

Park, Recreation and Community Services Board

Application Form

Profile

Ara

First Name

L

Middle Initial

Messerlian

Last Name

Email Address

Jamestown Road

Home Address

Suite or Apt

Burbank

City

CA

State

91504

Postal Code

Primary Phone

Alternate Phone

GroupM Worldwide

Employer

Associate Director, Sports, Live & Gaming

Job Title

Marketing/Sponsorships/Ad

Occupation

Which Boards would you like to apply for?

Park, Recreation and Community Services Board: 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?

Having had the privilege of serving a four-year term on the Burbank Parks & Recreation Board, I've seen firsthand the positive impact thoughtful stewardship can have on our community spaces and programs. I'm interested in continuing this work because I care deeply about maintaining and enhancing the quality of life in Burbank. Parks and recreation are at the heart of community wellness, engagement, and equity. I bring not only experience and continuity, but also a renewed sense of purpose and a commitment to furthering initiatives that reflect the diverse needs of our residents. I'd be honored to continue contributing to the development, accessibility, and sustainability of Burbank's parks and recreational offerings.

Education

University of Southern California - Class of 2000 B.S. in Business Administration
California State University, Long Beach - Class of 2006 M.A. Sports Business Management

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 served a full four-year term on the Burbank Parks & Recreation Board from [insert years, e.g., 2021-2025]. During my tenure, I actively participated in regular board meetings, contributed to strategic planning efforts, and supported initiatives that enhanced park programming, improved facility access, and strengthened community engagement. My service included reviewing capital improvement plans, collaborating with city staff and fellow board members, and engaging with residents to ensure our parks and recreational services met the evolving needs of the Burbank community.

List Community activities in which you are involved:

Armenian National Committee - Burbank Chapter (volunteer)
Burbank Parks & Recreation Board (Chair)

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:

Parks & 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.

I have a Master's in Sports Business Management and have been active throughout my life in participating in youth/adult sports within a Parks & Rec environment as well as having my two daughters enrolled in many Burbank Parks & Recs programs. I have a strong understanding of the Parks & Recs programs, a background in event management and sports marketing which I believe can be strongly applied to serving on this board/commission.

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

My primary goal in seeking another term on the Parks & Recreation Board is to build on the progress made during my previous four years of service and continue advocating for inclusive, accessible, and high-quality recreational opportunities for all Burbank residents. I aim to support the development and maintenance of safe, sustainable park spaces, expand programming that reflects the diversity of our community, and strengthen partnerships that promote health, wellness, and youth engagement. I also want to continue serving as a thoughtful bridge between residents and city staff, ensuring that public input remains at the center of decision-making. With experience and renewed commitment, I look forward to contributing to the next chapter of Burbank's parks and recreation system.

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

ARA LEO MESSERLIAN

Burbank, CA 91504 • [REDACTED] • [REDACTED]

Linked In Profile | [REDACTED]

High-performing and strategic thinking professional with over 10 years of experience in marketing, account management, partnership marketing, sponsorship negotiations and activation, event management, experiential marketing and consumer promotions.

PROFESSIONAL SUMMARY

- Developed and executed marketing plans for Fortune 5 to Fortune 500 clients and global brands
- Primarily focused on brand experience campaigns with expertise in team management, negotiation, sponsorship asset execution, events, content, promotions, hospitality and field marketing programs
- Partnered with high-profile events, properties and media entities building meaningful activations with the purpose of increasing sales leads, purchase consideration, brand value and media impressions
- Skilled and efficient communicator with proven ability in cross-functional project and team management, agency integrations and cultivating positive client and partner relationships
- Organized and detail-oriented manager, having prioritized and delegated tasks effectively to ensure timely project completion while promoting a positive team environment

PROFESSIONAL EXPERIENCE

CLOUD9 ESPORTS | Los Angeles, CA

Senior Manager, Partnership Marketing | 2018 - 2020

- Primary account/client lead focused on contract activation and fulfillment for all global corporate partners including AT&T, Microsoft, BMW, Red Bull, Puma, OMEN by HP, HyperX, Logitech & U.S. Air Force
- Collaborated with internal stakeholders including Community, Social, Content, Marketing & Events to identify and execute marketing programs for key partners throughout the year
- Worked with brand partners on ideation and approval of marketing programs, creative, content, and supporting media opportunities to deliver on contractual assets
- Managed, supported and mentored partnership marketing team of (3) direct reports
- Tracked contractual assets & provided monthly/annual reports for all partners on key performance metrics
- Supported sales efforts with recommendations on marketing platforms to enhance current partner relationships and offer new ideas for partnership prospects and renewals

CONSULTANCY | 2017 - 2018

Account Supervisor | INNOCEAN USA | Huntington Beach, CA

- Managed experiential, event & sponsorship programs for Genesis Motor America
- Lead role in launching the Genesis Valet campaign (pilot program tested in SoCal)

Sponsor Services Manager | SPARKS MARKETING GROUP | San Francisco, CA

- Managed (40) sponsor activations/tradeshow booths at the *Google NEXT '17 Conference* in San Francisco at Moscone Convention Center

ENGINE SHOP AGENCY | Beverly Hills, CA | 2014 - 2016

Account Supervisor (Client: Mercedes-Benz USA)

- Managed and developed a diverse portfolio of events, sponsorships and experiential marketing initiatives for auto client focusing on music, sports, entertainment, auto show and lifestyle partnerships
- Oversaw client communication and integrated agency partners including advertising, social media, staffing, PR, logistics and production
- Managed production of high-profile events including logistics, experiential activations, onsite branding, staffing, hospitality, data capture and guest management
- Offered strategic solutions and innovative program concepts to increase retail traffic, lead generation, purchase consideration, PR and brand value for client
- Mediated and negotiated with key partners, properties and vendors to develop strong partnerships and activations for mutual growth and profit
- Directed, coached and supervised team of (2) direct reports

- Developed and managed multiple budgets on behalf of client programs

CAA EXPERIENTIAL (formerly PGW Experience) | Marina Del Rey, CA | 2014

Account Director (Client: Cricket Wireless)

- Led and supported in the development, execution and supervision of experiential marketing programs, field sales programs, brand sponsorships, activations and related sales program activities
- Day-to-day client, cross-agency and internal teams lead for integrated marketing programs
- Oversaw project and event timelines to ensure accurate, timely and on-budget execution
- Managed key events and activations while ensuring brand messaging was clearly communicated
- Created post-event recap reports and presentations demonstrating program successes and key metrics

AUTOMOBILE CLUB OF SOUTHERN CALIFORNIA (AAA) | Costa Mesa, CA | 2013 – 2014

Marketing Program Manager

- Developed and activated strategic marketing campaigns to increase membership retention and growth rates across all Auto Club Enterprise (ACE) markets
- Collaborated with multiple Product Management teams and business units by developing integrated marketing communications plans to increase revenue and membership engagement
- Led multiple agencies providing creative, design, direct mail, DRTV and promotional services
- Managed and forecasted multiple product line budgets exceeding a total of \$10MM

ON BOARD EXPERIENTIAL | Los Angeles, CA | 2012

Account Manager (Client: Nike)

- Collaborated with client to develop sponsorship strategies and activations that successfully enhanced the Nike Women's Marathon by maximizing registration, participant experience and revenues
- Managed the fulfillment of 12 brand sponsorships for the Nike Women's Marathon through onsite, digital, collateral, promotional and social media activations
- Created sponsorship recap reports highlighting ROI and successes to grow and retain partnerships

TEAM ONE ADVERTISING | El Segundo, CA | 2011 – 2012

Account Executive, Experiential & Sponsorships (Client: Lexus)

- Developed experiential/sponsorship marketing strategies for Lexus Dealer Associations in the West Region
- Negotiated and established partnerships with high-profile properties such as the Dodgers, Angels, Padres, University of Washington Athletics and Hollywood Bowl
- Managed activation budgets and sponsorship assets for SF 49ers, SF Giants, Utah Jazz, Humphrey's by the Bay Concert Series, LA Live, Broadway in Fresno, SD Padres, Dodgers, Angels
- Sourced and oversaw all external vendors to ensure successful program executions
- Administered experiential marketing budgets for all 20 West Region Lexus Dealer Associations

PAR 5 EVENTS | Torrance, CA | 2009 – 2011

Principal & Event Manager

Launched self-owned events company focused on corporate events, meetings and sponsorship activations

- PAR 5 hired as Event Producer for the Harvard & USC Business School Alumni Associations' *2011 Business Growth Conference* including over (800) attendees at the Anaheim Marriott
 - Planned all conference activities including event logistics, marketing support and registration
 - Hotel and vendor procurement and contract negotiations
 - Fulfillment and activation of 30 conference sponsors
 - Recruitment and management of 50 volunteer event staff
- PAR 5 hired as Experiential Consultant for Grupo Gallegos (Multi-Cultural Ad Agency)
 - Led the Got Milk / Toma Leche pop-up store campaign focused on multi-cultural market
 - Managed activation and production of pop-up stores at select Westfield Mall locations in CA
 - Oversaw store design, fabrication, collateral production, staffing and promotional items
 - Sourced, scheduled and developed training manuals for Brand Ambassadors / production staff
 - Performed detailed post-event analysis and provided event summary reports to client

EDUCATION

California State University, Long Beach | **Master of Arts, Sports Business Management**

University of Southern California (Marshall School of Business) | **Bachelor of Science, Business Administration**

Application Form

Profile

Robbie

First Name

Brody

Last Name

Middle Initial

Email Address

N. Griffith Park Dr

Home Address

Suite or Apt

Burbank

City

CA

State

91506

Postal Code

Primary Phone

Alternate Phone

State of California

Employer

Administrative Law Judge

Job Title

Judge

Occupation

Which Boards would you like to apply for?

Park, Recreation and Community Services Board: Submitted

Length of time as a Burbank Resident:

26 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 currently serve as a member of the Parks & Recreation Board. I'd like to continue my service to the council and my community. Since being appointed to Parks & Rec, you've seen me at most park activities and events around town. I'm so proud to represent our Council and our city.

Education

Undergrad: Rutgers University, B.A. Law school: University of California at Davis, J.D.

Additional Pertinent Courses or Training

-- 25+ years of volunteer work with the City of Burbank -- degrees in accounting, management and law

Other Pertinent Skills, Experience or Interests

Anxious to continue my volunteer work and serve the Burbank community

[Upload a Resume](#)

Community Involvement

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

Burbank Parks & Recreation, current board member Burbank Water & Power, prior member and Board Chair Art in Public Places: prior member and Committee Chair

List Community activities in which you are involved:

Volunteer, Burbank libraries Volunteer, Burbank Sister Cities Commission UC Davis, alumni ambassador and admissions counselor State Bar of California, Committee of Bar Examiners

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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N/A

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Parks, 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.

Accounting, management and law degrees

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

To further the interests of the 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

Strong legal and financial background, excellent work ethic. I have been volunteering in various capacities with the City of Burbank since moving here in 1999, beginning with kitten rescue at the Burbank Animal Shelter through our current plans to send 10 student delegates from the City of Burbank to Ota, Japan this summer. I currently am proud to sit as a Parks & Recreation board member

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

To serve in an advisory capacity to the Council in all matters pertaining to the parks and grounds of the City, including all matters affecting policy, procedures and operations of all athletic and recreational organizations or groups who receive any part of their financial support in any form from public funds of the City.

Supplemental Questions

Acknowledgement

Robbie Brody

Acknowledgment No. 1 - General

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☒ I Agree

ROBERT S. BRODY
[REDACTED] N. Griffith Park Drive
Burbank, California 91506

[REDACTED] [REDACTED] [REDACTED]

EDUCATION:

UNIVERSITY OF CALIFORNIA AT DAVIS SCHOOL OF LAW
Juris Doctor Degree
Recipient, University Regents Fellowship
Neumiller Moot Court "Outstanding Advocate"
Faculty Recruitment Committee

RUTGERS UNIVERSITY, New Jersey
Bachelor of Arts, Accounting, Cum Laude

BAR ADMISSIONS:

State Courts of California
U.S. District Court, Central District of California
U.S. District Court, Southern District of California
United States Supreme Court

PROFESSIONAL EXPERIENCE:

ADMINISTRATIVE LAW JUDGE, State of California
Pasadena Office of Appeals
Judge
Chair, Disability Advisory Committee

BET TZEDEK LEGAL SERVICES, Los Angeles, California
Deputy Director of Litigation

ARBITRATOR and MEDIATOR, Los Angeles, California
Court-appointed arbitrator and mediator for Los Angeles County, Ventura
and San Bernardino Courts.

ACTIVITIES & ASSOCIATIONS:

City of Burbank:
Burbank Parks & Recreation Board (current member)
Burbank Water & Power Board (past Chair)
Art in Public Places Committee (past Chair)
Burbank Libraries, Burbank Arts, Burbank Sister Cities Committee, Jocelyn
Center, Burbank Animal Shelter, Stough Canyon Nature Center (volunteer)

State Bar of California:

Committee of Bar Examiners (CBE), past Chair

California Attorney Practice Analysis (CAPA), Working Group

Judicial Nominees Evaluation (JNE) Commission, past commissioner

University of California at Davis:

Alumni Ambassador, Admissions External Reader

Board of Directors, UC Davis School of Law

HONORS & RECOGNITION:

- + Certificate of Appreciation, Los Angeles Superior Court, Alternative Dispute Resolution Committee
- + Certificate of Appreciation, Public Counsel
- + Certificate of Appreciation, Los Angeles Superior Court, for services as Arbitrator, Mediator and Settlement Officer
- + Certificate of Appreciation, Ventura County Superior Court, for services as Arbitrator, Mediator and Settlement Officer
- + Proclamation, House of Representatives, United States Congress, Volunteer Recognition for the Pasadena Unified Courts
- + Los Angeles County Bar Association, Dispute Resolution Services, Landlord Tenant Settlement Officer Program
- + Certificate of Appreciation, City of Burbank, Sister Cities Committee

Application Form

Profile

Robin

First Name

Savoian

Last Name

Middle
Initial[REDACTED]
Email Address

[REDACTED] Scott Road

Home Address

Suite or Apt

Burbank

City

CA

State

91504

Postal Code

[REDACTED]
Primary Phone

Alternate Phone

Caltech

Employer

Associate Director of
Leadership Annual Giving

Job Title

Associate Director,
Fundraising

Occupation

Which Boards would you like to apply for?

Park, Recreation and Community Services Board: Submitted

Length of time as a Burbank Resident:

17 years

Burbank Registered Voter?☒ Yes ☐ No

Interests & Experiences

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

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

I have served for over 10 years on the Community Development Goals Committee, including acting as the Committee Chair and Vice Chair, but would like to expand my service to the City of Burbank in a slightly different capacity. I hope to provide direction and guidance to the Burbank City Council, especially during this time of transition, so they may engage the community and continue to provide exceptional resources to Burbank's wide range of populations.

Education

I have a Bachelor of Science degree from University of California Davis. In the course of working in non-profits and cultural institutions for over 25 years, I have unparalleled experience in managing budgets, program management, and engaging community groups. Additionally, I have served on several boards and committees, including advisory boards, and am well-versed in initiating pertinent studies, investigations and surveys, and reporting findings so that recommendations can be made to overseeing bodies and elected officials.

Additional Pertinent Courses or Training

I have an extensive background in Parks and Recreation facilities and programming, having worked in education, fundraising and administration at both the Los Angeles Zoo and the Natural History Museum of Los Angeles County. During my tenure at the Natural History Museum, I was part of senior management that led the strategic plan and subsequent capital campaign, resulting in a complete retrofit of the building's original 1913 structure and surrounding outdoor footprint. This decade-long project was led by Matt Construction, while the 3.5 acre Nature Gardens were designed by Mia Lehrer and Associates.

Other Pertinent Skills, Experience or Interests

I worked with the Community Development Department back in 2022 when City Council directed staff to issue an RFP to find a new tenant for the old Boys and Girls Club located at 2244 N. Buena Vista. I thoroughly enjoy the opportunity to invest my time and talents in the community development of Burbank but possess other skills that could be better utilized by other Boards and Commissions.

[Upload a Resume](#)

Community Involvement

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

I have spent the past 11 years as a member of the Community Development Goals Committee, which I Chaired (2017, 2021, 2023-2024) or vice-chaired (2020) for half of my tenure.

List Community activities in which you are involved:

Substitute teacher for K-12 schools within Burbank Unified School District during the 2016-2017 and 2022-2023 school year, including long-term positions at Roosevelt, Bret Harte and Miller Elementary schools. Member and active participant of Parent-Teacher Association - Burbank Unified School District Take pottery courses and attend gallery shows at The Betsy Lueke Creative Arts Center. Attend adult and child classes offered through Burbank Parks and Recreation including Summer Daze and Stough Canyon Nature Center classes Attend John Burroughs and Burbank High School music and performing arts programs. Participate, with my children, in the annual Summer Reading Program at Burbank Library Participate in book clubs for adults and children, as well as in-branch programming administered or hosted by the Burbank Central Library. Member of Friends of the Burbank Library Attend seasonal community events throughout the year such as the McCambridge Park Egg Hunt and Christmas Tree Lighting at City Hall, and special events at McCambridge and Verdugo Pool.

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:

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.

I have spent the past decade as a member of the Community Development Goals Committee and in 2022, was asked by City Staff to assist with the selection process, when City Council directed staff to issue an RFP to find a new tenant for the old Boys and Girls Club located at 2244 N. Buena Vista. I thoroughly enjoy the opportunity to invest my time and talents in the community development of Burbank but possess other skills that could be better utilized by other Boards and Commissions. With a 20-year career in informal education, fundraising, and operations at parks and recreation facilities across Los Angeles County, and extensive knowledge of our Burbank programmatic resources and venue spaces, I would be an unparalleled asset to the Park, Recreation and Community Services Board. I am also an active member of the Burbank Unified School District's PTA and Fundraising Committees and have been a Certified Regional Referee for the American Youth Soccer Organization (AYSO) for Burbank's Region 254 since 2022.

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

I truly love Burbank and am proud to call it my home. Having enjoyed and appreciated the many recreational and community activities offered year-round and participating in the recent Starlight Bowl Venue Transformation Community Workshop, my main goal in serving on the Park, Recreation and Community Services Board would be to bring my extensive background in strategic planning and fundraising expertise to the City of Burbank to help bring the best talent and programming, to our great Media Capital of the World.

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

Robin Savoian

Burbank, CA – [REDACTED]

Greater Los Angeles Zoo Association - Los Angeles, CA – January 2017 - Present

Associate Director, Development

- Manages all facets of the Safari Society (\$1,500 and above) annual giving program.
- Responsible for building, identifying, cultivating, setting strategies and stewarding individual donors to GLAZA who have the giving capacity and interest to belong to the Safari Society.
- Responsible for acquiring a significant portion of GLAZA's annual budget and participates in all aspects of the gift cycle including envisioning and implementing a diverse calendar of events, special activities and cultivation opportunities for current and potential donors to the Safari Society.
- Works with GLAZA Trustees to establish recruiting events, promote upcoming events, encourage philanthropic activity and to be an ambassador in the community.
- Works closely with the entire Development team, to identify Safari Society donors who might also be qualified as major donors. Cultivation of these donors will be in tandem with major gift strategies as determined by the team.
- Actively engage in establishing and strengthening long-term relationships with individuals which will result in helping to build a major gifts pipeline as Safari Society donors are moved up the donor ladder.
- Advance the Zoo's and GLAZA's interests by identifying sources of private support, and by maintaining strong communication ties with donors and prospects.

Burbank Unified School District – Burbank, CA

Substitute Teacher, September 2016 – May 2017

- Direct the learning by accomplishing curriculum objectives and goals as implied in the lesson plans for projects, lessons, or units assigned.
- Record attendance according to the schools' and district's procedures.
- Ensure an orderly and tidy classroom and keep furniture in a safe orientation for the students to optimize learning.
- Adhere to all procedures, guidelines, and policies followed by regular teachers in line with recommended teaching procedure.
- Maintain a sustainable relationship with parents, students, school personnel and members of the public by communicating in a confidential, polite and refined manner.

Natural History Museum of Los Angeles County - Los Angeles, CA

Special Event Assistant, March 2016 – August 2016

- Coordination of vendor load-in and load-out for internal fundraising events and third-party events.
- Ensure that all room and event setups are completed as listed in the work order.
- Monitoring of all volunteers and vendors to ensure all are keeping in line with Museum policies and procedures.
- Check status of all facilities throughout event and work with internal staff to correct any lighting, audio/visual, cleanliness issues or any aesthetic deficiencies during special events.
- Maintenance of detailed event journal for each event and creation of event summary to be distributed to all departments.

Wally Parks NHRA Motorsports Museum - Pomona, CA

Development Officer, April 2014 – April 2015

- Chief fundraising officer of the institution.

- Design and implementation of an effective and professional fundraising program, including membership, annual fund, major gifts, corporate sponsorships and foundation grants.
- Streamlined visitor services, including redesign of the visitor experience with ongoing collaboration with exhibits and facilities staff, increasing wayfinding and marketing efforts.
- Worked closely with the Executive Director and other relevant parties at both the Museum and National Hot Rod Association to assist the Museum as it moves toward the goals outlined in the Strategic Plan and as defined by the Board of Directors.
- Managed all aspects of annual gala and fundraising events, including volunteer scheduling.
- Overhauled third party rental policies to parallel market rates and best practices, while ensuring customer satisfaction and optimizing revenue for the institution.
- Advance the Museum and National Hot Rod Association's interests by identifying sources of corporate and private support, and by maintaining strong communication ties with prospects and donors.
- Guided staff and volunteers to institutionalize philanthropy and fund development within the organization, securing charitable contributions to support the Museum's vision, mission, and operations.

Natural History Museum of Los Angeles County - Los Angeles, CA

Manager, The Fellows, September 2009 – March 2014

- Development, implementation and management of all aspects of the Fellows membership program and delivery of benefits to the 285+ members who contribute between \$2,000 and \$25,000 annually.
- Increased annual revenue of the program by 22% and number of donor households by 20% in four years.
- Design and event coordination for all upper level membership events. Worked behind the scenes with internal staff and external vendors to create stellar events that comply with the Museum's mission and all policies.
- Creation and marketing of exclusive educational programming for Fellows members in order to maximize renewals and upgrades.
- Worked in collaboration with, and as a team member of, Advancement fundraisers to develop cultivation, solicitation and stewardship strategies for individual donors.
- Development of strategic acquisition campaigns to cultivate new donors.
- Oversight and management of The Alliance and NHM Next Generation Committee volunteer solicitor groups, working closely with the Vice President of Annual Giving, in an effort to garner new Fellows and major gift donors.

Manager, Family and Community Programs, September 2005 – September 2009

- Planning and management of project logistics, program spaces, budgets, personnel, schedules and priorities for all revenue generating, educational programs including Adventures in Nature summer and winter camp, the Overnight Adventures sleepover program, workshops, lectures and offsite fieldtrips.
- Event management, staff and volunteer scheduling, and organization for large-scale public festivals and programs such as the annual Bug Fair.
- Cultivation of new participants with increased offerings geared toward enhancing the Museum experience for Museum members and potential members.
- Generated all marketing associated with revenue generating programs and was a key educational contributor for the *Naturalist* membership publication.
- Education Department representative on Museum's Strategic Planning Committee and Museum ambassador at conferences, on community boards, and at other professional gatherings.
- Direct supervision of support staff as well as training and supervision of volunteers and docents.

Family Programs Assistant Coordinator, June 2004 – September 2005

- Coordinated the billing, resource acquisition and participant databasing for the Group Overnight Adventure sleepover program and assisted with the administration and operations of the Adventures in Nature camp program.
- Designed and implemented semiannual Family Overnights geared toward members. Daily communication with program registrants and fielding of inquiries from potential participants.

Gallery Interpreter, September 2002 – June 2004

- Led tours, conducted live animal presentations and instructed hands-on Adventures in Nature camp courses.
- Design, recruitment and database management of participant schools for Afterschool Program.

Walt Disney World - Lake Buena Vista, FL - December 2001 - June 2002 Advanced Intern – Entomology / Plant Science

- Leafminer fly and *Opius* wasp rearing as biological control agents for dispersal throughout the Walt Disney World park system.
- Development and maintenance of mole cricket, ant and termite farms for the interactive agricultural biotechnology exhibit.
- Daily upkeep of the “Crops of the World” exhibit for the duration of EPCOT’s 2002 Flower and Garden Festival.
- Co-managed production greenhouse and led educational, behind-the-scenes tours for V.I.P.s and potential sponsors.
- Completion of *Disney U* and *Traditions* programs for excellence in customer service.

Los Angeles Zoo and Botanical Gardens - Los Angeles, CA – February 1993 - June 1999**Student & Behavioral Enrichment Volunteer / Camp Counselor**

- Conducted tours and assisted in educational workshops for members and the general public.
- Renovated and co-designed exhibits and produced enrichment items for various animals.
- Paid Zoo Camp Counselor during summer months, developing science-based learning activities aimed at 1st through 6th grade students.

Boards and Committees:**Community Development Goals Committee - City of Burbank - May 2014 – Present**

- Committee Member – Term 1: May 2014 – July 2018; Term 2: July 2018 - Present
- Committee Chair - 2017

Centers for Ocean Science Education Excellence - September 2007 - June 2013

- Advisory Board Member

Education Consortium of Central Los Angeles – September 2005 – September 2009

- Board Member
- Vice President of Membership 2008-2009

Museum Education Roundtable - August 2009 – August 2012

- Board Member
- Co-chair, Marketing and Membership Committee - 2010-2011
- Chair, Finance Committee - 2011-2012

Professional Memberships, Conferences and Speaking Engagements:

Association of Zoos and Aquariums – January 2017 – Present

- Member
- Annual Conference Attendee:
 - 2021 Annual Conference - Virtual due to Covid-19 pandemic.
 - 2020 Annual Conference - Virtual due to Covid-19 pandemic.
 - 2017 Annual Conference – Indianapolis, IN
- Speaker: *What is the New Normal in Events? – Donor Stewardship During Covid*
2021 Annual Conference - Virtual due to Covid-19 pandemic.

Meeting of the Minds West Coast Annual Giving and Advancement Services Conference

- Annual Conference Attendee
- Speaker: *Mid-Level Donor Migration*
Speaker: *Women in Advancement Leadership*
16th Annual Conference – March 2022 – Cal Poly, Pomona, CA
- Speaker: *The LA ZOOM Story & Other Online Engagement and Prospecting Strategies*
15th Annual Conference – March 2021 – Virtual due to Covid-19 pandemic.
- Speaker: *What's Working Elsewhere? Fundraising Success Stories from Outside Education*
14th Annual Conference – March 2020 – Virtual due to Covid-19 pandemic.

Friends of the Burbank Library (Burbank, CA)– January 2019 - Present

- Member

American Library Association – December 2018 – December 2019

- Member
- Annual Meeting Attendee:
2019 Midwinter Meeting – Seattle, WA

Bridge Integrated Marketing and Fundraising Conference

- Annual Meeting Attendee
2013 Annual Conference – National Harbor, MD

American Alliance of Museums - April 2006 – April 2016

- Member
- Annual Meeting Attendee:
 - 2010 Annual Conference – Los Angeles, CA
 - 2009 Annual Conference – Philadelphia, PA
 - 2008 Annual Conference – Denver, CO
 - 2007 Annual Conference – Chicago, IL
 - 2006 Annual Conference – Boston, MA

California Association of Museums - June 2008 – December 2013

- Member
- Moderator: *Staying True: Creating Mission-Driven Youth Programming that Addresses the Bottom Line*
2009 Annual Conference – San Francisco, CA

Western Museums Association

- Annual Meeting Attendee
2008 Annual Meeting– Anchorage, AK

California Science Teachers Association - October 2005 – October 2011

- Member
- Workshop presenter: *Natural History and Husbandry of Insects, Arachnids and Myriapods*.
2009 Science Education Conference – Palm Springs, CA
2007 Science Education Conference – Long Beach, CA
2005 Science Education Conference – Palm Springs, CA

Museum Educators of Southern California - May 2005 – May 2010

- Member

Education:

University of California, Davis

Bachelor of Science Degree: Entomology - September 2001

Application Form

Profile

Glenn

First Name

E

Middle
Initial

Cooper

Last Name

Email Address

S SPARKS ST

Home Address

Suite or Apt

BURBANK

City

CA

State

91506

Postal Code

Primary Phone

Alternate Phone

formerly ESPN Los Angeles -
Retired 2014

Employer

Senior Sports Marketing
Account Executive

Job Title

properties selling
marketing, digital &
promotions opportunities.

Occupation

Which Boards would you like to apply for?

Park, Recreation and Community Services Board: Submitted

Length of time as a Burbank Resident:

53 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 wife and I have lived in the Rancho for 52 years are horse owners which we continue to ride. We have raised 3 children in Burbank. I coached and managed my son's baseball team in Burbank for a 4 years and each season helped our team players at Civitan Day. I too was the team photographer for John Burroughs High School football program from 2004-2006 as well as contributing photographer for my grandson's JBHS football 2017-2020 and granddaughter's JBHS softball team 2020-2022. I too was a grassroots committee member converting Larry L. Maxam tennis courts into Pickleball courts as well as Olive Park courts. I too want to give back to my City.

Education

Notre Dame High School, Sherman Oaks - graduated 1966 LA Valley College - 1966-1967
UCLA - Photojournalism-1968 * August 1968*- Drafted by US Army

Glenn E Cooper

Additional Pertinent Courses or Training

We've always supported the city of Burbank Parks and Recreation and continue to do so through volunteer work. My wife Pamela was just honored on May 6 for her volunteer work. She too is currently in an aquacize course at Verdugo Pool , and in Joslyn Center as well as Cultural Arts Center.....of which I get a full report whether I like it or not. :). Supported Burbank on Parade as equestrian riders. I'm a member of VFW and always an active volunteer and work our Memorial Day Ceremonies as well as Veterans Day Ceremonies.

Other Pertinent Skills, Experience or Interests

In my experience in the world of sports, I worked for Petersen Publishing and was a photographer for some of their annual publications such as Petersen's Pro Football Annual, Petersen's Photography Annuals. My specialties were the Los Angeles Rams, Los Angeles Dodgers. VOLUNTEER: Operation Gratitude, Norris Cancer Hospital, John Burroughs High School Booster Club, VFW, NFL Crucial Catch, The Jimmy V Foundation, Mike Scioscia Casa Colina Hospital Golf Tournament; ESPN Los Angeles Jimmy V Golf Tournament, currently a USC Trojans Mascot Crew member, City of Burbank, past women's softball umpire don't remember date but I'm thinking it was in the '90's. Member of LA Zoo Association

Upload a Resume

Community Involvement

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

Burbank Civic Pride 2014-2015 (approximate, I don't remember exact date) Burbank PD Community Academy graduate 2016

List Community activities in which you are involved:

We've always supported the city of Burbank Parks and Recreation and continue to do so through volunteer work. My wife Pamela was just honored on May 6 for her volunteer work. She too is currently in an aquacize course at Verdugo Pool , and in Joslyn Center as well as Cultural Arts Center.....of which I get a full report whether I like it or not. :). Supported Burbank on Parade as equestrian riders. I'm a member of VFW and always an active volunteer and work our Memorial Day Ceremonies as well as Veterans Day Ceremonies.

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:

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 wife and I have lived in the Rancho for 52 years are horse owners which we continue to ride. We have raised 3 children in Burbank. I coached and managed my son's baseball team in Burbank for a 4 years and each season helped our team players at Civitan Day. I too was the team photographer for John Burroughs High School football program from 2004-2006 as well as contributing photographer for my grandson's JBHS football 2017-2020 and granddaughter's JBHS softball team 2020-2022. I too was a grassroots committee member converting Larry L. Maxam tennis courts into Pickleball courts as well as Olive Park courts. I too want to give back to my City.

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

To continue and make Burbank a great city and one in which our parks and recreation services and other assets are always mentioned as "the place to be" with the great facilities and parks and leagues.

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**

Jenny

First Name

Lynn

Middle
Initial

Deahl

Last Name

[REDACTED]

Email Address

[REDACTED] n Hollywood way

Home Address

[REDACTED]

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

[REDACTED]

Primary Phone

[REDACTED]

Alternate Phone

Castle & Crown

Employer

Team Leader

Job Title

Princess Party Planner

Occupation

Which Boards would you like to apply for?

Park, Recreation and Community Services Board: Submitted
Police Commission: Submitted

Length of time as a Burbank Resident:

35

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 Commissions because I have lived in Burbank most of my life, I want to make an impact in the city I love. I have served on many boards and I am comfortable in this capacity. I also like to work closely with council to make suggestions for the good of our city.

Education

Although I did not graduate college I have been in leadership roles my whole life. I have ran two successful businesses in Burbank.

Additional Pertinent Courses or Training

I have a finance background and understand how to educate businesses in their finances. I am licensed in Long Term Care and Life and Health insurance in 2 states

Other Pertinent Skills, Experience or Interests

I have sat on many school committees for the Burbank school district . These include Site Council President, Booster vice President. I also started the Valet Program at Roosevelt Elementary. I was also on the Magnolia Park Merchant board for 6 years. I am currently a ambassador for the Martial Arts History Museum in Burbank.

Upload a Resume

Community Involvement

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

I am currently serving on the Sustainable Burbank Commission,

List Community activities in which you are involved:

I am currently a Brownie leader for the City of Burbank. I try to attend as many events as I can for Parks and Recreation. I want to be heavily involved in my community. I also sit on a drought tolerance task force through the City of 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.

No relation

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.)

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Burbank 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.

I am very very good at being on committees and I have served on many> I will go the extra mile to make sure that I serve my commission to the best of my ability. I want to have perfect attendance so I can be able to vote on important matters that need attention.

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

I want to be a voice for the commission and a advisory capacity to the City Council!

Second Choice

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 currently sit on the Sustainable Burbank Commission and I am the Parks and Recreation liaison for my commission as we work hand in hand on many projects.

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

I want to put my leadership skills to work. I am a girl scout leader and would love to see more partnerships with Parks and Recreation to provide quality leadership skills for our youth. . I also would love to instill more events for kids to get involved in nature. I want to also have a voice in this board because they already do so many wonderful programs. I also love working with our city council.

Supplemental Questions

Acknowledgement

Jenny Lynn Deahl

Acknowledgment No. 1 - General

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☒ I Agree

Jenny Deahl

Operations Manager

Burbank, CA 91505

████████████████████

██████████

I have been responsible for company management for the past 30 years and would be an asset to any company looking for an operations manager. I have excellent people skills and am a very fair supervisor to all employees. I am very adept at conflict resolution.

Authorized to work in the US for any employer

Work Experience

Agent

New York Life – Glendale, CA
Nov. 2021 to May 2022

To set appointments with businesses and individuals to discuss their financial planning needs.

Operations Manager

Blue Dog Ranch Burbank, CA
July 2015 to May 2021

Was responsible for but not limited to the following. Managed day to day operations, managed all employees scheduling, managed all human resources and responsibilities, was responsible for employee hiring and firing and disciplinary actions, managed all payroll, payroll reports, and payroll audits, was responsible for all workers compensation including workers compensation audit from State Fund Insurance, was responsible for all client transactions and relations, purchased all office supplies, purchased all retail products

I was solely responsible for tripling the business cash flow in the realm of day care, boarding, training, and grooming.

Was responsible for obtaining two PPP loans and a an EIDL Loan. All with total forgiveness.

Store Manager

Peggy Wood's Pet Emporium - Burbank,
CA August 1986 to July 2015

Was responsible for but no limited to the following. Managed day to day operations, Employees scheduling, Was responsible for all product purchasing, Responsible for Sales rep communications via in-person, phone, or email., Attended numerous out of state trade shows as a company representative, Travelled to numerous out of state breeders for the purpose of purchasing well-bred dogs, Managed all customers transactions and special orders, was responsible for solving all customer issues, Worked weekly with local veterinarians, and was responsible for maintaining all vaccination records for all animals and administered vaccinations as needed.

Education

Some College in Animal Husbandry

Moorpark College - Moorpark, CA

September 1984 to June 1985

High school diploma

Royal High School - Simi Valley, CA

September 1980 to June 1983

Skills

- Workers' Compensation
- Purchasing
- Human Resources
- Profit & Loss
- Procurement
- Payroll
- Management
- Human Resources Management
- Employee relations
- Employee evaluation
- Employment & labor law
- Customer relationship management
- Customer service
- Customer support
- Customer retention
- Customer acquisition
- Customer segmentation
- Sales Management
- Conflict Management

Application Form

Profile

Bennett

First Name

A

Middle
Initial

Taraceba

Last Name

[REDACTED]

Email Address

[REDACTED] North Hollywood Way

Home Address

[REDACTED]

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

[REDACTED]

Primary Phone

[REDACTED]

Alternate Phone

Wash Laundry Systems

Employer

Manager, Supply Chain

Job Title

Computer Scientist

Occupation

Which Boards would you like to apply for?

Park, Recreation and Community Services Board: Submitted

Planning Commission: Submitted

Length of time as a Burbank Resident:

44 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 long time resident of this city and a father of two young sons ages 7 and 5, I feel that it is incumbent of me to ensure that the Burbank I experienced growing up is preserved, yet evolves in a manner that my children and the children of residents see a sustainable balance of the city's growth and its preservation of the elements and character that has distinguished Burbank as a city for both families and for businesses.

Education

I have a Bachelors of Science in Computer Sciences from the California State University at Long Beach

Additional Pertinent Courses or Training

Lean Six Sigma Green Belt, 2024 Career Development Solutions Certified Global SME for Oracle ERP Implementation, 2024 Received Training to be certified as Global SME for Production Modules on Oracle

Other Pertinent Skills, Experience or Interests

Upload a Resume

Community Involvement

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

None Applicable

List Community activities in which you are involved:

I am currently of baseball coach and flag football coach through the city of Burbank Parks Department program

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

No Family members are currently employed in the city.

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:

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.

Since the Park, Recreation and Community Services isinvolved in several sustainable/ecological initiatives for the betterment of the city, I feel that my technical and logistical background can offer a uniquely different perspective as to the departments implementation of project capstones and the preplanning of initiatives. Also my understanding of budgetary and project planning will benefit the the Parks, Recreation Community Services staff as they plan and implement all projects.

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

I wish to be involved to make a difference. My desire is to give back to a city that has given so much to me is important. I remember playing baseball games at Mc Camebridge or at Brace Canyon, or when I played soccer at Thomas Edison Elementary School. Those programs, provided through the Parks Department, were a positive influence in my life. Even playing at George Izay or Ralph Foy Park was a great experience.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Planning Commission

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

I believe that my experience in logistics, project planning and budgetary preparation can be utilized for the benefit of the planing commission. My experinece would bring a different, if not fresh, perspective to the commission so that new and innovative ideas and positions are put forward as food for thought to better drive the discussion that is how to make the City of Burbank a better place for its current and future residents and for current and future commerce.

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

Ultimately, I wish to serve for the betterment of the community. I desire the chance to be a voice for my children that will live in Burbank. I wish to ensure that they enjoy this city as much as I and my family has for over 40 years.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Application Form

Profile

Leslie E Zwicker
First Name Middle Initial Last Name

[Redacted] [Redacted]
Email Address

[Redacted] W Tujunga Ave [Redacted]
Home Address Suite or Apt

Burbank CA 91502
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

Colortime Director of Client Services Post Production
Employer Job Title Occupation

Which Boards would you like to apply for?

Park, Recreation and Community Services Board: Submitted
Planning Commission: Submitted

Length of time as a Burbank Resident:

21 years

Burbank Registered Voter?

☒ Yes ☐ No

Interests & Experiences

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

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

I have lived in Burbank since 2004. I love this city and would love to be more involved in the civic part of the city. I want to grow in my community.

Education

I have a BA in Communication, from Washington State University, Edward R Murrow School of Communication, and a minor in Business Administration.

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

I am very skilled at admin work, critical thinking skills, and being the center of organizing multiple clients and vendors. Getting things completed on task and within budget. Communicating clearly and effectively with all parties to ensure work is completed as requested

Upload a Resume

Community Involvement

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

Burbank

List Community activities in which you are involved:

Currently, I have not participated in community activities

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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Burbank

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Parks and Rec

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 very skilled at admin work, critical thinking skills, and being the center of organizing multiple clients and vendors. Getting things completed on task and within budget. Communicating clearly and effectively with all parties to ensure work is completed as requested

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

To become more involved with the city, become closer to my community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Planning commission

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

I am very skilled at admin work, critical thinking skills, and being the center of organizing multiple clients and vendors. Getting things completed on task and within budget. Communicating clearly and effectively with all parties to ensure work is completed as requested

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

To become more involved with the city and become closer to my community.

Supplemental Questions

Acknowledgement

Leslie E Zwicker

Acknowledgment No. 1 - General

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☒ I Agree

LESLIE ZWICKER

CONTACT



[REDACTED]



[REDACTED]



Burbank, CA 91502

CAREER OBJECTIVE

Hardworking, highly motivated professional with excellent communication, time management, and interpersonal skills. A driven and detail-oriented individual who wants to help your company look the best it can, while providing the best customer service and maintain the utmost professionalism.

EXPERIENCE

August 2022 - Present

Director of Client Services

ColorTime, North Hollywood, CA

- Oversee a small department of in house producers to manage all shows (TV/features/Digital media) in the facility.
- Liaise between client needs and post house operations/engineering.
- Utilized strong communication skills to build and maintain relationships with clients, colleagues, and management.
- Managed multiple projects simultaneously while meeting tight deadlines.
- Drafted clear communications such as emails, letters, and memos for internal use or external distribution.

February 2021 - August 2022

In-House Producer

ColorTime, North Hollywood, CA

- Work directly with Post Dept on TV shows to facilitate getting show from online to air
- Client facing position, organizing work through facility, ensuring all questions are answered and work is streamlined
- Experience with platform delivery, HDR workflow, IMF, UHD and HD file based delivery
- Accounts: 20th Television, ABC, NBC, Hulu, DirecTV

August 2020 - February 2021

Account Manager

Data Media Services, Burbank, CA

- Manage multiple accounts, providing customer service and ensuring work is flowing smoothly through the facility for an on-time delivery
- Timely communication with clients regarding issues or concerns with project
- Ensuring all orders are correctly billed

- Experience with Netflix Backlot, Netflix requirements, Amazon delivery/packaging, iTunes
- Accounts: NBCU, Fremantle, HBO, CDC United Network

December 2018 - March 2020

Client Service Account Manager

Fotokem Industries, Burbank, CA

- Work directly with content service providers; providing customer service
- Manage and organize creation of all the master files for deliverables (pro-res, audio, subtitles)
- Provide pricing quotes to clients
- Communicate with Distributor any and all issues that arise with source files
- Write deliverable and mastering file work orders
- Ensure deliverable files are delivered on time – liaising with other departments
- Keep the mastering orders ahead of schedule in order to have all assets needed for final deliverables
- Updating multiple platforms to ensure proper information is disseminated to all in need.

July 2008 - July 2011

In-House Post Supervisor

Modern VideoFilm, Burbank, CA

- Work directly with clients, management, and creatives to ensure projects are delivered on time, to spec, and are of TV quality
- Oversee budgets for multiple accounts
- Supervise sessions required for completion of projects
- Decide best course of action if client was unavailable
- Accounts: 20th Century Fox, Marvel Animation, Warner Brothers, MTV

EDUCATION

May 1999

Bachelor of Arts in Communication - Emphasis: Broadcast Production

Washington State University, Pullman

REFERENCES

References available upon request

Application Form**Profile**

Steven

First Name

B

Middle
Initial

Beardsley

Last Name

[REDACTED]

Email Address

[REDACTED] N Keystone St.

Home Address

Suite or Apt

Burbank

City

CA

State

91504

Postal Code

[REDACTED]

Primary Phone

Alternate Phone

Retired

Employer

Sales

Job Title

Sales

Occupation

Which Boards would you like to apply for?

Park, Recreation and Community Services Board: Submitted

Length of time as a Burbank Resident:

62 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 the Burbank Community again. A few years after retiring from the Burbank Athletic Federation in 2016, I found a void in my life. This void would be filled by serving the Burbank community again.

Education

Edison Elementary, Luther Burbank JHS, Burroughs HS, Glendale College, USAF.

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

Work closely with pickleball ambassadors and park & recreation staff to improve pickleball facilities.

Upload a Resume

Community Involvement

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

17 years on the Burbank Athletic Federation Board. President for 2 terms.

List Community activities in which you are involved:

Officiate in Burbank Sports from 1989 to 2023. Baseball, softball, flag football, volleyball & basketball. Youth and adult teams. Involved in Pickleball, golf at DeBell and participated in Burbank Senior Games.

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:

Park & 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.

I'm very active in City of Burbank recreation facilities. As projects have developed and changed, I've been involved with input from the community and presented to the P&R Board and City Council of input from the community.

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

Be involved and give positive input to the City Council on real life activities of an active Burbank resident.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

NA

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**

Farrah

First Name

Assadi

Last Name

Middle
Initial

[REDACTED]

Email Address

[REDACTED] N. Niagara St

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

[REDACTED]

Primary Phone

Alternate Phone

Monument Consulting

Employer

Director of Business
Development

Job Title

Workforce Management
Best Practices and
Software)

Occupation

Which Boards would you like to apply for?Park, Recreation and Community Services Board: Submitted
Planning 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 want to give back and contribute to my community. Serving in this way is something that resonates with me deeply and I want to help the Burbank community keep growing and improving. As a resident of Burbank, I truly love living here and want to give back to this community that has been a wonderful home to my family and I.

Education

UCLA – Bachelor of Arts with a Major in Political Science. Graduate of the class of 2003.
Magna Cum Laude.

Additional Pertinent Courses or Training

CCWP Certification (Certified Contingent Workforce Professional): This is a certification program from Staffing Industry Analysts designed for individuals in human resources, procurement, and other roles related to contingent staffing. It assesses and enhances expertise in managing contingent workforce programs. Leadership Burbank – Graduate of the Class of 2025 Leadership Burbank is a nonprofit organization dedicated to identifying, educating, and motivating current and emerging leaders in Burbank to develop ideas and solutions that make Burbank a strong, sustainable and vibrant community. For more information, please visit www.leadershipburbank.org

Other Pertinent Skills, Experience or Interests

• Extensive project management experience throughout my professional career. Ability to manage multiple projects. • Experience in B2B software and professional services sales/business development for Fortune 1000 companies. • Strong PowerPoint skills and presentation skills. • Change management and training experience. • Expertise in workforce management best practices and the ability to help organizations optimize their hiring processes, improve access to quality talent and improve compliance. Areas of expertise include:

- o Workforce Planning and Analytics: Analyzing workforce trends and making strategic decisions about staffing.
- o Recruitment and Talent Acquisition attracting and hiring the best talent to meet the organization's needs.
- o Onboarding and Orientation: Ensuring new employees are integrated into the company and its culture.
- o Compliance and Risk Management: Ensuring adherence to employment laws and regulations.
- o Training and Development: Providing opportunities for employees to enhance their skills and knowledge.
- o Performance Management: Evaluating employee performance, providing feedback, and setting goals.
- o Employee Engagement and Retention: Creating a positive work environment to motivate and retain employees including competitive compensation and benefits packages.

[Upload a Resume](#)

Community Involvement

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

I haven't served on a City Board, Commission or Committee yet. I did recently graduate from the Leadership Burbank program.

List Community activities in which you are involved:

Leadership Burbank: While in the Leadership Burbank program this year, our project is supporting the City of Burbank's Adaptive Sports Program. Adaptive sports provide a vital opportunity for individuals with disabilities to engage in physical activity, build community, and challenge perceptions. Participation improves physical health, supports mental wellness, and fosters a greater sense of inclusion for all residents. Our project "Play Without Limits," raised funds (close to \$90k) and awareness to provide a fleet of adaptive sports equipment to help ensure that people of all abilities can participate in recreational and competitive activities. The funds raised via corporate sponsorships, fundraising events and individual donations enabled us to purchase and donate:

- All-terrain hiking wheelchairs to support inclusive outdoor adventures. These motorized, all-terrain wheelchairs will open up Burbank's beautiful trails to individuals with mobility impairments for the very first time.
- Para Fencing wheelchairs and frames designed for adaptive fencing programming. This specialized gear is fueling the expansion of Burbank's para fencing program, now the largest municipal program of its kind in the region.

In addition, I have participated in other volunteer activities such as fostering cats and TNR. I have also donated and volunteered with organizations such as Covenant House where we helped with workforce coaching such as writing resumes, job interview practice/coaching and job search skills. I have also donated on a regular basis to organizations such as 5Acres and ASPCA. Kaiser's Educational Theatre Program: I helped to create content and manage a variety of community benefit programs and events including: Empower Free Summer Camps for at risk youth and free community benefit programs such as healthy eating workshops, anti-bullying and conflict resolution community workshops.

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.)

N/A

AB 1234 Training

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First Choice

FIRST choice for Board/Commission/Committee appointment:

Planning Commission

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

I have very strong planning skills. I have helped to create roadmaps, long term goal planning and event planning throughout my professional career including at the Kaiser Permanente Educational Theatre Program, Insight Global and Monument Consulting. I have helped Fortune 1000 companies create roadmaps for both tactical and strategic improvements. As a result of the planning, I was able to help these organizations be more efficient, impactful and sustainable. These improvements include technology improvements, digital transformation and human capital best practices. These plans have resulted in organizations evolving to have more efficient processes, better visibility, better access to talent, cost savings, improved compliance and better reporting/analytics.

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

I want to help the City of Burbank reach its various goals by helping with planning. It is a very satisfying experience to work together to establish goals/roadmap, work toward that common goal and create a plan that will be beneficial for the community. I really enjoy the process of planning and working toward goals to make them a reality. Planning is one of my strong skills and my goal is to utilize my abilities to help the Planning Commission be as impactful and successful as possible.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

The 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

I have extensive experience with community services from both my professional and personal life. I have experience with planning and executing community services and recreational events for the past 18 years. Most recently as part of our Leadership Burbank journey, I partnered with the City of Burbank's Adaptive Sports Program. I helped to project manage our class project, "Play Without Limits." We successfully raised \$90,000 for adaptive equipment including adaptive hiking wheelchairs and para fencing wheelchairs and equipment. Additionally, we also raised visibility for the amazing work that the Adaptive Sport's Program is doing. As a result of this successful class project, we were able to expand the number of individuals who can participate in the Parks and Recreation Adaptive Sports Program. The adaptive hiking wheelchairs are the first ones in the City of Burbank and the beautiful hiking trails will be accessible to adaptive hikers for the first time. It was truly a pleasure and honor to partner with Diego and his team at the Parks & Recreation department. Another example is from my professional career at Monument Consulting. I helped to plan and execute industry conferences including content for presentations and post conference recreational events. An additional example is when I worked at Kaiser Permanente's Educational Theatre Department. My focus was planning and executing community benefit educational initiatives. My responsibilities included the below:

- Project manage multiple projects and ensure that deadlines are met.
- Build relationships and partnerships with organizations that have similar missions.
- Find and interview new talent.
- Delegate internal resources and staff to various projects as needed to ensure that we hit deliverables on time.
- Manage health educators and deploy resources where they are needed.
- Plan, organize, and direct staff trainings.
- Serve as a consultant and creative advisor in the development and creation of new programs.
- Promote and market new programs within the Southern California territory.
- Help create documentation and content for the shows and workshops that we were performing in.
- Conduct research to find data and statistics to support program content.
- Perform in the educational theater shows.
- Perform in kids nutrition workshops in the classrooms.
- Facilitate parent workshops to deliver educational messages to parents (in both English and Spanish).
- Educate parents on the message of the shows so that they are integrated in the community health solutions with their children.

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

My goal is to assist the Park, Recreation and Community Services Board to make improvements and come up with new ideas to make best use of the public areas in the city. I will bring helpful information and best practices advisory to the table. I want to help make recommendations for the best use of resources and funds in order to have the most positive impact on the community. I have helped many Fortune 1000 companies to create roadmaps for the future of their organization. These plans have resulted in organizations evolving to have more streamlined processes, better accessibility, and better management of resources.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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☒ I Agree

Farrah Assadi

Burbank, CA

OBJECTIVE

To obtain a position that will allow me to utilize the skills developed through my education and work experience.

EDUCATION AND CERTIFICATIONS

Leadership Burbank: Graduate Class of 2025

CCWP Certification: Certified Contingent Workforce Professional as per the SIA

University of California, Los Angeles

Bachelor of Arts in Political Science

June 2003

Graduated Magna Cum Laude with a 3.82 grade point average

SKILLS

- Proficient in: Microsoft Word, Excel, PowerPoint, Access, SharePoint, Outlook, Microsoft Dynamics, Concur, Salesforce, Graphite Connect, Tableau
- Applicant Tracking Software (ATS) and Vendor Management Software: Beeline, SAP Fieldglass, IQNavigator, PeopleFluent, Vector, Econometrix, VNDLY, Flextrack, Coupa CCW, Contract Central, Taleo, Scout, Wand and 3Story
- Technical aptitude (understanding of SaaS based solution)
- Full Life Cycle of Requisitions from intake calls to offers executed
- Ability to create effective Boolean searches to identify the best candidates for open positions
- Excellent communication and presentation skills
- Typing Speed ~50wpm
- Fluent in English, Spanish, and Farsi
- Contingent labor best practices and governance
- Strong organizational and project management skills
- Ability to write successful RFP bids and Statements of Work

EXPERIENCE

Director of Business Development

Monument Consulting, Los Angeles, CA

February 2019-Present

- Serve as a B2B liaison and help generate business for contingent workforce management solutions, software implementations and consulting engagements.
- Help drive the sales cycle for complex B2B enterprise level sales for software implementations and best practices for the non-employee workforce of Fortune 1000 companies.
- Experience building, developing and maintaining relationships with C-Level executives, procurement, HR, IT, Legal and Finance Departments of Fortune 1000 companies.
- Draft and coordinate responses for Requests for Proposal (RFP).
- Schedule, design and deliver presentations to stakeholders and C-Suite executives.
- Help educate prospective clients and provide solutions relating to vendor management software (i.e. SAP Fieldglass, Beeline, Workday VNDLY, Flextrack, etc.) and other process improvements relating to contingent workforce management and total talent management.
- Develop relationships with various channel partners and create educational content for them to be able to cross sell our MSP and consulting services.
- Project manage a variety of active clients and also potential future clients (prospects) and drive them forward along the sales cycle.
- Close multi-million dollar deals that have enterprise-wide impact across the entire organization.
- Oversee execution of Client Services Agreements and Consulting SOWs.

- Participate in VMS software implementations to ensure successful communication with client sponsorship team.
- Help plan and execute conferences including content for presentations and post conference recreational events.
- Workforce advisory and best practice guidance.

Sr. Account Manager

Insight Global, Los Angeles, CA

September 2011- February 2019

- Serve as a B2B liaison and gather requirements from hiring managers at Fortune 1000 companies.
- Experience building, developing and maintaining relationships with C-Level executives of Fortune 500 companies.
- Ability to prospect and find leads at different companies to help develop new business.
- Account management for various sectors including: healthcare, entertainment, technology, retail, medical devices, SAAS, and banking.
- Cold call to find and generate new business.
- Build relationships with hiring managers to get open positions and receive exclusive job openings.
- Bring in contract, contract to hire and direct placement positions and drive the recruiting process to ensure the positions are filled by the best qualified candidates as quickly as possible.
- Develop business for the company including standard staff augmentation, enhanced staffing solutions and managed service solutions.
- Bring in and negotiate over 23 new contracts for the company including: Abbott Laboratories, St. Jude Medical, Intuit, Dole, PennyMac, Bank of America, Tutor Perini, Yahoo, NCR, Digital Insight, and Guitar Center.
- Generate over 1 million dollars in net annual profit for the company for over 5 years in a row.
- Consistently one of the top 3 performers for the entire LA region.
- Project manage a high volume of requisitions concurrently and get internal support from management to leverage the national recruiting team.
- Promote over 15 recruiters to either Account Management roles or Professional Recruiter roles.
- Bring in a variety of open job requisitions in IT (both SDLC and infrastructure), Finance, Engineering, Marketing, Customer Service, Human Resources, Clerical and Regulatory.
- Coordinate interviews and follow up on interview feedback and next steps such as onboarding candidates to start their new positions.
- Utilize a variety of vendor management softwares to submit candidates including: Beeline, SAP Fieldglass, IQN, PeopleFluent, Econometrix, Contract Central, Vndly, Taleo, Wand, and 3Story Synergy.
- Help drive the recruiting process to get quality candidates submitted to open positions.
- Help establish compliance standards for national accounts and create checklists that are used company wide.
- Manage a team of 6 recruiters that are direct reports and an additional team of 40 recruiters that are matrixed within the organization.
- Educate new Account Managers on the rules of engagement for our national accounts.
- Actively recruit candidates for open positions from a variety of sources including Monster.com, Careerbuilder.com, Dice.com, Indeed.com, Ladders.com, LinkedIn, job fairs, industry specific seminars, and social media.
- Create effective Boolean searches to identify the best candidates for open positions.
- Fill a variety of requisitions including: Software Engineers, Web Developers, QA Analysts, Product Managers, Project Managers, Business Analysts, Architects, Systems Engineers, Network Engineers, Database Administrators, Helpdesk, DevOps Engineers, Security Engineers, Electrical Engineers, Reliability Engineers, Financial Analysts, Accountants, Copy Editors, Marketing Coordinators, Buyers, Legal Assistants, Compliance Specialists, and Administrative Assistants.
- Experienced with the full life cycle of requisitions from requisition intake from hiring managers to candidate sourcing to interview confirmations and offers executed.
- Complete RFI/RFPs and win large scale projects for national clients.

Promoted!!!

Recruiter

Insight Global, Los Angeles, CA

January 2011- September 2011

- Recruit and source candidates for a variety of IT, Finance, Marketing, and Regulatory positions.
- Coordinate interviews.
- Utilize a variety of vendor management softwares to submit candidates including: Beeline, SAP Fieldglass, IQN, PeopleFluent, Econometrix, Contract Central, Wand and 3Story Synergy.
- Process start paperwork and run background checks within systems such as Sterling and First Advantage.
- Ensure that compliance standards are adhered to for national accounts.
- Conduct managerial references and ensure that all candidates complete the 4 tier screening process.
- Utilize internal proprietary candidate tracking database and document all submissions and interviews.
- Create effective Boolean searches to find the best candidates for open positions.
- Process timesheets and ensure that candidates are paid on time.

Assistant Program Coordinator

KAISER PERMANENTE EDUCATIONAL THEATRE PROGRAM, Glendale, CA

January 2010- December 2010

- Project manage multiple projects and ensure that deadlines are met.
- Build relationships and partnerships with organizations that have similar missions.
- Find and interview new talent.
- Delegate internal resources and staff to various projects as needed to ensure that we hit deliverables on time.
- Manage health educators and deploy resources where they are needed.
- Plan, organize, and direct staff trainings.
- Serve as a consultant and creative advisor in the development and creation of new programs.
- Promote and market new programs within the Southern California territory.

Promoted!!!

Health Educator/Performer

KAISER PERMANENTE EDUCATIONAL THEATRE, North Hollywood, CA

January 2007- December 2009

- Help create documentation and content for the shows and workshops that we were performing in.
- Conduct research to find data and statistics to support program content.
- Perform in the educational theater shows.
- Perform in kids nutrition workshops in the classrooms.
- Facilitate parent workshops to deliver educational messages to parents (in both English and Spanish).
- Educate parents on the message of the shows so that they are integrated in the community health solutions with their children.

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.

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

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

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First Choice

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

Kevin

First Name

E

Middle
Initial

Morris

Last Name

Email Address

E Palm Ave

Home Address

Apt. 321

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:

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

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

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:

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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 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

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☒ 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