

Board of Building and Fire Code Appeals

Application Form

Profile

Sophia _____ Ngo Conn _____
 First Name Middle Initial Last Name

_____ _____
 Email Address

_____ S Beachwood Dr. _____
 Home Address Suite or Apt

Burbank _____ CA _____ 91506 _____
 City State Postal Code

Home: _____ _____
 Primary Phone Alternate Phone

Self-Employed _____ Self-Employed _____ Self-Employed _____
 Employer Job Title Occupation

Which Boards would you like to apply for?

Board of Building and Fire Code Appeals: Submitted
 Civil Service Board: Submitted

Length of time as a Burbank Resident:

12 years

Burbank Registered Voter?

Yes No

Interests & Experiences

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

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

As someone with a multi-faceted professional background spanning various government agencies and regulatory bodies, I possess a compelling set of qualifications that make me an excellent candidate to serve on the Civil Service Board or to be re-elected to the Building and Fire Code Appeals Board. Throughout my career, I have gained an in-depth understanding of personnel administration, policy interpretation, and compliance with rules and regulations. I am looking to expand my background and my involvement in the community by serving in another board in another capacity if possible. During my tenure as a Board Member for the City of Burbank's Building and Fire Code Appeals Board, I demonstrated the ability to review and interpret codes, collaborate with stakeholders, and ensure fair and inclusive decision-making processes. This experience directly aligns with the Civil Service Board's responsibility to hold hearings, recommend rules, and act in an advisory capacity on personnel administration matters. My roles at the California State Teachers' Retirement System, the United States Department of Labor, and the Los Angeles Department of Water and Power have honed my skills in conducting investigations, interpreting legal and policy guidelines, and resolving complex issues related to employment status and conditions. These experiences have equipped me with the necessary expertise to effectively hear and adjudicate appeals submitted by employees regarding their employment situations. Additionally, my background in facilitating interviews, outreach events, and seminars showcases my ability to communicate effectively, examine witnesses under oath, and compel the attendance and production of evidence during hearings. My experience in positions such as a Management Analyst and Senior Retirement Analyst has provided me with the analytical and problem-solving skills required to navigate intricate personnel matters objectively and fairly. I am confident that my diverse professional experiences, coupled with my commitment to fairness, attention to detail, and ability to navigate complex regulatory environments, make me an ideal candidate to serve on the Civil Service Board or the Building and Fire Code Appeals Board. My unique qualifications will enable me to contribute invaluable insights and perspectives, ensuring the effective administration of personnel policies and the fair resolution of employee appeals.

Education

University of La Verne, Broadcasting Communications (Bachelors of Arts)

Additional Pertinent Courses or Training

* Worked as an Associate Government Program Analyst at the Public Utilities as of March 2019 by maintaining the Gas Safety Regulation Branch-South inspection schedule and monitored progress of inspection cycle from initiation to close-out/enforcement ; Generated monthly performance metrics to measure performance of branch goal to close out inspections and analyzed risk profile and ranking of Mobile Home Park and Program Program operators; Primary process owner for monitoring, updated and maintaining databases • Generated and analyzed branch metrics for improvement per Senior Management via inspections and investigations

Other Pertinent Skills, Experience or Interests

I have worked at the City, County, State and Federal level during my years of government work experience. I was recently placed on the Huerta Library Naming Committee.

Upload a Resume

Community Involvement

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

Huerta Library Name Committee: April 2023-Present Independent Board Member: Building and Fire Codes Appeals Board, May 2015-Present Vice Chairman: Building and Fire Code Appeals Board, May 2015-May 2018

List Community activities in which you are involved:

Participate in any parent volunteer activities at Roosevelt Elementary in Burbank Volunteer "As Needed" for Los Angeles Zoo

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:

Civil Service Board

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

My qualifications, experiences, and professional background make me well-suited for the duties of the Civil Service Board. As a current Board Member for the Burbank Building and Fire Code Appeals Board, I have direct experience reviewing codes, collaborating with stakeholders, and ensuring fair decision-making processes – aligning with the Board's role in holding hearings and recommending personnel rules. Furthermore, my tenures at the California State Teachers' Retirement System, U.S. Department of Labor, and LA Department of Water and Power provided me with extensive expertise in interpreting legal guidelines, resolving employment issues, conducting investigations, and administering appeals processes related to employment conditions. This background has equipped me with the necessary analytical skills to objectively evaluate and adjudicate employee appeals brought before the Civil Service Board.

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

In serving on the Civil Service Board, my primary goal would be to uphold the highest standards of integrity, impartiality, and fairness in personnel administration. I aim to leverage my extensive experience in policy interpretation and regulatory compliance to ensure that the rules and procedures governing the City's civil service system are consistently and equitably applied. Additionally, I would strive to foster a collaborative environment within the Board, promoting open communication and considering diverse perspectives to arrive at well-reasoned decisions. By drawing upon my strong problem-solving abilities and commitment to ethical conduct, I intend to contribute meaningfully to the Board's advisory role, providing sound recommendations that prioritize the interests of both employees and the City. Ultimately, my goal is to support a civil service system that attracts and retains top talent while safeguarding the rights and well-being of all City employees.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Building and Fire Codes Appeals Board

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

Currently being on the board and acting as Vice Chairman for the current government fiscal year has provided me opportunity to work with various personnel and to continue to learn new things as rules and regulations change. My background in compliance and appeals process throughout various government levels has helped me in serving the board and understanding how processes work within the City of Burbank.

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

I would like to continue my duties in any capacity as I have served on the board for the past 9 years. Though we have had many rotation of members during my tenure on the board, everyone that has been involved, from the board to City Personnel, has provided me with vast knowledge in compliance and regulations in a field I would have not gained at previous employment. I enjoy learning from all personnel that I have come to work with through the years on this board.

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

Sophia Ngo

e: [REDACTED] p: [REDACTED]

EXPERIENCE

City of Burbank Board Member

Member: Building and Fire Code Appeals Board (2015-Present)

Vice Chair: Building and Fire Code Appeals Board (2016-2020)

- Review appeals of decisions made by the Assistant Community Development Director pertaining to the interpretation and execution of the Building Codes
- Adjudicate appeals of decisions issued by the Fire Marshal concerning the application of the Fire Code to new construction and renovations within the City of Burbank
- Served as Vice Chair of the Board, presiding over start and adjournment of meetings in accordance with Board protocols
- Formulate rules and regulations to be presented to the City Council, ensuring the smooth and timely operation of the Building and Fire Code appellate process
- Propose revisions to the Building and Fire Code in collaboration with community and regulatory stakeholders, for approval by the City Council

Public Utilities Commission

Management Analyst (2016 to 2018)

- Maintained the Gas Safety Regulation Brand/South Inspection schedule and monitored progress of inspection cycle from initiation to close-out/enforcement for 28 Engineers
- Collaborated with 6 managers, senior management and one director to ensure strict compliance in reports, ensuring adherence to regulatory guidelines and internal policies
- Scored qualifications for 15 top applicants, scheduled 8 interviews, and prepped interviewees on 2 open engineer positions to contribute to the comprehensive hiring cycle resulting in the successful recruitment of 2 engineers
- Orchestrated a successful regional multiday workshop for over 250 participants, overseeing all aspects of planning, logistics and execution: Managed venue selection, contracts negotiations and logistical arrangements
- Developed draft materials for departmental formal communications, including creating comprehensive Request for Proposal (RFP), Statement of Work (SOW) drafts and other relevant documents; Acting liaison for the Los Angeles office including procurement and payment

California State Teachers' Retirement System

Senior Retirement Analyst (2011 to 2016)

- Collaborated as a key member of cross-functional project teams for SoCal Regional Center, resulting in successful implementation of streamlined process and increased operational efficiency
- Managed employee training for 4 new hires over period of 1-year offering guidance and mentorship on best practices and provided constructive feedback
- Conducted individual/group/personnel interviews/outreach events with members through research and 95% audit approval rate in member understanding, engagement and agency compliance
- Recognized as subject matter specialist in pension administration, playing critical role in interpreting, compliance and applying legal and policy guidelines while liaising with government municipalities

United States Department of Labor

Human Resources Benefits Analyst (2009 to 2010)

- Investigated reported violations of pension, labor and employment law; conducted interviews with related parties, researched applicable statutes, submitted findings and recommendations to division manager, DOL, DHHS, and IRS legal counsel for resolution or prosecution

Application Form

Profile

Joseph

First Name

Arnone

Last Name

Middle
Initial

[REDACTED]

Email Address

[REDACTED] N Myers St

Home Address

Suite or Apt

Burbank

City

CA

State

91506

Postal Code

Mobile: [REDACTED]

Primary Phone

Business: [REDACTED]

Alternate Phone

Self

Employer

Owner

Job Title

Tax Preparer / Landlord /
Inactive Contractor

Occupation

Which Boards would you like to apply for?

Board of Building and Fire Code Appeals: Submitted

Length of time as a Burbank Resident:

60 Years

Burbank Registered Voter?

Yes No

Interests & Experiences

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

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

As a property owner, business owner and resident of Burbank, along with construction experience, I feel that I have a skill set that would be useful on this board.

Education

Graduate of Burbank High School 1981. California Contractor's School 1987. Tax preparer's school 2004.

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 have no prior board experience.

List Community activities in which you are involved:

Community Emergency Response Team Instructor. Burbank Fire Corps Member including, past steering committee member, past operations coordinator, past duty officer. Current Net Controller for Burbank's Disaster Network radio system (D-Net).

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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Joseph Arnone

First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Building and Fire Code Appeals

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

Retired C-36 Contractor

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

To be of service to the city I have lived in my entire life.

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

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I Agree

Application Form

Profile

Carol-Ann

First Name

E

Middle
Initial

Coates

Last Name

[REDACTED]

Email Address

[REDACTED] S. Lomita St.

Home Address

Suite or Apt

Burbank

City

CA

State

91506

Postal Code

Mobile: [REDACTED]

Primary Phone

Alternate Phone

Retired

Employer

Retired

Job Title

Retired

Occupation

Which Boards would you like to apply for?

Board of Building and Fire Code Appeals: Submitted

Length of time as a Burbank Resident:

40 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 long-time Burbank resident and also had the privilege of working for the City for many years, retiring in 2022. Now, I would like to contribute to the community by serving on the Board. Board service is great way to give back to the City and support community goals.

Education

Master of Public Administration, Cal State University Northridge UCLA Extension Architecture-Interior Design Program, Professional Certification Bachelor of Arts, Economics, University of Southern California

Additional Pertinent Courses or Training

International Code Council Certified Plans Examiner International Code Council Certified Building Inspector International Code Council Certified Property Maintenance and Housing Inspector OES Safety Assessment Program Evaluator FEMA Emergency Management Institute Incident Command System certification

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:

Leadership Burbank

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

N/A

Conflict of Interest

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Board of Building and Fire Code Appeals

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 education and certifications give me useful technical knowledge that I would bring to the Board as a member. I hold three certifications from the International Code Council as a Certified Plans Examiner, Certified Building Inspector and Certified Property Maintenance and Housing Inspector. I have a Master's degree in public administration. In addition, I have many years of experience working with Board administration, the public, residents and business owners to resolve code issues.

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

As a long-time resident, I want to help advise the Council on building code issues that are presented to the Board. My building code training would be valuable to the Board when evaluating proposed ordinances and when finding a resolution to any appeals that are heard.

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

Carol-Ann E Coates

Acknowledgment No. 1 - General

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I Agree

Carol-Ann Coates

Summary

Dedicated, skilled professional with many years of experience working with the public and in community service, building department administration, business management, news reporting and construction. Education includes a Bachelor of Arts in Economics and a Master of Public Administration.

Work Experience

City of Burbank Building Administration Manager Senior Administrative Analyst Plan Check Engineer Building Inspector II	2005- 2022
D. Crosby Ross , Interior and construction design firm	2003 - 2005
Design X , Architectural design firm	2000 - 2003
Interior Design Furniture, Inc. , Retail and design services	1987 - 1999
Investor's Business Daily newspaper	1985 - 1987

Education

Master's Degree, Public Administration, Public Policy Analysis Option	CSUN
Professional Certificate	UCLA Extension Architecture-Interior Design Program
Bachelor's Degree, Economics	University of Southern California

Certifications

International Code Council Certified Property Maintenance and Housing Inspector
California Office of Emergency Services Safety Assessment Program Evaluator
International Code Council Certified Building Plans Examiner
FEMA Emergency Management Institute Incident Command System certification
International Code Council Certified Building Inspector

Affiliations

Leadership Burbank, Class of 2010, and the LB Alumni Association
MPA Alumni Association, CSUN