

Civil Service Board

Application Form**Profile**

Matthew

First Name

E.

Middle
Initial

Doyle

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

[REDACTED]

Suite or Apt

Burbank

City

CA

State

91501

Postal Code

[REDACTED]

Primary Phone

[REDACTED]

Alternate Phone

Law Firm of Liebert Cassidy
Whitmore

Employer

Senior Consultant

Job Title

governments on
employment & labor
relations matters.

Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted

Length of time as a Burbank Resident:

36 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 worked in the Human Resources profession in City government for over 38 years. I am currently a Senior Consultant with the Law Firm of Liebert Cassidy Whitmore, providing advice and consultative services on public sector employment and labor relations matters to the firm's clients and attorneys. Prior to this position, I served as the Director of Human Resources for our neighboring City of Glendale and was employed in their HR Department for over 33 years. I wish to continue to share my extensive experience and insight on Human Resources and Civil Service for the City in which I reside. I have a great passion for this field and a significant desire to serve my city in this capacity.

Education

Master's Degree in Public Administration from Cal State University Long Beach - 1993
Bachelor's Degree in Political Science from Cal State University Northridge - 1989

Mr. Matthew E. Doyle

Additional Pertinent Courses or Training

Master of Labor Relations Certification from California Public Employment Labor Relations Association (CALPELRA) - 1999 Graduate of Model Netics Management Training Program - 2004

Other Pertinent Skills, Experience or Interests

Served as Chief Examiner and primary staff to the Glendale Civil Service Commission Vice-President (and Past President) - Southern California Public Labor Relations Council (SCPLRC) Past Member - California Public Employment Labor Relations Association (CALPELRA)

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Current member of Burbank Civil Service Board (having served from 1997 to the present).

List Community activities in which you are involved:

Burbank Civil Service Board (1997-present) Active parishioner, Lector and Eucharistic Minister - St. Francis Xavier Church Softball coach for Burbank Ponytail League for both daughters (2000 - 2014)

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

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics 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:

Civil Service 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.

Currently a Senior Consultant to the Law Firm of Liebert Cassidy Whitmore. Was previously Director of Human Resources for the City of Glendale, and retired from that position in December 2021. In that capacity, I managed a full service Human Resources operation, which included serving as staff and advisor to the Glendale Civil Service Commission. I have over 33 years of Human Resources management experience, and have advanced degrees, certifications and have taught at the college level in this profession.

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

My goals are to assure that the high standards and levels of credibility that have been established by the Civil Service Board are maintained, and that the employees and managers who appear before the Board continue to have confidence that their issues and concerns are addressed in a fair and objective manner. The Civil Service Board exists to maintain the highest level of employment standards for our government workers, and I intend to continue to serve and uphold those standards for the benefit of our community.

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 (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
 - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

I Agree

Mr. Matthew E. Doyle

MATTHEW E. DOYLE

Burbank, CA 91501

EXPERIENCE

Senior Consultant – Law Firm of Liebert Cassidy Whitmore: March 2022 to present. Provide advice and counsel to the firm’s public sector clients and attorneys on employment and labor relations matters. Conduct related training seminars, conflict resolution, and mediation. Perform organizational audits. Advise clients and attorneys on employment and labor relations matters.

Director of Human Resources - City of Glendale, California: July 2007 to December 2021. Managed and directed a comprehensive Human Resources Department operation, which includes recruitment, testing, classification, compensation, training, employee benefits, workers’ compensation, and employee health. Served as Chief Examiner and primary staff to the Glendale Civil Service Commission. Oversaw all labor and employee relations including meet and confer and contract negotiations. Developed strategies for outreach recruitment and works with stakeholders, community groups, department heads and staff in establishing dialog and positive community relations. Managed Citywide employee training and development programs, including Glendale University and various leadership development initiatives. Conducts training programs on a variety of topics, including performance appraisal, discipline, leave policies, sexual harassment, and others. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FEHA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Oversaw the City’s self-administered employee benefits program and employee health operation.

Assistant Director of Human Resources – City of Glendale, California: February 2004 to July 2007. Managed the Human Resources Division of the Administrative Services Department, including recruitment, testing, classification, compensation, training, employee benefits and Employee Health Services. Served as primary staff to Civil Service Commission. Oversaw all labor and employee relations including meet and confer and negotiations. Developed strategies for outreach recruitment and worked with stakeholders, community groups, department heads and staff in establishing dialog and positive community relations. Managed Citywide employee training and development programs, including Glendale University and the Supervisory Academy. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Oversaw the City’s self-administered employee benefits program and Employee Health Service operation.

Human Resources Administrator – City of Glendale, California: December 2001 to January 2004. Exercised broad discretion over the general operational functions of the Human Resources Division, including recruitment, testing, classification, compensation, training and employee benefits. Developed the strategic community-wide outreach recruitment program. Managed Citywide employee training and development programs, including leadership development. Coordinated the department’s budget, consisting of general Human Resources functions, Safety Administration, Workers’ Compensation and Employee Health Services budgets. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Managed the City’s self-administered employee benefits program.

Senior Personnel Analyst - City of Glendale, California: March 1998 to November 2001. Managerial position in charge of the coordination of recruitment, selection, testing, classification and job analysis activity for City of Glendale. Conducted personnel investigations. Counseled managers, supervisors and employees on employee relations issues, grievances, disciplinary actions, ADA/FMLA compliance and other matters. Negotiated with employee unions on contract and meet & confer issues. Coordinated City training and development program and managed budget. Conducted training programs on supervision, performance evaluation, discipline and other subjects.

Associate Personnel Analyst – City of Glendale, California: January 1994 to March 1998. Mid-management position coordinating recruitment, selection and testing for City of Glendale. Counseled staff and employees on employee relations problems, grievances and disciplinary matters. Handled disciplinary investigations, classification and compensation studies. Sat on City’s management team on negotiations and meet and confer sessions with employee associations. Coordinated Citywide

training program and conducted training sessions. Handled unemployment insurance claims.

Personnel Analyst - City of Glendale, California: November 1989 to December 1993. Mid-management position conducting recruitment, selection, classification and job analysis for City jobs. Counseled staff and employees on employee relations issues, grievances and disciplinary matters. Sat on City's management team on meet and confer issues with employee unions.

EDUCATION

California State University, Long Beach
Graduate Center For Public Policy & Administration
Master's Degree in Public Administration
May, 1993 Graduate With Honors

California State University, Northridge
Bachelor's Degree in Political Science/Public Administration
May, 1989 Graduate Cum Laude

CALPELRA Master of Labor Relations Certificate – 1999
Graduate – Model Netics Management Training Program – 2004
Certificate in Personnel Selection Techniques – 2005

AFFILIATIONS

Burbank Civil Service Commission – June 1997 to present
(Chairman 1999, 2003, 2005, 2008, 2012, 2015 & 2019)
Appointed by Burbank City Council

Southern California Public Labor Relations Council
(President 2003, 2004; Current Vice-President; Board Member 1997- present)
California Public Employer Labor Relations Association (CALPELRA) – Past Member
Southern California Personnel Management Association – Past Member
Personnel Testing Council of Southern California (PTC-SC) – Past Member
Western Region Intergovernmental Personnel Assessment Council (WRIPAC) – Past Member

REFERENCES

Provided upon request.

Application Form**Profile**

Linda Barnes
 First Name Middle Initial Last Name

[REDACTED]
 Email Address

[REDACTED] Suite or Apt
 Home Address

Burbank CA 91504
 City State Postal Code

[REDACTED] Alternate Phone
 Primary Phone

self Semi-retired Realtor Licensed Realtor/Broker
 Employer Job Title Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted

Length of time as a Burbank Resident:

60 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 have served on Civi Service Board for many years . I have been very interested in the workings of the city in many ways and this board allows me to serve the city where I can be of the most help. In years past, we held hearings some lasting several days a week for 2-3 weeks. I did this while working as a full time Realtor/Broker. It was very fascinating and I enjoyed it very much. Those hearings were the most educational of anything we did. I would like to continue on the Board for one more term.

Education

High School graduate Attained a degree in Radiologic Technology and became a registered Radiologic Technician. Post graduate studies at UCLA Owner Broker of 3 Real Estate Companies

Additional Pertinent Courses or Training

Continuing education courses in both Radiologic Technology and Real Estate

Other Pertinent Skills, Experience or Interests

Served as member on the Board of the Burbank Association of Realtors including the offices of Secretary/Treasurer, Vice President and President . Service on the California Association Boards for 2 years

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

Over 20 years on the Civil Service Board. 6 years on Traffic Commission. Several special committees appointed by Mayor Luddy and past mayors.

List Community activities in which you are involved:

Founder of Burbank on Parade and Equestrian Chairman until the last parade we had. Serving popcorn at the Magnolia Park Christmas Evenings yearly

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

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics 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:

Civil Service 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.

As above

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

Continuing to bring my knowledge of the workings of the city and it's employees

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 (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
 - o In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

I Agree

Application Form

Profile

Alexander

First Name

Keledjian

Last Name

Middle
Initial

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

Burbank

City

CA

State

91504

Postal Code

[REDACTED]

Primary Phone

Alternate Phone

Husch Blackwell LLP

Employer

Associate Attorney

Job Title

Attorney

Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted

Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

1 year

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 the Civil Service Board because my experience managing staff recruitment, hiring, and supervision in a Congressional office, combined with my legal training in conducting hearings and analyzing complex disputes, has given me a deep appreciation for fair personnel systems and due process protections that are essential to effective government. My background in both legislative operations and legal practice has equipped me to provide thoughtful oversight on personnel administration matters while ensuring employees receive fair consideration in appeals. As to the Infrastructure Oversight Board, I believe well-maintained infrastructure is foundational to community quality of life and economic prosperity. My experience managing policy portfolios that included project labor agreements and prevailing wage requirements for public works, combined with my legal expertise in regulatory compliance and contract disputes, positions me to effectively review capital projects, assess funding priorities, and ensure infrastructure investments align with the City's long-term planning goals while maintaining accountability to Burbank residents.

Education

American University, Washington College of Law, Washington, D.C. Juris Doctor, May 2025
California State University, Northridge, Northridge, CA Bachelor of Arts, Political Science, May 2017

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None

List Community activities in which you are involved:

N/A

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:

Alexander Keledjian

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

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics 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:

Civil Service 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 bring a unique combination of personnel management experience, legal expertise, and public service background to the Civil Service Board. As Deputy Chief of Staff in the U.S. House of Representatives, I served on the senior leadership team and directly managed staff recruitment, hiring, and supervision. This hands-on experience gave me practical insight into employment relations, the importance of clear personnel policies, and the challenges of balancing organizational needs with employee protections. My legal training and current practice as an Associate at Husch Blackwell have equipped me with the analytical and procedural skills essential to the Board's quasi-judicial functions. I regularly conduct depositions, examine witnesses, review complex documentation, and analyze disputes, experience that directly translates to hearing employee appeals and evaluating evidence. My work involves extensive regulatory compliance analysis and legal research, enabling me to provide well-reasoned recommendations on personnel administration matters. I have also assisted in white collar criminal defense matters involving Department of Justice investigations, which has deepened my understanding of due process, evidentiary standards, and fair hearing procedures. I hold a law degree and have demonstrated ability to draft comprehensive legal memoranda, analyze complex regulatory frameworks, and apply legal principles to practical situations, all critical skills for advising the City Manager and Council on personnel policies and rules.

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

My primary goal in serving on the Civil Service Board is to ensure that Burbank maintains a fair, transparent, and legally sound personnel system that serves both the City and its employees effectively. I aim to bring rigorous analytical thinking and a balanced perspective to employee appeals, ensuring that due process is upheld while supporting the City's operational needs. I am committed to providing thoughtful recommendations to the City Manager and Council on personnel administration matters that promote consistency, equity, and best practices. Additionally, I hope to contribute to the development and refinement of personnel rules that foster a positive work environment, protect employee rights, and enhance organizational effectiveness. Ultimately, I believe strong civil service systems are foundational to effective government, and I want to help ensure Burbank's personnel policies reflect the highest standards of fairness and professionalism.

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 bring a combination of policy development experience, legal expertise in regulatory compliance and contract matters, and analytical skills that are directly applicable to infrastructure oversight. As Deputy Chief of Staff in the U.S. House of Representatives, I managed complex policy portfolios and worked extensively on labor-related infrastructure issues, including project labor agreements and Davis-Bacon prevailing wage requirements for public works projects. This experience taught me how infrastructure decisions impact communities and the importance of balancing stakeholder interests in the public interest. My legal practice at Husch Blackwell has further developed my capacity for infrastructure oversight. I manage a caseload of 50+ complex matters involving real estate litigation, contract disputes, and regulatory compliance, skills directly applicable to reviewing capital improvement projects, assessing contract performance, and ensuring adherence to adopted plans and regulations. I have conducted comprehensive 50-state surveys of regulatory requirements and compiled compliance frameworks for multi-jurisdictional transactions, demonstrating my ability to analyze complex systems, synthesize large amounts of information, and identify best practices. Additionally, my operational management experience coordinating budgets, schedules, and personnel in a Congressional office has given me practical insight into project management, budget planning, and performance monitoring. I understand the importance of tracking expenditures against goals, conducting regular reviews, and ensuring accountability, all core functions of the Infrastructure Oversight Board. I hold a law degree and have demonstrated the ability to conduct comprehensive research, analyze complex technical and legal issues, and provide strategic recommendations to leadership, all skills essential for effective infrastructure oversight and policy development.

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

My goal in serving on the Infrastructure Oversight Board is to help ensure that Burbank's infrastructure investments are strategically planned, properly maintained, and accountable to residents. I aim to provide rigorous oversight of capital projects and maintenance programs, ensuring they align with the City's long-term planning goals and deliver value to the community. I am particularly interested in reviewing funding prioritization to ensure resources are allocated effectively and that projects meet their scope, schedule, and cost objectives. Additionally, I hope to contribute to the Board's role in communicating with the community about infrastructure needs and the importance of maintaining our City's assets. I believe thoughtful infrastructure investment not only preserves existing systems but also shapes the kind of community we want to be: sustainable, accessible, and forward-thinking. I am committed to helping Burbank achieve that vision.

Supplemental Questions (Infrastructure Oversight Board Only)

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 professional experience has provided me with transferable expertise highly relevant to infrastructure oversight. As Deputy Chief of Staff in the U.S. House of Representatives, I worked extensively on infrastructure-related labor policy, including project labor agreements (PLAs) and Davis-Bacon prevailing wage requirements that govern public works projects. This work gave me insight into the regulatory frameworks, stakeholder considerations, and compliance requirements that shape infrastructure development and maintenance. In my legal practice, I have managed complex matters involving real estate, contract disputes, and regulatory compliance, skills directly applicable to reviewing infrastructure contracts, assessing project performance, and ensuring adherence to legal and regulatory requirements. I have conducted comprehensive multi-jurisdictional regulatory surveys and compiled compliance frameworks, demonstrating my ability to analyze complex systems, identify best practices, and synthesize technical information for decision-making. My operational management experience coordinating budgets, schedules, and multi-office operations has equipped me with practical knowledge of project planning, resource allocation, and performance monitoring. I understand the importance of tracking expenditures against goals, maintaining schedules, and ensuring accountability, principles that apply equally to infrastructure project oversight. I am committed to learning the specific processes and procedures governing Burbank's infrastructure projects and bringing my analytical skills and attention to detail to ensure effective oversight.

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)

Budget/Financing: My experience includes coordinating office budgets and supporting operational planning in a Congressional office, where I learned the importance of aligning expenditures with strategic priorities and ensuring fiscal accountability. In my legal practice, I regularly review financial documentation, analyze cost structures, and assess contractual obligations in complex commercial disputes. I have conducted comprehensive surveys of financial and regulatory requirements across multiple jurisdictions, demonstrating my ability to analyze funding mechanisms and compliance frameworks. These skills position me to effectively review infrastructure funding prioritization, assess the adequacy of budget allocations, and evaluate whether expenditures align with planned project goals. Other related and pertinent experience: My legal training and practice have equipped me with strong analytical, research, and problem-solving skills essential for infrastructure oversight. I regularly review complex contracts, assess regulatory compliance, and analyze disputes involving real estate and construction-related matters. My experience with Davis-Bacon prevailing wage requirements and project labor agreements has given me familiarity with the labor and regulatory considerations that affect public works projects. Additionally, my work conducting depositions, examining evidence, and preparing strategic memoranda has developed my ability to ask probing questions, identify issues, and provide well-reasoned recommendations to leadership, skills critical for effective board service and oversight of City infrastructure programs.

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
 - In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

I Agree

ALEXANDER S. KELEDJIAN

Burbank, CA 91504

EDUCATION

American University, Washington College of Law, Washington, D.C.

Juris Doctor, May 2025

Journal: American University Law Review, *Staff Member*

Comment: “*Split: Domestic Transactions and the Impact on Federal Securities Law*”

Certificate: Financial Institutions Compliance

California State University, Northridge, Northridge, CA

Bachelor of Arts, Political Science, May 2017

EXPERIENCE

Husch Blackwell LLP, Los Angeles, CA

Associate, September 2025 – Present

- Manage active caseload of 50+ matters, including tracking critical deadlines, coordinating discovery, and drafting pleadings and motions;
- Support trial team through all phases of preparation, including conducting depositions, drafting motions in limine and summary judgment motions, and performing comprehensive evidence review and analysis;
- Spearhead strategy and motion practice by preparing critical pleadings including discovery requests/responses and oppositions, *ex parte* applications, removal papers, demurrers, summary adjudication and summary judgment motions;
- Conduct legal research and analysis on complex issues involving real estate litigation, contract disputes, and regulatory compliance;
- Assist in white collar criminal defense matters, including Department of Justice investigations related to healthcare fraud in hospice billing and securities fraud allegations, conducting document review and legal research;
- Conduct comprehensive 50-state surveys of creditor financial requirements and compile regulatory compliance frameworks for multi-jurisdictional transactions.

Summer Associate, May 2024 – July 2024

- Drafted complex legal motions including motions in limine, motions for summary judgment, and initial case filings;
- Conducted comprehensive legal research and prepared strategic memoranda for partners that analyzed relevant case law and predicted judicial outcomes;
- Co-authored article, “*Vanishing Acts: Navigating the Challenges of Disappearing Commercial Tenants*,” examining emerging issues in commercial tenancy law.

United States House of Representatives, Washington, D.C.

Deputy Chief of Staff, August 2024 – May 2025

- Managed Congresswoman’s education and labor policy portfolio, including the introduction of the Understanding the True Cost of College Act, Data Science and Literacy Act, and Accounting STEM Pursuit Act;
- Negotiated with labor unions and chambers of commerce on critical legislation, including bills related to project labor agreements (PLAs), Davis-Bacon prevailing wage requirements, workers’ right to organize, and collective bargaining rights;
- Served as primary liaison to all K-14 educational institutions within the Congressional District and greater Los Angeles area, fostering partnerships and addressing constituent concerns;
- Coordinated Congresswoman's Washington, D.C. and District schedules while supporting Chief of Staff in managing D.C. office operations and personnel;
- Functioned as senior leadership team member, assisting with recruitment, hiring, and supervision of staff.

Director of Operations, August 2021 – August 2024

Staff Assistant, June 2021 – August 2021

Legislative Intern, June 2018 – August 2018; February 2021 – May 2021

ADDITIONAL INFORMATION

Bar Admission: California (No. 365221), U.S.D.C., Central District of California

Activities: Armenian Bar Association

Application Form

Profile

Laura _____ Strobl _____
First Name Middle Initial Last Name

Email Address

Home Address Suite or Apt

Burbank _____ CA _____ 91506
City State Postal Code

Primary Phone Alternate Phone

Semi-Retired Central Casting _____ Manager of Casting _____ Entertainment Industry _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted
Heritage Commission: Submitted

Length of time as a Burbank Resident:

59 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 seeking to join a volunteer service board because I want to deepen my involvement in the community. A recent career transition gave me the opportunity to find passion in service. I love our city and would love to support initiatives that strengthen our city. I believe my experience, dedication and commitment to service and my ability to work well with others, would make me an excellent board member.

Education

I attended Burbank Schools graduating from John Burroughs High School. I attended Valley College earning an Associates Degree. I attended Catherine College in Burbank to earn an office Administration certificate. I attended UCLA extension certificate programs for Human Resources and Public Relations. I attended numerous workshops and classes throughout my adult life. I attended the Hynosis Institute and received my certification as a Certified Hynotherapist.

Additional Pertinent Courses or Training

I was a training facilitator for my workplace and took many classes in adult education and training.

Other Pertinent Skills, Experience or Interests

I am currently serving as President of the Burbank Human Relations Council. I worked in the Entertainment Business (Casting) for 23 years. The company I worked for has a long history in the Entertainment Business. Part of my job was researching and highlighting the company's history, creating presentations and documenting historical achievements.

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

I have not participated in a City Commission or Committee.

List Community activities in which you are involved:

I served on the Board of Burbank Human Relations Council for 2 years and now serve as President. I was an active member of the JBHS VMA family. I served as chaperone, chairperson and board member. I was the DEI representative for my department at my place of employment and served with representatives throughout my company. Our company had representatives from throughout the USA (CA, GA, NY, LA, NM, AZ) Canada, and England. I was the Client Service representative for my department at my place of employment and served with representatives throughout my company. Our company had representatives from the the USA (CA, GA, NY, LA, NM, AZ) Canada, and England.

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

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics 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:

Heritage Committee

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

I have a strong work ethic and am used to wearing many different hats. I feel that my ability to learn quickly and to adapt my transferable skills to every new task I undertake will allow me to have an impact on any organization. I am a team-oriented person. I have had the opportunity to work with people of all different ages and personalities. My understanding of people has allowed me to adapt quickly and achieve whatever goal I am seeking to achieve.

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

I want to join the Heritage committee because I have a deep respect for historical places and the stories they hold. Preserving our city's history is important. Not only because it honors those who came before us, but to ensure future generations understand and appreciate the foundations of our community. I have lived in Burbank my whole life. I am a 2nd generation born in Burbank. My grandmother arrived in Burbank in the 1920's and lived her until she passed. I feel like I have a good understanding of the community what is important to the older generation. I also believe I have the ability to build bridges of understanding to younger generations so that they may learn and respect our city's history.

Second Choice

Laura Strobl

SECOND choice for Board/Commission/Committee appointment:

Civil Service 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 for many years as Manager of Employee Development for the Casting office. In my job I hired and trained all new employees. This included all company and department policies and procedures. In my role I was responsible for helping to create policies and procedures in order to ensure company compliance and efficiency. I also worked with Talent Relations, in this role I researched incidents, took witness statements and helped determine disciplinary actions.

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

I feel this role will allow me to gain a better understanding of the operation of the city. I feel like my ability to work well with people. Gather information and listen to understand will be an asset.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
 - o In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

I Agree



Laura Strobl

Burbank, CA ♦ [REDACTED] ♦ [REDACTED] ♦ [REDACTED]

Staff Development and Training Manager

Personnel Leader and Coach who designs, develops and delivers in-person and remote training to staff. Ability to work productively on multiple projects simultaneously. Excellent verbal, written and presentation skills that support effective workshops, classes and individual mentoring. Demonstrated analytical, critical thinking, and problem-solving skills. Exceptional customer service skills. Self-motivated, high-level of enthusiasm, and passionate about learning and development.

KEY EXPERTISE

- ✓ Client Relations
- ✓ Change Management
- ✓ Mentoring & Coaching
- ✓ Creative Problem Solving
- ✓ Emotional Intelligence
- ✓ People Development
- ✓ Learning & Development
- ✓ Entrepreneurial
- ✓ Client-Focused Trainings
- ✓ Zoom & Virtual Meetings
- ✓ In-Person Workshops
- ✓ Microsoft Office & G Suite

PROFESSIONAL EXPERIENCE

Central Casting | Burbank, CA

July 2002 – March 2025

Manager of Casting Development

- Created and presented a training classes to 1200+ actors annually across Los Angeles, New York, Louisiana and Georgia.
- Developed company's reputation by providing industry-leading background actors to companies such as Disney, WarnerMedia, Netflix, and others.
- Onboarded and trained 50+ new employees annually while heading training development, knowledge progression, and aligning to industry standards for over 200+ employees annually across all offices in several states.
- Accommodated varying needs for both union and non-union productions.

Universal Studios Hollywood | Universal City, CA

Project Coordinator

- Provided support for the initial development of a Japan-based theme park based on trademarked designs from the Hollywood and Florida parks.
- Liaised between operations and project management to schedule architects, designers and construction crews to complete upgrades such as a new front entrance, a new animal show stadium, Jurassic Park: The Ride, and numerous food, retail, façade and sign enhancements.

EDUCATION

Hypnosis Certification | Hypnosis Motivation Institute

Coursework | UCLA Extension

Associate of Arts | Los Angeles Valley College

Application Form**Profile**

Eric _____ D _____ McBride _____
 First Name Middle Initial Last Name

 Email Address

 Home Address Suite or Apt

Burbank _____ CA _____ 91505 _____
 City State Postal Code

 Primary Phone Alternate Phone

ProducePay _____ Director of Revenue Operations _____ Revenue Operations Executive _____
 Employer Job Title Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted
 Community Development Block Grant Committee: Submitted

Length of time as a Burbank Resident:

5 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 have lived in Burbank for several years and want to contribute meaningfully to the community beyond simply being a resident. My interest in public service is not new - I began my career as a Staff Assistant in the United States Senate, and that experience shaped how I think about institutions, accountability, and the responsibility that comes with public roles. My background since then has been in operations and organizational governance, designing the systems and accountability frameworks that help institutions function well and treat people fairly. The Civil Service Board sits at exactly that intersection. I also have a longer-term interest in public service in California, and I believe the right way to earn that opportunity is to start locally, do the work, and build a record of genuine contribution.

Education

Bachelor of Arts in Political Science, University of Delaware

Additional Pertinent Courses or Training

Nine Salesforce professional certifications including Salesforce Certified Data Architect, Sharing and Visibility Architect, Advanced Administrator, and Sales Cloud Consultant. These certifications required deep study of organizational governance, data integrity, access controls, and system accountability - skills that translate directly to board responsibilities

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

Specify current or prior service on a City Board, Commission or Committee, listing specific the specific Board, Commission, or Committee and dates of prior service.:

None

List Community activities in which you are involved:

I am a Burbank resident seeking to become more actively involved in the community. Applying for the Civil Service Board represents my first formal step toward civic engagement at the local level.

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

Some Boards, Commissions, and Committees may receive City reimbursement for attending trainings or conferences. Therefore, under State Law, all members of the Board of Library Trustees, Burbank Water and Power Board, Infrastructure Oversight Board, Planning Commission, and Police Commission must receive at least two hours of ethics 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:

Civil Service 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 studied Political Science at the University of Delaware and early in my career, I served as the personal aide to U.S. Senator Tom Carper of Delaware - based in his Wilmington office and regularly traveling to Washington, D.C. for official Senate business. The role required managing the Senator's schedule, logistics, and briefings while maintaining discretion and sound judgment in a high-stakes environment. That experience gave me a firsthand understanding of how public institutions operate and what principled public service demands in practice. Professionally, I have spent over a decade designing and managing the operational systems that govern how organizations hire, classify, compensate, and hold employees accountable. As Revenue Operations Director at ProducePay and previously as a Salesforce architect, I regularly built compensation frameworks, employment classification structures, and governance documentation that were consistent, auditable, and fairly applied. I understand what it means to evaluate employee situations against a defined set of rules, and I bring both the analytical discipline and the institutional respect for process that Civil Service Board work requires.

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

My primary goal is to serve the City of Burbank well by contributing a thoughtful, process-oriented perspective to the board's work. The Civil Service Board exists to ensure that city employment practices are fair, consistent, and transparent - and I want to help uphold that standard. My interest in public service goes back to the beginning of my career, and I see serving on this board as the right way to re-engage with it: by showing up, doing the work, and building a real record of local contribution.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Community Development Block Grant Committee

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

My B.A. in Political Science included study of federal grant programs and intergovernmental policy, and my early career in the U.S. Senate gave me direct exposure to how federal funding flows into communities and the accountability structures that govern it. Professionally, I have spent over a decade managing complex operational systems with strict compliance and reporting requirements - experience that translates well to administering a federally funded program like CDBG, where documentation, eligibility determination, and outcome tracking are central responsibilities. As a Burbank resident and small business owner, I also have a personal stake in seeing community development dollars deployed effectively toward housing, economic opportunity, and neighborhood improvement.

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

The CDBG program represents one of the most direct ways federal investment reaches working families and neighborhoods at the local level. I want to help ensure that Burbank's allocation is used strategically and accountably - that the community organizations and residents who need it most are the ones who benefit. More broadly, understanding how federal and local government interact at the program level is something I care about deeply, and this committee would give me a meaningful way to contribute to that work while learning the Burbank community from the inside.

Supplemental Questions (Infrastructure Oversight Board Only)

Acknowledgment

Please Read

1. All information submitted is a public record and will be posted on the City's website.
2. All Board, Commission, and Committee members serve without compensation from the City.
3. No person shall serve at the same time on more than one Board, Commission or Committee.
4. Applicants must be residents of the City of Burbank.
5. Any person appointed to fill a vacancy shall hold office for the remainder of the unexpired term and must complete the term before applying to serve on another board, commission, or committee.
6. Any person appointed to a Board, Commission, or Committee shall remain in compliance with the City's **Attendance Policy**:
 - o In the event a member of a board, commission, or committee is absent for three (3) regularly scheduled meetings of the board, commission, or committee to which they have been appointed during the 12-month period, the attendance record of such member shall be reviewed by the board, commission, or committee to which the member was appointed. Should the Council excuse the member's three absences, and the member misses a fourth meeting, the City Clerk may proceed with the member's automatic removal by City staff. (See BMC Section 2-1-403, 2-1-405, 2-1-406, 2-1-407)

I acknowledge that I have read the above, and by selecting 'Agree' I confirm that I have reviewed and understood the information above.

I Agree

Eric McBride

Burbank, CA | ██████████ | ██████████ | ██████████
Burbank Resident | B.A. Political Science, University of Delaware

PROFESSIONAL SUMMARY

Burbank resident and operations executive with over 10 years building the systems, processes, and governance frameworks that make complex organizations run well. Began his career as a Staff Assistant in the United States Senate, serving Senator Tom Carper of Delaware - an experience that shaped a career-long commitment to institutional accountability and principled process. Holds a B.A. in Political Science from the University of Delaware. Seeking to apply that background in service to the Burbank community through the Civil Service Board, with a long-term interest in public service and civic leadership.

RELEVANT EXPERIENCE & SKILLS FOR CIVIL SERVICE SERVICE

The following professional competencies translate directly to Civil Service Board responsibilities:

- Employment systems governance: Designed and administered compensation structures, classification frameworks, and performance accountability systems across multiple organizations.
- Policy and process development: Built operational policies from scratch in fast-moving environments, balancing consistency, fairness, and organizational needs.
- Appeals and accountability: Experienced evaluating complex employee situations objectively, applying established frameworks rather than ad-hoc judgment.
- Cross-functional stakeholder management: Regularly partnered with HR, Legal, Finance, and executive leadership to ensure workforce decisions were documented, defensible, and equitable.
- Data integrity and record-keeping: Deep expertise in CRM governance and data systems, directly applicable to maintaining accurate civil service records and audit trails.

PROFESSIONAL EXPERIENCE

ProducePay | *Director of Revenue Operations*

Oct 2025 – Present

- Lead Revenue Operations function as team lead and sole Salesforce SME, managing two direct reports plus agency partners and independent consultants.
- Own sales compensation governance and territory design in partnership with HR and Finance; built accountability systems from scratch after inheriting an undocumented org.
- Rebuilt operational discipline across the organization: established process standards, governance documentation, and cross-functional alignment frameworks.

SkyDog Ops | *Director of RevOps (Independent Consulting)*

Mar 2025 – Jul 2025

- Architected enterprise Salesforce solutions for clients; served as technical escalation lead for complex organizational and platform governance issues.
- Mentored junior administrators on documentation, governance standards, and accountability practices.

Kicksaw | *Salesforce Solution Architect*

Jul 2022 – Feb 2025

- Led complex enterprise engagements; owned full project lifecycle from discovery through deployment and post-launch accountability review.
- Designed and implemented process and data governance frameworks for enterprise clients across multiple industries.

Coursera | *Process Technology Manager*

May 2020 – Jul 2022

- Senior Salesforce administrator for a 200+ user org; created governance standards, managed security reviews, and ensured long-term platform compliance.

HopSkipDrive | *Sales Operations Manager*

Nov 2018 – May 2020

- Designed and implemented two end-to-end compensation plans including quota setting, commission structure, and payout automation — reducing manual admin work by 30%.

Earlier: Director of Sales Ops at Friendbuy (2017–2018); Sales Ops Manager at ServiceTitan (2015–2017).

Office of U.S. Senator Tom Carper (D-DE) | *Staff Assistant*

2009 – 2011

- Served as Senator Carper's personal aide and traveling staff member, based in the Wilmington, Delaware office with regular travel to Washington, D.C. for official Senate business.

- Managed the Senator's daily schedule, logistics, constituent interactions, and briefing preparation - a role requiring discretion, sound judgment, and close proximity to high-stakes decision-making.
- Gained direct exposure to federal legislative process, constituent services, and the day-to-day mechanics of public institutional governance.

EDUCATION

University of Delaware — Bachelor of Arts, Political Science

PROFESSIONAL CERTIFICATIONS

Salesforce Certified Sharing & Visibility Architect	Issued March 2023
Salesforce Certified Data Architect	Issued April 2022
Salesforce Certified Sales Cloud Consultant	Issued October 2022
Salesforce Certified Advanced Administrator	Issued February 2022
Salesforce Certified Business Analyst	Issued July 2022
Salesforce Certified Platform App Builder	Issued March 2020
Salesforce Certified Administrator	Issued November 2019
Salesforce Certified UX Designer	Issued November 2022

COMMUNITY INTERESTS

Burbank resident with a lifelong interest in public service, rooted in two years working in the United States Senate early in his career. Active interest in election systems, government transparency, and institutional accountability.