee and community engagement programs. An accomplished spokesman with extensive public affairs, crisis and issues management skills and the insight to connect with multi-ethnic audiences. I leverage the power of communications to preserve and protect brand strengths and enhance audience awareness. Adept at working with executive leaders and matrixed teams to provide strategic counsel and achieve business objectives.

Skill Highlights

- Extensive comms management and government affairs expertise.
- Considerable corporate communications, for-profit and non-profit leadership experience.
- Robust community engagement and outreach skills.
- Specialist in multi-cultural groups (Asian/Hispanic).
- Expert in media training and message delivery.
- Excellent media relationships and news knowledge.
- A visionary strategist, able to apply significant insight to communication planning and execution.
- Superior writing, presentation and public speaking aptitude.
- Expert in all media and collateral production.
- Leads and fosters teamwork and collaboration.
- Skilled in social media content and engagement.
- Deep internal/external comms experience.

Core Accomplishments

- Represent and provide senior counsel to AECOM's business line leaders throughout the Americas region.
- Led the rebranding effort of the Los Angeles County Fair (LACF) with new marketing, advertising, mobile website and social media campaigns. Grew visitor base among higher income households and boosted Asian-American attendance.
- Launched [Walmart's](#) neighborhood market concept in Southern California.
- Rebuilt key media relationships and community programs for Bank of America's western region including California, Oregon, Washington, Arizona and Nevada territories after an extended absence from proactive market outreach.
- Successfully navigated executive leadership through brand preservation during high profile crises at Adventist Health Systems, AQMD, Bank of America, Blue Cross of California, DaVita, PacifiCare and WellPoint.
- Possess extensive speaking and media experience effectively delivering messages of substance and clarity.

Professional Experience

Deputy Director of Public Affairs – City of Montebello – August 2019 to Present

- First ever appointed department director to create, lead and helm public affairs function for the City of Montebello. Lead and supervise public information officers in creating and implementing communications programs for City residents and business community. Supervise all communication vehicles and lead department efforts City-wide including police, fire, public works, finance and transportation. Provide strategic counsel and message guidance to elected City councilmembers and City management.

Director, External Communications - AECOM– Los Angeles, CA – November 2015 to Present

- Managed and directed all external communications across a broad range of business lines including transportation, environment, energy, water and government services. I led and coordinated external PR, community relations and government relations programs for AECOM's Design and Consulting Services across the United States, Canada and Latin America, including over 200 staff offices throughout 58 states and provinces in six countries. Collaborated and led multidisciplinary teams in operating regions to support business line communication needs.

Director, Marketing, Public and Community Relations - Fairplex – Pomona, CA - August 2013 to June 2015

- Managed a \$2.5M budget and staff of 14 while providing senior leadership and strategic counsel to reshape and rebrand the iconic Los Angeles County Fair (LACF). Designed RFP process to identify new creative resources. Conducted in-depth consumer research, developed and launched B2C and B2B website with improved mobile features and analytics. Supervised all community engagement efforts with state, county, local elected officials and CBOs. Represented the organization at high profile public functions and events throughout the county.
- Served as primary spokesman and media representative. Provided strategic counsel to senior executives and departments. Oversaw all marcom plans for both LACF and Fairplex brands year-round.
- Internal lead of all department directors to identify, develop and implement more effective employee communications and leadership. Coordinated and led monthly director level meetings to ensure progress and performance.

Public Information Officer/City of Huntington Park - October 2012 to July 2015 (Contract)

- Reporting to the city manager's office, I represented the municipal operations and police department of Huntington Park. Managed all media relations and interactions, provided strategic counsel to city council and police chief in managing crisis and issues relevant to residents, local businesses, operations and public policies. Managed production, writing and design of city newsletter distributed to over 22,000 residents.

Senior Partner/Founder - Milagro Communications - Los Angeles, CA - March 2009 to August 2013

- Created a multi-cultural specialty consulting firm to develop and execute marketing, PR and community engagement programs for our clients: [APAIT Health Center](#), [Health Net of California](#), the new [MLK, Jr. Community Hospital](#), Glendale Adventist Medical Center, [Walmart Neighborhood Markets](#) and [Kensington Assisted Living](#) communities. Re-established community trust for the opening of new MLK Community Hospital and secured major variance for the construction of a new Kensington long-term care facility in the City of Sierra Madre.
- Provided executive counsel, writing, public affairs and strategic communications expertise to clients and executives promoting their operations, products and services and to improve employee engagement.
- Helped clients reach, educate and influence key audiences and constituents about their most important issues and services using customized media, PR and grass roots communication strategies and tactics.

Director, Marketing Communications - [White Memorial Medical Center](#) - Los Angeles, CA - July 2010 to Nov. 2011

- Supervised in-house marketing team and outside creative agencies. Restructured and rehabilitated the hospital's PR, marketing and advertising programs.
- Interfaced directly with both city and county officials throughout Los Angeles. Fostered an independent community leadership council with field representatives from City of LA, city councilmember offices and local agencies from the County of Los Angeles, LAPD and LAFD.
- Improved effectiveness of internal communication by redesigning, streamlining and digitizing employee communications for 1,800 nurses, doctors and support staff.
- Oversaw content migration and redesign of the hospital's website (10,000 pages of content) to new CMS platform.
- Implemented significant enhancements to increase the use of social media including Twitter, Facebook and digital communications, significantly improving employee and community engagement awareness.

Director - [DAVIES Public Affairs](#) - Santa Barbara, CA - April 2008 to March 2009

- Developed and directed issues management, media relations, crisis and PR management, grassroots and community relations on behalf of DaVita, the nation's largest dialysis care provider. Preserved DaVita's brand reputation and stock price during two major patient care media crises in Texas and NYC, managing local market dynamics.
- Provided high-level consulting and research-based communications analysis, planning and execution on a variety of programs built to enhance or maintain health systems' corporate image and perception through focused target audience interviews and competitive analysis and reports.

Senior Vice President - Media Relations, [Bank of America](#) - Los Angeles, CA - August 2005 to December 2006

- Oversaw external media relations and outreach efforts to grow and promote products and services in mainstream and Latino markets throughout the western United States with an annual budget of \$1M.
- Supported and promoted charitable activities of the Bank of America Foundation, including its signature program: Neighborhood Excellence Initiative and community reinvestment programs.
- Coordinated the efforts of a 14-member regional team to provide marketing and PR in the cities of Austin, Dallas, Los Angeles, Portland, Sacramento, and Seattle.
- Served as primary media contact in support of publicity and marketing efforts and management of crisis situations in seven states including California, Oregon, Washington, Nevada, Arizona, Texas and Idaho.

Education

Loyola Marymount University - B.A. - English Literature

Asian American Professional Association - Governing board member, professional mentor and instructor

Asian Pacific Community Fund - Governing board member and Board Chairman (2005-2019)

Claremont Graduate University: Certificate in Management

Annenberg Alchemy Leadership Program graduate in non-profit leadership and governance skills

Application Form

Profile

_____ **Rachel** _____ **Yegiaian** _____
Prefix First Name Middle Initial Last Name

Email Address

_____ **Paseo Redondo** _____
Home Address Suite or Apt

Burbank _____ **CA** _____ **91501** _____
City State Postal Code

Mobile: _____
Primary Phone Alternate Phone

Boeing _____ **IT Manager** _____ **Aerospace IT Manager** _____
Employer Job Title Occupation

Which Boards would you like to apply for?

 Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

 2 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 live in Burbank in 2005 and 2006. I moved away when I was married and moved back in 2019 to be closer to my parents and sister who both also live in Burbank. I now have a family and dont see ever moving away from Burbank and what better way to help get involved in the city I plan to live in forever.

Education

 MBA, USC BS, USC

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

I team at GCC and I also sit on another board for women's leadership. Please see resume.

Upload a Resume

Community Involvement

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

None.

List Community activities in which you are involved:

None (yet)

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.)

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.

Rachel Yegiaian

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.

Professional, I am a MBA and IT manager. I manage many projects and I manage funds for my department. Personally, I have children and am very interested in safety and the general well being of our city.

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

To gain experience and provide insights based on my background.

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

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.

N/A

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

Project Management Budget/Financing

Acknowledgement

Please Agree with the Following Statement

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

I Agree

RACHEL YEGIAIAN, MBA

• www.linkedin.com/in/rachelyegiaian

SUMMARY

Natural integrator with history of strong leadership, technical and interpersonal skills. Comfortable with managing complex change initiatives and drive teams to work constructively. Proficient in seeking out and leveraging best practices with regard to people, processes and technologies. Adept in business process re-engineering and able to quickly identify and streamline redundancies.

EXPERIENCE

SPECTROLAB, A BOEING COMPANY | Sylmar, CA

IT Director

2019 - Present

Site IT leader including development and infrastructure support teams. Responsible for day to day support, compliance and planning of all IT aspects and reports to the President of Spectrolab, a Boeing subsidiary.

- Lead day-to-day operations of a complex IT infrastructure that includes SAP, factory automation systems, custom applications and Commercial off the Shelf applications and hardware.
- Establish annual IT Roadmap for our SAP, infrastructure and application development teams in alignment with Business Goals and Objectives.
- Establish and manage IT Budget. This includes providing accurate budget estimates, operating at or under budget, optimizing Boeing cost allocations, and finding innovative ways to reduce operating costs through site-wide software license and support costs.
- Partner with the business to implement innovative IT solutions with a mix of custom and COTS application solutions. Replace obsolete custom solutions with COTS applications when possible.
- Established a robust project requirements gathering system to ensure project success.
- Manage a diverse team of IT professionals including on-site employees and contractors, and off-site contractors providing 24/7 support for SAP, onsite printers and all Dell assets.
- Leverage the mass resources provided through Boeing IT for common solutions.
- Adhere to Boeing IT processes and policies in the day-today management of the Spectrolab IT environment.
- Maintain compliance with Boeing and Government requirements.

GLENDALE COMMUNITY COLLEGE | Glendale, CA

Adjunct Professor, Business and Computer Science-Information Systems Division

2017- Present

Teach an introductory Computer Science and Information Systems once a semester to a diverse population of traditional students, working adults and returning students.

- Personally developed the objectives, syllabus and course outline. Focus is placed on career growth as well as the business aspect of Computer Science and Information Systems.
- Mentored multiple students through a successful transition/transfer to four year universities.

MEDTRONIC | Northridge, CA

Product Manager, Marketing

2017 - 2019

Responsible for leading marketing initiatives and programs to help drive US revenue for the Advanced Insulin Management (AIM) business, primarily focused on Insulin Pump Therapy.

- Developed commercial strategies to support product launches and initiatives, and manage post-launch product lifecycle management.
- Insulin pump product expert responsible for collaborating daily with Operations, Supply Chain, IT, R&D, Regulatory, Managed Markets, and the Chief Patient Office.
- Create and maintain department budget forecast and all associated activities including accruals and actual process on a monthly, quarterly and annual basis.
- Partnered with IT to create single source of truth for customer Install-Base information by merging data from SAP and GE systems based on business rules.
- Helped improve accuracy of sales forecasts and revenue projections.

RACHEL YEGIAIAN, MBA

• www.linkedin.com/in/rachelyegiaian

PPG AEROSPACE | Sylmar, CA

Senior Project Lead, IT

2013 - 2017

Managed multimillion dollar multi-year global overhaul of the PPG Aerospace chemical product label printing solution to meet new global chemical labeling requirements. Brought every function of the company together to produce a single, dynamic, scalable and comprehensive labeling solution. Lead a team in the production of a smart solution which integrated with both the ERP system and the Chemical Hazard System to provide accurate and dynamic product labels real time. Deploy +100 bleeding edge manufacturing grade color label printers across a dozen North American sites while supporting Asia Pacific and Europe in their go live process.

- Lead/hosted a variety of meetings including standing Executive Steering Committee meetings, weekly meetings with North American and Asia Pacific teams, design and development meetings, offsite meetings, etc.
- Partnered with all Aerospace Manufacturing and Repacking sites globally to flush out and meet all customer requirements as per Customer and Contract Specifications as well as any country specific regulations. Developed relationships and ensured product satisfaction with regular visiting to 9 North American sites.
- Partnered with the Corporate EH&S Product Stewardship (PS) team to establish a dynamic country specific solution. Partnered with the Aerospace EH&S PS team to drive the development of dynamic GHS compliant templates. Partnered with and implemented change in numerous departmental procedures in order to streamline required label content through the ERP system.
- Spearheaded products beta testing with two printer manufacturers (Epson, Japan and iSys, Canada) to guarantee the successful introduction to the market.
- Created efficiencies by reducing number of label templates from +7,000 manual to 40 dynamic label templates.
- Automated 95% of the label content by linking label print jobs to ERP work order and sales order systems.
- Conducted print quality and chemical resistance tests on 30+ label substrates to ensure the most affordable, durable, and compliant substrates were sourced.
- Supported the installation and configuration for Loftware Labeling Software. Supported the high level development of early SQL Code Calls for Loftware Universal Connector. Created the XML file format used between the QAD ERP system and Loftware.

THE BOEING COMPANY | Seal Beach, CA

Senior Project Manager, IT Infrastructure

2011 - 2013

Lead a team in the redesign of Boeing's application hosting system called "Infrastructure Design & Implementation Services" (IDIS) used for the setup of new programs' infrastructure needs. This aggressive initiative resulted in better coordination and integration of numerous activities across Boeing IT including the financial budgeting, resource planning, service design and implementation. Created efficiencies and best practices, as well as saving the company time and money.

- In the first year alone, delivered over \$1.5 million in cost savings through system improvements.
- Initiative resulted in an average 180% cycle time reduction or the equivalent of 200 days per request.
- Integrated the use of Design and Implementation Patterns targeted to be used by 80% of all requests.
- Crafted pointed metrics and reports for the entire lifecycle of the infrastructure request process and for all stakeholders which lead to the identification of several procedural bottlenecks and subsequent Lean initiatives.
- Facilitated hands on User Acceptance Testing sessions.
- Provided extensive role based training to over 400 people.
- Utilized Agile development methodology in early stages of the tool development.

THE BOEING COMPANY | Seal Beach, CA

Chief of Staff, Network & Space Systems - IT Business Partners

2008 - 2011

Managed execution of key IT and business initiatives for the \$13B Boeing Defense organization. Partnered with executives in the strategic planning, implementation, communication, partnership and operations of IT to support N&SS business units. Identified resource and service gaps and turned them into requirements to deliver solutions.

- Implemented value-added solutions based on relevant and pertinent statistics, methodologies and industry trends obtained from attending Gartner Forums.
- IT Business focal for Capital Planning, Long Range Business Planning, LEAN initiatives, and Employee Surveys.
- Established a battle rhythm for the leadership team and streamlined execution of routine operational processes.
- As part of a CIO directed initiative, created the Boeing IT Capabilities Marketing Brochure to communicate as well as support growth of revenue production in the IT sector.

RACHEL YEGIAIAN, MBA

• www.linkedin.com/in/rachelyegiaian

THE BOEING COMPANY | El Segundo, CA

Senior Business Analyst, Space and Intelligence Systems - IT Business Partners

2007 - 2008

Lead the S&IS IT team to define, deploy and supported common computing standards, tools and process/performance metrics. Developed an operations model to enhance team collaboration and facilitate metrics commonality across many functions. Validated the evaluation of new technology for impact on process improvement strategies.

- Coordinated weekly Business Focal Meetings as well as IT Project Management Meetings.
- Spearheaded several projects to help with retirement of obsolete applications resulting in cost savings.
- Established partnership and became interface to all Service Delivery Managers for the El Segundo site.

THE BOEING COMPANY | Huntington Beach, CA

Business Web Application Developer, IT Application

2004 - 2007

Responsible for the complete project lifecycle of dynamic database driven web application solutions, starting with project scope, budget and schedule baseline, followed by the technical design, systems integration, and long-term maintenance for a diverse scope of customized user-centered web-based application using ColdFusion for internal Boeing clients. Created and managed over 50 web-based applications.

- Developed the Huntington Beach site's annual Ethics Training Attendance Manager for +5,000 employees.
- Created customized training material for both onsite and remote users for the Future Combat Systems.

COUNTRYWIDE HOME LOANS | Simi Valley, CA

Financial Analyst

2002 - 2004

Performed financial, business and market analysis and provided management with definitive financial reports to assess portfolio performance and assisted in the development of quarterly forecasting/industry analysis package.

- Actively analyzed and measured the economic risk and financial impact of natural disasters on loan portfolios.
- Audited existing reports for data integrity and automation opportunities while streamlining existing reports by improving query algorithms resulting in a 30% improvement in team productivity.

WEB HAWK ENTERPRISES | Montrose, CA

Business Analyst

1999 - 2002

Lead several activities in a small start-up technology company. Managed all client content migration as well as creating custom accounts and training materials. Provided programmers with constructive feedback for new software features as well as testing of each software release version. Contributed to the software help features functionality.

- Designed a repeatable method for all client migrations of static websites to the Renovo Content Management System; configured new server accounts, installed software, rebuilt customer websites as well trained staff.
- Co-hosted onsite product information and training sessions.
- Produced all company marketing materials including company website and brochures.

CAR SYSTEM PROS.COM | Los Angeles, CA

Owner/Entrepreneur

1999 - 2001

Reached objective of profitably retailing and wholesaling automobile audio and security products both nationwide and internationally by maintaining an updated catalog with competitive prices via a Yahoo! Stores website.

EDUCATION

University of Southern California, Marshall School of Business | Los Angeles, CA

Master of Business Administration

University of Southern California, Marshall School of Business | Los Angeles, CA

Bachelor of Science in Business Administration, emphasis in Information Systems

Education

B.A. - UCLA '70 M.A. - UCLA '73 Diploma Mandarin - Defense Language Institute '74

Additional Pertinent Courses or Training

United States Marine Corps OCS - 1974; Advanced Infantry Training at Battalion level 1975; Advanced Jet Training 1975

Other Pertinent Skills, Experience or Interests

Professional memberships: AIA, Better Business Bureau, Burbank Chamber of Commerce, Chatsworth Chamber of Commerce, Construction Specification Institute, Roof Consultant Institute

Upload a Resume

Community Involvement

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

I previously served on the Building and Fire Codes Appeal Board. I have also served on the Burbank School District School Facilities Oversight Committee. Currently, serving on the City of Burbank Infrastructure Oversight Board.

List Community activities in which you are involved:

Rec Soccer coach, rec basketball coach

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. I am definitely not related to anyone working for the City of Burbank or anyone who has worked for the City of Burbank!

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.)

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:

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 previously served on the Burbank School District Schools Facility Oversight Committee which serves in the same capacity as the Infrastructure Oversight Board would do. Also, having three and a half decades of project construction management on a variety of projects gives me the background to do this kind of oversight work.

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

There is only one basic goal here to be sought out. That goal is to see that the City of Burbank gets the best possible outcome on all of its infrastructure projects whether it is the re-hab of a building, a new parking lot, a new roof at City Hall, or a re-surfacing of a City tennis court, etc. I wouldn't want to hear the phrase, "this project is ok, it's pretty good." I would only want what's best for the City of Burbank!

Second Choice

SECOND choice for Board/Commission/Committee appointment:

City Planning Board would be my second choice. The issues that the Planning Board faces are similar to the Infrastructure Oversight Board - advising and reviewing City management practices and spending in the interests of the citizens of 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

As a retired construction consultant who has worked as a consultant on a variety of construction projects for cities, hospitals, school districts, factories, etc., for over 35 years both nationally and especially in the southwestern U.S., I would be bringing my extensive expertise in planning City projects and project management.

Mr. Walter M Brennan Jr.

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

As stated previously, Have only one goal for the City of Burbank, and that is the best possible outcome on any project needed by the citizens of Burbank!

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.

Prior to my retirement, I spent over thirty five years in the construction industry as a construction consultant specializing in roofing and waterproofing projects for cities, school districts, hospitals, commercial buildings in Southern California, the southwest US, and nationally. My clients included cities, property managers, school districts, hospital corporations, specialty contractors, architects, engineering firms, construction planners, etc. The requirements for successful construction consulting on projects is the initial writing of the condition reports related to the proposed project after which a proposed plan of action is set forth to the client. Then, budgets for the proposed work are created along with detailed specifications for the proposed work. When both the budget and specifications for the work have been approved, then approved contractors have to be brought in to bid the work based upon the specifications. Bids from the contractors are collected, reviewed and then one of the bidders are approved for the construction work. Once work commences, then the consultant must inspect the work while it is being performed. When the construction project has been completed, the construction consultant does a final with the contractor and gives the Owner a report on the finished project. Successful construction consulting work consisted of the just mentioned work procedures. If any one step is missed as listed above, then your project will not be successful. I never had an unsuccessful project whether it was with Kaiser Hospitals, Glendale City, Burbank School District, Glendale School District, Cal State LA, UCI, Housing Authority of Los Angeles, City of Irwindale, the Muller Company, etc.

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)

As mentioned in the question above, I have worked with many City (eg., City of Irwindale, City of Monterey Park, City of Alhambra, etc.) and school district approved architectural and civil engineering firms on many different types of construction projects. I have also hired architects and civil engineers to work for me on any number of construction projects roofing and waterproofing projects (eg., Kaiser Permanente, City of Angels, and various property management companies). I have also had to hire either general contractors or specialty contractors to do the work on a number of my projects over my career. For example, a number of my roofing and waterproofing contracts had to involve removing hazardous waste materials from the job site in order to perform the needed infrastructure work to be performed. Therefore, I had to know who to hire and how specify their work, Therefore, to do so involved hiring the appropriate hazardous material inspector as well as the hazardous material removal contractor to ensure the removal work is done properly and safely - no easy task. Also, to do construction consulting work besides knowing the nuts and bolts of it, it is necessary for one to understand how to plan it and budget for the work. This is necessary so one can aid your client on how to budget for future work five or more years into the future based upon current need and projected needs for the client into the future. All of this experience would be needed to serve successfully on the Burbank Infrastructure Oversight Board. This is the type of experience I would be bringing to the Infrastructure Oversight Board.

Acknowledgement

Please Agree with the Following Statement

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

I Agree

Application Form

Profile

Prefix

Larry
First Name

Middle Initial

Walsh
Last Name

Email Address

Home Address

n beachwood dr
Suite or Apt

Burbank
City

CA
State

91506
Postal Code

Mobile: _____
Primary Phone

Alternate Phone

US Army Corps of Engineers
Employer

Civil Engineer
Job Title

Cost Engineer
Occupation

Which Boards would you like to apply for?

Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

8 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?

This looks like an interesting opportunity to apply my professional knowledge in a way that will directly help my community.

Education

BS Civil Engineering

Additional Pertinent Courses or Training

Licensed civil engineer in the state of california, number 78295 and DOD Tri Services Certified Cost Engineer.

Larry Walsh

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

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

None

List Community activities in which you are involved:

None

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

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.)

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.

Larry Walsh

First Choice

FIRST choice for Board/Commission/Committee appointment:

Infrastructure Oversight

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 Cost Engineer for the US Army Corps of Engineers who works on large civil works and military projects.

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

Ensure Burbank makes sound infrastructure investment decisions that meet the needs of both current and future residents.

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

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.

No city experience, but regularly review construction documents and prepare cost estimates for maintenance and construction of water resource projects and military base facilities.

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

Has served as team lead on USACE water resource planning studies and lead cost engineer on flood risk reduction, ecosystem restoration, and military facility improvement projects.

Acknowledgement

Please Agree with the Following Statement

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

I Agree

Larry Walsh, P.E., C.C.E.
Burbank, CA

WORK EXPERIENCE

Cost Engineer, AE-Management, Cost and Value Engineering Section

US Army Corps of Engineers, Los Angeles, CA

March 2020 to Present

- Develops estimates for water resources, environmental restoration, military, and inter-agency construction and maintenance projects. Estimates range in detail from Class 5 (Rough Order of Magnitude estimates) to Class 1 (Independent Government Estimates). Estimates are developed using historic data, USACE databases, unit prices taken from RS Means, input from the project team, and crew-based estimating.
- Works with project managers to develop total project cost estimates that are used to track costs over the lifetime of the projects. Costs include construction costs, management and oversight, technical staff labor, all spent costs, and estimated costs due to inflation
- Works with project managers and technical leads to develop construction schedules and project schedules
- Leads the project team through the develop of the project risks analysis. Each project risks analysis is completed using either the quantitative Cost and Schedule Risk Analysis tool or the qualitative Abbreviated Risk Analysis tool.
- Regularly presents results of cost analysis to Project Managers, senior USACE management, and outside agencies to help develop the best course of action for projects in feasibility, design, and construction phases.
- Cost Engineer for the 2020 COVID response effort and developed estimates for temporary medical facilities to help manage surge in demand.
- Lead the project team to Identified key cost and schedule risks for both the Prado Ecosystem Restoration Feasibility Study and the Little Colorado Winslow Flood Risk Reduction Feasibility Study. The identified risks helped the team to revise the design of the project and reduce the overall project costs.
- Lead cost engineer on the Dominguez Channel Flood Risk Management Feasibility Study. Cost analysis efforts help the team determine early in the study that the proposed flood risk management measures were not economically viable.
- Lead cost engineer on the El Centro/Yuma border wall segment that was awarded for \$220 Million in FY19.
- Lead cost engineer for the Rio De Flag Flood Risk Reduction project, estimated construction cost of \$50 Million.
- Lead cost engineer for the Los Angeles River Ecosystem Restoration project, estimated construction cost of \$300 Million
- Lead Cost Engineer for the Murrieta Creek Flood Risk Reduction project. Cost to complete is estimated at \$200 Million but currently working closely with the design team and Riverside County Flood Control District to identify ways to reduce project costs.
- Developed a spreadsheet that identifies key construction cost drivers. The output of this spreadsheet is input into the Cost and Schedule Risk Analysis.

Supervisory Civil Engineer, Cost Engineering and Specifications Section

US Army Corps of Engineers, Los Angeles, CA

February to March 2018, and May to September 2019

- Temporarily promoted to Section Chief while simultaneously serving as a Cost Engineer during emergency mission deployments of the permanent Section Chief.
- Oversaw a team of three Cost Engineers, one Value Engineer and one Specifications Writer.
- Managed the sections yearly \$2.1 million operating budget and coordinated with USACE offices throughout Southern California, Nevada, Arizona, and Chicago to manage scheduled work.

Cost Engineer, Cost Engineering and Specifications Section

US Army Corps of Engineers, Los Angeles, CA

August 2016 to March 2020

- Served as a Cost Engineer and fulfilled Section Chief duties when they were out of the office.

Senior Lead Planner, Water Resources Planning Section A

US Army Corps of Engineers, Los Angeles, CA

January 2016 to August 2016

- Led a multidisciplinary team of engineers, biologists, archeologists, real estate specialists, and economists in development of Civil Works planning studies.
- Directly responsible for ensuring planning studies stayed within budget and on schedule.
- Regularly reported to senior management and local agencies on the current status of studies and upcoming challenges.
- Continued to serve as Silver Jackets Lead for Southern California and Flood Plain Management and Planning Assistance to States program manager.

Larry Walsh, P.E., C.C.E.
Burbank, CA

Lead Planner, Water Resources Planning Section A

US Army Corps of Engineers, Los Angeles, CA

August 2013 to January 2016

- Worked with manager to oversee the execution of Civil Works planning studies.
- Tracked project schedule and labor budget to ensure studies would be completed for \$3 Million and in three years.
- Served as Program Manager for Flood Plain Management Services and Planning Assistance to States for Southern California.
- Worked with state and local agencies on securing funding for small projects as Southern California Silver Jackets Lead.

Civil Engineer, Civil Design Section A

US Army Corps of Engineers, Los Angeles, CA

July 2011 to August 2013

- Worked with a lead engineer on the development of construction documents for Civil Works and Military projects.
- Served as a Levee Screening Facilitator and reported the team's findings to senior management.
- Volunteered for disaster response efforts after tornadoes devastated Alabama.

FCIP Intern

US Army Corps of Engineers, Los Angeles, CA

July 2010 to June 2011

Engineer II

RRM Design Group, San Luis Obispo, CA

May 2010 to June 2010

Engineer I

RRM Design Group, San Luis Obispo, CA

June 2007 to May 2010

EDUCATION

Bachelor of Science in Civil Engineering, California Polytechnic University San Luis Obispo, 2007

RELEVANT TRAINING & AWARDS

- Registered Civil Engineer in the State of California. License Number 78295
- DOD Tri-Services Certified Cost Engineer, Certificate No. 712
- Completed Leadership Development Program tiers 1-3
- Received performance bonuses each year from 2011 to 2020

ADDITIONAL SKILL

Proficiency with MCACES, Microsoft Project, Microstation, InRoads, Autodesk Civil 3D, Microsoft Excel, Microsoft Word, Microsoft Access

Application Form**Profile**

_____ **Janis** _____ **Cohen-Milch** _____
 Prefix First Name Middle Initial Last Name

 Email Address

_____ **S. California St.** _____
 Home Address Suite or Apt

_____ **Burbank** _____ **CA** _____ **91505** _____
 City State Postal Code

_____ **Home:** _____ **Mobile:** _____
 Primary Phone Alternate Phone

_____ **LAUSD (retired)** _____ **Teacher/Testing Coordinator** _____ **HS teacher/attorney** _____
 Employer Job Title Occupation

Which Boards would you like to apply for?

Planning Board: Submitted
 Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

10 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 recently retired as an LAUSD high school teacher (6/19) I returned to my old entity on skid row, the Inner City Law Center, as a volunteer attorney but that stint finished in December. As I was about to volunteer anew at another non-profit, the world closed down and I've been sewing cloth masks for a local shelter (over 800) but that need seems to be ending. I have never sought elected office but I am intelligent, concerned about the goings on in the City and feel I could now contribute time and interest and thoughtful skills to City governance.

Education

Post-grad (Berkeley, 1969)--Howard University School of Law ('73) and CSULA '98 (teaching credential)

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Spanish-speaker

Upload a Resume

Community Involvement

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

Served on the Transportation Committee of the Los Feliz Neighborhood Council.

List Community activities in which you are involved:

I am a Spanish-speaking volunteer with a valley-based Temple group that assists "green carders" in their final push to citizenship (filling out the application, setting up English classes, etc)--this is in LA, not Burbank. I had JUST begun teaching a civics class to Spanish-speakers in February, 2020, with the Int'l Rescue Comm. when the world stopped--this also in LA, not Burbank.

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.)

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:

Planning 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.

Other than having lived in various big cities as an adult, I have no technical/professional background per se. I have a serious post-graduate education and certainly possess critical thinking skills. I am a positive person--I have to confess that my usual "interaction" with Burbank "entities" is usually to call and notify same of a problem (street lighting, holes in streets, etc), and I am ALWAYS quick to call back a supervisor to relate the quick response. No curmudgeon me--just aware & concerned.

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

Frankly, my goals are rather selfish--probably everyone is going to write "they're a good worker, etc. etc." Now retired and after a decade here, I would like to become INVOLVED and feel more connected. I was always involved with SOMETHING whilst still in LA and that's been a void in my life here. I would like to be able to be involved in the "innards" of planning the future of this city

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Infrastructure 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

Please see prior response--I have no technical/professional background re Infrastructure.

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

I live and breathe national politics and am aware that "infrastructure" has become the Word of the Day...More importantly, as we continually hear of bridges failing, sinkholes forming, etc. and the increasing effects of climate change on our existing entities (electrical grid shortcomings, water conservation projects)--I think a generalist with an open-mind would be an asset as Burbank (hopefully) develops new and creative ways to meet these challenges. (I am so proud of the BWP--the last bill enclosed the flyer describing it's amazing success in keeping us "connected" & frequently crow to my old LA neighbors.)

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 no experience/expertise with City infrastructure per se. I did serve on the Transportation Committee of the Los Feliz N'hood Council some years ago. I am an attorney by training as well as a teacher & am a concerned Burbank resident. I am trying to become more involved in community matters.

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

I have no technical expertise of the above-topics other than having served on the Transportation Subcommittee of the Los Feliz N'hood Council. We were concerned with the severe parking limitations in that area, street paving issues and worked with our City Councilman's office directly. Apropos this question, I would respectfully suggest that the City of Burbank hierarchy responsible for selecting Board/Commission members would desire "generalists" as well as experts--Architects/Engineers Build Buildings--Taxpayers and the like finance same and I believe an intelligent, concerned "generalist" would also be an asset to this Board.

Acknowledgement

Please Agree with the Following Statement

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

I Agree

JANIS COHEN-MILCH

South California Street

Burbank, C 91505

(c)

EDUCATION

1998 CSULA/Charter School of Education/Multiple Subject Credential Los Angeles
1973 JD Howard University School of Law Washington, DC
1969 BA, University of California/Criminology Berkeley, CA

WORK EXPERIENCE

Sept/2000- **Los Angeles Unified School District**
2019 (ret'd) City of Angeles Independent Study School
MS teacher/HS teacher/Testing-Data Coordinator

MS: Taught grades 6-8, all subjects. Met with student/parent weekly for teaching & supervising; administered all State/District-mandated standardized tests; served as MS Rep to School Site Council;

HS: Taught grades 9-12, all subjects. Met weekly with student; had special expertise with below-level math skills; administered all State/District-mandated standardized tests. Served as Chair, School Site Council (2 terms).

TC: Responsible for training over 70 teachers and distributing all State & District-mandated testing materials; training teachers/counselors. Oversaw & maintained the online teaching portal for the foreign language graduation requirement (Edgenuity); assisted students w/their computer logins & helped teachers maintain their students' progress.

1989-1997 **INNER CITY LAW CENTER** Los Angeles
Non-profit legal entity located in skid row of LA. Directly responsible for Spanish-speaking clients needing legal counsel; worked closely w/paralegal & attorney colleagues preparing major slumlord litigation. Developed & maintained large database of expert witnesses for assistance. Substantive involvement in representing children's rights re slum housing and other advocacy issues.

1978-1989 **LAW OFFICES OF JANIS COHEN-MILCH** Los Angeles
Sole practitioner of primarily family law including but not limited to custody/visitation issues, dissolutions, TROs, family support, paternity.

OTHER

1970-1973 **DISTRICT ATTORNEY OF PHILADELPHIA** Philadelphia
Hired upon law school graduation, worked primarily in Frauds section.

GUARDIANS AD LITEM Los Angeles
Selected to be in initial class of adults appointed advocates for children in juvenile court system (precursor to present-day CASA)

Application Form

Profile

Ms. Maria E Coronado
 Prefix First Name Middle Initial Last Name

████████████████████
 Email Address

██████ E Fairmount Rd
 Home Address Suite or Apt

Burbank CA 91501
 City State Postal Code

Mobile: ██████████
 Primary Phone Alternate Phone

Southwest Regional Council Of Carpenters Special Representative Representative
 Employer Job Title Occupation

Which Boards would you like to apply for?

Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

Born at Providence St Joseph/ Moved back permanently 2008

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 graduate of Leadership Burbank Class of 2018. The class was a great way to see the inter-workings of our great city. My short-term goal as a resident is to make a positive impact and influence in my hometown. Think globally act locally! My long-term goal is to serve on the Burbank City Council. I believe with my Trade School education and Infrastructure experience I would be an asset to our city's Infrastructure Oversight Board. I would like to continue the great work we have accomplished on the Infrastructure Oversight board so far. We have only begun to shape the IOB and work with staff to create a positive influence on the city's infrastructure.

Education

I have a High School Diploma and completed Trade school with college credits. It's the equivalent to a Bachelors degree. I am a skilled and trained professional Carpenter with years of Job Safety/ Health and Safety/ Environmental Safety and OSHA training. (Including Cal-OSHA)

Additional Pertinent Courses or Training

Graduate of Leadership Burbank Class of 2018- I have taken over 100 hours of Leadership training classes for my current employment position. Additionally, I attended Generational Differences Training regarding do's and don'ts to better communicate with each generation. Completed the Lighthouse Institute Training course.

Other Pertinent Skills, Experience or Interests

I am a good listener. I have led groups of people toward a common goal for many years.

[Upload a Resume](#)

Community Involvement

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

Infrastructure Oversight Board 2019-Present

List Community activities in which you are involved:

BTAC I volunteer as needed. Burbank coordinating Council—I volunteer as needed. Kids Community Dental Clinic. I lead a team of volunteers in the remodeling project for the Burbank Leadership class of 2018. I volunteer with KCDC as needed. I have volunteered with FSA as well. I am currently looking for more ways to volunteer within our great city.

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.

None

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.)

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:

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 worked on a number of heavy-Highway Bridge Projects in my long career as a carpenter. I have first-hand experience protecting the community with environmental impact policy's. I built schools, libraries, office buildings and hotels throughout my career and have boots on the ground knowledge of the different types of community impact regarding each project.

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

I'm interested in community involvement at a Leadership level to use the skills I've attained in my construction and office career to better my hometown.

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

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 am interested in learning more about it on the city side of it. My experience is mostly on the construction side of the process

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

Construction Management Good knowledge of the inner- workings of the construction processes
Structures Building- boots on the ground experience. Traffic Engineering- studied plans and asisted in the design for specific projects and participated in the placement.

Acknowledgement

Please Agree with the Following Statement

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

I Agree

Various Safety training OSHA/CAL-OSHA

Graduate of Leadership Burbank Class of 2018

AWARDS AND ACKNOWLEDGEMENTS

- 2015 received the Harry Bridges Center for Labor Studies Award honoring a Long Career as a Woman in Construction.

Favorite Quote:

Do all the good you can,
By all the means you can,
in all the the ways you can,
in all the places you can,
at all the times you can,
to all the people you can,
as long as ever you can.

By John Wesley

Application Form

Profile

Prefix

Misty
First Name

R
Middle Initial

Tamburelli
Last Name

Email Address

Home Address

N KENWOOD ST
Suite or Apt

BURBANK
City

CA
State

91505
Postal Code

Home: _____
Primary Phone

Alternate Phone

Stay LA Inc
Employer

Chief Financial Officer
Job Title

Senior Accountant
Occupation

Which Boards would you like to apply for?

Planning Board: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

20 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 serving on a board to enrich my knowledge and understanding of Burbank's inner workings. Burbank is a special, unique city and I'd like to contribute my skills and dedication to keep it as special as possible.

Education

Associate Degree in Accounting (working on a BA) Associate Degree in Real Estate (working towards a broker's licence)

Additional Pertinent Courses or Training

California Real Estate Licence Notary Public

Other Pertinent Skills, Experience or Interests

Managerial and planning skills, accounting software advance skills, MAC & PC proficient. In depth spatial knowledge of Burbank grid system and streets. Public speaking, customer relations, human resources training.

Upload a Resume

Community Involvement

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

N/A

List Community activities in which you are involved:

Burbank Unit 601 - Girl Scouts Troop 4346, Community Garden Project (Past, hopefully in the near future)
RISE-Burbank volunteer program (Past) Burbank Coordinating Council - Volunteer

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.)

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:

Planning 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 held many leadership positions and enjoy working with professional to improve and implement changes successfully. I have patience and superb organization skills I've acquired from many years working as an executive assistant, and owning my own accounting business. I have managed a staff of 25 plus while organizing large live-streaming production events such as political campaigns, sports events, PSAs, and music concerts. I have contractual experience from my years as a property manager and real estate agent. I have worked closely with attorneys, CPAs, CEOs and business owners.

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

My goals serving on this Board are to help provide research and fair, honest opinions and ideas that will benefit the City of Burbank. Second, I hope to serve the community and provide diligent insight to residents, staff and council. Third, I hope to help produce results and make positive change. Lastly, I would like to influence fellow Burbank resident to become involved in providing civil service to the community.

Second Choice

SECOND 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

Working along architects, structural and civil engineers, accounting professionals and land developers I feel I have a solid foundation of what it takes to be apart of the Infrastructure Oversight Board. I am familiar with building processes and phases, terminology and construction and of course budgeting, I am an accountant.

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

My goals serving on the Infrastructure Oversight Board are to help guide and provide the City of Burbank the absolute best methods and execution on planning and future projects that will benefit the community and allow the city to flourish. Second, I hope to work with developers, planning officials, architects and innovative ideas that will serve the community while providing diligent insight to residents, staff and council. Third, I hope to help produce results and make positive change. Lastly, I would like to see Burbank at its best, by continuing adapting sustainable building and keeping the feel of a small large city.

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 hold an accounting degree as well as a real estate degree and licence. I have practiced commercial real estate for over ten years. Working for an award winning architect has taught me the process of acquiring land and building structures as well as sustainable building. I gained structural engineering experience when I worked for a retrofitting company planning budgets and scheduling. Currently, I am solely maintaining a real estate portfolio of commercial, apartment and single family homes valued over 35 million.

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

I proudly worked and assisted a seasoned famous architect for three years. Becoming well versed with the architectural process from start to finish. I also worked for a successful, busy retrofitting and structural engineering company doing budgeting and planning for soft-story apartment buildings and commercial units. Both jobs allowed me to familiarize myself with the city's permit process. I spent ten years at a live production company wearing a few different hats, serving as a coordinating manager often scheduling and organizing a crew of over 20 people per event. Budgeting and financing were also a major part of my involvement on the various projects. I have held a real estate license for over 15 years specializing in commercial real estate. I have owned my own accounting business for six years, and currently, a CFO for a real estate portfolio estimated at 35 million dollars. I enjoy volunteering and community service. I enjoyed being a part of Burbank's first RISE volunteer program, focusing on Burbank's homeless issues. I have written grants for Burbank schools, receiving a million-dollar grant for improvements. My highest honor, I serve as a Girl Scout Troop leader for Troop 4346, Burbank.

Acknowledgement

Please Agree with the Following Statement

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

I Agree

Misty R. Tamburelli

N. Kenwood Street Burbank CA 91505

Professional Overview

Highly motivated, and interested in growth potential with a passion to succeed. Energetic self-starter, positive thinker and goal oriented. I can work independently and thrive in a high-energy entrepreneurial environment. Strong analytical and organizational abilities and computer skills, including QuickBooks, Word, Excel, Outlook, Google G-Suite/Google Docs and Internet functions.

Work Experience

Senior Accountant - Burbank Accounting - Burbank, CA

November 2014-Current

Manage and handle several small business companies. See that all financial matters are handled and completed. Liaison for IRS, State of CA and Franchise Tax Board.

Clients include: Fashion Designer, Real Estate Agent, Architect, Production Company, Construction

Chief Operating Officer - Absolute Live Productions & Rentals - Burbank, CA

November 2010-2014

Oversee all departments with the everyday activities that revolve around Live Streaming and Film Productions. Consult with the CEO on a daily basis. Answer phones -assist customers, vendors and tenants, screen calls and messaging. Accounts Payable and Receivable -entry of bills, maintain payment schedules, distribute payments, quarterly billing, collections and bank deposits. Prepare monthly/quarterly reconciliation reports and tax returns. Payroll, payroll reports and processing, hiring, W-2's and 1099's. Organize, develop and maintain filing system. Create and maintain spreadsheets on Excel. Letter writing and documentation preparation on Word. Mail distribution, copies, scanning, faxing, placing and following orders, shipping and receiving.

Property Manager, Bookkeeper - California Independent Production Center - Burbank, CA

May 2007 - October 2010

Successfully maintained full occupancy of a 35 unit commercial office building. Prepared all income and expense reports using QuickBooks for an entertainment facility.

Prepared all lease documentation, collected rent and paid bills.

Made timely resolutions of tenant complaints and necessary repairs.

Prepared year-end financial statements for income and taxes.

Assisted in the demolition and construction of new 2-story structure and remodeling of existing structure.

Commercial Real Estate Agent - Beitler Commercial - Sherman Oaks, CA

May 2006 to Current (Licensed but not practicing)

Closed lease deals and engaged in several purchases of commercial buildings. Secured many listings and satisfied various deals, many as a dual agent.

Education

Los Angeles Valley College -2015

Associate Degree - Accounting

Other Interest & Strengths

- Eye for detail - Budget minded - Leadership skills - Confidential and dedicated

Application Form

Profile

_____ Tamala _____ Takahashi _____
Prefix First Name Middle Initial Last Name

_____ [REDACTED] _____
Email Address

_____ N. Ontario St. _____
Home Address Suite or Apt

Burbank CA 91505
City State Postal Code

Home: _____ [REDACTED] _____
Primary Phone Alternate Phone

Self Consultant Non-profit consultant/small
Employer Job Title business owner
Occupation

Which Boards would you like to apply for?

Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

23 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?

It is immensely rewarding to serve on city commissions. I have been on three commissions since 2017 and I currently sit on the IOB as the vice-chair. I have greatly enjoyed being a part of improving our community by participating in the oversight of the infrastructure implementation processes in our city. I care deeply about our city and our community.

Education

Masters of Arts - Community Psychotherapy, Antioch, current student • Bachelor of Arts - French, University of California - Riverside, 1995 • Bachelor of Arts - Psychology, University of California - Riverside, 1995

Additional Pertinent Courses or Training

(2013) Distinguished Toastmaster • (2019) John Maxwell Certified Leadership Trainer • (2018) Emerge Leadership Training Alumni •

Other Pertinent Skills, Experience or Interests

See my full experience here: <https://www.linkedin.com/in/tamalatakahashi/> • <http://www.tamalatakahashi.com> • • 10+ years non-profit and leadership consulting, training, and community building • Non-profit management and financial governance experience • Experience with group dynamics and working towards consensus on boards and committees • Experience and knowledge of Burbank as an involved and active resident • Skilled multitasker, patient, and persistent

Upload a Resume

Community Involvement

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

2017-2018 - Civic Pride Committee Vice Chair • 2018-2019 - Library Board of Trustees Secretary • 2019-present - IOB - Vice Chair

List Community activities in which you are involved:

2017-present - BHRC - Social Action Chair/Board member • 2019-present - Magnolia Park Merchant Association Board Member/Vice President • 2016-present - League of Women Voters - Criminal Justice and Homelessness committee member • 2021-present - Burbank Noon Kiwanis member • 2019-present - BUSD DEI committee • 2018-present - Friends of the Library Board Member • 2021-present - Burbank for Armenia Board member • 2018-present - Our Burbank Volunteer Committee Chair • 2017-2020 - Homelessness Steering Committee - Community Representative • 2017-present - General community advocate

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.)

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:

IOB

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 served on this commission for two years, and I am currently the vice chair. While I do not have professional background in infrastructure, I have experience in non-profit budgeting, funding, and oversight. I am also a collaborator and have been able to work together with the IOB board to understand and distill technical information in a way that can be understood in lay terms for the public. I consider myself a citizen representative to bring in points of view and concerns that the general public might be interested in. I have learned a lot about infrastructure and the city processes during my time on this board, and have advocated for consistent way to asses ROI for projects so the public understands why certain projects are funded, where the funding comes from, how costs are assessed, and whether the long term costs are considered. During the last two years, we have worked together as a team to consolidate all of the city wide capital improvement projects, as well as ongoing projects, into one decision making rubric. We have also advocated for and supported the development of a standardized project assessment process to use across the city departments, for a fair and transparent way to decide which capital improvement projects get funded. We have also made some minor, but important updates, including "funded by measure P" signage and regular completed project updates for the public. I am also a non-profit consultant and worked in the non-profit sector for over 10 years. High quality non-profit management requires big picture strategic planning, consistently moving towards the goals and mission of the organization, and managing the many projects and people involved. All of this has to be done while considering the viewpoints, experience, and expertise of the stakeholders, and making sure that the finances and investments are done in the best interest of the organization. My main skill set is to be able to take all of this data and information, organize it, and see a path through it. I help non profits achieve efficient, well run, and focussed meetings, as well as help them figure out their goals and make a plan to achieve them.

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

In the next few years, we will continue to improve the process. Our next steps will be assessing the unfunded projects and how to keep track of the city-wide requests across departments that have not met the threshold of funding, to keep a transparent process for adding new projects to the list. In addition to continuous improvement of the budgeting and reporting process, we are also working on a few other immediate projects such as reassessing the role the IOB will play in the responsibilities of the previous traffic commission and promotion of completed infrastructure projects on social media. A few of my personal goals on this committee, in addition to the committees goals, are to increase community awareness of how infrastructure projects are funded, to create an easy to use way for community members to give input about infrastructure, to include environmental and equity framework into decisions that are made in the capital improvement projects assessment process, and to advocate for grants, P3s and P4s, and project cost efficiencies as alternatives to using general funds for new infrastructure projects.

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

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.

My knowledge of city infrastructure has grown significantly while being on the IOB. I have attended many city council and community meetings in addition to the IOB meetings, to get a big picture understanding of how the different moving parts of the city work together. I do my homework very carefully before every IOB meeting and ask questions before and during the meetings to make sure that I have a complete understanding of the issue. My professional experience is in leading, training, and working on non profit boards, making decisions on short and long term initiatives, and negotiating financial decisions, usually with limited resources. And in addition, as a resident representative on the board, I've paid special attention to taking technical information and distilling it down to information that an average resident might want to know, and how our measure P funds have been used in the bigger picture of the infrastructure budget. I believe that while it's important to have people with technical expertise on the IOB, it will also be important to have general citizen representation on the board, who will work towards consensus building, ask questions that lead towards a better understanding of the decisions needing be made, and have the ability to navigate competing demands for consideration.

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

The two categories I have expertise in are: Budgeting and Project Management In non profits, budgeting and project planning are two integral aspects of effective management and leadership. When working on budgets or planning for a project or 1-year or 5-year goals, my process is to look at how all of the pieces fit together, and assess the highest possible ROI for each reasonable option. I also take into account not just the hard data such as financial cost and physical resources, but also soft data such as whether the choices adhere to the mission of the organization, and what the long term experiential effects and costs will be on the stakeholders (in this case, it would be the residents, staff, and council). These skills have been very useful while on the IOB, and plan to continue to use them if I am selected to stay on as a commissioner.

Acknowledgement

Please Agree with the Following Statement

ALL INFORMATION SUBMITTED IS A PUBLIC RECORD AND WILL BE POSTED ON THE CITY'S WEBSITE. All City Board, Commission, and Committee members serve without compensation from the City. No person shall serve at the same time on more than one Board, Commission or Committee. All applicants must be electors of, and actually reside in the City of Burbank, with the exception of the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. (Per BMC Section 2-1-405, 2-1-406, 2-1-407)

I Agree