

Landlord-Tenant Commission

Application Form

Profile

Richard

First Name

Conn

Last Name

Middle
Initial

[REDACTED]

Email Address

[REDACTED] S Beachwood Drive

Home Address

Suite or Apt

Burbank

City

CA

State

91506

Postal Code

Mobile: [REDACTED]

Primary Phone

Alternate Phone

AuditBoard

Employer

Vice President, Demand
Generation

Job Title

Advertising

Occupation

Which Boards would you like to apply for?

Burbank Water and Power Board: Submitted

Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

12 years

Burbank Registered Voter?

 Yes No

Interests & Experiences

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

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

I've lived and worked in Burbank for 12 years and own three single family homes in Burbank - two of which are rented out to young families.

Education

I have a Master's Degree in Business Administration from the University of Oxford and a Bachelor in Science from Pepperdine University.

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:

No prior service.

List Community activities in which you are involved:

I have two young children in Roosevelt Elementary and have served as a troop leader for my daughter's Girl Scout troop.

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.

Richard Conn

First Choice**FIRST choice for Board/Commission/Committee appointment:**

Landlord-Tenant 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 been a part-time landlord in the City of Burbank for the past 9 years and have a Master's degree in business administration from Oxford University.

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

My goals are to serve my community and to provide balanced, thoughtful input on matters impacting landlords and tenants in our city.

Second Choice**SECOND choice for Board/Commission/Committee appointment:**

Burbank Water and Power 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 keen interest in energy and environmental issues and have a Master's degree in business administration from Oxford University.

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

My goals are to serve my community and to provide considered, meaningful input on meeting the current and future utility needs of the residents of Burbank.

Supplemental Questions

Acknowledgement**Acknowledgment No. 1 - General**

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

I Agree

Richard Conn

RICHARD CONN

Los Angeles, CA | [REDACTED] | [REDACTED] | <https://www.linkedin.com/in/mbaconn/>

GROWTH MARKETING & DEMAND GENERATION

Entrepreneurial & results-driven **Digital Marketing Leader** with a track record of achieving major ROI improvements in fast-paced, competitive B2B environments. Oxford MBA with tenure at Google.

- ✓ Career history generating up to 10X growth.
- ✓ Analyzes deep data to clarify the customer journey, identify opportunities, maximize impact, and improve traffic acquisition efficiency and conversion rates.
- ✓ Engaging, level-headed manager who nurtures cross-functional teams' potential to deliver results.

Digital Marketing | B2B SaaS | SEM | SEO | ABM | Demand Generation
Team Leadership | Channel Management | Go-to-Market | PPC
Audience Segmentation | Lead Funnels | Marketing Operations | Paid Media

PROFESSIONAL EXPERIENCE

AuditBoard, Cerritos, CA

Vice President, Demand Generation

2022-Present

Key driver of pipeline and revenue at profitable, hypergrowth startup.

- Recruited, trained, and integrated the demand generation team as we tripled the team size.
- Achieved 60% YoY growth to \$150m ARR while generating positive cash flow.
- Consistently exceeded quarterly opportunity and pipeline goals through optimization of the marketing mix, launching new ABM and content syndication programs, partnering with BDR and SDR teams, and refining cross-sell/upsell motions.

8x8, Campbell, CA

Senior Director, Demand Generation

2021-2022

Lead a global team of 10 senior marketers driving demand generation for a publicly-traded B2B platform providing Unified Communications and Contact Center as a Service.

- Responsible for all paid and organic search, lead aggregators, affiliate, appointment setting, content syndication, paid social, display, and referral marketing with an \$18M annual budget.
- Drove 58% pipeline growth and 28% MRR gains over first three quarters (\$687M vs. \$536M ARR).
- Built & scaled enterprise appointment setting program, becoming the third largest source of pipeline.
- Grew organic search traffic 22% YoY with focused campaign of link building and content generation.
- Diversified content syndication programs with partnership development and targeted buys across TechTarget, DemandScience, IDG, Madison Logic, and Enterprise Connect properties.

RINGCENTRAL, Belmont, CA

Senior Director, Demand Generation

2019-2021

Director, Demand Generation

2016-2019

Directed paid and organic search for a publicly-traded B2B SaaS provider of cloud communications. Controlled \$20M budget generating \$26M of quarterly pipeline and 56% of demand generation MRR.

- Led an international team of 12 marketers, responsible for all paid and organic search.
- Catalyzed 10X growth in company revenue by continually analyzing competitive environment to identify new customer acquisition strategies and implement emerging technologies.

- Increased SEM MRR 74% while simultaneously decreasing cost/revenue by 23%, contributing to a 16X growth in share price as revenue grew from \$380M to \$1.6B.
- Saved \$2.2M by analyzing marginal efficiency of spend and marketing portfolio optimization.
- Tripled non-brand SEO traffic through inbound linking, technical SEO, and content development to drive 40% growth in annual recurring revenue.
- Drove 13% increase in high-converting inbound call leads through strategic use of marketing budget, including spearheading first chatbot, refining playbooks, training sales reps, and scaling deployment.

LAMPS PLUS, Chatsworth, CA

2013–2016

Senior Search Engine Marketing Manager

Reorientated SEM strategy to drive efficient growth through audience segmentation, programmatic bidding, and enhanced attribution. Managed \$29M marketing budget and team of 3 analysts.

- Increased YoY SEM growth by 49%, conversion rate by 19%, and ROAS by 29%.
- Grew Amazon Product Ad Sales 31% while decreasing CPA 14% through rule-based feed enhancements, SKU-level bidding, and selective SKU suppression.
- Scoped, evaluated, and onboarded enterprise bid management solution.

DATAPOP, Culver City, CA

2012–2013

Director, Client Services

Directed team of 6 Analysts and Managers responsible for \$10M search and product ad spend for clients including Target, Macy's, Kayak, Nordstrom, and Revolve Clothing.

- Exceeded efficiency & volume goals for Target, delivering within 2% of the \$2.4M budget.
- Improved ROAS 124% and drove \$394K in revenue for Nordstrom with more than 60K ads.

THE SEARCH AGENCY, Santa Monica, CA

2009–2012

Senior Manager, Search Media

Managed portfolio of clients with \$32M annual spend with 5 direct reports.

- Increased revenues 40%, leads 43%, and ROI 5X for 1-800-Dentist.
- Managed national and local SEM campaigns for 3,700 locations and 10 brands of Hilton Hotels.

GOOGLE, Santa Monica, CA

2007–2009

Account Strategist

- Achieved 32% average reduction in CPC and 46% average increase in CTR on online marketing strategies across the Google network for clients such as Paramount, Lionsgate, and CBS.

CONSULTING EXPERIENCE

Strategic marketing consultant experienced in driving customer acquisition and retention from strategy through execution with an emphasis on B2B SaaS growth acceleration.

- BirdEye, B2B SaaS: grew revenue 43% and reduced cost/closed-won by 40% in four months
- SimplePractice, B2B SaaS: grew company from inception to 100+ employees, 90,000+ users, and acquisition by General Atlantic with coordinated digital campaigns across search, social, and affiliates
- PhoneBurner, B2B SaaS: optimized campaigns to achieve \$300k in savings and 32% reduction in CPA
- ServiceTitan, B2B SaaS: increased MQL by 5X while lowering cost/MQL 85%
- Tithe.ly, B2B SaaS: doubled signups while maintaining cost/signup
- National Veterinary, B2C: ran search & social campaigns for 300+ locations, lowered cost/call 17%
- Color Genomics, B2C: drove 5X revenue growth across search and social while lowering CPA 20%
- Pro-bono marketing for the non-profits Children of the Night, Farm Sanctuary, The Giving Keys

EDUCATION

UNIVERSITY OF OXFORD

Master of Business Administration

- 96th percentile GMAT, MENSA member
- 1st Place, MootCorp NASDAQ Challenge

PEPPERDINE UNIVERSITY

Bachelor of Science – Management

Application Form

Profile

Jacqueline

First Name

Waltman

Last Name

Middle
Initial[REDACTED]
Email Address

[REDACTED] N. Fairview Street

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

Home: [REDACTED]

Primary Phone

Home: [REDACTED]

Alternate Phone

Ca. Dept of Corrections and
Rehabilitation- Retired

Employer

Chief Deputy Regional
Administrator

Job Title

Law Enforcement/ Division
of Adult Parole Operations

Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted

Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

60 years

Burbank Registered Voter? Yes No

Interests & Experiences

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

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

I am currently serving on the Board and I have found it to be stimulating and rewarding. I have a history with Civil service hiring and oversight at the State level and I believe that my experience lends itself to addressing issues that present themselves to the

Education

BA Degree in Sociology/ Criminology from Cal State University Los Angeles; MA Degree in Clinical Psychology from Pepperdine University I am a graduate of John Burroughs High School in Burbank

Additional Pertinent Courses or Training

I have over 40 years in governmental agencies and I have had numerous trainings in the area of Civil service rules and regulations, Human resources, staffing and MOU's I have been trained in Ethics and the Brown Act as well as budgets

Other Pertinent Skills, Experience or Interests

I have served on the Civil Service Board for over twelve years and I have an understanding of the issues that are presented.

Upload a Resume

Community Involvement

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

I was a member of the Tenant Landlord commission before being appointed to the Civil Service Commission. I have been a member of the Civil Service Commission for the past 12 years and I would like to continue my involvement

List Community activities in which you are involved:

At this time I am an active member of the Civil Service Commission

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

No

Conflict of Interest

Conflict of Interest:

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

Yes No

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

N/A

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil Service

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 over 30 years in governmental agencies and I have had numerous trainings in the area of Civil service rules and regulations, Human resources, staffing and MOU's I have been trained in Ethics and the Brown Act as well as budgets

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

I want to be of service to the city and the community

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Landlord Tenant 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 been a landlord in the City of Burbank since 1974. I have also been a renter in the city. I have kept abreast of the laws regarding rental regulations. I have over 30 years in Law Enforcement with the California Department of Corrections. I have a background in the laws and regulations that pertain to the Police Function in the City I have a BA Degree in Sociology with an emphasis in Criminology and a MA degree in clinical psychology. I have a background in internal investigation as well as administration within a public service agency

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

I would like to assist the city in navigating the issues between landlords and tenants y helping to lend my expertise to issues that face the community in the area of affordable housing and community relationships.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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

I Agree

Jacqueline Waltman

█ N. Fairview Street

Burbank, CA 91505

Phone █
█

EDUCATION

Pepperdine University, Malibu, California

M.A. in Counseling Psychology

California State University Los Angeles, Los Angeles, California - 40 Units post Graduate work in Criminology and Corrections

California State University Los Angeles, Los Angeles, California

B.A in Sociology

Areas of Concentration: Corrections and Criminology

Los Angeles Valley College, Van Nuys, California

A.A in Liberal Arts

RELATED EXPERIENCE

Chief Deputy Regional Administrator, California Department of Corrections and Rehabilitation / Division of Adult Parole.

A Deputy Regional Administrator, participates in planning, organizing, and directing the Regional Parole Program; formulates and implements parole policies; provides administrative direction and policy interpretation to District Administrators; represents the Regional Administrator in policy and decision-making meetings within the region, the department, and with other agencies and organizations; acts as the Regional Administrator in his/her absence; develops, interprets, and administers policies and procedures governing the operation of the region; is responsible for staff allocation/unit boundary decisions; and monitors and reviews field operations and expenditures.

Parole Administrator, California Department of Corrections and Rehabilitation, Division of Adult Operations, Los Angeles County

Under the direction of the Regional Administrator Division of Adult Parole Operations (DAPO), the Parole Administrator I is responsible for planning, development, implementation and administrative a regional field operation. The Administrator is responsible for providing administrative direction, policy interpretation, program development activities, maintains compliance with departmental policy, legislated statute and case law.

Manage the day-to-day operations and coordinate parole supervision practices. Provide managerial direction to multiple Parole Agent III unit supervisors, PAII Supervisors and Parole Agents, and support staff in each field unit. Develop policy and procedures relating to parole supervision. Ensure coordination with local law enforcement on the activities of GPS supervision, attend law enforcement meetings and assist in criminal investigation pertaining to parolee's supervision.

Supervising Parole Agent, California Department of Corrections and Rehabilitation, Van Nuys, CA,

Supervise the day-to-day operation of a Field Parole Unit. Monitor Parole Agents performance and ensure compliance with the Department's Policies and Procedures. Provide training and evaluate performance.

Administrative Review Officer

Monitor and review the Parole Revocation Process for compliance with the Valdivia Court Injunction. Review violation reports for accuracy, completion and adherence to time lines and due process requirements.

Employee Relations Officer

Reviewed requests for investigations and complaints reporting staff misconduct for possible referral to the Office of Internal Affairs (OIA). Prepares California Department of Corrections (CDCR) 989. Monitored OIA Central Intake processing of request, assignment to appropriate OIA office and investigator, ensures timely completion of the investigation. Provided information to assigned investigator. Updated Hiring Authority as to progress of each case. Scheduled and attended case conferences/reviews for all cases. Scheduled 402/403 Justification of Penalty conferences for each case. Notified Vertical Advocate from the Office of Legal Affairs' Employment Advocacy and Prosecution Team from Inspector General's Bureau of Independent Review. Monitored State Personnel Board hearings and notified VA/OIG-BIR of hearings on designated cases. Attended SPB hearings. Maintained ERO Log for Region. Entered data in Case Management System. Processed other personnel actions such as Rejections on Probation, Non-Punitive Terminations, Absence Without Leave (AWOL). Wrote/served actions, represented the Department at SPB or DPA hearings, drafted stipulations and assisted Supervisors/Managers with writing corrective actions

Training Coordinator

Develop and implement training, coordinate in-service and contracted training; monitor compliance with mandatory training; Issues and track safety equipment, coordinate Regional Firearm and Telecommunication programs, conduct training and the Regional level and Parole Agent Academy

Parole Agent, California Department of Corrections and Rehabilitation, Van Nuys, CA,

Provided supervision and service for individuals released from State Prison, Facilitated Parolees' reintegration back into the community, identified and utilized community resources to assist the Parolee. Monitored for criminal activity in the community to ensure public safety.

Supervising Children's Social Worker, Los Angeles County Department of Children and Family Services, Los Angeles, California,
Investigated allegations of abuse and neglect of at-risk children, assessed risk and evaluated family strengths and resources, developed case plans, provided reports to the court and testified in Juvenile/Family Court.

Children's Treatment Counselor, Los Angeles County Probation Department, El Monte California,
Provided care and counseling to minors declared Wards of the Court in an institutional setting, developed case plans, coordinated between minors, the court, social workers and parents.

TEACHING EXPERIENCE

Adjunct Instructor Online - University of Phoenix

Teach one or more subjects within a prescribed curriculum and encourage student success. Prepare and deliver competency-based online education and deliver online class instruction, providing theory and practice education; instruct and facilitate a meaningful learning experience of the course competencies in the curriculum, Ensure learning objectives are being met. Stimulate class discussions and foster and encourage an online culture of learning. Compile, administer and grade examinations. Provide qualitative feedback to support the numerical score awarded for assignments. Support student learning through multiple delivery systems including phone calls and emails. ETUDES Certificate

Associate Training Coordinator - California Department of Corrections and Rehabilitation

Develop and implement regional training, coordinate in-service and contracted training, monitor compliance with mandatory training, coordinate regional Firearm and Telecommunication programs, conduct training at the Regional level and Parole Agent Academy,

Developed POST-approved lesson plan for Child Abuse Reporting

Supervising Children's Social Worker – Los Angeles County of Children and Family Services

Supervise and evaluate Social Workers in the Training Academy, develop and implement training programs in Child Abuse and Neglect, coordinate in-service and contracted training. Conduct training at the Social Worker Academy; liaise with other Child Abuse and Law Enforcement agencies and vendors

Developed lesson plans in Child Abuse Reporting, Time Management and Organization which were included in the Social Worker Academy

MEMBERSHIPS

California Sexual Assault Investigators Association
Forensic Mental Health Association
California Correctional Peace Officers Association
California Probation, Parole and Corrections Association
Commissioner Civil Service Board- City of Burbank
Board of Directors John Wesley Health Center

TRAINING

Ethics and Leadership Program
LAPD Leadership Program
Executive Leadership Institute
Executive Development Training
Range Master Training
Child Sexual Assault Investigation
Employee Relations Officer Training
Office of Internal Affairs Investigation Training
Master Training for Trainers
Gender Responsivity Training for Trainers
Equal Employee Opportunity Counseling Training
CCPOA Union Steward Training
Skelly Officer Training

PERSONAL PROFILE

Critical thinker - strong analytical skills; accurate and probing
Effective researcher - creative and methodical - resourceful
High integrity and honesty; ethical and socially aware

Energetic and positive outlook

Excellent interpersonal skills - works well with others, motivates and encourages

Sound Judgment and adaptable to change

Application Form

Profile

Cari _____ L _____ Pelayo _____
 First Name Middle Initial Last Name

_____ _____
 Email Address

_____ W Riverside Drive _____
 Home Address Suite or Apt

Burbank _____ CA _____ 91506 _____
 City State Postal Code

Home: _____ _____
 Primary Phone Alternate Phone

HomeSmart Evergreen _____ Broker/Associate _____ Realtor _____
 Employer Job Title Occupation

Which Boards would you like to apply for?

Landlord-Tenant Commission: Submitted
 Senior Citizen Board: Submitted

Length of time as a Burbank Resident:

24 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?

Work with members of my community and the Burbank City Council to continue to work toward the constant improvement of Burbank.

Education

University of West Los Angeles School of Law

Additional Pertinent Courses or Training

I attended several conflict resolution courses during my law school tenure. I feel this education will assist in dealing with potential disputes

Other Pertinent Skills, Experience or Interests

One skill I do not have is the ability to upload my resume to this platform. My resume is in PDF format.

Upload a Resume

Community Involvement

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

I am currently on the Landlord Tenant Commission

List Community activities in which you are involved:

I am an active local philanthropist. I love volunteering for and supporting the many philanthropies in our community. I know the value of their generosity. I have been on the Landlord Tenant Commission since 2019. I enjoy working with tenants and landlords. I find the position rewarding when I can clarify information and bring the parties together.

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:

Landlord Tenant 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 been both a tenant and a current landlord. In my lifetime I have received Section 8. I feel landlords should not fear renting to Section 8 recipients and Section 8 recipients should be respectable of landlords properties as to reduce any apprehensions of renting to Section 8 recipients. I feel landlords should be prohibited from running slum housing. I feel tenants should not be entitled to exorbitant relocation funds from landlords. I believe I can be fair in evaluating the situations presented because I have been on both sides of the issue

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

Serve as an understanding mediator between our landlords and tenants.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Senior Citizen 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 60; some may say I am not a senior citizen but, many senior communities include individuals 55 and over. I feel I would be an asset to this board because I am a senior. I will be looking at not only what affects our seniors today but, what can benefit our seniors in the future.

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

Work for and with the seniors of today and advocate for the seniors of tomorrow.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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

I Agree

Application Form

Profile

Christopher _____ Toth _____
First Name Middle Last Name
Initial

_____ _____
Email Address

_____ W. Palm Ave. _____
Home Address Suite or Apt

Burbank _____ CA _____ 91506
City State Postal Code

Mobile: _____ _____
Primary Phone Alternate Phone

JMG Group, Inc. _____ President _____ Consulting _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

41 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 the city of Burbank for the entirety of my life, went to Burbank schools, worked in Burbank and own a home in Burbank. I feel it is time for me to give something back to the city that I love.

Education

Graduate of the Burbank Unified School District and attended Woodbury University.

Additional Pertinent Courses or Training

- California Real Estate Brokers License holder - Nationwide Multistate Licensing System licensee (NMLS) - Previously I was a Certified Mortgage Planning Specialist (CMPS) - Former member of the city of Burbank Traffic Commission - Current member of the city of Burbank Landlord-Tenant Commission

Other Pertinent Skills, Experience or Interests

- Extensive knowledge pertaining to all aspects of Residential and Commercial Property Management - Very familiar with the city of Burbank's process for permits, plan checks, inspections, etc. - Comprehension of current building codes within the city of Burbank

Upload a Resume

Community Involvement

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

Former member of the city of Burbank Traffic Commission and current member of the Burbank Landlord-Tenant Commission

List Community activities in which you are involved:

Treasurer to the VFW 8310 Auxiliary (A non-profit) Member of the Burbank Rotary

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:

Landlord-Tenant 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 am not a renter, nor am I a landlord, which gives me one of the most unbiased positions for this commission. I am very familiar with the city of Burbank's Emergency Rental Ordinance as well as California's AB1482, as I have helped multiple friends, family and clients with maneuver through the system. I have extensive knowledge of both Residential and Commercial Property Management. I have personal knowledge on the laws and rights of both landlords and tenants at the same time, and a strong understanding of the many contracts that are being utilized lately. I have worked with negotiations for rent amounts, repairs, disputes between tenants in the same building, and even experience with court ordered evictions, cash for keys, and Sheriff lockouts. I know what a landlord must do in order to keep the property in a livable condition and what a tenant can and cannot do to their property.

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

Find ways to help streamline processes for the general public and make them easily understandable to navigate through. I'd like to see the city of Burbank grant the Landlord-Tenant Commission more power and wiggle room to really help out both landlords and tenants without costing the city more money in added salaries and bloat to the already large city government. As a commissioner, I volunteer my time, not just for the meetings but throughout the month helping landlords and tenants and am willing to continue to do so, in order to give back to my community. It's my civic duty. Since us commissioners must reside in the city and city employees have no restrictions, I believe we are the most qualified to help our fellow residents out.

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

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

I Agree

Application Form

Profile

Allison

First Name

Ricciardella

Last Name

Middle
Initial

[REDACTED]

Email Address

[REDACTED] N Orchard Drive

Home Address

Suite or Apt

Burbank

City

CA

State

91506

Postal Code

Mobile: [REDACTED]

Primary Phone

Home: [REDACTED]

Alternate Phone

Marathon Productions

Employer

Travel Manager

Job Title

Travel Manager

Occupation

Which Boards would you like to apply for?

Board of Library Trustees: Submitted

Landlord-Tenant 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 would like to get more involved and learn more about the community

Education

BA

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:

None

List Community activities in which you are involved:

I volunteer at my Son's School Providencia Elementary. We are members at the Burbank YMCA.

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.

Allison Ricciardella

First Choice**FIRST choice for Board/Commission/Committee appointment:**

Landlord Tenant 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 don't have any specific qualifications, experience or education for this Commission. I would like to learn more about Burbank's policies and help shape those policies.

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

To learn and help give a voice to tenants and landlords.

Second Choice**SECOND choice for Board/Commission/Committee appointment:**

Board of Library Trustees

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 use the libraries a great deal, but don't have any professional qualifications, experience or education in Library Science

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

To learn and help give a voice to the Library system in Burbank.

Supplemental Questions

Acknowledgement**Acknowledgment No. 1 - General**

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

I Agree

Application Form

Profile

Jose _____ J _____ De La Cruz _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

Burbank _____ CA _____ 91504 _____
City State Postal Code

Home: _____
Primary Phone Alternate Phone

Progressive casualty _____ File owner _____ Fire Theft Adjuster _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted
Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

30 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 want to join a board council to make a positive impact, contribute my expertise, network with like-minded individuals, grow personally and professionally, and leave a lasting legacy within the city.

Education

Graduated from Burbank High School in 2009. Received my Bachelors from Cal State LA in 2015.

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

I gained knowledge from the insurance industry through years of hands-on experience working in various roles within the industry. My career has provided me with a deep understanding of insurance products, risk management practices, underwriting processes, claims handling, regulatory requirements, and customer service strategies. I have actively engaged in professional development opportunities, stayed updated on industry trends, and collaborated with experts in the field to broaden my expertise. On a personal note, I love to go to the gym at 24 hour and play golf at De Bell.

Upload a Resume

Community Involvement

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

I have not served .

List Community activities in which you are involved:

Mostly participate with my church in LA. I use to volunteer for ASPCA in Glendale . I am actively looking for more events to participate.

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

N/A

Conflict of Interest

Conflict of Interest:

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

Yes No

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

AB 1234 Training

The Board, Commission or Committee (collectively Board) you are seeking appointment to provides City reimbursement for attending trainings or conferences. Therefore, under State Law all members of the Board must receive at least two hours of ethic's training, as prescribed by the Fair Political Practices Commission, within one year of appointment and once every two years thereafter.

First Choice

FIRST choice for Board/Commission/Committee appointment:

Civil service board

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

In my current role , I am trained to create a timeline of events for a claim and review if there are any inconsistencies with the claim. I am trained to gather facts and determine if a claim is legitimate or is potentially fraud . I am trained to gather all the facts and evidence before making a coverage decision. I believe will translate well as a committee member .

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

To have the opportunity to be a service to the city and performing the role with trust and integrity. To provide an unbiased service.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Landlord tenant 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

Coming from insurance i understand risk assessment. I believe this will translate well between tenants and landlords to be fair and partial .

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

I am a renter in the city, hoping to bring mutual agreement between all parties.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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

I Agree

JOSE JUAN DE LA CRUZ

N GLENOAKS BLVD, BURBANK CA 91504

CITIZENSHIP: U.S.

VETERANS' PREFERENCE: NONE

EDUCATION

California State University Los Angeles – Los Angeles, CA
Bachelor of Science in Criminal Justice, March 2015

Burbank High School – Burbank, CA
High School Diploma, June 2009

QUALIFICATIONS

Bilingual proficiency in English and Spanish.

Effectively establish working relationships with clients of varying personality types and coming from different backgrounds while maintaining a professional attitude at all times.

Determine and analyze the relevance of presented statements and documentation before accepting or rejecting them.

Expertise with MS Office, ISO claims search, Intellitruck, and U.S. Department of Transportation SAFER systems, TLO, ADDI23, Accurant, Autocheck, VVS, Adjuster Licenses in 15 States.

WORK EXPERIENCE

PROGRESSIVE INSURANCE, June 2016 to Present – Pasadena, CA

Commercial Fire and Theft April 2022 – Present

Oversee commercial and auto vehicles claims for fire and theft.

Complete recorded interviews with all material parties

Consult with agents, witnesses, law enforcement, fire department, forensic specialist.

Work with SIU regarding suspect claims reporting

Commercial Heavy Equipment Adjuster, February 2018 to April 2022

Explain coverage or denial of claim to insureds and claimants.

Interview insureds, claimants, and witnesses to obtain information for liability and coverage investigations.

Determine liability and verify coverage through investigation of location, damages to properties and/or vehicles, and statements of involved parties.

Review and interpret policy language for complex coverage issues.

Review and compare current claims and prior claims to prevent fraudulent activity.

Understand contracts and liability laws for multiple states.

Total Loss Adjuster, December 2016 to February 2018

Same responsibilities to current position of Commercial Heavy Equipment Adjuster for personal automobile claims.

Interpreted and presented total loss valuation settlements to insureds, claimants, lienholders, and lease holders for non-repairable vehicles.

Assisted as part of the Catastrophe Team to quickly resolve total losses for insureds affected by hurricane Harvey and hurricane Irma.

Personal Automobile Claims Adjuster, June 2016 to December 2016

Same responsibilities to current position of Commercial Heavy Equipment Adjuster for personal automobile claims.

Negotiated claim settlements with other insurance carriers and recommended litigation when settlement could not be negotiated.

YOUTH POLICY INSTITUTE, January 2013 to June 2016 – Los Angeles, CA

Site Coordinator

Led a team to implement after school programs for two schools.

Coordinated field trips and enrichment programs within a specified budget of \$250k

PETCO, September 2010 to January 2015 – Studio City, CA

Customer Advisor

Certified in pet nutrition and assisted customers to determine the best food for their pet.

Reconciliation of daily cash transactions.

Resolved service, pricing, and technical problems for customers by asking fact finding questions.

Application Form

Profile

Rose _____ Johnson _____
 First Name Middle Initial Last Name

 Email Address

 Home Address Suite or Apt

Burbank _____ CA _____ 91500 _____
 City State Postal Code

Home: _____
 Primary Phone Alternate Phone

FAA _____ Management Program Assistant _____ Government _____
 Employer Job Title Occupation

Which Boards would you like to apply for?

Civil Service Board: Submitted
 Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

30 Years

Burbank Registered Voter?

Yes No

Interests & Experiences

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

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

I am interested in serving on the board because as a renter in Burbank for 31 years I'd like to advocate for renters rights. Rents in Burbank are to high and the increasing problem with homelessness is not serving the City of Burbank.

Education

Saugus High School- Class of 86 American Career College- Class of 95 Legal Secretary Certificate Glendale Community College- 2002- 2005

Additional Pertinent Courses or Training

Real Estate courses at Glendale Community College General Education

Other Pertinent Skills, Experience or Interests

I have worked at Burbank Air Traffic Control Tower for 31 years. I am proficient in all aspects of administrative services.

Upload a Resume

Community Involvement

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

NONE

List Community activities in which you are involved:

NONE

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:

Landlord/ Tenant Commission

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

As a 31 year resident and civil servant for the City of Burbank I am passionate about seeking the best interest for renters. I myself have rented in Burbank for 31 years so I understand the daily struggle of the renter. I am also interested in being more involved in my community.

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

To be involved in the decision making for renters in Burbank. I would like to see more fair equitable housing for Burbank residents.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Civil Service Board

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

I feel my administrative background and expertise along with being a longtime civil servant for the City of Burbank will be an asset to the Civil Service Board.

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

To be involved in my community by participating in a Board or Committee.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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

I Agree

ROSE E. JOHNSON

Experience *2-2-98 to Present*

Burbank Air Traffic Control Tower

██████████ N. Hollywood Way, Burbank, CA 91505

Brian D. Marshall, Air Traffic Manager
██████████

Management & Program Assistant- JOB SERIES FV-03440-E-00

Responsible for assisting the Air Traffic Manager, John F. Nelson with daily air traffic administrative duties. Provide administrative support in a professional, technical or specialized manner. Provide detailed guidance for almost all facility tasks, excluding operational. Reviews and ensures that time and attendance cards are reviewed for accuracy and transmitted every pay period. Contributes in the organization of Air Traffic in application of human and material resources. Is responsible for provided accurate annual and semi-annual reports for office inventory and property. Exercises a comprehensive knowledge of the Air Traffic Management policies, budget & procedures. Maintains and ensures confidential and sensitive files. Accomplishes assignments & projects within established timeframes. Maintains personnel records pertaining to: time cards, leave, personnel records, overtime, compensatory time. Schedules and maintains accuracy for ATCS annual physicals. Assist all employees with E2 Travel local or distant travel, by creating necessary authorizations and vouchers. Conducts relevant and timely research and investigation of new and innovative and improved business and management practices. Displays ongoing flexibility and cooperation in support of team decisions. Daily assignments may include: compiling, tracking and analyzing data, scheduling meetings, preparing correspondence and maintaining records. In addition, provides administrative support to two Front Line Managers and assist the Support Specialist with the Training Program by maintaining TRAX entries pertaining to all aspects of training, maintains TRAX quarterly reports. Tracks and maintains training records for new hires. Proctor for the MMP-2 exam for new hires for more than 10 years. 2016, PIV Trusted Agent within the district. Designated alternate property custodian, maintains records of all office and tower equipment inventory in the AITS system. I am proficient with the following programs; CASTLE, CRU-X, AITS, NTDB, MS OUTLOOK, E2 TRAVEL, TRAX. PRISM, PCPS, COUNT OPS, SOT, WEB SCHEDULES, ATO-CITRIX

Merits & Awards

2017- Cash Award

2006- Letter of Appreciation from CFC team

2005-Cash Award- from the ATM for going above and beyond the outcomes and expectations

2004- Letter of Commendation from the Air Traffic Team

2003- Letter of Appreciation from the CFC team

2002-Time off Award for performance

2001-Time off Award for performance

2000-Time off Award for performance and extra effort

1999-Time off Award for performance and extra effort

Education

2003-Ongoing

Glendale College, Real Estate, Various Course Studies

American College of Business, class of 1995

Legal Secretary Certificate

Saugus High School, Class of 1986

Contact Information



Application Form

Profile

John _____ Dourisboure _____
First Name Middle Initial Last Name

Email Address

____ S. Reese Pl _____
Home Address Suite or Apt

Burbank _____ CA _____ 91506
City State Postal Code

Mobile: _____
Primary Phone Alternate Phone

Bonduelle Fresh Americas _____ Sr Category Manager _____ Manager _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Landlord-Tenant Commission: 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?

To ensure that the issues facing both the Landlord (especially the Mom & Pops) as well as the Tenant as heard, discussed and resolved

Education

BA Communication, Cal State Northridge MBA - Univ of Southern California

Additional Pertinent Courses or Training

Other Pertinent Skills, Experience or Interests

I have partial ownership in two multi-family dwellings in Burbank. I own these building, a duplex and a 4-plex, with my brothers.

Upload a Resume

Community Involvement

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

None

List Community activities in which you are involved:

None

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.)

I have partial ownership in two multi-family dwellings in Burbank. I own these building, a duplex and a 4-plex, with my brothers.

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.

John Dourisboure

First Choice**FIRST choice for Board/Commission/Committee appointment:**

Landlord-Tenant 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 life-long Burbank resident. I have owned rental property for 30 years (which I also manage). I have an MBA from USC in Marketing.

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

To ensure that the issues facing both the Landlord (especially the Mom & Pops) as well as the Tenant as heard, discussed and resolved

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**

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

I Agree

John Dourisboure

JOHN P. DOURISBOURE

Results-driven CPG sales and marketing professional with experience from food products and vitamin & supplement categories. Track record of development and implementation of strategies that create partnerships with FDM and online customers that optimize assortment, pricing, promotions, and merchandising activities.

- Proven retail sales leadership & branding
- Skilled account level promotional planning
- Strategic and business planning/execution
- Significant trade spending, P&L experience
- Market research and Sales analysis acumen
- Business development & sales growth driven
- Extensive cross functional team leadership
- Regional Field Sales and HQ Sales experience
- Fact-based sales presentation skills
- Solid customer marketing & pricing expertise

EXPERIENCE

BOUNDUELLE FRESH AMERICAS, Irwindale, CA

2023 - present

Sr Category and Revenue Growth Manager

(Jan 2023 – Present)

- Collaborated with Sales Team through Category and Shopper insights, Planogram (JDA) / Space to Sales metrics and Promotional Analytics leading to distribution gains at Albertsons, Vallarta, Stater Bros and Winco
- Introduced new Trade Management program, Promotional Analysis tool and Product price list
- Implemented new monthly reporting structure utilizing SPINS, 84.51, EYC and Numerator data and shared through Google Suite and Tableau

LIEF LABS, Valencia, CA

2022 - 2023

Sales Leader

- Authored overall Sales Strategy to expand our portfolio and reach new customers
- Supervised team of 6 Sales Team members

PACIFIC PHARMACEUTICALS USA, Rancho Cucamonga, CA

2021 - 2022

Director, Sales & Marketing (Feb 2021 – March 2022)

- Crafted overall Sales Strategy and implemented Digital Marketing Campaigns utilizing Google Analytics, Google Ads, Amazon Advertising and User Generated Content, to drive a 51% increase in Q4 '21 online marketplace sales vs previous quarter and achieving \$800,000 in annual sales.
- Launched new *Pacific Nature's* Brand with 27 VMS products to sell on company website, Amazon.com and walmart.com marketplaces
- Developed and successfully launched e-commerce websites for *Pacific Nature's* and *Pharma America* products to incorporate SEO, WooCommerce and Mailchimp communication software.

PHARMAVITE Northridge, CA

1999-2020

Sales Channel Director (2018-2020)

- Provided sales leadership, directing both PHV Sales Teams and Broker Partners, in the launching of MegaFood premium supplements to the FDMC channel. Exceeded sales projections by 20% in the 1st year of \$2.4M in 2019.
- Established distribution of *MegaFood* supplements in over 25 retail accounts, including:
 - Drug, Mass & Club: *Target, CVS, Rite Aid, Walgreens, and BJ's Wholesale Club*
 - Grocery: *King Soopers, Fred Meyer, HEB, HyVee, Meijer, Ahold, Wakefern and Wegmans*

- Developed and executed highly creative trade promotional programs while managing the FDMC MegaFood P&L; efficient Trade Spending resulted in improved Gross to Net ratio by 4%
- Collaborated with Finance, Operations and Procurement to spearhead the new/innovative price-pack architecture strategy for the MegaFood gummies product line, resulting in pricing reductions/counts that made MegaFood products more competitive in the marketplace.
- Facilitated creation of internal cross-functional teams between Pharmavite and *MegaFood's* operations; ensuring effective forecasting, packaging and supply chain needs for the Channel rollout.

Customer / Trade Marketing Manager (2008-2018)

- Crafted and executed account-level trade promotional plans for the *Nature Made* vitamins and *SOYJOY* nutrition bar product lines, in addition to evaluating trade promotion strategies for all FDM accounts using ROI metrics.
- Executed all *SOYJOY* nutrition bar customer marketing activities, including the generation of coupons, displays and circular ads and presented consumer/shopper insights to retailers, such as Target, CVS, Kroger, Albertsons, Ahold, Ralphs, King Soopers, and Fred Meyer, increasing brand awareness and new business opportunities.
- Communicated and coordinated key strategies, insights, and initiatives between field and internal products; facilitated creation and placement of trade advertising; managed Closeout Sales.
- Worked cross-functionally with Brand Marketing, Supply Planning, Procurement and Packaging to introduce a new product line designed for convenience stores in 2013, gaining distribution with Kwik Trip and 7-Eleven, resulting in 1st year sales over \$1.6M.

Key Account Manager (2005-2008)

- Lead role in Joint Business Plan process to lay out strategic growth initiatives as well as increase distribution of new products in Stater Bros, Raley's, SaveMart, Bi-Mart, Bartell Drug and Amazon.com accounts.
- Directed the retail broker community in the execution of business and promotional plans, accelerating the distribution of new product lines spanning SOYJOY nutrition bar and RX Essentials, leading to incremental revenues while controlling my Regional Grocery P&L.
- Increased sales account growth at Bartell Drugs by over 25%, Drugstore.com by over 17.7%, Amazon.com by over 17.1%, and Raley's by over 35.7% in 2007.

Category Management Analyst (1999-2005)

- Developed and deployed fact-based sales presentations for account reviews for multiple clients, including Kroger, Ahold and Albertsons, while driving more effective distribution for Ralph's, HEB, and Meijer.
- Negotiated contracts for expanded distribution solutions and grew 2004 sales +36.7% at Ahold and +7.3% at Kroger. Recognized as SUPERVALU's Vendor of the Year in 2003.
- Leveraged deep-dive research, insights and forecasting support using IRI, SPINS & Nielsen data, which spanned category reviews, market coverage analysis, promotional studies, and opportunity gap studies for the Grocery and Regional Drug store accounts. Managed product assortments and planograms using Apollo Space Management software for new and existing accounts.

EDUCATION

University of Southern California
MBA, Marketing & Information Systems

California State University Northridge
Bachelor of Art, Speech Communication

Application Form

Profile

Edward _____ T _____ Sanchez _____
First Name Middle Initial Last Name

_____ _____
Email Address

_____ N. Doan Dr. _____
Home Address Suite or Apt

Burbank _____ CA _____ 91506
City State Postal Code

Mobile: _____ _____
Primary Phone Alternate Phone

Self Employed _____ Property Manager _____ Property Manager _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

28 years

Burbank Registered Voter?

Yes No

Interests & Experiences

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

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

I would like to share my knowledge of being in property management to help both tenant and housing providers.

Education

John Marshall High School, Some college, 26 years of property management experience

Additional Pertinent Courses or Training

26 years of property management experience

Other Pertinent Skills, Experience or Interests

26 years of property management experience

Upload a Resume

Community Involvement

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

None

List Community activities in which you are involved:

None

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.)

I do own a single family home that I rent out. However, I represent many renters and housing providers.

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.

Edward T Sanchez

First Choice**FIRST choice for Board/Commission/Committee appointment:**

Landlord Tenant committee

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

I have helped hundreds of renters and housing providers in the city of Burbank. As a property manager, I have to be fair to both sides.

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

To share my knowledge and experience of the rental/management of real estate in Burbank.

Second Choice**SECOND choice for Board/Commission/Committee appointment:**

N/A

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

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

Supplemental Questions

Acknowledgement**Acknowledgment No. 1 - General**

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

I Agree

Application Form

Profile

Cameron

First Name

Hunter

Last Name

Middle Initial

[Redacted]

Email Address

[Redacted] N Kenwood St

Home Address

Suite or Apt

Burbank

City

CA

State

91505

Postal Code

Mobile: [Redacted]

Primary Phone

Alternate Phone

Media West Realty

Employer

Salesman

Job Title

Realtor

Occupation

Which Boards would you like to apply for?

Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

35 years

Burbank Registered Voter?

Yes No

Interests & Experiences

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

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

I am a life long Burbankian who is a housing provider yet has seen most of my friends have to move out of the city due to high housing costs. Being a Real Estate background I believe I can help be balanced voice for this commission

Education

High School Graduate. Some college. Licensed Real Estate Agent for 13 years

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:

Parks and rec coach, scholarship committee member, board director at Burbank association of realtors, Burbank first United Methodist church Trustee

List Community activities in which you are involved:

Burbank association of Realtors board director.

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.

Mother retired from HR department 5 years ago.

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:

Tenant landlord 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.

Realtor who has helped many tenants and landlords with their housing needs

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

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

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

I Agree

Application Form

Profile

Constantine V

First Name

Metallinos

Last Name

Middle
Initial

[REDACTED]

Email Address

[REDACTED] Leland Way

Home Address

Suite or Apt

Burbank

City

CA

State

91504

Postal Code

Mobile: [REDACTED]

Primary Phone

Business: [REDACTED]

Alternate Phone

self-Centurion Realty

Employer

Owner

Job Title

Real Estate

Broker/Property Manager

Occupation

Which Boards would you like to apply for?

Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

25 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 do currently live in Burbank, I do work and own a business in Burbank. I own a Real Estate Brokerage and Property Management Company. I have been in property management for over 20 years. I have experience managing properties in Burbank, Glendale, SFV, City of Los Angeles, and County of Los Angeles.

Education

Greek schooling, Corfu Island Greece. New York College (Long Island Suffolk Community College, West Los Angeles College, USCG Lic Master Marine Academy, National Ski Patrol OEC first respondent at Ski Patrol Snow Rescue over 26 years. Currently obtaining a Professional certificate from Pepperdine University through CAR.

Additional Pertinent Courses or Training

I have been working with Mr Frank D Rubin eviction Attorney for over 30 years, as his lock out Broker and Money for Keys relocation agent.

Other Pertinent Skills, Experience or Interests

Same as above.

Upload a Resume

Community Involvement

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

Burbank on Parade.

List Community activities in which you are involved:

Johnny Carson Park Classic car show.

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:

Landlord-Tenant.

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

Property Owner, Real Estate Broker over 40 Years.

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

To assist and help in Landlord/Tenants matters.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

None

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

USCG Marine Inspector, Captain Mariner, Property evaluator, classic car Judge, Gardening specialist.

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

Make things easier for the City Council to understand and make discussions on Landlord and Tenants matters to benefit the city along with all the parties involved.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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

I Agree

Application Form

Profile

Misty _____ R _____ Tamburelli _____
 First Name Middle Initial Last Name

_____ _____
 Email Address

_____ N KENWOOD ST _____
 Home Address Suite or Apt

BURBANK _____ CA _____ 91505 _____
 City State Postal Code

Home: _____ _____
 Primary Phone Alternate Phone

Wexler Real Estate & _____ Finance Manager _____ Broker Associate _____
 Employer Job Title Occupation

Which Boards would you like to apply for?

Community Development Goals Committee: Submitted
 Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

20 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?

Strong desire to contribute, to use my skills, knowledge, and experience to make a positive impact in our community. I find satisfaction in commitment to public service and the opportunity to give back by participating in important decision-making processes. I appreciate gaining valuable insights and knowledge through collaboration. Willingness to take on leadership roles and influence positive change within the organization or community is beneficial to my growth.

Education

Associate Degree in Accounting (working on a BA) Associate Degree in Real Estate CA Real Estate Brokers License

Misty R Tamburelli

Additional Pertinent Courses or Training

California Real Estate License

Other Pertinent Skills, Experience or Interests

Managerial and planning skills, accounting software advance skills, MAC & PC proficient. In depth spatial knowledge of Burbank grid system and streets. Public speaking, customer relations, human resources training.

Upload a Resume

Community Involvement

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

N/A

List Community activities in which you are involved:

Burbank Unit 601 - Girl Scouts Troop 4346, Community Garden Project RISE-Burbank volunteer program (Past) Burbank Coordinating Council - Volunteer

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

N/A

Conflict of Interest

Conflict of Interest:

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:

Landlord-Tenant 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 held many leadership positions and enjoy working with professional to improve and implement changes successfully. I have patience and superb organization skills I've acquired from many years working as an executive assistant, and owning my own accounting business. I have managed a staff of 25 plus while organizing large live-streaming production events such as political campaigns, sports events, PSAs, and music concerts. I have contractual experience from my years as a property manager and real estate agent. I have worked closely with attorneys, CPAs, CEOs and business owners.

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

My goals serving on this Board are to help provide research and fair, honest opinions and ideas that will benefit the City of Burbank. Second, I hope to serve the community and provide diligent insight to residents, staff and council. Third, I hope to help produce results and make positive change. Lastly, I would like to influence fellow Burbank resident to become involved in providing civil service to the community.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

Community Development Goals Committee

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

Working along architects, structural and civil engineers, accounting professionals and land developers I feel I have a solid foundation of what it takes to be apart of the Infrastructure Oversight Board. I am familiar with building processes and phases, terminology and construction and of course budgeting, I am an accountant.

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

My goals serving on the Infrastructure Oversight Board are to help guide and provide the City of Burbank the absolute best methods and execution on planning and future projects that will benefit the community and allow the city to flourish. Second, I hope to work with developers, planning officials, architects and innovative ideas that will serve the community while providing diligent insight to residents, staff and council. Third, I hope to help produce results and make positive change. Lastly, I would like to see Burbank at its best, by continuing adapting sustainable building and keeping the feel of a small large city.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General


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

I Agree

Misty Tamburelli

Senior Accountant -

Burbank, CA 91505



Dynamic and highly motivated professional with a fervent drive for success and a keen interest in seizing opportunities for personal and professional growth. As an energetic self-starter, I bring a positive mindset, goal-oriented approach, and the ability to thrive independently in high-energy entrepreneurial environments. Possessing strong analytical and organizational skills, coupled with in-depth computer proficiency, I am poised to contribute effectively to a dynamic team and make valuable contributions to your organization's success.

Work Experience

Senior Accountant / Broker Associate

Wexler Corporation -Real Estate Sales & Property Management - Burbank, CA

2019 to Present

Performing GL entries, journal entries, and bank reconciliations. Recognized for identifying and spearheading process improvements to enhance operational efficiency. Adept at supporting the preparation of various regulatory and tax filings, as well as managing audits. Experienced in preparing and presenting financial information to leadership, demonstrating strong communication and analytical skills. Proven ability to lead and provide direction to teams, ensuring the successful completion of financial tasks. Additionally, proficient in preparing ad hoc reports and analyses, as well as contributing to budgeting and forecasting initiatives. Skilled in managing property acquisitions, further adding strategic value to financial operations.

Chief Financial Officer

Absolute Live Productions & Rentals - Burbank, CA

November 2010 to 2014

Oversee all departments with the everyday activities that revolve around Live Streaming and Film Productions. Consult with the CEO on a daily basis. Answer phones -assist customers, vendors and tenants, screen calls and messaging. Accounts Payable and Receivable -entry of bills, maintain payment schedules, distribute payments, quarterly billing, collections and bank deposits. Prepare monthly/ quarterly reconciliation reports and tax returns. Payroll, payroll reports and processing, hiring, W-2's and 1099's. Organize, develop and maintain filing system. Create and maintain spreadsheets on Excel. Letter writing and documentation preparation on Word. Mail distribution, copies, scanning, faxing, placing and following orders, shipping and receiving.

Property Manager, Bookkeeper

California Independent Production Center - Burbank, CA

May 2007 to October 2010

Successfully maintained full occupancy of a 35 unit commercial office building. Prepared all income and expense reports using QuickBooks for an entertainment facility. Prepared all lease documentation, collected rent and paid bills.

Made timely resolutions of tenant complaints and necessary repairs.
Prepared year-end financial statements for income and taxes.
Assisted in the demolition and construction of new 2-story structure and remodeling of existing structure.

Education

Associate Degree in Accounting & Real Estate

Los Angeles Valley College

January 2011 to 2015

Accounting Licenses

Real Estate License

Expires: January 2028

State: CA

Skills

- Quickbooks
- Paychex
- Payroll
- Accounting
- Accounts Receivable
- Bookkeeping
- Accounts Payable
- Budgeting
- Microsoft Excel
- Excel
- Outlook
- Quickbooks (10+ years)
- Financial Statement Preparation
- General Ledger Accounting
- Journal Entries
- Tax Experience
- Bank Reconciliation
- Analysis Skills
- Account Reconciliation
- Office Management
- Auditing
- GAAP

Certifications and Licenses

CA Real Estate License

June 2006 to November 2028

Notary Public

April 2017 to March 2021

Driver's License

Application Form

BBK city clerk 05-30*24AM09:14

Profile

Dianna M Encarnacion
First Name Middle Initial Last Name

[Redacted]

[Redacted] W. Olive Ave [Redacted] [Redacted]

Burbank CA 91506
Home Address City State Postal Code

[Redacted] [Redacted]

Burbank Unified School Dist FSA
Employer Job Title Occupation

Which Boards would you like to apply for?

None Selected
landlord Tenant or Senior

Length of time as a Burbank Resident: 30

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?

To help and assist others in understanding and assist in developing proper protections for better communication between LL/Tenant or Protections for Seniors within the Burbank community
Education Associate in Early Child Dev/Administration-Pre School
Additional Pertinent Courses or Training

Life Experience and Advocacy Knowledge

Other Pertinent Skills, Experience or Interests - Excellent communication skills work well with others, and in public speaking

Community Involvement

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

none -

List Community activities in which you are involved:

BTV - as well as self participation in issues that interest or concern me

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

none

Conflict of Interest

Conflict of Interest:

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

Yes No

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

AB 1234 Training

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:

Landlord Tenant

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

personal experience which led me to reach out to LA county advocacy groups which in turn gave me first hand knowledge as well supporting BTU

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

Helping/Teaching/Supporting the 70% of renters in Bur.

Second Choice who deserve to live and work in the community they love!

SECOND choice for Board/Commission/Committee appointment:

Senior 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

Im a Senior

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

protecting long term Burbank seniors to have access to affordable rental/housing and maintain transparency for Bur. Residents who transition to Sr. housing that its fair.

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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

I Agree

Application Form

* ATTACHED IS MY CERTIFICATE AS A PAST TENANT-LANDLORD COMMISSIONER.

Profile

VICTOR J Wolfe
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] N. MAPLE ST.
Home Address Suite or Apt
BURBANK CA 91505
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

SELF PROPERTY MANAGEMENT
Employer Job Title Occupation

BK City Clerk 05:30:24M1051

Which Boards would you like to apply for?

None Selected TENANT LANDLORD COMMISSION

Length of time as a Burbank Resident: 28 YEARS

Burbank Registered Voter?

Yes No

Interests & Experiences

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

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

Education BASIS, REAL ESTATE BROKER, LOCKSMITH,

Additional Pertinent Courses or Training OWNER OF PROPERTY MANAGEMENT BUSINESS. I WAS A TENANT-LANDLORD COMMISSIONER FOR 5 YEARS.

Other Pertinent Skills, Experience or Interests PRIVATE PILOT, AND SOUBA DIVAR,

Community Involvement

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

FORMER LANDWARD COMMISSIONER. I LEFT BECAUSE I WAS A SINGLE FATHER WITH 2 YOUNG BOYS. NOW, THEY ARE GRADUATING COLLEGE.

List Community activities in which you are involved:

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

N/A

Conflict of Interest

Conflict of Interest:

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

Yes No

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

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.

ASA REAL ESTATE AGENT, I'VE HAD EXTENSIVE ETHICS TRAINING.

First Choice

FIRST choice for Board/Commission/Committee appointment:

LANDLORD TENANT 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.

DESCRIBED ABOVE. I OWN RENTAL UNITS IN BURBANK, GLENDALE, MANAGE PROPERTIES THROUGHOUT THE VALLEY AND LOS ANGELES

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

I CARE ABOUT MAINLY HELPING TENANTS AND LANDLORDS WITH DISPUTES.

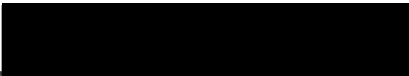
Second Choice

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



5-30-24

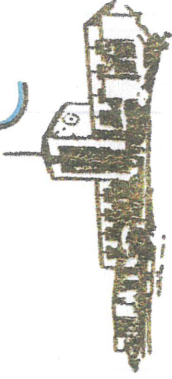
Acknowledgement

Acknowledgment No. 1 - General

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

Agree

City of Burbank



COUNTY OF LOS ANGELES

STATE OF CALIFORNIA

FOUNDED 1911

I hereby certify:

*That at a meeting of the Council of the City of Burbank held on
the 22nd of May 2001,*

Victor J. Wolfe

was duly appointed to be a member of the

Landlord-Tenant Commission



CITY CLERK

A handwritten signature in blue ink, appearing to be the name of the City Clerk, written over the printed name and partially overlapping the redacted area.



(818) 238-5160
FAX (818) 238-5159

VICTOR JOHN WOLFE
LANDLORD TENANT COMMISSION

CITY OF BURBANK
275 EAST OLIVE AVENUE • P.O. BOX 6459
BURBANK, CALIFORNIA 91510-6459



VICTOR J. WOLFE
BROKER

WOLFE PROPERTY MANAGEMENT

BRE # [REDACTED]
[REDACTED] W. Magnolia Blvd.
Burbank, CA 91505

Tel: [REDACTED]
Fax: [REDACTED]
Cell: [REDACTED]
Email: [REDACTED]

Handwritten: 10/25/05 MICHAEL - GROSSER, R

Handwritten: [Faint illegible text]

Handwritten: VICTOR J. WOLFE

Handwritten: [Faint illegible text]

Handwritten: [Faint illegible text]

Handwritten: [Faint illegible text]

Application Form

Profile

Linda _____ Kite _____
First Name Middle Last Name
Initial

Email Address

Home Address

Suite or Apt

Burbank _____ CA _____ 91501 _____
City State Postal Code

Mobile: _____
Primary Phone Alternate Phone

Retired _____ Executive Director (former) _____ former nonprofit director _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Landlord-Tenant Commission: Submitted

Length of time as a Burbank Resident:

6 years

Burbank Registered Voter?

Yes No

Interests & Experiences

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

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

After 30 years of nonprofit work as a community organizer and executive director; I retired in 2020 and took a much needed break from that intense grind. I focused on environmental justice and healthy homes specifically. While my work was grounded in the City of L.A. I also collaborated with regional, state and federal efforts. I moved to Burbank in 2018 and project managed an ADU process when we were served with a notice to correct an unpermitted garage apartment that was built by the previous owners in the 1980s; it was a 5 year ordeal to day the least. At this point I would love to share both my professional expertise and my current experience as a small landlord with the City of Burbank on the Landlord Tenant Commission.

Education

Cal State University Los Angeles MBA Marketing 1987 Cal State University Dominguez Hills
BA Marketing 1985 Harbor Community College Fashion Design and Merchandising 1983

Additional Pertinent Courses or Training

Community Organizing Environmental Justice Healthy Homes Practitioner Integrated Pest
Management Lead Abatement Project Manager Lead Risk Assessor Mediation

Other Pertinent Skills, Experience or Interests

I'm interested in achieving housing justice for the residents of Burbank.

Upload a Resume

Community Involvement

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

none to date in Burbank

List Community activities in which you are involved:

Gardening groups in Burbank (mainly sharing knowledge and plants with each other)

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:

Landlord Tenant 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 30 years experience in addressing housing at the point where health impacts occur: Lead Poisoning prevention and Asthma Triggers such as dampness / mold and pest infestations. I have trained property owners, landlords, management companies and their maintenance crews on healthy homes issues and cost effective solutions. I have developed and successfully enacted policy and implemented it at the local, state and federal levels. My background in Mediation also helps inform how i did my work, by bringing each side together to work out solutions.

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

My goal is to help the City of Burbank better serve ther residents by ensuring housing justice. Both property owners and tenants need to see how this works to serve their respective interests and how it is mutually beneficial.

Second Choice

SECOND choice for Board/Commission/Committee appointment:

N/A

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

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

Supplemental Questions

Acknowledgement

Acknowledgment No. 1 - General

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

I Agree

Linda Kite

█ E. Verdugo Ave Burbank, CA 91501
█
█

SUMMARY STATEMENT As a subject matter expert and nationally recognized bi-lingual trainer of grassroots community leaders, I have successfully used Popular Education techniques to build capacity in low-literacy immigrant populations so they can conduct environmental hazard assessment in Participatory Action Research projects. I have replicated this nationally with the Alliance for Healthy Homes' Community Environmental Health Resource Center and the National Center for Healthy Housing. Recognized as an expert on lead poisoning prevention and healthy homes issues, I work seamlessly at the grassroots level, with government agencies, and in the technical expert arena.

RELEVANT TRAINING / CERTIFICATION

Healthy Homes Rating System, Los Angeles, CA; May 2012

- HUD tool to assess the "Effect of the Defect" (very new tool introduced in the US 2012)
- Uses Risk Assessment methodology to qualitatively measure health and safety hazards in homes
- A formula is used which takes into account the nature of the hazard, the likelihood of an occurrence and the seriousness of the outcome (known as the spread of possible harms). At its simplest, the formula is: Risk (likelihood) x Outcome = Numerical Score

Integrated Pest Management for Healthy Homes, Midwest Pesticide Action Center, Chicago, Illinois; May 2008

- *Beating Back Bed Bugs*; Train the Trainer course to educate Landlords, Tenants and Health or Housing Inspectors
- *IPM and the Home as a System*; Train the Trainer course to educate Landlords, Tenants and Health or Housing Inspectors
- *IPM in the Garden*; Train the Trainer course to educate consumers about organic gardening and lawn care

Essentials of Healthy Housing, Los Angeles, CA; March 2004

- Credentialed Healthy Homes Specialist May 2011
- Completed Comprehensive Exam on the 7 Principles of Healthy Housing
- Can characterize housing risks using epidemiological triangle, housing codes, vulnerable populations and housing systems that contribute to comfortable living spaces

Environmental Justice Organizer, Los Angeles, CA; March – April 1992

Two month intensive training for Community Organizers of color to learn Environmental Justice Movement building and strategic campaign planning and implementation

EPA Certifications:

Renovations Repair and Paint (RRP) Certification 2010

Lead Dust Sampling Technician (DST) Certification 2001

California DPH Certified:

Lead Inspector/Risk Assessor, Los Angeles, CA; May 2005

- Authorized to Conduct Environmental Assessments and Sampling for Lead in Dust, Soil, Paint chips and Water
- Authorized to write reports for lead hazards for private sector and public sector
- Authorized to supervise lead dust sampling technicians

Lead Abatement Project Manager, Los Angeles, CA; September 2001

- Authorized to write scope of work and bids for lead abatement jobs
- Authorized to take dust wipes for clearance purposes
- Authorized to supervise workers and jobs
- Authorized to train workers in Lead Abatement, Lead Safe Work Practices in both English and Spanish

EDUCATION:

- **CA State University of L.A.:** M.B.A, International Marketing, May 1987 Thesis: Cooperatives as a Means of Third World Development; A Bottom up Approach to Building Wealth and Developing Infrastructure
- **CA State University of Dominguez Hills:** B.S., Major: Marketing, Minor: World Politics May 1985
- **Harbor Community College:** Certificate Fashion Design and Merchandising 1983

RELEVANT EXPERIENCE

Executive Director; Healthy Homes Collaborative, 2002 – 2020, Los Angeles, CA

- Strategic Coordination of a Regional Coalition addressing issues sub-standard housing, tenants' rights, health access, environmental health and justice,
- Responsible for project management, fundraising, coordination of outreach, education, policy, media strategies, leadership development
- Persuaded L.A. DPH CLPPP to work in coordination with L.A. Housing Department's Code Enforcement Unit to identify slum buildings and ensure that code compliance is achieved using lead safe work practices, project piloted in five highest risk City Council Districts (2003-2005) and expanded to six City Council Districts for second HUD grant (2005 -2007)
- Wrote or participated in writing successful grant applications to foundations and government agencies that resulted in the award of \$7M to the HH Collaborative and its partners.

Community Environmental Health Resource Center: Bi-lingual Trainer, Alliance for Healthy Homes, Washington D.C., 2002-2005

- Advised the development of curriculum for training grassroots groups nationally
- Translated the curriculum ensuring for technical jargon consistency and multiple literacy levels
- Trained over 1000 grassroots community leaders in both English and Spanish, with particular success in low literacy and immigrant populations in:
 - Participatory Action Research campaign development, implementation, and evaluation
 - Health Survey development implementation and analysis
 - Lead Sampling in Dust, Soil, Paint chips and Water
 - Visual Survey of substandard housing conditions
 - Vermin infestation assessments
 - The use of a Moisture Meter to detect underlying moisture problems
 - Radon detection and evaluation
 - Carbon Monoxide Meter use and evaluation
 - Interpretation of results and hazard communication to impacted communities

Healthy Homes Project: Job Development Coordinator; SAJE 1998 – 2002 L. A, CA

- Charted the establishment a \$2 million Healthy Homes Outreach Project in collaboration with Esperanza Community Housing Corporation, and St. John's Well Child Center. Project addresses sub-standard housing issues, tenants' rights, health access and education, and ties job development with community investment in a specific neighborhood in South L.A.
- Trained over 200 workers in lead and mold hazard abatement, integrated pest management, and specialized cleaning techniques.
- Organized and helped co-found a domestic worker cooperative (Dynamic Workers, LLC) that works with day laborers to capture the environmental remediation jobs that result from the aforementioned activities
- Persuaded L.A. DHS CLPPP to create a complaint-based response team who can intervene and stop unsafe work practices as identified, instead of just using a child's blood lead level as the trigger. This program is funded through the CDC

Community Organizer / Project Director: LPOP 1990 – 1998 L.A., CA

- The Lead Poisoning Organizing Project was a project of the National Toxics Campaign
- Integrated tenant organizing with health promotion and environmental justice issues
- Initiated Prop 65 lawsuit at Wyvernwood Garden Apartments that resulted in \$14 million settlement for complete lead abatement and general rehab of 1175 units in East Los Angeles.
- Challenged and prevailed in directing DHS / CLPPP to make addresses of Lead Abatement orders public record so that community based organizations can better target outreach activities.
- Prevented case management efforts from being required only on cases of Blood lead levels of 30 mcg/dL and above

RESEARCH INTERESTS

Participatory Action Research: Documenting the connection between environmental health hazards and their disproportionate impact on low-income communities of color and other vulnerable populations and determining the most effective hazard communication strategies for impacted communities, translating them into action that changes people's lives concretely, through a model of Evidence Based Policy making.

PROFESSIONAL AFFILIATIONS

- 2008 – 2020: Co Chair California Healthy Housing Coalition
- 2004 – 2023: Co-Chair Tracking Implementation Advisory Group California Environmental Health Tracking Program the State of California Environmental Health Investigations Branch (CDC Grant)
- 2005 – 2010: CDC's Advisory Committee for Childhood Lead Poisoning Prevention to the CDC
- 2001 – 2020: Advisory Board of the City of Los Angeles Community Development Department Workforce Development Division for their Brownfields Job Training Pilot. Provide job development and training related to the assessment, cleanup, and redevelopment of Brownfields properties
- 1995 – 2020: Board of Directors for the Southern California Health and Housing Council of the Los Angeles Department of Health Services Childhood Lead Poisoning Prevention Program

FOREIGN LANGUAGE ABILITIES/ SKILLS

Bi-Cultural Heritage Speaker: Spanish and English; Conversational and written fluency

Simultaneous and sequential interpretation

Translation of written documents for both highly technical and low literacy audiences

Popular Education methodologies in either English or Spanish for low literacy adult learners