

Infrastructure Oversight Board

Application Form

Profile

Duanne

First Name

Gilmore

Last Name

Middle
Initial

Email Address

N Fairview

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

Primary Phone

Alternate Phone

HMFairview

Employer

CEO

Job Title

Civil Engineer

Occupation

Which Boards would you like to apply for?

Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

7 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 had a long career in infrastructure advisory on a global scale. I am a registered civil engineer and have participated in several large infrastructure projects in the LA area including utility and transportation projects. I have functioned in technical (design and delivery) and in advisory (procurement, business case, master planning etc.) on several large infrastructure programs throughout my career. I am interested in serving on this board to apply my experience to my community and to contribute to a resilient, sustainable and commercially viable infrastructure that enables Burbank to continue to thrive.

Education

MBA - Cornell University, Ithaca New York MS in Interdisciplinary Design and Sustainability, University of Cambridge UK Bachelor of Engineering in Civil Engineering - Victoria University, Australia

Additional Pertinent Courses or Training

Registered Professional Engineer - New York State

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

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

Infrastructure Oversight Board

List Community activities in which you are involved:

AYSO Soccer in Burbank plus additional roles with Roosevelt Elementary

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.

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've had a long career in infrastructure advisory on a global scale. I am a registered civil engineer and have participated in several large infrastructure projects in the LA area including utility and transportation projects. I have functioned in technical (design and delivery) and in advisory (procurement, business case, master planning etc.) on several large infrastructure programs throughout my career. I am familiar with the full process of initiating and delivering capital projects in Burbank due to my extensive experience working in California.

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

Contribute to providing safe, resilient and sustainable infrastructure in a fiscally responsible way. This comes at an important time for Burbank with a new airport, High Speed Rail (and more...) and also maintaining the quality of Burbank's existing infrastructure.

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 have been involved in the entitlement of large master planned communities in California and have worked with public entities and agencies to form development agreements with Cities and relevant stakeholders. I have worked with numerous local, state and federal agencies to get permits to build projects in both transportation (roads, bridges, transit etc.) and real estate fields. I have also worked on major infrastructure projects on delivery in compliance with environmental and other commitments while keeping the public safe and informed. I have also worked programmatically on estimating and implementing a maintenance regime for utility networks to maintain reliable service and to maintain resilience from seismic, flood and fire (force majeure) events. I have also assessed/delivered on options in the context of the asset owners operating plans and budgets.

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 - extensive civil engineering at master plan scale through to small civil projects. Extensive experience with roadways, highways, grading, drainage, water, sanitary, electrical, telecom systems and integration in design and construction. Educated and licensed in civil engineering. Architecture - Work in close collaboration with Architects throughout my career. Understand the approach and responsibilities of the profession. Project Management - I have been responsible for managing \$1.0bn plus capital projects and programs in my career. I have intimate understanding on how to measure success and how to mitigate risks. Urban Planning - Worked on large master planned schemes but also worked on human scale problems like heat island effect and landscaping. Traffic Engineering (including parking) - Worked on several entitlements packages guiding traffic engineers through options of calming traffic, diverting traffic during construction and several other origin-destination element of driver behavior. Also worked intimately with MUTCD and HDM to design appropriate roadway infrastructure in urban environments and with Caltrans. I have worked on the determination of quantity and circulation of parking schemes and methods to optimize parking in large event spaces, retail and residential contexts. Also worked on revenue generating parking schemes. Structures/Buildings - Vertical construction is not my expertise but worked closely to integrate the infrastructure elements and calculate traffic and utility demands to support building. Construction Management - Delivered infrastructure projects up to \$1.5bn in high pressure design-build environments in California and worked closely with GCs to track progress and mitigate risks in a safe environment. Budget/Financing - I have worked on several project finance assignments estimating and tracking cost and also implementing appropriate procurement methodologies (P3, CMGC, Design-Build) on infrastructure projects. I have worked on TIFIA applications for semi-private financing of infrastructure projects too.

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Duanne Gilmore P.E. MBA

Resume

[REDACTED]

[REDACTED]

Los Angeles, California, USA

Nationality: Australia, USA

Years Relevant Experience: 20+

Education

Cornell University, Ithaca, NY
MBA, Johnson Graduate
School of Management

University of Cambridge,
Cambridge, UK
MS, Master of Studies in
Interdisciplinary Design

Victoria University, Mel-
bourne, Australia
Bachelor of Engineering in
Civil Engineering

Professional Engineer
(P.E.) New York State

Summary

Results-driven leader with over 20 years of experience in global capital project delivery. Proven expertise in managing complex programs across all phases—from feasibility and entitlements to implementation—while collaborating with diverse stakeholders to achieve organizational goals. Adept at developing scalable frameworks for program management, aligning with brand standards, and fostering high-performing, geographically dispersed teams. Skilled in budget management, schedule optimization, and risk mitigation for global enterprises.

Professional Experience

HMFairview - Managing Partner / Founder

March 2023 - Present, Los Angeles CA

- Leading global real estate and infrastructure programs with innovative and sustainable solutions across energy, transportation, and real estate development.
- Developing comprehensive frameworks for program delivery, ensuring alignment with organizational objectives and global best practices.
- Managing diverse stakeholder groups, including developers, architects, contractors, and government agencies, to drive successful outcomes.

Google - Infrastructure/Real Estate Development Executive

November 2020 - March 2023, Mountain View CA

- Directed a \$2 billion infrastructure program, leading cross-functional teams of over 150 professionals to deliver integrated energy, data, placemaking and civil infrastructure projects.
- Established program controls for cost, schedule, and risk assessment, ensuring on-time and within-budget delivery.
- Negotiated with government agencies and aligned stakeholders to secure entitlements and permits for critical projects.

Walt Disney Imagineering - Imagineer (Global Business Manager)

March 2017 - November 2020, Los Angeles CA

- Oversaw a \$3.5–\$5 billion annual capital plan for global themed entertainment and resort projects, managing a 500+ person interdisciplinary team.
- Implemented key performance indicators (KPIs) for schedule, budget, and quality, presenting outcomes to executive leadership.
- Fostered strategic relationships with consultants, contractors, and local agencies to streamline project execution.

Arup - Senior Manager

June 2008 - March 2017, Los Angeles CA

- Delivered technical and financial advisory services for \$1.4 billion transportation and civic infrastructure projects.
- Developed and managed procurement strategies, financial models, and cost-benefit analyses for public-private partnerships (P3).
- Led teams in the design and construction of large-scale projects, ensuring compliance with technical and contractual requirements.

Sherwood Design Engineers, Senior Engineer, 1/2008 - 6/2008

Buro Happold, Civil Engineer, London UK, 2006 - 2008

Arcadis, Civil Engineer, Melbourne Aus and London UK 2003 - 2006

Duanne Gilmore P.E. MBA

Relevant projects

[REDACTED]

[REDACTED]

Publications

"Corporate social responsibility and construction design briefs: international case studies" Proceedings of the Institution of Civil Engineers-Engineering Sustainability, 2020

"Infrastructure Optioneering: An Analytical Hierarchy Process Approach" International Conference on Transportation and Development, 2016.

"Transforming the Route to San Francisco's Golden Gate", Transportation Professional Journal, 2012.

"Transforming the San Francisco Waterfront", Engineers Australia Journal, 2011.

"Tackling the Energy Monster" Wall Street Journal, 2007.

Relevant Projects

List of projects that demonstrate my extensive global experience in complex capital projects. Also demonstrating ability to lead projects through all phases of development, from feasibility and entitlements to implementation.

Arts and Culture

Guggenheim Museum, Abu Dhabi, UAE

Lead civil engineer for the schematic and design development phases of the civil, transportation and utility network. Coordinated the overall design intent with the architect (Frank Gehry) and building services and structural engineering team to produce a fully integrated and iconic design.

Confidential Art Project, AlUla, Saudi Arabia

Project Director for an infrastructure scale artist installation in the heart of Saudi Arabia's cultural capital of AlUla. Sourced and worked with international artisans and local workforce in collaboration with the artists aspirations. Responsible for developing the procurement and contract documents, project controls and working as a team integrator to ensure all objectives are appropriately met.

Los Angeles Convention Centre, Los Angeles CA

Conducted technical and financial due diligence for the future of the Los Angeles Convention Centre. Initiated by the City of Los Angeles CAOs office, the assignment involved assessing several procurement methodologies (converging on a DBFOM P3 model), technical assessment of existing assets and financial value for money, market sounding with stakeholders providing recommendations to effectively deliver a new facility taking into account future operations and maintenance and revenue projections.

Royal Ascot Racecourse, Ascot, UK

Project engineer for the grading of the main lawn. Worked with HOK Sport to produce construction documents. The project enabled spectators to view all areas of the facility at Great Britain's premier horse racing venue.

Site Development and Master Plans

Downtown West Mixed-Use Plan (Diridon Station), San Jose CA, USA

Development / Infrastructure Executive responsible for delivering a +\$2bn infrastructure program to support the development of Google's plans to implement a new public facing capital of Silicon Valley. Responsibilities included transportation networks, energy distribution, central utility plant, landscape architecture in coordination with ground plane and vertical construction. Conceived as an AB900 project, worked actively with public stakeholders during the entitlements process to gain approvals and during the implementation phase to get construction permits. Selected, managed and led a group (+150) of AEC professionals through the process of executing this sensitive but important addition to the Bay Area.

United Center, Chicago, USA

Project Director for a major development project collaborating with prominent NBA/ NHL teams. Developed conceptual master plan to occupy surface parking lots surrounding an existing stadium and anticipate the real estate use cases (residential, commercial, retail etc.), logistics, circulation and other infrastructure elements. Provided energy/sustainability strategies on applications of the Inflation Reduction and Infrastructure Investment and Jobs Act to enhance the investment proforma.

Al Ain Emerat, Al Ain, UAE

Civil engineer for a master plan (with HOK and HOK sport) for an 115,000 person urban community on a 900ha site. Overall grading and analysis of logistics, water use/ balance, waste generation, security and landscaping (with Martha Schwartz inc.). Engineering and circulation analysis of a 40,000-seat stadium and 18-hole golf course.

Kuwait University City, Kuwait

Project engineer of the highway design of 13 km roadway network and interchange design. Led the civil design team to establish various design controls with focus on earthwork balance and coordination of mass transit strategy, overall circulation and functionality of the site. The roadway and interchanges were all designed to AASHTO standards. The roadway geometry was tactfully graded to compliment the intended architectural language of the site.

Serrenia Resort, Hurghada, Egypt

Civil engineer for a resort beside the Red Sea in Hurghada Egypt (with Foster and Partners). The development site incorporated a number of historic wadi's into the design with the overall stormwater and landscape (with Gustafson and Porter) strategy. Designed the overall water use and waste generation scheme of the site including 200 luxury villas for this six-star hotel. Designed the overall grading strategy of a 330-berth marina on the site and the grading to compliment the security, access and logistics strategy.

Apple Campus 2 (Apple Park), Cupertino, CA, USA

Deputy project manager for the civil, site, and utility aspects of the project. The Apple Campus 2 project, a multidisciplinary project with a proposed single campus building of 3 million square feet for approx. 12,000 employees. This work included major components such as, existing site conditions, grading, storm drainage, creek improvements, utility systems, and utility demand estimates. This work involved coordination with the architect (Foster and Partners), cost consultants, client, utility agencies, and the City of Cupertino. Responsibilities included internal team coordination, budgets and design packages for the City and the Environmental Impact Report.

Genentech Campus Masterplan, South San Francisco, CA, USA

Civil engineering manager responsible for the options analysis of the energy distribution network on a 10,000 person campus. Assessed phasing and implementation of infrastructure to suit growth and fiscal aspirations.

Jiankou Great Wall Resort, Beijing, China

Lead engineer for the sustainable infrastructure master plan of an exclusive resort alongside the Great Wall of China. Established a circulation and lot lay out strategy and the overall earthworks, roadway, utility and sustainable technologies strategy. Led specialist teams to analyze the feasibility of sustainable energy strategies including geothermal and biomass.

Auberge Resort, St Kitts, West Indies

Project engineer for the production of design documentation for stormwater, utilities, grading and roadways for a hillside luxury resort in the Caribbean.

Manzanillo Master Plan, Nicaragua

Project engineer responsible for the production of design documentation for a sustainable masterplan. Calculated the carbon footprint of the future resort and an in situ strategy to maintain carbon neutrality on the site for the life of the development. Assisted the developer with sightline/view analysis and managed GIS staff to produce documentation to support recommendations on lot and building placement.

Clear Creek Tahoe, Carson City, Nevada

Civil engineering reviewer of a 221-lot boutique community. Reviewed the conceptual road grading and geometry for the environmentally sensitive project to minimize earthwork and reduce visual impact to the site.

Transportation

Crenshaw/LAX Transit Corridor, Los Angeles, CA

Deputy Design Manager for the \$1.3bn design-build project for the Metro Crenshaw/LAX line which extends from the existing Metro Exposition line at Crenshaw and Exposition Boulevards. The line travels 8.5 miles to the Metro Green Line. Scope included the detailed design of three underground stations, 6,200 feet of single track / twin bore tunnels, seven cross passages and 9,600 feet of cut-and-cover tunnels. The design-build contract was led by Walsh/Shea, a joint venture between Walsh Construction and J.F. Shea Company.

Gerald Desmond Bridge Replacement, Long Beach, CA, USA

Civil Engineering Manager in charge of the team that delivered the winning bid strategies and documents. Delivered detailed design and construction procurement documents for roadway, drainage, utilities, visual quality, and landscape architecture. Responsible for forecasting resources and budgets for an approximately US\$1bn complete replacement of the Gerald Desmond Bridge.

The project is a 2,000-foot-long, 6-lane signature cable-stayed bridge (1,000-foot main span) that will have over 6,000 feet of approach viaducts (up to 200 feet high), two major freeway interchanges, and numerous ramps and embankments. The project is being delivered under the Caltrans Design Build Demonstration Program partnered with the construction joint venture of Shimmick-FCC-Impregilo.

Duanne Gilmore P.E. MBA

Presidio Parkway (Doyle Drive Replacement Project), San Francisco, CA, USA

Deputy Project Manager responsible for managing and delivering detailed design and construction procurement documents and concession agreement for approximately US\$1bn complete replacement of Doyle Drive, a 1.6-mile-long 6-lane highway connecting San Francisco city streets through the Presidio of San Francisco National Park to the Golden Gate Bridge.

Positioned alongside San Francisco's northern shoreline, the roadway faces several significant challenges: the design team must preserve the natural beauty of a national park and its numerous historic landmarks, while catering for high traffic flows (+100,000 vehicles per day).

A wide range of stakeholders and agencies participate in this project including the FHWA, Caltrans, the National Park Service, Presidio Trust and the Golden Gate National Recreation Area, the Golden Gate Bridge Highway and Transportation District, as well as nearby residents and Citizen Action Committees.

PR-22/5, San Juan, Puerto Rico

Acted as technical advisor to a private bidding consortium on their bid for a brownfield concession of an existing toll road. Responsibilities included stormwater, flooding and utilities rehabilitation strategy, determination of residual life, reviewing Operating Standards, including identifying specific risks for and responsibilities of the concessionaire, and liaising with other advisors for the project.

Aviation

Delta Redevelopment Project, JFK International Airport, New York

Civil engineer for the development of Terminals 2, 3 and 4 for Delta Airlines, in conjunction with the Arup/SOM design joint venture. Landside project scope includes planning and design of approach roadways, curbs, pedestrian routing and parking. The design will be progressed through schematics to 30% design development and includes planning and simulation, highways, elevated structures, drainage, utility and geotechnical disciplines. Construction phasing planning will allow for continuous operation of the existing facilities whilst delivering the proposed infrastructure.

Confidential Projects, Texas, USA

Leading and assignment to assist a private space exploration company plan infrastructure and real estate needs in a remote area of Southern Texas. Leading efforts to forecast staffing and labor needs and subsequent housing and support services. Also providing detailed market, schedule and risk assessments in alignment with current launch demands and the overall vision to provide frequent missions into space and to eventually occupy Mars.

Airport Link Project, Brisbane, Australia

Lead design engineer for the East-West Arterial Bypass of the largest road infrastructure project in Australia (AU\$4.9bn). Designer of the flooding analysis and the utility relocations for the site. Designed the roadway geometry to ensure that the area did not flood and complied with local standards with constant coordination with the utility relocations in the area. Worked collaboratively with the construction contractor to ensure that all designs could be implemented safely and efficiently.

Melbourne Airport, Melbourne, Australia

Project engineer for the construction documentation of the Melbourne Airport freight distribution terminal. The project involved the grading and design of roadways, loading docks and stormwater network.

Application Form

Profile

ABDI

First Name

-

Middle
Initial

SAGHAFI

Last Name

Email Address

STANFORD ROAD

Home Address

Suite or Apt

BURBANK

City

CA

State

91504

Postal Code

Primary Phone

Alternate Phone

CALTRANS (Retired)

Employer

OFFICE CHIEF

Job Title

CIVIL ENGINEER

Occupation

Which Boards would you like to apply for?

Infrastructure Oversight Board: Submitted

Transportation Commission: Submitted

Length of time as a Burbank Resident:

14 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 arrived in the U.S., from Canada, in 1981. I lived in Burbank with one of my relatives for three years. In 1984, my employment took me to the Inland Empire, where I lived until 2011. In 2011, I transferred to the Caltrans offices in Los Angeles. I had an opportunity to purchase a home in one of several areas such as Pasadena, Glendale or Burbank. I specifically chose Burbank for several reasons : 1. Having previously lived in Burbank, I had become familiar with the City and wanted to come back. 2. Burbank offers a sense of community which I have not experienced anywhere else. 3. Burbank has a very strong City government which really cares about the well being of the residents. 4. The schools, the law enforcement agencies and the fire department in Burbank are well known in the region for their strength and stability. For these reasons, and many others, now that I am retired, I want to give back to the City that I have called home for the last 14 years. I feel that , with my qualifications (see details under Questions), I can contribute to making the City of Burbank an even better place to live. I am specifically interested in the Infrastructure Oversight Board because I think that is where I can make the most difference.

Education

I graduated from the School of Engineering at the University of Calgary, Canada, with a degree in Civil Engineering. Upon immigrating to the U.S., I continued my studies with a Masters degree in Business administration and another Masters degree in Civil Engineering (Construction Management). I received my registration as a Professional Civil Engineer in California in 1996.

Additional Pertinent Courses or Training

I am a Certified Project Management Professional (PMP) thru the Project Management Institute (PMI).

Other Pertinent Skills, Experience or Interests

I worked for California Department of Transportation (Caltrans) for 35 years, in two different Districts. In District 8, covering San Bernardino and Riverside counties, I went thru the Engineering Rotation Program where I learned about various Caltrans offices and functions, followed by 7 years as a Staff Engineer, working in Design and Traffic Operations. I transferred to District 7 on a promotion in 1999 and was a Project Manager for 15 years, managing various mega projects and was subsequently promoted to the position of Office Chief where I managed a staff of Senior Engineers and Staff Engineers for almost a decade in the Division of Traffic Operations. (Please also see my attached 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 at the moment.

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.

Please see my responses to previous questions as well as my attached resume.

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

My goals in serving on the Infrastructure Oversight Board are as follows : 1. Quickly become totally familiar with City of Burbank infrastructure and affiliated processes and procedures for projects. 2. Use my educational and technical background in providing input into proposals for improving City's infrastructure. 3. Communicate with neighboring cities and communities to learn from their experiences in order to initiate proposals for infrastructure improvements in the City of Burbank. 4. Work closely with City of Burbank Public Works and Planning Departments in coordinating our overall efforts. 5. Be responsive to community input and address them accordingly, while implementing any viable proposals.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Transportation 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

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.

Although I do not possess specific experience or knowledge with City of Burbank infrastructure, before COVID-19, I regularly attended City Council meetings and kept up with the latest in the City. Also, in my capacity as the Caltrans Project Manager, I attended a few Council meetings where I presented updates on the I-5 at Empire project. I also worked closely with Mr. David Kriske at the City's Planning Department.

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)

1. I am a Registered Civil Engineer in the State of California. 2. I am certified as a Project Management Professional. 3. I have several years of experience in Traffic Engineering (Caltrans), specifically related to State Conventional Highways. 4. My MBA degree included an emphasis in Finance. 5. My M.S. in Civil Engineering included an emphasis in Construction Management.

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

ABDI SAGHAFI

STANFORD ROAD , BURBANK CA 91504

EDUCATION

- 1981 Bachelor of Science in Civil Engineering
University of Calgary, Canada
- 1991 Master of Business Administration (Finance)
California State University - Los Angeles
- 1996 Master of Science in Civil Engineering
California State University- Long Beach

LICENCES AND CERTIFICATIONS

- 1996 Professional Registration in Civil Engineering
in State of California (Lic. # 55154)
- 2005 Project Management Professional
PMP Certificate (Cert. # 618172)

WORK EXPERIENCE

1990-1999 Staff Engineer

Various Engineering positions in Design, Traffic Design, Maintenance Engineering and Consultant Services units at California Department of Transportation (Caltrans) in San Bernardino and Riverside counties.

1999-2006 Senior Project Manager (Specialist)

Managed various CIP and rehab projects in Los Angeles and Ventura counties. Responsibilities included overseeing various functional engineering units for the delivery of various projects within budget, scope and schedule. My other duties included communications with the public as well as local agencies and the elected officials.

2006-2015 Supervising Transportation Engineer (Project Management)

Supervised the work of several Senior Project Managers , and their staff, in delivery of various CIP and rehab projects in Los Angeles and Ventura counties.

Some of the projects I was involved in included the I-5 (North and South) HOV projects (including the I-5 at Empire project), I-710 Freight Corridor project, I-710 Gap Closure project and the construction of the new Gerald Desmond Bridge in Long Beach. My other duties included communications with the public as well as local agencies and the elected officials. As part of these duties, I attended public meetings where I presented information regarding Caltrans projects. On several occasions, I attended the Burbank City Council meetings where I provided updates on the progress of the HOV projects on I-5 (North).

**2015-2024 Supervising Transportation Engineer
(Traffic Operations)**

Supervised several Senior Engineers , and their staff, in performing various duties such as : traffic investigations , initiation of safety improvement projects, initiation of operational improvement projects , monitoring the operation of ramp meters and traffic signals, as well as preparation of Project Reports and various other documents. My other duties included communications with the public as well as local agencies and the elected

officials. I attended several standing meetings with various local agencies, such as the City of Malibu, where I provided updates on Caltrans projects , impacting the local communities.

REFERENCES

Will be provided upon request.

Application Form

Profile

Colin W Hoffmeister
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] S. Lamer St.
Home Address Suite or Apt

Burbank CA 91506
City State Postal Code

[Redacted]
Primary Phone Alternate Phone

eXp Realty of California, Inc., Self-employed Realtor, Airbnb Host, Landlord Realtor and Landlord
Employer Job Title Occupation

Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted
Infrastructure Oversight Board: Submitted

Length of time as a Burbank Resident:

8 years and 9 months

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 grew up in a small town in Massachusetts where I was exposed to a tight-knit neighborhood and community. At an early age, I learned the value of high-quality community services and facilities. We purchased a home in Burbank in 2016. Our top reasons for buying in Burbank were location and City services. We liked that Burbank has its own water and power, police, and fire departments, as well as schools. My interests primarily encompass activities that take advantage of good community planning. These interests include: biking on the streets, bike paths, and bike lanes; walking our dog on the sidewalks and in community parks and admiring the treescape; swimming at the Verdugo pool; exercising and relaxing in our parks; hiking the amazing trails in the Verdugo mountains; and studying or reading in the Buena Vista Branch Library. We also feel fortunate to be able to utilize programs offered to Burbank residents such as: shade tree program, appliance rebates, Home Improvement Program, City Wi-Fi, public transportation, etc. In addition, we adopted our first senior dog "Walter" from the Burbank Animal Shelter. My experiences as homeowner, Realtor, Airbnb Host (in MA), and landlord (in MA) give me unique insights into what is important and useful to residents and visitors. I interact daily with clients and Airbnb guests on a wide variety of topics in different communities. For example, I regularly address topics such as building maintenance, landscaping maintenance, Wi-Fi, parking, etc. I am a licensed contractor in MA. I owned a construction business in MA for over a decade before moving to California. Through that work, I managed and implemented residential and commercial construction projects through all steps. This included managing subcontractors and developing and overseeing budgets. One example is a restaurant remodel I managed. The scope of work included bringing the doors and bathrooms up to ADA compliance. This also included a solution to build a handicap-accessible ramp connecting the preexisting 1800s building and the city sidewalk. I ensured compliance with the zoning and state codes for the ANSUL fire suppression system and heating, ventilation, and air conditioning (HVAC) upgrades. For residential renovation projects I worked on, I was an early adopter of mini-split/heat pumps (HVAC) systems. With my home in Burbank and rental property in MA, I am hands-on with respect to maintenance issues. I have a knack for evaluating maintenance issues and developing practical and cost-effective solutions. I enjoy learning and keeping abreast of new energy-efficient technologies and solutions. Because of these experiences, I could provide valuable input to the City of Burbank on topics such as facilities operations and maintenance, construction of capital improvement projects, budgeting, etc. I love living in the City of Burbank. I would like to utilize my unique background to assist the City Council in assessing opportunities, setting priorities, budgeting for projects, and executing City infrastructure and sustainability initiatives for the betterment of the City and community.

Education

BA Government - Norwich University – Military College of Vermont

Additional Pertinent Courses or Training

Real Estate License – California since 2013 – DRE01921784. Real estate continuing education coursework including ethics and diversity training. Construction Supervisor License (CSL) – Massachusetts since 2001. CS-078842.

Other Pertinent Skills, Experience or Interests

[Upload a Resume](#)

Community Involvement

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

Currently serve on the IOB

List Community activities in which you are involved:

One way I like to give back to the community is by helping kids through my platelet donations to a local children's hospital. Over the past few years, I have donated approximately 80 times.

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.)

Currently, I do not have any real estate clients purchasing or selling homes within the City of Burbank. It is possible in the future that I may have buyers or sellers of real estate in the City of Burbank.

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

Colin W Hoffmeister

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

Through my work as a construction contractor in Massachusetts, I gained extensive experience working with various city departments and a solid understanding of zoning, planning, and the challenges for both cities and their residents. I am a licensed contractor in MA. I owned a construction business in MA for over a decade before moving to California. Through that work, I managed and implemented residential and commercial construction projects through all steps. This included managing subcontractors and developing and overseeing budgets. With my home in Burbank and rental property in MA, I am hands-on with respect to maintenance issues. I have a knack for evaluating maintenance issues and developing practical and cost-effective solutions to maintenance issues. Because of this experience, I could provide valuable input on topics such as facilities operations and maintenance, construction of capital improvement projects, budgeting, etc. As a Realtor, I take an active interest in not only the community in which I live (Burbank) but in communities in which I help clients buy or sell. Understanding the various cities' services and the programs they offer their residents is a valuable resource I offer my clients. For example, when clients inquire, I have steered them to the specific city departments (e.g., building and safety, planning, community development, water and power) to learn more about the property and about community services/rebates. When discussing home ownership, I explain to clients such items as: function and location of sewer clean-outs, location of whole house water shut-off valve, options for earthquake retrofit, use of their irrigation systems and the need to keep up to date with the watering regulations, and importance of basic maintenance of the HVAC system (e.g., changing the filters) to improve energy efficiency and longevity. As a Realtor, I try to stay informed about various methods and regulatory requirements (e.g., Burbank's exposed wood shake/shingle roof ordinance) for residential construction and maintenance. For example, I regularly discuss with clients and contractors about the options for roof replacements and learn about current methods that contractors use. I could use such knowledge in making recommendations for City projects, such as roof replacements. I also learned about municipal processes from my partner, who works as a public works analyst for a nearby city. I am knowledgeable about the challenges she and her city face preparing and managing budgets, developing requests for proposals, managing contractors, planning future projects, and implementing City Council directives, while still providing seamless services to the residents, businesses, and visitors. These city services that her team address encompass areas such as parking, recycling/trash, elevators, public restrooms, transit, electric vehicle charging stations, parks maintenance, and overall facilities and buildings maintenance. I would like to use this knowledge I gained of municipal processes and challenges to help the City of Burbank in their infrastructure development and maintenance efforts.

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

A board member serves a vital role as ambassador between residents and the City Council. I am excited to use my background in construction and maintenance and my knowledge of city processes if I were selected as a member of the Infrastructure Oversight Board. I would like to utilize my unique background and experience to assist the Council in assessing opportunities, setting priorities, budgeting for projects, and executing citywide infrastructure initiatives for the betterment of the City and community. Serving on this City of Burbank Board would also be a great learning opportunity for me.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Sustainable Burbank Commission

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

I have taken an active role in learning how to tread lightly on our environment. It has been a priority of mine for 30+ years. For example, I converted a diesel engine car to run on used vegetable oil. I used recycled saw dust (pellets) to provide heat for a home. I love to upcycle or repurpose items. I restored 1940s metal cabinets for use in our kitchen. I use restored appliances, reuse lumber, repurpose furniture, and teach others how to utilize these resources. My partner and I have taken advantage of the City of Burbank's and other agencies' sustainability services and rebate programs for actions such as planting shade trees, assessing the efficiency of our home, installing a pool cover, and replacing our hot water tank with a tankless water heater. My background in construction and maintenance would also be valuable for this position on the Sustainable Burbank Commission. I was a licensed contractor in MA for over a decade, where I managed residential and commercial renovations, including managing subcontractors doing HVAC upgrades. I was an early adopter of mini-splits and heat pump technology for heating and cooling homes. In my house in Burbank, I researched and evaluated options for replacing our hot water tank. We selected a tankless water heater, which qualified for a rebate due to the water and energy savings. For future City of Burbank water or energy efficiency proposed projects or programs, I could provide input on options, with an eye towards balancing practicality, cost-effectiveness, and environmental benefit. As a Realtor, I take an active interest in not only the community in which I live (Burbank) but in communities in which I help clients buy or sell. Understanding the various cities' services and the programs they offer their residents is a valuable resource I offer my clients. I like to educate my clients about various city programs such as: pool pump (energy efficient variable speed) rebates, appliance rebates, energy assessments of homes, free shade trees, and drought landscaping rebates. Serving on the Sustainable Burbank Commission would also be a great learning opportunity for me. For example, I am interested in learning more about whether the word is getting out about the pool cover requirement and rebate in Burbank, how Burbank's shade tree program or Home Improvement Program compares with other cities, etc. If those programs are not meeting the goals, then I would be excited to offer suggestions for improvements.

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

This is an exciting and challenging time for sustainability in the world, in California, and at the city level. There are current notable laws and regulations like organics recycling, requirements for electric vehicle sales, and renewable energy targets. Cities are charged with reducing their carbon footprint. For example, the City of Burbank has set emissions reductions targets and identified implementation measures through its Greenhouse Gas Reduction Plan. I try to live a sustainable lifestyle and I have experience with projects to reduce my environmental footprint. I understand the challenges of offering programs that will be implemented. Programs need to be effective in the long term and embraced by the targeted participants. This is easier said than done. Actions like recycling can be helpful, but society needs to get on board with the many facets of sustainability. I would be able to provide valuable input and help the City of Burbank explore options to implement sustainability programs that the community can embrace. Citywide sustainability programs designed to reduce the City's carbon footprint can only be successful with practical application, proper implementation, and effective outreach. My background can help in each of these areas.

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 learned quite a bit about municipal processes from my partner, who works as a public works analyst for a nearby city. I am knowledgeable about the challenges she and her city face preparing and managing budgets (capital improvement project budgets and operating budgets), developing requests for proposals, managing contractors, planning future projects, obtaining City Council approvals, and implementing City Council directives, while still providing seamless services to the residents, businesses, and visitors. These city services that her team address involve areas such as parking, recycling/trash, elevators, public restrooms, transit, electric vehicle charging stations, parks maintenance, and overall facilities and buildings maintenance. I was a construction contractor in Massachusetts for over a decade, working on commercial and residential projects. I developed and managed budgets, managed subcontractors, did the hands-on construction work, coordinated with the city regarding permitting, and ensured regulatory compliance. I am regularly involved in maintenance of my house in Burbank and my rental property in MA. I do the actual maintenance or I supervise contractors to do the maintenance work. I am good at solving maintenance problems and I try to take a practical, cost-effective, and environmentally friendly approach when considering options. I would draw upon that construction and maintenance experience while providing my input on municipal capital improvement construction projects and maintenance activities if I were selected as a member of the Infrastructure Oversight Board.

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

My work as a contractor gave me extensive experience working with various city departments and a solid understanding of zoning, planning, and challenges for both cities and their residents. My background focuses on residential and commercial projects and this experience would be applicable to municipal projects. I have experience in Project Management, Structures/Buildings, Construction Management, and Budget/Financing. I developed and managed budgets for projects such as residential renovations and a restaurant renovation. I hired and managed the subcontractors. I planned the construction schedule and was responsible for completing the project on time and on budget. I also learned about Parking, Budget/Financing, and Structures/Buildings in a city from my partner. As a public works analyst at a nearby city, she works on purchasing, contracting, and budgeting for the Facilities Maintenance Division and the Parking Operations Division. I have become familiar with the processes she has dealt with such as developing the parking operations expense and revenue budgets, preparing requests for proposals for projects such as parking infrastructure improvements and for fire/life/safety and HVAC maintenance, executing contracts such as for maintenance of public electric vehicle charging stations, complying with regulations, etc.

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Colin Hoffmeister

Burbank Resident Since 2016

PROFESSIONAL EXPERIENCE

Licensed California Realtor - 2013 – present

- Utilize my experience as a contractor, homeowner, real estate investor, and landlord to help guide clients in the purchase or sale of their property.
- Help clients identify communities of interest and properties to purchase.
- Advise sellers in preparing their properties for sale.
- Guide clients through all steps including showings, offers, negotiation of terms of the sale/purchase, and closing of escrow.

Airbnb Host (MA) - 2016 - present

- Airbnb-earned Superhost since 2016. Over 900 reviews with an average score of 4.96 out of 5.
- Provide excellent service through well-maintained units and quick responses to guest inquiries and requests.
- Implement a proactive maintenance and building upgrade schedule, use green cleaning products, proactively upgrade furnishings, and utilize energy-efficient appliances and heating and air conditioning (HVAC) systems.

Landlord/RE Investor (MA) - 1999 - present

- Renovated a circa 1848 home and carriage house into a residential rental and two Airbnb units. Managed all aspects of renovations including design, permitting, bringing new sewer lines and utilities to the carriage house, etc. Personally completed most phases of renovations including carpentry; insulation; flooring; tiling; painting; and installation of windows, doors, skylights, and siding.
- Schedule and coordinate general maintenance, repairs, and remodeling projects for residential properties. Examples include roof replacements, electrical upgrades, and installations of energy-efficient HVAC systems.
- Manage monthly rental fees and deposits. Pay insurance premiums, mortgage, and taxes.
- Market vacant units to prospective tenants through advertising, social media, and referrals.

Cornerstone Builders - General Contractor/Owner (MA) - July 1999 – May 2008

- Completed dozens of residential and commercial renovation projects.
- Met with prospective clients, offered design and building solutions, developed quotes, and closed the sales.
- Obtained all necessary permits. Reviewed projects to monitor compliance with building and safety codes.
- Selected and supervised subcontractors and employees. Worked with architects, engineers, and city officials.
- Developed and monitored construction budgets.
- Applied green building strategies to reduce energy costs.

EDUCATION/LICENSES

- **MACSL** - Construction Supervisors License CS078842 - MA
- **CABRE** - Realtor Licensee 01921784 - CA
- **BA Government** - Norwich University, Military College of Vermont- Northfield, VT
- **Photography** - New England School of Photography - Boston, MA

ADDITIONAL SKILLS/HOBBIES

Restoring vintage furnishings, repurposing materials, photography, acting, adventure travel, biking, and renovating my home.

Application Form

Profile

Maria

First Name

E

Middle
Initial

Coronado

Last Name

Email Address

E Fairmount Rd

Home Address

Suite or Apt

Burbank

City

CA

State

91501

Postal Code

Primary Phone

Alternate Phone

Retired

Employer

Retired Special
Representative

Job Title

Retired Carpenter

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?

As a proud graduate of the Leadership Burbank Class of 2018, I gained invaluable insights into the inner workings of our city and developed a deep appreciation for its infrastructure and community dynamics. This experience ignited my passion for contributing to Burbank's growth and well-being. My immediate goal is to make a positive impact in my hometown by actively participating in initiatives that enhance the quality of life for all residents. Guided by the principle "Think globally, act locally," I aim to address local challenges with thoughtful, community-centered solutions. With my extensive background in the construction industry and active involvement in the Infrastructure Oversight Board, I bring a wealth of experience in building public works projects. I am committed to continuing the board's important work, ensuring that our city's infrastructure remains safe, reliable, and aligned with the needs of our residents.

Education

I hold a High School Diploma and have completed a comprehensive Carpenter Trade School program, supplemented with college credits. This combination of formal education and practical training is often considered equivalent to a bachelor's degree in terms of skill acquisition and professional development. As a seasoned and trained professional carpenter, I possess extensive experience in job safety, health and safety, environmental safety, and have undergone rigorous OSHA and Cal-OSHA training.

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.

Other Pertinent Skills, Experience or Interests

Demonstrates strong active listening skills, fostering an environment where community members felt heard and valued. I have led diverse groups toward common objectives, facilitating collaboration and achieving collective goals through effective communication and mutual respect.

[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. As a retiree, 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.

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

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Infrastructure Oversight Board.

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

I 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.

Throughout my career, I have enjoyed building infrastructure projects, including bridges, schools, libraries, and hotels, contributing to community development.

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 assisted in the design for specific projects and participated in the placement.

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

██████ E Fairmount Rd, Burbank, CA 91501

_____ | _____

Passionate community advocate with over 30 years of experience in leadership, mentorship, and public service. Seeking to contribute to Burbank's growth and inclusivity by leveraging my background in construction, union leadership, and civic engagement.

Western States Carpenters – Various Locations

Journeyman Carpenter | September 1990 – 2015

- Provided exceptional customer service and support to union members, ensuring their needs were met promptly and effectively.
- Mentored women and underrepresented community members, guiding them along their career paths in the construction industry.
- Chaired the Women Carpenters Committee (2015–2025), advocating for gender equity and inclusion within the trade.
- Served as President of the Women’s Auxiliary (2016–2020), organizing events and initiatives to support members and their families.
- Led the Southwest Carpenters Tradeswomen Committee (2015–2025), promoting diversity and providing resources for tradeswomen.
- Acted as Public Sector Representative, addressing work and employer issues to ensure fair treatment and compliance.
- Played a pivotal role in building infrastructure projects, including bridges, schools, libraries, and hotels, contributing to community development.
- Served on the Infrastructure Oversight Board (2019–Present)

- **Carpenter Trade School** – Graduated 1994
Achieved an A on the Journeyman test.
- **Everett Community College** – Everett, WA
Completed computer and basic courses.

- **Leadership Burbank** – Class of 2018
Completed leadership development program.
-

Awards & Recognition

- **Harry Bridges Center for Labor Studies Award (2015)**
Honored for a long and impactful career as a woman in construction.
-

Skills & Expertise

- **Community Engagement:** Proven ability to connect with diverse groups and foster inclusive environments.
 - **Leadership:** Experience in leading committees and organizations, driving initiatives that benefit the community.
 - **Advocacy:** Skilled in representing and supporting underrepresented individuals in various sectors.
 - **Project Oversight:** Knowledgeable in infrastructure development and public works management.
 - **Public Speaking:** Comfortable addressing groups and representing organizations at public forums.
-

Personal Philosophy

"Do all the good you can, by all the means you can, in all 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." – John Wesley

Application Form

BBK City Clerk 05:30:25 PM 03/17

Profile

Sara

First Name

R

Middle Initial

Mendez

Last Name

Email Address

North Lincoln Street

Home Address

Burbank

City

Suite or Apt

CA

State

91506

Postal Code

Primary Phone

Alternate Phone

Retired

Employer

Job Title

Occupation

Which Boards would you like to apply for?

None Selected

Infrastructure

Planning Board, Oversight Committee

Length of time as a Burbank Resident:

30 yrs

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

I am a long time resident of Burbank. My desire is to improve the quality of life for its citizens while retaining the small town community ~~feeling~~ while utilizing modern technology ^{feeling} and Best Practices. Please tell us about yourself and why you want to serve.

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

My expertise has exposed to converting Warehouses to Condos, Apts to Condominiums, Projects w/ 2 towers (1) side office the other residential.

Education BA, Business Administration

Commercial Real Estate experience over 40 yrs in, Construction Lending, Class A Office Bldg, Hotels, Mix Use Projects, \$1 Billion Portfolio Management Responsibility

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Financial analysis for Businesses (SBA to major corporations), Ability to Evaluate projects, Developers. ranging from \$1 million to \$350 million plus.

Community Involvement graduate of Leadership Burbank

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

Burbank Airport Part 150 Study (1st one conducted), Magnolia PK Advisory Committee, Community Development Goals Committee

List Community activities in which you are involved:

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

N/A

Conflict of Interest

Conflict of Interest:

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

☐ Yes ☒ No

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

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First Choice

Planning Board

FIRST choice for Board/Commission/Committee appointment:

My 40 plus years in the commercial Real Estate space gives me the ability to assess the viability of projects and how they will impact the city's growth. I am well versed in reviewing projects and pertinent information to make determinations that will be balanced w/ growth and Residents' Needs.

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 Financial Analysis of Projects/Developers. Selected Engineering firms, Environmental Impact report analysis and Inspected Projects in Hawaii + Social.

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

Bring a Balance Approach in the approval/recommendation of projects presented for approval. Growth and Safety with consideration to Residential areas and Businesses.

Second Choice Infrastructure Oversight Board

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

Involved or hired Project Managers to conduct the construction management of projects. Responsible for Approving Construction Disbursements for \$500K to \$1M+

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

Keep projects on Schedule w/ Minimal Delays

Supplemental Questions

Acknowledgement

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☒ I Agree