

Sustainable Burbank Commission

Application Form**Profile**

Charles

First Name

L

Middle
Initial

Wilson

Last Name

Email Address

N. Orchard Drive

Home Address

Suite or Apt

Burbank

City

CA

State

91506

Postal Code

Primary Phone

Alternate Phone

Wood Wilson Associates LLC

Employer

Principal

Job Title

Commercial Real Estate
Valuation & Advisory

Occupation

Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

27 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 been employed as a public servant for 14 years, and the private real estate sector for the past 7 years, but I have been giving back to communities all of my life. During primary and secondary school ages, my parents had me engaged in various community matters from supporting campaigns of local candidates to being an active member of local community organizations. As an adult I have been supportive of organizations advocating for various disenfranchised groups. For years I have been looking for way to serve my community of residence, and I feel this is a fitting position and time to serve.

Education

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

Additional Pertinent Courses or Training

various (see professional background attachment)

Other Pertinent Skills, Experience or Interests

various (see professional background attachment for details)

[Upload a Resume](#)

Community Involvement

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

I am completing my third term serving on a City Board, Commission or Committee. I've served one partial term on the Sustainable Burbank Commission, and two terms on the Community Development Goals Committee.

List Community activities in which you are involved:

Recently I have been involved in community and economic development advisory, and in prior years I have been involved in children advocacy community activities; all in other locales. (see professional background attachment for details)

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

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:

Sustainable Burbank Commission

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

I have a multifaceted background spanning professional and entrepreneurial experience in the real estate, digital media, themed entertainment, music and aerospace industries. Since 2003, he has been providing advisory services to small and medium sized enterprises seeking to maximize the full potential of their real estate investments. For fourteen years I have been employed as a Deputy Assessor in Los Angeles County; eleven of which has been with the Major Real Property Division, with his tenure split between the Special Commercial and Possessory Interest Sections. My advisory and valuation experience spans a wide variety of small, large and complex projects including some of the most intricate and highly valued commercial properties nationally and internationally. I am well versed in the analysis and valuation of hotels, shopping centers, and residential mixed use developments; with additional experience in office, industrial, residential and land property types. I have a Master of Business Administration degree from California State University Long Beach where his studies emphasized the sustainability of business organizations. I also hold a Bachelor of Science Degree in Electrical Engineering from California State University Long Beach. Additionally, I have extensive professional studies in real estate valuation, finance and investment analysis through my Certificate in Business Studies from the University of California Los Angeles, and my MAI, CCIM and MRICS designation with the Appraisal Institute, CCIM Institute and Royal Institution of Chartered Surveyors. I am a certified general real estate appraiser, real estate broker, certified green building professional, and certified in hotel analytics. In addition to the prior mentioned affiliations, I hold memberships with the Real Estate Executive Council, International Council of Shopping Centers, the Urban Land Institute, and NAIOP.

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

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

Second Choice

SECOND choice for Board/Commission/Committee appointment:

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

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

Supplemental Questions



Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

CHARLES L. WILSON, MAI, CCIM, MRICS



Since 2003, Charles L. Wilson, MAI, CCIM, MRICS has been providing advisory services to small and medium sized enterprises seeking to maximize the full potential of their real estate investments. Currently, Charles is a services provider focusing on commercial real estate valuation and advisory of institutional and SME real property throughout the USA. He has over 20 years of professional experience providing financial reporting valuation, portfolio valuation, appraisal review, valuation management, dispute resolution, litigation support, and due diligence services.

Charles has extensive experience in all major commercial real estate asset classes including multifamily, retail, office, and industrial property types. His areas of specialization include hospitality, shopping centers, student housing, and manufactured housing property types.

Charles is a Certified General Real Estate Appraiser and an MAI Designated Member of the Appraisal Institute where he is on the Litigation and Valuation of Sustainable Buildings Registries. He is also a Licensed Real Estate Broker and holds a Certified Commercial Industry Member (CCIM) designation with the CCIM Institute. Additionally, Charles holds a MRICS designation with the Royal Institution of Chartered Surveyors, and memberships with the Real Estate Executive Council, the Urban Land Institute, the International Council of Shopping Centers and NAIOP.

Charles has a multifaceted background spanning professional and entrepreneurial experience in the real estate, digital media, themed entertainment, music and aerospace industries. He has a Master of Business Administration degree from California State University Long Beach where his studies emphasized sustainability within business organizations. He also holds a Bachelor of Science Degree in Electrical Engineering from California State University Long Beach. Additionally, he has extensive professional studies in real estate valuation, finance and investment analysis through his Certificate in Business Studies from the University of California Los Angeles, and his designations with the Appraisal Institute, and CCIM Institute.

Application Form

Profile

Jessica Martin
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] W Riverside Dr. [Redacted]
Home Address Suite or Apt

Burbank CA 91505
City State Postal Code

[Redacted]
Primary Phone Alternate Phone

PremiereTV Junket Producer Press Junket Producer
Employer Job Title Occupation

Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

11 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 passionate about sustainable and resilient communities as we face the climate crisis. For the past twenty years I have been a professional in the entertainment industry, and in the last few years have begun pivoting into the climate space. I have taken several courses to expand my knowledge about sustainability practices, regenerative agriculture and landscaping, and resilient urban design. I believe the City of Burbank has a unique opportunity to embrace the community to enact systemic change in regards to sustainability, and to even be a case study for regenerative cities moving forward. My experience as a producer and event planner offers me skills to enact project plans, and bring concepts to fruition. I think Burbank can do so much more with sustainability, and I would love to help it to do so.

Education

University of Washington, BA in Drama and Psychology

Additional Pertinent Courses or Training

Climate Change: Learning for Action (LFA), Terra.do Sustainable Production for Entertainment Certification (SPEC), USGBC Sustainability in Organics Aide, Certificate of Completion, Santa Monica College Sustainability Assistant, Certificate of Completion, Santa Monica College Waste Warriors, City of Burbank Recycling Center

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

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

None.

List Community activities in which you are involved:

Burbank Recycle Center Waste Warrior Program graduate, and alumni volunteer.

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

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Sustainable Burbank Commission

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

I am a SPEC certified professional to bring sustainability to tv and film productions. I am also a graduate of the Burbank Recycle Center's Waste Warrior program which opened my eyes in so many ways, including how municipalities can be challenged to manage waste and do the right thing.

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

It would be my hope that I could help spearhead new programs and increase awareness of the committee and their goals amongst Burbank residents.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

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

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

Supplemental Questions

Jessica Martin

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

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:

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☒ Yes ☐ No

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

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.

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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.

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

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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

Terri
First Name

Freedman
Last Name

[Redacted]
Email Address

[Redacted] W Clark Ave.
Home Address

Suite or Apt

Burbank
City

CA
State

91506
Postal Code

[Redacted]
Primary Phone

Alternate Phone

Eat Healthy Crafty
Employer

Key Crafts Service
Job Title

Crafts Service
Occupation

Which Boards would you like to apply for?

Sustainable Burbank Commission: 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 am a dedicated, lifelong environmentalist and advocate, and for the past eight years I have worked in the film industry in crafts service, focusing on sustainability. I hope to be a conduit for sustainability in entertainment productions operating in Burbank, as well as food service and solid waste management matters for the commission.

Education

Los Angeles City College

Additional Pertinent Courses or Training

Waste Warriors 2024

Other Pertinent Skills, Experience or Interests

I have a high interest in solid waste management, landfill diversion and waste reduction, and a high level of knowledge about what disposable items are actually recyclable or compostable--or not.

[Upload a Resume](#)

Community Involvement

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

N/A

List Community activities in which you are involved:

2025 Burbank Earth Day Petal Party, I.A.T.S.E. Local 80 Green Committee: Founder and Chair (est. 2024), I.A.T.S.E. & Union Interlocal Green Committees: quarterly meetings and annual events, Mutual Aid Pantry at I.A.T.S.E. Local 80: Co-Founder; managing donations from food rescue nonprofits for workers experiencing a lack of job opportunities (est. 2023)

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:

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.

In 2024, I completed the phenomenal Burbank Waste Warriors training program and developed a wonderful working relationship with Burbank's Recycling Center Specialist, Amy Hammes. Prior to this, due to my relationship with the sustainability-oriented entertainment business, EcoSet, I established a relationship with the Director of Sustainability for LA city's largest waste hauler, Athens Services, and was able to tour one of their MRFs, so I have seen firsthand the varying capacity to which solid waste is handled and accepted for recycling. In February 2024, I successfully launched a Green Committee at my labor union, I.A.T.S.E. Local 80 (Grips/Crafts Service/Medics). As a committee chair, I attend our executive board meetings to provide advisory guidance and advocate for implementing sustainable initiatives and practices, and I have learned Robert's Rules of Order. With the broad support I received, in just one year I enacted many sustainable upgrades to our commercial building such as the installation of a water cooler, implementing separate blue and organics recycling services and capture bins, sourced donations of reusable dishware to replace single-use plastic bottles, coffee cups, and utensils, as well as provided training and best practices guides for our members about proper waste sorting and the local plastic reduction ordinances. For the past year, I have been attending the Sustainable Burbank Commission meetings as an observer, often walking to the meetings to keep my carbon footprint low and literally walk the talk. And as an attendee of a March city council meeting, my proposal during public comment of the Plastic Waste Reduction Ordinance to include mobile food service operators in a future round of outreach was incorporated. I am also a regular user of the Burbank 311 app, checking on our retailers as I shop for work, and have met with Burbank's Recycle Center new Analyst to report foodware and organics recycling violations. So I am familiar with the relevant resources available to support enforcement of our city's sustainability ordinances.

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

My goal is to be a strong advocate in helping Burbank meet its zero waste objectives and garner greater enthusiastic public participation in our goals. I would also help advocate for greater adoption of sustainable practices in Burbank's entertainment sector.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

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

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

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

TERRI FREEDMAN



HIGHLIGHTS OF QUALIFICATIONS

- Founded the Green Committee for Crafts Service at I.A.T.S.E. Local 80
- 2024 Graduate of the Burbank Recycle Center Waste Training Program
- High attention to detail and eye for streamlining processes

SKILLS AND EXPERIENCE

Project Management

- Develop a zero waste strategy for crafts service for on-location productions, including supplying water dispensers and aluminum canned water
- Create a training program for proper recycling, composting and waste reduction
- Craft and deliver bi-monthly reports, addressing the executive board and membership
- Built proposal decks with video and audio of up to 100 pages with PowerPoint

Event Coordination

- Organize logistics for sustainable-minded experiential marketing engagements
- Provide sustainability recaps and areas for improvement to production
- Supervise and train teams of up to 14 staff
- Research vendors for availability, pricing, and sustainability claims
- Design waste management signs to help educate about what goes where
- Produce zero waste short-form productions for social media

EMPLOYMENT HISTORY

Owner, <i>Eat Healthy Crafty</i>	2018 – Present
Assistant, <i>freelance</i>	2015 – Present
Event Coordinator, <i>Gardein Protein</i>	2014 – 2014
Executive Assistant, <i>David Tuter</i> (“My Fair Wedding”)	2011 – 2012
Administrative Assistant, <i>The Corsa Agency</i>	2010 – 2011
Executive Assistant, <i>Christopher Lowell Entertainment</i>	2007 – 2010

VOLUNTEER WORK (Most recent listed)

Launched and Chair the Green Committee, <i>I.A.T.S.E. Local 80</i>	2024 – Present
Co-launched and operate a mutual aid pantry, <i>I.A.T.S.E. Local 80</i>	2023 – Present
Coordinate donations of leftover catering from commercial sets	2021 – Present

Application Form**Profile**

Rennie

First Name

-

Middle
Initial

Gabriel

Last Name

Email Address

Sophia Ave

Home Address

Suite or Apt

Encino

City

CA

State

91436

Postal Code

Primary Phone

Alternate Phone

The Financial Coach, Inc

Employer

President

Job Title

Financial Educator

Occupation

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted

Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

non-resident

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?

The city of Burbank is a wonderful city. All of the city employees I have met treated me with respect and were helpful, NOT like in Los Angeles. I want to support what the city of Burbank does.

Education

BA from CA State University Northridge, Teaching Credential; elementary through High School in Physical Education and Art

Additional Pertinent Courses or Training

Chartered Life Underwriter (CLU), and (CFP) Certified Financial Planner

Other Pertinent Skills, Experience or Interests

Owned several art galleries; a pension administration firm; a book publishing company; provided business coaching to financial planning firms and CPA firms; and managed rental properties. I DO NOT HAVE A RESUME TO ATTACH. I attached something else.

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:

Burbank Fair Housing

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

N/A

Conflict of Interest

Conflict of Interest:

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☒ Yes ☐ No

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

I own rental properties in Burbank

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts 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 graduated college with an art minor, taught art from elementary school to high school and owned several art galleries

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

Supporting the goals of the cultural arts commission

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

My wife and I have always been conscious of our carbon footprint and are committed to recycling and sustainable efforts

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

Supporting the goals of the Sustainable Burbank Commission

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

One sheet

Rennie Gabriel, CLU, CFP®, BFD
The Financial Coach, Inc. – We Raise Philanthropists



Are your listeners entrepreneurs? Do they stress over money issues? 90% of the population has been taught nothing about handling money effectively, including CPAs and Financial Planners.

Rennie is a TEDx speaker and the author of the award winning, best-selling *Wealth On Any Income*. After two divorces and a business failure he was flat broke at age 50 and started all over from scratch. After learning what was NOT taught from all his financial education he became a multi-millionaire in just a few years. He has helped thousands of people avoid the financial downward spiral. Vulnerable, blunt, controversial and funny, Rennie is the ideal guest for your program.

100% of book, program and coaching profits are donated to
www.ShelterToSoldier.org

Rennie's most popular topics:

- ✓ The Three Secrets the Wealthy Know that You Don't– The wealthy think differently than most people. Example; when they hear familiar information they ask questions instead of making statements. They look at the same forms you use, but differently. You are not limited to stocks bonds and mutual funds to create your wealth. Value add: Learn the three secrets.
- ✓ How the Right Debt Makes You Rich – Learn how you can get out of debt easily, now and forever, and why **NOT** to focus on paying off debt before you create wealth. Value add: Learn how to have others gladly pay off your debt.
- ✓ Five Things that Keep You Broke – You may be stuck because you buy into the same myths that most people believe: Pay debt first; it takes money to make money; you need a good credit score; it's okay to waste small amounts of money; it takes a high income to create wealth, all of which are false. Value add: Learn what to do instead.

Testimonials-

"I love *Wealth On Any Income*. Everyone, including you, can become wealthy." - Mark Victor Hansen, co-creator, #1 *New York Times* best-selling *Chicken Soup for the Soul®* series

"You can achieve all your dreams of financial freedom by putting these ideas to work." – Brian Tracy, America's #1 Training Authority.

I just wrapped up a fantastic interview with Rennie; fabulous guest; prepared, shared excellent content, open & transparent. Interviewing him was truly a pleasure and will bring him back again.- Daryl Urbanski, CEO www.BestBusinessCoach.ca

Rennie, thank you for contributing your wisdom and authenticity to the Frickin Awesome Entrepreneur movement and podcast. I am thrilled with the final podcast session. Your book, concepts and approach are ideal for entrepreneurs. - Alissa Daire Nelson
www.daire2succeed.com

Contact:

[Redacted contact information]

Application Form

Profile

Rachel

First Name

Hastings Saunders

Last Name

Middle
Initial

Email Address

N Lincoln St

Home Address

Suite or Apt

Burbank

City

CA

State

91506

Postal Code

Primary Phone

Alternate Phone

N/A

Employer

N/A

Job Title

Television Writer

Occupation

Which Boards would you like to apply for?

Park, Recreation and Community Services Board: Submitted
Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

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 want to serve on a board or commission because I love our city, and as an entertainment industry worker and the mother of a 2-year-old, I'm fully invested in doing everything I can to help make Burbank a great place to live. I'm also a recent graduate of the Burbank RISE program and have such a deep appreciation of the many ways Burbank goes above and beyond for its residents. I would be honored to play even a small part in continuing all the excellent and important work the boards and commissions do for our city.

Education

I graduated from Hanover Area High School in Wilkes-Barre, Pennsylvania and have a Bachelor's Degree in Television-Radio from Ithaca College.

Rachel Hastings Saunders

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:

This is my first time applying to serve on a city board, commission, or committee.

List Community activities in which you are involved:

I am a recent graduate of the Burbank RISE program and a volunteer for SELAH Neighborhood Homeless Coalition (based in Silver Lake).

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

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Sustainable Burbank Commission

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

While I don't have any formal education or experience in environmental sustainability, I am incredibly passionate about this issue and have been all my life. Even in the 15 years I've lived in the Los Angeles area, I've experienced rising temperatures, severe droughts, and massive wildfires, along with their many lingering effects on our environment. Now, as the mother of a 2-year-old, I feel that the need to combat climate change is more urgent than ever.

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

My main goals in serving on the Sustainable Burbank Commission would be to help advocate for policies that combat climate change on a city level and encourage my neighbors to participate in collective action. I would also love to utilize my skills as a writer and an artist to help the Commission and the city highlight actions they're already taking in this area and educate the public about ways we can all work together to make our city sustainable for generations to come.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Parks and Recreation 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

My main qualification in this area is that I love our city's parks and am the mother of a toddler who LOVES our city's parks. I already appreciated all the work the Parks Board and Parks Department does to create great spaces for Burbank's residents to enjoy, but since becoming a mom, that appreciation has grown tenfold. My family and I are frequent visitors to our city's parks and active participants in the many excellent recreation activities our city offers.

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

My goals in serving on the Parks and Recreation Board would be to help shape the wonderful programs the Parks and Rec department offers, and to use my skills as a writer and an artist to encourage my neighbors to take advantage of them, too.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

RACHEL HASTINGS SAUNDERS

BURBANK, CA

I am a well-rounded professional with extensive experience in both writing and administrative assistance. I'm just as passionate about telling a story as I am about creating a filing system.

SKILLS

- Excellent verbal and written communication skills
 - Highly organized, expert multitasker
 - Strong critical thinker and problem solver
-

EXPERIENCE

THE QUARTO GROUP

SEPT 2023 - JAN 2025

Freelance Author

Created concepts and wrote engaging and comedic copy for 96-page coloring and activity book, *Color Me Pregnant*, and a second title that is to be announced. Worked with publisher and illustrator to incorporate feedback on tight deadlines.

FREEFORM

JAN 2022 - JULY 2022

Executive Story Editor, *Praise Petey*

Helped shape characters and story arc, pitched episode ideas and jokes in a writers' room setting, wrote scripts, and gave feedback on episodes in all stages of production.

APPLE TV+

JULY 2018 - JUNE 2020

Story Editor, *Central Park*

Pitched and developed episode ideas, wrote scripts that included musical elements, incorporated feedback from showrunners and executives.

CARTOON NETWORK

NOV 2017 - JUNE 2018

Writer, *The Fungies*

Worked with a team to shape world and characters during development process, wrote episode premises and outlines.

FOX

MAY 2012 - OCT 2017

Production Coordinator, *Bob's Burgers*

Created and maintained filing systems, facilitated feedback between creative and editorial teams, communicated with outside vendors, processed contracts and invoices.

BENTO BOX ENTERTAINMENT

MAY 2011 - MAY 2012

Receptionist

Greeted visitors, answered heavy phones, and performed general office management and administrative support tasks, including ordering office supplies and processing time cards.

VOLUNTEERING

SELAH Neighborhood Homeless Coalition, Onsite Volunteer

Downtown Women's Center, Social Enterprise Volunteer, Volunteer Ambassador

EDUCATION

ITHACA COLLEGE, CLASS OF 2010

B.S. in Television-Radio, Video Production

Coursework in video editing, audio editing, field production, studio production, and communications.

CONTACT

[REDACTED]
[REDACTED]

Application Form**Profile**

Wendy

First Name

Templeton

Last Name

Middle
Initial

Email Address

Darwin Ave

Home Address

Suite or Apt

LOS ANGELES

City

CA

State

90031

Postal Code

Primary Phone

Alternate Phone

IATSE 729

Employer

Set Painter

Job Title

Set Painter

Occupation

Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

0

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 thoroughly enjoyed everything I have learned so far in my Sustainability research & education and would like to help support the committee and environment by serving with the Sustainable Burbank Commission. I have a passion for bringing information to people on a local level and helping them become empowered by caring for their community and environment.

Education

Associate's of the Arts - 1994 - Fashion Institute of Technology Chef Program - 2011 - Le Cordon Bleu UCLA Extension - 2012 - UCLA Extension - Restaurant Management

Additional Pertinent Courses or Training

In the last two years I have started to change my career path to the Sustainability field. In 2024, I joined my union's Sustainability Committee and completed the Waste Warriors program in Burbank. This year, I have enrolled in the UCLA Extension Sustainability Certificate program and am completing the Circular Economy - Sustainable Materials Management course through Coursera.

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

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

N/A

List Community activities in which you are involved:

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.

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

My first choice for an appointment would be for the Sustainability 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 managerial and administrative experience within my painting and roller derby careers. This includes supervising departments, training, and running events with crews of up to 150 people with audiences of up to 500 people. As manager of the first all-female roller derby league, I launched community outreach events and programs. I also developed and fostered relationships with local departments with the City of Los Angeles, local sponsors and roller derby leagues from other cities and states.

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

It would be gratifying for me to be a part of the Sustainability Commission by assisting in educational programs, community outreach, reviewing initiatives and policy, and maximizing local resources.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

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

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

Supplemental Questions

Acknowledgement

Wendy Templeton

Acknowledgment No. 1 - General

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☒ I Agree

WENDY TEMPLETON

PROFILE

Paint Foreman & Set Painter with over twenty years of experience in the fields of Fine Arts, Commercial & Residential painting, Film and Television (I.A.T.S.E. Local 729).
Sustainability champion with training in Burbank Waste Warrior & Coursera programs

EDUCATION

Fashion Institute of Technology – NY, NY | August 1992 – June 1994 | *Associate of Arts in Illustration*
Le Cordon Bleu College of Culinary Arts - Hollywood, CA | September 2011 | *Cuisine Certificate*
UCLA Extension - Los Angeles, CA | September 2012 | *Restaurant Management Certificate*

SKILLS

Project Management, superior organization, time management, excellent communication, drawing, painting, Microsoft Office, Quickbooks Pro Certified, Canva, Adobe Photoshop

EXPERIENCE

Paint Foreman & Set Painter | Los Angeles, CA 2000-present

- * Collaborating with Art Directors, Production Designers, Construction Coordinators and Art Department to create scenery & props for the entertainment industry
- * Extensive painting skills: wood grain, concrete, rust, glazes, excellent color matching
- * Administrative: Managing schedules, inventory, invoices, budgeting, supervising paint crews

Co-Founder & Skater | L.A. Derby Dolls | Los Angeles, CA 2003-2008

- * Ran committee & league meetings, planned & coached league practices
- * Supervised departments: art, events, merchandise, website & uniforms
- * Art-related: Designed stage areas & overall branding
- * Administrative: bookkeeping, scheduling, event coordination, marketing
- * Built strong relationships with other roller derby leagues & city departments within Los Angeles
- * Featured in several television episodes including ESPN, MTV, music videos & documentary films

AWARDS

City of Los Angeles, Commission on the Status of Women | Pioneer Women Award | 2011

VOLUNTEER WORK

Seas of Science 2011- 2012 * *Project Angel Food* 2007-2010 * *Hollywood Media + Arts* 2008
L.A. Junior Derby Dolls 2008-2009 * *I.A.T.S.E 729 Sustainability Committee* 2024-present

Application Form

Profile

Alissandra

First Name

M

Middle
Initial

Valdez

Last Name

Email Address E Orange Grove Ave

Home Address

Suite or Apt

Burbank

City

CA

State

91501

Postal Code

Primary Phone

Alternate Phone

CicLAvia

Employer

Event Producer

Job Title

Event Producer

Occupation

Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

6 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?

My current term is ending on the Sustainable Burbank Commission, and I'm reapplying to serve again. I've spearheaded a lot of community outreach while on the Commission, including the planning and execution of 2024 Earth Day event we held in partnership with the Burbank Community Garden. I want to continue my work on the commission, specifically advising Council on implementing the GGRP with a focus on environmental justice. As of now, I am the youngest woman of color and the only renter to serve on the Commission. Our perspectives are not often heard on Boards/Commissions/Committees, and I think it is important to make sure that diverse voices and opinions are seen in these spaces.

Education

BA in Communication at UCLA, Class of 2018

Additional Pertinent Courses or Training

Graduate of Sierra Club's Activist Academy program in 2023, emphasizing environmental justice in climate work Graduate of NLC-LA Fellowship in 2024 Graduate of Burbank RISE in 2021

Other Pertinent Skills, Experience or Interests

Gardener in the Burbank Community Garden for almost 3 years, public speaking, leadership, working on teams, and experience working with Burbank residents. I also work in transportation justice in my full-time job, and I am a pedestrian in the city-- all very important to the mission of sustainability and reducing our environmental impact!

Upload a Resume

Community Involvement

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

I am recently completing a 4-year term on the Sustainable Burbank Commission!

List Community activities in which you are involved:

Burbank Community Garden, Walk Bike Burbank, tenant organizing, and racial justice organizing.

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

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Sustainable Burbank Commission

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

I have already completed a 4-year term on the Sustainable Burbank Commission. In that time, I led a team of Commissioners and volunteers to plan and execute a successful Earth Day Event in 2024 in partnership with the Burbank Community Garden. I also helped facilitate other outreach programs hosted by the City and our Commission, including an Eco Resource fair and panels on heat resilience and electrification. I advocated for a ban on single-use plastics, gas-powered leaf blowers, and artificial turf. I have shared resources on better biking/pedestrian infrastructure, climate change, and environmental justice issues. I am passionate about our environment and the role that Burbank plays in it. The ramifications of climate change will be seen in my lifetime, and I am determined to do as much as I can to lessen the impact of global warming. We are all citizens of the planet, and I believe that qualifies us all to care and act for our environment. I would love to continue working together with other Commissioners on this issue. For example, as a renter, I am unable to recycle my plastic waste because we do not have a recycling bin for my building. I appreciate that homeowners can easily recycle their plastic waste with recycling cans from the city, but 60% of those who live in Burbank are renters, which means that a vast majority of our community are unable to recycle their plastic and paper trash. If we want Burbank to be a more sustainable city, then we should make sure that everyone in the community is allowed to easily recycle. If renters in Burbank can recycle the way homeowners can, imagine how much of an impact it would make on our environment! I'm also incredibly passionate about the development of our community gardens. I believe that they have the potential to be incredible centers for community and sustainability. We can implement composting systems and community food-sharing programs that will help reduce our carbon footprint in Burbank. I can imagine a Burbank that has gardens that can feed our neighbors and help our environment in impactful ways.

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

My goals in serving the Sustainable Burbank Commission are making sure that we continue to implement the GRRP, expand our current programs to meet the needs of all residents in Burbank, and to engage our community about our relationship with the environment!

Second Choice

SECOND choice for Board/Commission/Committee appointment:

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

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

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Application Form

Profile

Adrine

First Name

Middle Initial

Der-Tavitian

Last Name

Email Address

N Reese Pl

Home Address

Suite or Apt

Burbank

City

CA

State

91506

Postal Code

Primary Phone

Alternate Phone

TUMO Foundation

Employer

Director of Philanthropy

Job Title

Non-profit professional

Occupation

Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

4 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?

Hello, my name is Adrine Der-Tavitian, and I am proud to currently serve on the Sustainable Burbank Commission, where I've spent the past two years helping advance the City's sustainability goals. I was initially appointed to complete the remainder of an existing term and am now honored to serve as the Commission's interim Chair. During this time, I've deepened my understanding of Burbank's environmental priorities and have worked collaboratively with fellow commissioners, city staff, and community members to promote responsible and forward-thinking sustainability efforts. I am eager to continue this work and contribute to the next phase of the Commission's progress. Professionally, I serve as the Director of Philanthropy for the TUMO Foundation, a nonprofit organization dedicated to providing free technology and design education to teenagers. My background includes over a decade of experience in philanthropy and education, having previously held leadership roles at UCLA Anderson School of Management, the California Community Foundation, and Liberty Hill Foundation. My family and I have lived in Burbank for over four years now, and we continue to be drawn to the city's strong sense of community and civic engagement. As a parent and resident, I'm passionate about preserving the city's quality of life and supporting initiatives that ensure a healthier, more sustainable future for all. I would be honored to continue serving on the Sustainable Burbank Commission and help champion thoughtful, equitable environmental solutions.

Education

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

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

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

I currently serve on the Sustainable Burbank Commission and am the interim Chair.

List Community activities in which you are involved:

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

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

N/A

Conflict of Interest

Conflict of Interest:

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

☐ Yes ☒ No

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

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Sustainable Burbank Commission

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

believe that both my educational and professional background would continue to serve me well on the Sustainable Burbank Commission. My undergraduate degree in political science provides a solid foundation for understanding the procedural aspects of the Commission's work, while my MBA equips me to thoughtfully assess proposals with environmental and budgetary implications. Throughout my career in the nonprofit and public sectors, I've worked closely with diverse community groups and stakeholders to implement impactful programs. I've learned that successful collaboration requires strong listening skills, empathy, and a commitment to shared goals - qualities I bring to my role as a commissioner.

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

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

Second Choice

SECOND choice for Board/Commission/Committee appointment:

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

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

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

ADRINE DER-TAVITIAN



PROFESSIONAL EXPERIENCE

TUMO FOUNDATION

Los Angeles, CA

Director of Philanthropy

January 2025 – Present

Innovative, tuition-free education program that empowers teens to explore technology and design through a unique blend of self-directed learning and project-based workshops, with centers across Armenia and expanding globally

- Advance TUMO's international mission by supporting fundraising, donor engagement, and stewardship strategies that fuel program growth and innovation
- Contribute to high-level campaign planning, craft compelling donor communications, and help cultivate major gifts through targeted outreach and signature events

UCLA ANDERSON SCHOOL OF MANAGEMENT, FINK CENTER FOR FINANCE

Los Angeles, CA

Senior Manager of Programs & Operations

September 2020 - January 2023

Program Manager

October 2018 - September 2020

Academic center endowed by Larry Fink, Chairman and CEO of BlackRock, to bridge the academic study of finance with its real-world application

- Directed all programs and managed day-to-day operations at the Center with a \$1 million annual operating budget. Oversaw a diverse portfolio of programming, encompassing faculty research grants, large-scale conferences, student mentorship programs and alumni engagement activities.
- Enhanced fundraising efforts by developing a new donor program and implementing stewardship strategies
- Developed the nation's premier credit pitch competition that attracts students from top global MBA programs and secured financial sponsorships from leading investment firms
- Spearheaded a revamp of the Center's marketing strategy, including 1) a redesign of the website and digital and print communications; and 2) the development of a comprehensive database for alumni, board members, donors and external stakeholders. The revamp resulted in increased engagement and visibility, strengthening the Center's brand and outreach.
- Championed diversity in finance by developing joint programming with non-profit organizations and corporate partners, including: Girls Who Invest (GWI) and Women Investing in Securities and Education (WISE)
- Doubled the capacity of the student mentorship program by recruiting and onboarding additional industry mentors, thereby enriching the learning experience and professional development opportunities for participating students
- Hired, trained and supervised Center staff, which included the Assistant Program Manager and four student workers

CALIFORNIA COMMUNITY FOUNDATION (CCF)

Los Angeles, CA

Donor Relations Project Manager

March 2015 - September 2017

Fourth largest community foundation in the U.S. with \$2.6 billion in assets and \$400 million in annual grantmaking

- Managed one of CCF's largest and most active client accounts, The Leonardo DiCaprio Foundation. Advised the client and assisted in the execution of 3 cycles of an international fundraising gala and auction that raised a combined \$115 million for climate change initiatives.
- Developed the internal project framework and led a cross-functional team of eight individuals, steering CCF's senior leadership and team members towards crucial decisions concerning the account. This leadership role involved facilitating consensus-building and informed decision-making on pivotal issues.
- Represented CCF's interests and fiduciary responsibilities during complex and sensitive negotiations with high profile artists and celebrities. Increased auction item procurement by 300% by reducing the turnaround time and cost associated with each negotiation.

- Maintained financial control and oversight of the project by developing financial reports to track key event metrics. Conducted cost-benefit analysis after each cycle and produced strategic recommendations to increase ROI and efficiency.

LIBERTY HILL FOUNDATION

Development Manager

Development Associate

Development Assistant

Los Angeles, CA

September 2013 – March 2015

January 2013 – September 2013

January 2012 – January 2013

Social justice focused public foundation working to advance environmental justice economic justice

- Developed cultivation and solicitation strategies for over 200 high net worth supporters and strategic allies who contributed between \$1,200 and \$50,000 annually
- Identified missed business opportunities as a result of data gaps in the organization's CRM system. Led an organization-wide initiative to clean-up existing records, standardize data entry across departments, create a user guide and implement monthly maintenance reports to ensure continued data integrity.
- Project lead on three annual stewardship events for major donors that consistently exceeded event goals
- Collaborated with the communications department to create marketing collateral and segmentation strategies for multi-channel fundraising appeals
- Filled a leadership vacuum after the departure of three senior development colleagues during the busiest time of the year. Assumed responsibility for all ongoing campaigns and ensured fiscal year revenue goals were met.
- Supervised the Development Assistant, volunteers and department interns

EDUCATION

UCLA ANDERSON SCHOOL OF MANAGEMENT

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

Los Angeles, CA

June 2018

Leadership: Net Impact, Director of Career Development

UCLA COLLEGE OF LETTERS AND SCIENCE

Double Bachelor of Arts, International Development Studies and Political Science

Los Angeles, CA

June 2009

Honors: Cum Laude, Dean's Honors List

Internship: Served as a summer intern for Congressman Adam B. Schiff's D.C. office as part of the Armenian Assembly of America's summer internship program

ADDITIONAL INFORMATION

Volunteer Experience:

- **Sustainable Burbank Commission, City of Burbank** (2023 - present)
 - Appointed as one of nine commissioners by the Burbank City Council to advise on ordinances and sustainability-related matters to inform council decisions
 - Currently serve as Interim Chair
- **Emerging Practitioners in Philanthropy (EPIP)** (2012 – 2015)
 - Served on the steering committee for the LA Chapter of EPIP, an organization dedicated to creating professional development opportunities for early-career practitioners in philanthropy
- **Birtheright Armenia** (2010)
 - Served as a volunteer fellow for one year in Armenia with Birtheright Armenia
 - Co-founded a non-profit organization that provides economic development opportunities for rural women; conducted research on gender-based violence for a think tank

Technical Skills: Microsoft Suite, Salesforce, Raisers Edge, Adobe Creative Suite

Interests: Award-winning competitive college speech and debater, long distance runner (finished LA Marathon), avid traveler (18 countries visited)

Application Form

Profile

Kevin

First Name

E

Middle
Initial

Morris

Last Name

Email Address

E Palm Ave

Home Address

Suite or Apt

BURBANK

City

CA

State

91502

Postal Code

Primary Phone

Alternate Phone

Kevin Morris Therapy
Services LLC & Sword Health

Employer

Physical Therapist

Job Title

Doctor of Physical Therapy

Occupation

Which Boards would you like to apply for?

Park, Recreation and Community Services Board: Submitted
Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

1.5 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?

My name is Kevin Morris, and I'm a Doctor of Physical Therapy, small business owner, and proud Burbank resident. I recently completed the Burbank RISE program, where I deepened my understanding of civic leadership and the importance of local decision-making. Through my work providing in-home physical therapy, I've had the privilege of treating many elderly residents across Burbank. I've seen firsthand how limited access to safe outdoor spaces, social isolation, and mobility challenges can impact their quality of life. These experiences have inspired me to serve on a city board or commission where I can advocate for older adults and help shape policies that promote equity, inclusion, and wellness for all residents. Whether through parks, community services, or sustainability initiatives, I want to bring my healthcare perspective and commitment to service to help make Burbank a safer, healthier, and more connected place for people of all ages.

Education

Public Leadership Credential (in progress) – Harvard University, John F. Kennedy School of Government
Doctor of Physical Therapy (DPT) – University of Colorado
Bachelor of Science in Exercise Science/Kinesiology – Central Michigan University

Additional Pertinent Courses or Training

Burbank RISE – Class of 2025 Home Health Safety and Ethics Training – Ongoing Professional Continuing Education Units (CEUs)

Other Pertinent Skills, Experience or Interests

GOVERNMENTAL AFFAIRS STUDENT REPRESENTATIVE - University of Colorado Advocated for and contributed to the passage of two key pieces of legislation: Colorado Physical Therapy Practice Act (2018): Supported updates to modernize standards for physical therapists. HB19-1208 – Youth Athletes Head Trauma (2019): Helped secure recognition of licensed physical therapists as qualified healthcare providers to clear youth athletes after suspected concussions.

[Upload a Resume](#)

Community Involvement

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

None at this time.

List Community activities in which you are involved:

Graduate of the Burbank RISE Civic Leadership Program (Spring 2025) Volunteer canvasser for local Burbank City Council campaigns, engaging with residents and encouraging civic participation Mentor and guest lecturer for physical therapy students, supporting future healthcare professionals Member of the Burbank Tenants Union, advocating for housing justice and tenant rights in the community

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

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

Kevin E Morris

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:

Park, Recreation and Community Services Board

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

As a Doctor of Physical Therapy, I specialize in geriatric care and work closely with residents of Savant of Burbank East and West, two local assisted living facilities. I regularly assist patients with community ambulation, helping them safely access nearby parks and public spaces. This hands-on experience has given me a clear understanding of the physical and environmental barriers many seniors face, reinforcing my commitment to making Burbank’s recreational areas more accessible and inclusive. I also bring technical expertise in wheelchair management and adaptive sports, which I hope to contribute to city events such as the Burbank Adaptive Sports Expo. In addition to my clinical work, I operate my own small business, which has sharpened my skills in planning, budgeting, and maximizing impact with limited resources—essential qualities for board service. My leadership development through the Burbank RISE’s civic leadership program and Harvard’s Public Leadership Credential has further prepared me to engage strategically with stakeholders and contribute meaningfully to policies that enhance Burbank’s parks, programs, and community services for all residents.

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

My goal is to improve accessibility to parks and public spaces for all Burbank residents, especially older adults and individuals with mobility challenges. I want to help ensure our community spaces are safe, inclusive, and thoughtfully designed so everyone—regardless of age or ability—can enjoy them. Also, with the 2028 Los Angeles Summer Olympics approaching, I also see this as a once-in-a-generation opportunity to ensure Burbank is well-prepared for increased regional activity and can proudly showcase its public places and programming.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Sustainable Burbank Commission

Kevin E Morris

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

As a candidate in the Public Leadership Credential program at Harvard University, I had the opportunity to choose a real-world policy issue to develop over the course of a semester—and I specifically chose to focus on climate change in Burbank. My policy proposal centered on increasing local climate resilience, with strategies to reduce the urban heat island effect, expand access to cooling infrastructure, and promote water conservation through sustainable development and green infrastructure. This experience gave me practical training in policy design, stakeholder engagement, and evidence-based decision-making—skills that align directly with the mission of the Sustainable Burbank Commission. I bring a thoughtful, community-oriented perspective and a deep commitment to helping Burbank build a healthier, more climate-resilient future.

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

The severe wind storms in January 2025 and nearby wildfires have underscored the urgent need to prepare our city for future climate-related events. I believe the Sustainable Burbank Commission plays a vital role in that work, and I hope to bring my policy background and commitment to public health to help shape a safer, more sustainable future for our community. My goal is to help strengthen Burbank’s resilience to climate change by supporting practical, community-informed solutions that prioritize equity and long-term impact. I want to contribute to strategies that make sustainability accessible and actionable for all residents, including efforts to reduce urban heat, improve air quality, and expand green infrastructure.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

KEVIN MORRIS, PT, DPT



experience

Owner Jul 2020- Present

Kevin Morris Therapy Services - Los Angeles, CA

- Supervised and managed travel physical therapists and PTAs, monitoring performance, quality of patient care, and adherence to evidence-based treatment protocols.
- Directed program operations, including developing budgets, tracking expenses, and implementing strategic initiatives to expand services while maintaining profitability.
- Fostered collaboration between clinical teams and external stakeholders to implement evidence-based care and improve patient outcomes.
- Designed and executed workflows to optimize operational efficiency, including supply chain management, cost containment, and resource allocation.
- Maintained compliance with financial reporting, payroll processing, and tax regulations to ensure seamless business operations.

Staff Physical Therapist - Home Health Jan. 2023-Jan. 2024

Central Home Health Care, an Amedisys Company - Atlanta, GA

- Managed interdisciplinary care coordination, facilitating seamless referrals and collaboration among physical, occupational, and speech therapists to optimize patient outcomes.
- Supervised physical therapists and PTAs, establishing evidence-based treatment protocols and maintaining high standards of patient care.
- Led multidisciplinary care plans addressing complex conditions, integrating innovative strategies for patient engagement and recovery.

Program Manager- Health and Wellness Dec. 2021- Jun. 2022

Roots Gaming (Esports Team) - Finland

- Developed and implemented a holistic health and wellness program, incorporating exercise plans, nutrition strategies, and sleep optimization, resulting in a 20% improvement in team performance metrics and reduced player injury rates.
- Managed logistics and international coordination, including scheduling, resource allocation, and communication across stakeholders, ensuring 100% adherence to program timelines and objectives.

Lead Physical Therapist - Outpatient Jul. 2020- Sept. 2021

Hands on OT - Santa Monica, CA

- Monitored and reported patient outcomes to ensure compliance with best practices and support clinical decision-making

Staff Physical Therapist- Orthopedic Jan. 2019- Jul. 2020

Rocky Mountain Spine & Sport - (Formerly) A.Fox Physical Therapy - Denver, CO

- Developed the Telehealth framework for patient care in response to the COVID-19 pandemic.
- Integrated manual therapy, exercise, clinical reasoning, and differential diagnosis for orthopedic conditions.

education



Harvard Kennedy School
Public Leadership Credential
Policy Development



University of Colorado
Doctor of Physical Therapy
Anschutz Medical Campus

Application Form

Profile

Corey

First Name

Mensing

Last Name

Middle
Initial

Email Address

E San Jose Ave

Home Address

Suite or Apt

Burbank

City

CA

State

91501

Postal Code

Primary Phone

Alternate Phone

Bur-Cal Management

Employer

On-Site Property Manager

Job Title

On-Site Property Manager

Occupation

Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

Transportation Commission: Submitted

Length of time as a Burbank Resident:

12 years

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

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

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

My number one goal is to help as many people as possible. I'm interested in serving on the Transportation Commission because I care deeply about the day-to-day quality of life in Burbank and believe thoughtful, inclusive transportation planning plays a major role in that. Over the past few years, I've worked directly with local and regional agencies to advocate for small, practical improvements that have made a difference for residents, including adding bus stops and benches, working toward traffic safety improvements in my neighborhood, and encouraging more inclusive language when discussing multimodal transportation. I believe in listening to how people actually move through the city and using that insight to help shape better policy. Joining the Commission would allow me to collaborate more formally with city leaders and fellow residents to support data-informed, people-first solutions that make it easier, safer, and more enjoyable for everyone to get around Burbank.

Education

Education Bachelor of Arts — Communication University of Colorado

Additional Pertinent Courses or Training

While I have not completed formal courses specific to transportation, I bring extensive practical experience as a lifelong multimodal transit user in Burbank. As a daily rider, driver, and pedestrian, I have firsthand insight into the city's transportation needs. Additionally, I have engaged directly with multiple agencies including Metro, the City of Burbank, Los Angeles County, and District 44, gaining valuable knowledge through collaboration and discussions focused on improving transit and traffic safety.

Other Pertinent Skills, Experience or Interests

Proven ability to collaborate effectively with local and regional transportation agencies
Experience advocating for practical, community-focused transit and traffic safety improvements
Skilled at integrating data analysis with human-centered insights to inform transportation planning
Strong commitment to inclusive, multimodal transportation that enhances residents' quality of life
Dedicated to sustainable living practices, including adherence to minimal and zero waste principles
Effective communicator with experience engaging diverse stakeholders to build consensus and advance solutions
Continuously engaged in learning about emerging transportation policies, technologies, and sustainability initiatives

[Upload a Resume](#)

Community Involvement

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

I have not previously served on a City Board, Commission, or Committee. However, I am eager to contribute to the City of Burbank through service on the Transportation Commission or the Sustainable Burbank Commission. My background includes hands-on collaboration with regional agencies, a commitment to sustainable living, and a focus on improving quality of life through thoughtful, community-driven solutions.

List Community activities in which you are involved:

I have been actively involved in the Burbank community for over a decade. I have volunteered with the Burbank Parks and Recreation Department for more than 11 years, contributing to various public programs and events. I also participated in Job Connect programming through the Burbank Public Library, where I saw firsthand the importance of equitable access to services. In addition, I regularly engage in civic advocacy, collaborating with local and regional agencies on transportation and pedestrian improvements. I attend City Council meetings, provide public comment, and am committed to inclusive, people-first policy.

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

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank 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.

I hold a Bachelor of Arts in Communication from the University of Colorado and bring over a decade of professional experience in roles centered on collaboration, problem-solving, and global brand management. While I do not have a technical planning background, my qualifications are rooted in real-world experience and consistent community involvement. I am a lifelong multimodal transportation user in Burbank and have firsthand experience navigating the city as a rider, driver, cyclist, and pedestrian. Over the past few years, I have worked directly with Metro, the City of Burbank, Los Angeles County, and District 44 to advocate for practical transportation improvements. These efforts have included adding bus stops and benches, promoting pedestrian access, and supporting traffic and driver safety and visibility changes in my neighborhood. I believe in using both data and lived experience to inform policy, and I am committed to helping shape transportation systems that are intuitive, inclusive, and reflective of how people actually move through Burbank.

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

My primary goal is to help as many people as possible by contributing to transportation planning that improves daily life for Burbank residents. I want to ensure the city's transportation systems are inclusive, efficient, and responsive to how people actually move through their neighborhoods. I aim to bring forward practical, data-informed ideas that reflect both policy considerations and the real-world experiences of riders, drivers, pedestrians, and cyclists. I also hope to strengthen collaboration between Burbank and regional agencies to ensure seamless, multimodal connections. Ultimately, I believe Burbank has the potential to be a leader in thoughtful, people-first transportation, and I want to be part of making that vision a reality.

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 hold a Bachelor of Arts in Communication from the University of Colorado and bring over a decade of professional experience in roles centered on collaboration, problem-solving, and global brand management. While I do not have a technical environmental science background, I am deeply committed to sustainability through both personal practice and professional initiatives. I have led environmental programs within corporate settings, promoting sustainable practices and helping organizations reduce their environmental footprint. Personally, I practice a minimal and zero waste lifestyle, reflecting my commitment to environmental responsibility. I am eager to apply this experience and mindset to support Sustainable Burbank's goals of fostering a resilient, healthy, and environmentally conscious community.

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

My primary goal is to help Burbank become a leader and role model for sustainability in the region. I want to support policies and programs that promote environmental responsibility, reduce waste, and build a healthier, more resilient community. I believe Burbank has the potential to set a high standard that other communities can follow, and I am committed to collaborating with city leaders, residents, and partners to advance innovative, inclusive, and practical solutions that improve quality of life for all.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Corey Mensing

Advocating for thoughtful, people-first mobility solutions in Burbank



Quick Stats

- ✓ Lifelong multi-modal transportation user in Burbank
- ✓ Worked with Burbank, LA County, District 44, and Metro
- ✓ Consistent advocate for quality of life improvements

START

My Approach

Data + empathy =
smart transit planning



Desire Paths

Address gaps between
design/planning
and how people
actually move



It makes me happy to see
people using the stop I
requested with Metro, and
later, the bench I requested
from the City. That's really
stuck with me.

Victory at Victory (and Chandler)

When neighborhoods change,
transportation must too



Worked with Metro to add new stop in 2024
New access to Chandler Bike Path and Aldi (opened 2020)
reflects shifting needs after Toys "R" Us closure (2018)

Pit Stop

Identified smoke infiltration and
recirculation in vehicle air systems

Detour

City Smoking Ordinance Review



Strategy



Why I'm Appying

To help as many people as possible

FINISH

- ✓ Champion inclusive, multimodal transportation planning
- ✓ Recommend policies grounded in real-world behavior and community insights
- ✓ Support funding for high-impact, low-cost projects that improve quality of life

Destination

Burbank is world-class in many ways and can lead in transportation too. My goal is not about putting systems or policy in the spotlight. It is about creating something so seamless, intuitive, and reliable that people simply enjoy the ride, whatever their ride may be. Quality of life is the true measure of success, and smart policy quietly yet confidently makes that possible.

Application Form

Profile

Jillian Stein
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] Camarillo St [Redacted]
Home Address Suite or Apt

Toluca Lake CA 91602
City State Postal Code

[Redacted]
Primary Phone Alternate Phone

Freelance Sustainability Consultant Sustainability Consultant
Employer Job Title Occupation

Which Boards would you like to apply for?

Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

0

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?

After over 15 years of experience as a producer and supervisor in film and television, I’m now pivoting my career to focus on advancing sustainable practices within the entertainment industry. My goal is to inspire meaningful change through impactful storytelling and environmentally responsible production. As part of this transition, I had the honor of participating in Burbank’s Waste Warriors class of 2025. That experience deepened my appreciation for the city’s forward-thinking sustainability programs and the dedication of the civil servants leading them. As a resident of Toluca Lake and a former Disney employee, I engage with Burbank’s business and community life daily. Whether I am swimming at the Verdugo pool, running through Burbank’s streets and parks with the Disney Triathlon Team, or shopping and dining out in Magnolia Park, I feel a strong connection to the city. I would be proud to contribute my perspective and growing sustainability experience to the Sustainable Burbank Commission as a committed neighbor and advocate.

Education

Stanford Graduate School of Business, Sustainability Strategies, CertificateUCLA Extension, Accounting Fundamentals, Certificate Florida State University, Bachelor of Fine Arts

Additional Pertinent Courses or Training

U.S. Green Building Council, Sustainable Production for Entertainment, Certification

Other Pertinent Skills, Experience or Interests

* Sustainable film and television production practices * Carbon footprint assessment * Zero-waste strategies * Clean Energy/Alternatives to Fossil Fuels * Reduction of single-use plastic

Upload a Resume

Community Involvement

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

N/A

List Community activities in which you are involved:

Burbank's Waste Warriors, 2025 cohort Burbank's Earth Day 2025 hosted a table on behalf of Every Day Action.

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

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

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AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Sustainable Burbank Commission

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

I bring a growing blend of qualifications and experience in sustainability, particularly as it relates to the entertainment industry. I have developed a solid foundation in sustainable production practices for film, television, and commercials, with skills in eco-friendly materials sourcing, zero-waste strategies, and carbon footprint assessment. I'm also passionate about clean energy solutions that reduce reliance on fossil fuels. I am knowledgeable in sustainability metrics reporting and benchmarking, which are essential for setting and tracking environmental goals effectively. My advocacy work through the nonprofit Every Day Action has deepened my understanding of waste reduction policies, including SB 1383. Being part of the Burbank Waste Warriors program sparked my passion for reducing plastic use, supporting circular economies, and promoting clean energy. I've since followed programs by CalRecycle, the National Stewardship Action Council, and other groups that focus on real-world sustainability solutions. These experiences have strengthened my ability to contribute meaningfully to sustainability efforts at the local level, such as those undertaken by the Sustainable Burbank Commission.

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

My goal in serving on the Sustainable Burbank Commission is to bring new ideas and help move local sustainability efforts forward. Examples of projects I'd love to support include: 1. Helping increase the adoption of organic waste diversion throughout the city. 2. Encouraging take-back programs at local stores to reduce waste. 3. Starting a reusable food container program at select restaurants and coffee shops, similar to programs in Vancouver and San Francisco. 4. Supporting the installation of permanent electric power sources in popular filming areas to cut down on diesel generator use. I'm excited to contribute and help make Burbank an even greener and more sustainable city.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

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

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

My goal in serving on the Sustainable Burbank Commission is to bring new ideas and help move local sustainability efforts forward. Some projects I'd love to support include: 1. Helping increase the adoption of organic waste diversion throughout the city. 2. Encouraging take-back programs at local stores to reduce waste. 3. Starting a reusable food container program at select restaurants and coffee shops, similar to programs in Vancouver and San Francisco. 4. Supporting the installation of permanent electric power sources in popular filming areas to cut down on diesel generator use. I'm excited to contribute and help make Burbank an even greener and more sustainable city.

Supplemental Questions

Acknowledgement

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☒ I Agree

Application Form

Profile

Nikki

First Name

Parker Morgan

Last Name

Middle
Initial

Email Address

N. Pass Avenue

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

Primary Phone

Alternate Phone

United Democratic
Headquarters

Employer

Deputy Campaign Manager

Job Title

former Community
Outreach Director for the
Schiff for Senate campaign
Occupation

Which Boards would you like to apply for?

Police Commission: Submitted

Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

23 years

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

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

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

I am interested in serving on the Police Commission and the Sustainable Burbank Commission because I am deeply committed to enhancing our community's safety and environmental sustainability. My experience as a Director of Community Outreach has equipped me with valuable skills in engaging diverse stakeholders and advocating for policies that benefit the public. Additionally, my role in campaign management has taught me how to navigate complex issues and build consensus. I'm eager to bring this expertise to the commissions to ensure that we make informed, balanced decisions that reflect the needs and values of our community.

Education

I have completed two years of college, which provides a strong academic the past 18 years, I have gained extensive and diverse experience in community engagement and campaign management. My roles have included serving as a Community Outreach Director for the Adam Schiff Campaign for Senate and as a Deputy Campaign Manager. Campaign Manager for U.S. congressional, state senate, and local office campaigns. Additionally, I have served as a campaign community organizer and Co-Chair of The Buckley School's community service committee. These roles have equipped me with strong leadership, communication, and problem-solving skills. I am confident that my background has prepared me to effectively contribute to the Police Commission and the Sustainable Burbank Commission.

Additional Pertinent Courses or Training

N/A

Other Pertinent Skills, Experience or Interests

In addition to my professional experience, I have a deep passion for community service and sustainability. I have had the unique experience of walking the Camino de Santiago in Spain, which greatly enhanced my understanding of perseverance and the importance of community. I am also an active member of Altadena Green, a club dedicated to saving trees in Altadena after the fires. These experiences have shaped my values and commitment to both environmental and community-focused work.

Upload a Resume

Community Involvement

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

N/A

List Community activities in which you are involved:

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.

N/A

Conflict of Interest

Conflict of Interest:

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☐ Yes ☒ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Sustainable Burbank Commission

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

I bring a strong background in community outreach with over 17 years of leadership roles, including as a Campaign Manager for a U.S. Senate campaign. Throughout my career, I have worked to engage diverse stakeholders, advocate for meaningful change, and promote community-driven solutions. In addition to my professional experience, I am an active member of Altadena Green, a community organization focused on preserving and restoring trees in the burn areas of Altadena. Through this role, I've gained firsthand experience in environmental sustainability. My involvement with Altadena Green, combined with my skills in community organizing and outreach, makes me well-prepared to contribute meaningfully to the goals of the Sustainable Burbank Commission.

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

My goals in serving on the Sustainable Burbank Commission are to help advance environmental sustainability, engage the community in sustainable practices, and collaborate with local organizations to tackle climate challenges. I aim to support Burbank's efforts in resource conservation, resilience, and creating a greener future for all residents.

Second Choice

Nikki Parker Morgan

SECOND choice for Board/Commission/Committee appointment:

Police Commission

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

I bring over 17 years of experience in community outreach, leadership, and policy advocacy. As Director of Community Outreach for a U.S. Senate campaign and a Deputy Campaign Manager for various local, state, and congressional campaigns, I've developed strong skills in building relationships, navigating complex issues, and engaging diverse community stakeholders. My background in grassroots organizing, as well as my work in campaign management, has given me a deep understanding of public safety concerns and the importance of transparent, accountable government. I am committed to using these skills to contribute meaningfully to the work of the Police Commission and to fostering positive community-police relationships.

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

My goals in serving on the Police Commission are to help build and strengthen trust between law enforcement and the community. With my experience as Director of Community Outreach and a Campaign Manager, I have worked closely with diverse groups to engage in meaningful dialogue and address their concerns. I aim to use these skills to ensure the commission's decisions reflect the needs of all residents, promote transparency, and support public safety policies that are fair, effective, and community-driven. I also seek to contribute to fostering a safer, more connected Burbank by encouraging collaboration between the police, community organizations, and residents.

Supplemental Questions

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☒ I Agree

Nikki Parker Morgan

Professional Synopsis

In 2023 and 2024, I was the Director of Community Outreach for Congressman Adam Schiff's Senate campaign. I cultivated and maintained broad-based relationships across various community sectors, including non-profit organizations, educational institutions, faith-based groups, and influential local leaders. These relationships were instrumental in strengthening the campaign's connections to the diverse constituencies we aimed to serve. My expertise in building and nurturing relationships has been recognized across the political and social spectrum, allowing me to facilitate successful outreach efforts and political events that resonate with diverse communities.

I recently served as the Deputy Campaign Manager at the United Democratic Headquarters. I played a key role in successful campaigns for seats in the U.S. Senate, California State Senate, and various Congressional and State Assembly races.

Work Experience

United Democratic Headquarters, Pasadena, California

2024

Deputy Campaign Manager

- Supervised up to 60 or more campaign staff members, volunteers, and interns, providing logistics and planning for staff with clear communication, overseeing logistics and scheduling oversight for staff while fostering a positive environment;
- Collaborated with the Campaign Manager to devise, implement, and monitor the campaign's strategic plans, providing insights and recommendations for enhancements. Oversaw daily campaign operations and campaign event planning and logistics;
- Organized and executed many large and small-scale fundraiser events for local candidates running for Congress, State Senate, and State Assembly. Supervised volunteer participation opportunities for the public; and
- Developed and maintained effective and trusting relationships with candidates, community leaders, and volunteers.

Adam Schiff for Senate, Burbank, California

2023 - 2024

Director of Community Outreach

- Developed and maintained numerous effective relationships with Community/Constituency Leaders, community groups, and elected officials at national, state, and local levels;
- Built coalitions with countless statewide organizations to facilitate voter outreach and community engagement. Collaborated with numerous statewide community leaders and elected officials to expand campaign endorsement lists;
- Compiled and presented a weekly briefing for the Senior Campaign Advisor and the Congressman on all initiatives and recent developments;
- Coordinated scores of meetings and public events for the Congressman with community leaders and elected officials. Accompanied and represented the Congressman at events in the state of California;
- Coordinated public messaging with the communications team to ensure alignment and consistency in messaging across all campaign channels;
- Organized and directed a great many fundraiser events. Exercised insightful discretion and independent judgment. Remained composed while working under pressure and met tight deadlines;

Director of Community Outreach, Adam Schiff for Senate (continued)

- Demonstrated an unwavering work ethic working long and irregular hours, including evenings and weekends, as needed. Fostered team synergy with open communication and shared goals.

***Adam Schiff for Congress, Burbank, California
Campaign Organizer***

2017 - 2022

- Supported Congressman Schiff's Congressional district campaign's political outreach initiatives;
- Promoted, organized, and attended countless voter registration initiatives, fundraising, and all community events. Mobilized a formidable frontline volunteer base for target areas for Get Out The Vote (GOTV);
- Accompanied the Congressman to fundraisers, conventions, community events, parades, etc.;
- Developed a strong base of hundreds of volunteers, planned weekly volunteer events; and
- Cultivated and maintained strong relationships with elected officials and community leaders.

***The Buckley School, Sherman Oaks, California
Community Service Committee Co-Chair***

2002 - 2018

- Planned and coordinated all aspects of philanthropic and community service events for numerous committees. Ensured the committees operated in compliance with policies and procedures;
- Facilitated monthly and annual community events with parents and students; and
- Represented The Buckley School at donor meetings and external functions.

Education

- Harrisburg Area Community College
Harrisburg, Pennsylvania 1990
- Los Angeles Community College
Los Angeles, California 1992-1994

Notable Achievements

- Advanced one-on-one training in Microsoft Word, Excel, and PowerPoint (2025)
- Presidential Lifetime Achievement Award from President Joseph R. Biden in recognition of a lifetime commitment to building a stronger nation through volunteer service (2024)
- Certificate of Recognition from the office of Los Angeles Mayor Karen Bass for outstanding and invaluable service to the community (2024)
- Certificate of Recognition, Office of Assemblyman Mike Gibson and the California Legislature Assembly, Black History Honoree, Community Liaison for Congressman Adam Schiff (2024)
- Certificate of Recognition from the office of Long Beach Mayor Rex Richardson for demonstrating outstanding philanthropic and volunteerism across Los Angeles County districts (2024)
- County of Los Angeles Commendation from the office of Supervisor Kathryn Barger in recognition of dedicated service to the affairs of the community and for civic pride demonstrated for the benefit of all residents of Los Angeles County (2024)
- Civic Briefing speaker representing Congressman Adam Schiff, Women's Veterans Public Policy Day Forum, Capitol Hill, Washington, D.C. (2024)

Application Form

Profile

Jacqueline _____ Molina _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

Burbank _____ CA _____ 91504
City State Postal Code

Primary Phone

Alternate Phone

JAMM Visual _____ VFX Production Coordinator _____ Entertainment /
Employer Job Title Occupation Advertising

Which Boards would you like to apply for?

Burbank Cultural Arts Commission: Submitted
Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

28 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?

Hello! My name is Jacqueline Molina, and I'm excited to apply for the Burbank Cultural Arts Commission and the Sustainable Burbank Commission. As someone who has lived in Burbank since childhood, I feel a deep sense of gratitude and connection to this city. It has shaped who I am—both personally and professionally—and I'm eager to give back to the community that nurtured my growth. My lifelong love of the arts naturally led me to a career in entertainment, and through that path, I've discovered a vibrant network of artists, writers, actors, and creatives, many of whom I first encountered through Burbank's local events and community groups. Over the years, I've had the privilege of contributing creatively to the city, whether by illustrating designs for the Burbank Central Library's drop boxes (2018) or helping create set pieces for the Haunted Adventure at the Starlight Bowl. These experiences not only brought me joy but also helped me connect with like-minded individuals who are equally passionate about the arts. I now want to take that passion a step further by helping make the arts more inclusive, accessible, and community-driven. I'm particularly interested in outreach that reflects the diversity of Burbank and fosters creativity among all age groups. Supporting arts education—especially for children—is a cause close to my heart, as I believe nurturing creative expression from a young age is essential to both individual growth and a thriving, dynamic city culture. Serving on a commission would be a meaningful way to bridge my professional experience with my personal commitment to Burbank's future.

Education

California State University - Northridge, Class of 2019 BFA in Animation, Minor in Creative Writing

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Illustrator, Animator, Adobe Suite, Microsoft Office, Creative Writing, Production

[Upload a Resume](#)

Community Involvement

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

N/A

List Community activities in which you are involved:

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.

N/A

Conflict of Interest

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☐ Yes ☒ No

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank Cultural Arts 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.

As a Production Coordinator with years of experience in animation, VFX, and cinematic storytelling, I bring a strong understanding of the creative production pipeline and a deep appreciation for the arts. I've worked on high-profile projects across Netflix, Blur Studios, and JAMM Visual, managing teams, timelines, and complex deliverables for CG features, anthology series, and video games. My technical expertise includes software like Shotgrid, Adobe Creative Suite, Autodesk Maya, and more—tools that empower creative collaboration and artistic expression. I hold a Bachelor of Arts in Animation with a minor in Creative Writing from California State University, Northridge, graduating Summa Cum Laude. I'm an active member of Latinx in Animation and Women in Animation, and I regularly volunteer at the World Animation & VFX Summit, helping to coordinate industry events that bring creatives together. My leadership experience, technical background, and strong organizational skills equip me to contribute meaningfully to the Burbank Cultural Arts Commission.

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

My goal in joining the Burbank Cultural Arts Commission is to uplift and expand access to the arts within our community, especially among underrepresented voices. As someone who lives and works in the Greater Los Angeles area and has built a career in creative production, I'm passionate about fostering inclusive spaces for artistic expression—whether through public art initiatives, youth programs, or community-driven storytelling. I want to help strengthen Burbank's identity as a creative hub by advocating for diverse and innovative cultural programming that reflects our city's unique character. By serving on this commission, I aim to bridge the gap between industry professionals and local artists, encourage collaboration across disciplines, and help make the arts more accessible, visible, and valued in our everyday lives.

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

While my professional background is rooted in creative production for animation and VFX, my work has consistently emphasized collaboration, planning, and long-term thinking—key components in sustainability efforts. I've led and supported teams through complex projects with attention to detail, clear communication, and logistical foresight—skills that are equally important in addressing sustainability challenges in a city like Burbank. My educational foundation, including a BA in Animation and minor in Creative Writing from CSUN, has shaped a strong visual and narrative sensibility—useful in public awareness campaigns and community engagement efforts related to environmental issues. Additionally, I've served in volunteer and leadership roles, including as a long-time volunteer with the World Animation & VFX Summit and president of the Animation Student League at CSUN, where I learned the importance of organizing around shared values. I am eager to apply my project management experience, creative communication abilities, and community-mindedness to advance Burbank's environmental sustainability goals.

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

My goal in serving on the Sustainable Burbank Commission is to contribute to the city's environmental resilience by supporting thoughtful policies and community initiatives that promote sustainability, equity, and education. As a working professional in the entertainment industry and a resident of the Burbank, I am deeply aware of the environmental impact of urban living and the importance of developing long-term, community-centered solutions. I want to help the city of Burbank reach its sustainability targets by bringing a fresh perspective—especially from someone in a creative field who is experienced in clear messaging, community coordination, and cross-functional problem-solving. I am particularly interested in supporting climate-conscious public education, sustainable transportation initiatives, and local waste reduction efforts. Ultimately, I want to serve as a connector—between residents, creative professionals, and policy leaders—so that sustainability is not just an ideal, but a shared practice woven into the everyday life of Burbank.

Supplemental Questions

Acknowledgement

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☒ I Agree

JACQUELINE MOLINA

ABOUT ME

Experienced Production Specialist with experience in CG Features, VFX Anthology Series, Cinematics for Video Games, and Commercial work for entertainment content for television, social media, and streaming distribution.

Greater Los Angeles Area

SKILLS

- Leadership
- Detail Oriented
- Creative Support
- Time Management
- Communication
- Project Management
- Attention to Detail

SOFTWARE

- Shotgrid (Flow)
- MS Office Suites
- Google Office Suites
- Adobe Creative Suite
- Adobe Photoshop
- Frame IO
- Autodesk Maya
- Aspera
- Miro
- Syncsketch

MEMBERSHIPS

Latinx in Animation
(2019 - Present)

Women in Animation
(2017 - Present)

CONT. EDUCATION

Gnomon

- Character Animation 1
(2023)
- Character Rigging
Fundamentals (2023)

EDUCATION

California State University,
Northridge

Bachelors of Arts

- Focus in Animation
- Minor in Creative Writing
- Summa Cum Laude

REFERENCES

Available Upon Request

WORK EXPERIENCE

JAMM VISUAL - Culver City, CA

Aug 2024 – Present

VFX Production Coordinator

Washington Black (2025), Tron: Ares (2025)

- Collaborate closely with the Producer on multiple commercial and long-form projects, utilizing strong communication and relationship management skills to provide client-facing services to both internal teams and external vendors in a fast-paced, deadline-driven environment.
- Monitor and implement effective quality control systems and processes, ensuring that all deliverables meet quality standards while exercising keen attention to detail and problem-solving skills to identify and address areas for improvement.

BLUR STUDIOS - Culver City, CA

Feb 2023 – Apr 2024

Production Coordinator

Call of Duty: Modern Warfare III (2023), Secret Level (2024), Love Death + Robots (2025)

- Worked across multiple CGI episodes for Netflix, Epic Games, and Amazon Prime, while simultaneously coordinating 11 Cinematics with a team-oriented approach for Activision AAA Video Game, ensuring smooth production workflows.
- Maintained organized and efficient communication by taking comprehensive notes for Previs, Look Dev, Scene Assembly, Environment, Animation, CFX, FX, Camfix, and Motion Graphics while managing and tracking tasks on Shotgrid/spreadsheets with meticulous attention to detail.
- Collaborated effectively with production teams, including but not limited to proactively identifying and flagging upstream needs, ensuring artists received necessary assets for timely completion, onboarding, and PA/Intern training.
- Facilitated clear communication with vendors and clients to ensure all assets met naming conventions/specifications, and were delivered punctually, showcasing strong interpersonal skills.

NETFLIX FEATURE ANIMATION - Burbank, CA

Jan 2021 – Feb 2023

Production Assistant / Previs Coordinator

Thelma the Unicorn (2024)

- Partnered with Head of Previs to assign and track artist tasks on both shot and sequence-wide on a CG feature.
- Managed 150 assets (characters, props, environments) throughout production from the vendor studio, and personally created 7 assets on Maya for musical comedy sequences, demonstrating technical proficiency and adaptability.

VOLUNTEER EXPERIENCE

THE WORLD ANIMATION & VFX SUMMIT

Nov 2019 – 2024

Volunteer

- Worked closely with event planners and volunteers during a 3-day yearly summit produced by Animation Magazine, fostering an efficient and welcoming environment for attendees.

ANIMATION STUDENT LEAGUE OF NORTHRIDGE

Aug 2017 – May 2019

President / Social Media Coordinator

Application Form

Profile

Tim

First Name

Cullen

Last Name

Middle
Initial

Email Address

N Rose Street

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

Primary Phone

Alternate Phone

Catalina Island Conservancy

Employer

Director of Development

Job Title

Nonprofit Manager &
Fundraiser

Occupation

Which Boards would you like to apply for?

Park, Recreation and Community Services Board: Submitted
Sustainable Burbank Commission: Submitted

Length of time as a Burbank Resident:

3 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 in serving the City of Burbank on either the Sustainable Burbank Commission or the Park, Recreation and Community Services Board because I believe strongly in our community and our shared obligations as residents here. I believe in civic engagement and the impact of local leadership on community building, resilience, equity, and sustainability. As a nonprofit executive focused on conservation and environmental stewardship, I see a unique opportunity to contribute my experience to help Burbank meet its ambitious sustainability. As a former high school and collegiate athletics coach and administrator, along with my beginning the volunteer process to serve at the Burbank Animal Shelter, I believe I could also assist the city with the Park, Recreation and Community Services Board. I am particularly interested in supporting initiatives that integrate environmental action with public access, community education and recreation, and infrastructure improvement while ensuring Burbank continues to be a livable, vibrant, and inclusive city for all residents.

Education

BA, Political Science, Tulane University; MBA, University of Louisiana at Lafayette

Additional Pertinent Courses or Training

Certified Fund Raising Executive; USA Track & Field Certified Coach

Other Pertinent Skills, Experience or Interests

Nonprofit leader and Board Member, avid endurance athlete and coach, passionate animal and environmental advocate

Upload a Resume

Community Involvement

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

No prior service on a City Board, Commission, or Committee

List Community activities in which you are involved:

I have begun the process to become a volunteer with the Burbank Animal Shelter and look forward to being more involved in our 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

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:

Sustainable Burbank Commission

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

I am a Certified Fund Raising Executive and nonprofit leader with nearly two decades of experience driving conservation, education, and community initiatives across California and beyond. As Director of Development for the Catalina Island Conservancy, I lead a ten-member team raising over \$13 million annually to support a 42,000-acre protected landscape through sustainable infrastructure, habitat restoration, responsible recreation, lifelong learning, and public engagement. I oversee major donor relations, grant funding, and serve as the lead strategist for a significant capital campaign currently underway much of which is tied to environmental priorities like wildfire resilience, species protection, habitat restoration, environmental education, and sustainable recreation. My work and passions directly align with the Commission's focus and goals. I have led donor-funded initiatives to expand conservation and sustainability efforts, to support interpretive education on environmental challenges, and implement low-impact development while increasing access and recreational opportunities for all. I hold an MBA from the University of Louisiana at Lafayette, a BA from Tulane University, and have completed training in nonprofit operations, fundraising, and contract/vendor oversight. My experience partnering with municipal agencies, scientists, and stakeholders gives me the practical and strategic insight to contribute meaningfully to the Commission's policy, outreach, and funding efforts.

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

My goal in serving on the Sustainable Burbank Commission is to help advance practical, high-impact solutions that make Burbank more environmentally resilient, livable, and ready for a future that will be impacted by climate change. I want to contribute my experience in conservation, education, and recreation to support the City of Burbank's Sustainability Action Plan and help to engage the community in environmental sustainability efforts. I am particularly interested in helping Burbank implement sustainability initiatives that not only meet state and federal mandates but also build long-term community health and equity. I aim to support the Commission's work by connecting its vision to possible funding opportunities, stakeholder engagement, and practical implementation strategies that result in visible, lasting change.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Park, Recreation and Community Services Board

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

My professional background is rooted in expanding access to outdoor recreation and parklands through strategic planning, fundraising, and community collaboration. As Director of Development at the Catalina Island Conservancy, I lead efforts to fund and enhance visitor experiences across a 42,000-acre public access area that includes hiking trails, interpretive centers, campgrounds, and educational facilities. I manage a \$13 million annual fundraising program and direct numerous large-scale events and fundraising efforts focused on our mission of conservation, education, and recreation. I have worked extensively with capital projects, donor-funded recreation initiatives, and extensive volunteer management. I have worked as a coach and athletics administrator at the high school and collegiate level, and I have begun the process to become a volunteer at the Burbank Animal Shelter. My skills in budget planning, program evaluation, and public-private partnership development make me well-suited to advise the City Council on matters relating to Burbank's parks and recreation future. I hold a BA from Tulane, an MBA from the University of Louisiana, and I'm CPR-certified and a USATF Level I coach with a personal commitment to wellness and a nearly 12 year streak of running every day.

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

My goal in serving on the Park, Recreation and Community Services Board is to help ensure Burbank's parks, programs, and public spaces are accessible, well-maintained, and reflective of the diverse needs of our community. I believe in the power of parks and recreation to improve public health, strengthen neighborhoods, and foster social connection. I want to contribute my background in managing outdoor access programs, securing funding for recreational infrastructure, and supporting inclusive public engagement. I also hope to help shape strategic priorities that expand equity, preserve open space, and elevate community-driven recreation opportunities across all ages and abilities. In addition, my personal connection to animal wellness and the importance of community animal shelters aligns with the Board's oversight of the volunteers for the Burbank Animal Shelter.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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

☒ I Agree

Accomplished and passionate nonprofit leader, environmental advocate, and Certified Fund Raising Executive with a 16-year history of growing philanthropy programs and leading nonprofit organizations.

PROFESSIONAL EXPERIENCE

DIRECTOR OF DEVELOPMENT

JULY 2024 TO PRESENT

CATALINA ISLAND CONSERVANCY | AVALON, CA

- Lead the ten-member Development team raising over \$13 million annually in support of the Conservancy's mission of conservation, education, and recreation through a comprehensive advancement program
- Devise, plan, and direct all efforts to raise support for the Conservancy through annual giving, direct mail, events, and membership and through principal, major, and planned gift donor discovery and solicitation
- As the Conservancy's lead fundraiser, personally manage a portfolio of over 100 individual major gift donors
- Working closely with colleagues on our programs team, lead all institutional, corporate, and foundation giving by writing all grant applications and reports, advancing relationships, and devising overall strategy
- Responsible for the Conservancy's Annual Ball, raising over \$1 million with over 500 attendees, in addition to numerous other donor events throughout the year to engage the public and increase support
- Act as the lead fundraiser for the Conservancy's current \$100 million comprehensive fundraising campaign
- Through mentorship and coaching, guide the Development team to a best-in-class operation

DIRECTOR OF ADVANCEMENT

JULY 2021 TO JULY 2024

IMMACULATE HEART MIDDLE & HIGH SCHOOL | LOS ANGELES, CA

- Led the Office of Development and Alumnae Engagement, supervising four staff members to raise over \$4 million annually; doubled revenue each year of my tenure through new initiatives, significant major gifts, parent and alumnae engagement, and extensive donor qualification and solicitation
- Directed all efforts to raise support for the endowment, scholarships, financial aid, and capital projects through comprehensive annual fund, parent and family giving, and reunion giving campaigns
- Created an extensive alumnae engagement enterprise leading to a five-fold increase in reunion funds raised, higher alumnae event attendance, and redesigned the alumnae association volunteer structure
- Increased parent and family giving support to nearly 100% participation and increased funds raised to over \$750,000 annually while engaging and partnering with the Parent Council and parent volunteers
- Transitioned the entire communications and marketing enterprise to my leadership, including branding, website design and management, social media presence, and marketing

INDEPENDENT NONPROFIT MANAGEMENT CONSULTANT

AUGUST 2019 TO JULY 2021

- Transitioned to full-time nonprofit fundraising and management consulting in late 2019 and advised organizations on the development and implementation of major and planned giving strategy, donor qualification, feasibility studies, alumni relations and engagement, and regional giving programs
- Created a comprehensive prospect discovery and qualification plan for the major gifts team at a national cancer hospital leading to the qualification of over 500 previously unqualified prospects in one year
- Led the West Coast fundraising strategy for a top 50 East Coast university by qualifying and identifying new prospects, arranging and accompanying gift officers on donor visits, and leading efforts to increase annual fund society participation using moves management best practices to increase donor giving
- As a consultant, specialized in helping smaller nonprofits through the early stages of their growth by creating long-term strategy and fundraising plans and consulted on many successful capital campaigns

DIRECTOR OF DEVELOPMENT, ATHLETICS

OCTOBER 2017 TO AUGUST 2019

PEPPERDINE UNIVERSITY | MALIBU, CA

- Implemented a successful NCAA Division I athletics advancement program by leading and executing major gift, annual giving, events, and alumni engagement initiatives; led a team of three and managed the Athletics Board and advisory councils; acted as sport supervisor for the cross country and track teams
- Increased annual fundraising revenue from \$800k to \$3.2M and increased donor count by 50% through new engagement initiatives and by proactive prospect discovery, qualification, management, and solicitation

DEVELOPMENT OFFICER

OCTOBER 2015 TO OCTOBER 2017

TULANE SCHOOL OF MEDICINE, NEW ORLEANS, LA

- Managed and led grateful patient, alumni, and major gift fundraising efforts for the School of Medicine
- Qualified prospects and solicited major gifts raising nearly \$2 million annually

MANAGER, ATHLETICS FUNDRAISING & OUTREACH

JULY 2009 TO OCTOBER 2015

PROSTATE CANCER FOUNDATION, SANTA MONICA, CA

- Managed the athletics-based fundraising and awareness campaigns Athletes for a Cure and the Major League Baseball Home Run Challenge, including developing the annual budgets, marketing, event, and fundraising plans and raising over \$4 million annually via major gifts, annual giving, and peer-to-peer giving
- Worked with every Major League Baseball club, professional athletes and coaches, nationwide sporting and endurance events, and developed extensive relationships nationwide in sports management
- Reported directly to PCF's Founder & Chairman, Michael Milken; earned multiple promotions during tenure

Education: BA - 2009, Tulane University | MBA - 2024, University of Louisiana | Tulane Student Body President, 2008

Athletics: NCAA D1 athlete with daily running streak of 11 years | CPR/First Aid certified | USATF Level I certified coach

Distinctions: Member of the Board of Directors of Delta Tau Delta Educational Foundation | CFRE certified